**Product Version Control Page**

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| Version Number | Date | Review Date | Author | Dependencies | Description | Status of change/ Approver |
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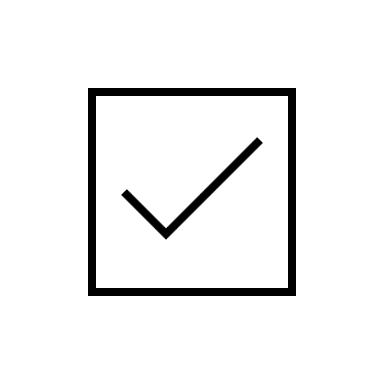
PROCONTRACT PSQ

WORD TEMPLATE

**The Procurement Specific Questionnaire (PSQ)**

**1.Introduction**

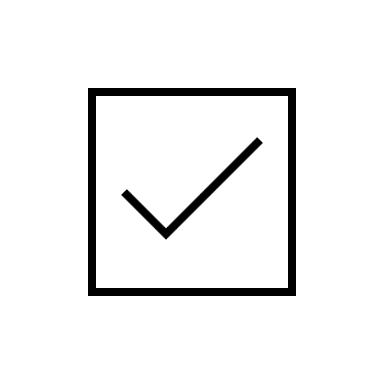
This Procurement Specific Questionnaire (PSQ) in relation to E005PA Internal Audit Specialists Framework has been issued by the Authority in connection with a competitive procurement conducted under the Procurement Act 2023 and the Procurement Regulations 2024.   
Should a bidder have any questions or clarifications regarding the PSQ they must raise them via the messaging facility on the supplier portal.  Any questions or clarifications raised, and the response to the same, will be shared with all bidders unless they are marked as commercially confidential, and the Authority agrees this to be the case.  The last date for questions to be asked is 21/10/2025. Questions asked after this date will be responded to at the discretion of the Authority.    
The deadline for PSQ responses to this requirement is 16:00 hours on 06/11/2025.  It is the Authority's policy to reject any late submissions.  
You are required to answer all the questions and submit the responses in the format required.  Where a document attachment is required as a response, please submit stating the question with the answer following it. Please also ensure that your company name appears on each page.  All documents that form your PSQ response (including your completed PSQ, any separate completed declarations from sub-contractors or consortium members, completed Financial Assessment forms, etc.) should then be zipped and the zip file attached to the PSQ question as the response.  
Bidders must comply with the specified character/word/page limits where stated within this tender. For submissions that exceed the limit the information provided beyond the limit will not be evaluated. Bidders are advised that they should not incorporated embedded documents or URL links in their response unless specifically requested to do so.  Failure to do so may result in your PSQ being rejected.  
If you fail to answer any question(s), the Authority may consider your PSQ non-compliant and may exclude your bid from further evaluation.    
**Please confirm that you have read and understood the details in this section.**

YES

**2. PSQ Explainer for suppliers**

1.  The Procurement Specific Questionnaire (PSQ) has been designed to help the authorities ensure that suppliers share the right information when participating in a procurement. This is separate from the formal tender submission (on how the supplier proposes to meet the tender requirements). The PSQ consists of three parts:  
2.      **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 Essex County Council (the 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.  
3. **Part 2 - additional exclusions information**: procurement legislation provides for an ‘exclusion regime’ and a published ‘debarment’ list to safeguard procurement from suppliers who may pose a risk (for example, due to misconduct or poor performance). Suppliers must submit their own (and their connected persons [1]) 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.  
4. As part of a procurement, a supplier will need to also share additional exclusions information for any suppliers that they are relying on to meet the procurement’s conditions of participation. These could either be consortium members or key sub-contractors (but excludes any guarantors). These suppliers are ‘associated persons’ and their exclusions information must be shared with the 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).  
5. 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.  
6. 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 Authority as soon as possible and at least by final tenders.  
7. **Part 3 - conditions of participation:** we have 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. The conditions of participation are clearly marked as such in the questionnaire below.  
8. Some of the information requested in the PSQ will be for information purposes only. Other information will be assessed by the Authority. This might include a pass or fail mechanism, or a threshold which the supplier must meet. When the Competitive Flexible Procedure is used, we may 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 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).  
9. Suppliers should note that the Authority 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  
 10.  Where a supplier is unsure or requires any clarification, they should check with the Authority.  
Question:

**Please confirm that you have read and understood the PSQ explanatory notes above.**

YES

*[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. Most of the exclusion grounds state that they apply to the supplier or a connected person of the supplier.*

|  |  |
| --- | --- |
| Title | Description |
| 3. PSQ Preliminary Questions |  |
| 3.1 Supplier Name | What is your name?  (Insert text response – 500 Words) |
| 3.2 Central Digital Platform (CDP) Registration | You must be registered on the central digital platform (CDP).  What is your central digital platform unique identifier?  (Insert Text Response – 1000 Characters) |
| 3.3 Bidding structure | 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 text response – xxx Characters) |
| 3.4 Lots | Please confirm which lot(s) you wish to bid for?  (Insert text response – xxx Characters) |
| 3.5 Debarment List | Are you on the debarment list? N.B. If your organisation is on the debarment list, please provide further details in an attachment. Explanatory note: *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.* 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  YESCheckbox Checked outline NO Checkbox Crossed outline |
| 4. PSQ Part 1: Confirmation of core supplier information |  |
| 4.1 Confirmation of core supplier information | You must submit up-to-date core supplier information on the CDP and share this with information with us via a PDF download which has been extracted from the CDP. This includes:  a.    basic information  b.    economic and financial standing information  c.    connected person information (these are persons with the right to exercise, or who exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies)  d.    exclusion grounds information Please confirm you have shared this information with us using an attachment to upload a Pdf containing your core supplier information which has been extracted from the CDP. (Insert Attachment) |
| 5. PSQ Part 2 – additional exclusions information –  Part 2A – associated persons |  |
| 5.1 Reliance on 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). N.B.  The conditions of participation are outlined in Part 3.  If so, please complete questions 5.2 to 5.4 inclusive (otherwise questions 5.2 to 5.4 are not applicable).  YESCheckbox Checked outline NO Checkbox Crossed outline |
| 5.2 Associated Persons - Conditions of Participation | For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy.  (Insert Text Response – 500 Words) |
| 5.3 Associated Person - CDP Registration | For each associated person, you must confirm they are registered on the CDP and have shared with us the following CDP information via a Pdf attachment:  a.    basic information b.    economic and financial standing information  (if they are being relied upon to meet conditions of participation regarding financial capacity) c.    connected person information d.    exclusion grounds information  Please confirm you have shared this information with us using an attachment to upload your associated person('s) core supplier information from CDP.  (Insert Text Attachment) |
| 5.4 Associated Person - Debarment List | Are any of your associated persons on the debarment list? *(Explanatory note: 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. 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*  YESCheckbox Checked outline NO Checkbox Crossed outline |
| 6. PSQ Part 2B – list of all intended sub-contractors |  |
| 6.1 List of sub-contractors | Please provide:  a.    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)  b.    their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number charity number, VAT registration number, or equivalent  c.    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 question 6.2 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 Authority as soon as possible and at least by final tenders. If your organisation is not intending to rely on sub-contractors to deliver this service, please provide an attachment to confirm this position.  (Insert Attachment) |
| 6.2 Sub-contractors - debarment list | Please confirm if any intended sub-contractor is on the debarment list. Explanatory note: 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. 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* N.B. If your response to this question is "Yes", please upload an attachment to confirm the name(s) of the affected sub-contractor(s) and provide details. If your response to this question is "No", please upload a confirmatory statement as an attachment to this question.  YESCheckbox Checked outline NO Checkbox Crossed outline  (Insert Attachment) |
| 7. **Part 3** - Conditions of Participation Guidance Note |  |
| 7.1 Conditions of Participation Guidance Note | Please note that Part 3 of the PSQ includes the following questions which are Conditions of Participation for this procurement:  Question(s)  **Insurance** 9.1 Employer’s (Compulsory) Liability Insurance (Not Applicable for Sole Traders) 9.2 Public Liability Insurance 9.3 Professional Indemnity Insurance  **Modern Slavery** 11.1 Relevant commercial organisation  **Equality and Diversity** 11.6 Unlawful Discrimination 11.10 Sub-contractors  **Environmental Management** 11.11 Environmental Legislation 11.13 Sub-contractors  **Health & Safety** 11.14 H&S Policy 11.15 Enforcement/Remedial Orders 11.16 Remedial Action 11.17 Sub-contractors **E-Procurement** 11.18 E-procurement – electronic ordering 11.19 E-procurement – e-mail invoices/credit  **Please confirm that you have read and understand the above guidance note.** Evaluation methodology – this question will be used for information only and will not be scored.  YESCheckbox Checked outline NO Checkbox Crossed outline |
| 8. PSQ Part 3A – Financial capacity | The purpose of this section is to ascertain that bidders are able to provide relevant financial information where required by the Authority. The financial information required in this section is intended to gain a basic indication that the successful bidder is not a significant financial risk in relation to the procurement. The Authority shall reserve the right to reject any bidder’s ITT submission where no formal guarantee can be provided by the bidder e.g. parent company guarantee, bank bond or performance bond when the organisation consolidated risk category is “high” or “very high”. |
| 8.1 Organisational accounts | Are you able to provide a copy of your accounts for the last two years, if requested? Where legally applicable auditable accounts are to be provided if requested.  Please enter N/A if not applicable  YESCheckbox Checked outline NO Checkbox Crossed outlineN/ACheckbox Crossed outline |
| 9. PSQ Insurance |  |
| 9. 1 Employer’s (Compulsory) Liability Insurance | CONDITION OF PARTICIPATION  Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £5 million (not required for Sole Traders) Evaluation criteria for this Question: If you cannot answer ‘Yes’ or ‘Commit to obtain', prior to the commencement of the contract, your response will not be accepted.  Scoring methodology for this Question: Pass/Fail, where ‘Yes’ or ‘Commit to obtain’ = Pass and ‘No’ = Fail   \*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)  YESCheckbox Checked outline NO Checkbox Crossed outlineCommit to ObtainCheckbox Crossed outlineSole TraderCheckbox Crossed outline |
| 9.2 Public Liability Insurance | CONDITION OF PARTICIPATION  Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:   Public Liability Insurance = £5 million  **Evaluation criteria for this Question:** If you cannot answer ‘Yes’ or ‘Commit to obtain', prior to the commencement of the contract, your response will not be accepted.  **Scoring methodology for this Question:** Pass/Fail, where ‘Yes’ or ‘Commit to obtain’ = Pass and ‘No’ = Fail  YESCheckbox Checked outline NO Checkbox Crossed outlineCommit to ObtainCheckbox Crossed outline |
| 9.3 Professional Indemnity Insurance | CONDITION OF PARTICIPATION  Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:   Professional Indemnity Insurance =  £2 million    **Evaluation criteria for this Question:** If you cannot answer ‘Yes’ or ‘Commit to obtain', prior to the commencement of the contract, your response will not be accepted.   **Scoring methodology for this Question:** Pass/Fail, where ‘Yes’ or ‘Commit to obtain’ = Pass and ‘No’ = Fail  YESCheckbox Checked outline NO Checkbox Crossed outlineCommit to ObtainCheckbox Crossed outline |
| 10. PSQ: Organisational Policies and Procedures |  |
| 10.1 Modern Slavery - Relevant commercial organisations | CONDITION OF PARTICIPATION If you are a relevant commercial organisation subject to the requirements of the Modern Slavery Act 2015, please confirm that you are fully compliant.  **Evaluation criteria for this Question:**  If you cannot answer ‘Yes’ or, prior to the commencement of the contract, your response will not be accepted.  **Scoring methodology for this Question:**  Pass/fail where ‘Yes’ = Pass  ‘Not Applicable’ (Not a relevant commercial organisation subject to the requirements of the Modern Slavery Act 2015 = Pass  ‘No’ = Fail  YESCheckbox Checked outline NO Checkbox Crossed outlineN/ACheckbox Crossed outline |
| 10.2 Modern Slavery Statement - Electronic (if applicable) | If you are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015, and if your latest statement is available electronically, please provide:  ●      the web address, ●    precise reference of the documents.  Please note, if your organisation is not subject to the above legislative requirements or uses a non-electronic Modern Slavery statement, please state "N/a".  This is an information only question.  (Insert text response – 1000 Words) |
| 10.3 Modern Slavery Statement - Non-electronic | If your latest statement is not available electronically, please provide a copy. Please note, if you are not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 or have submitted an electronic copy of your Modern Slavery statement in response to question 10.2 above, please state "N/a" in relation to this question. This is an information only question.  (Insert text response – XXXX Words) |
| 10.4 Modern Slavery - Non-relevant commercial organisations | If you are not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 (for example if your turnover is less than £36 million or you do not carry on your business, or part of your business, in the UK), please provide the above information in relation of any published statements on modern slavery or other relevant documents containing information of a similar type/level.  This is an information only question.   (Insert text response – XXXX Words) |
| 10.5 Modern Slavery statement - explanation of non-compliance | Any modern slavery statement or other statement or document should contain at least the following information:  a. the organisation’s structure, its business and its supply chains; b. its policies in relation to slavery and human trafficking; c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains; d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk; e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate; f. the training and capacity building about slavery and human trafficking available to its staff; or If all of this information is not included in your modern slavery statement or other statement or documents, please provide an explanation as to why not and/or assurances that it will be included before contract award.  This is an information only question.  (Insert text response – XXXX Words) |
| 10.6 Equality & Diversity - Unlawful Discrimination | CONDITION OF PARTICIPATION In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?  **Evaluation criteria for this section:**  If you answer ‘Yes’ or the evidence provided is insufficient your application will not be accepted.   **Scoring methodology for this section:**  Pass/Fail, where ‘No’ or evidence provided is sufficient = Pass, and ‘Yes’ or the evidence is lacking detail = Fail  YESCheckbox Checked outline NO Checkbox Crossed outline |
| 10.7 Equality & Diversity - Investigation | Please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.   If the investigation upheld the complaint against your organisation, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.  (Insert text response – XXXX Words) |
| 10.8 Equality & Diversity - Complaints | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  YESCheckbox Checked outline NO Checkbox Crossed outline |
| 10.9 Equality & Diversity - Summary of Investigation | Please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.   If the investigation upheld the complaint against your organisation, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination from reoccurring.  (Insert text response – XXXX Words) |
| 10.10 Equality & Diversity - Sub-contractors | CONDITION OF PARTICIPATION If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?  **Evaluation criteria for this question:** Pass or Fail  **Scoring methodology for this question:** ‘Yes’ or ‘Subcontractor(s) will not be used’ = Pass, ‘No’ = Fail  YESCheckbox Checked outline NO Checkbox Crossed outlineSubcontractor(S) will not be usedCheckbox Crossed outline |
| 10.11 Environmental Management - Environmental Legislation | CONDITION OF PARTICIPATION  Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  **Evaluation criteria for this question:** If you answer ‘Yes’ or the evidence provided is insufficient your response will not be accepted.   **Scoring Methodology for this question:** Pass/Fail, where ‘No’ or evidence provided is sufficient = Pass, and ‘Yes’ or the evidence is lacking detail = Fail  YESCheckbox Checked outline NO Checkbox Crossed outline |
| 10.12 Environmental Management - Remedial Action | Please provide details of the conviction or notice and details of any remedial action or changes you have made because of conviction or notices served.  Evaluation Criteria for this question: The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.  (Insert text response – 1000 Words) |
| 10.13 Environmental Management - Sub-contractors | CONDITION OF PARTICIPATION  If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? **Evaluation criteria for this question:** Pass or Fail   **Scoring methodology for this question:** ‘Yes’ or ‘Sub-contractor(s) will not be used’ = Pass, ‘No’ = Fail  YESCheckbox Checked outline NO Checkbox Crossed outlineSubcontractor(S) will not be usedCheckbox Checked outline |
| 10.14 Health & Safety - Policy | CONDITION OF PARTICIPATION  Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.   **Evaluation criteria for this question:** Pass/Fail.  If you answer 'No' to this question your application will not be accepted.   **Scoring methodology for this question:**  Pass/Fail, where ‘Yes’ = Pass, and ‘No’ = Fail  YESCheckbox Checked outline NO Checkbox Crossed outline |
| 10.15 Health & Safety - Enforcement/Remedial Orders | CONDITION OF PARTICIPATION  Has your organisation or any of its directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?   **Evaluation Criteria for this question:** The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.   **Scoring Methodology for this Question:** Pass/Fail, where 'No' or evidence provided is sufficient = Pass, and 'Yes' = Fail unless evidence of acceptable appropriate remedial action has been provided.  YESCheckbox Checked outline NO Checkbox Crossed outline |
| 10.16 Health & Safety - Remedial Action | CONDITION OF PARTICIPATION  Please provide details of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.  **Evaluation Criteria for this question:** The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.  **Scoring Methodology for this question:** Pass/Fail, where 'No' or evidence provided is sufficient = Pass, and 'Yes' = Fail unless evidence of acceptable appropriate remedial action has been provided.  (Evidence: Insert Text Response – 1000 Words) |
| 10.17 Health & Safety - Sub-Contractors | CONDITION OF PARTICIPATION  If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?  **Evaluation criteria for this question:** Pass/Fail  **Scoring methodology for this question:**  ‘Yes’ or ‘Sub-contractor(s) will NOT be used’ = Pass, ‘No’ = Fail  YESCheckbox Checked outline NO Checkbox Crossed outlineSubcontractor(S) will not be usedCheckbox Checked outline |
| 10.18 E- Procurement Electronic Ordering | CONDITION OF PARTICIPATION  This question represents the minimum E-Procurement requirements for Electronic Ordering and your response may be rejected if you are unable to comply. It is only in exceptional circumstances that a bidder may be granted an exception if they are unable to meet these minimum basic requirements.  If you are unable to answer 'Yes' to this question, please contact us for further advice before submitting your response.  Electronic ordering: As part of this contract, the Successful Bidder will be required to receive orders sent electronically (via Proactis: Marketplace) to a central e-mail address, from the contract start date. Please can you confirm that your organisation can fully meet with this requirement?  **Evaluation Criteria:**   This question will be evaluated on a Pass/Fail basis.  **Scoring Methodology for this Section:**   Pass/Fail (where 'Yes' = Pass and 'No' = Fail)  YESCheckbox Checked outline NO Checkbox Crossed outline |
| 10.19 E-Procurement - Email Invoices/Credit | CONDITION OF PARTICIPATION  This question represents the minimum E-Procurement requirements for Email Invoices/Credits and your response may be rejected if you are unable to comply. It is only in exceptional circumstances that a bidder may be granted an exception if they are unable to meet these minimum basic requirements.     If you are unable to answer 'Yes' to this question, please contact us for further advice before submitting your response.      Email Invoices/Credits As part of this contract, the Successful Bidder will be required to submit emailed Invoices/Credits in PDF format, to an ECC dedicated mailbox, from the contract start date.  Please can you confirm that your organisation can fully meet with this minimum requirement?   **Evaluation Criteria:** This question will be evaluated on a Pass/Fail basis  **Scoring Methodology:**  Pass/Fail (where Yes = Pass and No = Fail)  YESCheckbox Checked outline NO Checkbox Crossed outline |
|  |  |
| Section 11 PSQ Licensing and Registration |  |
| 11.1 Registration with a professional body | If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state?  Evaluation criteria: Please note this response will be reviewed for information only and will not be scored?  YESCheckbox Checked outline NO Checkbox Crossed outline |
| 11.2 Registration Number | Please provide the registration number.  Evaluation criteria: Please note that responses to this question will be considered for information only and will not be scored.  (Insert Text Response – 100 Characters) |
| 11.3 Legal Requirement | Is it a legal requirement in the state where you are established for you to be licenced or a member of a relevant organisation in order to provide the requirement in this procurement?  Evaluation criteria: Please note that responses to this question will be considered for information only and will not be scored.  YESCheckbox Checked outline NO Checkbox Crossed outline |
| 11.4 Additional Details | Please provide additional details of what is required and confirmation that you have complied with this.  Evaluation criteria: Please note that responses to this question will be considered for information only and will not be scored.  (Insert Text Response – 1000 Words) |
| Section 12 PSQ Confirmations |  |
| 12.1 PSQ 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  Please review and complete the attached declaration form and upload your response to this question.  (Insert Attachment) |
| Section 13 Bidder Feedback |  |
| 13.1 Bidder Feedback | We are continuing work to update and improve our templates, including the embedded documentation and guidance, and would welcome feedback from bidders. If you would like to provide any feedback or comments regarding the structure or format of this PSQ, please provide the details here.  (Insert Text Response – 200 Words) |