

HOW TO CREATE  
A MINI-COMPETITION & SEND  
INVITATIONS TO TENDER  
WITHIN DPS  
(SCHOOLBOOKS DPS)

*Schoolbooks Scheme for Post-Primary Schools*

May 2026



**Schools Procurement Unit**

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# Introduction

This guidance is designed to assist post-primary school leaders of Voluntary, Community and Comprehensive Schools with creating a mini-competition under the [Dynamic Purchasing System for the Supply of Schoolbooks](#) (DPS) and publishing it on the eTenders platform.

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

You can find more details about the Post-Primary Scheme can be found in the 'Schoolbooks Grant Guidance for Post Primary Schools 2025 - 2026' which is available [here](#).

Further guidance documents and resources designed to help schools with procurement are also available on [Schoolbooks Scheme for Post-Primary Schools](#) and [SPU website](#).

Schools that have total schoolbook contracts in excess of €50,000 Euro excluding VAT will be required to procure schoolbooks through the DPS. Where the total contract value is less than €50,000 Euro excluding VAT schools will be encouraged to use the DPS.

**This guide should be read after you have (a) registered on eTenders, (b) registered for the DPS using the form available on Schools Procurements Support (SPU) website, and (c) amended tender documents.**

**Note: if you have registered your school for the DPS previously, you do not have to do it again. Only register if you have not done it nor have you used this specific DPS so far.**

There is a checklist listing all the required steps in tendering process under the DPS. You can download it by visiting [SPU website](#).

# Creating a new mini-competition within the DPS

There are five tasks that need to be followed in order to create a mini-competition and send invitations to tender to DPS members (i.e. pre-qualified suppliers):

1. Create Specific Contract and Workspace Information
2. Finalise Workspace Information
3. Associate PO/TC user
4. Define Workflow
5. Send Invitations – Add tender documents and send invitations to DPS members

**Note:** If you have any issues or questions, send those to the **dedicated Helpline** available at [postprimaryschoolbooks@education.gov.ie](mailto:postprimaryschoolbooks@education.gov.ie) or 01 8892089.

## Task 1: Create Specific Contract and Workspace Information

### 1.1. Log into eTenders

First, log into your Contracting Authority Procurement Coordinator (CAPC) profile on [eTenders website](#).

#### 1.1.1 Complete Organisation profile

If there is a blue banner on top of the page, click where indicated to complete your organisation profile.

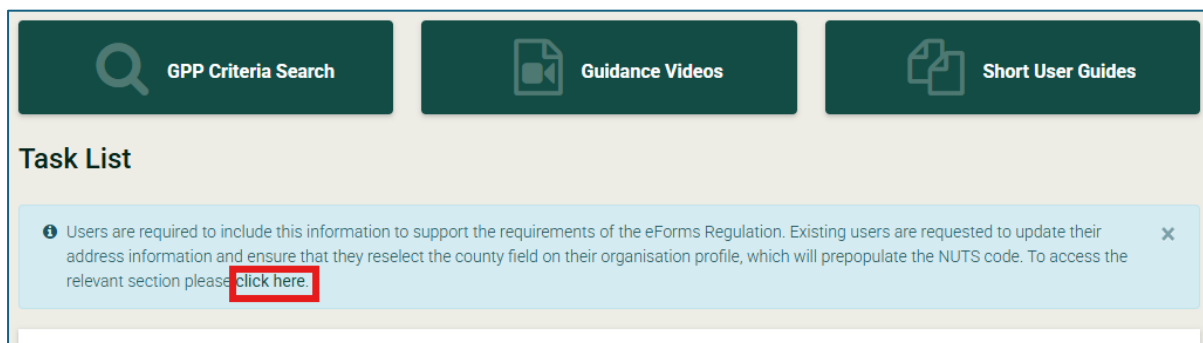


Figure 1

Field	Recommended texts for schools																		
Organisation Name	This field will be pre-populated with school's name.  <i>Example:</i> <i>St. Mary's Secondary School (Cork)</i>																		
CA Abbreviation	Abbreviation of the school's name.  <i>Example: SMSSC</i>																		
CA Type	Select: Education																		
Approved Scheme or Grant Funding	Select: No																		
Additional organisation description	Insert school's short description.																		
Company Registration Number	Insert roll number																		
VAT number (or PPS number for sole traders)	Can be left blank																		
Organisation contact name	Insert contact person's name																		
Address	Insert school's address																		
Eircode / Postal Code	Insert school's Eircode																		
City	Insert school's town/city																		
Country	This field should be pre-populated, but if not, please insert "Ireland"																		
County	Select county from the dropdown list																		
NUTS codes	<p>When the county is selected in the earlier step, the system will automatically add a relevant code here.</p> <p><b>If this field is not automatically filled, click on the magnifying glass icon on the right-hand side and search for a relevant code:</b></p> <table border="1"> <thead> <tr> <th><u>NUTS3 Code</u></th> <th><u>County</u></th> </tr> </thead> <tbody> <tr> <td><b>Border</b></td> <td>Cavan, Donegal, Leitrim, Monaghan, Sligo</td> </tr> <tr> <td><b>West</b></td> <td>Mayo, Roscommon, Galway and Galway City</td> </tr> <tr> <td><b>Mid-West</b></td> <td>Clare, Tipperary, Limerick City and County</td> </tr> <tr> <td><b>South-East</b></td> <td>Carlow, Kilkenny, Wexford, Waterford City and County</td> </tr> <tr> <td><b>South-West</b></td> <td>Kerry, Cork and Cork City</td> </tr> <tr> <td><b>Dublin</b></td> <td>Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin</td> </tr> <tr> <td><b>Mid-East</b></td> <td>Kildare, Meath, Wicklow, Louth</td> </tr> <tr> <td><b>Midland</b></td> <td>Laois, Longford, Offaly, Westmeath</td> </tr> </tbody> </table>	<u>NUTS3 Code</u>	<u>County</u>	<b>Border</b>	Cavan, Donegal, Leitrim, Monaghan, Sligo	<b>West</b>	Mayo, Roscommon, Galway and Galway City	<b>Mid-West</b>	Clare, Tipperary, Limerick City and County	<b>South-East</b>	Carlow, Kilkenny, Wexford, Waterford City and County	<b>South-West</b>	Kerry, Cork and Cork City	<b>Dublin</b>	Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin	<b>Mid-East</b>	Kildare, Meath, Wicklow, Louth	<b>Midland</b>	Laois, Longford, Offaly, Westmeath
<u>NUTS3 Code</u>	<u>County</u>																		
<b>Border</b>	Cavan, Donegal, Leitrim, Monaghan, Sligo																		
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<b>Mid-East</b>	Kildare, Meath, Wicklow, Louth																		
<b>Midland</b>	Laois, Longford, Offaly, Westmeath																		

Email	Insert email address for the school. This will be visible to others, so ensure it is an official email.
Phone number	Insert school's phone number with the country code included as shown in the example below.  <i>Example: +353 01 12345</i>
Website	Insert school's full website address as shown in the example below.  <i>Example: http://www.spu.ie/</i>
Status	This field will be pre-populated. No action required.

When ready, click “**save**” at the bottom.

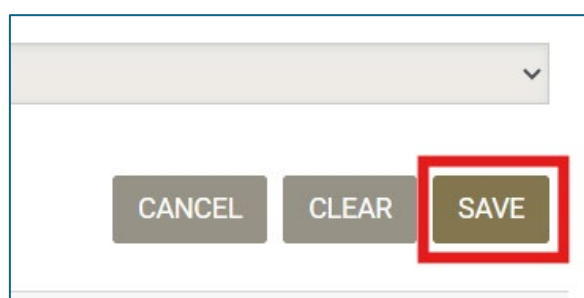


Figure 2

## 1.2. List of CA DPSs

To create a new CFT Workspace for the Mini-Competition you need to first access the DPS. To do so, click on “**CFT Management**” and then “**List of CA DPSs**”.

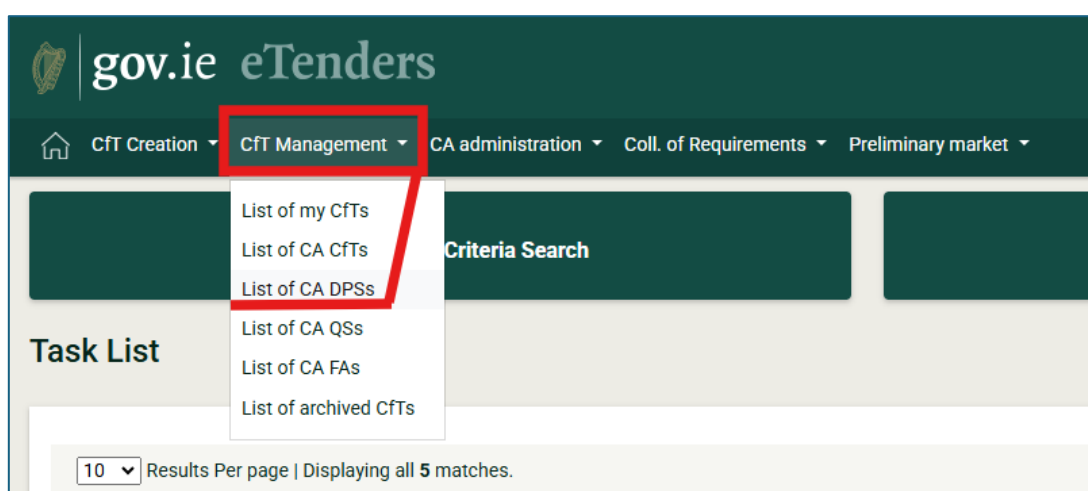


Figure 3

This will load a webpage with the DPS similar to the one in Figure 4 below. To proceed, you need to **click on the title of the DPS** for the supply of schoolbooks: “CL3028DPS - Dynamic

Purchasing System for the Supply of Schoolbooks incl eBooks to Community and Comprehensive, and Voluntary Secondary Schools (excluding ETB schools) within the Free Education Scheme”.

#	Title ^v	Resource ID ^v	Type ^v	User roles	Status ^v
1	DPS Test for School Print Books and E-Books	396724	Supplies		Established

Figure 4

**Note:** If you cannot see any entries here, make sure that you have previously registered for the DPS using the form on SPU website. The link to the registration form can be accessed [here](#).

### 1.3. DPS Menu and Specific Contracts

This will open a webpage called “View DPS Workspace” with details of the DPS listed below and a menu button on the right hand-side called “**Show DPS Menu**”.

DPS: DPS TEST FOR SCHOOL PRINT BOOKS AND E-BOOKS (STATUS: ESTABLISHED)	
NAME OF CONTRACTING AUTHORITY:	Education Training
STATUS:	Established
TITLE:	DPS Test for School Print Books and E-Books
DPS CA UNIQUE ID:	DPS12345
EVALUATION MECHANISM:	Most Economically Advantageous Tender (MEAT)

Figure 5

Click on the “Show DPS Menu” and choose “**Specific contracts**”.

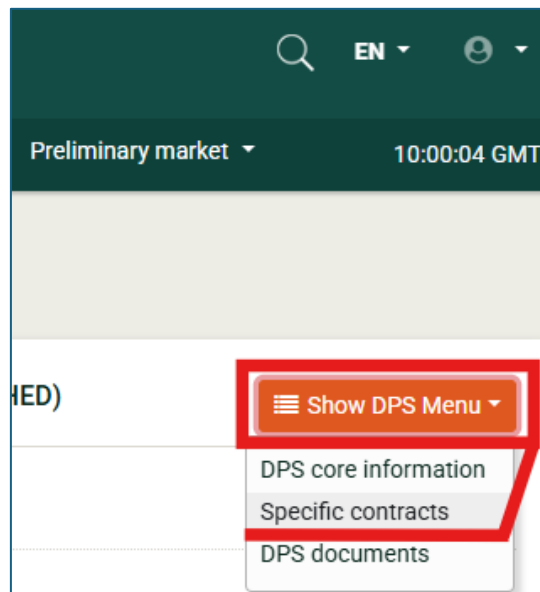


Figure 6

This will open a page with a **list of all the Lots available within this DPS**.

Schools must create contracts **within their geographical Lot**. It should be the same as the one they initially registered for using the form on SPU website.

**Note:** Only DPS members admitted to this specific Lot will be able to be invited to school’s mini-competition.

Find relevant Lot on the list and click on “**create specific contract**” next to the Lot’s heading.

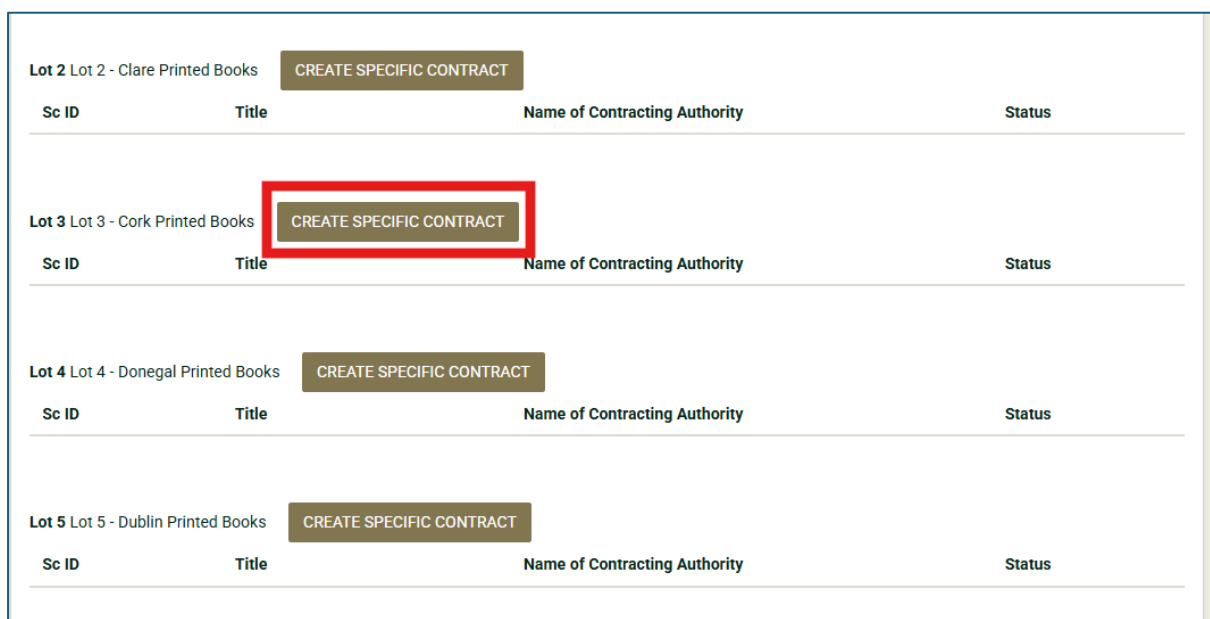


Figure 7

**The lots are as follows:**

- Lot 1: Cavan / Monaghan Printed Books
- Lot 2: Clare Printed Books
- Lot 3: Cork Printed Books
- Lot 4: Donegal Printed Books
- Lot 5: Dublin Printed Books
- Lot 6: Galway Printed Books
- Lot 7: Kerry Printed Books
- Lot 8: Kildare Printed Books
- Lot 9: Kilkenny / Carlow Printed Books
- Lot 10: Laois / Offaly Printed Books
- Lot 11: Limerick Printed Books
- Lot 12: Longford / Leitrim Printed Books
- Lot 13: Louth Printed Books
- Lot 14: Mayo Printed Books
- Lot 15: Meath Printed Books
- Lot 16: Sligo / Roscommon Printed Books
- Lot 17: Tipperary Printed Books
- Lot 18: Waterford Printed Books
- Lot 19: Westmeath Printed Books
- Lot 20: Wexford Printed Books
- Lot 21: Wicklow Printed Books
- Lot 22: eBooks

## 1.4. Workspace Information

After clicking on “**Create Specific Contract**” under preferred Lot, a page with a series of fields will open.

**Create Specific contract**

DPS: DPS TEST FOR SCHOOL PRINT BOOKS AND E-BOOKS (STATUS: ESTABLISHED) Show DPS Menu ▾

**WORKSPACE INFORMATION**

**Title \***  
  
 (Maximum characters: 200).

**CFT CA Unique ID**  
  
 (Maximum Characters: 255).

**Description \***  
  
 (Maximum Characters: 4000).

**Procurement Type**

Supplies

Procedure

DPS Specific Contract

Directive

2014/24/EU (Classic)

Figure 8

**The following table provides recommended text for schools to use when completing this form.**

Users are required to complete all the fields as indicated below. The mandatory fields are marked with an asterisk (\*). Some fields will be prepopulated and will not require any action. Those are indicated in the table below (grey background).

Field	Description	Recommended texts for schools
Title*	This is the title of the Mini-Competition.	Mini-Competition for the provision of schoolbooks to [School Name and Roll Number] in [insert relevant school year]  <i>Example: Mini-Competition for the provision of schoolbooks to St. Mary's, Cork 12345A in 2026/2027 school year.</i>

CFT CA Unique ID	Unique ID for the Mini-Competition.	Schools should make an ID for their Mini-Competition. The recommended format should be School initials + "SB" + year and month.
Description*	This provides further details on the Mini-Competition.	<i>Example: [School Name and Roll Number] seeks Tenders for the provision of schoolbooks under the Department of Education's Post-Primary Schoolbook Scheme. The detailed specifications of requirements are outlined in Part C of this Stage 2 - mini-competition.</i>  <b>Note:</b> there is a limit of 4000 characters allowed. Special characters (e.g. &) will not be accepted.
Procurement Type	This field will be prepopulated. No action needed.	Supplies.
Procedure	This field will be prepopulated. No action needed.	DPS Specific Contract.
Directive	This field will be prepopulated. No action needed.	2014/24/EU (Classic).
CFT involves	This field will be prepopulated. No action needed.	A Public Contract.
CPV Codes	This field will be prepopulated. No action needed.	22815000-Notebooks. 22112000-Textbooks. 22100000-Printed books, brochures and leaflets. 22113000-Library books. 22110000-Printed books.
Contact Point	Name of the contact person for the project	Insert name or leave blank.
Contact Point - Phone Number		Insert phone number or leave blank.
Inclusion of eAuctions*	An eAuction is an electronic facility where tenderers can bid in pricing for an item and increase their bids if they see other bidders' bids.	No.
NUTS Codes	This field will be prepopulated. No action needed.	IE.

Estimated value (EUR)	The estimated contract value, exclusive of VAT.	Insert estimated value of contract exclusive of VAT. Refer to “Pricing Schedule” to determine contract's estimated value. <b>Note:</b> Only numbers can be inserted here. No special characters will be accepted.
Time-limit for receipt of tenders or requests to participate	This is the date that tenders need to be submitted.	Date: 21 days after publication/invitation date. Time: 12h 00m.
EU funding	Is the funding for this tender from the EU?	No.
Evaluation Mechanism	This is how you intend to evaluate the tenders. This field will be prepopulated. No action needed.	Most Economically Advantageous Tender (MEAT).
Multiple tenders will be accepted	A tenderer can submit multiple proposals.	No.
Language of publication*	English.	EN.
Number of Openers*	The person who opens the tender bids.	One.

Once all fields have been completed, click “**Create CFT Workspace**”.



Figure 9

A pop-up window will appear. Check the information inserted on this page. If all is correct – click ok.

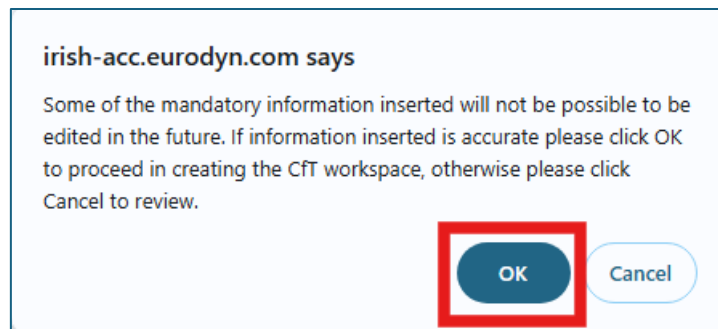


Figure 10

This will create a draft CFT.

View Cft Workspace	
CFT: COMPETITION FOR THE PROVISION OF SCHOOLBOOKS TO ST. MARY'S, CORK 12345A (STATUS: DRAFT) MY CFT ROLE IS: PO/TC	
NAME OF CONTRACTING AUTHORITY:	Schools Procurement Unit
DPS:	DPS Test for School Print Books and E-Books
STATUS:	Draft
TITLE:	Competition for the provision of schoolbooks to St. Mary's, Cork 12345A
CFT CA UNIQUE ID:	SMC-SB-202502
EVALUATION MECHANISM:	Most Economically Advantageous Tender (MEAT)
DESCRIPTION:	The Board of Management of [school name] is seeking a supplier of schoolbooks to
PROCUREMENT TYPE:	Supplies

Figure 11

## Task 2: Finalise CFT Information

Click the “Home” button at the top of the page to go back to “task list”.

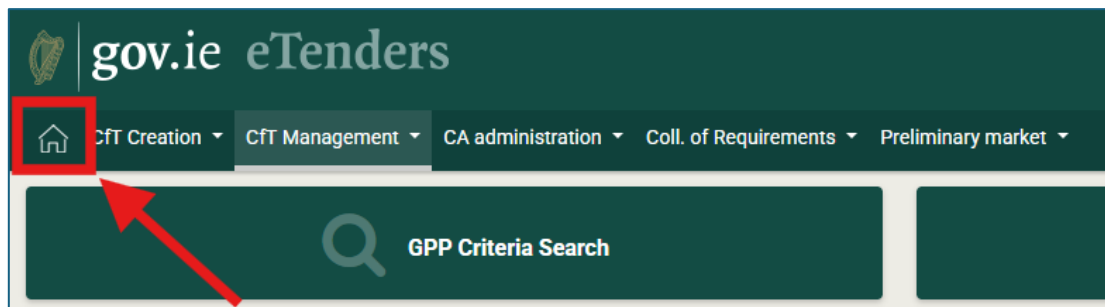


Figure 12

A list of tasks will appear similar to Figure 13. Locate the task “Finalise CFT Core Information” and click on it:

Task List			
10 Results Per page   Displaying all 6 matches.			
Title	ID	Task	Status
Competition for the provision of schoolbooks to St. Mary's, Cork 12345A	402933	Associate PO/TC	Draft
Competition for the provision of schoolbooks to St. Mary's, Cork 12345A	402933	Finalise CFT Core Information	Draft

Figure 13

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

**Edit Cft Workspace**

CFT: COMPETITION FOR THE PROVISION OF SCHOOLBOOKS TO ST. MARY'S, CORK 12345A (STATUS: DRAFT) MY CFT ROLE IS: PO/TC

**Title \***

Competition for the provision of schoolbooks to St. Mary's, Cork 12345A  
(Maximum characters: 200).

**Cft CA Unique ID**

SMC-SB-202502  
(Maximum Characters: 255).

**Description \***

The Board of Management of [school name] is seeking a supplier of schoolbooks to provide [Senior Cycle and/or Transition Year schoolbooks] to the [school name]

Figure 14

If all fields were inserted as per the table in “**Task 1.3. Workspace Information**”, no other information will be left empty in this view.

Click “**Save Changes**”.

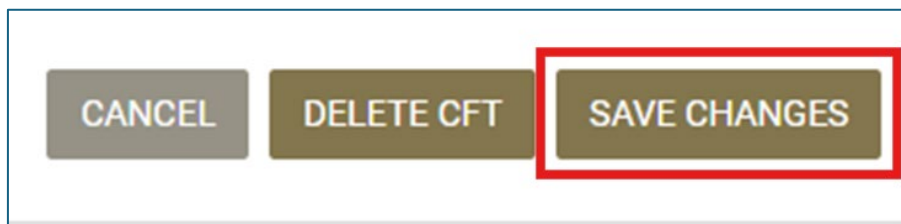


Figure 15

When you click Save Changes **a number of pop-ups** will appear asking for confirmation, click “**ok**” to proceed.

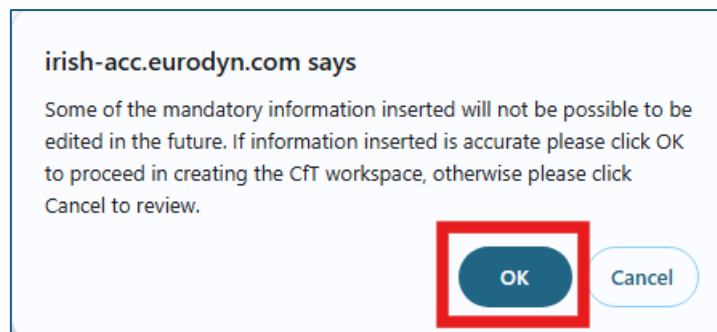


Figure 16

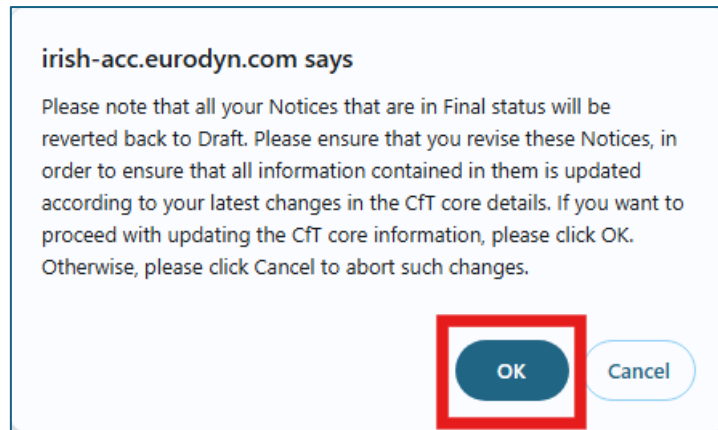


Figure 17

**Note:** If an error message comes up and you are unable to save changes, review all the fields and make sure information is inserted as per table in “**Task 1.3. Workspace Information**” above.

## Task 3: Associating Contracting Authority Users

### 3.1. Adding Roles to your Tender

Click the “**Home**” button at the top of the page to go back to “task list”.

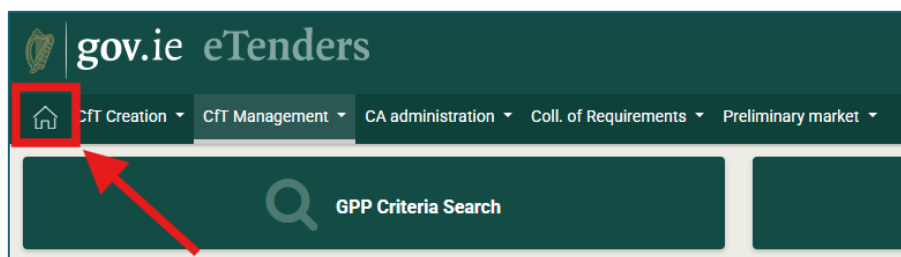


Figure 18

Find the task “**Associate PO/TC**” and click on it.

Competition for the provision of schoolbooks to St. Mary's, Cork 12345A	402933	Associate PO/TC	Draft
---	--------	-----------------	-------

Figure 19

Click on “**Role**” drop-down menu and select final option: “**PO/TC + PO/OS + PO/ESR Candidate**”.

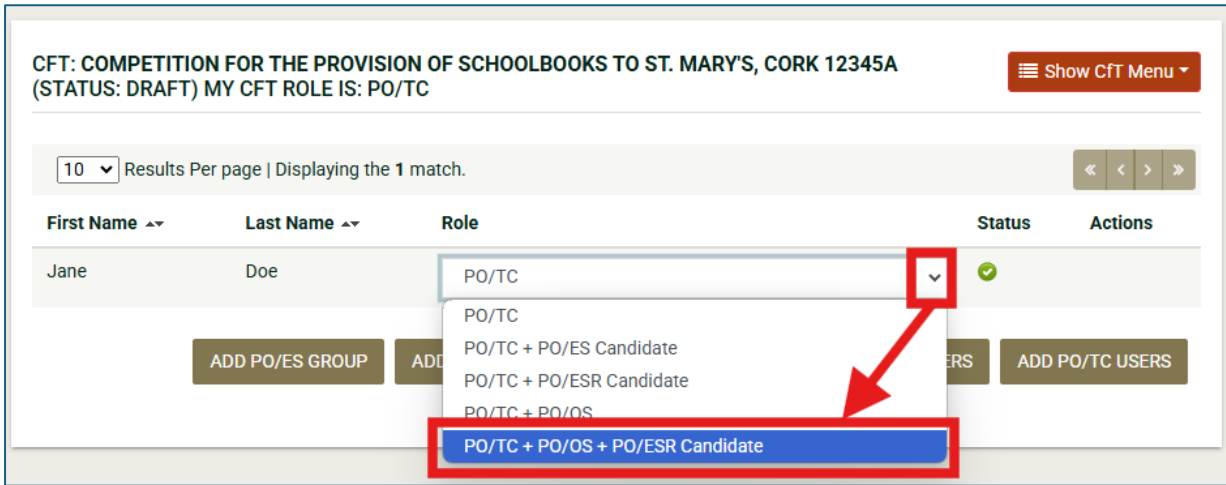


Figure 20

This will enable you to complete all roles for the mini-competition.  
There is no need to save or click anything else on this page.

Click on the “**Home**” icon in the top left to return to your “**Task List**”.

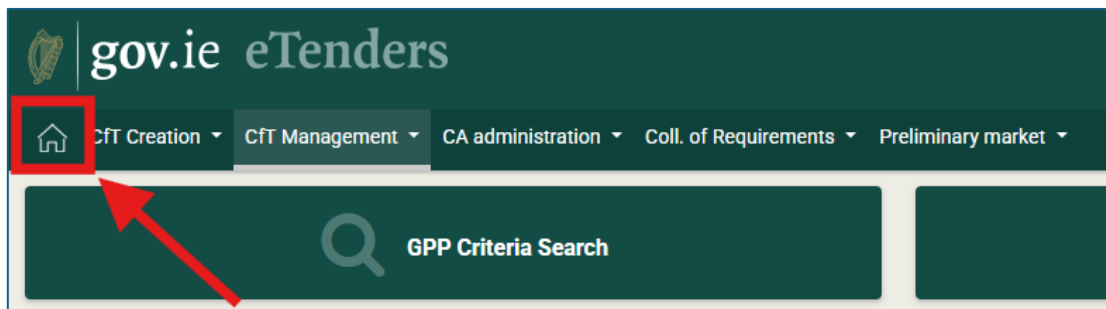


Figure 21

### 3.2. Accept Code of Conduct / No Conflict of Interest

On the “**Task List**” Click on the task called “**Accept code of conduct**”.

Competition for the provision of schoolbooks to St. Mary's, Cork 12345A	402933	Accept code of conduct	Draft
---	--------	------------------------	-------

Figure 22

This will direct you to a new page “Candidate Evaluator”. Click “**Accept**” and “**Save**” to proceed.

**Candidate Evaluator**

CFT: COMPETITION FOR THE PROVISION OF SCHOOLBOOKS TO ST. MARY'S, CORK 12345A  
(STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR CANDIDATE

Show CFT Menu

**Code of Conduct**

I understand that I need to be, and be seen to be, honest and impartial in the exercise of my duties. I will not allow my judgement or integrity to be compromised or appear to be compromised. I will not misuse my official position, or information acquired in the course of my official duties, to further my private interests or those of others.

**Comment**

Do you accept/reject the code of conduct?

Accept  Reject

SAVE

Figure 23

If the Code of Conduct was accidentally rejected, repeat the steps from “**Task 3.1. Adding Roles to your Tender**” onwards.

## Task 4: Define Workflow

Click the Home button in the top left of the screen to return to your “**Task List**”:

Then, select the next task called “**Define Workflow**”.

Competition for the provision of schoolbooks to St. Mary's, Cork 12345A	402933	Define Workflow	Draft
---	--------	-----------------	-------

Figure 24

The platform allows users to define which of the phases of the competition will be carried out online or offline (outside the system).

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

- Definition of the tender structure, and awarding criteria
- Tender submission and opening (this phase will be preset to “online”)
- Tender evaluation and assignment of scores

Phase	Description	Recommended for Schools
Notification	Define tender structure (and awarding criteria).	<b>Offline</b> Offline: The tender structure will be handled off eTenders.
Tendering	Submit & Open Tenders will be handled on eTenders.  This will be preset to "online". No action needed.	<b>Online</b> Online: Economic Operators will need to create and submit their tenders using electronic means.
Evaluation	Assign scores.	<b>Offline</b> Offline: Evaluating tenders and assessing scores will be handled off eTenders. The Evaluating Staff Representative (ESR) will be required to submit the results of the offline evaluation procedure, when this is finalised, to the system (Task: Add scores).

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

Select the recommended options from the dropdowns and click **"Define CFT Workflow"** as shown below:




Phase	Steps	Online/Offline
Notification	Define tender structure (and awarding criteria)	Offline 
Tendering	Submit and Open tenders	Online 
Evaluation	Assign scores	Offline 

Figure 25

**Note:** Once workflow is defined, no changes to this section can be made. If "online" was chosen for notifications and/or evaluation, delete this draft CFT and restart the process from Task 1.

When you click “Define CFT Workflow” a **pop-up** will appear asking for confirmation, click OK to proceed.

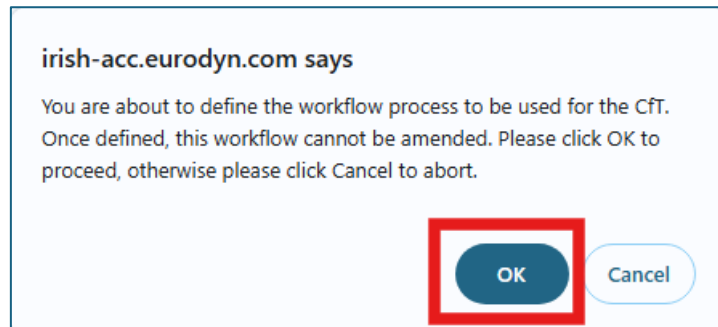


Figure 26

## Task 5: Send Invitations

Click the Home button in the top left of the screen to return to your “task list”.

**Note:** the task “Associate PO/OS and PO/ES” will remain on your task list until the tender deadline has passed and tender is unlocked.

Select the “Send invitations” task.

Title ^v	ID ^v	Task ^v	Status ^v
Competition for the provision of schoolbooks to St. Mary's, Cork 12345A	402933	Send invitations	Draft
Competition for the provision of schoolbooks to St. Mary's, Cork 12345A	402933	Associate PO/OS and PO/ES	Draft

Figure 27

**Note:** If you **cannot see a task “Send Invitations”** after following these steps, it means that a supplier applied to be admitted to the DPS. Until this application is processed the DPS will be on hold and it will not be possible to send out invitations. Contact helpline at [postprimaryschoolbooks@education.gov.ie](mailto:postprimaryschoolbooks@education.gov.ie) for more details.

## 5.1. Add Tender Documents

Tender documents list school’s requirements and determine rules under which the competition will be conducted. These will be available to DPS members invited to tender in “**Task 5.2. Invitations**” that follows.

In order to add tender documents, select the “**Tender Documents**” tab and then click on “**+ Add Contract Document**” button as can be seen below.

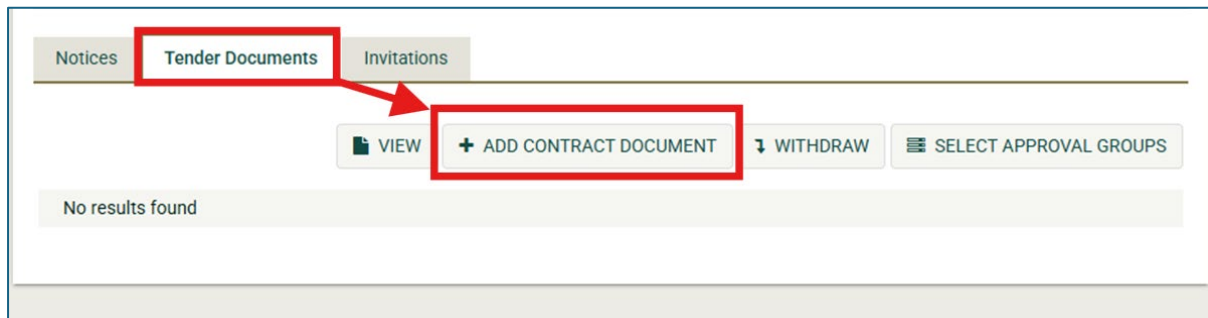


Figure 28

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

Field	Description	Recommended response for schools
Title	This is the name of the document and will be shown on the notice when published.	Provide a clear name of each document uploaded. <b>Note:</b> all four documents need to be uploaded before proceeding to task 5.2. Example: 1.Call for Tenders – Schoolbooks – [School Name and Roll Number] 2.Tender Response Document – Schoolbooks – [School Name and Roll Number] 3.Pricing Schedule – [School Name and Roll Number] 4. Draft Contract – [School Name and Roll Number]
Language	English.	English.
Description	This is <b>not</b> mandatory.	This can be left blank.
Attachment	Here you can add a document from Template Library on eTenders or from your local drive.	We recommend that you add the document from your local drive. Click on “ <b>Choose File</b> ” to select relevant document.
Status	Draft/ Final. Draft – if document is still in draft; may still require approval. Final – Final version.	<b>Select: “Final”</b> All approvals for these documents should be completed off eTenders and only a final version uploaded on eTender.

**Note:** Make sure that before you save the documents on eTenders, you choose “Final”. Any documents saved during this step as “Draft” **will not be available** to DPS members after you send out invitation(s) to tender. This applies to the draft contract as well.

Select “Final” and the “Save”.

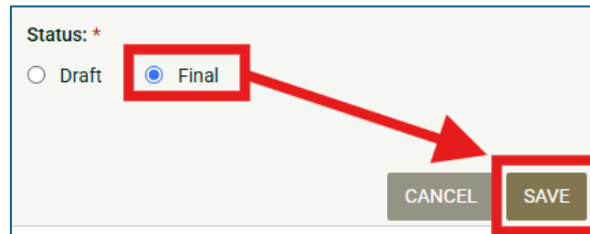


Figure 29

When you click “Save” a **pop-up message** will appear asking for confirmation, click OK to proceed.

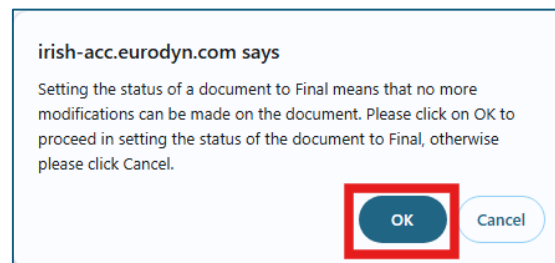


Figure 30

Continue to add remaining tender documents by clicking “+Add Contract Document” and following the steps in “[Task 5.1. Add Tender Documents](#)”.

**Note:** steps in “[Task 5.1 Add Tender Documents](#)” will have to be repeated for each tender document. **User needs to upload all three documents:** (1) a CFT (call for tender), (2) TRD (tender response document), (3) a PS (booklist pricing sheet listing all books required) and (4) Draft Contract.

Name	Description
CFT (Call for Tender)	A document outlining the tender request. It includes a draft contract.
TRD (Tender Response Document)	A document for potential tenderers to complete in response to a school’s CFT.
Pricing Schedule	A template file which schools should initially use to estimate the value of the contract. It should list all the schoolbooks required.
Draft Contract	Terms and conditions. This template will only be completed when the winner was chosen and the standstill period passed without any objections or challenges.

The CFT, TRD, PS and Draft Contract templates are available on [SPU website](#).

**Note: Once the documents are uploaded, they cannot be deleted but they can be withdrawn. If files are withdrawn in a live competition a message should be broadcast to all DPS members (i.e. suppliers) to inform them of the nature of the change. Only documents with status “final” can be seen by suppliers.**

To withdraw a document in a live competition, follow guidance available on [SPU website](#) (see document on how to withdraw documents under Phase 2).

If the invitation were not yet sent out, see guidance below in the chapter “**6. Changing dates before invitations are issued**”

## 5.2. Invitations

Now, select the tab called “**Invitations**” and click on “**Create new Invitations**”.

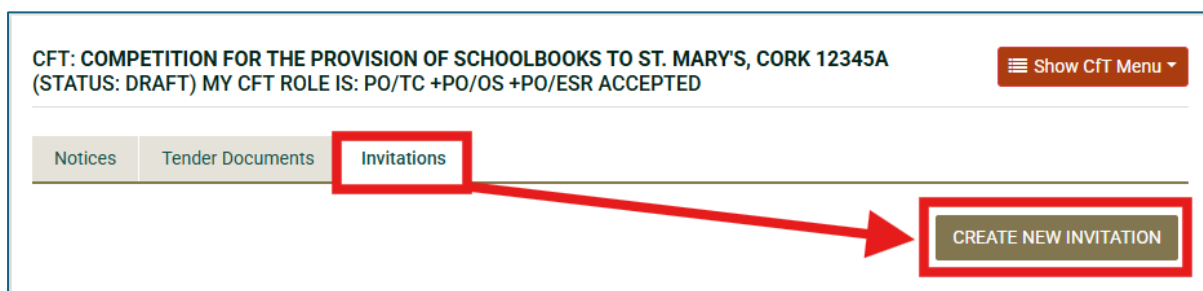


Figure 31

**Note:** This is where the user can send out invitations to DPS members registered for the same Lot that was selected when creating the contract in “**Task 1.2. DPS Menu and Specific Contracts**”.

A new page will open with more options. Complete all the required fields.

Field	Description	Recommended response for schools
Subject*	Subject line of the message sent to suppliers. This field is mandatory.	This field will be prepopulated. No action needed.
Body*	A body of a message sent to the suppliers. This field is mandatory.	<p><i>Example:</i></p> <p><i>Dear Sir/Madam,</i></p> <p><i>As a DPS Member prequalified under Lot X, the Board of Management of [School Name and Roll Number] invites you to participate in a Mini-Competition for the provision of its schoolbook requirements.</i></p> <p><i>Full details are to be found in the tender documents which can be accessed on eTenders platform.</i></p> <p><i>With kind regards,</i></p> <p><i>[School Name and Roll Number].</i></p>

Attachment	Any documents attached to the message.	No action needed. Tender documents can be accessed through eTenders platform, once DPS members are invited to the mini-competition.
Organisations*	A list of suppliers admitted to the DPS (DPS members) under the lot the user has chosen when creating the contract, will be visible here.	All the companies will be preselected. No action needed. <b>Important! Do not remove any of the companies!</b> All DPS members admitted to that specific Lot are entitled to take part in your mini-competition.
Request for clarification*	This field is looking for a time and date to be inserted for the receipt of clarifications from potential Tenderers. It should be used to allow potential tenderers to clarify any aspect of the competition that they are unsure of. The closing date for clarifications is normally 6 days before the tender submission date to allow the contracting authority to respond to the clarifications in time before tenders are submitted.	Date: 7 days before the tender deadline Time: 12h 00m.
Deadline for tender submission*	A tender deadline chosen in Task 1.3 earlier will be repeated here.	This field will be prepopulated. No action needed <b>unless</b> you are completing this task on a different date than you have saved your first draft. See below for more information.

**Important! If you have created the first draft of your mini-competition on a different day than the invitations are being issued you must first ensure that all the dates are correct. The dates in tender document must match what is inserted on eTenders.**

**Tender deadline is 21 days after the invitations are sent and the clarification period is 7 days before the tender deadline.**

See chapter **“6. Changing dates before invitations are issued”** below for steps on how to amend the dates.

When all fields are completed, click “**Send invitation**” at the bottom of the page.

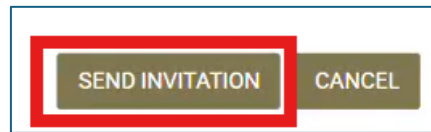


Figure 32

Once that is done, a **pop-up message** will appear asking for confirmation. If all suppliers were selected under “Organisation” field, and all other mandatory fields are filled out as recommended, click OK to proceed.

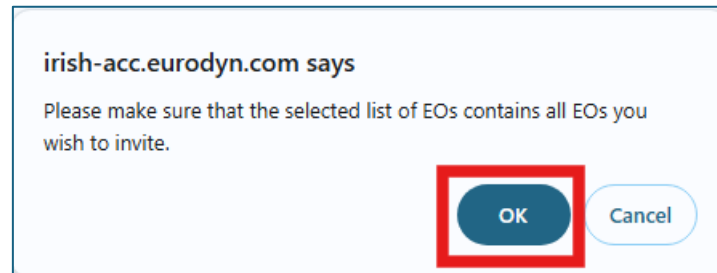


Figure 33

**Note:** when invitations are sent, under the tab “Invitations” you will be able to see the subject, body of the message; suppliers invited to tender, as well as the date for clarification and tender deadline.

**Congratulations! The invitations are now sent, and the DPS members can begin to ask queries, or enter tender bids.**

## 6. Changing dates before invitations are issued

If you have saved your draft competition on a different day than when the invitations are being issued, you **must** ensure the dates on eTenders are correct and match those in the tender documents.

**Dates inserted in the tender documents (CFT, TRD, PS) and on eTenders must be the same!**

Tender deadline: 21 days after invitations are sent out at 12:00hrs

Clarification period: 7 days before the tender deadline at 12:00hrs

### 6.1. Updating documents on eTenders

**Note:** the documents cannot be deleted from eTenders. As a CA you will be able to see all the final, draft and withdrawn versions in the tab “Tender Documents”. However, suppliers that were invited to your tender, will only be able to see the final version (status “Final” of the document in the “Tender Documents” tab once the invitations are issued).

On your “task list” select the “send invitations” task.

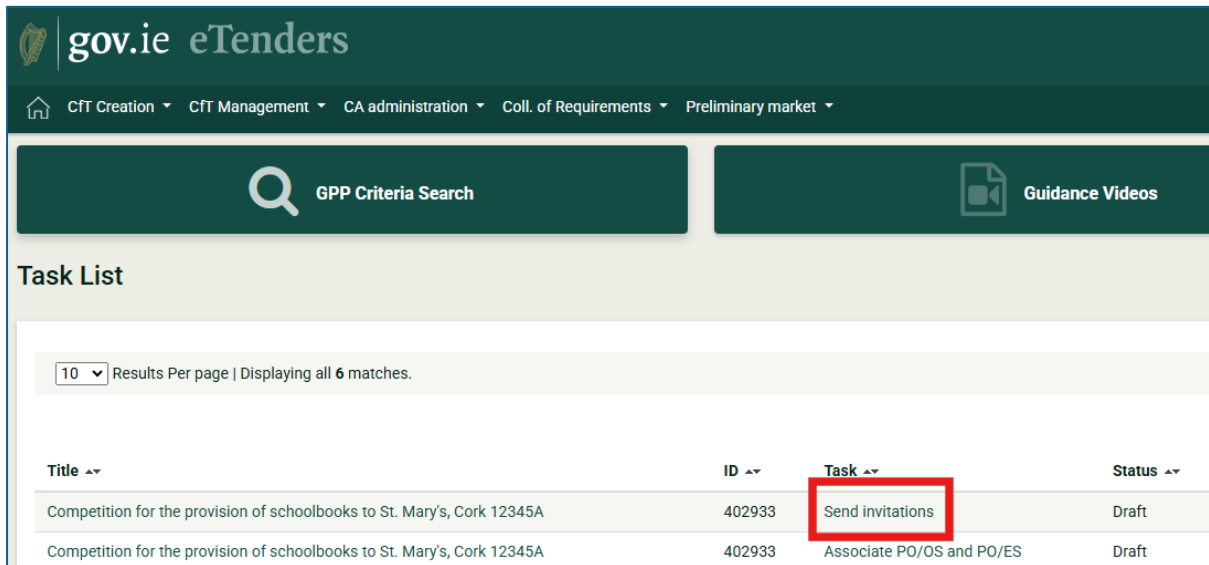


Figure 34

Click on the tab called “Tender Documents”. This will give you a view of all the documents you have previously uploaded to your competition.

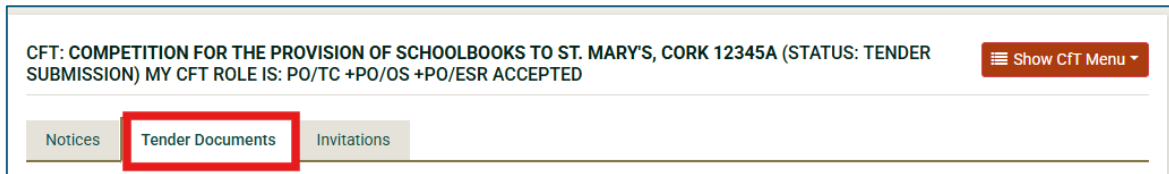


Figure 35

To withdraw a document locate it on the list under a tab “Tender Documents” and click on the circle under the “Select” heading.

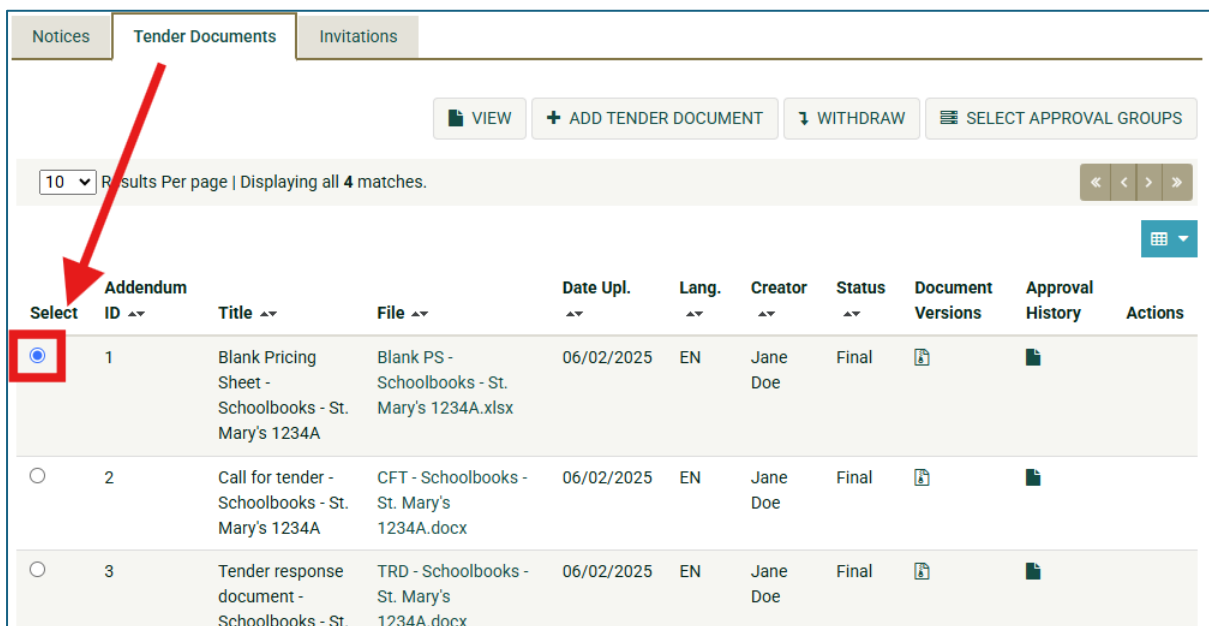


Figure 36

**Note: Only one document can be selected at a time.**

When you have the document selected, click on “**Withdraw**” above the list of documents.

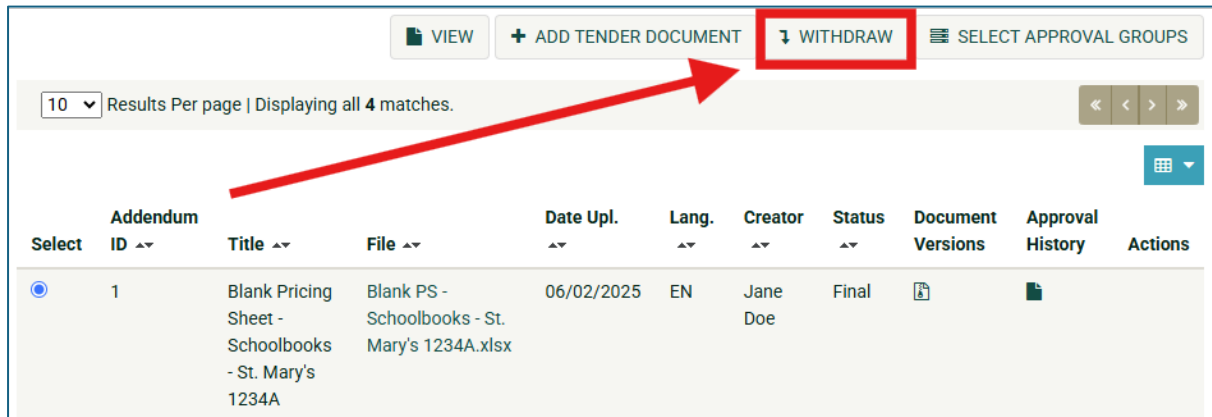


Figure 37

A pop-up window will appear. Click “ok” to proceed.

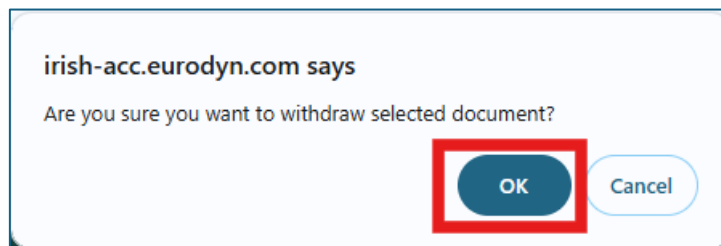


Figure 38

This document will now have status “**Withdrawn**” and will not be visible to companies that expressed interest in or were invited to your tender.

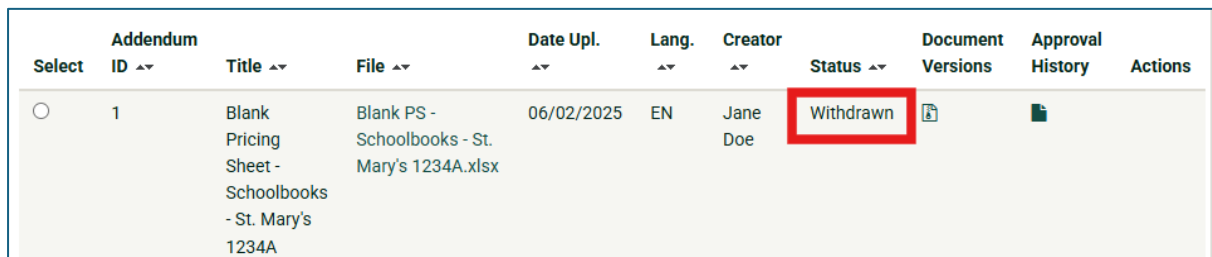


Figure 39

**Repeat these steps for all the documents that must be amended!**

Open the files and change the dates in each of the documents.

**Note: When saving a document that has any changes or amendments made, add a date or a version number to the file name to easily distinguish this document from the previous one.**

Example: Call for tenders – Schoolbooks – [School Name and Roll Number] v. 2 [date of revision].

Once the old files are withdrawn and new versions are saved, go back to eTenders.

**Note: If you were logged out by the system, you will need to log back in and select “send invitations” task on your “task list”.**

In order to add tender documents, select the “**Tender Documents**” tab and then click on “**+ Add Contract Document**”.

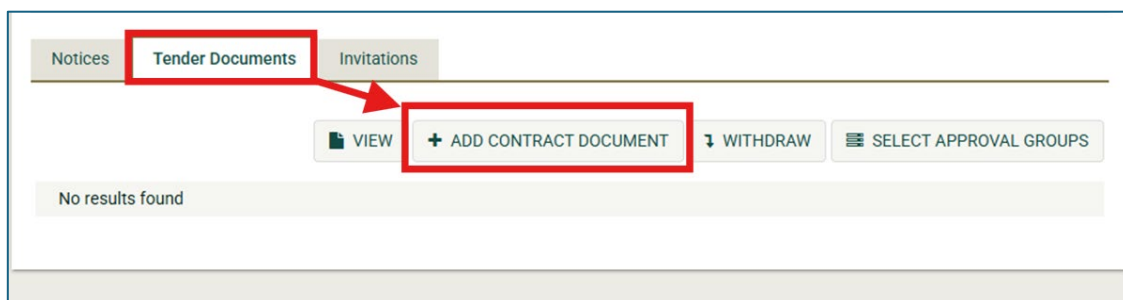


Figure 40

When adding a document, the following fields must be completed:

Field	Description	Recommended response for schools
Title	This is the name of the document and will be shown on the notice when published.	Provide a clear name for each document uploaded. <i>Example: Pricing Schedule v.2.0 – [School Name and Roll Number]</i>
Language	English.	English.
Description	This is <b>not</b> mandatory.	This can be left blank.
Attachment	Here you can add a document from Template Library on eTenders or from your local drive.	We recommend that you add the document from your local drive. Click on “ <b>Choose File</b> ” to select relevant document.
Status	Draft/ Final.  Draft – if document is still in draft; may still require CA’s approval.  Final – Final version.	<b>Select: “Final”</b>  All approvals for these documents should be completed off eTenders and only a final version uploaded on eTender.

**Note:** Make sure that before you save the document on eTenders, you choose “Final”. Any documents saved during this step as “**Draft**” **will not be available** to DPS members.

Select “Final” and the “Save”.

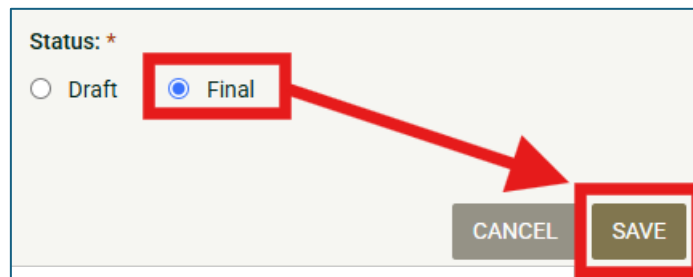


Figure 41

When you click “Save” a **pop-up message** will appear asking for confirmation, click OK to proceed.

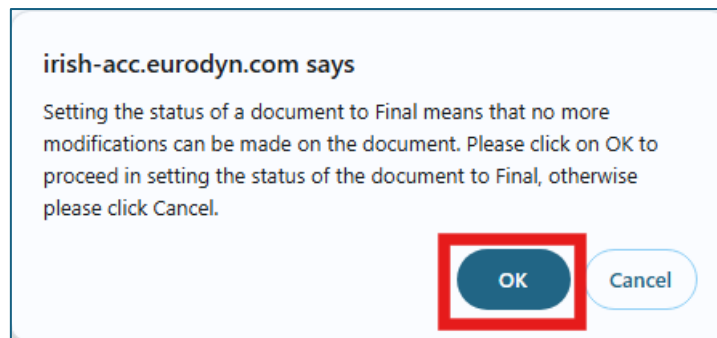


Figure 42

## 6.2. Changing dates on eTenders

Now, select the tab called “Invitations” and click on “Create new Invitations”.

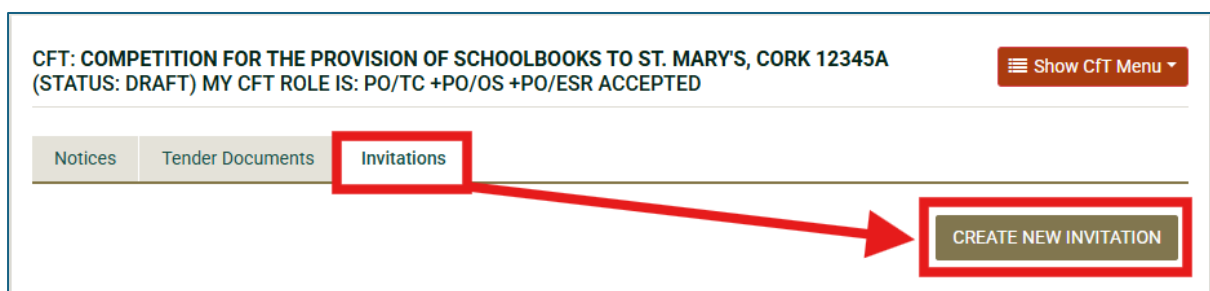


Figure 43

**Note:** This is where the user can send out invitations to DPS members registered for the same Lot that was selected when creating the contract in “[Task 1.2. DPS Menu and Specific Contracts](#)”.

A new page will open with more options. Complete all the required fields.

Field	Description	Recommended response for schools
Subject*	Subject line of the message sent to suppliers. This field is mandatory.	This field will be prepopulated. No action needed.

Body*	A body of a message sent to the suppliers. This field is mandatory.	<p><i>Example:</i>  <i>Dear Sir/Madam,</i>  <i>As a DPS Member prequalified under Lot X, the Board of Management of [School Name and Roll Number] invites you to participate in a Mini-Competition for the provision of its schoolbook requirements.</i>  <i>Full details are to be found in the tender documents which can be accessed on eTenders platform.</i></p> <p><i>With kind regards,</i>  <i>[School Name and Roll Number].</i></p>
Attachment	Any documents attached to the message.	No action needed. Tender documents can be accessed through eTenders platform, once DPS members are invited to the mini-competition.
Organisations*	A list of suppliers admitted to the DPS (DPS members) under the lot the user has chosen when creating the contract, will be visible here.	<p>All the companies will be preselected. No action needed.</p> <p><b>Important! Do not remove any of the companies!</b>  All DPS members admitted to that specific Lot are entitled to take part in your mini-competition.</p>
Request for clarification*	This field is looking for a time and date to be inserted for the receipt of clarifications from potential Tenderers. It should be used to allow potential tenderers to clarify any aspect of the competition that they are unsure of. The closing date for clarifications is normally 6 days before the tender submission date to allow the contracting authority to respond to the clarifications in time before tenders are submitted.	<p>Date: 7 days before the tender deadline  Time: 12h 00m.</p> <p><b>Important! Ensure that this date matches the new date as amended in your tender documents!</b></p>
Deadline for tender submission*	A tender deadline chosen in Task 1.3 earlier will be repeated here.	<p>This field will be prepopulated with the date and time selected during Task 1.3. Change it now to the new date:  Date: 21 days after the invitations are being issued  Time: 12h 00m</p> <p><b>Remember that this date must match what is inserted in your tender documents!</b></p>

When all fields are completed, click **“Send invitation”** at the bottom of the page.

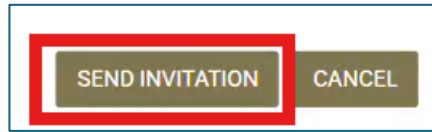


Figure 44

Once that is done, a **pop-up message** will appear asking for confirmation. If all suppliers were selected under “Organisation” field, and all other mandatory fields are filled out as recommended, click OK to proceed.

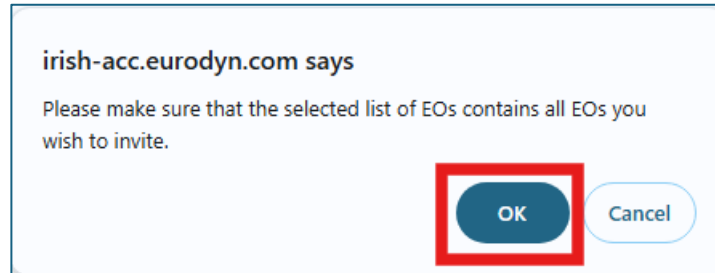


Figure 45

**Note:** when invitations are sent, under the tab “Invitations” you will be able to see the subject, body of the message; suppliers invited to tender, as well as the date for clarification and tender deadline.

**Congratulations! The invitations are now sent, and the DPS members can begin to ask queries, or enter tender bids.**