

Schedule 1 Specific Questionnaire

Wales Procurement Specific Questionnaire (WPSQ)

Preliminary questions

No	Wales Procurement Specific Questionnaire - Goods & Services	Guidance	Criteria
1	What is your name? (supplier name)		For Info Only
2	What is your Central Digital Platform unique identifier?	You must be registered on the Central Digital Platform (CDP).	For Info Only
3a	Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as 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	Delete as necessary. For Info Only
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)	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 .	For info only. If you answered 'Single supplier' above, skip this question. Otherwise, please provide information as requested.
4	Please confirm which lot(s) you wish to bid for?	Insert details or state N/A	If there are no Lots in this tender, please respond 'n/a' For info only.
5a	Are you on the debarment list?		Delete as necessary. Provide details if you answer 'Yes'. Pass - 'No' Fail - 'Yes' (Mandatory), Yes - Discretionary - At the discretion of CPC, we reserve the right to Fail bidders that fall into this category
5b	If your response to Q5a is yes, please provide details	Response required if you selected "yes" to question 5a.	
Part 1 - Confirmation of core supplier information			
6a	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.	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.	Delete as necessary Pass - Confirmed Fail - Unconfirmed Using figures recorded in your accounts less than 12 months old, your current assets must be equal to or more than your current liabilities. If they are it will constitute a pass. If they are not it will constitute a fail unless you are able to provide a parent company guarantee or a guarantee from a financial institution
6b	If your response to Q6a is yes, please insert reference / file name		
Part 2 - Additional exclusions information			
Part 2 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>	<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 & Q10 (otherwise Q8, Q9 & Q10 are not applicable).</p>	<p>If 'Yes' please answer questions (Q) 8, 9 & 10. If 'No', please jump to Q11. For info only.</p>
8	For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy.	Provide the names of each supplier/associated person and a brief description regarding condition(s) of participation you are relying on them to satisfy.	Insert each suppliers name and condition of participation they are providing. Only answer this question if you answered 'Yes' to Q7. For info only.
9	<p>For each associated person, please confirm they are registered on the CDP and have shared with us their information (either a share code or PDF download):</p> <ol style="list-style-type: none"> basic information economic and financial standing information (if they are being relied upon to meet conditions of participation regarding financial capacity) connected person information exclusion grounds information <p>Insert name(s) of supplier(s) and reference(s) / file name(s) or state N/A</p>	<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>Only answer this question if you answered 'Yes' to Q7. Insert name of associated person and reference / file name, continue for each subsequent associated person Pass – 'Yes' Fail – 'No'</p>
10a	Are any of your associated persons on the debarment list?		Only answer this question if you answered 'Yes' to Q7. Pass - No Fail - Yes (Mandatory) Yes (Discretionary) = At the discretion of CPC, however, CPC reserves the right to Fail bidders that fall into this category.
10b	If your response to Q10a is yes, please provide details	Response required if you selected "yes" to question 10a.	
Part 2B List of all intended sub-contractors			
11	Are you relying on any sub-contracted suppliers for the performance of all, or part, of the contract (either directly or in your wider supply chain)?	<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>	Yes or No

11a	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);		If you are not utilising sub-contractors, jump to Part 3/Q13. Pass - Complete list of sub-contracted suppliers provided Fail - No details of sub-contracted suppliers provided
11b	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,		If you are not utilising sub-contractors, jump to Part 3/Q13. Pass - Complete list of CDP unique identifiers provided for each supplier named in 11b Fail - No details of CDP unique identifiers provided for each supplier named in 11b
11c	c. a brief description of their intended role in the performance of the contract.		If you are not utilising sub-contractors, jump to Part 3/Q13. Pass - Description of each sub-contractors role provided for each supplier named in 11b Fail - No description of each sub-contractors role provided for each supplier named in 11b
12a	Please confirm if any intended sub-contractor is on the debarment list.	The debarment list can be found at: https://assets.publishing.service.gov.uk/media/67ae0ba06e6c8d18118acd8a/Debarment_List_Template.pdf 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.	If you are not utilising sub-contractors, jump to Part 3/Q13. Pass - No Fail - Yes (Mandatory) Yes (Discretionary) = At the discretion of CPC, however, CPC reserves the right to Fail bidders that fall into this category.
12.b	If your response to Q12a is yes, please provide the sub-contractor(s) name and provide details.		
Part 3 Procurement specific questions relating to conditions of participation			
Part 3A Standard questions			
Financial capacity			
13a	This section seeks to establish the economic and financial standing of your organisation. Bidders should note that failure to satisfy all the requirements of this section will exclude you from further participation in the process. The Authority will undertake a credit check of your organisation using Dun & Bradstreet as part of the evaluation process. When evaluating the Dun & Bradstreet score a pass will be awarded where the D&B Failure score rating is equal to or exceeds 50. Where the D&B Failure score rating is below 50 then a further assessments may be made.		Pass or Fail
13.b	Does your organisation's turnover in the last financial year exceed the threshold set out below? £44,000,000	Please confirm if you meet these conditions of participation. If you are bidding as, or on behalf of a consortium please base your answer on consolidated data from relevant consortium members. Note: If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	Pass or Fail
14a	Are you relying on another supplier to act as a guarantor?		
14.b	If your response to Q14a is yes, please provide their name and evidence of their economic and financial standing.		Pass or Fail
15	Please provide your Dun & Bradstreet (DUNS) registration number.	If you are not currently registered you must obtain a free DUNS number for your business by visiting http://www.dnb.co.uk/Forms/DUNS_Request.asp .	For Info

16	Is your acid-test ratio higher than the figure set out below?	<p>This ratio must be calculated from your last set 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) divided by (Current Liabilities)</p> <p>Note: If you are successful you must be in a position to provide your acid test ratio prior to contract award, if required, and without delay, and to describe how you have arrived at this figure.</p> <p>If you are bidding on behalf of a consortium your answer should comprise an aggregate figure (sum of current assets divided by sum of liabilities) from all consortium members.</p>	Pass or Fail
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>Employer's (Compulsory) Liability Insurance = £10,000,000 Public Liability Insurance = £10,000,000 Professional Indemnity Insurance = £10,000,000 Cyber/Data Liability Insurance £2,000,000</p>	<p>There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: http://www.hse.gov.uk/pubns/hse39.pdf</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>	<p>Pass – 'Already obtained' or 'Will obtain on contract award'</p> <p>Fail – 'Unconfirmed'</p>
Technical ability			
18	<p>Relevant experience and contract examples. Please provide details of up to three contracts to meet conditions of participation for a Development Partner 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). The projects we are looking to see are ones that provide the clients with the solutions that best fit the clients requirements and are turn-key in the true sense that offer a 'end to end service' from initial innovation and solution, and business case; to shovel in the ground, completion and then support to follow.</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>Where this procurement is for goods or services, the examples must be from the past three years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.</p> <p>For consortium bids, or where you have indicated that you are relying on an associated person to meet the technical ability, you should provide relevant examples of where the associated person has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a special purpose vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the special purpose vehicle or sub-contractors (three examples are not required from each member).</p> <p>If you cannot provide at least one example of previous contracts that are relevant to the requirement, in no more than 500 words please provide an explanation for this and how you meet the conditions of participation relating to technical ability – e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>	<p>This question will be scored according to Section 3 of the Invitatio to Participate Descriptive Document.</p>

19	<p>Relevant experience and contract examples continued. Please provide details of a further 3 contracts where you have acted as a Development Manager/Partner in the last 5 years.</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 (DLL will not contact any Customers without the consent of the Tenderer) Description of contract Contract start date Contract completion date Estimated contract value</p>	<p>Where this procurement is for goods or services, the examples must be from the past three years (unless stated otherwise).</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.</p> <p>For consortium bids, or where you have indicated that you are relying on an associated person to meet the technical ability, you should provide relevant examples of where the associated person has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a special purpose vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the special purpose vehicle or sub-contractors (three examples are not required from each member).</p> <p>If you cannot provide at least one example of previous contracts that are relevant to the requirement, in no more than 500 words please provide an explanation for this and how you meet the conditions of participation relating to technical ability – e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>	<p>This question will be scored according to Section 3 of the invitatio to Participate Descriptive Document.</p>
20	<p>Relevant experience and contract examples (Provided sales, marketing services or equipment) 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 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 and detail of contract Contract start date Contract completion date Estimated contract value</p>	<p>Where this procurement is for goods or services, the examples must be from the past three years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.</p> <p>For consortium bids, or where you have indicated that you are relying on an associated person to meet the technical ability, you should provide relevant examples of where the associated person has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a special purpose vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the special purpose vehicle or sub-contractors (three examples are not required from each member).</p> <p>If you cannot provide at least one example of previous contracts that are relevant to the requirement, in no more than 500 words please provide an explanation for this and how you meet the conditions of participation relating to technical ability – e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>	<p>This question will be scored according to Section 3 of the invitatio to Participate Descriptive Document.</p>
21	<p>Experience of sub-contractor management 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>	<p>Response required if you intend to sub-contract a proportion of the contract.</p> <p>Provide details or state N/A</p>	<p>For Information</p>
22	<p>Resources State the name, relevant qualifications, expertise and experience of the key staff who will be available to service contract requirements:</p>	<p>Please provide details</p>	<p>This question will be scored according to Section 3 of the invitatio to Participate Descriptive Document.</p>
23	<p>Please indicate if you require your employees to participate in a Continuing Professional Development (CPD) program, if yes, please indicate how you ensure they meet the requirements.</p>	<p>Please provide details</p>	<p>This question will be scored according to Section 3 of the invitatio to Participate Descriptive Document.</p>
24	<p>Quality Describe how you make sure that the quality of your products or services is consistent including details of any quality management accreditations you may hold, with copies of such accreditations attached:</p>	<p>Please provide details</p>	<p>This question will be scored according to Section 3 of the invitatio to Participate Descriptive Document.</p>

25	Organisational Standards 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.	Please provide details	This question will be scored according to Section 3 of the invitatio to Participate Descriptive Document.
26	Distorting Competition 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?		This question will be scored according to Section 3 of the invitatio to Participate Descriptive Document.
27	If your response to Q27 is yes, please provide a brief outline of the steps that you take.	Response required if you selected "yes" to question 45a.	For Information
28	Supply Chain Management Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management.		This question will be scored according to Section 3 of the invitatio to Participate Descriptive Document.
29	Welsh Language Please confirm that you currently meet, or will meet if you are successful, the requirements of the Welsh language measure.	If you are successful you must be in a position to provide evidence (if requested), prior to contract award, and without delay.	For Information
30	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.	If you are successful you must be in a position to provide evidence (if requested), prior to contract award, and without delay.	For Information
31	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.	If you are successful you must be in a position to provide evidence (if requested), prior to contract award, and without delay.	For Information
Confirmations			
32	I confirm that: (a) to the best of my knowledge the answers submitted and information contained in this document are complete, accurate and not misleading; (b) upon request and without delay I will provide any additional information requested of us; (c) I understand that the response to this questionnaire will be used to assess whether our organisation is entitled to participate in, or continue to participate in, this procurement; and (d) I understand that our organisation may be excluded from the procurement if requested information has not been provided, if any of this response or any follow up responses are incomplete, inaccurate or misleading, if confidential information has been accessed or if we have unduly influenced your decision-making in this procurement.		
	Full name		
	Role		
	Signature		
	Phone number		
	email address		
	Postal address		