Guide to completing the Prequalification Questionnaire (PQQ)

A PPQ is a standard form used to shortlist suppliers for the Invitation to Tender (ITT) stage a two stage process. Suppliers are assessed against pre-determined criteria e.g. financial, technical or professional capability.

**PQQ Document Format:**

The PQQ document is provided as a Microsoft Word Protected document. Therefore the format must not be changed or modified in any way and answers should only be provided where specified within the document in Grey.

Suppliers should read the ‘Supplier Instructions’ section of the PQQ and the explanation of the requirement included at the top of each evaluation section, as well as this guide before completing their tender. This information not only explains how to complete this first stage, it also describes how your PQQ will be evaluated and scored.

Suppliers must provide all of the information requested in each section of the PQQ noting that failure to provide information within a section could result in a score of zero on evaluation. Any unsolicited documentation supplied will not be considered as part of your response.

**How to complete the PQQ – Form Fields**

A PQQ may contain different kinds of fields to be completed by suppliers, all sections requiring supplier input will be Grey.

Please refer to the examples below which detail how to enter the information required in the correct format to the PQQ document.

1. **Entering text**
   Any wording within the document highlighted in Grey indicates information that must be provided by the supplier, simply click on the blue wording and type your response.

2. **Tick Boxes**
   Tick boxes should be completed where required, to do this simply click on the box to add a ‘Cross’ or click again to remove it.
3. Selection Boxes
Where ‘Select’ appears in Grey text this requires an answer to be selected from the list provided. To select an answer click on the arrow to the right of ‘Select’ and select an option from the list.

![Selection Boxes Example]

‘Click’ on the arrow and select an option

Descriptive Written Responses:
At the top of each evaluation section in the PQQ is a description of the requirement e.g.

“The company is required to demonstrate that they have suitable recent experience of delivering contracts similar to that required by the Authority, including similar good/services, scale, value and the specific requirements as detailed in the PQQ…..”

Where a written response is requested within a PQQ document, suppliers should ensure that they give answers which are descriptive, comprehensive and relevant to the question asked and the PQQ contract description. Bulleted lists are unlikely to provide the level of detail required to enable you to score well on evaluation.

An example of a standard evaluation criteria and typical response types is below as guidance to the kind of approach you should use.

<table>
<thead>
<tr>
<th>Similar Contracts Examples – Goods and Services provided and the similarities with the Authority’s requirements as described</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor response – ‘We have supplied widgets to Company xxx for 15 years’</td>
</tr>
<tr>
<td>Good detailed response – ‘We supply company X with 2 million widgets annually and been doing so for the last 5 years. Their requirement is similar to that described by the Authority due to the variety of different size widgets required, currently 15 different sizes. We also provide them with large short notice deliveries similar to those required by the Authority’</td>
</tr>
</tbody>
</table>

PQQs will only be assessed on the information provided; suppliers should not assume that the evaluation panel has any prior knowledge of the company, product or services.
Questions regarding the PQQ

If you have any questions regarding the PQQ issued for a specific Contact, please direct these through the House of Lords e-procurement system, Delta. These must be received at least 10 days prior to the PQQ submission deadline.

Submitting your PQQ

Once your PQQ response is complete it must be uploaded onto Delta prior to the deadline as specified in the document. The Delta system will not permit the submission of any documentation after the deadline.

Delta

If you experience any problems with Delta or the Vault system then, please contact the Delta helpdesk via email: helpdesk@delta-ets.com or call 0845 270 7050 further assistance.

What happens next?

Once you have submitted your PQQ the responses will then be and evaluated against the pre-determined criteria by the evaluation panel. Following this each supplier will be contacted in writing and advised if they are to proceed to the next stage of the tendering process.

For further information about the HOL evaluation procedures please refer to the HOL Procurement website: http://www.parliament.uk/business/lords/house-lords-administration/how-the-lords-is-run/policies-and-procedures/procurement/