

PQQ (Pre Qualification Questionnaire) Process (Stage 1)

Publication of PQQ

PQQ will be publicised via local press (usually the Business Journal), a trade magazine if applicable, on the webpage of the organisation and the OJEU if applicable. The advert will usually be submitted by the procurer on the Friday on which the OJEU advert is placed, for publication on the Wednesday after the OJEU advert appears – under EU law the OJEU advert must appear first.

What if you have technical problems?

It is important that you contact the procurer as soon as possible if you are having IT problems or if you are struggling to access the electronic tendering system. The procurer will help find a solution to your problem. **It is important that you leave yourself sufficient time to submit your PQQ – allowing for any technical problems!** If you have left submission too close to the deadline (e.g. deadline 12 noon – your submission time 11.50) the procurer may not be able to assist with such short notice.)

What if you have queries about the PQQ?

Queries will be dealt with by the procurer named in the advert – however, the procurer will usually request the submission of all queries via the electronic tendering system so that responses are available to all tenderers.

Submission of PQQ

The PQQ is handled electronically and tenderers must register on the relevant electronic portal (e.g. NEPO – www.nepoportal.org)

IMPORTANT TO NOTE THE CLOSING DATE!!! PQQ's submitted after the deadline will NOT be considered.

Receipt of PQQ

As all PQQ's are submitted electronically, they will all be opened together after the closing date by the verifier who is usually a representative of the Personnel or Legal Team. Once the PQQ's have been received, the evaluation process begins. Various teams such as Finance, Health & Safety, Quality & Environmental will check and evaluate each PQQ; and the client (service/user department) will score the technical aspect of the PQQ. This process can take time (anything from 3 to 6 weeks – and sometimes longer!)