

Checklist for Schools preparing Tender Documentation for School Meals Scheme

1. Determine Value of Contract

Determine the value of the contract	
Task	✓
Identify the level of funding received and estimate the value of the contract over 3 years using the School Meals Calculator on the SPU website.	
<p>When an estimated value has been identified, determine the appropriate procurement strategy that should be used.</p> <ol style="list-style-type: none"> Below €50,000 prepare a Request for Proposal (RFP) to seek a minimum of three proposals from service providers of your schools choice. Above €50,000 prepare a Call for Tender (CFT) suite of documents outlined below. 	

2. Call for Tender (CFT)

Download and complete the Call for Tender (CFT) document	
Task	✓
Save the downloaded Call for Tender (CFT) using this file naming convention: "CFT Catering Services under the School Meal Scheme; School Name; Roll number".	
Make the necessary edits, highlighted thus , throughout the document up to Appendix 5. It is very important to appropriately define your schools needs as to how the service is to be provided i.e. will the food be prepared on/off site, delivered hot/cold etc. Ensure your CFT clearly identifies your specific schools requirements and delete any redundant sample wording that is not relevant.	
Review the bullet points in Appendix 1, Section 1.1 – Specification of Requirements.	
Keep the listed requirements (bullet points) that define school requirements and delete those that don't.	
Insert any other bespoke (school-specific) requirements.	
Then, remove the highlighting, return the text to black, and remove all comments by SPU.	

3. Tender Response Document (TRD)

Download and complete the Tender Response Document (TRD)	
Task	✓
Save the downloaded Tender Response Document (TRD) using this file naming convention as above: "TRD Catering Services under the School Meal Scheme; School Name; Roll number".	
Make the necessary edits, highlighted thus , throughout the document. Then, remove the highlighting and return the text to black.	

4. Service Level Agreement (SLA)

Download and complete the Service Level Agreement (SLA)	
Task	✓
Save the downloaded Service Level Agreement (SLA) using this file naming convention as above: "SLA Catering Services under the School Meal Scheme; School Name; Roll number".	
Make the necessary edits, highlighted thus , throughout the document and referring to your finalised CFT. Ensure any changes to your school's requirements made in the CFT are reflected in the SLA where appropriate. Then, remove the highlighting and return the text to black.	

5. Draft Contract

Download and complete the Draft Contract	
Task	✓
Save the downloaded Draft Goods & Services Contract using this file naming convention as above: "Draft Contract Catering Services under the School Meal Scheme; School Name; Roll number".	
No further edits are necessary to this document at this stage. Schools will complete this document upon contract award with the successful service provider.	

6. Using eTenders

Using eTenders	
Task	✓
Download the Introduction to eTenders Guide available here .	
Follow step-by-step instructions which match your profile: <ul style="list-style-type: none"> (i) Existing user but do not know your username (guidance video here). (ii) Existing user login/forgot password (guidance video here). (iii) If registered on old eTenders platform (guidance video here). (iv) Registering a School as a Contracting Authority (CA) (guidance video here). (v) Once you have successfully logged into eTenders, fully complete your school's (Contracting Authority) profile details (see Figure 3.17 in Section 3.1.1 of the Introduction to eTenders Guide available here). 	

7. Publishing Tender

Create and Publish a Contract Notice on eTenders	
Task	✓
Download the 'How to Create & Publish Call for Tender' guide available	
Create Workspace Call for Tender (CFT)	
Finalise CFT Core Information	
Associating Contracting Authority Users	
Define CFT Workflow	
Publish Contract Notice/Add Contract Documents	
Create Notice	
Publish the CFT Notice	

End of Document.