

## Introduction

### What is Online Pre-Qualification Questionnaire?

The online Pre Qualification Questionnaire(PQQ) makes available an electronic PQQ to Suppliers that have had such a document attached to tender notices published on the web site.

Suppliers will receive a standard style of questionnaire once they have expressed an interest in a notice with an electronic PQQ attached. The questions are all completed online and the completed PQQ submitted to the Buyer online.

### When would the Online Pre Qualification Questionnaire be used?

The electronic PQQ will be attached in the main to a Restricted Procedure Notice but can also be used with Competitive Dialogue and Negotiated Procedure Tenders, either for Site or Official Journal (OJEU) Notices

A comprehensive Guide to the creation, submitting and storing of your electronic PQQ's is attached however some key elements are recorded below.

A new area in the website the PQQ Response Workspace is where Suppliers will find stored electronic PQQ's from notices you have expressed an interest in which are pending, awaiting submission, submitted or declined to do so.

The PQQ is a completely electronic process with no option to submit paper documentation such as tax or insurance certificates. Suppliers are required to give evidence/reference to this documentation in the PQQ which can be verified at a later stage if necessary.

The standard style of electronic PQQ along with the set format of the questions, in many cases choosing from a menu of options, will simplify and speed up the process with the online submission of the completed PQQ, assuring a quick and secure delivery to the Buyer.

The provision of an electronic PQQ facility is intended to provide real cost and environmental benefits to the procurement process in Public Sector Tendering.

---

## Contents

	Page
<b>1. PQQ Response Workspace</b>	3
1.1 <i>Pending PQQ Responses</i>	3
1.2 <i>Submitted PQQ Responses</i>	3
<b>2. PQQ Responses</b>	4
2.1 <i>Creating A New Response</i>	4
2.2 <i>Complete A PQQ Response</i>	6
2.3 <i>Edit An Existing Response</i>	10
2.4 <i>Delete A response</i>	12

---

## 1. PQQ Response Workspace

The PQQ Response Workspace is the area of the site where suppliers can control all aspects of the PQQ responses they create and submit them to the purchaser for evaluation.

**Main Menu > Suppliers > PQQ Online > PQQ Response Workspace**

### 1.1 Pending PQQ Responses

Pending PQQ Responses are those which have been created for a specific PQQ but not yet completed and submitted for scoring and evaluation.

#### Pending PQQ Responses

Listed below are all the PQQ responses not yet submitted to the purchasing authority. These responses must be submitted before the PQQ deadline date.

ID	Title	PQQ Deadline	Action
----	-------	--------------	--------

Figure 33

From this section the supplier can View, Edit (*see 5.3*), submit (*see 5.4*) or Delete (*see 5.5*) a PQQ Response.

### 1.2 Submitted PQQ Responses

Submitted PQQ Responses are those responses which have been submitted to the authority for scoring and evaluation.

#### Submitted PQQ Response List

Listed below are all the PQQ responses you have submitted to purchasing authorities.

ID	Title	PQQ Deadline	Action
----	-------	--------------	--------

Figure 34

Submitted PQQ Responses cannot be edited at any time or deleted.

## 2. PQQ Responses

### 2.1 Creating A New Response

To respond to a PQQ, the supplier must first record their interest in the Tender Notice which has the relevant PQQ attached.

After recording their interest in the notice, the supplier can respond to the PQQ as follows:

- a. A new PQQ Response can be created from the suppliers 'PQQ Response Workspace'

#### **Online PQQ - Response Workspace**

Welcome to your online PQQ (*Pre-Qualification Questionnaire*) response workspace. From here you can control all aspects of the PQQ responses you create and submit them to the purchaser for evaluation.

[Create a new PQQ Response](#)

*Figure 35*

**Main Menu > Suppliers > PQQ Online > PQQ Response Workspace**

At the top of the supplier's workspace the supplier can choose to create a new PQQ Response by clicking the **Create a New PQQ Response** link at the top of the page.

- b. A new PQQ Response can be created from the main menu.

**Main Menu > Suppliers > PQQ Online > Create PQQ Response**

---

The two actions described above will take the supplier to their PQQ Interest List. This is a list of all tender notices where the supplier has recorded an interest and has a PQQ attached. The list only displays those tender notices where the supplier has not yet started a PQQ Response.

**Main Menu > Suppliers > Interest List**

## PQQ Interest List

Below you can view a list of all your noted interests where you have not yet created a PQQ response. The PQQ responses for these noted interests must be submitted before the PQQ deadline passes.

To begin creating an online PQQ response please *click* the appropriate **Respond** link.

### PQQ Notices

Notice Title	Notice Deadline	PQQ Deadline	Action
David PQQ - Final Financial Test	13/02/2009	29/08/2008 08:00	<a href="#">Respond</a>

Figure 36

The supplier should then click the **Respond** link next to the appropriate tender notice. This will take the supplier to the History Show page for that notice, where upon they will be able to begin creating a new PQQ Response by clicking the **Create PQQ Response** link.

Please note that PQQs which have expired cannot be responded to and will remain in the list until the notice deadline date has passed.

## Past Interest Details

Details of the notice are shown below.

? [Create PQQ Response](#)

Summary
Full Text
Further Info
Library
Contact Info
Coding

Figure 37

The supplier will then be taken to the first stage of the PQQ Response. (See 5.2 **Complete a Response** for details on how to complete the PQQ Response)

## 2.2 Complete A PQQ Response

Completing a PQQ Response involves answering a series of questions, none of which are mandatory. The more questions that are answered however present a greater chance that the response will be scored and evaluated favourably for the supplier.

The first step towards completing a PQQ Response is for the supplier to select the appropriate type of response.

### PQQ Response Create

Please select whether you would like to create a new blank response or copy the answers to a similar response. Click the **Create** button to create the response.

Figure 38

The supplier has two options for creating a new response:

1. Firstly the supplier can decide to create a new blank response which means they have to answer all of the questions from the beginning. Typically this will happen if this is the first PQQ of this type that the supplier has answered e.g. the supplier's first Construction PQQ.
2. The second option for creating a new PQQ response is for the supplier to select a previous response. The previous response list is generated based on the templates selected for the PQQ by the purchaser. If the supplier has responded to a PQQ which used the same template as this PQQ, then that response become available. (See 2. Templates)

If a previous response is selected then the supplier must ensure that they check all of the previous answers to make sure they are still valid.

If the supplier is happy with their response selection they should click the **Create** button to progress to the next stage.

Depending on the template used in the PQQ, a defined set of questions is created and should be answered by the supplier.

## PQQ Response Question

Please complete the relevant details below and *click* the Next button.

Jump to: 1.1 Tax Clearance ▼

**Question Details**

Question No: 1:1

Title: Tax Clearance

Description: If you have a current tax clearance certificate please enter the details below:

Answer:

Registration No	Tax Certificate No	Expiry Date

Please tick the box to confirm that the authority has permission to check your tax cleared status using the Revenue Commissioners on-line verification facility.

**Criteria Rationale:**

tax rationale

**Scoring Scheme:**

tax scoring scheme

Figure 39

The supplier can jump to any question in the PQQ Response using the Jump to facility at the top of the question as per figure 26.

After completing all of the questions for the PQQ Response the supplier will have to submit the response to be scored.

### PQQ Response Submit

If you are now ready to submit this PQQ response for evaluation, please enter the required details, accept the declaration and *click* the **Submit** button.

If you are not ready to submit your response then please *click* the **Cancel** button to save your response details and return at a later date.

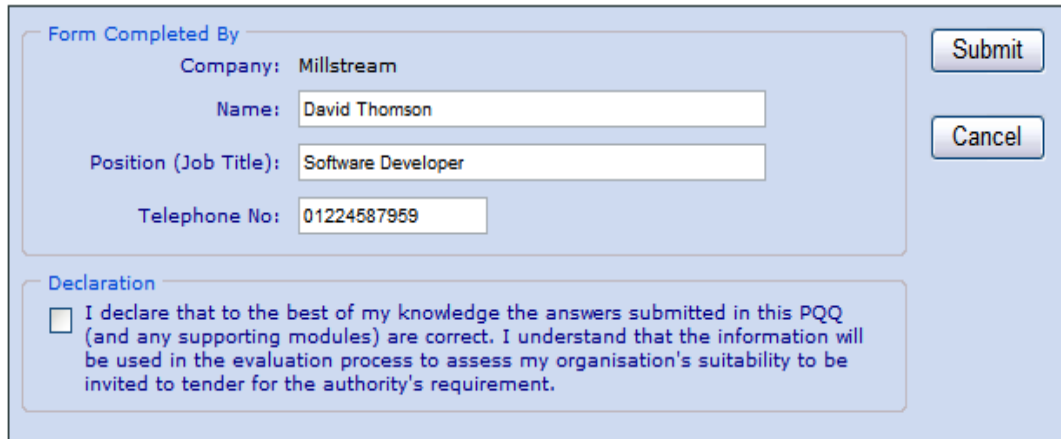


Figure 40

To submit a PQQ Response the supplier should provide their name, job title and telephone number. The supplier must also accept the declaration before they can submit the response. The PQQ response can also be reviewed at the foot of the submit page.

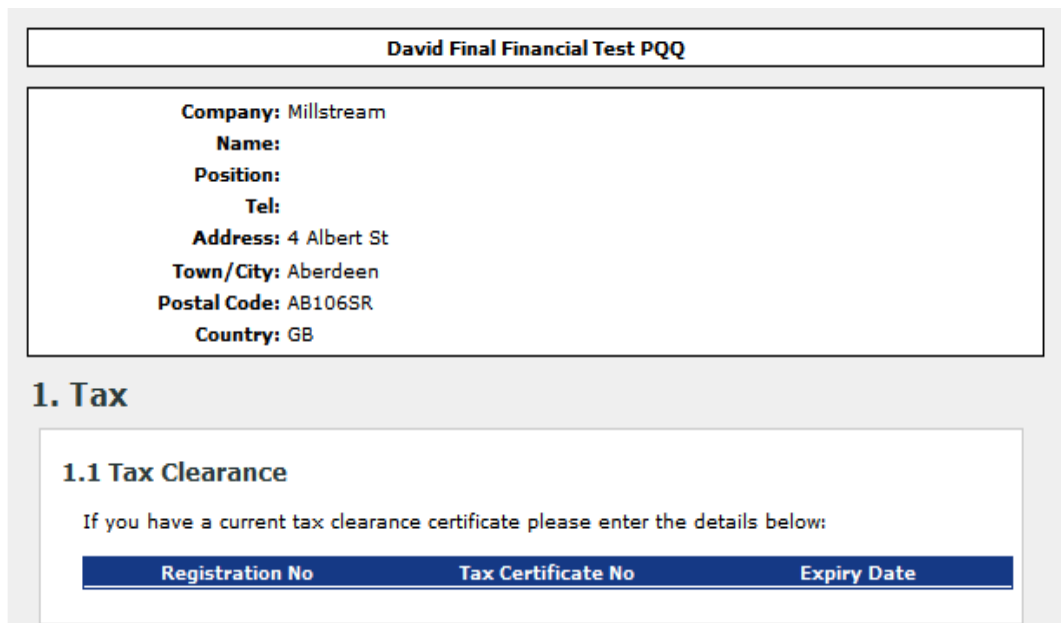


Figure 41

The PQQ Response Submit page can also be accessed via the suppliers PQQ Response Workspace. (See 4.1 Pending PQQ Responses)

When the supplier is happy that the PQQ Response is complete they should submit the response by clicking the **Submit** button. This will submit the PQQ Response to the authority to be scored and the supplier will be returned to their PQQ Response Workspace. The supplier should now see the PQQ Response in their **Submitted PQQ Response List**.

---

## 2.3 Edit An Existing Response

The supplier can **edit** an existing PQQ Response at any time before the response is submitted for scoring.

To edit an existing PQQ Response the supplier should *click* the **Edit** link from the Pending PQQ Response list in their PQQ Response Workspace for the appropriate response.

### Pending PQQ Responses

Listed below are all the PQQ responses not yet submitted to the purchasing authority. These responses must be submitted before the PQQ deadline date.

ID	Title	PQQ Deadline	Action
661	David Final Financial Test PQQ	29/08/2008 08:00	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Submit</a>   <a href="#">Delete</a>

Figure 42

This will then take the supplier to the Response Show page which displays a list of all of the sections in the PQQ.

### PQQ Response Details

[Return to PQQ Response List](#)

<b>David Final Financial Test PQQ</b>	
Millstream Associates Ltd	<b>Deadline:</b> 29/08/2008

[View](#)

Details of the sections that comprise this PQQ are shown below. You can open a section to answer the attached questions.

No	Title	Action
1	Tax	<a href="#">Open</a>
2	Insurance	<a href="#">Open</a>
3	Accounts	<a href="#">Open</a>

Figure 43

To view the questions the user should click the **Open** link next to the appropriate section, which will then display all of the questions which have to be answered in that specific section.

## PQQ Response Section - Questions

Details of the questions that comprise this PQQ response section are shown below. The answer to the question can be entered/modified by *clicking* the **Answer** link next to the appropriate question.

[Back to PQQ Response](#)

### David Final Financial Test PQQ

#### 1. Tax

No	Title	Action
1	Tax Clearance	<a href="#">Answer</a>

Figure 44

To answer a question the user should click the Answer link next to the appropriate question. This will then take the supplier to that specific question, where upon the supplier can go onto complete the PQQ Response as described in the previous section. (See 5.2 Complete a PQQ Response)

## 2.4 Delete A response

A PQQ Response can be deleted at any time up until it is submitted for scoring.

To delete an existing PQQ Response the supplier should *click* the **Delete** link from the Pending PQQ Response list in their PQQ Response Workspace for the appropriate response. (See figure 29)

---