

HOW TO ADD SCORES  
AND PUBLISH CONTRACT  
AWARD NOTICE ON  
eTENDERS PLATFORM  
(SCHOOLBOOKS DPS)

*Schoolbooks Scheme for Post-Primary Schools*

June 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 finalizing tasks on eTenders platform after awarding the contract under the [Dynamic Purchasing System for the Supply of Schoolbooks](#) (DPS).

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](mailto:postprimaryschoolbooks@education.gov.ie) or 01 8892089.

**It is recommended to proceed with the below steps after the award and result letter were finalised and sent out to tenderers, and after the standstill period has passed without a challenge.**

**Note:** Finalised results and award letters should be printed and signed. The scanned copy sent via email and a hard copy via post. Templates can be found on [SPU website](#).

There are tables in this document that contain recommended values/information for schools to complete while creating the Contract Award Notice.

Example:

Name of the field and its code (if there is any)	Description of the field (where additional explanation is needed).	Recommended value to be inserted/selected by the school
xxx	xxxx	A greyed-out field means that this value was prepopulated/preselected by the system, and no further action is needed.
[Heading of a relevant node]		

# Required details

Important! There have been updates implemented on eTenders platform on 14th May 2026.

Anyone logging in to their eTenders account after that date **must** complete mandatory fields on the organisation details page. This will make completing eForms much easier.

See “eTenders guide” (section 2.2.2) found under paragraph 1 “Introduction to eTenders” on this page: <https://www.spu.ie/resources/etenders-guides>

Before following the guidance below, it is recommended to prepare relevant information as it will make the process easier:

**i. School information:**

- Website address (including *https://*)

*Note: this will be prepopulated in eForms if school’s account on eTenders is completed accordingly. However, if the website address is not in a correct format, the eForms will not validate as “true”.*

**ii. Competition details:**

- Estimated value of the whole contract (including any extensions and options if those apply) as published in the tender documents
- Award Criteria weightings for quality (A+B+C) and cost (D) criteria that applied in your competition as published in the tender documents (note: this refers to the methodology behind evaluating tenders and not the tenderers’ results)
- Results of the evaluation process – final scores and results of every tender that was submitted to your competition
- Actual value of the contract awarded in relation to this competition
- Date when the contract was concluded (i.e. signed by both parties)

**iii. Details relating to the company awarded the contract:**

- VAT number (i.e. registration number)
- Postal address (including Eircode)
- Email address for the company
- Website address (including *https://*)

*Note: these should be prepopulated in eForms if company’s account on eTenders is completed accordingly. However, if it isn’t eForms will not validate as “true”.*

# 1. Enter Offline Results

Log into eTenders and click on “Enter Offline Results” task on your “Task List”.

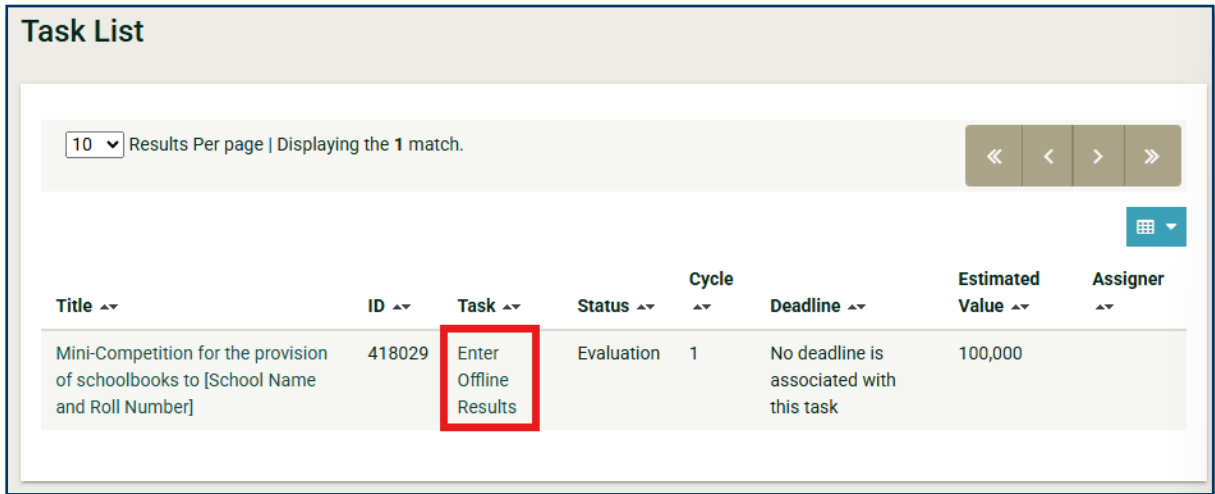


Figure 1

That will open a page with an overview of responses and documents submitted by the tenderers.

Add scores as per results of the offline evaluation. The Overall Score for tender: must be in the range **0 through 100**. If your final scores are between 0 and 1000, calculate percentages.

Those can be inserted with decimal points. Sign for percentages “%” must not be included.

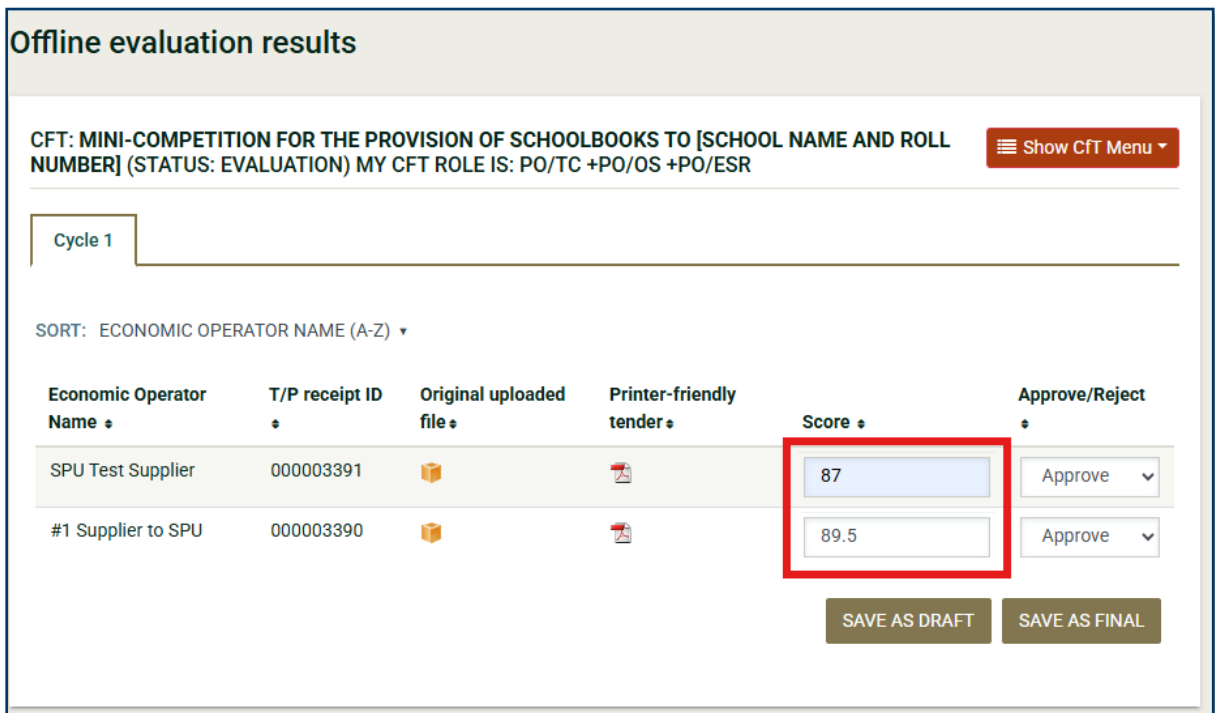


Figure 2

Leave all **compliant (valid) submissions** with “approve” selected.

Only submission that were deemed **invalid or non-compliant**, should be marked as **“rejected”**. Scores for all valid tenders: both **preferred and unsuccessful option(s)** should be **“approved”**.

To mark non-compliant submission as “rejected”, click on the arrow to open a dropdown menu and select **“reject”**.

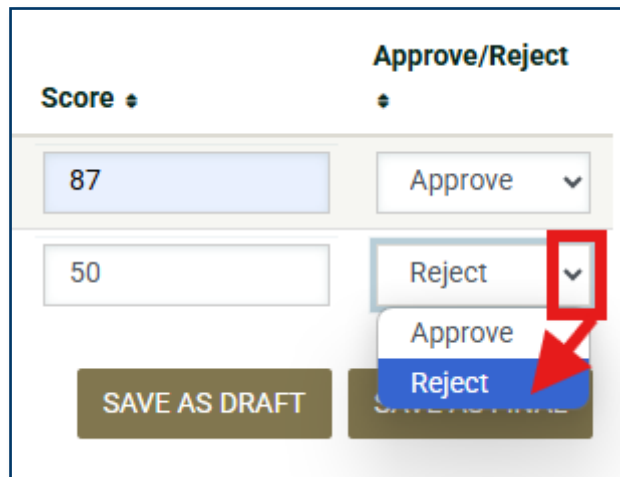


Figure 3

If all is correct, click on **“save as final”**.



Figure 4

A pop-up window will appear. If all is correct, click “ok” to confirm that the results are final.

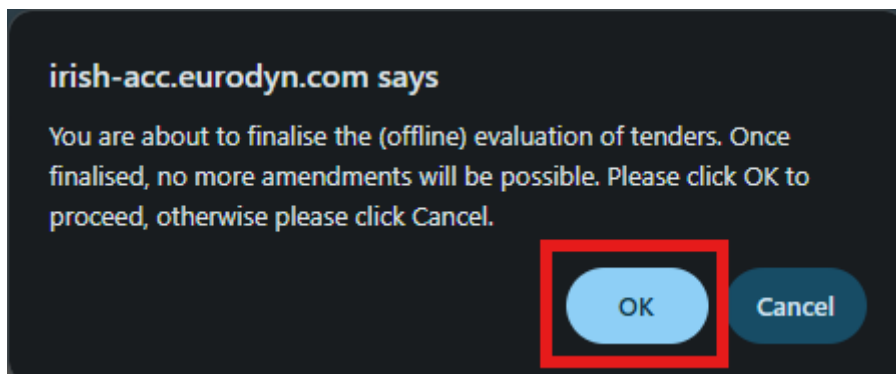


Figure 5

**If a submission was rejected by error, the option to “reject and request re-evaluation” will need to be chosen on eTenders.**

Contact [postprimaryschoolbooks@education.gov.ie](mailto:postprimaryschoolbooks@education.gov.ie) for support or follow SPU guide on how to unlock a tender from the step **“4.2.3 Re-evaluation request – pre-standstill ranking”**. The guide can be downloaded [here](#) under Phase 3: Evaluation process.

## 2. Pre-Standstill Ranking

Click on the “home” icon to go back to “task list”, and then click on “Pre-standstill ranking” task.



Title ^v	ID ^v	Task ^v	Status ^v	Cycle ^v	Deadline ^v	Estimated Value ^v
Mini-Competition for the provision of schoolbooks to [School Name and Roll Number]	418029	Pre-standstill ranking	Evaluation	1	No deadline is associated with this task	100,000

Figure 6

This will open a page with scores added earlier. All the boxes under “**Pass/Fail**” should be selected, unless this submission was deemed non-compliant or non-compliant.



Rank	Economic Operator Organisations	T/P receipt ID	Score/Price	Pass/Fail
1	#1 Supplier to SPU	000003390	89.50%	<input checked="" type="checkbox"/>
2	SPU Test Supplier	000003391	87.00%	<input checked="" type="checkbox"/>

SAVE

Figure 7

A pop-up window will appear asking you to confirm the suppliers’ ranking. If all is correct, click “ok” to proceed.

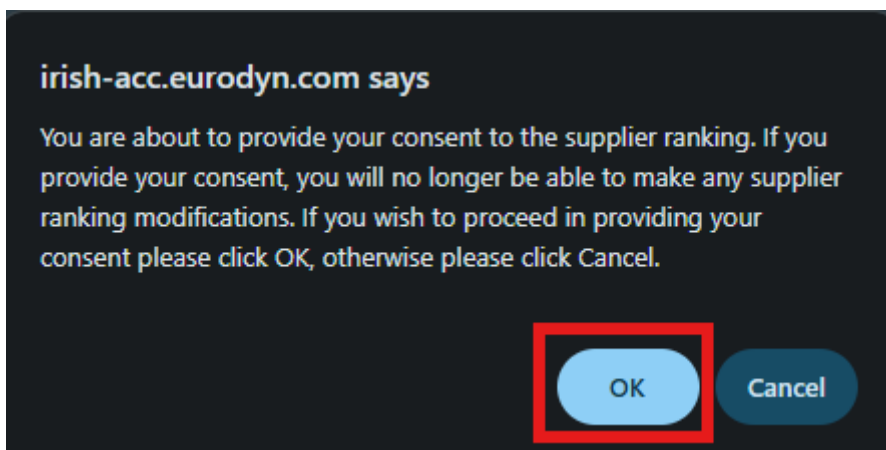


Figure 8

**If a submission was rejected by error, the option to “reject and request re-evaluation” will need to be chosen on eTenders.**

Contact [postprimaryschoolbooks@education.gov.ie](mailto:postprimaryschoolbooks@education.gov.ie) for support or follow SPU guide on how to unlock a tender from the step “**4.2.4. Re-evaluation request: announce evaluation results**”. The guide can be downloaded [here](#) under Phase 3: Evaluation process.

### 3. Announce Evaluation Results

Click on the “home” icon to go back to “task list”, and then click on “Announce Evaluation Results” task.

**Important! Proceed with that task only if the result and award letters have been already sent out to tenderers!**

**Note:** It is recommended to send out signed scanned copy of the result letters via email and hard copy via post.

Title ^v	ID ^v	Task ^v	Status ^v	Cycle ^v	Deadline ^v	Estimated Value ^v	Assigner ^v
Mini-Competition for the provision of schoolbooks to [School Name and Roll Number]	418029	Announce Evaluation Results	Evaluation	1	No deadline is associated with this task	100,000	

Figure 9

If the result and award letters have been sent out to all tenderers, click on “proceed without sending notifications”.

**CFT: MINI-COMPETITION FOR THE PROVISION OF SCHOOLBOOKS TO [SCHOOL NAME AND ROLL NUMBER] (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR** Show CFT Menu ^v

---

Notification message for the rejected Economic Operators.

Message: \*

(Maximum characters: 2000)

#1 Supplier to SPU Attachment:  
 No file chosen

SPU Test Supplier Attachment:  
 No file chosen

Common Attachment:  
 No file chosen

Fields marked with an asterisk are mandatory \*

Figure 10

A pop-up window will appear. If all is correct, click “ok” to proceed.

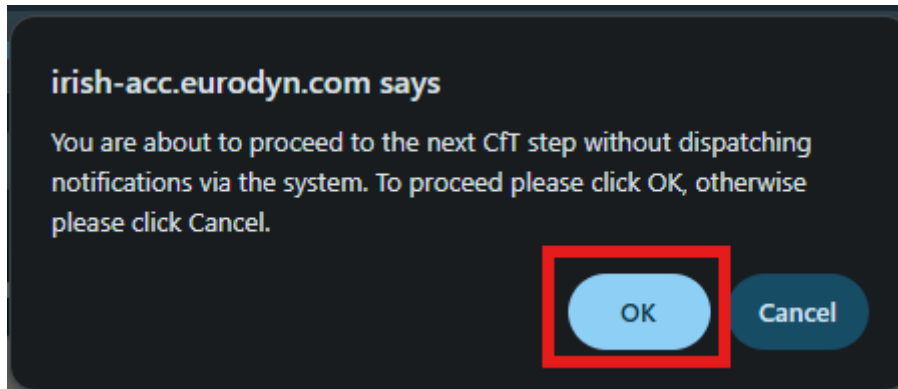


Figure 11

## 4. End Standstill Period

**Important! Proceed with the next steps only if the standstill period passed without a challenge.**

From the top menu choose “CFT Management” and then “List of My CFTs”.

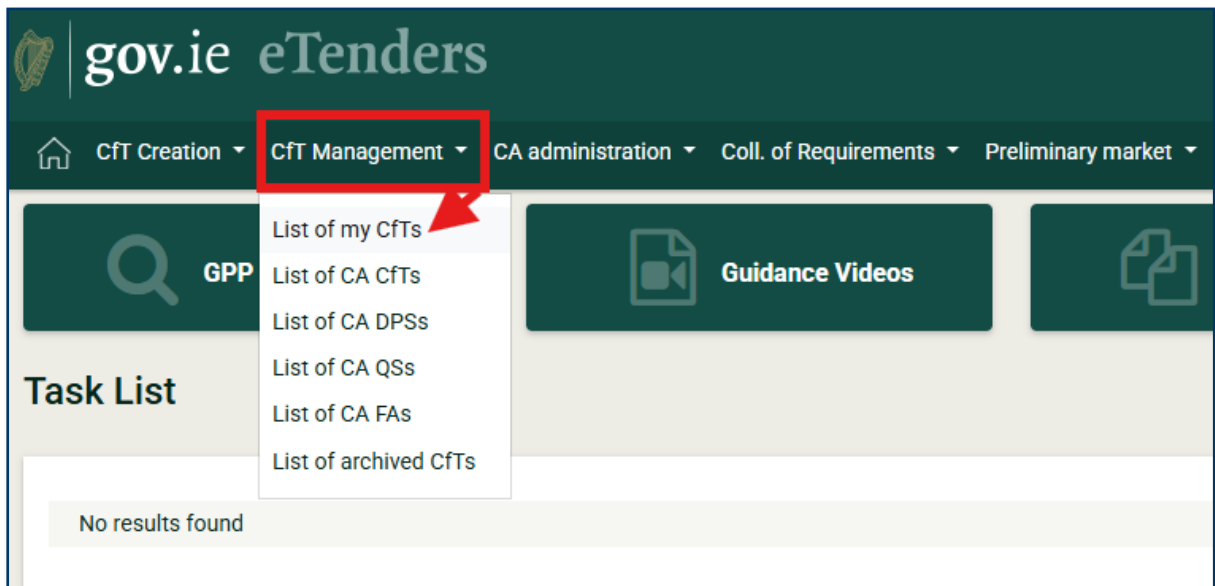


Figure 12

Find the relevant competition on the list and click on **this competition’s title**.

**Note:** If there were any other previously published or cancelled competitions, those will appear on the list as well. Make sure you are clicking on the correct title – check the reference ID and whether status of it is set as “evaluation”.

**Important! The competition you are looking for might not be the first one on the list!**

**List of My Cfts**

10 Results Per page | Displaying all 3 matches.

#	Title	Resource ID	Type	User roles	Status	Cycle	Date published	Tenders Submission Deadline	Interested Suppliers	Number of tenders submitted	Copy
1	Mini-Competition for the provision of schoolbooks to [School Name and Roll Number]	418029	Supplies	PO/TC + PO/OS + PO/ESR	Evaluation	1	03/06/2025 09:54:14	04/06/2025 12:00:00	2	2	

Figure 13

This will open “View CFT Workspace” page. If the standstill period passed without a challenge, click on the grey button on the right-hand side called “**End Standstill Period**”.

**View Cft Workspace**

CFT: MINI-COMPETITION FOR THE PROVISION OF SCHOOLBOOKS TO [SCHOOL NAME AND ROLL NUMBER] (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show Cft Menu

NAME OF CONTRACTING AUTHORITY: St. Mary's Dublin

DPS: DPS Test for School Print Books and E-Books

STATUS: Evaluation

NUMBER OF TENDERS SUBMITTED: 2

Figure 14

A pop-up window will appear asking you to confirm that the standstill period has ended. If that is correct, click on “ok” to proceed.

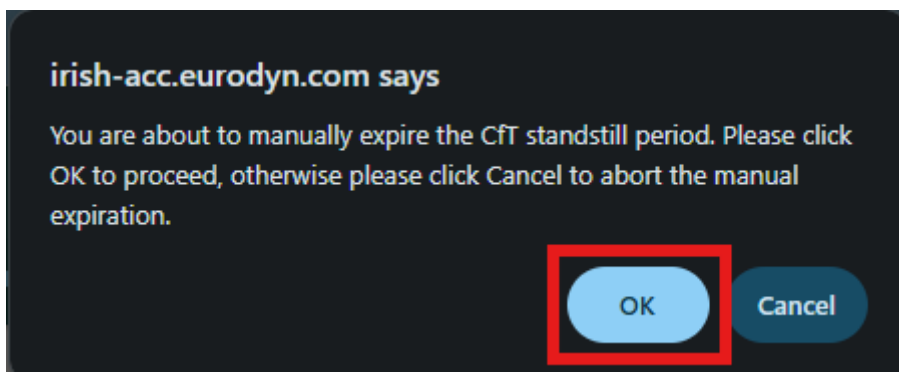


Figure 15

## 5. Post-Standstill Ranking

Click on the “home” icon to go back to “task list”, and then click on “**Post-standstill ranking**” task.

Title ▲▼	ID ▲▼	Task ▲▼	Status ▲▼	Cycle ▲▼	Deadline ▲▼	Estimated Value ▲▼
Mini-Competition for the provision of schoolbooks to [School Name and Roll Number]	418029	Post-standstill ranking	Evaluation	1	No deadline is associated with this task	100,000

Figure 16

That will open a page with a review of submitted marks.

If all submissions were considered **compliant**, and they passed all the mandatory requirements, leave the **boxes ticked**. The boxes should only be deselected next to submissions that were deemed **invalid or non-compliant**.

Review that everything is correct and click “**save**” at the bottom.

### Ranking

CFT: MINI-COMPETITION FOR THE PROVISION OF SCHOOLBOOKS TO [SCHOOL NAME AND ROLL NUMBER]  
(STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show CFT Menu ▼

Rank	Economic Operator Organisations	T/P receipt ID	Score/Price	Pass/Fail
1	#1 Supplier to SPU	000003390	89.50%	<input checked="" type="checkbox"/>
2	SPU Test Supplier	000003391	87.00%	<input checked="" type="checkbox"/>

SAVE

Figure 17

*Note: If any submitted tenders were marked as non-compliant (i.e. rejected) during Task 1 “Enter Offline Results” or Task 2 “Pre-Standstill Ranking”, they will appear here with a red icon under “Pass/Fail”.*

### Ranking

CFT: MINI-COMPETITION FOR THE PROVISION OF SCHOOLBOOKS TO [SCHOOL NAME AND ROLL NUMBER]  
(STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show CFT Menu ▼

Rank	Economic Operator Organisations	T/P receipt ID	Score/Price	Pass/Fail
1	#1 Supplier to SPU	000003390	89.50%	<input checked="" type="checkbox"/>
2	SPU Test Supplier	000003391	87.00%	<input type="checkbox"/>

SAVE

Figure 18

**If a submission was rejected by error, the option to “reject and request re-evaluation” will need to be chosen on eTenders.**

Contact [postprimaryschoolbooks@education.gov.ie](mailto:postprimaryschoolbooks@education.gov.ie) for support or follow SPU guide on how to unlock a tender from the step “4.2.6. Re-evaluation request: post standstill ranking”. The guide can be downloaded [here](#) under Phase 3: Evaluation process.

When you click “save”, a pop-up window will appear – click “ok” to proceed.

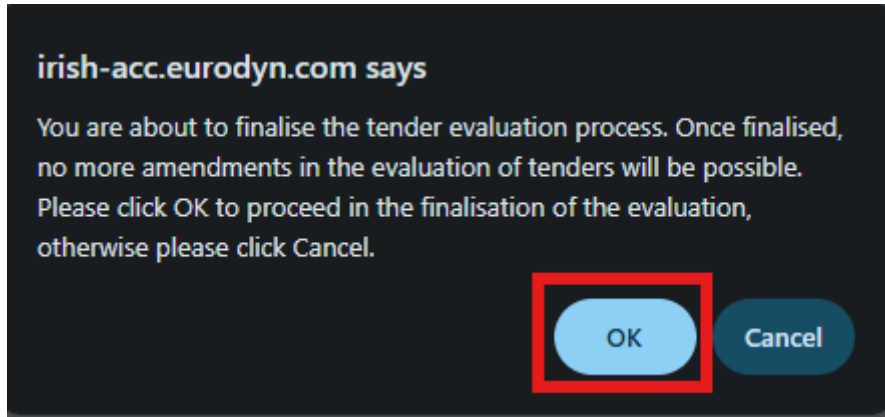


Figure 19

## 6. Award Contracts

Click on the “home” icon to go back to “task list”, and then click on “Award Contracts” task.

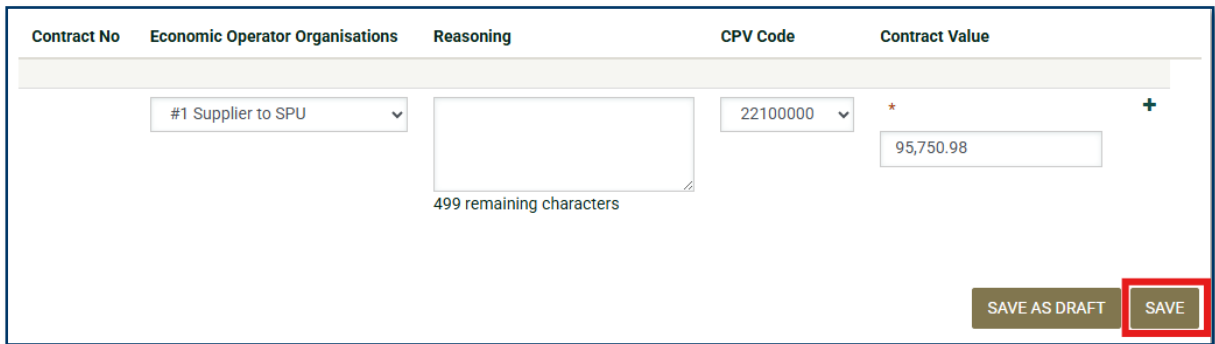
Title ▲▼	ID ▲▼	Task ▲▼	Status ▲▼	Cycle ▲▼	Deadline ▲▼	Estimated Value ▲▼
Mini-Competition for the provision of schoolbooks to [School Name and Roll Number]	418029	Award Contracts	Evaluation	1	No deadline is associated with this task	100,000

Figure 20

This will open a page with information about the contract awarded. Complete the mandatory fields with recommended text:

Field	Description	Recommended for Schools
Economic Operator Organisations	This field will be prepopulated with the name of the preferred supplier	Check that the correct name is displayed.
Reasoning	This field is <b>not mandatory</b> . Only 500 characters are allowed in this field.	Leave blank or insert summary of reasons for the evaluation result.
CPV Code	This field will be prepopulated	No action is needed.
Contract value	The actual contract value based on the PS submitted	Insert contract value as submitted by the preferred tenderer.

When relevant details were inserted, click “save”.



The screenshot shows a form with the following fields: 'Contract No' (dropdown menu with '#1 Supplier to SPU'), 'Economic Operator Organisations' (text area with '499 remaining characters'), 'Reasoning' (empty text area), 'CPV Code' (dropdown menu with '22100000'), and 'Contract Value' (text input with '95,750.98'). At the bottom right, there are two buttons: 'SAVE AS DRAFT' and 'SAVE'. The 'SAVE' button is highlighted with a red box.

Figure 21

A pop-up window will appear. If all is correct, click on “ok” to proceed.

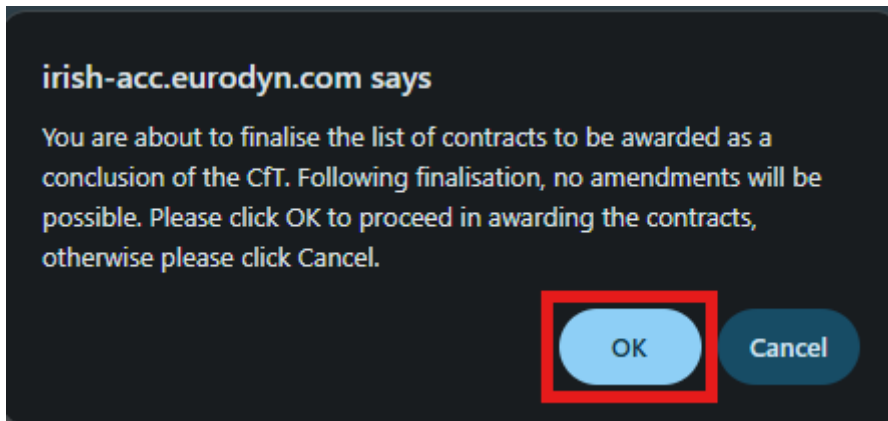


Figure 22

## 7. Enter Responses for Successful Suppliers

Click on the “home” icon to go back to “task list”, and then click on “Enter responses for successful suppliers” task.

Title ▲▼	ID ▲▼	Task ▲▼	Status ▲▼	Cycle ▲▼	Deadline ▲▼	Estimated Value ▲▼
Mini-Competition for the provision of schoolbooks to [School Name and Roll Number]	418029	Enter responses for successful suppliers	Evaluation	1	No deadline is associated with this task	100,000

Figure 23

This will open a page with supplier’s name and information whether they have accepted the contract. Click on the **pencil icon** on the left of supplier’s name.

CFT: MINI-COMPETITION FOR THE PROVISION OF SCHOOLBOOKS TO [SCHOOL NAME AND ROLL NUMBER]  
(STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR


#	Economic Operator Name	Accepted
 1	#1 Supplier to SPU	Not Replied

Figure 24

This will open a page with confirmation whether supplier has accepted the contract.

Select “**Accept**” if the tenderer **accepted the contract**. The field below should be left blank in this case.

Does #1 Supplier to SPU accept the contract award? \*

Accept  Decline

If the award is declined, please provide a reason.

Figure 25

**Note: if the tenderer rejected the offer, click on “decline” and in the field below provide reasons for why they did not accept it.**

Does #1 Supplier to SPU accept the contract award? \*

Accept  Decline

If the award is declined, please provide a reason.

Figure 26

When all is correct, click on “**submit**” below.

Does #1 Supplier to SPU accept the contract award? \*

Accept  Decline

If the award is declined, please provide a reason.

Figure 27

**Note:** If the **contract was declined** go back to “task list” and click on task called “Contract award has been rejected”. If the contract is awarded to the runner-up, choose “**yes**”, and if you want to cancel the competition and re-tender, click “**no**”. When all is correct, click on “submit”. **If you chose to award again**, go back to “task list”, and click on “award contracts” task. This will bring you to the same page as in Task 6 above. This time click on the arrow next to tenderer’s name (under “**Economic Operator Organisations**” heading) and choose the runner-up to which the contract was awarded. Next, follow the steps in Task 7 above.

## 8. Create Contract Award Notice

Click on the “home” icon to go back to “task list”, and then click on “**Publish Contract Award Notice**” task.

Title ▲▼	ID ▲▼	Task ▲▼	Status ▲▼	Cycle ▲▼	Deadline ▲▼	Estimated Value ▲▼
Mini-Competition for the provision of schoolbooks to [School Name and Roll Number]	418029	Publish Contract Award Notice	Evaluation	1	25/07/2025 16:36	100,000

Figure 28

Stay on the tab called “**Notices**” and click on the “**Create Notice (eForms)**” at the bottom.

CFT: MINI-COMPETITION FOR THE PROVISION OF SCHOOLBOOKS TO [SCHOOL NAME AND ROLL NUMBER] (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show CFT Menu ▼

Notices Tender Documents Invitations

No results found

CREATE NOTICE (EFORMS)

Figure 29

A pop-up window will open with three elements: (1) Notice type - dropdown menu, (2) Primary language, and (3) Supported Languages.

AVAILABLE NOTICES FORMS

Notice Type **1**

Primary Language \* **2**  
 GA  EN

Supported Languages **3**

CANCEL CREATE

Figure 30

Select notice type called “**Contract award notice - general directive, standard regime**”. The rest of the fields will be prepopulated: primary language – English and supported languages GA and EN. When ready, click “create” at the bottom.

AVAILABLE NOTICES FORMS

Notice Type

Contract award notice - general directive, standard regime

- Select Notice Form -

Contract award notice - general directive, standard regime

National Contract award notice - general directive, standard regime (no TED publication)

Below Threshold Contract Award Notice (CAN)/ Voluntary result

National Below Threshold Contract Award Notice (CAN) general (no TED publication)

GA

EN



CANCEL CREATE

Figure 31

This will open a new page called “**eForms**”.

**Note: If you exit eForms at any stage, you will be able to go back to it, by clicking on “publish contract notice” task on the “task list”.**

To edit the draft notice, click on the pencil icon under “actions” heading. To delete this draft, click on the icon of a bin.

Type ^v	Date Upd. ^v	Lang. ^v	Status ^v	Date Pub. ^v	Actions
Contract award notice - general directive, standard regime	28/01/2026 04:16:03 PM	EN	Draft		 

CREATE NOTICE (EFORMS)

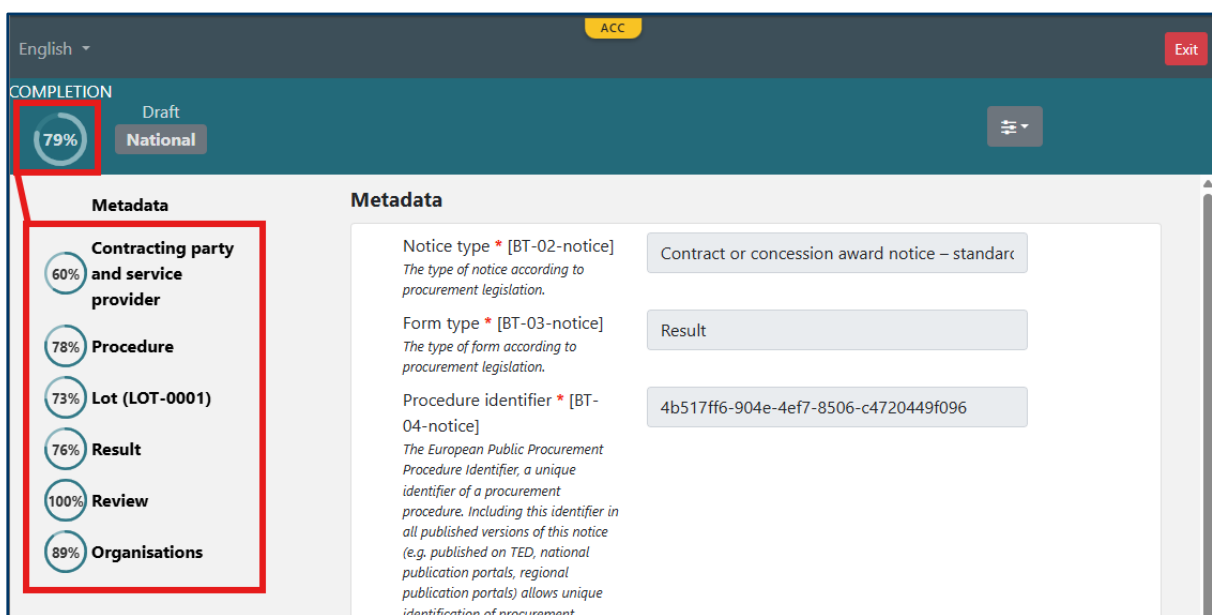
Figure 32

## 9. Contract Award Notice – eForms

eForms is a standardised online form that uses common terminology. It is used in different notices including contract award notices. It is a dynamic form that changes as different fields are completed. Only insert values as indicated in this guidance document.

### 9.1 How to navigate eForms

eForms page will have a status of completion of the notice displayed at the top and for each section next to the section title on the left-hand side. When the completion of the form is at 100%, the form can be validated and saved as final.



The screenshot shows the eForms interface. At the top, there is a language dropdown set to 'English', a yellow 'ACC' button, and a red 'Exit' button. Below this is a 'COMPLETION' bar with a 'Draft' status and a 'National' button. A circular progress indicator shows 79% completion. On the left, a sidebar lists sections with their completion percentages: Contracting party and service provider (60%), Procedure (78%), Lot (LOT-0001) (73%), Result (76%), Review (100%), and Organisations (89%). The main area is titled 'Metadata' and contains three fields: 'Notice type \* [BT-02-notice]' with a dropdown menu showing 'Contract or concession award notice – standar...', 'Form type \* [BT-03-notice]' with a dropdown menu showing 'Result', and 'Procedure identifier \* [BT-04-notice]' with a text input field containing '4b517ff6-904e-4ef7-8506-c4720449f096'. Each field has a red 'x' icon next to it, indicating a mandatory field.

Figure 33

You will be required to select each section, starting with “Contracting party and service provider”, and complete each mandatory field marked with a red “x” icon.

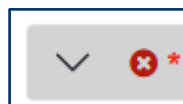


Figure 34

**Important! some fields in the eForms mentioned in this guide for you to complete may have a green tick next to it. Complete all and only the fields indicated in this guide.**

Click on the section title on the left-hand side to open all the fields in this section.

**Note: fields will be collapsed. To view all the options, click on the arrow icon next to the heading marked with red “x” icon.**

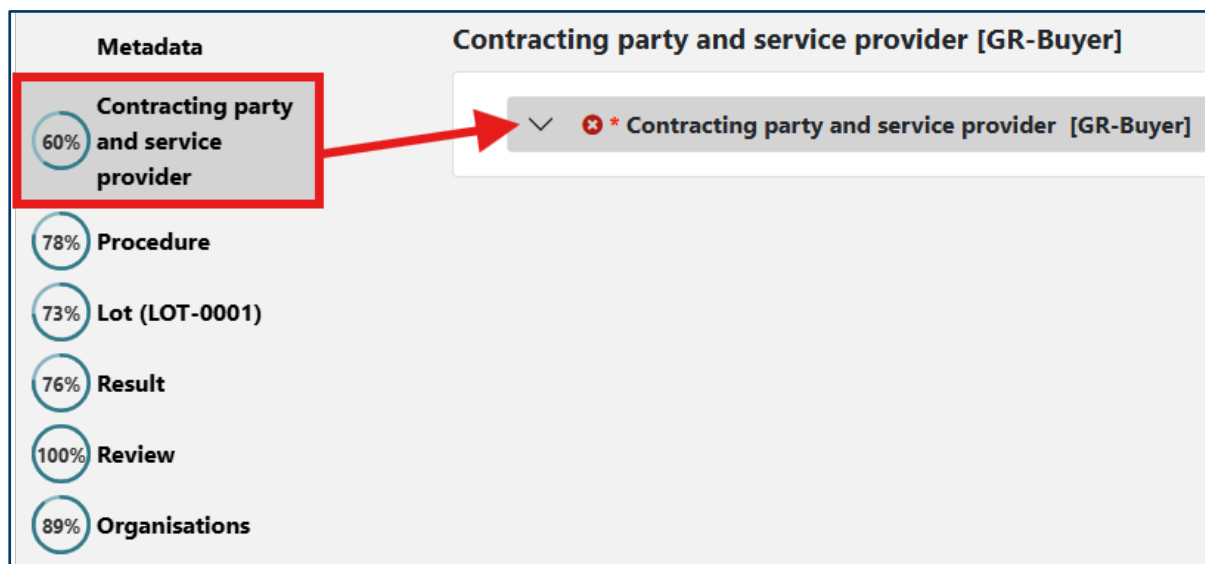


Figure 35

Some of the sections will have several tabs. Each tab with red “x” icon will have to be opened and all the mandatory fields in them – completed.

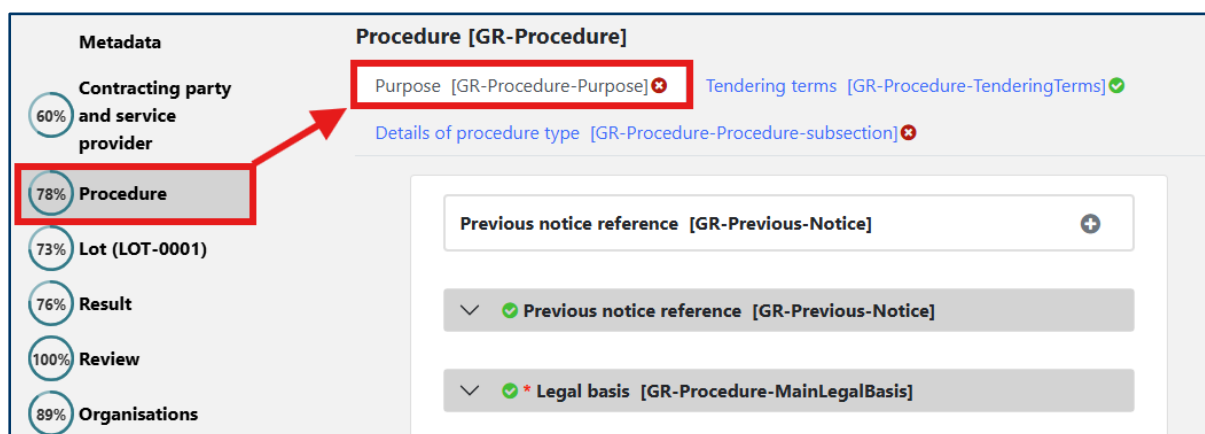


Figure 36

You will be required to either select a value from a dropdown menu or insert text into each mandatory field. Recommended text and examples can be found in tables in following steps 9.2 to 9.7.

**Note: only complete fields indicated in the tables in this guide.**

When you select or insert required text in each mandatory field, **click outside of the field on the grey area** for that value to be saved.

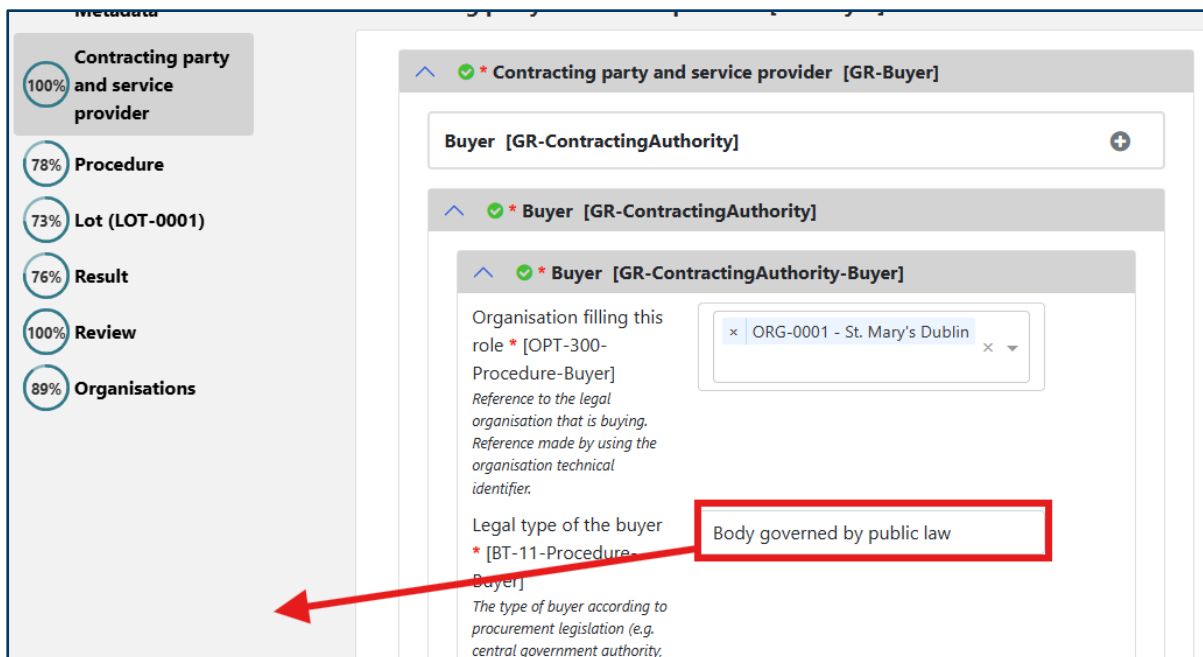


Figure 37

When it is being saved, you will see a blue bar loading at the top of the webpage. Wait for it to finish loading.



Figure 38

When it is done and the field was completed correctly, a green pop-up window **“Success. Values updated”** will show at the bottom-right of the webpage.

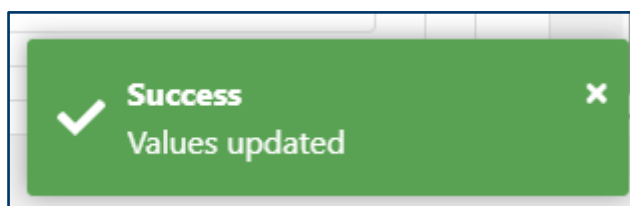


Figure 39

## 9.2 Contracting party and service provider

First, select “Contracting party and service provider” tab.

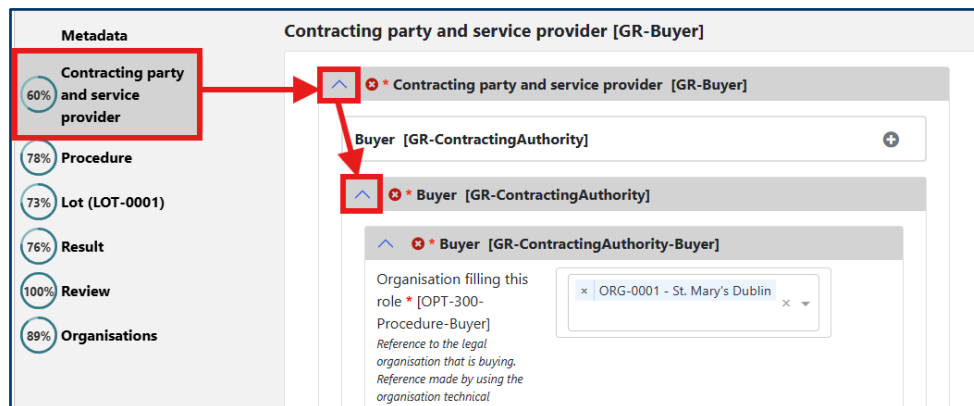


Figure 40

Open the node called “**Buyer [GR-ContractingAuthority-Buyer]**”. All the mandatory fields in this section should be prepopulated. However, it is recommended to review the fields indicated below, to ensure values are inserted correctly.

Field	Description	Recommended Text for Schools
Organisation filling this role * [OPT-300-Procedure-Buyer]	Reference to the legal organisation that is buying. Reference made by using the organisation technical	This field should be prepopulated with your school’s code and name. Example: ORG-001 St. Mary’s Dublin
Legal type of the buyer * [BT-11-Procedure-Buyer]	The type of buyer according to procurement legislation (e.g. central government authority, body governed by public law, public undertaking).	If this field is not prepopulated, select: <b>Body governed by public law</b>
Activity of the contracting authority * [BT-10-Procedure-Buyer]	The main activity of the contracting authority.	If there is a value other than “Education” visible here, delete it and then select: <b>Education</b>
Buyer profile * [BT-508-Procedure-Buyer]	The website where the buyer publishes information regarding procurement procedures (e.g. notices, procurement documents).	Check that the website address is inserted with a correct format, i.e. with https:// in front of it.  Example: https://spu.ie

If all details were inserted correctly, this section will show **100% completion**.

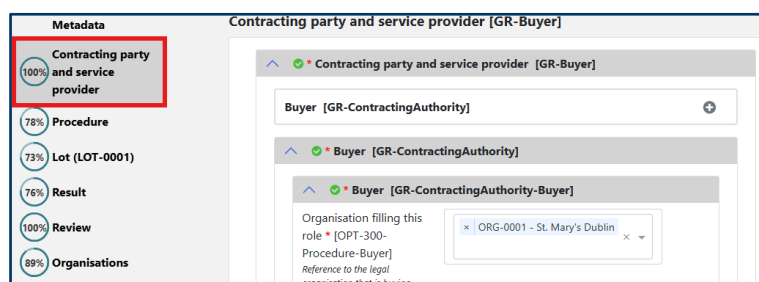


Figure 41

## 9.3 Procedure

### 9.3.1 Purpose [GR-Procedure-Purpose]

Now, click on the “Procedure” section and stay in “Purpose [GR-Procedure-Purpose]” tab.

Figure 42

Scroll down to “Scope of the procurement [GR-Procedure-Scope]”. If this field is not prepopulated, insert relevant value.

Figure 43

Field	Description	Recommended Text for Schools
Estimated value excluding VAT * [BT-27- Procedure]	The estimated value of the procurement procedure or lot, over its whole duration, including options and renewals.	Insert estimated value of the contract, same as the value inserted during creating the Mini Competition.  Example: 100,000.00

Staying in the same tab, scroll further down to “**Place of performance [GR-Procedure-PlaceOfPerformance]**” and click on the arrow next to the heading to see the mandatory fields.

Figure 44

**If the BT-5071-Procedure is already prepopulated, move to the next page.**

Field	Description	Recommended Text for Schools																		
Country subdivision (NUTS) * [BT-5071-Procedure]	The location according to the common classification of territorial units for statistics (NUTS). The NUTS3 classification code shall be used.	Type in NUTS3 code (as listed below) for your county: <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
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<b>Midland</b>	Laois, Longford, Offaly, Westmeath																			

### 9.3.2 Details of procedure type [GR-Procedure-Procedure-subsection]

Scroll back up and select “Details of procedure type [GR-Procedure-Procedure-subsection]” tab. Click on the arrow to open “Type of procedure [GR-Procedure-Procedure]”.

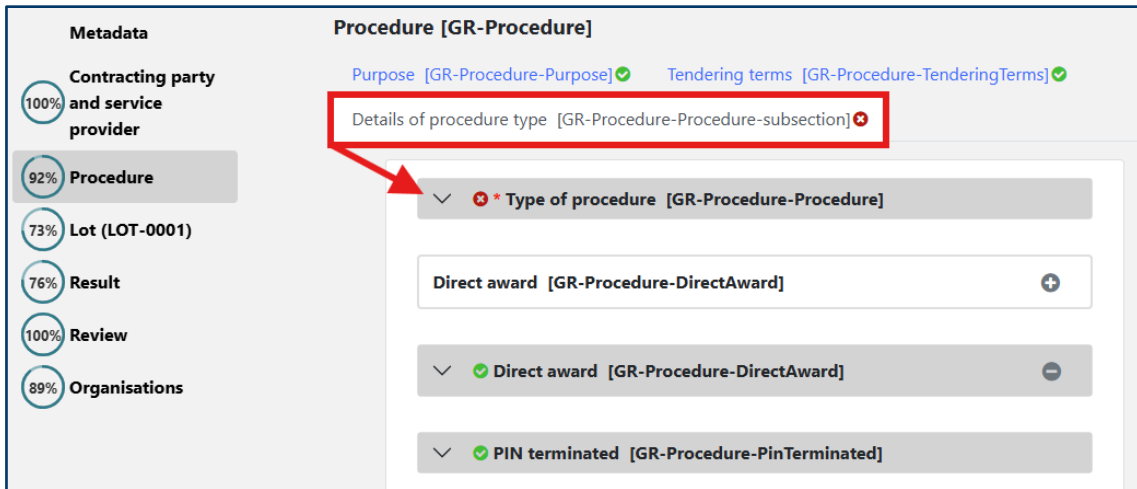


Figure 45

Field	Description	Recommended Text for Schools
Type of procedure * [BT-105-Procedure]	The type of procurement procedure (e.g. according to the types given in the Public Procurement Directives mentioned in the recitals of this Act).	Delete “open” and select: “Other multiple stage procedure”

## 9.4 Lot (LOT-0001)

### 9.4.1 Tendering process [GR-Lot-Purpose]

When “Procedure” section is at 100% completion, click on the next one, called “Lot (LOT-0001)”, and stay in the “Tendering process [GR-Lot-Purpose]” tab.

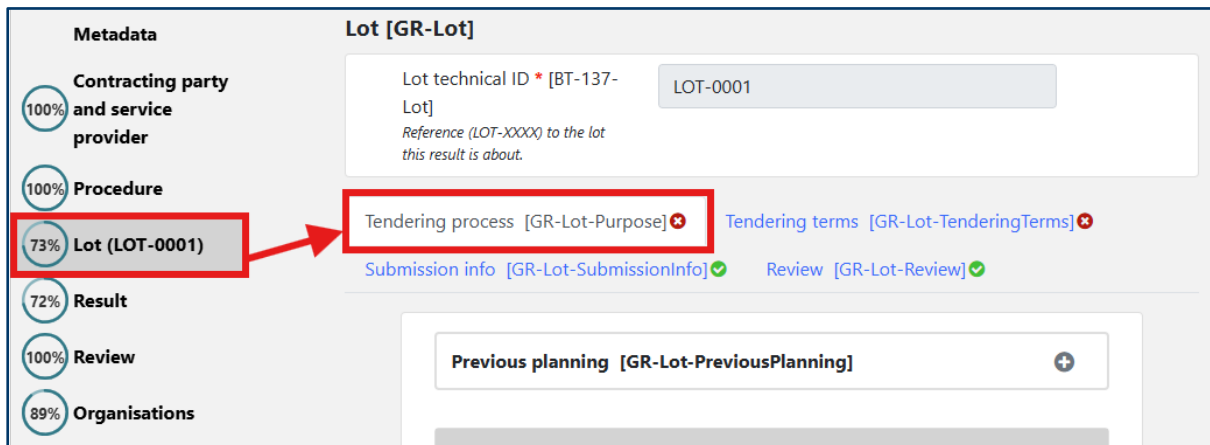


Figure 46

Scroll down to “Place of performance [GR-Lot-PlaceOfPerformance]”.

Figure 47

If the BT-5071-Procedure is already prepopulated, move to the next page.

Field	Description	Recommended Text for Schools																		
Country subdivision (NUTS) * [BT-5071-Lot]	The location according to the common classification of territorial units for statistics (NUTS). The NUTS3 classification code shall be used.	Type in NUTS3 code (as listed below) for your county.  <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>Midland</b>	Laois, Longford, Offaly, Westmeath																			

### 9.4.2 Tendering terms [GR-Lot-TenderingTerms]

Scroll back up, and click on “Tendering terms [GR-Lot-TenderingTerms]” tab.

Figure 48

Select the heading “Award criteria [GR-Lot-AwardCriteria]”. After clicking on the arrow next to the heading, add another award criterion by clicking on plus icon, as shown below.

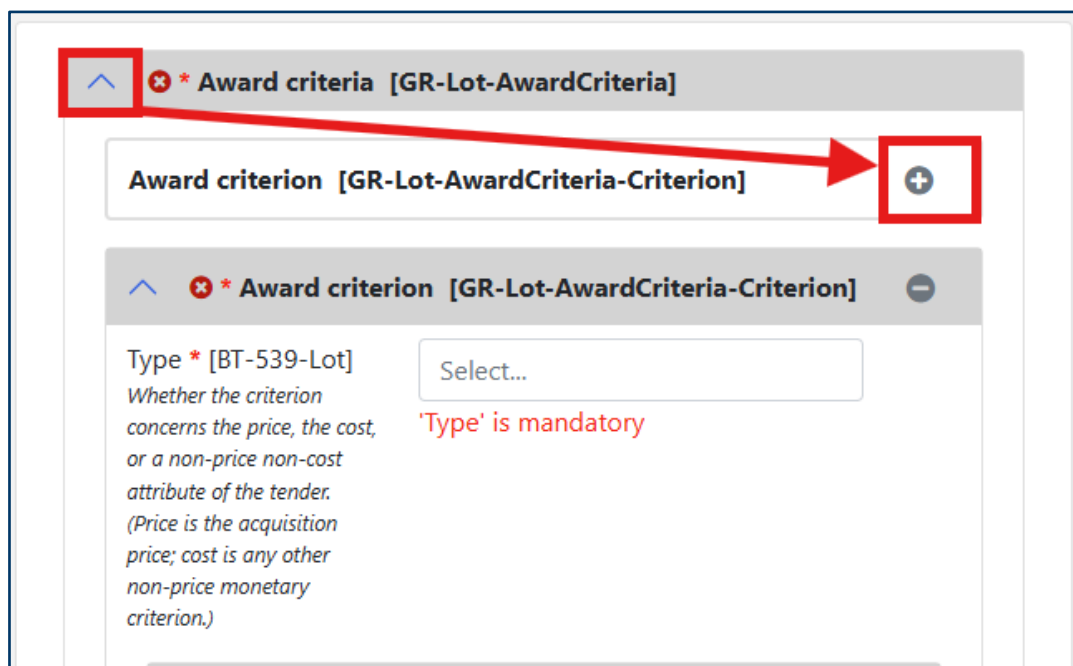


Figure 49

Insert values into the **first award criterion**.

Field	Description	Recommended Text for Schools
Type * [BT-539-Lot]	Whether the criterion concerns the price, the cost, or a non-price non-cost attribute of the tender. (Price is the acquisition price; cost is any other non-price monetary criterion.)	Select: Quality
Description * [BT-540-Lot]	The description of the award criterion. <b>Note: Quality Award Criterion is the same as qualitative criteria (i.e. A + B + C)</b>	Insert value for qualitative award criteria as per your tender documents.  Example: Quality @ 75%
Award criterion number * [BT-541-Lot-WeightNumber]	A number linked to an award criterion. <b>Important! After saving the description you may need to scroll back up to find this field!</b>  <b>Check the codes for each field and make sure you only insert values into fields indicated in this guide!</b>	Insert value for qualitative award criteria as per your tender documents.  Example: 75
Number is a type of weight * [BT-5421-Lot]	Whether the number linked to an award criterion is a type of weight (e.g. a percentage).  <b>If the BT-5071-Procedure is already prepopulated, move to the next page.</b>	Select: Weight (percentage, exact)

Scroll down to the **second award criterion (field added in the earlier step)**.

Name [BT-734-Lot]  Characters typed: 0 of 400

**\* Award criterion [GR-Lot-AwardCriteria-Criterion]**

Type \* [BT-539-Lot]  'Type' is mandatory

Whether the criterion concerns the price, the cost, or a non-price non-cost attribute of the tender. (Price is the acquisition price; cost is any other non-price monetary criterion.)

**Award criteria parameters [GR-Lot-AwardCriteria-Criterion-Parameters]**

**Threshold value criterion [GR-Lot-AwardCriteria-ThresholdCriterion-Parameter]**

Figure 50

Field	Description	Recommended Text for Schools
Type * [BT-539-Lot]	Whether the criterion concerns the price, the cost, or a non-price non-cost attribute of the tender. (Price is the acquisition price; cost is any other non-price monetary criterion.)	Select: Cost
Description * [BT-540-Lot]	The description of the award criterion. <b>Note: Cost Award Criterion is equal to criterion D</b>	Insert value for cost award criterion as per your tender documents.  Example: Cost @ 25%
Award criterion number * [BT-541-Lot-WeightNumber]	A number linked to an award criterion. <b>Important! After saving the description you may need to scroll back up to find this field!</b>  <b>Check the codes for each field and make sure you only insert values into fields indicated in this guide!</b>	Insert value for qualitative award criteria as per your tender documents.  Example: 25
Number is a type of weight * [BT-5421-Lot]	Whether the number linked to an award criterion is a type of weight (e.g. a percentage).  <b>This field will be added by the system only when the previous one is completed.</b>	Select: Weight (percentage, exact)

### 9.4.3 Review [GR-Lot-Review]

Switch to a “Review [GR-Lot-Review]” tab.

Figure 51

Open “Deadlines for review [GR-Lot-Deadline]” node and complete the mandatory field.

Figure 52

Field	Description	Recommended Text for Schools
Information about review deadlines * [BT-99-Lot]	The description of the time limits for review procedures.	Please see DPS tender documents on eTenders platform – resource ID 4688326.

## 9.5 Result

When ready, switch to the next section called “Result”.

### 9.5.1 Contracts [GR-SettledContract-Section]

First, select tab called “Contracts [GR-SettledContract-Section]”.



Figure 53

Field	Description	Recommended Text for Schools
Date of the conclusion of the contract * [BT-145-Contract]	The date when the contract was concluded. Typically, this is the date when the last contractual party signed the contract. However, if no contract is signed, then the date of contract conclusion may correspond to other dates (e.g. the date when the buyer notified the winning tenderer). The date of contract conclusion is always later than the end of the standstill period and the moment when any evidence submitted by the winner has been verified.	<p>Insert date on which the contract was signed in this format <b>dd/mm/yyyy</b> or click on the calendar icon to select the date.</p> <p>Example: 26/05/2026</p> <p>In this example school signed the contract and sent it to the supplier. The supplier signed it on 26<sup>th</sup> June and sent the signed copy to the school. Therefore, conclusion date is 26<sup>th</sup> May 2026.</p>

### 9.5.2 Tenders [GR-LotTender-Section]

Scroll back up, and select next tab called “Tenders [GR-LotTender-Section]”.

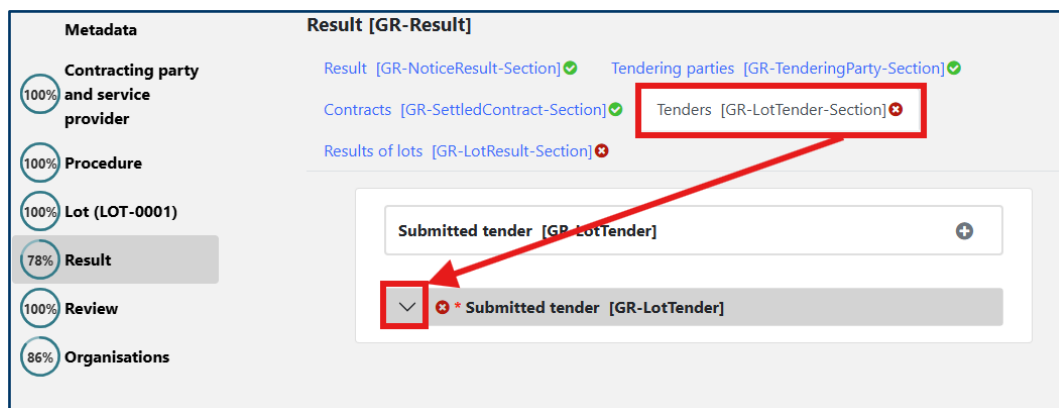


Figure 54

**Note: an error may occur here, and screen will keep on showing fields from the previously opened tab. If that happens: refresh the page in the browser.**

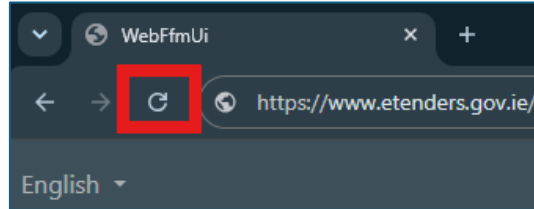


Figure 55

Field	Description	Recommended Text for Schools
Identifier of lot or group of lots * [BT-13714-Tender]	An identifier of a lot (LOT-XXXX) or a group of lots (GLO-XXXX) for which the tender was submitted. The information in the tender section refers to this lot.	Select "LOT-0001" from the dropdown list.
Subcontracting * [BT-773-Tender]	Whether at least a part of the contract will be subcontracted.	Select: No (if the contract is not subcontracted)

### 9.5.3 Results of lots [GR-LotResult-Section]

Scroll back up and select next tabs called "Results of lots [GR-LotResult-Section]".

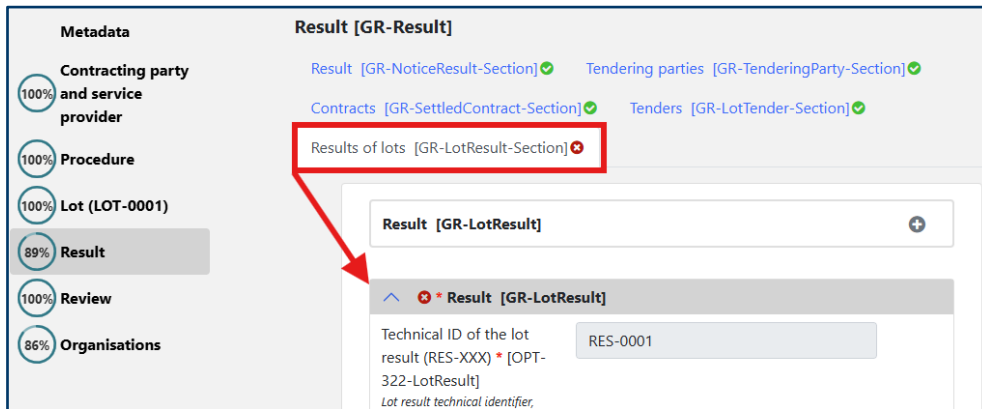


Figure 56

**Note: an error may occur here, and screen will keep on showing fields from the previously opened tab. If that happens: refresh the page in the browser.**

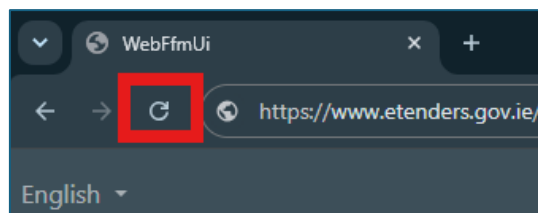


Figure 57

Scroll down to “Lot result identifiers [GR-LotResult-1]”.

Figure 58

Field	Description	Recommended Text for Schools
Result lot identifier * [BT-13713-LotResult]	Result Lot identifier (LOT-XXXX) points to the Lot (BT-137) this result is about.  <b>Note: when this field is completed the system will automatically bring you to one of the previous tabs.</b>	Select “LOT-0001” from the dropdown list.

#### 9.5.4. Tenders [GR-LotTender-Section]

When the “Result lot identifier [BT-13713-LotResult]” field is completed, the system will bring you automatically to the tab “Tenders [GR-LotTender-Section]”.

The page should show “Value of the tender [BT-720-Tender]” field.

Figure 59

Field	Description	Recommended Text for Schools
Value of the tender [BT-720-Tender]	The value of the tender or another result, including options and renewals. In case of the modification notice, the value of the modification.	Insert actual value of the contract as in earlier steps (see 9.3.1).  Example: 95750.98

### 9.5.5. Results of lots [GR-LotResult-Section]

When the value of the tender is inserted, scroll back up and switch to the tab called “**Results of lots [GR-LotResult-Section]**”.

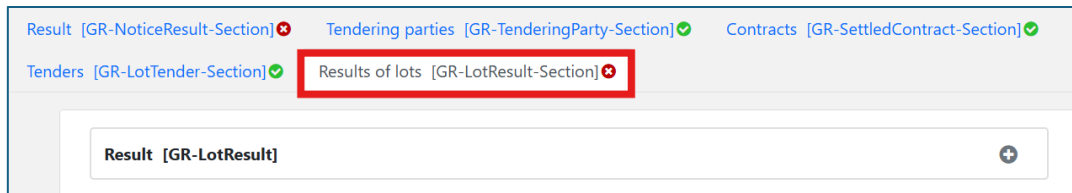


Figure 60

Scroll down to “**Lot result techniques [GR-LotResult-2]**”.

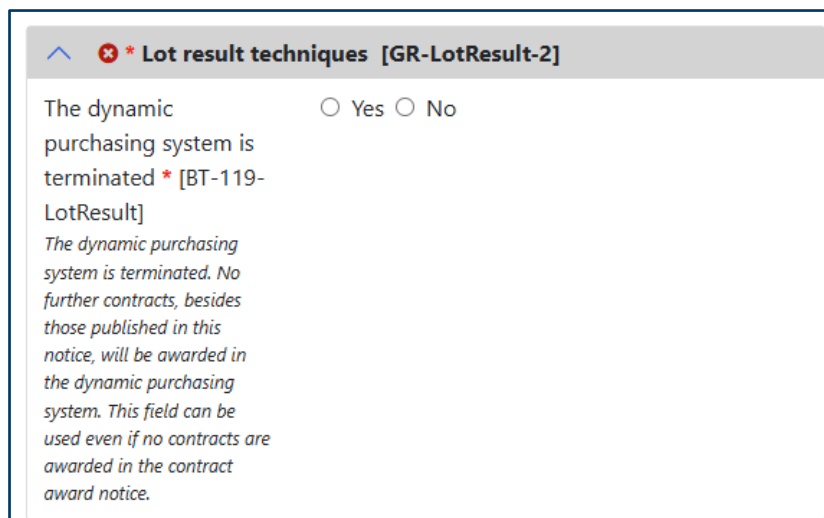


Figure 61

Field	Description	Recommended Text for Schools
The dynamic purchasing system is terminated * [BT-119- LotResult]	The dynamic purchasing system is terminated. No further contracts, besides those published in this notice, will be awarded in the dynamic purchasing system. This field can be used even if no contracts are awarded in the contract award notice.	Select: No

Scroll further down to “**Received submissions statistics [GR-LotResult-ReceivedSubmissions]**”.

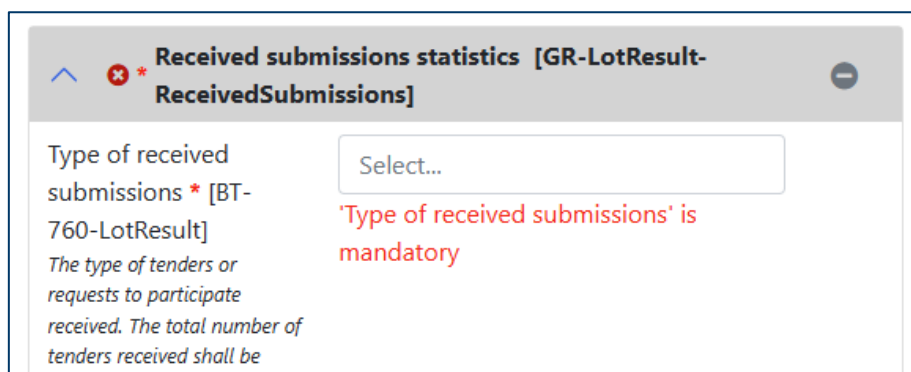


Figure 62

Field	Description	Recommended Text for Schools
Type of received submissions * [BT-760-LotResult]	The type of tenders or requests to participate received. The total number of tenders received shall be given. When a notice does not fall under Directive 2009/81/EC and is not about social or other specific services, the number of tenders received from micro, small and medium enterprises; the number of tenders received from tenderers registered in other European Economic Area countries and the number of tenders received from tenderers registered in countries outside of the European Economic Area shall also be given. All tenders shall be counted, regardless of whether they are admissible or inadmissible. For tenders submitted by a group of tenderers (e.g. a consortium), the tender shall be counted in the relevant category (e.g. SME) if the majority of the work is expected to be done by tenderers which fall within this category (e.g. they are SMEs).	Select: Tenders
Number of tenders or requests to participate received * [BT-759-LotResult]	Number of tenders or requests to participate received. Tenders including variants or multiple tenders submitted (for one lot) by the same tenderer should be counted as one tender.	Insert number of tenders received.

### 9.5.6. Result [GR-NoticeResult-Section]

When the earlier steps are completed, the system added a new tab in this section. Click on the newly added tab called “**Result [GR-NoticeResult-Section]**” and insert relevant value.

Figure 63

Field	Description	Recommended Text for Schools
Value of all contracts awarded in this notice * [BT-161-NoticeResult]	The value of all contracts awarded in this notice, including options and renewals.	Insert actual value of the contract. Example: 95750.98

## 9.6 Review

Section called “**Review**” should be at **100% completion**. No further action is needed.

Figure 64

## 9.7 Organisations

Select next section called “**Organisations**” and stay on the tab called “Organisations [GR-Organisations-Subsection]”.

### 9.7.1 School (ORG-0001)

Open more setting for the first “**Organisations mentioned in the notice [GR-Organisations]**” that appears in this tab. Information here will refer to your school.

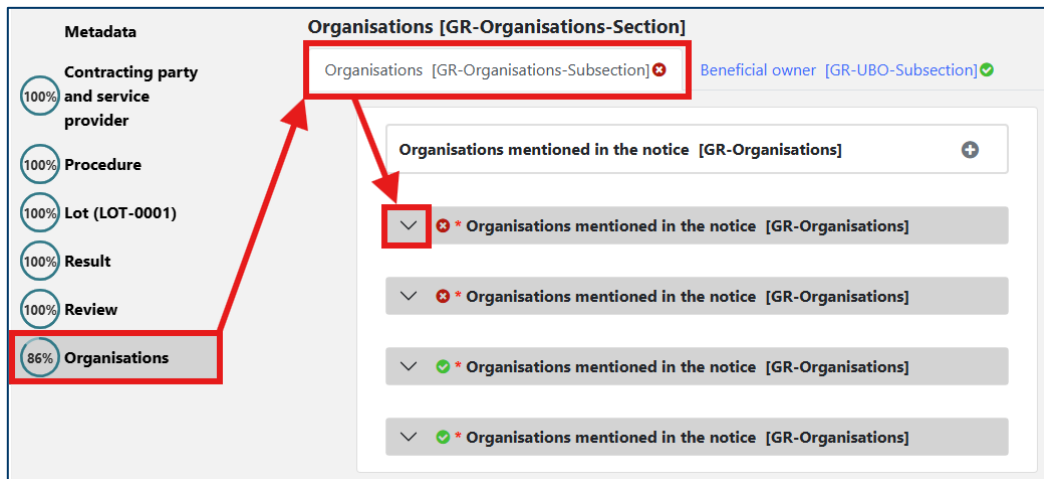


Figure 65

Scroll down to a node called: “**Information related exclusively to the buyer [GR-Company-BuyerExclusive]**”.

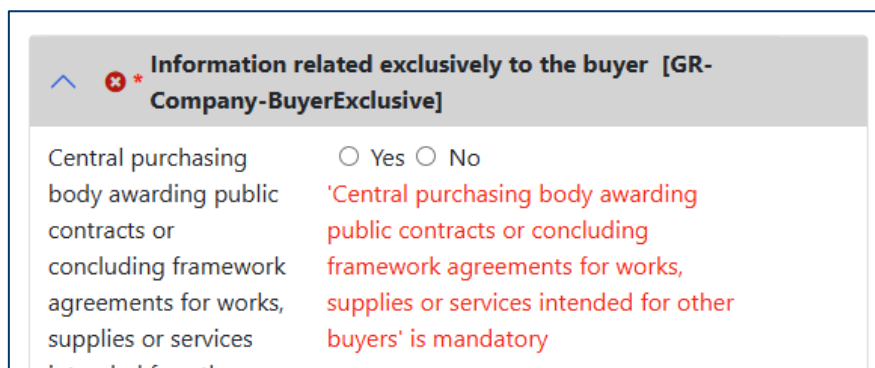


Figure 66

Field	Description	Recommended Text for Schools
Central purchasing body awarding public contracts or concluding framework agreements for works, supplies or services intended for other buyers * [OPP-051-Organization]	Indicator used to specify whether a buyer is a central purchasing body awarding contracts.	Select: No

### 9.7.2 Supplier (ORG-0002)

Now, move to the **second heading** called “**Organisations mentioned in the notice [GR-Organisations]**”. This one will refer to the **supplier** that was awarded the contract.

Figure 67

**Note: all the information here should be prepopulated. If any of the fields are marked with the red “x”, see the table below for more details.**

Field	Description	Recommended Text for Schools																		
<b>Company’s legal identifier [GR-Organisation-Identifier]</b>																				
Official name * [BT-500-Organization-Company]	The official name of the organisation. Please note this field refers to the supplier and not the school.	If this field is empty, contact your chosen supplier for the company registration number (VAT number). You can save the draft eForms and come back to complete this and remaining fields when you have this information.																		
<b>Address [GR-Company-Address]</b>																				
Country subdivision (NUTS) * [BT-507-Organization-Company]	The location according to the common classification of territorial units for statistics (NUTS) of the organisation's physical address. The NUTS3 classification code shall be used.	Type in NUTS3 code (as listed below) for the county, the <b>supplier</b> is registered in. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>NUTS3 Code</u></th> <th style="text-align: left;"><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>																			
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<b>Mid-East</b>	Kildare, Meath, Wicklow, Louth																			
<b>Midland</b>	Laois, Longford, Offaly, Westmeath																			

Information related exclusively to the economic operator [GR-Company-EconomicOperatorExclusive]		
Size of the economic operator * [BT-165-Organization-Company]	The size of the winner, tenderer or subcontractor (e.g. micro enterprise, small enterprise, medium enterprise).	Select description that reflects supplier's status. If you are unsure – contact your supplier for more information before proceeding.  Options: <ul style="list-style-type: none"> <li>- Large</li> <li>- Medium</li> <li>- Micro</li> <li>- Micro, small, or medium</li> <li>- Small</li> </ul>

### 9.7.3 Education Procurement Service (ORG-005)

Now, move to the last node in this section with details for the ORG-0005 and delete it.

^ ✓ \* Organisations mentioned in the notice [GR-Organisations] -

Organisation technical ID (ORG-XXX) \* [OPT-200-Organization-Company]   
*Technical identifier of the organisation*

^ ✓ \* Organisation [GR-Company]

Official name \* [BT-500-Organization-Company]   
*The official name of the* Characters typed: 18 of 400

Figure 68

**When completed all the sections should now have 100% completion. If any of the sections show lower percentage than 100%, go back to those and insert missing information as described in guidelines above.**

## 9.8 Validating eForms and saving as final

To validate eForms, click on the tick icon on the top of the page, and then click on “validate”. Wait for the system to process this request – there will a blue bar loading at the top of the page.

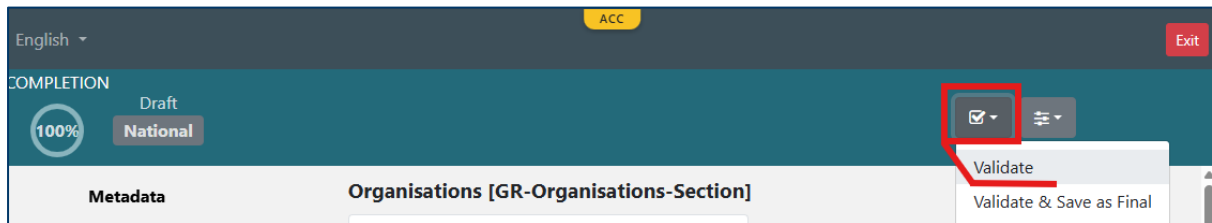


Figure 69

When the form is checked by the system, a pop-up window will appear. If it says “true”, you can close the window.

Note: If the form does not validate as “true” and there are any errors shown, contact SPU at [procurementsupport@spu.ie](mailto:procurementsupport@spu.ie) for further guidance.

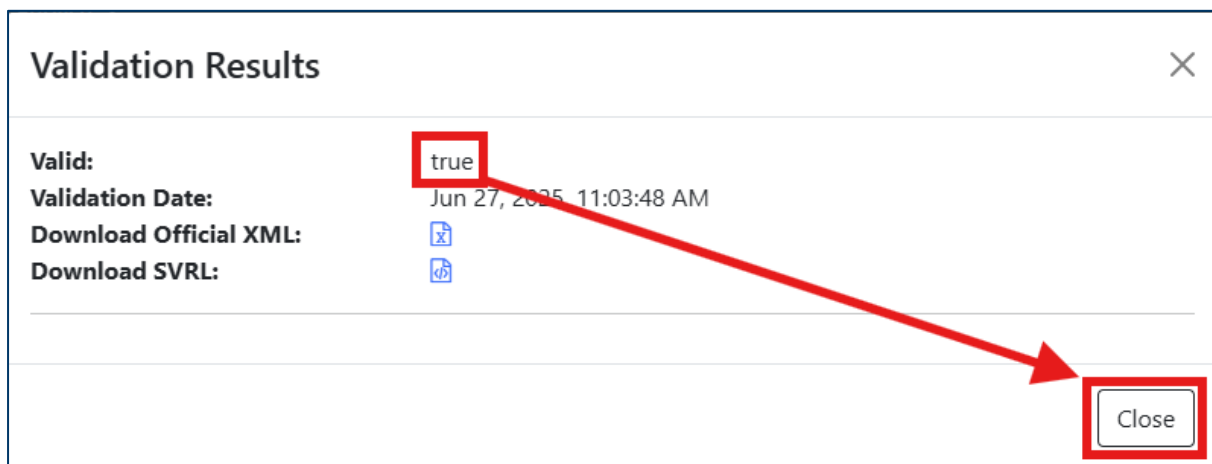


Figure 70

Finally, to save the notice, click on the tick icon at the top of the page, and then “**validate and save as final**”.

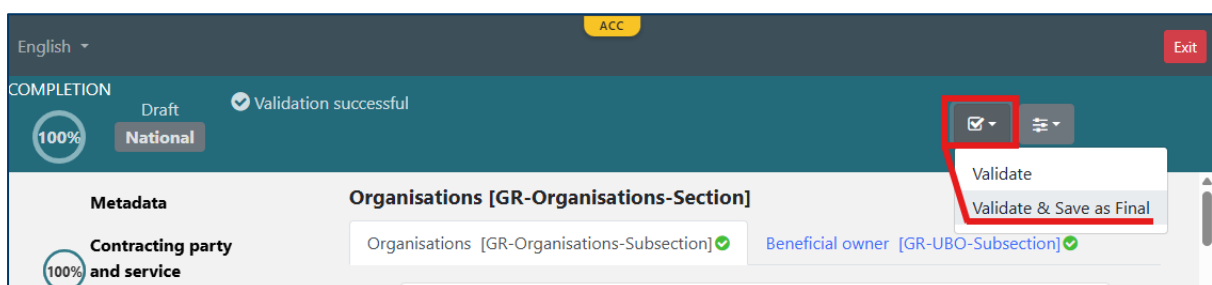


Figure 71

Wait for the system to process this request, and the blue bar to load fully.



Figure 72

When the form is validated and saved, you can exit the eForms section.

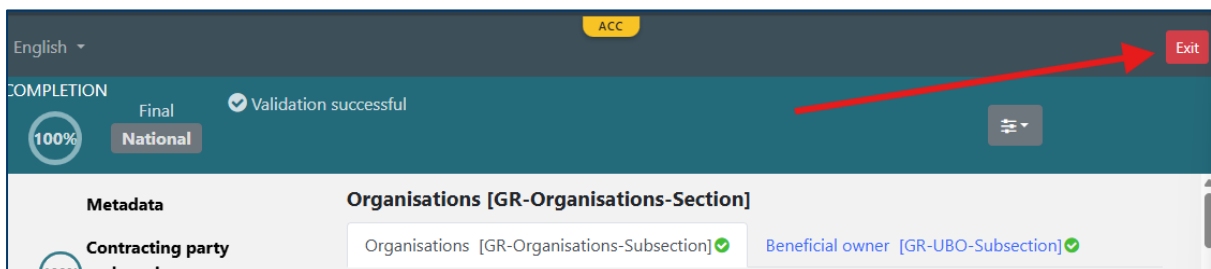


Figure 73

If the form does not validate as “true”, check what errors the system is highlighting. Find those fields in the guidance and correct the values as indicated.

If you are unsure of how to proceed, please contact [postprimaryschoolbooks@education.gov.ie](mailto:postprimaryschoolbooks@education.gov.ie) for further guidance.

## 10. Publish Contract Award Notice

If you were logged out of the eTenders account while completing eForms, log back in, and click on “Publish Contract Award Notice” on your task list.

Next, to publish the notice, click on the icon of an arrow pointing up under the “Actions” heading.

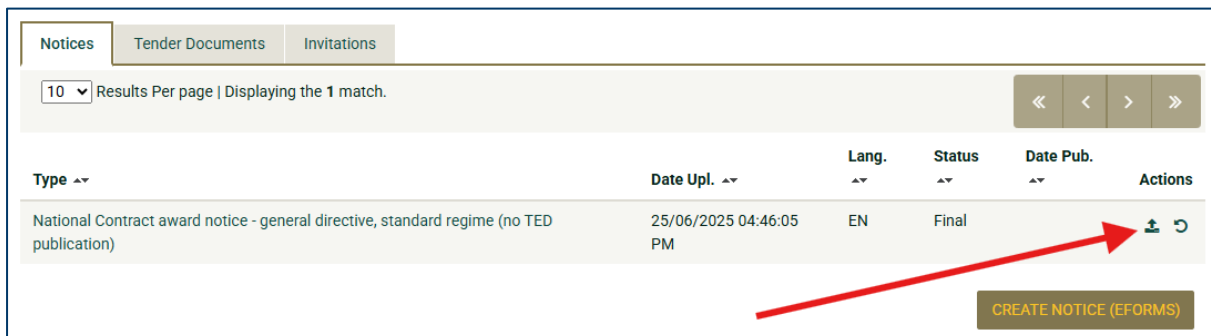


Figure 74

A pop-up window will appear, asking you to confirm this action. Click “ok” to proceed.

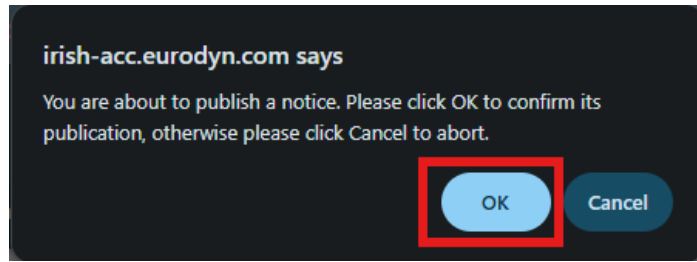


Figure 75

Once that is done, your contract award notice will be published, and the status of your competition will change to “**Awarded**”.

## 11. Export CFT

Click on the home icon to go back to the task list. Click on “**Export CFT**” task.

Title ^v	ID ^v	Task ^v	Status ^v	Cycle ^v	Deadline ^v	Estimated Value ^v	Assigner ^v
Mini-Competition for the provision of schoolbooks to [School Name and Roll Number]	418029	Create Contracts	Awarded	1	No deadline is associated with this task	100,000	
Mini-Competition for the provision of schoolbooks to [School Name and Roll Number]	418029	Export CFT	Awarded	1	No deadline is associated with this task	100,000	

Figure 76

Next, click on “Export CFT” on the right-hand side.

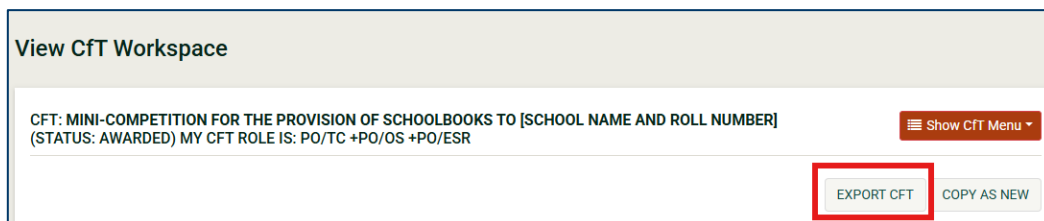


Figure 77

# 12. Create contracts

Click on the home icon to go back to the task list. Click on “Create Contracts” task.

Title ^v	ID ^v	Task ^v	Status ^v	Cycle ^v	Deadline ^v	Estimated Value ^v	Assigner ^v
Mini-Competition for the provision of schoolbooks to [School Name and Roll Number]	418029	Create Contracts	Awarded	1	No deadline is associated with this task	100,000	

Figure 78

Click on “create contract”.

CFT: MINI-COMPETITION FOR THE PROVISION OF SCHOOLBOOKS TO [SCHOOL NAME AND ROLL NUMBER]  
 (STATUS: AWARDED) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show Cft Menu

All prices must be provided in EUR. If the prices you wish to submit are in another currency please convert them in EUR first.

Contract No	Economic Operator Organisations	Reasoning	CPV Code	Contract Value	
4180291	#1 Supplier to SPU		22100000	95750.98	Create contract

Figure 79

This will open a page with contract details. Complete mandatory fields. Rows greyed out in the table below require no action.

Field	Description	Recommended Text for Schools
Contract Title	This field will be prepopulated.	No action needed.
Description	This field will be prepopulated.	No action needed.
Contract Duration (in months)	Insert contract duration as published in your tender documents. Either <b>12</b> (if competition was planned as a one-year contract) or <b>24</b> (if it was planned as a two-year contract)	Example: 12
Contract Expiry date		Leave blank.
Extension Duration (in months)		Leave blank.
Proposed signing date		Leave blank.
Planned start date	Click on the calendar icon to insert planned start date as per your tender documents.	Example: 31/07/2025
Review date		Leave blank.
Actual start date	Click on the calendar icon to insert actual start date as agreed upon with the supplier	Example: 05/08/2025
Contract type	This field will be prepopulated.	No action needed.
Contract Value	This field will be prepopulated.	No action needed.

Drawdown Mechanism		Leave blank.
Evaluation Mechanism	This field will be prepopulated.	No action needed.
Procedure	This field will be prepopulated.	No action needed.
Procurement Type	This field will be prepopulated.	No action needed.
Contract awarded in Lots	This field will be prepopulated.	No action needed.
Location of Services/Works		Leave blank.
Tender competition platform		Leave blank.

When all is correct, click on “save contract” at the bottom of the page.

The screenshot shows a form with the following fields and values:

- Evaluation Mechanism: \* Most Economically Advantageous Tender (MEAT)
- Procedure: \* DPS Specific Contract
- Procurement Type: \* Supplies
- Contract awarded in Lots: \* No
- Location of Services/Works: (empty text box)
- Tender competition platform: (empty text box)

A red box highlights the "SAVE CONTRACT" button at the bottom right of the form.

Figure 80

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

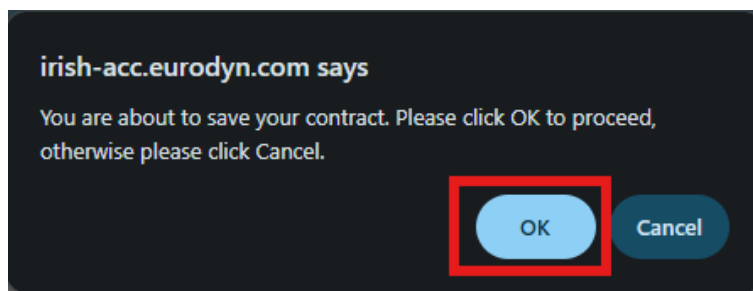


Figure 81

**No further actions are necessary.**

**Once the competition has status “awarded” it means it has been successfully closed on eTenders platform.**

## 13. List of my CFTs

If all the steps outlined in this guide have been completed, the competition will no longer appear on the task list.

All the competitions (with status “tender submissions”, “awarded” or “cancelled”) created by a specific user can be found after clicking on “**CFT management**” and “**list of CA CFTs**”.

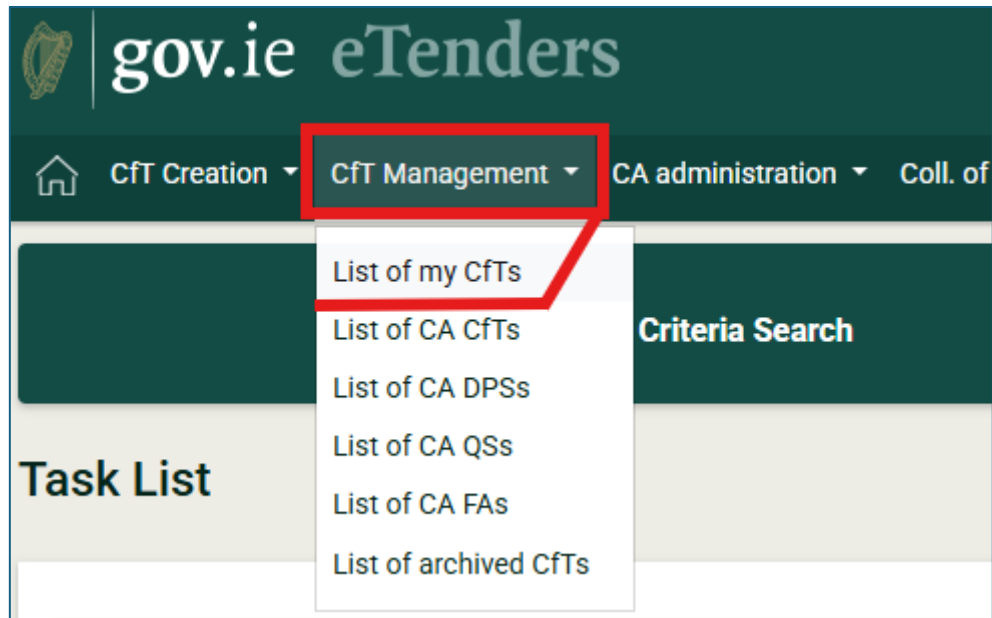


Figure 82