

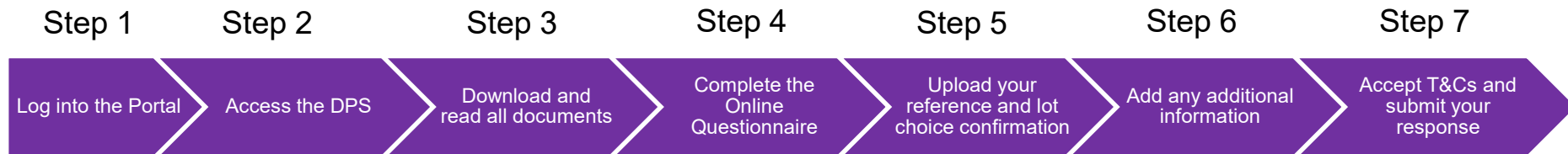


# **How to apply to join the Dynamic Purchasing System for Whole House Refurbishment**

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

# Steps to complete your DPS response

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## What you will need in advance

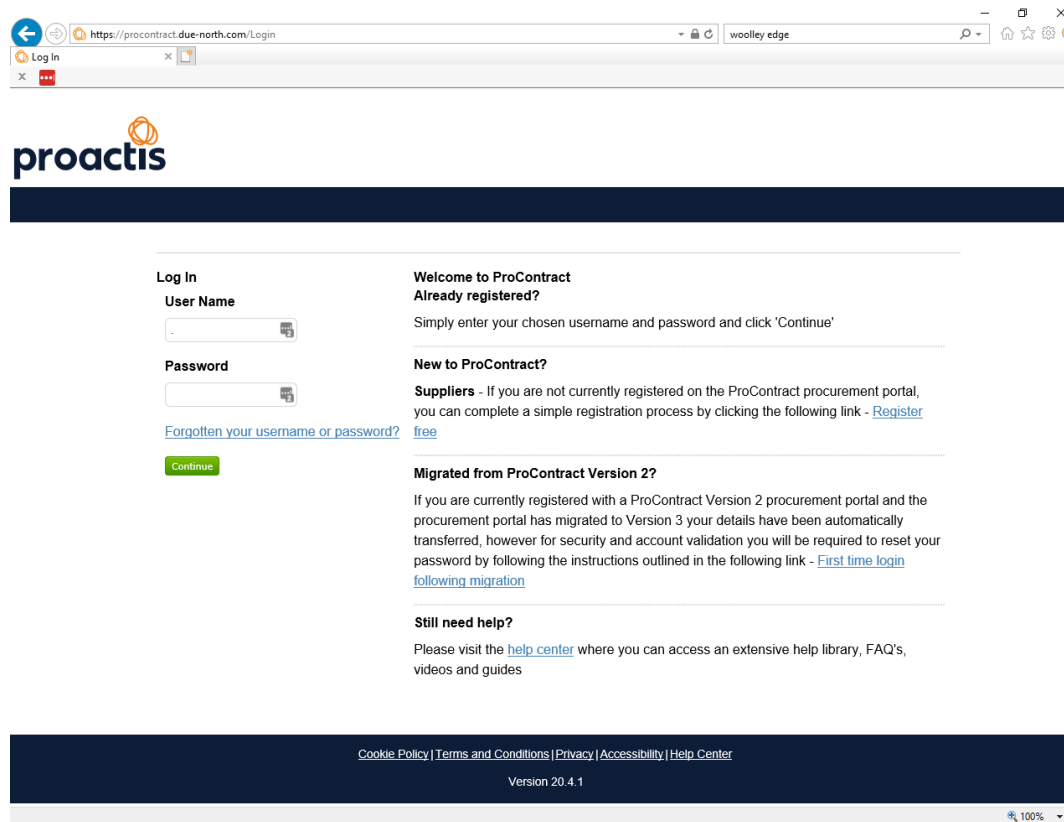
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- A printer/scanner (as you will need to print and sign then scan and upload documents that form part of your submission).
- If you are a company (as per Companies House)
  - Your company's registered name & number
  - Your company's registered address
- 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 section on the left and a welcome message on the right. The login section includes fields for 'User Name' and 'Password', a 'Continue' button, and a link for 'Forgotten your username or password?'. The welcome message on the right is titled 'Welcome to ProContract' and includes sections for 'Already registered?' (with instructions to enter username and password and click 'Continue'), 'New to ProContract?' (with instructions for suppliers to register via a 'Register free' link), and 'Migrated from ProContract Version 2?' (with instructions for existing users to reset their password via a 'First time login following migration' link). At the bottom, there is a 'Still need help?' section with a link to the 'help center'. The footer contains links for 'Cookie Policy', 'Terms and Conditions', 'Privacy', 'Accessibility', and 'Help Center', along with the version number 'Version 20.4.1'.

**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.

proactis

Home Find opportunities My activities My contracts Help

Home

All opportunities Search Go

Home page

Activities View full screen

Active Recently added Last viewed

LHC Go Search Go

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

Opportunities Find opportunities

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

Company details summary Edit

**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)

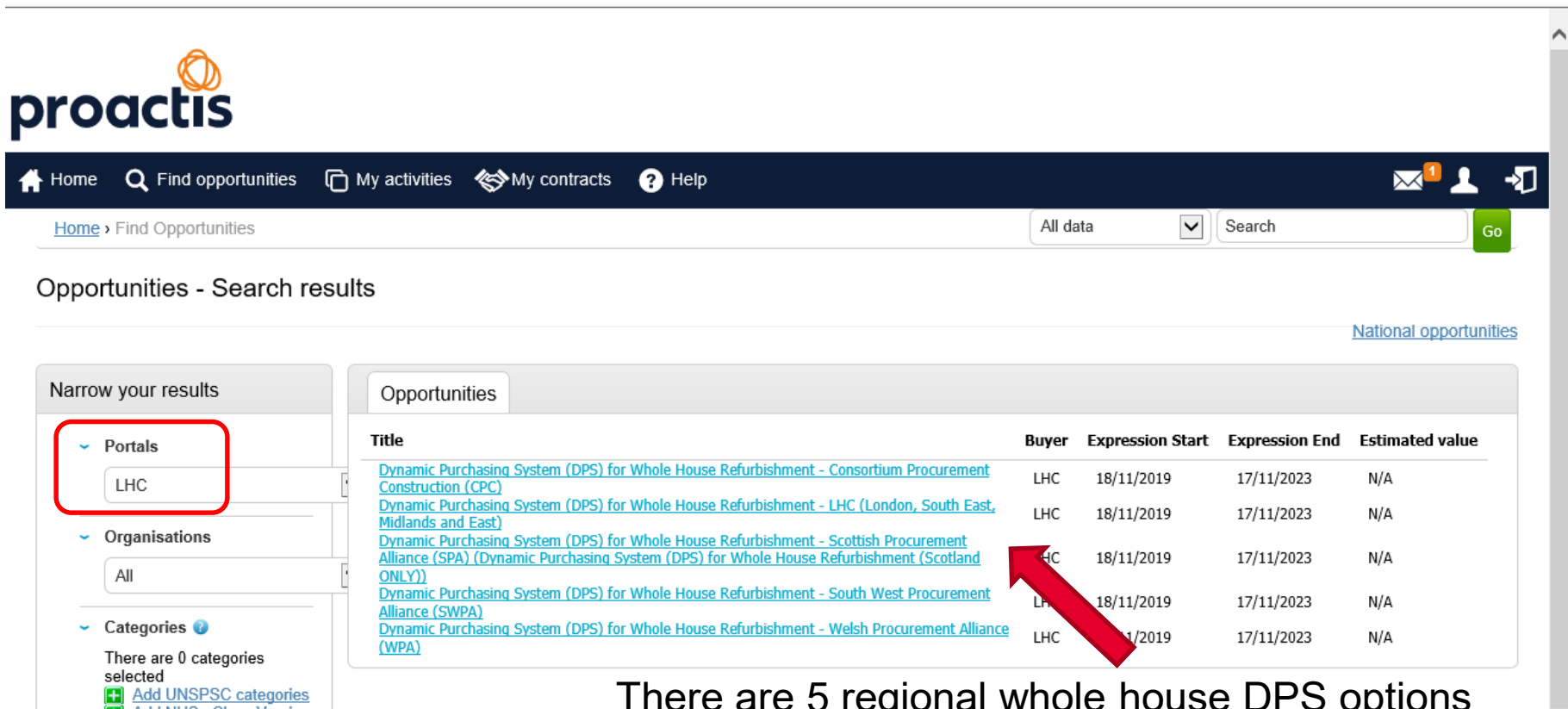
Workgroups

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



The screenshot shows the proactis portal interface. The top navigation bar includes links for Home, Find opportunities, My activities, My contracts, and Help. The main content area displays 'Opportunities - Search results'. On the left, a sidebar titled 'Narrow your results' shows filters for Portals (LHC), Organisations (All), and Categories (0 selected). The main table lists five opportunities, all for 'Whole House Refurbishment' projects. A red arrow points to the first result.

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

## Step 2 – Access the DPS

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

The screenshot displays the Proactis LHC website interface. The header includes the Proactis logo, the LHC logo with the tagline 'Trusted procurement for better buildings and homes', and a navigation bar with links for Home, Find opportunities, My activities, My contracts, and Help. A notification icon with a red '3' is also present. The main content area shows the title 'Dynamic Purchasing System (DPS) for Whole House Refurbishment - South West Procurement Alliance (SWP...)' with a 'Return to find opportunities' link. The page is divided into several sections: 'Main contract details' on the left, 'Expression of interest window' on the right, 'Contact details' on the right, and 'Key dates' at the bottom. The 'Expression of interest window' section highlights the 'Register interest in this opportunity' button with a red rectangle. The 'Contact details' section lists the buyer as LHC, contact as Lakshman Gill, email as [Lakshman.gill@lhc.gov.uk](mailto:Lakshman.gill@lhc.gov.uk), telephone as 01895274800, and address as Royal House, Uxbridge, Middlesex, UB8 1QE, United Kingdom. The 'Key dates' section shows the estimated contract dates from 04/02/2020 to 31/07/2028 and the current DPS round information ending on 31/07/2028 at 20:00:00.

**proactis**

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

Home Find opportunities My activities My contracts ? Help

Home > Find opportunities > Dynamic Purchasing System (DPS) for Whole House Refurbishment - South West Procurement Alliance (SWP...)

Dynamic Purchasing System (DPS) for Whole House Refurbishment - South West Procurement Alliance (SWP... [Return to find opportunities](#)

**Main contract details**

**Opportunity Id** DN448195  
**Title** Dynamic Purchasing System (DPS) for Whole House Refurbishment - South West Procurement Alliance (SWPA)  
**Categories** 45000000-7 - Construction work  
**Description** LHC on behalf of the South West Procurement Alliance (SWPA) is seeking to establish a dynamic purchasing system (DPS) for Whole House Refurbishment for SWPA Partners throughout the South West of England. It is intended that the DPS will run for an initial period of four years with the option to ext...  
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 SWPA Partners will define the requirements including requirements and specification, delivery model, pricing model and form of contract.  
[More...](#)  
**Region(s) of supply** SOUTH WEST (ENGLAND)  
**Estimated value** N/A  
**Keywords** DPS

**Expression of interest window**

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

[Register interest in this opportunity](#)

**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

**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

## 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**

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

[Return to find opportunities](#)



## 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.

The screenshot shows the Proactis LHC portal interface. The header includes the Proactis logo and the LHC logo with the tagline 'Trusted procurement for better buildings and homes'. A navigation bar contains links for Home, Find opportunities, My activities, My contracts, and Help. A notification badge shows '12'. Below the navigation bar, a breadcrumb trail reads: Home > Dynamic Purchasing System (DPS) for Whole House Refurbishment - LHC (London, South East, Midlands and East).

The main content area displays the activity: 'Dynamic Purchasing System (DPS) for Whole House Refurbishment - LHC (London, South East, Midlands and East)'. A link to 'Back to home page' is available. The 'Current events' section shows two events:

- Dynamic Purchasing System (DPS) for Whole House Refurbishment - Acceptance round 3**: Status is 'Not started' (Respond by: 31/07/2028). This event is highlighted with a red box and a red arrow pointing to it.
- Dynamic Purchasing System (DPS) for Whole House Refurbishment - LHC (London, South East, Midlands and East)**: Status is 'Expression of interest accepted'.

Each event has links for 'View details' and 'Open'. On the right side, there are sections for 'Archive this activity', 'Messages (1)' (You have received 1 message(s) of which 1 are unread), and 'Audit history' (View audit history).

## 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 a web browser window with the URL <https://procontract.due-north.com/RfxResponse/Index?rfxId=1b611bab-5161-ea11-80ff-005056b64545>. The page displays a list of documents under the heading "Activity documentation, files & links (4)". A red box highlights the first document, "Invitation to Participate.DOC", and a red arrow points to it with the text "Read this one first".

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 document list, there are sections for "Question sets (1)" and "Terms & conditions (1)". The "Question sets" section shows a "Standard Selection Questionnaire (SQ)" with a summary: "Mandatory question set of 53 questions of which 45 are mandatory". The "Terms & conditions" section shows a link to "LHC DPS".

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

- 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

At the bottom right, there are buttons for "Start my response" and "Opt out", and a link to "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 is a section titled "Question sets (1)" with a summary: "Standard Selection Questionnaire (SQ) Mandatory question set of 53 questions of which 45 are mandatory".

There is also a section titled "Terms & conditions (1)" with a link to "LHC.DPS".

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 titled "This is your response submission progress checklist:" with the following items:

- ☐ 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 "Start my response" button, with a red arrow pointing to it from the text "Click this button".

## 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=R4572383>. The 'Response information' section includes details for the supplier (bhudia builders), workgroup (boss), and activity (DN426055). 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' section shows a table with one row for the 'Standard Selection Questionnaire (SQ)' which is 'Mandatory' and has a progress bar that is currently at zero. A red arrow points to the 'Edit' link in the 'Action' column of this row. The 'Response documentation, files & links' section is empty. The 'Terms & conditions' section shows a list of conditions with a green checkmark indicating they are accepted. On the right side, the 'Deadline & time remaining' section shows a deadline of 31st July 2028 at 8:00 PM and a time remaining of 8 years, 4 months, and 1 week. The 'Your response' section includes a checklist for the response submission progress, with items such as 'Indicated intent to respond', 'Started to draft your response', 'Complete the additional information section', 'Complete mandatory question sets', 'Accept terms & conditions fully or in part', and 'Submit your response'.

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](#)

Options currently available to you are.....

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

## 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
<div>Part 1: Potential supplier Information<div>Complete section</div></div>			
<div>Supplier Information<div>Complete section</div></div>			
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 content area is titled 'Supplier Information | Question 1 of 19'. A green button labeled 'Show more information' is in the top right corner. The question section is titled 'Question' and has a title '1.1(a) Full name of the potential supplier submitting the information'. The answer section is titled 'Answer' and has a checkbox 'Flag question for review'. The answer text box contains 'LHC Test Supplier'. To the right of the answer box are three sections: 'Section help', 'Question help' (with the text 'This question is mandatory'), and 'Question attachments' (with the text 'No attachments'). At the bottom of the answer box, there are three buttons: 'Save and close', 'Save and previous', and 'Save and next'. The 'Save and close' button is highlighted with a red rectangle.

## 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 a dropdown menu set to 'Case Study' and the text 'Incomplete section'. Below this, a white bar shows the question title 'Technical and professional ability case study' and a link 'Answer question' next to a red dot. A large red arrow points from this header area down to the 'Add attachment' button at the bottom of the question card.

The main question card is titled 'Case Study | Question 1 of 1'. It contains the following text:

**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%

[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

Answer question

1.1(b) - (i) Registered Office Address ( if applicable)

Answer question

1.1(b) - (ii) Registered website address ( if applicable)

Answer question

1.1(c) Trading Status

Answer question

1.1(d) Date of registration in country of origin

Answer question

1.1(e) Company registration number (if applicable)

Answer question

1.1(f) Charity registration number (if applicable)

Answer question

1.1(g) Head office DUNS number (if applicable)

Answer question

1.1(h) Registered VAT number

Answer question

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?

Answer question

1.1(i) - (ii) If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s)

Answer question

Progress (100%)

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 KB



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.



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.



## Step 6 – Confirm any additional information

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.

1. Click the 'Edit' link to open the additional information form.

**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  
Workgroup contacts: Dean Fazackerley      Isle of Harris  
Activity id: DN426055      United Kingdom  
Response id: R4573048      UB8 1QE  
Website: None

**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><div></div></div>	<a href="#">Edit</a>

**Response documentation, files & links (2)** [Add](#)

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
<a href="#">LHC DPS</a>

**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.....**  
[Opt out](#)

## 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)

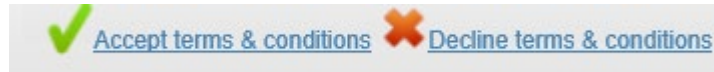
Enter information in the text boxes or click this checkbox and the click the 'Save' button.

☒ 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 'Your response' section of the procontract.due-north.com interface. It includes a progress checklist with the following items:

- ☒ 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....**

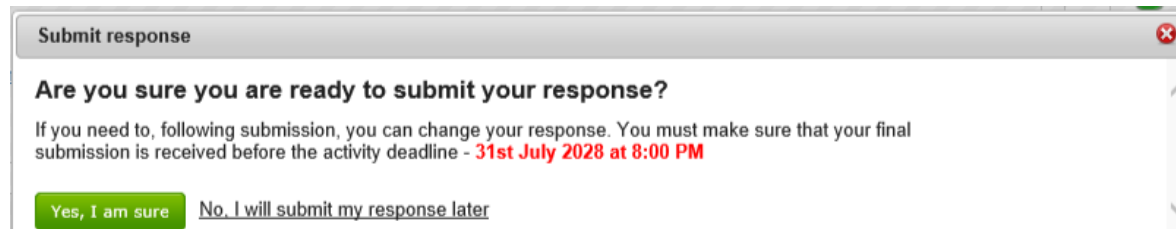
- ☐ Submit your response

A red arrow points from the 'Terms & conditions' section, which shows 'You have acknowledged your acceptance of the listed terms & conditions', to the 'Submit response' button. The button is highlighted with a red box and labeled 'Options currently available to you are....'.

The 'Terms & conditions' section also includes a 'Decline terms & conditions' link.

## 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.



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.

The screenshot shows the 'Your response summary' page. At the top, a red box highlights the title 'Your response summary - Submitted - 23rd March 2020 at 1:05 PM'. Below this, the page is divided into several sections:

- Response information:** Contains details such as Supplier (LHC Test), Workgroup (Procurement), Activity id (DN426055), Response id (R4573048), Company reg number (N/A), Company address (1 street, Uxbridge, Isle of Hants, United Kingdom, UB8 1QE), and Website (None).
- Additional information:** A section for 'Supplier reference, response information & additional comments' with a note stating: '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):** A table with columns: Title, Summary, Progress, and Action. It lists 'Standard Selection Questionnaire (SQ)' as a 'Mandatory question set of 53 questions of which 45 are mandatory'. The progress bar shows 45 out of 53 questions completed. An action link 'View question set' is provided.
- Response documentation, files & links (2):** A table with columns: Title, Type, and Size. It lists two files: 'LHC Reference Letter Template v1.002' (docx, 54 KB) and 'Letting Schedule LHC' (xlsx, 14 KB).

On the right side of the page, there is a 'Deadline & time remaining' section. It states: 'A response to this activity can be submitted no later than **31st July 2028 at 8:00 PM**'. Below this, a 'Time remaining' section shows a countdown: 8 Years, 4 Months, and 1 Week.

## Next steps

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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.