

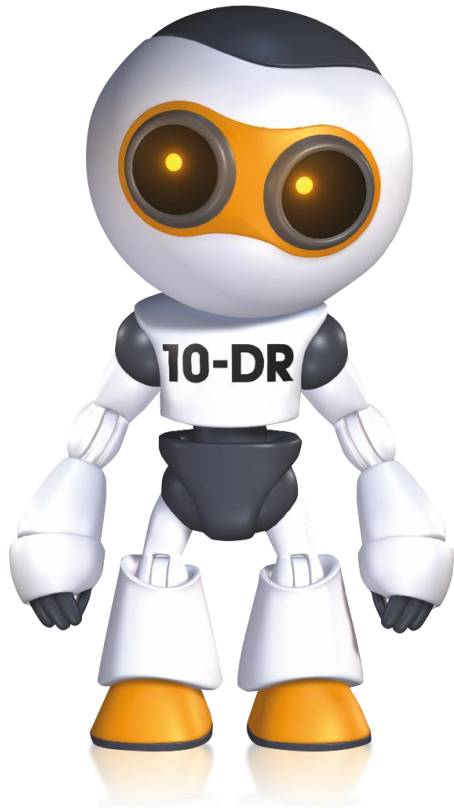
# Supplier Development Programme

Helping You **Bid Better**



(sPQQ)

**Standard Pre-Qualifying Questionnaire**

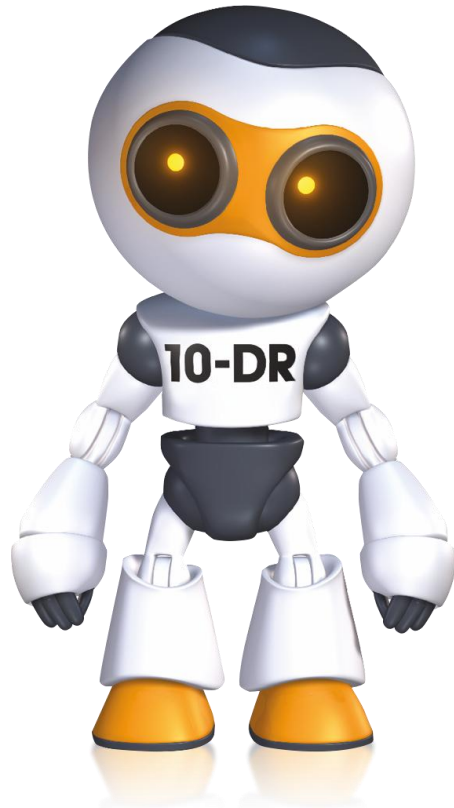


## Welcome to the Supplier Development Programme

The Scottish Government listen to suppliers highlight the inconsistency and over-bureaucracy in the use of PQQs (pre qualifying questionnaire) as one of the greatest barriers to suppliers participation in the public sector market.

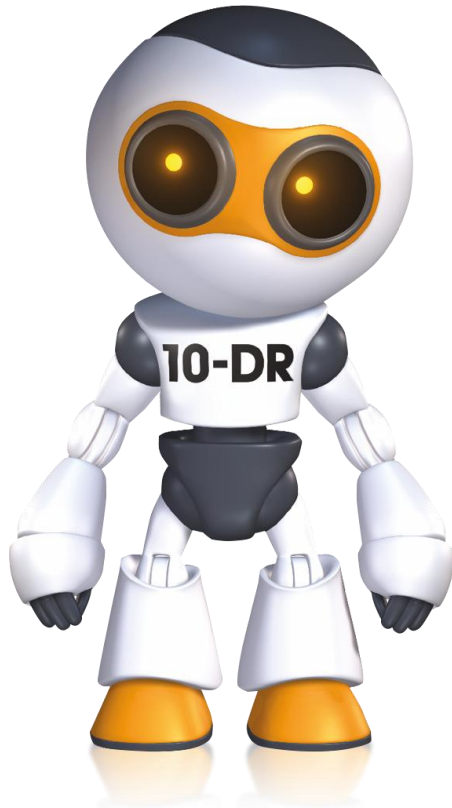
As a result of these concerns the Scottish public sector have worked together.

Scottish Procurement have now introduced the **sPQQ - Standard Pre Qualifying Questionnaire** which is available for use on the PCS -Tender portal.



## Welcome to the Supplier Development Programme

The introduction of the  
**sPQQ -Standard Pre Qualifying Questionnaire**  
means that Suppliers can now answer a set of  
standardised questions **once** and store the  
answers online for re-use with no need to re-key.

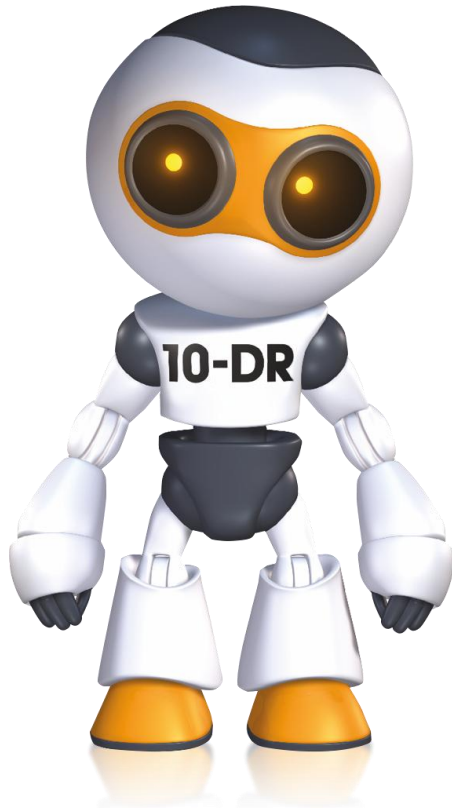


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sPQQ – (standard Pre Qualifying Questionnaire) is a term used to describe the process under EU Legislation that is used by public sector buyers to ascertain the **suitability, capacity** and **capability** of a potential suppliers

Buyers use a PQQ to assess the resources and capability of suppliers who express interest in a contract opportunity, when it is not feasible to invite all interested suppliers to submit a bid.

The intention of this stage of the procurement process is to identify the suppliers who are most capable of performing the contract.

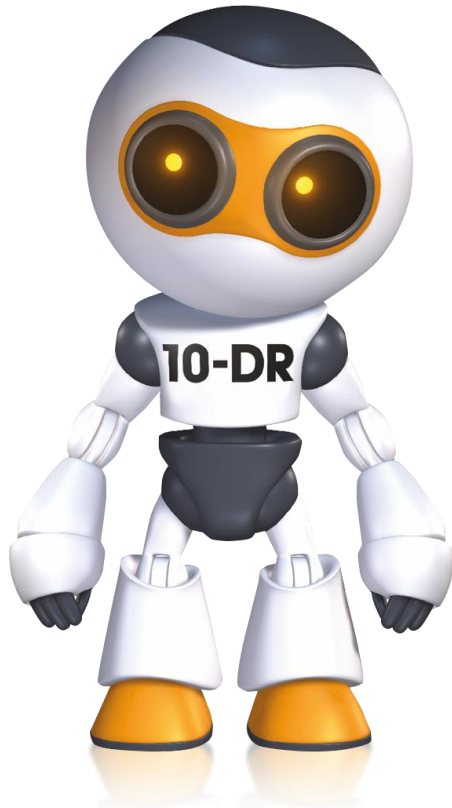


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The sPQQ should be proportionate to the **value** of the purchase, its **sensitivity**, estimated **risks**, and the **complexity** of the requirement. The supplier appraisal may be no more complicated than confirming that potential tenderers are:

- experienced in their business
- can supply the requirement
- have not been convicted of any of the criminal offences *(listed in regulation 23(1) of the Public Contracts (Scotland) regulations 2012)*

However, even small purchases could involve supplier appraisal

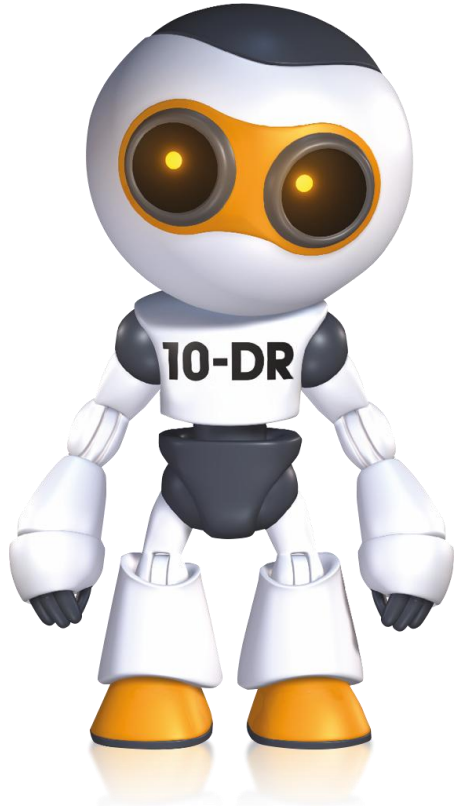


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After evaluating sPQQ responses, buyers will provide an evaluation report that clearly identifies the reasons for rejection.

You will be advised in writing of the outcome of the sPQQ evaluation.

If you are unsuccessful at this stage, you can and should ask for feedback or a debrief from the buyer.



## Supplier Development Officer



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[www.sdpscotland.co.uk](http://www.sdpscotland.co.uk)

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