Sustainability *documents* a tender will ask a supplier for

Eleven sustainability documents a tender may ask a furniture or joinery supplier for, sorted by who has checked them. It claims nothing held by the studio or any partner.

Compliance guidance. Read on 5 November 2026 from gov.uk procurement policy notes, legislation.gov.uk, HSE and the International EPD System. Check the current versions: procurement rules, thresholds and standards change. This is guidance, not legal advice. Nothing here says that Make Bespoke Studio or any partner workshop holds any of these documents: ask each supplier for the document and check it.

AT A GLANCE

Document	What it shows	Step	For a one-off piece
Timber certificate, with claim on the invoice	The seller is certified for the product group and the claim is on the sales document.	4	Possible if every owner in the chain is certified. Ask at order.
Timber legality information	Species, country of harvest, operator: the start of due diligence.	1	Ask at tender. Certification does not replace it.
EPD	A product's life-cycle impacts, verified by a third party.	4	A one-off rarely has its own: ask for its materials' EPDs.
Embodied-carbon figure	A number in kg CO2e for an item or material.	1	Ask for the method, stages counted and data source.
Board emission class, declaration of performance	Formaldehyde class and declared performance of the boards.	2	From the board supplier. Name the grade in the quote.
Finish and adhesive data sheets	Contents and hazards; VOC as the maker declares it.	2	Normally available for bought-in products.
UK REACH statement	Whether a Candidate List substance is above 0.1% by weight.	1	Ask in writing, dated, naming the list.
Bill of materials	What the item is made of: species, boards, metals, finishes.	1	Realistic: the maker knows what it used.
Management-system certificate (ISO 9001, 14001)	How the organisation is run; nothing about a product.	4	Not every workshop holds one: say if required or scored.
Modern slavery statement	Steps the supplier says it has taken on slavery in its supply chain.	1	A legal duty only above a turnover threshold.
Carbon reduction plan	A net zero by 2050 commitment and an emissions report.	1	Large central government contracts; rare for FF&E.

Step: 1 statement, 2 declaration, 3 test report, 4 certified (see the drawing). The sorting and last column are our reading of practice.

FOUR STEPS OF EVIDENCE

- 1 Statement: the supplier says so. Ask who signed it and what they hold.
- 2 Declaration: the maker states content or performance in a set format, such as a data sheet.
- 3 Test report: a laboratory tested a sample to a named method. Ask what, and to which edition.
- 4 Certified: an independent body audited or verified it, with a public record you can look up.

Whatever the step, the document must name the item or material it covers, and the issuer and date must be readable.

SPECIFICATION WORDING

SUSTAINABILITY SUBMITTALS

With the tender [or: before order], [Supplier] is to submit those of the following that apply to the work, or state for each why it does not: (a) timber, veneer and timber-based board: the evidence in clause [timber clause]; (b) boards: emission class and declaration of performance for each grade [named]; (c) finishes and adhesives: data sheets and [VOC statement / test report to [method named by the project scheme]]; (d) environmental product declarations for the items or, where none exists, for the principal materials, stating the programme, the product category rules and the declared unit; (e) a bill of materials for each item stating species, boards, metals, finishes, fabrics [and recycled content]; (f) a written, dated statement on UK REACH Candidate List substances above 0.1% by weight in articles supplied; (g) [management-system certificates, with scope]; (h) [a modern slavery statement, or an equivalent published document]. Each document is to name the item or material it covers, its issuer and its date.

CHECKING AND ACCEPTANCE

Documents are checked on receipt by [name]. Certificates are checked in the issuing body's own database. A document that does not name the item or material supplied, or that is out of date, is not accepted as evidence for it. Evidence is filed against the item code in the FF&E schedule and copied into the handover pack, section 03.

WHERE NO PRODUCT DECLARATION EXISTS

Where no environmental product declaration exists for an item, [Supplier] is to give the declarations and certificates that exist for its principal materials and to say what is not covered. No embodied-carbon figure is accepted unless it states the method, the life-cycle stages included, the declared unit and the source of the data.

STATEMENTS

A supplier's statement is signed by [role], dated, names the products it covers and says what evidence the signatory holds. A statement is accepted in place of a document only where clause [ ] says so.

TERMS USED

EPD

An independently verified report of a product's environmental impacts across its life cycle, produced to agreed rules so similar products can be compared. A furniture EPD reports per declared unit (for example per chair) and is only valid for a set period.

REACH

The chemicals regulation, in the EU and separately in Great Britain as UK REACH, that controls registration, restriction and communication about substances in products. For furniture the practical question is information about substances in articles.

Embodied carbon

The greenhouse gas emissions caused by making, transporting and installing materials (and, in a wider sense, maintaining and disposing of them), expressed in kilograms of carbon dioxide equivalent. For a fit-out, the upfront share is often what clients ask for.

STANDARDS AND SOURCES

- gov.uk: Procurement policy notes (collection), with PPN 03/23 and PPN 006: read 5 Nov 2026; PPN 03/23 (Apr 2023) listed out of date; Procurement Act 2023 notes apply to procurements commenced on or after 24 Feb 2025.
- PPN 006: Taking account of Carbon Reduction Plans: published 17 Feb 2025, updated 10 Jul 2025; paras 2, 3, 9 to 11.
- Modern Slavery Act 2015, section 54; SI 2015/1833, regulation 2: read 5 Nov 2026; threshold £36 million (as-made text).
- HSE: UK REACH substances of very high concern: read 5 Nov 2026; Candidate List page updated 9 Mar 2026.
- International EPD System: What is an EPD; ISO 14025:2026 news: read 5 Nov 2026; news item dated 30 Jun 2026.

Full guide: https://makebespoke.com/trade/technical/sustainability-documents-a-tender-will-ask-for. Make Bespoke Studio coordinates manufacture through its partner workshops. Figures are guidance only and your specification governs; some may be superseded, so contact the studio to verify.