Great British Nuclear

Procurement for Owner's Engineer

Procurement Specific Questionnaire

**FOR COMPLETION BY PSQ APPLICANTS**

**The PSQ consists of three parts:**

1. **Part 1 - confirmation of core supplier information**: suppliers participating in procurements are expected to register on a central digital platform (CDP). The CDP is free to use and will mean suppliers should no longer have to re-supply core supplier information for each public procurement but simply ensure it is up to date and shared with the procuring authority. The CDP is available at <https://www.gov.uk/find-tender>.
2. Suppliers must submit their up to date core supplier information on the CDP and, in relation to the Owner's Engineer procurement, are required to share this information with GBN via the CDP. Part 1 of this form provides a section where suppliers must confirm that they have provided updated information on the CDP. Suppliers should note that information provided via the CDP will be used for the purposes of PSQ evaluation and therefore it is the suppliers' responsibility to keep this up to date.
3. CDP information must be completed by the PSQ submission deadline. GBN reserves the right to reject PSQ submissions where CDP information is incomplete or not completed by the PSQ deadline.
4. In the event that a supplier submits CDP information which conflicts with any part of the PSQ submission, GBN reserves the right to decide which information will take precedence and may decide to seek clarification from the supplier.
5. **Part 2 - additional exclusion grounds information**: Suppliers must submit their own (and their connected persons[[1]](#footnote-2)) exclusion grounds information via the CDP. This includes self-declarations as to whether any exclusion grounds apply and, if so, details about the event or conviction and what steps have been taken to prevent such circumstances from occurring again.
6. Suppliers will also need to submit exclusion grounds information for any 'associated persons' that they are relying on to meet the PSQ conditions of participation. Associated persons includes consortium members or key sub-contractors (but excludes guarantors). We recommend this is done by ensuring that associated persons also register, submit and share their information via the CDP.
7. 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.
8. If a sub-contractor is unknown at the start of the procurement, this should be made clear by the supplier and relevant details of the sub-contractor should be submitted to GBN as soon as possible, in order for GBN to confirm whether or not the sub-contractor's involvement is acceptable. GBN reserves the right to reject additions to or changes to sub-contractors and consortium members.
9. **Part 3 - conditions of participation**: GBN has set conditions of participation which a supplier must satisfy in order to be eligible to pass the PSQ stage of the Owner's Engineer Contract public procurement. These conditions relate to the supplier’s legal and financial capacity and their technical ability.
10. Some of the information requested in the PSQ will be for information purposes only. Other information will be evaluated by GBN. Full details of the evaluation mechanisms and evaluation criteria are set out in the PSQ Instructions document.
11. Suppliers should note that GBN has legislative duties to publish certain information which relate to the supplier in its 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

Where a supplier has any questions or requires any clarification on any points within any of the procurement documents, they should check with GBN.

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| **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 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 **Q7, Q8 & Q9** (otherwise **Q7, Q8 & Q9** 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 Q11** 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 3A – questions relating to conditions of participation** | |
| Financial capacity | |
|  | If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:   * The web address; * Issuing authority; and * Precise reference of the documents. |
|  | If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).  Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law). |
|  | 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]** |
|  | If you are not able to provide a response to questions 12 or 13, please provide any of the following alternatives.   * 1. A statement of your annual turnover, Profit and Loss Account/Income statement, Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.   2. Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |
|  | Please provide a completed Financial Viability and Risk Assessment Template(s) (FVRA) for the bidding entity and other entities relied upon to meet any of the Economic and Financial Standing or Technical Selection criteria. |
|  | Please provide detail of any post balance sheets events relating to the latest annual report provided. |
|  | Please provide detail of any material Onerous Contract Provisions and evidence that these don’t present a risk to the financial robustness of the Applicant/member. |
|  | Please provide details of any market updates relating to financial performance since the publication of your most recent year end accounts. |
|  | Please provide Dun & Bradstreet Failure Score. |
|  | Please provide your credit rating. |
|  | Please provide:   * A cash flow forecast for 12 months from the point of the PSQ submission date   If current or forecast cashflow is negative, supplementary evidence is proof of access to funds (committed fund injections, credit facilities) to cover the 12 months of financial obligations expected.  *Refer to EFS criteria in Section D - Economic and Financial Standing Detailed Evaluation Methodology in the PSQ Instructions document for more guidance and potential mitigations.* |
|  | 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\* = £10,000,000 per occurrence 2. Public Liability Insurance = £10,000,000 in respect of each event 3. Professional Indemnity Insurance = £10,000,000 in respect of each claim   \*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 | |
|  | a. 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.  **[Insert Yes or No]** |
| b. 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 information]** [Please use no more than 2 A4 pages.] |
| Technical ability and conflicts of interest | | | |
|  | **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.] |
| **[Insert information]** |
|  | Please confirm that you have or will have by the Invitation to Tender Response Deadline the following skills and capabilities within your organisation, bidding consortium, or bidding consortium and supply chain.  1. Technical Capabilities  The following technical skills and services will be required to deliver Consultant activities:  1. Core Design Authority  2. Safety Case  3. BAT Case  4. Chemistry  5. Civil Engineering  6. Commissioning  7. Control & Instrumentation  8. Construction, incl. CDM  9. Conventional Waste  10. Criticality  11. Cyber Security (incl. Security by design)  12. Decommissioning  13. Electrical Engineering  14. Environmental Protection  15. Engineering Management  16. Equipment Qualification  17. Emergency Planning & Response  18. External Hazards  19. Fault Studies  20. Fuel & Core Design  21. Human Factors  22. Internal Hazards  23. Leadership and Management for Safety, Supply Chain and Quality  24. Mechanical Engineering  25. Protective Security (incl. Security by design)  26. Probabilistic Safety Analysis (PSA)  27. Radiological Protection  28. Radioactive Waste Management  29. Reactor Core Physics  30. Requirements Management  31. Safeguards (incl. Safeguards by design)  32. Safety Case Analysis and Techniques (incl. Safety by design)  33. Severe Accident Analysis (SAA)  34. Structural Integrity  35. System Engineering  36. Training & Operations  2. Programme Delivery Capabilities  The following programme skills and services will be required to deliver OE activities:  37. Planning and Scheduling  38. Cost Estimating and Cost Management  39. Risk Management  40. Scope Management  41. Change Management  42. NEC Contracts  **[Insert Yes or No]** |
|  | Please confirm you have the ability to handle UK Designated Sensitive Nuclear Information and Export Control Management.  **[Insert Yes or No]** |
|  | Conflicts of Interest  a) Is the Tenderer aware of any actual, potential, or perceived Conflicts of Interest as defined in paragraph 12 of Section G of the PSQ?   b) The Tenderer is also required to complete the 'Bid Team' template in the form set out in Appendix A of the PSQ Instructions so that GBN can verify the Tenderer's response to Question 28.   c) If the Tenderer is aware of any actual, potential, or perceived Conflicts of Interest as defined in paragraph 12 of Section G of the PSQ Instructions, the Tenderer is required to upload a statement explaining the nature of the Conflict of Interest and the Tenderer’s proposed mitigation measures to satisfy the requirements of paragraph 12 of Section G of the PSQ.  Response requirements:   1. The Tenderer is required to complete and submit the Bid Team Template set out at Appendix A to the PSQ.  2. If the Tenderer has confirmed that an actual, potential, or perceived Conflict of Interest exists, the Tenderer is required to prepare and submit a statement explaining the nature of any Conflicts of Interest and the Tenderer’s proposed mitigation measures to satisfy the requirements of paragraph 12 of Section G of the PSQ. |
| **Part 3B – requirements for central government departments, their executive agencies and non-departmental public bodies** | |
|  | Please confirm if you intend to use a supply chain[[2]](#footnote-3) for this contract. If you answer “No” you do not need to complete questions 30-32.  **[Insert Yes or No]** | |
|  | 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]** | |
|  | 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.  **[Insert Yes or No]** |
|  | (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.[[3]](#footnote-4) 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  (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 32(d), this action plan must also set out steps to address your payment within agreed terms, to achieve a pass for question 32(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 32(c) all invoices within agreed terms 2. Actions to address each of these causes. 3. A mechanism for and commitment to regular reporting on progress to the supplier's audit committee (or equivalent). 4. Plan signed off by director. 5. 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 30 to 31): Prior to contract award the following evidence will be required from the successful supplier (where the supplier has answered ‘Yes’ to question 29 above) to verify the supplier's responses  **Q30** - A copy of your standard payment terms for all of your supply chain contracts.  **Q30** - A copy of your procedures for resolving disputed invoices promptly and effectively.  **Q30** - 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.  **Q31** - A copy of your standard payment terms used with sub-contractors on public sector contracts subject to the Procurement Act 2023  **[Insert Information]** |
|  | 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)  **[Insert Information]** |
|  | 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)]** |
|  | **Modern Slavery Statement (or equivalent statement/document)**  a. If you are a ‘relevant commercial organisation’[[4]](#footnote-5) please confirm you are compliant with the requirements contained within section 54 of the Modern Slavery Act 2015 and associated guidance and your 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**  b. If you are not ‘a relevant commercial organisation’ but have a turnover of more than £36 million please provide a link to an equivalent statement or document which demonstrates information relating to a to f above.  **[Insert information]** |
|  | **PPN 007: Contracts with Russia and Belarus**  In accordance with the Procurement Policy Note (PPN 007), all suppliers must identify prime contractors or sub-contractors (i.e. those being relied on to deliver under the Contract) in their supply chain with Russian/Belarusian companies/Government. Participants will also be required to set out their Persons of Significant Control. GBN is entitled to ask any supplier to substitute a sub-contractor in the supply chain that are known Russian and/or Belarusian suppliers. GBN is entitled, upon validation that a supplier is a Russian or Belarusian company, to take steps to exclude the Russian or Belarusian company from the procurement exercise, provided that the supplier is constituted or is organised under the law of Russia or Belarus; or where the Persons of Significant Control information states Russia or Belarus as the place of residency.  Please confirm by selecting yes, that you do not have prime contractors or subcontractors in your supply chain with Russian/Belarusian companies/Government, or that if you do have prime contractors or subcontractors in your supply chain with Russian Belarusian companies/Government you commit to substituting these prior to contract commencement.  If you have prime contractors or subcontractors in your supply with Russian/Belarusian companies/Government but do not commit to substituting prior to contract commencement, please select No. |
|  | Please provide details of the prime contractors or subcontractors that will be relied upon for your bid. Identify all that are Russian/ Belarusian companies/ Government.  Provide details including supplier name, main office address and persons of significant control and scope of services provided by the supplier.  GBN is entitled to ask any supplier to substitute a sub-contractor in the supply chain that are known Russian and/or Belarusian suppliers. |
| * **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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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)
2. 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. [↑](#footnote-ref-3)
3. A reporting period is set out in 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)   [↑](#footnote-ref-4)
4. ‘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. [↑](#footnote-ref-5)