

# **How to Create & Publish Call for Tender**

**Junior Cycle Schoolbook  
Scheme 2024/25**



## Document Control

Version No.	Details of Change	Changed Sections
0.1	Document Drafted	All
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1.2	Text Updated – Allow Late Tenders amended to 'No'	Page 7

# Contents

Introduction .....	4
1. Creation of a new Call for Tender (CfT) .....	5
1.1. Step 1: Log into eTenders .....	5
1.2. Step 2: Create Workspace for Call for Tender (CfT).....	5
1.2.1. Inserting Common Procurement Vocabulary Codes (CPV).....	9
1.2.2. Adding NUTS (Nomenclature of Territorial Units for Statistics) codes.....	10
1.3 Step 3: Finalise CfT Core Information .....	11
1.4 Step 4: Associating Contracting Authority Users .....	12
1.4.1 Adding Roles to your Tender .....	12
1.4.2 Accept Code of Conduct / No-Conflict of Interest .....	12
1.5 Step 5: CfT Workflow Configuration/ Define Workflow .....	13
1.6 Step 6: Publish Contract Notice .....	14
1.6.1 Add Contract Documents.....	15
1.6.2 Create Notice .....	16
1.7 Step 7: Navigating the Notices form .....	17
1.8 Step 8: Completing the Notices Form .....	18
1.8.1 Contracting Party and Service Provider .....	18
1.8.2 Procedure.....	19
1.9 Step 9: Section 3: Lot .....	21
1.10 Step 10: Section 4: Organisations .....	28
1.11 Step 11: Finalising the Notices Form.....	29
1.12 Publishing the Contract Notice .....	32

# Introduction

This guidance is designed to assist post-primary school leaders of Voluntary, Community and Comprehensive schools with creating a Call for Tender (CfT) and publishing it on the eTenders platform.

You can access eTenders at <https://www.etenders.gov.ie>.

This guide should be read after you have registered on eTenders. A separate guide is available to assist you with registering and setting up user profiles on eTenders.

You can find more details about the Junior Cycle Schoolbook Scheme in the 'Junior Cycle Schoolbook Scheme Guidance 2024/25' which is available [here](#).

You can also find a procurement guidance document to assist schools [here](#).

Further guidance documents and resources designed to help schools with procurement are also available on [www.gov.ie/schoolbookschemes](http://www.gov.ie/schoolbookschemes) and [www.spu.ie/schoolbooks-scheme/](http://www.spu.ie/schoolbooks-scheme/).

Schools are required to publish a Call for Tender on eTenders where the estimated value of the contract exceeds €50,000.

Before proceeding with this guide, it is recommended that a school completes its Call for Tender (CfT), Tender Response Document (TRD), and pricing schedule. These will need to be uploaded to eTenders as part of this guide.

Template version of these documents are available at <https://www.spu.ie/schoolbooks-scheme/>, and schools are only required to fill in the sections indicated.

# 1. Creation of a new Call for Tender (CfT)

There are two stages to creating a CfT:

1. Create the CfT Workspace
2. Finalise CfT Core Information

Although many fields are not marked as mandatory at stage 1 (for example., Create CfT Workspace), they are mandatory for Stage 2, to finalise the CfT. You should complete all fields referenced in the table below in Stage 1 and then for Stage 2 you will validate the data and save the CfT.

**Note:** Once the CfT has been saved at Stage 1 or Stage 2, many fields cannot be updated. To amend the CfT the user will have to delete the CfT and start again. Users are advised to carefully review the data entered before saving.

## 1.1. Step 1: Log into eTenders

Log into your Contracting Authority Procurement Coordinator (CAPC) profile on <https://www.etenders.gov.ie>.

You can find a guide for registering on eTenders at <https://www.spu.ie/schoolbooks-scheme/>.

## 1.2. Step 2: Create Workspace for Call for Tender (CfT)

To create a new CFT workspace the user should click on “Create New CfT” as seen in Figure 2.1.

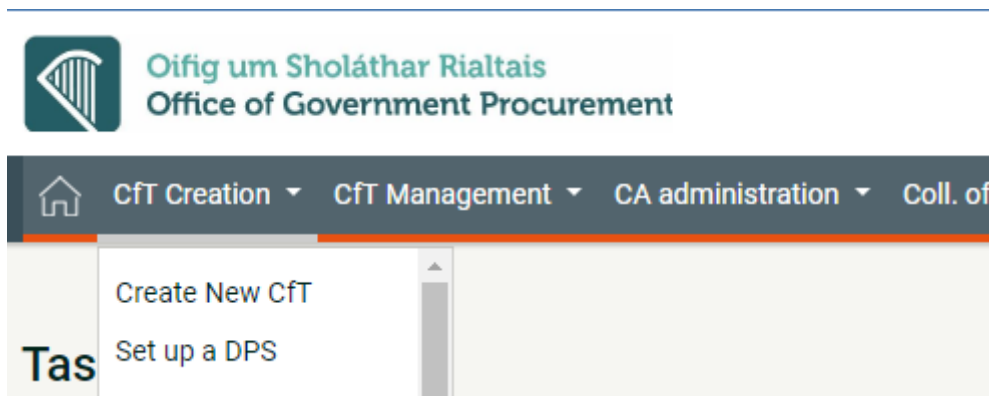


Figure 2.1

This will load a webpage entitled ‘Create CfT Workspace’. This webpage has a series of fields that need to be completed.

The following sections of the guide provide recommended text for schools to use when completing this form.

Users are required to complete the mandatory fields (marked with an asterisk). These are marked in the below table with an asterisk (\*).

<b>Field</b>	<b>Description</b>	<b>Recommended text for Schools</b>
Title*	This is the title of the CfT	Call for Tenders for the provision of schoolbooks through the Junior Cycle Schoolbook Scheme funded by the Department of Education to [Insert Schools Name and Roll Number]
CfT CA Unique ID	Unique ID for the CfT	Schools should make an ID for their CfT. The recommended format should be School initials + "SB" + month and year. For example, Ballybofey Community School would be BCSSB0424].
Description*	This provides further details on the CfT	[School name] is seeking a supplier of schoolbooks to provide Junior Cycle schoolbooks to our school for the 2024/25 school year.
Procurement Type*	Services/ Works/ Works Related Services/ Supplies	Supplies
Directive*	2014/24/EU (Classic), 2014/25/EU (Utilities), 2014/23/EU (Concession), None	2014/24/EU (Classic)
Procedure*	An open procedure allows any organisation to respond to the advertised Contract Notice	Open
CfT involves*	If this is a Contract or a Framework	A Public Contract
Contact Point	Name of contact person for this tender	[This field should be left blank.]
Publish on behalf of	For organisations publishing a tender on behalf of another.	[This field should be left blank.]
Participating Bodies	Where one or more organisations are participating in a tender process.	[This field should be left blank.]
CPV Codes	Common Procurement Vocabulary Codes	[See section 1.2.1 below.]
Award per Item	To award values per item	No
Inclusion of eAuctions	An eAuction is an electronic facility where tenderers can bid in pricing for an item and increase their bids if they see other bidders' bids	No
NUTS Codes	Nomenclature of Territorial Units for Statistics codes	[See section 1.2.2 below.]

Estimated value (EUR)	The estimated contract value, exclusive of VAT.	[Insert estimated value of contract exclusive of VAT.]
Internal Estimated value (EUR)	The estimated contract value, inclusive of VAT.	[Insert the value of the contract inclusive of VAT.]
Above or Below threshold	Is the tender below the €221k threshold?	Below
Request for clarification	This field is looking for a time and date to be inserted for the receipt of clarifications from potential Tenderers. It should be used to allow potential tenderers to clarify any aspect of the competition that they are unsure of. The closing date for clarifications is normally 6 days before the tender submission date to allow the contracting authority to respond to the clarifications in time before tenders are submitted.	Date: 2 weeks after publish date Time:15h 00m
Time-limit for receipt of tenders or requests to participate	This is the date that tenders need to be submitted.	Date: 3 weeks after the publish date Time: 15h 00m
Upload of documents within the clarifications	Give tenderers and the contracting authority the ability to upload documents when sending and responding to clarifications.	Yes
Tenders Opening Date	This is the date that tender bids will be opened.	[This field should be left blank.]
Allow Late Tenders	This allows prospective bidders to submit responses after the deadline.	No
Allow suppliers to make an online Expression of Interest	The CA will get messages from the site advising which suppliers have expressed an interest in the competition	Yes
EU funding	Is the funding for this tender from the EU?	No
Evaluation Mechanism	This is how you intend to evaluate the tenders.	Best Price-Quality Ratio
Contract awarded in Lots	Will the tender be broken into parts?	No
Multiple tenders will be accepted	A tenderer can submit multiple proposals	No
Contract duration in months or years, including any options and renewals	Length of the contract.	12 months

Validity of Tender in days or months	This is the term any pricing needs to be valid for. A contracting authority can only evaluate valid pricing, so you need to set the valid period to cover the evaluation period, the notification of the outcome of the competition and the time it takes to sign the contract at the end of the process. Note: Once the contract is signed the pricing is fixed for the term of the contract.	12 months
OJEU link	A link to the associated publication on the Official Journal of the European Union.	N/A
Contract Award Date	The date that the contract is being awarded.	[This field should be left blank.]
Date Accepted by Contractor	The date that the successful supplier accepts the contract.	[This field should be left blank.]
Language of publication	English or Irish - a school may wish to publish in Irish	[Select the relevant language]
Number of Openers	The person who opens the tender bids	One. (If a school selects two, it will require more accounts and users to be setup.)

Once all fields in table above have been completed, click '**Create CFT Workspace**' as seen in Figure 2.2.

CREATE CFT WORKSPACE

Figure 2.2

As show in Figure 2.3, this will create a draft CfT.

**View CfT Workspace**

CfT: AINE TEST 2 (STATUS: DRAFT) MY CFT ROLE IS: PO/TC

---

TENDER SUBMISSION DEADLINE IN (DAYS/HOURS): 14/2

NAME OF CONTRACTING AUTHORITY: Department of Education

STATUS: Draft

TITLE: AINE TEST 2

CFT CA UNIQUE ID:

Figure 2.3



### 1.2.1. Inserting Common Procurement Vocabulary Codes (CPV)

**Note: when following the steps below, it is important that you search for ‘schoolbooks’ first.**

To insert a Common Procurement Vocabulary (CPV) code, the platform provides a code selector functionality that is accessible when the user clicks on the search icon in Figure 2.4.



Figure 2.4

The screen pictured in Figure 2.5 will then appear:

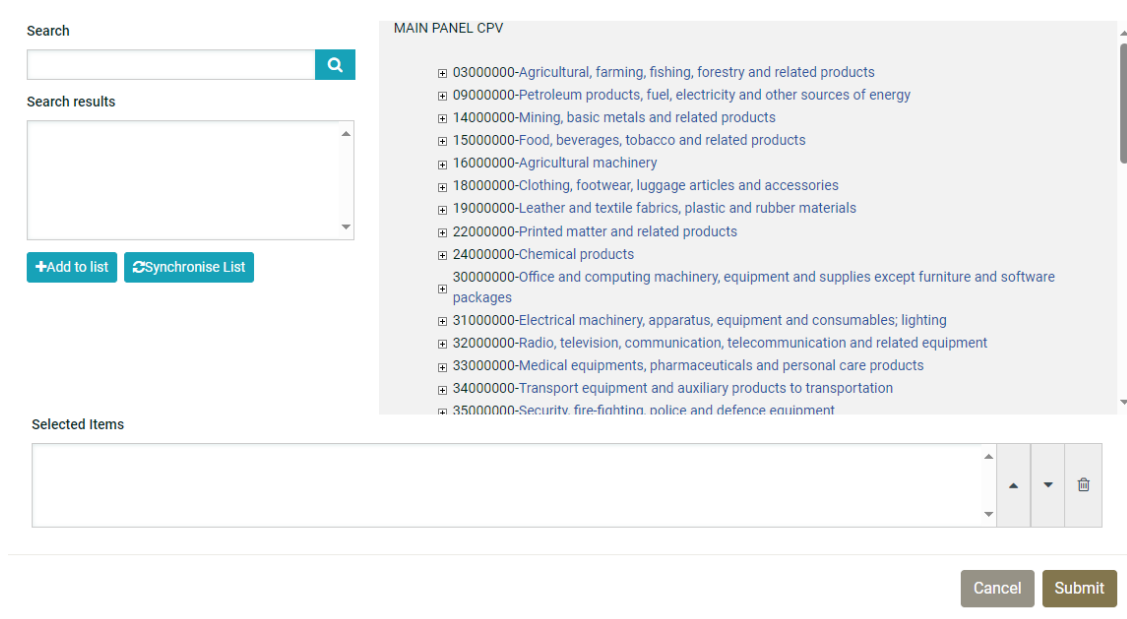


Figure 2.5

In the Search field as shown in Figure 2.6, enter the CPV code ‘schoolbooks’ and click search icon.



Figure 2.6

All relevant codes will appear in the Search Results field. Click '+Add to List' as can be seen in Figure 2.7.

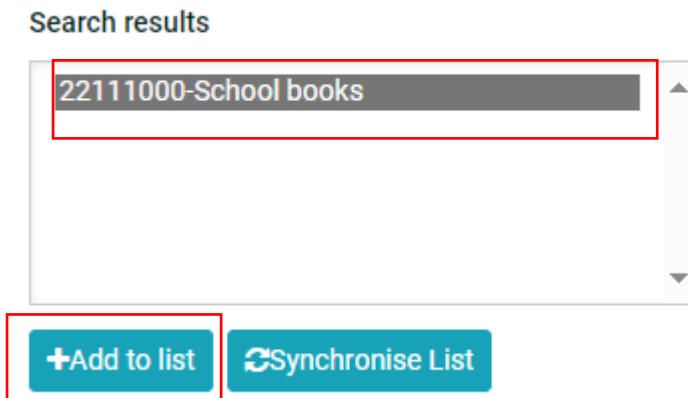


Figure 2.7

Repeat process for CPV Code 'Textbooks'. As shown in Figure 2.8, when both codes have been added to Selected Items, click Submit.



Figure 2.8

### 1.2.2. Adding NUTS (Nomenclature of Territorial Units for Statistics) codes

Use the same process to add NUTS code when searching for 'Ireland' as seen in Figure 2.9.

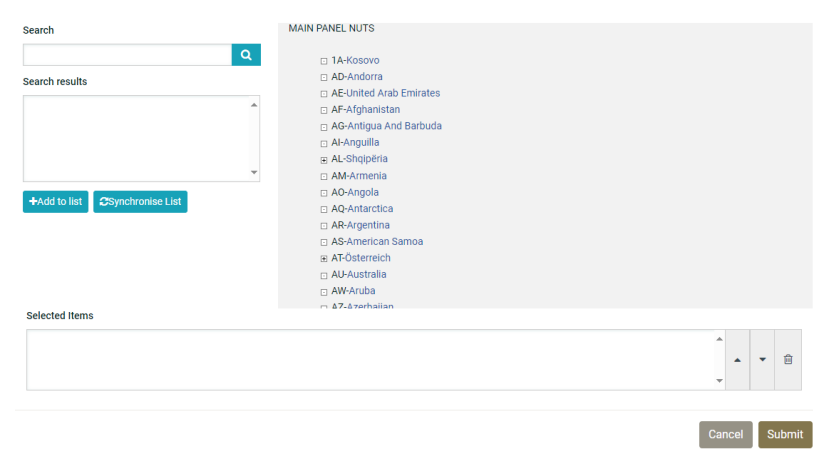


Figure 2.9

Add IE-Éire/Ireland to the list and click Submit.

### 1.3 Step 3: Finalise CfT Core Information

As shown in Figure 2.10, click the 'Home' button at the top of the page.

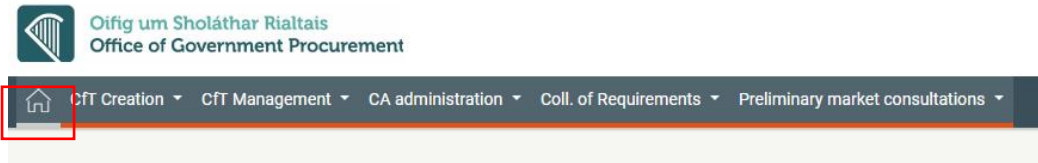


Figure 2.10

A list of tasks will appear similar to Figure 2.11:

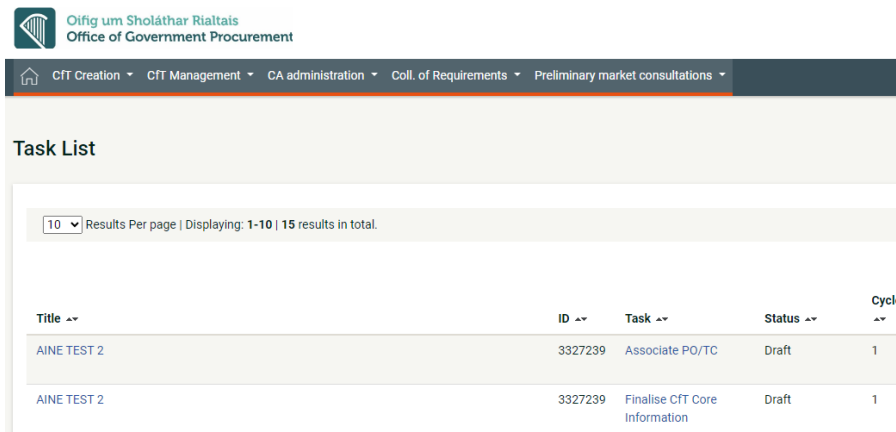


Figure 2.11

As in Figure 2.12, locate the CfT with task 'Finalise CfT Core Information' and click on 'Finalise CfT Core Information':

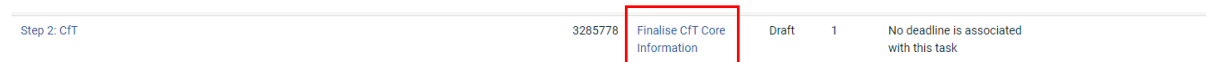


Figure 2.12

The CfT Workspace page will reappear in edit mode as shown in Figure 2.13:

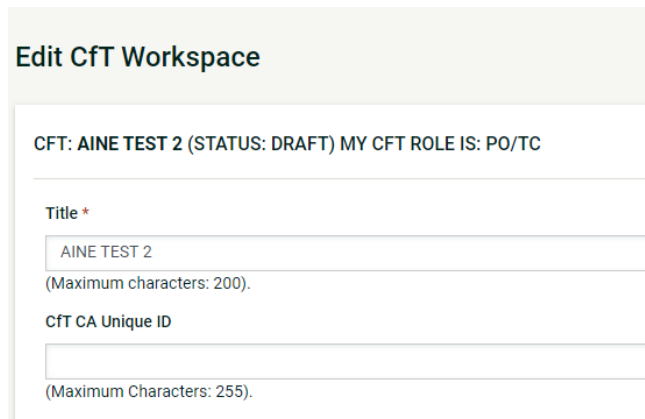


Figure 2.13

As in Figure 2.14, ensure all necessary fields are completed and click Save Changes.



Figure 2.14

When you click Save Changes a number of pop-ups will appear asking for confirmation, click OK on these pop-ups.

### 1.4 Step 4: Associating Contracting Authority Users

#### 1.4.1 Adding Roles to your Tender

To continue in the procurement process, click the 'Home' button

This will take you to your 'Task List'.

Find the task 'Associate PO/TC' and click on it.

As can be seen in Figure 2.15, click on Role drop-down and select final option: Po/TC + PO/OS + PO/ESR Candidate.

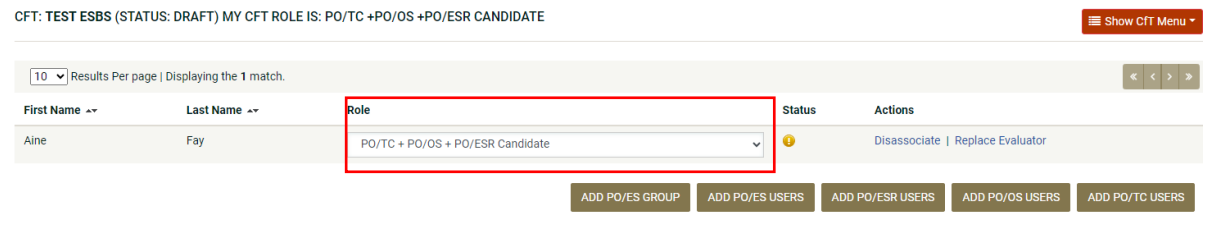


Figure 2.15

This will enable you to complete all roles for the Cft.

There is no need to save or click anything else.

Click on the 'Home' icon in the top left to return to your 'Task List'.

#### 1.4.2 Accept Code of Conduct / No-Conflict of Interest

On the Task List Click on 'Accept code of conduct' as shown in Figure 2.16:

CFT Title	CFT ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
Test DPS Contract	30050	Accept code of conduct	Draft	1	No deadline is associated with this task	6,000,000	

Figure 2.16

This will direct you to a new page where they are in a position to confirm your decision as follows:

- Text area for the user to provide comments if any
- Option Yes/ No to confirm whether they accept, or reject their association as evaluators to that CfT, and the 'Save' button to submit their response as seen below in Figure 2.17

Figure 2.17

**Note:** In case the suggested evaluator rejects the code of conduct, role 'Candidate Evaluator' is not automatically removed for their account, but a notification is sent to the PO/TC instead and it is to their discretion to assess the response, and manually disassociate that 'Candidate Evaluator'.

In such cases, a red warning is displayed in the Associated Officers page for that user, and they will not be assigned with the receipt of the 'Evaluator' role, thus will not be in a position to evaluate tenders.

### 1.5 Step 5: CfT Workflow Configuration/ Define Workflow

Click the Home button in the top left of the screen to return to your 'Task List':

Then select the 'Define Workflow' task as can be seen in Figure 2.18:

Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
TEST ESBS	3278311	Define Workflow	Draft	1	No deadline is associated with this task		

Figure 2.18

The platform allows users to define for each CfT, which of the CfT phases (steps) will be carried out online or offline (outside the system).

By selecting this functionality, the user decides which of the procurement process steps will take place online:

- Definition of the tender structure, and awarding criteria
- Tender submission and opening
- Tender evaluation and assignment of scores

Phase	Steps	Online/ Offline (Recommended for Schools)	Description
Notification	Define tender structure (and awarding criteria)	Offline	This will be handled off eTenders
Tendering	Submit and Open tenders	Online	Submit & Open Tenders will be handled on eTenders
Evaluation	Assign scores	Offline	Evaluating tenders and assessing scores will be handled off eTenders

**Note:** Once you set Notification phase as Offline, the system will automatically change Evaluation to Offline also.

### 1. Notifications

Offline: The criteria that will be used to evaluate tenders will not be structured within the system. The system will automatically de-activate the option to perform the evaluation of the received tenders Online.

### 2. Tendering

Online: Economic Operators will be allowed to create and submit their tenders using electronic means.

### 3. Evaluation

Offline: Evaluation of tenders will not be performed within the system. The Evaluating Staff Representative (ESR) will be required to submit the results of the offline evaluation procedure, when this is finalised, to the system.

Select the following options from the dropdowns and click 'Define CfT Workflow' as show in Figure 2.19:

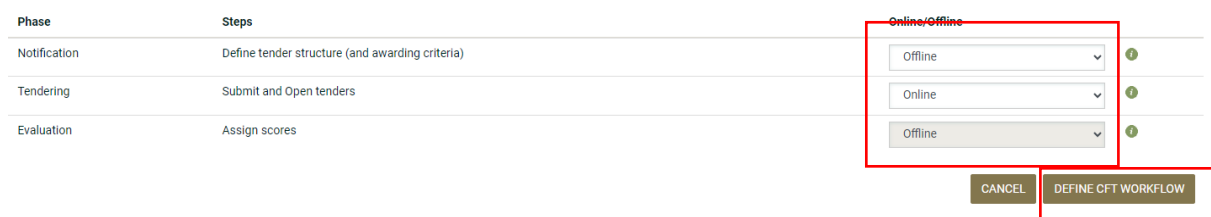


Figure 2.19

### 1.6 Step 6: Publish Contract Notice

Click the Home button in the top left of the screen to return to your 'Task List' as shown in Figure 2.20.

Note that the task 'Associate PO/OS and PO/ES' will remain on your task list until the tender deadline has passed and further steps have been completed.

Select the 'Publish Contract Notice' task.

**Task List**

10 Results Per page | Displaying: 1-10 | 11 results in total.

Title	ID	Task	Status	Cycle
Test 12345 DK	352790	Publish Contract Notice	Draft	1
Test 12345 DK	352790	Associate PO/OS and PO/ES	Draft	1

Figure 2.20

### 1.6.1 Add Contract Documents

Contract documents are additional documents that will be attached to the published Contract Notice. Select the 'Contract Documents' tab and then use the '+ Add Contract Document' button to add documents as can be seen in Figure 2.21.

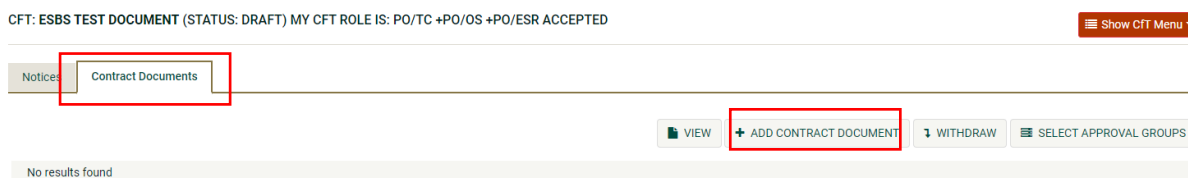


Figure 2.21

When adding a document, the following fields must be filled out:

Field	Description	Recommended response for schools
Title	This is the name of the document and will be shown on the notice when published.	Provide a clear name e.g., if attaching an RFT – 'Request for Tenders for the provision of X for School Y'
Language	Defaults to English	English, unless the school has translated the documents.
Description	This is not mandatory	We recommend adding a brief description of the document or copying the title.
Attachment	Here you can add a document from Template Library on eTenders or from your local drive	We recommend that you add the document from your local drive.
Status	Draft/ Final Draft – if document is still in draft; may still require approval Final – Final version	All approvals for these documents should be completed off eTenders and select Final.

Click 'Save'.

You can continue to add documents by clicking +Add Contract Document and following the same steps.

It is that you add the following Documents to the Cft Notice:

Name	Description
Cft (Call for Tender)	A document outlining the tender request. It includes a draft contract.
TRD (Tender Response Document)	A document for potential tenderers to complete in response to a school's Cft.
Pricing List	A template file which schools should initially use to estimate the value of the contract. Also known as 'Post-Primary School Quotation template'. The prices should be removed from the version you are uploading so that potential suppliers can populate it with their own pricing.

The above documents are available on <https://www.spu.ie/schoolbooks-scheme/>.

## 1.6.2 Create Notice

Select the first tab 'Notices' shown in Figure 2.22.

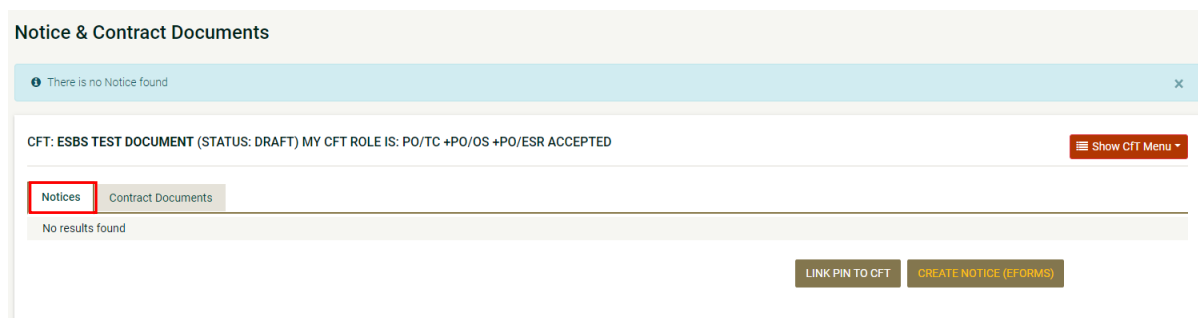


Figure 2.22

Then click on 'Create Notice (Eforms)'. This will cause a new window to pop up:

Complete this as follows:

Notice Type	National Contract notice (no TED publication) - general directive, standard regime
Primary Language	EN or GA
Support Languages	Leave both unselected.

Click 'Create'.



### 1.7 Step 7: Navigating the Notices form

You will be directed to a new site with an eForm to complete as seen in Figure 2.23:

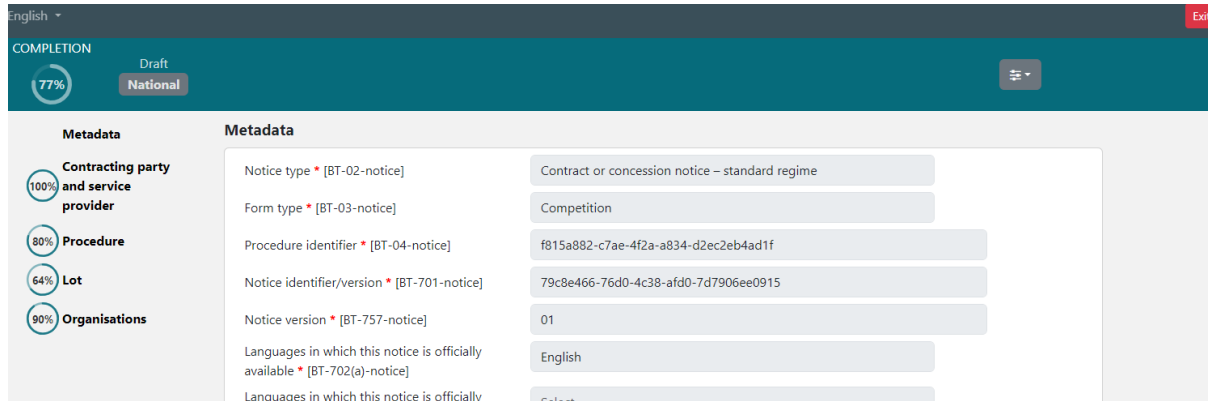


Figure 2.23

At the top left-hand corner shows the overall completion progress of the eForm as shown in Figure 2.24:

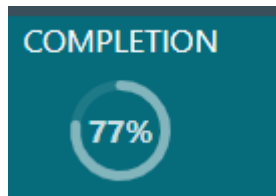


Figure 2.24



Click on the icon in the top right corner and select all items:

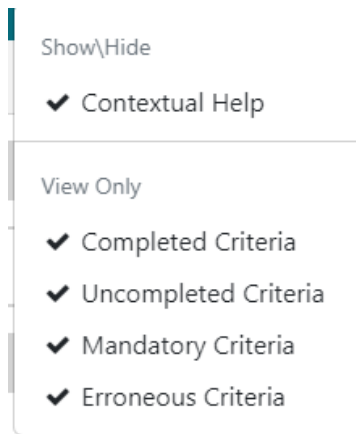
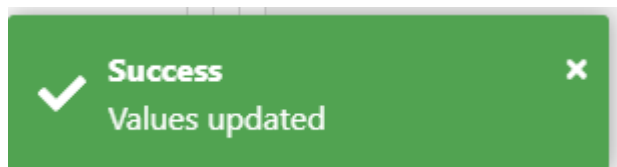


Figure 2.25

**Note:** The fields that must be completed are all given below.

In this section, you do not need to manually save the form. Instead, the form will update as you select options and a box will appear in the bottom right, indicating it has been saved:



## 1.8 Step 8: Completing the Notices Form

The notices form consists of the four main sections named above. Each of these sections is outlined below.

### 1.8.1 Contracting Party and Service Provider

The list on the left-hand side (Figure 2.26) shows the high-level sections to be completed. You can move between these by clicking on them:

First click on 'Contracting party and service provider' as seen in Figure 2.26.

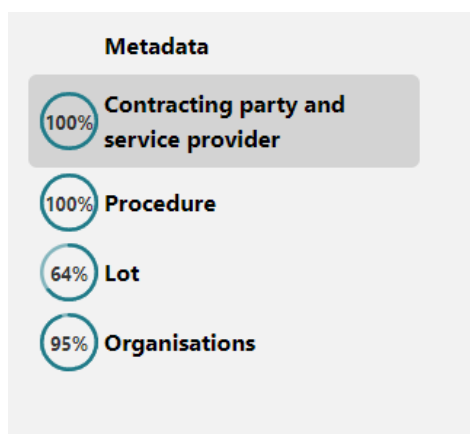


Figure 2.26

Ensure you have selected 'Contracting Party and service provider' on the top left-hand side of the page.

This will bring you to the 'Contracting party and service provider [GR-Buyer]' page shown in Figure 2.27:

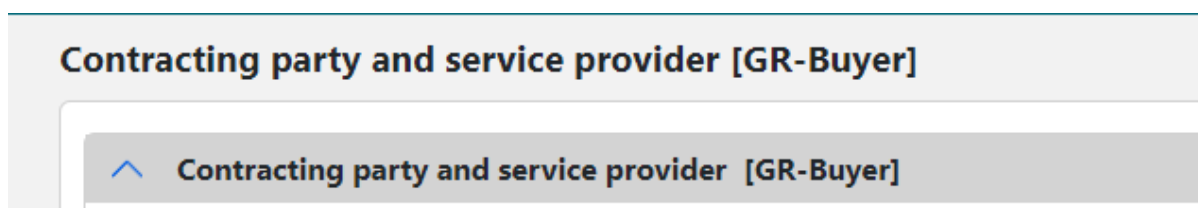


Figure 2.27

You must complete the two fields (as in Figure 2.28) outlined in the table below:

**Buyer [GR-ContractingAuthority-Buyer]**

Organisation filling this role \* [OPT-300-Procedure-Buyer] x ORG-0001 - Department of Education

Legal type of the buyer [BT-11-Procedure-Buyer] Select...

Activity of the contracting authority [BT-10-Procedure-Buyer] Select...

Buyer profile \* [BT-508-Procedure-Buyer] https://www.education.ie/

Figure 2.28

Field	Description	Recommended response for schools
Legal type of the buyer	What type of body is the CA?	Body governed by public law
Activity of the contracting authority	What type of activity does CA carry out?	Education

### 1.8.2 Procedure

Click on 'Procedure' on the top left-hand side of the page and shown in Figure 2.29:

**Metadata**

100%

**Contracting party and service provider**

100%

**Procedure**

Figure 2.29

This will bring you to the 'Procedure' page as seen in Figure 2.30. Here you will see different tabs across the top. Some have a red X (✖) meaning there are field to be completed. Some have a green tick (✔); these sections are complete.

**Procedure [GR-Procedure]**





Purpose [GR-Procedure-Purpose] ✖

Tendering terms [GR-Procedure-TenderingTerms] ✖

Procedure [GR-Procedure-Procedure-subsection] ✔

Lot distribution [GR-Procedure-LotDistribution] ✔

Figure 2.30

**Note:** Certain sections of the form can be added and removed using the  and  icons. You can also use the arrows on the left side of each header to expand () and retract () fields.

The following sections cover each tab on this form (Purpose, Tendering Terms, Procedure, and Lot distribution).

### 1.8.3 Section 2 – Procedure Tab 1: Purpose

Click on the tab titled ‘Purpose [GR-Procedure-Purpose]’ as seen in Figure 2.31:

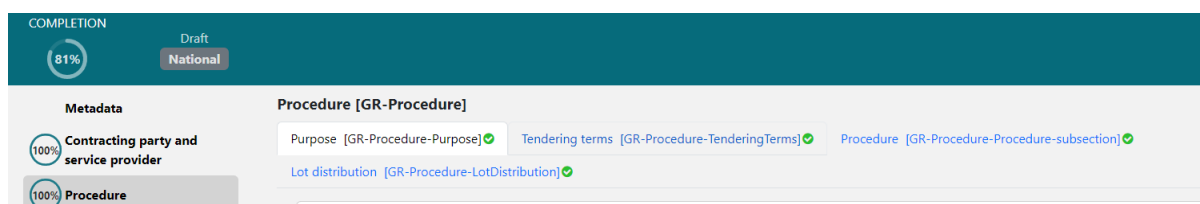


Figure 2.31

Scroll to sub-section titled ‘Scope of the Procurement [GR-Procedure-Scope]’:

The estimated value you entered when creating the CfT should be populated in the first box as seen in Figure 2.32.

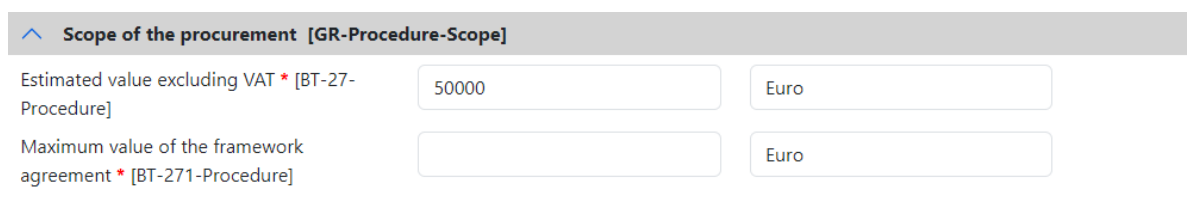


Figure 2.32

Field	Description	Recommended response for schools
Estimated value excluding VAT	Full value of the Tender ex VAT	Should be populated if completed when creating the CfT. If not, enter the full value of the Tender excl. VAT
Maximum value of the framework agreement	This is not a Framework	0

When all mandatory fields are completed the section list at the top of the page will have a green tick as shown below in Figure 2.33:

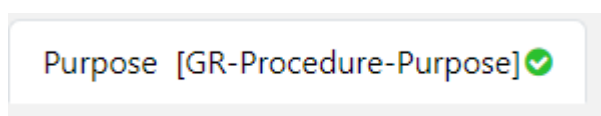


Figure 2.33

### 1.8.4 Section 2 – Tab 2: Tendering Terms

Click the tab at the top of the page titled ‘Tendering terms [GR-Procedure-TenderingTerms]’ as can be seen in Figure 2.34.

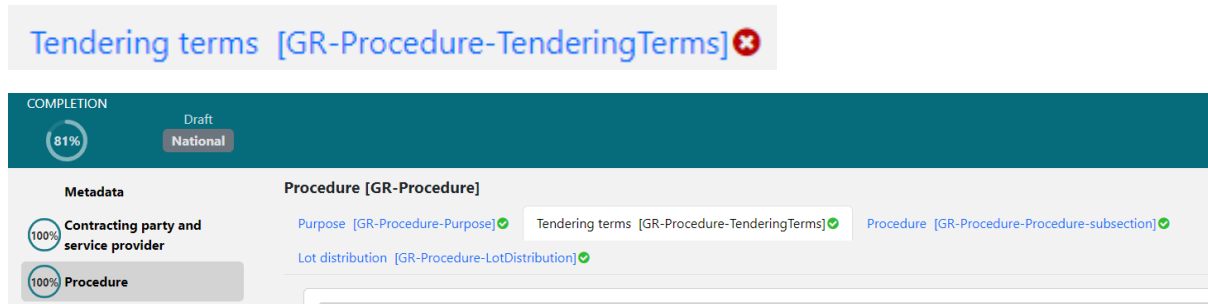


Figure 2.34

In section titled ‘Exclusion grounds [GR-Procedure-ExclusionGround]’ (shown in Figure 2.35) enter the below:

Field	Description	Recommended response for schools
Description	Why would a supplier be excluded	Conflict of interest due to its participation in the procurement procedure
Code	This is a free text field where more info could be added	Please refer to the tender documentation for further information.



Figure 2.35

### 1.9 Step 9: Section 3: Lot

Click on ‘Lot’ on the top left-hand side of the page (seen in Figure 2.36):

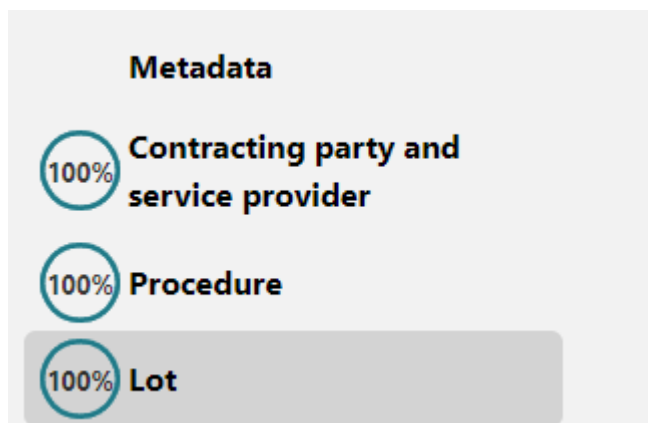


Figure 2.36

This will bring you to the ‘Lot’ page. Here you will see different tabs across the top. Some have a red X (✖) meaning there are field to be completed. Some have a green tick (✔); these sections are complete.

### 1.9.1 Section 3 – Tab 1: Tendering Process

Click the tab at the top of the page titled ‘Tendering process [GR-Lot-Purpose]’ seen in Figure 2.37.

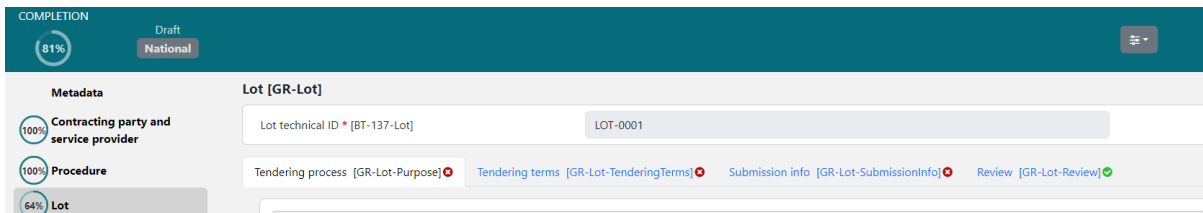


Figure 2.37

Locate the section titled ‘Information about framework agreement [GR-Lot-FrameworkAgreement]’ shown in Figure 2.38.

Enter the following:

Field	Description	Recommended response for schools
Maximum value of the framework agreement	This is not a Framework	0

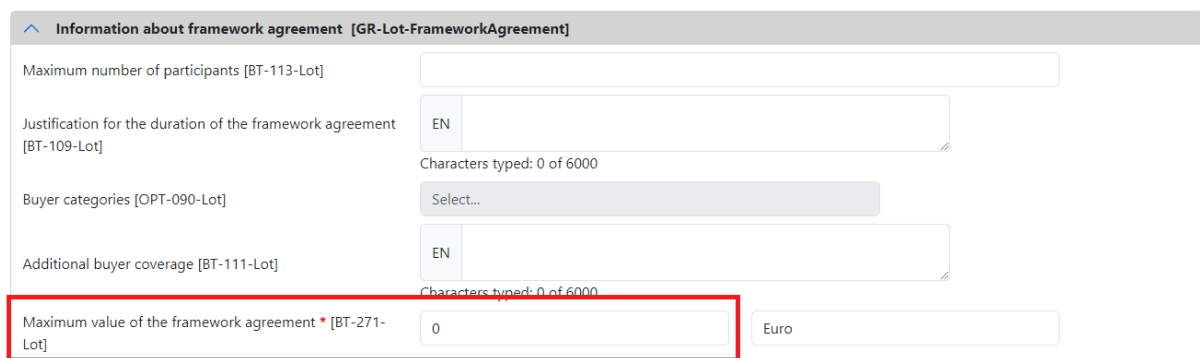


Figure 2.38

### 1.9.2 Section 3 – Tab 2: Tendering Terms – Selection Criteria

As shown in Figure 2.39, click the tab at the top of the page titled ‘Tendering process [GR-Lot-Purpose]’.

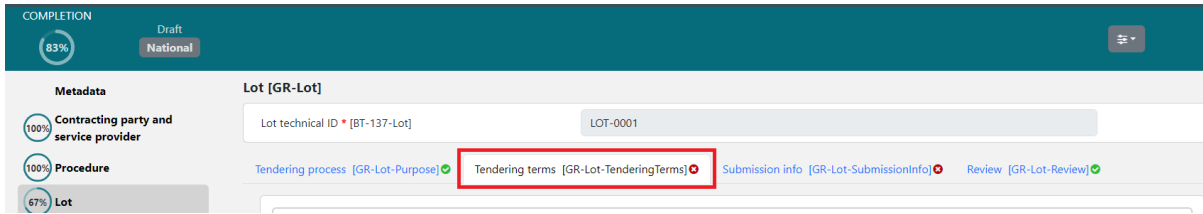


Figure 2.39

Locate the section titled 'Selection criteria [GR-Lot-SelectionCriteria]' shown in Figure 2.40.

Enter the below:

Field	Description	Recommended response for schools
Type	How will the contract be awarded?	Other
Name	This is a free text field where more info could be added	Refer to the tender documents for full details

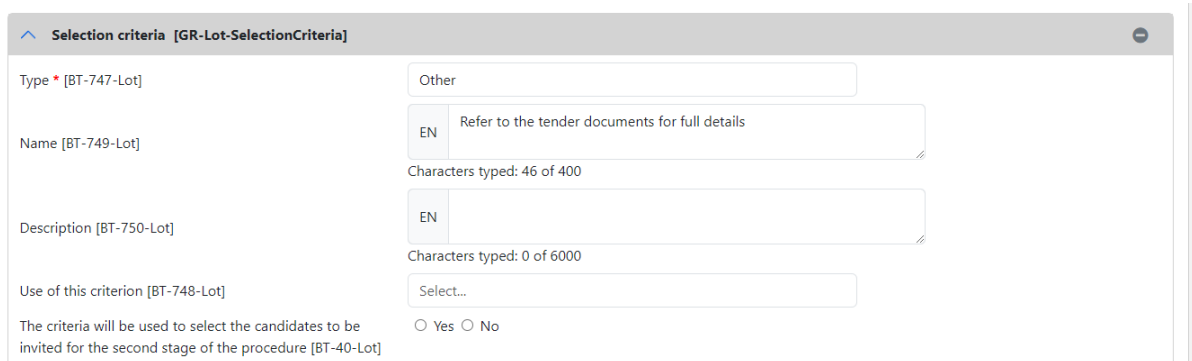


Figure 2.40

### 1.9.3 Section 3 – Tab 2: Tendering Terms – Reserved procurement

As can be seen in Figure 2.41, scroll down until you locate the section called 'Reserved procurement [GR-ReservedParticipation]'.

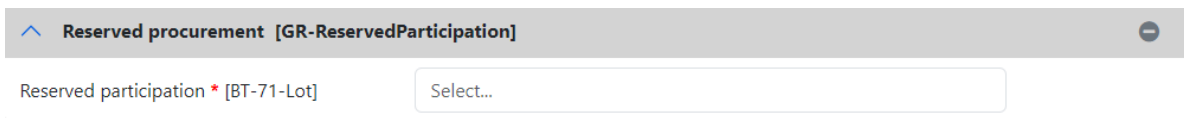


Figure 2.41

Enter the below description as shown in the table and Figure 2.42:

Field	Description	Recommended response for schools
Reserved Participation	Participation in this tender is not reserved.	Participation is not reserved.

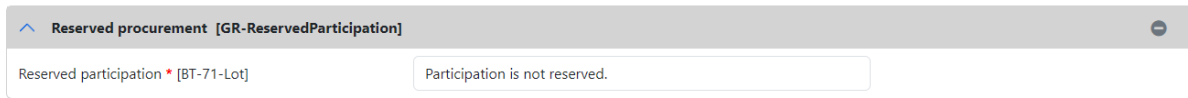


Figure 2.42

### 1.9.4 Section 3 – Tab 2: Tendering Terms – Variants

Scroll down until you locate the section called ‘Variants [GR-Lot-Variants]’ shown in Figure 2.43.

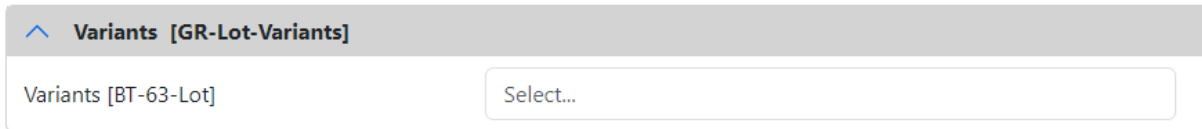


Figure 2.43

Enter the below description as shown in the table and Figure 2.44:

Field	Description	Recommended response for schools
Variants	Are variant tenders allowed?	Not Allowed



Figure 2.44

### 1.9.5 Section 3 – Tab 2: Tendering Terms - Requirements for Contract Execution/ Reserved Contract Execution

Scroll down until you locate the section called ‘Requirements for contract execution [GR-Lot-ExecutionRequirements]’ shown in Figure 2.45.

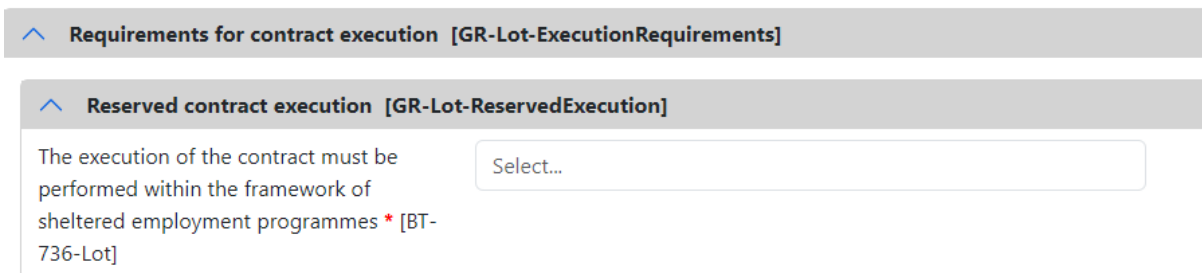


Figure 2.45

Enter the below description as shown in the table and Figure 2.46

Field	Description	Recommended response for schools



Reserved Contract Execution	This is not a Framework	No
-----------------------------	-------------------------	----

Requirements for contract execution [GR-Lot-ExecutionRequirements]

Reserved contract execution [GR-Lot-ReservedExecution]

The execution of the contract must be performed within the framework of sheltered employment programmes \* [BT-736-Lot]

Figure 2.46

### 1.9.6 Section 3 – Tab 2: Tendering Terms - Lot eInvoicing

As seen in Figure 2.47, scroll down until you locate the section called ‘Lot eInvoicing [GR-Lot-EInvoicing]’.

Lot eInvoicing [GR-Lot-EInvoicing]

Electronic invoicing \* [BT-743-Lot]

Figure 2.47

Enter the below description as shown in the table and Figure 2.48

Field	Description	Recommended response for schools
Electronic Invoicing	Does the supplier need to be able to use eInvoicing?	Not allowed

Lot eInvoicing [GR-Lot-EInvoicing]

Electronic invoicing \* [BT-743-Lot]

Figure 2.48

### 1.9.7 Section 3 – Tab 2: Tendering Terms - Clean Vehicle Directive Information

Scroll down until you locate the section called ‘Clean Vehicle Directive information [GR-Lot-TenderingTerms-CVD]’.

Clean Vehicle Directive information [GR-Lot-TenderingTerms-CVD]

The procurement falls within the scope of the European Parliament and Council 2009/33/EC (Clean Vehicles Directive – CVD) \* [BT-717-Lot]

Figure 2.49

Enter the below description as shown in the table and Figure 2.50

Field	Description	Recommended response for schools
The procurement falls within the scope of the European Parliament and Council 2009/33/EC	Clean Vehicle Directive	No

Figure 2.50

### 1.9.8 Section 3 – Tab 2: Tendering Terms - Post Award Process

Scroll down until you locate the section called ‘Post award process [GR-Lot-PostAwardProcess]’ seen in Figure 2.51.

Figure 2.51

Enter the below description as shown in the table and Figure 2.52

Field	Description	Recommended response for schools
Electronic ordering will be used	Will electronic ordering be used?	Yes
Electronic payment will be used	Will electronic payment be used?	Yes

Figure 2.52

### 1.9.9 Section 3 – Tab 3: Submission Info - Procurement Documents in Unofficial Languages

Click the tab at the top of the page titled ‘Submission info [GR-Lot-SubmissionInfo]’ seen in Figure 2.53.

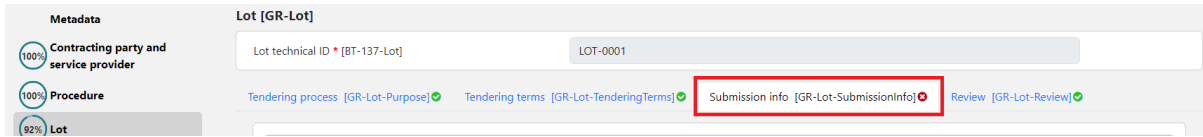


Figure 2.53

Locate the section titled 'Procurement documents in unofficial languages [GR-Lot-DocsAllNonOfficialLanguages]' seen below in Figure 2.54.

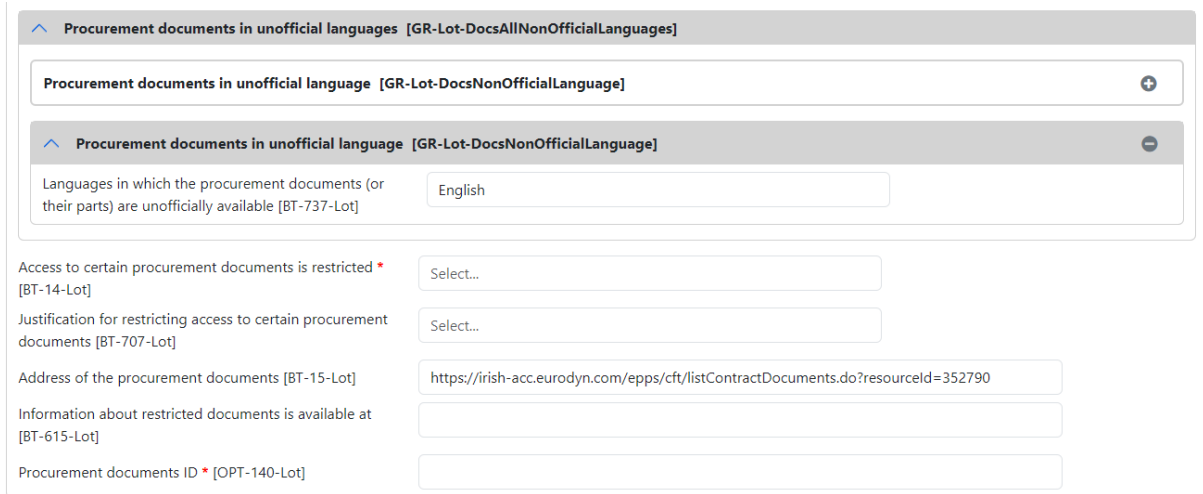


Figure 2.54

Enter the below description as shown in the table and Figure 2.55

Field	Description	Recommended response for schools
Access to certain procurement documents is restricted	No documents should be restricted	No restrictions to access documents
Procurement documents ID	URL of the attached documents	Copy the link from field above; Address of the procurement documents

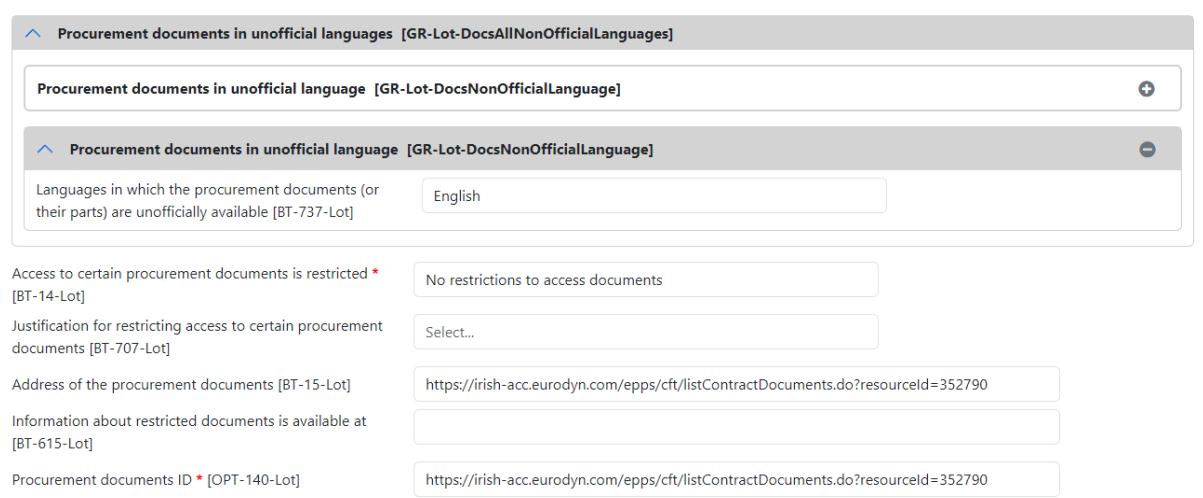


Figure 2.55

### 1.9.10 Section 3 – Tab 3: Submission Info - Ad hoc Communication Channel

Locate the section titled ‘Ad hoc communication channel [GR-Lot-SubmissionTool].’

Copy the URL from section 2.9.9 above and paste it into the URL box as seen in Figure 2.56.

Figure 2.56

### 1.10 Step 10: Section 4: Organisations

Click on ‘Organisations’ on the top left-hand side of the page as shown below in Figure 2.57:

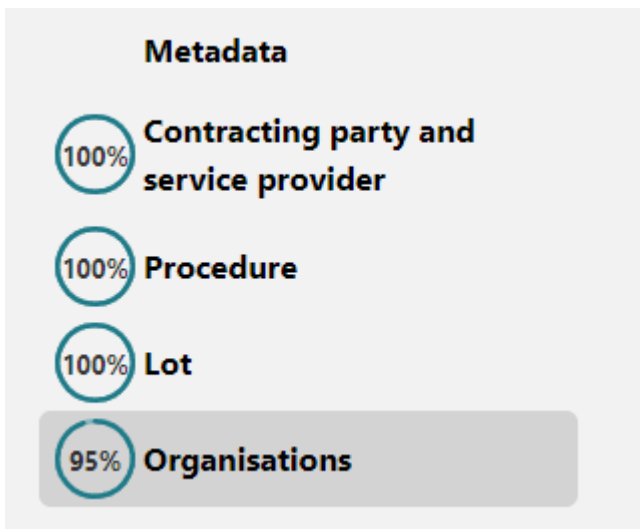


Figure 2.57

#### 1.10.1 Section 4 – Organisations - Company’s Legal Identifier

Locate the section called ‘Company’s legal identifier [GR-Organisation-Identifier]’ and enter the school’s roll number as shown in the table and in Figure 2.58.

Field	Description	Recommended for Schools
Registration number	This is the roll # of the school	This is the roll # of the school

Figure 2.58

### 1.10.2 Section 4 – Organisations - Contact Point

Scroll down and locate the section ‘Contact Point [GR-Company-Contact]’.

Note: Some of these may be pre-populated if they were added during the Contracting Authority profile creation.

Complete the fields with the relevant information as shown in the table and Figure 2.59 below.

Field	Description	Recommended response for schools
Email	Email address of the school/ CA	Email address for school/ CA
Telephone	Telephone number for school/ CA	This needs to be in format of +353 county code number e.g., +353 1 1234567

Figure 2.59

### 1.11 Step 11: Finalising the Notices Form

When all sections have been completed the progress will be 100% completed for all as can be seen in Figure 2.60:



Figure 2.60

At the top right-hand corner there is a drop down with a tick.

First select Validate and the system will validate all values entered as shown in Figure 2.61.



Figure 2.61

If all is correct you will receive this message as seen in Figure 2.62:

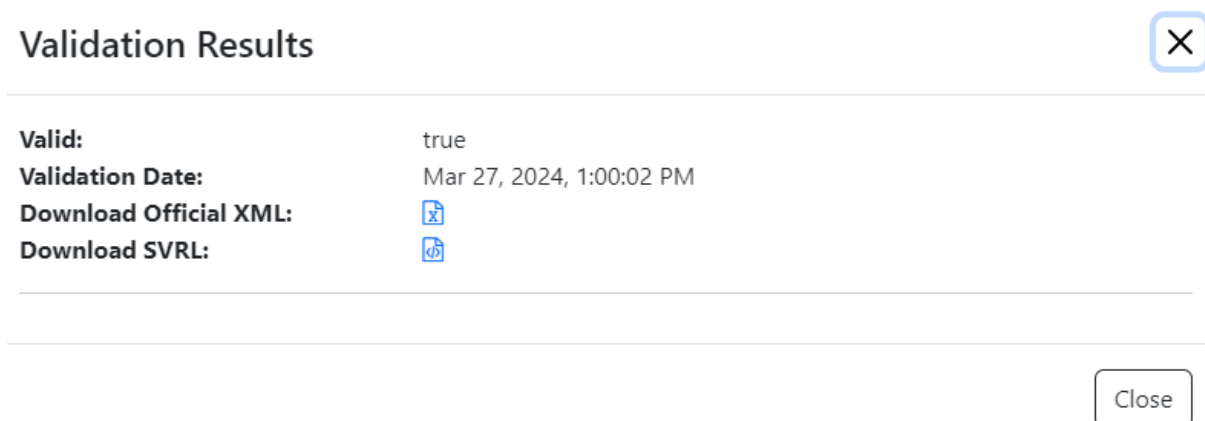


Figure 2.62

Click 'Close' as seen above in Figure 2.62.

The status on the top of the page will update to 'Validation Successful' as can be seen in Figure 2.63.

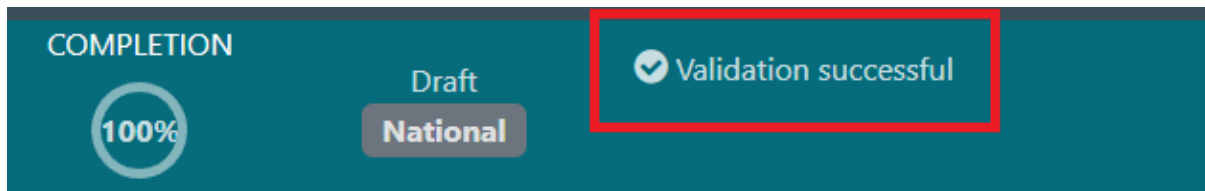


Figure 2.63

If the Validation fails, the system will highlight the field that required updating. Update the field and click Validate again.

Once validation is successful, click the checkbox in the top right and select 'Save as Final' as can be seen in Figure 2.64:

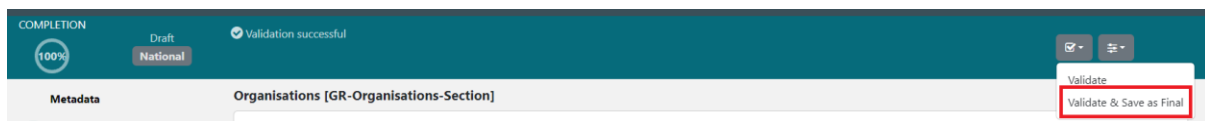


Figure 2.64

Next click the 'Exit' button in the top right corner shown in Figure 2.65.

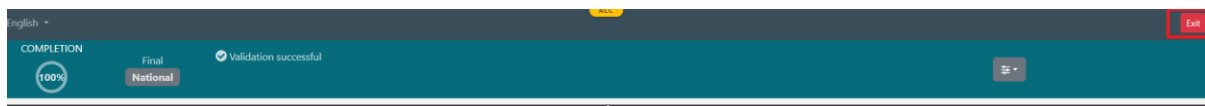


Figure 2.65

This will return you to the eTenders website.

The Contract Notice is now created, shown in below in Figure 2.66:

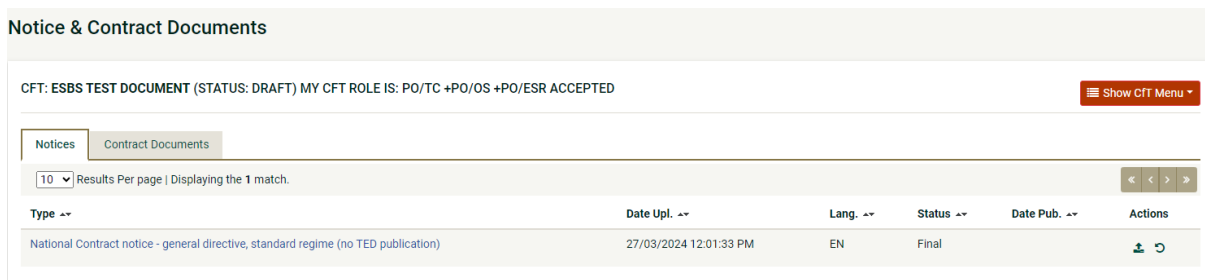



Figure 2.66

If you select the Revert action  your final notice will revert back to draft, allowing you to edit it again (if needed).

**Note: if you are not returned to this page, go to Task List and click Publish Contract Notice. To do this, select the Home icon in the top left of the screen and then select 'Publish Contract Notice' as can be seen in Figure 2.67.**

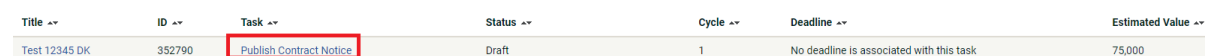


Figure 2.67

### 1.12 Publishing the Contract Notice

To publish this the Contract Notice, go to Actions on the right-hand side and click Publish button shown in Figure 2.68:

CFT: TEST 12345 DK (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED Show CFT Menu




Type	Date Upd.	Lang.	Status	Date Pub.	Actions
National Contract notice (no TED publication) - general directive, standard regime	04/04/2024 04:39:50 PM	EN	Draft		 
National Contract notice (no TED publication) - general directive, standard regime	04/04/2024 05:24:30 PM	EN	Final		

Figure 2.68

Click OK on the messages. Once you confirm, the notice will be published as can be seen in Figure 2.69. Do not refresh the page after clicking OK until the Contract Notice shows as published.

#### irish-acc.eurodyn.com says

You are about to publish a notice. Please click OK to confirm its publication, otherwise please click Cancel to abort.




Figure 2.69

On successful execution of the above action, the system informs the user that the notice was published, and the status of the notice then changes into “Published”, shown in Figure 2.70.

Notice & Contract Documents

Notice was submitted for Publication successfully ×

CFT: TESTING PUBLISH (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED Show CFT Menu

Type	Date Upd.	Lang.	Status	Date Pub.	Actions
National Contract notice (no TED publication) - general directive, standard regime	02/04/2024 12:17:17 PM	EN	Published	02/04/2024 12:27:55 PM	

[CREATE NOTICE \(EFORMS\)](#)

Figure 2.70

**The Contract Notice is now published, and suppliers can begin to make expressions of interest, ask queries, or enter tender bids.**