



HOW TO CREATE A STANDALONE CONTRACT AWARD NOTICE (NO TED PUBLICATION) ON eTENDERS PLATFORM

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Schools Procurement Unit

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Introduction

This guidance is designed to assist school leaders with creating a standalone Contract Award Notice (CAN) for competitions that were below EU thresholds and had not been published on eTenders platform. CANs in relation to 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).

Note: in line with [Circular 05/2023](#) contracting authorities are required to publish contract award information for **all procurements over €25,000 (exclusive of VAT)** on the eTenders website on completion of the award whether the procurement was advertised on eTenders or not (for example, via email). This includes any contract awarded under a Framework Agreement.

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

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 standalone Contract Award Notice. The school must always refer back to their competition's documents to check relevant values.

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

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

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.

Please be advised that completing the Standalone CAN may take a significant time. Efforts have been made to make the guidance as clear and easy to follow as possible. We are aware that the document is long and may be overwhelming but shortening it any way will cause lack of clarity on steps to take.

Note, that you can save the eForms at any point and go back to finish later. It is recommended to finish at least one full section referred to in a specific paragraph or mark the guidance document to know where you have finished.

If you require any assistance, contact us at procurementssupport@spu.ie

Required details

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://*)
- Postal address (including Eircode)
- Roll number

Note: those might be prepopulated in the eForms if school's account on eTenders is completed accordingly. However, if not, the fields will be blank in the eForms and the values will have to be inserted manually.

ii. **Competition details:**

- Title of the competition (e.g. *Request for quotations for the provision of xxxx to [school name and roll number]*)
- Description of the competition (short paragraph regarding the nature of the contract; example: who is the Contracting Authority, what, where and when the goods/services are required, etc.)
- Estimated value of the whole contract (including any extensions and options if those apply)
- Title and estimated value of each lot separately (if competition was divided into lots)
- Common Procurement Vocabulary (CPV) codes – used for classification purposes. See the [full list here](#) and find the one (or if needed: more than one) that best describes what was sought in relation to your competition
- Award Criteria weightings that applied in your competition (note: this refers to the methodology behind evaluating quotes/proposals and not the tenderer's results)
- Actual value of the contract(s) 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:**

- Legal name of the company
- VAT number (i.e. registration number)
- Postal address (including Eircode)
- Email address for the company

Note: if the competition was divided into lots and there were different winners for each of the lots, you must gather details relating to each of the companies that were awarded a contract in relation to your competition.

1. Create notice

Log in to eTenders account, and on the top menu click on “**CA administration**” and then “**CA Notices**”.

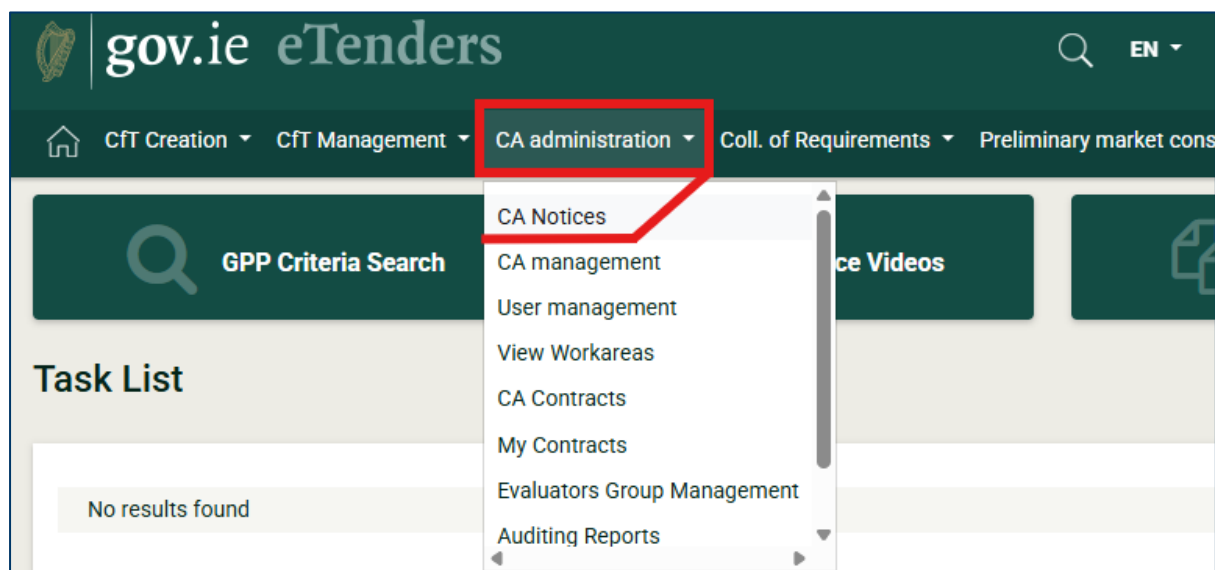


Figure 1

Click on “**Create Notice (eForms)**”.



Figure 2

This will open a pop-up window, as shown below.

The image shows a pop-up window titled 'AVAILABLE NOTICES FORMS'. It has a light beige background and a white border. Inside the window, there are several fields: 'Notice Type' with a dropdown menu showing '- Select Notice Form -', 'Primary Language *' with radio buttons for 'GA' and 'EN' (where 'EN' is selected), and 'Supported Languages' with a list box showing 'GA' and 'EN'. At the bottom right of the window, there are two buttons: 'CANCEL' and 'CREATE'.

Figure 3

Click on the arrow to see a dropdown list with all the possible notices you can create, and find one that says “**National Below Threshold Contract Award Notice (CAN) general (no TED publication)**”.

Note: you might need to scroll down to see this option.

AVAILABLE NOTICES FORMS

Notice Type

- Select Notice Form -

- Prior information notice used to shorten time limits for receipt of tenders - general directive
- Periodic indicative notice used to shorten time limits for receipt of tenders - sectoral directive
- Prior information notice used to shorten time limits for receipt of tenders - defence directive
- Voluntary ex-ante transparency notice - general directive
- Voluntary ex-ante transparency notice - sectoral directive
- Voluntary ex-ante transparency notice - defence directive
- Voluntary ex-ante transparency notice - concession directive
- Contract award notice - general directive, standard regime
- National Contract award notice - general directive, standard regime (no TED publication)
- Contract award notice - sectoral directive, standard regime
- National Contract award notice - sectoral directive, standard regime (no TED publication)
- Contract award notice - defence directive, standard regime
- Concession award notice - concession directive, standard regime
- Contract award notice - general directive, light regime
- Contract award notice - sectoral directive, light regime
- Concession award notice - concessions directive, light regime
- Design contest result notice - general directive, design
- Design contest result notice - sectoral directive, design
- Below Threshold Contract Award Notice (CAN)/ Voluntary result
- National Below Threshold Contract Award Notice (CAN) general (no TED publication)**

Figure 4

Recommended values for all fields in this section can be found below:

Field	Recommended wording for schools
Notice type	National Below Threshold Contract Award Notice (CAN) general (no TED publication)
Number of lots	Insert number of lots that were used in your competition or leave blank if there was only one lot
Primary language	English. This field should be preselected, and no further action is needed.

When ready, click “create”.

AVAILABLE NOTICES FORMS

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

Number of lots
2

Primary Language *
☐ GA ☒ EN

Supported Languages
GA
EN

CANCEL CREATE

Figure 5

This will open the eForms where details relating to your competition and the award of the contract will have to be inserted.

2. Contract Award Notice (eForms)

eForms is a standardised online form that uses common terminology. It is used in different notices including contract award notices.

2.1. 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.

English ACC Exit

COMPLETION 79% Draft National

Metadata

Contracting party and service provider 60%

Procedure 78%

Lot (LOT-0001) 73%

Result 76%

Review 100%

Organisations 89%

Metadata

Notice type * [BT-02-notice]
The type of notice according to procurement legislation.
Contract or concession award notice – standard

Form type * [BT-03-notice]
The type of form according to procurement legislation.
Result

Procedure identifier * [BT-04-notice]
The European Public Procurement Procedure Identifier, a unique identifier of a procurement procedure. Including this identifier in all published versions of this notice (e.g. published on TED, national publication portals; regional publication portals) allows unique identification of procurement.
4b517ff6-904e-4ef7-8506-c4720449f096

Figure 6

2.1.1. 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 7

Note: unlike Contract Award Notice created in relation to a competition previously published on eTenders, some sections in this form may initially appear as completed or marked with a green tick icon. In order to successfully complete this form, ensure you follow the steps below and insert the values as instructed.

2.1.2. 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.

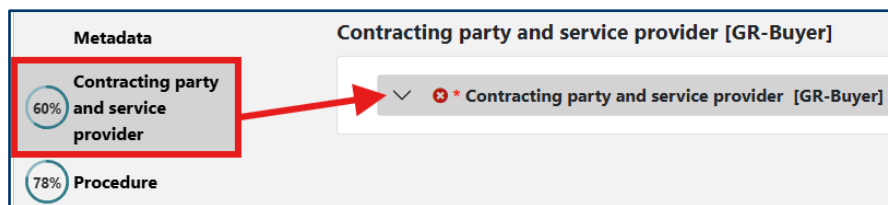


Figure 8

2.1.3. 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.

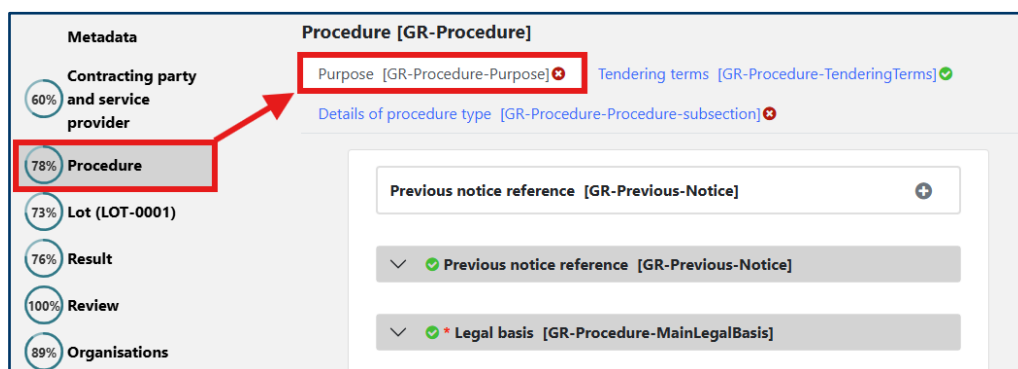


Figure 9

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.

2.1.4. 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.

Contracting party and service provider [GR-Buyer]

Buyer [GR-ContractingAuthority]

Buyer [GR-ContractingAuthority-Buyer]

Organisation filling this role * [OPT-300-Procedure-Buyer]
Reference to the legal organisation that is buying.
Reference made by using the organisation technical identifier.

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

Figure 10

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 11

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.

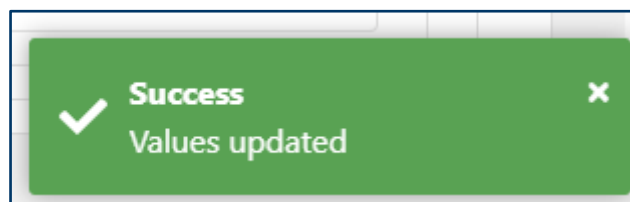


Figure 12

2.2. 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”.

The screenshot displays a web form titled "Contracting party and service provider [GR-Buyer]". On the left, a "Metadata" sidebar lists various sections with progress indicators: "Contracting party and service provider" (60%), "Procedure" (78%), "Lot (LOT-0001)" (73%), "Result" (76%), "Review" (100%), and "Organisations" (89%). The "Contracting party and service provider" section is highlighted with a red box. In the main form area, several sections are visible, each with a small blue upward arrow icon next to its heading. The "Buyer [GR-ContractingAuthority]" section is highlighted with a red box, and an arrow points to the "Buyer [GR-ContractingAuthority-Buyer]" section, which is also highlighted with a red box. The "Buyer [GR-ContractingAuthority-Buyer]" section is expanded, showing a dropdown menu with the selected option "ORG-0001 - St. Mary's Dublin". Below the dropdown, there is a text field with the label "Organisation filling this role * [OPT-300-Procedure-Buyer]" and a description: "Reference to the legal organisation that is buying. Reference made by using the organisation technical".

Figure 13

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
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.

Metadata

Contracting party and service provider [GR-Buyer]

100% Contracting party and service provider

78% Procedure

73% Lot (LOT-0001)

76% Result

100% Review

89% Organisations

Buyer [GR-ContractingAuthority]

Buyer [GR-ContractingAuthority]

Buyer [GR-ContractingAuthority-Buyer]

Organisation filling this role * [OPT-300-Procedure-Buyer]

Reference to the legal organisation that is buying.

ORG-0001 - St. Mary's Dublin

Figure 14

2.3. Procedure

2.3.1. Purpose

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

2.3.1.1. Legal basis

Next, open “**Legal basis [GR-Procedure-MainLegalBasis]**”.

Contracting party and service provider

100% Contracting party and service provider

11% Procedure

16% Lot (LOT-0001)

16% Lot (LOT-0002)

33% Result

100% Review

94% Organisations

Purpose [GR-Procedure-Purpose]

Tendering terms [GR-Procedure-TenderingTerms]

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

Previous notice reference [GR-Previous-Notice]

Previous notice reference [GR-Previous-Notice]

Legal basis [GR-Procedure-MainLegalBasis]

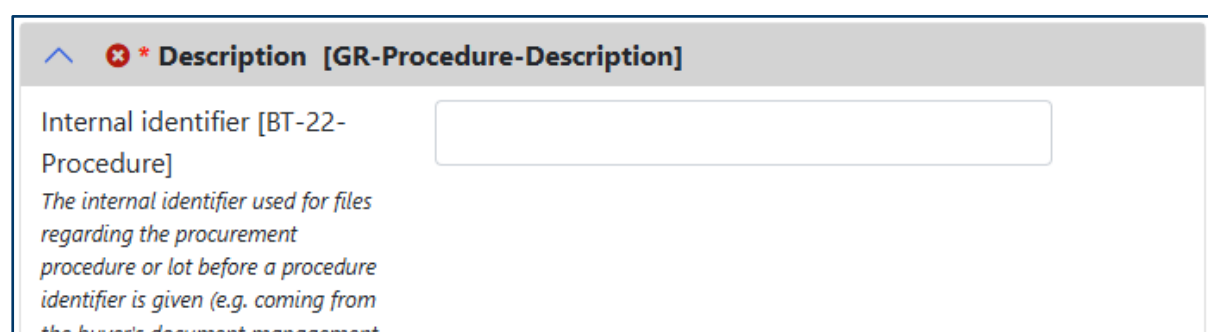
Other legal basis with an identifier [GR-Procedure-LocalLegalBasisWithID]

Figure 15

Field	Description	Recommended Text for Schools
Legal basis of the procedure * [BT-01-notice]	The legal basis (e.g. a Union or national legal act) under which the procurement procedure takes place or, in case of prior information notices, under which the procurement procedure(s) will take place.	Select: Other

2.3.1.2. Description

Scroll down to “**Description [GR-Procedure-Description]**”.



Internal identifier [BT-22-Procedure]

The internal identifier used for files regarding the procurement procedure or lot before a procedure identifier is given (e.g. coming from the buyer's document management)

Figure 16

Field	Description	Recommended Text for Schools
Title * [BT-21-Procedure]	The name of the procurement procedure or lot.	Insert title of your competition. <i>Example: Request for Quotations for the provision of [goods] to St. Mary's Dublin (12345A)</i>
Description * [BT-24-Procedure]	The description of the nature and quantity of what is being bought or of the needs and requirements that shall be met in this procedure or lot. In case of a modification notice, the description of the procurement before and after the modification. Note: there are maximum 6000 characters allowed in this field.	Insert short description of your competition. <i>Example: The Board of Management of St. Mary's Dublin (the Contracting Authority) requested quotations for the supply of goods as described in the tender documents. The goods required are to be delivered and installed at St. Mary's Dublin before end of August 2026. In summary, the Goods comprise of: Equipment for the teaching of Subject XYZ based, mostly on specifications by the Department of Education and Youth (DEY) for post-primary schools.</i>

Main nature of the contract * [BT-23-Procedure]	The main nature (e.g. works) of what is being bought. In case of mixed procurement (e.g. a procedure for both works and services), the main nature may be, for example, the one with the highest estimated value. This information shall be given for the whole procedure.	Select main nature of the contract. Options: - Services - Supplies - Works
--	--	--

2.3.1.3. Scope of the procurement

Scroll down to “**Scope of the procurement [GR-Procedure-Scope]**”

Figure 17

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 <i>Example: 100,000.00</i>

2.3.1.4. Main classification

Next, move below to “**Main classification [GR-Procedure-Scope-MainClassification]**” and click on the magnifying glass next to “**Main classification * [BT-262-Procedure]**”.

Figure 18

This will open a pop-up window with a list of possible Common Procurement Vocabulary (CPV) codes. Those are standardized numerical codes classifying subject of the contract. In this field the main code that best represents your contract should be chosen. If additional codes are required, they can be added later on (see: [“2.3.1.5. Additional classification”](#))

Main classification [X]

Available Items

- > Agricultural, farming, fishing, forestry and related products (03000000)
- > Petroleum products, fuel, electricity and other sources of energy (09000000)
- > Mining, basic metals and related products (14000000)
- > Food, beverages, tobacco and related products (15000000)
- > Agricultural machinery (16000000)
- > Clothing, footwear, luggage articles and accessories (18000000)
- > Leather and textile fabrics, plastic and rubber materials (19000000)
- > Printed matter and related products (22000000)
- > Chemical products (24000000)

Selected Items

[Empty box with up, down, and trash icons]

[Cancel] [Submit]

Figure 19

Note 1: you may need to scroll down to see more options on the list.

Note 2: The main list that opens up has multiple sub- and sub-sub- categories. You may need to open relevant categories in order to find the one that best represents your contract. In order to open a new sub-category, click on the little arrow on the left of the required heading. The system might take a moment before it processes this request (there will be a blue bar loading at the top of the pop-up window).

- > Clothing, footwear, luggage articles and accessories (18000000)
- > Leather and textile fabrics, plastic and rubber materials (19000000)
- > Printed matter and related products (22000000)

Figure 20

When you have found the CPV code that best represents your contract, click on it. It will be then automatically added to the list below. Once that is ready, click “submit”.

Main classification [X]

Available Items

- > Clothing, footwear, luggage articles and accessories (18000000)
- > Leather and textile fabrics, plastic and rubber materials (19000000)
- ✓ Printed matter and related products (22000000)
 - ✓ Printed books, brochures and leaflets (22100000)
 - > School books (22111000)
 - > Textbooks (22112000)
 - > Library books (22113000)
 - > Dictionaries, maps, music books and other books (22114000)

Selected Items

22111000-School books [Up] [Down] [Delete]

Cancel Submit

Figure 21

Note: only one CPV code can be selected here. If additional codes are required, follow the steps in “2.3.1.5. Additional classification”.

When the CPV code is added a new field will appear on the eForms called “**Classification type * [BT-26(m)-Procedure]**”.

^ ✖ * Main classification [GR-Procedure-Scope-MainClassification]

Classification type * [BT-26(m)-Procedure]
The type of classification describing the purchase (e.g. the CPV).
Select...
'Classification type' is mandatory

Main classification * [BT-262-Procedure]
The code from the classification that best characterises the purchase.
[Search] ✖ 22111000 - School books

Figure 22

Field	Description	Recommended Text for Schools
Classification type * [BT-26(m)-Procedure]	The type of classification describing the purchase (e.g. the CPV).	Select: Common procurement vocabulary
Main classification * [BT-262-Procedure]	The code from the classification that best characterises the purchase.	The code was selected at the earlier step. No further action is required.

2.3.1.5. Additional classification

If additional code is needed, scroll down to the next section “**Additional classification [GR-Procedure-Scope-AdditionalClassification]**”, and click on the magnifying glass. Next, follow the same steps as in “2.3.1.4. Main classification” in order to add required code and select the classification type.

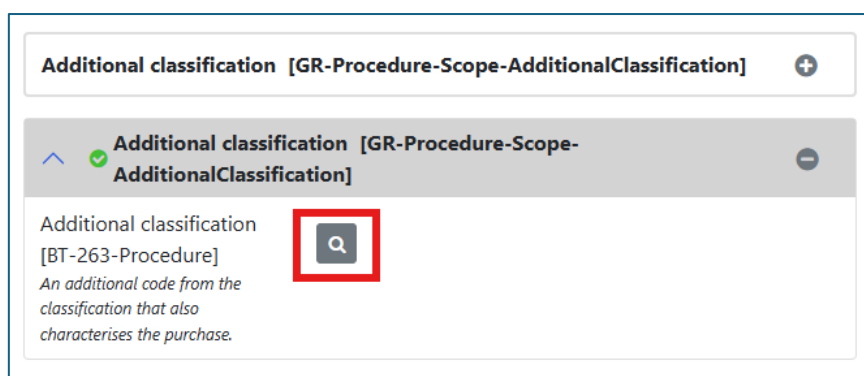


Figure 23

2.3.1.6. Additional classification – when more CPV codes are required

If more than two codes are required, click on the “plus” icon next to the heading called “**Additional classification [GR-Procedure-Scope-AdditionalClassification]**”

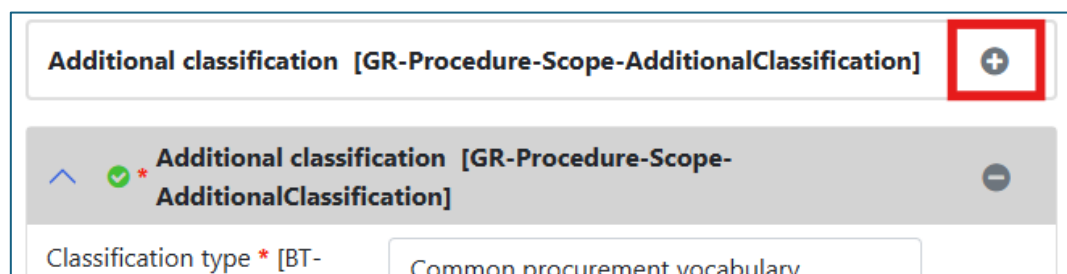


Figure 24

When the new node is added follow the same steps as in “2.3.1.4. Main classification”.

Example of a page with three CPV codes added:

Main classification [GR-Procedure-Scope-MainClassification]

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

Main classification * [BT-262-Procedure]
The code from the classification that best characterises the purchase.

Additional classification [GR-Procedure-Scope-AdditionalClassification]

Additional classification [GR-Procedure-Scope-AdditionalClassification]

Classification type * [BT-26(a)-Procedure]
The type of classification describing the purchase (e.g. the CPV).

Additional classification [BT-263-Procedure]
An additional code from the classification that also characterises the purchase.

Additional classification [GR-Procedure-Scope-AdditionalClassification]

Classification type * [BT-26(a)-Procedure]
The type of classification describing the purchase (e.g. the CPV).

Additional classification [BT-263-Procedure]
An additional code from the classification that also characterises the purchase.

Figure 25

If any more codes are required, add more nodes as shown in step: 2.3.1.6. Additional classification – when more than two CPV codes are required.

2.3.1.7. Place of performance

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

Place of performance [GR-Procedure-PlaceOfPerformance]

Town [BT-5131-Procedure]
The name of the locality (city, town, or village) of the place of performance.

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.

Country * [BT-5141-Procedure]
The country of the place of performance.

Figure 26

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 for your county:	
		<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		

2.4. Lot (LOT-0001)

2.4.1. 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.

The screenshot shows the 'Lot [GR-Lot]' interface. On the left, under 'Metadata', there are three items: 'Contracting party and service provider' (100%), 'Procedure' (100%), and 'Lot (LOT-0001)' (16%). The 'Lot (LOT-0001)' item is highlighted with a red box, and a red arrow points from it to the 'Tendering process [GR-Lot-Purpose]' tab. The 'Tendering process' tab is also highlighted with a red box. Other tabs include 'Tendering terms [GR-Lot-TenderingTerms]', 'Submission info [GR-Lot-SubmissionInfo]', and 'Review [GR-Lot-Review]'. The 'Lot technical ID' field contains 'LOT-0001'.

Figure 27

2.4.1.1. Description of the lot

Next, open the heading called “**Description of the lot [GR-Lot-Description]**”.

The screenshot shows the 'Description of the lot [GR-Lot-Description]' section. It contains a list of items: 'Previous planning [GR-Lot-PreviousPlanning]', 'Previous planning [GR-Lot-PreviousPlanning]', and 'Description of the lot [GR-Lot-Description]'. The 'Description of the lot' item is highlighted with a red box. The 'Previous planning' items are collapsed, and the 'Description of the lot' item is expanded, showing a red box around its heading.

Figure 28

Field	Description	Recommended Text for Schools
Internal identifier [BT-22-Lot]	The internal identifier used for files regarding the procurement procedure or lot before a procedure identifier is given (e.g. coming from the buyer's document management system or procurement planning system)	Remove the prepopulated value in this field and insert the Lot number and title as applied in your competition. <i>Example: Lot 1 – Junior Cycle Schoolbooks</i>
Title * [BT-21-Lot]	The name of the procurement procedure or lot.	Insert title as earlier in the field [BT-21-Procedure] <i>Example: Request for Quotations for the provision of [goods] to St. Mary's Dublin (12345A)</i>
Description * [BT-24-Lot]	The description of the nature and quantity of what is being bought or of the needs and requirements that shall be met in this procedure or lot. In case of a modification notice, the description of the procurement before and after the modification.	Insert description as earlier in the field [BT-24-Procedure] <i>Example: The Board of Management of St. Mary's Dublin (the Contracting Authority) requested quotations for the supply of goods as described in the tender documents. The goods required are to be delivered and installed at St. Mary's Dublin before end of August 2026. In summary, the Goods comprise of: Equipment for the teaching of Subject XYZ based, mostly on specifications by the Department of Education and Youth (DEY) for post-primary schools.</i>
Main nature of the contract * [BT-23-Lot]	The main nature (e.g. works) of what is being bought. In case of mixed procurement (e.g. a procedure for both works and services), the main nature may be, for example, the one with the highest estimated value. This information shall be given for the whole procedure.	Select main nature of the contract – the same as is the earlier field [BT-23-Procedure] Options: - Services - Supplies - Works

2.4.1.2. Scope of the procurement

Scroll down to “**Scope of the procurement [GR-Lot-Scope]**”

Figure 29

Field	Description	Recommended Text for Schools
Quantity [BT-25-Lot]	The number of units required.	No action required
Unit [BT-625-Lot]	The unit which the good, service, or work comes in, for example hours or kilograms.	No action required
Estimated value excluding VAT * [BT-27-Lot]	The estimated value of the procurement procedure or lot, over its whole duration, including options and renewals.	Insert estimated value of that Lot. If there was only one Lot in the competition, insert the same value as earlier in the field [BT-27-Procedure]

2.4.1.3. Classification for the main commodity of a lot

Next, click on the magnifying glass under the heading “**Classification for the main commodity of a lot [GR-Lot-Scope-MainClassification]**”, and follow the same steps as in [2.3.1.4. Main classification](#) to choose relevant classification code.

Figure 30

If additional codes are required:

- (1) complete “**Additional classification [GR-Lot-Scope-AdditionalClassification]**” and if any more CPV codes are needed,
- (2) click on the **plus icon** next to the grey “Additional classification [GR-Lot-Scope-AdditionalClassification]”. Follow steps as in 2.3.1.5. [Additional classification](#) (if one more code is required) and 2.3.1.6. [Additional classification – when more CPV codes are required](#) (if more than two CPV codes as required).

Figure 31

2.4.1.4. Type of procurement

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

Figure 32

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

2.4.1.5. Place of performance

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

The screenshot shows a form titled "Place of performance [GR-Lot-PlaceOfPerformance]". It contains three main input fields with their respective descriptions and labels:

- Town [BT-5131-Lot]**: Description: "The name of the locality (city, town, or village) of the place of performance." The input field is empty. Below it, it says "Characters typed: 0 of 400".
- Country subdivision (NUTS) * [BT-5071-Lot]**: Description: "The location according to the common classification of territorial units for statistics (NUTS). The NUTS3 classification code shall be used." The input field shows "Select...". A red error message below it says: "'Country subdivision (NUTS)' is mandatory".
- Country * [BT-5141-Lot]**: Description: "The country of the place of performance." The input field shows "Ireland".

Figure 33

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 for your county: <table><tr><th><u>NUTS3 Code</u></th><th><u>County</u></th></tr><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></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																			
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																			

2.4.1.6. Use of EU financing

Scroll down to “**Use of EU financing [GR-Lot-EUFunds-Indicator]**” and click on the arrow to see the required field.

^ ✖ * Use of EU financing [GR-Lot-EUFunds-Indicator]

The procurement is at least partially financed by European Union funds * [BT-60-Lot]

Select...

'The procurement is at least partially financed by European Union funds' is mandatory

The procurement is at least partially financed by Union funds such as the European Structural and Investment Funds or grants awarded by the Union.

Figure 34

Field	Description	Recommended Text for Schools
The procurement is at least partially financed by European Union funds * [BT-60-Lot]	The procurement is at least partially financed by Union funds such as the European Structural and Investment Funds or grants awarded by the Union.	Select: Procurement Project not financed with EU Funds Important: if the project is financed with EU funds, contact SPU at procurementsupport@spu.ie for further instructions.

2.4.2. Tendering terms

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

Metadata

Contracting party and service provider 100%

Procedure 100%

86% Lot (LOT-0001)

68% Result

100% Review

86% Organisations

Lot [GR-Lot]

Lot technical ID * [BT-137-Lot] LOT-0001

Reference (LOT-XXXX) to the lot this result is about.

Tendering process [GR-Lot-Purpose] ✖

Submission info [GR-Lot-SubmissionInfo] ✔

Review [GR-Lot-Review] ✔

Tendering terms [GR-Lot-TenderingTerms] ✖

✖ * Award criteria [GR-Lot-AwardCriteria]

✖ * Clean Vehicle Directive information [GR-Lot-TenderingTerms-CVD]

Figure 35

2.4.2.1. Award criteria

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.

Note: If the competition was based 100% cost or 100% quality, you do not need to add the second “award criterion” field. Complete only the existing one, following the steps below.

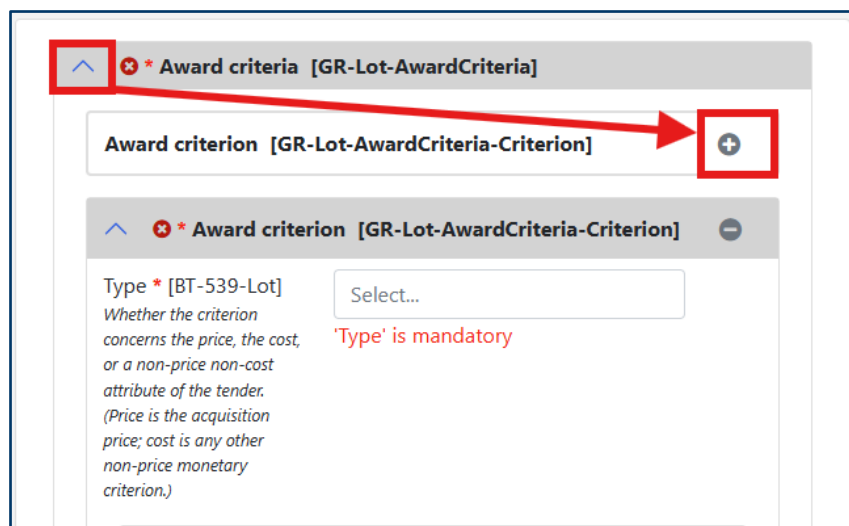


Figure 36

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 Important! If the competition was based on 100% cost or 100% quality, only fields for this one award criterion must be completed in eForms.
Description * [BT-540-Lot]	The description of the award criterion.	Insert value for qualitative award criteria as per your tender documents. <i>Example: Quality @ 75%</i>
Award criterion number * [BT-541-Lot-WeightNumber]	A number linked to an award criterion.	Insert value for qualitative award criteria as per your tender documents. <i>Example: 75</i>
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).	Select: Weight (percentage, exact)

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

Name [BT-734-Lot]
The name of the award criterion.

EN

Characters typed: 0 of 400

Award criterion [GR-Lot-AwardCriteria-Criterion]

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...

'Type' is mandatory

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

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

Figure 37

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.	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.	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).	Select: Weight (percentage, exact)

2.4.2.2. Clean Vehicle Directive

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

Figure 38

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

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

If there was more than one in your competition, select next lot in the menu on the left-hand side (LOT-0002), and follow the steps in section “2.4. Lot (LOT-0001)” to insert all the relevant information referring to this lot.

Complete all the fields for each of the lots, until each is 100% completed.

Figure 39

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

Field	Description	Recommended Text for Schools
Tendering process [GR-Lot-Purpose]		
Internal identifier [BT-22-Lot]	The internal identifier used for files regarding the procurement procedure or lot before a procedure identifier is given (e.g. coming from the buyer's document management system or procurement planning system)	Remove the prepopulated value in this field and insert the lot number and title as applied in your competition. <i>Example: Lot 2 – Classroom resources</i>
Title * [BT-21-Lot]	The name of the procurement procedure or lot.	Insert title as earlier in the field [BT-21-Procedure] <i>Example: Mini-Competition for the provision of [goods] under the Multi-Supplier Framework XYZ</i>
Description * [BT-24-Lot]	The description of the nature and quantity of what is being bought or of the needs and requirements that shall be met in this procedure or lot. In case of a modification notice, the description of the procurement before and after the modification.	Insert description as earlier in the field [BT-24-Procedure] <i>Example: The Board of Management of St. Mary's Dublin (the Contracting Authority) published a Mini-Competition under the Multi-Supplier Framework XYZ for the supply of goods as described in the tender documents. The goods required are to be delivered and installed at St. Mary's Dublin before end of August 2026. In summary, the Goods comprise of: Equipment for the teaching of Subject XYZ based, mostly on specifications by the Department of Education and Youth (DEY) for post-primary schools.</i>
Main nature of the contract * [BT-23-Lot]	The main nature (e.g. works) of what is being bought. In case of mixed procurement (e.g. a procedure for both works and services), the main nature may be, for example, the one with the highest estimated value. This information shall be given for the whole procedure.	Select main nature of the contract – the same as is the earlier field [BT-23-Procedure] Options: - Services - Supplies - Works
Quantity [BT-25-Lot]	The number of units required.	No action required
Unit [BT-625-Lot]	The unit which the good, service, or work comes in, for example hours or kilograms.	No action required

Estimated value excluding VAT * [BT-27-Lot]	The estimated value of the procurement procedure or lot, over its whole duration, including options and renewals.	Insert estimated value of that Lot.																		
Classification type * [BT-26(m)-Lot]	<i>The type of classification describing the purchase (e.g. the CPV).</i>	Common procurement vocabulary Note: this field will only be added by the system when “BT-262-Lot” is completed!																		
Main classification * [BT-262-Lot]	<i>The code from the classification that best characterises the purchase.</i>	Select relevant CPV code. See 2.3.1.4. Main classification for more information																		
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																		
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 for your county: <table><tr><td><u>NUTS3 Code</u></td><td><u>County</u></td></tr><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></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																			
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																			
The procurement is at least partially financed by European Union funds * [BT-60-Lot]	The procurement is at least partially financed by Union funds such as the European Structural and Investment Funds or grants awarded by the Union	Select: Procurement Project not financed with EU Funds Important: if the project is financed with EU funds, contact SPU at procurementsupport@spu.ie for further instructions.																		

Tendering terms [GR-Lot-TenderingTerms]		
Award Criterion 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 Important! If the competition was based on 100% cost or 100% quality, only fields for this one award criterion must be completed in eForms.
Description * [BT-540-Lot]	The description of the award criterion.	Insert value for qualitative award criteria as per your tender documents. <i>Example: Quality @ 75%</i>
Award criterion number * [BT-541-Lot-WeightNumber]	A number linked to an award criterion.	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	Select: Weight (percentage, exact)
Second Award Criterion (if it applies) 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.	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.	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	Select: Weight (percentage, exact)
The procurement falls within the scope of the 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

2.6. Organisations

The next section is called “Results”. However, you are **unable to complete it until all relevant organisations are added** in the eForms. No action is required in the section called “Review”. Skip those to continue.

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

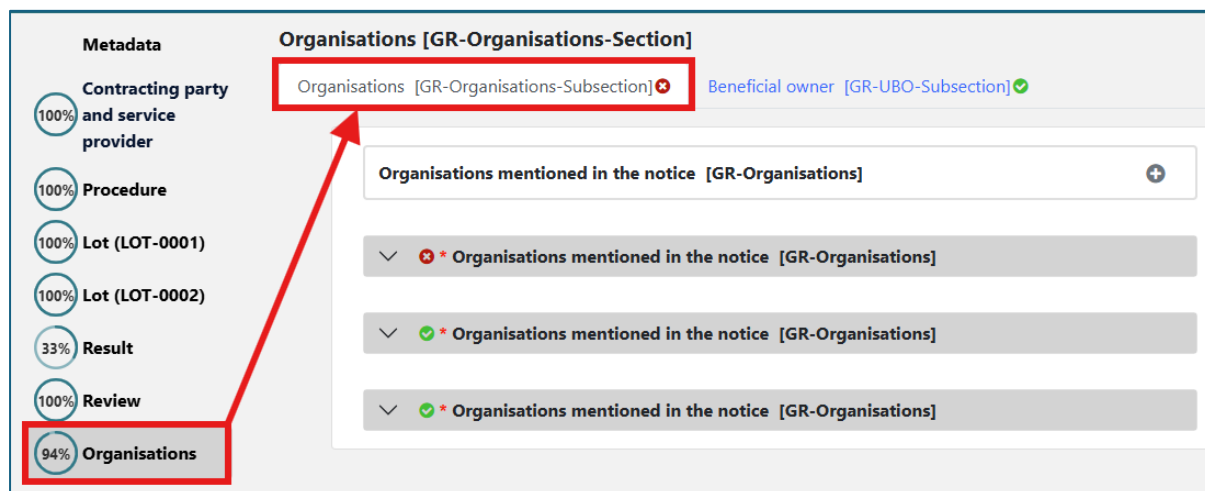


Figure 40

There will be three organisations automatically added to your eForms:

- (1) ORG-0001 – Contracting Authority (i.e. your school)
- (2) ORG-0002 – The High Court of Ireland
- (3) ORG-0003 – European Dynamics S.A.

2.6.1. Adding organisations: tenderer that was awarded contract

Since a standalone CAN refers to a competition that was not published on eTenders any suppliers that were awarded a contract must be added manually.

To do so, click on the plus icon at the top of the page “**Organisations mentioned in the notice [GR-Organisations]**”. Do it as many times as required; i.e. if there was only one supplier awarded the contract(s), click on it once; if two – twice, and so on.

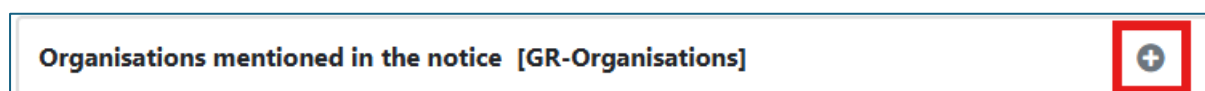


Figure 41

Any new organisations will be added at the bottom of the page with consecutive numbers.

Example:

If there were two suppliers (each awarded a contract for separate lots), there would be five organisations in this section:

- (1) ORG-0001 – Contracting Authority (i.e. your school)
- (2) ORG-0002 – The High Court of Ireland
- (3) ORG-0003 – European Dynamics S.A.
- (4) ORG-0004 – Supplier 1
- (5) ORG-0005 – Supplier 2

Note: details of your school and any added tenderers must be completed in order to proceed. No changes must be made in relation to The High Court and European Dynamics S.A.

2.6.2. Contracting authority – the school (ORG-0001)

First, start with details relating to your school (ORG-0001).

Open more setting for the first “**Organisations mentioned in the notice [GR-Organisations]**” that appears in this tab.

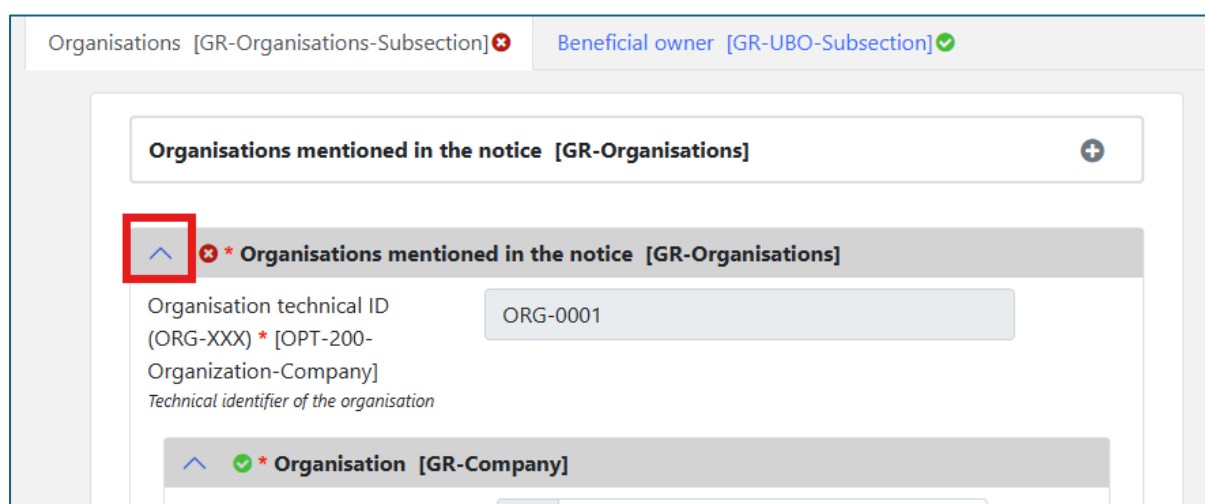


Figure 42

2.6.2.1. ORG-0001: Company's legal identifier

Scroll down to “**Company's legal identifier [GR-Organisation-Identifier]**”. The field “Registration number [BT-501-Organization-Company]” may be prepopulated, if it isn't, insert school's roll number.

Field	Description	Recommended Text for Schools
Registration number * [BT-501-Organization-Company]	An identifier of the organisation. All of the organisation's identifiers shall be given.	Insert school roll number (if the field is blank)

2.6.2.2. ORG-0001: Address

Scroll down to the heading called “**Address [GR-Company-Address]**”

Field	Description	Recommended Text for Schools																		
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 for your county: <table><tr><th><u>NUTS3 Code</u></th><th><u>County</u></th></tr><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></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																			
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																			

2.6.2. Preferred tenderer (ORG-0004)

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

Organisations mentioned in the notice [GR-Organisations]

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

ORG-0004

Organisation [GR-Company]

Official name * [BT-500-Organization-Company]
The official name of the organisation.

EN

Characters typed: 0 of 400

For 'Official name' the values in all languages are required

Figure 43

Complete all the fields marked as mandatory as described below:

Field	Description	Recommended Text for Schools																		
Official name * [BT-500-Organization-Company]	The official name of the organisation. Please note this field refers to the supplier and not the school.	Insert official (legal) name of the supplier awarded the contract.																		
Registration number [BT-501-Organization-Company]	An identifier of the organisation.	This is the supplier's VAT number. Note: you can save the draft eForms and come back to complete this and remaining fields when you have this information.																		
Postcode * [BT-512-Organization-Company]	The post code of the organisation's physical address.	Insert supplier's Eircode																		
Country * [BT-514-Organization-Company]	The country of the organisation's physical address.	Ireland																		
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.	Note: this field will be added by the system only after the field for country was inserted and it will appear above the country field. Type in NUTS3 code for the county, the supplier is registered in. <table><tr><th><u>NUTS3 Code</u></th><th><u>County</u></th></tr><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></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																			
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																			

Email * [BT-506-Organization-Company]	The email address for contacting the organisation.	Insert relevant email address for the supplier. Note: To avoid unnecessary processing of personal data, the email address shall allow the identification of a physical person only when necessary (in the sense of the Regulation (EU) 2016/679 and Regulation (EU) 2018/1725).
---------------------------------------	--	---

2.6.3. Additional preferred tenderer (ORG-0005 and other – if those apply)

If the competition was divided into Lots and more than one tenderer was awarded the contract, scroll down to the next heading “**Organisations mentioned in the notice [GR-Organisations]**” that refers to ORG-0005. This will be **another tenderer**.

Figure 44

Complete all the fields the same as in “2.6.2. Preferred Tenderer (ORG-0004)” above.

Repeat the same steps for all the tenderers that were awarded contracts in relation to this competition.

Note: only add tenderers that were awarded the contract. Any organisation added to the CAN must have a role assigned.

2.7. Result

All the sections on the left-hand side should now have 100% completion except “Result”. If they do not, go back to the relevant section of this guidance and complete required fields.

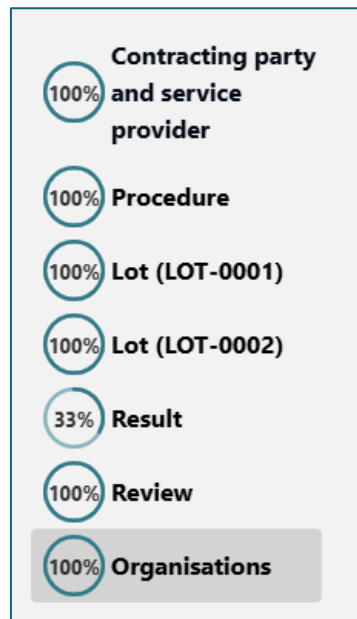


Figure 45

2.7.1. Tendering parties

To proceed, go back to the section called “**Result**” and stay on the first tab called “**Tendering parties [GR-TenderingParty-Section]**”

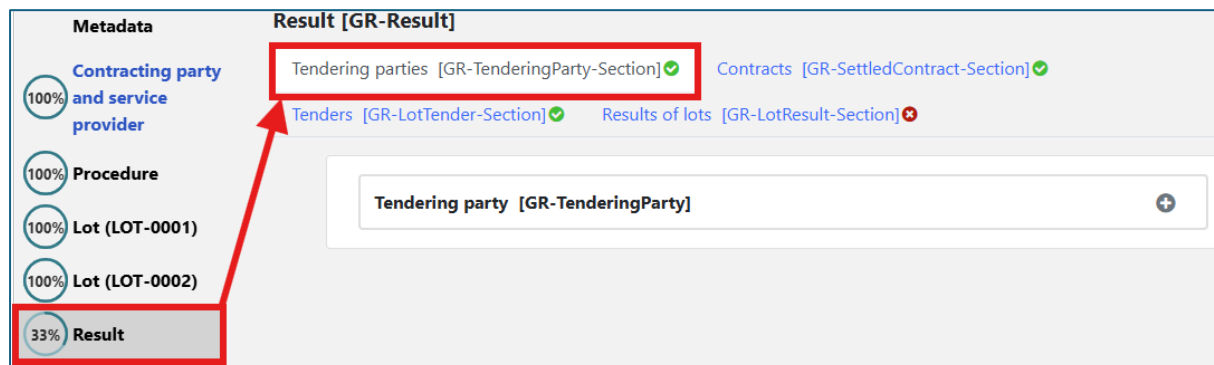


Figure 46

Next, click on the **plus icon** next to the heading “**Tendering party [GR-TenderingParty]**”. That will add the supplier to your “Result” section.

The number of “tendering parties” added in this step must be equal to the number of suppliers added in the step “2.6.1. Adding Organisations: Tenderer(s) that were Awarded Contract(s)” earlier.



Figure 47

Note: every organisation added to the eForms must have a role assigned.

2.7.1.1. Tendering party 1 (TPA-0001)

See the first heading called “**Tendering party [GR-TenderingParty]**” and complete all the mandatory fields. See the table below for recommended wording.

Figure 48

Field	Description	Recommended Text for Schools
Name of the tendering party [OPT-211-Tenderer]	Name associated to the tendering party	Insert official (legal) name of the supplier awarded the contract. It should be the same as in the field [BT-500-Organization-Company] earlier.
Leader of tendering party * [OPT-170-Tenderer]	Leader of tendering party * [OPT-170-Tenderer] Indicator to identify, in the case of economic operators tendering together, the leader	Select relevant answer. Note: in vast majority of competitions run by schools the answer here will be “No”.

2.7.1.2. Additional tendering parties (TPA-0002 and other – if those apply)

If there was more than one tendering party added, move to the next heading called **“Tendering party [GR-TenderingParty]”** that refers to **TPA-0002** and complete all the fields as instructed in the earlier step: **“2.7.1.1. Tendering Party 1: TPA-0001”**.

^ * Tendering party [GR-TenderingParty] -

Tendering party technical ID (TPA-XXX) * [OPT-210-Tenderer]
Technical identifier of the tendering party

TPA-0002

Name of the tendering party [OPT-211-Tenderer]
Name associated to the tendering party

Tendering parties [GR-Tenderer] +

^ * Tendering parties [GR-Tenderer] -

Leader of tendering party * ☐ Yes ☐ No
[OPT-170-Tenderer]
Indicator to identify, in the case of economic operators tendering together, the leader

'Leader of tendering party' is mandatory

Figure 49

Repeat the same steps for as many tendering parties (suppliers / service providers) as were awarded contracts in relation to your competition.

Remember the number of tendering parties must be the same as the number of organisations added in the earlier step; see: “2.6.1. Adding Organisations: Tenderer(s) that were Awarded Contract(s)”.

2.7.2. Results of lots

Next, switch to the last tab called **“Results of lots [GR-LotResult-Section]”** and complete the fields marked as mandatory.

One Lot:

If your competition was not divided into lots, you will only need to complete the node with the RES-0001.

More than one Lot:

However, if your competition was divided into two or more lots, results in relation to all contracts will have to be completed. If that applies, follow the steps below to complete results for Lot 1, and then do the same for any other Lots (see: **“2.7.2.3. Additional Lots’ Results (RES-0002 and other – if those apply)”**)

2.7.2.1. Results of lot 1 (RES-0001)

When the tab “Results of lots [GR-LotResult-Section]” is open, complete the fields for **RES-0001**.

Figure 50

Field	Description	Recommended Text for Schools
Technical ID of the lot result (RES-XXX) * [OPT-322-LotResult]	Lot result technical identifier, shall follow the following scheme: 'RES-xxxx'. Is used for cross-references.	This field will be prepopulated with RES-0001 (i.e. reference to result for lot 1). No action needed.
Winner selection status * [BT-142-LotResult]	Whether a winner was chosen.	Select: At least one winner was chosen.
Result lot Identifier * [BT-13713-LotResult]	Result lot identifier (LOT-XXXX) points to the lot (BT-137) this result is about.	Select: LOT-0001

2.7.2.2. Submitted tenders (LOT-0001)

Once the earlier step (2.7.2.1.) is completed the system should automatically bring you to the tab called “**Tenders [GR-LotTender-Section]**”.

When that tab is open, click on the plus icon on the right-hand side to add a node “**Submitted tender [GR-LotTender]**” in here.

Figure 51

Once the node is added, complete the required fields.

Field	Description	Recommended Text for Schools
Tender identifier * [BT-3201-Tender]	An identifier of a tender. The information in the tender section refers to this tender.	Insert company name of the tenderer that was awarded contract for the competition (if it was not divided in lots) or the tenderer that was awarded the contract for this Lot (if the contract was divided in lots). <i>Example: Supplier 1 Tender</i>
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
Tendering party * [OPT-310-Tender]	Reference to the tendering party that submitted the tender using the tendering party technical ID (TPA-xxxx)	Select: relevant tendering party (tenderer that was awarded the contract for this Lot) <i>Example: TPA-0001 – Supplier 1</i>

2.7.2.3. Results of additional lots (RES-0002 and other – if those apply)

If the competition was **divided into lots** and more results are required, follow the steps below.

Switch back to the tab called “**Results of lots [GR-LotResult-Section]**” and click on the plus icon next “**Result [GR-LotResult]**”.

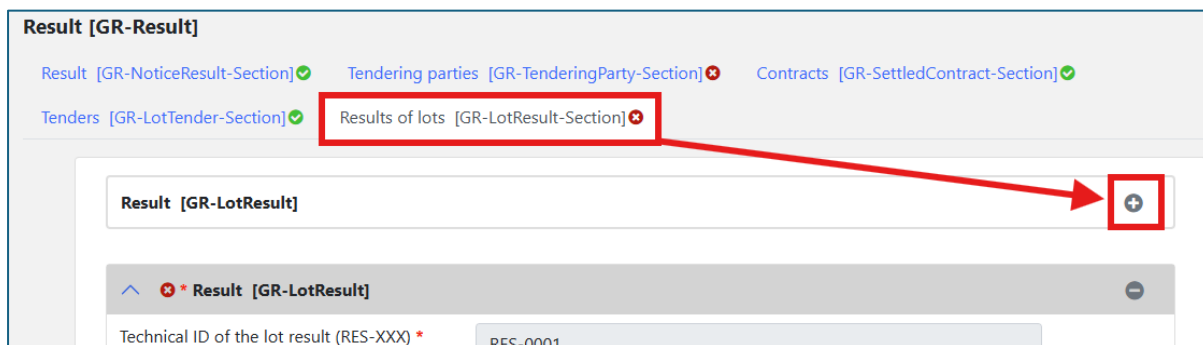


Figure 52

This will add another node called “Result [GR-LotResult]” at the bottom of this page. Scroll down and click on the arrow to expand it. Next, complete the required fields.

Remember that node with the code RES-0002 will refer to the contract for Lot 2, RES-0003 to Lot 3 and so on.



Figure 53

Field	Description	Recommended Text for Schools
Technical ID of the lot result (RES-XXX) * [OPT-322-LotResult]	Lot result technical identifier, shall follow the following scheme: 'RES-xxxx'. Is used for cross-references.	This field will be prepopulated with RES-0002 (i.e. reference to result for lot 2). No action needed.
Winner selection status * [BT-142-LotResult]	Whether a winner was chosen.	Select: At least one winner was chosen.
Result lot Identifier * [BT-13713-LotResult]	Result lot identifier (LOT-XXXX) points to the lot (BT-137) this result is about.	Select: LOT-0002

Now, go back to the tab called “Tenders” (unless the system switched to this tab automatically) and click on the plus icon next to “**Submitted tender [GR-LotTender]**” heading. This will add another node at the bottom of the page.

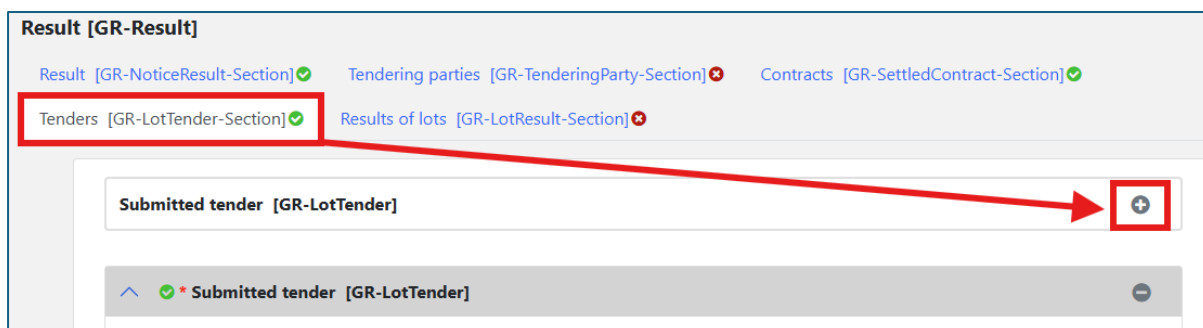


Figure 54

Scroll down and click on the arrow to expand it. Then complete the fields as indicated below, remembering that those refer to **another lot**.

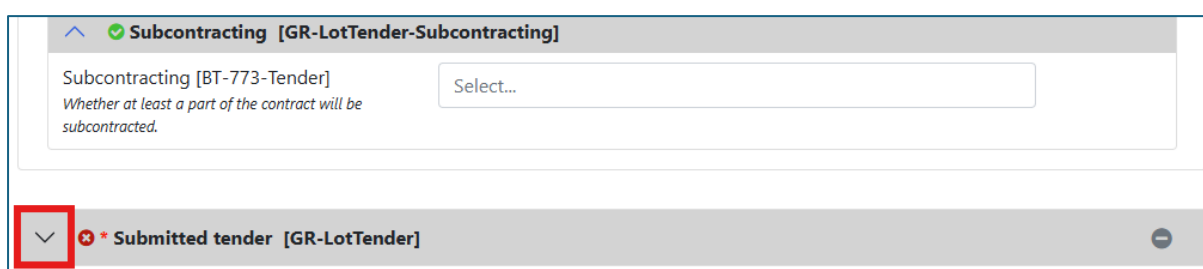


Figure 55

Field	Description	Recommended Text for Schools
Tender identifier * [BT-3201-Tender]	An identifier of a tender. The information in the tender section refers to this tender.	Insert company name of the tenderer that was awarded the contract for this Lot. <i>Example: Supplier 2 Tender</i>

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-0002
Tendering party * [OPT-310-Tender]	Reference to the tendering party that submitted the tender using the tendering party technical ID (TPA-xxxx)	Select: relevant tendering party (tenderer that was awarded the contract for this Lot) <i>Example: TPA-0002 – Supplier 2</i>

If your competition was divided into more than two lots, you will need complete the steps in “2.7.2.3. Results of additional lots (RES-0002 and other – if those apply)” for all the lots.

2.7.3. Result

Now, go back to the first tab called “**Result**”. And insert value of all the contracts awarded in this notice.



Result [GR-NoticeResult-Section] ✓ Tendering parties [GR-TenderingParty-Section] ✗ Contracts [GR-SettledContract-Section] ✓

Tenders [GR-LotTender-Section] ✓ Results of lots [GR-LotResult-Section] ✗

Value of all contracts awarded in this notice [BT-161-NoticeResult]
The value of all contracts awarded in this notice, including options and renewals.

Euro

Figure 56

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 value of the full contract (that should be the sum of the value of all the lots and extensions if any were included)

2.7.4. Tendering parties

Now move to the next tab called “**Tendering parties** [GR-TenderingParty-Section]”.



Result [GR-Result]

Result [GR-NoticeResult-Section] ✓ Tendering parties [GR-TenderingParty-Section] ✗ Contracts [GR-SettledContract-Section] ✓

Tenders [GR-LotTender-Section] ✓ Results of lots [GR-LotResult-Section] ✗

Tendering party [GR-TenderingParty] +

* Tendering party [GR-TenderingParty] -

Figure 57

2.7.4.1. Tendering party 1 (TEN-0001)

Look at the node called “**Tendering party [GR-TenderingParty]**” that refers to TEN-0001. Next, complete all the remaining fields as shown below.

Field	Description	Recommended Text for Schools
Organisation filling this role * [OPT-300-Tenderer]	Reference to the legal organisation that is taking part to a tender submission and belongs to the tendering party. Reference made by using the organisation technical identifier.	Select code for the supplier that was awarded the contract or awarded the contract for Lot 1 (if the competition was divided into lots) Options in the dropdown menu: ORG-0001 - Schools Procurement Unit ORG-0002 - The High Court of Ireland ORG-0003 - European Dynamics S.A. ORG-0004 – [Supplier 1] Note: If the competition was divided into lots and more than one tenderer was added in the earlier steps: each of those will be on this list with consecutive numbers in the order in which they were added to eForms (ORG-0005, ORG-0006 and so on).

2.7.4.2. Additional tendering parties (TEN-0002 and other – if those apply)

Scroll down and repeat the same steps (2.7.4.1.) for **Tendering party (TEN-0002)**, and any other if there were more than added to the notice in the earlier steps.

2.7.5. Contracts

Next, move to the next tab called “**Contracts [GR-SettledContract-Section]**” and click on the plus icon to add a node in this section.

Note: you will need to add as many of these, as many contracts were concluded (i.e. signed) in result of this tendering process.

Result [GR-Result]

Result [GR-NoticeResult-Section] ✓ Tendering parties [GR-TenderingParty-Section] ✓ Contracts [GR-SettledContract-Section] ✓

Tenders [GR-LotTender-Section] ✓ Results of lots [GR-LotResult-Section] ✗

Settled contract [GR-SettledContract] +

Figure 58

2.7.5.1. Contract 1 (CON-0001)

Once the node is added (“**Settled contract [GR-SettledContract]**”), complete the required fields.

Field	Description	Recommended Text for Schools
Technical ID of the contract * [OPT-316-Contract]	Technical identifier of the contract, shall follow the following scheme: 'CON-xxxx'. This is used for cross-references.	This will be prepopulated with: CON-0001. No further action needed.
Identifier of the contract * [BT-150-Contract]	An identifier of the contract or, in case of voluntary-ex ante transparency notices and design contest result notices, of the decision. The information in the contract section refers to this contract or decision.	Insert name of the supplier awarded the contract. <i>Example: Supplier 1</i>

2.7.5.2. Tender leading to the contract (CON-0001)

Next, add another node called “**Tender leading to the contract [GR-SettledContractTenderReference]**” by clicking on the plus icon next to this heading.

Figure 59

Note: Even if you only click one time on the plus icon here, two fields with the same code may appear. If that happens, click on the **minus icon** next to the second field as shown below as only one of these is required under each contract node.

Figure 60

Next, complete the field as shown in the table below.

Tender leading to the contract [GR-SettledContract TenderReference]	Description	Recommended Text for Schools
Contract tender identifier * [BT-3202-Contract]	An identifier of the tender or another result that led to this contract.	Select tender to which this contract refers to.

2.7.5.3. Contract signatory (CON-0001)

See below, the node called “**Contract signatory [GR-Contract-Signatory]**” and select your organisation.

Contract signatory [GR-Contract-Signatory]	Description	Recommended Text for Schools
Organisation filling this role [OPT-300-Contract-Signatory]	Reference to the legal organisation, from the buyer side, that signed the contract. Reference is made by using the organisation technical identifier.	Select reference to your school. <i>Example: ORG-0001 St. Mary’s Dublin</i>

2.7.5.4. Contract 1 (CON-0001) – extra fields

Next, **scroll back up** and complete the fields that were now added by the system to the “**Contract [GR-SettledContract-1]**” node (referring to CON-0001) under “Settled contract [GR-SettledContract]”.

Contract [GR-SettledContract-1]

Technical ID of the contract * [OPT-316-Contract]

technical identifier of the contract, shall follow the following scheme: 'CON-xxxx'. Is used for cross-references.

CON-0001

Identifier of the contract * [BT-150-Contract]

An identifier of the contract or, in case of voluntary-ex ante transparency notices and design contest result notices, of the decision. The information in the contract section refers to this contract or decision.

Supplier 1

Date on which the winner was chosen [BT-1451-Contract]

The date of the official decision choosing the winning tender.

dd/MM/yyyy (UTC+00:00) Europe/Dubl

Date of the conclusion of the contract * [BT-145-Contract]

dd/MM/yyyy (UTC+00:00) Europe/Dubl

Figure 61

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 <u>when the last contractual party signed the contract</u> . 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.	Insert date on which the contract was signed in this format dd/mm/yyyy or click on the calendar icon to select the date. <i>Example: 26/02/2026</i> <i>In this example the school first signed the contract and sent it to the supplier. The supplier signed it on 26th February and sent the signed copy to the school. Therefore, conclusion date is 26th February 2026.</i>

2.7.5.5. Additional contracts (CON-0002 and other – if those apply)

If more than one contract was added in the “**Contracts [GR-SettledContract-Section]**” tab earlier, those must be now completed as well. See the table below or repeat the same steps as in paragraphs for remaining contracts:

- “2.7.5.2. Tender leading to the contract (CON-0001)”
- “2.7.5.3. Contract signatory (CON-0001)”
- “2.7.5.4. Contract (CON-0001) – extra fields”

Field	Description	Recommended Text for Schools
Technical ID of the contract * [OPT-316-Contract]	Technical identifier of the contract, shall follow the following scheme: 'CON-xxxx'. This is used for cross-references.	This will be prepopulated with: CON-0002. No further action needed.
Identifier of the contract * [BT-150-Contract]	An identifier of the contract or, in case of voluntary-ex ante transparency notices and design contest result notices, of the decision. The information in the contract section refers to this contract or decision.	Insert name of the supplier awarded the contract. <i>Example: Supplier 2</i>
Add: Tender leading to the contract [GR-SettledContractTenderReference] node Note: if two fields are added when you click on the plus icon, remove one of the nodes called “Tender leading to the contract [GR-SettledContractTenderReference]” – only one of those is required in here		
Contract tender identifier * [BT-3202-Contract]	An identifier of the tender or another result that led to this contract.	Select tender to which this contract refers to.

Organisation filling this role [OPT-300-Contract-Signatory]	Reference to the legal organisation, from the buyer side, that signed the contract. Reference is made by using the organisation technical identifier.	Select reference to your school. <i>Example: ORG-0001 St. Mary's Dublin</i>
Scroll back up and complete the fields that were added by the system to the “ Contract [GR-SettledContract-1]” node under “Settled contract [GR-SettledContract]” that you were completing just now (CON-0002).		
Date of the conclusion of the contract * [BT-145-Contract]	The date when the contract was concluded. Typically, this is the date <u>when the last contractual party signed the contract</u> . 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.	Insert date on which the contract was signed in this format dd/mm/yyyy or click on the calendar icon to select the date. <i>Example: 26/02/2026</i> <i>In this example the school first signed the contract and sent it to the supplier. The supplier signed it on 26th February and sent the signed copy to the school. Therefore, conclusion date is 26th February 2026.</i>

Repeat the same steps for any other contracts that you have added here (e.g. CON-0003, CON-0004 and so on) – if those were needed.

2.7.6. Results of lots

Once all the required details for the contract(s) are inserted switch to the last tab called “Results of lots [GR-LotResult-Section]”.

Figure 62

2.7.6.1. Result (RES-0001) – extra fields

Scroll down to “**Tender considered for the award decision [GR-LotResult-Tender-Id-Ref]**” heading and complete the required field.

Field	Description	Recommended Text for Schools
Technical ID of a received tender * [OPT-320-LotResult]	Reference to the tender received for the given lot result, based on the tender technical identifier (TEN-xxxx')	Select relevant tender (TEN-xxxxx)

Move to the next heading called “**Contract following an award decision [GR-LotResult-Contract-Id-Ref]**”.

Field	Description	Recommended Text for Schools
Reference to the contract * [OPT-315-LotResult]	Reference to the contract (using the contract technical identifier), the award of this lot lead to (at least partially)	Select relevant contract (CON-xxxxx)

2.7.6.2. Additional results (RES-0002 and other – if those apply)

Repeat the same steps for any other results (e.g. RES-0002, RES-0003 etc.) if the competition was divided into lots.

Once that is done, this section will show with a 100% completion. Move to the “Organisations” section to proceed.

2.8. Organisations

Go to “Organisations” section and stay on the “**Organisations [GR-Organisations-Subsection]**” tab.

The screenshot displays a software interface for managing procurement information. On the left, a 'Metadata' sidebar lists various sections with their completion percentages: 'Contracting party and service provider' (100%), 'Procedure' (100%), 'Lot (LOT-0001)' (100%), 'Lot (LOT-0002)' (100%), 'Result' (100%), 'Review' (100%), and 'Organisations' (93%). The 'Organisations' section is highlighted with a red box. A red arrow points from this box to the 'Organisations [GR-Organisations-Subsection]' tab in the main content area, which is also highlighted with a red box. The main content area shows a list of 'Organisations mentioned in the notice' with three entries, each preceded by a green checkmark and an asterisk.

Figure 63

2.8.1. Supplier 1 (ORG-0004)

Scroll down to the node relating to the ORG-0004 (supplier added in the earlier steps), and complete mandatory fields that were added by the system.

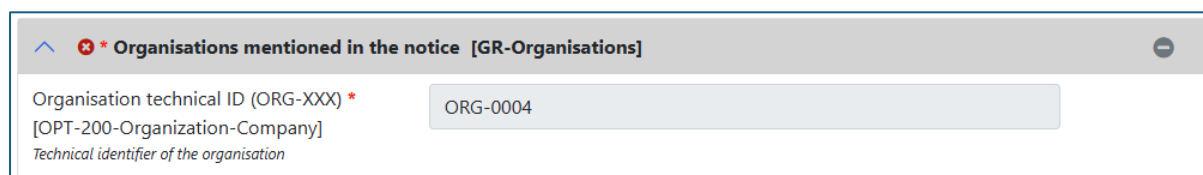


Figure 64

Field	Description	Recommended Text for Schools
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: - Large - Medium - Micro - Micro, small, or medium - Small

2.8.2. Additional suppliers (ORG-0005 and other – if those apply)

If more than one supplier was added earlier, scroll down to the ORG-0005 and repeat steps as in “2.8.1. Supplier 1 (ORG-0004)”. Repeat these step for each supplier that were added to the notice earlier.

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.

2.9. 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.

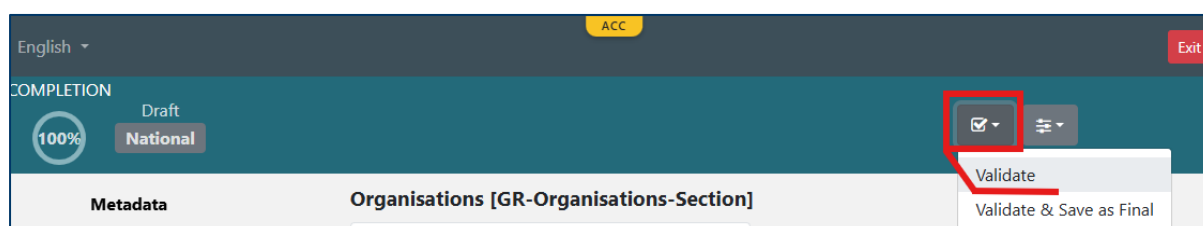


Figure 65

2.9.1. 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.

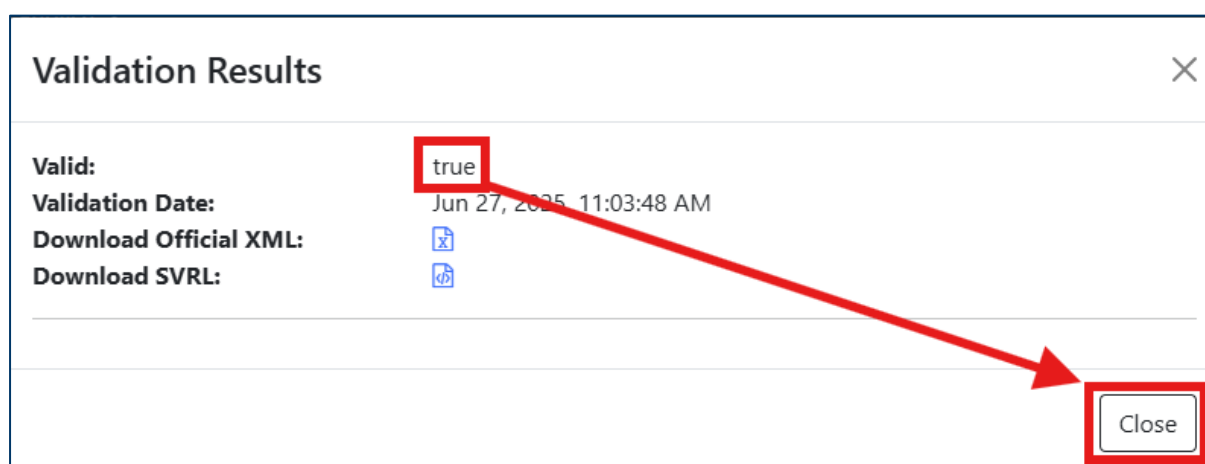


Figure 66

2.9.2. 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 those fields, it might be easier to start over and create a new Contract Award 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.

2.9.3. 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**”.

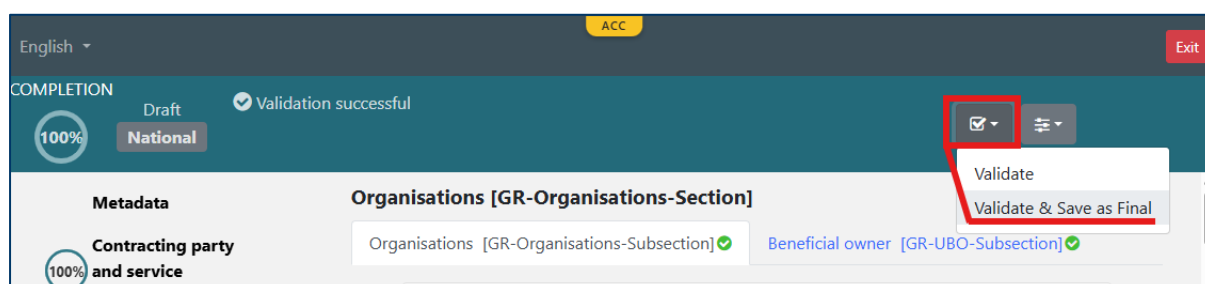


Figure 67

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



Figure 68

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

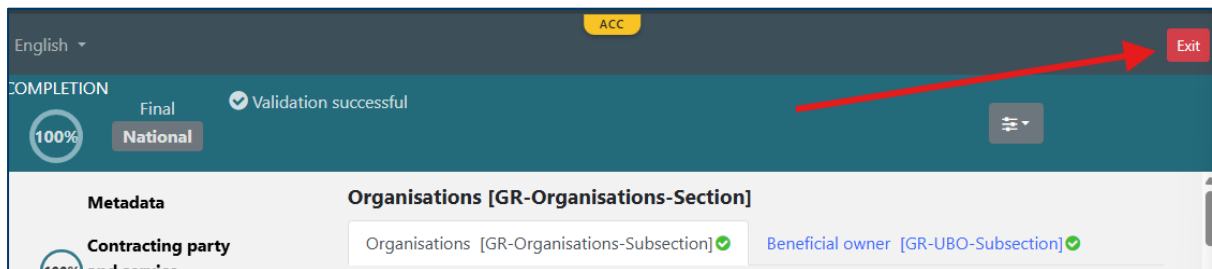


Figure 69

3. 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.

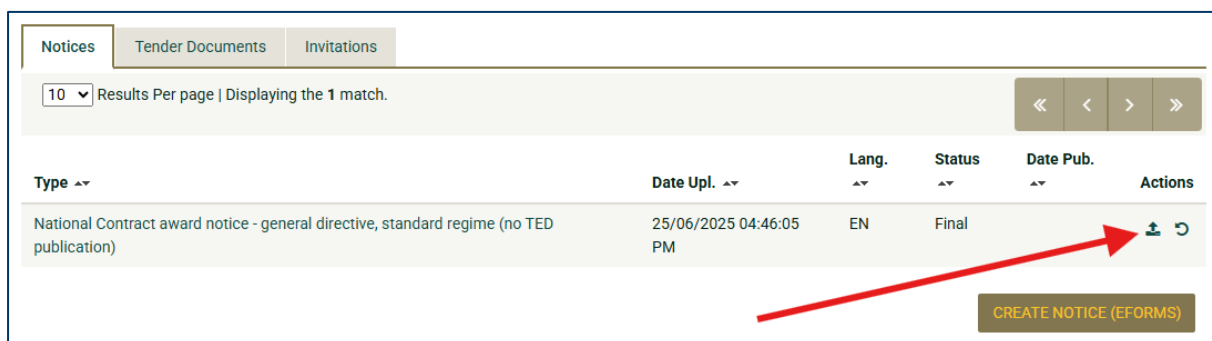


Figure 70

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

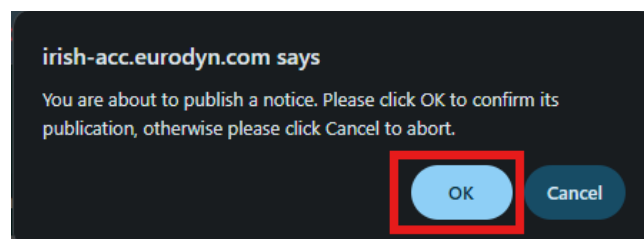


Figure 71

Congratulations! The Contract Award Notice has now been successfully published on eTenders platform. No further actions are necessary.

4. List of abbreviations

Field	Recommended wording for schools
CA	Contracting Authority (i.e. the school)
CAN	Contract Award Notice
CPV	Common Procurement Vocabulary
EO	Economic Operator (i.e. supplier or service provider)
OJEU	Official Journal of the European Union
TED	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. 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.