

## Guidance Document



### ***How to Create & Publish Call for Tender for the Provision of Catering Services under the School Meals Scheme***

***June 2024***

***Version 1.0***

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## Introduction

This guidance is designed to assist primary and 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 the following link [European Dynamics - Welcome to eTenders](#)

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 Department of Social Protection School Meals Scheme [here](#).

Further guidance documents and resources designed to help schools with procurement are also available on [School Meals Scheme - SPU](#).

Schools are required to publish a Call for Tender on eTenders where the estimated value of the contract exceeds €50,000. To determine the value of your contract, refer to the school meals calculator available [here](#).

Before proceeding with this guide, it is recommended that school's complete the below.

1. [Call for Tender \(CFT\)](#)
2. [Tender Response Document \(TRD\)](#)
3. [Service Level Agreement \(SLA\)](#)
4. [Draft Goods & Services Contract](#) (no edits necessary until contract award stage)

These will need to be uploaded to eTenders as part of this guide.

Template Tender documents are available for schools to download on the [School Meals Scheme](#) page of the SPU website.

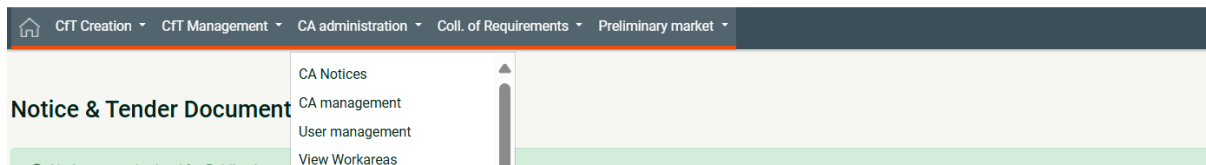
## Section 1: Creation of a new Call for Tender (CFT)

There are two stages to creating a CFT:

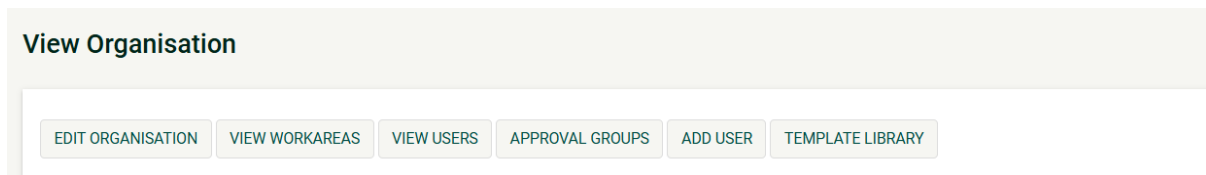
1. Create the CFT Workspace;
2. Finalise CFT Core Information.

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.

Navigate to **“CA Management”** under **“CA Administration”**:



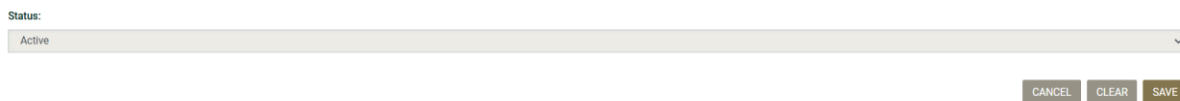
Then choose **“Edit Organisation”**.



Particularly fill in the fields below as directed:

1. CA Type: Education.
2. Company Registration Number: Roll Number.
3. Address: Fill in all fields.
4. Phone Number: Format should follow +353 1 xxxxxx .
5. Website: Format should follow https:// .

Once you have completed this step, click save and navigate to the home screen:



**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 Log in to eTenders

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

You can find a guide for registering on eTenders on the [SPU website](#).

Before beginning your tender publication, we advise schools to complete their organisation details which will allow these details to pre-populate into certain fields on the notice forms.

### 1.2 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 1.1.

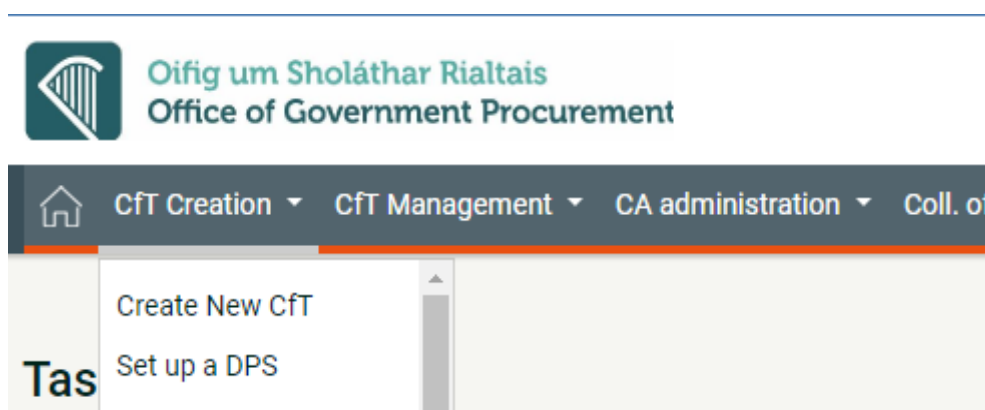


Figure 1.1

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 (\*).

Field	Description	Recommended text for Schools
Title*	This is the title of the CFT	Call for tenders for the provision of Catering Services under the School Meals Scheme to [Insert Schools Name and Roll Number] i.e. Our Lady’s NS, Dublin 12345S
CFT CA Unique ID	Unique ID for the CFT	Schools should make an ID for their CFT. “school initial; tender subject; date” For example, Our Lady’s NS would be <b>OLNS;SM;2024</b>

Description*	This provides further details on the CFT	The Board of Management of "Insert School Name" is seeking proposals for the provision of Catering Services under the School Meals Scheme through the Department of Social Protection (DSP).
Procurement Type*	Services/ Works/ Works Related Services/ Supplies	Services
CPC Category	In this section, please select a category of service, which best corresponds to the procurement that you will publish.	Other Services
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 for instructions] 55524000-School catering services 55523100-School-meal services
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 for instructions] IE-Éire/Ireland
Estimated value (EUR)	The estimated contract value, exclusive of VAT.	[Insert estimated value of contract exclusive of VAT.]  Refer to <a href="#">School Meals Calculator</a> to determine value

Internal Estimated value (EUR)	The estimated contract value, inclusive of VAT.	[Insert the value of the contract again]
Above or Below threshold	Is the tender below the €221k threshold?	<ol style="list-style-type: none"> <li>1. If value of the contract over the term of 3 years is <b>below €221k</b>, schools should choose <b>below threshold</b>.</li> <li>2. If value of the contract over the term of 3 years is <b>between €221k and €750k</b>, schools should choose <b>below threshold</b>.</li> <li>3. If value of the contract over the term of 3 years is <b>above €750k</b>, schools should contact SPU directly for further guidance.</li> </ol>
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.	<p>Date: 2 weeks after the publish date.</p> <p>Time: 15h 00m</p>
Time-limit for receipt of tenders or requests to participate	This is the date that tenders need to be submitted.	<p>Date: 3 weeks after the publish date.</p> <p>Time: 15h 00m</p>
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.	<p>[This field should be left blank.]</p> <p>*Note Upon saving the workspace, the date and time will automatically set to half an hour past the deadline date and time set by the school.</p> <p><b>No submissions can be unlocked/viewed until after this date.</b></p>



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 to 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.	3 years (36 months)
Validity of Tender in days or months	The validity of tender refers to how long companies that tender must guarantee their prices quoted. For school meals the validity period that should be entered is 12 months. 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 user accounts to be set up.)

Once all fields in the table above have been completed, click '**Create CFT Workspace**' as seen in Figure 1.2 below.

CREATE CFT WORKSPACE

Figure 1.2

As shown in Figure 1.3, this will create a draft CFT.

### View CfT Workspace

---

**CFT: CALL FOR TENDERS FOR THE PROVISION OF CATERING SERVICES UNDER THE SCHOOL MEALS SCHEME (STATUS: DRAFT) MY C**

---

TENDER SUBMISSION DEADLINE IN (DAYS/HOURS):	24/2
NAME OF CONTRACTING AUTHORITY:	Schools Procurement Unit
STATUS:	Draft
TITLE:	Call for tenders for the provision of Catering Services under the School Meals Scheme

Figure 1.3

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

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

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 1.4.

CPV Codes

Q
X

Figure 1.4

The screen pictured in Figure 1.5 will then appear:

Search

Q

Search results

+Add to list
↻Synchronise List

MAIN PANEL CPV

- 03000000-Agricultural, farming, fishing, forestry and related products
- 09000000-Petroleum products, fuel, electricity and other sources of energy
- 14000000-Mining, basic metals and related products
- 15000000-Food, beverages, tobacco and related products
- 16000000-Agricultural machinery
- 18000000-Clothing, footwear, luggage articles and accessories
- 19000000-Leather and textile fabrics, plastic and rubber materials
- 22000000-Printed matter and related products
- 24000000-Chemical products
- 30000000-Office and computing machinery, equipment and supplies except furniture and software packages
- 31000000-Electrical machinery, apparatus, equipment and consumables; lighting
- 32000000-Radio, television, communication, telecommunication and related equipment
- 33000000-Medical equipments, pharmaceuticals and personal care products
- 34000000-Transport equipment and auxiliary products to transportation
- 35000000-Security, fire-fighting, police and defence equipment

Selected Items

▲
▼
X

Cancel
Submit

Figure 1.5


In the Search field, as shown in Figure 1.6, enter the CPV code ‘meal services’ and click on the search icon.

**Search**

Figure 1.6

All relevant codes will appear in the Search Results field. Click '+Add to List' as can be seen in Figure 1.7:

**Search**

  
**Search results**

55523100-School-meal services



 

Figure 1.7

Repeat process for CPV Code 'catering services'. As shown in Figure 1.8, when both codes have been added to Selected Items, click Submit.

**Selected Items**

55523100-School-meal services

55524000-School catering services


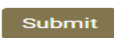
 

Figure 1.8

### 1.2.1 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 1.9.

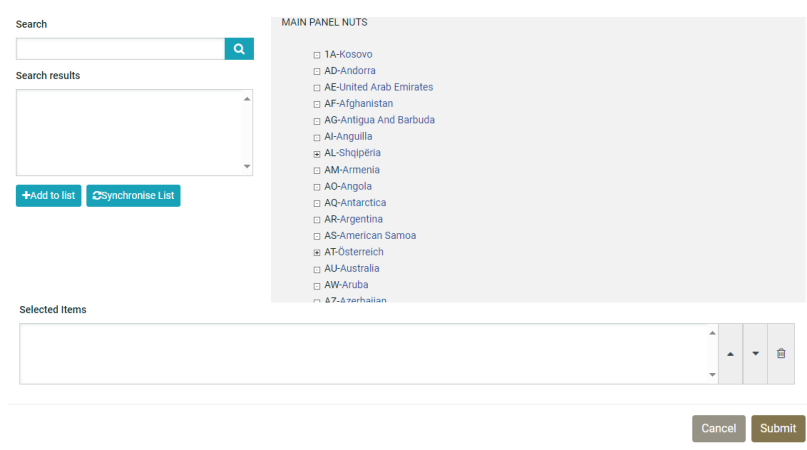


Figure 1.9

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

### 1.3 Finalise CFT Core Information

As shown in Figure 1.10, click the 'Home' button at the top of the page.

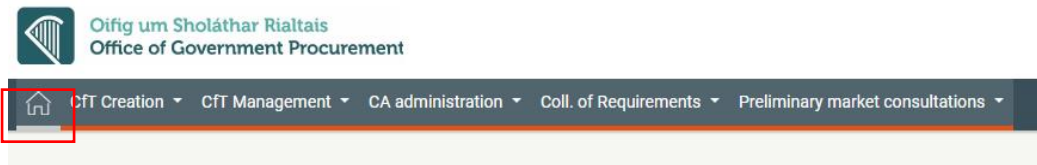


Figure 1.10

A list of tasks will appear similar to Figure 1.11:

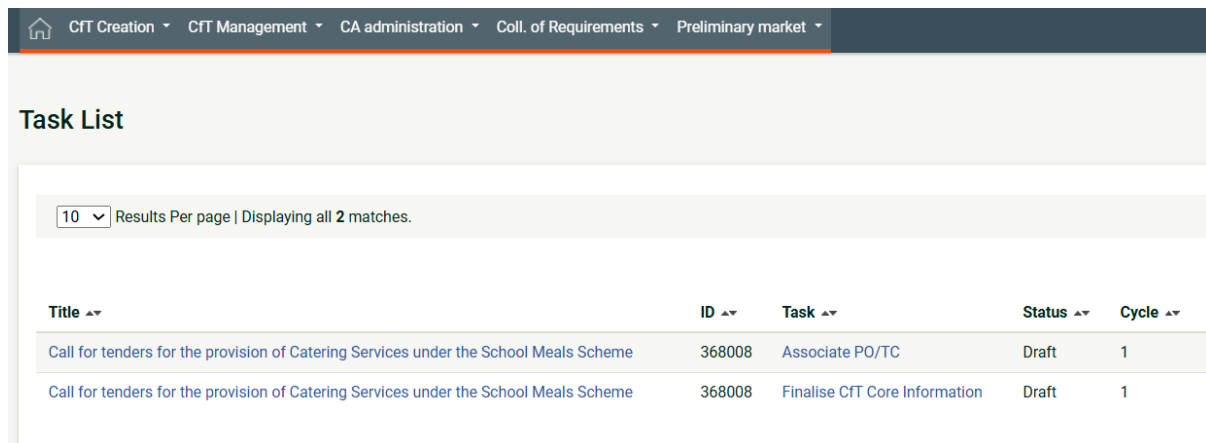


Figure 1.11

As in Figure 1.12, locate the CFT with the task 'Finalise CFT Core Information' and click on it:

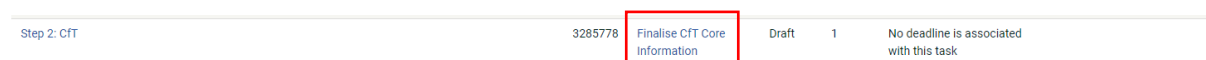


Figure 1.12

The CFT Workspace page will reappear in edit mode as shown in Figure 1.13:

Figure 1.13

As in Figure 1.14, ensure all necessary fields are completed and click Save Changes.

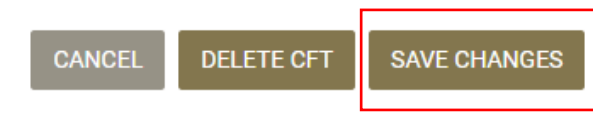


Figure 1.14

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

### 1.4 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 1.15, click on the Role drop-down and select the final option: PO/TC + PO/OS + PO/ESR Candidate.

First Name	Last Name	Role	Status	Actions
Danielle	Nulty	PO/TC + PO/OS + PO/ESR Candidate		Disassociate   Replace Evaluator

Figure 1.15

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 1.16:

Title ▲▼	ID ▲▼	Task ▲▼	Status ▲▼	Cycle ▲
Call for tenders for the provision of Catering Services under the School Meals Scheme	368008	Accept code of conduct	Draft	1

Figure 1.16

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 1.17:

The screenshot shows a web form titled "Candidate Evaluator". At the top, there is a breadcrumb trail: "CFT: CALL FOR TENDERS FOR THE PROVISION OF CATERING SERVICES UNDER THE SCHOOL MEALS SCHEME (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR CANDIDATE". To the right of this trail is a red button labeled "Show CFT Menu". Below the breadcrumb, the form contains the following sections:

- Code of Conduct:** A text block containing the code of conduct text: "I understand that I need to be, and be seen to be, honest and impartial in the exercise of my duties. I will not allow my judgement or integrity to be compromised or appear to be compromised. I will not misuse my official position, or information acquired in the course of my official duties, to further my private interests or those of others."
- Comment:** A large text input area for the user to provide comments.
- Do you accept/reject the code of conduct?:** Two radio button options: "Accept" and "Reject".
- SAVE:** A green button at the bottom right of the form.

Figure 1.17

**Note:** In case the suggested evaluator rejects the code of conduct, the role 'Candidate Evaluator' is not automatically removed from 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 on the Associated Officers page for that user, and they will not be assigned with the receipt of the 'Evaluator' role and, thus will not be in a position to evaluate tenders.

## 1.5 CFT Workflow/ 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 1.18:

Title	ID	Task	Status	Cycle	Deadline	Estimated Value
Call for tenders for the provision of Catering Services under the School Meals Scheme	368008	Define Workflow	Draft	1	No deadline is associated with this task	315,000
Call for tenders for the provision of Catering Services under the School Meals Scheme	368008	Associate PO/OS and PO/ES	Draft	1	No deadline is associated with this task	315,000

Figure 1.18

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 the Notification phase as Offline, the system will automatically change the Evaluation to Offline also.

**Note:** Once the Workflow is selected and saved there is no way to amend or change the selections. If a school saves a different selection than highlighted above, the draft will need to be deleted and started again.

### 1.5.1 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.

### 1.5.2 Tendering

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

### 1.5.3 Evaluation

Offline: Evaluation of tenders will not be performed within the system. Template evaluation documents and guidance will be provided by the SPU at this stage.

Select the following options from the dropdowns and click 'Define CFT Workflow' as show in Figure 1.19:

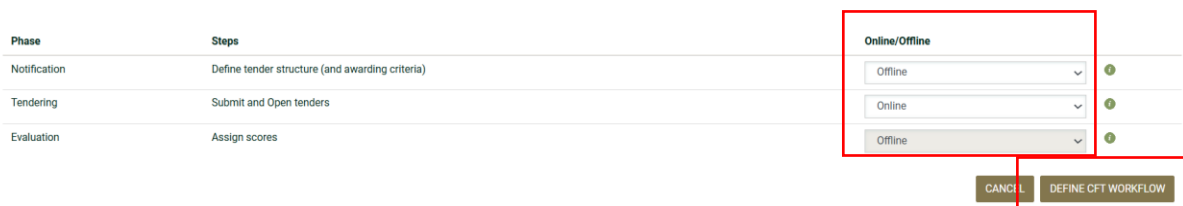


Figure 1.19

### 1.6 Publish Contract Notice

Click the Home button in the top left of the screen to return to your 'Task List' as shown in Figure 1.20.

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.

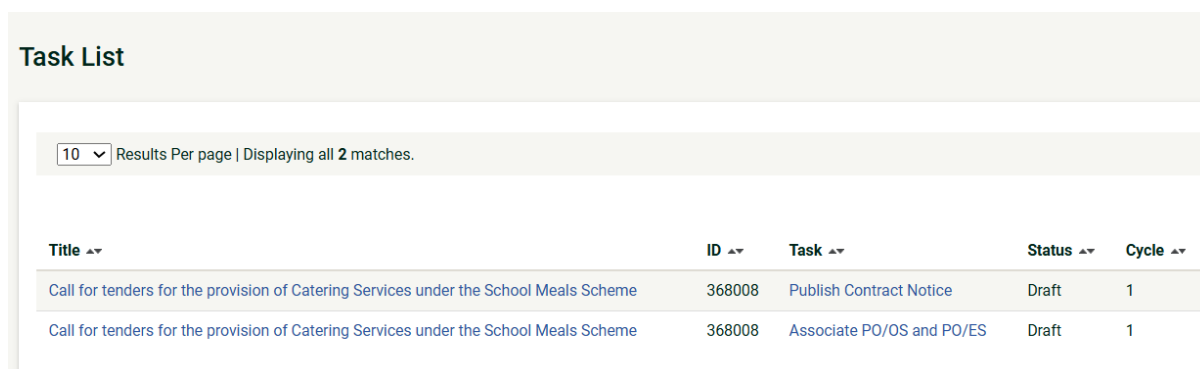


Figure 1.20

#### 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 1.21.



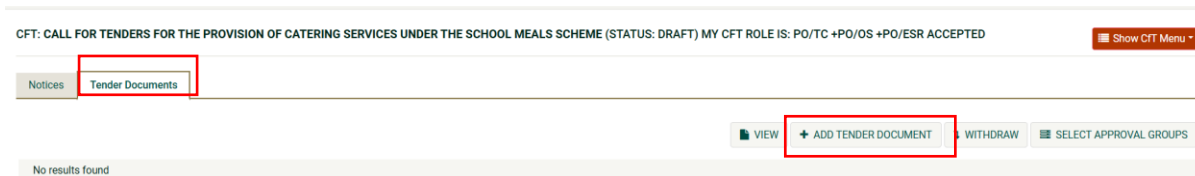


Figure 1.21

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 a CFT – ‘Call 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.
TRD (Tender Response Document)	A document for potential tenderers to complete in response to a school’s CFT.
SLA (Service Level Agreement)	A document outlining the proposed terms of the contract between the school and service provider that documents the service standards the provider is obligated to meet.
Contract	Draft Goods and Services contract outlining the standard terms and conditions of contracts such as school meals.

### 1.6.2 Create Notice

Select the first tab ‘Notices’ shown in Figure 1.22.

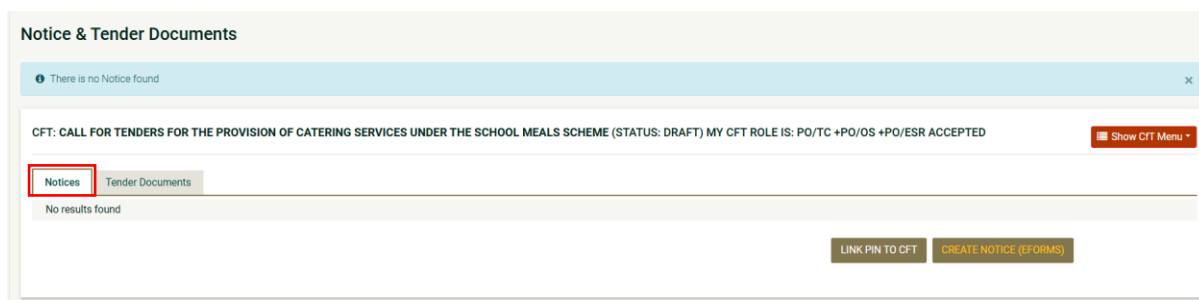


Figure 1.22

Then click on 'Create Notice (Eforms)'. This will cause a new window to pop up as shown in figure 1.23:

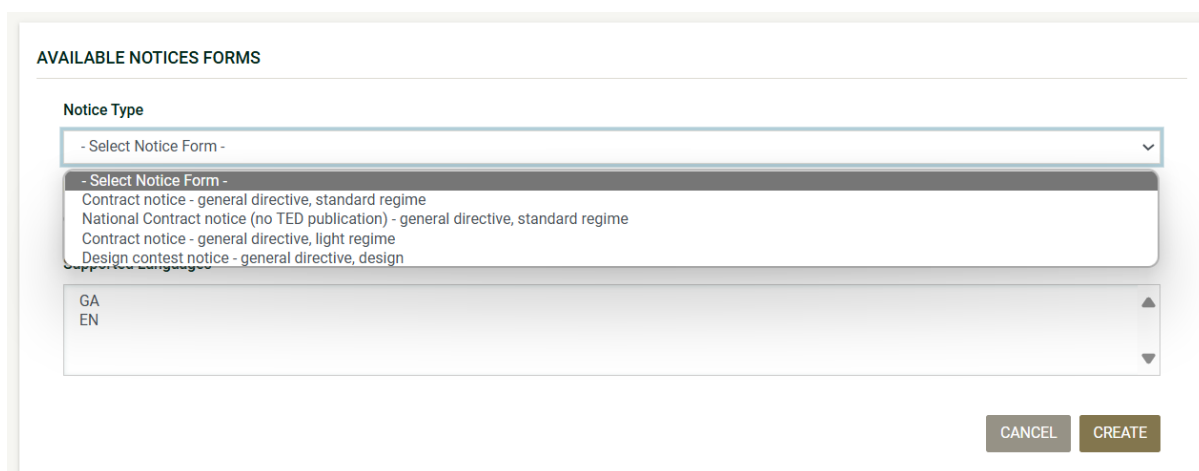


Figure 1.23

Complete this as follows:

Notice Type <b>(contracts below €221,000)</b>	National Contract Notice (no TED publication) - general directive, standard regime.
Notice Type <b>(contracts between €221,000 &amp; €750,000)</b>	Contract Notice - general directive, light regime.
Primary Language	EN or GA.
Support Languages	Leave both unselected.

Click 'Create'.

### Section 2: Navigating the Notices form

You will be directed to a new site with an eForm to complete as seen in Figure 2.0:

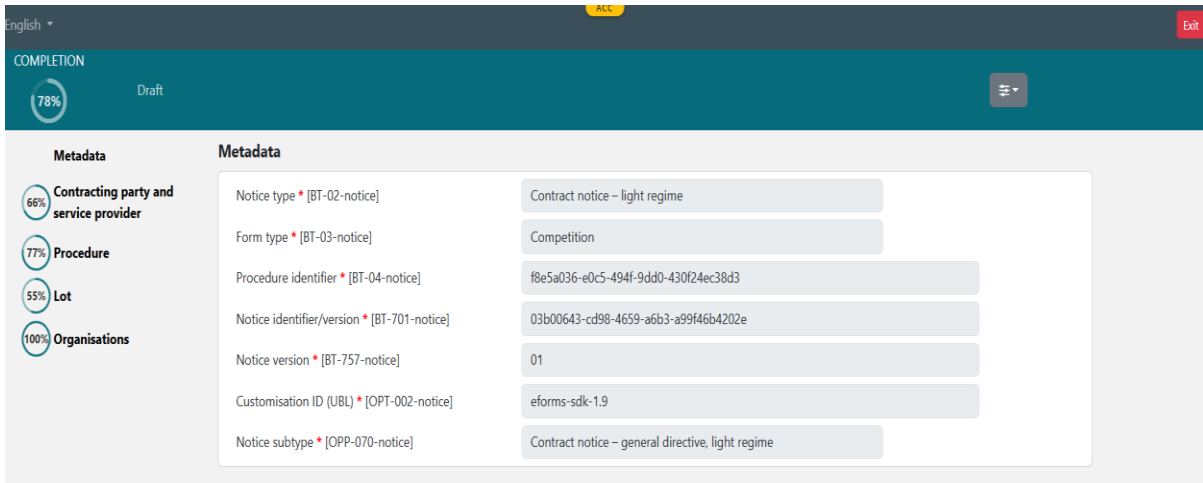


Figure 2.0

At the top left-hand corner shows the overall completion progress of the eForm as shown in Figure 2.1:

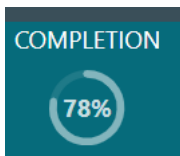


Figure 2.1



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

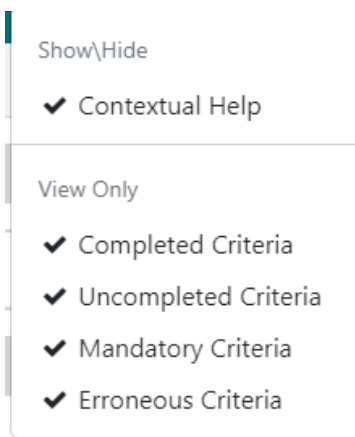






Figure 2.2

Note: It is important for schools to note that certain sections of the form will show

- Plus icon 
- Minus icon 

These should **NOT** be used and can be disregarded as no sections should be added or removed. This may delete or add a mandatory field and prevent the form from validating.

We advise schools to use the arrows on the left side of each header to expand () and retract () fields as needed.

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

**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:



### 2.1 Completing the Notices Form

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

#### 2.2 Section 1: Contracting Party and Service Provider

The list on the left-hand side (Figure 2.3) 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 2.3.

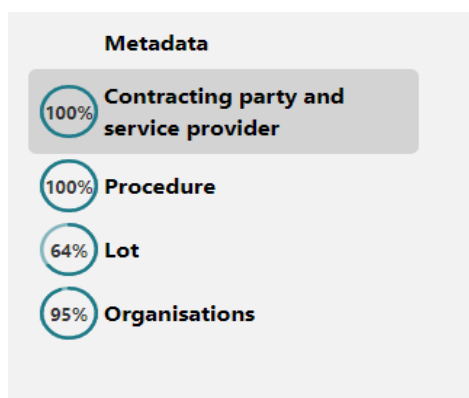


Figure 2.3

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 2.4:

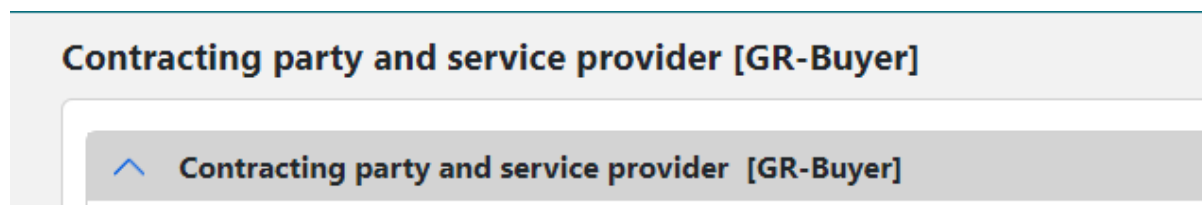


Figure 2.4

You must complete the two fields (as in Figure 2.5) outlined in the table below:

 The image shows a screenshot of a web form. At the top, there is a grey header bar with the text 'Contracting party and service provider [GR-Buyer]'. Below this, there is a white box with a grey border containing the text 'Buyer [GR-ContractingAuthority]'. Below this, there is a grey bar with the text 'Buyer [GR-ContractingAuthority]'. Below this, there is a white box with a grey border containing the text 'Buyer [GR-ContractingAuthority-Buyer]'. Below this, there are four rows of form fields:
 

- Organisation filling this role \* [OPT-300-Procedure-Buyer]: A dropdown menu with 'ORG-0001' selected.
- Legal type of the buyer \* [BT-11-Procedure-Buyer]: A text input field with 'Body governed by public law' entered.
- Activity of the contracting authority \* [BT-10-Procedure-Buyer]: A text input field with 'Education' entered.
- Buyer profile \* [BT-508-Procedure-Buyer]: A text input field with 'https://www.spu.ie/' entered.

Figure 2.5

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

### 2.3 Section 2: Procedure

Click on 'Procedure' on the top left-hand side of the page and shown in Figure 2.6:



Figure 2.6

This will bring you to the 'Procedure' page as seen in Figure 2.7. Here you will see different tabs across the top. Some have a red X (✖) meaning there are fields to be completed. Some have a green tick (✔); these sections are complete.

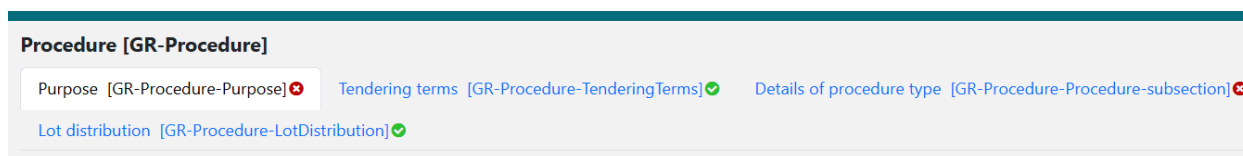






Figure 2.7

Note: It is important for schools to note that certain sections of the form will show

- Plus icon 
- Minus icon 

These should **NOT** be used and can be disregarded as no sections should be added or removed. This may delete or add a mandatory field and prevent the form from validating.

We advise schools to use the arrows on the left side of each header to expand () and retract () fields as needed.

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

### 2.3.1 Tab 1: Purpose

Click on the tab titled 'Purpose [GR-Procedure-Purpose]' as seen in Figure 2.8:

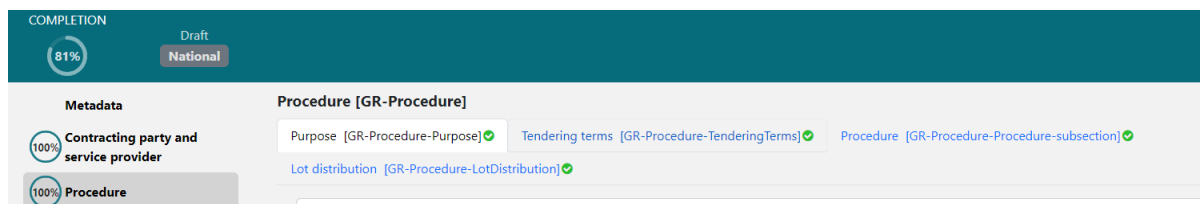


Figure 2.8

Scroll to the 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 2.9:

Figure 2.9

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 2.10:

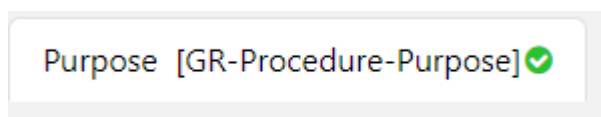


Figure 2.10

### 2.3.2 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 2.11:

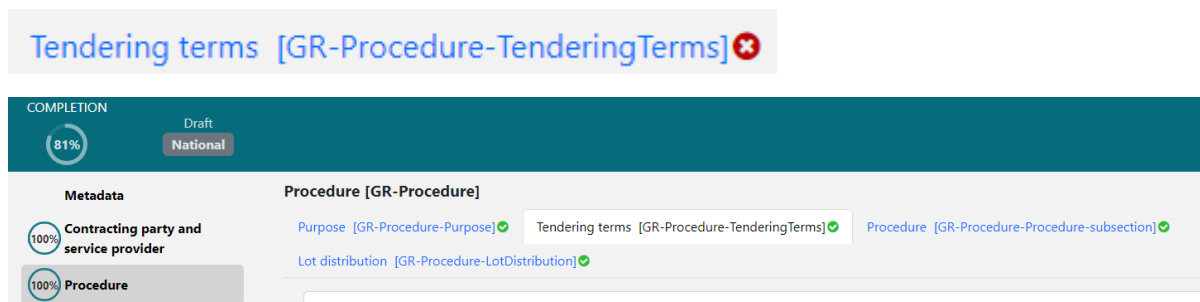


Figure 2.11

In the section titled ‘Exclusion grounds [GR-Procedure-ExclusionGround]’ (shown in Figure 2.12) enter the below:

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

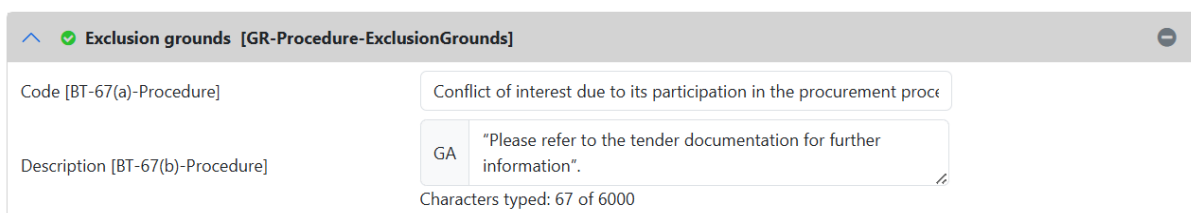


Figure 2.12

### 2.3.3 Tab 3: Details of procedure type

No Further Action Required.

### 2.3.4 Tab 4: Lot Distribution

No Further Action Required.



## 2.4 Section 3: Lot

Click on 'Lot' on the top left-hand side of the page (seen in Figure 2.13):

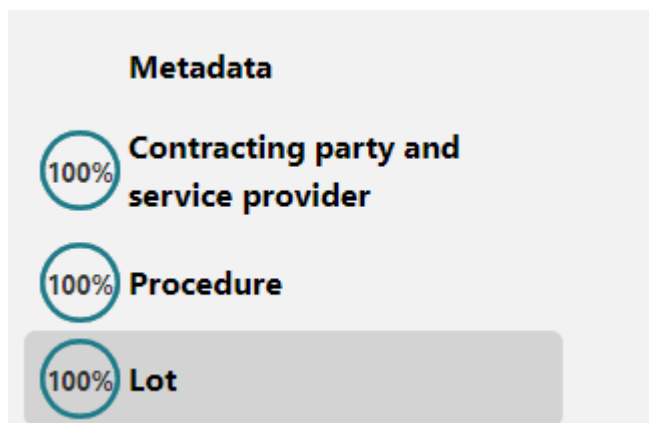


Figure 2.13

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 fields to be completed. Some have a green tick (✔); these sections are complete.

### 2.4.1 Tab 1: Tendering Process

Click the tab at the top of the page titled 'Tendering process [GR-Lot-Purpose]' seen in Figure 2.14.

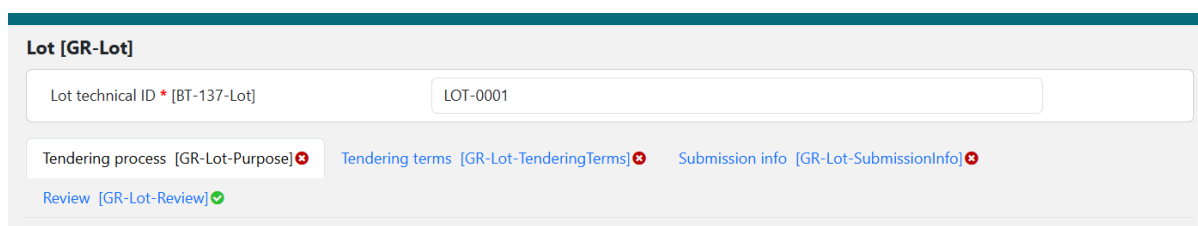


Figure 2.14

### 2.4.2 Tab 1: Place of Performance

Locate to “Place or performance” and add “Ireland” in the “Country” section , as seen in Figure 2.15:

Postcode [BT-5121-Lot]

Country subdivision (NUTS) [BT-5071-Lot]

Country [BT-5141-Lot]

Other restrictions on the place of performance [BT-727-Lot]

Figure 2.15

### 2.4.3 Tab 1: Information about Framework Agreement

Locate the section titled ‘Information about framework agreement [GR-Lot-FrameworkAgreement]’ shown in Figure 2.16.

Enter the following:

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

Information about framework agreement [GR-Lot-FrameworkAgreement]

Maximum number of participants [BT-113-Lot]

Justification for the duration of the framework agreement [BT-109-Lot]   
Characters typed: 0 of 6000

Buyer categories [OPT-090-Lot]

Additional buyer coverage [BT-111-Lot]   
Characters typed: 0 of 6000

Maximum value of the framework agreement \* [BT-271-Lot]

Figure 2.16

### 2.4.4 Tab 2: Tendering Terms Selection Criteria

As shown in Figure 2.17, click the tab at the top of the page titled ‘Tendering process [GR-Lot-Purpose]’.

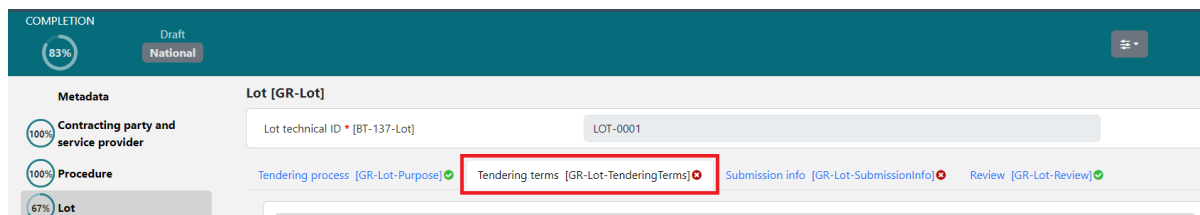


Figure 2.17

Locate the section titled ‘Selection criteria [GR-Lot-SelectionCriteria]’ shown in Figure 2.18. Enter the below:

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

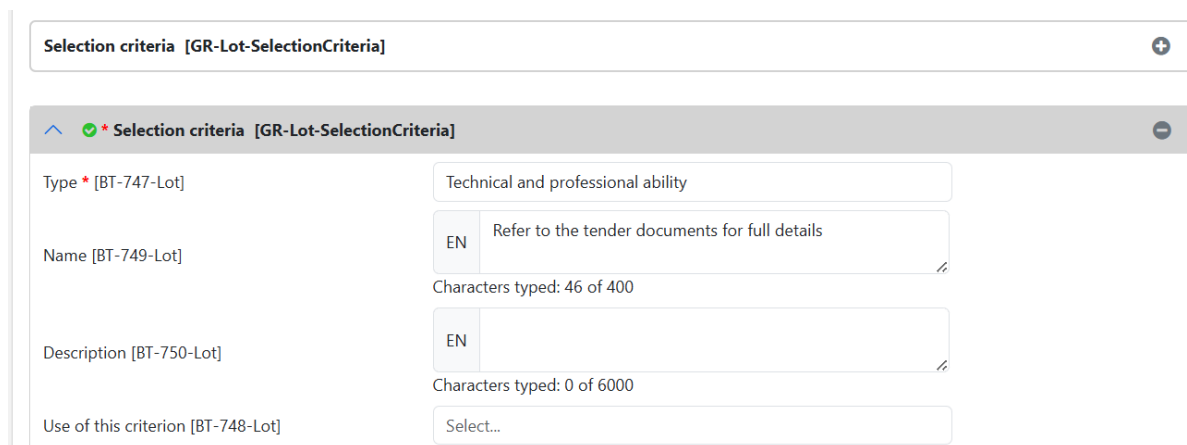


Figure 2.18

### 2.4.5 Tab 2: Reserved procurement

As can be seen in Figure 2.19, scroll down until you locate the section called ‘Reserved procurement [GR-ReservedParticipation]’.

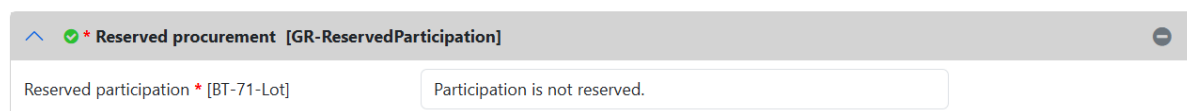


Figure 2.19

Enter the below description as shown in the table and Figure 2.19 above:

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

#### 2.4.6 Tab 2: Variants

Scroll down until you locate the section called 'Variants [GR-Lot-Variants]' shown in Figure 2.20.

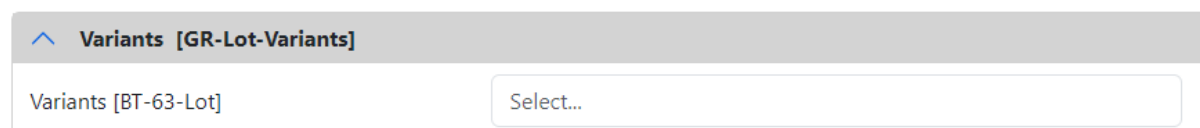


Figure 2.20

Enter the below description as shown in the table and Figure 2.21:

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

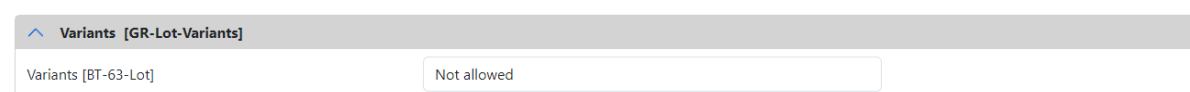


Figure 2.21

#### 2.4.7 Tab 2: 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 2.22.

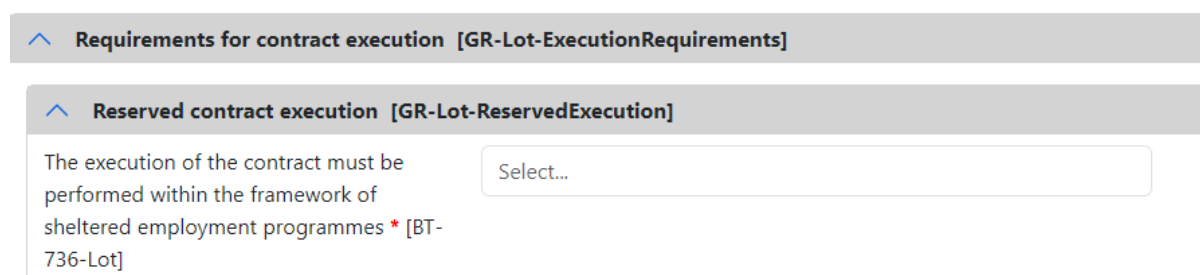


Figure 2.22

Enter the below description as shown in the table and Figure 2.23:

Field	Description	Recommended response for schools
Reserved Contract Execution	This is not a Framework	No

The screenshot shows a procurement system interface. At the top, there is a header for 'Requirements for contract execution [GR-Lot-ExecutionRequirements]'. Below it, a sub-section is titled 'Reserved contract execution [GR-Lot-ReservedExecution]'. The text reads: 'The execution of the contract must be performed within the framework of sheltered employment programmes \* [BT-736-Lot]'. To the right of this text is a dropdown menu with 'No' selected.

Figure 2.23

### 2.4.8 Tab 2: eInvoicing

As seen in Figure 2.24, scroll down until you locate the section called 'Lot eInvoicing [GR-Lot-EInvoicing]'.

The screenshot shows a procurement system interface. A section is titled 'Lot eInvoicing [GR-Lot-EInvoicing]'. The text reads: 'Electronic invoicing \* [BT-743-Lot]'. To the right of this text is a dropdown menu with 'Select...' selected.

Figure 2.24

Enter the below description as shown in the table and Figure 2.25:

Field	Description	Recommended response for schools
Electronic Invoicing	Does the supplier need to be able to use eInvoicing?	Required

The screenshot shows a procurement system interface. A section is titled 'eInvoicing [GR-Lot-EInvoicing]'. The text reads: 'Electronic invoicing [BT-743-Lot]'. To the right of this text is a dropdown menu with 'Required' selected.

Figure 2.25

### 2.4.9 Tab 2: Clean Vehicle Directive Information

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

The screenshot shows a procurement system interface. A section is titled 'Clean Vehicle Directive information [GR-Lot-TenderingTerms-CVD]'. The text reads: 'The procurement falls within the scope of the European Parliament and Council 2009/33/EC (Clean Vehicles Directive – CVD) \* [BT-717-Lot]'. To the right of this text is a dropdown menu with 'Select...' selected.

Figure 2.26

Enter the below description as shown in the table and Figure 2.27:

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 2.27

### 2.4.10 Tab 2: Post Award Process

Scroll down until you locate the section called 'Post award process [GR-Lot-PostAwardProcess]' seen in Figure 2.28:

Figure 2.28

Enter the below description as shown in the table and Figure 2.29:

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 2.29

### 2.4.11 Tab 3: Information on Procurement Documents

Click the tab at the top of the page titled ‘Submission info [GR-Lot-SubmissionInfo]’ seen in Figure 2.30:

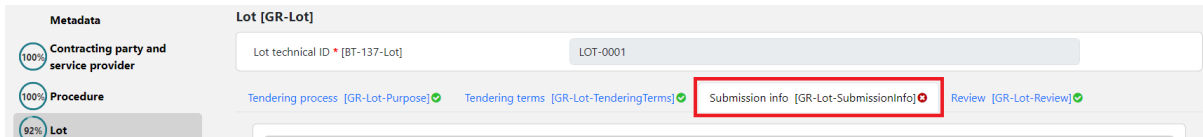


Figure 2.30

Locate the section titled ‘Procurement documents in unofficial languages [GR-Lot-DocsAllNonOfficialLanguages]’ seen below in Figure 2.31.

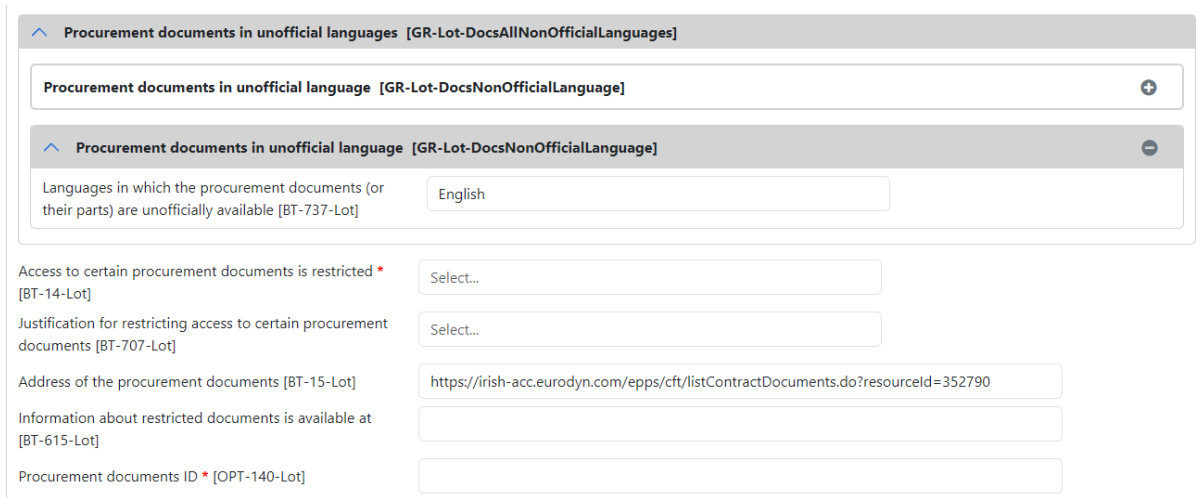


Figure 2.31

Enter the below description as shown in the table and Figure 2.32:

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

Procurement documents in unofficial languages [GR-Lot-DocsAllNonOfficialLanguages]

Procurement documents in unofficial language [GR-Lot-DocsNonOfficialLanguage]

Procurement documents in unofficial language [GR-Lot-DocsNonOfficialLanguage]

Languages in which the procurement documents (or their parts) are unofficially available [BT-737-Lot] English

Access to certain procurement documents is restricted [BT-14-Lot] No restrictions to access documents

Address of the procurement documents \* [BT-15-Lot] https://irish-acc.eurodyn.com/epps/cft/viewContractNotices.do?resourceId=36800

Procurement documents ID \* [OPT-140-Lot] https://irish-acc.eurodyn.com/epps/cft/viewContractNotices.do?resourceId=36800

Figure 2.32

### 2.4.12 Tab 3: Submission Info - Ad hoc Communication Channel

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

Copy the URL from section 2.4.13 above and paste it into the URL box as seen in Figure 2.33.

Ad hoc communication channel [GR-Lot-SubmissionTool]

Name [BT-632-Lot]

URL [BT-124-Lot] https://irish-acc.eurodyn.com/epps/cft/listContractDocuments.do?resourceId=352790

Figure 2.33

### 2.4.13 Tab 4: Review

No further Action Required in this tab.



### 2.5 Section 4: Organisations

Click on 'Organisations' on the top left-hand side of the page as shown below in Figure 2.34:

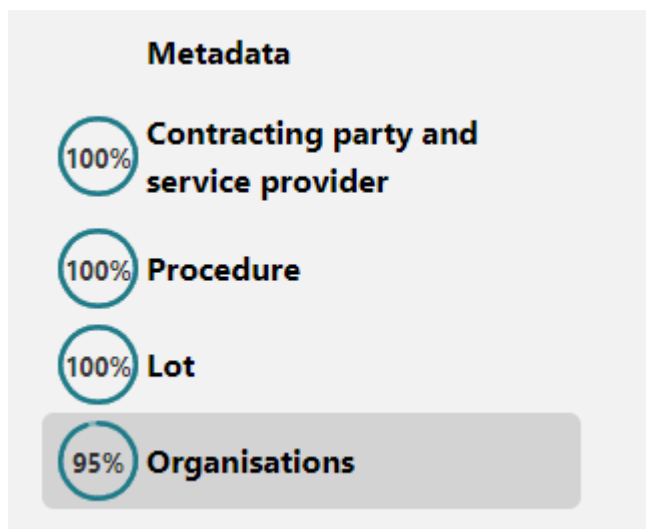


Figure 2.34

#### 2.5.1 Section 4: 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 Figure 2.35.

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

The screenshot shows a form titled 'Company's legal identifier [GR-Organisation-Identifier]'. It contains a label 'Registration number \* [BT-501-Organization-Company]' and an empty text input field.

Figure 2.35

**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 2.36 below.

The screenshot shows the same form as Figure 2.35, but with the following values entered:

- Registration number: 0083710B
- Department: [Empty]
- Internet address: https://www.spu.ie/
- Information exchange endpoint (URL): https://www.spu.ie/

Figure 2.36

### 2.5.2 Section 4: Address

Add the school's address, where mandatory, as shown in Figure 2.37:

The screenshot shows a form with the following fields and values:

- Town \* [BT-513-Organization-Company]: Dublin 14 (Characters typed: 0 of 400)
- Postcode [BT-512-Organization-Company]: D14 V3K8 (Characters typed: 9 of 400)
- Country subdivision (NUTS) [BT-507-Organization-Company]: Dublin (Characters typed: 8 of 400)
- Country \* [BT-514-Organization-Company]: Ireland

Figure 2.37

### 2.5.3 Section 4: Contact Point

Add the school's email address and phone number in the two fields below. Format should be +353 1 as shown in Figure 2.38:

The screenshot shows a form with the following fields and values:

- Country \* [BT-514-Organization-Company]: Ireland
- Contact point [BT-502-Organization-Company]: (Empty field, Characters typed: 0 of 400)
- Email \* [BT-506-Organization-Company]: procurementsupport@spu.ie
- Telephone \* [BT-503-Organization-Company]: +353 1 2035899
- Fax [BT-739-Organization-Company]: (Empty field)

Figure 2.38

Field	Description	Recommended response for schools
Country	Mandatory	Ireland
Email	Email address of the school/CA	Email address for school/CA
Telephone	phone number for school/CA	format of +353 county code e.g., +353 1 1234567

This is an identical screenshot to Figure 2.38, showing the contact point form with the same values: Country (Ireland), Contact point (empty), Email (procurementsupport@spu.ie), Telephone (+353 1 2035899), and Fax (empty).

Figure 2.39

### Section 3: Finalising the Notices Form

When all sections have been completed the progress will be 100% completed for all as can be seen in Figure 3.1:



Figure 3.1

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 3.2:

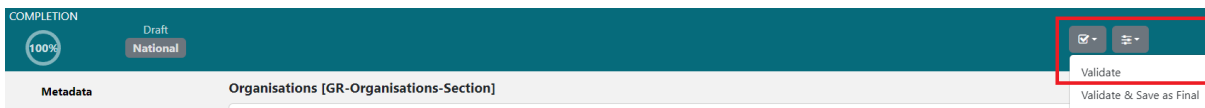
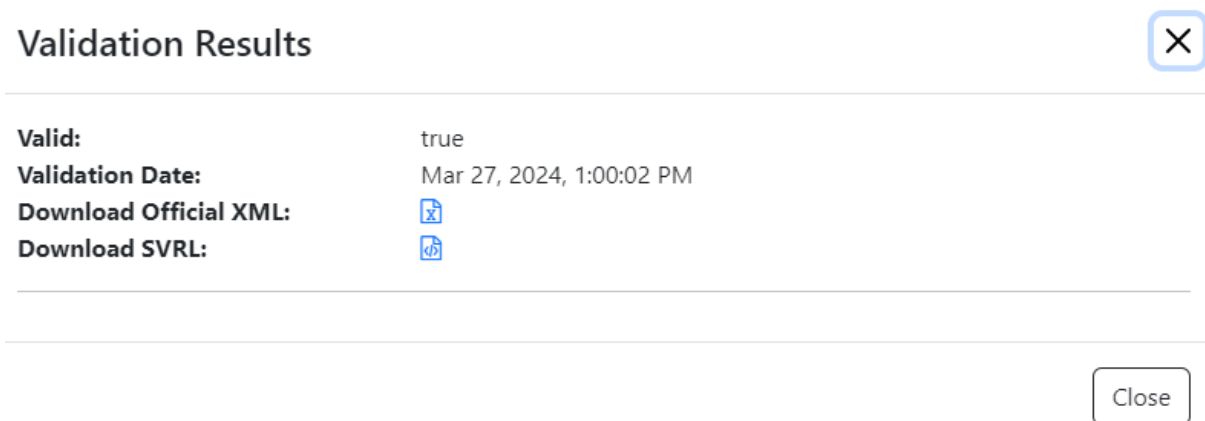


Figure 3.2

If all is correct, you will receive this message as seen in Figure 3.3:



Click 'Close' as seen above in Figure 3.3 above.

The status on the top of the page will update to 'Validation Successful' as can be seen in Figure 3.4:

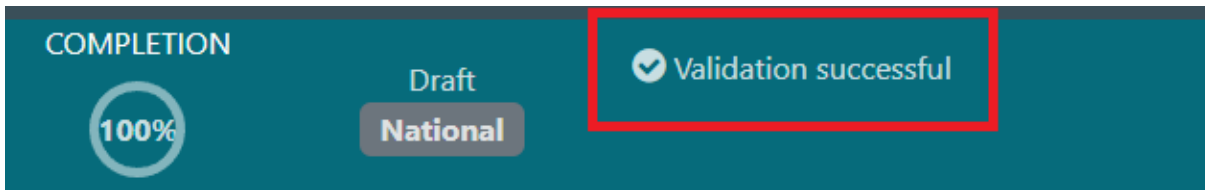


Figure 3.4

If the Validation fails, the system will highlight the field that requires updating. Update the field by clicking on the yellow fields highlighted in figure 3.5 below and when complete attempt to validate again.

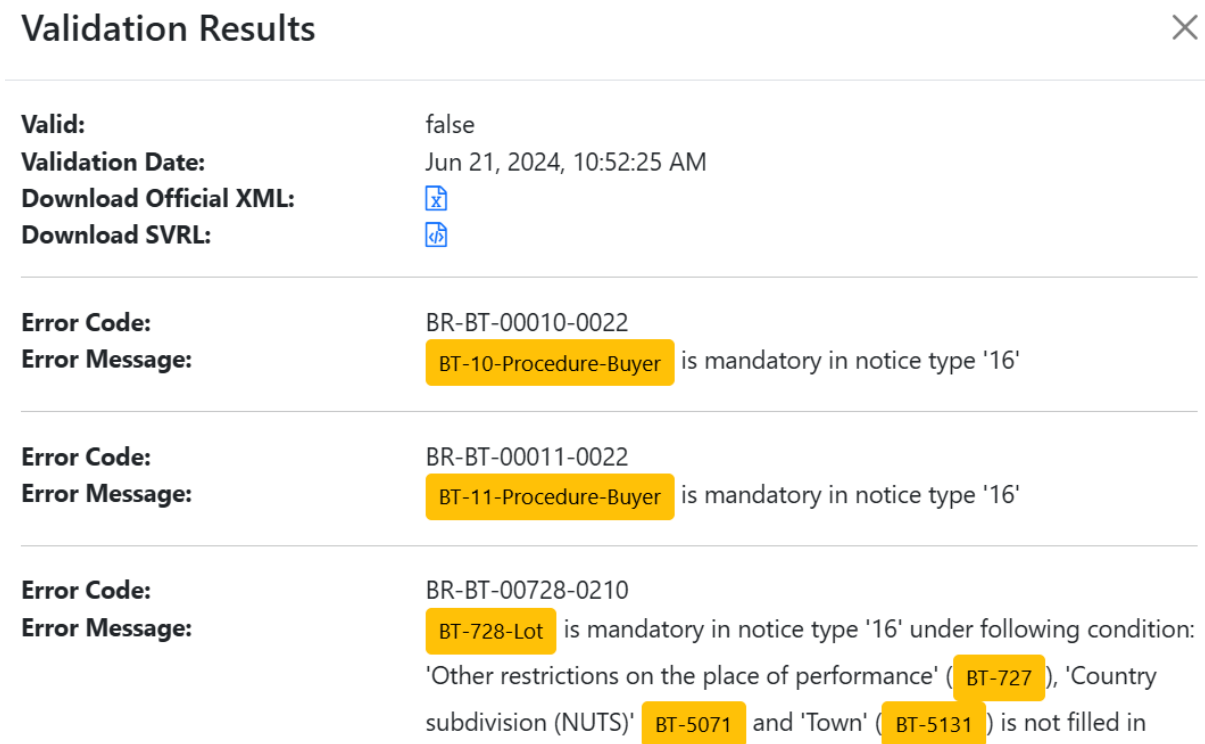


Figure 3.5

You will see an error as shown in figure 3.6 below and by clicking on this triangle it will open the window highlighting where the errors are as in figure 3.5 above

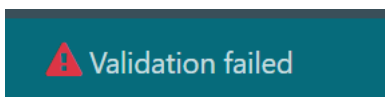


Figure 3.6

Once validation is successful, click the checkbox in the top right and select 'Validate & Save as Final' as can be seen in Figure 3.7: **Do not refresh or exit until the page has loaded and you can see "validation successful".**

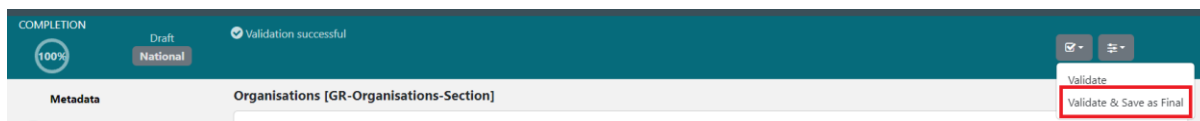


Figure 3.7

Next, click the 'Exit' button in the top right corner shown in Figure 3.8:

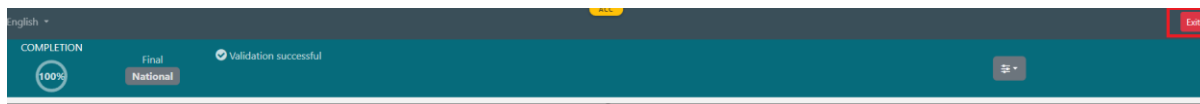


Figure 3.8

This will return you to the eTenders website.

The Contract Notice is now created, shown below in Figure 3.9:

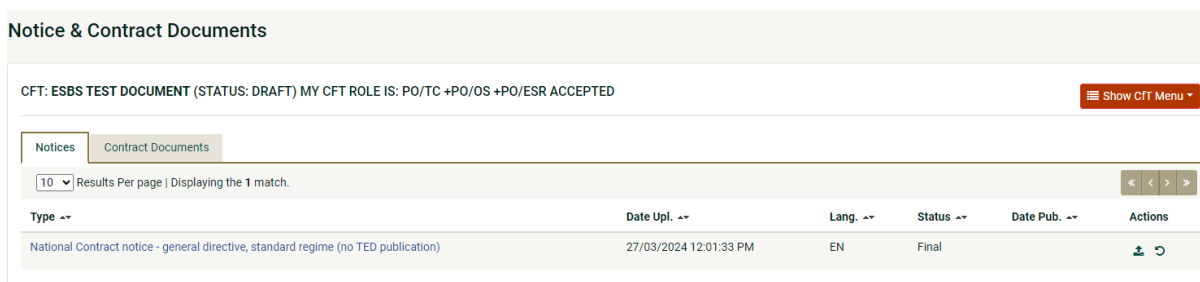



Figure 3.9

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 3.10.**

Title	ID	Task	Status	Cycle	Deadline	Estimated Value
Test 12345 DK	352790	Publish Contract Notice	Draft	1	No deadline is associated with this task	75,000

Figure 3.10

### Section 4: Publishing the Contract Notice

To publish this the Contract Notice, go to Actions on the right-hand side and click the “Publish” button shown in Figure 4.1:

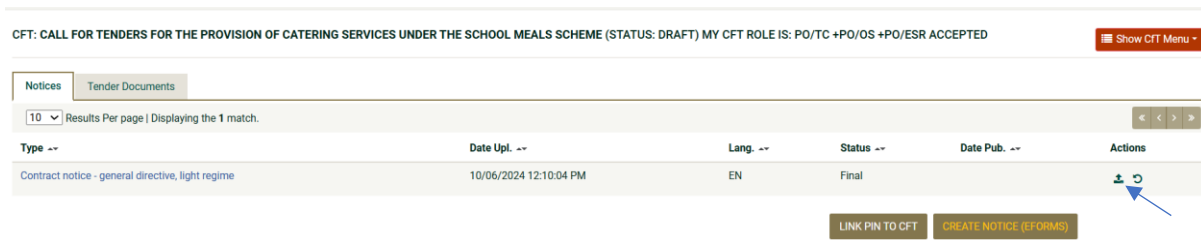


Figure 4.1

Click OK on the messages. Once you confirm, the notice will be published as can be seen in Figure 4.2. Do not refresh the page after clicking OK until the Contract Notice shows as published.

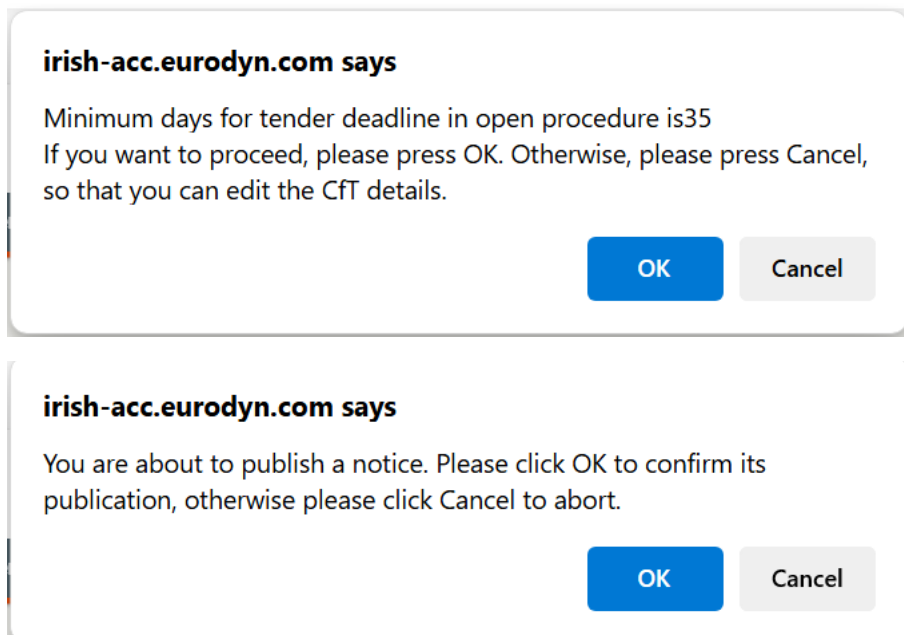


Figure 4.2

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 4.3 or “Pending Publication” as shown in Figure 4.4:

***\*If contract chosen was “General directive, light regime” (above €221,000) notice will show as a status of pending publication but will publish over the coming days, as shown in Figure 4.3.***

The screenshot shows a web interface titled "Notice & Tender Documents". At the top, a green notification bar states "Notice was submitted for Publication successfully". Below this, the breadcrumb path is "CFT: CALL FOR TENDERS FOR THE PROVISION OF CATERING SERVICES UNDER THE SCHOOL MEALS SCHEME (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED". There are two tabs: "Notices" (selected) and "Tender Documents". A dropdown menu shows "10 Results Per page | Displaying the 1 match." Below this is a table with the following data:

Type	Date Upd.	Lang.	Status	Date Pub.	Actions
Contract notice - general directive, light regime	10/06/2024 12:10:04 PM	EN	Pending Publication		

Figure 4.3

***\*If the contract chosen was “National Contract Notice (no TED publication) - general directive, standard regime” (below €221,000) the notice will be published immediately, and suppliers can begin to make expressions of interest, ask queries, or enter tender bids, as shown in Figure 4.4.***

The screenshot shows a web interface titled "Notice & Tender Documents". At the top, a green notification bar states "Notice was submitted for Publication successfully". Below this, the breadcrumb path is "CFT: CALL FOR TENDERS FOR THE PROVISION OF CATERING SERVICES UNDER THE SCHOOL MEALS SCHEME (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED". There are two tabs: "Notices" (selected) and "Tender Documents". A dropdown menu shows "10 Results Per page | Displaying the 1 match." Below this is a table with the following data:

Type	Date Upd.	Lang.	Status	Date Pub.	Actions
National Contract notice (no TED publication) - general directive, standard regime	12/06/2024 08:32:25 AM	EN	Published	12/06/2024 09:27:14 AM	

Figure 4.4

**End of Document.**