



How to Unlock and Access Tender Submissions on eTenders

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1. Introduction

This guide is designed to assist primary and post-primary school leaders with unlocking tenders and accessing the submission files on eTenders platform, in order to evaluate them as part of their tender process.

Please note: Tenders can only be unlocked and accessed from 30 minutes after the tender deadline.

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

2. Receiving Tenders

Whenever a company submits a tender, the Contracting Authority (CA), i.e. the school, will receive an e-mail notification similar to the one shown in Figure 1.

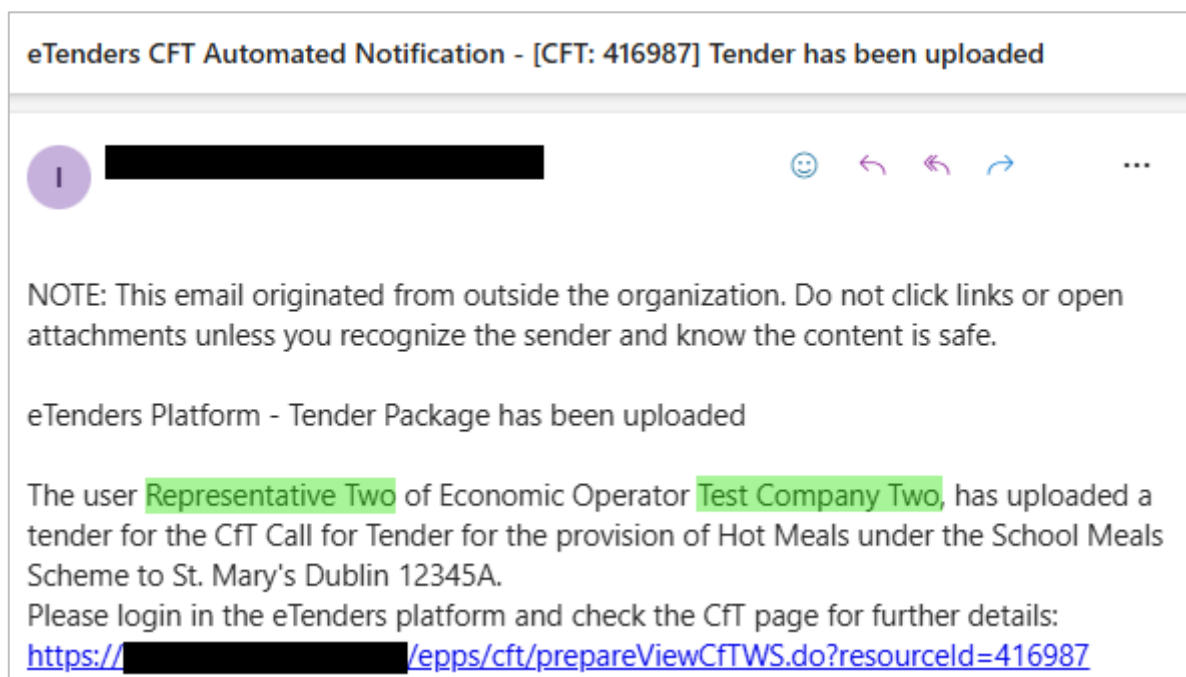


Figure 1

Please note: To access the tender submissions, you **must** unlock them first. As stated in the Introduction, this can only be done **a minimum of 30 minutes after the tender deadline has passed**. For example, if your tender deadline was set for 8th September 2025 at 15:00hrs, the task to unlock tenders will only become available from 15:30hrs on that date. In this 30-minute window, you will only see the '**Associate PO/OS and PO/ES**' task.

3. Unlocking Tenders

After this 30-minute period has elapsed, access www.etenders.gov.ie and log into your CAPC profile linked to your competition. You will then be able to see the ‘Unlock Tenders’ task in your ‘Task List’, as shown in Figure 2. Click on it.

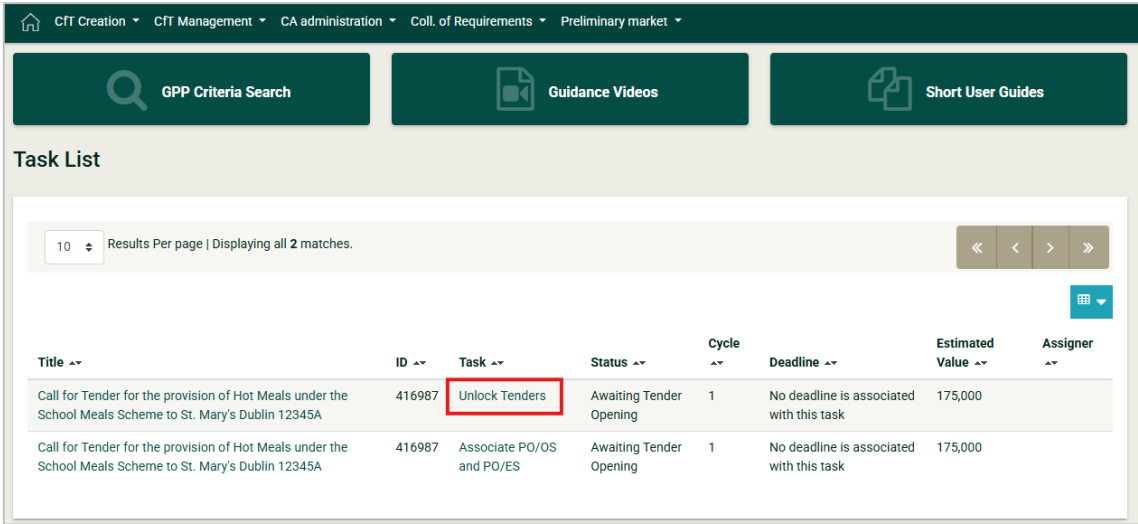


Figure 2

This will open the ‘Tender Opening Space’ with a list of all submitted responses, as shown in Figure 3.

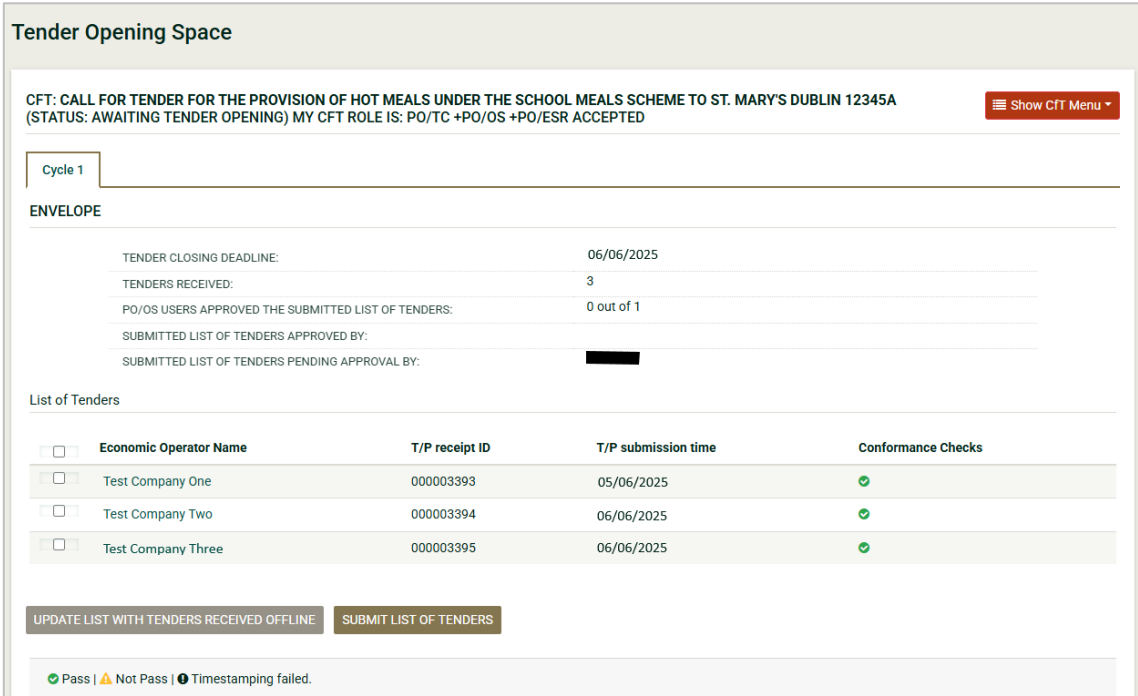


Figure 3

On this page, tick the box to the left of each ‘Economic Operator Name’, as seen in Figure 4. Alternatively, you can tick the box to the left of the ‘Economic Operator Name’ heading to select all tender submissions at once. **Please make sure that all the boxes are selected before proceeding.**

Tender Opening Space

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

Show CFT Menu

Cycle 1

ENVELOPE

TENDER CLOSING DEADLINE:06/06/2025

TENDERS RECEIVED:3

PO/OS USERS APPROVED THE SUBMITTED LIST OF TENDERS:0 out of 1

SUBMITTED LIST OF TENDERS APPROVED BY:

SUBMITTED LIST OF TENDERS PENDING APPROVAL BY:

List of Tenders

☒

☒

☒

☒

Economic Operator Name

T/P receipt ID

T/P submission time

Conformance Checks

Test Company One

000003393

05/06/2025

Test Company Two

000003394

06/06/2025

Test Company Three

000003395

06/06/2025

UPDATE LIST WITH TENDERS RECEIVED OFFLINE

SUBMIT LIST OF TENDERS

Pass

Not Pass

Timestamping failed.

Figure 4

Once all tenders are selected, click on ‘**SUBMIT LIST OF TENDERS**’, as shown in Figure 5.

Tender Opening Space

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

Show CFT Menu

Cycle 1

ENVELOPE

TENDER CLOSING DEADLINE:06/06/2025

TENDERS RECEIVED:3

PO/OS USERS APPROVED THE SUBMITTED LIST OF TENDERS:0 out of 1

SUBMITTED LIST OF TENDERS APPROVED BY:

SUBMITTED LIST OF TENDERS PENDING APPROVAL BY:

List of Tenders

☒

☒

☒

☒

Economic Operator Name

T/P receipt ID

T/P submission time

Conformance Checks

Test Company One

000003393

05/06/2025

Test Company Two

000003394

06/06/2025

Test Company Three

000003395

06/06/2025

UPDATE LIST WITH TENDERS RECEIVED OFFLINE

SUBMIT LIST OF TENDERS

Pass

Not Pass

Timestamping failed.

Figure 5

A notification similar to the one shown in Figure 6 will appear, indicating that the tenders are now being unlocked. **Please note that this process can take a few minutes and, occasionally, even more than 10 minutes, depending on the size of the files that were submitted.**

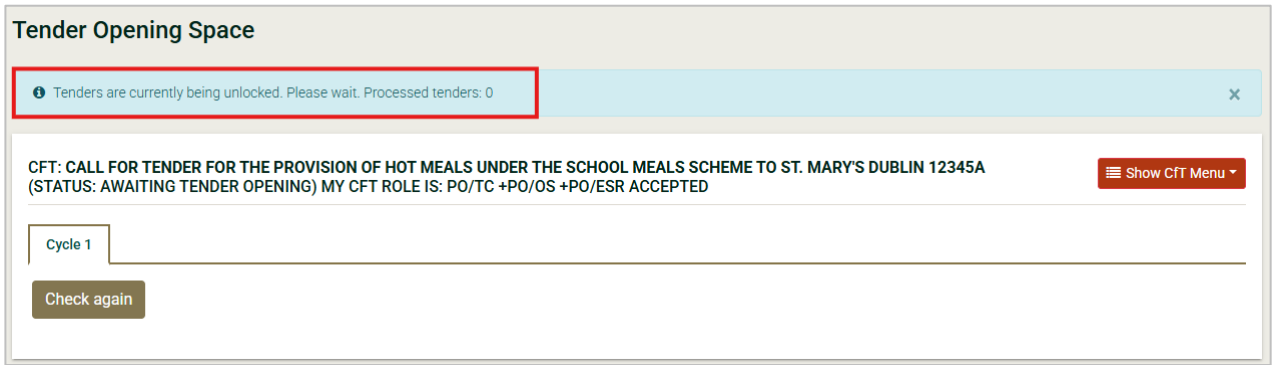
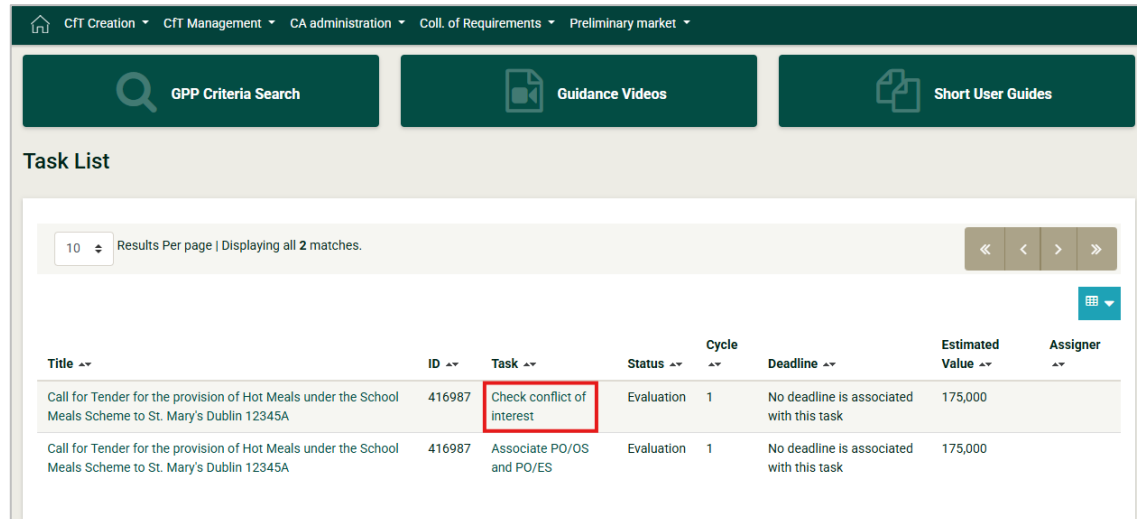


Figure 6

4. Checking Conflict of Interest

Click on the **'Home'** button to go back to your **'Task List'**. After the unlocking process is completed, you will be able to see the **'Check conflict of interest'** task. Once you see this task, click on it, as seen in Figure 7.

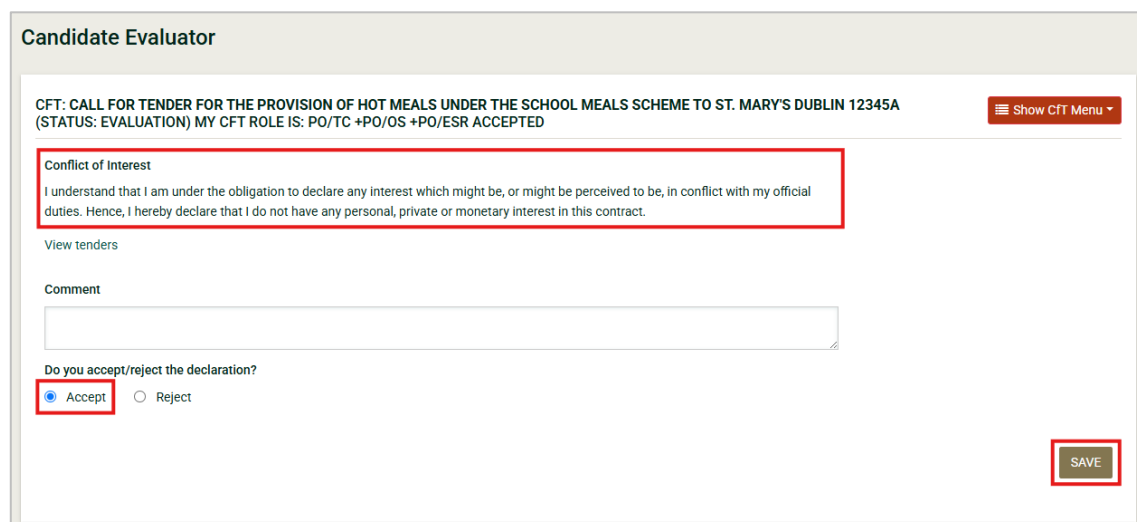


The screenshot shows the 'Task List' page with a navigation bar at the top containing links like 'CFT Creation', 'CFT Management', 'CA administration', 'Coll. of Requirements', and 'Preliminary market'. Below the navigation bar are three buttons: 'GPP Criteria Search', 'Guidance Videos', and 'Short User Guides'. The main content area is titled 'Task List' and includes a pagination bar showing '10 Results Per page | Displaying all 2 matches.' and navigation arrows. Below this is a table with the following data:

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	Check conflict of interest	Evaluation	1	No deadline is associated with this task	175,000	
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	Evaluation	1	No deadline is associated with this task	175,000	

Figure 7

A page called **'Candidate Evaluator'** will open. Review the message and, if there is no conflict of interest, select **'Accept'** and click on **'SAVE'**, as seen in Figure 8.



The screenshot shows the 'Candidate Evaluator' page. At the top, it displays the tender title: 'CFT: CALL FOR TENDER FOR THE PROVISION OF HOT MEALS UNDER THE SCHOOL MEALS SCHEME TO ST. MARY'S DUBLIN 12345A' and the status: '(STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED'. Below this is a section titled 'Conflict of Interest' with a text box containing a declaration: 'I understand that I am under the obligation to declare any interest which might be, or might be perceived to be, in conflict with my official duties. Hence, I hereby declare that I do not have any personal, private or monetary interest in this contract.' Below the text box is a 'View tenders' link and a 'Comment' text area. At the bottom, there is a question 'Do you accept/reject the declaration?' with two radio buttons: 'Accept' (selected) and 'Reject'. A 'SAVE' button is located at the bottom right of the form.

Figure 8

After clicking on **'SAVE'**, you will be directed to your CfT Workspace and will see a notification indicating that the status of your candidacy as evaluator of this competition has changed to **'No Conflict'**. See Figure 9.

View CfT Workspace

The status of your candidacy as evaluator in CFT '416987' has been changed to: No Conflict

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

Show CFT Menu

EXPORT CFT INFORMATION

EDIT CFT WORKSPACE

CANCEL CFT

EXPORT CFT

COPY AS NEW

NAME OF CONTRACTING AUTHORITY:	St. Mary's Dublin
STATUS:	Evaluation
NUMBER OF TENDERS SUBMITTED:	3
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 9

5. Accessing Tender Submissions

Click on the **'Home'** button to go back to your **'Task List'**. You will notice that, after declaring that there is no conflict of interest, the **'Associate PO/OS and PO/ES'** task will disappear, and the status will change to **'Evaluation'**.

Click on the **'Enter Offline Results'** task, as seen in Figure 10.

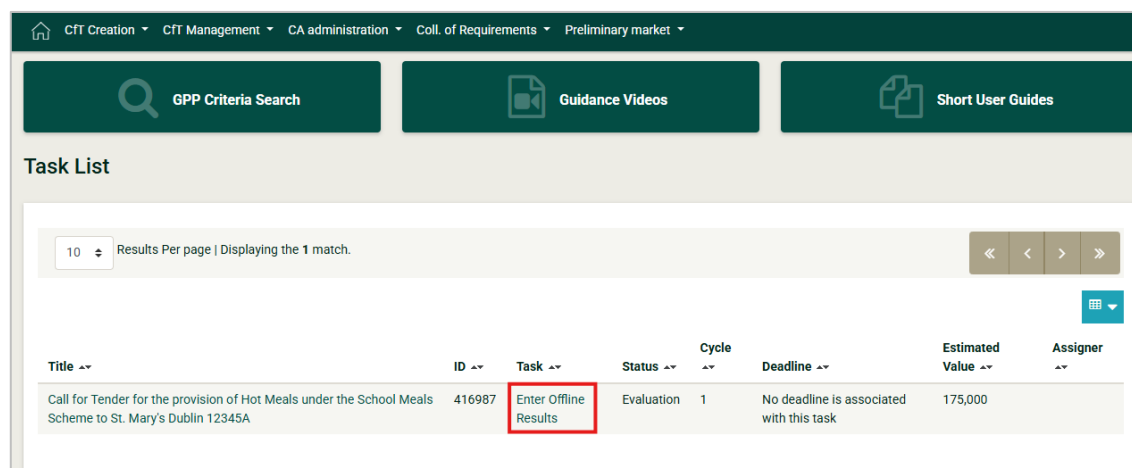


Figure 10

This will open a page called **'Offline evaluation results'**, containing all tenders submitted in response to your competition, which should be the same list you saw in the unlocking process, outlined in Section 3. Click on each yellow box under the heading **'Original uploaded file'** to download the ZIP folders with the tender submissions, as seen in Figure 11.

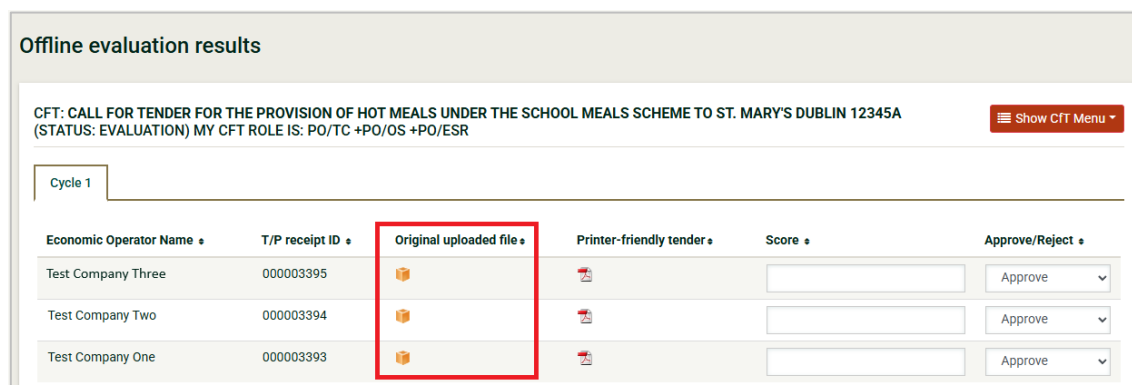


Figure 11

You will notice that all ZIP folders will be downloaded with the same name **'env1'**, as seen in Figure 12. This is a default eTenders feature.

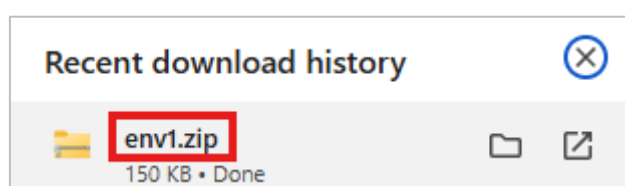


Figure 12

You can rename the folders with the companies' names as you download them for easier identification. See example in Figure 12.

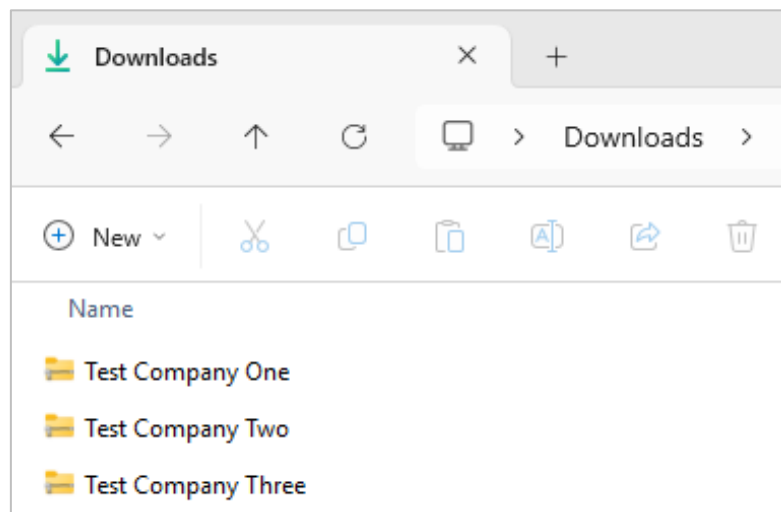


Figure 13

Right-click on each ZIP folder and click on '**Extract All...**' to extract its contents.

Please note: If you encounter difficulties unzipping folders or extracting files, there might be an issue with your default Windows software. In such a case, the eTenders Helpdesk has previously recommended the download and use of a program called '**7-Zip**'. If the issue persists, please contact the eTenders Helpdesk for assistance.

Once all folders were unzipped, you can access the files within each tender submission folder and begin your evaluation process.

[End of Document.]