



Dynamic Purchasing System

Frequently Asked Questions

DPS Reference No:	ML/CAS/LCC/24/1684
DPS Title:	Provision of Horticultural and Landscape Goods and Services



The following is a record of frequently asked questions (FAQs) regarding the Dynamic Purchasing System (DPS) for the provision of Horticultural and Landscape Goods and Services.

No.	Question	Answer
1	Can I apply to join the DPS by printing and posting my paperwork?	No. The DPS must operate as a completely electronic system. All documents must be uploaded and submitted via the Fusion Supplier Portal.
2	How will I be notified as to whether or not I have been successful in being admitted to the DPS?	Applicants will be notified via the Fusion Supplier Portal as to whether or not they have been successfully admitted to the DPS. If your application was successful, a completed DPS Agreement will be issued to your organisation which must be signed. If your application was unsuccessful, the reason(s) why will be provided.
3	If I am unsuccessful in being admitted to the DPS, will I be able to reapply?	Yes, but you will need to complete and submit a new application following the instructions in the Invitation to Participate.
4	What are mini competitions and how often will they come out?	A mini-competition is the common term for an Invitation to Tender. The Authority will invite the suppliers who have been admitted to the DPS, and have signed the DPS Agreement, to participate in an Invitation to Tender (ITT) to bid for Goods and Services as and when the Authority has a requirement. Invitations to Tender will be published through the Fusion Supplier Portal.
5	Does this DPS affect other contracts that I have?	No. If you currently have a contract with the Authority, it will continue under those terms and conditions until that contract terminates (either by expiry or earlier subject to the termination clauses in the contract).
6	How do I apply for a Category which I didn't apply for in my original application to join the DPS?	You will need to complete and submit a new application following the instructions in the Invitation to Participate.
7	What can I do if I don't agree with the terms and conditions?	If you do not agree with the terms and conditions relating to this DPS, then you do not have to submit a request to participate. By submitting a request to participate (and to bid for contracts if admitted to this DPS) you are agreeing to be bound by the terms and conditions of the DPS Agreement.
8	Why is the tendering process so complicated?	The Authority is governed by the Public Contracts Regulations 2015 (and any such regulation succeeding this). Whilst each contract let under the DPS may be small in its own right, the Authority has to consider the total number of contracts that may be let over the lifetime of the DPS and consider the overall total value of all these contracts put together. This value means that the Authority must follow strict procurement procedures as prescribed in the Public Contracts Regulations 2015.