

Sport Wales

Education Consultant

Framework Tender

Qualification

Questionnaire

20th May 2026



Qualification Questionnaire

1. Guidance and Instructions

- 1.1 As per Part 18 of the Invitation to Tender document, tenderers are required to complete and return a Qualification Questionnaire as part of their tender response. Refer to Part 20 of the Invitation to Tender for full context regarding the Qualification Questionnaire.
- 1.2 The Qualification Questionnaire is derived from the Wales Procurement Standard Questionnaire (WPSQ).
- 1.3 Tenderers are required to respond to all of the preliminary questions within the Qualification Questionnaire. Provide a response within all cells where the text is highlighted in yellow.
- 1.4 The Qualification Questionnaire may include a number of conditions of participation relating to the minimum, mandatory requirements that a tenderer must meet to be considered suitable for consideration; unless otherwise clearly stated, wherever a question within the Qualification Questionnaire is stated as Pass / Fail a response of 'No' or a failure to respond at all will be deemed as a failure to meet the Sport Wales conditions of participation and will invalidate the tenderers response. The response will be discounted and will not be evaluated further.
- 1.5 Where supporting information is expressly requested (e.g. certificates, policies etc.) these can be provided as an appendix to your response.
- 1.6 A table of key award criteria terminology related to the Qualification Questionnaire is provided below:

Award Criteria Terminology	Description
Yes / No	Where prompted, provide a 'Yes' or 'No' response to the question.
For Information Only	The response provided to Sport Wales will be retained and considered for information purposes only and will not be scored. Should a 'For Information Only' question be deemed as unapplicable a response of 'Not Applicable' must be provided (as opposed to providing no response at all).

Pass / Fail	Unless otherwise clearly stated, wherever a question is stated as Pass / Fail a response of 'No' will be deemed as a failure to meet the Sport Wales minimum requirements and will invalidate the tenderers response. The response will be discounted and will not be evaluated further.
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- 1.7 Section 3 provides the Form of Tender for this Invitation to Tender opportunity; tenderers must sign and return the Form of Tender in order for their response to be deemed compliant for inclusion within the evaluation process.

2. Guidance and Instructions

2.1 Contact Information

Ref	Question	Assessment Method	Tenderer's Response
2.1.1	Provide the name of your organisation's lead contact with regards to the tender response.	Pass / Fail	[Provide name of lead contact]
2.1.2	Provide the job title of your organisation's lead contact.	Pass / Fail	[Provide job title of lead contact]
2.1.3	Provide an email address for your organisation's lead contact.	Pass / Fail	[Provide email address for lead contact]
2.1.4	Provide a secondary email address for your organisation, for use should there be any issues contacting the lead contact.	Pass / Fail	[Provide secondary email address]

2.2 Preliminary Questions

Ref	Question	Assessment Method	Tenderer's Response
2.2.1	Provide your organisation's registered Company name.	Pass / Fail	[Provide registered Company name]
2.2.2	Your organisation must be registered on the Central Digital Platform.	Pass / Fail	[Provide CDP unique identifier]

	Provide your organisation's Central Digital Platform unique identifier.		
2.2.3	Provide your organisation's Public Procurement Organisation Number (PPON)	Pass / Fail	[Provide PPON unique identifier]
2.2.4	Confirm whether your organisation is bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium.	Pass / Fail	[Provide a response: Single Supplier or Part of a Group / Consortium]
2.2.5	<p>If bidding as part of a group of consortium (including where you intend to establish a legal entity to deliver the contract), please provide:</p> <ul style="list-style-type: none"> 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). <p>If bidding as a sole supplier, answer 'Not Applicable'</p>	Pass / Fail	<p>[Provide a response:</p> <ul style="list-style-type: none"> a. [Name of the group/consortium] b. [Proposed structure of the group/consortium, including the legal structure where applicable] c. [Name of the lead member in the group / consortium] d. [Your organisation's role in the group / consortium (e.g. lead member, consortium member, sub-contractor)] <p>[Or, if bidding as a sole supplier answer as Not Applicable]</p>

2.2.6	Is your organisation on the debarment list?	Pass / Fail	[Provide a response: Yes / No]
2.2.7	If you answered 'Yes' to 2.2.6 above, provide details. If you answered 'No' to 2.2.6, answer 'Not Applicable'	Pass / Fail	[Provide a response, either: If 'Yes' to 2.2.6, provide details OR If 'No' to 2.2.6, answer 'Not Applicable']

2.3 Company Information

2.3.1	<p>Your organisation must submit up-to date core supplier information on the Central Digital Platform (CDP). Share this information in the form of a PDF.</p> <p>This should include:</p> <ul style="list-style-type: none"> 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. 	Pass / Fail	[Insert PDF file or confirm that the PDF has been uploaded as part of your organisation's response]
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2.3.2	Confirm that you have shared the information requested in 2.3.1 as part of your organisation's response.	Pass / Fail	[Provide a response: Yes / No]
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2.4 Additional Exclusion Information

2.4.1	<p>Is your organisation relying on any associated person(s)* to satisfy the conditions of participation? The conditions of participation are outlined within this Qualification Questionnaire and the invitation to tender document.</p> <p>*These are other suppliers who might be sub-contractors or consortium members, but not guarantors.</p>	Pass / Fail	[Provide a response: Yes / No]
2.4.2	<p>If you answered 'Yes' to 2.4.1, for each associated person confirm which conditions(s) of participation your organisation is relying on them to satisfy.</p> <p>If you answered 'No' to 2.4.1, answer 'Not Applicable'</p>	Pass / Fail	<p>[Provide a response, either:</p> <p>If 'Yes' to 2.4.1, insert the name of each associated person and a brief description of the condition(s) of participation</p> <p>OR</p> <p>If 'No' to 2.4.1, answer 'Not Applicable']</p>

2.4.3	<p>If you answered 'Yes' to 2.4.1, for each sub-contractor / associated person, confirm that they are registered on the CDP and share this information via PDF.</p> <p>This should include:</p> <ul style="list-style-type: none">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. <p>If you answered 'No' to 2.4.1, answer 'Not Applicable'</p>		<p>[Provide a response, either:</p> <p>If 'Yes' to 2.4.1, insert PDF file or confirm that the PDF has been uploaded as part of your organisation's response</p> <p>OR</p> <p>If 'No' to 2.4.1, answer 'Not Applicable']</p>
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2.4.4	If you answered 'Yes' to 2.4.1, confirm that you have shared the information requested in 2.4.3 as part of your organisation's response.	Pass / Fail	<p>[Provide a response, either:</p> <p>If 'Yes' to 2.4.1, Yes / No</p> <p>OR</p> <p>If 'No' to 2.4.1, answer 'Not Applicable']</p>
2.4.5	If you answered 'Yes' to 2.4.1, confirm whether any of the associated persons are on the debarment list.		<p>[Provide a response, either:</p> <p>If 'Yes' to 2.4.1, Yes / No. If 'Yes' provide details</p> <p>OR</p> <p>If 'No' to 2.4.1, answer 'Not Applicable']</p>

2.5 List of all Intended Sub-Contractors

2.5.1	<p>Please provide:</p> <p>a. A list of all third-party suppliers that your organisation intends to sub-contract the performance of some or all of the framework agreement.</p> <p>b. Their unique identifier, either a CDP number, a Companies House number, charity number, VAT number or equivalent.</p> <p>c. A brief description of their intended role in the performance of the framework agreement].</p>	Pass / Fail	<p>[Provide a response, either:</p> <p>If 'Yes' to 2.5.1, insert the name of each sub-contractor, their unique identifier and a brief description of their role</p> <p>OR</p> <p>If 'No' to 2.5.1, answer 'Not Applicable']</p>
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2.5.2	If you answered 'Yes' to 2.5.1, confirm whether any of the intended sub-contractors are on the debarment list	Pass / Fail	<p>[Provide a response, either:</p> <p>If 'Yes' to 2.5.1, Yes / No. If 'Yes' insert the name of the sub-contractor and provide details</p> <p>OR</p> <p>If 'No' to 2.5.1, answer 'Not Applicable']</p>
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2.6 Insurance

Ref	Question	Assessment Method	Tenderer's Response
2.6.1	Provide details (certificates etc) of your organisation's relevant insurances.	For Information Only	Provide copies of your organisation's insurance certificates.

2.7 Conditions of Participation

Ref	Question	Assessment Method	Tenderer's Response
2.7.1	Are you aware of, any actual, potential or perceived conflict of interest between your organisation and Sport Wales?	Pass / Fail	[Provide a response: Yes / No]
2.7.2	Confirm that your organisation has in place, or will have in place by the date of award, the human and technical resources to ensure compliance with the UK General Data Protection Regulation (GDPR) and to ensure the protection of the rights of data subjects.	Pass / Fail	[Provide a response: Yes / No]
2.7.3	Confirm that your organisation meets, or will meet if successful, the requirements of the Welsh Language Measure.	For Information Only	[Provide a response: Yes / No]
2.7.4	Has your organisation hold Cyber Essentials accreditation, or is it working towards achieving Cyber Essentials accreditation?	For Information Only	[For Info Only: Provide a response]

3. Form of Tender

I / We the undersigned do hereby certify that:

- 3.1 My / Our tender is intended to be competitive, and I / we have not fixed or adjusted the amount of the tender by or under in accordance with any agreement or arrangement with any other person or organisation.
- 3.2 I / We have not indicated to any other person or organisation other than Sport Wales the amount or approximate amount of the proposed tender except where the disclosure in confidence of the approximate amount of the tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the tender.
- 3.3 I / We have not entered into any agreement or arrangement with any other person so that they shall refrain from tendering or asked the amount of any other tender to be submitted.
- 3.4 I / We certify that we have not, and will not have in future, canvassed or solicited any employee of Sport Wales in connection with the award of this tender and that no person employed by me / us or acting on my / our behalf has done any such act.
- 3.5 I / We agree with Sport Wales in legally binding terms to comply with the provisions of confidentiality set out in the Invitation to Tender document.
- 3.6 Having examined the Invitation to Tender and accompanying documents and being fully satisfied as to my / our ability and experience in all respects to fully satisfy the requirements, I / we hereby offer to provide the services therein specified at the rates submitted as per my / our completed Commercial response workbook.
- 3.7 I / We agree to bear all costs incurred by me / us in connection with the preparation and submission of this tender and to bear any further costs incurred by me / us prior to the award of any Contract.
- 3.8 I / We note that the Contract shall be valid upon acceptance and signatures by both parties of the contract document(s), and that the date of commencement of the provisions of services under the contract shall be 10th August 2026, unless an alternative date has been agreed and inserted in the contract.

Form of Tender	
Sign:	Insert text
Print name:	Insert text
Job Title:	Insert text
For and Behalf of (name of Company):	Insert text
Address:	Insert text
Dated:	Insert text