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Department of Education and Youth

Dynamic Purchasing System Checklist

Post-Primary Schoolbooks Scheme

March 2026

SPU
Schools Procurement Unit

Post Primary Schoolbooks Procurement Solution - Introduction

Phase 1: First Steps	Phase 2: Create Mini-Competition within DPS	Phase 3: Evaluation Process	Phase 4: Post-Award Process

Phase 1: First Steps

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

See Pages 3 - 4

Phase 2: Create Mini-Competition within DPS

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

See Page 5

Phase 3: Evaluation Process

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

See Pages 5 - 6

Phase 4: Post-Award Process

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

See Page 6 - 7

Post Primary Schoolbooks Procurement Solution – Phase One

Phase 1: First Steps	Phase 2: Create Mini-Competition within DPS	Phase 3: Evaluation Process	Phase 4: Post-Award Process

Step 1: Register on eTenders

Download the Introduction to eTenders Guide (link) ✓

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

Guidance Video: Existing user but do not know your username (link) ✓

Guidance Video: Existing user login/forgot password (link) ✓

Guidance Video: If registered on old eTenders platform (link) ✓

Guidance Video: Registering a School as a Contracting Authority (CA) (link) ✓

Complete School's Contracting Authority Profile ✓

Once you have successfully logged into eTenders, fully complete your school's and the user's details
See Introduction to eTenders Guide (link) - Section 2.1.1 and 2.1.2 ✓

Step 2: Register for the relevant Lot on the DPS

Fill out the DPS Registration Form on SPU.ie (link) ✓

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

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

Step 3: Amend and Finalise Tender Documents

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

Guidance Video: Complete the Pricing Schedule (link) – from 6:30 min onwards ✓

Note: If a School does not see a required Schoolbook on the Pricing Schedule, the School is allowed to add additional books at the bottom of each Subject Section. The School is responsible for including the unit price in the Pricing Schedule. ✓

Note: The Schools should also indicate whether Barcoding/Covering/Labelling or any other associated services are required. See "Tender Summary" tab in the Pricing Schedule Template. ✓

Post Primary Schoolbooks Procurement Solution – Phase One continued …

Phase 1: First Steps	Phase 2: Create Mini-Competition within DPS	Phase 3: Evaluation Process	Phase 4: Post-Award Process

Step 3: Amend and Finalise Tender Documents continued . . .

Fill out the Call for Tender (CFT) Document (link) ✓

Guidance Video: Complete Call for Tender (link) ✓

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

Review and update the Call for Tender

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

Prepare the Tender Response Document (TRD) (link) ✓

Guidance Video: Complete Tender Response Document (link) ✓

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

Review and update the Tender Response Document

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

Post Primary Schoolbooks Procurement Solution – Phase Two and Three

Phase 1: First Steps	Phase 2: Create Mini-Competition within DPS	Phase 3: Evaluation Process	Phase 4: Post-Award Process

Step 4: Create a new Mini-Competition within the DPS

Download the 'Create Mini-Competition & Send Invitations to Tender' Guide (link). ✓

Guidance Video: Create Mini-Competition & Send Invitations to Tender (link) ✓

Task 1: Create Specific Contract and Workspace Information (page 4 of the guide) ✓

Task 2: Finalise Workspace Information (see page 11) ✓

Task 3: Associating Contracting Authority Users (see page 13) ✓

Task 4: Define Workflow (see page 15) ✓

Task 5.1: Send Invitations and add tender documents (see page 17) ✓

Task 5.2: Send Invitations to Tender (see page 20) ✓

Additional guidance – messaging function on eTenders and updating documents

Guidance on viewing and sending messages on eTenders, and updating tender documents (link) ✓

Guidance Video: How to reply to a message and how to compose a message on eTenders platform (link) ✓

Phase 1: First Steps	Phase 2: Create Mini-Competition within DPS	Phase 3: Evaluation Process	Phase 4: Post-Award Process

Step 5: Unlock a tender and access tender submissions

Download the 'How to unlock a tender and access tender submissions' Guide (link). ✓

Guidance Video: How to unlock a tender and access tender submissions (link) ✓

Step 6: Evaluating submissions

Download Evaluation Template used to record scores and feedback for each tenderer (link) ✓

Guidance Video: How to complete the Evaluation Template (link) ✓

Post Primary Schoolbooks Procurement Solution – Phase Three Continued and Four

Phase 1: First Steps	Phase 2: Create Mini-Competition within DPS	Phase 3: Evaluation Process	Phase 4: Post-Award Process

Step 7: Drafting award (result) letters

🎥	Guidance Video: How to complete award letters ([link](#))	✓
📄	Download template letter to a preferred supplier ([link](#))	✓
📄	Download template to an unsuccessful supplier ([link](#))	✓
📝	Draft the award letters and send them out to the tenderers using eTenders messaging function or via email	✓
📝	Observe a standstill period (8 calendar days) if there was more than one valid submission made to your competition. Standstill period starts after the award letters were issued	✓

Phase 1: First Steps	Phase 2: Create Mini-Competition within DPS	Phase 3: Evaluation Process	Phase 4: Post-Award Process

Step 8: Completing the Goods Contract

📄	Download template Goods Contract ([link](#))	✓
📝	Note: this step can only be finished after the standstill period passed without a challenge.	✓
📝	Review the contract; amend and insert all the relevant details. There are comments in the template to guide you through necessary edits.	✓
📝	Send two copies of the completed Contract to the preferred supplier. One copy – signed by the supplier – is to be kept by the school; the other copy – signed by the school – to be returned to the supplier.	✓

Post Primary Schoolbooks Procurement Solution – Phase Four Continued

| Phase 1: | Phase 2: | Phase 3: | Phase 4: |
| First Steps | Create Mini-Competition within DPS | Evaluation Process | Post-Award Process |

Step 9: Close competition on eTenders platform

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

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

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

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

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