



Crown
Commercial
Service

Procurement Policy Note – Use of Pre-Qualification Questionnaires

Action Note 08/14 3 July 2014

Issue

1. The standard Pre-Qualification Questionnaire (PQQ) core questions have been revised. This update reflects policy changes, for example in the areas of tax compliance and supplier past performance, and supersedes PPN 01/12 and its associated questionnaire.

Dissemination and Scope

2. The contents of this Procurement Policy Note ("PPN") apply to all Central Government Departments, their Executive Agencies and Non Departmental Public Bodies ("in-scope organisations") in goods and services procurements where a PQQ is deemed appropriate¹. Other Contracting Authorities (e.g. in local government and the wider public sector) are strongly recommended to apply the measures set out in this PPN.
3. Please circulate this PPN within your organisation and to all in-scope organisations for which you are responsible, drawing it to the attention of those with a purchasing role.
4. Upon transposition of the new EU Procurement Directives a new approach to asking questions relating to suppliers' suitability is planned. This is intended to implement Lord Young's reforms to open up public sector procurement and remove barriers for SMEs.

Timing

5. Immediate. The revised PQQ core questions should be adopted from the date of this PPN. If a PQQ has already been issued before this date, there is no need to reissue it in the revised format.

Action

6. The revised PQQ core questions which must be used are located in a separate Annex. The Annex is provided as a standalone pdf file, available via its own link. The content can be copied and pasted into the Contracting Authority's own documentation; all notes to purchaser [\[in blue text within square](#)

¹ Exemptions to this mandate are those procurements which fall within the scope of the Defence and Security Public Contracts Regulations 2011.

brackets] should be deleted at this stage.

7. Note that **PAS 91 must continue to be used exclusively for construction procurements, in place of the PQQ core questions.**

Contact

8. Enquiries about this PPN should be should be directed to the Crown Commercial Service Helpdesk (telephone 0345 410 2222, e-mail info@ccs.gsi.gov.uk).

Background

9. On 11 February 2011, the Prime Minister and the Minister for the Cabinet Office announced a series of measures to make it easier for SMEs to compete for government contracts, including:
 - a. The elimination of the use of PQQs for all Central Government procurements under the EU threshold;
 - b. The standardisation of the PQQ, with the objective of ensuring cross-Government adoption of a shortened/less onerous PQQ template.
10. PPN 01/12, which was published on 10 February 2012, incorporated a revised set of standard PQQ core questions. It also provided clarity on:
 - a. When the use of the PQQ is not permitted; and
 - b. The use of performance bonds in framework agreements.
11. According to the Cabinet Office report *Making Government business more accessible to SMEs: two years on*, published on 8 August 2013, evidence suggests that the 2011/12 abolition of the use of PQQs for contracts of goods and services under the OJEU threshold for goods and services has been a significant step in speeding up central government procurement processes and levelling the playing field for SMEs.
12. Since the publication of the revised standard PQQ core questions as part of PPN 01/12, a number of related policies have come into force. This PPN addresses those changes by incorporating them into a new set of standard PQQ core questions, given in the Annex.

Annex

Pre-Qualification Questionnaire Core Questions