

DRAFT

Procurement Specific Questionnaire Guidance Document

**Part 1 – Procurement Specific Questionnaire**  
**Palmerston Play Area Refurbishment, Gibbonsdown, Barry**

**VOG|CS|WC|11|25**

**GUIDANCE DOCUMENT**

1. This document will need to reviewed for each individual project and must consider proportionality of the questions that are being asked.
2. Part 1 and 2 must not be amended but Part 3 onwards may be amended to reflect the above. Additional questions for the individual tender may be added.
3. The template has high level guidance for each of the questions, this is to be updated/amended for each project and guidance must be provided for each question on how its being evaluated or for information only.
4. The question numbering has been highlighted within questions, please ensure this is updated to reflect any amendments made and then unhighlight once complete.
5. There are questions within the WPPN for Steel section which will apply to goods and services contracts, delete those that aren't proportionate or apply and update the title of the section to Supply Chain Management.
6. Carbon Reduction section has a number of questions on requesting Carbon Reduction Plans, please select the question most appropriate for the project and delete the other questions.
7. Once done the above, delete this section, update the contents page and PDF.

## TABLE OF CONTENTS

PSQ Sub-sections and criteria .....	3
Preliminary Questions.....	5
Wales Procurement Specific Questionnaire – Goods & Services .....	5
Part 1 - Confirmation of core supplier information.....	7
Part 2 – Additional Exclusions Information.....	8
Associated/ connected persons.....	8
List of all intended sub-contractors .....	10
Part 3A - Procurement Specific Questions Relating to Conditions of Participation .....	11
Financial capacity.....	11
Insurance.....	13
Legal Capacity .....	13
Technical Ability.....	14
Health & Safety.....	16
Part 3B - Requirements within Welsh Procurement Policy Notes .....	22
Welsh Procurement Policy Note WPPN 008: Sourcing steel in major construction and infrastructure projects in Wales/ Supply Chain Management.....	22
Ethical Employment: WPPN 11/21 .....	22
Carbon Reduction: WPPN 006.....	24

### 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.

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 or Scored				
	Insurance	Pass/Fail or Scored				
	Legal Capacity	Pass/Fail or Scored				
	Technical ability	Pass/Fail or Scored				
	Health and Safety	Pass/Fail or Scored				
	Environmental Management	Pass/Fail or Scored				
	Quality Management	Pass/Fail or Scored				
	Additional information	Pass/Fail or Scored				

**Part 3B - Requirements within Welsh Procurement Policy Notes**

	Welsh Procurement Policy Note WPPN 01/21: Sourcing steel in major construction and infrastructure projects in Wales	Pass/Fail or Scored				
	Carbon Reduction - WPPN 06/21	Pass/Fail or Scored				

## Preliminary Questions

### Wales Procurement Specific Questionnaire – Goods & Services

No	Question	Answer	Guidance
----	----------	--------	----------

1	What is your name? (supplier name)	Free text box  Insert name	
2	What is your Central Digital Platform unique identifier?	Free text box  Insert unique identifier	You must be registered on the Central Digital Platform (CDP).
3a	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
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 .
4	Are you on the debarment list?	Yes/No response	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.

			<p>Mandatory exclusions are Defined in schedule 6 of the Procurement Act 2023</p> <p>Discretionary exclusions are Defined in schedule 7 of the Procurement Act 2023.</p>
5a	If your response to Q5a is yes, please provide details	Free text area (multiple lines)	Response required if you selected "yes" to question 5a.

## Part 1 - Confirmation of core supplier information

6a	<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>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.</p> <p>Mandatory exclusions are Defined in schedule 6 of the Procurement Act 2023</p>
----	---	-----------------	---

			Discretionary exclusions are Defined in schedule 7 of the Procurement Act 2023.
6b	If your response to previous question is yes, please upload your CDP PDF download	File Upload	

## Part 2 – Additional Exclusions Information

### Associated/ connected persons

7	<p>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).</p> <p>The conditions of participation are in guidance outlined in Part 3</p>	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 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.</p> <p>If your response to Q7 is yes, please complete Q8, Q9 &amp; Q10 (otherwise Q8, Q9 &amp; Q10 are not applicable).</p>
8	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.

9	<p>For each associated person, please confirm they are registered on the CDP and have shared with us their information (PDF download):</p> <ul style="list-style-type: none"> <li>a. basic information</li> <li>b. economic and financial standing information (if they are being relied upon to meet conditions of participation regarding financial capacity)</li> <li>c. connected person information</li> <li>d. exclusion grounds information</li> </ul> <p>Insert name(s) of supplier(s) and reference(s) / file name(s) or state N/A</p>	Yes/No response	<p>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.</p> <p>Please upload any CDP PDFs within a zip folder.</p> <p>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.</p> <p>Mandatory exclusions are Defined in schedule 6 of the Procurement Act 2023</p> <p>Discretionary exclusions are Defined in schedule 7 of the Procurement Act 2023.</p>
10a	<p>If your response to previous question is yes, please upload associated persons CDP PDF download.</p>	File upload	
10b	<p>Are any of your associated persons on the debarment list?</p>	Yes/No response	<p>The debarment list can be found here <a href="#">Procurement Review Unit - GOV.UK</a></p> <p>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.</p>

			<p>Mandatory exclusions are Defined in schedule 6 of the Procurement Act 2023</p> <p>Discretionary exclusions are Defined in schedule 7 of the Procurement Act 2023.</p>
10c	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 10a.

### List of all intended sub-contractors

11	<p>Please provide:</p> <p>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);</p> <p>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,</p> <p>c. a brief description of their intended role in the performance of the contract.</p>	Free text area (multiple lines)	<p>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.</p> <p>Note: If you are not intending to sub-contract the performance of all or part of the contract then Q11 is not applicable.</p>
12a	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>

			<p>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.</p> <p>Mandatory exclusions are Defined in schedule 6 of the Procurement Act 2023</p> <p>Discretionary exclusions are Defined in schedule 7 of the Procurement Act 2023.</p> <p>Note: If you are not intending to sub-contract the performance of all or part of the contract then Q12a and b is not applicable.</p>
12b	If your response to Q12a 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

13a	[Financial Capacity Conditions of Participation - added by contracting authorities if necessary]	Individual organisations to decide	Financial accounts will be part of the core supplier submission. However, it may be necessary to supplement this with additional economic and financial information from suppliers (either the prime/main supplier or others relevant to the procurement, or both)
-----	--	------------------------------------	--

			The Procurement Act includes certain prohibitions related to requesting audited accounts. Contracting authorities must not require the provision of audited annual accounts from suppliers who are not required to have their accounts audited in accordance with Part 16 of the Companies Act 2006 (or an overseas equivalent). In this scenario the supplier must be allowed to submit equivalent accounts or other information, so far as that can be reasonably given.
13b	Does your organisation's turnover in the last financial year exceed the threshold set out below?  [Added by contracting authorities if necessary]	Yes/No response	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).
14a	Are you relying on another supplier to act as a guarantor?	Yes/No response	
14b	If your response to Q14a is yes, please provide their name and evidence of their economic and financial standing.	File attachment	
15	Please provide your Dun & Bradstreet (DUNS) registration number.	Free text box (single line)	
16	Is your acid-test ratio higher than the figure set out below?  [Added by contracting authorities if necessary]	Yes/No response	

## Insurance

17a	<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 = [£xxx]</b>  <b>Public Liability Insurance = [£xxx]</b>  <b>Professional Indemnity Insurance = [£xxx]</b>  <b>Product Liability Insurance = [£xxx]</b></p>	Yes/No response	<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>
17b	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.
17c	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

18a	[Legal Capacity Conditions of Participation - added by contracting authorities if necessary]	Individual org's to decide	
18b	If your response to Q18a is yes, please provide details	Free text area (multiple lines)	Response required if you selected "yes" to question 18a.
19a	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	
19b	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	Free text area (multiple lines)	Response required if you selected "yes" to question 19a for each of the points stated in a-f.

	<p>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>		
20	<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

21	<p><b>Relevant experience and contract examples.</b></p> <p>Please provide details of up to three contracts to meet conditions of participation relating to technical ability set out in the relevant notice or procurement documents, in any</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</p>
----	---	--	---

	<p>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>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 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>
22	<p><b>Experience of sub-contractor management</b></p> <p>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)	<p>Response required if you intend to sub-contract a proportion of the contract.</p> <p>Provide details or state N/A</p>
23	<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

24a	<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)	Please provide details
24b	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	Provide details or state N/A
25a	<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	<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 include data from all consortium members. Select "Yes" if this applies to any consortium member.</p>
25b	If your response to Q25a 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 25a.
26a	<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> </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.

	<ul style="list-style-type: none"> <li>• The Organisation and Responsibilities - how Health and Safety requirements are implemented.</li> <li>• The Arrangements – standards and procedures adopted in practice.</li> </ul>		
26b	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 question 26a.
26c	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 26a and wish to upload a copy of your Health and Safety Policy.
27a	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).
27b	If your response to Q27a is yes, please provide their name and contact details.	Free text area (multiple lines)	Response required if you selected "yes" to question 27a.
28	<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.
29a	<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.
29b	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.

30	<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	If you responded "yes" to question 30 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

31	<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	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 which of the members has the certification in place, and how this covers the work of the consortium.
32	<b>Environmental Policy</b> Do you have an environmental policy statement committing your organisation to a programme of improvement?	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.  If you are bidding as a consortium, you will be required to explain how this covers the work of the consortium.

### Part 3 – Quality Management

33	<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	If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.
34	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.
35	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.

### Part 3 – Additional Information

36a	<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.
36b	If your response to Q36a is yes, please provide details	Free text area (multiple lines)	Response required if you selected "yes" to question 36a.
37a	<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	
37b	If your response to Q37a 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 37a you must provide details of the points stated in a - c.

38	<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	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.
39	<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	If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.
40	<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	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.
41	<b>Apprenticeships</b> Please confirm if you will be supporting apprenticeships and skills development through this contract?	Yes/No response	If successful you must (if requested) provide documentary evidence to demonstrate your commitment to supporting apprenticeships and skills development.
42	<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	If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.
43a	<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	
43b	If your response to Q43a 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 question 43a.

44a	<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)	
44b	If you prefer to upload documented evidence in response to Q46a you can do so here.	File attachment	Response required if you want to upload documented evidence in response to question 44a.
45a	<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.
45b	If your response to Q45a is yes, please provide brief details of the steps that you take.	Free text area (multiple lines)	Response required if you selected "yes" to question 45a.
46a	<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.
46b	If your response to Q46a is yes, please provide brief details of the steps that you take.	Free text area (multiple lines)	Response required if you selected "yes" to question 46a.
47a	<b>Artificial Intelligence (AI) Disclosure</b> 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.	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.

	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.
47b	<b>Artificial Intelligence (AI) Disclosure</b> 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/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'

## Part 3B - Requirements within Welsh Procurement Policy Notes

### Welsh Procurement Policy Note WPPN 008: Sourcing steel in major construction and infrastructure projects in Wales/ Supply Chain Management

48	For contracts which relate to projects/programmes with a value of £3 million or more, please describe the steel specific supply chain management systems, policies, standards and procedures you have in place to ensure robust supply chain management and compliance with relevant legislation.	Free text area (multiple lines)	If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.
49	Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing all supply chain members involved in steel supply or production to ensure a sustainable and resilient supply of steel.	Free text area (multiple lines)	If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.

### Ethical Employment: WPPN 11/21

50	<b>Ethical Employment</b>  Are you an accredited Living Wage Employer?	Yes/No response	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
----	--	--------------------	---

			<p>adoption of the real Living Wage to our contractors and suppliers.</p> <p>Support is available from Cynnal Cymru for businesses in Wales - <a href="https://livingwage.wales/">https://livingwage.wales/</a> .</p> <p>This Question is for information only and will not be evaluated.</p>
51	<b>Ethical Employment</b> Can you confirm that all employees working on this contract will be paid at least the real Living Wage?	Yes/No response	<p>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.</p> <p>This Question is for information only and will not be evaluated.</p>
52	<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	<p>The Contracting Authority may only select you if you are aware of your obligations under the Code of Practice: Ethical Employment in Supply Chains.</p> <p>If you are bidding on behalf of a consortium, please include data from all consortium members.</p> <p>Only Select "Yes" if this applies to all consortium members.</p> <p>Code of Practice: Ethical Employment in Supply Chains – <a href="https://gov.wales/topics/improvingservices/bettervm/code-of-practice/?lang=en">https://gov.wales/topics/improvingservices/bettervm/code-of-practice/?lang=en</a></p>
53	<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	<p>If you are successful you must be in a position to provide evidence, if required, prior to contract award, and without delay.</p>

## Carbon Reduction Plans: WPPN 006

54	<p><b>Carbon Reduction Commitment</b></p> <p>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.</p>	Yes/No response	<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 that the supplier <b>is</b> taking steps to reduce their GHG emissions overtime and is publicly committed to achieving Net Zero by 2050.</p> <p>Fail – No, confirms that the supplier <b>is not</b> 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 confirmation from all consortium members or Significant Sub-Contractor.</p>
55	<p><b>Carbon Reduction Plan</b></p> <p>Please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the required reporting standard, as per the Technical standard for Completion of Carbon Reduction Plans (<a href="#">PPN 0621 Technical standard for the Completion of Carbon Reduction Plans.docx</a>) and Carbon Reduction Plan Template, adapted for Wales for contracts valued at £5m (excl. VAT) in total as per WPPN 06/21.</p> <p>*NB: Carbon Reduction Plans submitted must have been published no longer than 12 months prior to the commencement date of the opportunity for which you are tendering.</p>	Yes/No response	<p>Where Contract Value is over £5m (excl. VAT), we require suppliers to submit a compliant Carbon Reduction Plan.</p> <p>Pass – Yes, confirms that the supplier has a Carbon Reduction Plan in place at the point of tendering.</p> <p>Fail – No, does not confirm that the supplier has a Carbon Reduction Plan in place at the point of tendering and therefore will be disqualified from the tender process.</p> <p>If you are bidding as a consortium or have a Significant Sub-Contractor, please provide confirmation from all consortium members or Significant Sub-Contractor.</p>

56	If you answered yes to Q55, please upload your carbon reduction plan here.	File Attachment	Suppliers must ensure that their Carbon Reduction Plan meets the required reporting standard, as per the Technical standard for Completion of Carbon Reduction Plans ( <a href="#">PPN 0621 Technical standard for the Completion of Carbon Reduction Plans.docx</a> ).  If you are bidding as a consortium or have a Significant Sub-Contractor, please upload Carbon Reduction Plans from all consortium members or Significant Sub-Contractor.
57	<p><b>Carbon Reduction Plan</b> Please confirm your commitment to completing and publishing a Carbon Reduction Plan (CRP) within <b>six months of the contract's commencement</b>, in accordance with the required reporting standards.</p> <p>*NB: Current Carbon Reduction Plans submitted must have been published no longer than 12 months prior to the commencement date of the opportunity for which you are tendering.</p>	Yes/No Response	<p>Where a contract is valued between £2 to £5 million (excl. VAT), the contracting authority requires suppliers to provide a compliant Carbon Reduction Plan within 6 months of the commencement of the Contract.</p> <p>Suppliers should ensure that their Carbon Reduction Plan meets the required reporting standard, as per the Technical standard for Completion of Carbon Reduction Plans (<a href="#">PPN 0621 Technical standard for the Completion of Carbon Reduction Plans.docx</a>).</p> <p>If you are bidding as a consortium or have a Significant Sub-Contractor, please provide confirmation from all consortium members or Significant Sub-Contractor.</p> <p>The contracting authority can direct suppliers to relevant resources should they need to develop a Carbon Reduction plan during this period.</p>
58	If you answered yes to Q57 and have already published a Carbon Reduction Plan for your organisation, please upload your carbon reduction plan here.	File Attachment	Suppliers must ensure that their Carbon Reduction Plan meets the required reporting standard, as per the Technical standard for Completion of Carbon Reduction

			<p>Plans (<a href="#">PPN 0621 Technical standard for the Completion of Carbon Reduction Plans.docx</a>).</p> <p>If you are bidding as a consortium or have a Significant Sub-Contractor, please upload Carbon Reduction Plans from all consortium members or Significant Sub-Contractor if available.</p>
--	--	--	--

### Information Only – Carbon Questions

59	Does your organisation calculate its carbon footprint in accordance with the Greenhouse Gas Corporate Accounting Protocol?	Yes / No Response	<p>The Contracting Authority will not be evaluating this response and is for information only.</p> <p>For information on the GHG Corporate Accounting Protocol, please visit - <a href="#">Corporate Standard   GHG Protocol</a>.</p>
60	If you answered yes to Q 59, please state your current annual footprint. If not state N/A	Free text area (multiple lines)	<p>The Contracting Authority will not be evaluating this response and is for information only.</p> <p>If selected as the successful tenderer, the contracting authority may use this information to allocate a portion of your carbon footprint to the contract emissions for the Council's annual Net Zero reporting.</p>
61	If you answered yes to Q 59, please confirm if your organisation has a carbon reduction plan?	Yes / No Response	<p>The Contracting Authority will not be evaluating this response and is for information only.</p>

			If selected as the successful tenderer, the contracting authority may use this information to allocate a portion of your carbon footprint to the contract emissions for the Council's annual Net Zero reporting.
62	If you answered yes to Q61, please upload your carbon reduction plan here.	File Attachment	A Carbon Reduction Plan should be compliant with the <a href="#">Technical Standard of Completion for Carbon Reduction Plans</a> .
63	Would you be able to calculate the carbon footprint in accordance with the Green House Gas Corporate Accounting Protocol for this specific contract?	Yes / No	<p>The Contracting Authority will not be evaluating this response and is for information only.</p> <p>The Contracting Authority seeks to determine whether the supplier has the capability to quantify and report the specific emissions generated during any contract activities.</p> <p>If selected as the successful tenderer and can confirm your ability to provide this data, the contracting authority may request the relevant information from the supplier.</p>
64	What proposals would you put in place to reduce the carbon emissions from this contract?	Free text area (multiple lines)	<p>The Contracting Authority will not be evaluating this response and is for information only.</p> <p>To support our Net Zero objectives, the contracting authority would like to understand the measures a supplier will implement to reduce carbon emissions in relation to this contract.</p>