



HOW TO CLOSE COMPETITION
ON THE eTENDERS PLATFORM
WHEN NO TENDER
SUBMISSIONS WERE MADE
(SCHOOLBOOKS DPS)

Schoolbooks Scheme for Post-Primary Schools

January 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 finalising tasks on eTenders platform when the deadline for submitting responses has passed but there were **no submissions** made to the mini-competition created under the [Dynamic Purchasing System for the Supply of Schoolbooks \(DPS\)](#).

Even if you have not received any tender submissions the mini-competition must be closed out on eTenders platform.

Please contact postprimaryschoolbooks@education.gov.ie or 01 8892089 for further guidance on how to proceed with obtaining supplier to fulfill your schoolbooks requirements when initial mini-competition had no tender submissions made.

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

Further guidance documents and resources designed to help schools with procurement are also available on dedicated pages on [Department of Education and Youth website](#) and [Schools Procurement Unit website](#).

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

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

1.Unlock a tender

Log into eTenders account and on the “Task List” locate your tender competition. Click on the task called “Unlock Tenders” (Figure 1).

Title ▲▼	ID ▲▼	Task ▲▼	Status ▲▼	Cycle ▲▼	Deadline ▲▼	Estimated Value ▲▼
Mini-Competition for the provision of schoolbooks to [School Name and Roll Number]	434859	Unlock Tenders	Awaiting Tender Opening	1	No deadline is associated with this task	90,000
Mini-Competition for the provision of schoolbooks to [School Name and Roll Number]	434859	Associate PO/OS and PO/ES	Awaiting Tender Opening	1	No deadline is associated with this task	90,000

Figure 1

This will open “Tender Opening Space”. Click on “Submit List of Tenders” (Figure 2).

Cycle 1

ENVELOPE

TENDER CLOSING DEADLINE: 03/10/2025 06:00:00

TENDERS RECEIVED: 0

PO/OS USERS APPROVED THE SUBMITTED LIST OF TENDERS: 0 out of 1

SUBMITTED LIST OF TENDERS APPROVED BY:

SUBMITTED LIST OF TENDERS PENDING APPROVAL BY: First Name Last Name

List of Tenders

<input type="checkbox"/>	Economic Operator Name	T/P receipt ID	T/P submission time	Conformance Checks
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UPDATE LIST WITH TENDERS RECEIVED OFFLINE **SUBMIT LIST OF TENDERS**

Figure 2

A pop-up window will appear asking you to confirm. Click “ok” to proceed (Figure 3).

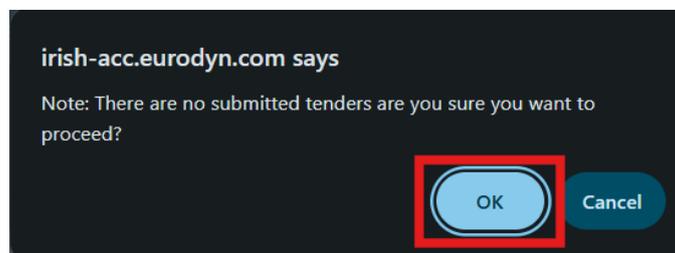


Figure 3

2. Cancel call for tenders

Click on the “home” icon to go back to “task list” (Figure 4).

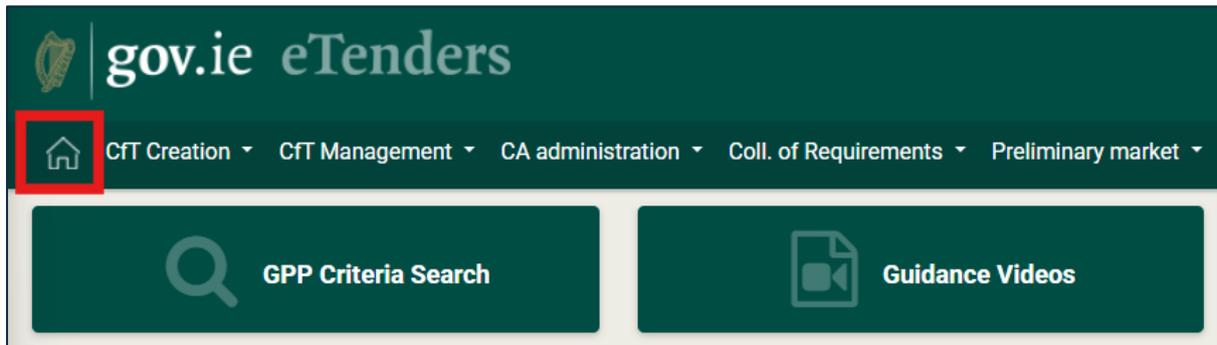


Figure 4

Locate your tender and click on “cancel CFT” task (Figure 5).

Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
Mini-Competition for the provision of schoolbooks to [School Name and Roll Number]	434859	Cancel Cft	Awaiting Tender Opening	1	No deadline is associated with this task	90,000	

Figure 5

This will open “CFT Workspace”. Click on “cancel CFT” on the right-hand side (Figure 6).

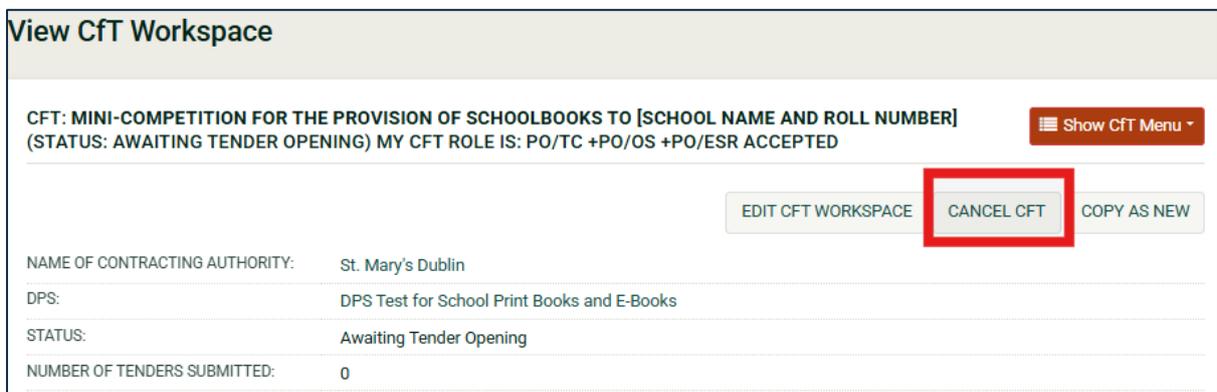


Figure 6

A pop-up window will appear – confirm to proceed (Figure 7).

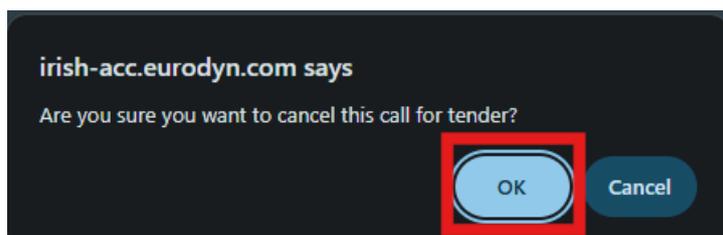


Figure 7

A notification should appear at the top of the page (Figure 8).

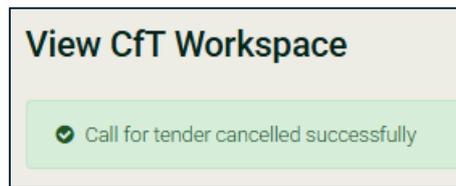


Figure 8

3. Export call for tenders

Next, click on “Export CFT” on the right-hand side (Figure 9).

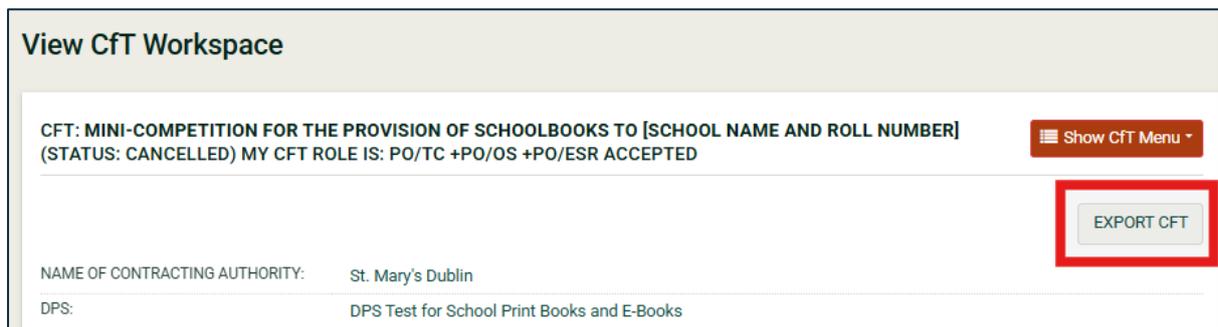


Figure 9

A new notification will come up at the top of the page (Figure 10).

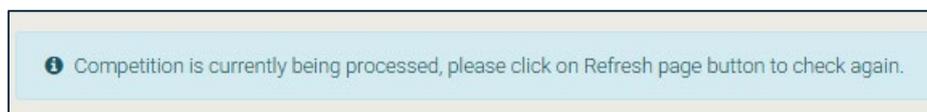


Figure 10

No further actions are necessary. This competition was now successfully closed on eTenders platform and – once the CFT is exported by the system the competition will no longer appear on your task list.