Schedule 7 - Procurement Specific Questionnaire PSQ Explainer (for suppliers)

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Client Contract Ref. P7.98

This guidance was taken from the government Procurement Pathway PA23 PSQ V2.

1. Public procurement is governed by regulations to ensure that procurement delivers value for money, competition, transparency and integrity.

2. The Procurement Specific Questionnaire (PSQ) has been designed to help contracting authorities ensure that suppliers share the right information when participating in a procurement. This is separate from the formal tender submission (on how the supplier proposes to meet the tender requirements). The PSQ consists of three parts:

3. **Part 1 - confirmation of core supplier information**: suppliers participating in procurements will now be expected to register on a 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. Part 1 provides confirmation that suppliers have taken these steps.

4. **Part 2 - additional exclusions information**: 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[1]) exclusions information via the 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.

5. As part of a procurement, a supplier will need to also 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. We recommend this is done by ensuring that associated persons register, submit and share their information via the CDP (like the prime/main supplier).

[1] Connected persons are persons who exercise (or have a right to exercise) significant influence or control over the supplier and those over which the supplier exercises (or has the right to exercise) significant influence or control. This includes majority shareholders, directors and shadow directors, parent and subsidiary companies and predecessor companies. The majority of the exclusion grounds state that they apply to the supplier or a connected person of the supplier.

6. In addition to the sub-contractors who are being relied on to meet the conditions of participation (who are associated persons), suppliers will need to share an exhaustive list of all their intended sub-contractors, which will be checked against the debarment list.

7. 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.

8. **Part 3 - conditions of participation**: contracting authorities may set conditions of participation which a supplier must satisfy in order to be awarded a public contract. They can relate to the supplier's legal and financial capacity or their technical ability.

9. Some of the information requested in the PSQ will be for information purposes only. Other information will be assessed by the contracting authority. This might include a pass or fail mechanism, or a threshold which the supplier must meet. Under certain procurement processes, a contracting authority might use the information shared via the PSQ as part of a selection process to limit the number of participating suppliers. For example, inviting the five suppliers that submitted the highest scoring responses. Where this is the case, the contracting authority will outline the maximum number of suppliers, and the criteria used to select the limited number of suppliers, in their tender notice (section 20(4)(a) of the Procurement Act and regulation 19(2)(d) of the Procurement Regulations 2024).

10. Suppliers should note that contracting authorities have legislative duties to publish certain information which relate to the supplier in their contract award notices. This information includes, but is not limited to:

    - details of the winning supplier's associated persons
    - details of the winning supplier's connected person information
    - for certain procurements over £5 million, details of unsuccessful bidders

11. Where a supplier is unsure or requires any clarification, they should check with the contracting authority.

No.	Question
Preliminary questions	
1.	What is your name? (supplier name) **[Insert name]**
2.	*You must be registered on the central digital platform (CDP).* What is your central digital platform unique identifier? **[Insert unique identifier]**
3.	Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium. 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) **[Insert information]**
4.	**[Where applicable]** Please confirm which lot(s) you wish to bid for? **[Insert details]**
5.	Are you on the debarment list? **[Insert Yes or No]** **[If yes, insert details]**
Part 1 – confirmation of core supplier information	
6.	You must submit up-to-date core supplier information on the CDP and share this information with us via a PDF download to be returned with your submission. 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 you have shared this information with us. **[Insert reference / file name]**

Part 2 – additional exclusions information

Part 2A – associated persons

7. 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 outlined in Part 3]

   If so, please **complete Q8, Q9 & Q10 (otherwise Q8, Q9 & Q10 are not applicable).**

   [Insert Yes or No]

8. For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy.

   [Insert name of supplier and brief description]

   [Insert name of supplier and brief description]

9. For each associated person, you must confirm they are registered on the CDP and have shared with us their information (either a share code or 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 of supplier and reference / file name]

10. Are any of your associated persons on the debarment list?

    [Insert Yes or No]

    [If yes, insert details]

Part 2B – list of all intended sub-contractors

11. Please provide:

    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)

    b. their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number, charity number, VAT registration number, or equivalent

    c. a brief description of their intended role in the performance of the contract

    If you are not intending to sub-contract the performance of all or part of the contract, then this **question and Q12** are not applicable.

    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.

[Insert name of supplier – unique identifier – brief description]

[Insert name of supplier – unique identifier – brief description]

12. Please confirm if any intended sub-contractor is on the debarment list.

    The debarment list can be found here Procurement Review Unit - GOV.UK

    [Insert Yes or No]

    [If yes, insert sub-contractor(s) name and provide details]

Part 3 – questions relating to conditions of participation

Part 3A – standard questions

Financial capacity

13. **[Financial Capacity Conditions of Participation]**

    Credit Checks

    Please provide your Organisation's registration number so that a Credit Report can be obtained.

    [Add registration number XXXX]

14. Are you relying on another supplier to act as a guarantor?

    If so, please provide their name and evidence of their economic and financial standing.

    [Insert Yes or No]

    [If yes, insert reference / file name]

15. 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:

    a. Employer's (Compulsory) Liability Insurance* = £5 million
    b. Public Liability Insurance = £5 million
    c. Professional Indemnity Insurance = £1 million

    [Insert Yes or No]

    [Insert details of your insurances already in place]

    [Insert details of your insurances which would be obtained following contract award (including information on how you will obtain this insurance – e.g. a quote)]

Legal capacity

16. 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.

    Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:

    - to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services
    - to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data
    - to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable
    - to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place)
    - to maintain records of personal data processing activities
    - to regularly test, assess and evaluate the effectiveness of the above measures

    [Insert Yes or No]

    [Insert information]

Technical ability

17. **Relevant experience and contract examples**

    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).

    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.

    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).

    If you cannot provide at least one example of previous contracts, please provide an explanation for this and how you meet the conditions of participation relating to technical ability.

[Insert information below]

	Contract 1
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	
Description of contract	
Contract start date	
Contract completion date	
Estimated contract value	

	Contract 2
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	

Description of contract	
Contract start date	
Contract completion date	
Estimated contract value	

	Contract 3
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	
Description of contract	
Contract start date	
Contract completion date	
Estimated contract value	

[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.]

18. **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).
The description should include the procedures you use to ensure performance of the contract.

[Insert information]

19. **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.

[Insert information]

20. **Health and safety – Pass/Fail**

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). [Please use no more than 500 words.]

[Insert information]

21. **Additional costs – recording – Pass/Fail**

Please confirm that you will keep updated records of ad-hoc additional spend which includes:

Total amount invoiced including breakdown of costs

Number of hours, whether in or out of normal working hours

Parts supplied including type and number

Details of technician attending

[Insert Yes or No]

22. **Disclosure and Barring Service – Pass/Fail**

Do you have or will you have DBS certificates for all potential staff performing any of services under this contract?

[Insert Yes or No]

If you are the winning bidder, please confirm you will be able to provide the 12-digit reference number, full name and date of birth of all staff performing the contract.
[Insert Yes or No]

23. **Public sector contracts only – Requirement under the Procurement Act 2023 (Sections 68 and 73)**

Please confirm that for public sector contracts awarded under the Procurement Act 2023 you have systems in place to include (as a minimum) 30-day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain.

[Yes/No]

Pass/fail

Carbon Reduction Plan Pass/Fail

24. Please confirm that your organisation is taking steps to reduce your GHG emissions over time and is publicly committed to achieving net zero by 2045.

[Yes / No]

25. Please confirm your Net Zero Target Date

Add target date

Tackling Modern Slavery in Supply Chains (PPN 009)

26. **Modern Slavery Statement (or equivalent statement/document)**

Supplier is 'a relevant commercial organisation'* and is compliant with the requirements contained within section 54 of the Modern Slavery Act 2015 and associated guidance and their statement includes information relating to:

a. the organisation's structure, its business and its supply chains

b. its policies in relation to slavery and human trafficking

c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains

d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk

e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate

f. the training and capacity building about slavery and human trafficking available to its staff

Or

Supplier is not 'a relevant commercial organisation' but has a turnover of more than £36 million and has provided a link to an equivalent statement or document which demonstrates information relating to a to f above.

**'Relevant commercial organisations' are defined as commercial organisations that carry on a business or part of business in the UK, supply goods or services and have an annual turnover of £36 million or more.*

[Insert information]

Confirmations

27. I confirm that:

- to the best of my knowledge the answers submitted and information contained in this document are complete, accurate and not misleading
- upon request and without delay I will provide any additional information requested of us
- 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
- 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

[Insert Yes or No]

Signed	
Date	
Name	
Role	
Phone number	
Email	
Postal address	

Glossary

Term	Definition
Associated person	A supplier may be an excluded supplier or an excludable supplier if any exclusion ground applies to either the supplier or an associated person (see the references to 'associated person' in section 57 of the Act) and if the circumstances giving rise to the ground are continuing or likely to occur again. An associated person for these purposes is defined in section 26(4) as a person the supplier is relying on in order to satisfy the conditions of participation (other than a guarantor).

Term	Definition
	Associated persons are likely to be within the first tier of sub-contractors, but may be further down the supply chain, for example in procurements of contracts with highly technical elements.
Central digital platform	The online system referenced in the Procurement Act 2023 (Act) and defined in the Procurement Regulations 2024 as the central digital platform. It is available at www.gov.uk/find-tender The central digital platform will enable: ● contracting authorities and suppliers to register and receive a unique identifier ● contracting authorities to publish notices and other information as required under the Act for covered and below-threshold procurements ● suppliers to submit and store certain core organisational information as required by the regulations to participate in a covered procurement. This information will only be available to those contracting authorities that a supplier chooses to share it with; it cannot be freely accessed ● anyone to view the notices and access related public procurement data
Conditions of participation	The Procurement Act 2023 includes rules on conditions of participation under a competitive tendering procedure and a competitive selection process under a framework. Contracting authorities are allowed to set conditions of participation only if they are a proportionate means of ensuring that suppliers have: a. legal and financial capacity; or b. technical ability, to perform the contract. Suppliers must satisfy these conditions if they are to be awarded the contract. The conditions must be proportionate having regard to the nature, complexity and cost of the public contract. Whereas compared with award criteria (section 23) which are used to assess the tender, conditions of participation are used to assess the supplier. Contracting authorities must make these conditions clear in the tender notice, supplemented (where necessary) by the tender documents.
Connected persons	A connected person is defined in paragraph 45 of Schedule 6 to the Act. In summary, it covers: a. a person with 'significant control' over the supplier (within the meaning given by section 790C(2) of the Companies Act 2006 (CA 2006)) b. a director or shadow director of the supplier c. a parent undertaking or a subsidiary undertaking of the supplier d. a predecessor company e. any other person who it can reasonably be considered stands in an equivalent position in relation to the supplier as a person within paragraph a to d.

Term	Definition
	f. any person with the right to exercise, or who actually exercises, significant influence or control over the supplier g. any person over which the supplier has the right to exercise, or actually exercises, significant influence or control
Competitive tendering procedures	There are two competitive tendering procedures set out in section 20 of the Procurement Act 2023: the open procedure and the competitive flexible procedure, and both are commenced via publication of a tender notice.
Core supplier information	The core supplier information defined in the regulation 6(9) of the Procurement Regulations 2024 is divided into four key categories of information and covers (in summary): ● basic information – this includes (and is not limited to) the supplier's name, unique identifier, address, VAT number (if applicable), legal form and date of company registration (if applicable), details of qualifications/trade associations and classification, for example whether the supplier is an SME and/or a public service mutual ● economic and financial standing information – as set out in the supplier's most recent financial accounts ● connected person information – this includes (but is not limited to) information relating to relevant connected persons such as names, date of birth and nationality, service address and legal form ● exclusion grounds information – this includes information relating to relevant convictions and events that form either a mandatory or discretionary exclusion ground under the Act
Debarment	Debarment is a mechanism under which a Minister of the Crown can put a supplier on the centrally-published debarment list. This must be following an investigation, whereby the minister is satisfied that a supplier is an excluded supplier or an excludable supplier and should be added to the debarment list. Depending on why a supplier is on the debarment list, contracting authorities either must exclude them or may exclude them from procurements. The list will be managed by the Procurement Review Unit (PRU) and published on GOV.UK
Excluded supplier	A supplier is an 'excluded supplier' where the contracting authority considers, firstly, that a **mandatory exclusion** ground applies to the supplier or an associated person and, secondly, that the circumstances giving rise to the exclusion ground are continuing or likely to occur again. A supplier will also be an excluded supplier where a Minister of the Crown has already determined this – i.e. where the supplier or an associated person is on the debarment list because of a mandatory exclusion ground.
Excludable supplier	A supplier is an 'excludable supplier' where the contracting authority considers, firstly, that a **discretionary exclusion** ground applies to the supplier or an associated person and, secondly, that the circumstances giving rise to the exclusion ground are continuing or likely to occur again. A supplier will also be an

Term	Definition
	excludable supplier where a Minister of the Crown has already determined this – i.e. where the supplier or an associated person is on the debarment list because of a discretionary exclusion ground.
Exclusions	The Procurement Act sets out a list of mandatory (schedule 6) and discretionary (schedule 7) exclusion grounds and places a duty on contracting authorities to consider both whether any of these apply to suppliers (including by virtue of a connected person), as well as whether the circumstances are continuing or likely to occur again. Contracting authorities must exclude an excluded supplier and may exclude an excludable supplier from procurements.
Intended sub-contractors	As part of a competitive tendering process, contracting authorities must ask for details of all sub-contractors a supplier intends to use as part of the procurement (as required by section 28(1)(a) of the Act). This is not restricted to sub-contractors that the supplier is relying on to meet conditions of participation (who will in any event be associated persons) but applies to all sub-contractors (of all tiers) the supplier intends to sub-contract the performance of all or part of the contract to. A contracting authority must check whether any of the intended sub-contractors are on the debarment list (as required by section 28(1)(b) of the Act). A contracting authority may also request information for the purpose of determining whether any intended sub-contractor is an excluded or excludable supplier.
Unique identifier	Unique identifiers are defined in regulation 8 of the Procurement Regulations 2024. In the case of a supplier, it is the unique code which is submitted to the central digital platform and is recognised by that platform or, where no such code is submitted and recognised, it is the unique code which is allocated by that platform when the supplier registers on that platform.