

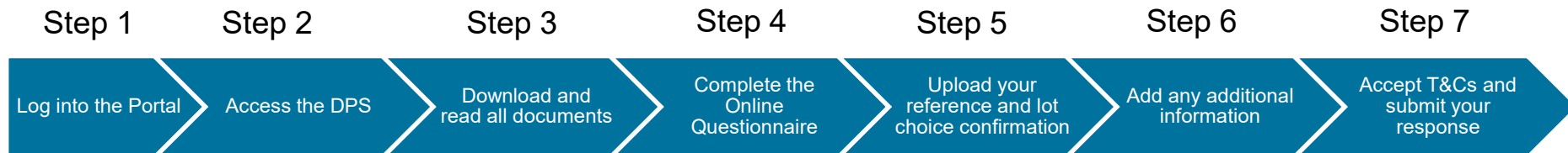


# How to apply to join the Dynamic Purchasing System for Whole House Refurbishment

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

# Steps to complete your DPS response

---



## What you will need in advance

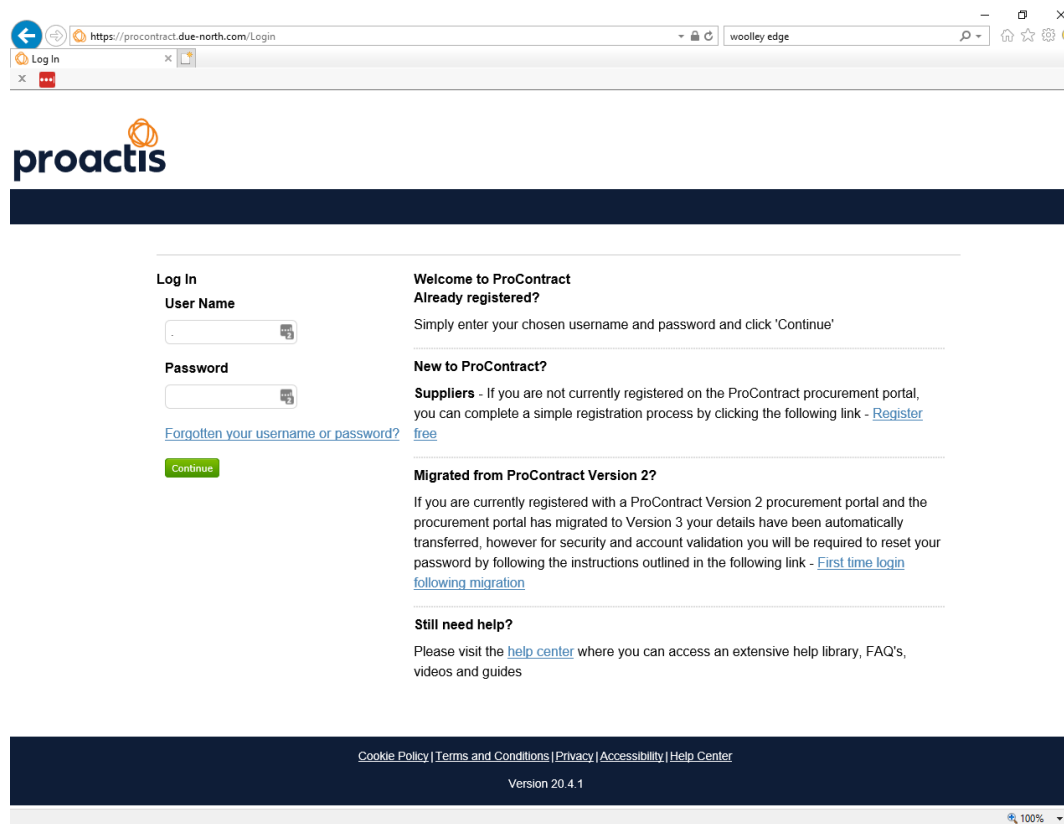
---

- 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 URL <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 a welcome message 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 welcome message on the right is titled 'Welcome to ProContract' and includes sections for 'Already registered?', 'New to ProContract?' (with a link to 'Register free'), and 'Migrated from ProContract Version 2?' (with a link to 'First time login following migration'). At the bottom of the page, 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.

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 NUSPSC 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

## 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 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', 'Expression of interest window', 'Contact details', 'Attachments', 'Key dates', and 'Current Dynamic Purchasing System (DPS) round information'. The 'Expression of interest window' section shows the dates 'From 18/11/2019 17:00 to 17/11/2023 17:30' and a green button labeled 'Register interest in this opportunity' which is highlighted with a red rectangle. The 'Main contract details' section provides information about the opportunity, including the title, categories, description, and region(s) of supply. The 'Key dates' section shows the estimated contract dates and the current DPS round information.

**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**

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)
--	--	--	---

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.

The screenshot shows the Proactis LHC portal interface. The header includes the Proactis logo, navigation links (Home, Find opportunities, My activities, My contracts, Help), and the LHC logo with the tagline 'Trusted procurement for better buildings and homes'. A notification badge shows '12'. The breadcrumb trail indicates the current page is '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 two entries. The top entry, 'Dynamic Purchasing System (DPS) for Whole House Refurbishment - Acceptance round 3', is highlighted with a red box and a blue arrow pointing to it. This entry has a status of 'Not started' (in amber) and a response deadline of '31/07/2028'. The bottom entry, 'Dynamic Purchasing System (DPS) for Whole House Refurbishment - LHC (London, South East, Midlands and East)', has a status of 'Expression of interest accepted' (in green). To the right of the 'Current events' section, there are links for 'Archive this activity', 'Back to home page', 'Messages (1)', 'Audit history', and 'View audit history'.

proactis

LHC Trusted procurement for better buildings and homes

Home Find opportunities My activities My contracts Help 12

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 [Show all DPS 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](#)

[Archive this activity](#) [Back to home page](#)

**Messages (1)**

You have received 1 message(s) of which 1 are unread  
[View all](#) | [View unread](#)

**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 the web application interface for procontract.due-north.com. The main content area displays a table of documents under the heading 'Activity documentation, files & links (4)'. The table has columns for Title, Type, and Size. The first document, 'Invitation to Participate.DOC', is highlighted with a red box and a blue arrow pointing to it, with the text 'Read this one first' next to it. Below the table, there are sections for 'Question sets (1)' and 'Terms & conditions (1)'. The right sidebar contains a 'Messages & clarifications (0)' section, a 'Your response' section with a checklist, and 'Options currently available to you are.....' with buttons for 'Start my response' and 'Opt out'.

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 ESPD

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

The screenshot shows the 'procontract.due-north.com' website. The main content area is divided into three sections: 'Activity documentation, files & links (4)', 'Question sets (1)', and 'Terms & conditions (1)'. The 'Activity documentation' section contains a table with the following data:

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

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, 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:'. Below the checklist, there is a red box around the 'Start my response' button, with an arrow pointing to it from the text 'Click this button'.

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

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

## Step 4 – Complete the ESPD

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 'RFXResponseSummaryEdit' page for a procurement activity. The page is divided into several sections:

- Response information:** Contains details for the supplier (bhudia builders), workgroup (boss), activity (DN426055), response (R4572383), and company information (28 Alicia Gardens, Harrow, Middlesex, United Kingdom, HA3 8JE).
- Additional information:** A message states 'You have not started the 'Additional information' section. Click on the 'Edit' link to begin.' A blue arrow points to the 'Edit' link, and the text 'Progress is currently at zero' is overlaid.
- Question sets (1):** A table with columns: Title, Summary, Progress, and Action. The first row is for the 'Standard Selection Questionnaire (SQ)', which is 'Mandatory' and consists of 53 questions, 45 of which are mandatory. The progress bar is empty, and the 'Edit' link is highlighted with a red box.
- Response documentation, files & links (0):** A section for attachments, currently empty.
- Terms & conditions (1):** A section for terms, with links to 'Accept terms & conditions' and 'Decline terms & conditions'.
- Deadline & time remaining:** A section indicating the response deadline is '31st July 2028 at 8:00 PM' and showing a time remaining of 8 years, 4 months, and 1 week.
- Your response:** A section containing a checklist for the response submission progress, including 'Indicated intent to respond', 'Started to draft your response', and 'Before you can submit your response you need to...'.

## Step 4 – Complete the ESPD

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 KB

## Step 4 – Complete the ESPD

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 ESPD

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 blue arrow points from this header 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. On the right, a 'Section help' box contains 'Question help' stating 'This question is mandatory' and 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'. At the bottom, the 'Answer' section shows 'No attachments' and a red-bordered 'Add attachment' button. A blue arrow points to this button with the text 'Click this button to add your case study'. A 'Flag question for review' checkbox is also present. A 'Question attachments' section is at the bottom right. A 'Show more information' link is visible in the top right corner 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







Questions				
Title		Section status	Status	Flag

[illegible]

Complete section

**Complete section**

[illegible]

-  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.

<a href="#">Standard Selection Questionnaire (Supplier Guidance).pdf</a>	88 KB
--	-------



## Step 5 – Upload reference and lot confirmation

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.

The screenshot displays the 'RFxResponseSummary' page on the procontract.due-north.com website. The page is divided into several sections:

- Response information:** Displays details for the supplier (bhudia builders), workgroup (boss), activity (DN426055), and response (R4572383). It also shows the company address (28 Alicia Gardens, Harrow, Middlesex, United Kingdom, HA3 8JE) and website (None).
- Additional information:** Includes fields for supplier reference (sssss), response information (dss), and additional comments (ss). An 'Edit' link is visible.
- Question sets (1):** A table showing the 'Standard Selection Questionnaire (SQ)' with a summary of 53 questions, 45 of which are mandatory. The progress bar is partially filled with orange blocks.
- Response documentation, files & links (0):** A section for uploading documents. A red box highlights the 'Add' button.
- Terms & conditions (1):** A section for reviewing terms and conditions, with a 'Decline terms & conditions' button.
- Deadline & time remaining:** A green box indicating the deadline is 31st July 2028 at 8:00 PM. The time remaining is 8 years, 4 months, and 1 week.
- Your response:** A section showing the response submission progress checklist. The checklist includes items like 'Indicated intent to respond', 'Started to draft your response', 'Completed the additional information section', 'Completed mandatory question sets', and 'Accepted terms & conditions'. The progress is indicated by green circles.

## 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 SPA procurement portal interface. The 'Attachments' modal is open, showing 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 background shows the 'Response information' section with details for 'LHC Test' and a deadline of '31st July 2028 at 8:00 PM'. The 'Your response' section shows a progress checklist with items like 'Indicated intent to respond' and 'Complete the additional information section'.

**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

**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

**File list:**

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

**Buttons:** Add files..., Start upload, Cancel upload

**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](#)

## 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 Uxbridge  
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

**Click to open form** 



### 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)

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

The screenshot shows a web interface for the 'Additional information' section. At the top is a dark navigation bar with links: Home, Find opportunities, My activities, My contracts, and Help. Below this is a breadcrumb trail: Home > My activities > Dynamic Purchasing System (DPS) for Whole House Refurbishment - LHC (London, South East, Midlands and East) > Additional information. The main content area is titled 'Additional information' and contains three optional sections: 'Supplier reference (optional)' with a text input field, 'Response information (optional)' with a large text area, and 'Additional comments (optional)' with a text area. The 'Additional comments' section contains the text: 'Enter information in the text boxes or click this checkbox and the click the 'Save' button.' A blue arrow points to a checkbox at the bottom left of this section, which is checked. Below the checkbox are two buttons: 'Save' (highlighted with a red box) and 'Cancel'. A 'Return to response' link is visible in the top right corner of the form area.

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.

☒ 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. At the top, there's a browser address bar with the URL 'https://procontract.due-north.com/RfxResponse/RfxResponseSummary?fxld=1b611bab-5161-ea11-80ff-005056b64545&responseld=t'. Below the address bar, there's a search bar and navigation icons. The main content area is divided into several sections:

- Supplier reference:** ssssss
- Response information:** dss
- Additional comments:** ss

Below these, there's a section for 'Question sets (1)' with a table:

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>

Below the table, there's a section for 'Response documentation, files & links (0)' with a '+ Add' button. Below that, there's a section for 'Terms & conditions (1)' with a 'Decline terms & conditions' button. A large blue arrow points from the 'Terms & conditions' section to the 'Submit response' button.

The 'Your response' section on the right contains a checklist:

**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

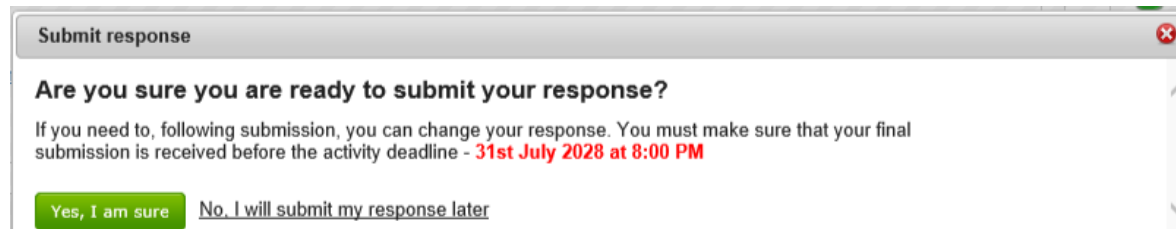
**Almost done, all you need to do now is.....**

- ☐ Submit your response

Below the checklist, there's a section for 'Options currently available to you are.....' with a glowing green 'Submit response' button and a 'Draft out' button. Below that, there's an 'Audit history' section with a 'View audit history' 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'. To the right, there is a 'Deadline & time remaining' section with a 'Back to summary' link. The main content is divided into several sections: 'Response information' (listing Supplier: LHC Test, Workgroup: Procurement, Activity id: DN426055, Response id: R4573048, and Company details), 'Additional information' (a note about acknowledging the response), 'Question sets (1)' (a table with one row for 'Standard Selection Questionnaire (SQ)' showing it is a mandatory question set of 53 questions, with 45 mandatory), and 'Response documentation, files & links (2)' (a table listing two files: 'LHC Reference Letter Template v1.002.docx' and 'Letting Schedule LHC.xlsx').

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

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

## 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.