

**Part 1 – Procurement Specific Questionnaire**

**Project Reference: VOG/CS/LH/02/25**

**GUIDANCE DOCUMENT**

## TABLE OF CONTENTS

PSQ Sub-sections and criteria.....	2
Preliminary Questions .....	4
Wales Procurement Specific Questionnaire – Goods & Services.....	4
Part 1 - Confirmation of core supplier information.....	<b>Error! Bookmark not defined.</b>
Part 2 – Additional Exclusions Information .....	6
Associated/ connected persons .....	6
List of all intended sub-contractors.....	8
Part 3A - Procurement Specific Questions Relating to Conditions of Participation .....	9
Financial capacity .....	9
Insurance .....	10
Legal Capacity .....	11
Technical Ability.....	12
Health & Safety.....	14
Part 3B - Requirements for central government departments, their executive agencies and non-departmental public bodies .....	20
Supply Chain Management .....	<b>Error! Bookmark not defined.</b>
Ethical Employment: .....	21
Carbon Reduction: .....	22

## PSQ Sub-sections and criteria

Please refer to the table below for details of the PSQ evaluation process.

The Authority reserves the right to reject Tenderers that fail to achieve required quality thresholds of 50% (38/76) or fail any mandatory question. Failure to complete the PSQ fully may result in exclusion.

Section	Sub-section Description	Criteria	Scored Questions	Maximum Score Available	% of Total PSQ Score	Required Quality Threshold
	Preliminary Questions	Information Only				
	Confirmation of core supplier information	Pass/Fail				
Part 2 - Additional exclusions information						
	Associated/ Connected Persons	Pass/Fail				
	List of all intended sub-contractors	Pass/Fail				
Part 3A - Procurement specific questions relating to conditions of participation						
	Financial Capacity	Pass/Fail	4.03 and 4.04	15	17.86	
	Insurance	Pass/Fail				
	Legal Capacity	Pass/Fail				
	Technical ability	Pass/Fail or Scored	7.01	54	64.29	
	Health and Safety	Pass/Fail				
	Environmental Management	Pass/Fail				
	Quality Management	Pass/Fail or Scored	10.01	2	5.95	
	Additional information	Pass/Fail or Scored				

## Part 3B - Requirements for central government departments, their executive agencies and non-departmental public bodies.

	Supply Chain Management	Pass/Fail				
	Ethical Employment	Pass/Fail or Scored	13.02	5	5.95	
	Carbon Reduction	Pass/Fail				
	Confirmations	Information Only				

## Preliminary Questions

### Wales Procurement Specific Questionnaire – Goods & Services

No	Question	Answer	Guidance/ <b>Scoring Guidance</b>
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2.01	What is your name? (supplier name)	Free text box  Insert name	
2.02	What is your Central Digital Platform unique identifier?	Free text box  Insert unique identifier	You must be registered on the Central Digital Platform (CDP).
2.03	Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium.	Drop down list: - a single supplier (with or without sub-contractors) - part of a group or consortium	Choose one of the following: - a single supplier (with or without sub-contractors) - part of a group or consortium
2.04	If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide: a. the name of the group/consortium b. the proposed structure of the group/consortium, including the legal structure where applicable c. the name of the lead member in the group/consortium d. your role in the group/consortium (e.g. lead member, consortium member, sub-contractor)	Free text area (multiple lines)	If you selected "part of a group or consortium" for 2.03 you are required to provide a response for each of the points stated in a-d .
2.05	Are you on the debarment list?	Yes/No response  PASS/FAIL	Pass/ Fail subject to consideration of the response to supporting evidence
2.06	If your response to Q5a is yes, please provide details	Free text area (multiple lines)	Response required if you selected "yes" to question 2.05.

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## Part 1 - Confirmation of core supplier information

2.07	<p>You must submit up-to-date core supplier information on the CDP and share this information with us via the CDP (either a share code or PDF download). This includes:</p> <ul style="list-style-type: none"> <li>a. basic information</li> <li>b. economic and financial standing information</li> <li>c. connected person information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies)</li> <li>d. exclusion grounds information</li> </ul> <p>Please confirm that you have shared this information with us.</p>	Yes/No response	<p>Suppliers participating in procurements must register on the central digital platform (CDP). Suppliers can submit their core supplier information and, where a procurement opportunity arises, share this information with the contracting authority via the CDP. It is free to use and will mean suppliers should no longer have to re-enter this information for each public procurement but simply ensure it is up to date and subsequently shared. The CDP is available at <a href="https://www.gov.uk/find-tender">https://www.gov.uk/find-tender</a>. This section of the PSQ provides confirmation that suppliers have taken these steps.</p> <p>Pass/Fail</p>
2.08	If your response to previous question is yes, please upload your CDP PDF download	File Upload	

## Part 2 – Additional Exclusions Information

### Associated/ connected persons

3.01	Are you relying on any associated persons to satisfy the conditions of participation? (these are other suppliers who might be sub-contractors or consortium members but not a guarantor).	Yes/No response	<p>Procurement legislation provides for an 'exclusion regime' and a published 'debarment' list to safeguard procurement from suppliers who may pose a risk (for example, due to misconduct or poor performance). Suppliers must submit their own (and their connected</p>
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	The conditions of participation are in guidance outlined in Part 3		persons ) exclusions information via the Central Digital Platform (CDP). This includes self-declarations as to whether any exclusion grounds apply to them and, if so, details about the event or conviction and what steps have been taken to prevent such circumstances from occurring again.  If your response to 3.01 is yes, please complete 3.02, 3.03 & 3.04 (otherwise these questions are not applicable).
3.02	For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy.	Free text area (multiple lines)	Provide the names of each supplier/associated person and a brief description regarding condition(s) of participation you are relying on them to satisfy.
3.03	For each associated person, please confirm they are registered on the CDP and have shared with us their information (PDF download): a. basic information b. economic and financial standing information (if they are being relied upon to meet conditions of participation regarding financial capacity) c. connected person information d. exclusion grounds information  Insert name(s) of supplier(s) and reference(s) / file name(s) or state N/A	Yes/No response	A supplier will need to share additional exclusions information for any suppliers that they are relying on to meet the procurement's conditions of participation. These could either be consortium members or key sub-contractors (but excludes any guarantors). These suppliers are 'associated persons' and their exclusions information must be shared with the contracting authority.  Please upload any CDP PDFs within a zip folder.  Pass/Fail
3.04	If your response to previous question is yes, please upload associated persons CDP PDF download.	File upload	Response required if you selected "yes" to question 3.03.

3.05	Are any of your associated persons on the debarment list?	Yes/No response	PASS/FAIL subject to consideration of the response to supporting evidence.
3.06	If your response to the question above is yes, please provide details	Free text area (multiple lines)	Response required if you selected "yes" to question 3.05.

### List of all intended sub-contractors

3.07	Please provide: a. a list of all suppliers who you intend to sub-contract the performance of all or part of the contract to (either directly or in your wider supply chain); b. their unique identifier (if they are registered on the Central Digital Platform), or otherwise, a Companies House number charity number, VAT registration number, or equivalent; and, c. a brief description of their intended role in the performance of the contract.	Free text area (multiple lines)	If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the contracting authority as soon as possible and at least by final tenders.  Note: If you are not intending to sub-contract the performance of all or part of the contract then 3.08 is not applicable.
3.08	Please confirm if any intended sub-contractor is on the debarment list.	Yes/No response	The debarment list can be found here <a href="#">Procurement Review Unit - GOV.UK</a>  Note: If you are not intending to sub-contract the performance of all or part of the contract then 3.08 and 3.09 is not applicable.



			PASS/FAIL subject to consideration of the response to supporting evidence.
3.09	If your response to 3.08 is yes, please provide the sub-contractor(s) name and provide details.	Free text area (multiple lines)	

## Part 3A - Procurement Specific Questions Relating to Conditions of Participation

### Financial capacity

4.01	Are you relying on another supplier to act as a guarantor?	Yes/No response	
4.02	If your response to 5.01 is yes, please provide their name and evidence of their economic and financial standing.	File attachment	
4.03	Please provide your Dun & Bradstreet (DUNS) registration number.	Free text box (single line)	<p><b>PLEASE NOTE: The Contracting Authority will use Dun and Bradstreet to undertake a credit risk of all completed and submitted SQ'S.</b> In order to achieve a "Pass", you must have a Dun and Bradstreet risk rating and you must also not have a Dun and Bradstreet rating of 3 or higher.</p> <p>Exceptionally, the Contracting Authority may accept a candidate with a risk rating no higher than 3, provided that compelling evidence is provided as to why this does not represent a risk to the successful performance of any contracts let under this contract.</p> <p><b>Risk Rating of:</b></p> <p>Risk Rating of 1 = 10</p> <p>Risk Rating of 2 = 8</p> <p>Risk Rating of 3: = 6</p> <p>Risk rating of 4: = FAIL</p>

			Risk rating of 5 = <b>FAIL</b>  <b>SCORED</b>
4.04	<p>Please provide your acid-test ratio from your last two sets of audited accounts. If you do not have audited accounts provide the ratio from your last set of year end accounts. The ratio is defined as: = (Cash + Accounts Receivable + Short Term Investments) (Current Liabilities) The Council may only select a Bidder to tender if it has an acceptable Acid-test ratio. If you are bidding on behalf of a Consortium your answer should comprise an aggregate figure (sum of current assets divided by sum of liabilities) from all Consortium Members.</p>	Free text box	<p>It is advantageous if the candidate can demonstrate an acid test ratio of 1 or more.</p> <p>Note: If your organisation is a charity or third sector organisation where funds are divided into Restricted and Unrestricted categories you may need to omit Restricted assets from your calculation.</p> <p>Acid Test Ratio of 1 or above = <b>5</b>  Acid Test Ratio of 0.90 - 0.99 = <b>4</b>  Acid Test Ratio of 0.80 - 0.89 = <b>3</b>  Acid Test Ratio of 0.70 - 0.79 = <b>2</b>  Acid Test Ratio of 0.60 - 0.69 = <b>1</b>  Acid Test Ratio below 0.59 = <b>0</b></p> <p>NB. If you are bidding on behalf of a consortium please provide an aggregate figure (sum of current assets divided by sum of liabilities) from all consortium members and explain how you have arrived at your figure.</p> <p><b>SCORED</b></p>

## Insurance

5.01	<p>Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated below:</p> <p><b>Employer's (Compulsory) Liability Insurance = [Minimum £10 million]</b></p> <p><b>Public Liability Insurance = [Minimum £5 million]</b></p> <p><b>Professional Indemnity Insurance = [Minimum £1 Million]</b></p>	<p>Yes/No response</p> <p><b>PASS/FAIL</b></p>	<p>There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information:  <a href="http://www.hse.gov.uk/pubns/hse39.pdf">http://www.hse.gov.uk/pubns/hse39.pdf</a></p> <p>If you are successful you must be in a position to provide evidence of the required levels of insurance cover, prior to contract award and without delay.</p>
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			PASS/FAIL
5.02	Provide details of your insurance already in place	Free text area (multiple lines)	If you are successful you must be in a position to provide evidence of the required levels of insurance cover, prior to contract award and without delay.
5.03	Provide details of your insurance, which would be obtained following contract award (including information on how you will obtain this insurance - e.g. a quote)	Free text area (multiple lines)	If you are successful you must be in a position to provide evidence of the required levels of insurance cover, prior to contract award and without delay.

## Legal Capacity

6.01	Please confirm that you have in place, or that you will have in place by the award of the contract, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulation and to ensure the protection of the rights of data subjects.	Yes/No response	PASS/FAIL
6.02	<p>Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects.</p> <p>Your response should include, but should not be limited to facilities and measures:</p> <ul style="list-style-type: none"> <li>a. to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services</li> <li>b. to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data</li> <li>c. to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable</li> </ul>	Free text area (multiple lines)	Response required if you selected "yes" to question 6.01 for each of the points stated in a-f.

	<p>d. to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place)</p> <p>e. to maintain records of personal data processing activities</p> <p>f. to regularly test, assess and evaluate the effectiveness of the above measures</p>		
<b>6.03</b>	<p><b>Cyber Essentials Certification Scheme</b></p> <p>Please confirm that you currently meet, or will meet if you are successful, the requirements of the Cyber Essentials Certification Scheme or equivalent.  <a href="http://www.cyberstreetwise.com/cyberessentials">http://www.cyberstreetwise.com/cyberessentials</a>.</p>	Yes/No response	<p>The buyer may require you to meet the requirements of the Cyber Essentials Certification Scheme, or equivalent.</p> <p>If you are successful you must be in a position to provide evidence, if required, prior to contract award, and without delay.</p>

## Technical Ability

<b>7.01</b>	<p><b>Relevant experience and contract examples.</b></p> <p>Please provide details of three contracts to meet conditions of participation relating to technical ability set out in the relevant notice or procurement documents, in any combination from either the public or private sectors (which may include samples of grant-funded work).</p> <p>Please include the following for each contract:</p> <p>Name of customer organisation who signed the contract  Name of supplier who signed the contract  Point of contact in the customer's organisation  Position in the customer's organisation  Email address of contact in the customer's organisation  Description of contract  Contract start date</p>	<p><b>54 marks</b></p> <p><b>300 words per example.</b></p> <p><b>500 if not providing any</b></p>	<p>Where this procurement is for goods or services, the examples must be from the past three years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.</p> <p>For consortium bids, or where you have indicated that you are relying on an associated person to meet the technical ability, you should provide relevant examples of where the associated person has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a special purpose vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the special purpose vehicle or sub-contractors (three examples are not required from each member).</p> <p>If you cannot provide at least one example of previous</p>
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	Contract completion date Estimated contract value		<p>contracts that are relevant to the requirement, in no more than 500 words please provide an explanation for this and how you meet the conditions of participation relating to technical ability – e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p> <p><b>NOTE: IF PROVIDING 3 EXAMPLES PLEASE USE 300 WORDS PER EXAMPLE</b></p> <p>It is advantageous if the candidate can demonstrate relevant experience of successfully delivering projects of a <b>similar nature</b>.</p> <p>You must also provide <u>3</u> relevant and comparable contract examples as Principal Contractor</p> <p><b>3 Examples. Each example will be scored on the following basis:</b></p> <p><b>Client similar (e.g. Public Sector / Local Authority) = 3 marks per example (3 marks if similar, 0 if not)</b></p> <p><b>Evidence of relevant experience of delivering services in the scope of this procurement (e.g. glass reprocessing and recycling) = 6 marks</b></p> <p><b>Example demonstrates experience of successful delivery to time, quality and budget = 1 mark each for evidence of successful delivery to time, quality and budget (3 marks per example)</b></p> <p><b>Client Testimonial must be on company headed paper/email to be accepted as evidence of successful delivery = 6 marks per example if specific to the project.</b></p> <p>300 per example.</p>
7.02	<b>Experience of sub-contractor management</b> Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously	Free text area (multiple lines)	Response required if you intend to sub-contract a proportion of the contract.

	<p>maintained healthy supply chains with your sub-contractor(s) (which may be the intended sub-contractor(s) for this procurement or any others used previously).</p> <p>The description should include the procedures you use to ensure performance of the contract.</p>		<p>Provide details or state N/A</p> <p>Information only</p>
7.03	<p><b>Organisational Standards</b></p> <p>Where conditions of participation have specified organisational qualifications or standards, please provide details of how these are met, or other equivalent standards that equal or exceed what has been requested.</p>	Free text area (multiple lines)	Please provide details

## Health & Safety

8.01	<p><b>Health and Safety</b></p> <p>Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the contract (including risks from the use of contractors, where relevant).</p>	Free text area (multiple lines)	<p>Please provide details</p> <p><b>PASS/FAIL subject to consideration of the response to supporting evidence.</b></p>
8.02	<p>If you wish to provide evidence of the procedures you use to monitor subcontractors' or consortium members' Health and Safety arrangements, you can do so here.</p>	File Attachment	Provide details or state N/A
8.03	<p><b>Health and Safety Enforcement Orders</b></p> <p>Has your organisation or any connected person been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p>	Yes/No response	<p>The contracting Authority will not select you to tender if your company has been prosecuted or served notice under health and safety legislation unless there is clear evidence that decisive and comprehensive action has been taken to remedy the situation.</p> <p>The contracting Authority may check the HSE database to confirm the accuracy of the information provided. Failure to provide accurate information may result in you not being selected to tender.</p> <p>If you are bidding on behalf of a consortium please</p>

			include data from all consortium members. Select "Yes" if this applies to any consortium member.  <b>PASS/FAIL subject to consideration of the response to supporting evidence.</b>
<b>8.04</b>	If your response to 8.03 is yes, please provide details of the enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.	Free text area (multiple lines)	Response required if you selected "yes" to <b>8.03</b> .
<b>8.05</b>	<b>Health &amp; Safety Policy</b> Please confirm that your organisation has a Health and Safety Policy that includes the following? <ul style="list-style-type: none"> <li>• A Policy Statement - signed and dated.</li> <li>• The Organisation and Responsibilities - how Health and Safety requirements are implemented.</li> <li>• The Arrangements – standards and procedures adopted in practice.</li> </ul>	Yes/No response	If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay.  <b>PASS/FAIL subject to consideration of the response to supporting evidence.</b>
<b>8.06</b>	Please confirm that your Health and Safety Policy has been reviewed within the past two years.	Yes/No response	Response required if you selected "yes" to <b>question 8.05</b> .  <b>PASS/FAIL/NA subject to consideration of the response to supporting evidence.</b>
<b>8.07</b>	If you wish to attach a copy of your Health and Safety Policy, you can do so here.	File Attachment	Response required if you selected "yes" to <b>question 8.06</b> and wish to upload a copy of your Health and Safety Policy.  <b>Information Only</b>
<b>8.08</b>	Do you have a nominated competent person responsible for Health & Safety advice?	Yes/No response	If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay e.g. CVs and copies of qualification certificates relevant to the role of H&S advisor. (If you are bidding on

			behalf of a consortium, you will be required to provide requested information from all consortium members).
8.09	If your response to 8.08 is yes, please provide their name and contact details.	Free text area (multiple lines)	Response required if you selected "yes" to question 8.08.
8.10	<b>Control of Substances Hazardous to Health (COSHH)</b> Please confirm that you have arrangements in place to manage chemicals used under the Control of Substances Hazardous to Health (COSHH) Regulations?	Yes/No response	If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay.  PASS/FAIL
8.11	<b>Health &amp; Safety Training</b> Do your staff receive induction and / or safety training before undertaking any work?	Yes/No response	If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay.  PASS/FAIL
8.12	Where you intend to sub-contract a proportion of the contract, please confirm if their staff will receive induction and / or safety training before undertaking any work?	Check box  Yes / No / N/A	If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay.  PASS/FAIL
8.13	<b>Safety Schemes in Procurement (SSIP)</b> Are you, or is your organisation (or consortium member, if applicable), registered with an industrial or occupational safety group, for example a member of the Safety Schemes in Procurement (www.SSIP.org.uk) or equivalent?	Yes/No response	If you responded "yes" to question 8.12 you must (if requested) provide your membership number, your membership level, and other details of what your registration covers.  If you are bidding as, or on behalf of a consortium you will need to provide, if requested, these details for your consortium members (if registered).



### Part 3 – Environmental Management

<b>9.01</b>	<b>Environmental Management System</b> Do you operate in accordance with an Environmental Management System (EMS) that is certified by a UKAS-accredited (or national equivalent) organisation?	Yes/No response	<p>If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.</p> <p>If you are bidding as a consortium, you will be required to explain which of the members has the certification in place, and how this covers the work of the consortium.</p>
<b>9.02</b>	<b>Environmental Policy</b> Do you have an environmental policy statement committing your organisation to a programme of improvement?	Yes/No response	<p>If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.</p> <p>If you are bidding as a consortium, you will be required to explain how this covers the work of the consortium.</p> <p><b>PASS/FAIL</b></p>

### Part 3 – Quality Management

<b>10.01</b>	<b>Quality Management Policy</b> Do you operate in accordance with a Quality Management System that is certified by a UKAS-accredited (or national equivalent) third party against ISO 9001 or an equivalent standard?	Yes/No response	<p>If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.</p> <p><b>YES = 1</b> <b>NO = 0</b></p> <p><b>SCORED</b></p>
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10.02	Do you have a documented process designed to ensure that the quality of your products or services is consistent?	Yes/No response	If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.  YES = 1 NO = 0  SCORED
10.03	If you are bidding on behalf of a consortium, please confirm that you have documented processes in place to adequately manage relationships with your members (e.g. any systems used to ensure prompt communication, accountability and swift resolution of disputes).	Yes/No or N/A response	If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.  PASS/FAIL

### Part 3 – Additional Information

11.01	<b>Conflicts of interest: duty to identify</b> Are you aware of any conflict of interest within the meaning of section 81 of the Procurement Act?	Yes/No response	You must notify the contracting authority of any conflict of interest or potential conflict of interest e.g. if you, or a connected person has advised the contracting authority or otherwise been involved in the preparation of the procurement procedure.
11.02	If your response to 12.01 is yes, please provide details	Free text area (multiple lines)	Response required if you selected "yes" to question 11.01.
11.03	<b>Blacklisting</b> Have you, or any connected person been found to have employed the practice of 'blacklisting' in the last three years?	Yes/No response	PASS/FAIL subject to the response to providing supporting evidence.
11.04	If your response to 12.03 is yes, please confirm: a. when the breach occurred b. if this has been established by a judicial decision having final and binding effect; and c. the measures you have taken to demonstrate your reliability e.g. self-cleaning.	Free text area (multiple lines)	If you selected "yes" to question 11.03 you must provide details of the points stated in a - c.

11.05	<b>Equalities training</b> Do all employees (including those from your consortium members where relevant) that come into contact with the public, or with a client's staff members, receive equalities training?	Yes/No response	<p>If equalities and diversity awareness/training are a core part of the tender requirement, the contracting Authority may only select you to tender if you train relevant staff appropriately.</p> <p>If you are bidding on behalf of a consortium please include data from all consortium members. Only select "Yes" if this applies to all consortium members.</p> <p>If you are successful, you may be required to provide evidence to support this answer.</p> <p>PASS/FAIL</p>
11.06	<b>Welsh Language</b> Please confirm that you currently meet, or will meet if you are successful, the requirements of the Welsh language measure.	Yes/No response	<p>If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.</p> <p>PASS/FAIL</p>
11.07	<b>Project Bank Account</b> If you are a prime contractor the contracting organisation will require under the contract that you use a Project Bank Account as the primary method of payment to your sub-contractors. Would you be willing to comply with this?	Yes/No response	<p>The buyer may only select you to tender if you agree to the use of Project Bank Accounts as the sole method of payment to sub-contractors during the stipulated contractual period.</p> <p>PASS/FAIL</p>
11.08	<b>Apprenticeships</b> Please confirm if you will be supporting apprenticeships and skills development through this contract?	Yes/No response	<p>If successful you must (if requested) provide documentary evidence to demonstrate your commitment to supporting apprenticeships and skills development.</p>
11.09	<b>Supply Chain Support</b> Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships?	Yes/No response	<p>If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.</p>

## Part 3B - Requirements for central government departments, their executive agencies and non-departmental public bodies

### Supply Chain Management

<b>12.01</b>	<b>Distorting Competition</b> Do you take steps to ensure that members of your supply chain do not make agreements with other economic operators aimed at distorting competition as described in Schedule 7 of the Procurement Act 2023, paragraphs 7-9?	Yes/No response	PASS/FAIL subject to providing supporting evidence.
<b>12.02</b>	If your response to 12.01 is yes, please provide a brief outline of the steps that you take.	Free text area (multiple lines)	Response required if you selected "yes" to <b>question 12.01</b> .
<b>12.03</b>	<b>Supply Chain Management</b> Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management.	Free text area (multiple lines)	Information only
<b>12.04</b>	If you prefer to upload documented evidence in response to 12.03 you can do so here.	File attachment	Response required if you want to upload documented evidence in response to <b>question 12.03</b>
<b>12.05</b>	<b>Health and Safety Policies</b> Do you take steps to ensure that all members of your supply chain have in place appropriate health and safety policies dealing with at least the following:  a. Policy Statement - signed and dated b. the Organisation and Responsibilities - how Health and Safety requirements are implemented; and c. the Arrangements - standards and procedures adopted in practice, and that this is reviewed at least every 2 years?	Yes/No response	If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.
<b>12.06</b>	If your response to 12.05 is yes, please provide brief details of the steps that you take.	Free text area (multiple lines)	Response required if you selected "yes" to <b>question 12.05</b> .

12.07	<b>Health and Safety Training: Supply Chain</b> Do you take steps to ensure that all members of your supply chain provide appropriate health and safety training, particularly for workers carrying out potentially hazardous tasks?	Yes/No response	If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.  <b>PASS/FAIL</b>
12.08	If your response to 12.07 is yes, please provide brief details of the steps that you take.	Free text area (multiple lines)	Response required if you selected "yes" to <b>question 12.07</b> .

### Ethical Employment:

13.01	<b>Ethical Employment</b> Do you pay all your employees the real Living Wage?	Yes/No response	The Contracting Authority may only select you if you can confirm that all works are paid in line with relevant national pay rates. If you are bidding on behalf of a consortium, please include data from all consortium members.
13.02	<b>Ethical Employment: Supply Chain</b> Please confirm that you are aware of your obligation under the Code of Practice: Ethical Employment in Supply Chains, and if successful you would be willing to sign up to the Code of Practice.	Yes/No response	The Contracting Authority may only select you if you are aware of your obligations under the Code of Practice: Ethical Employment in Supply Chains.  If you are bidding on behalf of a consortium, please include data from all consortium members.  Only Select "Yes" if this applies to all consortium members.  Code of Practice: Ethical Employment in Supply Chains – <a href="https://gov.wales/topics/improvingervices/bettervfm/code-of-practice/?lang=en">https://gov.wales/topics/improvingervices/bettervfm/code-of-practice/?lang=en</a>

			<p>YES = 5</p> <p>NO = 0</p> <p>SCORED</p>
13.03	<b>Modern Slavery Act</b> Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes/No response	If you are successful you must be in a position to provide evidence, if required, prior to contract award, and without delay.

### Carbon Reduction:

14.01	<b>Carbon Reduction Plan</b> Please confirm that your organisation is taking steps to reduce your GHG emissions over time and is publicly committed to achieving Net Zero by 2050	Yes/No response  PASS/FAIL	<p>The Contracting Authority is looking for organisations that are taking steps to reduce their GHG emissions and publicly committed to achieving Net Zero by 2050.</p> <p>Pass – Yes confirms they are taking steps to reduce their GHG emissions overtime and is publicly committed to achieving Net Zero by 2050.</p> <p>Fail – No does not confirm they are taking steps to reduce their GHG emissions overtime and isn't publicly committed to achieving Net Zero by 2050.</p> <p>If you are bidding as a consortium or have a Significant Sub-Contractor, please provide confirm from all consortium members or Significant Sub-Contractor.</p>
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