**TITLE**

**FIDELITY’S ENERGY AND UTILITIES SERVICES DYNAMIC MARKET**

**Document**

Appendix 1

Application (Procurement Specific Questionnaire)

Returning this Appendix is Mandatory

for your Application to be considered

**Tender Reference and Cross-References**

Refer to Invitation to Tender document

CLOSING DATE AND TIME:

As Indicated on the Invitation to Tender Document Front Page

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# SECTION 1

# INSTRUCTIONS FOR COMPLETION

# Notes for completion

* 1. Please read this entire document before completing your Procurement Suitability Questionnaire (PSQ) response.
  2. The PSQ has been designed to assess the suitability of a Supplier to deliver Fidelity Energy’s contract requirement(s).
  3. Assessment of a potential Supplier does not commit Fidelity Energy to any specific course of action and/or to award of any contract pursuant to this procurement process.
  4. Applicants will be deemed for all purposes connected with this procurement process to have fully satisfied themselves of the requirements in respect of the nature, extent and character of the Service(s) to be provided and all other matters, which may affect their submission.
  5. The content of this PSQ and any responses shall remain confidential and shall be restricted only to those with a legitimate professional requirement to access this information. Information submitted by any Applicant will be considered and treated as confidential by Fidelity Energy.
  6. Fidelity Energy cannot accept any liability whatsoever for loss as a result of any information disclosed.
  7. Please ensure that all mandatory questions are completed and that all evidence and/or additional documentation requested has been provided on an Appendix.
  8. You **may** include information to support your answers in an appendix wherever you deem it appropriate to do so to support your answers. This may or may not be taken into account when marked.
  9. Conversely failure to provide the requested information will **invalidate your PSQ.** The Procurement Act 2023 and published supporting documentary guidance contains requirements for contracting authorities to exclude organisations from public contracts when they or their officers have been convicted of certain offences. Failure to declare a potential applicable circumstance and/or providing false or misleading information will entitle Fidelity Energy to invalidate your response to the PSQ and disqualify you from the procurement process.
  10. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided within this document.
  11. **Only the responses made to each question will be credited towards the evaluation of that question.** Responses to other questions will not be considered unless they have been correctly cross-referenced within the response to each question.
  12. Fidelity Energy reserves the right to request clarification (in terms of additional information which will supplement or clarify) on any response given by the Applicant in answer to this PSQ.
  13. Applicants may request clarification of any aspects of the PSQ. There is an obligation on Fidelity Energy to ensure that the same information is provided to all Applicants. Thus any clarification question and subsequent answers which will provide material information to Applicants will be circulated whenever possible to all Applicants. It is still your responsibility to ensure answers have been given and to confirm if you have not received or have missed the issue of an answer. Details of which company asked a question will not be shared in the wider response; please do not include any identifying names in your question phrasing or this may inadvertently reveal who has asked the question when we respond to all interested Respondents.
  14. Direct or indirect canvassing of or attempt to gain information from any Fidelity Energy member or employee or agent by any potential Suppliers concerning any aspect of the procurement process will be treated seriously by Fidelity Energy **and will result in the disqualification of the Applicant.**

# Consortia arrangements

* 1. If the Supplier completing this PSQ is doing so as part of a proposed consortium, the following information must be provided;
* names of all consortium members;
* the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
* if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.
  1. Please note that Fidelity Energy may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by Fidelity Energy as being necessary for the satisfactory performance of the contract.
  2. All members of the consortium will be required to provide the information requested in all sections of the PSQ as part of a single composite response to Fidelity Energy i.e. each member of the consortium is required to complete the form.
  3. Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.
  4. Fidelity Energy recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that Fidelity Energy must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. Fidelity Energy reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

# Confidentiality

* 1. Fidelity Energy and the Supplier confirms to each other that they will keep confidential and will not disclose to any third parties any information obtained as part of a response to this PSQ or from receiving this PSQ, other than to the Cabinet Office and/or contracting authorities defined by the Procurement Act 2023.

# Criteria

* 1. Please ensure that all questions (even ones marked ‘For Information Only’) are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.
  2. No questions in this PSQ shall contain weighted criteria with an applicable weighted mark.

IMPORTANT: All questions unless they are for information only are Pass/Fail; where these apply only to a Lot it will be indicated, and a Pass or Fail may only cause exclusion from that lot, and not other lots. Otherwise, assume that a Pass/Fail question applies to ALL LOTS.

# Requests for Action from Suppliers (Applicants) Under This PSQ

**We strongly recommend that you read the guidance provided here:** [**https://www.procurementpathway.civilservice.gov.uk/documents/template/pa-2023-procurement-specific-questionnaire**](https://www.procurementpathway.civilservice.gov.uk/documents/template/pa-2023-procurement-specific-questionnaire)

**As it outlines in much further detail the reasons and thinking behind many of the questions being asked and contains guidance on how to complete. All information contained in this guidance document applies to this PSQ request.**

Regulation 6 of the Procurement Regulations 2024 requires that, where suppliers give core supplier information to contracting authorities with a view to the award of a public contract, contracting authorities must obtain confirmation from suppliers that:

* the supplier has registered on the CDP,
* submitted up-to-date core supplier information on the CDP, and,
* provided that information to the contracting authority via the CDP,

- before the end of the tendering period in competitive tendering procedures (i.e. open procedures and competitive flexible procedures) or before the award of the contract in direct awards and competitive selection processes for framework call-offs.

ACTION 1

1. Fidelity Energy requests that prime/main suppliers complete the following steps prior to the earliest submission deadline:

* register on the CDP
* submit your most up to date core supplier information on the CDP, this includes a supplier’s:
  + basic information
  + economic and financial standing information
  + connected person information
  + exclusion grounds information (this includes exclusion information about the supplier and its connected persons)
* provide that information to Fidelity Energy via the CDP (you can provide copies directly to Fidelity Energy as well)

ACTION 2

* Fidelity Energy requests that prime/main suppliers, where they intend to rely on other suppliers to meet a condition of participation, ensure that these other suppliers submit and share their basic, connected person and exclusion ground information via the CDP prior to the earliest submission deadline as well.
* These suppliers might be consortium members or sub-contractors and, so long as they are not guarantors, they are associated persons. Contracting authorities need to determine if a prime/main supplier is an excluded or excludable supplier by virtue of an associated person being an excluded or excludable supplier (see section 57 of the Procurement Act). Collecting an associated person’s relevant information via the CDP will support contracting authorities in determining this.

ACTION 3

* Fidelity Energy requires prime/main suppliers, where they intend to sub-contract the performance of all or part of the contract, to provide a list of all these sub-contractors, which can be checked against the published debarment list.
* This is so the contracting authority, under an open or competitive flexible procedure, can determine whether any intended sub-contractor is on the debarment list (see section 28 of the Procurement Act). Sub-contractors, unless they are associated persons, do not need to register or submit core supplier information on the CDP.

ACTION 4

* Fidelity Energy requires, where appropriate, set conditions of participation consulting the questions in Part 3. These include:
* Part 3A: contracting authorities may set conditions of participation in a procurement only if they are satisfied that these are a proportionate means of ensuring that a supplier has the legal and financial capacity or technical ability to perform the contract. Where they do so, the PSQ sets out a list of standard questions in Part 3A which may be used. The questions can be adapted, added or omitted where there is a good commercial reason for doing so and where this complies with the Act. Contracting authorities must ensure that they set out their conditions of participation in the relevant notice or associated tender documents, and how suppliers’ ability to satisfy them will be assessed.
* Part 3B: Not Applicable

# Additional Guidance

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce Fidelity Energy to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements.

**Procurement Act 2023**

1. The Procurement Act 2023 (the Act) replaces supplier selection and exclusion requirements with new rules on conditions of participation and exclusions. The Procurement Regulations 2024, made under the Act, also change the way suppliers share certain information. This includes the requirements on contracting authorities to obtain confirmation from suppliers that they have registered, submitted and shared up-to-date core supplier information via the central digital platform (CDP).
2. The Procurement Specific Questionnaire (PSQ) has been designed to support contracting authorities to comply with and operate effectively under the new regime. It fulfils a similar role to the Standard Selection Questionnaire (SQ) used under the Public Contracts Regulations 2015 (PCR). It complements existing guidance for the [Procurement Act 2023](https://www.gov.uk/government/collections/procurement-act-2023-guidance-documents) and also central government policies and best practice, including Cabinet Office [Procurement Policy Notes](https://www.gov.uk/government/collections/procurement-policy-notes) and [Playbooks](https://www.gov.uk/government/organisations/government-commercial-function).
3. The PSQ will be relevant for above threshold procurements under the Act, which commenced on or after 24 February 2025 (when the new regime commences). For more detail on the meaning of ‘commenced’ please refer to the [Guidance on transitional and savings arrangements.](https://www.gov.uk/government/publications/procurement-act-2023-guidance-documents-plan-phase/guidance-transitional-and-saving-arrangements-html) Furthermore, please refer to wider [Procurement Act guidance](https://www.gov.uk/government/publications/procurement-act-2023-guidance-documents) which includes details on:

* conditions of participation
* central digital platform and publication of information
* exclusions
* Debarment

**The Parts (sections) of the PSQ**

The PSQ is made up of three parts:

* **Part 1 – confirmation that the supplier has registered on, submitted and shared their core supplier information via, the CDP.**
* **Part 2 – additional exclusions information, including:**
* Part 2A – identification of the supplier’s associated person(s); and confirmation that each associated person’s: basic information, connected person(s), and exclusion grounds information has also been shared (via the CDP)
* Part 2B – confirmation of the supplier’s intended sub-contractors
* **Part 3 – questions relating to conditions of participation, including:**
* Part 3A – standard questions
* Part 3B – Not Used

**Notes for completion**

1. “Fidelity Energy” means the contracting Fidelity Energy, or anyone acting on behalf of the contracting Fidelity Energy, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. Fidelity Energy recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify Fidelity Energy immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. Fidelity Energy will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. *All key sub-contractors with more than 20% of supply (based on cost) are required to complete Part 1 and Part 2. Refer also to Appendix C, Question 2 of Part A; these should be listed here.*
7. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

Fidelity Energy confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent Fidelity Energy or body where Fidelity Energy is under a legal or regulatory obligation to make such a disclosure.

# SECTION 2

# PROCUREMENT SUITABILITY QUESTIONNAIRE

# Procurement Suitability Questionnaire

|  |  |
| --- | --- |
| Note to Applicants: | * Complete the entirety of this document * This section **shall** be evaluated and reviewed * This data shall be inserted into the Contract of the successful Applicants. * If you have already provided this information through the Central Digital Platform, instead of completing certain sections here you can provide your CDP share code for us to check. We would appreciate any downloaded versions provided but you are not obliged to provide such if you have already provided this information via the CDP. |

**IF APPLICABLE – CDP SHARE CODE: ..................................................**

The following questions are current as of the Government Commercial Function’s publication reference number: PA02 Procurement Specific Questionnaire v2.0 (02.25)

|  |  |
| --- | --- |
|  |  |
| **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]** |
|  | **[Where applicable]** Please confirm which lot(s) you wish to bid for? |
| **[Insert details]** |
|  | 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 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** | |
| Financial capacity | |
|  | **[Financial Capacity Conditions of Participation]**  [Note - central government departments, their executive agencies and non-departmental public bodies should stipulate requirements in line with the 'Assessing and monitoring economic and financial standing (EFS) guidance note'.]  xxxx |
| **[xxxx]** |
|  | 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]** |
|  | 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\* = £5m (statutory minimum) 2. Public Liability Insurance = £2m minimum 3. Professional Indemnity Insurance = £2m minimum 4. Product Liability Insurance = Only if supplying goods under Lot 2, £1m minimum   \*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 | |
|  | **[Legal Capacity Conditions of Participation –** confirm your authority under law to operate in the markets – e.g. gas, water, electric, consultancy or any other services – you operate within as relates to the services under this procurement**]**  xxxx |
| **[xxxx]** |
|  | 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 | |
|  | **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** | **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 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.]**  **SPECIAL NOTE: Fidelity will not contact your references without an active contract for supply being awarded, but we may be asked to confirm details by a Client prior or post-award in which case we reserve the right to contact the references at such later date. At such point we will ask you to confirm with your references that they can expect our contact, before we contact them.** | |
|  | **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). [Please use no more than 500 words.]  For use with Steel question (PPN 010):  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  - All your supply chain members involved in the production or supply of steel |
| **[Insert information]** |
|  |  |
| **PLEASE NOTE: ACCORDING TO THE PUBLISHED GUIDANCE THE FOLLOWING QUESTIONS IN PART 3B DO NOT NEED TO BE ANSWERED FOR MOST MATTERS UNDER THIS PROCUREMENT; HOWEVER – IF YOU COULD VOLUNTARILY PROVIDE THIS INFORMATION HERE IT WOULD BE APPRECIATED, PARTICULARLY IF FIDELITY PROVIDES SERVICES TO A CLIENT THAT REQUIRES THIS INFORMATION.** |
| **Part 3B – requirements for central government departments, their executive agencies and non-departmental public bodies** | |
| Payment in Contracts [question for contracts above £5m per annum] (PPN 015) | |
|  | Please confirm if you intend to use a supply chain\* for this contract or (if relevant) to deliver any call-off contract that may be awarded under this framework agreement. If you answer “No” you do not need to complete the rest of this section [questions 23-25].  **[Information only]**  *\*References to supply chain means suppliers or sub-contractors of any tier that execute any works, supply any products or provide any services that are used wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of the contract.* |
| **[Insert Yes or No]**  Not scored |
|  | 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. |
| **[Yes/No]**  Pass/fail |
|  | **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 |
|  | **Public and private sector contracts**  (a) Please provide the percentage of invoices\* paid by you to those in your immediate supply chain on all contracts for **each** of the two previous six-month reporting periods.\*\* This should include the percentage of invoices paid within each of the following categories:  1. within 30 days  2. in 31 to 60 days  3. in 61 days or more  4. due but not paid by the last date for payment under agreed contractual terms  *\*References to supply chain means suppliers or sub-contractors of any tier that execute any works, supply any products or provide any services that are used wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of the contract.*  *\*\*You should explain in the tender documents what a reporting period is by referring to the DBT Guidance:* [*www.gov.uk/government/publications/business-payment-practices-and-performance-reporting-requirements*](http://www.gov.uk/government/publications/business-payment-practices-and-performance-reporting-requirements)  (b) 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. It is acceptable to cross refer to information that has previously been submitted to government or other bodies or is publicly available (provided it covers the required reporting periods), including data published in accordance with the Reporting on Payment Practices and Performance Regulations 2017. **If you do wish to cross-refer, please provide details and/or insert link(s).**  (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 under question 25(d), this action plan must also set out steps to address your payment within agreed terms, to achieve a pass for question 25(d).  (d) If you are unable to demonstrate that at least 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-month 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:  * 95% of all supply chain invoices within 60 days; and * if relevant under question 25(c), all invoices within agreed terms  1. Actions to address each of these causes. 2. A mechanism for and commitment to regular reporting on progress to the supplier's audit committee (or equivalent). 3. Plan signed off by director. 4. Plan published on its website (this can be a shorter summary plan).   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.  **Evidence for self-declarations (questions 23 to 24)**: Prior to contract award the following evidence will be required from the successful supplier (where the supplier has answered ‘Yes’ to question 22 above) to verify the supplier's responses  **Q23** - A copy of your standard payment terms for all of your supply chain contracts.  **Q23** - A copy of your procedures for resolving disputed invoices promptly and effectively.  **Q23** - Details of any payments of interest for late payments you have paid in the past 12 months or which became due during the past 12 months and remain payable (contractually or under late payment legislation) and, if any such payment has been made (or arose), an explanation as to why this occurred and an outline of what remedial steps have been taken to ensure this does not occur again.  **Q24** - A copy of your standard payment terms used with sub-contractors on public sector contracts subject to the Procurement Act 2023 |
|  | **[Insert Information]** |
| Carbon Reduction Plan [for contracts above £5m per annum] (PPN 006) | |
|  | Please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the required reporting standard. |
| **[Yes / No]**  **[Provide a link to your most recently published Carbon Reduction Plan here:]** |
|  | 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. |
| **[Yes / No]** |
|  | Please confirm your Net Zero Target Date (e.g. 2050) |
|  | **[Yes / No]** |
|  | Please complete the following Supplier Emissions Declaration: |
| Baseline Year: **[Insert Year]**  Scope 1: **[Insert emissions (tCO2e)]**  Scope 2: **[Insert emissions (tCO2e)]**  Scope 3: **[Insert emissions (tCO2e)]**  Current/Most Recent Reporting Year: **[Insert Year]**  Scope 1: **[Insert emissions (tCO2e)]**  Scope 2: **[Insert emissions (tCO2e)]**  Scope 3: **[Insert emissions (tCO2e)]** |
| Tackling Modern Slavery in Supply Chains (PPN 009) | |
|  | **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:   1. the organisation’s structure, its business and its supply chains 2. its policies in relation to slavery and human trafficking 3. its due diligence processes in relation to slavery and human trafficking in its business and supply chains 4. 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 5. 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 6. 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.*  [Note to contracting authorities: The question may be adapted further, for example, depending on the nature of the procurement. You may also decide to ask this question of organisations who have a turnover of less than £36 million, but only where it is proportionate to do so.] |
|  | **[Insert information]** |
| Procuring steel (PPN 010) | |
|  | 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.  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. |

|  |  |
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|  | **[Insert information]** |

# SECTION 3

# Declaration, Confidentiality & Non-Collusion Statements (Form of Application)

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| **Section 3** | **Declaration** |

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| **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]** |

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| **Signed** |  |

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| **Date** |  |

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| **Email** |  |

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| **Postal address** |  |