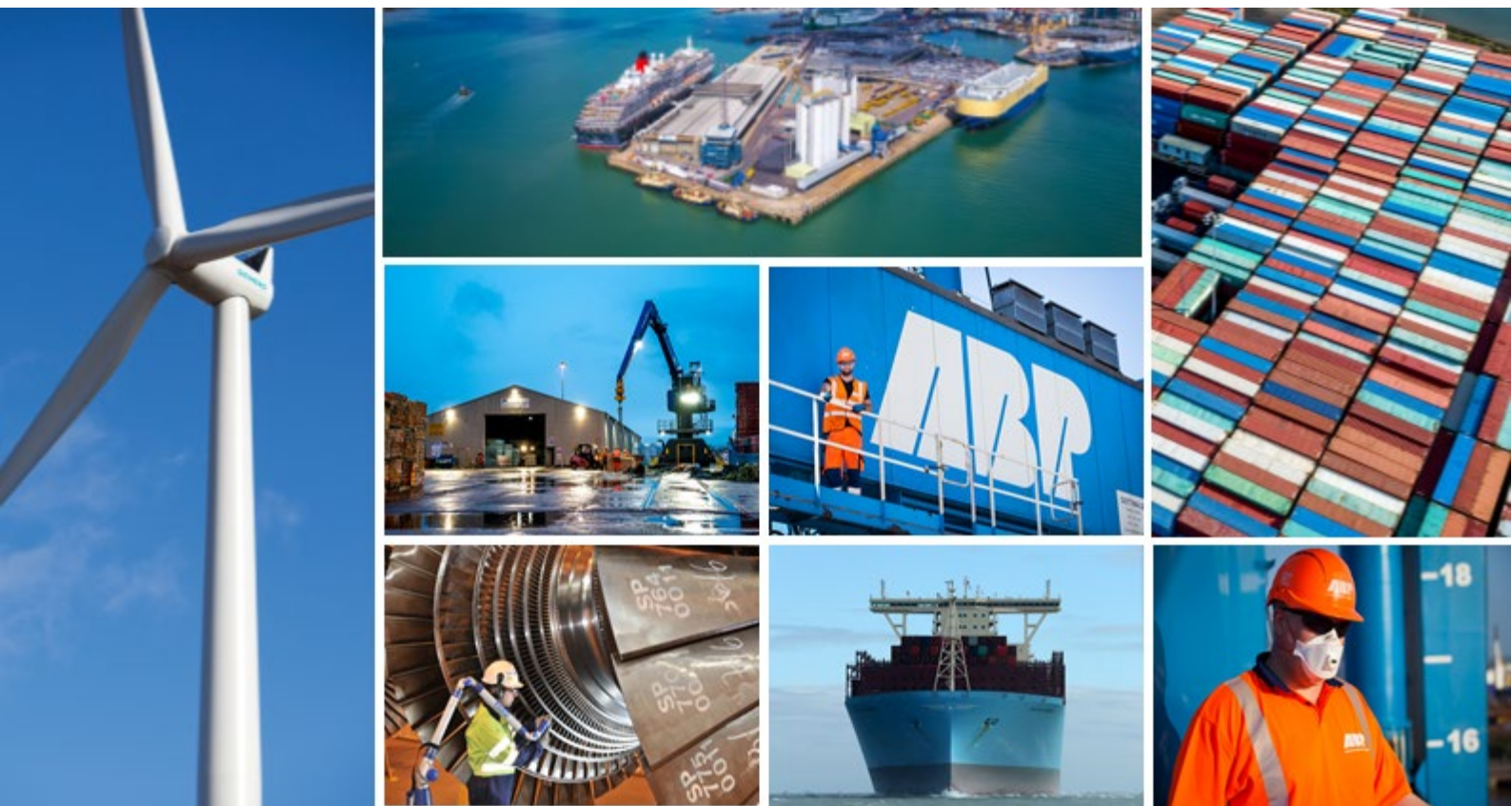


Procurement Specific Questionnaire (PSQ) for:
Maintenance, Repairs and Overhaul, supply of Goods



Return Date:

25/04/2025 at 12:00 GMT

Document Reference:

MRO-GRP-25/0929_PSQ

Document Ref:	0.1
Produced by:	Rob Reeves
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Dear Supplier,

In accordance with the enquiry documents referenced herein you are invited to participate in the Stage One, Pre-Qualification process of the two-stage tender for the procurement of Maintenance Repairs and Overhaul (MRO) and the supply of consumable stock.

This Procurement Specific Questionnaire (PSQ) constitutes a notice to participate in the Conditions of Participation for qualitative selection prior to being invited to the Stage 2 Competitive Tendering Process.

The two stage process is as described below:

Stage 1 PSQ

The Applicant is issued with a PSQ including instructions to Applicants, Requirements and a set of qualitative questions which are to demonstrate the Applicant's:

- Compliance
- Financial Capability
- Legal Capability
- Health & Safety Approach
- Quality Approach
- Supply Chain Approach
- Quality Approach
- Technical Capability and Experience

Completed PSQ should be submitted strictly in accordance with the instructions to Applicants described within the PSQ document and received by ABP no later than **25/04/2025 12:00 PM GMT**.

For the avoidance of doubt, the Applicants are required to submit all documents requested to be included in all sections of the PSQ Response Document attached in **Appendix 06 – PSQ Response Document** to enable their PSQ submissions to be fully evaluated against the evaluation criteria. The evaluation criteria are also provided within the PSQ Response Document. It should also be noted that all applicants should register on the Central Digital Platform. Details entered into the Central Digital Platform should also be provided in PDF format when returning the PSQ pack.

Stage 2 – Invitation to Tender (ITT)

Following the conclusion of Stage 1 PSQ, short – listed Applicants will be invited to participate in the second stage of the process.

This stage will be based on a Total Value Offering (TVO), which will involve evaluating suppliers based on a comprehensive assessment of both cost and non-cost factors, rather than focusing solely on the lowest initial price. This approach will consider elements such as quality, lifecycle costs, sustainability, supplier reliability, innovation, risk management, and service responsiveness.

Clear objectives and evaluation criteria aligned to strategic goals will be included in the tender documents, inviting suppliers to demonstrate how their proposals deliver broader organisational benefits.

Yours Faithfully,

Associated British Ports Procurement

Contents

SECTION 1 - INFORMATION FOR THE APPLICANT.....	6
1.1 Procurement Process	7
1.2 Summary	9
1.2 Procurement Specific Questionnaire Layout	9
1.3 PSQ Actions	10
1.4 Associated British Ports Group	11
Port, Marina and Rail Terminal Location Map	12
1.5 Summary of Requirement.....	13
1.5.1 Introduction and Background	13
1.5.2 Procurement Summary – Aims and Objectives	13
1.5.3 In-Tend	14
1.5.5 Success Factors.....	14
1.5.6 Contract Structure.....	14
1.5.7 Stage 1 Timetable.....	14
1.5.9 Indicative Stage 2 Timetable	15
1.5.13 Applicant Queries/Clarifications	15
1.5.14 ABP Third Party Questionnaire	15
1.6 Guidance to completion of the PSQ document	16
1.7 Glossary of Terms.....	18
SECTION 2 - QUESTIONNAIRE FOR COMPLETION BY THE APPLICANT.....	21
2.1 PSQ Response Document	22
SECTION 3 - APPLICANT DECLARATIONS.....	24
3.1 Applicant Declarations	25
SECTION 4 - ABP PSQ EVALUATION PROCESS.....	26
4.1 Evaluation Criteria.....	27
4.1.1 Initial Compliance Check	27
4.1.2 Provided for information only and not scored	27
4.1.3 Mandatory Pass / Fail sections	27
4.1.4 Applicant Financial Assessment	27
4.2 Scoring Guide for the PSQ.....	27
4.2.2 Minimum scoring thresholds	28
4.2.3 Questions relating to Conditions of Participation	29
4.2.5 Stage 2 Shortlisting	29
SECTION 5 – APPLICANT CHECKLIST	30

5.1 Applicant Checklist	31
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Appendices

Number	Document(s)
Appendix 01	Applicant Declarations
Appendix 02	ABP Third Part Questionnaire V1 -2L
Appendix 03	Clarification Forms
Appendix 04	Supplier Portal Guide
Appendix 05	Not Used
Appendix 06	PSQ Response Document

Glossary

Unless the context otherwise requires, the following words and expressions used within this Procurement Specific Questionnaire are to have the following meanings:

TERM	MEANING
ABP	Associated British Ports
MRO	Maintenance, Repair & Overhaul
PSQ	Procurement Specific Questionnaire
CPV	Common Procurement Vocabulary
ITT	Invitation To Tender
CDP	Central Digital Platform
TVO	Total Value Offering
TCO	Total Cost of Ownership
KPI	Key Performance Indicators

SECTION 1 - INFORMATION FOR THE APPLICANT

1.1 Procurement Process

Associated British Ports (ABP) hereby invites you to submit an application to be considered for short-listing for a subsequent stage for the goods identified below:-

Provision of Maintenance Repair and Overhaul
PSQ Reference Number MRO-GRP-25/0929

The following Common Procurement Vocabulary (CPV) Codes apply to this procurement classification:-

- 44000000 - Construction structures and materials; auxiliary products to construction (except electric apparatus)
- 31000000 - Electrical machinery, apparatus, equipment and consumables; lighting
- 44500000 - Tools, locks, keys, hinges, fasteners, chain and springs
- 42100000 - Machinery for the production and use of mechanical power

This PSQ document supports a two-stage process using the Competitive Flexible Procedure in accordance with s20 of the Procurement Act 2023. ABP reserve the right to amend the competitive tendering process in accordance with s31 of the Procurement Act 2023.

This Competitive Flexible Procedure will be conducted in two (2) stages. The two (2) stages are described in more detail below.

Stage 1: Conditions of Participation

Stage 1 commenced with the issuing of a Tender Notice [Maintenance, Repair and Overhaul \(MRO\) for the Group Ports - Find a Tender](#) and the publication of this document.

ABP used this stage to confirm that no Suppliers, nor any related persons within its corporate group, associated persons relied on to meet the conditions of participation, or proposed sub-contractors are listed on the Cabinet Office debarment list.

In addition, the Authority will consider whether any Supplier or related persons within its corporate group, associated persons relied on to meet the conditions of participation, or proposed sub-contractors are excluded or excludable Suppliers, and before the Authority determines that a Supplier is an excluded or excludable Supplier, it will provide the Supplier reasonable opportunity to make representations and provide evidence as is proportionate in the circumstances. If the Supplier is an excluded or excludable Supplier only by virtue of an associated person or proposed sub-contractor, the Authority will notify the Supplier of its intention to exclude the Supplier and provide the Supplier with a reasonable opportunity to replace the associated person or sub-contractor.

ABP will also undertake a review of the completed PSQ with reference to any information held on the Central Digital Platform. Responses to any conditions of participation will be assessed in accordance with the selection process and any selection criteria as set out in the Tender Notice, PSQ and described in this document. The assessment of these responses will identify all Suppliers that have passed the PSQ stage to be invited to participate in Stage 2.

Stage 1 will be complete, with Suppliers being notified in writing of whether or not they have been successfully shortlisted to participate in Stage 2. Suppliers not invited to Stage 2 will be provided with a written explanation of the reasons why they have not been shortlisted to participate in Stage 2.

Suppliers should note that the Authority reserves the right to re-assess any response to the PSQ, in light of any new relevant information that comes to the Authority's attention during the competitive tendering process.

Stage 2: Invitation to submit a final tender

Stage 2 will commence with the issuing of a letter inviting Suppliers that have been successfully shortlisted at Stage 1 to enter the Invitation to Tender stage, which will give the suppliers the opportunity to submit their final tenders.

Final tenders must be submitted in accordance with the timetable and instructions set out in this document and any additional information provided.

After the deadline for submission of final tenders, the Authority will consider, in respect of each Supplier that submitted a tender, whether the Supplier or any related persons within its corporate group, associated persons relied on to meet the conditions of participation, or proposed sub-contractors, are excluded or excludable Suppliers and will consider whether to disregard the tender submitted in accordance with its obligations under the Act. If the Supplier is an excluded or excludable Supplier only by virtue of an associated person or proposed sub-contractor, the Authority will notify the Supplier of its intention to disregard its tender and provide the Supplier with reasonable opportunity to replace the associated person or sub-contractor. If as a consequence of this process the Authority disregards a tender from an excluded or excludable Supplier or is aware of an associated person or sub-contractor having been replaced, it will give notice of this fact within 30 days of its decision to the Procurement Review Unit (PRU).

ABP will conduct an assessment of all final tenders in order to identify the Supplier which has submitted the most advantageous tender in accordance with the assessment methodology and award criteria set out in the Tender Notice and described in this document. In carrying out this assessment, the Authority will disregard any tender from a Supplier that does not satisfy the conditions of participation. ABP may also disregard a tender:

- a. from a Supplier that is not a United Kingdom Supplier or a treaty state Supplier or that intends to sub-contract the performance of all or part of the Contract to a Supplier that is not a United Kingdom Supplier or a treaty state Supplier; or
- b. if the tender breaches a procedural requirement set out in the Tender Notice or associated tender documents; or
- c. if the tender offers a price that the Authority considers to be abnormally low for the performance of the Contract. Where the Authority considers that a price offered by a Supplier in its tender is abnormally low, the Authority will notify the Supplier and give the Supplier reasonable opportunity to demonstrate that it will be able to perform the contract for the price offered. ABP will only disregard the tender if the Supplier cannot satisfactorily demonstrate that it will be able to perform the Contract for the price offered.

Once the assessment has concluded, the Authority will provide an Assessment Summary to all Suppliers that submitted final tenders to:

- a. inform them whether they have been successful in being awarded the Contract
- b. provide an explanation of the assessment of the Supplier's tender against the relevant award criteria, in accordance with the requirements of the Act
- c. where different to the Supplier concerned, provide information in respect of the most advantageous tender submitted, including details of the assessment of this tender against the relevant award criteria and the Supplier's name

Once the assessment summaries have been provided to the Suppliers that submitted final tenders, the Authority will also publish a contract award notice on the Central Digital Platform to commence the mandatory standstill period.

Subject to completion of the mandatory standstill period, Stage 2 will end with the Authority entering into the Contract with the preferred Supplier and publication of a Contract Details Notice on the Central Digital Platform (within 30 days of the date on which the Contract is entered into).

1.2 Summary

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).

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 and also central government policies and best practice, including Cabinet Office Procurement Policy Notes and Playbooks.

1.2 Procurement Specific Questionnaire Layout

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 Central Digital Portal (CDP))
 - Part 2B – confirmation of the supplier's intended sub-contractors
- **Part 3** – questions relating to conditions of participation, including:
 - Part 3A – Financial / Legal Questions
 - Part 3B – Health & Safety
 - Part 3C – Environment and Quality
 - Part 3D – Supply Chain
 - Part 4 – Technical

Only information provided as a direct response to the PSQ will be evaluated. Applicants should respond to the PSQ on the basis that ABP has no prior knowledge of their organisation. Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process. Marketing material should therefore not be included as it will not be reviewed and scored.

Supplementary documentation may be attached to the PSQ only where Applicants have been directed to do so. Such material must be clearly marked with the name of the organisation and the question to which it relates. Please note that ABP may require clarification of the answers provided or ask for additional information.

The PSQ should be submitted by an individual of the organisation, company or partnership who has authority to submit a PSQ on behalf of that organisation, company or partnership.

Applicants should be aware that erroneous or incorrect responses may result in their removal from the PSQ process. In the case where the error or misrepresentation is not discovered until after the contract is awarded, ABP reserves the right to terminate the contract and all costs incurred by ABP as a result of the termination shall be recoverable from the successful Applicant(s).

1.3 PSQ Actions

It is recommended that Applicants follow the actions detailed below, to ensure the correct registration and access to the documents in accordance with the Procurement Act 2023:

Action 1 – ABP request that prime/main suppliers complete the following steps prior to the earliest submission deadline:

- register on the CDP, [Suppliers: How to register your organisation and first administrator on Find a Tender in three easy steps \(HTML\) - GOV.UK](#)
- submit their most up to date core supplier information on the CDP, This includes the supplier's:
- basic information
- economic and financial standing information¹
- connected person information
- exclusion grounds information (this includes exclusion information about the supplier and its connected persons)
- provide that information to the contracting authority via the CDP

Action 2 – ABP request 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.

Action 3 – require 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 that ABP, 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.

¹ Depending on the procurement, contracting authorities may require additional economic and financial information to make an assessment on their financial capacity. See the Sourcing Playbook's Assessing and monitoring economic and financial standing guidance.

1.4 Associated British Ports Group

Associated British Ports (ABP) is constituted under the Transport Act 1981 (Reference ZC000195) and its Principal Office is located at 2nd Floor, 25 Bedford Street, London WC2E 9ES. ABP is the Statutory Harbour Authority for 21 ports throughout the UK and is the UK's leading ports operator. As the main operating company within the overall ABP group of companies, ABP directly employs over 2,000 individuals across the UK and facilities within its Statutory Harbour Authority jurisdictions handle approximately a quarter of the country's seaborne trade.

ABP currently spends circa £300 million per annum on goods, services and works in the supply chain to support its trading activities. ABP's current supply chain is extensive with a wide variety of suppliers, contractors, sub-contractors and professional services companies who supply a broad range of goods, services and works to ABP.

ABP's supply chain can broadly be broken down into the following six procurement categories: -

- **Infrastructure Projects**: development, design and engineering services, project management, construction delivery, cost and commercial services;
- **Port Specific Plant and Equipment**: plant and equipment for lifting materials, moving materials, moving people and marine equipment;
- **Maintenance, Repair and Operations**: services, spares and tools relating to maintaining, repairing and overhauling ABP's assets;
- **Utilities**: supply of electricity, gas and water, removal of waste, fuels, renewable energy generation, metering and related consultancy;
- **Facilities Management & Property**: facilities management, property, technical and legal services and minor works; and
- **Business Support Services**: quayside contractors and stevedores, business consultancy, IT, OT, HR, finance, marketing & communications and compliance related services.

The principal trading activities of the ABP Group of companies are: -

- The ownership, operation and development of a network of 21 ports around Britain and the provision of related services to ship and cargo owners and users of sea ports in the UK.
- UK Dredging which specialises in the provision of port maintenance dredging services to both ABP and its third-party clients throughout the UK and North West Europe.
- ABPmer which provide specialist marine environmental professional services to both ABP and its third-party clients throughout the UK and internationally

As a vital part of the supply chains of businesses throughout the nation, our 21 ports support 119,000 jobs and contribute £7.5 billion to the economy every year, handling £150 billion of trade.

ABP is dedicated to supporting the communities which rely on our ports. We are dedicated to serving our customers. We are dedicated to fulfilling our mission: "Keeping Britain Trading". For further details please see click on following link: <https://www.abports.co.uk/about-abp/who-we-are/>

Port, Marina and Rail Terminal Location Map



1.5 Summary of Requirement

1.5.1 Introduction and Background

ABP is looking to appoint a suitably qualified supplier/ to provide Maintenance, Repair, and Overhaul goods throughout ABPs operations.

The scope of this contract will be to supply all ABP sites with the consumables and services as detailed in the Excel file, MRP_Top Line Items, included in Appendix 5

Maintenance, Repair, and Overhaul requirements
Electrical Components
Mechanical Components
Tools & Mechanical Consumables
Spares for Port-Specific Equipment

The contract will be awarded on fixed term basis of 3 (three) years plus a further extension of a plus 1 (one) plus 1 (one) year extension.

The key aims of this two-stage procurement event for services to be procured are:-

- Reduction in total cost of ownership (TCO) through strategic sourcing and consolidation
- Enhanced operational efficiency via improved supply chain reliability and inventory management
- Transparency of unit cost
- Implementing service levels tailored to ABPs requirements
- Strong supplier partnerships driving continuous improvements and innovation
- Alignment with sustainability objectives set by ABPs Ready for Tomorrow and the introduction of corporate social responsibility initiatives
- Invoice consolidation

The ABP business objective of this procurement event is to establish a contract that can provide excellent quality and cost-effective solutions/advice and services within the field of Maintenance, Repair, and Overhaul

As an applicant who has expressed an interest in tendering for the Requirements, the PSQ process will assess your:-

- Technical and/or professional capability;
- Financial and economic strength; and
- Eligibility

This PSQ process is open to any interested parties and you do not need to be a current supplier to ABP.

1.5.2 Procurement Summary – Aims and Objectives

The aim of the procurement process is to award a 3 (three) plus 1 (one) plus 1 (one) year contract to the successful Applicant with the **Most Advantageous Tender**, defined as the highest scoring Applicant in accordance with the evaluation criteria for Technical and Commercial elements set out in the procurement documents.

This will include a particular focus on achieving ABP's success factors set out in Section 1.5.3. However, ABP reserve the right to amend the award criteria in accordance with s31 of the Procurement Act 2023.

The objective of the Pre-qualification stage is to shortlist the strongest Applicants to proceed to the second stage of this procurement process.

1.5.3 In-Tend

ABP will be using In-Tend procurement portal for the procurement of this Scope.

In order to proceed with the PSQ, the Applicant must be registered on In-Tend via the following link (<https://in-tendhost.co.uk/abp/asp/Registration>). Please refer to Appendix 04 for a guide on how to use In-Tend.

All correspondence relating to this project must be handled via the correspondence function on InTend. For any assistance registering please contact:

In-Tend Support Team: support@in-tend.com

ABP Support Team: +44 (0) 845 557 8079 / +44 (0) 114 407 0065

1.5.4 Questions about this document

Any legitimate questions relating to this PSQ document shall be directed through the In-Tend Portal.

1.5.5 Success Factors

The success factors for the project are to:

- Reduction in total cost of ownership (TCO) through strategic sourcing and consolidation
- Enhanced operational efficiency via improved supply chain reliability and inventory management
- Transparency of unit cost
- Implementing service levels tailored to each business unit
- Strong supplier partnerships driving continuous improvements and innovation
- Compliance with sustainability objectives set by ABPs Ready for Tomorrow and the introduction of corporate social responsibility initiatives
- Invoice consolidation

1.5.6 Contract Structure

The Contract will be awarded on the basis of ABPs Contract for Good and Services. This will be issued with the ITT pack at the second stage.

Proposed Contract Key Performance Indicators (KPI's)

KPIs will be provided during the ITT and will be agreed upon before the commencement of the contract. It is expected that value of this contract will exceed five million pounds (£5,000,000) throughout its duration and therefore in accordance with s52 of the Procurement Act 2023, ABP will be requiring at least three (3) KPIs to be included in the resultant contract.

1.5.7 Stage 1 Timetable

Key Stage	Date
Contract Notice & PSQ published	21/03/2025

Deadline for submission of final PSQ clarification requests from potential Applicants	02/04/2025
Deadline for ABP to respond to PSQ request for clarifications received	11/04/2025
PSQ submission deadline	25/04/2025 12 pm (GMT)
PSQ Evaluation Complete	08/05/2025
Short-Listing Decision	08/05/2025
Notification of results of the PSQ Evaluation	12/05/2025

Your attention is specifically drawn to the date and time for submission of the PSQ and no submission after the declared closing date and time will be considered. Furthermore, clarification requests received from the Applicant after the indicated deadline for submission of such requests may not be answered. Under no circumstances will ABP accept receipt of the completed PSQ document by any means other than that identified in Section 1.6.

ABP reserves the right to amend the information contained within this PSQ document, and to issue addenda prior to the PSQ evaluation.

1.5.9 Indicative Stage 2 Timetable

Key Stage	Estimated Date
Issue Invitation to Tender	13/05/2025
Deadline for submission of final Tender clarification requests from Applicants	16/05/2025
Deadline for ABP to respond to request for clarifications received	21/05/2025
Stage One Tender Return Date	27/05/2025 (17:00 GMT)
Tender Clarifications and or Meetings Complete	14/06/25
Tender Negotiations as required	16/06/2025
Tender Evaluation Complete	30/06/2025
Contract Award Notice published	14/07/2025
Mandatory Standstill period (including any requested supplier de-briefing)	14/07/2025
Contract Start	28/07/2025

1.5.13 Applicant Queries/Clarifications

Should the Applicants have queries during the PSQ period they can submit these via the In- Tend portal messaging function, using the template provided in Appendix 04.

All relevant Applicant queries and ABP responses made during the PSQ process shall be made available to all Applicants, with the exception of those related to commercially sensitive information. The deadline for Applicant clarification requests is specified in Section 1.5.8 Stage 1 Timetable above.

1.5.14 ABP Third Party Questionnaire

The goods, services, or works included in this tender may pose a risk of third-party data and/or security breaches.

To ensure ABP adheres to policy and regulatory due diligence, please complete and return the document, "ABP Third Party Questionnaire v1-2L," along with your submission. The template can be found in Appendix 02.

1.6 Guidance to completion of the PSQ document

ABP require the information sought in this PSQ from Applicants in response to the Notice referred to on the front cover of this PSQ.

Completion and return of this PSQ by the due date will comprise an expression of interest and a request to be considered for pre-qualification and, if successful, inclusion on a short list of Applicants. Applicants should be aware that no other type of application will be considered.

The information provided by Applicants in response to this PSQ will be used by ABP to select those organisations that will be invited to tender for the requirement outlined in Section 1.5.

Please complete all parts of this PSQ fully and submit by digital copy in portable document format (pdf) that cannot be amended, providing all requested supplementary information. Appendix 06 should additionally be submitted in Microsoft Excel format to aid ABPs evaluation process.

ABP has indicated that it will only accept electronic responses to this notice via the ABP supplier portal. Further details of this facility for this requirement are available at:

<https://in-tendhost.co.uk/ABP/asp/Home>

Applicants are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last-minute problems.

Any questions about the procurement procedure should be submitted via the correspondence function on the portal. If ABP considers any question or request for clarification to be of material significance to all Applicants, both the query and response will be communicated to all Applicants who have responded to the Contract Notice.

For further information in relation to the use of the ABP Supplier Portal please refer to Appendix 04 Supplier Portal Guide – ABP.

Applicants must answer all questions as accurately and concisely as possible, in the “To Complete” column, except for those responses which are to be provided by you as a separate document cross-referenced to the relevant question. Where a question is not relevant to your organisation, this should be clearly indicated with an appropriate explanation.

All supporting information should be presented in the same order as, and should be cross-referenced to, the relevant question in this PSQ document to assist with the PSQ document compilation when printed out for use by the ABP Evaluation Panel. You must not provide general promotional material or other information that is not relevant to a specific question as this will not be considered during the evaluation process. A suggestion for cross-referencing your supporting information is as follows:-

- SectionX.XQuestionY.pdf (or .xls)
- This should be replicated in either the document header or footer for each attachment to ensure that your submission is assembled fully and correctly for review by the ABP Evaluation Panel.

Your PSQ response must be submitted in English.

PSQ responses will be evaluated in accordance with the Scoring Matrix set out in Section 4 of this PSQ. In the event that none of the PSQ responses submitted are deemed satisfactory, ABP reserves the right to consider alternative procurement options as required.

All PSQ documentation and any future contractual relationship with an Applicant will be governed by and subject to the laws of England and Wales. The Applicant will be required to be able to demonstrate compliance with all relevant UK Legislation, codes of practice and standards etc.

Where a consortium is proposed, all information should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members who will play a significant role in delivering of the ensuing contract. Responses must be fully supported to enable ABP to assess the proposed overall provision.

Where you are a special purpose vehicle or holding company, information should be provided as to the funding structure for such an entity and how it intends to utilise the resources and expertise of its members for delivery of works or services. ABP recognises that arrangements in relation to consortia may be subject to future changes. Applicants should therefore respond in the light of such arrangements as are currently envisaged.

All PSQ documentation requiring a signature must be signed by the Authorised Representative of the Applicant.

Applicants must adhere to word limits, where applicable.

ABP reserves the right in its absolute discretion not to award a contract and terminate the procurement process.

The copyright and Intellectual Property in this PSQ document and all other documentation provided by ABP pursuant to this process is vested in ABP unless explicitly stated otherwise. This PSQ document may not be reproduced copied or stored in any medium without the prior written consent of ABP other than strictly for use in preparing a PSQ response or any subsequent stage response.

The Applicant must therefore treat all information and documents issued by ABP as private and confidential and their express written consent must be obtained prior to the release of information or documents to any third party other than an Applicant's funders, advisers or proposed sub-contractors.

Under no circumstances will ABP be liable for any costs, claims, losses or expenses incurred by the Applicant, partners, suppliers, subcontractors, funders or their Authorised Representatives as a result (directly or indirectly) of any changes to the procurement process or the timetable or in connection with any tendering costs, expenditure, work or effort incurred by the Applicant in proceeding with or participating in this PSQ process, including if the process is terminated or amended by ABP.

The information contained in this PSQ has been prepared by ABP in good faith but does not purport to be comprehensive or to have been independently verified. ABP do not accept any liability or responsibility for the adequacy, accuracy or completeness of, or makes any representation or warranty (express or implied) with respect to the information contained in this PSQ or with respect to any written or oral information made or to be made available to any Applicant or its professional advisers and any liability therefore is hereby expressly disclaimed. If you are considering entering into a contractual relationship with ABP, you should make your own enquiries and investigations of ABP requirements. This PSQ shall have no contractual effect and shall not be legally binding in any way.

Nothing in this PSQ is, or should be relied upon as, a promise or representation as to the future and ABP do not undertake to provide you with access to any additional information or to update the information in this PSQ or to correct any inaccuracies that may become apparent. ABP reserve the right, without prior notice, to change the procedures outlined in this PSQ or to terminate discussions and the delivery of information at any time before entering into a subsequent contract. Furthermore, you shall not be entitled to recover any costs associated with the production and submission of your response to this PSQ.

1.7 Glossary of Terms

Term	Definition
Associated person	<p>A supplier may be an excluded supplier or an excludable supplier if any exclusion ground applies to either the supplier or an associated person (see the references to 'associated person' in section 57 of the Act) and if the circumstances giving rise to the ground are continuing or likely to occur again.</p> <p>An associated person for these purposes is defined in section 26(4) as a person the supplier is relying on in order to satisfy the conditions of participation (other than a guarantor).</p> <p>Associated persons are likely to be within the first tier of sub-contractors, but may be further down the supply chain, for example in procurements of contracts with highly technical elements.</p>
Central digital platform	<p>The online system referenced in the Procurement Act 2023 (Act) and defined in the Procurement Regulations 2024 as the central digital platform. It is available at www.gov.uk/find-tender</p> <p>The central digital platform will enable:</p> <ul style="list-style-type: none"> contracting authorities and suppliers to register and receive a unique identifier contracting authorities to publish notices and other information as required under the Act for covered and below-threshold procurements suppliers to submit and store certain core organisational information as required by the regulations to participate in a covered procurement. This information will only be available to those contracting authorities that a supplier chooses to share it with; it cannot be freely accessed anyone to view the notices and access related public procurement data
Conditions of participation	<p>The Procurement Act 2023 includes rules on conditions of participation under a competitive tendering procedure and a competitive selection process under a framework.</p> <p>Contracting authorities are allowed to set conditions of participation only if they are a proportionate means of ensuring that suppliers have: a. legal and financial capacity; or b. technical ability, to perform the contract.</p> <p>Suppliers must satisfy these conditions if they are to be awarded the contract. The conditions must be proportionate having regard to the nature, complexity and cost of the public contract.</p> <p>Whereas compared with award criteria (section 23) which are used to assess the tender, conditions of participation are used to assess the supplier. Contracting authorities must make these conditions clear in the tender notice, supplemented (where necessary) by the tender documents.</p>
Connected persons	<p>A connected person is defined in paragraph 45 of Schedule 6 to the Act. In summary, it covers:</p> <ul style="list-style-type: none"> a. a person with 'significant control' over the supplier (within the meaning given by section 790C(2) of the Companies Act 2006 (CA 2006)) b. a director or shadow director of the supplier c. a parent undertaking or a subsidiary undertaking of the supplier d. a predecessor company

Term	Definition
	<p>e. any other person who it can reasonably be considered stands in an equivalent position in relation to the supplier as a person within paragraph a to d.</p> <p>f. any person with the right to exercise, or who actually exercises, significant influence or control over the supplier</p> <p>g. any person over which the supplier has the right to exercise, or actually exercises, significant influence or control</p>
Competitive tendering procedures	There are two competitive tendering procedures set out in section 20 of the Procurement Act 2023: the open procedure and the competitive flexible procedure, and both are commenced via publication of a tender notice.
Core supplier information	<p>The core supplier information defined in the regulation 6(9) of the Procurement Regulations 2024 is divided into four key categories of information and covers (in summary):</p> <ul style="list-style-type: none"> • basic information – this includes (and is not limited to) the supplier's name, unique identifier, address, VAT number (if applicable), legal form and date of company registration (if applicable), details of qualifications/trade associations and classification, for example whether the supplier is an SME and/or a public service mutual • economic and financial standing information – as set out in the supplier's most recent financial accounts • connected person information – this includes (but is not limited to) information relating to relevant connected persons such as names, date of birth and nationality, service address and legal form • exclusion grounds information – this includes information relating to relevant convictions and events that form either a mandatory or discretionary exclusion ground under the Act
Debarment	<p>Debarment is a mechanism under which a Minister of the Crown can put a supplier on the centrally-published debarment list. This must be following an investigation, whereby the minister is satisfied that a supplier is an excluded supplier or an excludable supplier and should be added to the debarment list.</p> <p>Depending on why a supplier is on the debarment list, contracting authorities either must exclude them or may exclude them from procurements. The list will be managed by the Procurement Review Unit (PRU) and published on GOV.UK</p>
Excluded supplier	A supplier is an 'excluded supplier' where the contracting authority considers, firstly, that a mandatory exclusion ground applies to the supplier or an associated person and, secondly, that the circumstances giving rise to the exclusion ground are continuing or likely to occur again. A supplier will also be an excluded supplier where a Minister of the Crown has already determined this – i.e. where the supplier or an associated person is on the debarment list because of a mandatory exclusion ground.
Excludable supplier	A supplier is an 'excludable supplier' where the contracting authority considers, firstly, that a discretionary exclusion ground applies to the supplier or an associated person and, secondly, that the circumstances giving rise to the exclusion ground are continuing or likely to occur again. A supplier will also be an excludable supplier where a Minister of the Crown has already determined this – i.e. where the supplier or an associated person is on the debarment list because of a discretionary exclusion ground.

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

SECTION 2 - QUESTIONNAIRE FOR COMPLETION BY THE APPLICANT

2.1 PSQ Response Document

The Procurement Regulations 2024, made pursuant to the Act, require certain information to be shared via the CDP. The CDP facilitates a streamlined collection of core supplier information and avoids the need for suppliers to re-enter the same information repeatedly for different procurements.

Regulation 6 of the Procurement Regulations 2024 requires contracting authorities, including ABP to obtain confirmation from Applicants 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); and before the award of the contract in direct awards and competitive selection processes for framework call-offs.

Applicants must complete the PSQ Response Document (Appendix 06) and returned in native excel format, with any supporting material in pdf clearly cross referenced to the specific question from Appendix 06.

This is separate from the formal tender submission (on how the supplier proposes to meet the tender requirements). The PSQ consists of three parts:

- **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.
- **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 persons²) 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.

As part of a procurement procedure, 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).

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.

² 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.

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.

- **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.

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).

Applicants 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

Where an Applicant is unsure or requires any clarification, please ABP.

The PSQ Response Document contains the following sections:

- **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 Central Digital Portal (CDP))
 - Part 2B – confirmation of the supplier's intended sub-contractors
- **Part 3** – questions relating to conditions of participation, including:
 - Part 3A – Financial / Legal Questions
 - Part 3B – Health & Safety
 - Part 3C – Environment and Quality
 - Part 3D – Supply Chain
- **Part 4** – questions relating to technical qualities

The response document will be evaluated in accordance with Section 4 of this PSQ.

SECTION 3 - APPLICANT DECLARATIONS

3.1 Applicant Declarations

Applicants must complete and return the following Declarations contained within **Appendix 01 – Applicant Declarations**:

- Conflicts of Interest document
- Certificate of Non-Collusion and Non-Canvassing
- Artificial Intelligence (AI) Disclosure Statement

Applicants who fail to provide the Declarations in full may be automatically disqualified from the process.

SECTION 4 - ABP PSQ EVALUATION PROCESS

4.1 Evaluation Criteria

The following information summarises the approach to evaluating the Applicant's PSQ response.

4.1.1 Initial Compliance Check

ABP will undertake a compliance check of the information submitted (including checks on ABP's compliance screening software). Failure to complete all relevant questions, failure to enclose supporting documentation or compliance concerns being flagged by ABP's compliance screening software may result in the Applicant's PSQ response being rejected.

4.1.2 Provided for information only and not scored

A number of sections of this PSQ which are to be returned with your submission are not evaluated and are supplied for ABP's information only. However, these sections must be fully completed & all information required and requested must be provided.

4.1.3 Mandatory Pass / Fail sections

A number of sections are **PASS/FAIL** criteria with either a mandatory PASS or discretionary PASS requirements. If you score a FAIL in any one of the sub-sections of the PSQ, the Applicant will not progress to the next stage. If you score a PASS in all of the sub-sections, your submission will progress to the full PSQ evaluation stage.

The sections that are evaluated using the mandatory PASS/FAIL criteria are clearly detailed in the **PSQ Response Document** contained within Appendix 06.

4.1.4 Applicant Financial Assessment

ABP is keen to ensure that it assesses Applicants economic and financial standing to ensure that the selected Applicants are solvent and likely to remain solvent and have sufficient financial robustness to deliver the contract and meet its liabilities under the contract. ABP will assess the information provided by the Applicants and may seek independent financial and market advice to validate information declared, or to assist in the review of the information provided.

ABP shall undertake a credit check and sanctions check – provided by Creditsafe – on each Applicant. The result of this check will be scored in accordance with the information contained within the Procurement Specific Questionnaire Response Document (Appendix 06). For more information on Creditsafe please visit www.creditsafeuk.com.

The financial appraisals will be conducted by suitably qualified and experienced staff to ensure accuracy and consistency, acting always in line with the Authority's obligations of equal treatment, transparency, non-discrimination and proportionality.

ABP requires all financial information is supplied in GB sterling.

4.2 Scoring Guide for the PSQ

The responses to each scored Question in each Section will be assessed and then scored on a scale of 0 to 5 by each member of the ABP PSQ Evaluation Panel. The Evaluation Panel will be made up of a dedicated panel of Subject Matter Experts (SMEs). Each Panel member's individual Scores will then be moderated, and a consensus score will be agreed with all Evaluation Panel Members for each Question.

4.2.2 Minimum scoring thresholds

The following Questions will have a mandatory minimum scoring threshold. If you score less than within the fail banding in any one or more of the questions below, you will not proceed to the second stage.

Score	ABP Scoring Guideline	
0	No or inadequate response to the question. The response contains material omissions or provides no or inadequate supporting evidence / examples / information. The response is not relevant to a project of this nature.	Fail
1	Response inadequately addresses the question and / or includes inadequate supporting evidence / examples / information. The response poorly demonstrates capability, resource and experience.	Fail
2	Response adequately addresses the question and requirements, including adequate supporting evidence / examples / information which is partially relevant to a project of this nature. The response partially demonstrates capability, resource and experience.	Pass
3	Response addresses the question and requirements well, including good supporting evidence / examples / information which are largely relevant to a project of this nature. The response demonstrates a clear capability, resource and experience.	Pass
4	Response is very detailed and addresses the question and all requirements well, providing very good supporting evidence / examples / information which are entirely relevant to a project of this nature. The response demonstrates strong capability, resource, and experience.	Pass
5	Response is fully comprehensive and very detailed, addressing the question and requirements in their entirety. The response provides excellent supporting evidence / examples / information which are entirely relevant and fully aligned to a project of this nature. The response clearly demonstrates industry leading capability, resource and experience.	Pass

4.2.3 Questions relating to Conditions of Participation

The PSQ will be made up of the following questions:

Section	Marking
Preliminary Questions	Pass / Fail
Part 1 – Confirmation of Core Supplier Information	Pass / Fail
Part 2A – Additional Exclusions Information	Pass / Fail
Part 2B – Additional Exclusions Information	Pass / Fail
Part 3A – Financial & Legal Capacity	Pass / Fail
Part 3B – Health & Safety	Pass / Fail
Part 3C – Environment and Quality	Scored Pass / Fail
Part 3D – Supply Chain	Scored Pass / Fail
Part 4 – Technical Ability	Scored Pass / Fail
Confirmations	N/A

4.2.5 Stage 2 Shortlisting

All the applicants who have passed all the mandatory criteria and not failed on any of the questions will be shortlisted and invited to participate in stage 2 of the process, however, ABP reserves the right, at its absolute discretion, to not invite an applicant if another clear concern remains.

SECTION 5 – APPLICANT CHECKLIST

5.1 Applicant Checklist

Please ensure all Applicants:

- Read and satisfy themselves of [Section 4.1](#) before submitting a response
- Read and satisfy themselves with the Project Requirements ([Section 2](#)) before submitting a response
- Complete and return PSQ Response Document (Annex 01) in the Excel and Word templates (Annex 02) as appropriate
- Return any supporting information referenced in the PSQ (please see the table below for a complete list)
- Complete, sign and return the Non-disclosure Agreement via In-Tend (Annex 04)

5.2 List of Documents to be returned:

5.2.1 Applicant Declarations

Document to be returned	Number required
Artificial Intelligence Disclosure statement	1
Certificate of non-collusion and non-canvassing	1
Conflict of Interest document	1

5.2.2 Third party Questionnaire

Document to be returned	Number required
ABP Third Party Questionnaire v1-2L (xsl)	1

5.2.3 PSQ Response document

Document to be returned	Number required
PSQ Response document (xls)	1



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