

Wales Procurement Specific Questionnaire (WPSQ)

PSQ Part	Questions	Supplier Response	Supplier Guidance
Preliminary questions			
No	Wales Procurement Specific Questionnaire - Goods & Services	Response	Guidance
1	What is your name? (supplier name)		
2	What is your Central Digital Platform unique identifier?		You must be registered on the Central Digital Platform (CDP).
3a	Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium.		Choose one of the following: - a single supplier (with or without sub-contractors) - part of a group or consortium
3b	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: a. the name of the group/consortium b. the proposed structure of the group/consortium, including the legal structure where applicable c. the name of the lead member in the group/consortium d. your role in the group/consortium (e.g. lead member, consortium member, sub-contractor)		If you selected "part of a group or consortium" for Q3a you are required to provide a response for each of the points stated in a d .
4	Please confirm which lot(s) you wish to bid for?	N/A	Insert details or state N/A
5a	Are you on the debarment list?		
5b	If your response to Q5a is yes, please provide details		Response required if you selected "yes" to question 5a.
Part 1 - Confirmation of core supplier information			
6a	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: a. basic information b. economic and financial standing information c. 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) d. exclusion grounds information Please confirm that you have shared this information with us.		Suppliers participating in procurements must register on the 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 . This section of the PSQ provides confirmation that suppliers have taken these steps.
6b	If your response to Q6a is yes, please insert reference / file name		
Part 2 - Additional exclusions information			
Part 2 Associated/Connected Persons			
7	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).		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) exclusions information via the Central Digital Platform (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.

	The conditions of participation are in guidance outlined in Part 3		If your response to Q7 is yes, please complete Q8, Q9 & Q10 (otherwise Q8, Q9 & Q10 are not applicable).
8	For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy.		Provide the names of each supplier/associated person and a brief description regarding condition(s) of participation you are relying on them to satisfy.
9	For each associated person, please confirm they are registered on the CDP and have shared with us their information (either a share code or PDF download): 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 Insert name(s) of supplier(s) and reference(s) / file name(s) or state N/A		A supplier will need to 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.
10a	Are any of your associated persons on the debarment list?		
10b	If your response to Q10a is yes, please provide details		Response required if you selected "yes" to question 10a.
Part 2B List of all intended sub-contractors			
11	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 Central Digital Platform), or otherwise, a Companies House number charity number, VAT registration number, or equivalent; and, c. a brief description of their intended role in the performance of the contract.		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. Note: If you are not intending to sub-contract the performance of all or part of the contract then Q11 is not applicable.
12a	Please confirm if any intended sub-contractor is on the debarment list.		The debarment list can be found at: https://www.gov.uk/guidance/procurement-review-unit#debarment-list Note: If you are not intending to sub-contract the performance of all or part of the contract then Q12a and b is not applicable.
12.b	If your response to Q12a is yes, please provide the sub-contractor(s) name and provide details.		
Part 3 Procurement specific questions relating to conditions of participation			
Part 3A Standard questions			
Financial capacity			
13a	[Financial Capacity Conditions of Participation - added by contracting authorities if necessary]		
13.b	Does your organisation’s turnover in the last financial year exceed the threshold set out below? Minimum organisational turnover of £50,000/annum [Pass/Fail]		Please confirm if you meet these conditions of participation. If you are bidding as, or on behalf of a consortium please base your answer on consolidated data from relevant consortium members.

			Note: If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.
14a	Are you relying on another supplier to act as a guarantor?		
14.b	If your response to Q14a is yes, please provide their name and evidence of their economic and financial standing.		
15	Please provide your Dun & Bradstreet (DUNS) registration number.		If you are not currently registered you must obtain a free DUNS number for your business by visiting http://www.dnb.co.uk/Forms/DUNS_Request.asp .
16	Is your acid-test ratio higher than the figure set out below? Minimum 1:1		<p>This ratio must be calculated from your last set of audited accounts. If you do not have audited accounts provide the ratio from your last set of year end accounts. The ratio is defined as:=(Cash + Accounts Receivable + Short Term Investments) divided by (Current Liabilities)</p> <p>Note: If you are successful you must be in a position to provide your acid test ratio prior to contract award, if required, and without delay, and to describe how you have arrived at this figure.</p> <p>If you are bidding on behalf of a consortium your answer should comprise an aggregate figure (sum of current assets divided by sum of liabilities) from all consortium members.</p>
Insurance			
17a	<p>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:</p> <p>Employer's (Compulsory) Liability Insurance = £5 million</p> <p>Public Liability Insurance = £5 million</p> <p>Professional Indemnity Insurance = £5 million</p> <p>Product Liability Insurance = £5 million</p>		<p>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: http://www.hse.gov.uk/pubns/hse39.pdf</p> <p>If you are successful you must be in a position to provide evidence of the required levels of insurance cover, prior to contract award and without delay.</p>
17b	Provide details of your insurance already in place		If you are successful you must be in a position to provide evidence of the required levels of insurance cover, prior to contract award and without delay.
17c	Provide details of your insurance, which would be obtained following contract award (including information on how you will obtain this insurance - e.g. a quote)		If you are successful you must be in a position to provide evidence of the required levels of insurance cover, prior to contract award and without delay.
Legal capacity			
18a	<p>[Legal Capacity Conditions of Participation - added by contracting authorities if necessary]</p> <p>None</p>		
18b	If your response to Q18a is yes, please provide details		Response required if you selected "yes" to question question 18a.

19a	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.		
19b	<p>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.</p> <p>Your response should include, but should not be limited to facilities and measures:</p> <p>a. to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services</p> <p>b. to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data</p> <p>c. to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable</p> <p>d. to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place)</p> <p>e. to maintain records of personal data processing activities</p> <p>f. to regularly test, assess and evaluate the effectiveness of the above measures</p>		Response required if you selected "yes" to question question 19a for each of the points stated in a - f.
20	<p>Cyber Essentials Certification Scheme</p> <p>Please confirm that you currently meet, or will meet if you are successful, the requirements of the Cyber Essentials Certification Scheme or equivalent.</p> <p>http://www.cyberstreetwise.com/cyberessentials.</p>		<p>The buyer may require you to meet the requirements of the Cyber Essentials Certification Scheme, or equivalent.</p> <p>If you are successful you must be in a position to provide evidence, if required, prior to contract award, and without delay.</p>
Technical ability			
21	<p>Relevant experience and contract examples.</p> <p>Please provide details of up to three contracts to meet conditions of participation relating to technical ability set out in the relevant notice or procurement documents, in any combination from either the public or private sectors (which may include samples of grant-funded work).</p> <p>Cartrefi Conwy requests that at least one of these contracts be with an organisation of similar size and scope to Cartrefi Conwy (i.e. 100-200 employees, £30 million turnover)</p> <p>Please include the following for each contract:</p>		<p>Where this procurement is for goods or services, the examples must be from the past three years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.</p>

	<div>Name of customer organisation who signed the contract</div> <div>Name of supplier who signed the contract</div> <div></div> <div>Point of contact in the customer’s organisation</div> <div>Position in the customer’s organisation</div> <div>Email address of contact in the customer's organisation</div> <div>Description of contract</div> <div>Contract start date</div> <div>Contract completion date</div> <div>Estimated contract value</div>		<div>For consortium bids, or where you have indicated that you are relying on an associated person to meet the technical ability, you should provide relevant examples of where the associated person has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a special purpose vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the special purpose vehicle or sub-contractors (three examples are not required from each member).</div> <div>If you cannot provide at least one example of previous contracts that are relevant to the requirement, in no more than 500 words please provide an explanation for this and how you meet the conditions of participation relating to technical ability – e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</div>
22	<div>Experience of sub-contractor management</div> <div>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s) (which may be the intended sub-contractor(s) for this procurement or any others used previously).</div> <div>The description should include the procedures you use to ensure performance of the contract.</div>		<div>Response required if you intend to sub-contract a proportion of the contract.</div> <div>Provide details or state N/A</div>
23	<div>Organisational Standards</div> <div>Where conditions of participation have specified organisational qualifications or standards, please provide details of how these are met, or other equivalent standards that equal or exceed what has been requested.</div>		<div>Please provide details</div>
Heath & Safety			
24a	<div>Health and Safety</div> <div>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).</div>		<div>Please provide details</div>
24b	<div>If you wish to provide evidence of the procedures you use to monitor subcontractors’ or consortium members’ Health and Safety arrangements, you can do so here.</div>		
25a	<div>Health and Safety Enforcement Orders</div> <div>Has your organisation or any connected person been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</div>		
25b	<div>If your response to Q25a is yes, please provide details of the enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</div>		<div>Response required if you selected "yes" to question 25a.</div>
26a	<div>Health & Safety Policy</div>		<div>If you are successful you must be in a position to provide</div>

[illegible]

[illegible]

39	Welsh Language Please confirm that you currently meet, or will meet if you are successful, the requirements of the Welsh language measure.		If you are successful you must be in a position to provide evidence (if requested), prior to contract award, and without delay.
40	Project Bank Account If you are a prime contractor the contracting organisation will require under the contract that you use a Project Bank Account as the primary method of payment to your sub-contractors. Would you be willing to comply with this?		The buyer may only select you to tender if you agree to the use of Project Bank Accounts as the sole method of payment to sub-contractors during the stipulated contractual period.
41	Apprenticeships Please confirm if you will be supporting apprenticeships and skills development through this contract?		If successful you must (if requested) provide documentary evidence to demonstrate your commitment to supporting apprenticeships and skills development.
42	Supply Chain Support Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships?		If you are successful you must be in a position to provide evidence (if requested), prior to contract award, and without delay.
Part 3B - Requirements for central government departments, their executive agencies and non-departmental public bodies			
Welsh Procurement Policy Note WPPN 008: Sourcing steel in major construction and infrastructure projects in Wales			
43	For contracts which relate to projects/programmes with a value of £3 million or more, please describe the steel specific supply chain management systems, policies, standards and procedures you have in place to ensure robust supply chain management and compliance with relevant legislation.	N/A	If you are successful you must be in a position to provide evidence (if requested), prior to contract award, and without delay.
44	Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing all supply chain members involved in steel supply or production to ensure a sustainable and resilient supply of steel.	N/A	If you are successful you must be in a position to provide evidence (if requested), prior to contract award, and without delay.
45a	Distorting Competition		

	Do you take steps to ensure that members of your supply chain do not make agreements with other economic operators aimed at distorting competition as described in Schedule 7 of the Procurement Act 2023, paragraphs 7-9?		
45b	If your response to Q45a is yes, please provide a brief outline of the steps that you take.		Response required if you selected "yes" to question 45a.
46a	Supply Chain Management Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management.		
46b	If you prefer to upload documented evidence in response to Q46a you can do so here.		Response required if you want to upload documented evidence in response to question 46a.
47a	Health and Safety Policies Do you take steps to ensure that all members of your supply chain have in place appropriate health and safety policies dealing with at least the following: a. Policy Statement - signed and dated b. the Organisation and Responsibilities - how Health and Safety requirements are implemented; and c. the Arrangements - standards and procedures adopted in practice, and that this is reviewed at least every 2 years?		If you are successful you must be in a position to provide evidence (if requested), prior to contract award, and without delay.
47b	If your response to Q47a is yes, please provide brief details of the steps that you take.		Response required if you selected "yes" to question 47a.
48a	Health and Safety Training: Supply Chain Do you take steps to ensure that all members of your supply chain provide appropriate health and safety training, particularly for workers carrying out potentially hazardous tasks?		If you are successful you must be in a position to provide evidence (if requested), prior to contract award, and without delay.
48b	If your response to Q48a is yes, please provide brief details of the steps that you take.		Response required if you selected "yes" to question 48a.
Carbon Reduction - WPPN 006			
49a	Please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the required reporting standard, as per the Technical standard for Completion of Carbon Reduction Plans (WPPN 006)		Your most recently published Carbon Reduction Plan must have been published no longer than 12 months prior to the commencement date of the procurement for which you are bidding.
49b	If your answer to Q49a is yes please provide a link to your most recently published Carbon Reduction Plan.		Response required if you selected "yes" to question 49a.
50	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.		If you are successful you must be in a position to provide evidence, if required, prior to contract award, and without delay.
Confirmations			
51	I confirm that: (a) to the best of my knowledge the answers submitted and information contained in this document are complete, accurate and not misleading; (b) upon request and without delay I will provide any additional information requested of us;		

	<p>(c) 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; and</p> <p>(d) 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.</p>		
	Full name		
	Role		
	Phone number		
	email address		
	Postal address		