**Annex 2 – Procurement Specific Questionnaire**

**ILMPACT/COMMS/2025 - Strategic Communications, Visibility, and Outreach Support – ILMpact Programme (Advocacy and awareness on the Importance of Girls education, reducing Learning poverty and elimination of barriers on inclusion)**

**ITT - SX37GOAL72025**

**OPEN PROCEDURE**

**Notes for completion**

1. The “authority” means the British Council, or anyone acting on behalf of the British Council, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any supplier; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Public procurement is governed by regulations to ensure that procurement delivers value for money, competition, transparency and integrity.
4. The Procurement Specific Questionnaire (PSQ) has been designed to help contracting authorities ensure that suppliers share the right information when participating in a procurement. This is separate from the formal tender submission (on how the supplier proposes to meet the tender requirements). The PSQ consists of three parts:
5. **Part 1 - confirmation of core supplier information:** suppliers participating in procurements are now expected to 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 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. Part 1 provides confirmation that you have taken these steps.
6. **Part 2 - additional exclusions information:** the Act 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). You must submit your own (and your connected persons') exclusions information via the CDP. This includes self-declarations as to whether any exclusion grounds apply to you or connected persons and, if so, details about the event or conviction and what steps have been taken to prevent such circumstances from occurring again.
7. You will need to also share additional exclusions information for any suppliers that you 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 authority. This should be done by ensuring that associated persons register, submit and share their information via the CDP (like the prime/main supplier).
8. In addition to the sub-contractors who are being relied on to meet the conditions of participation (who are associated persons), you will need to share an exhaustive list of all your intended sub-contractors, which will be checked against the debarment list. If a sub-contractor is unknown at the start of the procurement (or brought in during it), you should state this clearly and provide relevant details of the sub-contractor once their identity and role is confirmed. This information should be shared with the British Council as soon as possible and at least by final tenders.
9. **Part 3 - conditions of participation:** contracting authorities may set conditions of participation which a supplier must satisfy in order to be awarded a public contract. They can relate to the supplier’s legal and financial capacity and/or their technical ability.
10. Some of the information requested in the PSQ will be for information purposes only. Other information will be assessed by the British Council. This might include a pass or fail mechanism, or a threshold which you must meet. Under certain procurement processes, the British Council might use the information shared via the PSQ as part of a selection process to limit the number of participating suppliers.
11. Suppliers should note that the British Council has legislative duties to publish certain information which relate to the supplier in our contract award notices. This information includes, but is not limited to details of the winning supplier’s associated persons, details of the winning supplier’s connected person information, and for certain procurements over £5 million, details of unsuccessful bidders.
12. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you (for example because it relates to consortium bids or subcontractors and this is not relevant to you), please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
13. The British Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

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| **Part 1: Your information and the bidding model.** |

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| **Part 1** | **Your information**  This section seeks background information about the bidder. It is not evaluated but completion is mandatory. **Where applicable, please overwrite the relevant answer box with an ‘X’.** | |
| **Question No.** | **Question** | **Response** |
|  | ***Preliminary questions*** |  |
| 1 | Name (if registered, please give the registered name) | …………………………………………. |
| 2 | Central Digital Platform (CDP) unique identifier | N°………………….............................. |
| 3 | Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium.  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) | ▢ single supplier  ▢ part of a group or consortium  ▢ N/A  ………………………………………….  ………………………………………….  ………………………………………….  …………………………………………. |
| 4 | Where applicable, please confirm the lot(s) you are bidding for | Lot: ……………………………………. |
| 5 | Are you on the debarment list?[[1]](#footnote-2) | Yes ▢ No ▢ |
|  | ***Confirmation of core supplier information*** |  |
| 6 | Please confirm that you have submitted up-to-date core supplier information on the CDP[[2]](#footnote-3) and shared this information with us (either as a share code or PDF download).  This must include:  a. basic information  b. economic and financial standing information  c. connected person information (persons with the right to exercise, or who 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 | **▢** confirmation of up-to-date information  and  **▢** code: ………………………………….  or  **▢** Pdf download |

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| **Part 2: additional exclusions information** |

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| **Part 2** | **Additional exclusions information**  This section seeks background information about the bidder, associated persons and subcontractors. It is not evaluated but completion is mandatory. | |
| **Question no.** | **Question** | **Response** |
|  | ***Associated persons*** |  |
| 7 | Are you relying on any associated persons to satisfy the conditions of participation?[[3]](#footnote-4)  Where applicable, conditions of participation are outlined in Part 3  ***If so, please complete Q8, Q9 & Q10 (otherwise Q8, Q9 & Q10 are not applicable).*** | ▢ Yes  ▢ No |
| 8 | For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy: | ▢ Associated person name 1  ……………………………………….  ▢ Central Digital Platform (CDP)  unique identifier N°........................  ▢ Condition(s) of participation  ……………………………………….  ▢ Associated person name 2  ……………………………………….  ▢ Central Digital Platform (CDP)  unique identifier N°........................  ▢ Condition(s) of participation  ……………………………………….  ▢ Associated person name 3  ……………………………………….  ▢ Central Digital Platform (CDP)  unique identifier N°........................  ▢ Condition(s) of participation  ……………………………………….  ▢ Please add another Associated person if Applicable |
| 9 | For each associated person, you must 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. associated person information  d. exclusion grounds information | ▢ Associated person’s name 1  ▢ code:  ………………………………….  or  ▢ Pdf download  ▢ Associated person’s name 2  ▢ code:  ………………………………….  or  ▢ Pdf download  ▢ Associated person’s name 3  ▢ code:  …………………………….  or  ▢ Pdf download  ▢ Please add another Associated person if Applicable |
| 10 | Please confirm if any of your associated persons are on the debarment list. | Yes ▢ No ▢ |
|  | ***Intended subcontractors[[4]](#footnote-5)*** |  |
| 11  12 | Are you relying on subcontractors to provide all or part of the contract?  ***If you are not intending to sub-contract the performance of all or part of the contract, then skip the questions 11 and 12. If yes, 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 CDP), or otherwise, a Companies House number charity number, VAT registration number, or equivalent  c. a brief description of their intended role in the performance of the contract | Yes ▢ No ▢  ▢ Subcontractor 1:  name:  CDP (or other) number:  Role: ……………………………  …………………………………..  ▢ Subcontractor 2:  name:  CDP (or other) number:  Role: …………………………….  ……………………………………  ▢ Subcontractor 3:  name:  CDP (or other) number:  Role: …………………………….  ……………………………………  ▢ Please add another Subcontractor if Applicable |
| 13 | Please confirm if any intended sub-contractor is on the debarment list. | Yes ▢ No ▢ |

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| **Part 3: questions relating to conditions of participation** |

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| **Part 3A** | **Standard questions** | |
| **Question no.** | **Question** | **Declaration** |
|  | ***Legal and financial capacity to perform the contract*** |  |
| 14 | Please confirm that you satisfy the following minimum requirements which the authority has set as conditions of participation[[5]](#footnote-6):  - Operating Profit Margin > 20% ;  - Current Ratio (Liquidity) > 1 ; and  - Debt Ratio < 0.8 | Yes ▢ No ▢ |
| 15 | Are you relying on another supplier to act as a guarantor?  If so, please provide their name and evidence of their economic and financial standing. | Yes ▢ No ▢  ……………………………………….. |
| 16 | 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:  a. Employer’s (Compulsory) Liability Insurance\* = in line with the legislation in the Supplier’s country of registration per claim  b. Public / General Liability= equivalent of £2,000,000 per occurrence and in the aggregate (annual total of all losses)  c. Professional Indemnity = equivalent of £1,000,000 per occurrence and in the aggregate (annual total of all losses)  d. Medical and travel= comprehensive medical and travel insurance  The authority shall have the right to exclude any supplier from this Procurement Process that answers “No” to any part of this section 16. | Yes ▢ No ▢  Yes ▢ No ▢  Yes ▢ No ▢  Yes ▢ No ▢ |
|  | ***Technical capacity to perform the contract*** |  |
| 17 | Please confirm that you satisfy the following minimum requirements which the authority has set as conditions of participation[[6]](#footnote-7): | Yes ▢ No ▢ |
| 18 | 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[[7]](#footnote-8) and to ensure the protection of the rights of data subjects.  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. Your response should include, but should not be limited to facilities and measures:  ● to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services  ● to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data  ● to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable  ● to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place)  ● to maintain records of personal data processing activities  ● to regularly test, assess and evaluate the effectiveness of the above measures  The authority shall have the right to exclude any supplier from this Procurement Process that answers “No” to this section 18. | **“Not used”**  Yes ▢ No ▢  Response: |
|  | ***Relevant experience and contract examples*** |  |
| 19 | In the table below please provide details of up to three contracts to meet conditions of participation relating to technical ability set out in the ITT, in any combination from either the public or private sectors (which may include samples of grant-funded work).  Where this procurement is for goods or services, the examples must be from the past three years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.  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).  If you cannot provide at least one example of previous contracts, in no more than 500 words please provide an explanation for this and how you meet the conditions of participation relating to technical ability.  The authority shall have the right to exclude any supplier from this Procurement Process that cannot provide at least one example of a previous contract, or is unable to provide a reasonable explanation of why this is not available | **“Not used”**  Response: |

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|  | **Contract 1** | **Contract 2** | **Contract 3** |
| Name of customer organisation who signed the contract |  |  |  |
| Name of supplier who signed the contract |  |  |  |
| Point of contact in the customer’s organisation. |  |  |  |
| Position in the customer’s organisation |  |  |  |
| E-mail address |  |  |  |
| Description of contract. |  |  |  |
| Contract Start date. |  |  |  |
| Contract completion date. |  |  |  |
| Estimated contract value |  |  |  |

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| 20 | **Experience of sub-contractor management**  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).  The description should include the procedures you use to ensure performance of the contract. | **“Not used”**  Response: |
| 21 | **Organisational standards**  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. | **“Not used”**  Response: |
| 22 | **Health and safety**  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). | **“Not used”**  Response: |
| 23 | **Tackling Modern Slavery in Supply Chains[[8]](#footnote-9)**  If you are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015, and if your latest statement is available electronically please provide:   * the web address, * precise reference of the documents.   If your latest statement is not available electronically, please provide a copy.  If you are not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 (for example if your turnover is less than £36 million or you do not carry on your business, or part of your business, in the UK), please provide the above information in relation of any published statements on modern slavery or other relevant documents containing information of a similar type/level.  Any modern slavery statement or other statement or document should contain at least the following information:  a. the organisation’s structure, its business and its supply chains;  b. its policies in relation to slavery and human trafficking;  c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains;  d.the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk;  e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;  f. the training and capacity building about slavery and human trafficking available to its staff; or  If all of this information is not included in your modern slavery statement or other statement or documents, please provide an explanation as to why not and/or assurances that it will be included before contract award. | **“Not used”**  Response: |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are complete, accurate and not misleading.

I declare that, upon request and without delay I will provide any additional information requested of us.

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.

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.

I am aware of the consequences of serious misrepresentation.

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| Signature (electronic is acceptable) |  |
| Date |  |

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| **Contact details of those making the declaration** | |
|  | Response |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |

1. The debarment list is a published list of excluded (where a mandatory exclusion ground applies) or excludable (where a discretionary exclusion ground applies) suppliers. They will be added to the list if a Minister of the Crown makes such a decision following an investigation. The decision to add a supplier to the list would be because the investigation found them to be unfit or potentially unfit to tender and be awarded public contracts, because a mandatory or discretionary ground for exclusion applies and the circumstances giving rise to that ground are continuing or likely to occur again (taking account of self-cleaning undertaken by the supplier and other relevant factors). [↑](#footnote-ref-2)
2. The Procurement Act 2023 sets out that an “online system” will be established and operated for the publication of notices, documents and other information. This is the Central Digital Platform (CDP). The objectives of the Central Digital Platform include:

   • Publishing information about new procurement opportunities in one place, improving access for suppliers.

   • Simplifying a fragmented landscape of commercial data available through multiple (sometimes closed access) systems and in different formats.

   • Providing a registration service for all buyers and suppliers who wish to participate in public procurements.

   • Enabling suppliers to submit their basic business information in one place, reducing duplication and making it easier to participate in procurements. [↑](#footnote-ref-3)
3. An associated person for the purpose of exclusions is either (a) another supplier that the supplier is submitting the tender with, i.e. a consortium member or (b) a first-tier sub-contractor, in each case that the supplier is relying on to satisfy the conditions of participation for the procurement. As a reminder, each supplier/associated person must be register on the Central Digital Platform (CDP) to be relied upon as part of this procurement process. [↑](#footnote-ref-4)
4. A subcontractor is a supplier who may be delivering some elements of the contract, but who may not be relied upon by the main supplier to satisfy the conditions of participation.

   If a sub-contractor is unknown at the start of the procurement (or brought in during it), you should state this clearly and provide relevant details of the sub-contractor once their identity and role is confirmed. This information should be shared with the authority as soon as it is available. [↑](#footnote-ref-5)
5. The authority shall have the right to exclude any supplier from this Procurement Process that answers “No” to this section 14 of this Procurement Specific Questionnaire. Where a supplier is excluded under this section 14, its tender response shall be rejected in full and will not be evaluated further. However, where the authority determines (at its sole discretion acting reasonably upon the advice of the project’s financial adviser) that, based on supporting evidence provided, the supplier has the financial and economic standing to undertake a contract of the nature described in this ITT, the authority may give the Supplier a “discretionary pass” and allow the supplier to the next stage of the evaluation process. [↑](#footnote-ref-6)
6. The authority shall have the right to exclude any supplier from this Procurement Process that answers “No” to this section 17 of this Procurement Specific Questionnaire. Where a supplier is excluded under this section 17, its tender response shall be rejected in full and will not be evaluated further. However, where the authority determines (at its sole discretion acting reasonably upon the advice of the project’s financial adviser) that, based on supporting evidence provided, the supplier has the financial and economic standing to undertake a contract of the nature described in this ITT, the authority may give the Supplier a “discretionary pass” and allow the supplier to the next stage of the evaluation process. [↑](#footnote-ref-7)
7. The UK GDPR sets out requirements for how organisations need to handle personal data. For more details please visit:  <https://www.gov.uk/data-protection> [↑](#footnote-ref-8)
8. https://www.gov.uk/government/publications/ppn-0223-tackling-modern-slavery-in-government-supply-chains [↑](#footnote-ref-9)