

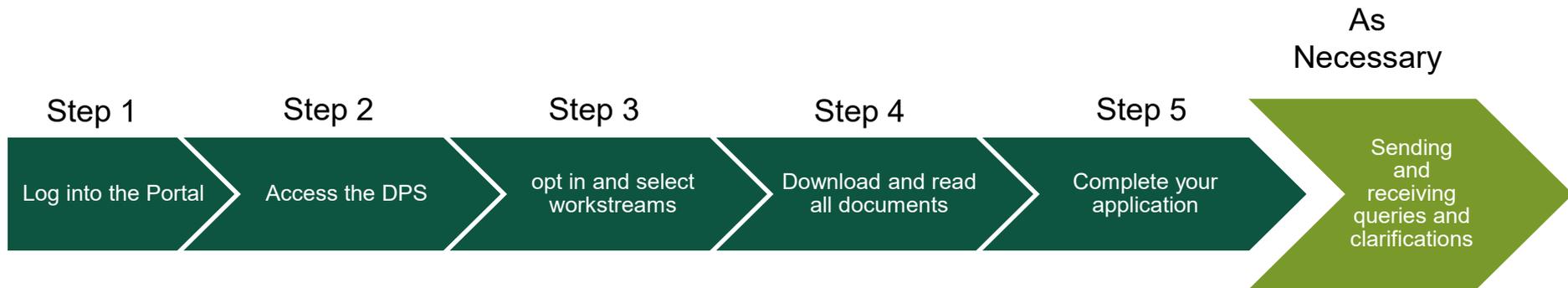


CYNGHRAIR | WELSH
CAFFAEL | PROCUREMENT
CYMREIG | ALLIANCE

How to apply to join the WPA Dynamic Purchasing System (DPS) for Housing Construction South and Mid Wales

A walkthrough of LHC's eTendering portal application process

Steps to complete your DPS response



What you will need in advance

- To apply to join WPA's Housing Construction South and Mid Wales DPS (the DPS), you will need to complete the initial registration form on LHC's eTendering portal. To get started you will need details of your company's registered name, number and address as registered with companies house.
- As your application progresses, you will also need to complete templates in respect of your financial standing and provide details of relevant case studies. These templates are downloadable once you have registered your interest in the DPS on LHC's eTendering portal.
- You will also need to provide details of your public and employer's liability and professional indemnity insurances.
- Please contact the WPA team should you have any question in respect of the completion of your application and/or the qualification requirements. We will do our best to clarify any issues and will work to support you to successfully complete your application.

Step 1 – Accessing the DPS

Step 1.1 – Log into the portal

Access the LHC eTendering portal at the following web address.

If you have not registered yet on the portal you should click the registration button from this page, and will need to do so in order to apply to the DPS.

<https://in-tendhost.co.uk/LHC/asp/Home>

The screenshot shows the LHC eTendering Portal homepage. At the top, there is a navigation bar with the LHC logo on the left, the text 'eTendering Portal' in the center, and another LHC logo with 'LONDON AND SOUTH EAST PROCUREMENT' on the right. Below the navigation bar is a blue menu with links for Home, Bidder Help / Guidance, Tenders, Register, and Help. A red banner below the menu contains an 'Important Information' warning icon and text: 'As one of our suppliers, we need to make sure you receive our email notifications. To ensure our emails reach your inbox please add our email domain @in-tendorganiser.co.uk to your safe senders and check your spam filter settings. Thank you.' The main content area is split into two columns. The left column is titled 'Welcome to the LHC electronic tendering process' and lists 'From this web site you can' and 'How do I get started?' with several bullet points. The right column is titled 'Login' and features a login form with fields for email (procurement@lhc.gov.uk) and password, a 'Login' button, and a 'Forgotten Details' link. Below the login form are 'Register' and 'in-community' buttons. At the bottom right of the main content area is a banner for 'in-supply' with the text 'HALFWAY TO NET ZERO' and an image of wind turbines. The footer of the page contains the copyright notice: 'Copyright © 2022 In-Tend Limited. All Rights Reserved.'

Step 1.2 – Access the DPS advert

Once registered and logged in, select the 'Current' option from the Tenders tab on the top menu bar.

Find the DPS advert and then select the 'View Details' button. This opportunity serves all of LHC and our regional business units (CPC, LSE, SPA, SWPA and WPA)

Housing Construction South and Mid Wales DPS (DPS HCSWa)		Date documents can be requested until: 26 Oct 2030 23:59 (UTC +01:00) GMT Daylight Time
Reference	WPA - 0009	
Customer	WPA	
Title	Housing Construction South and Mid Wales DPS (DPS HCSWa)	
Description	<p>PLEASE NOTE - THIS OPPORTUNITY HAS BEEN LISTED ON LHC'S NEW ETENDERING PORTAL AS PART OF OUR TRANSFER FROM OUR PREVIOUS SYSTEM (PROACTIS). IF YOU HAVE PREVIOUSLY APPLIED AND BEEN SUCCESSFULLY APPOINTED TO THIS DPS PREVIOUSLY YOU DO NOT NEED TO RE-APPLY.</p> <p>LHC (acting as the Central Purchasing Body for the Welsh Procurement Alliance -WPA), has established this DPS for residential construction (including any associated community buildings and facilities) across South and Mid-Wales.</p> <p>The DPS consists of three workstreams. Two of the workstreams - Traditional and MMC are split across four value bands: Micro (up to 5 units) Small (6-15 units) Medium (16-49 units) Large (50 units or above)</p> <p>Workstream 3 is a specialist area for Accommodation for 50 units and above only.</p> <p>Bidders can apply for multiple workstreams and value bands available within a specific workstream. Each workstream also contains 17 regional areas/lots across 16 South and Mid-Wales counties that applicants can select to carry out their services within.</p> <p>The works (including associated services and / or Supplies) which can be delivered includes the development of new build housing projects, including 'Housing' (houses, bungalows, flats, apartments etc.) and 'Accommodation' (sheltered accommodation, care homes, extra care (e.g. dementia) student accommodation etc.) There is also a specialist lot within each county to provide for the construction of Accommodation.</p> <p>The DPS also allows for the refurbishment and alteration of existing buildings as part of new build schemes or</p>	

Step 1.3 – Express an interest

A more detailed advert will open, with some additional information.

Click the 'Express Interest' button to register your interest in the DPS and gain access to the tender management area.

building conversion to residential accommodation. scope also includes options for associated land purchases (and financing land purchase and development). WPA anticipates a wide range of projects potentially being delivered under the DPS, from single smaller sites to complex multi-site projects.

Directive	Services
Procedure	Open (2.0.9)
Contract Start	27 October 2020
Contract End	26 October 2030

View Details

Select 'View Details'

purchase and development). WPA anticipates a wide range of projects potentially being delivered under the DPS, from single smaller sites to complex multi-site projects.

Directive :	Services
Procedure :	Open (2.0.9)
Contract Start :	27 October 2020
Contract End :	26 October 2030

Express Interest

Then select 'Express Interest'

Step 1.4 – Accessing the DPS via My Tenders

You have now registered your interest in the DPS and have access to the documentation we have provided and the application form. You have however not yet completed your DPS response.

Now you have expressed an interest, a new option 'My Tenders' will be available from the Tender tab in the top menu bar. You can access this DPS and any other opportunities you have expressed an interest in on our eTendering portal from the 'My Tenders' area.

Below is the main Tender page for this opportunity, the remaining slides will guide you through submitting an application for the DPS.

LHC
Trusted procurement for better buildings and homes

eTendering Portal

WPA CYNGHRAIR CAFFAEL CYMREIG | WELSH PROCUREMENT ALLIANCE

Home Bidder Help / Guidance Messages @SupplierAppraisal Tenders Orders Company Details Help Logout

Tender Management

Your return has not yet been sent

Tender DPS Application Form Correspondence History

Please note: All date & time fields are being displayed using (UTC +01:00) GMT Daylight Time

Housing Construction South and Mid Wales DPS (DPS HCSWa)

Reference :	WPA - 0009
Customer :	WPA
Main Contact :	Jo Parkes-Newton
Title :	Housing Construction South and Mid Wales DPS (DPS HCSWa)

PLEASE NOTE - THIS OPPORTUNITY HAS BEEN LISTED ON LHC'S NEW ETENDERING PORTAL AS PART OF OUR TRANSFER FROM OUR PREVIOUS SYSTEM (PROACTIS). IF YOU HAVE PREVIOUSLY APPLIED AND BEEN

Tenders Orders

- My Tenders
- Current
- Forthcoming

Step 2 – Viewing the DPS Documentation

Step 2.1 – Navigating the DPS tender area

There are 5 tabs within the Tender Management area, as follows:

Tender – This is the overview of the tender as detailed in the initial advert.

DPS Application Form – This is the main tender area, clicking on this tab will open the tender response section where you will gain access to all the documentation issued by WPA (on behalf of LHC) and the application response form.

Correspondence – This is the messaging area for this specific opportunity. If you have a query regarding the DPS then this is where you will go to send it to WPA, and where you will pick up messages from us sent directly to you.

Clarifications – These are message sent out to which are publicly available to all interested parties.

History – This provide an audit trail of the key actions your organisation has taken on the portal in relation to this opportunity

The screenshot displays the 'Tender Management' interface. At the top, there is a red notification bar that reads 'Your return has not yet been sent'. Below this is a horizontal tabbed menu with five tabs: 'Tender' (which is active and highlighted in blue), 'DPS Application Form', 'Correspondence', 'Clarifications', and 'History'. A yellow notification box below the tabs contains the text: 'Please note: All date & time fields are being displayed using (UTC +01:00) GMT Daylight Time'. At the bottom of the interface, the tender title 'Housing Construction South and Mid Wales DPS (DPS HCSWa)' is displayed, followed by a blue print icon.

Step 2.2 - Download and read all documents

Click on the DPS Application Form tab to open up the application form. The form contains the deadline for applications and the advert details.

Scroll past this to the documents received area. These are the documents provided by WPA (on behalf of LHC) which include template response forms.

Ensure you read the 'CD1 READ FIRST – Quick Guide Checklist' document as this forms the core information provided by WPA for this opportunity. Further instructions for submitting your application and an overview of how WPA will assess your submission can be found in 'ID5 Invitation to Participate' and 'ID8 ITP Guidance'.

Tender Documents Received - Main	Description	Options
	CD1 READ FIRST - Quick Guide Checklist.docx	View Download
	CD2B Signif Subcontractor and Member.xlsx	View Download
	CD3 WPA Financial Standing Assesment Template.xlsx	View Download
	CD4 FOI & Confidentiality Declaration.docx	View Download
	ID3 WPA Restricted Process.pdf	View Download
	ID5 Invitation to Participate.pdf	View Download
		View Download

Step 3 – Opt In/Out and Workstream Selection

Step 3.1 – Confirming your intention to bid

Once you have reviewed the documentation, you will need to confirm your intention to bid in order to unlock the response form. Click on the 'Opt In' button to do this.

After reading the documentation should you decide you do not wish to apply be appointed to the DPS click the 'Opt Out' button.

Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

Opt In- This will confirm to us of your involvement and your intention to submit a return.
Opt Out- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.



After reading the documentation should you decide you do not wish to apply for the DPS click the 'Opt Out' button. A pop-up window will appear asking for your reason for opting out.

Please select the reason from the drop down list, and you can provide a brief comment as well which helps LHC understand why you have decided not to apply.

Click the 'Stop Receiving Correspondence' tick box to ensure you don't receive new notifications in relation to this opportunity.

Opt Out

Please confirm your reasons for opting out of this stage.

Stop Receiving Correspondence

Step 3.2 – Filtering the response form by lot

Once you have opted in (signalling your intention to bid) the response form will unlock and you can select the workstreams you wish to apply for. This should be done before starting your application, as the response form will update according to the workstreams you select and only show you the workstream specific questionnaires you need to complete based on the workstreams you choose.

Lot Status Submitting

Workstream 1 - Traditional

Submitting

Yes

No

Workstream 2 - MMC

Submitting

Yes

No

Workstream 3 - Accommodation

Submitting

Yes

No

Step 4 – Completing Your Application

Step 4.1 – Tender response form overview

Further down the DPS application Form page will be the response area. This is broken into 2 sections

1 – The main tender response section – Completion of this section is applicable regardless of what workstreams you are applying for.

2 - For each workstream there is a specific online questionnaire to be completed. Once you have selected workstreams you are applying for only the sections for the workstreams you are interested in will be visible.

1

My Tender Return - Main	Description	Options
	Upload CD1 - Quick Guide Declaration here	Upload Document
HCSWa DPS Part 1 - Contact Information	Not Started	View Questionnaire
HCSWa DPS Part 2 - General Questions	Not Started	View Questionnaire
General	IF REQUIRED - Upload CD2B - Significant Sub-Contractor document here	Upload Document
General	Upload CD3 - WPA Financial Standing Assessment here	Upload Document
General	Upload CD4 FOI & Confidentiality Declaration here	Upload Document

2

My Tender Return - Workstream 1 - Traditional	Description	Options
HCSWa DPS Workstream 1 - Traditional Build	Not Started	View Questionnaire
General	Upload CD5.1 - Case Study Submission WS1 - Traditional Housing	Upload Document

My Tender Return - Workstream 2 - MMC	Description	Options
---------------------------------------	-------------	---------

Step 4.2 – Tender response form – main response section

The main tender response section comprises:

- A number of questionnaires that collect information about you as an applicant, but also forms the selection element of your response that will be assessed on a pass / fail basis. Refer to the 'DPS Invitation to Participate READ FIRST' document for full details.
- Upload placeholders / buttons for you to be able to upload specific documentation we have requested as part of your response. There are also other upload buttons that will be required depending on answers you have provided in the questionnaires and/or the specific workstreams you have applied for.

Any questionnaires or placeholders in red are mandatory and require completion as part of your bid.

View Questionnaire

Any questionnaires or placeholders in blue require completion if applicable to your bid.

Upload Document

My Tender Return - Main	Description	Options
	Upload CD1 - Quick Guide Declaration here	Upload Document
HCSWa DPS Part 1 - Contact Information	Not Started	View Questionnaire
HCSWa DPS Part 2 - General Questions	Not Started	View Questionnaire
General	IF REQUIRED - Upload CD2B - Significant Sub-Contractor document here	Upload Document
General	Upload CD3 - WPA Financial Standing Assessment here	Upload Document
General	Upload CD4 FOI & Confidentiality Declaration here	Upload Document

Step 4.3 – Tender response form – workstream specific response section

For each workstream applied for there is a specific questionnaire that needs to be completed. This questionnaire captures the regional areas for each workstream that you wish to

My Tender Return - Workstream 1 - Traditional	Description	Options
HCSWa DPS Workstream 1 - Traditional Build	Not Started	View Questionnaire
General	Upload CD5.1 - Case Study Submission WS1 - Traditional Housing	Upload Document

My Tender Return - Workstream 2 - MMC	Description	Options
HCSWa DPS Workstream 2 - MMC Build	Not Started	View Questionnaire
General	Upload CD5.2 - Case Study Submission WS2 - MMC	Upload Document

My Tender Return - Workstream 3 - Accommodation	Description	Options
HCSWa DPS Workstream 3 - Accommodation	Not Started	View Questionnaire
General	Upload CD5.3 - Case Study Submission WS3 - Accommodation	Upload Document

Step 4.4 – Completing Questionnaires

Some elements of the questionnaires may be auto-populated from the information you have provided when you registered or information you have previously provided to the same questionnaire issued by LHC for other tender activities you have participated in. See below, a warning will appear at the top of the page if this is the case.

When completing a questionnaire, all fields marked with a red * (asterisk) are mandatory, other questions will only require completing depending on your answer to previous questions. Please read the question instructions carefully as they will guide you through the completion of the questionnaire

On the left of the questionnaire there is a control panel which allows you to track your progress

Always ensure you click the 'Save and Close' button to exit the questionnaire.

Control Panel

34 in total

6 answered

15 mandatory unanswered

Unanswered Mandatory Questions

Question 6

Go To Question

Backup Question Data

WH DPS Part 2 - Company Details

Instructions for Bidders

This section seeks background information about the bidder. Please do not select bidders that cannot provide basic company information.

All personal information supplied in your application will be held in accordance with the Data Protection Act 1998 and the General Data Protection Regulation and Data Protection Act.

To save your answers, click the "Save Answers" button. Please note: yellow denotes mandatory question

in-tendhost.co.uk says

Some responses within this questionnaire may have been automatically populated from a previous answer you provided to the same question. It is your responsibility to ensure this response is still valid and correct before submitting your response. Click ok to continue and complete this questionnaire.

SECTION 2A - INFORMATION ABOUT THE BIDDER

1. 2A.1 Name:

LHC Test Supplier

2. 2A.2 VAT-number:

*If applicable:

3. 2A.3 National identification number

1234

If you are a UK based company this will be your Companies House number.

4. 2A.4 D.U.N.S. number, if applicable:

5. 2A.5.1 Postal address Line 1:

2 vine street

6. 2A.5.2 Postal address Line 2:

7. 2A.5.3 Postal address Town/City:

Step 4.5 – Visual Guidance to Track Completion of Your Response

As you progress through the response form, the system visually tracks for you, as follows:

Completed questionnaires will change to green when fully completed (all mandatory questions answered)

When you have uploaded documents, the single 'Upload Document' placeholder button disappears and is replaced with the 3 buttons allowing you to view what you have uploaded in this placeholder, download the document and remove it. Additionally, the file name of the document you have uploaded in this placeholder will be displayed on the left hand side (see highlighted area) below

My Tender Return - Workstream 3 - Accommodation	Description	Options
HCSWa DPS Workstream 3 - Accommodation	Completed	View Questionnaire
H2 Successful Letter Template v3.docx	(Microsoft Word Document) General	View Download Remove

Step 4.6 – Submitting Your Completed Application

Once you have completed all necessary questionnaires and uploaded the documents required for all workstreams you are applying for you need to ensure you submit your response. WPA cannot see the contents of your response in order to assess it unless it has been submitted.

See below, the submit button is located at the bottom of the response form, the system will not allow you to submit the application until all necessary information have been provided and will show a pop-up error.

Once you have successfully submitted your application you will see a popup window confirming this, which you can print off if you wish.

Submit My Return

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

Submit Return

Step 4.7 - Next steps

You have now completed your application for WPA's Housing Construction South and Mid Wales DPS.

You will receive a message confirming receipt of your application within the 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 In-Tend portal messaging inbox with the outcome of your submission (Note you will also receive an email when the message is received in your In-Tend messaging portal inbox). N.B. It may take us longer to process your application if we need to request further information from you. In this case the 15 working day period begins when we have received all the information from you that we need to process your application,

Please check the eTendering portal messaging inbox periodically and also ensure that emails from Intend 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.

Step 5 - Sending and receiving queries and clarifications

Step 5.1 - Sending and receiving correspondence

If you need to clarify anything when completing your application you will need to send a message to WPA through the portal. To do this click on the 'Correspondence' tab of the tender management area, and the screen below will appear.

Click the 'Create Correspondence' button, and a pop up email-type window will appear allowing you to add a subject and message and then send it to us. The WPA team will review and respond to you shortly.

You can also review and respond to messages we send to you (for example to query an element of your application, request missing or additional information and to notify you of the outcome of your application).

The screenshot shows the 'Tender Management' interface with the 'Correspondence' tab selected. At the top, a red banner reads 'Your return has not yet been sent'. Below this are navigation tabs for 'Tender', 'DPS Application Form', 'Correspondence', 'Clarifications (1)', and 'History'. A yellow note states: 'Please note: All date & time fields are being displayed using (UTC +01:00) GMT Daylight Time'. On the left, there is a search box with a 'Search' button and a list of filters: 'Received', 'Sent', 'Unread', 'Read', and 'Show all.'. Below the search is a 'Filter' section with a plus sign and an 'Options' section containing a 'Create Correspondence' button. The main area is titled 'Messages' and contains a table with columns 'Date Sent' and 'Subject'. The table is currently empty, with a message below it stating '- there is no correspondence that matches your criteria -'. Another yellow note at the top of the messages area reads: 'Please note : The correspondence area is only to be used for tender based queries, please see the help section for the technical contact details.'

Step 5.2 - Sending and receiving correspondence

See example below of the pop up screen for you to create and send your message. You can if you wish also add attachments to your message if required.

Tender | DPS Application Form | **Correspondence** | Clarifications (1) | History

Please note: All date & time fields are being displayed using (UTC +01:00) GMT Daylight Time

Please note : The correspondence area is only to be used for tender based queries, please see the help section for the technical contact details.

Create Correspondence

Create Correspondence Regarding...

Stage:

* Subject:

* Message:

Attachment Options

- There are currently no attachments for this correspondence -

Step 5.3 – Message trail

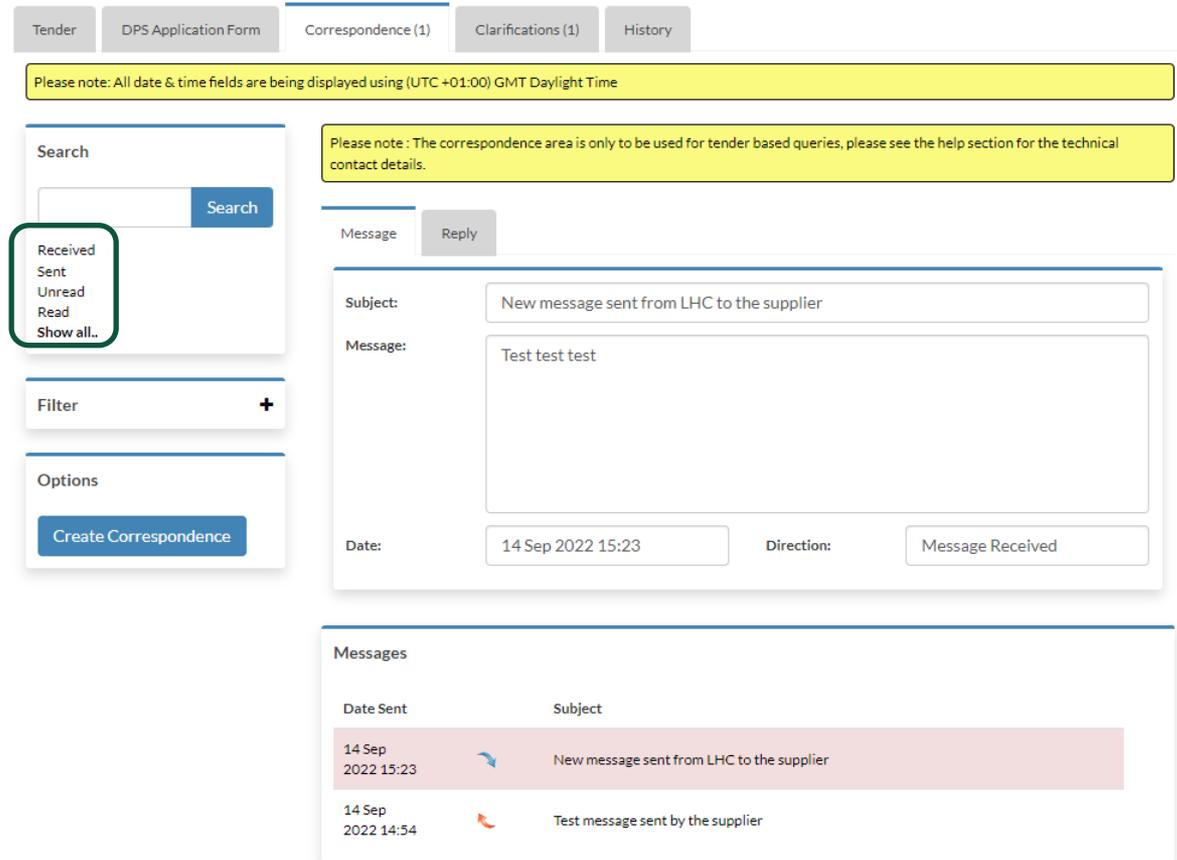
All incoming and outgoing messages are shown as a trail at the bottom of this section. Clicking on a message will display the contents of it.

Clicking on the 'Reply' tab of a message sent to you enables you to send a response to that message back to WPA. You can use the filters on the left side of the correspondence area to filter the correspondence message list.

Correspondence messages key

 This is an outgoing message sent by you to LHC.

 This is an incoming message sent by LHC to you.



The screenshot displays the WPA correspondence interface. At the top, there are navigation tabs: 'Tender', 'DPS Application Form', 'Correspondence (1)', 'Clarifications (1)', and 'History'. Below the tabs is a yellow notification bar stating: 'Please note: All date & time fields are being displayed using (UTC +01:00) GMT Daylight Time'. On the left side, there is a search bar with a 'Search' button and a filter menu. The filter menu is highlighted with a green box and contains the following options: 'Received', 'Sent', 'Unread', 'Read', and 'Show all..'. Below the filter menu is a 'Filter' button with a plus sign and an 'Options' section with a 'Create Correspondence' button. The main content area shows a message detail view with tabs for 'Message' and 'Reply'. The message details include: 'Subject: New message sent from LHC to the supplier', 'Message: Test test test', 'Date: 14 Sep 2022 15:23', and 'Direction: Message Received'. At the bottom, there is a 'Messages' table with the following data:

Date Sent		Subject
14 Sep 2022 15:23		New message sent from LHC to the supplier
14 Sep 2022 14:54		Test message sent by the supplier

Step 5.4 – Reviewing clarifications

Clarifications are a one way communication by WPA to all companies who have expressed an interest in the DPS. These are bulletin / announcement type messages that WPA send out to keep everyone informed.

Clarifications appear in a separate clarification tab. Clarifications may be a simple announcement or may contain supporting attachments.

The screenshot displays the 'Tender Management' interface. At the top, a red banner reads 'Your return has not yet been sent'. Below this are navigation tabs: 'Tender', 'DPS Application Form', 'Correspondence', 'Clarifications' (which is active), and 'History'. On the left, there is a search box with a 'Search' button and a 'Filter' button with a plus sign. Below the search box are options for 'Read', 'Unread', and 'Show all..'. The main content area shows a list of clarifications. The first entry is dated '12 September 2022' and titled 'INSTRUCTIONS FOR THOSE ALREADY APPOINTED TO THE WHOLE HOUSE REFURBISHMENT DPS'. Below the list, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation buttons. A detailed view of the selected clarification is shown below, with fields for 'Name', 'Description', and 'Date'. The 'Name' field contains the same title as the list entry. The 'Description' field contains the text: 'Please note LHC have changed our eTendering portal system from Proactis to this new portal and as such have re-created the ongoing DPS on the new system for new applications. If you have previously successfully applied to be on the DPS there is no need to reapply, your existing position on the DPS is still valid and there is no further action needed for you to take.' The 'Date' field shows '12 September 2022'. A 'View Project' button is located at the bottom right of the clarification details.

Tender Management

Your return has not yet been sent

Tender DPS Application Form Correspondence **Clarifications** History

Search

Search

Read
Unread
Show all..

Filter +

Show 10 entries Search:

Added Title

12 September 2022 INSTRUCTIONS FOR THOSE ALREADY APPOINTED TO THE WHOLE HOUSE REFURBISHMENT DPS

Showing 1 to 1 of 1 entries Previous 1 Next

Clarification

Name: INSTRUCTIONS FOR THOSE ALREADY APPOINTED TO THE WHOLE HOUSE REFURBISHMENT DPS

Description: Please note LHC have changed our eTendering portal system from Proactis to this new portal and as such have re-created the ongoing DPS on the new system for new applications. If you have previously successfully applied to be on the DPS there is no need to reapply, your existing position on the DPS is still valid and there is no further action needed for you to take.

Date: 12 September 2022

View Project