

# Sell2Wales

## SQuID User Guide



Llywodraeth Cymru  
Welsh Government

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## Introduction

The Suppliers Qualification Information Database (SQuID) is a common catalogue of questions and processes for use at the supplier selection stage of procurement. For the buyers it provides a set of standard questions and a wizard tool for selecting the most appropriate questions for each individual procurement.

For suppliers, initially it means that they see greater standardisation of approach across the public sector in terms of supplier selection. In September 2015, we will be launching the SQuID online which means that suppliers' responses to a previous PQQ or ITT can be stored in a database and can be re-used for many procurements. This means that the process of tendering is simplified and saves time and money in reducing the need to provide the same information every time they respond to a procurement request.



## Your Buyer SQuID Control Panel

### Locating the Control Panel

The Buyer SQuID Control panel is the area of the site where you manage all of your Squizard exercises and SQuID question sets. To access the Control Panel you must sign into <http://www.sell2wales.gov.uk/> and go to the Buyer Control Panel.

Main Menu > Buyers > Buyer Control Panel

**Buyer Control Panel**  
Welcome to your Buyer Control Panel David. Please *click* a link in one of the appropriate sections to access the area of the site you require.

NOTICES	ORGANISATION	SUPPLIER SEARCH	HELP & RESOURCES
<ul style="list-style-type: none"><li>▪ Create New Notice</li><li>▪ My Unpublished Notices</li><li>▪ Buyer Unpublished Notices</li><li>▪ My Published Notices</li><li>▪ Buyer Published Notices</li><li>▪ Quick Quotes</li><li>▪ Stage 2 Notices</li><li>▪ Access eTenderwales</li></ul>	<ul style="list-style-type: none"><li>▪ Buyers Profile/User List</li><li>▪ Document Library</li><li>▪ Agents</li><li>▪ Reports</li></ul>	<ul style="list-style-type: none"><li>▪ Supplier Finder</li><li>▪ Search by Details</li><li>▪ Search by Category</li></ul>	<ul style="list-style-type: none"><li>▪ User Guides</li><li>▪ FAQs</li><li>▪ Contact Us</li><li>▪ Site Mailer</li></ul>

MY ACCOUNT	SQUID
<ul style="list-style-type: none"><li>▪ User Details</li><li>▪ Change Password</li></ul>	<ul style="list-style-type: none"><li>▪ SQuID Control Panel</li></ul>



## Understanding the SQuID Control Panel

Below is a list of terms you should familiarise yourself with before starting the SQuID process:

**SQuID** is a set of common core questions to use in the selection stage.

**Squizard** is a risk based questionnaire that will help you generate the most appropriate set of SQuID questions.

**Started** Squizards are questionnaires which have not yet been completed and can be continued at any point.

**Finished** SQuIDs are completed question sets ready for use in a procurement exercise. You cannot edit these question sets.

**Guidance** is text provided to the suppliers along with the core SQuID questions.

**My SQuIDs/Squizards** lists are a quick way for you to locate squizards or SQuIDs generated by your own registration.

**Buyer SQuIDs/Squizards** lists display all of the squizards or SQuIDs created by users of your organisation, including your own.

### Buyer SQuID Control Panel

Welcome to your Control Panel. SQuID is a set of common core questions to use in the selection stage of a procurement.

You will build your SQuID question set using the Squizard. This is a risk based questionnaire that will help you generate the most appropriate set of SQuID questions for your procurement.

You can use the SQuID question sets for OJEU open and restricted procedures and for procurements that fall below EU thresholds – essentially any time you need to question bidders on their financial and technical competency and their track record, it can be used.

#### Definitions:

- SQuID is a set of common core questions to use in the selection stage.
- Squizard is a risk based questionnaire that will help you generate the most appropriate set of SQuID questions.

#### Manage SQuIDs

- My Finished SQuIDs
- My Started Squizards
- Buyer Finished SQuIDs
- Buyer Started Squizards
- View Question Guidance

Start New Squizard

#### SQuID Questions

- View All Questions
- View SQuID Sections

#### SQuID Help

- What is SQuID?
- User Guide 📖




## Answering a Squizard Questionnaire

### How to Start a New Questionnaire

From the **Buyer SQiD Control Panel** *select* **Start New Squizard** from the **Manage SQiDs** section.

Main Menu > Buyers > Buyer Control Panel > Buyer SQiD Control Panel

Manage SQiDs	SQiD Questions	SQiD Help
<ul style="list-style-type: none"><li>My Finished SQiDs</li><li>My Started Squizards</li><li>Buyer Finished SQiDs</li><li>Buyer Started Squizards</li><li>View Question Guidance</li></ul> <p><b>Start New Squizard</b></p>	<ul style="list-style-type: none"><li>View All Questions</li><li>View SQiD Sections</li></ul>	<ul style="list-style-type: none"><li>What is SQiD?</li><li>User Guide </li></ul>



You will now be presented with a set of questions:

- **Bilingual SQulDs** – Choose either “create in English and Welsh” or “Create in English only” depending on whether you wish to produce a question set in one or two languages. Note that this option cannot be amended once the squizard has been started.
- **Title** – A descriptive title for your squizard exercise. This field is mandatory.
- **Description** – A description of the squizard exercise. This field is optional.
- **Notes** – Notes relating to the squizard exercise for internal use only. This field is optional.

1. Start >> 2. Questions >> 3. Confirm >> 4. Options >> 5. Pass/Fail >> 6. Guidance

Start to develop your SQulD by entering the relevant details below. Once you have entered these details you will be required to complete the Squizard to generate a SQulD question set. If you are returning to a previously started Squizard you will be taken to the last Squizard question you completed before exiting the system. Once complete *click* the **Save** button.

NB. This does not create a SQulD export containing both languages. If you require both a Welsh and English SQulD then you will need to export two files, one in each language.

Required answers are marked with an asterisk (\*)

**\* Bilingual SQulDs**

It is recommended that you create this squizard in English and Welsh so that the completed SQulD can be exported in both languages.

**This option cannot be changed once the squizard has been started.**

Create in English and Welsh

Create in English Only

**\* Title**

Framework Agreement for the Provision of Works to Highways Structures

**Description**

Framework ID 2435 for provision of works to Highways Structures throughout Wales.

**Notes (for buyer eyes only)**

To be tendered in July 2015

**Note:** Clicking the Save button will lock this squizard for edit and only you will be able to make changes. You can unlock the squizard by using the Unlock link on the **My Started Squizards** page.

**Save** **Cancel**

After entering the appropriate answers to the questions *select Save* which will take you to the Squizard questionnaire.



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## Working through your Questionnaire

After completing the introductory details for your questionnaire you will now work your way through a risk based questionnaire that will help you generate the most appropriate set of SQuID questions. The process of answering the questions is carried out in the **Squizard Questions** tab.

Each question is displayed in turn under the 'Question Answer' section.

After reading the current question you should choose from the available answers in the dropdown list to the right of the question and then *select* **Continue**.

As you answer the questions the amount of overall questions will increase dependent on your answers.

Many of the questions have accompanying guidance for buyers and can be accessed by *selecting* **Guidance**.

As you answer certain financial appraisal questions your risk score will increase as displayed against 'Your Risk Score'.

There is the option to add a note to any of your questions by *selecting* **Buyer Notes**. These notes are for your own organisation only and will not be displayed to the buyer.



SQUIZARD		SQUID			
<b>Squizard Questions</b>	Questionnaire	All Questions	SquID Questions	Included	Excluded

Answer each question in turn, selecting your answer from the drop-down box and then clicking "continue". At any point during the Squizard process you can return to an earlier Squizard question from the Questionnaire tab.

Once you answer questions in the "Economic/Financial Standing" section, check the 'Risk Score' box to see your risk score, based on your answers so far, to determine your method for checking the financial stability of the bidders.

---

**BACKGROUND QUESTIONS** Question 1 of (17 *increases as you progress*)

**QUESTION ANSWER - answer the current squizard question**

Is your procurement connected to construction works?

Please select from the available answers below

Please select...

---

**YOUR RISK SCORE**

Your risk score is shown below, based on your answers so far, to determine your method for checking the financial stability of the bidders.

**0** points **Insurance Only**

Your risk score is 0 - 3 points. This suggests your procurement has up to approx £35k impact. It is recommended that you check insurance only.

The guidance below is used to determine your method for checking the financial stability of the bidders.

- 0 - 3 points (up to approx £35k impact): check insurance only
- 4 - 7 points (approx £35-85k impact): light-touch check of financial standing
- 8 or more points (approx £100k impact and over): in-depth check of financial standing

*GUIDANCE - see further guidance relating to this question.*

*BUYER NOTES - add a note about this question for your own reference*

At any point you can save and exit the process to come back and complete the squizard at a later date. By **selecting Save & Exit** the work you have done to date will be saved and the squizard exercise will be locked for editing by your registration only.

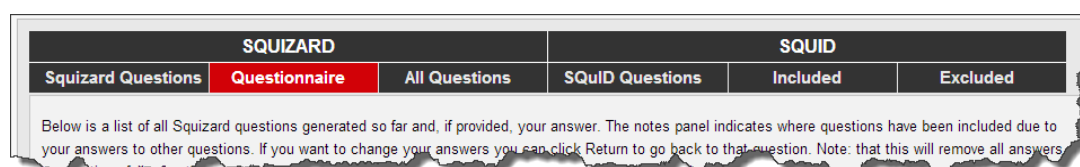




## Understanding the Sections

There are six tabbed sections at the top of the questionnaire process page. The questions in the questionnaire sections are grouped under **Squizard** and the questions to be exported at the end of the exercise are grouped under **SQuID**.

Other than the **Squizard questions** tab described in the previous section there are five other tabs which are explained below:



- **Questionnaire** – A list of the Squizard questions which have been generated for you to answer based on the answers you have provided up to any given point. This also shows the notes you have provided against any question and in some cases why a particular question has been included for you to answer.
- **All Questions** - A comprehensive list of all the possible questions you may be asked in this questionnaire.
- **SQuID Questions** - A comprehensive list of all the qualification stage questions.  
**Included** - A list of all of the qualification stage questions which will be recommended based on the squizard questions already answered.
- **Excluded** - A list of all of the SQuID questions which up to this point have not been recommended based on the questions already answered.



## Changing Your Answer to a Question

If you wish to change the answer to a previously answered question you can do this from the Questionnaire tab. To return to a previous question you should *select Return* next to the appropriate question.

Note: that this will remove all answers to questions that follow the one you choose to return to. The reason for this is that the questions in the questionnaire are generated based on your answers, and therefore the rules have to be reset to ensure you are answering the correct questions.

The screenshot shows a web interface with two main tabs: SQUIZARD and SQUID. Under SQUIZARD, there are sub-tabs: Squizard Questions, Questionnaire (selected), and All Questions. Under SQUID, there are sub-tabs: SQuID Questions, Included, and Excluded. Below the tabs, there is a text block explaining the list of questions and the 'Return' button functionality. The main content is a table with columns: ID, Question, Answer, and Notes. The table is divided into sections: BACKGROUND QUESTIONS and SECTION A - SUPPLIER ACCEPTABILITY. The 'Return' buttons for questions 1, 3, 4, and 5 are circled in red.

ID	Question	Answer	Notes
SectionTitle: BACKGROUND QUESTIONS			
1	Is your procurement connected to construction works?	-	-
SectionTitle: SECTION A - SUPPLIER ACCEPTABILITY			
3	Mandatory Exclusions The SQuID has included questions regarding the mandatory grounds for exclusion.	-	-
4	Discretionary Exclusions It is recommended that you include questions allowing you to exclude suppliers who fail to meet the discretionary grounds for exclusion as laid down by the Public Contract Regulations. Do you want to include them?	-	-
5	Conflicts of interest It is normally appropriate to ensure there are no conflicts of interest as the result of relationships between people working for the bidder and officials or officers of the buyer. Do you wish to include this question?	-	-



## Finishing a Squizard Questionnaire

### Completing the Questionnaire

After working your way through all of the questions in the questionnaire there are four remaining steps required to finish your questionnaire before exporting the completed SQuID question set.

1. You will have the opportunity to exclude or include standard SQuID questions and add your own bespoke questions.
2. You will be able to mark certain questions as mandatory for the supplier to answer and pass/fail if a certain answer would result in the supplier failing the process.
3. Where you have set questions as pass/fail you will have to enter the parameters by which an answer would result in failure.
4. You will have the opportunity to modify the supplier guidance for each question.

You can at any point return to the relevant stage of the completion process using the breadcrumb trail.



To confirm you have completed the squizard select **Continue** which is presented at the end of the questionnaire.

At this point you can still access your questions via the Questionnaire tab or by *selecting View Answers*.

SQUIZARD		SQUID			
<b>Squizard Questions</b>	Questionnaire	All Questions	SQuID Questions	Included	Excluded

GUIDANCE - see further guidance relating to this question.

**QUESTION ANSWER - answer the current squizard question**

You have now completed the Squizard questions and can proceed to your SQuID question set.  
To do so select "Continue". To view your Squizard answers select "View Answers".

**Continue** **View Answers**

BUYER NOTES - add a note about this question for your own reference

**Save & Exit**



## Including and Excluding Questions

The next step presents you with a list of the SQuID Questions included or excluded for export. At this point you have the option to manually include or exclude questions.

To exclude a question from the export you go to the **Questions Included** tab and *select Exclude* next to the relevant question.

Continue Save & Exit

Questions Included (51) Questions Excluded (56)

### INCLUDED QUESTIONS

Below is a list of all SQuID questions included in your question set. If you want to exclude a question you can do so by clicking "Exclude" next to the selected question. The question will then appear in the "Excluded" tab.

You can also create a new bespoke question to add to the question set for this SQuID by clicking the "Create a Question" button.

The order of the included questions can be changed by using the "Move Up" and "Move Down" arrows.

**Bravo Export Note:** If you are exporting your question set to Bravo, all Bespoke questions will appear at the end of the export file in their own section, regardless of any changes you make to the order below.

Create a Question

ID	Question	Note to Buyer	Re-Order	Actions
SectionTitle: SECTION A - SUPPLIER ACCEPTABILITY				
SAGen001a01v03	Regulation 57 (1-7) of the Public Contracts Regulations 2015 sets out grounds on which a bidding organisation must be deemed ineligible to tender for, or be awarded, a public contract. Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other	-	↑ ↓	Exclude

To include a question for export you go to the **Question Excluded** tab and *select Include* next to the relevant question.

Continue Save & Exit

Questions Included (51) Questions Excluded (56)

### EXCLUDED QUESTIONS

Below is a list of all SQuID questions excluded from your question set. If you want to include a question you can do so by clicking "Include" next to the selected question. The question will then appear in the "Included" tab.

ID	Question	Note to Buyer	Actions
SectionTitle: SECTION A - SUPPLIER ACCEPTABILITY			
SAGen002a01v02	Regulation 57 (8) of the Public Contracts Regulations 2015 sets out discretionary grounds on which a bidding organisation may be deemed ineligible to tender for, or be awarded, a public contract. Should it become apparent to the buying organisation that any of the following situations has applied to your organisation within the past 3 years, or currently applies to your organisation, you may be excluded	You cannot apply an automatic exclusion to any of these criteria. You will need to consider each one on a case by case basis, assessing any evidence that suppliers have self-cleaned.	Include



## Creating Bespoke Questions

You have the option to create your own bespoke questions specific to your procurement exercise to be included in the question set. To do this *select* **Create a Question**.

**Continue** **Save & Exit**

**Questions Included (51)** **Questions Excluded (56)**

### INCLUDED QUESTIONS

Below is a list of all SQulD questions included in your question set. If you want to exclude a question you can do so by clicking "Exclude" next to the selected question. The question will then appear in the "Excluded" tab.

You can also create a new bespoke question to add to the question set for this SQulD by clicking the "Create a Question" button.

The order of the included questions can be changed by using the "Move Up" and "Move Down" arrows.

**Bravo Export Note:** If you are exporting your question set to Bravo, all Bespoke questions will appear at the end of the export file in their own section, regardless of any changes you make to the order below.

**Create a Question**

You must then assign the new question to an existing section using the drop down menu before entering the question text and supplier guidance. Note: if you have chosen to do a bilingual SQulD exercise the text must be provided for both languages.

**Question Details**

\* Section  
SECTION A - SUPPLIER ACCEPTABILITY

\* Question Text  
Are you ISO27001:2013 accredited?

\* Supplier Guidance  
ISO27001 is an information security standard.



You must provide the answer type associated with the question choosing from the following:

**Yes/No Value:** The response can be selected as Yes or No

**Options List:** This provides a list of response options for a single option to be selected

**Multi Choice Options List:** More than one response option can be selected from the Multi Choice Options List

**Text:** This question type allows a text response of up to 2000 characters to be entered

**Numeric:** The response entered must be strictly numeric

**Date:** This question type requires a date

**Attachment:** The response will require an attachment to be uploaded

If you select options list or multi choice options list you must also add the possible answers. To do this *select Update* and then add each possible answer.

**Answer Details**

Please select the Answer Type for this question and then *click* the **Update** button to display any additional fields for the selected type.

- **Yes/No Value:** The response can be selected as Yes or No
- **Options List:** This provides a list of response options for a single option to be selected
- **Multi Choice Options List:** More than one response option can be selected from the Multi Choice Options List
- **Text:** This question type allows a text response of up to 2000 characters to be entered
- **Numeric:** The response entered must be strictly numeric
- **Date:** This question type requires a date
- **Attachment:** The response will require an attachment to be uploaded

\* Answer Type  
Options List

If necessary, the order of the answers can be changed by using the "Move Up" and "Move Down" arrows.

Answer	Answer Text	Re-Order	Delete
A	Yes	↑ ↓	×
B	No	↑ ↓	×
C	We are working towards accreditation to be in place no later than 30th June 2015	↑ ↓	×

When your question set is complete *select Continue*.



## Setting questions and mandatory and pass/fail

You can optionally flag questions as mandatory and/or pass/fail.

Marking a question as mandatory means the supplier must provide an answer when completing the SQuID.

Marking a question as pass/fail means suppliers can pass or fail the tender process depending on their answer to these questions.

When the facility for suppliers to respond to SQuID questionnaires has been introduced on Sell2Wales, scheduled for September 2015, suppliers will be provided with information on which questions may cause them to fail before they begin completing the questionnaire. If you are exporting your question set to etenderwales, only the Pass/Fail settings for Option List and Multi Choice Option List question types will be carried over. Additionally, etenderwales cannot accept Pass/Fail details for Bespoke questions.

To mark questions as mandatory or pass/fail you should tick the box in the relevant column. Some questions cannot be marked as mandatory or pass/fail in which case 'N/a' will be shown in the column.

[Continue](#) [Save & Exit](#)

**QUESTION ADDITIONAL OPTIONS**

Please mark below which questions are mandatory and which are pass/fail.

**Mandatory Questions:** Suppliers must provide an answer to these questions when completing the SQuID.

**Pass/Fail Questions:** Suppliers can pass or fail the tender process depending on their answer to these questions. You will be asked for more details in Step 5.

**Bravo Export Note:** If you are exporting your question set to Bravo, only the Pass/Fail settings for Option List and Multi Choice Option List question types will be carried over. Additionally, Bravo cannot accept Pass/Fail details for Bespoke questions.

ID	Question	Note to Buyer	Mandatory	Pass/Fail
SectionTitle: SECTION A - SUPPLIER ACCEPTABILITY				
SAGen001b01v02	If you answered "yes" to question SA.GEN.01a provide details that will enable the buyer to determine whether or not it is required to exclude you under the mandatory grounds for exclusion laid out in Regulation 57 of the Public Contracts Regulations 2015.	-	N/a	N/a
SAGen001c01v01	Within the past five years has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?	-	<input checked="" type="checkbox"/>	N/a
CCGen003a01v02	Does your organisation's turnover in the last financial year exceed the threshold set in the guidance to this question? If you are bidding as, or on behalf of a consortium please base your answer on consolidated data from relevant consortium members. If you are successful you must be in a position to provide evidence if required prior to	Replace this question with a more focused requirement-specific question if it is likely that the bidding organisations will be larger / more diversified organisations where much of their turnover is irrelevant to their ability to deliver the requirement. Where	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Once you have marked all your questions appropriately *select Continue.*





## Providing details of Pass/Fail questions

For each question that you marked as Pass/Fail in the previous step, you must update the pass/fail answers or add some Pass/Fail guidance for the supplier. To do this you must *select Edit* next to each question.

[Continue](#) [Save & Exit](#)

Pending (3)Updated (0)

### PENDING QUESTIONS

Below are the questions you selected as pass/fail which still need to be updated. Please select 'Edit' to provide further information on the circumstances that would result in a fail.

ID	Question	Pass/Fail Details	
SectionTitle: SECTION C - CAPACITY & CAPABILITY			
CCGen003a01v02	Does your organisation's turnover in the last financial year exceed the threshold set in the guidance to this question? If you are bidding as, or on behalf of a consortium please base your answer on consolidated data from relevant consortium members. If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	-	<a href="#">Edit</a>
CCGen003a02v01	Does your organisation's turnover in the financial year before last exceed the threshold set in the guidance to this question? If you are bidding as, or on behalf of a consortium please provide consolidated data from relevant consortium members and explain how you have arrived at your figure.	-	<a href="#">Edit</a>
SectionTitle: SECTION E - EQUAL OPPORTUNITIES			
EOGen003a01v02	Do all employees (including those from your consortium members where relevant) that come into contact with the public, or with a client's staff members, receive equalities training?	-	<a href="#">Edit</a>

[Continue](#) [Save & Exit](#)





You must then provide details of what answer would cause the supplier to fail. If the question is a yes/no, options list or multi choice options list you are asked to select the answer or answers which would result in a fail. You are also requested to input text to explain the circumstances of a pass/fail. Once you have entered these details *Select Continue*.

**Question Text**

Does your organisation's turnover in the last financial year exceed the threshold set in the guidance to this question? If you are bidding as, or on behalf of a consortium please base your answer on consolidated data from relevant consortium members. If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.

**Note to Buyer**

Replace this question with a more focused requirement-specific question if it is likely that the bidding organisations will be larger / more diversified organisations where much of their turnover is irrelevant to their ability to deliver the requirement. Where necessary set a threshold against turnover, bearing in mind that the threshold should not be greater than twice the contract value, unless you are able to justify this.

**\* Pass/Fail Answers**

Please select which answer will cause the supplier to Fail:

Yes

No

**Pass/Fail Details**

The Pass/Fail details will be displayed to the supplier to explain why a question is pass/fail and/or why particular answers have been marked as pass/fail.

**\* Pass/Fail Details**

Your turnover in the last financial year must exceed the threshold set in the guidance to this question (£150,000)

**Continue** **Cancel**

Questions which are still to be updated are found in the Pending tab, and questions which you have already updated can be found in the Updated tab. Once you have updated them all *select Continue*.



## Modifying SQuID Question Guidance

The final step in completing the Questionnaire is to make any required changes to the supporting guidance which is exported with the SQuID questions.

To edit the guidance for any question you should *select Edit* next to the relevant guidance.

### SQuID Question Guidance and SQuID Completion

You are here: [1. Squizard Edit](#) > [2. Squizard Question](#) > [3. Confirm SQuID Questions](#) > [4. SQuID Supplier Guidance](#)

The guidance provided to suppliers for each SQuID question is shown below. To edit the guidance for a particular question click "Edit" next to the question. The same guidance may be shared by multiple questions. The questions affected by the guidance are listed in the column "Affected Questions". To view the question(s) to which the guidance refers click on the question code, i.e. SAGen001a01v02.

#### SQuID Questions Complete

Once you are happy with the question guidance, your question set is ready for completion. Clicking Finish will complete the process and your question set will be locked ready for use.

[Finish](#) [Save & Exit](#)

ID	Guidance	Affected Questions	
54286	If relevant, the buyer may require you to provide examples of completed risk assessments for similar work. Guidance and examples are available from the Health and Safety Executive website: <a href="http://www.hse.gov.uk/risk/casestudies/index.htm">www.hse.gov.uk/risk/casestudies/index.htm</a> or by calling 01787 881165 Failure to provide adequate examples may result in you not being selected to tender. Please ZIP documents together if necessary.	0	<a href="#">Edit</a>
54287	The buyer may not select a bidding organisation to tender unless it has a suitable procedure for managing drug and alcohol misuse. Failure to do so may mean that you are not selected to tender. If you are bidding on behalf of a consortium please include data from all consortium members. Only select "yes" of this applies to all consortium members. Please ZIP documents together if necessary.	0	<a href="#">Edit</a>
54288	This information is for verification only but the buyer may exclude you if you provide incorrect information. If you are not registered for VAT this will not necessarily preclude you from bidding. If you are bidding as or on behalf of a consortium, you should either provide the	2	<a href="#">Edit</a>



After you select to edit the guidance you will be presented with the current guidance which can be modified it as required.

If you selected to create the Squid in English and Welsh then you will have the option to edit the guidance in both languages.

**Guidance Text**

**Guidance Text**

If relevant, the buyer may require you to provide examples of completed risk assessments for similar work. Guidance and examples are available from the Health and Safety Executive website: [www.hse.gov.uk/risk/casestudies/index.htm](http://www.hse.gov.uk/risk/casestudies/index.htm) or by calling 01787 881165< Failure to provide adequate examples may result in you not being selected to tender.Please ZIP documents together if necessary.

**Canllawiau laith amgen Testun**

Os yw'n berthnasol, gall y prynwr ei gwneud yn ofynnol i chi roi enghreifftiau o asesiadau risg wedi'u cwblhau ar gyfer gwaith tebyg. Mae canllawiau ac enghreifftiau ar gael ar wefan yr Awdurdod Gweithredol Iechyd a Diogelwch: [www.hse.gov.uk/risk/casestudies/index.htm](http://www.hse.gov.uk/risk/casestudies/index.htm) neu drwy ffonio 01787 881165 Gall methu â rhoi enghreifftiau digonol olygu na chewch eich dewis i dendro. Cofiwch sipio dogfennau at ei gilydd os bydd angen.

**Save** **Cancel**

**Affected Questions**

The following SQUID questions are associated with this guidance:

ID	Question	Note to Buyer
No records to display.		

When you have made the required changes *select Save*.



## Finishing your Questionnaire for Export

The final step in completing your Questionnaire is *selecting Finish* on the guidance page. You will be asked to confirm that you are finished. Once you confirm this the SQiD can no longer be modified.

**SQID Questionnaire Complete**

Once you are happy with the question guidance, your question set is ready for completion. Clicking Finish will complete the process and your question set will be locked ready for use.

**Finish** **Save** **Exit**

The page at walesandbox.clickstream.com says:

Please confirm that you are finished with this questionnaire and ready for export?

ID	Guidance	Affected Questions
546	All companies with more than five employees... your Health and Safety policy to ensure that y...  If your company has fewer than five employees... and template, can be obtained from the Health... <a href="http://www.hse.gov.uk/risk/health-and-safety-policy-example.doc">www.hse.gov.uk/risk/health-and-safety-policy-example.doc</a> <a href="http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc">www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc</a> or by calling 01787 881165  The buyer may require you to confirm that you have reviewed your Health and Safety Policy within the past two years.	0 <b>Edit</b>



## Exporting the SQuID Questions

After completing your SQuID Questionnaire you will have the option to export all of the questions into Excel or Word format, as well as the option to export the results in the appropriate configuration format for import into the Bravo system (etenderwales). After finishing a questionnaire you will automatically be taken to the export page. You can also access it from the Buyer SQuID Control Panel and selecting the relevant SQuID exercise. If you want to export into Excel or Word you should select the relevant icon.

If you want to export into a configuration for uploading into etenderwales you should choose the appropriate configuration from the drop down menu and then *select* **Export**. See the next section for details on how to upload your question set into etenderwales.

**SQuID Question Export**



Title: test  
Published: 13/01/2015  
Published by: Line Olsen, Sell2Wales Support

Below are the questions included and excluded from your SQuID question set. To export the question set *click* on the Excel or Word icon in the relevant tab. If these questions were created in English and Welsh you should click on the relevant language tab for included or excluded questions. You can also choose to export to eTenderwales (Bravo).

Questions Included (35)   Questions Excluded (86)   Cwestiynau sydd wedi'u cynnwys (35)   Cwestiynau sydd wedi'u heithrio (86)

**INCLUDED QUESTIONS FOR EXPORT**

Below are the questions included in your SQuID question set.

**Export to Excel or Word**  
 

**Export eTenderwales configurations (Bravo)**  
Qualification Envelope No scoring   **Export**

ID	Supplier Guidance	Question	Answer
SectionTitle: SECTION A - SUPPLIER ACCEPTABILITY			
1	SAGen001a01v02 The buyer will not select you to tender if any of the mandatory grounds for exclusion apply. You should check the full text of Regulation 23(1) of the Public Contracts Regulations 2006	Regulation 23(1) of the Public Contracts Regulations 2006 (as amended) sets out grounds on which a bidding organisation MUST be deemed ineligible to tender for, or be awarded, a public contract. Has the bidding organisation or its directors or other people with powers of representation,	



## Uploading your question set to etenderwales

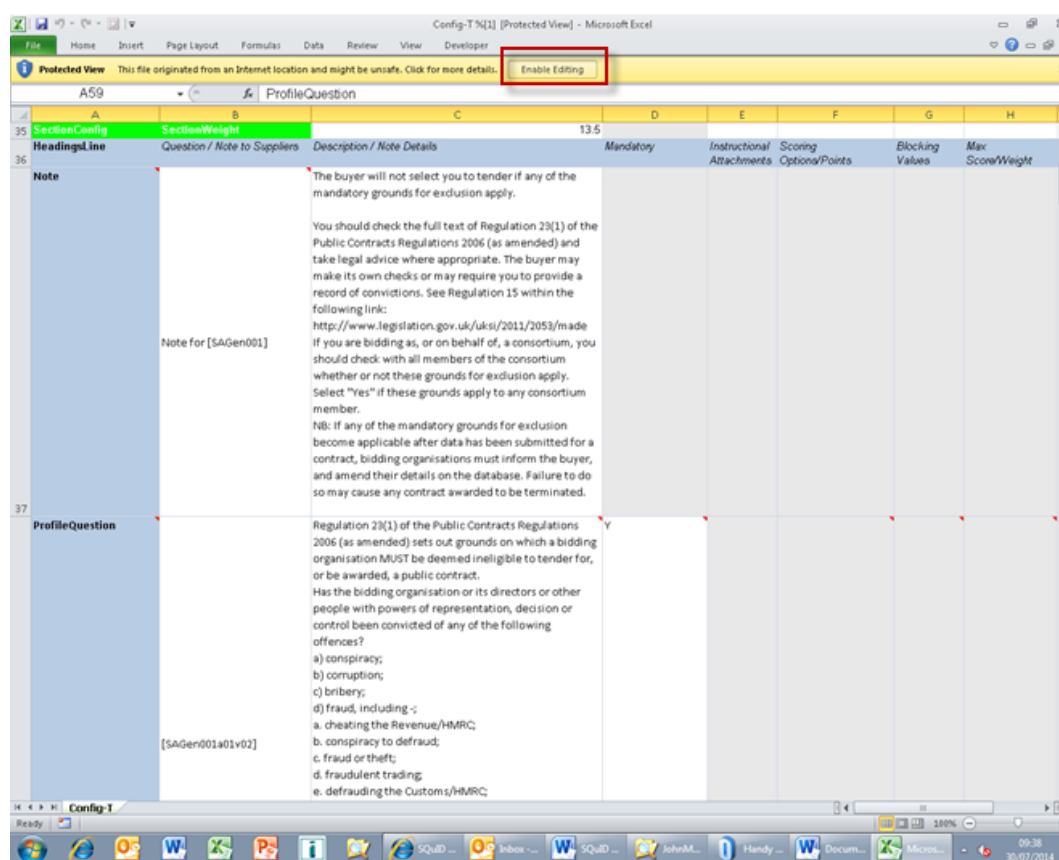
Please note that some systems will download the Excel file from Sell2Wales with a “Protected View” setting, which is not permitted in the etenderwales system. Before uploading the file to etenderwales you must:

Open the exported file.

At the top of the worksheet *select* “Enable Editing”.

Save the file.




You can then upload it to etenderwales.





## Locking and unlocking your Squizard

When you create a Squizard exercise it will automatically be locked to your user registration. This means that no other user can amend it. If you do require another user to complete your exercise you can unlock it from the 'Buyer Started SQuIDs' list by *selecting* unlock.

Status	ID	Created	Created By	Title	Description	Action
	1113	19/03/2015	Duncan Dallas	<a href="#">Taxi Services</a> (Locked for edit by you)	Taxi Services	<a href="#">Unlock</a>
	1055	16/03/2015	Mark Elias	<a href="#">Test</a> (Locked for edit by Mark Elias)	General Goods Contract	
	1072	16/03/2015	Jackie Kay	<a href="#">Test • Passenger transport services</a> (Locked for edit by Jackie Kay)	test	

If the user who has the squizard exercise locked is unavailable the Sell2Wales support staff can unlock it further to an e-mail request.

## Further information

If you have any queries about the SQuID creation process or online tool please contact the Sell2Wales support team on 0844 561 0672 or [help@sell2wales.gov.uk](mailto:help@sell2wales.gov.uk)