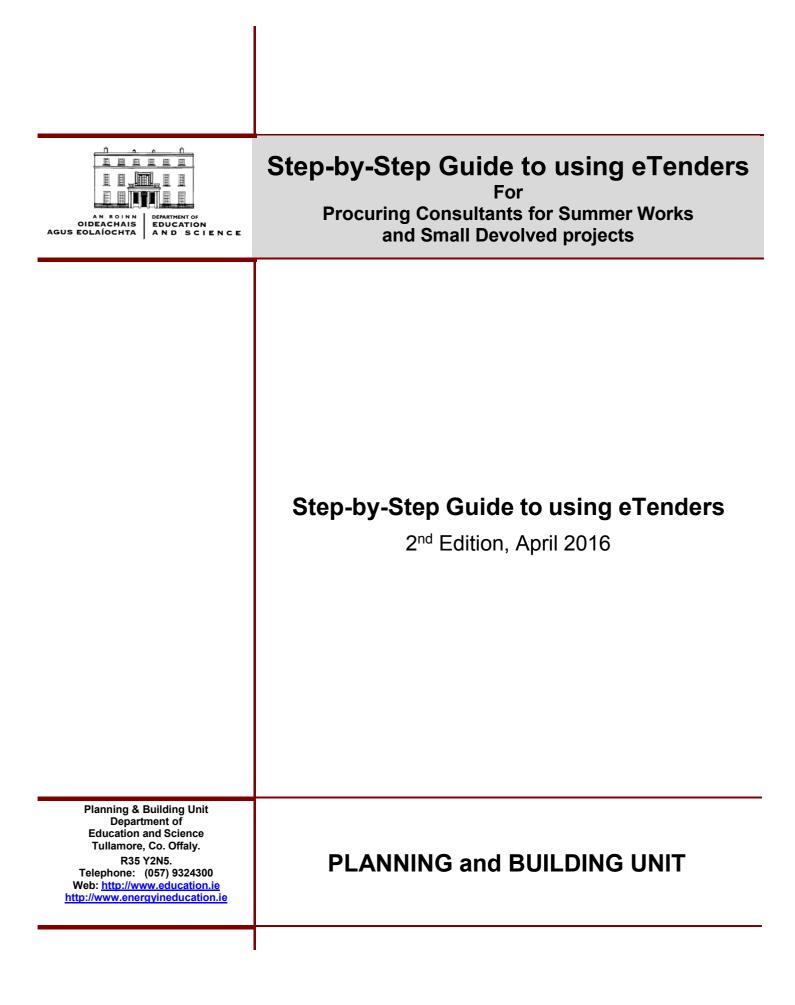
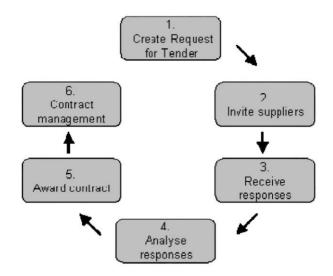
DEPARTMENT OF EDUCATION AND SKILLS



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:

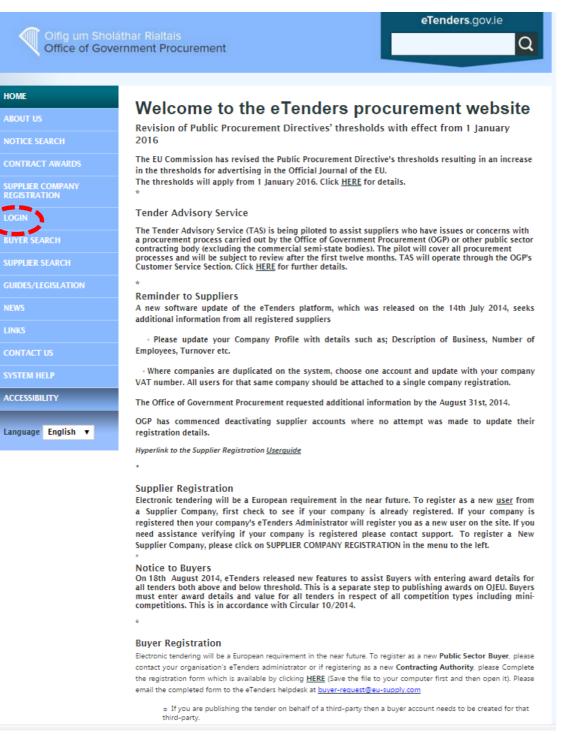
- Saves you time and money compared with traditional methods
- Greatly improves the exchange and management of information
- Improves accuracy throughout the tendering, quotation and contract process
- Reduces time wasted on low value administration (faxes, phone, travelling)
- Increases traceability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



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:

Office of Government Procurement	eTenders .gov.ie
Login rease enter your username and pass word	
Username Password	
Log In Reset / forgotten password	
English Gaeilge	
<u>Planned downtimes</u>	

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:

Service To find a find Courset factor opportunity please click on the PDBUC TENDERS into on the Influencia obs. Public Factors Public Factors Public Factors Public	/elcome Moka Subbarao		
Inspire ran/ces Material Public PT 2907/2015 115 PARD W Propuest for Tendes 2907/2015 115 PARD D Contradis 2907/2015 115 PARD D Octradis 2907/2015 115 PARD W Propuest for Tendes 2407/2015 112 PARD Sector Ministry and personal company an	Services		portunity, please click on the
P Adds RFFs W Request for Transfers W Request for Transfers D Actives P Advert Instances D Actives	upplier services		
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24 My orgoing, 237 Ongoing, 999 Closed → FFT Contracts → FFT Contracts → FFT Search / Marage munt → FFT Search / Marage munt → FFT Contracts → FFT Contract evaluations → FFT Contract evaluations </td <td></td> <td></td> <td></td>			
□ 1 Active, 3 Pending, 0 expired ○ Suppler Manage expires ○ Suppler Manage expires ○ Suppler Manage expires ○ Documents Manage company and personal documents - RFT ○ My testing W tasks - RFT W tasks - RFT 2247/2015 15:12 RFT # 87/801-Sequencing Enor Updated RFT document - RFT - RFT 2247/2015 15:12 RFT # 87/801-Sequencing Enor Updated RFT document - RFT - RFT 2107-2015 15:12 RFT # 87/801-Sequencing Enor Update - RFT - RFT 2107-2015 15:12 RFT # 87/801-Sequencing Enor Update - RFT - RFT 2107-2015 12:63 RFTP6449 Clarification Questions 4th Update - RFT - RFT 1707-2015 12:64 'Document Update 3' - RFT - RFT 1707-2015 12:61 - RFT 1707-2015 12:63 PABC Ensuing Quality - Minimum requirements - RFT - RFT 1707-2015 12:63 PABD Fedmaier Wrede has submitted a response regarding tender #91698.1 - Stage 1 Refer to			i
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≥ 0.00ments 22.07-2015 15:12 RFT # 97801- Sequencing Error: Updated RFT document	- Search / Manage suppliers	23-07-2015 09:17 *QC1 - SAQ 3rd UPDATE*	i i
Wit tasks PRF 21-07-2015 12-57 RF196489 Clarification Response 3rd Update Wy feedback - RFT 21-07-2015 12-56 RF196489 Clarification Response 3rd Update My feedback - RFT 21-07-2015 12-56 RF196489 Clarification Response 3rd Update Reports - RFT 12-06-2015 12-56 RF196489 Clarification Response 3rd Update 3* - RFT - RFT 12-07-2015 12-66 Document Update 3* - RFT - RFT 12-06-2015 10-29 Clarifications - RFT - RFT 12-06-2015 10-29 Clarifications - RFT - RFT 2-1-12-2013 12-39 Re Measures for Ensuing Quality - Minimum requirements - RFT - RFT - RFT 2-1-12-13 12-39 Response 2-1-12-013 12-39 Responses All messages All messages Add users or update profile - RFT Showing the last 15 unread messages All messages Manage Eusiness alefts 27-03-2015 12-38 PASD Foldmeier Wrede has submitted a response regarding tender #91698:1 - Stage 1 Refer to COMPETITION REGULATIONS - RFT - RFT - RFT 19-03-2015 10:38 PASD Foldmeier Wrede has expressed is interest to tender for #91698:1 Stage 1 Refer to COMPETITION REGULATION	Manage company and personal	22-07-2015 15:12 RFT # 97801- Sequencing Error: Updated RFT document	
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Image Prior Prior 20-07-2015 16:30 *RFT 96489 - Revised SAO* · Reports · Reports · RFT Publications · RFT · RFT * Recount administration · RFT * Account administration · RFT * Add users or update profile · RFT * Manage Business alerts Stowing the last 15 unread messages * Need help? Create a ticket in the support system E-mail: tenders@u-upupyhy.com * Phone: +353 (0):21 243 92 77 27.03-2015 12:38 * User guides (pdf) · RFT * Toder management · RFT * User guides (pdf) · RFT * Ormation administrato/Supplier tender · RFT * User guides (pdf) · RFT * Recoursed · RFT * Recoursed · RFT * Ormation administrator Complement Actoin · RFT * Recoursed · RFT * Recoursed	My sent and incoming tasks	21-07-2015 12:56 RFT96489 Clarification Response 3rd Update	
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Pred help? Create a ticket in the support system Constate a ticket in the support system COMPETTION REGULATIONS Finder management Auction Contract management - RFT 19-03-2015 10:38 PASD Feldmeler Wrede has submitted a response regarding tender #91698:1 - Stage 1 Refer to COMPETTION REGULATIONS - RFT 19-03-2015 08:57 Cultinan Studio has expressed its interest to tender for #91698:1 Stage 1 Refer to Company administratorSupplier tender 16-03-2015 10:34 16-03-2015 10:34 Addiahitiomisto Luktanione Op has submitted a response regarding tender #91698:1 - Stage 1 Refer to	Add users or update profile	Showing the last 15 unread messages	All messages
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E-mail: etenders@eu-supply.com	Need help?		98:1 - Stage 1 Refer to
User guides (pdf) Tender management Auction Company administrato/Supplier tender management Company administrator Company a	E-mail: etenders@eu-supply.com		
Contract management Company administratorSupplier tender Company administratorSupplier tender Company administratorSupplier tender Company administratorSupplier tender Company administratorSupplicer Company administratorSupplicer Company administratorSupplicer Company administratorSupplicer Company administratorSupplicer			Stage 1 Refer to
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		→ KFT	I
	Welcome Subbarao Moka Main services are visible to the left. Additiona	al 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 ma
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, pl		II of your messages, click on 'All messages' at the bottom of the list. The messages consi	st of two links. The first/top link is the actual mess
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, plu 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 sect		ks in the message it will dissapear from this view into the messages archive that can be fou	d under the Navigation dropdown.
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2. Create a Workspace

1

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.

0 New Invitations, 94 Closed				RFT # 96489 - Clarification Responses - Update 10. → RFT					
Contracts 0 Active, 0 Pending,	0 overined	2	7-07-2015 16:34	RFT # 96489 - Clarification Responses - Update 8. → RFT					
uver servi		2	7-07-2015 13:10	RFT # 97801 - Clarification Response - Update 3. → RFT					
My Request for Tende 24 My ongoing, 237		2 sed	4-07-2015 12:41	RFT96489 Clarification Response 6th Update					
Contracts 1 Active, 3 Pending,		2	3-07-2015 15:11	RFT96489 Clarification Response 5th Update → RFT					
	Uexpired	2	3-07-2015 09:51	Changes to QC1 – SAQ Form Ver3					
Search / Manage sup	oliers	2	3-07-2015 09:17	→ RFT *QC1 – SAQ 3rd UPDATE*					
Documents Manage company and	i personal	2	2-07-2015 15:12	→ RFT RFT # 97801- Sequencing Error: Updated RFT document					
documents		2	1-07-2015 14:57	→ RFT RFT96489 Clarification Questions 4th Update					
My tasks My sent and incoming	tasks	2	1-07-2015 12:56	→ RFT RFT96489 Clarification Response 3rd Update					
My feedback RFT evaluations, RFT	task evaluations,	2	0-07-2015 16:30	→ RFT *RFT96489 - Revised SAQ*					
Contract evaluations				→ RFT *Document Update 3*					
Reports			1-06-2015 10:29	→ RFT					
Publications 79 Pending, 1145 Published				→ RFT Re: Measures for Ensuring Quality - Minimum requirements					
Account administrati				→ RFT					
Add users or update p		s	howing the last 1	5 unread messages		All messages			
Manage Business ale	ts		System notification	ns					
Need help? Create a ticket in the s	upport system	2	7-03-2015 12:38	PASD Feldmeier Wrede has submitted a response regarding tend COMPETITION REGULATIONS	er #91698:1 - Stage 1 R	efer to			
E-mail: etenders@eu- Phone: +353 (0) 21 24			7 03 2015 11-58	→ RFT PASD Feldmeier Wrede has expressed its interest to tender for #S	1608-1 Stage 1 Defecto				
/ User guides (pdf)		-	1903-2013 11.30	COMPETITION REGULATIONS → RFT	Tobo. T Stage T Refer to				
 Tender management Auction Contract management 		1	9-03-2015 08:57	Cullinan Studio has expressed its interest to tender for #91698:1 Stage 1 Refer to COMPETITION REGULATIONS		TITION			
Company administrate		1	6-03-2015 10:34	→ RFT Arkkitehtitoimisto Lukkaroinen Oy has submitted a response regar	ding tender #91698:1 - S	tage 1 Refer			
management				to COMPETITION REGULATIONS → RFT					
	End time:	10.10.0	040 47.00	49	49		0	0	
0							-	-	
0	End time:	05-02-2	013 05:00	0	0		0	0	
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			013 12:00	0	0		0	0	
	End time:	14-10-2	013 15:00	0	U		U		
0	End time:	20-09-2	013 12:00	10	10		0	0	
				Create RFT out	side of the wor	kspace	Create new work	space 🗄	1

- 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	
render mailing address	
XXXXX	
200000	
XXXXX	
Country	
Ireland 🗸	
Currency	
EUR 👻	
Edit ::	
(maximum 500 characters)	Characters left: 454
Title of Project e.g: Extension to xxx	school
The of Frepeore.g. Extension to XXX	and the second s

• Click on the [Save] button.

A Owner : Subbaran Moke

<u> </u>	wner: Subbarao Moka						
	User		Editor	Limited editor	er Limited viewer	Evaluator	
	There are no members!						
		Add/Remove members.	<u>#</u> Ci	range owner	H Save	# Cancel	11

- 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:

 2014 Assign 	Devolved Project team 📄 Documents	- School Name			_	Jasks	Edit workspar	ce times
ID No		Procedure	Description	Times (Irish time)	1	2	×	
	No RFTs available							
				Create RFT	Edit workspa	ce 🗄 Close	e/archive works	pace 🔡

- 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.

RFT	
Type of contract *	
Works	
© Supplies	
✓ Services	
Click here if this is a construction related services RFT	
COE1 Standard Conditions of Engagement for Consultancy Services (Technical)	
COE2 Standard Conditions of Engagement for Archaeological Services	
O Other Form of Contract	
Total estimated value *	Currency
700000	
	Next 🗄 Cancel 🗄
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]

Total estimated value *		Currency EUR •
Select procedure * Open Procedure (NON OJEU)	>	C Allow use of template based on lower the shhold value
		Next 🗄 pancel 🗮

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

RFT	
Reference	
2014 - Devolved Project	
Short description *	
Title of Project E.g: Extension to xxxx School	
Detailed description (maximum 2000 characters) Characters left: 1913	
Title of Project E.g. Extension to xxxx School and Detailed description of the project	
Select procedure template and wait for settings to appear Open Procedure (NON OJEU)	v
Currency EUR •	
Response deadline Day, month, year (Irish time) 20 • 01 • 2014 • 16:00 •	
Opening procedure	
Use a tender box	
Disable submission of online proposals	
	Save 🗒 Gancel 🗿

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.)
- <u>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.</u>
 <u>i.e.</u> not through eTenders) and press [Save].

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

RFT 81065 Title of Project E.g: Extension to xxxx School	
No of lots: Ok #	
	Skip

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** \checkmark . 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.

Administration	Checklist	
Suppliers and responses	RFT - Tite of Project e.g. Extension to XXXX School (1)	
Supplier overview Responses	 Selecting of procedure template Template selected: Design team appointment for Type 2a Projects (Open Procedure -NON OUEU) 	
Messages 3 Messages Fasks	 Manapiots Create pretex, copy or edit lots for this RFT add more detailed information regarding the procursent 	Title of Projec
Z Tasks Audit trail and reports	Set me bage recipients Set or grange who is going to receive messages from suppliers	Set message recipier
Audit trail Reports	 Select ePV codes CPV codes for RFT, for any relevant publications and business opportunities email alerts 	Select CPV codes
Delete Cancel RFT Copy	RFT Dates / Planned activities in this process Set or d ange dates related to this RFT	Edit
	Publication sites Managexternal publication sites for this RFT	Edit
	Managerevaluation model Managerevaluation model to use for the RFT	Edit
	Title of F pject e.g. Extension to XXXX School [Response deadline (Irish time): 28-01-2014	15:00]
	Pricing equired (if any) Select te type of pricing you wish to receive from the suppliers in your RFT	Title of Projec
	 Manage Questionnaire Add or will questions to be answered by the suppliers through the system and for you evaluate after submission deadline. 	Title of Projec
	* Documents Upload ocuments that the suppliers can download	Documents
	Prepare zip file Create zipfile with all documents that the suppliers can download	No documents upload
	 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. 	Documents
	✓ Attach over letter Configuer or select cover letter	Edit
	 Set weights Set your weights in your analysis and save them. Radio button will become green upon refreath Active for analysis is not installed or activated! 	
	Go to y ur user profile to install or activate the ActiveX × ENSUFE Approval before publishing	
	Ensure hat you seek appropriate approval, if needed, before publishing the tender Prepare and manage publications	eTenders
	Prepare and manage the forms for publication	

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.

Administration
Suppliers and responses
» Supplier overview
» Responses
Messages
⊠ Messages
Tasks
✓ Tasks
Audit trail and reports
A Reports
Delete Cancel RFT Copy

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:

🔇 RF	T is canc	elled			
On you	ur list c	of tenders it will hav	e the cancelled icon		
5790	0	invite+no alternative bid+TED	Office furniture for university of Oslo	0	End time: 18/08/2010 00:30

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".

Chec	klist	
RFT	- Title of Project E.g: Extension to xxxx School	
	Selecting of procedure template Template selected: Open Procedure (NON OJEU)	
1	Manage lots Create, delete, copy or edit lots for this RFT add more detailed information regarding the procurement	Title of Projec>>>
	Set message recipients Set or change who is going to receive messages from suppliers	Set message recipien
×	Select CPV codes CPV codes for RFT, for any relevant publications and business opportunities email alerts	Select CPV codes
×	RFT Dates / Planned activities in this process Set or change dates related to this RFT	<u>Edit</u> ►►
1	Publication sites Manage external publication sites for this RFT	<u>Edit</u> ₩
=	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	Title of Projec»
1	Manage Questionnaire Add or edit questions to be answered by the suppliers through the system and for you evaluate after submission deadline.	✓ <u>Title of Projec</u>
×	Documents Upload documents that the suppliers can download	Documents >>
×	Prepare zip file Create a zipfile with all documents that the suppliers can download	No documents uploade
×	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.	<u>Documents</u> ►►
×	Invitation letter Configure or select an Invitation letter that will be displayed to the suppliers receiving the RFT	Edit
×	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.	<u>Publish</u> **

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 <u>must</u> 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.

	User	Recipien
3	Adrian Staunton	
8	Ann Hewitt	
3	Fionnuala Fitzpatrick	
3	John Harnett	
8	Martine O'Riordan	
3	Mary Clavin	
3	Niamh O'Brien	
3	Regina Gannon	

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 \checkmark .

4. Select CPV codes

180	klist
(FT	- Title of Project e.g. Extension to XXXX School
/	Selecting of procedure template Template selected: Design team appointment for Type 2a Projects (Open Procedure -NON OJEU)
	Manage lots Create, delete, copy or edit lots for this RFT add more detailed information regarding the procurement
×	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

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 ✓.

Set categories
Category
· · · · · · · · · · · · · · · · · · ·
No categories selected for this RFT
Category tree
outegory acc
Instructions
Search for a category using the free text search, by using keywords or drilling down in the category tree view.
Please note! If you have selected a higher level of the category, the child categories will not be selected, however, they will be included in any business alert
Search by category name architect Search
Add selected categories 🐰 Back to tree view 🐰
CPV tree
45212350-4 - Buildings of particular historical or architectural interest
45212350-4 - Buildings of particular historical or architectural interest 48628000-9 - Micro-channel architecture
48628000-9 - Micro-channel architecture 71000000-8 - Architectural, construction, engineering and inspection services
71200000-0 - Architectural and related services
71210000-0 - Additectural and related services
2/12/2000-6 - Architectural design services
71221000-3 - Architectural services for buildings
71222000-0 - Architectural services for outdoor areas
71223000-7 - Architectural services for building extensions
71230000-9 - Organisation of architectural design contests
71240000-2 - Architectural, engineering and planning services
71250000-5 - Architectural, engineering and surveying services
71251000-2 - Architectural and building-surveying services
71400000-2 - Urban planning and landscape architectural services
71420000-8 - Landscape architectural services
Add selected categories

Catego		
_	v	
7122100	-3 Architectural services for buildings	

Select CPV codes CPV codes for RFT, for any relevant publications and business opportunities email alerts

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

5. RFT Dates / Planned activities in this process

hecklist	
RFT - Title of Project e.g. Extension to XXXX School	
Selecting of procedure template Template selected: Design team appointment for Type 2a Projects (Open Procedure -NON OJEU)	
Manage lots Create, delete, copy or edit lots for this RFT add more detailed information regarding the procurement	Title of Projec
Set message recipients Set or change who is going to receive messages from suppliers	Set message recipients
Select CPV codes CPV codes for RFT, for any relevant publications and business opportunities email alerts	Select CPV codes >>
K RFT Dates / Planned activities in this process	Edit
Set or change dates related to this RFT	

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 <u>Not Required for this contract</u> notice.
- Planned award date: the estimated date for tender to be awarded Not Required for this contract notice.

Step 1 - Title of Project e.g. Extension to XXXX School		Di	ay, N	Ionth	i, Ye	ear (Irish	time))		
Publication of notice	\checkmark	0)4 🔻	12	Ŧ	2013	Ŧ	16:00	•	🕦 Not saved.
Deadline of clarification questions	V	2	22 -	01	Ŧ	2014	Ŧ	16:30	•	🕦 Not saved.
Response deadline		2	28 •	01	Ŧ	2014	Ŧ	16:00	•	
/alidity of tender										
Planned award date										
Publication of Award		2	26 •	02	•	2014	+	16:00	•	🕕 Not saved.

• 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.

Manaoe publication site	
ETENDERS	
✓ eTenders Site	
TED	
Official journal in Europe	
	Save II Cancel I

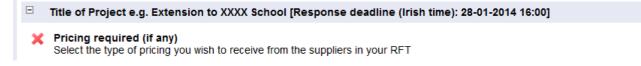
For this contract notice you see two options

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

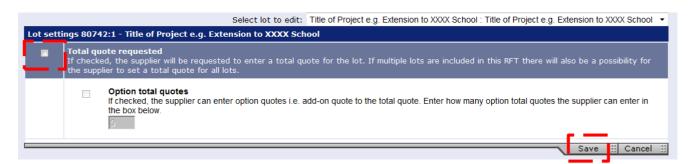
Select eTenders website option (if not already pre-selected) and press [Save].

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. <u>As we do</u> 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.



Pricing required (if any)

Select the type of pricing you wish to receive from the suppliers in your RFT

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.

Ţ.		No	Question	Requested answer	Version number
f	Preset Questi	ons			
			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 upbaded documents will pre- populate any tender response thus saving considerable times 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
7	Tax Clearanc	e			
		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
1	Insurance				
		1	Do you hold any of the following insurances. Please tick all that apply and add scanned copy of document	Multiple choice <u>View</u> alternatives	1
E	EU Complian	ce			
		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
F	Financial				
		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 <u>View</u> 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 Title of Project e.g. Extension to XXXX School : Title of Project e.g 👻											
Lot 80742	Lot 80742:1										
Ţ		No	Question	Requested answer	Version number						
No question	No questions added										
	Create section II Add from template II Import II Preview II Done II										

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.)

No documents attached				
Do you need a viewer for displaying documents?				
			Upload files 🗄 Add fro	om shared folder 🗄 Manage folders 🗄 Done 🔠
My computer Upload list	Log			
⊡ 🔜 Desktop				
🗄 🔚 Libraries				
🗄 🗆 🛄 🥻 Moka, Subbarao				
🗄 🚛 Computer				
Network				
🕀 🦉 Control Panel				
⊕… <mark>□ </mark> Assignments ⊕… □ Coosan Planning				
E DESK				
🕂 🔲 🖉 Gaelscoil Bharra - Arch	hitectur			
🖅 🛄 🚺 Gaelscoil Bharra - Arch				
🚊 🔲 🔲 Gaelscoil Bharra Planı	ning			
🗄 🖂 🛄 Hedgestown NS Lusk,	Dublin Fingal RN 174	472M		
🕂 🗆 📑 House				
Upload time:	Dat	a to upload:		
56 kbit/s		nber of files		
0.5 Mhit/e		uplead B Schedule B C	Cancel 🗒	
	<u> </u>		11001 11	
Name				
🔲 👻 🕐 PBU_DTP_Small_\	WorkTender-Prop	posal-Form-Appendix-B.doc		
📄 💌 🕢 PBU_DTP_Small_V	WorkForm-of-Te	nder-Appendix-A.doc		

Click [Done].

10. Prepare zip file

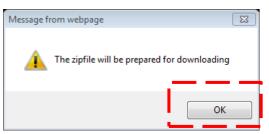
To create a zip file with all documents that the suppliers can download, on the checklist click the right tab -



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.





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 \mathbf{X} tab to convert it to a green \checkmark .

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 <u>www.education.ie</u> (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.

Instructions 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.	Steps to insert a variable Select ariableNo variable selected
To enable re-use, you may want to define templates in Word. Eu-supply can then upload these to your account. Templates can contain variables including data such as company name, contact details etc.	Description:
To create an invitation letter for this RFT, select the desired template, make any changes and click on 'Save'.	
	2 Place cursor within the text where you want the variable to be inserted.
	Click on button to insert variable. Add ::::
Invitation letter - Time left before session times out: 19:36	Last saved 27-02-2014 10:24
Font famiy 🔹 Font size 🔹 🖪 🖌 😈 ABE 🗙, 🗙' 📰 🔄 🗮 ∞ 🖗 🗄 🗄 🛱 🖉 🎍 💆 🛀 📼 🗭 🗃 [回 [21 4] 手 [21 4] 7 [32 50] [30
	INVITATION TO TENDES
NAME XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
200000000	
Address tootootoot	

20000000	
2000002	
xxxxxxx 202x	
Be: invitation to Tender for LArchitectural / Civil/Structural /	Building Services (mechanical & electrical/liselycrises lead consultancy service as appropriate/consultancy Services for xxxx project at xxxx school
	808 Fromber 122456
A DhaoineUsisle	
On behalf of the School Board of Management (the Contracting Authority for this project) you are hereby invited to tender for (Auchitectural / Givi)(Structural / Building Services (Mechanical	I Testial [] anvias [select one lead consultancy service as appropriate] [including baying in all additional services for other designing as mapling] for the above project.
The project consists of give all information included in the point approval latter and any other information that may be available defining the scope, extent and nature of the proposed works	4
The form of Contract will be the standard Conditions of Engagement for Consultancy Services (Technical COEs) including the Template Schedule A and B, available at <u>www.aducation.is</u> un	der School Design > Appointment of Consultants > Small Newles and Small Devolved Projects.
Path: p.MsoNormal » strong » span » span	Words: 4
	Load template II Save II Clear II Print II Done

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

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

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 \checkmark as shown below.

1	Set weights	
	Set your weights in your analysis and save them. Radio button will become green upon refresh.	

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 \checkmark as shown below.



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

Date:	04/12/2013 16:00		
Status:	Not published		

Р	ublish sites				
ſ	ETENDERS				
İ	🗙 Not published	Contract No	tice •	Save #	
ļ	eTenders Site				

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 \checkmark as shown below.

\checkmark	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 \checkmark as shown below.

\checkmark	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.

Contract award	
Create contract Create contract	
X Intention to Award Intention to Award	
Close/Archive RFT Closing the RFT sets the RFT in a non-editable mode and moves it to the completed list of RFTs	<u>Close/Archive</u> +
	View RFT details ∰ Edit ⊞ Change owner ⊞ Add lot ⊞ Done ∰

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

View RFT details	Edit	=	Change owner	#	Add lot	#	Done	111

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

General information			
Short description Short description Title of Project e.g. Extension to XXXX School Currency: EUR CPV codes 1/1220000-6 Architectural design services Title of Project e.g. Extension	Response deadline (Irish time): 28-01-2014 16:00	Company: Department of Education and Skills Marlborough Street Dublin 1 Dublin <u>View profile</u> ►►	Contact person: Moka Subbarao Cara designteamapps@education.gov.ie
Lot 80742:1			
Title of Project e.g. Extens	sion to XXXX School	Site address: Department of Education Skills Portlaoise Road, Tullamo Co-Offaly Ireland	X00000XX00000X

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

		XXX School	
Company: Department of Education and Skills Marborough Street Jublin 1 Dublin			Workspace 2014 Devolved projects - Devolved projects Response deadline (Irish time): 28-01-2014 16:00
C ontact details: Moka Subbarao Phone: +353 579325311 <u>designteamapps@education govie</u>			Currency: EUR CPV codes 71220000-6 Architectural design services
Lot 1 - Title of Project e.g. Extension to XXX Short description: Title of Project e.g. Extension to XXXX School	(X School		Delivery address: Department of Education & Skills Portiaoise Road, Tullamore Co-Offaly
Detailed description: itle of Project e.g. Extension to XXXX School			Instructions to bidder 2014 Devolved projects xxxxxxxxxxxxxxxxxxxxxxx
ttached documents Document name	Size (kB)	Created	
PBU DTP Small Work- Tender-Proposal-Form-Appendix- B.doc (<i>PBU</i> DTP Small Work- Tender-Proposal-Form- <u>Appendix-B.doc</u>) <u>Comments (0) Actions</u>	52	06-12-2013 14:54	
PBU_DTP_Small_WorkForm-of-Tender-Appendix-	55	06-12-2013 14:54	
A.doc (PBU_DTP_Small_WorkForm-of-Tender-Appendix- A.doc) Comments (0) Actions		06-12-2013 14:54	

End of transaction

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

Serv	vices		ent tender opportunities or to express an interest in a specific tender opportunity, please click on the link on the left hand side.
Supp	lier services		
Ø	Public RFTs	Messages	20420 Olivičeska Damana 445 Ustala
	My Request for Tenders	29-07-2015 16:15	96489 Clarification Response 11th Update → RFT
	0 New Invitations, 94 Ongoing, 23 Closed	29-07-2015 15:06	RFT # 96489 - Clarification Responses - Update 10. → RFT
ß	Contracts 0 Active, 0 Pending, 0 expired	27-07-2015 16:34	RFT # 96489 - Clarification Responses - Update 8. → RFT
Buye	er services	27-07-2015 13:10	RFT # 97801 - Clarification Response - Update 3. → RFT
	My Request for Tenders 24 My ongoing, 237 Ongoing, 999 Closed	24-07-2015 12:41	→ RFT A RFT
ß	Contracts 1 Active, 3 Pending, 0 expired	23-07-2015 15:11	RFT96489 Clarification Response 5th Update → RFT
Q	Supplier Management Search / Manage suppliers		Changes to QC1 – SAQ Form Ver3 → RFT
	Documents	23-07-2015 09:17	*QC1 – SAQ 3rd UPDATE* → RFT
	Manage company and personal documents	22-07-2015 15:12	RFT # 97801- Sequencing Error: Updated RFT document → RFT
	My tasks My sent and incoming tasks	21-07-2015 14:57	RFT96489 Clarification Questions 4th Update → RFT
.1.1	My feedback	21-07-2015 12:56	RFT96489 Clarification Response 3rd Update → RFT
	RFT evaluations, RFT task evaluations, Contract evaluations	20-07-2015 16:30	*RFT96489 - Revised SAQ* → RFT
	Reports	17-07-2015 12:46	*Document Update 3* → RFT
Q	Publications	11-06-2015 10:29	Clarifications → RFT
-	79 Pending, 1145 Published	27-11-2013 12:39	Re: Measures for Ensuring Quality - Minimum requirements
: :::	Account administration View your presentation here! Add users or update profile	Showing the last 15	→ RFT i unread messages All messages
¢	Manage Business alerts	System notification	ns
•	Need help? Create a ticket in the support system E-mail: etenders@eu-supply.com	27-03-2015 12:38	PASD Feldmeier Wrede has submitted a response regarding tender #91698:1 - Stage 1 Refer to COMPETITION REGULATIONS → RFT
<u>r</u> –	Phone: +353 (0) 21 243 92 77	27-03-2015 11:58	PASD Feldmeier Wrede has expressed its interest to tender for #91698:1 Stage 1 Refer to COMPETITION REGULATIONS
۲	User guides (pdf) Tender management		→ RFT
	Auction Contract management	19-03-2015 08:57	Cullinan Studio has expressed its interest to tender for #91698:1 Stage 1 Refer to COMPETITION REGULATIONS → RFT
L	Company administratorSupplier tender management	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:

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