



**An Roinn Oideachais
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Department of Education
and Youth

Dynamic Purchasing System Checklist

Post-Primary Schoolbooks Scheme

March 2026

Post Primary Schoolbooks Procurement Solution

Phase 1:
First Steps

Phase 2:
Create Mini-
Competition
within DPS

Phase 3:
Evaluation
Process

Phase 4:
Post-Award
Process

Each template, guidance document and video can be downloaded here:
<https://www.spu.ie/resources/schoolbooks-scheme-postprimary-schools>



Phase 1: First Steps

- Register on eTenders or reactivate previous account
- Register for the relevant Lot on the DPS using the form on SPU website
- Amend and Finalise Tender Documents
 - Pricing Schedule
 - Call for Tender (CFT)
 - Tender Response Document (TRD)

See Pages 3 - 4



Phase 2: Create Mini-Competition within DPS

- Download 'Create Mini-Competition & Send Invitations to Tender' guide
- Set up Specific Contract and Workspace Information
- Finalise Workspace Information
- Associate Users
- Define Workflow
- Upload Tender Documents and Send Invitations to DPS Members
- Additional guidance: messaging function on eTenders and updating documents

See Page 5



Phase 3: Evaluation Process

- Unlock tenders after the tender deadline passes
- Download and evaluate submissions
- Draft and send result letters (observe standstill period if applicable)

See Pages 5 - 6



Phase 4: Post-Award Process

- Signing the Goods Contract with the preferred supplier
- Closing competition on eTenders platform (changing status to "awarded")

See Page 6 - 7

Post Primary Schoolbooks Procurement Solution – Phase One



Register on eTenders



View the Introduction to eTenders Guide ([link](#))



Follow step-by-step instructions which match your profile:



Guidance Video: Existing user but do not know your username ([link](#))



Guidance Video: Existing user login/forgot password ([link](#))



Guidance Video: If registered on old eTenders platform ([link](#))



Guidance Video: Registering a School as a Contracting Authority (CA) ([link](#))



Complete School's Contracting Authority Profile



Once you have successfully logged into eTenders, fully complete your school's and the user's details



See Introduction to eTenders Guide - Section 2.1.1 and 2.1.2

Register for the relevant Lot on the DPS

Fill out the DPS Registration Form on SPU.ie ([link](#))



Organisation Name and ID need to be provided in this form as they appear on eTenders profile. Instruction on how to check is provided on SPU website ([link](#))



Note: If you have registered for the DPS and/or used it previously, you do not need to register again. Complete this form only if you cannot see the DPS in your CAPC account.

Amend and Finalise Tender Documents



Complete the Pricing Schedule (a new 2026/2027 version of the PS is under review)



Guidance Video on how to complete the PS is available on [our dedicated page](#)



Note: If a school does not see a required Schoolbook on the PS, additional books can be added at the bottom of each subject section. The School is responsible for including the unit price in the Pricing Schedule.



Note: The Schools should also indicate whether Barcoding/Covering/Labelling or any other associated services are required.



Post Primary Schoolbooks Procurement Solution – Phase One continued ...



Amend and Finalise Tender Documents continued . . .



Fill out the Call for Tender (CFT) Document



Guidance video on how to complete the CFT as well as the template CFT are available on [SPU website](#) under **Phase 1: First Steps**



Save the downloaded CFT using the following file naming convention: CFT for the Supply of Schoolbooks [School Name] and [Roll number] [Current Date]’.



Review and update the Call for Tender



Note: All sections requiring update have been highlighted for ease of reference.
Note: School should review requirements and adjust as necessary. The School is allowed to insert any bespoke school requirements e.g. how they would require Schoolbooks to be delivered.



Prepare the Tender Response Document (TRD)



Guidance video on how to complete the TRD as well as the template TRD are available on [SPU website](#) under **Phase 1: First Steps**



Save the downloaded TRD using the following file naming convention: ‘TRD for the supply of Schoolbooks_[School Name] and [Roll number] [Current Date]’.



Review and update the Tender Response Document











Note: All sections requiring update have been highlighted for ease of reference.
Note: School are responsible for making sure that the weightings in the TRD are the same in the CFT (Part B)





Post Primary Schoolbooks Procurement Solution – Phase Two and Three



Create a new Mini-Competition within the DPS



-  Download the “Create Mini-Competition & Send Invitations to Tender” guide from [SPU website](#) under **Phase 2: Create mini-competition and save invitations to tender** ✓
-  Guidance video showing all the required tasks is also available on SPU website ✓
-  Task 1: Create Specific Contract and Workspace Information ✓
-  Task 2: Finalise Workspace Information ✓
-  Task 3: Associating Contracting Authority Users ✓
-  Task 4: Define Workflow ✓
-  Task 5.1: Send Invitations and add tender documents ✓
-  Task 5.2: Send Invitations to Tender ✓

Additional guidance available on [SPU website](#) under Phase 2



-  Guidance on viewing and sending messages on eTenders, and updating tender documents ✓
-  Guidance video: How to reply to a message and how to compose a message on eTenders platform ✓



Unlock a tender and access tender submissions - available on [SPU website](#) under Phase 3

-  Download the ‘How to unlock a tender and access tender submissions’ Guide ✓
-  Guidance Video: How to unlock a tender and access tender submissions ✓

Evaluating submissions - available on [SPU website](#) under Phase 3

-  Download Evaluation Template used to record scores and feedback for each tenderer ✓
-  Guidance Video: How to complete the Evaluation Template ✓

Post Primary Schoolbooks Procurement Solution – Phase Three Continued and Four



Drafting award (result) letters - available on [SPU website](#) under Phase 3: Evaluation process



Guidance Video: How to complete award letters



Download template letter to a preferred supplier



Download template to an unsuccessful supplier



Draft the award letters and send them out to the tenderers using eTenders messaging function or via email



Observe a standstill period (8 calendar days) if there was more than one valid submission made to your competition. Standstill period starts a day after the award letters were issued



Completing the Goods Contract - available on [SPU website](#) under Phase 4: Post-award process



Download template Goods Contract



Note: this step can only be finished after the standstill period passed without a challenge.



Review the contract; amend and insert all the relevant details. There are comments in the template to guide you through necessary edits.



Send two copies of the completed Contract to the preferred supplier. One copy – signed by the supplier – is to be kept by the school; the other copy – signed by the school – to be returned to the supplier.



Post Primary Schoolbooks Procurement Solution – Phase Four Continued



Close competition on eTenders platform – guidance available on [SPU website](#) under Phase 4: Post-award process

Competitions must be closed on eTenders platform. That can be done by one of the procurement officers at Education Procurement Service ([EPS](#)) or Schools Procurement Unit ([SPU](#)) or by schools themselves. See two options below:



Complete the Post-Award Process Form ([link](#)) – necessary tasks will be then completed by one of the procurement officers at EPS or SPU.



That will require you to share log-in details to your eTenders account with our staff.



Alternatively, download the guidance document on how to create a contract award notice and close the competition on eTenders platform and complete all the task yourself



Note: if there were no tender submissions made your competition still must be closed on eTenders platform. If you wish to do it yourself, follow this guidance document