



Procurement Specific Questionnaire (PSQ) Guidance

Supporting Document to The PSQ

TfL Restricted

Template Version 1.0

Template Date:

Owner of document: Capability & Supplier Management. Any proposed changes or amendments to this document should be raised with the Owner





1. Overview

Transport for London (TfL) has issued a UK04 on Find a Tender Service for the New Years Eve Celebrations 2026-2029. In accordance with this Notice, all interested Organisations who register on TfL's SAP Ariba procurement portal and contact the named procurement lead, will be issued the PSQ documentation.

The following documents form part of the PSQ documentation:

- Participation Stage Questionnaire (PSQ) Instructions Document (this document)
- Procurement Specific Questionnaire (PSQ) - Stage 1 assessment
- DRAFT – Invitation to Tender (ITT) documentation - **Please Note:**, The ITT documents are being issued for information only at this stage, only short-listed bidders are required to respond to the ITT). TfL reserves the right to make non-substantial changes to the ITT documents prior to inviting shortlisted bidder to the ITT stage of this process

Confidentiality

These PSQ instructions and the pre-qualification criteria (which include Conditions of Participation and all accompanying documentation (whether issued concurrently or subsequently), contains confidential information and is issued solely for the purpose of supporting Applicants in assessing and expressing interest in this procurement.

The contents of this PSQ documentation are strictly confidential and shall not be disclosed to any third party other than for the purpose of developing a proposal, after having obtained a similar obligation from that third party to treat any such information disclosed as strictly confidential. You should be aware that this PSQ documentation and any response to this PSQ may be disclosed under the Freedom of Information Act 2000 or the Environmental Information Act 2004.

You shall not undertake (or permit to be undertaken) at any time, whether at this stage, subsequent stage in the procurement process or after any contract award, any publicity activity with any section of the media in relation to this contract other than with the prior written agreement of TfL. Such agreement shall extend to the content of any publicity. In this paragraph the word 'media' includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet (including social media) and email accessible by the public at large and the representatives of such media.





2. PSQ guidance

Prequalification and Shortlisting Stage

The purpose of the PSQ (Stage 1) is to identify a shortlist of suitable Bidders to be invited to the ITT stage (Tendering and Evaluation - Stage 2) of the procurement process.

Table 1: PSQ Contents

PSQ Shortlisting (Stage 1)		
PSQ	Part 1: Confirmation of core supplier information	Questions which are either: Information Only Pass / Fail
	Part 2: Additional exclusions information	Questions which are either: Information Only Pass / Fail
	Part 3: Conditions of Participation	
	Part 3A Standard Questions	Questions which are either: Information Only Pass/Fail, Score with a minimum to Pass Discretionary Pass/Fail Score and Weight
	Part 3B Requirements for central government department	Questions which are either: Discretionary Pass/Fail questions Information Only

Bidders are required to fully complete all sections of the PSQ as detailed in **Table 1: PSQ Contents**. Responses to parts 1, 2, 3A and 3B should be submitted as a single Excel file titled “SUPPLIER NAME – PSQ SUBMISSION”, any supporting attachments should be titled “SUPPLIER NAME – PSQ SUBMISSION SUPPORTING DOC QUESTION [Insert Question Number]”

Responses to each of the Scored and Weighted in Part 3A (Q25, 27, 28 and 29) should be uploaded as individual and separate PDF files titled as indicated in this document. Please submit your responses to the remaining questions in Part 3A within the same file as your responses to Parts 1, 2, and 3B, as outlined above. Any additional supporting documents, such as policies, may be provided separately in PDF format.





Short Listing

TfL will be inviting up to five (5) bidders through to the ITT stage. For a bidder to be short listed and invited to the ITT stage of this process, they must achieve the following:

- 1.1.1 Achieved a Pass in all Pass/Fail questions
- 1.1.2 Achieved a Pass in all Discretionary Pass/Fail questions
- 1.1.3 Achieved at least a score of 9 – Meets Requirements in all Scored and Scored and Weighted Questions
- 1.1.4 Be ranked within the highest five (5) scoring bidders who meet all the requirements set out in 1.1.1 - 1.1.3 inclusive
- 1.1.5 In the event of bidders meeting all the requirements set out in steps 1.1.1 - 1.1.3 inclusive and achieves a weighted score within and/or up to 1.00% of the fifth ranked bidder, TfL reserves right to increase the shortlisted bidders to all bidders who meet this criterion.

Submitting a Response and Clarifications

All PSQ responses are to be submitted **12:00 (noon) on Monday 23rd February 2026**.

PLEASE NOTE: You must submit any questions relating to this PSQ via the clarifications facility on TfL's e-Tendering portal (found at: <https://service.ariba.com/Supplier.aw>) no later than **17th February 2026**. You must login to your Ariba account to respond to e-tenders you have been invited to.

TfL will endeavour to respond within **five (5) working days** to clarification questions, which have been transmitted to TfL via the e-Tendering portal SAP Ariba.



**Table 2: PSQ Sections and evaluation types**

Section of PSQ	To Pass:
Part 1 - Confirmation of core supplier information	Provide all information Part 1 Questions: - Information Only Part 1 Question: 4 – Pass/Fail
Part 2 - Additional exclusions information	Provide all information Part 2 Questions: 7-9 and 11- Information Only Question 10 and 14 - Pass Fail
Part 3 - Conditions of Participation: Part 3A Standard Questions	***Provide individual and separate PDF document for each question (Q25, 27, 28 and 29) titled accordingly*** Provide all information Part 3A Questions: 15, 30, 35-39 and 54 - Information Only Part 3A Questions: 18-24, 26, 31, 32, 34 and 53 - Pass/Fail Part 3A Questions: 14, 16, 40-52 and 55 - Discretionary Pass/Fail questions. Part 3A Question 25, 27-29 - Score and Weight
Part 3 - Conditions of Participation: Part 3B Requirements for central government department	Part 3B Questions: 56 and 62 - Information Only Part 3B Questions: 57, 58, 61 and 63- Discretionary Pass/Fail questions
Confirmations	Confirmation Questions: 64 – Pass/Fail Confirmation Questions: 65 – 71 – Information Only

To be deemed compliant, a 'Pass' must be attained on all applicable questions.

Bidders that receive a 'Fail' on one or more PSQ questions, or Bidders that do not meet any minimum technical thresholds indicated in the table above (scored and weighted) and in the Scoring Criteria found in the PSQ will be deemed non-compliant and will not be considered for shortlisting to the ITT stage (Stage 2).





All compliant PSQ submissions will subsequently be evaluated based on the criteria given in the PSQ.

Weightings Guidance

PSQ Evaluation

Parts 1 and 2 of the PSQ will be evaluated on a **Pass/Fail and Information Only** basis. Part 3 will be evaluated on a **Discretionary Pass/ Fail basis, Pass/Fail and Score and Weight**.

Table 3 sets out each of the sections of the PSQ where Score and Weight will be applied and will be used to determine the ranking of the bids received.

Table 3: PSQ Score and Weight Sections

Question	Section	Page Limit	Weighting
25	Data Protection	(Response: Max 5 A4 pages in Arial font size 12 Black ink - images may be included)	10%
27	Technical Capacity – Previous Experience	(Response: Max 5 A4 pages in Arial font size 12 Black ink - images may be included)	30%
28	Technical Capacity – Previous Experience	(Response: Max 5 A4 pages in Arial font size 12 Black ink - images may be included)	25%
29	Technical Capacity – Previous Experience	(Response: Max 5 A4 pages in Arial font size 12 Black ink - images may be included)	35%
TOTAL			100%

Please Note: If there are any questions in Part 3 (Parts 3A and 3B) that are deemed to be a 'Fail', Bidders will be provided with their scores and informed of which questions were Pass or Fail; however, no additional detail will be disclosed.





3. PSQ Scoring

Where applicable, the scoring descriptors for question are detailed in the 'Scoring Criteria' column within the PSQ.

Responses that exceed the page limits set for each criterion will be evaluated based on evidence/response provided up to the page limit (please note, **images are included in the page limit**). Any evidence/response contained in the pages exceeding the page limit shall not be assessed.

In the first instance, evaluators will score the submissions independently. They will be deemed to be draft scores.

Following the completion of the individual evaluations, scores and rationale will be collated for review and assessment and, in a consensus meeting with all evaluators. The consensus meeting and discussions will be chaired and facilitated by TfL's procurement team. Should any further post-tender clarifications have to be obtained, additional consensus meetings will be held to finalise scores.

In the event of non-agreement of an authority score within the consensus meeting, an independent third-party subject matter expert shall be used to advise on a single score.

