

SCHOOLBOOKS PROCUREMENT 2026/2027 SCHOOL YEAR

Schoolbooks Scheme for Post-Primary Schools



TODAY'S WEBINAR WILL COVER

- Completing school and user profiles on eTenders
- Closing 2025/2026 competition on eTenders
- Estimating value of the schoolbooks contract (Pricing Schedule)
- Creating a new competition for 2026/2027 school year
- Amending tender documents
- Sending out invitations to tender
- Responding to queries on eTenders

Schools Procurement Unit (SPU)

We provide advice and practical assistance to all schools (except ETBs) towards achieving better outcomes from their procurement efforts.

Contact Us

Contracts & Procurement Guides ↗

News & Updates ↗



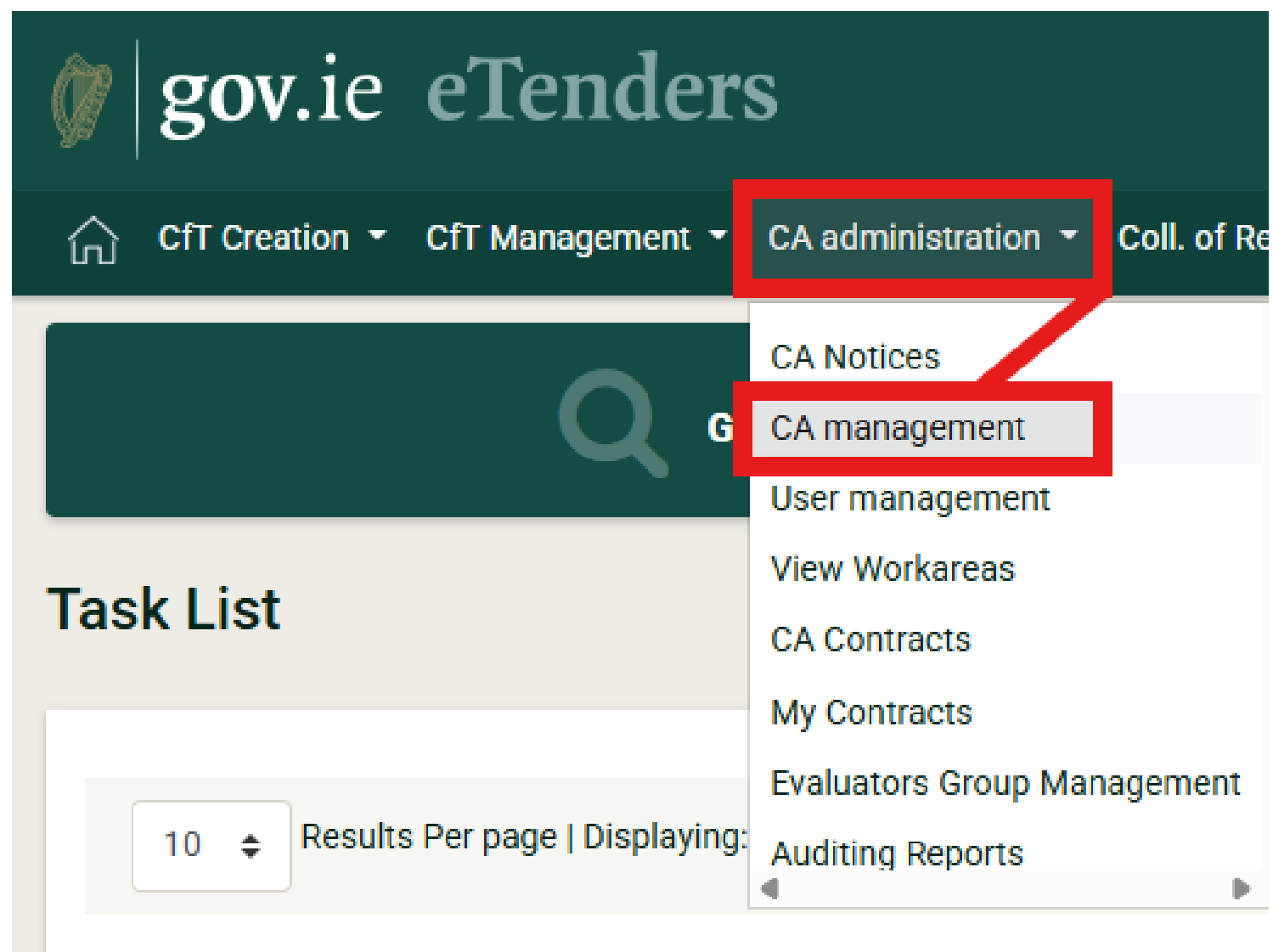
School Books DPS for Post-Primary Schools

Click the link below to access the procurement resources available.

Learn More ↗

GUIDANCE AND TEMPLATES CAN BE FOUND ON SPU WEBSITE:
<https://www.spu.ie/resources/schoolbooks-scheme-postprimary-schools>

eTENDERS: ORGANISATION DETAILS



Complete the school's details (see [Introduction to eTenders guide](#), paragraph 2.2.2):

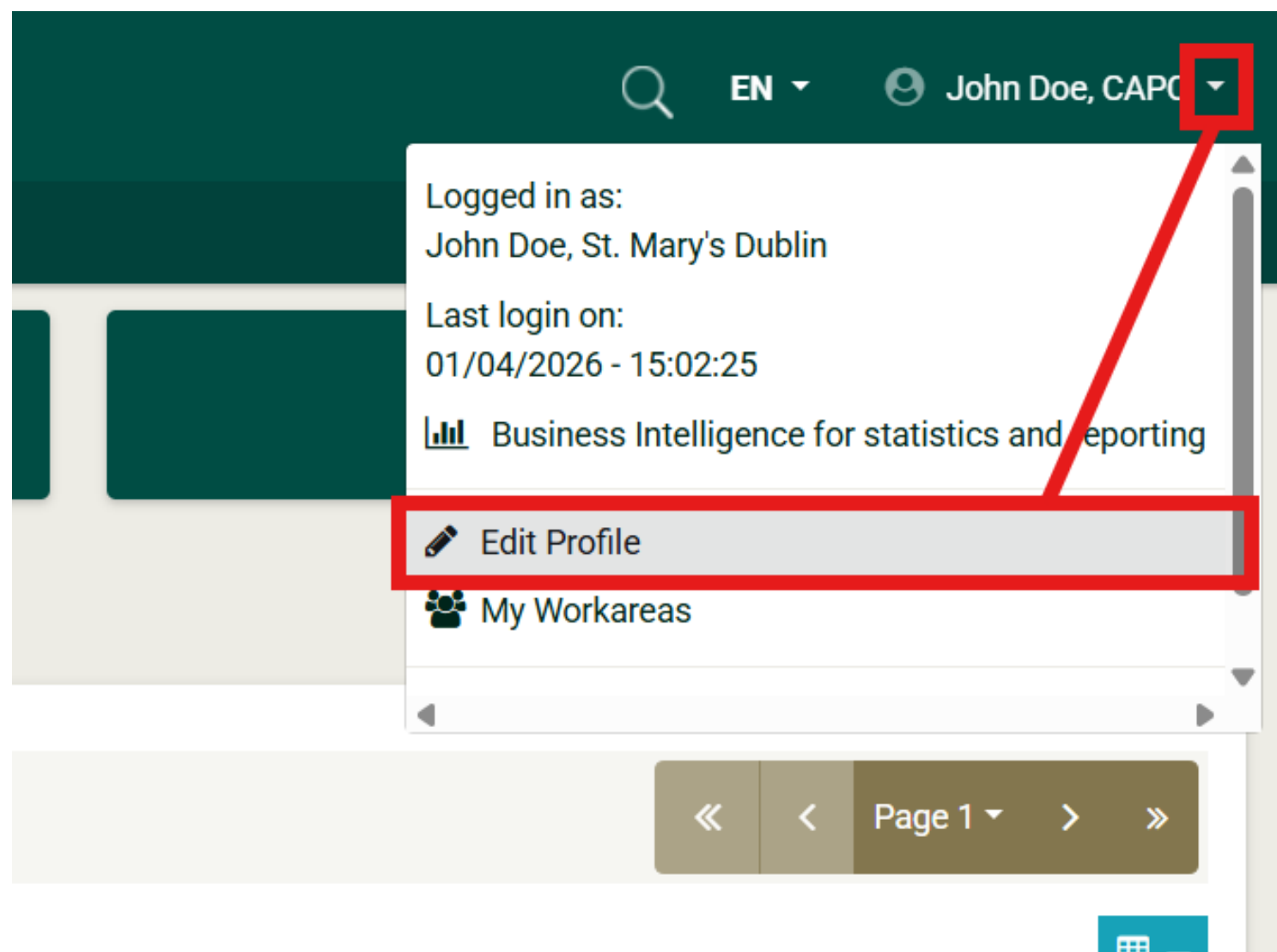
- CA (Contracting Authority) number
- Address
- School contact details (ensure that email and phone number are valid)
- School website (a full website address is required, e.g. <https://www.spu.ie/>)

eTENDERS: USER PROFILE

Complete your profile (see [Introduction to eTenders guide](#), paragraph 2.2.3):

Ensure that the contact details are valid.

The email address provided in the user profile will receive notifications from eTenders.



CLOSE LAST YEAR'S COMPETITION

Before starting a new competition for 2026/2027 school year, make sure that the competition for 2025/2026 school year is closed.

If you had **one or more tender submissions** follow:

[Guidance document](#) on how to add scores and publish Contract Award Notice.

If there were **no tender responses** follow:

[Guidance document](#) on how to close the competition on eTenders platform when no submissions were made.

Note: Delete any “draft” competitions that you are not using! It will help you keep your “task list” clear and easy to navigate.

PRICING SCHEDULE (PS): ESTIMATE VALUE OF YOUR CONTRACT



Contact Us

Determine estimated value of the contract

To determine the total estimate of your schoolbooks, complete the Pricing Schedule (PS) template:

- [Pricing Schedule](#) (2026 template) - when completing this template ensure that all the values are summed up correctly in the "tender summary" tab. If they are not or you see any other issue with the formulae contact procurementssupport@spu.ie as soon as possible
- [Guidance video](#) on how to complete the PS template (see also the tab called "school instructions" in the template)

Contracts below €50,000 (excluding VAT)

Where the total contract value is estimated to be less than €50,000 (excluding VAT), schools are encouraged to use the DPS. If the school decides not to use the DPS, procurement rules for purchasing goods under €50,000 (excluding VAT) need to be observed.

See further guidance [here](#).

Contracts above €50,000 (excluding VAT)

All Voluntary Secondary and Community and Comprehensive Schools that estimate their total schoolbooks contract value for the school year in excess of €50,000 (excluding VAT) are required to use the DPS to source their schoolbook requirements.

There are four phases in procurement process when using the DPS (see a list of all the required steps in the [DPS checklist](#)):

Complete the Excel workbook by adding quantity and additional services for any books you require. Follow the steps in "School Instructions" tab or see the [guidance video here](#).

Important! Make sure that the formulas are calculating values correctly.

If you see any issue with the formulas and or/values in the PS template, contact SPU as soon as possible!

If the total contract value is below €50,000 ex. VAT:

You can use the PS as a Request for Quotations document (see [guidance here](#)).

If the total contract value is above €50,000 ex. VAT:

You will have to upload completed PS, along the three remaining tender documents to eTenders platform when creating a new competition.

CALL FOR TENDERS (CFT) AND TENDER RESPONSE DOCUMENT (TRD)

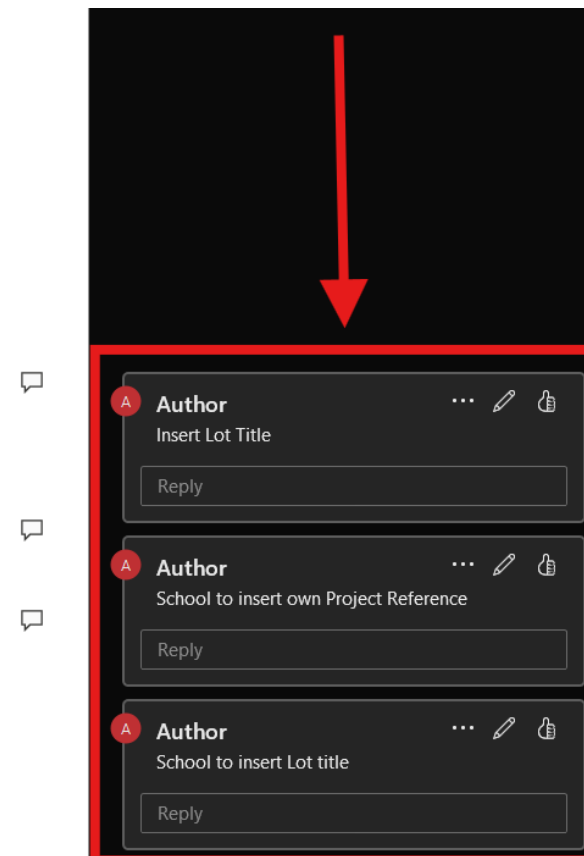
CL3028DPS Dynamic Purchasing System for
the provision of schoolbooks under the
Department of Education's Post-Primary
Schoolbook Scheme

Stage 2 – Mini Competition
(confined to single Lots)

Project Ref: **XXXXXX**

Lot No. **XX XXXXXX** Printed Books

DPS Client & Contracting Authority



When completing the CFT and TRD templates:

Follow the guide notes and complete all the highlighted areas.

Remember to delete the comment when the text it refers to is amended!

Make sure all the guides notes are removed before saving the documents as final.

CALL FOR TENDERS (CFT) AND TENDER RESPONSE DOCUMENT (TRD)

	Award Criteria (All sub criteria for sections A, B & C carry equal weight/marks)	Overall Weighting	Total Maximum Score	Minimum Score (60%) Requirement
A	Order, Supply and Delivery (Suggested Weighting 30%)	20 – 35%	200 – 350	120 – 210
B	Customer Service & Contract Management (Suggested Weighting 30%)	20 – 35%	200 – 350	120 – 210
C	Social, Sustainability & Environmental Factors (Suggested Weighting 15%)	10 – 20%	100 – 200	60 - 120
D	Ultimate Cost (Suggested Weighting 25%)	20 – 40%	200 - 400	N/A
	Maximum Total	100%	1000	

Amend award criteria weightings in the CFT and TRD.

Those must be represented by exact values and cannot be left as ranges.

Don't forget to insert the Ultimate Cost weighting into the Pricing Schedule:

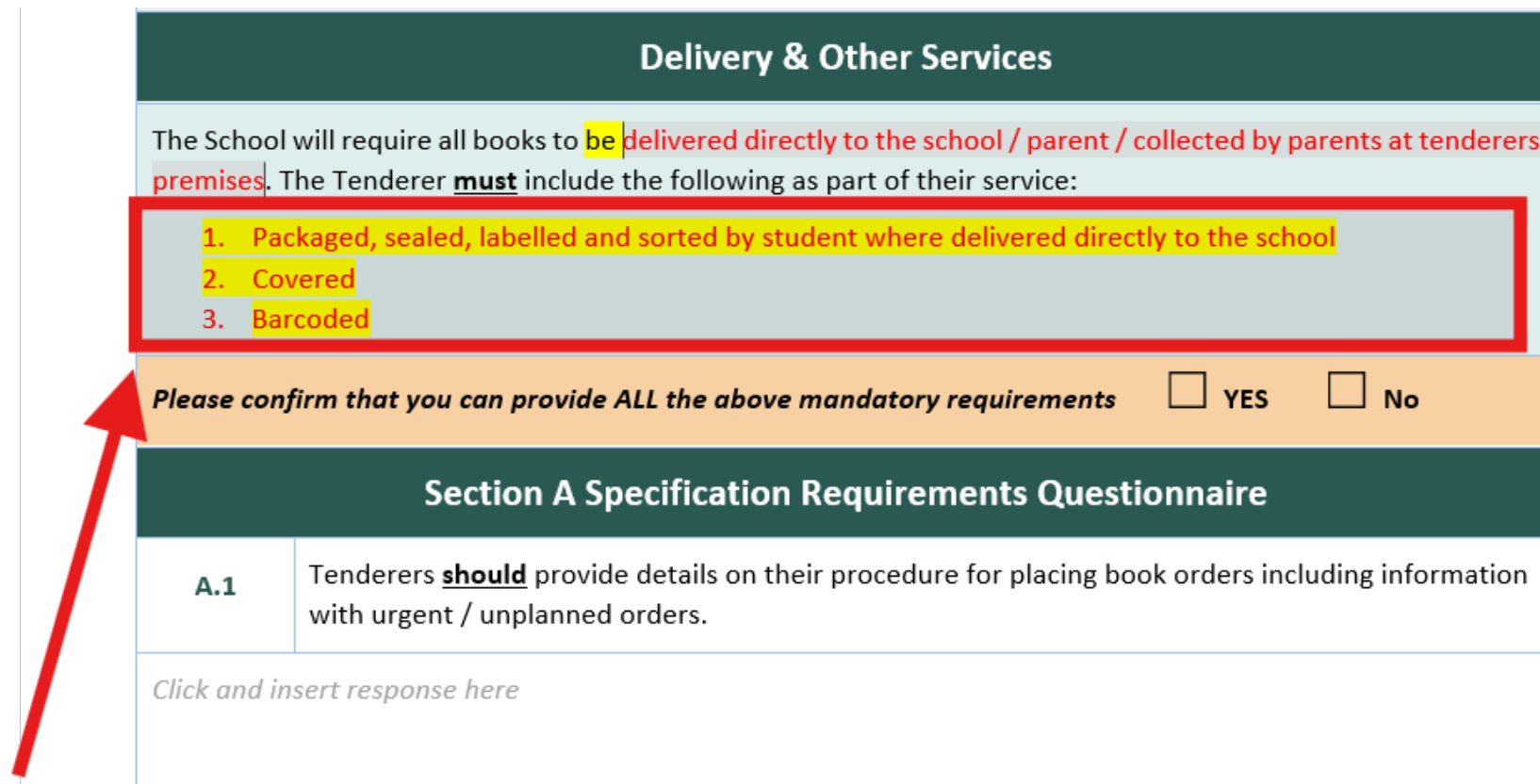
- Tenderer Instructions tab, and
- Tender Summary tab.

CALL FOR TENDERS (CFT) AND TENDER RESPONSE DOCUMENT (TRD)

In the TRD template amend the text for each award criterion to reflect your requirements.

Note: There will be sample text in the template documents.

Any of the requirements listed that do not apply to your competition must be deleted!



The screenshot shows a section of a tender form titled "Delivery & Other Services". The text reads: "The School will require all books to be delivered directly to the school / parent / collected by parents at tenderers premises. The Tenderer **must** include the following as part of their service:" followed by a list of three requirements: "1. Packaged, sealed, labelled and sorted by student where delivered directly to the school", "2. Covered", and "3. Barcoded". Below the list is a confirmation statement: "Please confirm that you can provide ALL the above mandatory requirements" with checkboxes for "YES" and "No". A red arrow points to the "YES" checkbox. Below this is a section titled "Section A Specification Requirements Questionnaire" with a table containing one row: "A.1 Tenderers **should** provide details on their procedure for placing book orders including information with urgent / unplanned orders." At the bottom, there is a link: "Click and insert response here".

Delivery & Other Services	
The School will require all books to be delivered directly to the school / parent / collected by parents at tenderers premises. The Tenderer must include the following as part of their service:	
1. Packaged, sealed, labelled and sorted by student where delivered directly to the school	
2. Covered	
3. Barcoded	
Please confirm that you can provide ALL the above mandatory requirements <input type="checkbox"/> YES <input type="checkbox"/> No	
Section A Specification Requirements Questionnaire	
A.1	Tenderers should provide details on their procedure for placing book orders including information with urgent / unplanned orders.
Click and insert response here	

CREATE A NEW COMPETITION

When starting a new tendering process for 2026/2027 school year it is important to follow SPU guidance on how to create a competition under the DPS.

DO:

- Follow SPU guidance: it describes all the required steps and examples of text to be inserted on eTenders platform (see the [written guide](#) and a [video](#) for further details).
- Add “2026/2027” to the new competition’s title. This will make it easier for you and the DPS administrators to distinguish it from the 2025/2026 competition.
- Make sure that your draft competition is created in the correct Lot before you proceed to the next tasks (follow steps in [paragraphs 1.1 and 1.2](#) and check under which Lot the new competition is listed).

DON'T:

- Don't use the option “copy as new” as this will transfer all the settings (including any errors) from your previous competition. Some of those cannot be changed. It is safer to create a new competition and not copy the previous one.

TASK 5: SEND INVITATIONS

During task 5: Send invitations, you will need to:

(5.1) upload tender documents and

(5.2) insert details of your invitation and send it out to suppliers in your Lot.

Don't forget to upload all **four** tender documents (CFT, TRD, PS and a draft Goods Contract)!

CHECK THE DATES BEFORE PROCEEDING TO ISSUE THE INVITATION TO TENDER

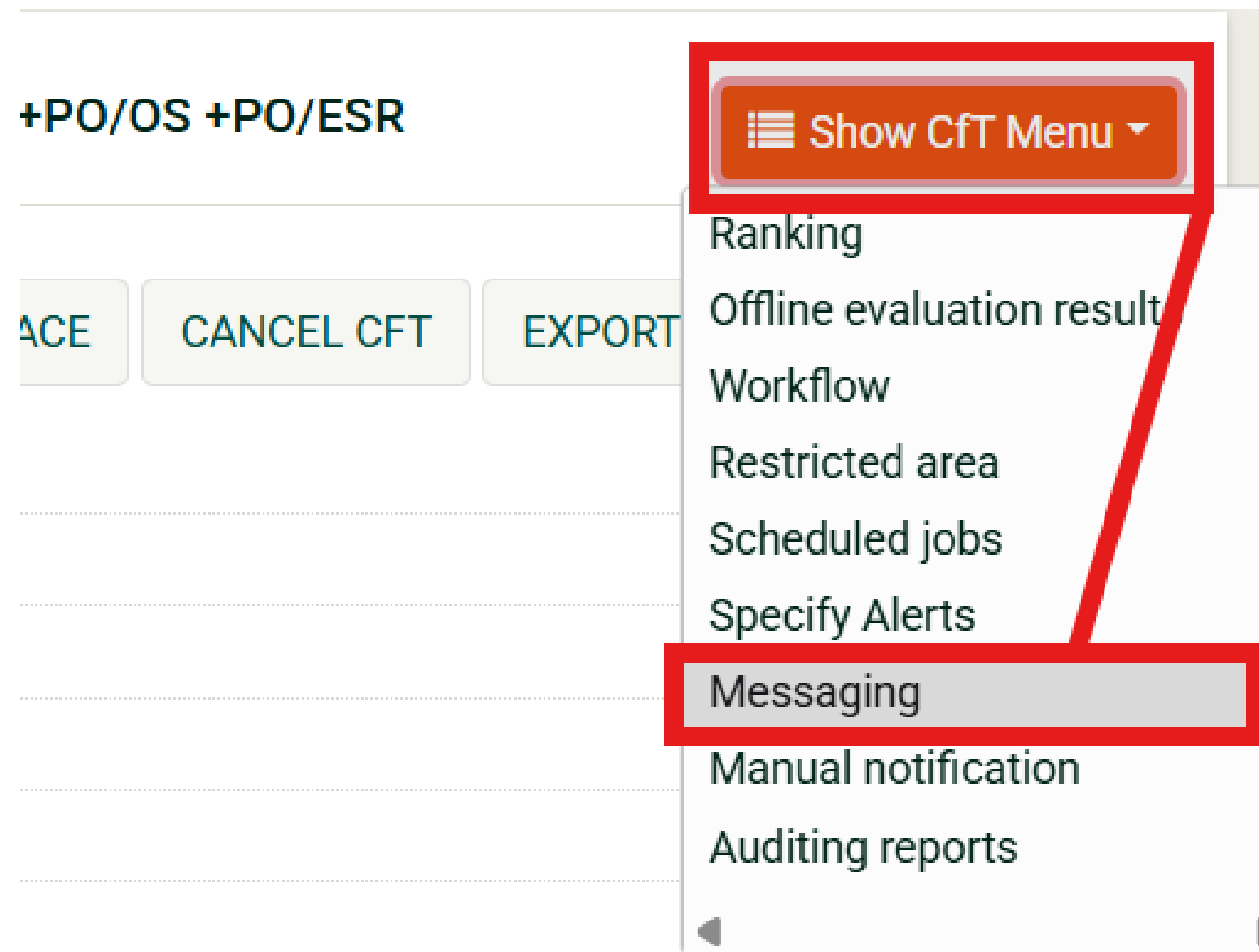
Make sure that the dates for the tender deadline and clarification period are accurate and match dates inserted into your tender documents.

That is especially important, if you have saved your draft competition on a different day that you are sending out the invitations.

Note: If you went through all the steps in the process and cannot see task 5: "send invitations" on your "task list", it means that the DPS is temporarily offline. This happens when a new supplier requests to be admitted to the DPS. No invitations can be sent out until this application is processed.

The online/offline status can be checked on SPU website.

READ AND RESPOND TO SUPPLIERS' QUERIES



Monitor competition's inbox on eTenders.

Read and reply to any queries.

Follow SPU guidance on how to access, read and reply to messages and compose new ones:

- How to view messages and update tender documents in a live competition - [written guide](#)
- [Guidance video](#)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT
SCHOOLBOOKS SCHEME HELPLINE AT

POSTPRIMARYSCHOOLBOOKS@EDUCATION.GOV.IE

THANK YOU!

