

Pre-qualification questionnaire guidance

A pre-qualification questionnaire should request the following details from each potential bidder:

Company information, financial information and mandatory exclusions	
Technical Ability	It is important to gauge the technical ability and experience of your potential service supplier so that they can demonstrate the level of experience that you require.
	The potential contractors should be asked for references for contracts – describing the service in detail. For instance, you could ask them to provide details of three contracts, that are relevant to your requirements, and that the contracts for supplies or services should have been performed during the past three years and works contracts from the past five years; with consideration as to what would be relevant to your organisation type and its size and complexity of service.
	To assist in identifying the most qualified suppliers to tender, technical ability (i.e., subjective quality criteria) can be assessed. These can be weighted as a percentage of 100% in the importance of the criteria to you.
Quality	You will need to be clear with the potential service providers how you are awarding the points by using descriptors for each of the scores. These descriptors should be relative to each other and be clear in the individual elements that make up the descriptor. They could include: <ul style="list-style-type: none"> • the clarity and quality of the information and evidence provided • the service quality level they appear to be able to provide • the confidence they give you that they can provide the services • concerns you have • if they can provide added value
	Against these you could judge whether they are excellent, good, acceptable, whether there are minor or major issues, or whether the information provided is not of an acceptable standard.
Informing potential suppliers of your decision	You will need to inform both the successful and unsuccessful potential suppliers of your decision. The clearer that you make your assessment process, ensuring transparency and fairness and disclosing clear feedback, the less likelihood of any challenge by unsuccessful companies.