

Guidance for supplier to access the Dynamic Purchasing System for Passenger Transport

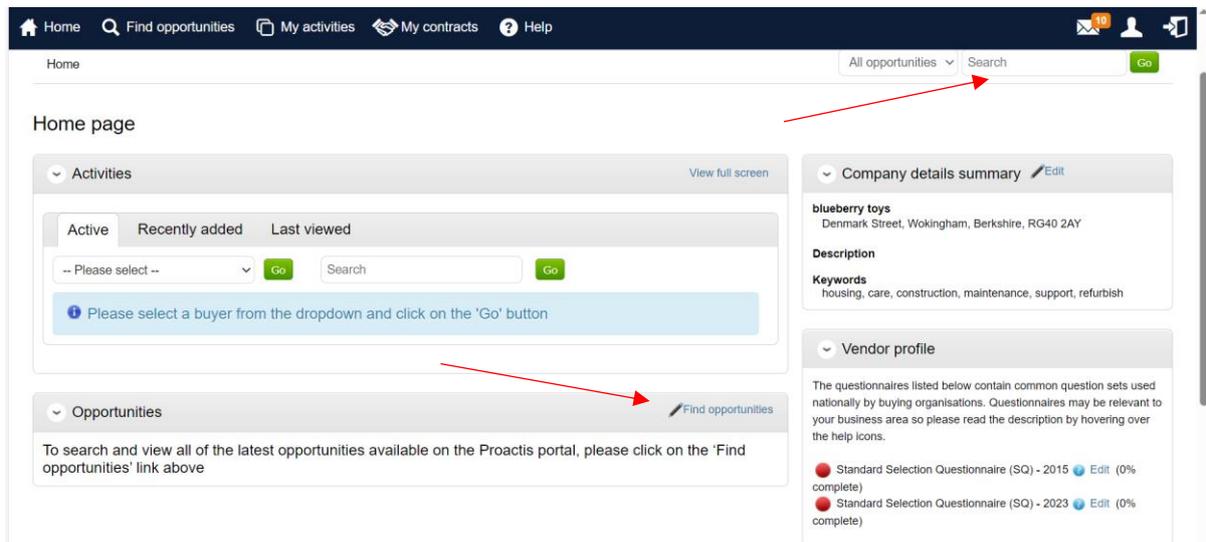
Step 1 – Register your organisation with Proactis.

If you haven't already, you'll need to register your organisation at <https://procontract.due-north.com/Register>

Detailed information about the registration process is available in the [Supplier Registration Guide](#).

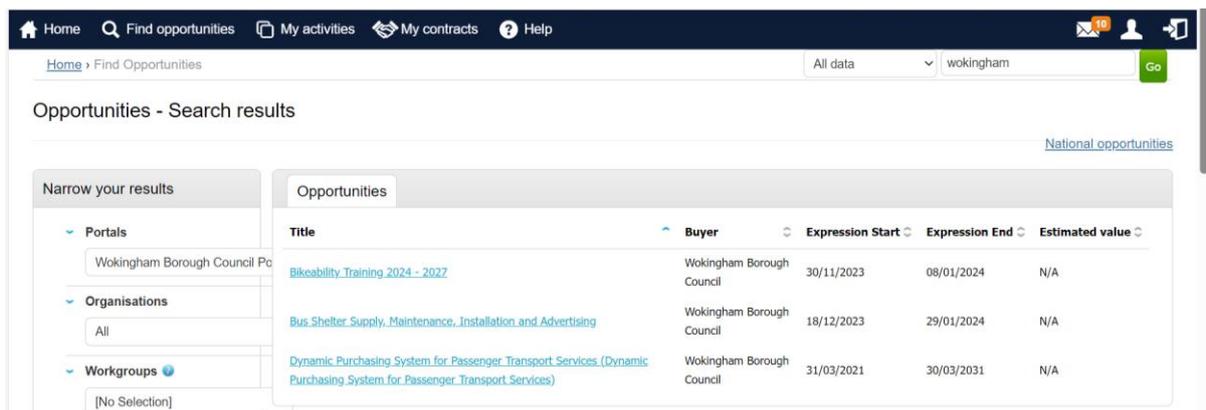
Step 2 – Login and find the DPS on the portal.

You can either use the **Search** field to search on Wokingham Borough Council's opportunities, or you can click on the **Find opportunities** link and then use the filter at the top left corner to filter on Wokingham's opportunities.



The screenshot shows the Proactis portal home page. At the top, there is a navigation bar with links for Home, Find opportunities, My activities, My contracts, and Help. A search bar is located in the top right corner, with a dropdown menu set to 'All opportunities' and a 'Go' button. A red arrow points to the search bar. Below the navigation bar, the page is divided into several sections. On the left, there is an 'Activities' section with tabs for 'Active', 'Recently added', and 'Last viewed'. Below this, there is a search filter with a dropdown menu set to '-- Please select --' and a 'Go' button. A blue box contains the text: 'Please select a buyer from the dropdown and click on the 'Go' button'. Below this, there is an 'Opportunities' section with a 'Find opportunities' link. A red arrow points to this link. On the right, there is a 'Company details summary' section for 'blueberry toys' with a description and keywords. Below this, there is a 'Vendor profile' section with a list of questionnaires and their completion status.

You will then see all live opportunities, including the DPS.



The screenshot shows the Proactis portal search results page. At the top, there is a navigation bar with links for Home, Find opportunities, My activities, My contracts, and Help. A search bar is located in the top right corner, with a dropdown menu set to 'All data' and a 'Go' button. Below the search bar, the page is titled 'Opportunities - Search results'. On the left, there is a 'Narrow your results' sidebar with sections for 'Portals', 'Organisations', and 'Workgroups'. The main content area shows a table of search results. The table has columns for Title, Buyer, Expression Start, Expression End, and Estimated value. Three results are shown:

Title	Buyer	Expression Start	Expression End	Estimated value
Bikeability Training 2024 - 2027	Wokingham Borough Council	30/11/2023	08/01/2024	N/A
Bus Shelter Supply, Maintenance, Installation and Advertising	Wokingham Borough Council	18/12/2023	29/01/2024	N/A
Dynamic Purchasing System for Passenger Transport Services (Dynamic Purchasing System for Passenger Transport Services)	Wokingham Borough Council	31/03/2021	30/03/2031	N/A

Step 3 – Register interest.

Click on the **DPS** link and then click on the green button **Register interest** in the opportunity.

Home Find opportunities My activities My contracts Help

Home Find opportunities Dynamic Purchasing System for Passenger Transport Services [Return to find opportunities](#)

Dynamic Purchasing System for Passenger Transport Services

Main contract details

Opportunity Id DN535601
Title Dynamic Purchasing System for Passenger Transport Services
Categories 60000000-8 - Transport services (excl. Waste transport)
Description <p>Passenger Transport Services for home to school transport, adult social care, children’s social care and public bus routes.</p>
Region(s) of supply United Kingdom
Estimated value N/A
Keywords Minibus, Coach, Transport, Taxi, Bus, Passenger

Key dates

Estimated contract dates
Start date 31/05/2021 **End date** 30/03/2031

Current Dynamic Purchasing System (DPS) round information
End date 30/03/2031 20:00:00

Expression of interest window

From 31/03/2021 23:30 to 30/03/2031 23:30

[Register interest in this opportunity](#)

Contact details

Buyer Wokingham Borough Council
Contact Rebecca Brooks
Email Rebecca.Brooks@wokingham.gov.uk
Telephone 01189088302
Address Civic Offices
Wokingham
Berkshire
RG40 1BN
United Kingdom

Attachments

No attachments

Once you have clicked on the green button **Register interest in the opportunity**, to complete this step, you will also need to click on the link **here** as shown below:

https://procontract.due-north.com/Supplier/Advert/View?advertId=0e517132-5492-eb11-810c-005056b64545...

proactis

Home Find opportunities My activities My contracts Help

Home Find opportunities Dynamic Purchasing System for Passenger Transport Services [Return to find opportunities](#)

Expression of interest successful

You have successfully registered interest in the following opportunity for all -

Dynamic Purchasing System for Passenger Transport Services

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 for Passenger Transport Services** 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 sally.brown@blueberrytoys.co.uk. The invitation contains a direct link to this DPS.
- Please note however that the closing date for this DPS is 30 March 2031 20:00. Make sure you leave enough time to complete your response.

For reference, the primary contact for this opportunity is listed below :-

<p>Mrs Rebecca Brooks T: 01189088302 F: M: E: Rebecca.Brooks@wokingham.gov.uk</p>	<p>Procurement Portal Wokingham Borough Council Portal Ref Id DN535601</p>	<p>Organisation Wokingham Borough Council Activity Dynamic Purchasing System for Passenger Transport Services</p>
---	--	--

[Close](#)

https://procontract.due-north.com/SupplierPostLoginHome?initialActivitiesTab=RecentlyAddedActivities

Contact REBECCA BROOKS
Email Rebecca.Brooks@wokingham.gov.uk
Telephone 01189088302
Address Civic Offices

Step 4 – Download and read the documents.

Click on each of the documents to be able to open and download them. Ensure you read each document, starting with **Procurement information + Guidance**.

Buyer: Wokingham Borough Council

Title: Dynamic Purchasing System for Passenger Transport Services ID: 677210
Acceptance Round: 34

Description: Passenger Transport Services for home to school transport, adult social care, children's social care and public bus routes.

WOKINGHAM BOROUGH COUNCIL

Activity documentation, files & links (6)

Title	Type	Size
1. Procurement Information + Guidance.zip	zip	228 KB
2. Terms, Conditions, Specification.zip	zip	3 MB
3. Application Documents.zip	zip	93 KB
4. Call-off Documents.zip	zip	326 KB
5. General Templates.zip	zip	238 KB
6. Presentation Slides.zip	zip	131 KB

Question sets (1)

Title	Summary
Standard Selection Questionnaire (SQ)	Mandatory question set of 32 questions of which 26 are mandatory

A response to this activity can be submitted no later than
30th March 2031 at 8:00 PM

Time remaining

7 Years 3 Months 1 Week

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:

Step 5 – Start your response.

Click on the **Start my response** green button to start uploading the required policies and other documents.

Activity documentation, files & links (6)

Title	Type	Size
4. Call-off Documents.zip	zip	326 KB
5. General Templates.zip	zip	238 KB
6. Presentation Slides.zip	zip	131 KB

Question sets (1)

Title	Summary
Standard Selection Questionnaire (SQ)	Mandatory question set of 32 questions of which 26 are mandatory

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
- Upload at least one attachment
- Submit your response

Options currently available to you are....

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

[Indicate your intent to respond](#)

Step 6 – Add your response on the system.

To finalise your response, you will need to complete the electronic forms by clicking on the **Standard Selection Questionnaire (SQ)** link and filling in the relevant information; once complete, the progress bar will show as completed.

Your response summary

[Response information](#)

Supplier: blueberry toys Company reg number: 12858202
 Workgroup: all Company address: Denmark Street, Wokingham, Berkshire, United Kingdom, RG40 2AY
 Workgroup contacts: sally brown Website: None
 Activity id: DN535601
 Response id: R6655806

Deadline & time remaining

A response to this activity can be submitted no later than
30th March 2031 at 8:00 PM

Time remaining

7 Years 3 Months 1 Week

Additional information

You have not started the 'Additional information' section. Click on the 'Edit' link to begin.

Question sets (1)

Title	Summary	Progress	Action
Standard Selection Questionnaire (SQ)	Mandatory question set of 32 questions of which 26 are mandatory	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>	Edit

Your response

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

So far you have.....

- Indicated intent to respond (20/12/2023 14:34)
- 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
- Upload at least one attachment
- Submit your response

Options currently available to you are.....
[Opt out](#)

[Audit history](#)

You will also need to upload all necessary policies and method statements by adding them as attachments in the **Response documentation, files & links section**, as shown below. To start, you will need to click on the **Add** link.

Question sets (1)

Title	Summary	Progress	Action
Standard Selection Questionnaire (SQ)	Mandatory question set of 32 questions of which 26 are mandatory	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>	Edit

Response documentation, files & links (0) [+ Add](#)

No attachments

Your response

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

So far you have.....

- Indicated intent to respond (20/12/2023 14:34)
- 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
- Upload at least one attachment
- Submit your response

Options currently available to you are.....
[Opt out](#)

[Audit history](#)

Final step – compile all necessary documents and submit your application.

All boxes in the **Response submission progress checklist** need to be green (as shown above) before you can submit your response.