

## Dynamic Purchasing System (DPS) – Supplier Guide to using In-Tend

### Step 1: Register Your Organisation with In-Tend (you only need to do this step once)

If you haven't already, you'll need to register your organisation at <https://in-tendhost.co.uk/westberks>

- Click on the Register tab and complete the fields in Company Details tab.
- Move to the Business Classifications tab. You need to specify the kind of work you're interested in doing for the Council. Type in 'transport', click search and a list of categories of transport will appear. Click on the plus next to any categories you wish to add. You can select more than one. You should include categories **360000 and 361200** for the purpose of this DPS.
- On the Company Categories tab, you can tick as many of the options shown as required.
- Click Register My Company.

### Step 2: Express an Interest in the DPS (you only need to do this step once)

- Log into In-Tend at <https://in-tendhost.co.uk/westberks>
- Select the Tenders tab and click Current.
- Scroll or search to locate the **Transport Services Dynamic Purchasing System (DPS)**.
- Select View Details.
- Select Express Interest.

### Step 3: View and complete the details required to apply to join the DPS (you only need to do this step once)

- Select Dynamic Purchasing System Selection Stage.
- View documents.
- If having carefully read and considered all the documents you wish to apply to the DPS, select Opt In.
- Choose either Lot 1 (small vehicles less than 17 passenger seats) or Lot 2 (large vehicles 17 or more passenger seats) or both. Set each Lot to Yes or No.
- You will need to complete **Appendix 1: Application Form** and save a copy on your computer.
- Upload your completed Application Form, as well as one of the financial documents requested in section 4.1 of the application form. (select Browse, locate your documents, select Open).
- If you are happy with your submission, then click Submit.

You should at this point receive a Return Receipt. You can also go to View History to check if it has worked.

After 05/05/22 you should look to receive confirmation of whether your application has been accepted or rejected. If it was rejected you should receive an explanation. You can reapply at any time.

### Step 4: Bidding for Contracts (you'll complete this step every time you bid for a contract)

Whenever we tender out a contract, we'll do this by running a mini-competition (Call Off). Email notifications will be sent to all suppliers who were successfully admitted to the DPS, inviting them to tender.

- Log into In-Tend at <https://in-tendhost.co.uk/westberks>
- Select Tenders, My Tenders.
- Locate the relevant mini-competition. Select View Details.
- Select ITT (Invitation to Tender) Documents.
- If you wish to apply for the mini-competition, select Opt In.
- Complete and upload the ITT Document (you may need to scroll up to see this option). This is a simple document with details of the work being tendered, and a box at the bottom for your quote.
- Where requested, enter your tender Value. Make it clear whether your price is per journey/day etc.
- Submit Return.

You should receive confirmation that your tender has been made. You can click on Modify if you wish to amend your submission (assuming still within the deadline).

At a later date you should expect to receive confirmation of whether your tender has been accepted or if you've been unsuccessful on this occasion.

If you have any queries, please contact the Transport team on (01635) 503494.