



HOW TO CREATE
A CALL FOR TENDERS
FOR THE SUPPLY OF GOODS
ON eTENDERS PLATFORM

CONTRACTS BELOW EU THRESHOLDS
(NO TED PUBLICATION)

May 2026



Schools Procurement Unit

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Introduction

This guidance is designed to assist school leaders with creating a call for tenders for the supply of goods for contracts with a value estimated **below** EU thresholds.

Contracts that are below EU thresholds do not need to be advertised in the Tenders Electronic Daily (TED), which is a supplement to the Official Journal of the European Union (OJEU).

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

Further guidance documents and resources designed to help schools with procurement are available on <https://www.spu.ie/>.

An introduction to eTenders guide can be found on SPU website (under paragraph 1): <https://www.spu.ie/resources/etenders-guides>.

Schools logging into their accounts after **14th May 2026** must complete mandatory fields in organisation details. Information on steps on how to do it can be found in the guide mentioned above, paragraph 2.2.2.

See more information on national and EU thresholds here: <https://www.spu.ie/resources/procurement-thresholds>.

If you have any questions, contact us at procurementsupport@spu.ie.

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

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.

Note: examples of titles and codes, as well as screenshots contained in this document are only to illustrate the steps the school must follow in order to successfully create a call for tenders. The school must always refer back to their competition's documents to check relevant values.

1. Creating call for tenders and workspace information

1.1. Log into eTenders

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

1.2. Create new CFT

Next, click on “CFT creation” and then “create new CFT”.

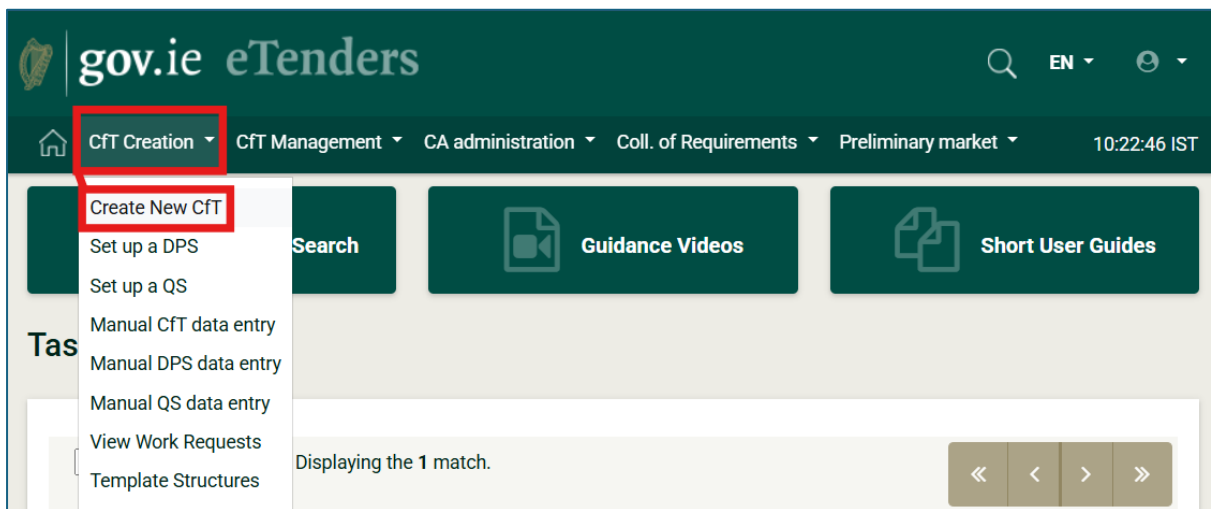


Figure 1

1.3. Workspace information

This will open a page with a heading “**Workspace Information**”. You will now need to insert relevant details referring to your competition. See **table below** for recommended text and examples.

WORKSPACE INFORMATION
Title *
<input type="text"/>
(Maximum characters: 200).
CFT CA Unique ID
<input type="text"/>
(Maximum Characters: 255).
Description *
<input type="text"/>
(Maximum Characters: 4000).


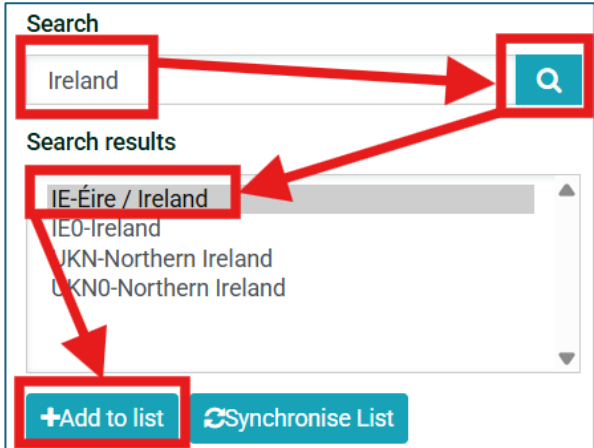
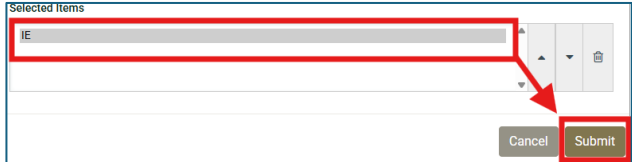
Figure 2

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

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

Field	Description	Recommended texts for schools
Title*	This is the title of the competition.	Call for tenders for the supply of [goods] to [School Name and Roll Number]. <i>Example: Call for tenders for the supply, delivery, installation and maintenance of tools and equipment for T4 subjects to St. Mary's Dublin 12345A.</i>
CFT CA Unique ID	Reference number or code.	Schools reference number/code. Sample reference code follows this format: [initials of the school]-[year]-[code for the goods sought]. <i>Example: SMD-2026-T4</i>
Description*	This provides further details on the competition. Note: there is a limit of 4000 characters allowed. Special characters (e.g. &) will not be accepted.	Insert short paragraph describing the information on goods being sought and the scope of contract. <i>Example: The Board of Management of St. Mary's Dublin (the "Contracting Authority") invites tenders ("Tenders") to this Call for Tenders ("CFT") from economic operators ("Tenderers") for the supply of the goods as described in tender documents. The Goods are required to be supplied on or before 20th August 2026.</i>
Procurement Type*	Choose the relevant procurement type from the dropdown list.	Supplies.
Directive*	Choose the relevant directive from the dropdown list.	2014/24/EU (Classic).
Procedure*	An open procedure allows any Economic Operators (EOs) to respond to the tender.	Open.
CFT involves*	Select relevant value.	A Public Contract
Contact Point	Name of contact person for this tender	<i>This field may be left blank.</i>
Contact Point - Phone Number	Phone number for the contact person.	<i>This field may be left blank.</i> <i>Note: if you decide to insert contact number, remember that this information will be publicly available.</i>

Publish on behalf of	For organisations publishing a tender on behalf of another.	<i>This field may be left blank.</i>
Participating Bodies	Where one or more organisations are participating in a tender process.	<i>This field may be left blank.</i>
CPV Codes	<p>Common Procurement Vocabulary Codes. These are codes that are used to classify or categorise each competition.</p> <p>EOs (i.e. suppliers) that are registered on eTenders and selected relevant codes will receive notification of a CFT published that matches these codes.</p> <p>See the full list here and find the one (or if needed: more than one) that best describes what is sought in relation to your competition.</p> <p>Note: if inserting more than one CPV code ensure that the main code is at the top of the list as the main classification.</p>	<p>To insert relevant CPV code(s), click on the magnifying glass icon on the right of this field.</p> <div data-bbox="810 472 1441 600" data-label="Image"> </div> <p style="text-align: center;"><i>Figure 3</i></p> <p>This will open a pop-up window. Type in the code or a term into the search bar and click on the magnifying glass on the right to see the results below. Select the code you need and click on +Add to list. If the search term is broad, you may get more than one result. Find the relevant one on the list below, select it and click +Add to list.</p> <div data-bbox="847 1025 1401 1541" data-label="Image"> </div> <p style="text-align: center;"><i>Figure 4</i></p> <p>Repeat the same steps for all the CPV codes required.</p> <p>Once all the codes are added, click on Submit.</p> <div data-bbox="940 1809 1307 1928" data-label="Image"> </div> <p style="text-align: center;"><i>Figure 5</i></p>

Award per Item	To award values per item	No.
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 tenderers' bids.	No.
NUTS Codes	Nomenclature of Territorial Units for Statistics codes	<p>IE.</p> <p>In order to insert a NUTS code, click on the magnifying glass icon on the right.</p>  <p style="text-align: center;"><i>Figure 6</i></p> <p>In the search bar insert “Ireland” and click on the magnifying glass to see results. Click on “IE-Éire / Ireland” on the list and the “+Add to list”.</p>  <p style="text-align: center;"><i>Figure 7</i></p> <p>When the NUTS code is added to the list, click “Submit” at the bottom.</p>  <p style="text-align: center;"><i>Figure 8</i></p>
Estimated value (EUR)	The estimated contract value, exclusive of VAT.	<p>Insert estimated value of contract exclusive of VAT. Refer to “Pricing Schedule” to determine contract's estimated value.</p> <p>Note: Only numbers can be inserted here. No special characters will be accepted.</p>

Internal Estimated value (EUR)	Note: Only CAPC and CAPCA users in your organisation can visualise this value.	Copy the estimated value of the contract from above or leave blank.
Above or Below threshold	This refers to EU thresholds. See more information here .	Below. Note: this guide refers specifically to contracts for goods <u>below</u> EU thresholds. If your contract is estimated above the EU thresholds different information, timelines and documents must be provided on eTenders.
Request for clarification	Time and date for the receipt of clarifications from potential tenderers, that can be used to clarify any aspect of the competition that they are unsure of.	Date: 7 days before tender deadline. Time: 15h 00m. Important: The values inserted here must match the date and time in the tender documents!
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 date. Time: 15h 00m. Important: The values inserted here must match the date and time in the tender documents!
Tenders Opening Date	This is the date that tender bids will be opened.	<i>This field should be left blank. The system will automatically set the date as 30 minutes after tender deadline.</i>
Allow suppliers to make an online Expression of Interest	The CA (i.e. the school) will get messages from the site advising which suppliers have expressed an interest in the competition. Note: this is not the same as submitting a tender!	Yes
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).
Contract awarded in Lots*	Dividing required supplies/services into lots, may result in separate contracts with multiple Economic Operators (tenderers) instead of a single supplier.	Choose relevant value. Yes: If there is more than one lot in your competition. Note: if you select “yes” two additional fields will be added by the system. See below highlighted in orange for more details. No: If your contract is not divided into lots.

Number of lots*	This field only appear if you have selected “yes” in the question about the competition being divided into lots.	Insert number of lots in your competition.
Tenders For Lots	This field only appear if you have selected “yes” in the question about the competition being divided into lots.	All Lots.
Multiple tenders will be accepted	A tenderer can submit multiple proposals.	No.
Contract duration in months or years, including any options and renewals	Length of the contract, as indicated in the tender documents.	Insert contract duration as per your tender documents. Important: the contract duration inserted here <u>must</u> include any and all possible extensions and options. This must be a full potential value of the contract.
Validity of Tender in days or months	This is the term any quotes offered by tenderers are valid for. A contracting authority must evaluate and award a contract within that timeframe. If the process takes longer, prices are no longer guaranteed, and the CA may need to re-start the process. Note: Once the contract is signed the pricing is fixed for the term of the contract.	Insert value as per your tender documents. Note: generally, tenders for the provision of goods have a validity period set as <u>6 months</u> .
OJEU link	A link to the associated publication on the Official Journal of the European Union.	<i>This field should be left blank.</i>
Contract Award Date	The date that the contract is being awarded.	<i>This field may be left blank.</i>
Date Accepted by Contractor	The date that the successful supplier accepts the contract.	<i>This field may be left blank.</i>
Language of publication*	English.	EN.
Number of Openers*	The person who opens the tender bids.	One.

Once all the fields are completed as described above, click on “**Create CFT Workspace**” at the bottom of the page.



Figure 9

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

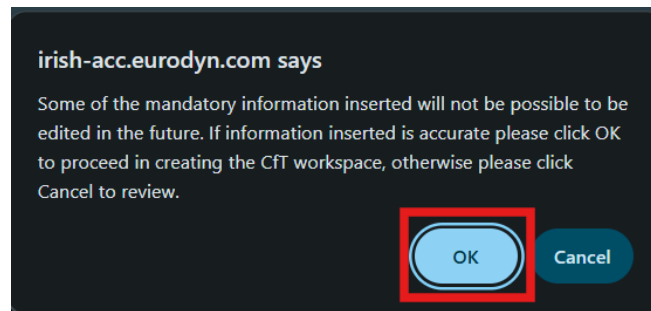


Figure 10

This will create the **first draft** of your CFT.

2. Finalise CFT Core Information

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

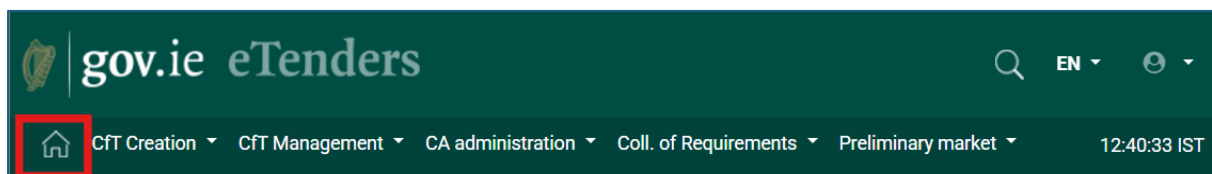


Figure 11

Locate task called “**Finalise CFT Core Information**” and click on it.

Title ▲▼	ID ▲▼	Task ▲▼	Status ▲▼	Cycle ▲▼	Deadline ▲▼	Estimated Value ▲▼	Assigner ▲▼
Call for tenders for the supply of [goods] to [School Name and Roll Number].	464789	Associate PO/TC	Draft	1	No deadline is associated with this task	80,000	
Call for tenders for the supply of [goods] to [School Name and Roll Number].	464789	Finalise Cft Core Information	Draft	1	No deadline is associated with this task	80,000	

Figure 12

If your competition is **not divided into lots**, proceed with steps in paragraph “**2.1. Competition not divided into lots**” below.

If your competition has **more than one lot**, proceed with steps in paragraph “**2.2. Competition divided into lots**” below.

2.1. Competition not divided into lots

If your competition is not divided into lots and all the fields were completed as per the table in paragraph 1.3. earlier, no other information should be required in this step.

Review the details and, if everything is correct, click “**Save Changes**” at the bottom.



Figure 13

Three pop-up windows will appear in succession. Click “**ok**” for all of them to proceed.

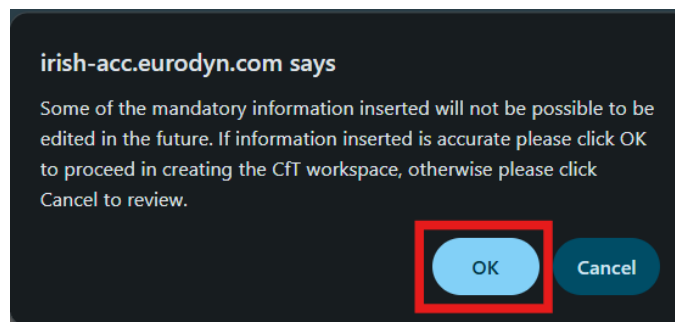


Figure 14

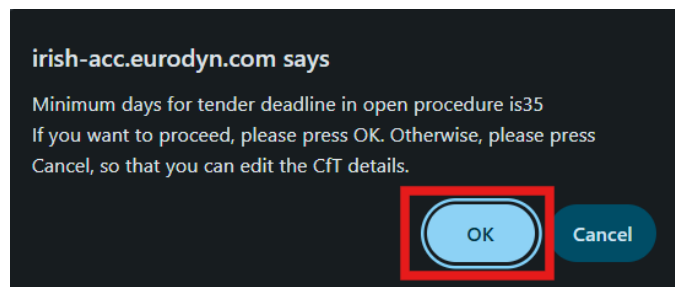


Figure 15

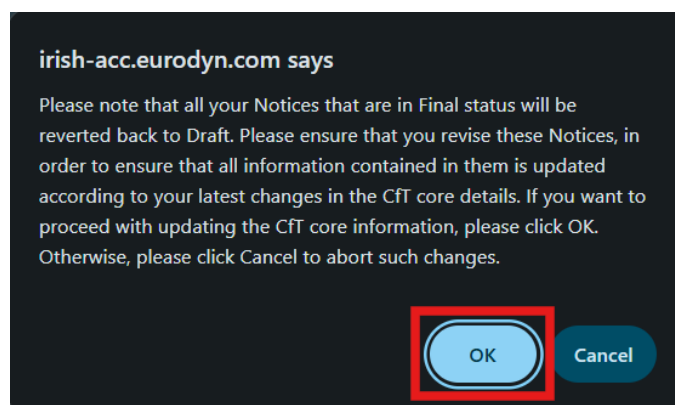


Figure 16

You should now see a notification on the top of the page saying that the CFT was successfully edited.

2.2. Competition divided into lots

If your competition has more than one lot and all the fields were completed as per the table in paragraph 1.3. earlier, only the titles of the lots would remain to complete in this step.

Review the details and scroll down to the section with information about lots. New fields will be added by the system here. You will need to insert **lot title** into each of them.

The number of fields depend on the number of lots in your competition.



The screenshot shows a form with two sections. The first section is labeled "Lot Name(1) *" and contains a text input field with the placeholder text "Lot 1 Title". The second section is labeled "Lot Name(2) *" and contains a text input field with the placeholder text "Lot 2 Title".

Figure 17

If everything is correct, click “**Save Changes**” at the bottom.



Figure 18

Three pop-up windows will appear in succession. Click “**ok**” for all of them to proceed.

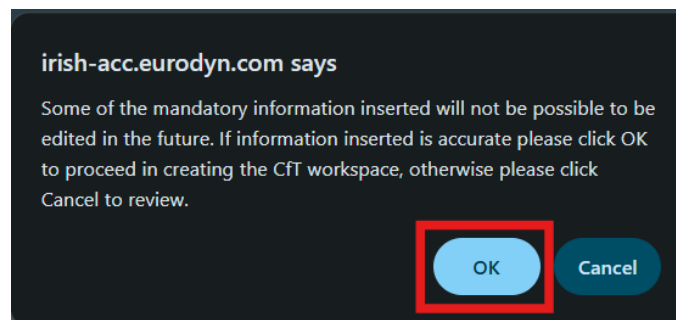


Figure 19

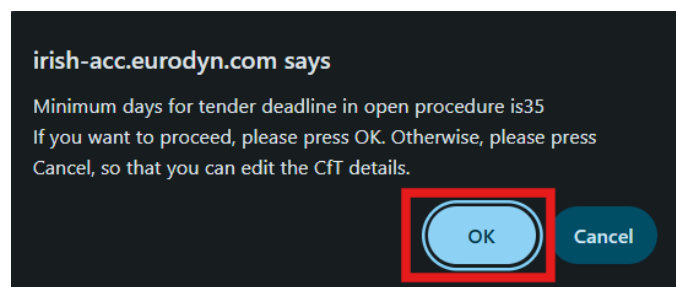


Figure 20

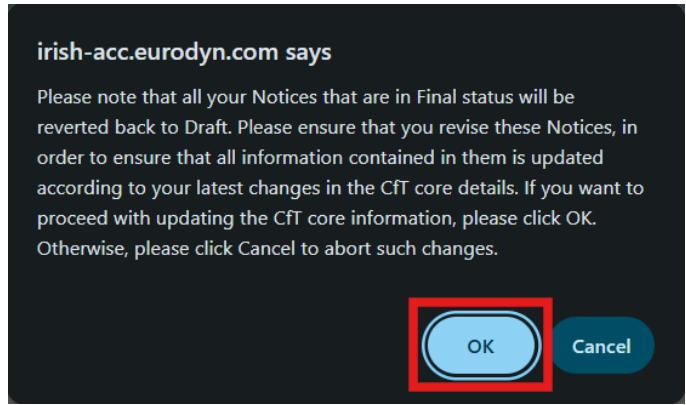


Figure 21

You should now see a notification on the top of the page saying that the CFT was successfully edited.

3. Associating Contracting Authority (CA) Users

3.1. Adding roles to your tender

Click on the home icon to go back to “task list”. Locate the task called “**Associate PO/TC**” and click on it.

Title ^v	ID ^v	Task ^v	Status ^v	Cycle ^v	Deadline ^v	Estimated Value ^v	Assigner ^v
Call for tenders for the supply of [goods] to [School Name and Roll Number].	464789	Define Workflow	Draft	1	No deadline is associated with this task	80,000	
Call for tenders for the supply of [goods] to [School Name and Roll Number].	464789	Associate PO/TC	Draft	1	No deadline is associated with this task	80,000	

Figure 22

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

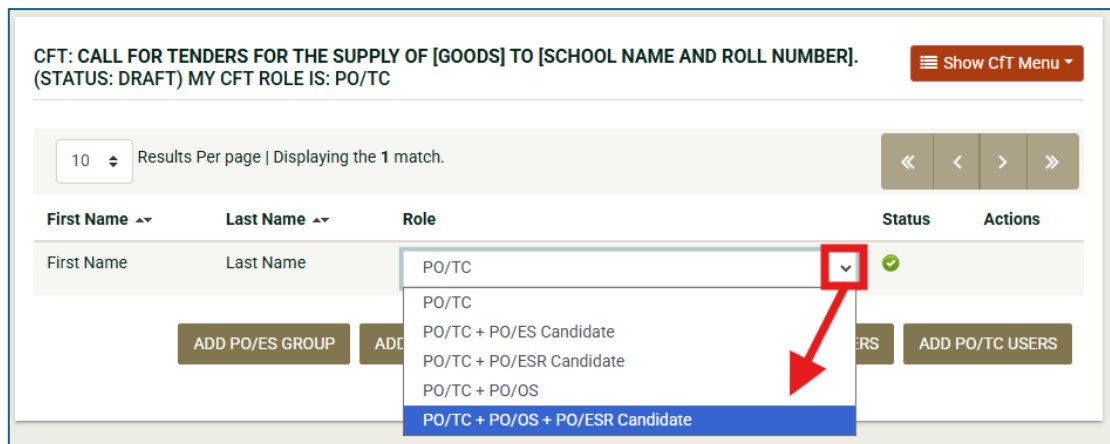


Figure 23

This will enable you to complete all the roles for this competition.

There is no need to save or click anything else on this page. The system will save it automatically when you choose a role.

3.2. Accept code of conduct

Click on the home icon to return to the “**task list**”. Then, locate a task called “**Accept code of conduct**” and click on it.

Title ^v	ID ^v	Task ^v	Status ^v	Cycle ^v	Deadline ^v	Estimated Value ^v	Assigner ^v
Call for tenders for the supply of [goods] to [School Name and Roll Number].	464789	Accept code of conduct	Draft	1	No deadline is associated with this task	80,000	
Call for tenders for the supply of [goods] to [School Name and Roll Number].	464789	Define Workflow	Draft	1	No deadline is associated with this task	80,000	

Figure 24

This will direct you to a new page called “Candidate Evaluator”.

Review the Code of Conduct, select “**Accept**” and then “**Save**” to proceed.

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

Figure 25

4. Define Workflow

On your task list, locate task called “**Define Workflow**” and click on it.

Title ^v	ID ^v	Task ^v	Status ^v	Cycle ^v	Deadline ^v	Estimated Value ^v	Assigner ^v
Call for tenders for the supply of [goods] to [School Name and Roll Number].	464789	Define Workflow	Draft	1	No deadline is associated with this task	80,000	

Figure 26

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

Phase	Description	Recommended for Schools
Notification	Define tender structure (and awarding criteria).	Offline <i>Offline: The tender structure will be handled off eTenders.</i>
Tendering	Submit & Open Tenders will be handled on eTenders.	Online <i>Online: Economic Operators will need to create and submit their tenders using electronic means.</i>
Evaluation	Assign scores.	Offline <i>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).</i>

Select the recommended options from the dropdown lists for each value and click **“Define CFT Workflow”**.

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

CANCEL DEFINE CFT WORKFLOW

Figure 27

Important: Once defined, the workflow cannot be amended! If any of the values are set differently than indicated above, the draft tender may need to be deleted, and a new one created from the start.

When a pop-up window appears, click “ok” to proceed.

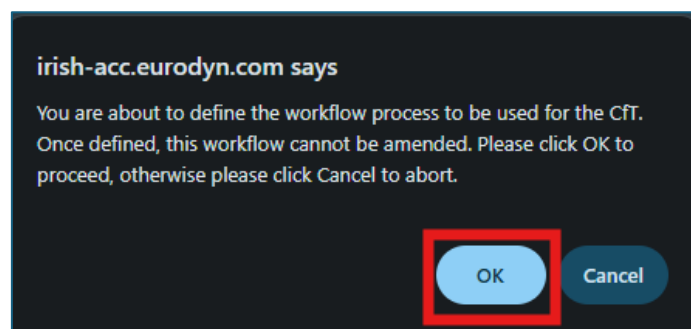


Figure 28

5. Add Tender Documents

Go back to “task list” and click on the task called “**publish contract notice**”.

Title ▲▼	ID ▲▼	Task ▲▼	Status ▲▼	Cycle ▲▼	Deadline ▲▼	Estimated Value ▲▼	Assigner ▲▼
Call for tenders for the supply of [goods] to [School Name and Roll Number].	464789	Publish Contract Notice	Draft	1	No deadline is associated with this task	80,000	

Figure 29

Tender documents list school’s requirements and determine rules under which the competition will be conducted. **These will be available to download on eTenders platform once the CFT is published in the finals task** XXXX.

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

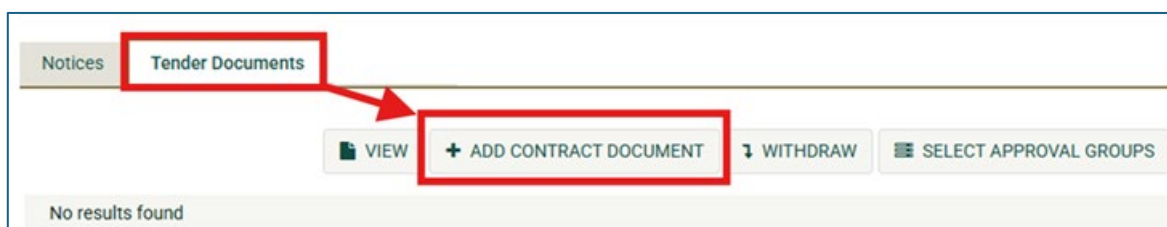


Figure 30

Note: Pricing Schedule and Tender Response Document must be uploaded in a format that can be edited.

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

Field	Description	Recommended text for schools
Title*	This is the name of the document and will be shown on the notice when published. Note: all tender documents must be uploaded before proceeding to the next task: <ol style="list-style-type: none"> 1. Call for tenders (CFT) 2. Tender response document (TRD) 3. Blank pricing schedule (PS) 4. Draft contract (if not included in the CFT) 	Provide a clear name of each document uploaded. Suggested phrasing: [name of the document] – [type of goods sought] – [School Name and Roll Number] <i>Example:</i> <i>Call for tenders – T4 Subjects – St. Mary’s Dublin 12345A</i>
Language*	Language in which the documents are prepared.	English.

Description	Description of the document.	<i>This field may be left blank.</i>
Attachment *	Here you can add a document from Template Library on eTenders or from your local drive.	Click on “Choose File” to select relevant document from your local drive.
Status*	Draft/ Final. Draft – if document is still in draft; may still require approval. Final – Final version.	Select: “Final” All approvals for these documents must be completed off eTenders and only a final version uploaded on the system. Note: documents saved as “draft” will not be visible to suppliers once the competition is published!

Click **“Save”** to upload the document onto the platform.

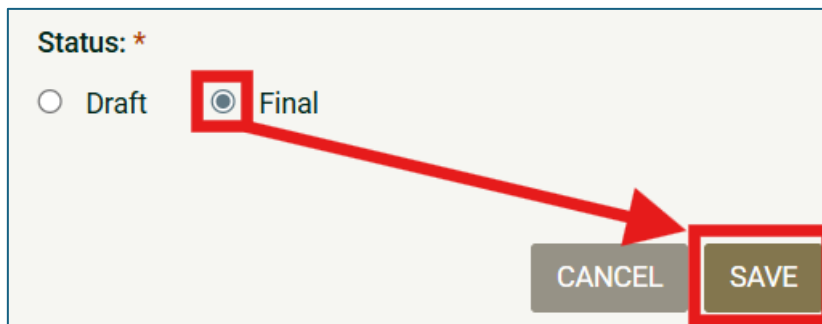


Figure 31

Note: Make sure to choose “Final” status before saving each of the documents. Any files saved during this task as **“Draft” will not be available** to suppliers when the tender is published.

When a document is saved, a pop-up window will appear. Click “ok” to proceed.

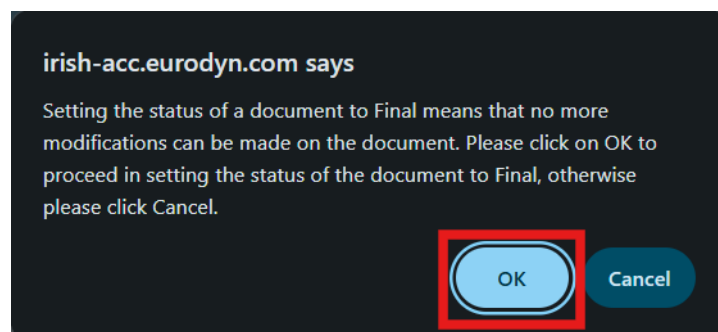


Figure 32

Continue to add remaining tender documents by clicking **“+Add Contract Document”** and following the steps in paragraph **“5. Add contract documents”**.

Note: steps in “**5. Add contract documents**” will have to be repeated for each tender document. Users need to upload all necessary documents:

- (a) Call for tenders (CFT) – a document outlining all the rules and requirements of the competitions.
- (b) Tender response document (TRD) – A file which mirrors requirements stated in the CFT; it will be completed by suppliers as part of their tender submission.
- (c) Blank pricing schedule (PS) – a list of required items including any specifications that apply; it will be completed by suppliers with their quotes as part of their tender submission.
- (d) Draft contract – to be uploaded with remaining tender documents, unless it is already included in the CFT.
- (e) Any other necessary documents that apply to your competition.

Note: Once the documents are uploaded, they cannot be deleted. If there are any changes required to the documents, these will have to be “withdrawn”. See further guidance on SPU website under paragraph “**2. eTenders guides in relation to live competitions**”.

6. Create Contract Notice Using eForms

eForms is a standardised online form that uses common terminology. It is used in different notices including contract notices when competitions are published and contract award notices that include information about the result of the competition.

6.1. Create notice (eForms)

When all tender documents are uploaded, switch back to “**Notices**” tab, and click on “**Create Notice (eForms)**”.

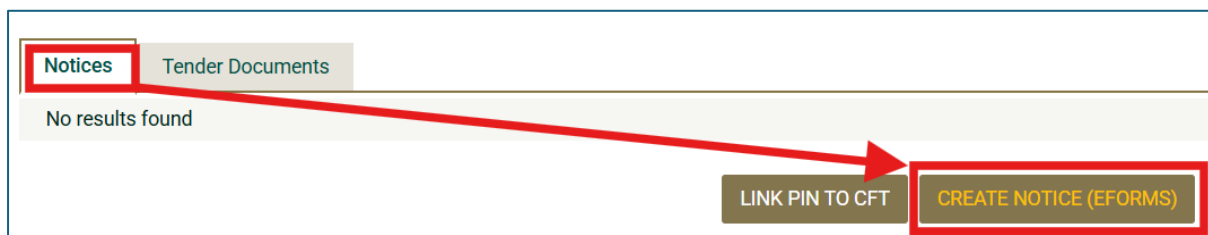


Figure 33

Note: If you were logged out or you went back to the home page, click on the “Publish Contract Notice” task on your task list, and choose “Notices” tab to proceed.

A pop-up window called “Available Notices Forms” will appear. Click on the “**Notice Type**” and choose “**National Below Threshold Contract Notice (CN) general (no TED publication)**”.

When the notice is selected, click “**Create**” at the bottom. All other fields should be preselected, and no other actions are necessary.

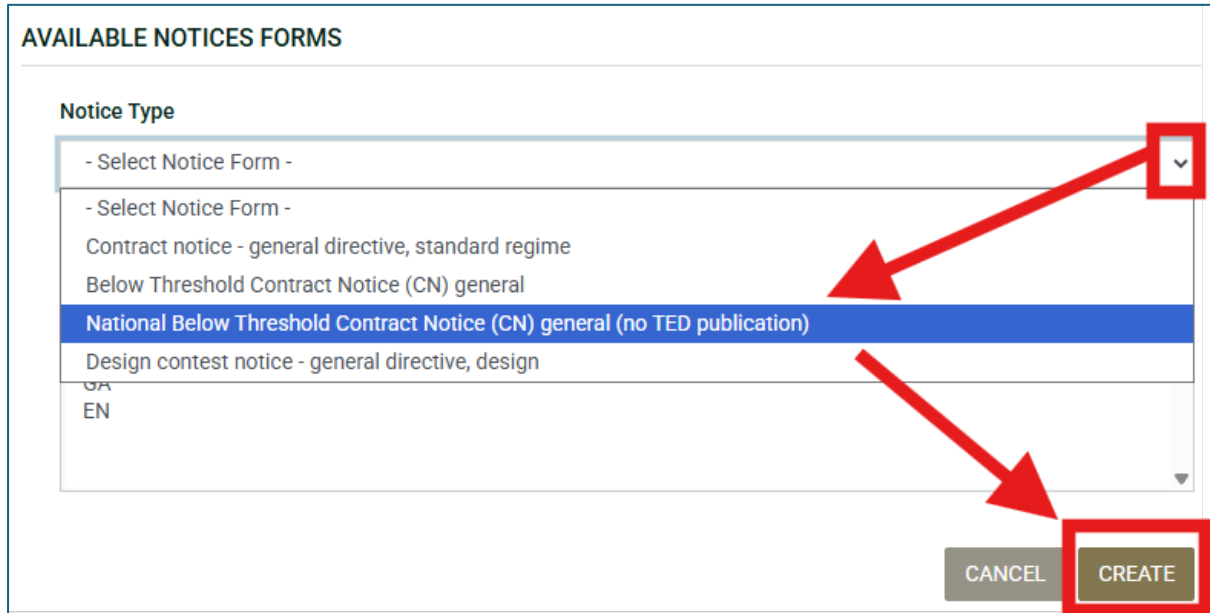


Figure 34

That will open the eForms page, where all the required fields will have to be completed, before validating and saving the contract notice as final.

6.2. 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.

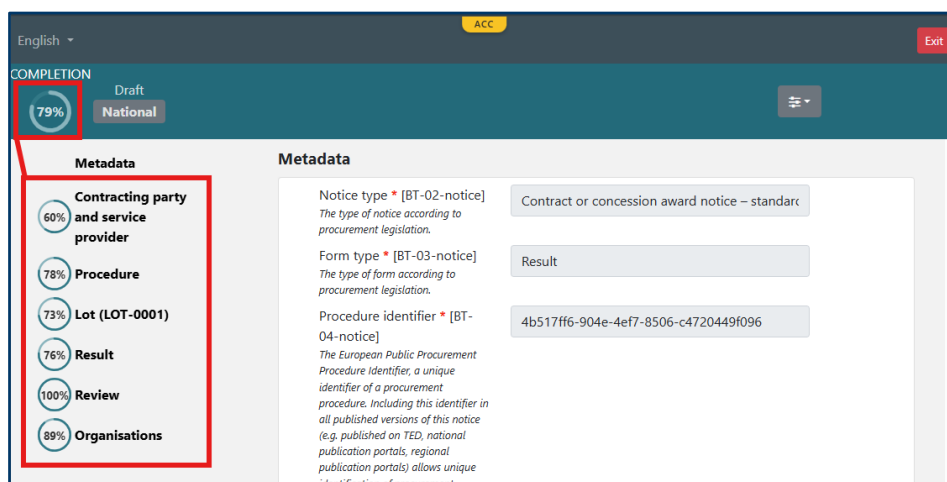


Figure 35

6.2.1. Mandatory fields

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 36

6.2.2. Expanding nodes

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

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

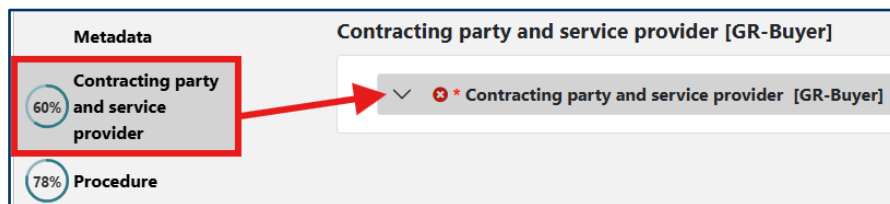


Figure 37

6.2.3. Multiple tabs

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.

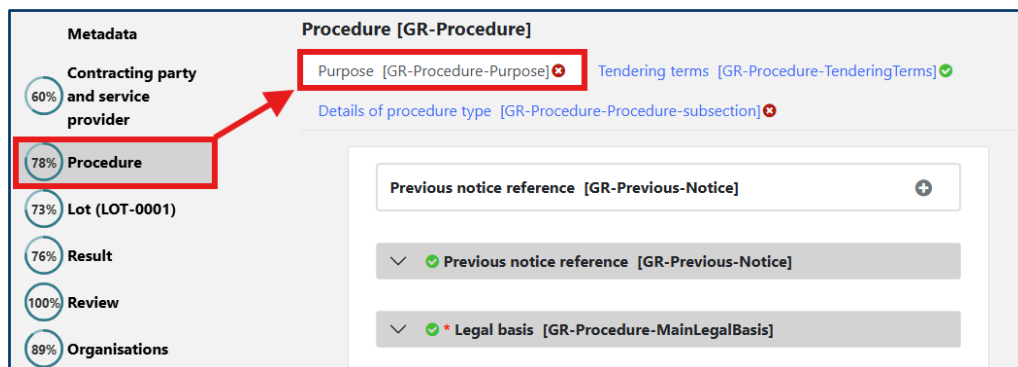


Figure 38

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 the steps below.

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

6.2.4. Saving values

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.

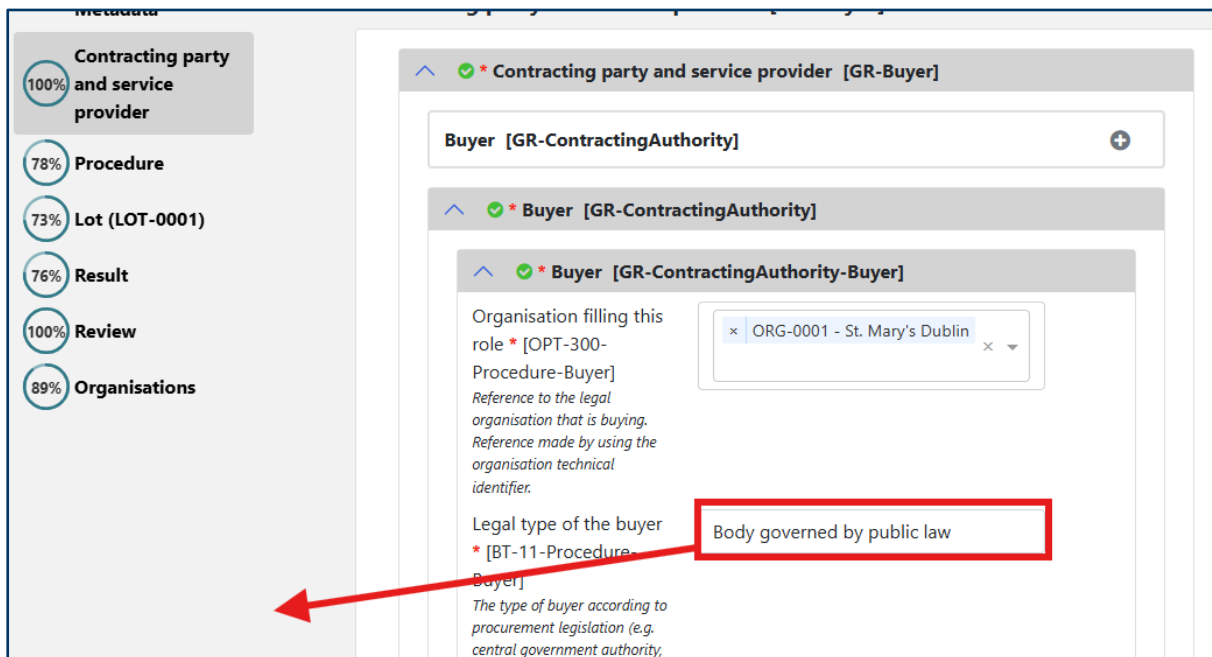


Figure 39

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 40

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.

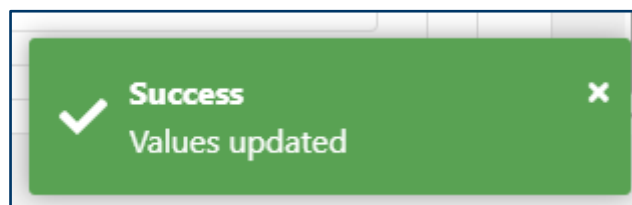


Figure 41

This must be done for each individual value or field completed.

6.3. Contracting party and service provider

First, select “Contracting party and service provider” tab and click on little arrows next to headings to open all the fields marked with red “x”.

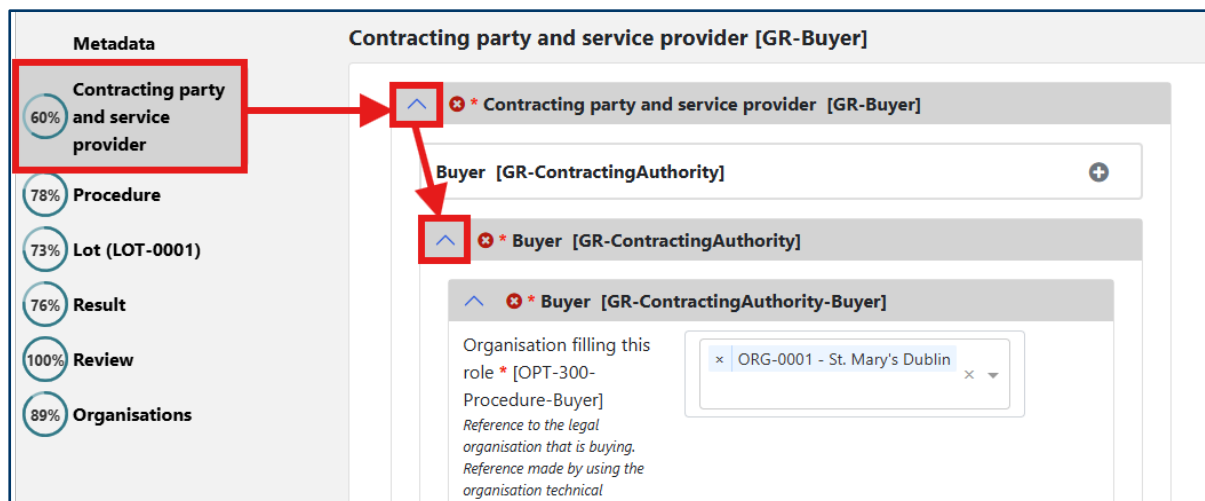


Figure 42

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. <i>Example: ORG-0001 St. Mary's Dublin</i>
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).	Select: Body governed by public law
The buyer is a contracting entity [BT-740-Procedure-Buyer]	The buyer is a contracting entity.	<i>This field should be left blank.</i>
Activity of the contracting authority * [BT-10-Procedure-Buyer]	The main activity of the contracting authority.	Select: Education
Buyer profile * [BT-508-Procedure-Buyer]	The website where the buyer publishes information regarding procurement procedures (e.g. notices, procurement documents).	If the field is empty – paste in your school's full website address including “https://” in front of it. <i>Example: https://spu.ie</i>

If all details were inserted correctly, this section should now show **100% completion**. If it does not, go back to each field and complete the mandatory ones.

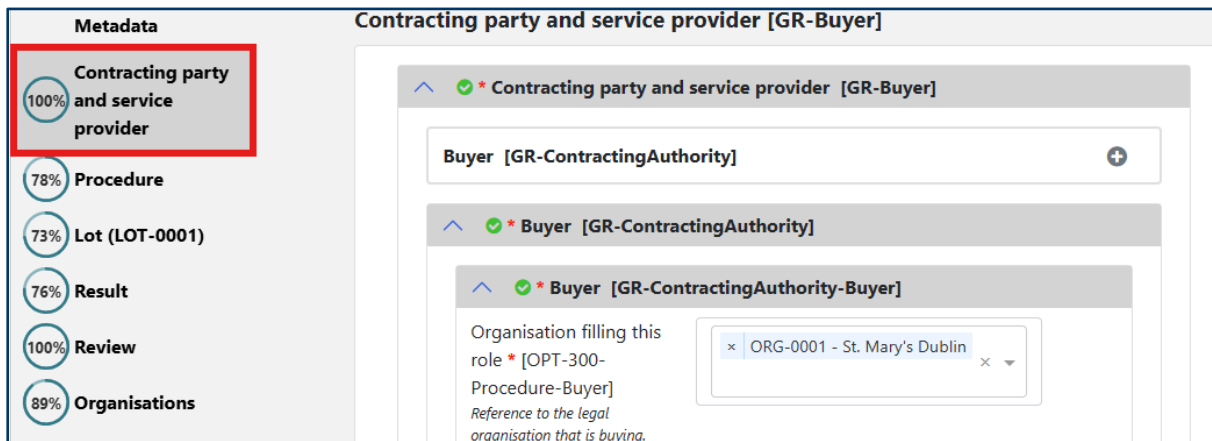


Figure 43

6.4. Procedure

6.4.1. Purpose

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

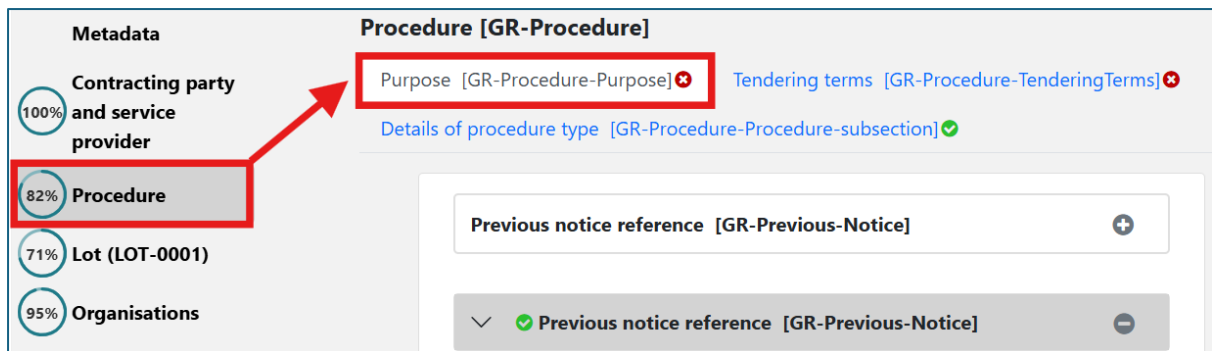


Figure 44

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

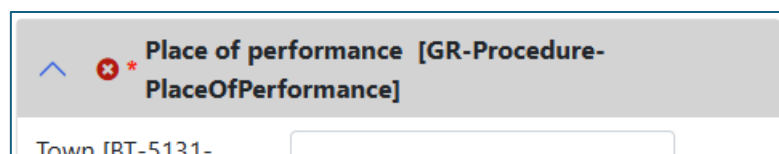


Figure 45

Field	Description	Recommended Text for Schools
Town [BT-5131-Procedure]	The name of the locality (city, town, or village) of the place of performance.	<i>This field should be left blank.</i>

Country subdivision (NUTS) * [BT-5071-Procedure]	<p>The location according to the common classification of territorial units for statistics (NUTS). The NUTS3 classification code shall be used.</p> <p>Note: once this is completed the system will remove some of the other fields in this node.</p>	<p>See the table below and type in NUTS3 code relevant for your county.</p> <p>Important: only insert codes as indicated below!</p> <p><i>Example: if a school's address is in Cork, they must type in South-West into this field.</i></p> <table border="1"> <thead> <tr> <th><u>NUTS3 Code</u></th> <th><u>County</u></th> </tr> </thead> <tbody> <tr> <td>Border</td> <td>Cavan, Donegal, Leitrim, Monaghan, Sligo</td> </tr> <tr> <td>West</td> <td>Mayo, Roscommon, Galway and Galway City</td> </tr> <tr> <td>Mid-West</td> <td>Clare, Tipperary, Limerick City and County</td> </tr> <tr> <td>South-East</td> <td>Carlow, Kilkenny, Wexford, Waterford City and County</td> </tr> <tr> <td>South-West</td> <td>Kerry, Cork and Cork City</td> </tr> <tr> <td>Dublin</td> <td>Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin</td> </tr> <tr> <td>Mid-East</td> <td>Kildare, Meath, Wicklow, Louth</td> </tr> <tr> <td>Midland</td> <td>Laois, Longford, Offaly, Westmeath</td> </tr> </tbody> </table>	<u>NUTS3 Code</u>	<u>County</u>	Border	Cavan, Donegal, Leitrim, Monaghan, Sligo	West	Mayo, Roscommon, Galway and Galway City	Mid-West	Clare, Tipperary, Limerick City and County	South-East	Carlow, Kilkenny, Wexford, Waterford City and County	South-West	Kerry, Cork and Cork City	Dublin	Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin	Mid-East	Kildare, Meath, Wicklow, Louth	Midland	Laois, Longford, Offaly, Westmeath
<u>NUTS3 Code</u>	<u>County</u>																			
Border	Cavan, Donegal, Leitrim, Monaghan, Sligo																			
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Mid-East	Kildare, Meath, Wicklow, Louth																			
Midland	Laois, Longford, Offaly, Westmeath																			
Country * [BT-5141-Procedure]	The country of the place of performance.	<i>This field will be prepopulated with "Ireland". No further action required.</i>																		
Additional information [BT-728-Procedure]	Additional information about the place of performance.	<i>This field should be left blank.</i>																		

6.4.2. Tendering terms

When ready, switch to the next tab called “Tendering terms [GR-Procedure-TenderingTerms]”.

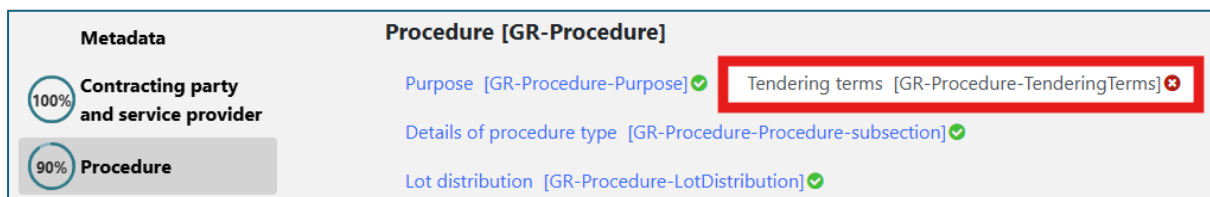


Figure 46

Open the node called “**Exclusion Grounds Source (Code) [GR-Procedure-ExclusionGrounds-Source]**”

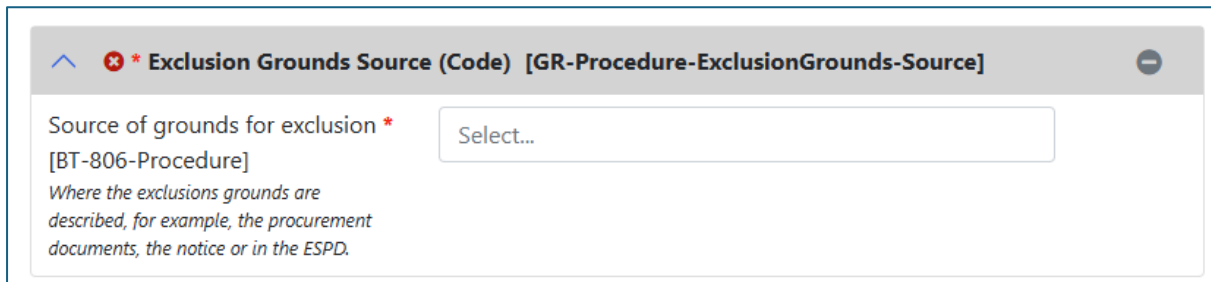


Figure 47

Field	Description	Recommended Text for Schools
Source of grounds for exclusion * [BT-806-Procedure]	Where the exclusions grounds are described, for example, the procurement documents, the notice or in the ESPD.	Select: Procurement document.

6.5. Lot (LOT-0001)

6.5.1. Tendering process

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.

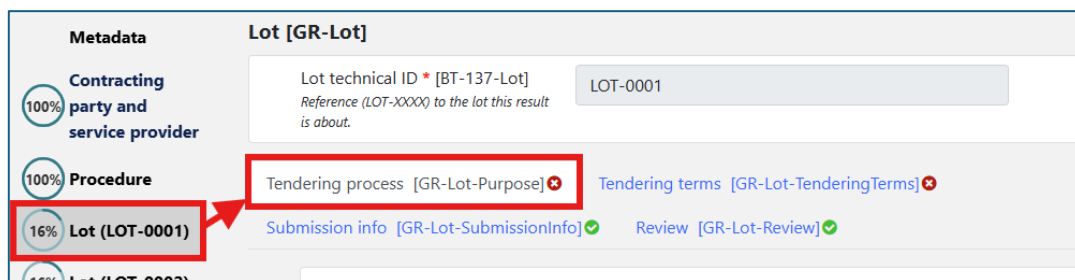


Figure 48

6.5.1.1. Scope of the procurement

Scroll down to “**Scope of the procurement [GR-Lot-Scope]**” and open that node. Below all the CPV codes you have selected when completing the CFT Workspace, you will see a question relating to the SME participation.

Quantity [BT-25-Lot]
The number of units required.

Classification for the main commodity of a lot [GR-Lot-Scope-MainClassification]

Classification type * [BT-26(m)-Lot]
The type of classification describing the purchase (e.g. the CPV).
Common procurement vocabulary

Main classification * [BT-262-Lot]
The code from the classification that best characterises the purchase.
42600000 - Machine tools

Unit [BT-625-Lot]
The unit which the good, service, or work comes in, for example hours or kilograms.
Select...

Additional classification [GR-Lot-Scope-AdditionalClassification]

This procurement is also suitable for small and medium-sized enterprises (SMEs) * [BT-726-Lot]
The buyer emphasizes that this procurement is also suitable for small and medium enterprises (SMEs).
 Yes No

Figure 49

Field	Description	Recommended Text for Schools
This procurement is also suitable for small and medium-sized enterprises (SMEs) * [BT-726-Lot]	The buyer emphasizes that this procurement is also suitable for small and medium enterprises (SMEs).	Select: Yes.

6.5.1.2. Type of procurement

Scroll down to “**Type of procurement [GR-Lot-ProcurementType]**”, and click on the arrow next to the heading, to open the node. Complete the fields as indicated in the table below.

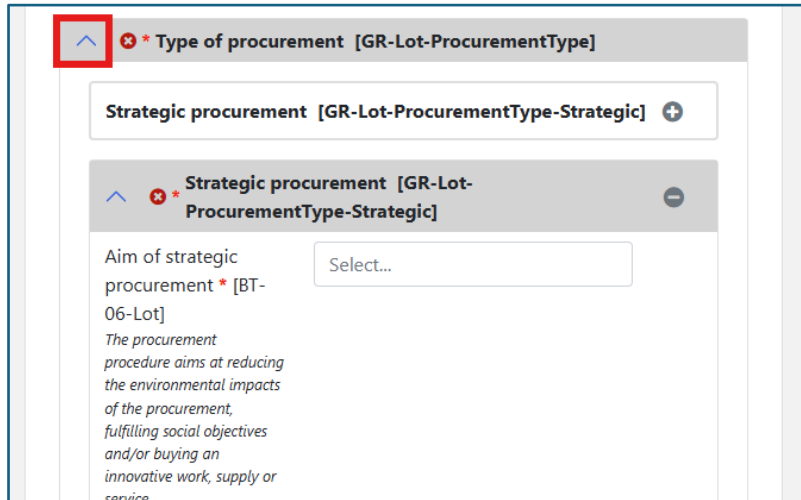


Figure 50

Field	Description	Recommended Text for Schools
Aim of strategic procurement * [BT- 06-Lot]	The procurement procedure aims at reducing the environmental impacts of the procurement, fulfilling social objectives and/or buying an innovative work, supply or service	Select: No strategic procurement.

6.5.1.3. Place of performance

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

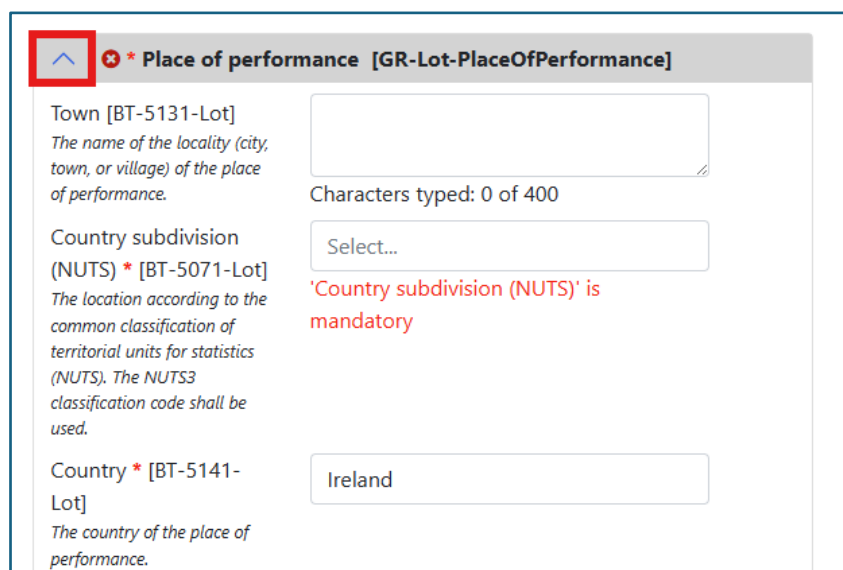


Figure 51

Field	Description	Recommended Text for Schools																		
Town [BT-5131-Procedure]	The name of the locality (city, town, or village) of the place of performance.	<i>This field should be left blank.</i>																		
Country subdivision (NUTS) * [BT-5071-Procedure]	<p>The location according to the common classification of territorial units for statistics (NUTS). The NUTS3 classification code shall be used.</p> <p>Note: once this is completed the system will remove some of the other fields in this node.</p>	<p>See the table below and type in NUTS3 code relevant for your county.</p> <p>Important: only insert codes as indicated below!</p> <p><i>Example: if a school's address is in Cork, they must type in South-West into this field.</i></p> <table border="0"> <thead> <tr> <th data-bbox="683 667 863 701"><u>NUTS3 Code</u></th> <th data-bbox="890 667 991 701"><u>County</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="762 723 863 757">Border</td> <td data-bbox="890 723 1445 757">Cavan, Donegal, Leitrim, Monaghan, Sligo</td> </tr> <tr> <td data-bbox="788 797 863 831">West</td> <td data-bbox="890 797 1485 831">Mayo, Roscommon, Galway and Galway City</td> </tr> <tr> <td data-bbox="730 871 863 904">Mid-West</td> <td data-bbox="890 871 1445 904">Clare, Tipperary, Limerick City and County</td> </tr> <tr> <td data-bbox="703 945 863 978">South-East</td> <td data-bbox="890 934 1501 1001">Carlow, Kilkenny, Wexford, Waterford City and County</td> </tr> <tr> <td data-bbox="695 1019 863 1052">South-West</td> <td data-bbox="890 1019 1225 1052">Kerry, Cork and Cork City</td> </tr> <tr> <td data-bbox="767 1093 863 1126">Dublin</td> <td data-bbox="890 1081 1493 1149">Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin</td> </tr> <tr> <td data-bbox="738 1180 863 1214">Mid-East</td> <td data-bbox="890 1180 1294 1214">Kildare, Meath, Wicklow, Louth</td> </tr> <tr> <td data-bbox="746 1245 863 1279">Midland</td> <td data-bbox="890 1245 1353 1279">Laois, Longford, Offaly, Westmeath</td> </tr> </tbody> </table>	<u>NUTS3 Code</u>	<u>County</u>	Border	Cavan, Donegal, Leitrim, Monaghan, Sligo	West	Mayo, Roscommon, Galway and Galway City	Mid-West	Clare, Tipperary, Limerick City and County	South-East	Carlow, Kilkenny, Wexford, Waterford City and County	South-West	Kerry, Cork and Cork City	Dublin	Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin	Mid-East	Kildare, Meath, Wicklow, Louth	Midland	Laois, Longford, Offaly, Westmeath
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Midland	Laois, Longford, Offaly, Westmeath																			
Country * [BT-5141-Procedure]	The country of the place of performance.	<i>This field will be prepopulated with "Ireland". No further action required.</i>																		
Additional information [BT-728-Procedure]	Additional information about the place of performance.	<i>This field should be left blank.</i>																		

6.5.2. Tendering terms

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

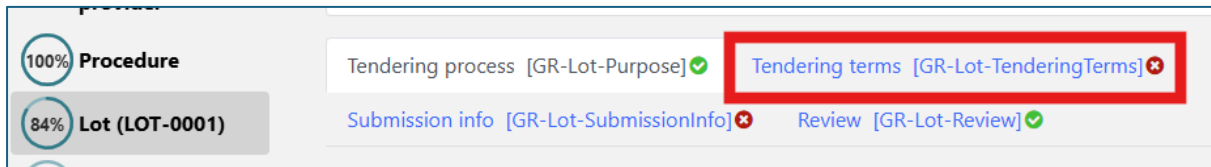


Figure 52

6.5.2.1. Source of selection criteria

Open the node called “**Source for Selection Criteria [GR-Lot-SelectionCriteria-Source]**”.

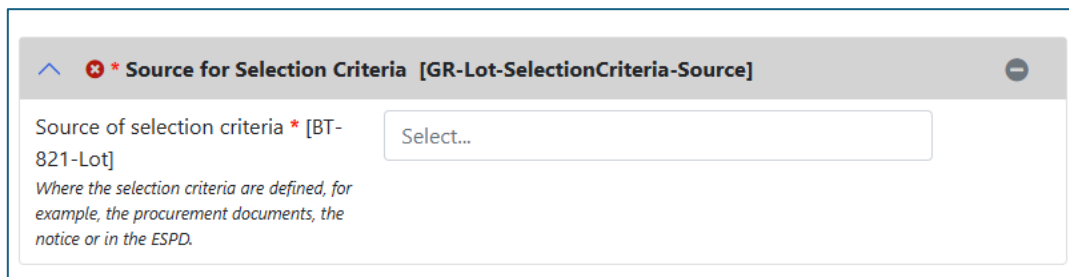


Figure 53

Field	Description	Recommended Text for Schools
Source of selection criteria * [BT-821-Lot]	Where the selection criteria are defined, for example, the procurement documents, the notice or in the ESPD.	Select: Procurement document.

6.5.2.2. Clean Vehicle Directive information

Scroll down, to “**Clean Vehicle Directive information [GR-Lot- TenderingTerms-CVD]**” heading.

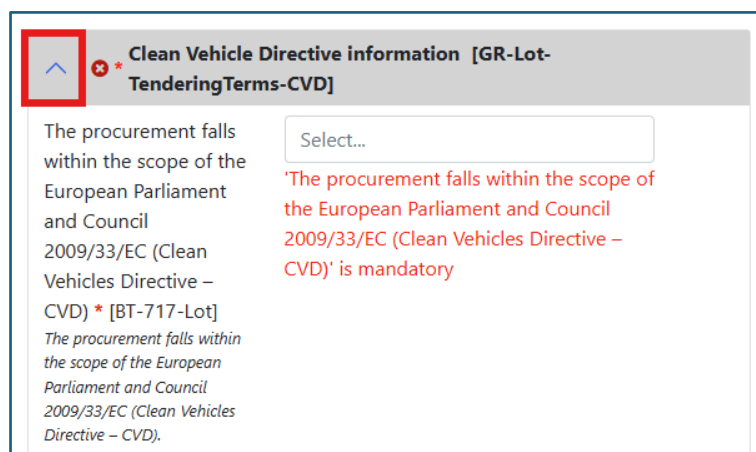


Figure 54

Field	Description	Recommended Text for Schools
The procurement falls within the scope of the European Parliament and Council 2009/33/EC (Clean Vehicles Directive - CVD) * [BT-717-Lot]	The procurement falls within the scope of the European Parliament and Council 2009/33/EC (Clean Vehicles Directive - CVD).	Select: No

6.5.3. Submission info

Scroll back up and switch to the next tab called “**Submission info [GR-Lot-SubmissionInfo]**”.

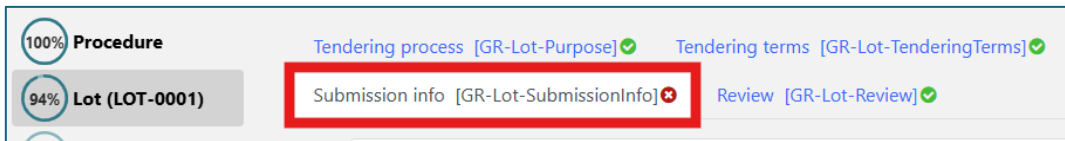


Figure 55

Scroll down to find the node called “**Information on procurement documents [GR-Lot-ProcurementDocuments]**”.

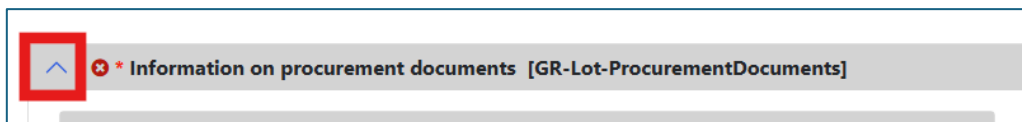


Figure 56

Scroll further down until you see a section referring to access to procurement document and **copy the website address** from BT-15-Lot field to OPT-140-Lot.



Figure 57

Field	Description	Recommended Text for Schools
Access to certain procurement documents is restricted [BT-14-Lot]	The access to certain procurement documents is restricted.	<i>This field will be prepopulated with “No restrictions to access documents”. No further action required.</i>
Address of the procurement documents * [BT-15-Lot]	The internet address for accessing (the non-restricted part of) the procurement documents. For all notices except prior information notices, the address shall give access that is direct (i.e. the exact webpage with the documents, not a general website), unrestricted (e.g. no registration), full (i.e. the procurement documents are complete) and free of charge and the documents shall be available already at the time of the publication of the notice.	<i>This field will be prepopulated.</i> Important: copy the website address in this field. Ensure you have the <u>full address copied!</u>
Procurement documents ID * [OPT-140-Lot]	Identifier of the procurement document	Insert the full website address copied from the field above “[BT-15-Lot]”.

6.6. Additional lot (LOT-0002 and any other – if those apply)

If there was more than one lot in your competition, select the next lot section in the menu on the left-hand side (LOT-0002), and follow the steps in paragraph “6.5. Lot (LOT-0001)” to insert all the relevant information referring to this lot.

Note: Repeat these steps for each of the lots, until each is 100% completed!

Figure 58

See an overview of fields' codes and recommended values below.

Node code	Field code	Recommended Text for Schools
Tendering process [GR-Lot-Purpose] tab		
Scope of the procurement [GR-Lot-Scope]	This procurement is also suitable for small and medium-sized enterprises (SMEs) * [BT-726-Lot]	Select: Yes.

Type of procurement [GR-Lot-ProcurementType]	Aim of strategic procurement * [BT- 06-Lot]	Select: No strategic procurement.
Place of performance [GR-Lot-PlaceOfPerformance]	Country subdivision (NUTS) * [BT-5071-Lot]	See the table below and type in NUTS3 code relevant for your county. Important: only insert codes as indicated below! <i>Example: if a school's address is in Cork, they must type in South-West into this field.</i> <u>NUTS3 Code</u> <u>County</u> Border Cavan, Donegal, Leitrim, Monaghan, Sligo West Mayo, Roscommon, Galway and Galway City Mid-West Clare, Tipperary, Limerick City and County South-East Carlow, Kilkenny, Wexford, Waterford City and County South-West Kerry, Cork and Cork City Dublin Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin Mid-East Kildare, Meath, Wicklow, Louth Midland Laois, Longford, Offaly, Westmeath
Tendering terms [GR-Lot-TenderingTerms] tab		
Source for Selection Criteria [GR-Lot-SelectionCriteria-Source]	Source of selection criteria * [BT-821-Lot]	Select: Procurement document.
Clean Vehicle Directive information [GR-Lot-TenderingTerms-CVD]	The procurement falls within the scope of the European Parliament and Council 2009/33/EC (Clean Vehicles Directive - CVD) * [BT-717-Lot]	Select: No.
Submission info [GR-Lot-SubmissionInfo] tab		
Information on procurement documents [GR-Lot-ProcurementDocuments]	Procurement documents ID * [OPT-140-Lot]	Copy the full website address from the field above called "Address of the procurement documents * [BT-15-Lot]" and paste it into this field.

6.7. Organisations

If all the mandatory fields in the organisation details on eTenders account are completed, this section will show 100% completion.

Note: If all the required fields were done accordingly, each section 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.

6.8. 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.

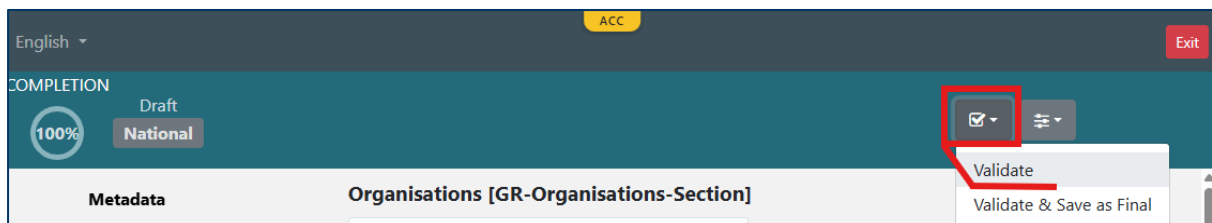


Figure 59

6.8.1. Validation “true”

When the form is checked by the system, a pop-up window will appear.

If it says “**true**”, it means that the system reads all the required fields as done.

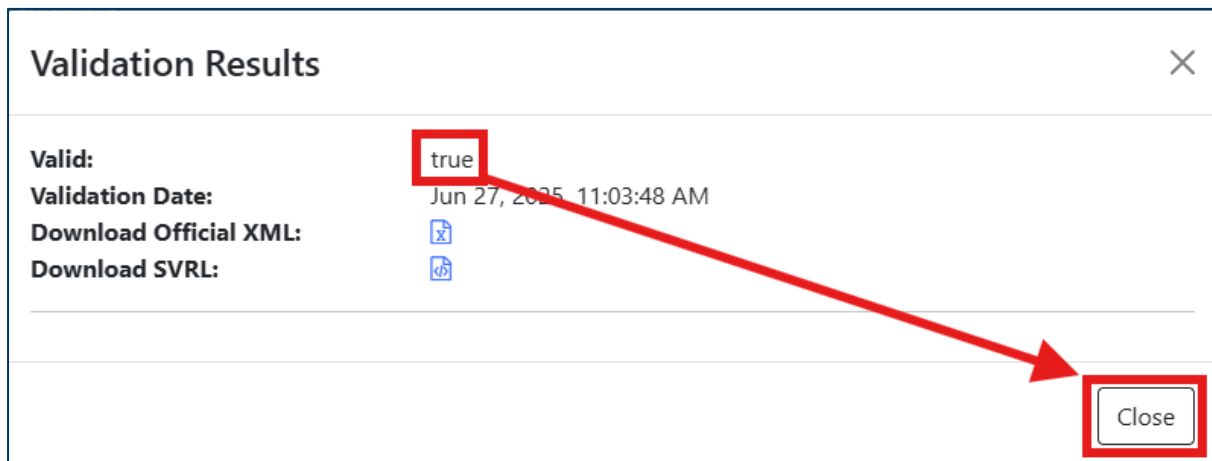


Figure 60

6.8.2. Validation “false”

If the validation comes back as “**false**” review the errors shown by the system. The list will include the code of the field and any conditions that were not met to consider those completed.

Search for the relevant code in this guidance document and insert the value as instructed.

If it is impossible to correct these fields, it might be easier to start over and create a new Contract Notice or contact procurementsupport@spu.ie for further details.

Remember that eForms is a dynamic form. Any values selected or inserted differently than in this guide may trigger system to add or remove fields which may lead to an unsuccessful validation.

6.8.3. Save as final

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

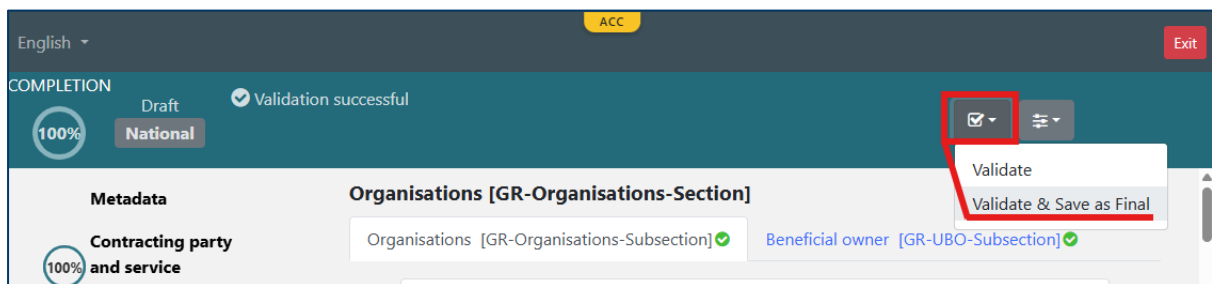


Figure 61

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



Figure 62

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

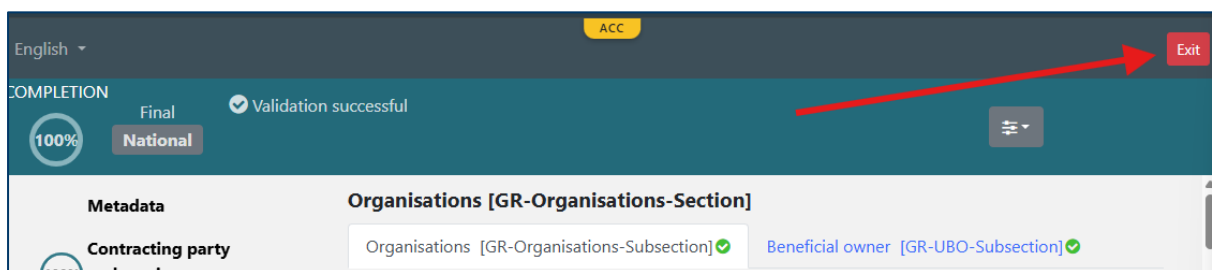


Figure 63

7. Publish Contract Notice

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

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

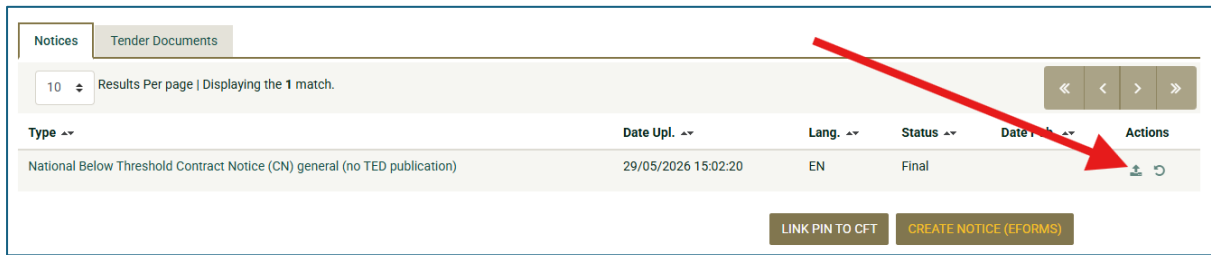


Figure 64

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

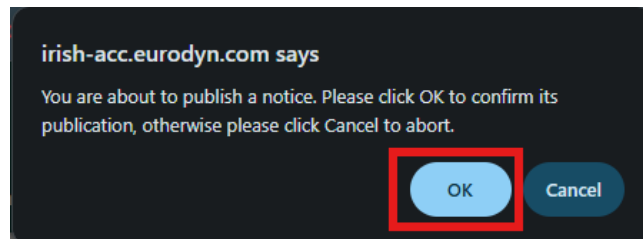


Figure 65

Congratulations! The Contract Notice has now been successfully published on eTenders platform and your tender is live. Supplier may now express interest in your competition, read the tender documents, submit their queries and tenders.

8. List of abbreviations

Field	Recommended wording for schools
CA	Contracting Authority (i.e. the school)
CN	Contract Notice
CPV	Common Procurement Vocabulary
EO	Economic Operator (i.e. supplier or service provider)
OJEU	Official Journal of the European Union
TED	<p>Tenders Electronic Daily – a supplement to the Official Journal of the European Union (OJEU); in essence, it is a platform for publishing and advertising competitions accessed by all Member States.</p> <p>All competitions above EU thresholds must be published on eTenders platform (i.e. Irish national platform) and in the OJEU. Competitions below the EU threshold do not need to be advertised in TED.</p>