

Construction prequalification questionnaires



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Foreword

This Publicly Available Specification (PAS) was sponsored by the Department for Business Energy and Industrial Strategy (BEIS). Its development was facilitated by BSI Standards Limited and it is published under licence from the British Standards Institution.

This amendment to the PAS includes changes to PAS 91: 2013 that are intended to restore its alignment with legislation extant at the time of publication. The amendment was sponsored by BEIS for that purpose and it comes into effect in November 2017.

Acknowledgement is given to the following organizations that were involved in the development of this PAS and/or its amendment, as members of the Steering Group:

- Action Sustainability
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- Constructionline
- Construction Products Association
- Crown Commercial Service
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- East Riding of Yorkshire Council
- Electrical Contractors' Association
- Federation of Master Builders (FMB)
- Highways England
- Health and Safety Executive (HSE)
- Kier Group
- Lafarge Aggregates Limited
- LHC
- Local Government Association
- Ministry of Defence

- National Federation of Builders Limited
- Royal Institute of British Architects (RIBA)
- Safety Schemes in Procurement (SSIP)
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- Specialist Engineering Contractors' Group

This PAS is not to be regarded as a British Standard.

The PAS process enables a specification to be developed rapidly in order to fulfil an immediate need in industry or in the wider community. A PAS can be considered for further development as a British Standard, or constitute part of the UK input to the development of a European or International Standard.

This PAS will be withdrawn upon publication of its content in or as, a British Standard or if an equivalent European standard is published.

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The British Standards Institution retains ownership and copyright of this PAS. BSI Standards Limited as the publisher of the PAS reserves the right to withdraw or amend this PAS on receipt of authoritative advice that it is appropriate to do so. This PAS will be reviewed at intervals not exceeding two years, and any amendments arising from the review will be published as an amended PAS and publicized in Update Standards.

To facilitate the use of the PAS 91 question modules in organizational prequalification processes, BSI permits the copying of the questions by those wishing to use them. For this purpose, editable copies of the question modules are available on request, from BSI. Potential users are however referred to the 'rules for use of the question modules' provided in clause 3 of this PAS.

Use of this document

It has been assumed in the preparation of this PAS that the execution of its provisions will be entrusted to a competent person or persons for whose use it has been produced.

Presentational conventions

The provisions of this PAS are presented in roman (i.e. upright) type. Its requirements are expressed in sentences in which the principal auxiliary verb is "shall". Its recommendations are expressed in sentences in which the principal auxiliary verb is "should".

Commentary, explanation and general informative material, e.g. Notes, are presented in italic type, and do not constitute a normative element.

Where words have alternative spellings, the preferred spelling of the Shorter Oxford English Dictionary is used (e.g. "organization" rather than "organisation").

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

As the National Standards Body for the United Kingdom, BSI has facilitated the drafting of this specification with the intention that it will be applicable across the United Kingdom. Its use in relation to procurement for works contracts (including the procurement of supplies and services subject to the Construction (Design and Management) Regulations 2015 and needed in relation to the works) in the scope of the Public Contract Regulations 2015 is confirmed in a Procurement Policy Note issued by the Crown Commercial Service in November 2017. However, when working in areas under the jurisdiction of a devolved administration, users of PAS 91 are recommended to confirm the acceptability of the PAS 91 Question Modules with that devolved administration.

Attention is drawn to the principle, applicable in British Standards generally, that they do not specifically require actions that are the subject of legal requirement. Therefore, this PAS does not include, for example, requirement to observe Health and Safety or Building Regulations, with which it is assumed users of this PAS will be in compliance.

Compliance with this PAS does not in itself confer immunity from legal obligations.

Introduction

BSI PAS 91 is a publicly available specification (PAS) that sets out the content, format and use of questions that are widely applicable to prequalification for construction tendering.

To be eligible for prequalification, it is necessary that suppliers are able to demonstrate that they possess or have access to the governance, qualifications and references, expertise, competence, health and safety/ environmental/financial and other essential capabilities to the extent necessary for them to be considered appropriate to undertake work and deliver services for potential buyers.

The use of this set of common criteria by those who undertake prequalification activity or provide prequalification services helps to streamline tendering processes by:

- reducing the need for the unproductive, repetitive completion of multiple prequalification processes;
- facilitating the identification of suitably qualified and experienced suppliers;
- increasing consistency between various prequalification databases;
- clarifying the distinction between criteria at the prequalification and contract award stages of the procurement process.

Throughout the construction supply chain, many suppliers seeking to demonstrate their suitability for delivering construction projects are required to submit to frequent prequalification processes involving many different questionnaire forms. This leads to considerable unnecessary effort and wastes time and money, not only for those suppliers but also for the buyers and assessment providers who have to read and evaluate the varied information provided in many different formats. This proliferation of questions and question formats is exacerbated by the many procurement officers that choose, for whatever reason, to undertake their own prequalification activity.

For suppliers seeking to establish themselves as prequalified to deliver construction projects, the sheer number and variety of the questionnaires that they are presented with can be a continual drain on resources.

The consistent use of a set of common questions in all construction related prequalification activity would not only significantly reduce the resources invested by suppliers in such activity, but would also enable assessment providers and procurement officers to more reliably source suppliers solely on the basis of the level of assurance they provide (i.e. the extent to which the answers to the questions given by the suppliers are checked and evaluated), and facilitate suppliers' access to work where the risk levels are appropriate.



This PAS therefore specifies a set of questions that enable the acquisition of the essential information required in all prequalification processes in a uniform and commonly usable manner.

The benefits to buyers of the introduction of PAS 91 to procurement prequalification processes can include considerable saving in time and money when compiling, using and comparing prequalification questionnaires, more supply chain certainty about basic prequalification requirements and that more suppliers (notably SMEs) can be encouraged to take part, giving wider choice to clients. In addition, the universal use of this PAS could also help to raise the overall standard of communication, understanding and supplier capability across the construction sector.

The benefits to suppliers can include not only reduced cost of prequalification and an increase in the possibility of participating in additional prequalification processes, but also freeing up often scarce resources to invest in potentially more profitable activity.

For assessment providers, the use of PAS 91 can reduce the time spent developing and refining the questions themselves and make available more time to focus on developing and selling added value services to a better informed procurement client base which understands the benefits of applying PAS 91.

It is important to recognise that the information obtained from applying PAS 91 does not remove a buyer's legal or other requirements to make further enquiries about the supplier's capabilities, beyond the questions in these modules, to satisfy specific requirements for projects, services or other activities. Provision is therefore made in PAS 91 for the inclusion of supplementary questions if necessary, subject to certain restrictions.

It is the intention that through the application of PAS 91 to prequalification services and processes, suppliers obtain more control over the timing and extent of their prequalification activity and that meeting widely accepted prequalification criteria can and will be recognized by all potential buyers. Inclusion on a prequalification database does not necessarily guarantee an invitation to tender or an engagement of services. It is recognized that those seeking to have work done might choose to select pre-qualified tenderers or might decide, or be required, to advertise for tenders or expressions of interest for particular projects. However, with the prevalence of prequalification activity, it is suggested that by applying for prequalification through a scheme that conforms to PAS 91, those seeking to tender for construction contracts can access the tendering processes in a resource efficient manner. For those seeking to have contracts fulfilled, the use of PAS 91 can enhance the effectiveness and efficiency of construction tendering processes, whether it is used directly or through an external prequalification assessment provider. The use of PAS 91 is therefore recommended wherever construction-related prequalification is undertaken.

PAS 91 Module C3 Tables 9 and 10, take account of the European Single Procurement Document (ESPD) as required to comply with the Public Contract Regulations 2015.

The significant benefits from uniform application of the PAS 91 question sets can only be fully realized when secure data exchange can take place between databases holding prequalification data, allowing those seeking prequalification to securely store and manage their prequalification data and those seeking to build a list of suitable suppliers to draw the information they require upon submission of appropriate qualification.

Such a development is beyond the remit of the PAS 91 development but the question sets it provides have been prepared with the intention of facilitating the exchange of data in due course. At the time of publication of this amendment, a full review and possible further revision of this PAS is under consideration.

1 Scope

This PAS provides a set of questions to be asked by buyers of potential suppliers to enable prequalification of the supply chain for construction-related projects. This PAS also specifies requirements for the consistent use of those questions across projects of varying sizes and types, including in respect of the Official Journal of the European Community (OJEU) procurement thresholds for public sector procurement. It is intended that the questions also be used by assessment providers in their intermediary role between buyers and suppliers.

It is widely recognized that excessive prequalification activity adds unacceptable cost, bureaucracy and confusion to the construction supply chain. Unnecessary bureaucracy associated with prequalification diverts both buyers' and suppliers' resources and attention away from proportionate and effective risk management. It is therefore necessary that buyers and assessment providers pay particular regard to reducing unnecessary documentation requirements for businesses, and in any event only require suppliers to provide information and evidence that is related and proportionate to the subject matter of the contracts likely to be awarded.

- This PAS provides construction sector stakeholders with prequalification questions that:
- are typical of the common questions that are relevant to construction-related procurement;
- increase the scope for cross-recognition between various types of prequalification activity;

help to significantly reduce duplication, unnecessary paperwork and cost for both buyers and suppliers.

The question modules are presented in Clause 4 as a series of tables, each containing questions relating to a particular aspect of supplier capability. These questions are already widely asked across a range of commonly applied construction-related prequalification processes. This PAS collates them and provides for their use in a uniform manner.

This PAS does not include project-specific questions to suppliers, but does make provision for buyers or assessment providers to insert additional project-specific questions into the question modules if necessary, subject to certain restrictions, and it provides a suggested format for their inclusion.

This PAS specifies what is to be asked in prequalification processes for construction-related procurement but not how the enquiry process is to be undertaken. The PAS aims to underpin widely accepted good practice in the construction sector. It is not intended to add to or 'gold plate' prequalification activity or to raise requirements or standards beyond those which are already widely accepted as good practice in the sector.



2 Terms and definitions

For the purposes of this PAS, the following definitions shall apply to the terms used in this specification.

2.1 area of capability

prequalification topic that enquires about the capability of suppliers and their supply chains – as defined by the relevant question module, e.g. health and safety

2.2 assessment provider

entity undertaking prequalification of suppliers as a service to both buyers and suppliers

2.3 buyer

client or other entity procuring the services of supplier(s) contributing to the fulfilment of a construction related contract

2.4 client

entity (individual, company or organization) seeking or accepting the services of one or more suppliers as the first tier of a construction project supply chain

2.5 construction (work)

NOTE In the interest of uniformity, this definition and the content of the explanatory notes that follow have been extracted from the *Construction (Design and Management) Regulations 2015*, which interpret construction work as follows:

“construction work” means the carrying out of any building, civil engineering or engineering construction work and includes

- a) *the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;*
- b) *the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the*

clearance or preparation of the site or structure for use or occupation at its conclusion;

- c) *the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;*
- d) *the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;*
- e) *the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure, but does not include the exploration for, or extraction of, mineral resources, or preparatory activities carried out at a place where such exploration or extraction is carried out.”*

2.6 construction organization

group of individuals acting together in a structured, coordinated manner to achieve a common construction objective

NOTE In PAS 91 this term is used generically to encompass firms, companies or other entities functioning as one element of a supply chain.

2.7 consultant

entity (including sub-consultant) providing expert advice or other services in relation to a construction project, e.g. a designer

2.8 contractor

entity (including sub-contractor) undertaking construction works and services at one or more construction sites in accordance with a formal arrangement made in advance

NOTE A contractor is a supplier but a supplier is not necessarily a contractor.

2.9 procurement [construction related]

commissioning of supplies, works and services in relation to a construction related project

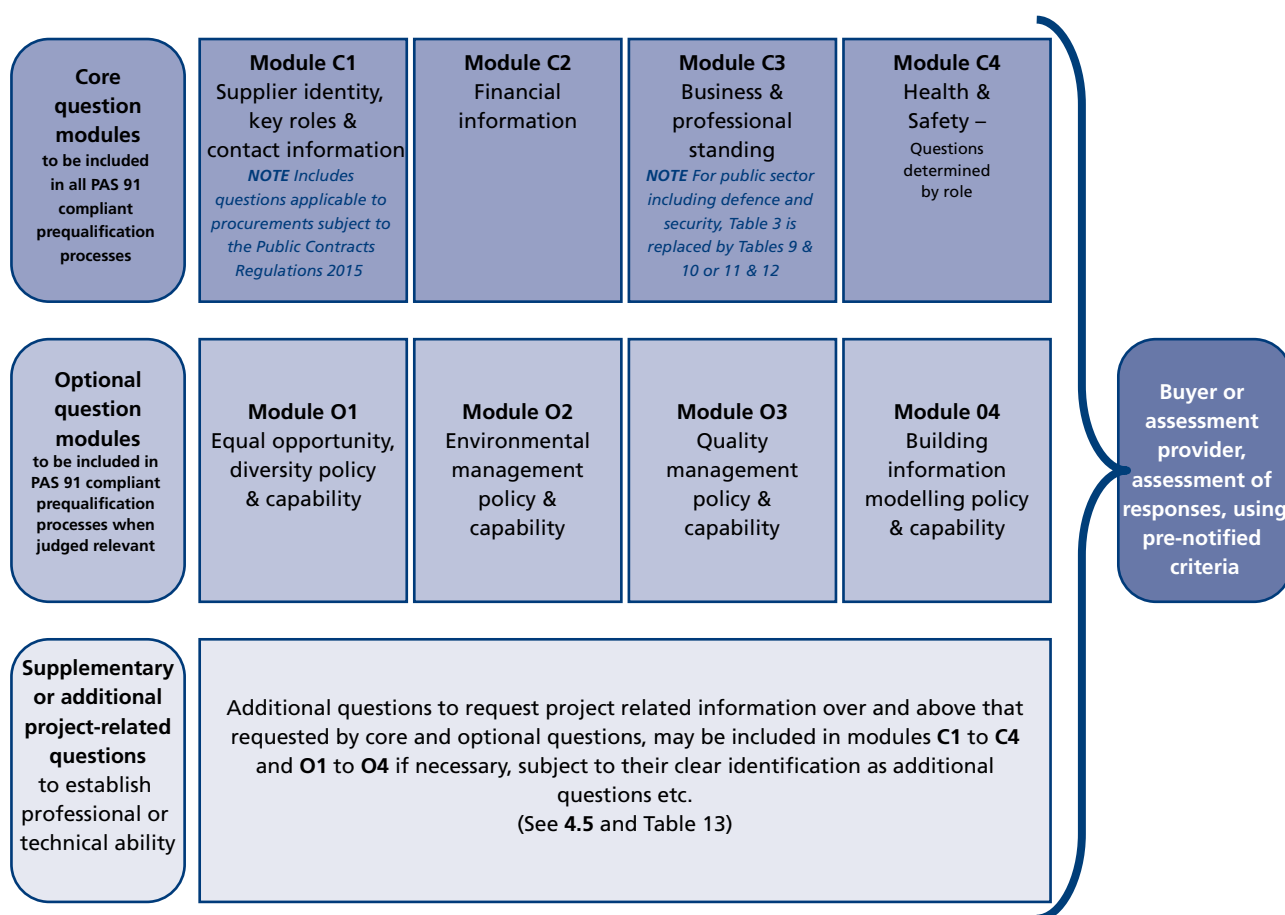
2.10 supplier

entity intending to provide supplies, works or services for all or part of a construction related project

2.11 supply chain

sequence of all entities engaged directly or indirectly, by a client to contribute supplies, works and services to a construction-related project

Figure 1 – PAS 91 compliant prequalification



NOTES to Figure 1

A PAS compliant prequalification questionnaire (see Figure 1):

- makes the criteria to be used in assessment of responses available to question respondents prior to their completion of the questionnaire (3.3);
- asks all the core questions set out in Tables 1 to 4 of Clause 4.1 (as required in 3.1.1.1);
- where the module topic is relevant use optional question modules selected from Tables 5 to 8 of Clause 4.2, (as required in 3.1.1.2);
- asks additional questions, but only if they are related and proportionate to the subject matter of the contracts likely to be awarded, in accordance with 3.2;
- is designed to obtain only information that is related and proportionate to the subject matter of the contracts likely to be awarded (as required in 3.1.1.3);
- provides for public sector or defence and security buyers to use questions alternative to those in C3 in order to meet regulatory requirements (Tables 9 & 10 of 4.3 and Tables 11 & 12 of 4.4 (as required in 3.1.2)).

3 Rules for use of the question modules

3.1 Application of question modules

3.1.1 General application

Prequalification processes claimed to be compliant with this PAS, shall:

3.1.1.1 ask all the (core) questions set out in **Tables 1 to 4 of Clause 4.1**, without modification of the individual questions, only permitting exemption as shown in the module Table;

3.1.1.2 at their discretion and where the module topic is relevant, use (optional) question modules selected from **Tables 5 to 8 of Clause 4.2**, asking all the questions included in the selected module(s) without modification and only permitting exemption as shown in the module Table;

3.1.1.3 require from suppliers only documentary evidence that is related and proportionate to the subject matter of the contracts likely to be awarded (for assessing supplier compliance with any particular prequalification question) at the stage of the process at which it becomes necessary for assessment purposes and should have particular regard to reducing unnecessary documentation requirements for businesses.

NOTE The forms of evidence described in relation to the various questions in Question Modules **C1 to C4** and **O1 to O4** of this PAS, are provided for guidance only. It is for buyers and/or assessment providers to state the precise requirements for evidence provision, at the time the questions are issued.

3.1.2 Application for public sector or defence and security public contract procurement

Prequalification processes for projects in the public sector or in defence and security public contract procurement, claimed to be compliant with this PAS shall follow the requirements of **3.1.1** with the exception that the questions provided in **Table 3 of Clause 4.1** can be replaced by those in **Tables 9 and 10 of Clause 4.3** or **Tables 11 and 12 of Clause 4.4**, as necessary to meet legislative requirements. Also, for public sector procurements subject to the Public Contracts Regulations 2015 (PCR 2015) which exceed the relevant EU declared threshold, the supplementary questions to Table 1 and a declaration (see Annex C) are included to comply with the PCR 2015.

NOTE 1 As indicated in **4.3**, buyers may opt to use an electronic-ESPD option in lieu of tables 9 and 10; also suppliers may submit an ESPD in lieu of tables 9 and 10.

NOTE 2 Further to the note to clause **3.1.1.3**, buyers for procurements in the scope of **3.1.2** need to include appropriate arrangements for evidence provision for each question (including any supplementary questions) sufficient to enable compliance with relevant obligations for such procurements (e.g. for self-certification and access to information available electronically for above threshold contracts under the Public Contracts Regulations 2015) this includes adjustments to table headers and to details regarding information to be provided for individual questions.

NOTE 3 Buyers should refer to any relevant advice by appropriate authorities regarding the use of this PAS for procurements in the scope of **3.1.2**, including relevant Procurement Policy Notes issued by Crown Commercial Service. When working in areas under the jurisdiction of a devolved administration, users of this PAS are strongly recommended to confirm the acceptability of the PAS question modules with that devolved administration.

3.2 Supplementary questions

PAS 91 recognizes that beyond the scope of the questions included in PAS 91, a buyer may need to ask a supplier supplementary or additional questions, notably for professional or technical reasons, that relate to the type of project or other specific services likely to be undertaken. PAS 91 therefore permits the inclusion of questions in existing modules to accommodate this, subject to the requirements below.

Prequalification processes claimed to be compliant with this PAS shall only incorporate such supplementary or additional questions within the question modules provided in 4.1 and 4.2, if those questions are:

- designed to obtain information that is related and proportionate to the subject matter of the contracts likely to be awarded, and that is clearly additional to that already addressed by the PAS 91 questions provided in the core and optional modules; and
- numbered in a sequence that does not break the number sequence of the PAS 91 question module in which they are inserted.

NOTE When introducing supplementary questions, buyers and assessment providers should maintain their regard for reducing unnecessary documentation requirements for businesses.

3.3 Assessment criteria

The criteria used to assess supplier responses shall be derived solely from the information required from suppliers in their response to questions from the question modules in 4.1 and 4.2 (or in 4.3 or 4.4 where substituted) and to any supplementary questions that may be asked (4.5). This information shall include responses obtained from referees nominated by suppliers. Buyers or assessment providers applying this PAS to their prequalification processes shall inform suppliers of any weighting or ranking given to the assessment criteria to be applied, prior to their responding to the questions.

NOTE Ranking of questions should be avoided unless required by the particular circumstances of a contract. Any ranking of question modules considered necessary should be transparent, fair and equitable and not be used as a means to reserve contracts for those suppliers that may be preferred for reasons other than those provided for in this PAS.



4 Core and optional questions

4.1 Application of core question modules

The questions provided in tables 1 to 4 are core questions and shall be included as specified in Clause 3, in every prequalification questionnaire for which compliance with this PAS is claimed, other than in the circumstances provided for in the respective tables.

Table 1 – Core Question Module C.1: Supplier identity, key roles and contact information

Q Ref	Nature of information	Description of response expected, which will be taken into account in assessment	Response
C1-Q1	Name of legal entity or sole-trader	Unique name of legal entity or name of individual	
C1-Q2	Registered office Address	C1-Q2-1 Address line 1 (Property name/number)	
		C1-Q2-2 Address line 2	
		C1-Q2-3 Address line 3	
		C1-Q2-4 Town	
		C1-Q2-5 County	
		C1-Q2-6 Postcode	
	Website address	C1-Q2-7 website (if applicable)	
C1-Q3	Contact Details for Enquiries	C1-Q3-1 Title (Mr, Mrs, Ms, etc.)	
		C1-Q3-2 Forename	
		C1-Q3-3 Family name	
		C1-Q3-4 Job title	
		C1-Q3-5 e-mail	
		C1-Q3-6 Telephone number	
		C1-Q3-7 Fax number	
		C1-Q3-8 Address line 1 (Property name/number)	
		C1-Q3-9 Address line 2	
		C1-Q3-10 Address line 3	
		C1-Q3-11 Town	
		C1-Q3-12 County	
		C1-Q3-13 Postcode	
C1-Q4	Registration number, if registered with Companies House or equivalent	C1-Q4-1 Registration number with Companies House	
		C1-Q4-2 Registration number with equivalent body	
C1-Q5	Charity registration number		

Table 1 – Core Question Module C.1: Supplier identity, key roles and contact information (*continued*)

Q Ref	Nature of information	Description of response expected, which will be taken into account in assessment	Response
C1-Q6	VAT registration number		
C1-Q7	Name of immediate parent company		
C1-Q8	Name of ultimate parent company		
C1-Q9	Type of organization	<i>e.g. PLC; limited company; LLP; other partnership; sole trader; other (please specify)</i>	
In addition to the information called for in C1-Q1 to C1-Q9, the following (pale blue shaded) supplementary questions (C1-Q10 to C1-Q14) are applicable to procurements subject to the Public Contracts Regulations 2015 which exceed the relevant EU declared threshold. <i>Where applicable, these shall be incorporated in Table 1; a declaration regarding the responses to Table 1 and to the other Tables/questions in this document (questionnaire) is also required (see Annex C).</i>			
C1-Q10	Size of business	Are you a micro, a small, or a medium-sized enterprise ⁽¹⁾ ?	YES ☐ NO ☐
C1-Q11	ONLY IN THE CASE THE PROCUREMENT IS RESERVED ⁽²⁾ Sheltered workshop/"social business"	C1-Q11-1 Is your organization a sheltered workshop, a "social business" ⁽³⁾ or will it provide for the performance of the contract in the context of sheltered employment programmes? IF YES Please respond to C1-Q11-2 and C1-Q11-3 below	YES ☐ NO ☐
		C1-Q11-2 What is the corresponding percentage of disabled or disadvantaged workers?	
		C1-Q11-3 Please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to	

Table 1 – Core Question Module C.1: Supplier identity, key roles and contact information (*continued*)

Q Ref	Nature of information	Description of response expected, which will be taken into account in assessment	Response
C1-Q12	APPLICABLE TO NON-UK BUSINESSES ONLY Official lists/national pre-qualification system	C1-Q12-1 If applicable, is your organization registered on an official list of approved economic operators or does it have an equivalent certificate (e.g. under a national (pre)qualification system)? IF YES: Please answer the remaining parts of Table 1 and complete Tables 9 and 10 and the required declaration. Complete C1-Q12-2 to C1-Q12-6 below.	YES ☐ NO ☐ N/A ☐
		C1-Q12-2 Please provide the name of the list or certificate and the relevant registration or certification number, if applicable	
		C1-Q12-3 If the certificate of registration or certification is available electronically, please state the: • web address • issuing authority or body • precise reference of the documentation	
		C1-Q12-4 Please state the references on which the registration or certification is based, and, where applicable, the classification obtained in the official list ⁽⁴⁾	

Table 1 – Core Question Module C.1: Supplier identity, key roles and contact information (*continued*)

Q Ref	Nature of information	Description of response expected, which will be taken into account in assessment	Response
		C1-Q12-5 Does the registration or certification cover all of the required criteria in Tables (<i>document compiler to insert the table numbers for all of the questions included for the procurement, other than those in tables 1, 9 and 10</i>)? IF NO In addition, please complete the missing information in Tables (<i>document compiler to insert the table numbers for all of the questions included for the procurement, other than those in tables 1, 9 and 10</i>)	YES ☐ NO ☐
		C1-Q12-6 ONLY if this is required in the relevant notice or procurement documentation: Will your organization be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the contracting authority or contracting entity to obtaining it directly by accessing a national database in any Member State that is available free of charge? If the relevant documentation is available electronically, please state the: • web address • issuing authority or body • precise reference of the documentation	YES ☐ NO ☐
C1-Q13	Form of Participation	C1-Q13-1 Are you participating in the procurement procedure together with others ⁽⁵⁾? IF YES Please respond to C1-Q13-2, C1-Q13-3 and C1-Q13-4 below Please ensure that the others concerned, each provide a separate questionnaire	YES ☐ NO ☐

Table 1 – Core Question Module C.1: Supplier identity, key roles and contact information (*continued*)

Q Ref	Nature of information	Description of response expected, which will be taken into account in assessment	Response
		C1-Q13-2 Please indicate your organization's role ⁽⁶⁾ <i>i.e. sole supplier/lead entity, group member, other entity (relied upon)⁽⁷⁾, other entity (not relied upon)</i>	
		C1-Q13-3 To enable the collation of the group's responses, please identify the other organizations participating in the procurement procedure together	
		C1-Q13-4 Where applicable, please provide the name of the group	
C1-Q14	Lots	Where applicable, please indicate the lot(s) for which you wish to tender	

NOTES to Table 1

- ¹⁾ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en
- ²⁾ See contract notice point III.1.5
- ³⁾ *I.e. its main aim is the social and professional integration of disabled or disadvantaged persons*
- ⁴⁾ *The references and classification, if any, are set out on the certification*
- ⁵⁾ *Notably as part of a group, consortium, joint venture or similar, or a subcontractor that is being relied on to meet the selection criteria.*
- ⁶⁾ *Where the supplier is participating in the procurement with others as referred to in question C1-Q13-2, the organizational roles should be understood, as follows:*
Sole supplier/ Lead entity: Sole entity or, in case of consortium, joint venture or other types of groups, the leader of the group.
Group member: Member (not leader) of the consortium, joint venture or other type of group.
Other entity (relied upon): Entity on which the main supplier, the group or other subcontractor, relies in order to meet the selection criteria.
Other entity (not relied upon): Entity on which the main supplier, the group or other subcontractor, does not rely in order to meet the selection criteria.
- ⁷⁾ *This includes subcontractors that the supplier relies on in the application and other organizations that the group relies on in the application (see Regulation 63 of the Public Contracts Regulations 2015).*
- ⁸⁾ *For subcontractors that are not relied on by a candidate in its application, the buyer may ask whether the candidate intends to subcontract, the details of the proposed subcontractors (in so far as this is possible) and also for those subcontractors to complete a self-declaration against the exclusion grounds (Regulation 71 (1) and (8) Public Contracts Regulations 2015)*

Table 2 – Core Question Module C2: Financial information

Q Ref	Information required	Description of information expected, which will be taken into account in assessment	Tick as applicable	Supplier's unique reference to relevant supporting information
C2-Q1	<i>Please select the one organization description that most closely matches your organization and provide information accordingly</i>			
	C2-Q1-1 Financial information for a start-up business that has not reported accounts to the Inland Revenue or Companies House	Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, or an alternative means of demonstrating financial status (See Note 2 to this Table)	☐	
	C2-Q1-2 Accounts for an unincorporated business (sole traders and partnerships)	Copy of the most recent accounts that contain turnover, profit before tax, and balance sheet (if prepared) covering either the most recent two-year period of trading or, if trading for less than two years, the period that is available. If accounts are not prepared, provide the relevant pages from the latest tax returns (self-employment pages for sole traders, partnership pages for partnerships), together with the tax assessment.	☐	
	C2-Q1-3 Accounts for a small company or limited liability partnership with a turnover below the audit threshold at which the preparation of audited accounts is not required	Copy of the most recent accounts as submitted to the Inland Revenue covering either the most recent two-year period of trading or, if trading for less than two years, the period that is available. Abbreviated accounts are not acceptable	☐	
	C2-Q1-4 Accounts for a medium to large incorporated entity and all other organizations that are required to prepare audited accounts	Copy of the most recent audited accounts covering either the most recent two-year period of trading or, if trading for less than two years, the period that is available	☐	
	C2-Q1-5 Accounts for other organization types (e.g. not for profit entities, local authorities, housing associations, charities)	In most cases it is likely that audited accounts will have been prepared and the accounts required at C2-Q1-4 above will suffice. Where this is not the case, an unaudited copy of the most recent accounts as described in C2-Q1-2 above should be provided.	☐	

Table 2 – Core Question Module C2: Financial information (*continued*)

C2-Q2	Insurance statement and certificates	Please enter the requested information in the response column		Response
	C2-Q2-1 Employers' liability insurance	C2-Q2-1-1 Policy No.		
		C2-Q2-1-2 Limit of indemnity		
		C2-Q2-1-3 Excess		
		C2-Q2-1-4 Limit for a single event		
		C2-Q2-1-5 Expiry date		
	C2-Q2-2 Public liability insurance	C2-Q2-2-1 Policy No.		
		C2-Q2-2-2 Limit of indemnity		
		C2-Q2-2-3 Excess		
		C2-Q2-2-4 Limit for a single event		
		C2-Q2-2-5 Expiry date		
	C2-Q2-3 Professional indemnity insurance (Where consultancy input involved)	C2-Q2-3-1 Policy No.		
		C2-Q2-3-2 Limit of indemnity		
		C2-Q2-3-3 Excess		
		C2-Q2-3-4 Expiry date		
	C2-Q2-4 Product liability insurance (Where product is to be supplied)	C2-Q2-4-1 Policy No.		
		C2-Q2-4-2 Limit of indemnity		
		C2-Q2-4-3 Excess		
		C2-Q2-4-4 Expiry date		

NOTE 1 to Table 2 Where an insurance type is claimed to be "not in scope", it is essential that an explanation supporting that claim is provided, e.g. the explanation could support the fact that a particular type of insurance was not required for the work undertaken.

NOTE 2 to Table 2 At the discretion of the buyer, a minimum level of turnover may be asked for. However, buyers should avoid insisting on requirements which may not be proportionate or relevant to the procurement, or which may discriminate against or be burdensome for SMEs or new providers. It is acknowledged that the nature and extent of the accounts provided will be commensurate with the business requirements and legal obligations of the supplier.

Table 3 – Core Question Module C3: Business and professional standing

For all procurement situations other than that for the public sector, including defence and security, procurement buyers shall require that suppliers in their responses to the questions in module C3, make known all pertinent information in respect of business related, criminal or civil court judgements against them and identify any ongoing or pending cases.