



How to Withdraw and Upload Documents on eTenders ***[while tender/competition is live]***

Contents

1. Introduction.....	3
2. Withdrawing a Document from a Live Tender	4
3. Uploading a New Document in a Live Tender	7

1. Introduction

This guide is designed to assist primary and post-primary school leaders on withdrawing and uploading tender documents from your CfT Workspace, while your tender competition is live, i.e. before the tender deadline.

Please note: Your tender documents must be finalised before publishing them with your CfT Workspace on eTenders.

However, in a situation where, after publication, you notice that an amendment is necessary, you will have to withdraw the current document and upload a new, amended version.

In such cases, while your tender is live, you **must** broadcast a message through the eTenders messaging system right after uploading the new document. This message **must** be sent to all companies that have expressed interest in or were invited to your competition, informing them that a new version of the document has been uploaded.

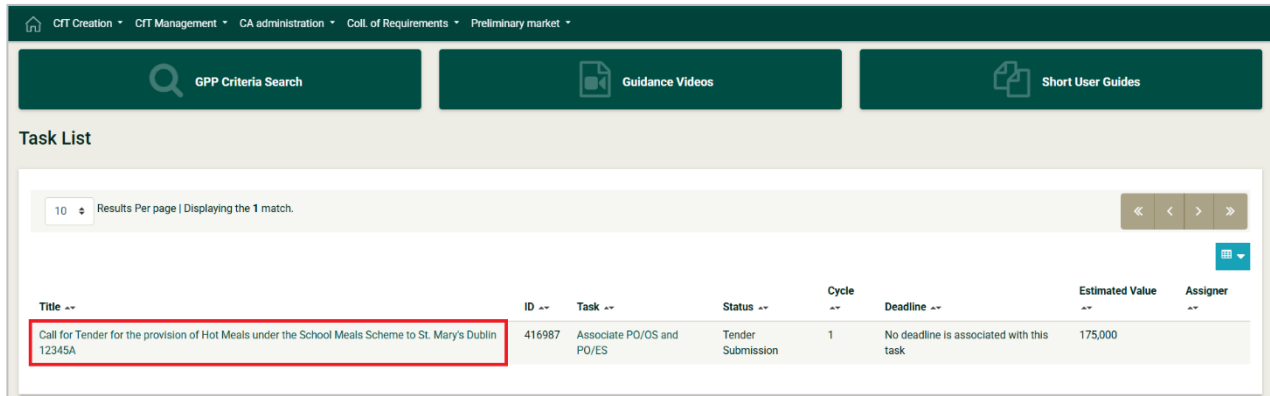
It is also important to take particular note of the date on which you are uploading a new document/additional information. If you are uploading a new document after the queries embargo deadline, you are advised to consider extending the tender deadline by an additional number of days equal to the time elapsed from the date of embargo for queries to the date additional information etc. is provided, in order to allow tenderers sufficient time to review the new information and be able to submit a properly detailed tender comprehending it. In instances where it is decided to extend the tender deadline, the new deadline must be amended in both the eTenders CfT Workspace and in your CFT document. The new version of CFT document must then be uploaded to your tender documents (previous version withdrawn) and a message must be broadcast to all companies to inform them of the changes.

You can access eTenders at www.etenders.gov.ie.

2. Withdrawing a Document from a Live Tender

Access www.etenders.gov.ie and log into your CAPC profile, linked to your tender competition.

Once logged in, you will see your task list. Click on the title of your competition, as shown in Figure 1.

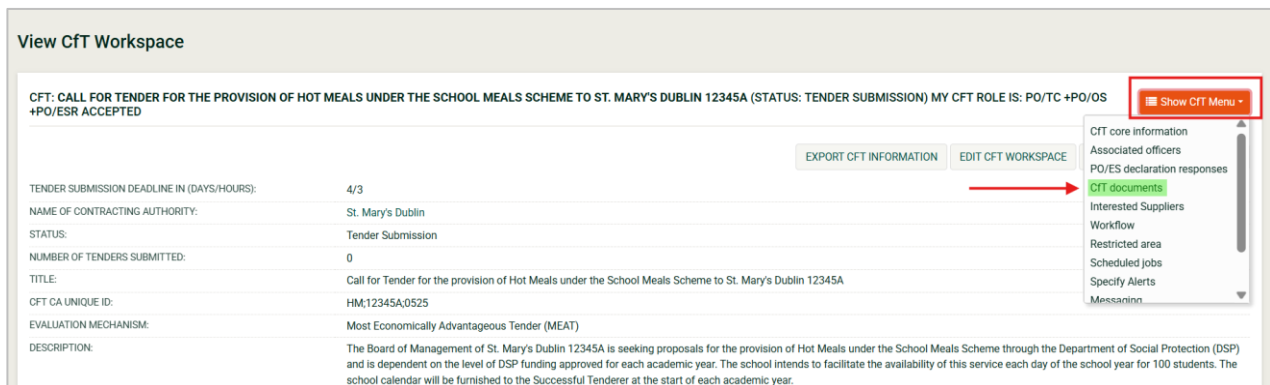


The screenshot shows the 'Task List' interface. At the top, there are navigation tabs: 'GPP Criteria Search', 'Guidance Videos', and 'Short User Guides'. Below these, the 'Task List' section displays a table with one task. The task title 'Call for Tender for the provision of Hot Meals under the School Meals Scheme to St. Mary's Dublin 12345A' is highlighted with a red box. The table columns include Title, ID, Task, Status, Cycle, Deadline, Estimated Value, and Assigner.

Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
Call for Tender for the provision of Hot Meals under the School Meals Scheme to St. Mary's Dublin 12345A	416987	Associate PO/OS and PO/ES	Tender Submission	1	No deadline is associated with this task	175,000	

Figure 1

This will open your '**CfT Workspace**' with details of the tender. On this page, click on the red button on the right hand-side called '**Show CfT Menu**', scroll down and select the option '**CfT documents**' as shown in Figure 2.



The screenshot shows the 'View CfT Workspace' page. The title is 'CFT: CALL FOR TENDER FOR THE PROVISION OF HOT MEALS UNDER THE SCHOOL MEALS SCHEME TO ST. MARY'S DUBLIN 12345A (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED'. There are buttons for 'EXPORT CFT INFORMATION' and 'EDIT CFT WORKSPACE'. A red arrow points to the 'Show CfT Menu' button, which is highlighted with a red box. The dropdown menu is open, showing options like 'CfT core information', 'Associated officers', 'PO/ES declaration responses', 'CfT documents' (highlighted in green), 'Interested Suppliers', 'Workflow', 'Restricted area', 'Scheduled jobs', 'Specify Alerts', and 'Messaging'.

Field	Value
TENDER SUBMISSION DEADLINE IN (DAYS/HOURS):	4/3
NAME OF CONTRACTING AUTHORITY:	St. Mary's Dublin
STATUS:	Tender Submission
NUMBER OF TENDERS SUBMITTED:	0
TITLE:	Call for Tender for the provision of Hot Meals under the School Meals Scheme to St. Mary's Dublin 12345A
CFT CA UNIQUE ID:	HM:12345A:0525
EVALUATION MECHANISM:	Most Economically Advantageous Tender (MEAT)
DESCRIPTION:	The Board of Management of St. Mary's Dublin 12345A is seeking proposals for the provision of Hot Meals under the School Meals Scheme through the Department of Social Protection (DSP) and is dependent on the level of DSP funding approved for each academic year. The school intends to facilitate the availability of this service each day of the school year for 100 students. The school calendar will be furnished to the Successful Tenderer at the start of each academic year.

Figure 2

This will open a page called '**Notice & Tender Documents**' with details of the tender. On this page, select the second tab called '**Tender Documents**', where you can see the tender documents that you have uploaded in respect of your competition, as seen in Figure 3.

Note that the last document called 'Tender Structure XML - Cycle 1' was automatically generated by eTenders and should not be withdrawn.

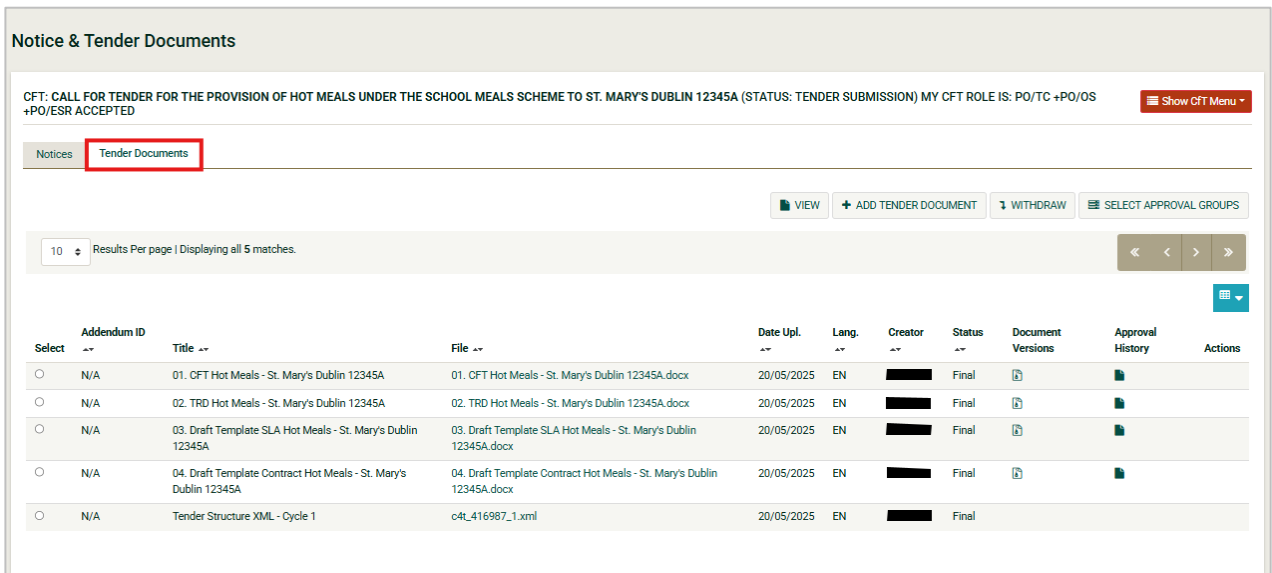


Figure 3

On this page, select the document you wish to withdraw and click on the ‘WITHDRAW’ as shown in Figure 4. In this example, the CFT document is being withdrawn.

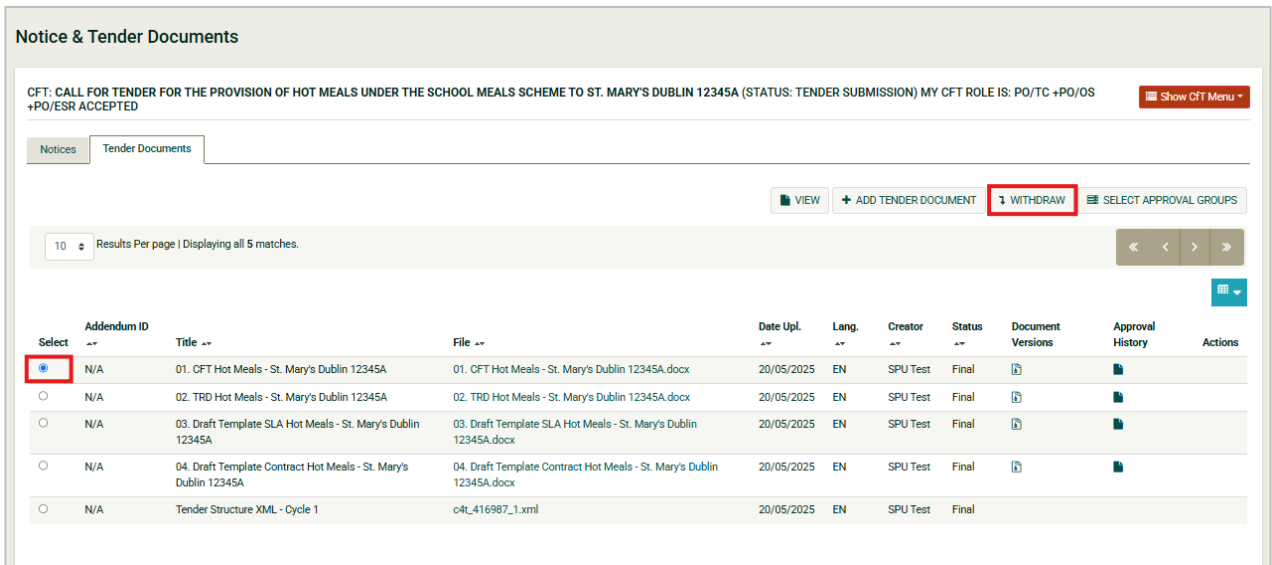


Figure 4

A pop-up similar to the one seen in Figure 5 will appear. If you have selected the correct document to be withdrawn, click ‘OK’ to proceed.

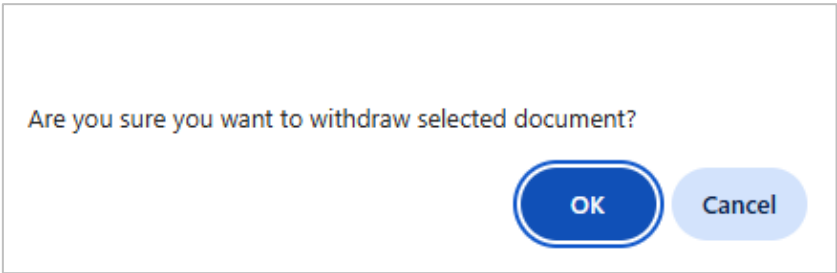


Figure 5

You will see a message informing that your contract document was successfully withdrawn, and the document status will now be **'Withdrawn'** as seen in Figure 6.

Notice & Tender Documents

Contract Document withdrawn successfully.

CFT: CALL FOR TENDER FOR THE PROVISION OF HOT MEALS UNDER THE SCHOOL MEALS SCHEME TO ST. MARY'S DUBLIN 12345A (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED [Show CFT Menu](#)

Notices Tender Documents

[VIEW](#) [+ ADD TENDER DOCUMENT](#) [WITHDRAW](#) [SELECT APPROVAL GROUPS](#)

10 Results Per page | Displaying all 5 matches.

Select	Addendum ID	Title	File	Date Upd.	Lang.	Creator	Status	Document Versions	Approval History	Actions
☐	N/A	01. CFT Hot Meals - St. Mary's Dublin 12345A	01. CFT Hot Meals - St. Mary's Dublin 12345A.docx	20/05/2025	EN		Withdrawn	1	View	Download
☐	N/A	02. TRD Hot Meals - St. Mary's Dublin 12345A	02. TRD Hot Meals - St. Mary's Dublin 12345A.docx	20/05/2025	EN		Final	1	View	Download
☐	N/A	03. Draft Template SLA Hot Meals - St. Mary's Dublin 12345A	03. Draft Template SLA Hot Meals - St. Mary's Dublin 12345A.docx	20/05/2025	EN		Final	1	View	Download
☐	N/A	04. Draft Template Contract Hot Meals - St. Mary's Dublin 12345A	04. Draft Template Contract Hot Meals - St. Mary's Dublin 12345A.docx	20/05/2025	EN		Final	1	View	Download
☐	N/A	Tender Structure XML - Cycle 1	c4t_416987_1.xml	20/05/2025	EN		Final			

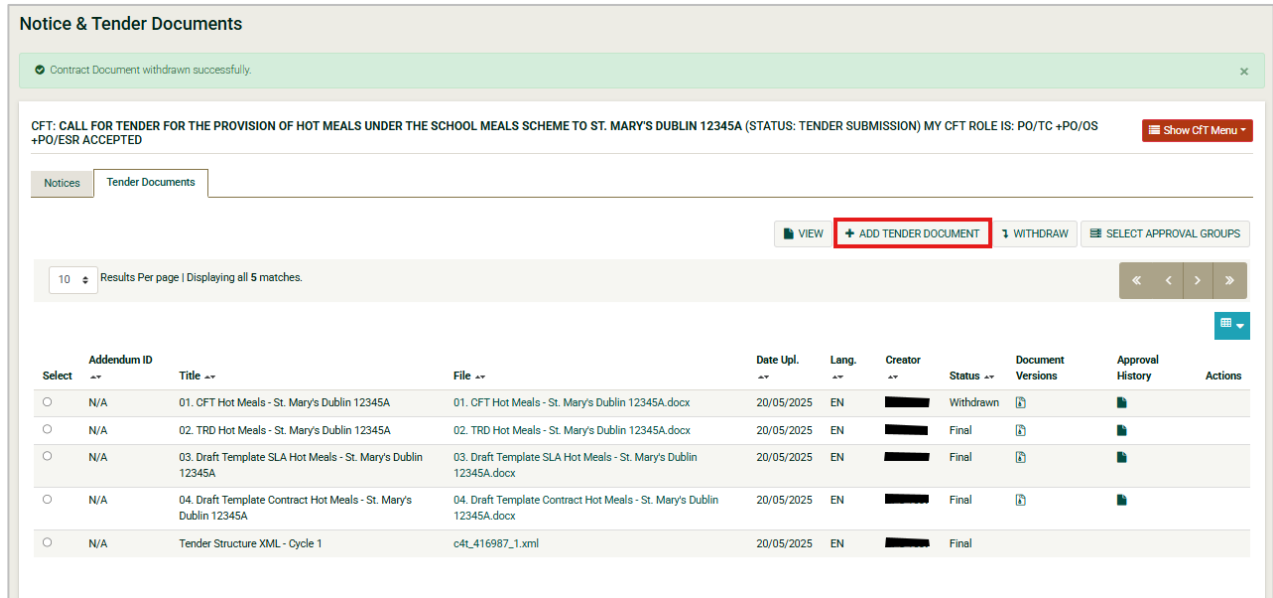
Figure 6

Please note: Tender documents cannot be permanently deleted from a tender competition on eTenders. As a Contracting Authority (CA), always have access to all final, draft, and withdrawn documents under the 'Tender Documents' tab. However, companies that either expressed interest in or were invited to your competition will only be able to view documents with a 'Final' status.

3. Uploading a New Document in a Live Tender

After withdrawing a tender document, it is recommended that an amended version is published immediately.

In the 'Notice & Tender Documents' page, click on the 'ADD CONTRACT DOCUMENTS' button, similar to the one shown in Figure 7.



Notice & Tender Documents

Contract Document withdrawn successfully.

CFT: CALL FOR TENDER FOR THE PROVISION OF HOT MEALS UNDER THE SCHOOL MEALS SCHEME TO ST. MARY'S DUBLIN 12345A (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED Show CFT Menu

Notices Tender Documents

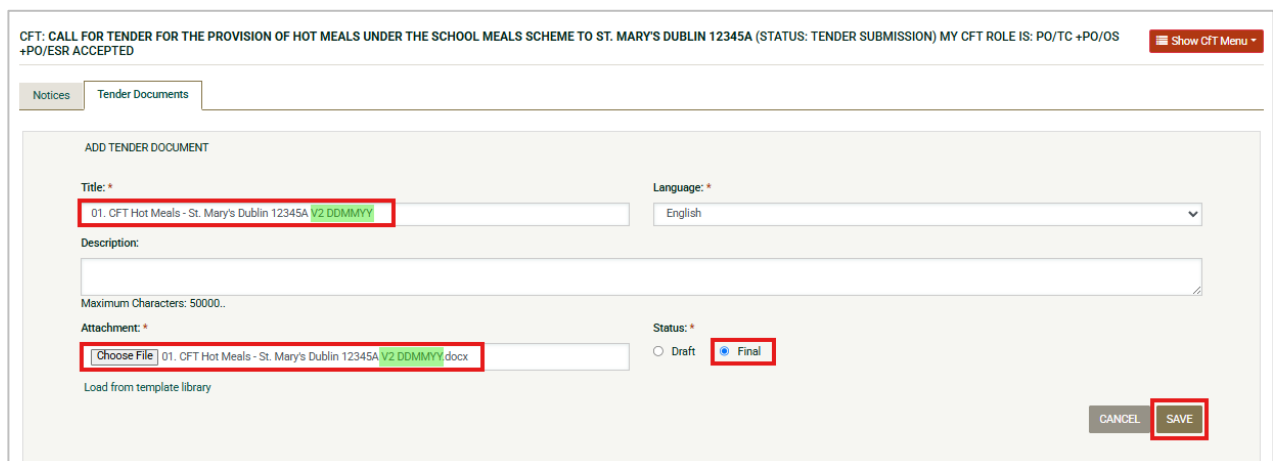
VIEW **ADD TENDER DOCUMENT** WITHDRAW SELECT APPROVAL GROUPS

10 Results Per page | Displaying all 5 matches.

Select	Addendum ID	Title	File	Date Upd.	Lang.	Creator	Status	Document Versions	Approval History	Actions
☐	N/A	01. CFT Hot Meals - St. Mary's Dublin 12345A	01. CFT Hot Meals - St. Mary's Dublin 12345A.docx	20/05/2025	EN		Withdrawn			
☐	N/A	02. TRD Hot Meals - St. Mary's Dublin 12345A	02. TRD Hot Meals - St. Mary's Dublin 12345A.docx	20/05/2025	EN		Final			
☐	N/A	03. Draft Template SLA Hot Meals - St. Mary's Dublin 12345A	03. Draft Template SLA Hot Meals - St. Mary's Dublin 12345A.docx	20/05/2025	EN		Final			
☐	N/A	04. Draft Template Contract Hot Meals - St. Mary's Dublin 12345A	04. Draft Template Contract Hot Meals - St. Mary's Dublin 12345A.docx	20/05/2025	EN		Final			
☐	N/A	Tender Structure XML - Cycle 1	c4t_416987_1.xml	20/05/2025	EN		Final			

Figure 7

It is recommended to identify this new document version both in the file name and tender document title. For instance, you can use a version number and date in the format DDMMYYYY. After attaching the new document, filling in the 'Title' field and selecting the 'Status' as 'Final', click on 'SAVE'. See Figure 8.



CFT: CALL FOR TENDER FOR THE PROVISION OF HOT MEALS UNDER THE SCHOOL MEALS SCHEME TO ST. MARY'S DUBLIN 12345A (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED Show CFT Menu

Notices Tender Documents

ADD TENDER DOCUMENT

Title: * 01. CFT Hot Meals - St. Mary's Dublin 12345A V2 DDMMYY

Language: * English

Description:

Maximum Characters: 50000.

Attachment: * Choose File 01. CFT Hot Meals - St. Mary's Dublin 12345A V2 DDMMYY.docx

Status: * ☐ Draft ☒ Final

Load from template library

CANCEL **SAVE**

Figure 8

A pop-up similar to the one seen in Figure 9 will appear. If you have uploaded the correct document version, click 'OK' to proceed.

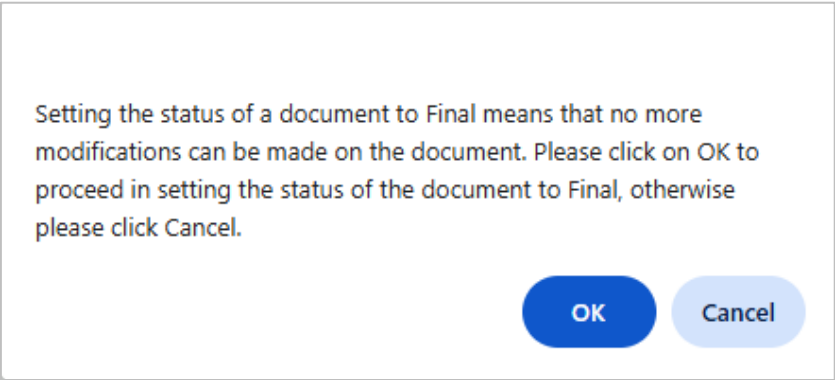


Figure 9

You will see a message informing that your contract document was successfully uploaded, and the new document will be listed with a ‘Final’ status, as seen in Figure 10.

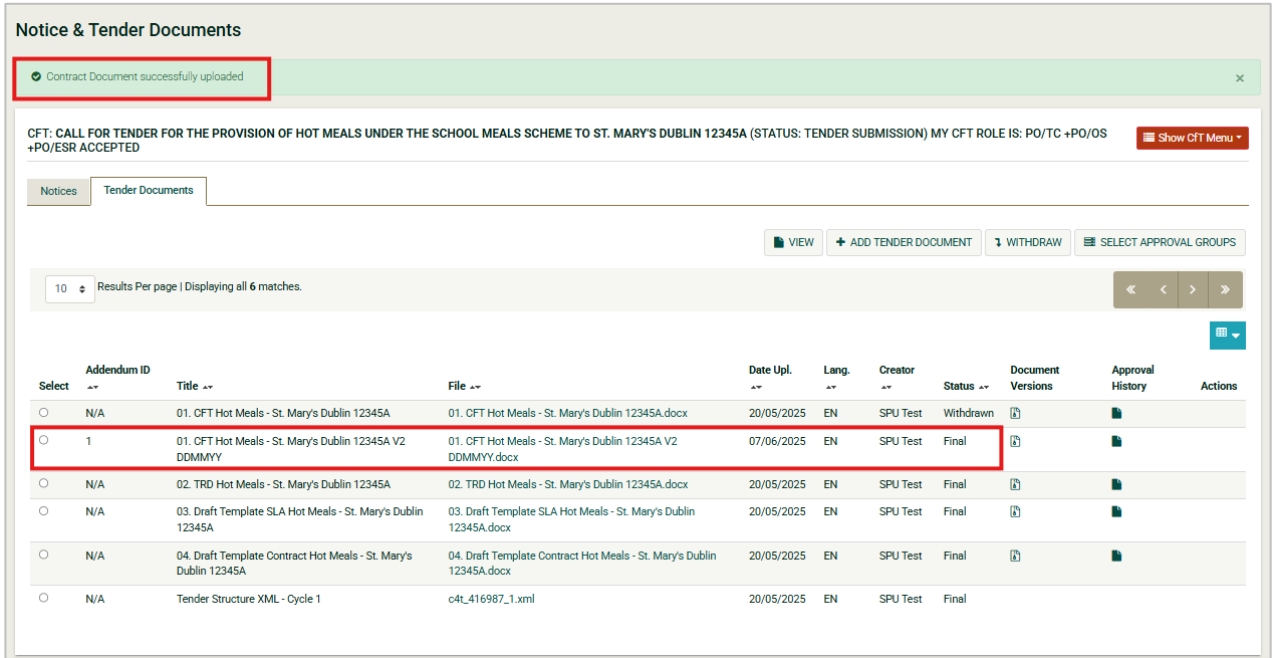


Figure 10

For instructions on how to compose and broadcast a message to inform all interested companies that you have uploaded a new document, please see the SPU Guide ‘**How to Use the eTenders Messaging System**’.

[End of Document.]