



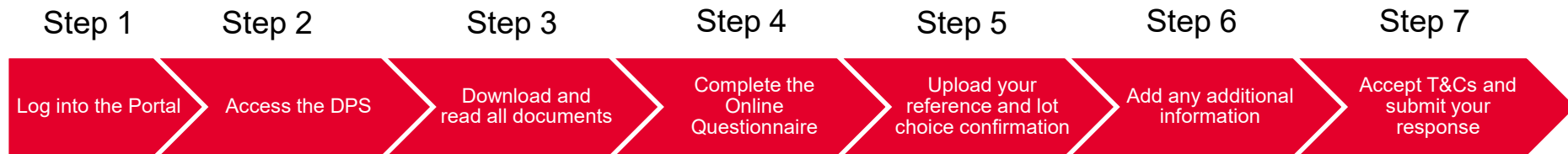
Trusted procurement for  
better buildings and homes

# 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

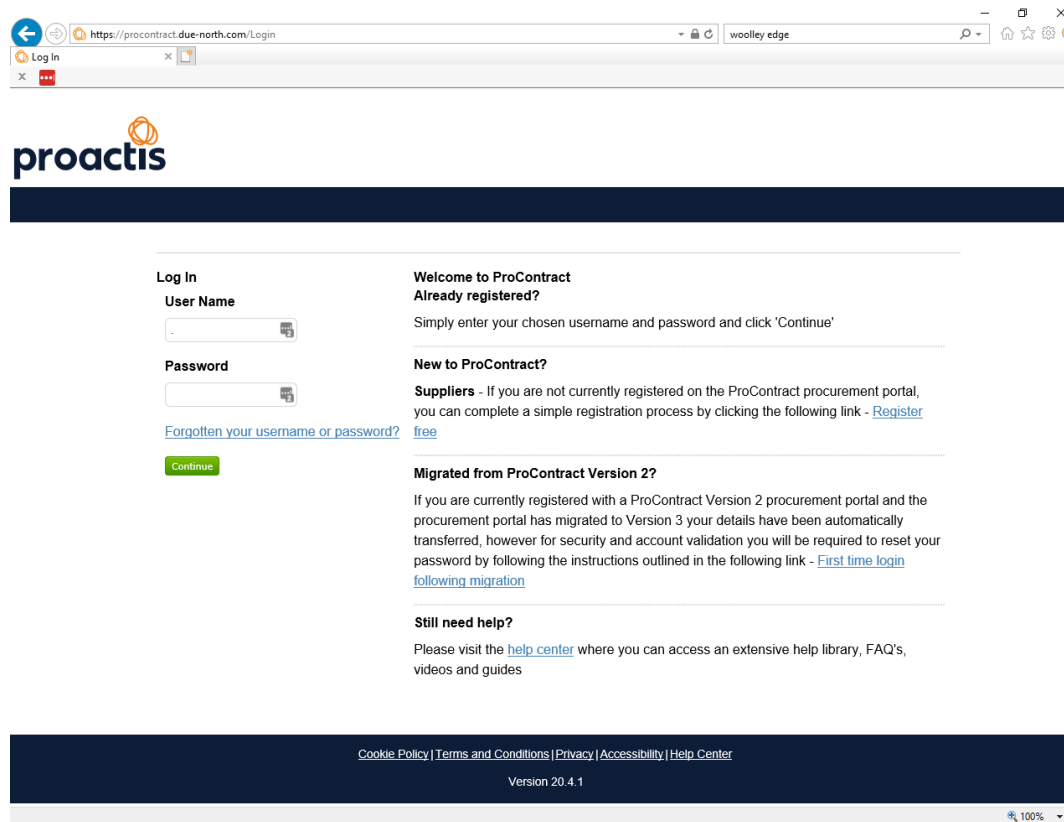
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- A printer/scanner (as you will need to print and sign then scan and upload documents that form part of your submission).
- If you are a company (as per Companies House)
  - Your company's registered name & number
  - Your company's registered address
- 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 form on the left and informational text on the right. The login form includes fields for 'User Name' and 'Password', a 'Continue' button, and a link for 'Forgotten your username or password?'. The right side of the page contains sections for 'Welcome to ProContract', 'New to ProContract?' (with a 'Register free' link), 'Migrated from ProContract Version 2?' (with a 'First time login following migration' link), and 'Still need help?' (with a 'help center' link). At the bottom, there is a footer with 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

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 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)

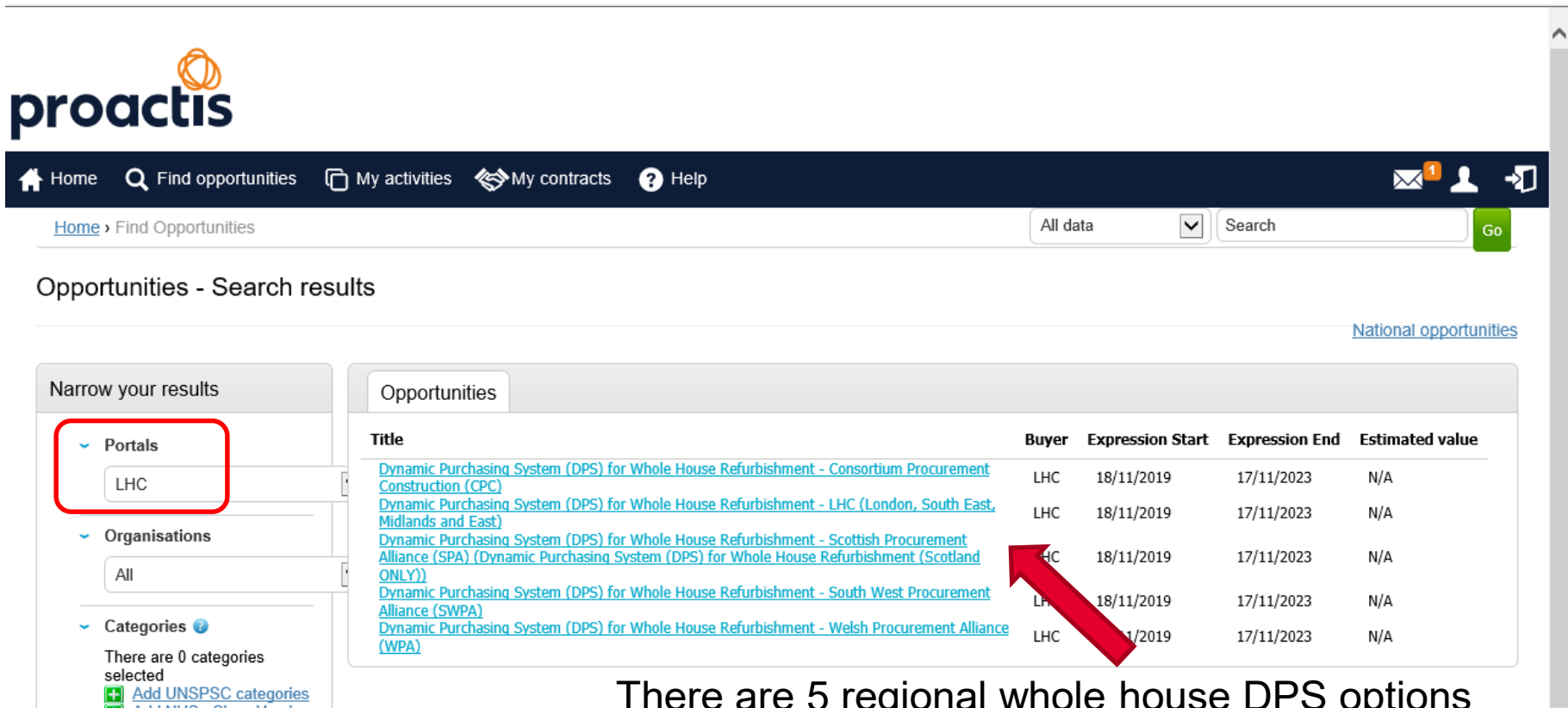
Workgroups

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 website interface. The top navigation bar includes links for Home, Find opportunities, My activities, My contracts, and Help. A search bar is present with a dropdown menu set to 'All data' and a 'Go' button. Below the navigation bar, the page title is 'Opportunities - Search results'. On the left, a sidebar titled 'Narrow your results' contains filters for Portals, Organisations, and Categories. The 'Portals' filter is expanded, showing 'LHC' selected. The main content area displays a table of opportunities. A red arrow points to the first row of the table.

| 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 shows the Proactis LHC website interface. The header includes the Proactis logo and the LHC logo with the tagline 'Trusted procurement for better buildings and homes'. The navigation bar contains links for Home, Find opportunities, My activities, My contracts, and Help. The main content area displays the details for a Dynamic Purchasing System (DPS) for Whole House Refurbishment - South West Procurement Alliance (SWP...).

**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 Purching 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 Purching 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 Purching 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 Purching 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 displays the Proactis LHC portal interface. At the top, the Proactis logo is on the left, and the LHC logo with the tagline 'Trusted procurement for better buildings and homes' is on the right. A dark navigation bar contains links for Home, Find opportunities, My activities, My contracts, and Help, along with a notification badge showing '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 is titled 'Activity : Dynamic Purchasing System (DPS) for Whole House Refurbishment - LHC (London, South East, Midlands and East)'. It features a 'Current events' section with a 'Show all DPS events' link. The first event, 'Dynamic Purchasing System (DPS) for Whole House Refurbishment - Acceptance round 3', is highlighted with a red box and a red arrow pointing to its status 'Not started (Respond by: 31/07/2028)'. The second event, 'Dynamic Purchasing System (DPS) for Whole House Refurbishment - LHC (London, South East, Midlands and East)', has a status of 'Expression of interest accepted'. To the right of the events list, there are sections for 'Archive this activity' with a 'Back to home page' link, 'Messages (1)' indicating one unread message, and 'Audit history' with a 'View audit history' link.

## 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.

https://procontract.due-north.com/RfxResponse/Index?rfxId=1b611bab-5161-ea11-80ff-005056b64545

procontract.due-north.com

Activity documentation, files & links (4)

| 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 |

Read this one first

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 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".

At the bottom is a section titled "Terms & conditions (1)" with a link to "LHC DPS".

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

- 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 right, there is a section titled "Options currently available to you are...." with two buttons: "Start my response" and "Opt out". A red arrow points to the "Start my response" 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 a web browser window with the URL <https://procontract.due-north.com/RFXResponse/RFXResponseSummaryEdit?rfxid=1b611bab-5161-ea11-80ff-005056b64545&responseid=...>. The page is titled "Response information" and contains several sections:

- 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:** A message states "You have not started the 'Additional information' section. Click on the 'Edit' link to begin." A red arrow points to the "Edit" link.
- Question sets (1):** A table with columns: Title, Summary, Progress, and Action. The first row is "Standard Selection Questionnaire (SQ)" with a summary of "Mandatory question set of 53 questions of which 45 are mandatory". The Progress bar is grey, and the Action column contains an "Edit" link.
- Response documentation, files & links (0):** No attachments.
- Terms & conditions (1):** A table with columns: Title, Summary, Progress, and Action. The first row is "LHC DPS" with a summary of "Mandatory question set of 53 questions of which 45 are mandatory". The Progress bar is grey, and the Action column contains an "Edit" link.

On the right side of the page, there is a "Deadline & time remaining" section showing a deadline of "31st July 2028 at 8:00 PM" and a "Time remaining" section showing "8 Years 4 Months 1 Week". Below this is a "Your response" section with a "Response history" link and a checklist of tasks to complete before submission.

## 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 may need to 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' with a 'Show more information' button on the right. 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 'Flag question for review' checkbox. The answer text box contains 'LHC Test Supplier'. At the bottom of the answer section, there are three buttons: 'Save and close', 'Save and previous', and 'Save and next'. To the right of the answer section are three panels: 'Section help', 'Question help' (which states 'This question is mandatory'), and 'Question attachments' (which states '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 bar shows the question title 'Technical and professional ability case study' and a red dot. A red arrow points from this bar down to the 'Add attachment' button. The main question area on the left lists seven criteria (iv-vii) and states that answers should be uploaded as an attachment (up to 2 pages, A4, font size 10, Arial or Helvetica, line spacing 1.5). At the bottom of this area, a red box highlights the 'Add attachment' button, with a red arrow pointing to it and the text 'Click this button to add your case study'. To the right, the 'Section help' and 'Question help' panels are visible. The 'Question help' panel states 'This question is mandatory' and includes an 'Evaluation Criteria' table. The table has two rows: '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.' and '4 – The Supplier has demonstrated a good understanding of the requirement. The evidence is...'. The 'Question attachments' panel at the bottom right shows 'No attachments' and the 'Add attachment' button.

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

100%



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.

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

## 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 LHC procurement portal interface. The 'Attachments' modal is open, showing file upload rules and a table of uploaded files. The 'Add files...' button is highlighted with a red box. The 'Your response' section on the right shows a progress checklist with four items, each with a red circle indicating it is not yet completed.

**Response information**

Supplier: LHC Test  
Workgroup: Procurement  
Workgroup contacts: Dean Fazackerley  
Activity id: DN426055  
Response id: R4573048

Company reg number: N/A  
Company address: 1 street  
Uxbridge  
Isle of Harris

**Additional information**

You have not started the 'Additional information' section.

**Question sets (1)**

Title: Standard Selection Questionnaire (SQ)

**Response documentation, files & links (0)**

No attachments

**Terms & conditions (1)**

Title: LHC DPS

**Attachments**

File upload rules:

- Maximum file size: 1000MB
- Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages, xer

**Attachments Table**

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

**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 (23/03/2020 11:17)
- ☒ 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.....**

[Opt out](#)

**Your response summary**

---

Response information

|   |   |
|---|---|
| <b>Supplier:</b> LHC Test                   | <b>Company reg number:</b> N/A  |
| <b>Workgroup:</b> Procurement               | <b>Company address:</b> 1 street<br>Uxbridge<br>Isle of Harris<br>United Kingdom<br>UB8 1QE |
| <b>Workgroup contacts:</b> Dean Fazackerley | <b>Website:</b> None  |
| <b>Activity id:</b> DN426055                |   |
| <b>Response id:</b> 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               |
|---|---|--|----------------------|
| <a href="#">Standard Selection Questionnaire (SQ)</a> | <b>Mandatory</b> question set of 53 questions of which 45 are mandatory | <div style="width: 100%; height: 10px; 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                   |
|-------------------------|
| <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

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.....**

[Outright](#)

## 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 shows a checklist of progress: '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', and 'Submit your response'. The 'Submit response' button is highlighted with a red box and the text 'Options currently available to you are....'.

## 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

Workgroup: Procurement

Workgroup contacts: Dean Fazackerley

Activity id: DN426055

Response id: R4573048

Company reg number: N/A

Company address: 1 street  
Uxbridge  
Isle of Harris  
United Kingdom  
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                            |
|---------------------------------------|--|-------------|-----------------------------------|
| 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

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

© LHC

## 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.