*Section H - Part 1: Procurement Specific Questionnaire*

WESTERN VALE COMMUNITY DAY CARE SERVICE

Project Reference: VG DS 127

**GUIDANCE DOCUMENT**

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# 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 or fail any mandatory question.**

**Failure to complete the PSQ fully may result in exclusion.**

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| **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 |  |  |  |  |
|  | Insurance | Pass/Fail |  |  |  |  |
|  | Legal Capacity | Pass/Fail |  |  |  |  |
|  | Technical ability/Service Delivery | Scored | 1 | 100% | 100% | 50% |
|  | Health and Safety | Pass/Fail |  |  |  |  |
|  | Environmental Management | Pass/Fail |  |  |  |  |
|  | Quality Management | Pass/Fail |  |  |  |  |
|  | Additional information | Pass/Fail |  |  |  |  |
| Part 3B - Requirements within Welsh Procurement Policy Notes | | | | | | |
|  | Carbon Reduction - WPPN 06/21 | Pass/Fail |  |  |  |  |

# Preliminary Questions

## Wales Procurement Specific Questionnaire – Goods & Services

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| --- | --- | --- | --- |
| **No** | **Question** | **Answer** | **Guidance** |
| 1 | What is your name? (supplier name) | Insert Name |  |
| 2 | What is your Central Digital Platform unique identifier? | Insert Unique Identifier | You must be registered on the Central Digital Platform (CDP). Information on how to register on the Central Digital Platform can be found on the GOV.UK website through this link: [Suppliers: How to register your organisation and first administrator on Find a Tender in three easy…](https://www.gov.uk/government/publications/procurement-act-2023-short-guides/suppliers-how-to-register-your-organisation-and-first-administrator-on-find-a-tender-in-three-easy-steps-html) |
| 3a | Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium. | 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 |
| 3b | 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 Q3a you are required to provide a response for each of the points stated in a-d . |
| 4a | Are you on the debarment list? | Yes/No | Where a Bidder, it’s associated persons or sub-contractor is on the debarment list, contracting authorities must or may exclude that supplier from the procurement, depending on whether the exclusion ground for which the supplier has been put on the debarment list is mandatory or discretionary.  Mandatory exclusions are Defined in schedule 6 of the Procurement Act 2023  Discretionary exclusions are Defined in schedule 7 of the Procurement Act 2023. |
| 4b | If your response to Q5a is yes, please provide details | Free text area (multiple lines) | Response required if you selected "yes" to question 4a. |

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# Part 1 - Confirmation of core supplier information

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| --- | --- | --- | --- |
| 5a | 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 Please confirm that you have shared this information with us. | File Upload | 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 https://www.gov.uk/find-tender. This section of the PSQ provides confirmation that suppliers have taken these steps.  Where a Bidder, it’s associated persons or sub-contractor provides exclusion grounds within their CDP submission, contracting authorities must or may exclude that supplier from the procurement, depending on whether the exclusion ground for which the supplier has been put is mandatory or discretionary.  Mandatory exclusions are Defined in schedule 6 of the Procurement Act 2023  Discretionary exclusions are Defined in schedule 7 of the Procurement Act 2023. |
| 5b | If your response to previous question is yes, please upload your CDP PDF download | File Upload |  |

# Part 2 – Additional Exclusions Information

## Associated / Connected Persons

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| --- | --- | --- | --- |
| 6 | 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 | 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 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 Q6 is yes, please complete Q7, Q8 & Q9 (otherwise Q7, Q8 & Q9 are not applicable). |
| 7 | 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. |
| 8 | 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 | 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.  Where a Bidder, it’s associated persons or sub-contractor provides exclusion grounds within their CDP submission, contracting authorities must or may exclude that supplier from the procurement, depending on whether the exclusion ground for which the supplier has been put is mandatory or discretionary.  Mandatory exclusions are Defined in schedule 6 of the Procurement Act 2023  Discretionary exclusions are Defined in schedule 7 of the Procurement Act 2023. |
| 9a | Are any of your associated persons on the debarment list? | Yes/No | The debarment list can be found here [Procurement Review Unit - GOV.UK](https://www.gov.uk/guidance/procurement-review-unit)  Where a Bidder, it’s associated persons or sub-contractor is on the debarment list, contracting authorities must or may exclude that supplier from the procurement, depending on whether the exclusion ground for which the supplier has been put on the debarment list is mandatory or discretionary.  Mandatory exclusions are Defined in schedule 6 of the Procurement Act 2023  Discretionary exclusions are Defined in schedule 7 of the Procurement Act 2023. |
| 9b | 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 9a. |

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

## Financial capacity

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| 10a | Does your organisation’s turnover in the last financial year exceed the threshold set out below?  [Added by contracting authorities if necessary] | Yes/No | Section 22 of the Procurement Act 2023 requires that conditions of participation must be a proportionate means of ensuring suppliers have the relevant capacity or ability to perform the contract, having regard to the nature, complexity and cost of the contract. In all cases, contracting authorities should bear in mind their duties to have regard to the fact that small and medium-sized enterprises (SMEs) may face particular barriers to participation and to consider whether such barriers can be removed or reduced (as set out in section 12(4) of the Act). |
| 10b | If your response to Q10a is yes, please provide their name and evidence of their economic and financial standing. | File attachment |  |
| 11 | Please note that the Council uses a credit reference agency to determine the financial status of bidders. A risk score and recommended contract limit is given based on information collected within the credit search. The Council will use both the risk score and contract limit to ascertain financial viability.  Please provide your organisation’s Equifax number: | Yes/No |  |

## Insurance

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| 12a | 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:  **Employer’s (Compulsory) Liability Insurance = £10 million** **Public Liability Insurance = £5 million** | Yes/No | 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: http://www.hse.gov.uk/pubns/hse39.pdf  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. |
| 12b | 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. |
| 12c | 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

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| --- | --- | --- | --- |
| 13 | 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 |  |
| 14 | **Cyber Essentials Certification Scheme**  Please confirm that you currently meet, or will meet if you are successful, the requirements of the Cyber Essentials Certification Scheme or equivalent. http://www.cyberstreetwise.com/cyberessentials. | Yes/No | The buyer may require you to meet the requirements of the Cyber Essentials Certification Scheme, or equivalent. If you are successful you must be in a position to provide evidence, if required, prior to contract award, and without delay. |

## Technical Ability/Service Delivery

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| --- | --- | --- | --- |
| 15 | **Relevant experience and contract examples.** Please provide details of up to three contracts (from either public or private sectors, including any grant-funded work) that demonstrate your technical ability to meet the requirements set out in the procurement documents.  Please include the following for each contract:  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 | 750 word limit | Where this procurement is for goods or services, the examples must be from the past three years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.  If you cannot provide at least one example of previous 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.  Please note that bidders must score at least 50% for this section in order to pass the PSQ. |

## Health & Safety

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| 16 | **Health and Safety** 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) | Please provide details |
| 17a | **Health and Safety Enforcement Orders** 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 | 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.  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. If you are bidding on behalf of a consortium please include data from all consortium members. Select "Yes" if this applies to any consortium member. |
| 17b | If your response to Q17a 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 question 17a. |
| 18a | **Health & Safety Policy** Please confirm that your organisation has a Health and Safety Policy that includes the following?  • A Policy Statement - signed and dated. • The Organisation and Responsibilities - how Health and Safety requirements are implemented. • The Arrangements – standards and procedures adopted in practice. | Yes/No | If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay. |
| 18b | Please confirm that your Health and Safety Policy has been reviewed within the past two years. | Yes/No | Response required if you selected "yes" to question 18a. |
| 18c | 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 question 18a and wish to upload a copy of your Health and Safety Policy. |
| 19a | Do you have a nominated competent person responsible for Health & Safety advice? | Yes/No | 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). |
| 19b | If your response to Q19a is yes, please provide their name and contact details. | Free text area (multiple lines) | Response required if you selected "yes" to question 19a. |
| 20 | **Control of Substances Hazardous to Health (COSHH)** Please confirm that you have arrangements in place to manage chemicals used under the Control of Substances Hazardous to Health (COSHH) Regulations? | Yes/No | If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay. |
| 21 | **Health & Safety Training** Do your staff receive induction and / or safety training before undertaking any work? | Yes/No | If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay. |

**Environmental Management**

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| 22 | **Environmental Policy** Do you have an environmental policy statement committing your organisation to a programme of improvement? | Yes/No | If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.  If you are bidding as a consortium, you will be required to explain how this covers the work of the consortium. |

**Quality Management**

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| --- | --- | --- | --- |
| 23 | **Quality Management Policy** 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 | If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay. |
| 24 | Do you have a documented process designed to ensure that the quality of your products or services is consistent? | Yes/No | If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay. |

**Additional Information**

|  |  |  |  |
| --- | --- | --- | --- |
| 25a | **Conflicts of interest: duty to identify** Are you aware of any conflict of interest within the meaning of section 81 of the Procurement Act? | Yes/No | 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. |
| 25b | If your response to Q25a is yes, please provide details | Free text area (multiple lines) | Response required if you selected "yes" to question 25a. |
| 26a | **Blacklisting** Have you, or any connected person been found to have employed the practice of 'blacklisting' in the last three years? | Yes/No |  |
| 26b | If your response to Q26a 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 26a you must provide details of the points stated in a - c. |
| 27 | **Equalities training** 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 | 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. 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. If you are successful, you may be required to provide evidence to support this answer. |
| 28 | **Welsh Language** Please confirm that you currently meet, or will meet if you are successful, the requirements of the Welsh language measure. | Yes/No | If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay. |
| 29a | **Artificial Intelligence (AI) Disclosure**  Please detail any instances where AI or machine learning tools, including large language models have been used to generate written content, or support your submission.  Where you have not utilised AI, please provide a statement to confirm this is the case. | Free text area (multiple lines) | AI tools can be used to improve the efficiency of your bid writing process, however they may also introduce an increased risk of misleading statements via ‘hallucination’.  Where you have not utilised AI, please provide a statement to confirm this is the case.  The Contracting Authority will not be evaluating this response and is for information only. |
| 29b | **Artificial Intelligence (AI) Disclosure**  Where AI tools have been used to support the generation of tender responses, please confirm that they have been checked and verified for accuracy. | Yes/No or N/A | The Contracting Authority will not be evaluating this response and is for information only.  Where AI has been used, the Contracting Authority wishes to understand the information has been checked and verified.  Where you have not utilised AI, please select ‘N/A’ |

## Ethical Employment: WPPN 11/21

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| --- | --- | --- | --- |
| 30 | **Ethical Employment**  Are you an accredited Living Wage Employer? | Yes/No | In accordance with the Council’s aspirations and objectives and its obligations under the Wellbeing of Future Generation Act (Wales) 2015 and Code of Practice for Ethical Employment through Supply Chains, we encourage the adoption of the real Living Wage to our contractors and suppliers.  Support is available from Cynnal Cymru for businesses in Wales - <https://livingwage.wales/> .  This Question is for information only and will not be evaluated. |
| 31 | **Ethical Employment**  Can you confirm that all employees working on this contract will be paid at least the real Living Wage? | Yes/No | As part of Contract Management if successful, details of the roles and numbers of staff on this contract not receiving at least the real Living Wage and steps your organisation is taking to move staff to the real Living Wage.  This Question is for information only and will not be evaluated. |
| 32 | **Ethical Employment: Supply Chain** 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 | 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 – <https://gov.wales/topics/improvingservices/bettervfm/code-of-practice/?lang=en> |
| 33 | **Modern Slavery Act** 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 | If you are successful you must be in a position to provide evidence, if required, prior to contract award, and without delay. |

## Carbon Reduction: WPPN 006

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| 34 | Please confirm that you commit to complete and publish a Carbon Reduction Plan within six months of contract award , that, notwithstanding that the tender opportunity is for a contract of less than £5m in total, meets the required reporting standards as per the Technical standard for Completion of Carbon Reduction Plans (PPN 0621 Technical standard for the Completion of Carbon Reduction Plans.docx)  and use the Carbon Reduction Plan Template within PPN06/21 Taking Account of Carbon Reduction Plans in the procurement of major government contracts to submit your response. | Yes/No or N/A |  |