

## **PROVIDER'S GUIDE TO RECEIVING & COMPLETING A PRE- QUALIFICATION QUESTIONNAIRE (PQQ)**

There is at least 3 ways to receive a PQQ:-

- By direct invitation
- By responding to an advertisement
- By general enquiry (usually at the time of PQQ going out)

PQQs are not restricted to a pre-determined list of Providers. They can be obtained (free of charge) by anyone requesting them and wishing to forward an expression of interest.

Once received, check to ensure that you have all parts to the PQQ before going any further. If you have any parts missing, inform the sender immediately. Follow the instructions for completion carefully after first reading through all of the documentation. Note the last date for return of your submission.

Carefully complete the PQQ as required ensuring that you have answered all of the questions in all of the sections comprehensively and in clear format. Avoid answering questions with "please refer to the attached" (unless specifically requested) as the Project Officers do not have the time to search for information on websites, in catalogues, booklets or lists and the like. It should be remembered that Project Officers often judge Providers' submissions as a 'measure' of the company's capabilities and will not be impressed by poorly presented text.

**4** Once you are happy that everything in the PQQ has been completed as comprehensively as possible, is presented in a clear, easy-to-read format, without errors or ambiguity, your submission can then be returned, as per the given instructions, ensuring that it is within the stated time frame as waivers will not be granted for late submissions.

**PLEASE MAKE YOUR SUBMISSION COUNT - YOU WILL ONLY GET ONE  
CHANCE TO BE SHORTLISTED TO RECEIVE TENDER DOCUMENTS.**

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Last Updated: 24<sup>th</sup> June 2009