



# Guidelines for suppliers responding to competitions on eTenders

Prepared by Greenville Procurement Partners Ltd



# Copyright disclaimer

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- This slide deck addresses how to upload and respond to the individual tender competitions for the first round of submissions.
- It does not in any way refer to how tenderers should complete the required tender documentation to be submitted.
- It is possible it is not relevant for other competition types as requirements and tasks may vary.
- Please note that Greenville takes no responsibility for the accuracy of the instructions as the eTenders platform is subject to change. When in doubt contact eTenders directly.

## eTenders Helpdesk

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- Any queries on how to access the eTenders platform or other technical issues should be addressed to the eTenders Helpdesk
- Email: [irish-eproc-helpdesk@eurodyn.com](mailto:irish-eproc-helpdesk@eurodyn.com)
- Phone: +353 818001459

Phone and online support is available between 9.00 am and 5.00 pm Monday to Friday.

## Accessing tenders of interest

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- There are multiple ways to find the tender competitions you are interested in however

**IT IS A MANDATORY REQUIREMENT TO LOG IN AND ENSURE YOU ASSOCIATE YOUR COMPANY WITH THE COMPETITION....**

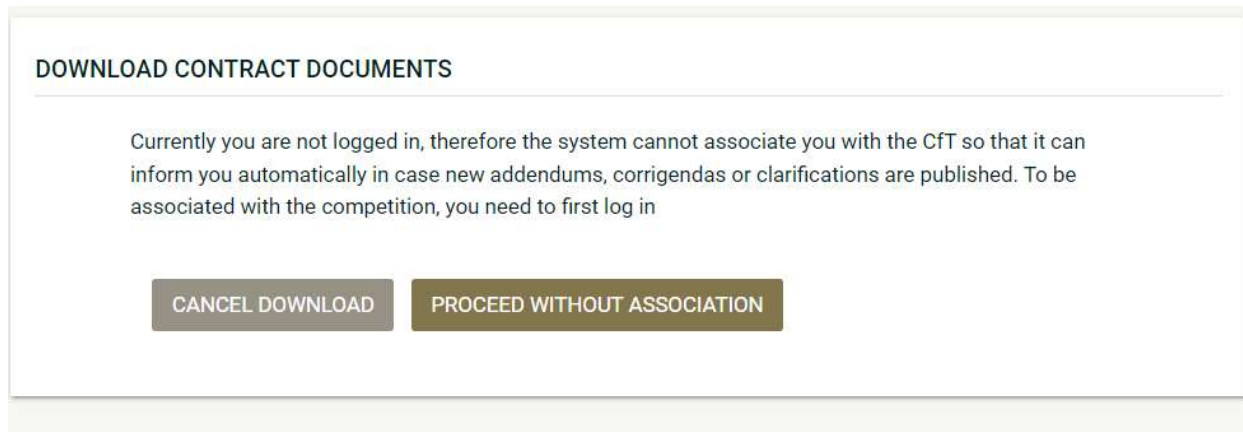
That way you can

- Raise and receive clarifications
- Submit your tender response

## Accessing tenders of interest without being Associated

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- If you access the tender documents without logging in, i.e., if you download without association, you will not be able to raise questions, receive queries or submit your tender.
- It is strongly recommended that potential tenderers, do not download by clicking on PROCEED WITHOUT ASSOCIATION.



- Instead, go to the home screen and log-in – see follow-on slides for accessing the documents.

## Firstly log-in

### Welcome to eTenders

#### FIRST-VISIT GUIDE

IF THIS IS YOUR FIRST TIME VISITING THE NEW ETENDERS PLATFORM, PLEASE ONLY REGISTER IF YOU NEVER USED THE OLD SYSTEM.

IF YOU DID USE THE OLD SYSTEM, PLEASE FOLLOW THE STEPS OUTLINED IN THE FIRST LOGIN GUIDE TO ACTIVATE YOUR ACCOUNT, WHICH IS AVAILABLE IN THE HELP SECTION BELOW.

- Register yourself and your organisation as a Supplier in the system
- Register yourself and your organisation as a CA in the system
- Obtain access to the user manuals
- View interactive walkthroughs explaining core system functionality
- Browse through the Frequently Asked Questions
- View the latest Calls for Tenders publications
- Find a specific Call for Tenders by searching the CFT registry

#### LATEST NEWS

13 EPA Green Public Procurement (GPP) Guidance Consultation

SEP

12 Important Notice for Managers of DPS Competitions

JUL

05 ESPD Guidance for Contracting Authorities

JUL

05 ESPD Guidance for Suppliers

JUL

05 Tenders Advisory Service (TAS)

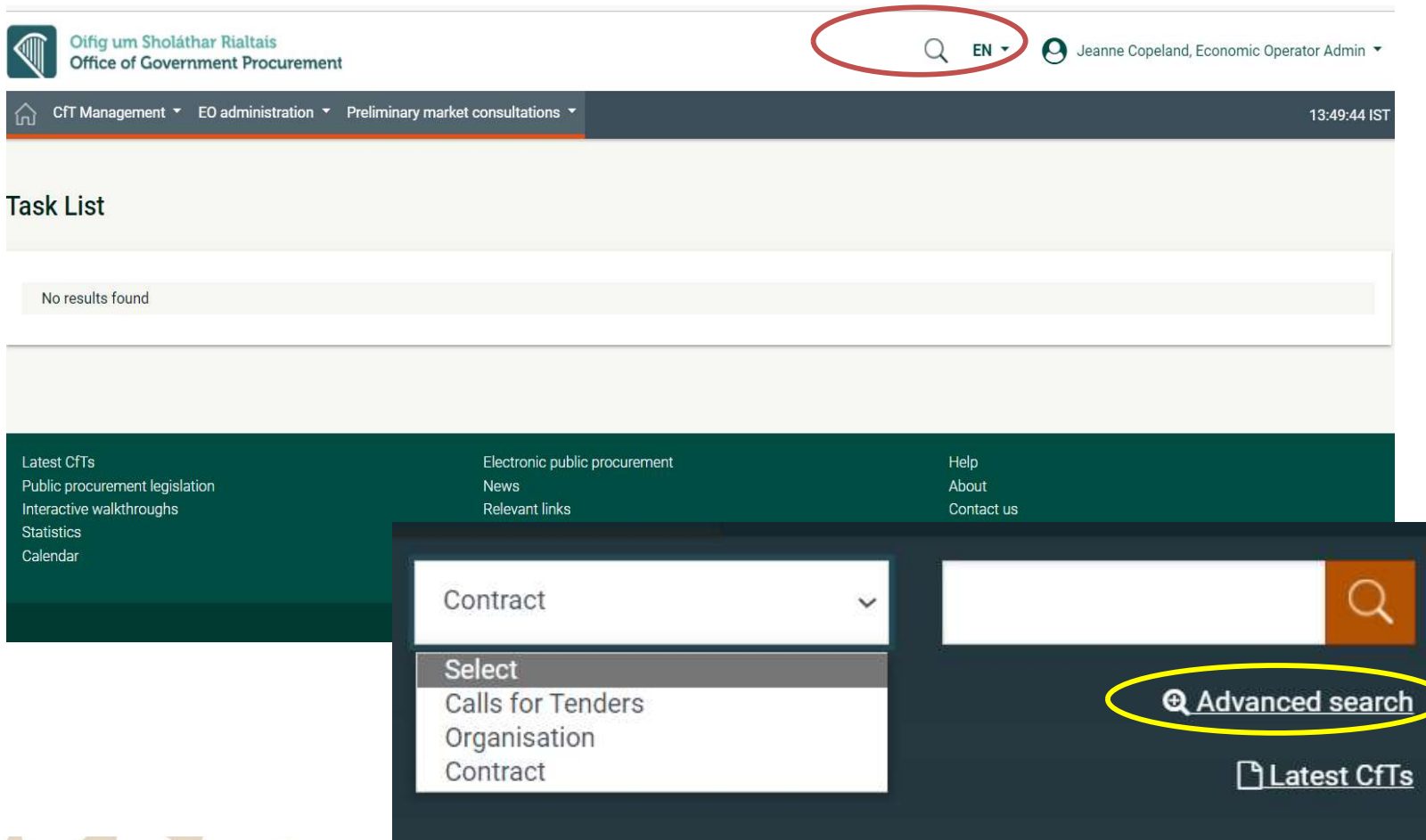
JUL

04 Important Information for Suppliers to the HSE

JUL

- Make sure you have a log-in for the new eTenders platform.
- Log on to [www.etenders.gov.ie](http://www.etenders.gov.ie) and click on the Log in button.

## Finding the tender



Oifig um Sholáthar Rialtais  
Office of Government Procurement

Search EN

Jeanne Copeland, Economic Operator Admin

CFT Management EO administration Preliminary market consultations 13:49:44 IST

### Task List

No results found

Latest CFTs  
Public procurement legislation  
Interactive walkthroughs  
Statistics  
Calendar

Electronic public procurement  
News  
Relevant links

Help  
About  
Contact us

Contract

Select  
Calls for Tenders  
Organisation  
Contract

Advanced search


Latest CFTs


- Once logged in click on search button.
- Here you can search by Calls for Tenders or Organisations or Contract – however you **can't** associate via this search.
- Recommend to click on Advanced Search to get more details and to be able to associate


# Using the Advanced Search tab


## Advanced search


CFT Organisation


**CFT Resource ID** 

**Title**  TEST COMPETITION


**CFT CA Unique ID** 


**Name of Contracting Authority** 


**Description** 


**Workspace Status**  -Select Workspace Status-

Maximum characters: 50000.

**Procurement Type**  -Select Procurement Type-


**Procedure**  -Select Procedure-


**Publication date** 


**Deadline for tender submission** 

From:  To:


From:  To:

**CPV codes** 

**NUTS codes** 

**Estimated value (EUR)** 

Min:  Max:

**Tenders Opening Date** 

From:  To:

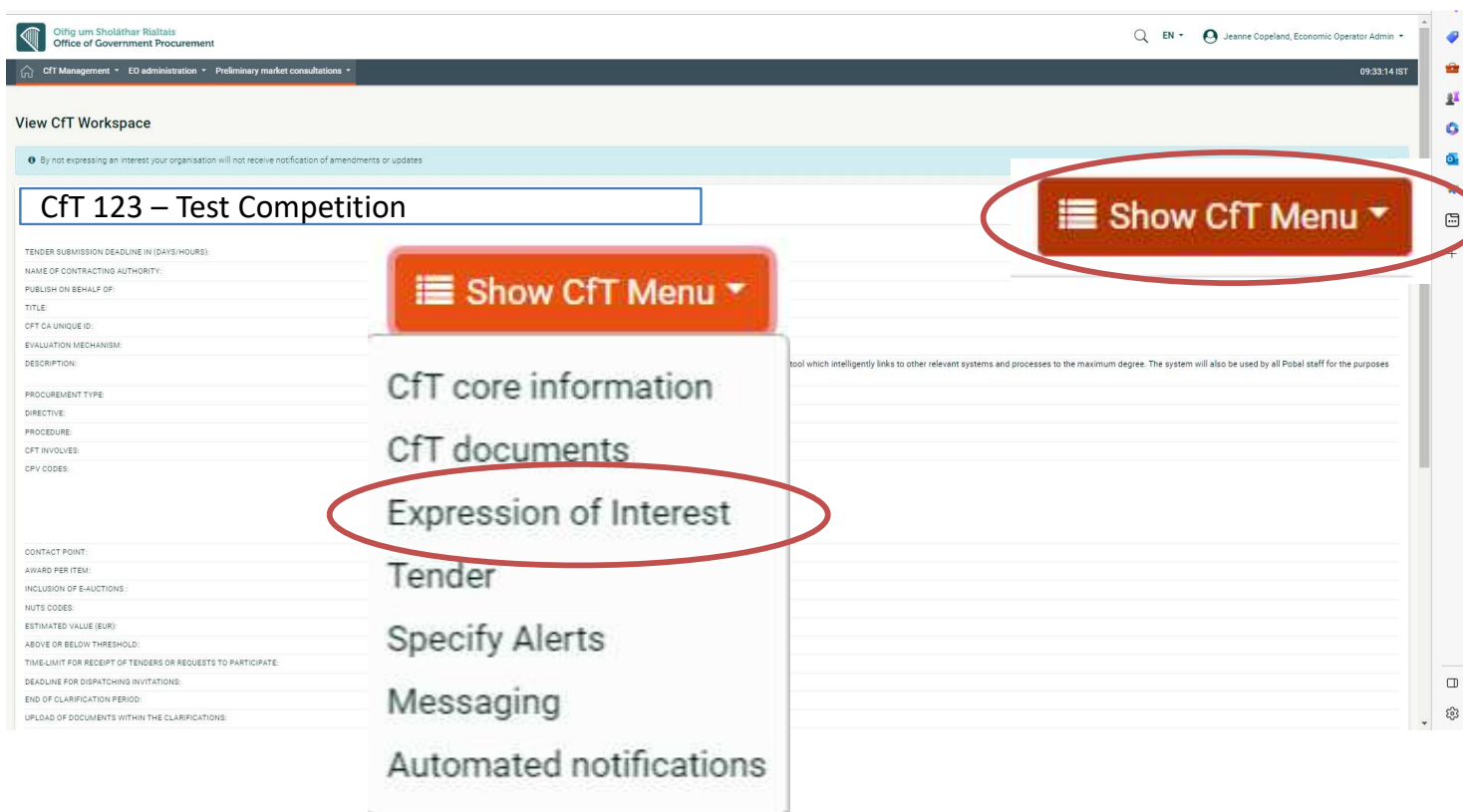
CANCEL CLEAR SEARCH

Use any of the tabs to search for the competition, the most relevant being:

- Enter appropriate word in Title
- **CFT Resource ID** – this is the unique competition reference number (this is the 7-digit code relevant to the competition)
- **Name of Contracting Authority** – this will be the Contracting Authority



## You are now in the CfT Workspace – go to Show CfT Menu



The screenshot displays the 'View CfT Workspace' page for 'CfT 123 – Test Competition'. The page includes a navigation bar with 'CfT Management', 'EO administration', and 'Preliminary market consultations'. A search bar and user profile 'Jeanne Copeland, Economic Operator Admin' are visible. The main content area shows a form with various fields for tender details. Two red circles highlight the 'Show CfT Menu' button in the top right and the 'Expression of Interest' option in the dropdown menu.

**Show CfT Menu**

- CfT core information
- CfT documents
- Expression of Interest**
- Tender
- Specify Alerts
- Messaging
- Automated notifications

- The CfT Workspace provides an overview of the competition.
- Click on Show CfT Menu – this drop-down menu presents you with a list of actions
- Click on Expression of Interest

## Expressing an Interest

### ASSOCIATION WITH CFT

The eTendering system supports automated notifications to keep associated users up to date with all Cft advances. These comprise the publication of new Notices, Addenda, Corrigenda, Clarifications, while there are also notifications for informing associated users about approaching important dates of the Cft. Please select a type of association for this Cft.

You will be able to individually manage the list of users of your organisation with the Cft, through the new 'Manage associations' tab in the Cft workspace.

#### Type of association

1. Associate all users of my Economic Operator with this Cft

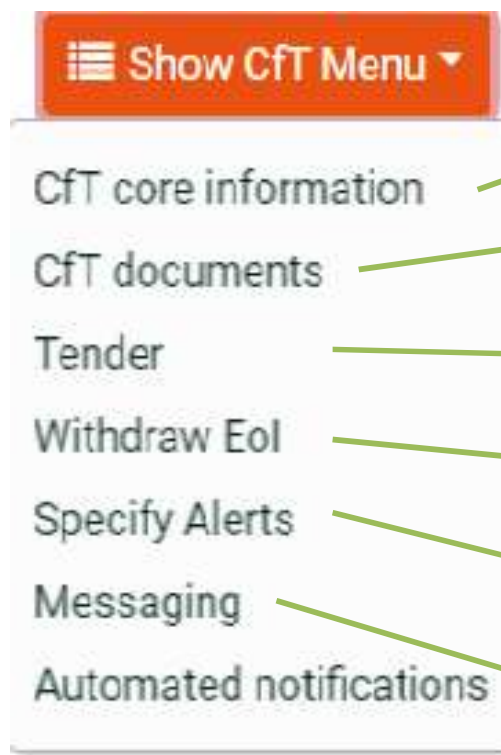
2. Associate only myself with this Cft

SELECT

- Advisable to click on option 1 - Associate all users of my Economic Operator with this Cft

That way all communications will be received by all registered users within your organisation.

## Options under the Show CfT Menu



- On the CfT drop-down menu you can access the following ...
  - **CfT Core information** – this provides you with high level information on the competition
  - **CfT documents** – this provides you with access to the competition documents
  - **Prepare your tender** – this brings you to the tender submission section
  - **Withdraw EoI** – this allows you to cancel your interest in the competition
  - **Specify Alerts** – you can set alerts to remind yourself of tasks and timelines
  - **Messaging** – send, receive and view the messages about queries regarding the competition.
  - **Automated notifications** – allows you associate additional members of your team with the competition

## From the CfT documents tab – you get access to the tender documents

Notice & Contract Documents

CfT 123 – Test Competition Show CfT Menu

Notices **Contract Documents**

10 Results Per page | Displaying all 8 matches.

Addendum ID	Title	File	Description	Lang.	Document Versions	Actions
N/A	Project RFT - Supply - Request for Tender	RFT - Supply - Request for	Project RFT - Supply - Request for Tender	EN	1	+
N/A	Appendix 4 ESPD	ESPD REQUEST.pdf	Appendix 4 ESPD	EN	1	+
N/A	Appendix 5 HR System Goods Contract sample	Project Goods Contract - Over	Appendix 5: System Goods Contract sample	EN	1	+
N/A	Appendix 6 Confidentiality Agreement	Project Confidentiality Agreement	Appendix 6 Confidentiality Agreement	EN	1	+
N/A	Appendix 7 HR Systems Tender Response Form	Project Tender Response	Appendix 7 Systems Tender Response Form	EN	1	+
N/A	Tender Structure XML - Cycle 1	c4t_1906641_1.xml	N/A	EN		+

DOWNLOAD ZIP FILE

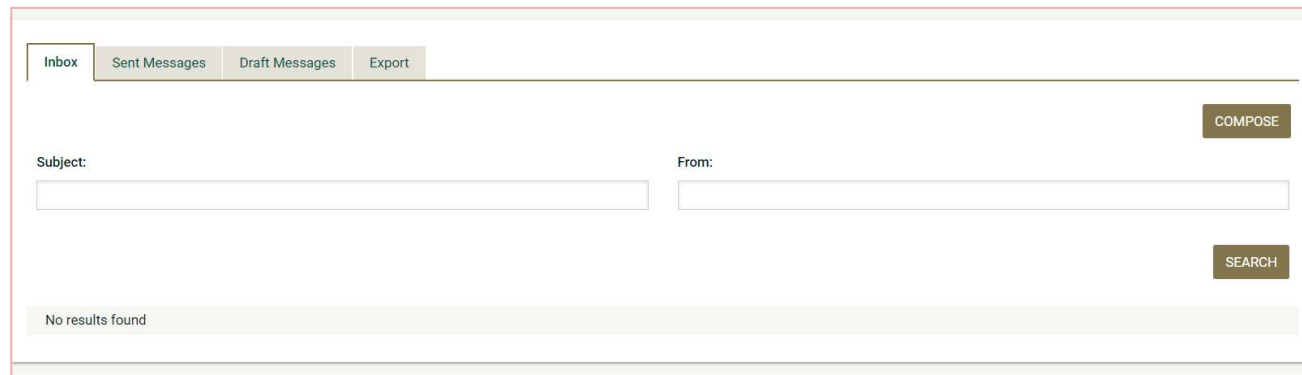
Show CfT Menu

- CfT core information
- CfT documents
- Tender
- Withdraw Eol
- Specify Alerts
- Messaging
- Automated notifications

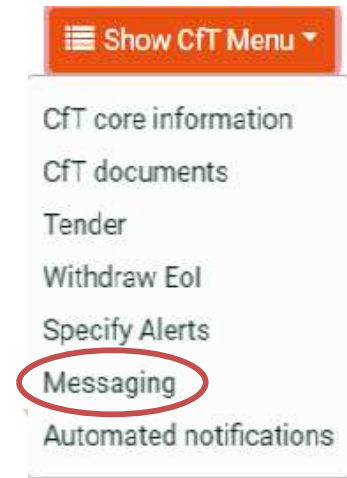
- Download the documents individually under the file tab or using the Download Zip File.
- Note: the Tender Structure XML – Cycle 1 is not a relevant document – it is a technical file from the eTenders system.

## Sending / Receiving Messages – raising queries

- If you have any queries – use the messaging tab to raise these queries using the Compose Button to type your message.
- See next slide for structure of the message creation
- You should **only** raise queries using the eTenders Messaging Tool – **do not use emails or phone calls to ask questions**



The screenshot shows the eTenders Messaging Tool interface. At the top, there are tabs for 'Inbox', 'Sent Messages', 'Draft Messages', and 'Export'. Below the tabs, there is a 'COMPOSE' button. The main area contains two input fields: 'Subject:' and 'From:'. Below these fields, there is a 'SEARCH' button. At the bottom of the interface, a message states 'No results found'.



# Messaging



CREATE MESSAGE

Subject: \*

Body: \*

Attachment 1:

Attachment 2:

Confidential: \*

Yes  No

- Always use relevant/logical reference in the SUBJECT box when raising queries.
- In the BODY write your query.
- Attach any documents relevant to the question
- **THIS IS NOT THE TENDER SUBMISSION AREA!!!!**
- You may mark your question as Confidential – this does not necessarily mean the answers won't be shared with all tenderers across all competitions
- You will receive emails when messages are published – to access go to **Messaging** Tab

# Messaging



- All messages will be from the Contract Authority and will be issued to you via the eTenders – you will receive an email notifying you that a clarification has been published. Go to the messaging tab and you will see the messages in the Inbox Tab.. **Make sure to check regularly**

- Go to **Messaging** Tab
- Click on either the Tender Clarifications under the **subject**, or the **eye** symbol and you will see the clarification document – click on it to read its content...
- In the example here, there are three messages.

View Messages

Cft 123 – Test Competition Show CFT Menu

Inbox Sent Messages Draft Messages Export

Subject: From:

COMPOSE

SEARCH

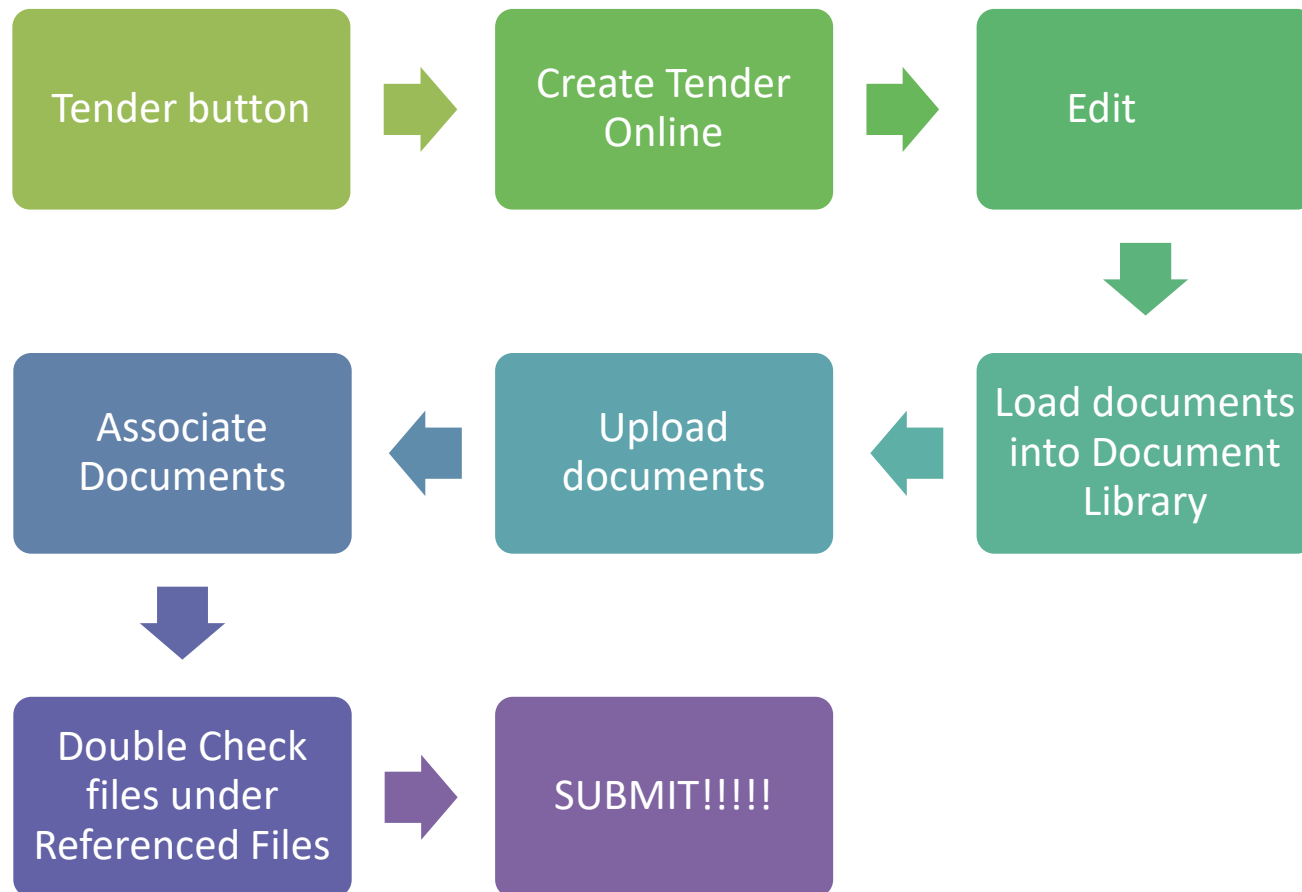
10 Results Per page | Displaying all 3 matches

Message ID	Cft Cycle	Sender	Subject	Sent	Opened	Replied	Status	Assigned	Action
12406	1	XXX Buyer	Tender Clarifications	02/08/2023 16:59			New	No	
11179	1	XXX Buyer	Tender Clarifications	31/07/2023 09:29			New	No	
10713	1	XXX Buyer	Tender clarifications	28/07/2023 09:27			New	No	

## RESPONDING TO THE TENDER

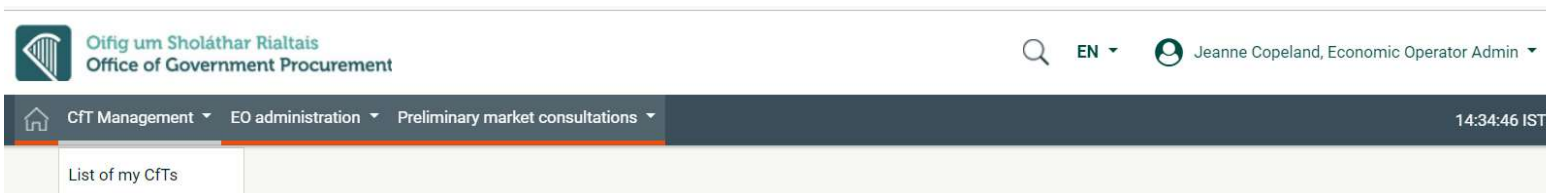


## Some important actions on the system to respond

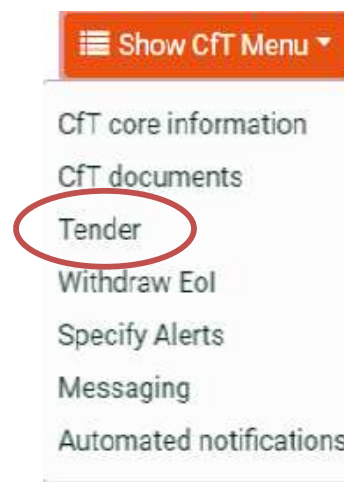


## To prepare to respond

- LOG IN
- To find the competition – click on List of my CfTs



- Go to the relevant competition – in the Core CfT Information click on Tender....



Tender button

## Checking before you Upload....

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- Once all your documents are ready ensure you
  1. Check all documents for completeness – ensure you have completed all required documents
  2. Ensure file names are logical and relevant to the lot(s) being tendered
  3. Check that you followed the font size / page limits and other instructions
  4. Make sure you took account of all Queries/Answers provided by the Contracting Authority
  5. You are now ready to submit a response
  6. **You MUST upload your submission as a zip file – make sure the file names within the Zip File are clear – watch for file limits – files 250MB and Submission Max: 500MB**

**IT IS ADVISABLE TO GIVE PLENTY OF TIME**

**WE RECOMMEND THIS IS THE DAY BEFORE THE CLOSING DATE.**

**NOTE: No late tenders will be considered.**

**You must complete the full upload prior to the submission deadline**

## Starting the response upload



- Click on the Green Button

### Create Tender Online

Tender submission is now open. ×

CfT 123 – Test Competition Show CFT Menu

**Create Tender Online**

Cycle 1

#### List of submitted Tenders

#	Submitted By	View Name Tender	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P conformance	Status	D/P match result	Received on Time
---	--------------	------------------	----------------	---------------------	----------------	---------------------	-----------------	--------	------------------	------------------

VIEW REMOVE

✔ All items submitted/Hash match | ⚠ Additional items will be needed | ❌ Missing items/Hash mismatch/Late Submission

▶ List of draft Tenders



## Give your submission a Title

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- Recommended to include your firms name in the title with a link to the subject of the competition.
- Press Save....

### Create Response

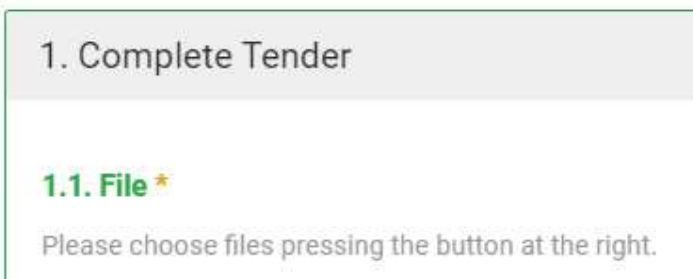
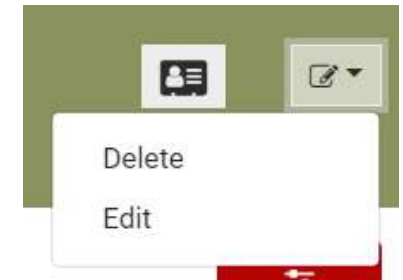
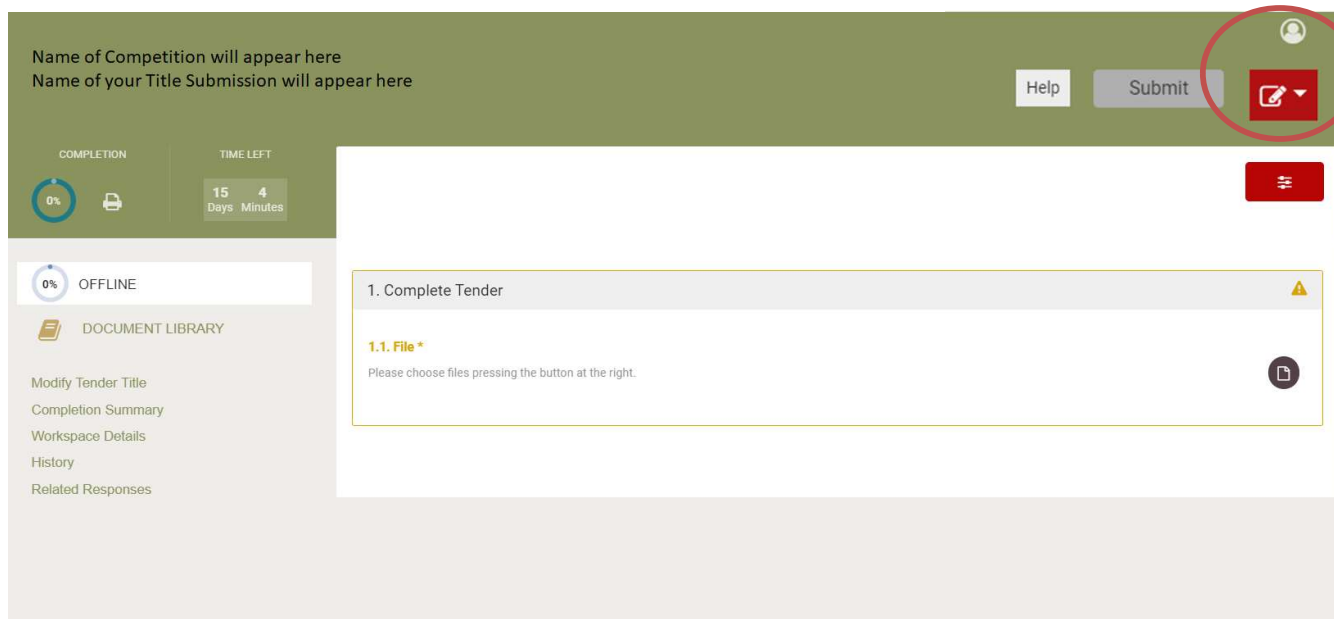
Create Response \*

Provide a meaningful title that describes your response. The title will not be visible to the Buyer, it will help you navigate efficiently and distinguish between multiple tender submissions.

Save

## You are now in the screen to start loading documents .... FIRST CLICK EDIT

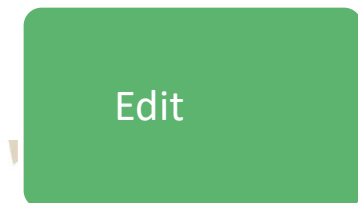
- So firstly you must Edit the system to be able to upload documents....
- This is available by clicking the little pen box on the right under your log-in logo:



Info  
'Edit' the tender in order to edit it.



- A success button will appear and text will change to green



# Document Library – loading documents to be available for tender



The screenshot shows a web interface for document upload. At the top, there's a 'COMPLETION' section with a 0% progress indicator and a 'TIME LEFT' section showing 22 days and 5 hours. Below this is a sidebar with 'OFFLINE' status and a 'DOCUMENT LIBRARY' button. The main area is titled 'Document Library' and contains a blue informational box: 'Only files associated with one or more criteria will be submitted. If you see "OFFLINE" at the left of the page instead of "Eligibility/Technical/Financial", then please upload a single zip file, with all your tender documents.' Below this is an 'Upload Files' section with a file size limit of 250 MB and a total space of 500 MB. A dashed box contains a 'Choose Files' button and the text 'Choose Files or drag & drop here'. At the bottom, there's an 'Upload queue' section with a table header: Name, Size, Progress, Status, Actions. Below the table are 'Upload', 'Cancel', and 'Remove' buttons. An 'Info' popup is visible at the bottom right of the interface, stating: 'Info: Edit the tender in order to edit it.'

- Click on the Document Library to load your documents.
- Use the Choose Files or Drag & Drop button to get them to the Queue
- You should upload your tender submission as a Single Zip File.
- **PLEASE DON'T UPLOAD INDIVIDUAL FILES, UPLOAD AS ZIP files/folders.**

Load documents into Document Library

## Loading documents from Queue

Only files associated with one or more criteria will be submitted

Upload Files *i*

File size Limit: 250 MB | Total space per response 500 MB

Choose Files Choose Files or drag & drop here


Upload queue *i*

Queue length: 1

Name	Size	Progress	Status	Actions
Zipped file for test No. 1.zip	19 KB	0%		  

Queue progress:

Upload Cancel Remove

Uploaded Files 

- When you upload the Zip File, they move to upload queue with 0%
- Note the file size limit
- You still have tasks to do.... Your TENDER is not available to submit yet.
- You still have another task to do before they become available for submission




Upload  
documents




## Moving from Queue to Uploaded

Choose Files Choose Files or drag & drop here


Upload queue ⓘ  
Queue length: 1


Name	Size	Progress	Status	Actions
Zipped file for test No. 1.zip	19 KB	100% 	✓	 

Queue progress:  


Uploaded Files ⓘ  
0%

Uploaded 19 KB of the 500 MB allowed for this response.

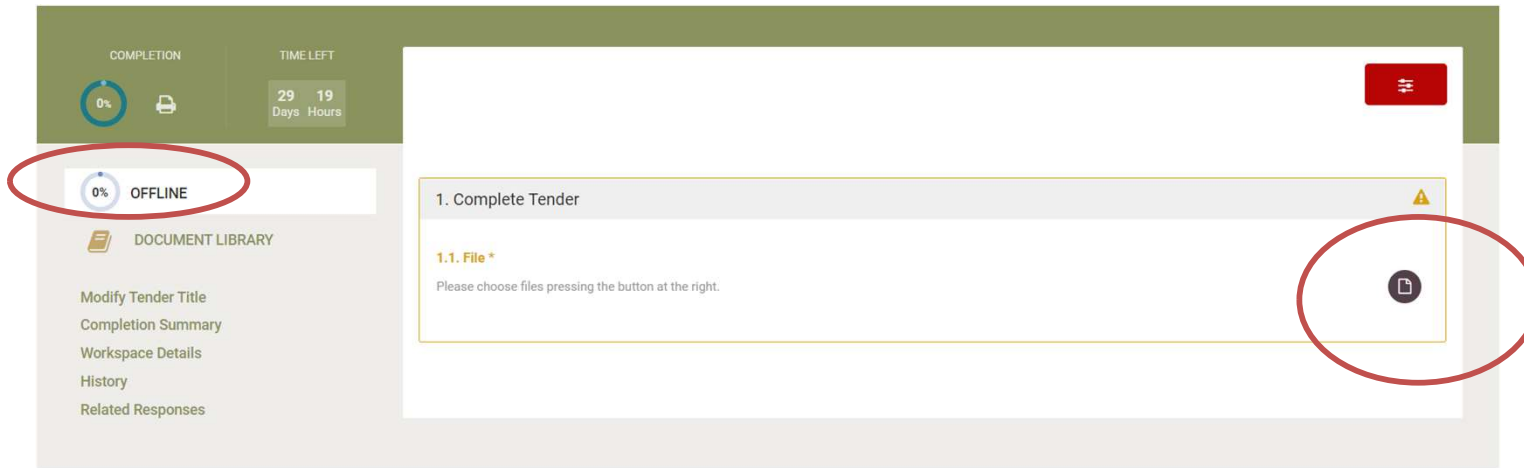
Filename	Title	Size	Remove
Zipped file for test No. 1.zip	N/A	19 KB	



- When you click the upload button, your file % changes to 100% and it says file uploaded.
- Click the upload button to upload
- Even though you see them in the uploaded box below they are greyed out...

**YOU MUST NOW ASSOCIATE YOUR DOCUMENTS WITH RELEVANT CRITERIA**

# Associating Documents



- To associate documents with the competition, click on the OFFLINE button beside 0%
- You are now back at the Complete Tender window
- Click on the page Icon
- **Note: 100% does not mean you have submitted yet....**

Associate  
Documents

# Associating Files

## Select Reference Files For

Only files associated with one or more criteria will be submitted.  
If you see "OFFLINE" at the left of the page instead of "Eligibility/Technical/Financial", then please upload a single zip file, with all your tender documents.

File

<input type="checkbox"/>	Filename	Title	Comment
<input type="checkbox"/>	Zipped file for test No. 1.zip	N/A	Please provide a comment.
<input checked="" type="checkbox"/>			

[Upload a new file](#) Cancel Save



- Click on each file and put in a comment
- Click on **SAVE....**
- Tells you all files are now associated

1. Complete Tender ✓

**1.1. File \***

Please choose files pressing the button at the right.

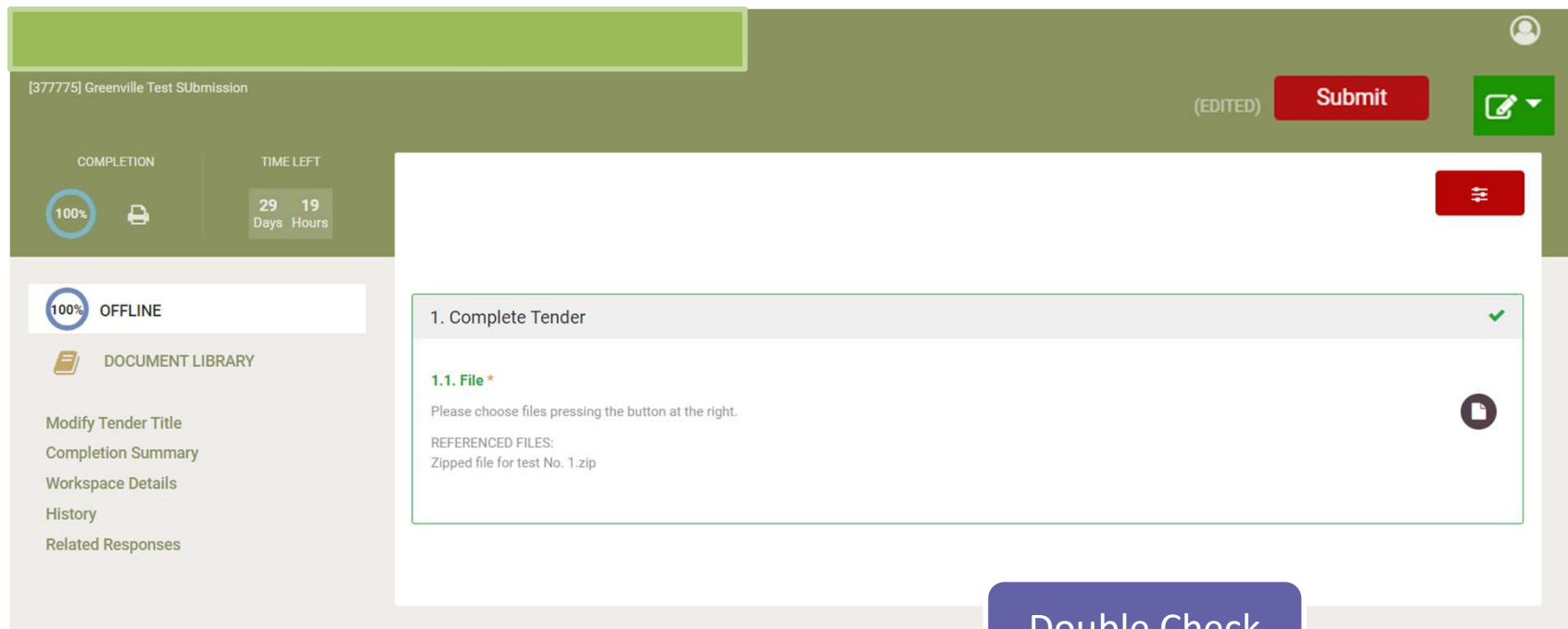
REFERENCED FILES:  
Zipped file for test No. 1.zip

**Success**

✓ The associated files has been updated

Associate Documents

## Final Step



[37775] Greenville Test Submission (EDITED) Submit

COMPLETION: 100% (with printer icon)

TIME LEFT: 29 Days 19 Hours

100% OFFLINE

DOCUMENT LIBRARY

- Modify Tender Title
- Completion Summary
- Workspace Details
- History
- Related Responses

1. Complete Tender ✓

1.1. File \* (with file icon)

Please choose files pressing the button at the right.

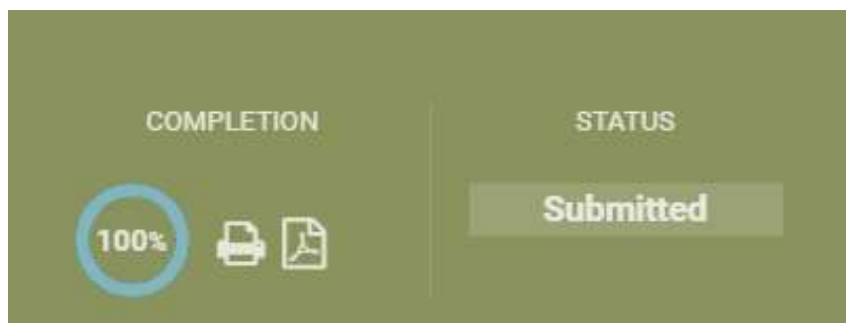
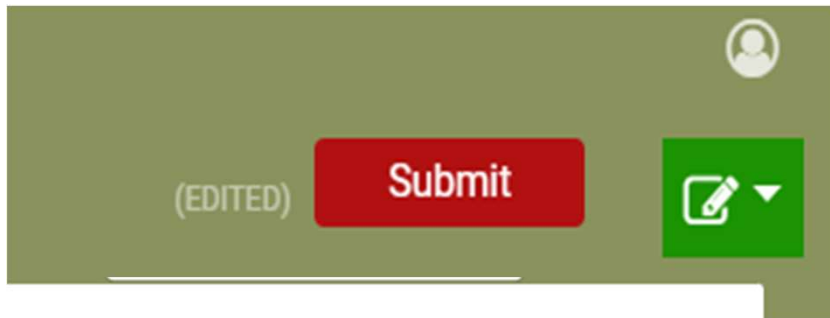
REFERENCED FILES:  
Zipped file for test No. 1.zip

Double Check  
files under  
Referenced Files

Even though it says Completion 100% it is **not** submitted.

While it says Offline, this does not mean the system is Offline...  
Go to next slide for final step

## Final Step Submitting....



- Once you are satisfied that all the files are correct and you are happy to submit, click on the Submit button which will appear beside the Edited Button
- **ONLY WHEN SUBMITTED APPEARS HAVE YOU ACTUALLY SUBMITTED....**
- **You will receive an email telling you that you have submitted a response.**

**SUBMIT!!!!**

## If you need to delete the folder....

100% OFFLINE

DOCUMENT LIBRARY

Modify Tender Title  
Completion Summary  
Workspace Details  
History  
Related Responses

Only files associated with one or more criteria will be submitted

Upload Files ⓘ  
File size Limit: 250 MB | Total space per response 500 MB

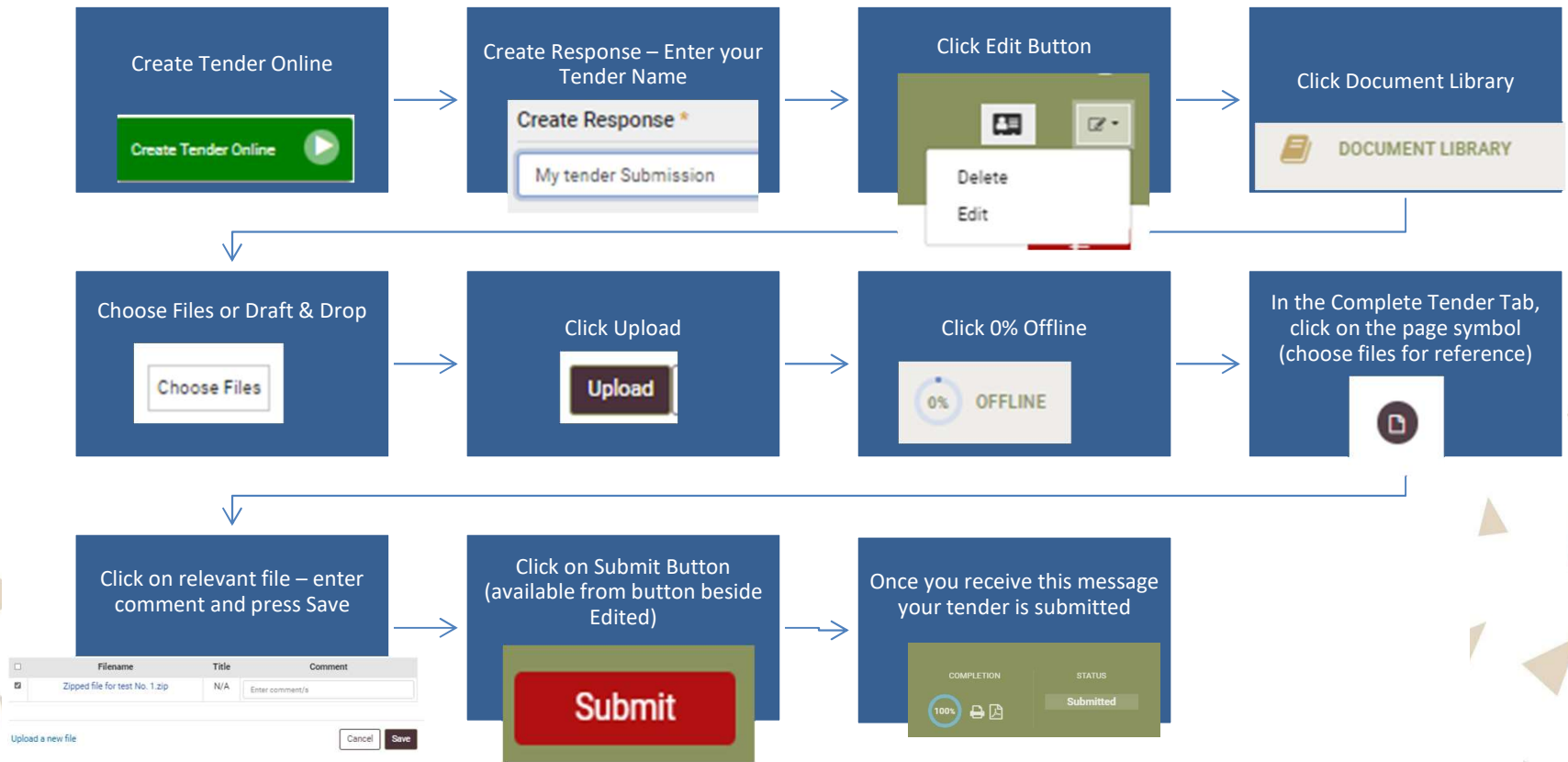
Choose Files Choose Files or drag & drop here

Upload queue ⓘ  
Queue length: 0

Name	Size	Progress	Status	Actions
Queue progress:				
<input type="button" value="Upload"/> <input type="button" value="Cancel"/> <input type="button" value="Remove"/>				
Uploaded Files ⓘ				
Uploaded 19 KB of the 500 MB allowed for this response.				
Filename	Title	Size	Remove	
Zipped file for test No. 1.zip	N/A	19 KB	<input type="button" value="x"/>	

If you need to delete files, go to Document Library – see the files, and click on the x to remove.

# Summarising the steps in submitting – Clicking on Tender in the CfT Menu



## Key things to remember

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- Give yourself plenty of time
- Practice the steps included here – don't press Submit until you are submitting the real tender
- Make sure your file is ZIPPED
- Watch for the file size limits – 250mb per file/folder; total 500mb per response.
- You have only submitted when you receive the submitted message – check your emails as you will receive a confirmation email.
- If in doubt contact eTenders.
  - Email: [irish-eproc-helpdesk@eurodyn.com](mailto:irish-eproc-helpdesk@eurodyn.com)
  - Phone: 0818001459

EMAIL: [irish-eproc-helpdesk@eurodyn.com](mailto:irish-eproc-helpdesk@eurodyn.com)  
TELEPHONE: +353 818001459





# Thank you!

**Prepared by Greenville Procurement Partners Ltd.**

*This slide deck is a guidance only.*

*Greenville takes no responsibility for the accuracy of instructions as each competition may vary. This response is on the basis that the contracting authority has chosen offline for notification and evaluation & online for tendering*