

Dynamic Purchasing System (DPS) for Minor Building Works (7 Lots)

We would like to invite you to join our Dynamic Purchasing System (DPS) which will provide a list of approved providers considered capable of carrying out minor works to a satisfactory standard. The Council and its partners require the ability to flexibly deliver minor works in the way it sees fit for its site(s) and has implemented a Dynamic Purchasing System (DPS) to assist in the procurement of minor building works valued up to £800,000. The Council and partners may undertake a wide range of alterations, refurbishment and new build projects throughout many sectors such as residential, education, commercial, industrial, highways and leisure. The objective is to source a greater range of provision; a wider choice of providers (including small and medium enterprises) in a quicker and more efficient way.

The DPS is a two-stage process:

Stage 1

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

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

- <https://in-tendhost.co.uk/telford>
- 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 code "45210000-2" for our Minor Building Works DPS, click search, then click on the "+" next to the code.
- On the Company Categories tab, you can tick as many of the options shown as required.
- Click Register My Company.



Telford & Wrekin
COUNCIL



In order to join the DPS for Minor Building Works please complete the application process via In-Tend. The documents are available on the In-Tend website and you must register on this site to be able to respond. To ensure you receive and always have full access to the documentation from In-Tend, you may find it beneficial to register using a shared mailbox.

You may submit a questionnaire response at any time during the validity of the DPS (September 2026) and may re-submit at any time e.g. for additional Lots or to update information.

Approved Suppliers from the DPS will be added to a Contract List broken down into categories which relate to their specific trade. Some contractors may fall into several categories

Express an Interest in our Minor Building Works DPS (you only need to do this step once)

- Log into In-Tend at <https://in-tendhost.co.uk/telford>
- Select the Tenders tab and click Current.
- Scroll or search to locate the Minor Building Works Dynamic Purchasing System (DPS).
- Select View Details.
- Select Stage 1 Selection Questionnaire
- Select Express Interest.

Apply to Join our Minor Building Works DPS (you only need to do this once but separate applications are required for each LOT)

- Select Opt In (if requested)
- “Lot Status Submitting” – choose the lot(s) you would like to apply to join
- Complete the questionnaire(s) for the lot(s)
- Upload the requested supporting documentation
- Submit your return



Stage 2

Individual contracts are awarded during the second stage. In this stage all providers admitted to the DPS for the Lot required can bid for a specific contract.

Criteria

Constructionline							
Gold Level 3**	Reg No.	SSIP Renewal Date	Employer Policy No. £5m	Employer Renewal Date	Public Liability Policy No. £5m	Public Liability Renewal Date	SWP Ver.10

** contractor to ensure membership is “verified” at all times during the validity of the DPS (August 2022 – September 2026)