Procurement Specific Questionnaire

Provisions of Estates Professional Management Services

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# Procurement Specific Questionnaire

## PSQ Explainer (for suppliers)

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]](#footnote-2)) 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).
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
1. Where a supplier is unsure or requires any clarification, they should check with the contracting authority.

## PSQ (to be completed by suppliers)

|  |  |
| --- | --- |
| **No.** | **Question** |
| Preliminary questions |
|  | What is your name? (supplier name) |
| **[Insert name]** |
|  | *You must be registered on the central digital platform (CDP).*What is your central digital platform unique identifier? |
| **[Insert unique identifier]** |
|  | 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: 1. the name of the group/consortium
2. the proposed structure of the group/consortium, including the legal structure where applicable
3. the name of the lead member in the group/consortium
4. your role in the group/consortium (e.g. lead member, consortium member, sub-contractor)
 |
| **[Insert information]** |
|  | Are you on the debarment list? |
| **[Insert Yes or No]****[If yes, insert details]** |
| Part 1 – confirmation of core supplier information |
|  | You must submit up-to-date core supplier information on the CDP and share this with information with us via the CDP (either a share code or PDF download).This includes:1. basic information
2. economic and financial standing information
3. 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)
4. 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 |
|  | 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]** |
|  | 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]** |
|  | 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):1. basic information
2. economic and financial standing information (if they are being relied upon to meet conditions of participation regarding financial capacity)
3. connected person information
4. exclusion grounds information
 |
| **[Insert name of supplier and reference / file name]** |
|  | 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 |
|  | Please provide: 1. 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)
2. their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number charity number, VAT registration number, or equivalent
3. 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]** |
|  | Please confirm if any intended sub-contractor is on the debarment list.The debarment list can be found here [insert link] |
| **[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 |
|  |
|  |

|  |  |
| --- | --- |
| 12.1 | Documentary evidence to demonstrate financial capacity should have been submitted via the CDP. This must include either detailed audited accounts or other means of demonstrating financial status.  |
| 12.2 | Is your organisation duly registered with the relevant professional or statutory bodies (e.g., RICS, CIOB) | **[Insert Yes or No]** **[if yes, provide details]**  |
| 12.3 | Do you hold the following minimum levels of insurance:  •  Public Liability: £5M  •  Employers’ Liability: £10M  •  Professional Indemnity: 2M | **[Insert Yes or No]** |
| 12.4 | Has your organisation ever been subject to insolvency proceedings, administration, or liquidation in the past five years? | **[Insert Yes or No]** |
| 12.5 | Do you meet the minimum turnover requirement of £500k for the last financial year? | **[Insert Yes or No]** |
| 12.6 |  Have you provided telecommunication estates professional management services to at least three clients in the last five years? | **[Insert Yes or No]** **[if yes, provide details in the table under section 17 - Relevant experience and contract examples].**  |

1. 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]** |
|  | Further to question 12.3 above, 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:1. Employer’s (Compulsory) Liability Insurance = £10M
2. Public Liability Insurance = £5M
3. Professional Indemnity Insurance = £2M

\*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: [www.hse.gov.uk/pubns/hse39.pdf](http://www.hse.gov.uk/pubns/hse39.pdf). |
| **[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** |
|  | 15.1 Please confirm that you meet any and all legal requirements for delivering this contract, and that in delivering this contract you will comply with all relevant UK law. |
| **[Insert Yes or No]****[If yes, provide further details]** |
| 15.2 Please confirm whether you have provided Qualifications and / or Trade Assurances as part of your core supplier information on the CDP (where relevant). |
| **[Insert Yes or No] or [Not Applicable]****[If yes, provide further details]** |
|  | 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 to support your response]** |
| **Technical ability** |
|  | **Relevant experience and contract examples**Further to question 12.6 above, 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 five 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 two examples 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** | **Contract 2** | **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 two examples 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.]** |

 |
|  | **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]** |
|  | **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]** |
|  | **Health and safety**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). |
| **[Insert information]** |
|  | 1. **Quality Assurance**

|  |  |  |
| --- | --- | --- |
| 21.1 | Does your company have a quality assurance policy or statement? | **[Insert Yes or No]****[if yes, provide details]** |
| 21.2 | If the answer to 21.1 is yes, is it available to BlueLight Commercial/ In-Tend Procurement portal on request? | **[Insert Yes or No]** |
| 21.3 | Do you have an externally accredited quality accreditation system (e.g. ISO 9001 / 9002 or equivalent)?  | **[Insert Yes or No]****[if yes, provide details]** |
| 21.4 | If the answer to 21.3 is yes, please confirm that certificates can be provided on request to support the above | **[Insert Yes or No]** |
| 21.5 | If the answer to 21.3 is no, please explain what internal quality systems are in place. |
| **[Provide details if required** |

 |
| 1. **Equality and Diversity**

*If your organisation is working outside of the UK, please refer to equivalent legislation in the country that you are located.*

|  |  |  |
| --- | --- | --- |
| 22.1 | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal, or any other court (or in comparable proceedings in any jurisdiction other than the UK)?  | **[Insert Yes or No]** |
| 22.2 | Please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.   If the investigation upheld the complaint against your organisation, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.  Word Limit: 500  |
| **[Provide details if required]** |
| 22.3 | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  | **[Insert Yes or No]** |
| 22.4 | Please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.   If the investigation upheld the complaint against your organisation, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination from reoccurring.  Word Limit: 500  |
|  | **[Provide details if required]** |
| 22.5 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?  | **[Insert Yes or No]** |

1. **Business Continuity**

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| --- |
| Category One responders are required by the Civil Contingencies Act 2004, to have a Business Continuity Management (BCM) system in place. BCM is a critical area of business, therefore where it is necessary to procure goods or services that underpin these Critical Functions from external suppliers, documentary evidence will be required from them of their BCM processes and plans, that ensures the continuous provision of that product or service.   |
| 23.1 | In terms of resilience, please demonstrate how you apply Business Continuity Management to ensure the continuous provision of this product or service?  |
|  | **[Provide details]** |
| 23.2 | Does your company have a Business Continuity policy and plan(s)  | **[Insert Yes or No]** |
| 23.3 | If the answer to e is yes, is it available to BlueLight Commercial/ In-Tend Procurement portal on request?  | **[Insert Yes or No]** |
| 23.4 | Explain how your business will continue, in the event of you experiencing a disruption.   Ensure your answer covers the following:  * The activities that are essential for the delivery of your products and services and how did you identify these;
* A summary of how your company would operate following a loss of or disruption to key resources including (but not limited to) staff, IT systems, communication systems, utilities, premises, equipment, fuel, suppliers, etc;
* Confirmation that all your critical IT systems and data are backed up and readily available off site with disaster recovery procedures in place to restore them;
* A description of the business continuity roles and responsibilities of your key personnel and documentary evidence that these are clearly defined; and

The procedures you have in place to ensure immediate and regular communication with your customers and key stakeholders following any disruption.  |
|  | **[Provide details]** |
| 23.5 | In order to validate your Business Continuity plan(s) and arrangements, it is essential that they are regularly reviewed, exercised and updated.   Outline your validation process; and provide evidence that your business continuity plans have been reviewed, exercised and updated within the last 12 months:  |
|  | **[Provide details]** |

1. **Risk Management**

|  |  |
| --- | --- |
| 24.1 | Explain how your company identifies and mitigates the risk of disruption.  |
|  | **[Provide details]** |
| 24.2 | Provide appropriate examples of where you have identified and mitigated against potential disruption.  |
|  | **[Provide details]** |
| 24.3 | Do you have an up-to-date company risk register?  | **[Insert Yes or No]** |
| 24.4 | If the answer to 25.3 is yes, please confirm that a copy of the risk register can be provided to BlueLight Commercial/ In-Tend Procurement portal upon request to support the above.  | **[Insert Yes or No]** |

1. **Supply Chain Resilience**

|  |  |
| --- | --- |
| 25.1 | Outline your process for assessing the resilience of your key suppliers and service providers; and detail any contingencies that you have in place should you experience a loss or unavailability of their product or service:  |
|  | **[Provide details]** |

1. **Bribery Act 2010**

*It is illegal to offer, promise, give, request, agree, receive or accept bribes.*

|  |  |  |
| --- | --- | --- |
| 26.1 | Does your company have a suitable policy in place to prevent acts of bribery in accordance with the Bribery Act 2010? | **[Insert Yes or No]** |
| 26.2 | If no, please explain why, detailing what internal systems are in place to prevent acts of bribery.  |
|  | **[Provide details]** |

1. **Information Management and Information Security**

|  |
| --- |
| Framework Participants utilising this Framework shall be responsible for completing their own Data Protection Impact Assessment (DPIA) and will enter into any required documentation, directly between themselves and the Supplier. At Call Off stage, Suppliers may be asked to agree to and sign any of the following documents, that are deemed necessary to this procurement.  **Templates of these documents can be found in the table below and are for information purposes only at this stage.**  |
| 27.1 | Please can you confirm that you will agree to and comply with:  A Security Standards Agreement (SSA)   | **[Insert Yes or No]** |
| 27.2 | A Data Processing Contract (DPC)  | **[Insert Yes or No]** |
| 27.3 | An Information Sharing Agreement (ISA)  | **[Insert Yes or No]** |

 |
|  | 1. **Payments in Contracts Above £5m per annum (inc. VAT)**

|  |
| --- |
| If you intend to use a supply chain for this contract, you must demonstrate you have effective systems in place to ensure a reliable supply chain. This question is focused on exploring your payment systems. |
| 28.1 a) | Please confirm if you intend to use a supply chainfor this contract (i.e. services that are used wholly or substantially for the purpose of performing or contributing to the performance of the whole or part of the contract)*If “No” you do not need to complete questions 29.2 or 29.3.* | **[Insert Yes or No]** |
| 28.1 b) | Please confirm that you have systems in place to pay those in your supply chain promptly and effectively, i.e. within your agreed contractual terms. | **[Insert Yes or No]** |
| 28.1 c) | Please confirm you have procedures for resolving disputed payments and invoices with those in your supply chain promptly and effectively. |
|  | **[Insert Yes or No]** **[If Yes, please provide details]** |
| 28.2 | In public-sector contracts only: Please confirm that you have systems in place to include (as a minimum) 30-day payment terms in all of your supply chain contracts (sub-contracts) and require that such terms are passed down through your supply chain. | **[Insert Yes or No]** |

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|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 28.3 a)28.3 b) | Please provide the percentage of payments and invoices paid by you to those in your immediate supply chain on all contracts for **each** of the two previous six-month reporting periods (as defined in [DBT Guidance](https://www.gov.uk/government/publications/business-payment-practices-and-performance-reporting-requirements)). This should include the percentage of invoices paid within each of the following categories:1. within 30 days2. in 31 to 60 days3. in 61 days or more4. due but not paid by the last date for payment under agreed contractual terms.Please provide the average number of days taken by you to pay an invoice to those in your immediate supply chain on all contracts for each of the two previous six-month reporting periods.  | **Period 1****[%]****[%]****[%]****[%]** | **Period 2****[%]****[%]****[%]****[%]** |
| **[Average days]** | **[Average days]** |
| 28.3 c) | If you are unable to demonstrate that all invoices have been paid within the agreed contractual terms, please explain why. **Note:** if you are required to submit an action plan, this action plan must also set out steps to address your payment within agreed terms. |
|  | **[Provide details]** |
| 28.3 d) | If you are unable to demonstrate that ≥95% of invoices payable to your supply chain on all contracts have been paid within 60 days of the receipt of the invoice in at least one of the last two six months reporting periods please provide an action plan for improvement which includes (as a minimum) the following:* 1. Identification of the primary causes of failure to pay:
	2. 95% of all supply chain invoices within 60 days; and
	3. if relevant, due but not paid by the last date for payment under agreed contractual terms.
	4. Actions to address each of these causes.
	5. A mechanism for and commitment to regular reporting on progress to the bidder’s audit committee (or equivalent).
	6. A plan signed off by your director
	7. Plan published on its website (this can be a shorter, summary plan).
 |
|  | **[Provide details]** |
| 28.4 | If you have an existing action plan prepared for a different purpose, it is acceptable to attach this but it should contain the above features.**[Confirm attachment included if applicable]** |

1. **Carbon Reduction in Contracts Above £5m per annum (inc. VAT)**

|  |  |  |
| --- | --- | --- |
| 29.1 | Please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the required reporting standard and provide a link to your Carbon Reduction Plan. | **[Insert Yes or No]****[Provide Link]** |
| 29.2 | 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 | **[Insert Yes or No]** |
| 29.3 | Please provide your current Net Zero Target Date: | **[Year of Net Zero Target, e.g. 2050]** |
| 29.4 | Supplier Emissions Declaration | **[Provide data below]** |
|  | Baseline Year: |  |
|  | Scope 1 emissions: |  |
|  | Scope 2 emissions: |  |
|  | Scope 3 emissions: |  |
|  |  |  |
|  | Current/Most Recent Reporting Year: |  |
|  | Scope 1 emissions: |  |
|  | Scope 2 emissions: |  |
|  | Scope 3 emissions: |  |

1. **Skills and Apprentices in Contracts Above £10 per annum (inc. VAT)**

|  |  |  |
| --- | --- | --- |
| 31.1 | Please state whether you will be supporting apprenticeships and skills development through this contract. | **[Insert Yes or No]** |
| 31.2 | If ‘YES’ please set out how you will develop and maintain skills relevant to the contract to build a more skilled and productive workforce. Please also provide details of the process in place to ensure that your supply chain supports skills, development and apprenticeships. |
|  | **[Provide details]** |

1. **Procuring Steel in Government Contracts**

|  |  |
| --- | --- |
| 32.1 | For projects/programmes involving a relevant steel procurement please describe the supply chain management systems, policies, standards and procedures you have in place to ensure robust supply chain management. |
|  | **[Provide details]** |
| 32.2 | Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate on comparable projects, for both your organisation and all your supply chain members involved in the production or supply of steel |
|  | **[Provide details]** |
| 32.3 | 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. |
|  | **[Provide details]** |

1. **Suppliers’ Past Performance**

|  |  |  |
| --- | --- | --- |
| 32.1 | Can you supply a list of your relevant principal contracts for goods and/or services provided in the last five years?  | **[Insert Yes or No]** |
| 32.2 | On request can you provide a certificate from those customers on the list?  | **[Insert Yes or No]** |
| 32.3 | If you cannot obtain a certificate from a customer, can you explain the reasons why?  | **[Insert Yes or No]** |
| 32.4 | If the certificate states that goods and/or services supplied were not satisfactory, are you able to supply information which shows why this will not recur in this contract if you are awarded it?  | **[Insert Yes or No]** |
| 32.5 | Can you supply the information in questions 32.1 – 32.4 above for any subcontractors [or consortium members] who you are relying upon to perform this contract? | **[Insert Yes or No]** |
|  | **[Provide details]** |

1. **Tackling Modern Slavery in Supply Chains**

|  |  |  |
| --- | --- | --- |
| 34.1 | If you are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015, and if your latest statement is available electronically, please provide: ● the web address● precise reference of the documents. | **[Provide link / reference]** |
| 34.2 | If your latest statement is not available electronically, please provide a copy.  | **[Confirm copy provided]** |
| 34.3 | If you are not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 (for example if your turnover is less than £36 million or you do not carry on your business, or part of your business, in the UK), please provide the above information in relation of any published statements on modern slavery or other relevant documents containing information of a similar type/level.  | **[Provide link, reference]** |
| 34.4 | Any modern slavery statement or other statement or document should contain at least the following information: 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 If all of this information is not included in your modern slavery statement or other statement or documents, please provide an explanation as to why not and/or assurances that it will be included before contract award |  |
|  | **[Provide details]** |

 |
| Confirmations |
|  | 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** |  |

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| **Phone number** |  |

|  |  |
| --- | --- |
| **Email** |  |

|  |  |
| --- | --- |
| **Postal address** |  |

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. [↑](#footnote-ref-2)