



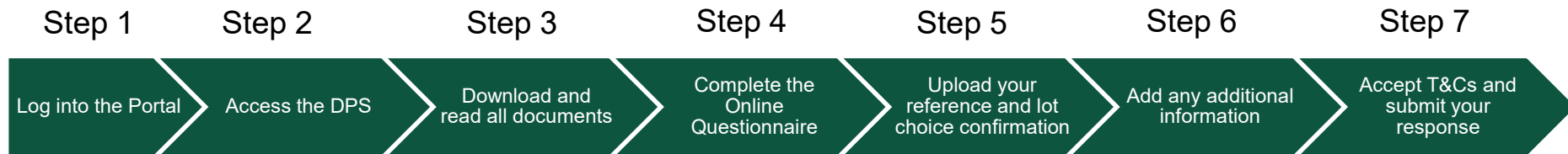
CYNGHRAIR | WELSH  
CAFFAEL | PROCUREMENT  
CYMREIG | ALLIANCE

# How to apply to join the Dynamic Purchasing System for Whole House Refurbishment

**A walkthrough of the Proactis tender portal application process**

# Steps to complete your DPS response

---



## What you will need in advance

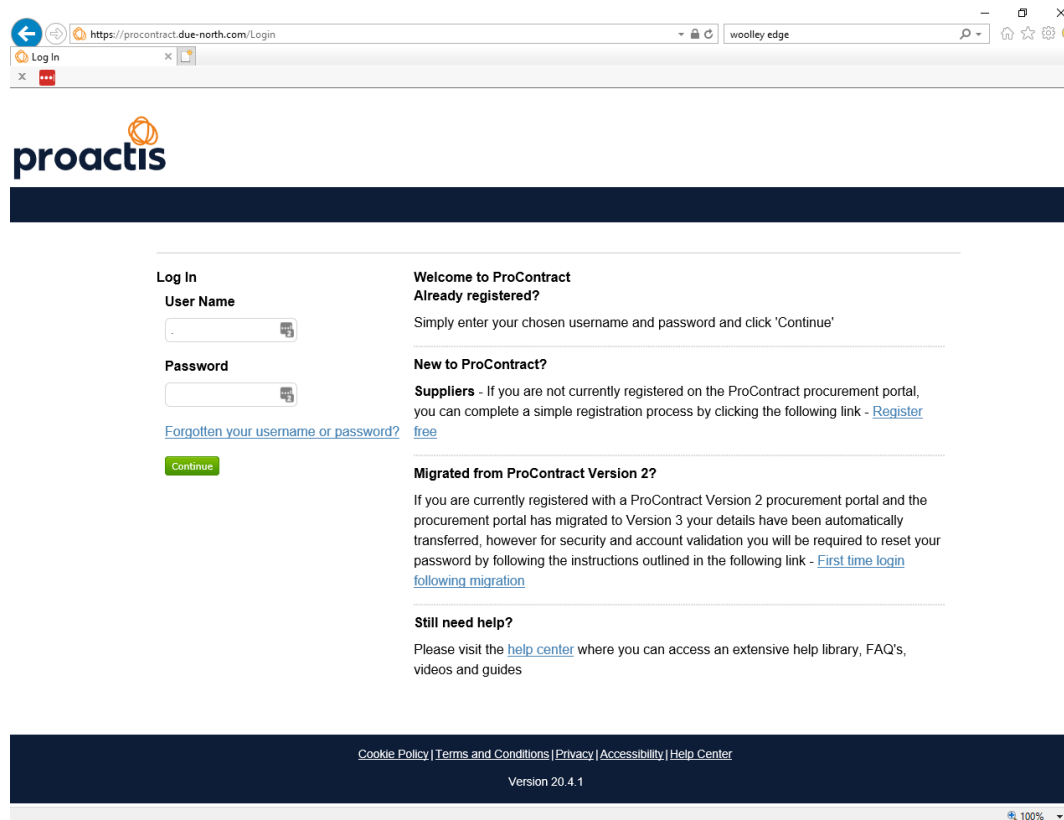
---

- A printer/scanner (as you will need to print and sign then scan and upload documents that form part of your submission).
- If you are a company (as per Companies House)
  - Your company's registered name & number
  - Your company's registered address
- Details of 1 contract (where you provide similar services to that which you are applying to provide through the DPS) and names of the client referees that we may contact to confirm the details you have submitted.

## Step 1 – Log into the portal

Access the Proactis portal at the following web address and login to the portal. If you have not yet registered you can also do so from this page

<https://procontract.due-north.com/Login>



The screenshot shows a web browser window with the address bar displaying <https://procontract.due-north.com/Login>. The page features the Proactis logo at the top. Below the logo, there is a login form on the left and informational text on the right.

**Log In**

**User Name**

**Password**

[Forgotten your username or password?](#)

[Continue](#)

**Welcome to ProContract**

**Already registered?**

Simply enter your chosen username and password and click 'Continue'

**New to ProContract?**

**Suppliers** - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

**Migrated from ProContract Version 2?**

If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

**Still need help?**

Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides

[Cookie Policy](#) | [Terms and Conditions](#) | [Privacy](#) | [Accessibility](#) | [Help Center](#)

Version 20.4.1

## Step 2 – Access the DPS

1. Once logged in, select the 'Find opportunities' link to enter the main portal opportunity page.

Supplier Post-Login Home

proactis

Home Find opportunities My activities My contracts Help

Home

All opportunities Search Go

Home page

Activities

Active Recently added Last viewed

LHC Go Search Go

Please select a buyer from the dropdown and click on the 'Go' button

Opportunities

To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above

Find opportunities

Company details summary

bhudia builders

28 Alicia Gardens, Harrow, Middlesex, HA3 8JE

Description

Keywords

building

Vendor profile

The questionnaires listed below contain common question sets used nationally by buying organisations. Questionnaires may be relevant to your business area so please read the description by hovering over the help icons.

Standard Selection Questionnaire (SQ) Edit (90% complete)

Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to

Select 'Find opportunities' link

## Step 2 – Access the DPS

2. You will initially see opportunities for all organisations that use this portal. To filter this select 'LHC' from the Portal drop down list highlighted below to show only LHC's opportunities.
3. Click the Whole House Refurbishment DPS link related to the regional area you wish to apply to join



Home Find opportunities My activities My contracts Help



Home > Find Opportunities

All data



Search

Go

### Opportunities - Search results

[National opportunities](#)

#### Narrow your results

##### Portals

LHC

##### Organisations

All

##### Categories

There are 0 categories selected

[Add UNSPSC categories](#)  
[Add NUSC categories](#)

#### Opportunities

Title	Buyer	Expression Start	Expression End	Estimated value
<a href="#">Dynamic Purchasing System (DPS) for Whole House Refurbishment - Consortium Procurement Construction (CPC)</a>	LHC	18/11/2019	17/11/2023	N/A
<a href="#">Dynamic Purchasing System (DPS) for Whole House Refurbishment - LHC (London, South East, Midlands and East)</a>	LHC	18/11/2019	17/11/2023	N/A
<a href="#">Dynamic Purchasing System (DPS) for Whole House Refurbishment - Scottish Procurement Alliance (SPA) (Dynamic Purchasing System (DPS) for Whole House Refurbishment (Scotland ONLY))</a>	LHC	18/11/2019	17/11/2023	N/A
<a href="#">Dynamic Purchasing System (DPS) for Whole House Refurbishment - South West Procurement Alliance (SWPA)</a>	LHC	18/11/2019	17/11/2023	N/A
<a href="#">Dynamic Purchasing System (DPS) for Whole House Refurbishment - Welsh Procurement Alliance (WPA)</a>	LHC	18/11/2019	17/11/2023	N/A

There are 5 regional whole house DPS options available, click on the one you wish to apply to





CYNGHRAIR  
CAFFAEL  
CYMRAEG

WELSH  
PROCUREMENT  
ALLIANCE

© WPA

## Step 2 – Access the DPS

### 4. Select the 'Register interest' button to gain access to the DPS

Trusted procurement for better buildings and homes

Dynamic Purchasing System (DPS) for Whole House Refurbishment - Welsh Procurement Alliance (WPA)

Main contract details

**Opportunity Id** DN448177

**Title** Dynamic Purchasing System (DPS) for Whole House Refurbishment - Welsh Procurement Alliance (WPA)

**Categories** 45000000-7 - Construction work

**Description** LHC on behalf of the Welsh Procurement Alliance (WPA) is seeking to establish a dynamic purchasing system (DPS) for Whole House Refurbishment for WPA Partners throughout Wales. It is intended that the DPS will run for an initial period of four years with the option to extend for a further period of...,  
4) painting and decoration.  
5) Multi disciplinary  
Organisations can apply to become qualified suppliers in one or more lots. At the Invitation to Tender stage WPA Partners will define the requirements including requirements and specification, delivery model, pricing model and form of contract.  
[More...](#)

**Region(s) of supply** WALES

**Estimated value** N/A

**Keywords** DPS

Key dates

**Estimated contract dates**

**Start date** 04/02/2020 **End date** 31/07/2028

**Current Dynamic Purchasing System (DPS) round information**

**End date** 31/07/2028 20:00:00

Expression of interest window

From 18/11/2019 17:00 to 17/11/2023 17:30

[Register interest in this opportunity](#)

**New to ProContract?**

If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

Contact details

**Buyer** LHC

**Contact** Lakshman Gill

**Email** [Lakshman.gill@lhc.gov.uk](mailto:Lakshman.gill@lhc.gov.uk)

**Telephone** 01895274800

**Address** Royal House,  
Uxbridge  
Middlesex  
UB8 1QE  
United Kingdom

Attachments

No attachments

## Step 2 – Access the DPS

You have now registered your interest in the DPS and have access to the full documentation we have provided. In future this will be available from the 'My Activities' area once you have logged in.

You have however not yet completed your DPS response, if you wish to complete your response straight away click the link within the 'What happens next' section that appears to proceed.

**proactis** **LHC** Trusted procurement for better buildings and homes

Home Find opportunities My activities My contracts Help

Home > Find opportunities > D

**Expression of interest successful**

You have successfully registered interest in the following opportunity for Procurement :-

**Dynamic Purchasing System (DPS) for Whole House Refurbishment - South West Procurement Alliance (SWPA)**

You will receive an email notification shortly confirming your registration of interest.

**What happens next?**

- You have been invited to participate in the DPS event for this opportunity.
- Dynamic Purchasing System (DPS) for Whole House Refurbishment - South West Procurement Alliance (SWPA) has been added as a new activity in your activities centre.**
- To view this DPS event now, click [here](#).

**I don't have time to look at the DPS now, what should I do?**

- Don't worry your activity is stored safely against your account and an invitation has been sent to your registered email address. The invitation contains a direct link to this DPS.
- Please note however that the closing date for this DPS is 31 July 2028 20:00. Make sure you leave enough time to complete your response.

For reference, the primary contact for this opportunity is listed below :-

	<b>MR Lakshman Gill</b>	<b>Procurement Portal</b>	<b>Organisation</b>
	T: 01895274800	LHC	LHC
	F:	Ref Id	<b>Activity</b>
	M:	DN448195	Dynamic Purchasing System (DPS) for Whole House Refurbishment - South West Procurement Alliance (SWPA)
	E: <a href="mailto:Lakshman.gill@lhc.gov.uk">Lakshman.gill@lhc.gov.uk</a>		

Close

**Estimated contract dates**  
Start date 04/02/2020 End date 31/07/2028



**Current Dynamic Purchasing System (DPS) round information**  
End date 31/07/2028 20:00:00

**Attachments**  
No attachments



## Step 3 - Download and read all documents

1. Click on the latest (highest) event on this page. This will also have a status of 'Not started' in amber.



Trusted procurement for  
better buildings and homes

HomeFind opportunitiesMy activitiesMy contractsHelp12

[Home](#) > [Dynamic Purchasing System \(DPS\) for Whole House Refurbishment - LHC \(London, South East, Midlands and East\)](#)

Activity : [Dynamic Purchasing System \(DPS\) for Whole House Refurbishment - LHC \(London, South East, Midlands and East\)](#)

Current events

[Dynamic Purchasing System \(DPS\)](#)  
[for Whole House Refurbishment -](#)  
[Acceptance round 3](#)

Not started (Respond by: 31/07/2028)

[View details](#) | [Open](#)

[Dynamic Purchasing System \(DPS\)](#)  
[for Whole House Refurbishment -](#)  
[LHC \(London, South East, Midlands](#)  
[and East\)](#)

Expression of interest accepted

[View details](#) | [Open](#)

[Show all DPS events](#)

[Archive this activity](#)

Messages (1)

You have received 1 message(s) of which 1 are unread

[View all](#) | [View unread](#)

Audit history

[View audit history](#)

[Back to home page](#)

WPA

CYNGHRAIR  
CAFFAEL  
CYMRAEG

WELSH  
PROCUREMENT  
ALLIANCE

© WPA

## Step 3 - Download and read all documents

2. Click on each of the documents to be able to open and download them. Ensure you read each document starting with the 'Invitation to Participate' document.

The screenshot shows the web application interface for procontract.due-north.com. The main section is titled 'Activity documentation, files & links (4)' and contains a table of documents. A red box highlights the table, and a red arrow points to the first row, 'Invitation to Participate.DOC'. To the right of the table, the text 'Read this one first' is displayed. Below the table, there are sections for 'Question sets (1)' and 'Terms & conditions (1)'. On the right side of the interface, there are panels for 'Messages & clarifications (0)', 'Your response', and a checklist for the response submission progress.

Title	Type	Size
<a href="#">Invitation to Participate.DOC</a>	DOC	270 KB
<a href="#">LHC Reference Letter Template v1 (002).docx</a>	docx	54 KB
<a href="#">Lotting Schedule LHC.xlsx</a>	xlsx	14 KB
<a href="#">Part G DPS Guide for Candidates.pptx</a>	pptx	208 KB

**Question sets (1)**

Title	Summary
<a href="#">Standard Selection Questionnaire (SQ)</a>	<b>Mandatory</b> question set of 53 questions of which 45 are mandatory

**Terms & conditions (1)**

[LHC DPS](#)

**Messages & clarifications (0)**

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer

You have received 0 message(s) of which 0 are unread

[View all](#) | [View unread](#)

**Your response**

The checklist below shows the current status of your response to this activity

**This is your response submission progress checklist:**

**Before you can submit your response you need to...**

- ☐ Indicate your intent to respond
- ☐ Start response or opt out the activity
- ☐ Complete the additional information section
- ☐ Complete mandatory question sets
- ☐ Accept terms & conditions fully or in part
- ☐ Submit your response

**Options currently available to you are....**

[Start my response](#) [Opt out](#)

[Indicate your intent to respond](#)

## Step 4 – Complete the selection questionnaire

1. Click the 'Start my Response' button and the screen will refresh as seen on the next page.

The screenshot shows a web browser window with the URL <https://procontract.due-north.com/RfxResponse/Index?rfxId=1b611bab-5161-ea11-80ff-005056b64545>. The page is titled "Activity documentation, files & links (4)" and contains a table of documents:

Title	Type	Size
<a href="#">Invitation to Participate.DOC</a>	DOC	270 KB
<a href="#">LHC Reference Letter Template v1 (002).docx</a>	docx	54 KB
<a href="#">Lotting Schedule LHC.xlsx</a>	xlsx	14 KB
<a href="#">Part G DPS Guide for Candidates.pptx</a>	pptx	208 KB

Below the table, there are sections for "Question sets (1)" and "Terms & conditions (1)". The "Question sets" section shows a "Standard Selection Questionnaire (SQ)" which is a "Mandatory" question set of 53 questions, with 45 being mandatory.

On the right side of the page, there is a "Messages & clarifications (0)" section and a "Your response" section. The "Your response" section contains a checklist for submission progress:

**This is your response submission progress checklist:**

*Before you can submit your response you need to...*

- ☐ Indicate your intent to respond
- ☐ Start response or opt out of the activity
- ☐ Complete the additional information section
- ☐ Complete mandatory question sets
- ☐ Accept terms & conditions fully or in part
- ☐ Submit your response

At the bottom of the "Your response" section, there is a red box highlighting the "Options currently available to you are...." section, which contains two buttons: "Start my response" and "Opt out". A red arrow points to the "Start my response" button, with the text "Click this button" next to it.

## Step 4 – Complete the selection questionnaire

2. You have unlocked the response form, note the progress of the selection questionnaire is currently showing all grey bars as you have not yet started it.

Click the 'Edit' link to open up the questionnaire and complete it.

The screenshot displays the 'Response information' section of the Procontract Due North portal. The URL in the browser is <https://procontract.due-north.com/RfxResponse/RfxResponseSummaryEdit?rfxid=1b611bab-5161-ea11-80ff-005056b64545&responseId=...>. The 'Response information' section includes details for the supplier (bhudia builders), workgroup (boss), activity id (DN426055), response id (R4572383), company reg number (N/A), company address (28 Alicia Gardens, Harrow, Middlesex, United Kingdom, HA3 8JE), and website (None). The 'Additional information' section is currently empty, with a message stating 'You have not started the 'Additional information' section. Click on the 'Edit' link to begin.' The 'Question sets (1)' section shows a table with columns for Title, Summary, Progress, and Action. The first row is for the 'Standard Selection Questionnaire (SQ)', which is a 'Mandatory' question set of 53 questions, of which 45 are mandatory. The progress bar is currently at zero, and the 'Edit' link is highlighted with a red box. A red arrow points to the progress bar with the text 'Progress is currently at zero'. The 'Response documentation, files & links (0)' section is empty. The 'Terms & conditions (1)' section shows a link to 'LHC DPS' with 'Accept terms & conditions' and 'Decline terms & conditions' options. The 'Deadline & time remaining' section indicates a deadline of 31st July 2028 at 8:00 PM, with a time remaining of 8 Years, 4 Months, and 1 Week. The 'Your response' section includes a checklist for the response submission progress, showing that the user has indicated intent to respond (20/03/2020 18:04) and started to draft the response. The checklist items are: Complete the additional information section, Complete mandatory question sets, Accept terms & conditions fully or in part, and Submit your response. The 'Options currently available to you are....' section is currently empty.

Response information

Supplier: bhudia builders  
Workgroup: boss  
Workgroup contacts: nim bhu  
Activity id: DN426055  
Response id: R4572383

Company reg number: N/A  
Company address: 28 Alicia Gardens  
Harrow  
Middlesex  
United Kingdom  
HA3 8JE  
Website: None

Additional information

You have not started the 'Additional information' section. Click on the 'Edit' link to begin.

Question sets (1)

Title	Summary	Progress	Action
<a href="#">Standard Selection Questionnaire (SQ)</a>	<b>Mandatory</b> question set of 53 questions of which 45 are mandatory	<div></div>	<a href="#">Edit</a>

Response documentation, files & links (0)

No attachments

Terms & conditions (1)

[Accept terms & conditions](#) [Decline terms & conditions](#)

[LHC DPS](#)

Deadline & time remaining

A response to this activity can be submitted no later than

**31st July 2028 at 8:00 PM**

Time remaining

8 Years 4 Months 1 Week

Your response

The checklist below shows the current status of your response to this activity

**This is your response submission progress checklist:**

**So far you have....**

- ☒ Indicated intent to respond (20/03/2020 18:04)
- ☒ Started to draft your response to this activity

**Before you can submit your response you need to...**

- ☐ Complete the additional information section
- ☐ Complete mandatory question sets
- ☐ Accept terms & conditions fully or in part
- ☐ Submit your response

Options currently available to you are....

## Step 4 – Complete the selection questionnaire

3. Complete the Questions using the 'Answer question' link to the right of each question title. The Majority of these questions are Pass/Fail. The coloured circle to the right of each questions indicates whether you have completed it or not.

Ensure the Company name, number and address provided is as it is registered with Companies House

View evaluation questions

Questions

Title	Section status	Status	Flag
Part 1: Potential supplier Information Complete section			
Supplier Information Complete section			
1.1(a) Full name of the potential supplier submitting the information	<a href="#">Answer question</a>	●	
1.1(b) - (i) Registered Office Address ( if applicable)	<a href="#">Answer question</a>	●	
1.1(b) - (ii) Registered website address ( if applicable)	<a href="#">Answer question</a>	●	
1.1(c) Trading Status	<a href="#">Answer question</a>	●	
1.1(d) Date of registration in country of origin	<a href="#">Answer question</a>	●	
1.1(e) Company registration number (if applicable)	<a href="#">Answer question</a>	●	
1.1(f) Charity registration number (if applicable)	<a href="#">Answer question</a>	●	
1.1(g) Head office DUNS number (if applicable)	<a href="#">Answer question</a>	●	
1.1(h) Registered VAT number	<a href="#">Answer question</a>	●	
1.1(i) - (i) If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	<a href="#">Answer question</a>	●	
1.1(i) - (ii) If you responded yes to 1.1(i) - (i), please provide the relevant details including the registration	<a href="#">Answer question</a>	●	

Progress (0%)

Key

●

 The answer provided is valid and complete

●

 The answer has been automatically populated from a previous answer but it must be reviewed before submission.

●

 Mandatory elements of this question have not been provided.

★

 The question has been flagged for review

Public attachments

[Standard Selection Questionnaire \(Supplier Guidance\).pdf](#)

88  
KF

## Step 4 – Complete the selection questionnaire

4. Provide your answer to each question in the text box provided. Once you have provided your response to each question you can navigate through questions using the links under each text box.

Some questions are mandatory, others only require completion depending on your response to other linked questions within the questionnaire. Which will be advised in the question title. Avoid using the browsers' back or forward buttons when completing the questionnaire, instead use the buttons under the text box to ensure the portal saves your responses regularly.

You should always click the 'Save and close' button before closing the questionnaire or webpage.

The screenshot shows the 'proactis' logo at the top left. Below it is a navigation bar with links: Home, Find opportunities, My activities, My contracts, and Help. On the right of the navigation bar are icons for email, user profile, and a document. The main heading is 'Supplier Information | Question 1 of 19'. A green button labeled 'Show more information' is on the right. The question area has a title '1.1(a) Full name of the potential supplier submitting the information'. The answer area contains the text 'LHC Test Supplier'. To the right of the answer box is a checkbox labeled 'Flag question for review'. Below the answer box are three buttons: 'Save and close', 'Save and previous', and 'Save and next'. On the right side of the form, there are three sections: 'Section help', 'Question help' (with the text 'This question is mandatory'), and 'Question attachments' (with the text 'No attachments').

## Step 4 – Complete the selection questionnaire

5. The case study question at the end of the selection questionnaire requires you to upload a relevant case study based on the criteria set out in the question. Click the 'Add attachment' button within the question to do this.

The case study is assessed by our technical managers and will form the scored quality element of our assessment of your eligibility to be appointed to the DPS.

The screenshot shows the 'Case Study | Question 1 of 1' interface. At the top, a blue header bar contains 'Case Study' and 'Incomplete section'. Below this, a white box displays the question title 'Technical and professional ability case study' and a red dot, with a link to 'Answer question'. A large red arrow points from this header area down to the 'Add attachment' button. The main question area on the left lists seven criteria (iv-vii) regarding contract management, compliance, references, and project difficulties. Below the list, it states 'Answers should be uploaded as an attachment.' and provides formatting instructions. To the right, a 'Section help' box is empty, and a 'Question help' box states 'This question is mandatory'. Further right, an 'Evaluation Criteria' table shows two levels: 5 (comprehensive answer) and 4 (good understanding). At the bottom, the 'Answer' section shows 'No attachments' and a green 'Add attachment' button, which is circled in red. A red arrow points from the text 'Click this button to add your case study' to this button. A 'Flag question for review' checkbox is also present. A 'Question attachments' box is at the bottom right. A 'Show more information' link is visible at the top right of the question area.

Case Study | Question 1 of 1

Question

Title:  
Technical and professional ability case study

Description:  
duration of the contract?

- iv. Description of how the day to day contract management was undertaken and the procedures you followed for working in occupied premises, with particular attention to the safety and security of occupants and their belongings
- v. Processes you followed to ensure compliance with the role of principle contractor under the CDM Regulations 2015, including any communication with statutory authorities, coordination with duty holders and any other design professionals, sub-contractors, suppliers and the building users following your appointment for a project, after mini competition.
- vi. For the case study included, provide a reference from the client on the LHC reference form - should this be a referee as opposed to a reference so that we can obtain the reference ourselves?
- vii. Provide details of a project where you experienced difficulties such as customer complaints and how you remedied these to the client's satisfaction?

Answers should be uploaded as an attachment.  
(Up to 2 Pages of A4, font size: 10; font type: Arial or Helvetica; line spacing: 1.5)

Answer

Flag question for review ☐

No attachments

[Add attachment](#)

Section help

Question help

This question is mandatory

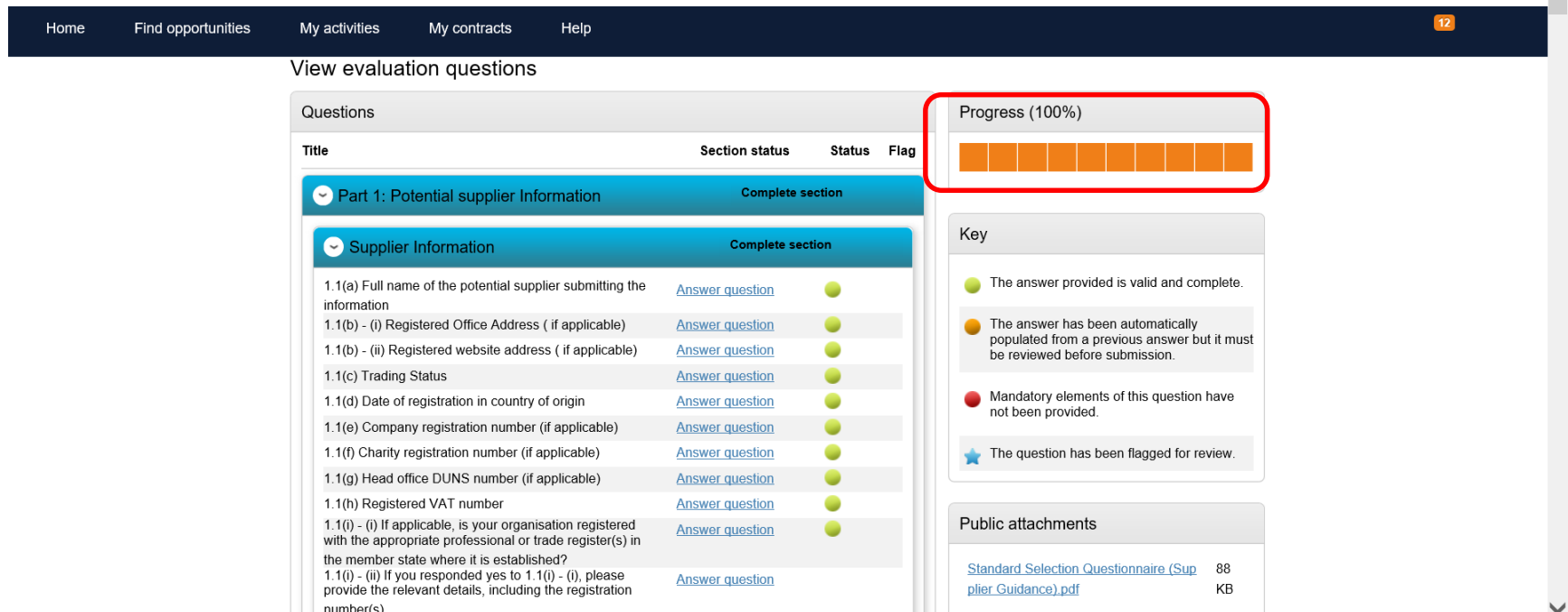
Evaluation Criteria	
5 – The Supplier's answer is comprehensive and demonstrates that they fully understand the requirement. The Supplier has supplied clear, detailed information and the evidence is unequivocal.	
4 – The Supplier has demonstrated a good understanding of the requirement. The evidence is	

Question attachments

Click this button to add your case study

## Step 4 – Complete the selection questionnaire

6. The questionnaire will be complete when the progress bar is fully amber and at 100%





1. From the main response page, click the 'Edit' link to open the upload window where you can provide your completed reference letter and lotting schedule using the template you downloaded earlier.

**WPA** CYNGHRAIR CAFFAEL CYMRAEG | WELSH PROCUREMENT ALLIANCE

## Step 5 – Upload reference and lot confirmation

2. Click the 'Add files' link and select your completed reference letter and lotting schedule. Once done, click the 'Start upload' button to add the documents to your response.

The screenshot displays the WPA procurement portal interface. The main panel on the left shows 'Response information' with details for 'LHC Test' (Supplier), 'Procurement' (Workgroup), and 'DN426055' (Activity id). Below this is the 'Additional information' section, which is currently empty. The 'Question sets (1)' section shows a 'Standard Selection Questionnaire (SQ)' with a 'Mandatory' status. The 'Response documentation, files & links (0)' section shows 'No attachments'. The 'Terms & conditions (1)' section shows 'LHC DPS' as the selected condition.

The 'Attachments' modal is open in the center, displaying 'File upload rules' and a table of uploaded files. The 'Add files...', 'Start upload', and 'Cancel upload' buttons are highlighted with a red box. The table lists two files: 'LHC Reference Letter Template v1 (002).docx' (55.72 KB) and 'Lotting Schedule LHC.xlsx' (14.76 KB).

The right panel shows the 'Deadline & time remaining' section, indicating a deadline of '31st July 2028 at 8:00 PM' with a time remaining of 8 years, 4 months, and 1 week. Below this is the 'Your response' section, which includes a progress checklist. The checklist shows that the user has indicated intent to respond and started to draft their response. The remaining steps are: 'Complete the additional information section', 'Complete mandatory question sets', 'Accept terms & conditions fully or in part', and 'Submit your response'.

File name	Comment	Size	Progress
LHC Reference Letter Template v1 (002).docx		55.72 KB	
Lotting Schedule LHC.xlsx		14.76 KB	

Having issues uploading documents? Try our basic file uploader

Options currently available to you are.....  
[Opt out](#)

The additional information section allows you to add anything not covered within the questions set out that you feel you wish to include in your response. You will need to take some action in the form regardless of whether you have additional information to provide or not.

- Your response summary
[Back to Summary](#)
 Take a tour

---

Response information

Supplier: LHC Test	Company reg number: N/A	
Workgroup: Procurement	Company address: 1 street Uxbridge Isle of Harris United Kingdom UB8 1QE	
Workgroup contacts: Dean Fazackerley	Website: None	
Activity id: DN426055		
Response id: R4573048		

## Click to open form

Additional information

**Supplier reference, response information & additional comments:**  
You have acknowledged that you do not want to include a reference of your own, further response information or additional comments as part of your response

Question sets (1)

Title	Summary	Progress	Action
<a href="#">Standard Selection Questionnaire (SQ)</a>	<b>Mandatory</b> question set of 53 questions of which 45 are mandatory	<div style="display: inline-block; width: 100px; height: 15px; background-color: orange;"></div>	<a href="#">Edit</a>

Response documentation, files & links (2)

Title	Type	Size	
<a href="#">LHC Reference Letter Template v1 (002)</a>	docx	54 KB	
<a href="#">Lotting Schedule LHC</a>	xlsx	14 KB	

Terms & conditions (1)

[Accept terms & conditions](#)
[Decline terms & conditions](#)

Title

[LHC DPS](#)

Deadline & time remaining

A response to this activity can be submitted no later than

31st July 2028 at 8:00 PM

Time remaining

8  
Years

4  
Months

1  
Week

Your response [Response history](#)

The checklist below shows the current status of your response to this activity

**This is your response submission progress checklist:**

**So far you have.....**

  - Indicated intent to respond (23/03/2020 12:27)
  - Started to draft your response to this activity
  - Completed the additional information section
  - Completed mandatory question sets

**Before you can submit your response you need to...**

  - Accept terms & conditions fully or in part
  - Submit your response

**Options currently available to you are.....**

[Open question](#)

## Step 6 – Confirm any additional information

2. Either add any additional information you feel appropriate or click the check box at the bottom of the page to confirm you have no additional information to provide.
3. Click the 'Save' button to record your response and return to the main response screen

Home Find opportunities My activities My contracts Help

Home > My activities > Dynamic Purchasing System (DPS) for Whole House Refurbishment - LHC (London, South East, Midlands and East) > Additional information

Additional information [Return to response](#)

Supplier reference (optional)

Response information (optional)

Additional comments (optional)

Enter information in the text boxes or click this checkbox and the click the 'Save' button.

☒ I have read and understood this section and can confirm I am happy not to include any additional information

Save Cancel

## Step 6 – Accept T&Cs and submit your response

1. You will need to read and accept the DPS terms and conditions in order to submit your response. To do this click on the link shown below which is in the Terms and Conditions section.



2. Once you have accepted the terms and conditions the 'Submit response' button will appear and glow. Click it to submit your fully completed response.

The screenshot shows the 'procontract.due-north.com' interface. The 'Terms & conditions' section is expanded, showing a green checkmark and the text 'You have acknowledged your acceptance of the listed terms & conditions'. A red arrow points from the 'Accept terms & conditions' button to the 'Submit response' button in the 'Your response' sidebar. The sidebar also contains a checklist of progress items and an 'Audit history' section.

Title	Summary	Progress	Action
<a href="#">Standard Selection Questionnaire (SQ)</a>	<b>Mandatory</b> question set of 53 questions of which 45 are mandatory	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<a href="#">Edit</a>

Response documentation, files & links (0) [Add](#)

No attachments

Terms & conditions (1) [Decline terms & conditions](#)

Title: [LHC DPS](#)

☒ You have acknowledged your acceptance of the listed terms & conditions

**Your response** [Response history](#)

The checklist below shows the current status of your response to this activity

**This is your response submission progress checklist:**

**So far you have.....**

- ☒ Indicated intent to respond (20/03/2020 18:33)
- ☒ Started to draft your response to this activity
- ☒ Completed the additional information section
- ☒ Completed mandatory question sets
- ☒ Accepted terms & conditions fully or in part

**Almost done, all you need to do now is.....**

- ☐ Submit your response

**Options currently available to you are.....**

[Submit response](#) [Opt out](#)

**Audit history**

[View audit history](#)

## Step 6 – Accept T&Cs and submit your response

3. You will see the following popup message requesting confirmation to submit your response. Click the 'Yes I am sure' button to proceed.

Submit response

**Are you sure you are ready to submit your response?**  
If you need to, following submission, you can change your response. You must make sure that your final submission is received before the activity deadline - **31st July 2028 at 8:00 PM**

Yes, I am sure

No, I will submit my response later

4. The page will refresh and you will see the response summary page showing confirmation of the date and time of your submission and the content of your submission below it.

Your response summary - Submitted - 23rd March 2020 at 1:05 PM

Response information

Supplier: LHC Test

Company reg number: N/A

Workgroup: Procurement

Company address: 1 street  
Uxbridge  
Isle of Harris  
United Kingdom  
UB8 1QE

Workgroup contacts: Dean Fazackerley

Website: None

Activity id: DN426055

Response id: R4573048

Additional information

Supplier reference, response information & additional comments:  
You have acknowledged that you do not want to include a reference of your own, further response information or additional comments as part of your response

Question sets (1)

Title	Summary	Progress	Action
Standard Selection Questionnaire (SQ)	Mandatory question set of 53 questions of which 45 are mandatory	<div></div>	<a href="#">View question set</a>

Response documentation, files & links (2)

Title	Type	Size
LHC Reference Letter Template v1.002	docx	54 KB
Letting Schedule LHC	xlsx	14 KB

Take a tour

Back to summary

Deadline & time remaining

A response to this activity can be submitted no later than  
**31st July 2028 at 8:00 PM**

Time remaining

8

Years

4

Months

1

Week

WPA

CYNGHRAIR  
CAFFAEL  
CYMRAEG | WELSH  
PROCUREMENT  
ALLIANCE

© WPA

## Next steps

---

You have now completed your application for the Whole House Refurbishment DPS.

You will receive a message confirming receipt your submission within your Proactis portal messaging inbox and also an email confirmation to the registered email address for your account.

Your application will be processed within 15 working days and you will be notified via the Proactis portal messaging inbox with the outcome of your submission (Note you will also receive an email when the message is received in your Proactis messaging portal inbox).

Please check the Proactis portal messaging inbox periodically during the 15 working days and also ensure that emails from Proactis do not go into your junk email box.

Should you be unsuccessful in your submission we will provide feedback to explain our reasons for declining your submission and if you are able to rectify the issues identified in our feedback you are able to re-apply at any time.