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|  | **Our Ref: LPP/2017/001** |
|  |  |
|  | 24th February 2017 |

Dear Sir/ Madam,

**Reference number: LPP/2017/001 – Dynamic Purchasing System (DPS) for Professional Services**

Thank you for accessing the Pre-Qualification Questionnaire (PQQ) and supporting documentation for the above requirement issued by NHS London Procurement Partnership (LPP), in association with Constructionline.

The DPS is a two-stage process:

**Stage One**

In the initial setup stage, all suppliers who meet the selection criteria and are not excluded will be admitted to the DPS. There will no limit on the number of suppliers that may join the DPS for each Service category. New suppliers can also apply to join the DPS at any point during its lifetime.

**Stage Two**

Individual contracts are awarded during the second stage. In this stage, a Contracting Authority will invite all suppliers on the DPS for the services category required to bid for a specific contract.

**Stage One Application**

LPP is now formally inviting you to participate in the first stage of this process.

LPP is working in association with Constructionline to develop and maintain the DPS for professional services.

Constructionline will support LPP by assessing and monitoring standard company information provided by the suppliers who apply for and are admitted to the DPS. This is achieved through the PQQ used for the DPS which is aligned to PAS 91, the standardised PQQ developed by BSI to reduce duplication within the construction industry.

Applicants need to register as a supplier on the DPS Landing page hosted by Constructionline. There is no charge to any supplier for registering interest in the DPS or to any supplier admitted to the DPS following evaluation of the completed PQQ.

The link to the landing page is: <https://www.constructionline.co.uk/products-services/dynamic-purchasing-system-dps/client-dps/nhs-lpp-professional-services/>

If suppliers are already registered with Constructionline, they need only register their interest in the DPS on the Constructionline landing page. There will be no need to complete the full PQQ – simply supply their Constructionline membership number. Suppliers already registered with Constructionline should, however, confirm the information held by Constructionline on their company is accurate and that they are registered for the correct service categories and values relating to the DPS service categories that they are applying for. They will also be required to provide an agreement (by ticking the box on the landing page) to sign up to the DPS Agreement and Call-Off Terms and Conditions, and on assurances that the requirements of the DPS will be met.

There is no requirement for suppliers not registered with Constructionline to register. For suppliers not already registered with Constructionline, the landing page explains the process of joining the DPS. The first step is for Constructionline to gather preliminary information on the applicant to enable an online DPS account to be created. Once the account has been created (usually within 24 hours), the applicant will be able to complete the Questionnaire in accordance with the Instructions for Submission. They will also be required to provide an agreement (by ticking the box on the landing page) to sign up to the DPS Agreement and Call-Off Terms and Conditions, and on assurances that the requirements of the DPS will be met.

Any communication relating to this PQQ exercise must be sent through the e-mail messaging service on the Constructionline landing page in order to keep an accurate record of all activity relating to the PQQ.

Prior to applying to join the DPS you must ensure that you have read and understood the full version of the OJEU Contract Notice and the supporting documentation referred to below.

The following documents are available for you to download from the Constructionline landing page. These will enable you and/or your Organisation to formally register your interest.

The completed PQQ will be used by LPP to assess your suitability accordingly. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.

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| **Document Name** | **Description** |
| **Guidance Notes for Applying to Join the DPS for Estates Professional Services** | This document sets out the PQQ particulars and includes instructions for submission of the completed PQQ. |
| **Pre-qualification Questionnaire (PQQ) and Appendix A (Service Categories and CPV Codes).** | This document is the format for your Organisation’s expression of interest. It enables your Organisation to demonstrate its relevant experience, capabilities and compliance with legislation.  LPP has adopted the PAS 91 PQQ template core questions and is keen to simplify the process for suppliers to apply to join a DPS of this type.  This document will be completed on the Constructionline system. |
| **DPS Agreement** | This document must be fully understood and accepted by your organisation and the tick box completed on the landing page, to confirm your acceptance of this agreement.  It should be noted that any other terms and conditions or any general reservations which may be printed on any correspondence emanating from the PQQ Applicant in connection with this DPS, will not be applicable to this DPS. |

You may submit you PQQ response at any time during the validity of the DPS and may re-submit at any time e.g. for additional service categories and/or values. The initial expressions for the DPS should be completed and submitted by 1200 hourson the 27th March 2017.

**Important Notice**

**Grounds for Mandatory Rejection**

If you answer ‘yes’ to any question in PQQ section C3-I, 1(a) to 1(p) ‘Grounds for Mandatory Rejection’ your application will not be accepted; you should contact us for advice before completing the PQQ.

**Grounds for Discretionary Rejection**

The Authority is entitled to exclude you from the procurement exercise if any of the questions in PQQ section C3-2, 2(a) to 2(k) ‘Grounds for Discretionary Rejection’ apply but may decide, having considered all the relevant circumstances, to allow you to proceed further. If you answer ‘yes’ to any question, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The Authority will evaluate this evidence before making a decision on whether to exclude you.

I look forward to receiving your completed PQQ submission.

Yours faithfully

Edward James

Workstream Lead