

ESG-Aligned Commercial Cleaning RFP Template

A procurement framework for evaluating cleaning suppliers on social value, modern-slavery risk, and ESG alignment.

Purpose

This template helps procurement, sustainability, and facilities teams run a commercial cleaning tender that measures what matters: fair employment, a transparent supply chain, and evidence of genuine social and environmental value — not just price per square metre. Use the six-criterion scoring matrix on the following page to compare suppliers objectively and to create a defensible record for your Modern Slavery statement and social-procurement reporting.

Prepared by Empower Clean

Melbourne's ethical commercial cleaning social enterprise
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The six-criterion evaluation matrix

Score each supplier from 1 (no evidence) to 5 (strong, documented evidence) against the six criteria below. Multiply each score by the criterion weighting, then total the weighted scores for a single comparable figure out of 5.

#	Criterion	What to ask the supplier to provide	Weight	Score (1–5)
1	Award-rate employment	Written confirmation that all cleaners are directly employed under the Cleaning Services Award 2020 (or a compliant EA), with sample redacted payslips and superannuation confirmation.	25%	
2	Modern-slavery exposure & supply-chain transparency	Details of any subcontracting or labour hire, a modern-slavery statement or employment-model statement, and history of Fair Work Ombudsman actions.	20%	
3	Social-return evidence	Evidence of measurable social outcomes — e.g. employment of people facing barriers to work — and documentation suitable for social-procurement reporting.	20%	
4	Reporting capability	Ability to provide periodic impact and compliance reporting your team can use in ESG disclosures and annual returns.	15%	
5	Insurance & compliance	Current public liability and workers' compensation cover, plus relevant WHS policies and site risk documentation.	10%	
6	Environmental practices	Cleaning-product and waste practices, and any relevant environmental certifications or third-party standards.	10%	

Scoring guidance

Weighted total = Σ (score $\times$ weight) for all six criteria, giving a result out of 5. A supplier scoring 4+ on criteria 1–3 is demonstrating genuine ESG alignment rather than marketing claims. Treat a score of 1–2 on criterion 1 or 2 as a supply-chain risk that should be documented in your Modern Slavery statement regardless of price.

Tip: weightings are a starting point. Organisations with mandatory modern-slavery reporting may raise criteria 1 and 2; those with strong social-procurement targets may raise criterion 3.

Supplier profile: Empower Clean

Empower Clean is a Melbourne-based commercial cleaning social enterprise. We were built specifically to meet the criteria in this template — here is how we map against each one.

Award-rate employment	Every team member is directly employed under the Cleaning Services Award 2020. No labour hire, no subcontracting. Redacted payslips and superannuation confirmation available on request.
Modern-slavery exposure	A single-layer, fully transparent supply chain designed to eliminate — not merely manage — labour-exploitation risk. Employment-model statement available for your Modern Slavery documentation.
Social-return evidence	Our core purpose is fair, stable employment for migrants and people facing systemic barriers to work. Spend with Empower Clean is documentable against Victorian Social Procurement Framework obligations.
Reporting capability	We provide employment-model and social-outcome documentation your team can include in ESG disclosures, annual returns, and procurement files.
Insurance & compliance	Current public liability and workers' compensation cover, with WHS policies and site risk documentation provided on engagement.
Environmental practices	Responsible product and waste practices as part of every cleaning scope, sized to your building and sustainability requirements.

Request a quote or supplier documentation pack

Talk to us about your facility, or request our supplier documentation pack (employment-model statement, insurance, and policies) for your procurement file. We respond within one business day.

empowerclean.net.au/contact | sales@empowerclean.net.au