

	Procurement Specific Questionnaire Response Document
--	--

**Part 1 – Procurement Specific Questionnaire**

**Project Reference:**

**RESPONSE DOCUMENT**

## TABLE OF CONTENTS

PSQ Sub-sections and criteria.....	2
Preliminary Questions .....	5
Wales Procurement Specific Questionnaire – Goods & Services.....	5
Part 1 - Confirmation of core supplier information.....	<b>Error! Bookmark not defined.</b>
Part 2 – Additional Exclusions Information .....	7
Associated/ connected persons .....	7
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 .....	10
Technical Ability.....	12
Health & Safety.....	13
Part 3B - Requirements for central government departments, their executive agencies and non-departmental public bodies .....	17
Supply Chain Management .....	<b>Error! Bookmark not defined.</b>
Ethical Employment: .....	18
Carbon Reduction: .....	19

## 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	Response
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	
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	

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)	
2.05	Are you on the debarment list?	Yes/No response  PASS/FAIL	
2.06	If your response to Q5a is yes, please provide details	Free text area (multiple lines)	

## Part 1 - Confirmation of core supplier information

2.07	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: a. basic information b. economic and financial standing information 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) d. exclusion grounds information	Yes/No response	
------	---	--------------------	--

	Please confirm that you have shared this information with us.		
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).  The conditions of participation are in guidance outlined in Part 3	Yes/No response	
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)	
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	

3.04	If your response to previous question is yes, please upload associated persons CDP PDF download.	File upload	
3.05	Are any of your associated persons on the debarment list?	Yes/No response	
3.06	If your response to the question above is yes, please provide details	Free text area (multiple lines)	

### List of all intended sub-contractors

3.07	<p>Please provide:</p> <ul style="list-style-type: none"> <li>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);</li> <li>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,</li> <li>c. a brief description of their intended role in the performance of the contract.</li> </ul>	Free text area (multiple lines)	
------	--	---------------------------------	--



3.08	Please confirm if any intended sub-contractor is on the debarment list.	Yes/No response	
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)	
4.04	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	Free text box	

	your answer should comprise an aggregate figure (sum of current assets divided by sum of liabilities) from all Consortium Members.		
--	--	--	--

## 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>PASS/FAIL</p>	
5.02	Provide details of your insurance already in place	Free text area (multiple lines)	
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)	

## 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	Yes/No response	
------	---	-----------------	--

	compliance with the UK General Data Protection Regulation and to ensure the protection of the rights of data subjects.		
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> <li>d. to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place)</li> <li>e. to maintain records of personal data processing activities</li> <li>f. to regularly test, assess and evaluate the effectiveness of the above measures</li> </ul>	Free text area (multiple lines)	
6.03	<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	

## Technical Ability

7.01	<p><b>Relevant experience and contract examples.</b> 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 Contract completion date Estimated contract value</p>	<p>54 marks</p> <p>300 words per example.</p> <p>500 if not providing any</p>	
7.02	<p><b>Experience of sub-contractor management</b> Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously 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>	Free text area (multiple lines)	
7.03	<p><b>Organisational Standards</b> Where conditions of participation have specified organisational qualifications or standards, please provide</p>	Free text area (multiple lines)	

	details of how these are met, or other equivalent standards that equal or exceed what has been requested.		
--	---	--	--

## Health & Safety

8.01	<b>Health and Safety</b> 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).	Free text area (multiple lines)	
8.02	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.	File Attachment	
8.03	<b>Health and Safety Enforcement Orders</b> 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?	Yes/No response	
8.04	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)	
8.05	<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	

8.06	Please confirm that your Health and Safety Policy has been reviewed within the past two years.	Yes/No response	
8.07	If you wish to attach a copy of your Health and Safety Policy, you can do so here.	File Attachment	
8.08	Do you have a nominated competent person responsible for Health & Safety advice?	Yes/No response	
8.09	If your response to 8.08 is yes, please provide their name and contact details.	Free text area (multiple lines)	
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	
8.11	<b>Health &amp; Safety Training</b> Do your staff receive induction and / or safety training before undertaking any work?	Yes/No response	
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	
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 ( <a href="http://www.SSIP.org.uk">www.SSIP.org.uk</a> ) or equivalent?	Yes/No response	

### 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	
<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	

### 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	
<b>10.02</b>	Do you have a documented process designed to ensure that the quality of your products or services is consistent?	Yes/No response	
<b>10.03</b>	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	

### Part 3 – Additional Information

<b>11.01</b>	<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	
<b>11.02</b>	If your response to <b>12.01</b> is yes, please provide details	Free text area (multiple lines)	

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	
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)	
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	
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	
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	
11.08	<b>Apprenticeships</b> Please confirm if you will be supporting apprenticeships and skills development through this contract?	Yes/No response	
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	



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

### Supply Chain Management

12.01	<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	
12.02	If your response to 12.01 is yes, please provide a brief outline of the steps that you take.	Free text area (multiple lines)	
12.03	<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)	
12.04	If you prefer to upload documented evidence in response to 12.03 you can do so here.	File attachment	
12.05	<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	
12.06	If your response to 12.05 is yes, please provide brief details of the steps that you take.	Free text area (multiple lines)	

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	
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)	

**Ethical Employment:**

13.01	<b>Ethical Employment</b> Do you pay all your employees the real Living Wage?	Yes/No response	
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	
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	

**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  <b>PASS/FAIL</b>	
-------	--	--	--