SPD Summary & Hints

Quickfire Guide

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SPD Summary

The SPD:

- used to be referred to as the ESPD
- is a standard questionnaire
- is used by buyers to ask exclusion and selection questions
- cannot have questions added or existing questions amended by the buyer and therefore should only contain questions that are relevant and proportionate to the procurement exercise
- should contain minimum requirements for certain selection questions where relevant e.g. if a procurement exercise had insurance requirements the buyer will include the insurance levels needed
- is a self-declaration process i.e. bidders do not need to provide up-front evidence. Normally only the supplier who is likely to be awarded the contract will be asked for this information by the buyer at the award stage
- you are expected to answer all questions truthfully
- data previously submitted in an SPD can be re-used by the bidder (as long as it is relevant and correct for the new current procurement exercise).

SPD Process in Summary

- the buyer will determine which standard SPD questions are required
- the buyer will include any minimum requirements in either the Public Contracts Scotland (PCS) SPD Module or in the Contract Notice
- the contract notice is published via PCS by the buyer
- you decide whether to submit a bid
- you must respond to the SPD in the format the buyer has specified
- the buyer will normally only request evidence/certification before contract award.

Hints

You should:

- register on PCS and PCS-Tender
- raise any queries with the buyer
- allow as much time as possible to raise clarifications/complete your bid
- ensure responses are relevant to the particular procurement exercise
- double-check all responses before submitting your bid.