HOW TO UNLOCK A TENDER AND ACCESS TENDER SUBMISSIONS ON eTENDERS PLATFORM (SCHOOLBOOKS DPS)

Schoolbooks Scheme for Post-Primary Schools

January 2026

SPU

Schools Procurement Unit

Contents

Introduction

This guidance is designed to assist school leaders of Voluntary, Community and Comprehensive Schools with unlocking a tender and accessing tender submissions on eTenders platform.

Please contact postprimaryschoolbooks@education.gov.ie or 01 8892089 for further guidance on how to proceed with obtaining supplier to fulfill your schoolbooks requirements when initial mini-competition had no tender submissions made.

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

Further guidance documents and resources designed to help schools with procurement are also available on Schoolbooks Scheme for Post-Primary Schools and SPU website.

There is a checklist listing all the required steps in tendering process under the DPS. You can download it by visiting SPU website.

Note: If you have any issues or questions, send those to the **dedicated Helpline** available at postprimaryschoolbooks@education.gov.ie or 01 8892089.

1. Unlock a tender

In order to review submitted documents, the tender first needs to be unlocked.

Note: tender can only be unlocked 30 min after the tender deadline has passed.

That means that if the tender deadline was set for **12th March at 12:00hrs**, the tender will be available to unlock on **12th March at 12:30hrs**.

1.1. Log in to eTenders account

Log into eTenders account and on the "**Task List**" locate your tender competition. Click on the task called **"Unlock Tenders"**.

Title ▲▼	ID ▲▼	Task ▲▼	Status ▲▼	Cycle ▲▼	Deadline ▲▼	Estimated Value ▲▼
Mini-Competition for the provision of schoolbooks to [School Name and Roll Number]	434859	Unlock Tenders	Awaiting Tender Opening	1	No deadline is associated with this task	90,000
Mini-Competition for the provision of schoolbooks to [School Name and Roll Number]	434859	Associate PO/OS and PO/ES	Awaiting Tender Opening	1	No deadline is associated with this task	90,000

Figure 1

1.2. Tender Opening Space

This will open "Tender Opening Space", with a **list of submitted responses**.

Figure 2

Note: If there were **no submissions made** and the list is empty, see guidance on how to close a competition with no submissions made under **"Phase 4: Post-Award Process"** on SPU website and contact postprimaryschoolbooks@education.gov.ie for further guidance.

Tick the box next to each entry. When all the tender submissions are selected, click on **"Submit List of Tenders"** (Figure 3).

Important! Make sure that all the boxes are selected before proceeding.

Note: selecting the box next to the heading "Economic Operator Name" will automatically tick all the boxes on the list.
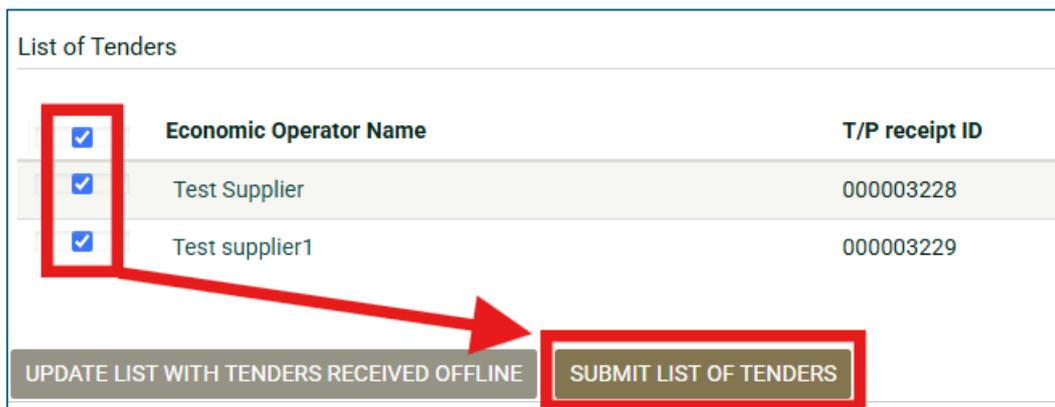

Figure 3

Note: It is important to have all the boxes ticked! If you **have not submitted a full list** of tenders, see paragraph **"4.2. Incomplete list of tenderers submitted"** for further guidance.

A notification will appear at the top of the page with information that the tenders are being unlocked now.
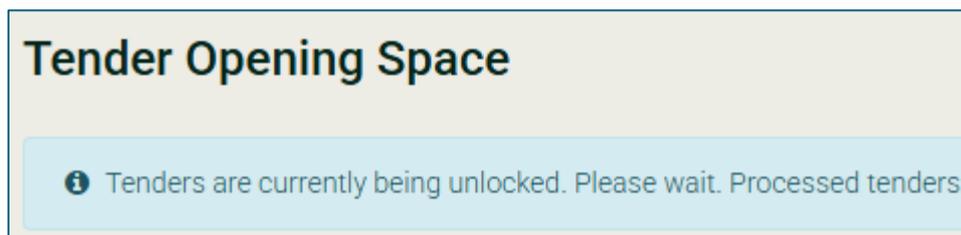

Figure 4

Note: It can take a few minutes, but sometimes even more than 10 minutes for the system to process all the submissions.

2. Check Conflict of Interest
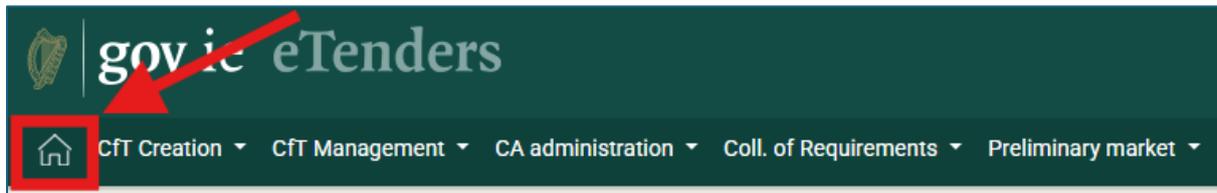
Click on the "home" icon to go back to "**task list**".

Figure 5

Next, click on the **"Check conflict of interest"** task.

Figure 6

A page called **"Candidate Evaluator"** will open. Review the details and select **"Accept"** and **"Save"**. The status of your evaluator will be changed to: "No Conflict" and you will be able to proceed to review submitted tenders.
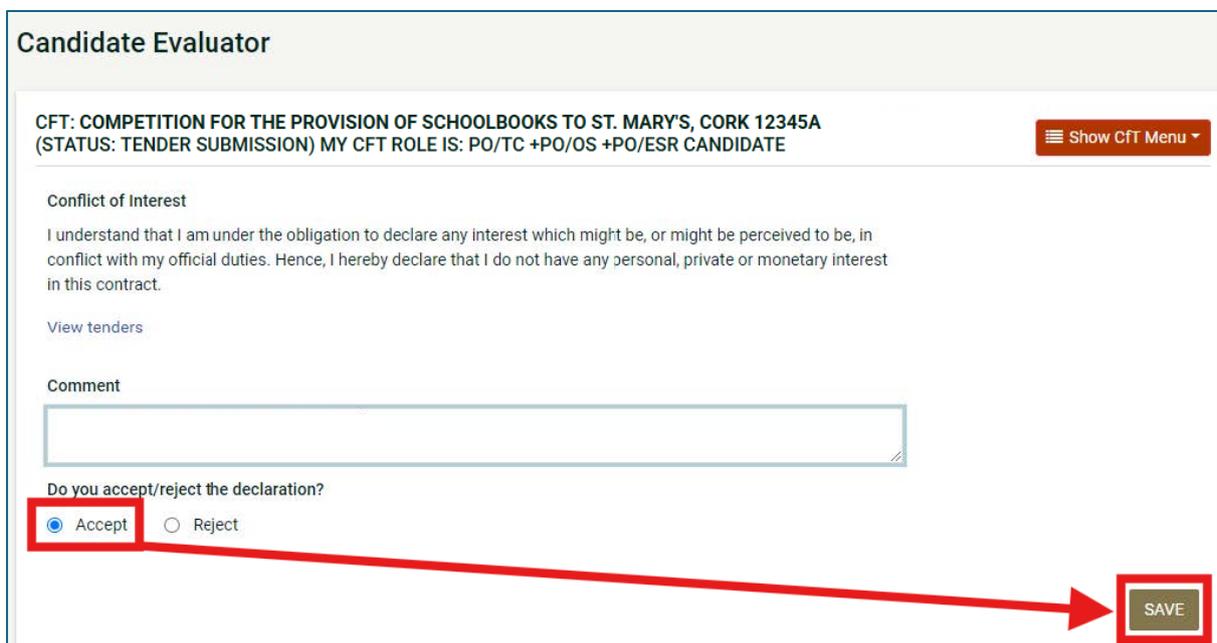

Figure 7

Note: Once it was confirmed that there is no conflict of interest the task called "**Associate PO/OS and PO/ES**" task will disappear from the task list.

Note: In case there is a conflict of interest determined, see paragraph "4.3. Conflict of interest" for further guidance.

3. Access submitted tenders
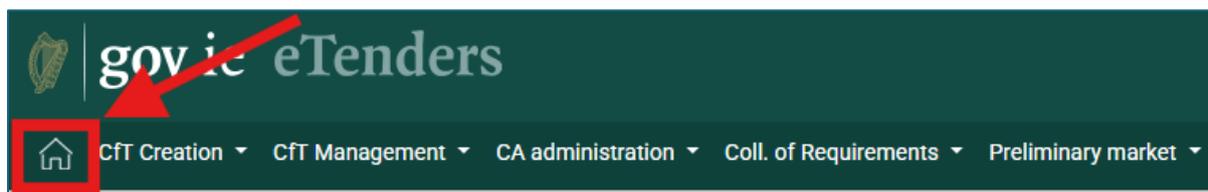
Click on the "home" icon to go back to "**task list**".

Figure 8

Next, click on the task called "**Enter Offline Results**".

Figure 9

A **list of all companies that submitted a response** to this tender competition will appear.

Note: If you **cannot see all the companies** that submitted a response, it is possible that not all of those were unlocked correctly. If that is the case, see paragraph **"4.2. Incomplete list of tenderers submitted"** for further details.

In order to **download the documents** and proceed with the evaluation, click on each of the **orange boxes** under the heading **"Original uploaded file".** That will allow you to download ZIP folders with each company's submission.

Figure 10

Save each of those to your local hard drive and proceed with the evaluation process.

Note: Rename the downloaded ZIP folders with relevant company's name. Make sure you have the files organized before proceeding with the evaluation.

4. Most common issues

If you have followed the tasks above, but you were unable to download submissions, review the paragraphs below to see most common issues encountered while unlocking a tender.

Note: titles on the screenshots used below may differ from your competition's. Those are only to illustrate most common issues schools may encounter when trying to unlock their tender.

4.1. Two openers needed

If you have completed steps in paragraph **"1. Unlock tenders"**, and your "task list" still shows "unlock tenders" click on the **tender's title** to open "CFT workspace".

Title ▲▼	ID ▲▼	Task ▲▼	Status ▲▼	Cycle ▲▼	Deadline ▲▼	Estimated Value ▲▼
Call for tenders for the provision of [goods] to [School Name and Roll Number]	443226	Unlock Tenders	Awaiting Tender Opening	1	No deadline is associated with this task	100,000

Figure 11

Scroll down to the bottom of the "**CFT workspace**" to see how many openers were selected. If it says "**one**" – give system more time to process your request or contact procurementsupport@spu.ie for assistance.

If you have **two openers** selected, as shown below, it means that you need to appoint another opener on the eTenders platform in order to access any of the tender submissions.

Figure 12

4.1.1.   User management

First, check the list of user profiles created under the school's account by clicking on "**CA administration**" and then selecting "**user management**".
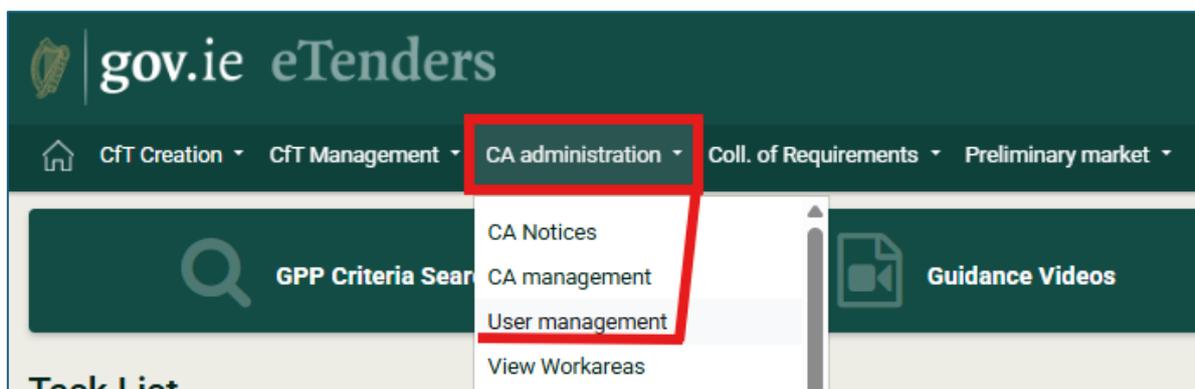

Figure 13

Review the list of users to see whether the new opener already has an account created.
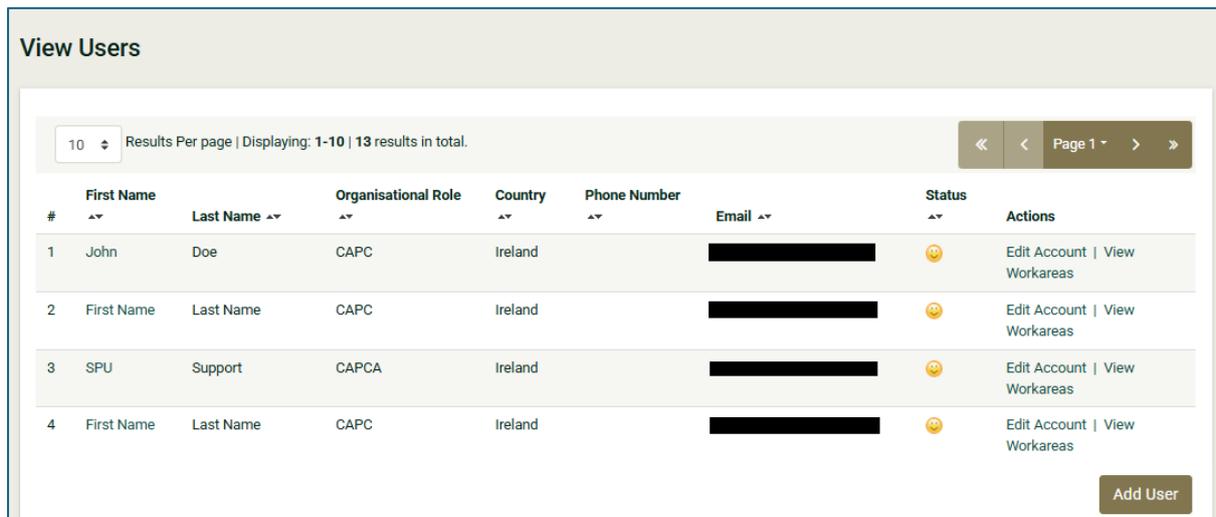

Figure 14

If the new opener **already has a profile**, proceed with steps in paragraph **"4.1.3. Associate PO/ES and PO/OS user"** below.

4.1.2. Add user

If the new opener **does not have a profile** on eTenders platform, you will first need to create one for them.

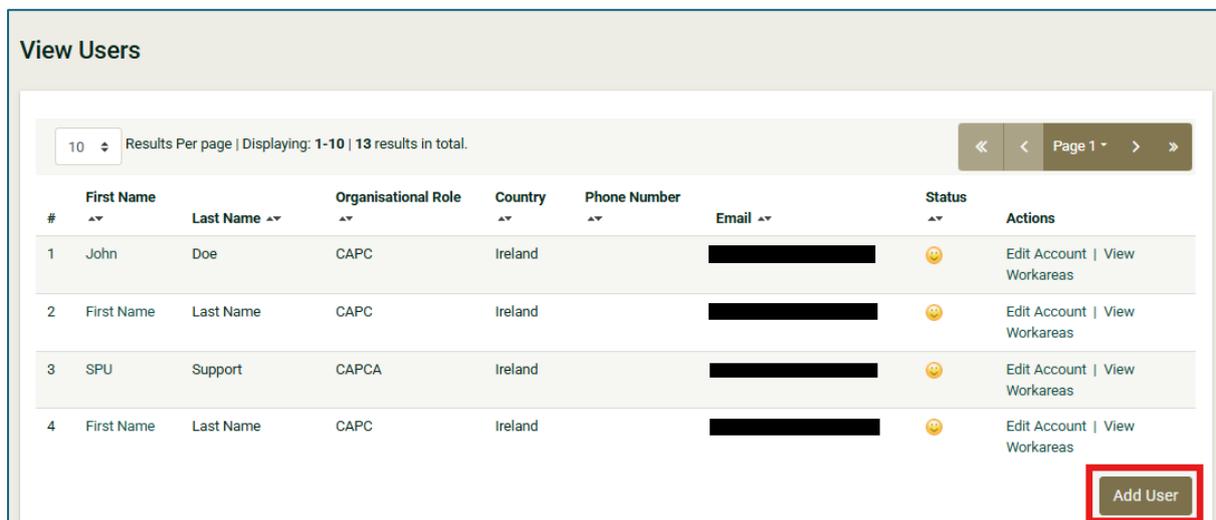Click on "**add user**" at the bottom of the page.

Figure 15

Complete all the fields marked as mandatory.

Field	Recommended wording for schools
Authority	This field will be prepopulated with your school's name. No further action needed.

Account role	The role assigned depends on what you expect that user to do:
	CAPC (Contracting Authority Procurement Coordinator) – account role allows for publishing call for tenders (CFTs) and contracts under the DPS, as well as creating new user profiles
	CAPO (Contracting Authority Procurement Officer) – would be able to be the second opener for tenders (i.e. assigned a role of evaluator), but cannot create CFTs nor contracts under the DPS
	CAPCA (Contracting Authority Procurement Coordinator Assistant) – roles same as CAPC, however without ability to create new user profiles
First name	Insert user's first name
Last name	Insert user's last name
Username	Insert username for the new account. **Note:** only letters and numbers are allowed in that field. No special characters can be inserted here.
Password	Your password must be longer than 6 characters, and include: - at least one lower-case letter - at least one upper-case letter - at least three digits - at least one symbol of those supported: !, @, #, $, | - no concurrent lettering in password matching that of the username.
Re-enter password	Re-enter password. Make sure it matches with what was inserted in the field above
Department	Education
Email	Enter email address of the new user
Address	This field is not mandatory and can be left blank.
Eircode / Postal Code	This field is not mandatory and can be left blank.
City	This field is not mandatory and can be left blank.
Country	Ireland
County	Select relevant county

Phone Number	This field is not mandatory and can be left blank.
Mobile phone	This field is not mandatory and can be left blank.
Fax	This field is not mandatory and can be left blank.
Preferred Language	Select preferred language

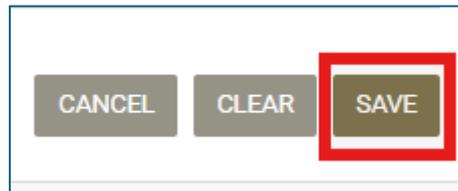Once all the mandatory fields are completed, click "**save**" at the bottom of the page.

Figure 16

The email address provided for that user will now receive an automated email from eTenders with "**transaction number**". They must now follow the steps described in that email and insert "transaction number" when prompted to activate their account.

Once their account is activated, you can add them as a second opener on eTenders platform and proceed with the steps in paragraph "**4.2.3 associate PO/ES and PO/OS user".**

4.1.3.   Associate PO/ES and PO/OS user

Once there is a user profile created for the second opener, go back to "**task list**" and click on "**associate PO/OS and PO/ES**" task.

Figure 17

Next, click on "**add PO/OS users**".

Figure 18

In the pop-up window, type in **first and last name** of the user you want to add to the tender and click "**search**". Make sure that the spelling is the same as in that person's account.

Figure 19

Tick the box next to the user's name, and then click "**select**".

Figure 20

Once you click "**select**", the person will be added as a second opener as shown below.

Figure 21

4.1.4. Second opener: unlock tenders

The second opener must now log into their account and click on "**unlock tenders**".

Call for tenders for the provision of [goods] to [School Name and Roll Number]	443226	Unlock Tenders	Awaiting Tender Opening	1	No deadline is associated with this task	100,000

Figure 22

In the "tender opening space", click on "**approve list of tenders**".

ENVELOPE

DETAILS

TENDER CLOSING DEADLINE:	12/12/2025 09:00:00
TENDERS RECEIVED:	2
PO/OS USERS APPROVED THE SUBMITTED LIST OF TENDERS:	1 out of 2
SUBMITTED LIST OF TENDERS APPROVED BY:	First Name Last Name
SUBMITTED LIST OF TENDERS PENDING APPROVAL BY:	John Doe

LIST OF TENDERS

	Economic Operator Name	T/P receipt ID	T/P submission time	Conformance Checks
☑	#1 Supplier to SPU	000003637	11/12/2025 11:44:59	✅
☑	SPU Test Supplier	000003636	11/12/2025 11:42:58	✅

REJECT LIST OF TENDERS   VIEW OFFLINE TENDERS   **APPROVE LIST OF TENDERS**

Figure 23

Click "**ok**" to proceed.

irish-acc.eurodyn.com says

Upon providing your approval for unlocking the tenders, you will no longer be able to amend your selection of tenders to be unlocked. In addition, you will not be able to add more tenders received offline. Please click OK to proceed, otherwise please click Cancel to review the set of selected tenders to be unlocked.

OK   Cancel
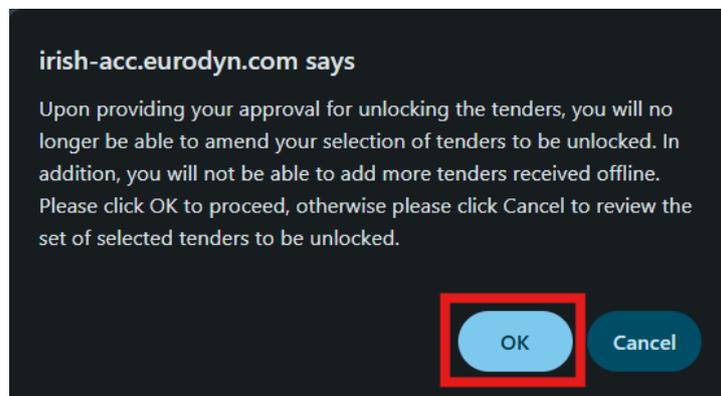
Figure 24

Once done, the system will display a message "**Tenders are currently being unlocked. Please wait**"

Tender Opening Space

ℹ Tenders are currently being unlocked. Please wait. Processed tenders: 0

Figure 25

13

Once the second opener unlocked tenders, the first opener must log back into their account and proceed with the next steps as described in paragraph "**2. Check conflict of interest**" onwards.

4.2. Incomplete list of tenderers submitted

If you have completed task **"1. Unlock tenders"**, but do not see all the submissions you expected to see, there might have been a mistake made as shown below, where not all boxes were ticked.

Figure 26

4.2.1.   Check whether you have unlocked all the tenders

If you are unsure whether you have selected all the tenders, go back to task list and click on your **tender's title**.

Figure 27

Next, click on "**show CFT menu**" on the right-hand side.

Figure 28

And then select "**tenders**" from the dropdown menu.
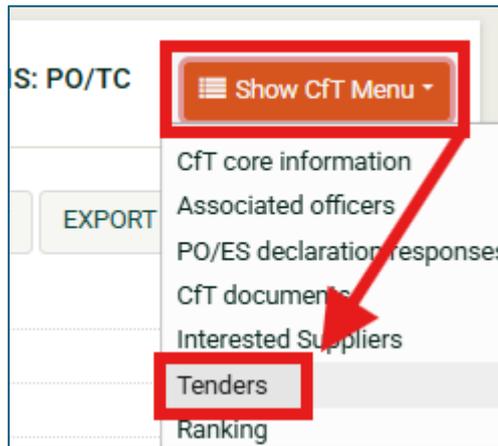
Figure 29

This will open an overview of all the submissions made. If there are any tenders under "**list of not opened tenders**", it means that not all the submissions were selected during the task **"1. Unlock tenders"**. In order to allow system to open all the submissions, you need to request re-evaluation.

Figure 30

Note: in order to request "re-evaluation" and unlock the full list of tenders, you first need to add "mock" scores. Proceed with the steps below in order to do so. Those will **not be final** scores. Submissions should only be accessed when all the tenders are opened.

4.2.2.   Re-evaluation request: enter offline results

First, go back to "task list" and click on "**enter offline results**".

Figure 31

Insert 100 into the score field and then select "**accept**" for every supplier that is left on the list. When all the suppliers on the list have scores added, click on "**save as final**"

Figure 32

Click "**ok**" to proceed.
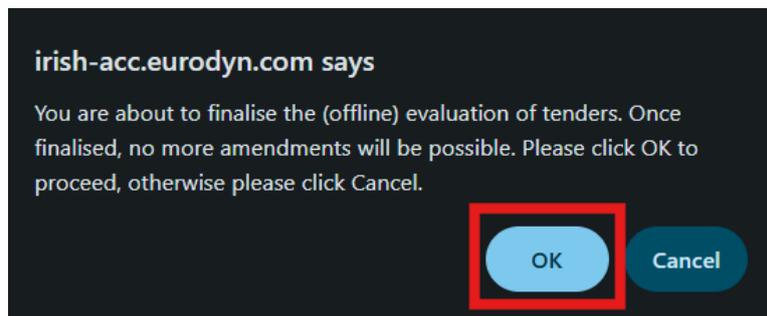
Figure 33

4.2.3.   Re-evaluation request: pre-standstill ranking

Go back to "task list" and click on "**pre-standstill ranking**".

Figure 34

This will open a page with an overview of added scores. Click "**save**" at the bottom.

Figure 35

Click "**ok**" to proceed.
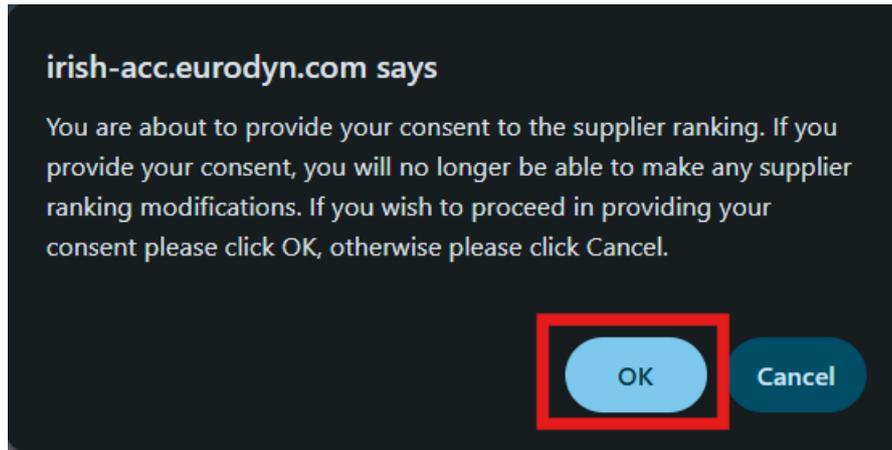
Figure 36

4.2.4. Re-evaluation request: announce evaluation results

Go back to "task list" and click on "**announce evaluation results**".

Figure 37

Scroll down and click on "**proceed without sending notifications**".

Figure 38

Click "**ok**" to proceed.

Figure 39

4.2.5. Re-evaluation request: end standstill period

Once the previous task is completed, the system will show "CFT workspace" and a message "successfully proceeded without sending notification". Without changing the page, click on "**end standstill period**".
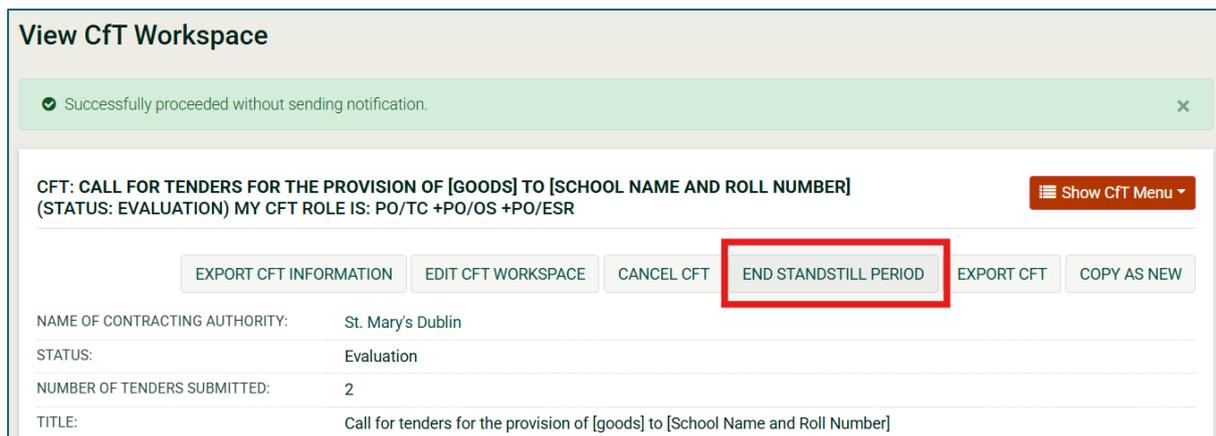
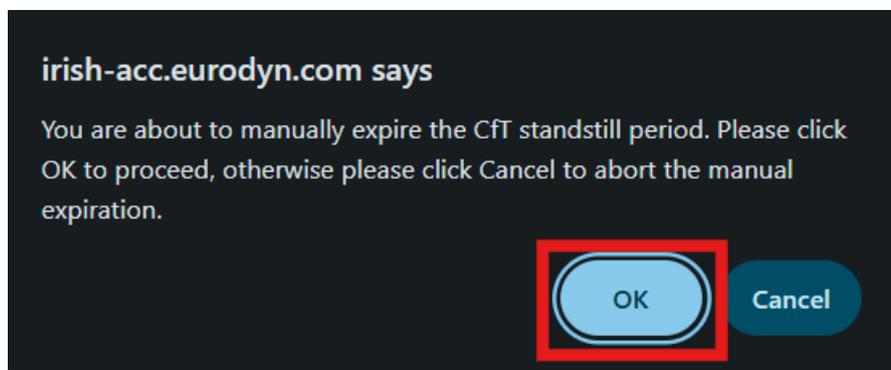*Figure 40*

Click "**ok**" to proceed.

Figure 41

Note: if you have gone back to "task list" **before ending the standstill period**, click on "**CFT management**" in the top menu and then "list of my CFTs" in order to locate your tender. Once you have, click on the **tender's title** and follow the steps above.

4.2.6.   Re-evaluation request: post standstill ranking

Go back to "task list" and click on "**post-standstill ranking**".

Title ▲▼	ID ▲▼	Task ▲▼	Status ▲▼	Cycle ▲▼	Deadline ▲▼	Estimated Value ▲▼
Call for tenders for the provision of [goods] to [School Name and Roll Number]	443226	Post-standstill ranking	Evaluation	1	No deadline is associated with this task	100,000

Figure 42

That will open the page with scores again. Click on "**reject and request re-evaluation**" at the bottom left.
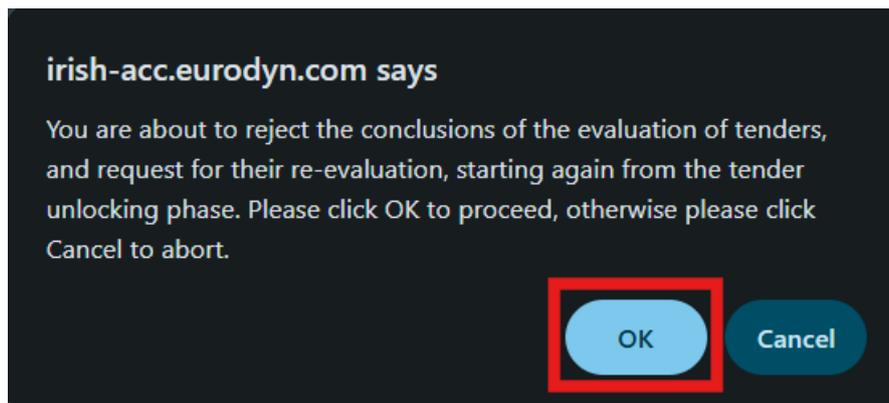

Figure 43

Click "**ok**" to proceed.

Figure 44

That will bring you back to the "task list" and you will see the task "unlock tenders" again. Proceed with the steps in paragraph **"1. Unlock tenders"** onwards.

4.3. Conflict of interest

If you have identified a conflict of interest, type in the reasons into "**comment**" box, select "**reject**" and "**save**". You must immediately notify the rest of the evaluation team of the situation.

Figure 45

4.3.1. User management

In order to ensure that the evaluation and award process is conducted in a fair, transparent and impartial manner a new PO/OS and PO/ES user will need to be appointed.

First, check the list of user profiles created under the school's account by clicking on "**CA administration**" and then selecting "**user management**".
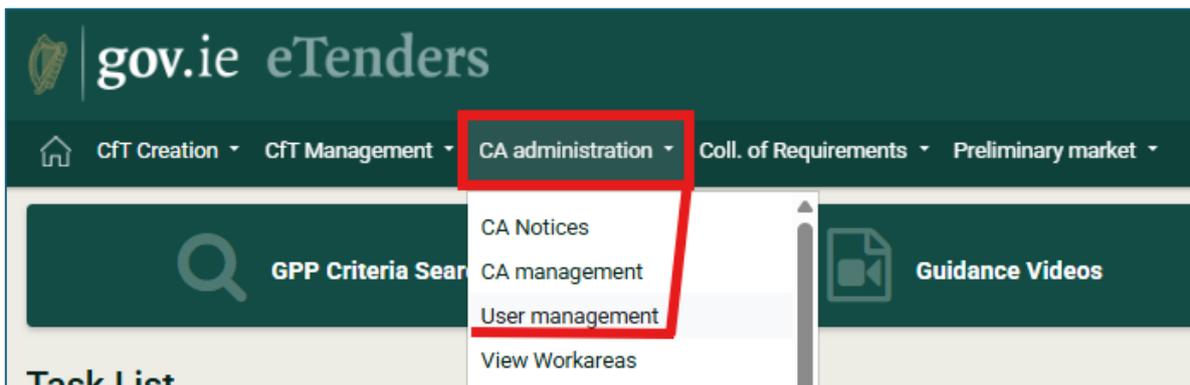
Figure 46

Review the list of users to see whether the new evaluator already has an account created.

Figure 47

If the new evaluator **already has a profile**, proceed with steps in paragraph **"4.3.3. Associate PO/ES and PO/OS user"** below**.**

4.3.2.   Add user

If the new evaluator **does not have a profile** on eTenders platform, you will first need to create one for them.

Click on "**add user**" at the bottom of the page.

Figure 48

Complete all the fields marked as mandatory. See table below for more information.

Figure 49

Field	Recommended wording for schools
Authority	This field will be prepopulated with your school's name. No further action needed.
Account role	The role assigned depends on what you expect that user to do: **CAPC** (Contracting Authority Procurement Coordinator) – account role allows for publishing call for tenders (CFTs) and contracts under the DPS, as well as creating new user profiles **CAPO** (Contracting Authority Procurement Officer) – would be able to be the second opener for tenders (i.e. assigned a role of evaluator), but cannot create CFTs nor contracts under the DPS **CAPCA** (Contracting Authority Procurement Coordinator Assistant) – roles same as CAPC, however without ability to create new user profiles
First name	Insert user's first name
Last name	Insert user's last name
Username	Insert username for the new account. **Note:** only letters and numbers are allowed in that field. No special characters can be inserted here.
Password	Your password must be longer than 6 characters, and include: - at least one lower-case letter - at least one upper-case letter - at least three digits - at least one symbol of those supported: !, @, #, $, | - no concurrent lettering in password matching that of the username.
Re-enter password	Re-enter password. Make sure it matches with what was inserted in the field above
Department	Education
Email	Enter email address of the new user
Address	This field is not mandatory and can be left blank.
Eircode / Postal Code	This field is not mandatory and can be left blank.
City	This field is not mandatory and can be left blank.

Country	Ireland
County	Select relevant county
Phone Number	This field is not mandatory and can be left blank.
Mobile phone	This field is not mandatory and can be left blank.
Fax	This field is not mandatory and can be left blank.
Preferred Language	Select preferred language

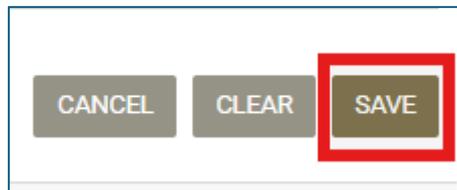Once all the mandatory fields are completed, click "**save**" at the bottom of the page.

Figure 50

The email address provided for that user will now receive an automated email from eTenders with "**transaction number**". They must now follow the steps described in that email and insert "transaction number" when prompted to activate their account.

Once their account is activated, you can add them as an evaluator on eTenders platform and proceed with the steps in paragraph **"4.3.3. Associate PO/ES and PO/OS user".**

4.3.3.　　Associate PO/OS and PO/ES user

Once there is a user profile created for the evaluator, go back to "**task list**" and click on "**associate PO/OS and PO/ES**" task.

Figure 51
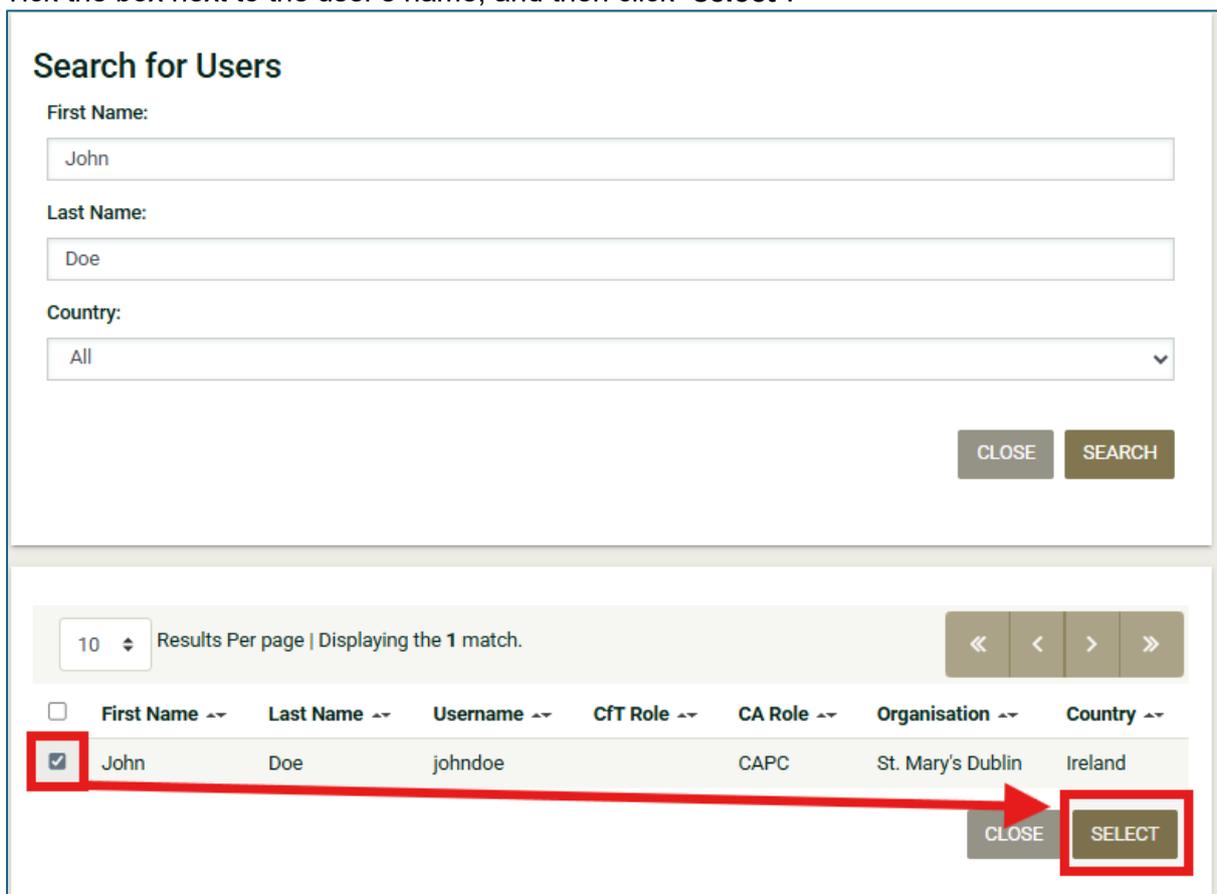
Next, click on "**add PO/OS users**".

Figure 52

In the pop-up window, type in **first and last name of the user** you want to add to the tender and click "**search**". Make sure that the spelling is the same as in that person's account.

Figure 53

Tick the box next to the user's name, and then click "**select**".

Figure 54

Click on the role next of the added user and select the last option "**PO/TC + PO/OS + PO/ESR Candidate**"
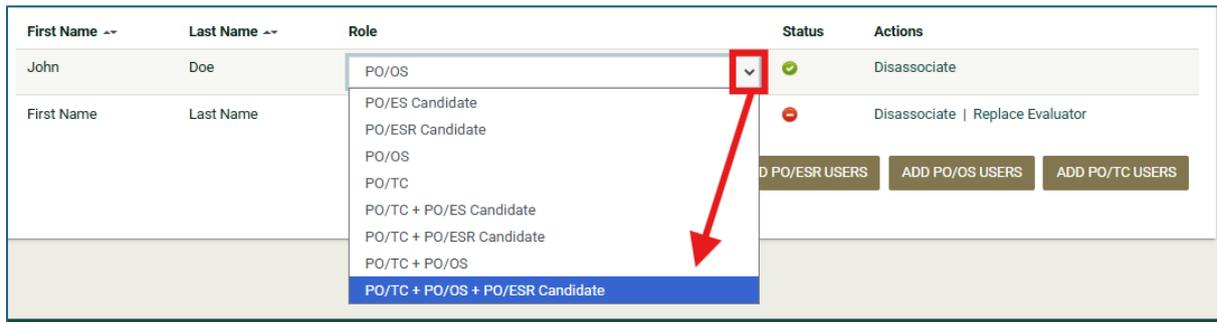

Figure 55

4.3.4. New evaluator: accept code of conduct

The new evaluator must now log into their account and click on "**accept code of conduct**".
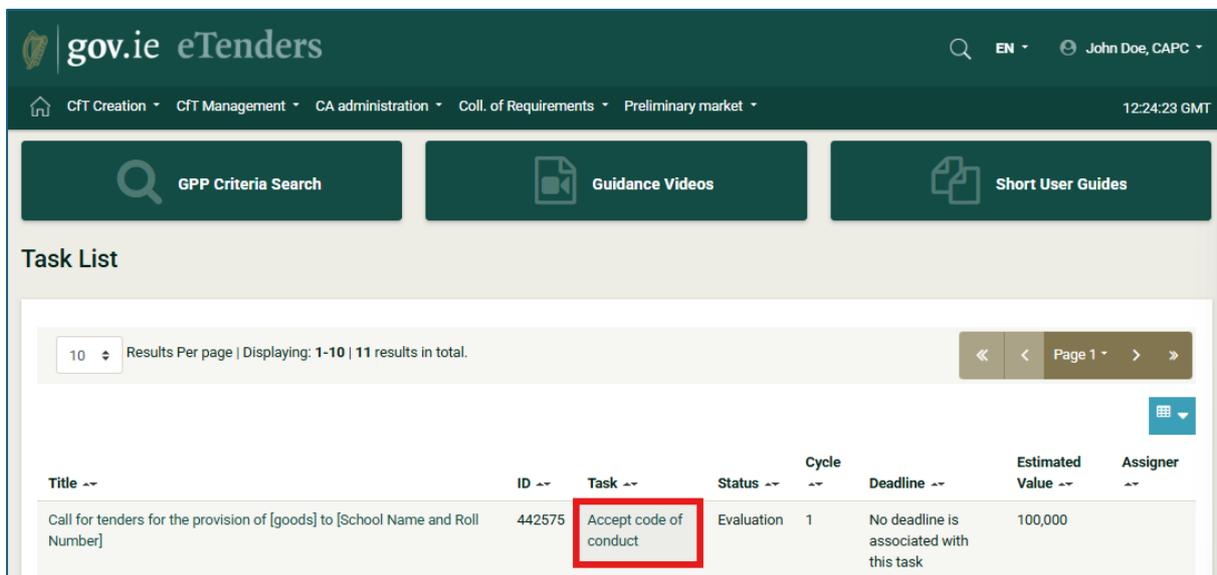

Figure 56

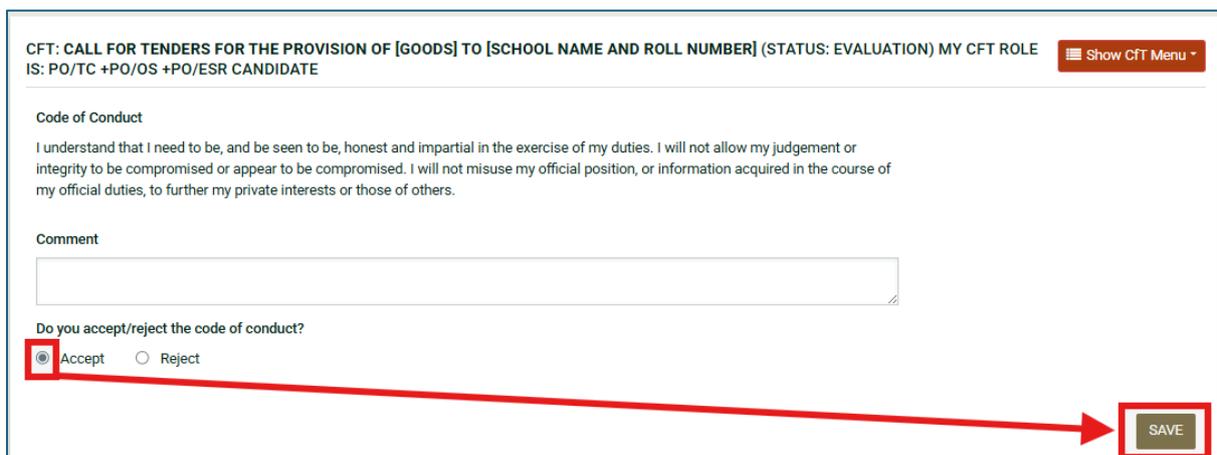Review the code of conduct. When ready, click "**accept**" and "**save**".

Figure 57

4.3.5.   New evaluator: check conflict of interest

Go back to "task list" and click on "**check conflict of interest**".

Title ▲▾	ID ▲▾	Task ▲▾	Status ▲▾	Cycle ▲▾	Deadline ▲▾	Estimated Value ▲▾
Call for tenders for the provision of [goods] to [School Name and Roll Number]	442575	Associate PO/OS and PO/ES	Evaluation	1	No deadline is associated with this task	100,000
Call for tenders for the provision of [goods] to [School Name and Roll Number]	442575	Check conflict of interest	Evaluation	1	No deadline is associated with this task	100,000

Figure 58

If there is no conflict of interest, click "**accept**" and "**save**".

Figure 59

If there was no conflict of interest identified, the new evaluator can proceed with the next steps – see paragraph **"3. Access submitted tenders"**.

If the new evaluator upon reviewing the list of tenderers, expressed conflict of interest, go back to step **"4.3. Conflict of interest"**.

If you experience any issues that this guide does not cover, contact procurementsupport@spu.ie for assistance.