

**Instructions to Applicants wishing to join the**

**Materials Waste Reprocessing DPS**

**New contracts for recycling, re-use & disposal of household waste**

**Introduction**

Gloucestershire County council is committed to recycling as much of their waste material as economically possible.

We actively welcome new suppliers to join our ‘DPS’ (dynamic purchasing system) – this is effectively a pool of pre-approved suppliers – who are then eligible to bid on contracts as they arise.

The DPS is an on-line system that is easy to join and all our material waste contracts are then advertised exclusively to our pre-approved suppliers via the website.

You can apply to join at any time, in as many categories as you like. A series of new contracts will be advertised shortly and you are encouraged to apply by mid November to be eligible to bid for these.

# Categories on the DPS

The following categories are set up under the DPS and contracts will be awarded as follows:

|  |  |
| --- | --- |
| Category 1 – Asbestos | Category 2 – Bikes |
| Category 3 – Books | Category 4 - Items for Reuse |
| Category 5 – Cans | Category 6 - Automotive Batteries |
| Category 7 – Cardboard | Category 8 – Chemicals |
| Category 9 - Gas Bottles | Category 10 -Flat Glass |
| Category 11 -Glass Bottles | Category 12 – Soil |
| Category 13 - Engine Oil | Category 14 - Mobile Phones |
| Category 15 – Paper | Category 16 – Plasterboard |
| Category 17 - Plastic Bottles | Category 18 - Rigid Plastic |
| Category 19 - Printer Cartridges | Category 20 - Rubble |
| Category 21 - Metals | Category 22 - Spectacles |
| Category 23 - Textiles | Category 24 - Tyres |
| Category 25 - Cooking Oil | Category 26 - Wood |
| Category 27 – Carpets | Category 28 – Mattresses |

Contract values can range from £0-£500,000. In some contracts the supplier will pay for the re-usable material, in others instances we may pay to have the material removed and disposed of in accordance with the appropriate waste and environmental regulations.

**How you can join the DPS**

The DPS overview details can be found on procontract via the website: [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk).

Search for Gloucestershire County Council opportunities and look for: Gloucestershire County Council Materials Waste Reprocessing DPS - **Ref no DN176703.** In order to view the full documents and application form you will need to register (for free).

In order to join the DPS, you will need to complete the application form and provide proof of Insurance, licences and permits. This allows the Authority to assess the capability and suitability of suppliers to deliver the services effectively.

When contracts become available they will then be advertised to all the suppliers who have been accepted in the relevant category. Bidding for contracts will require the completion of a more detailed questionnaire and pricing schedules. The answers will be evaluated and the winning supplier will be awarded the contract. Full details will be available when invitations to bid are sent out.

1. **Financial Evaluation - Contract Values**

The contracts are split into 2 different Tiers:

Tier 1 is for contracts with an annual value of £50,000 and above

Tier 2 is for contracts with an annual value of below £49,999.

**For Tier 1 Contracts**

* You must submit a Bank Reference
* You must have a creditsafe rating of a minimum of 30. (see www.creditsafe.com)

**For Tier 2 Contracts**

* You must supply a written bank reference only upon request by the Authority.
* Your company may be further researched by the Authority when assessing

your application.

1. **Confirmation of acceptance**

Once you have submitted your application to join the DPS you should receive notification via the portal, from the Authority within 10-15 days, as to whether your application has been successful.

**4 What happens next?**

When new contracts become available, they will then be advertised to all the suppliers who have been accepted in the relevant category. Bidding for contracts will require the completion of a more detailed questionnaire and pricing schedules. The answers will be evaluated and the winning supplier will be awarded the contract. Full details of what is required and how they will be evaluated will be made available when invitations to bid are sent out.

Apply to join the DPS at [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk).

Gloucestershire County Council Materials Waste Reprocessing DPS - **Ref no DN176703.**