



AN ROINN OIDEACHAIS AGUS EOLAÍOCHTA | DEPARTMENT OF EDUCATION AND SCIENCE

Step-by-Step Guide to using eTenders

For
Procuring Consultants for Summer Works
and Small Devolved projects

Step-by-Step Guide to using eTenders

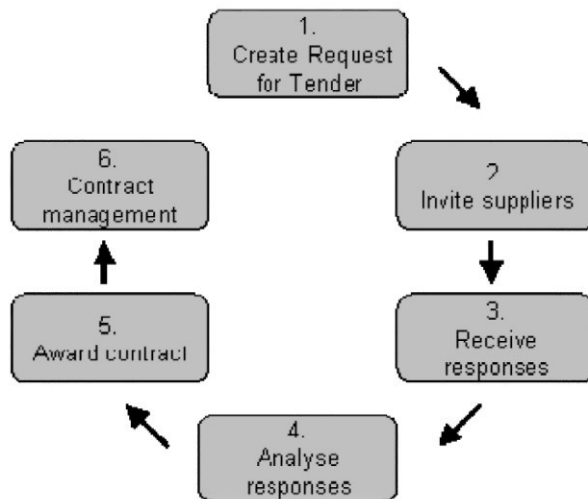
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PLANNING and BUILDING UNIT

Introduction to Contract Tender Management

EU Supply (EUS) Contract Tender Management (CTM) is a comprehensive tool that allows tenders to be created, distributed and evaluated without the need to create and manage paper documents. CTM makes the tendering process easier for both buyers and suppliers and covers the entire process including the contract management phase.



Tender Management is used by government organisations and general contractors to improve the efficiency of the tendering process. For those who respond to tenders, for example general contractors, sub-contractors and trades people, tender management simplifies and speeds up the process of formulating tender responses.

You can add all of the necessary drawings, specifications, schedules, tender documents and other attachments to the Request for Tender you issue or receive.

Buyers have access to a rich database of their chosen suppliers when issuing a Request for Tender. If appropriate, you can source potential new suppliers, complete with pre-qualification details, from the supplier database.

Suppliers are able to present information to initiating organisations at the time and place that purchasing decisions are made.


Tender Management offers you the following advantages:

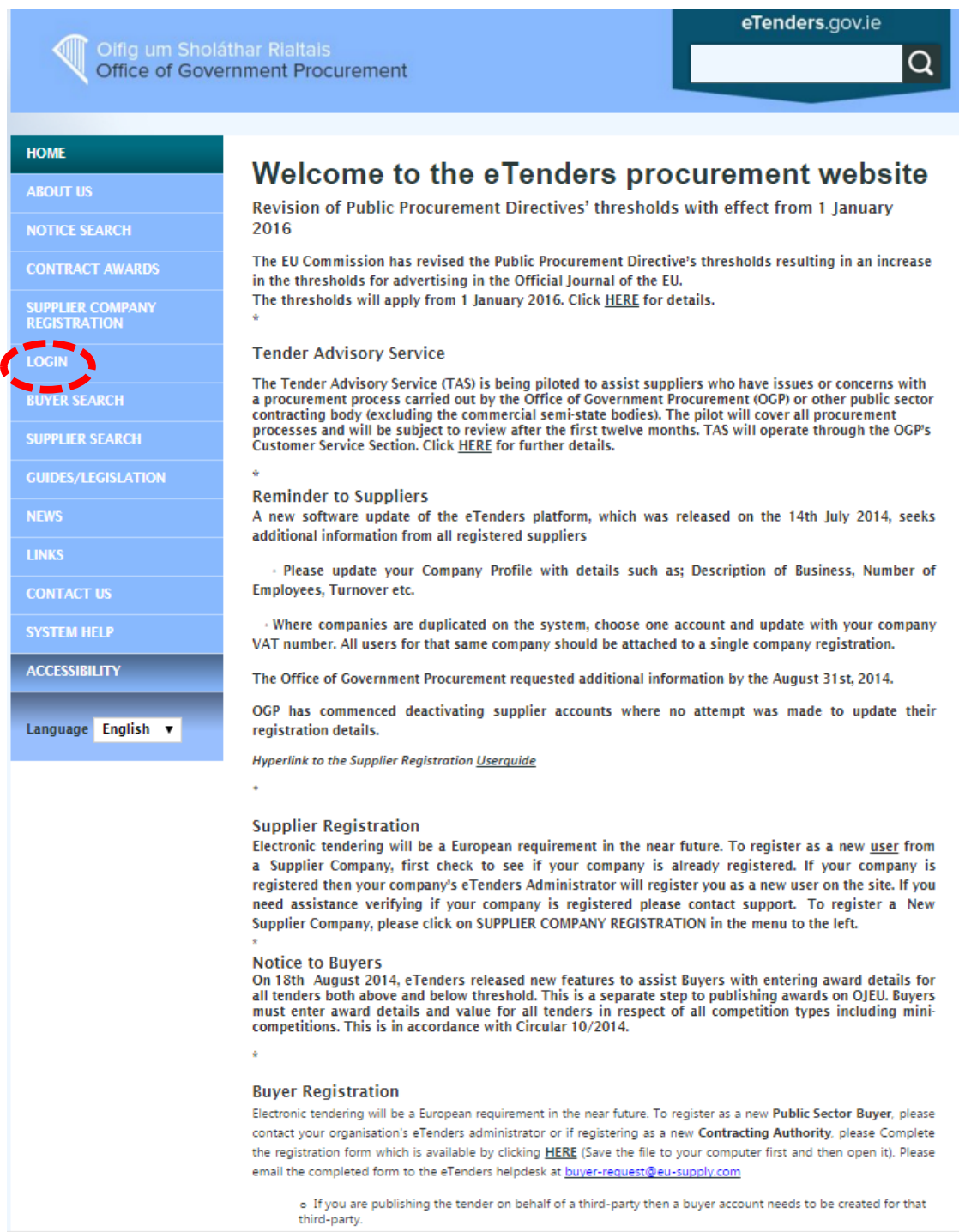
- Saves you time and money compared with traditional methods
- Greatly improves the exchange and management of information
- Improves accuracy throughout the tendering, quotation and contract process
- Reduces time wasted on low value administration (faxes, phone, travelling)
- Increases traceability
- Web-based for easy access to information – anytime, anywhere

Accessing Tender Management

EU Supply (EUS) CTM (Contract Tender Management) is only available if your company has registered to use this system

1. To access EUS CTM

When you open (<http://www.etenders.gov.ie>) this is the Home Page. Click on login ()



HOME

ABOUT US

NOTICE SEARCH

CONTRACT AWARDS

SUPPLIER COMPANY REGISTRATION

LOGIN

BUYER SEARCH

SUPPLIER SEARCH

GUIDES/LEGISLATION

NEWS

LINKS

CONTACT US

SYSTEM HELP

ACCESSIBILITY

Language **English** ▼

Welcome to the eTenders procurement website

Revision of Public Procurement Directives' thresholds with effect from 1 January 2016

The EU Commission has revised the Public Procurement Directive's thresholds resulting in an increase in the thresholds for advertising in the Official Journal of the EU. The thresholds will apply from 1 January 2016. Click [HERE](#) for details.

✦

Tender Advisory Service

The Tender Advisory Service (TAS) is being piloted to assist suppliers who have issues or concerns with a procurement process carried out by the Office of Government Procurement (OGP) or other public sector contracting body (excluding the commercial semi-state bodies). The pilot will cover all procurement processes and will be subject to review after the first twelve months. TAS will operate through the OGP's Customer Service Section. Click [HERE](#) for further details.

✦

Reminder to Suppliers

A new software update of the eTenders platform, which was released on the 14th July 2014, seeks additional information from all registered suppliers

- Please update your Company Profile with details such as; Description of Business, Number of Employees, Turnover etc.
- Where companies are duplicated on the system, choose one account and update with your company VAT number. All users for that same company should be attached to a single company registration.

The Office of Government Procurement requested additional information by the August 31st, 2014.

OGP has commenced deactivating supplier accounts where no attempt was made to update their registration details.

[Hyperlink to the Supplier Registration Userguide](#)

✦

Supplier Registration

Electronic tendering will be a European requirement in the near future. To register as a new **user** from a Supplier Company, first check to see if your company is already registered. If your company is registered then your company's eTenders Administrator will register you as a new user on the site. If you need assistance verifying if your company is registered please contact support. To register a New Supplier Company, please click on SUPPLIER COMPANY REGISTRATION in the menu to the left.

✦

Notice to Buyers

On 18th August 2014, eTenders released new features to assist Buyers with entering award details for all tenders both above and below threshold. This is a separate step to publishing awards on OJEU. Buyers must enter award details and value for all tenders in respect of all competition types including mini-competitions. This is in accordance with Circular 10/2014.

✦

Buyer Registration

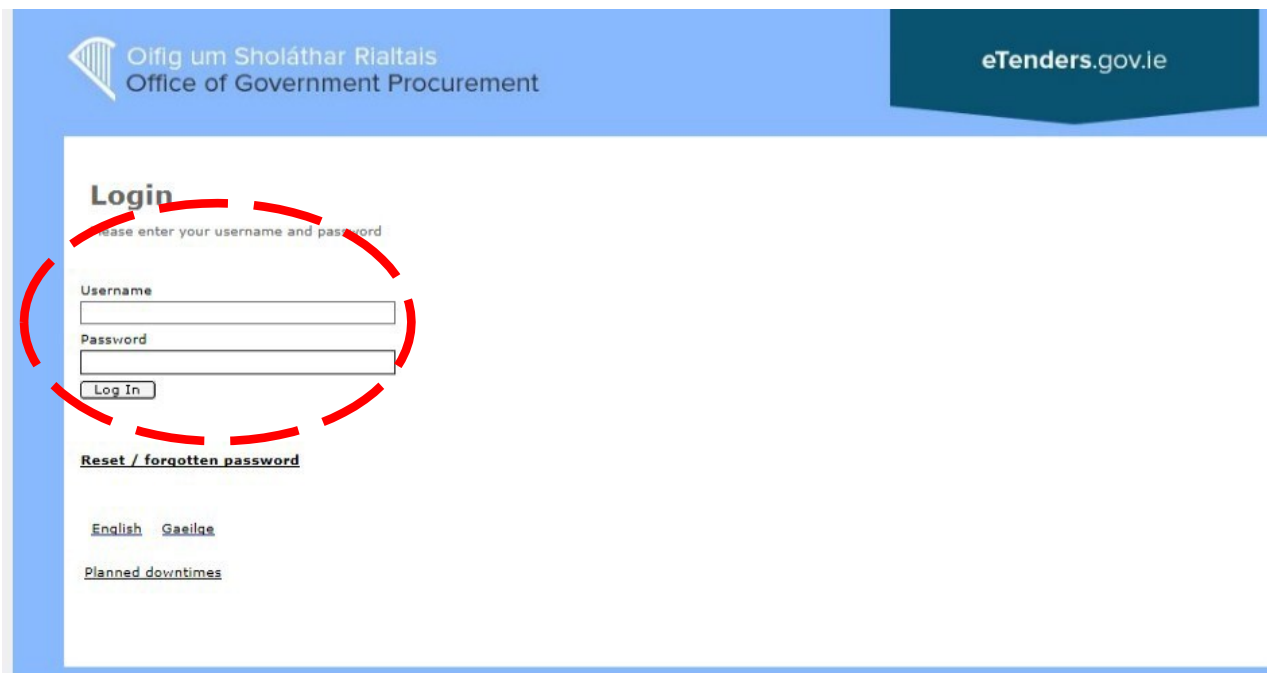
Electronic tendering will be a European requirement in the near future. To register as a new **Public Sector Buyer**, please contact your organisation's eTenders administrator or if registering as a new **Contracting Authority**, please Complete the registration form which is available by clicking [HERE](#) (Save the file to your computer first and then open it). Please email the completed form to the eTenders helpdesk at buyer-request@eu-supply.com

o If you are publishing the tender on behalf of a third-party then a buyer account needs to be created for that third-party.

If you are a new user you must register with eTenders and you need to register as a buyer. Email your details to buyer-request@eu-supply.com. An automatic email response is generated by eTenders which will give you your user name and a start-up password (which you can change if you wish). It is good practice to have a minimum of two people registered for any one contract notice (in case one person becomes indisposed). The second (or more) person(s) should be registered at this point. The email addresses given when registering should have the same unique email identifier, e.g. Joe.Bloggs@stmarysns.ie; Mary.Bloggs@stmarysns.ie.

If you need other assistance please email the helpdesk on etenders@eu-supply.com or call the helpline at 021 243 92 77 (please dial +353 21 243 92 77 if you call outside of Ireland) during office hours ONLY (09:00 – 17:30).

The following EUS Tender Management Login Page is displayed:



Insert your Username and Password into the appropriate fields then click on the [Log in] button. Once you login with your Username and Password the following web page appears and this becomes your new Home Page:

Welcome Moka Subbarao

Services

Supplier services

- Public RFTs
- My Request for Tenders
- 0 New Invitations, 94 Ongoing, 23 Closed
- Contracts
- 0 Active, 0 Pending, 0 expired

Buyer services

- My Request for Tenders
- 24 My ongoing, 237 Ongoing, 999 Closed
- Contracts
- 1 Active, 3 Pending, 0 expired
- Supplier Management
- Search / Manage suppliers

Documents

- Manage company and personal documents

My tasks

- My sent and incoming tasks

My feedback

- RFT evaluations, RFT task evaluations, Contract evaluations

Reports

- Publications
- 79 Pending, 1145 Published

Account administration

- View your presentation here!
- Add users or update profile

Manage Business alerts

Need help?

- Create a ticket in the support system
- E-mail: etenders@eu-supply.com
- Phone: +353 (0) 21 243 92 77

User guides (pdf)

- Tender management
- Auction
- Contract management

Company administrator/Supplier tender management

To find a list of current tender opportunities or to express an interest in a specific tender opportunity, please click on the PUBLIC TENDERS link on the left hand side.

Messages

29-07-2015 16:15	96489 Clarification Response 11th Update → RFT
29-07-2015 15:06	RFT # 96489 - Clarification Responses - Update 10. → RFT
27-07-2015 16:34	RFT # 96489 - Clarification Responses - Update 8. → RFT
27-07-2015 13:10	RFT # 97801 - Clarification Response - Update 3. → RFT
24-07-2015 12:41	RFT96489 Clarification Response 6th Update → RFT
23-07-2015 15:11	RFT96489 Clarification Response 5th Update → RFT
23-07-2015 09:51	Changes to QC1 – SAQ Form Ver3 → RFT
23-07-2015 09:17	*QC1 – SAQ 3rd UPDATE* → RFT
22-07-2015 15:12	RFT # 97801- Sequencing Error: Updated RFT document → RFT
21-07-2015 14:57	RFT96489 Clarification Questions 4th Update → RFT
21-07-2015 12:56	RFT96489 Clarification Response 3rd Update → RFT
20-07-2015 16:30	*RFT96489 - Revised SAQ* → RFT
17-07-2015 12:46	*Document Update 3* → RFT
11-06-2015 10:29	Clarifications → RFT
27-11-2013 12:39	Re: Measures for Ensuring Quality - Minimum requirements → RFT

Showing the last 15 unread messages [All messages](#)

System notifications

27-03-2015 12:38	PASD Fekmeier Wiede has submitted a response regarding tender #91698.1 - Stage 1 Refer to COMPETITION REGULATIONS → RFT
27-03-2015 11:58	PASD Fekmeier Wiede has expressed its interest to tender for #91698.1 Stage 1 Refer to COMPETITION REGULATIONS → RFT
19-03-2015 08:57	Cullinan Studio has expressed its interest to tender for #91698.1 Stage 1 Refer to COMPETITION REGULATIONS → RFT
16-03-2015 10:34	Arkkitehtitoimisto Luukkainen Oy has submitted a response regarding tender #91698.1 - Stage 1 Refer to COMPETITION REGULATIONS → RFT

Welcome Subbarao Moka

Main services are visible to the left. Additional services and settings can be reached from the drop down 'Navigation' menu in the top bar above. For more information on how to use the market place, please click on the 'Help' button above.

Unread messages are visible below. To see all of your messages, click on 'All messages...' at the bottom of the list. The messages consist of two links. The first/top link is the actual message, the second/bottom link is to the actual area that this message concerns.

As soon as you have clicked on/read both links in the message it will disappear from this view into the messages archive that can be found under the Navigation dropdown.

Messages

17-12-2013 15:39	Welcome as a user on CTM
------------------	------------------------------------------

1 new messages [All messages...](#)

2. Create a Workspace

To set up a new contract notice you need to first create a new Workspace:

From the new home page, click on the "My Request for Tenders" link (as below), under "Buyer Services". The "My Request for Tenders" screen displays.

Welcome Moka Subbarao

To find a list of current tender opportunities or to express an interest in a specific tender opportunity, please click on the PUBLIC TENDERS link on the left hand side.

Services

- Supplier services
 - Public RFTs
 - My Request for Tenders
 - 0 New Invitations, 94 Ongoing, 23 Closed
 - Contracts
 - 0 Active, 0 Pending, 0 expired
- Buyer services
 - My Request for Tenders**
 - 24 My ongoing, 237 Ongoing, 999 Closed
 - Contracts
 - 1 Active, 3 Pending, 0 expired
 - Supplier Management
 - Search / Manage suppliers
 - Documents
 - Manage company and personal documents
 - My tasks
 - My sent and incoming tasks
 - My feedback
 - RFT evaluations, RFT task evaluations, Contract evaluations
 - Reports
 - Publications
 - 79 Pending, 1145 Published
 - Account administration
 - View your presentation here!
 - Add users or update profile
 - Manage Business alerts
 - Need help?
 - Create a ticket in the support system
 - E-mail: etenders@eu-supply.com
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 - Company administrator/Supplier tender management

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Showing the last 15 unread messages All messages

System notifications

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	→ RFT
16-03-2015 10:34	Arkkihittotoimisto Lukkaroinen Oy has submitted a response regarding tender #91698:1 - Stage 1 Refer to COMPETITION REGULATIONS
	→ RFT

End time: 18-10-2012 17:00	49	49	0	0
End time: 05-02-2013 05:00	0	0	0	0
End time: 30-03-2013 00:30	0	0	0	0
End time: 27-08-2013 12:00	0	0	0	0
End time: 14-10-2013 15:00	0	0	0	0
End time: 20-09-2013 12:00	10	10	0	0

Create RFT outside of the workspace Create new workspace...

Powered by eu-supply.com

- Click the [Create new Workspace] button.
- Fill out the form. Ensure that mandatory fields (*) are completed. The project description field, under the heading "Instructions to bidder", is limited to 500 characters so the description need only be brief, e.g. "4 classroom extension to existing 16 classroom school" or "2000m² extension to existing post-primary school".

Workspace information

Workspace reference #
2014 Devolved Project

Workspace name *
School Name

Tender mailing address
xxxx
xxxxxx
xxxx

Country
Ireland

Currency
EUR

Instructions to bidder
[Edit] (maximum 500 characters) Characters left: 454

Title of Project e.g: Extension to xxx school

[Save] [Cancel]

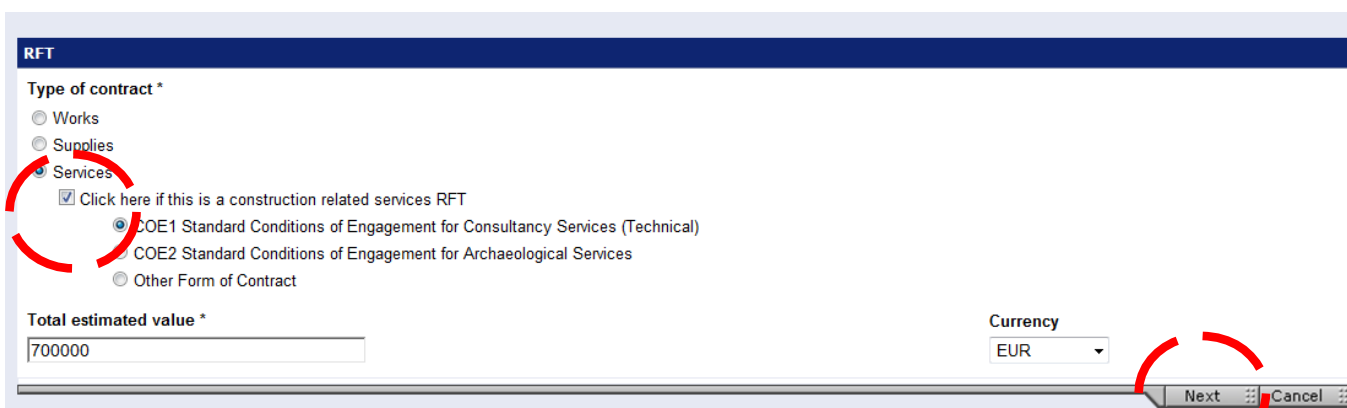
- Click on the [Save] button.



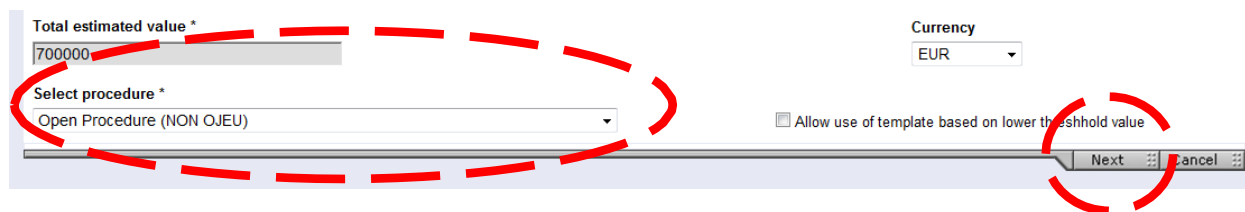
- In order to add assigned members click the [Add/Remove Member] tab. Any persons registered at commencement, using the same unique email identifier, will be listed. Click on the name(s), press the right arrow and then click [Save].
- The following new workspace should appear:



- Click Create RFT (RFT stands for Request for Tender) and the following web page appears.
- Fill out the form. Ensure that mandatory fields (*) are completed.



- Select the Type of contract : Services
- Click the construction related services RFT tab
- Click COE1 Standard Conditions of Engagement for Consultancy services (Technical) tab
- Insert estimated project value (this is not visible to buyers and can be the amount of the grant offered by the Department)
- Click [Next]



The above additional tab will appear ("Select Procedure"). For this Contract Notice scroll down to Open Procedure (NON OJEU) and select; then click [Next].

The above web page appears. Fill in the following sections as shown above

- Reference
- Short description of the project (as before)
- Detailed description of the project (full description of the scope of the project, maximum 2000 characters)
- Response deadline: Normally allow minimum 20 calendar days excluding public holidays (Christmas, Easter, etc.)
- **NB: Click the "Disable submission of online proposals" tab (this will ensure that all tender submission will submitted through hard copy or by direct email to the Contracting Authority, i.e. not through eTenders) and press [Save].**

There are no lots for this Contract Notice so press the [Skip] tab.

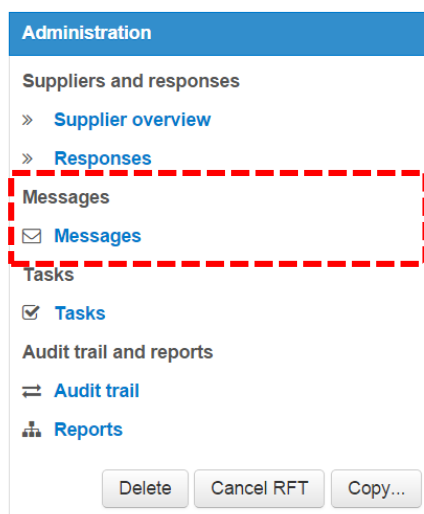
The following RFT Checklist now appears with a red 'X' tab on each item in the checklist. As each section is completed and filled the red 'X' will change to a green tick ✓. When the check list indicates a full list of green ticks you know the RFT is complete. The following guidance will take you through each item on the Checklist and explain what to do.

RFT 80937 - 2014-Devolved project - Title of Project e.g. Extension to XXXX School (1) Workspace: Devolved projects

Instructions

Administration	Checklist
Suppliers and responses	RFT - Title of Project e.g. Extension to XXXX School (1)
Supplier overview	Selection of procedure template Template selected: Design team appointment for Type 2a Projects / Open Procedure -NON OJEU
Responses	Manage lots Create, delete, copy or edit lots for this RFT add more detailed information regarding the procurement
Messages	Set message recipients Set or change who is going to receive messages from suppliers
Tasks	Select CPV codes CPV codes for RFT, for any relevant publications and business opportunities email alerts
Audit trail and reports	RFT Dates / Planned activities in this process Set or change dates related to this RFT
Audit trail	Publication sites Manage internal publication sites for this RFT
Reports	Manage evaluation model Manage which evaluation model to use for the RFT
Buttons: Delete, Cancel RFT, Copy...	Title of Project e.g. Extension to XXXX School (Response deadline (Irish time): 28-01-2014 15:00)
	Pricing required (if any) Select the type of pricing you wish to receive from the suppliers in your RFT
	Manage Questionnaire Add or edit questions to be answered by the suppliers through the system and for you evaluate after submission deadline.
	Documents Upload documents that the suppliers can download
	Prepare zip file Create a zip file with all documents that the suppliers can download
	Internal Documents Upload a set of internal documents to the RFT, the documents uploaded to this folder are not visible (possible to download) for the suppliers.
	Attach cover letter Configure or select cover letter
	Set weights Set your weights in your analysis and save them. Radio button will become green upon release.
	ActiveX for analysis is not installed or activated Go to your user profile to install or activate the ActiveX.
	ENSURE Approval before publishing Ensure that you seek appropriate approval, if needed, before publishing the tender
	Prepare and manage publications Prepare and manage the forms for publication
	Publish Publish to the site selected in procedure template.

The "Administration" section of the above screen (enlarged below) will display all new received messages from intended suppliers under the messaging tab. These could be a response accepting the published Contract Notice (which requires no response from you) or a query relating to the contract notice which does require a response from you.



The above is an enlarged copy of the left hand side of the checklist screen (the Administration part) where you can perform several tasks. This is not in any workflow order but simply activities possible during the entire process. At the bottom of the administration screen you can cancel a tender, delete it or copy it.

If you cancel the RFT it will be clearly marked:



The "Cancel RFT" option is available at all stages during the process until the notice is published.

The RFT will not be shown on the public tender list within CTM after cancellation. You can only delete an RFT if no suppliers have been added or entered. If you copy a tender you will be able to choose if you want to copy the whole tender or specific parts of it.

The first two items on the checklist have already been done and will have changed to green ticks. The next item is "Set Message Recipients".

Checklist

RFT - Title of Project E.g: Extension to xxxx School

- ✓ Selecting of procedure template
Template selected: *Open Procedure (NON OJEU)*
- ✓ Manage lots
Create, delete, copy or edit lots for this RFT add more detailed information regarding the procurement
- ✗ Set message recipients
Set or change who is going to receive messages from suppliers
- ✗ Select CPV codes
CPV codes for RFT, for any relevant publications and business opportunities email alerts
- ✗ RFT Dates / Planned activities in this process
Set or change dates related to this RFT
- ✓ Publication sites
Manage external publication sites for this RFT

☐ Title of Project E.g: Extension to xxxx School [Response deadline (Irish time): 20-01-2014 16:00]

- ✗ Pricing required (if any)
Select the type of pricing you wish to receive from the suppliers in your RFT
- ✓ Manage Questionnaire
Add or edit questions to be answered by the suppliers through the system and for you evaluate after submission deadline.
- ✗ Documents
Upload documents that the suppliers can download
- ✗ Prepare zip file
Create a zipfile with all documents that the suppliers can download
- ✗ Internal Documents
Uploading of internal documents to the RFT, the documents uploaded to this folder are not visible or possible to download for the suppliers.
- ✗ Invitation letter
Configure or select an Invitation letter that will be displayed to the suppliers receiving the RFT
- ✗ Set weights
Set your weights in your analysis and save them. Radio button will become green upon refresh.
ActiveX for analysis is not installed or activated!
Go to your user profile to install or activate the ActiveX
- ✗ ENSURE Approval before publishing
Ensure that you seek appropriate approval, if needed, before publishing the tender
- ✗ Publish
Publish to the site selected in procedure template.

Buttons on the right side of the checklist:

- Title of Project...▶
- Set message recipients▶
- Select CPV codes▶
- Edit▶
- Edit▶
- Title of Project...▶
- ✓ Title of Project...▶
- Documents▶
- No documents uploaded
- Documents▶
- Edit▶
- Publish▶

3. Set message recipients

Click on "Set Message Recipients" on the right hand side of the checklist. This screen displays the assigned members (as input at Step 2 above). If you require certain members to be able to deal with queries you must insert a tick against them. The number of people assigned this responsibility should be limited. Assigned members can be given editor or viewer rights depending on the type of tasks you wish them to perform.

Set message recipients

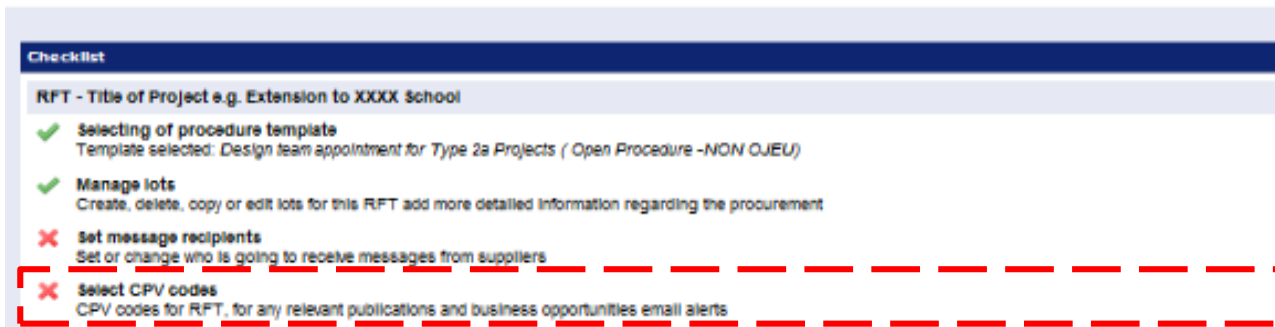
Owner : Moka Subbarao

User	Recipient
Adrian Staunton	<input type="checkbox"/>
Ann Hewitt	<input type="checkbox"/>
Fionnuala Fitzpatrick	<input type="checkbox"/>
John Harnett	<input checked="" type="checkbox"/>
Martine O'Riordan	<input type="checkbox"/>
Mary Clavin	<input type="checkbox"/>
Niamh O'Brien	<input type="checkbox"/>
Regina Gannon	<input type="checkbox"/>

Buttons: Save, Cancel

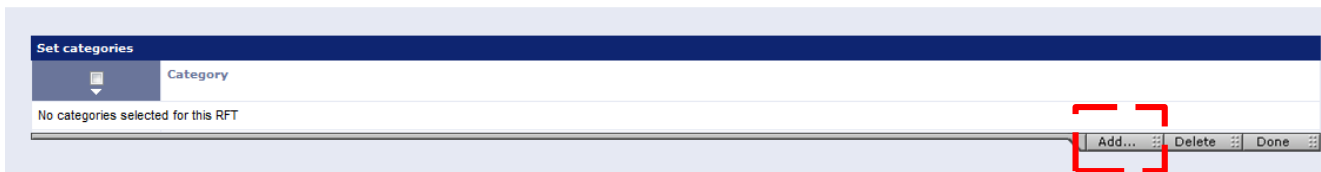
If there are no additional assigned members to this contract notice then you need not change the RFT. On the check list manually change red X tab to a green ✓.

4. Select CPV codes

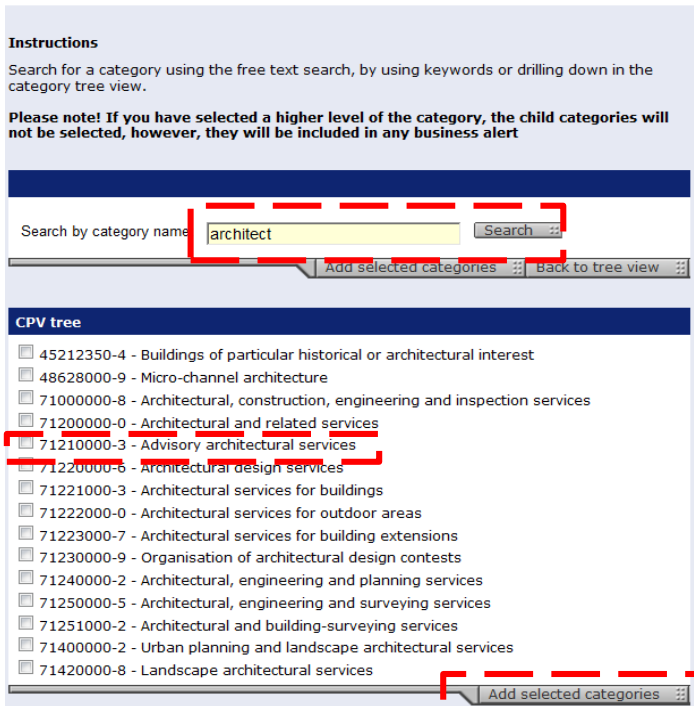


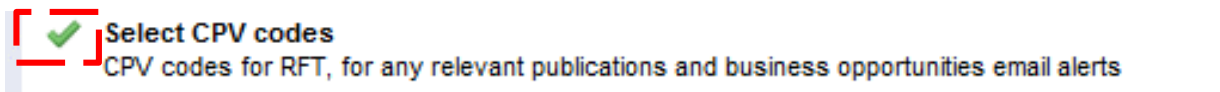
Within EU the standard to categorise a public Tender is the CPV tree (Common Procurement Vocabulary). Each public Tender should be tagged with one or more CPV codes. The CPV code enables buyers to target specific project types.

- Click on "Select CPV codes" on the right hand side of the checklist.
- On the add CPV codes screen, click the [Add] button. The CPV is displayed in a pop-up window.
- Select the appropriate category for your Tender. Scroll down the list and go further down in the tree to find the exact category.
- When finished selecting, click the [Save] button at the top. The window is closed and the screen below is refreshed and the selected categories are listed. Click the [Done] button to go back to the checklist.
- If you are uncertain of which CPV code you need, simply enter a search word in the search string field to get some options from the system.
- For example (see below), for Architectural services insert "Architect" in "Search by Category" and select 71221000-3; then click [Add selected categories] and press the [Done] button. The check list item will change from a red X to a green ✓.



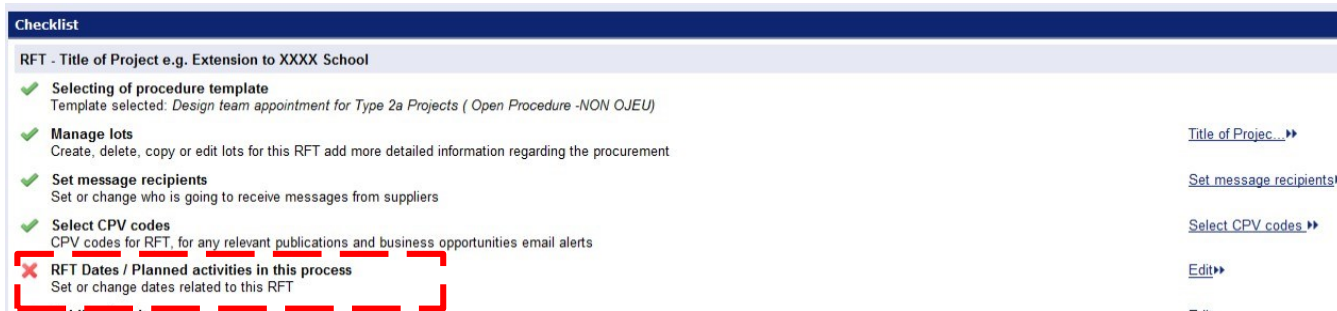
Category tree





Further guidance can be found on CPV Codes at <http://etenders.gov.ie/publishing-guidance>

5. RFT Dates / Planned activities in this process



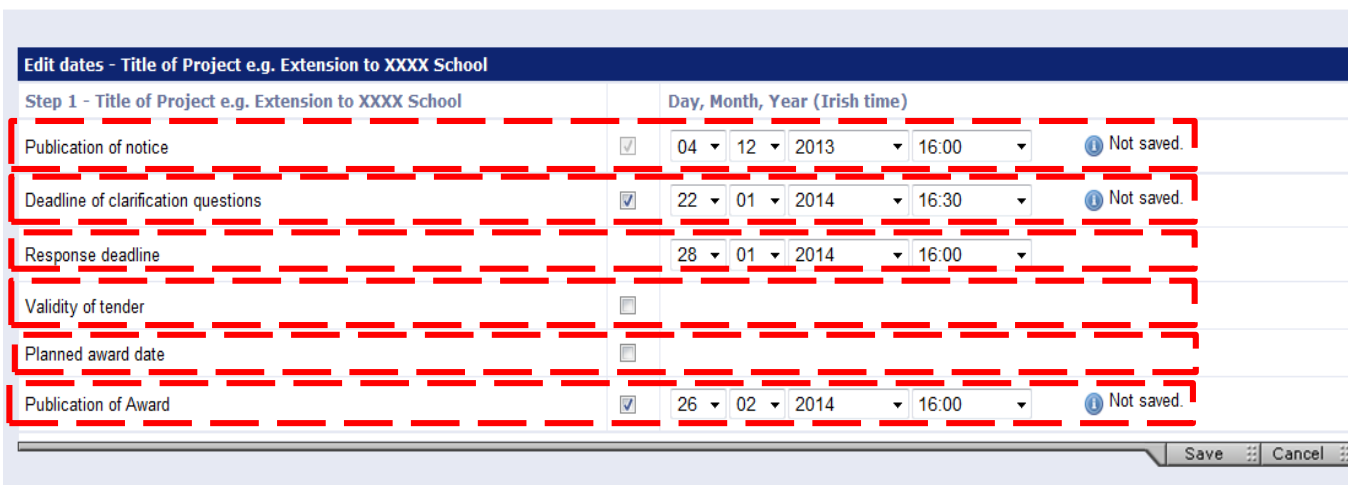
Click on "Edit" on the right hand side of the checklist.

From here you can edit all the dates relevant to the Tender, e.g. publishing date, response deadline, etc.

On the "Edit Dates" screen, select which dates to use by selecting the checkbox. If you have created a Tender from a template you may be obliged to fill in some of the dates. Enter the dates and click [Save].

You also have an option to set some dates for the information of suppliers, for example:

- Deadline of clarification questions: the deadline for suppliers to send clarification questions to the owner of the tender (usually 5 days before the closing date for receipt of tenders).
- Validity of tender: For how long the buyer wants this tender to be valid - Not Required for this contract notice.
- Planned award date: the estimated date for tender to be awarded - Not Required for this contract notice.



- Publication of award – Insert a date approximately 4 weeks after the response deadline.
- Press [Save].

6. Publication Sites

Click on "Edit" on the right hand side of the checklist.

For this contract notice you see two options

- *Publication on eTenders website*
- *Publication on Official Journal in Europe*

Select eTenders website option (if not already pre-selected) and press [Save].

7. Pricing required (if any)

Click on "Title of Project" on the right hand side of the checklist.

This option is ticked as a default which means that the RFT is automatically set for electronic tendering. **As we do not wish to receive tenders electronically through eTenders, this option must be un-ticked.**

- Click on the box to un-tick this option and press [Save]
- The following tab should appear on your RFT check list.

8. Manage questionnaire

Click on “Title of Project” on the right hand side of the checklist.
 This is where you set up the response form the supplier will complete to answer this RFT.

Lot 80742:1		No	Question	Requested answer	Version number
<input type="checkbox"/>			Preset Questions		
<input type="checkbox"/>			The following section allows you to add documents to the system to streamline all your future procurement transactions with the Public Sector. The documents in the Tax Clearance, Financial, EU Compliance and Insurances sections only need to be entered once. On future tenders these uploaded documents will pre-populate any tender response thus saving considerable time and administration. These documents can be updated or edited at any stage if this is deemed necessary - for example by adding an updated Tax Clearance Certificate etc. The provisions of Department of Finance Circular 10/10 clearly establish that it is policy not to oblige potential suppliers to submit certain documents at the initial stages of a competitive process. These sections therefore only need to be answered at this time if it is viewed as a convenient facility for suppliers. Any information or documents provided here are confidential and will only be made accessible to a public sector buyer by you submitting a response to their specific tender.	None - Information only	1
<input type="checkbox"/>			Tax Clearance		
<input type="checkbox"/>		1	Do you have a current Irish Tax Clearance Certificate (or equivalent if from outside the Republic of Ireland)? Please attach the scanned document or supply details (Registration Number and Tax Certificate Number) for accessing the Tax Clearance Certificate online through the Revenue Commissioners website.	Single choice View alternatives	1
<input type="checkbox"/>			Insurance		
<input type="checkbox"/>		1	Do you hold any of the following insurances. Please tick all that apply and add scanned copy of document	Multiple choice View alternatives	1
<input type="checkbox"/>			EU Compliance		
<input type="checkbox"/>		1	Please attach a signed statement with regard to Article 45 of EU Directive 2004/18/EC An appropriately vouched statement from the candidate and any sub contractors must be provided, confirming that none of the excluding circumstances listed in Article 45 of EU Directive 2004/18/EC as implemented by Irish Law in Regulation 53 of the European Communities (Award of Public Authorities' Contracts) Regulations 2006 (Statutory Instrument 329 of 2006), apply.	Free text (short)	1
<input type="checkbox"/>			Financial		
<input type="checkbox"/>		1	The following document(s) (or equivalent) must be scanned and attached. Copy of audited accounts for past three (3) years or - Statement of Turnover for past three (3) years - Profit and Loss account (for most recent year of trading) - Balance sheet (for most recent year of trading) - Cash flow statement (for most recent year of trading) - Statement of cash flow forecast for current year	Multiple choice View alternatives	1

As preset minimum requirements for this contract notice are within the documents to be uploaded (see next Checklist item 9 below), tick all of the boxes then delete the above requirement by pressing [Delete] and press [Done].

Select lot to edit:

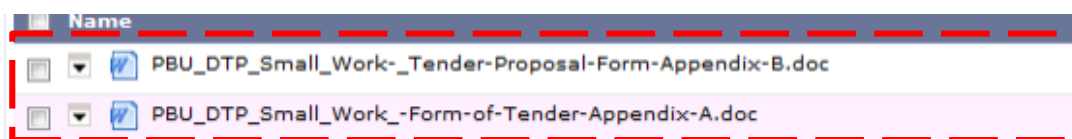
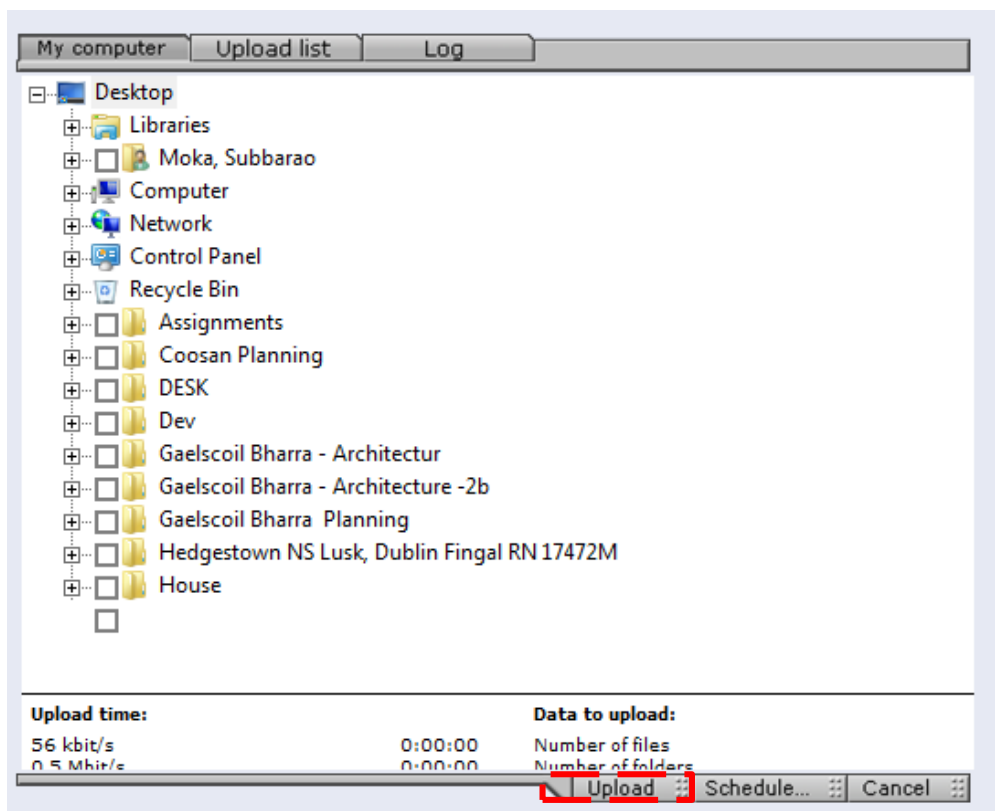
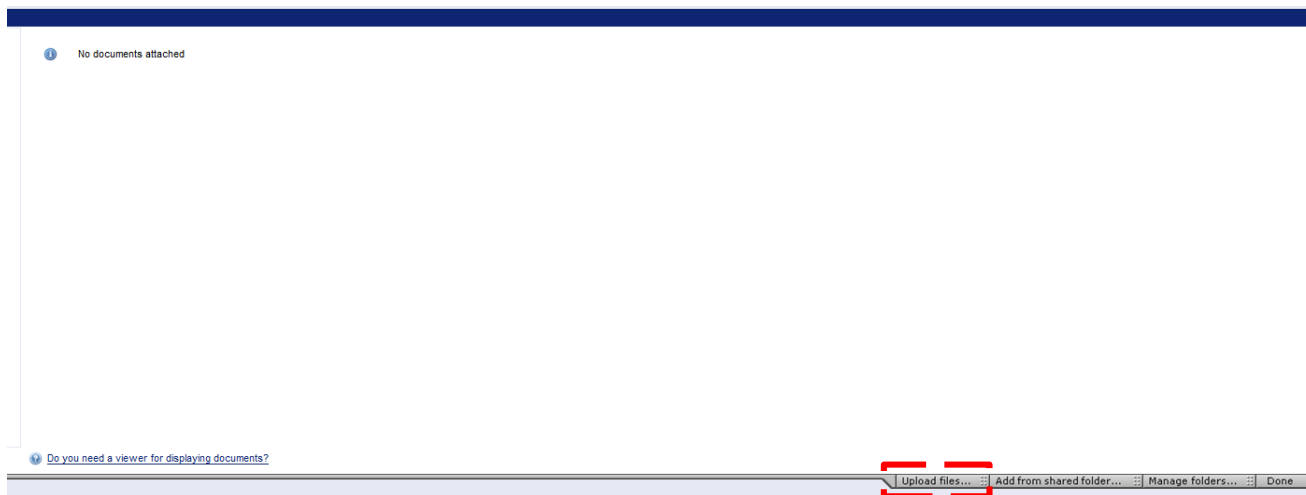
Lot 80742:1		No	Question	Requested answer	Version number
No questions added					

9. Documents

This tab allows you to upload documents from your own PC. Documents are uploaded using the upload facility. Documents can either be uploaded directly or scheduled to take place outside office hours if large amounts of data are to be uploaded.

To upload documents from your PC, click on “Documents” on the right hand side of the checklist.

Click on the [Upload files...] button. This allows you to browse your own PC to locate the documents (files and/or folders) for uploading. If folders are selected the folder hierarchy can be uploaded as well. It is therefore recommended that you structure the documents in folders as desired on the PC prior to upload. (The documents to be uploaded are those referred to in Section 4.3 of Guidance on Procuring Consultants for Small Works, 3rd Edition, February 2016.)



Click [Done].

10. Prepare zip file

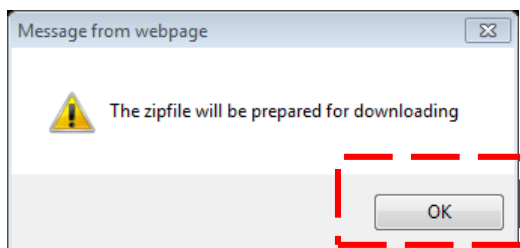
To create a zip file with all documents that the suppliers can download, on the checklist click the right tab -

Zip documents

The owner of the tender is responsible for initiating zipping of the tender documents. When all documents have been uploaded, the owner uses the zip option in the checklist to prepare the zip file. If the zip file is not generated by the tender owner, the supplier can still download the tender documents individually.

The benefit for the suppliers is that the zip file will already be prepared so the documents are available for downloading without the supplier having to initiate the zipping process or download documents individually.

✘ Prepare zip file
Create a zipfile with all documents that the suppliers can download



Click [OK]

11. Internal Documents

Uploading of internal documents to the RFT is sometimes done on large projects. The documents uploaded to this folder are not visible or possible to download for the suppliers



This is only used for large projects with different assigned users and can be ignored.

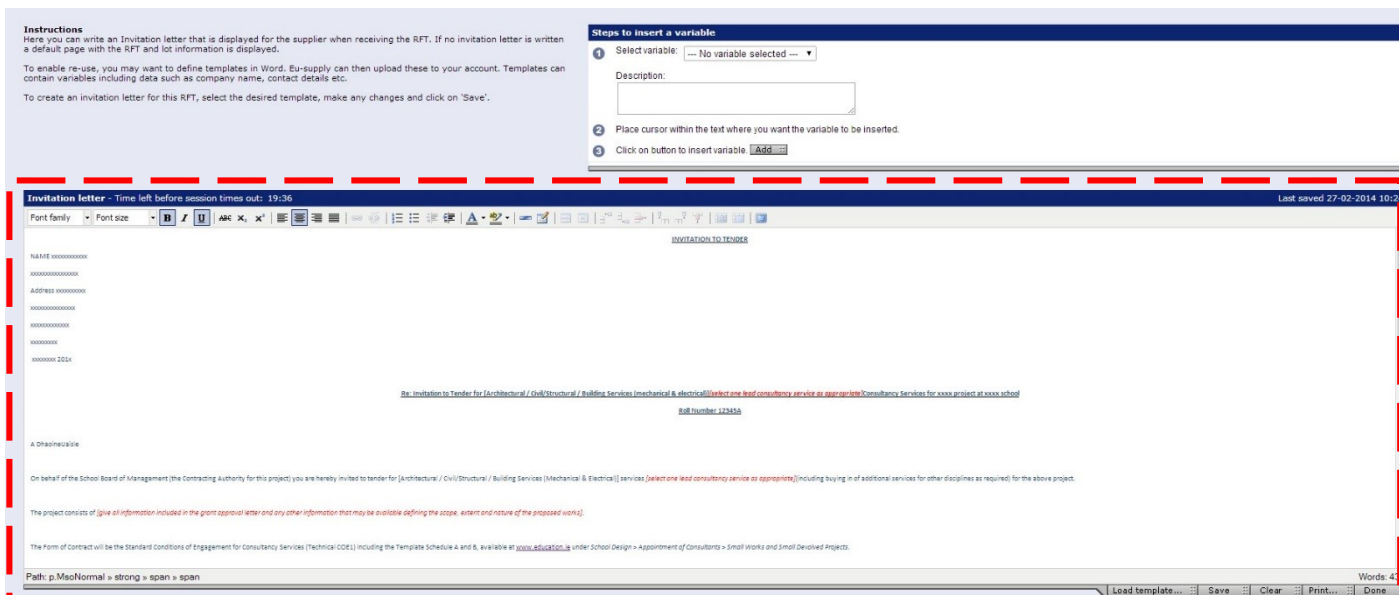
Manually click the red ✘ tab to convert it to a green ✓.

12. Invitation letter

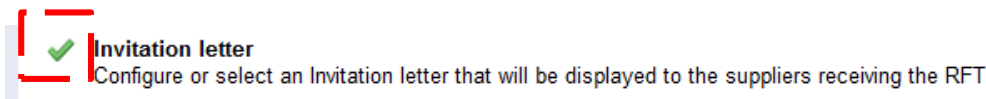
✘ Invitation letter
Configure or select an Invitation letter that will be displayed to the suppliers receiving the RFT

Here you can write an Invitation letter that is displayed for the supplier when receiving the RFT. If no invitation letter is written a default page with the RFT and lot information is displayed.

Take the sample Invitation Tender letter from the Department website www.education.ie (under *School Design > Appointment of Consultants > Summer Works and Small Devolved Projects*), customise it to your project and save it to your own PC, then copy and paste it into the Invitation to Tender Letter tab.

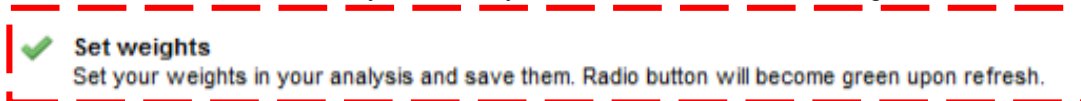


The “Steps to insert a variable” box above can be ignored. Click on [Save] and [Done].



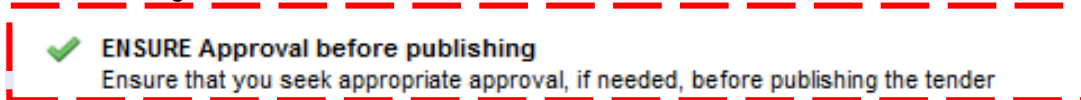
13. Set weights

This option relates to setting weightings for tender assessment criteria if tenders are obtained through “tender box” (i.e. electronically through eTenders). As we do not wish to receive tenders in this way, this section is not relevant to this contract notice. Manually click red symbol **X**; the tab will become a green **✓** as shown below.

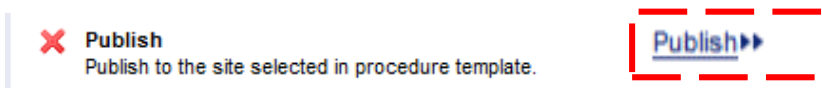


14. Ensure approval before publishing

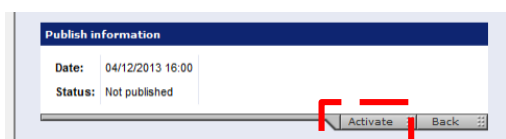
For this contract you do not need to assign any approval before publishing. Manually click red symbol **X**; the tab will become a green **✓** as shown below.

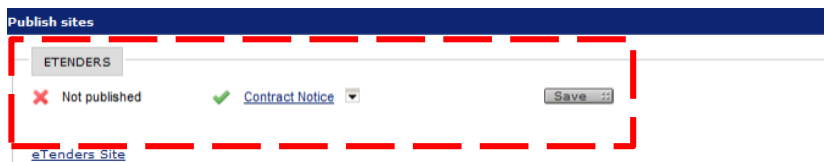


15. Publish



Press the right tab on the checklist which will lead you to the following webpage:





For this contract notice to be published just press [Activate] as shown above and, provided the date and time for publication as stated in RFT (Step 5 above) has not yet passed, the contract notice will be published.

16. Assign Evaluator

This section is not relevant to this contract notice. Manually click red symbol X; the tab will become a green ✓ as shown below.

- ✓ **Assign Evaluator**
Assign relevant evaluator for each question section if required

17. Evaluation

This section is not relevant to this contract notice. Manually click red symbol X; the tab will become a green ✓ as shown below.

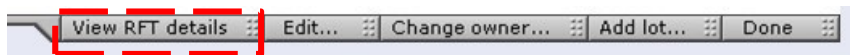
- ✓ **Evaluation**
Evaluate the responses through the evaluation tool

18. Contract award

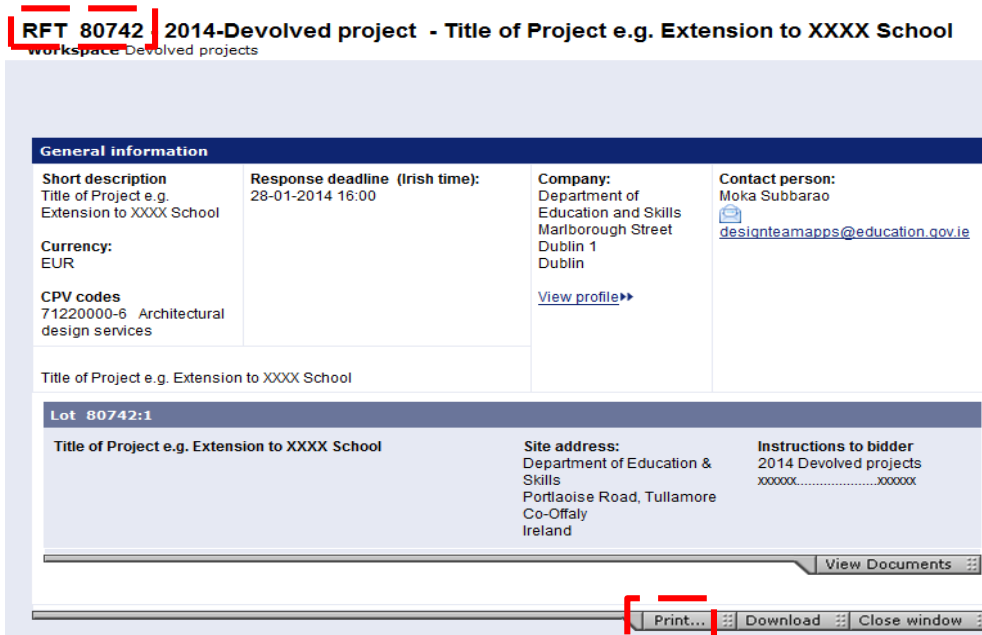
The following section should be used only after the award of the contract or if the tender process is done through “tender box” (i.e. through eTenders) and it is intended that all signed contract documents will be uploaded under this section. This is not required under this specific procedure.



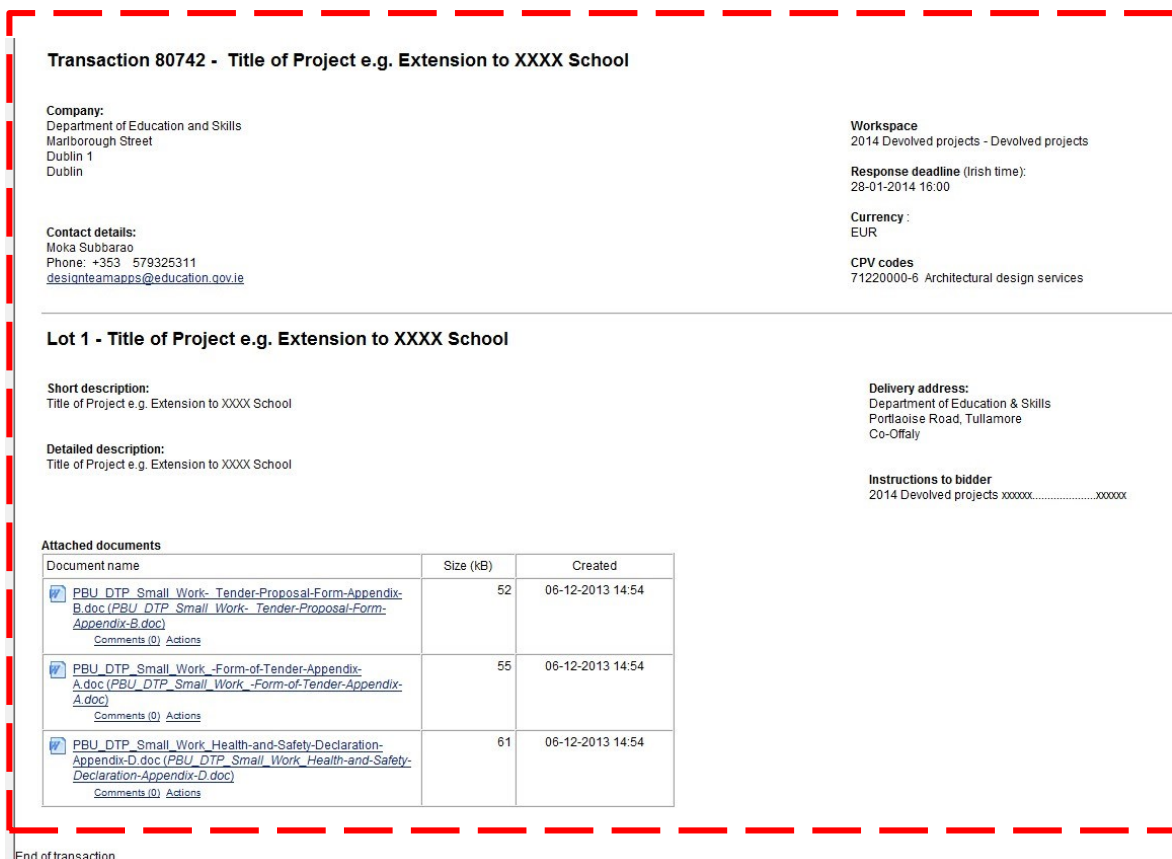
You can view your published RFT details by clicking on the [View RFT details] tab at the bottom of the RFT check list page.



The following screen should appear with its own unique RFT System ID Number. (For this sample notice it is 80742.)



When you click the [Print] tab you can view all uploaded documents including the published contract notice as shown below.



For further guidance on publishing a contract notice and managing the tender process you can download the following document under the [User Guide] tab on the Home page as shown below.

Welcome Moka Subbarao

Services

Supplier services

- Public RFTs
- My Request for Tenders
0 New Invitations, 94 Ongoing, 23 Closed
- Contracts
0 Active, 0 Pending, 0 expired

Buyer services

- My Request for Tenders
24 My ongoing, 237 Ongoing, 999 Closed
- Contracts
1 Active, 3 Pending, 0 expired
- Supplier Management
Search / Manage suppliers

Documents

- Manage company and personal documents

My tasks

- My sent and incoming tasks

My feedback

- RFT evaluations, RFT task evaluations, Contract evaluations

Reports

- Publications
79 Pending, 1145 Published

Account administration

- View your presentation here!
- Add users or update profile

Manage Business alerts

Need help?

- Create a ticket in the support system
- E-mail: etenders@eu-supply.com
- Phone: +353 (0)21 243 92 77

User guides (pdf)

- Tender management
- Auction
- Contract management
- Company administrator/Supplier tender management

To find a list of current tender opportunities or to express an interest in a specific tender opportunity, please click on the PUBLIC TENDERS link on the left hand side.

Messages	
29-07-2015 16:15	96489 Clarification Response 11th Update → RFT
29-07-2015 15:06	RFT # 96489 - Clarification Responses - Update 10. → RFT
27-07-2015 16:34	RFT # 96489 - Clarification Responses - Update 8. → RFT
27-07-2015 13:10	RFT # 97801 - Clarification Response - Update 3. → RFT
24-07-2015 12:41	RFT96489 Clarification Response 6th Update → RFT
23-07-2015 15:11	RFT96489 Clarification Response 5th Update → RFT
23-07-2015 09:51	Changes to QC1 – SAQ Form Ver3 → RFT
23-07-2015 09:17	*QC1 – SAQ 3rd UPDATE* → RFT
22-07-2015 15:12	RFT # 97801- Sequencing Error: Updated RFT document → RFT
21-07-2015 14:57	RFT96489 Clarification Questions 4th Update → RFT
21-07-2015 12:56	RFT96489 Clarification Response 3rd Update → RFT
20-07-2015 16:30	*RFT96489 - Revised SAQ* → RFT
17-07-2015 12:46	*Document Update 3* → RFT
11-06-2015 10:29	Clarifications → RFT
27-11-2013 12:39	Re: Measures for Ensuring Quality - Minimum requirements → RFT
Showing the last 15 unread messages All messages	

System notifications	
27-03-2015 12:38	PASD Feldmeier Wrede has submitted a response regarding tender #91698:1 - Stage 1 Refer to COMPETITION REGULATIONS → RFT
27-03-2015 11:58	PASD Feldmeier Wrede has expressed its interest to tender for #91698:1 Stage 1 Refer to COMPETITION REGULATIONS → RFT
19-03-2015 08:57	Cullinan Studio has expressed its interest to tender for #91698:1 Stage 1 Refer to COMPETITION REGULATIONS → RFT
16-03-2015 10:34	Arkkitehtitoimisto Lukkaroinen Oy has submitted a response regarding tender #91698:1 - Stage 1 Refer to COMPETITION REGULATIONS → RFT

IMPORTANT NOTE:

Once the notice is published based on RFT set date and time you need to check your email every day in case there are queries. There are two type of messages:

- Acceptance of tender invitation or expressed interest to the published contract notice (a system message) which does not require a response.
- A query (which does require a response).

If you are unable to answer a query you should forward it by email to designteamapps@education.gov.ie