



Guidance Note on how to complete a Pre-Qualification Questionnaire (PQQ)

Introduction

The PQQ is used to identify potential suppliers that are the most capable of providing the required goods or services. This is done by assessing the financial status and technical or professional ability of a potential supplier, considering areas such as the experience of the potential supplier and the qualifications of their employees.

The composition and assessment of the PQQ follows the EU Procurement Directive principles of transparency, non-discrimination and equal treatment.

Completing a PQQ can often be seen as a time consuming and difficult process. This guide has been put together to make this stage of the tendering process as clear and easy as possible in an attempt to support suppliers when expressing an interest in working with SQA.

1. Compile the required documentation

Before starting to complete the PQQ it is advisable to have a preliminary scan through the document to ascertain what information you will require, allowing you time to answer the questions enclosed.

2. Read the overview of the requirement

The overview of the requirement in point 3 of the PQQ is intended to provide you with information on the contract that you have expressed an interest in. This will allow you to complete the required information with a clear idea of what the contract will require from a prospective supplier.

If you have any questions regarding the PQQ, please submit them via the Public Contracts Scotland advertising portal where the PQQ was downloaded.

Please also take note of the submission deadline.

3. Complete the required information

Complete all parts of the PQQ, as detailed below, providing a reasonable level of detail.

Please ensure that the information you provide is clear and relevant to the contract requirement. The evaluation team can only evaluate your response using the information given. No marketing material will be considered.

4. Check your PQQ submission

It is advisable when you have completed your PQQ submission that you check through to ensure there are no significant omissions, mistakes or areas of confusion. Errors at this stage could potentially lead to your organisation failing to meet the shortlist criteria for the tender stage.

Please remember that your submission may be one of many PQQs that will be evaluated and the clearer your submission is, the easier it is to score.

5. Submit your PQQ submission

Once you are happy that your submission contains all the information requested in a clear, detailed and informative format, submit the electronic and hard copy submissions as instructed within the time and date stated in the PQQ.

It is essential that all PQQ documentation is returned by the date and time stated as documentation received after the deadline may be disregarded.

Please make sure that all documentation is attached and uploaded in the correct manner via the Public Contracts Scotland advertising portal. You should receive an acknowledgement to say the documents have been uploaded.

Guidance for completion

The PQQ is split into the undernoted 2 sections and all requested parts must be completed.

Section 1 - The pass/fail section:

Part A - Bidders Details

This seeks background information about the bidder; this section is not normally evaluated, however we may choose not to take forward bidders that cannot provide basic company information.

Part B - Criminal Convictions and Business Probity

Satisfactory answers are required before a bidder can progress in the process.

Part C – Economic and Financial Standing

Financial information from bidders is used to establish that the company is financially stable and that they have the necessary financial resources to deliver the contract requirements.

Part D - Insurance

Copies of the requested insurance certificates must be provided as part of the response. Relevant insurance cover must be in place before a supplier can commence work for SQA.

Part E - Conflict of Interest questions

This is to establish if there is any potential conflict of interest between SQA and the bidder.

Part F - Membership of Trade or Professional body

This is an optional part and will only be used if relevant to the requirement.

Section 2 - The scored/weighted section:**Part G – Technical and/or Professional Capability**

This information is crucial to demonstrate a potential supplier's relevant experience in relation to the contract requirement. This is a key area in the evaluation process and should be completed in detail.

Part H – Business Continuity and Disaster Recovery

This is an optional part and will only be used if relevant to the requirement.

Part I – Quality Management

SQA will normally request a copy of the potential supplier's quality assurance process. Depending on the contract requirement specific accreditation may be required.

Part J – Equal Opportunities

SQA must ensure that suppliers do not discriminate in the employment practices. We may also ask potential suppliers about their equal opportunities policy, which should clearly detail the procedures and practices in operation designed to secure equality of opportunity.

Part K – Environmental Management

All procurement decisions must take into account the impact of today's decisions on people and the environment, both now and in the future. The organisations from which we buy our goods and services, must share our commitment to sound environmental performance and improvement.

Part L – Health and Safety

SQA must consider a potential supplier's system for controlling health and safety within their organisation, so a copy or statement of the policy specific to the organisation should be provided.

By law, if you employ five or more people you must have a written health and safety policy. If you employ fewer than five people, less formal documentation is acceptable, although SQA need to be sure of the commitment to health and safety and understanding of legislation.