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Department of Education

How to unlock a tender and access tender submissions

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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.

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

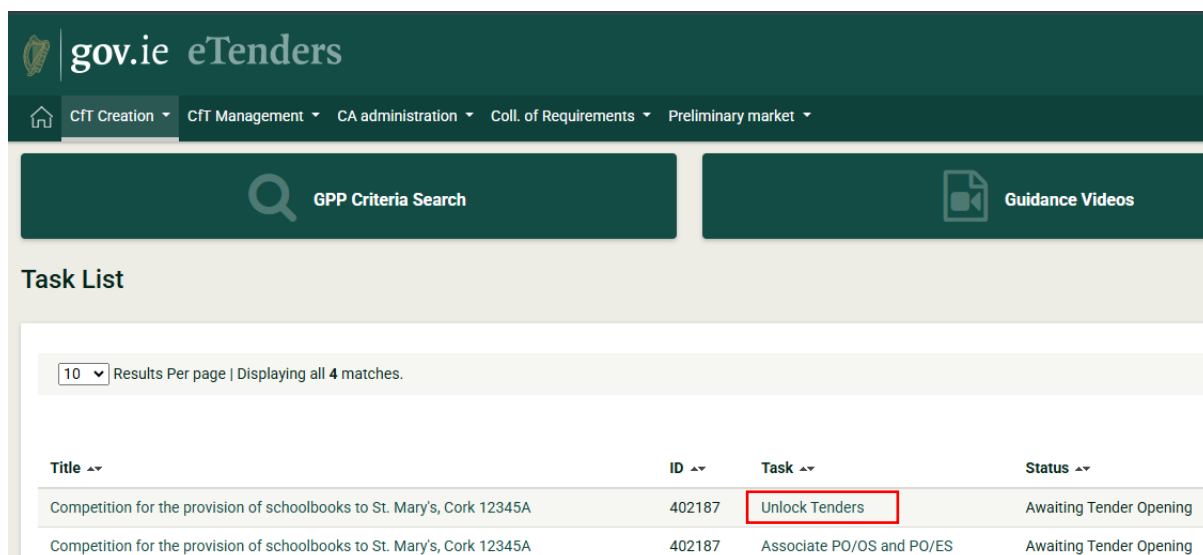
Further guidance documents and resources designed to help schools with procurement are also available on <https://www.spu.ie/>

1. Unlocking a tender

In order to review submitted documents, the tender first needs to be unlocked. That can be done not earlier than **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 into e Tenders

Log into eTenders account and on the “**Task List**” locate your tender competition. Click on the task called “**Unlock Tenders**”. (Figure 4.1)



The screenshot displays the gov.ie eTenders platform interface. At the top, there is a navigation bar with a home icon and several menu items: CFT Creation, CFT Management, CA administration, Coll. of Requirements, and Preliminary market. Below this, there are two main buttons: 'GPP Criteria Search' and 'Guidance Videos'. The main content area is titled 'Task List'. It features a dropdown menu set to '10' and text indicating 'Results Per page | Displaying all 4 matches.' Below this is a table with four columns: Title, ID, Task, and Status. The table contains two rows of data. The first row's 'Task' column value, 'Unlock Tenders', is enclosed in a red rectangular box. The second row's 'Task' column value is 'Associate PO/OS and PO/ES'.

Title ^v	ID ^v	Task ^v	Status ^v
Competition for the provision of schoolbooks to St. Mary's, Cork 12345A	402187	Unlock Tenders	Awaiting Tender Opening
Competition for the provision of schoolbooks to St. Mary's, Cork 12345A	402187	Associate PO/OS and PO/ES	Awaiting Tender Opening

Figure 4.1

1.2. Tender Opening Space

This will open “Tender Opening Space”, with a list of submitted responses. (Fig. 4.2)

The screenshot shows the 'gov.ie eTenders' interface. At the top is a dark green header with the logo and navigation links: 'CFT Creation', 'CFT Management', 'CA administration', 'Coll. of Requirements', and 'Preliminary market'. Below this is a light beige banner with the title 'Tender Opening Space'. The main content area is white and contains the following elements:

- A breadcrumb trail: 'Cycle 1'.
- A section titled 'ENVELOPE'.
- A series of labels for tender management actions: 'TENDER CLOSING DEADLINE:', 'TENDERS RECEIVED:', 'PO/OS USERS APPROVED THE SUBMITTED LIST OF TENDERS:', 'SUBMITTED LIST OF TENDERS APPROVED BY:', and 'SUBMITTED LIST OF TENDERS PENDING APPROVAL BY:'.
- A section titled 'List of Tenders' containing a table with two columns: 'Economic Operator Name' and 'T/P receipt ID'.
- Two buttons at the bottom: 'UPDATE LIST WITH TENDERS RECEIVED OFFLINE' and 'SUBMIT LIST OF TENDERS'.
- A status bar at the bottom with indicators: 'Pass', 'Not Pass', and 'Timestamping failed'.

Economic Operator Name	T/P receipt ID
Test Supplier	000003228
Test supplier1	000003229

Fig. 4.2.

Note: If there were **no submissions made** and the list is empty, contact helpline at postprimaryschoolbooks@education.gov.ie for further guidance.

Tick the box next to each entry. Make sure that **all the boxes are selected** before proceeding. (Fig. 4.3)

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

List of Tenders

☒	Economic Operator Name	T/P receipt ID
☒	Test Supplier	000003228
☒	Test supplier1	000003229

UPDATE LIST WITH TENDERS RECEIVED OFFLINE

SUBMIT LIST OF TENDERS

Figure 4.3

When all the tender submissions were selected, click on “**Submit List of Tenders**” (Fig. 4.4)

UPDATE LIST WITH TENDERS RECEIVED OFFLINE

SUBMIT LIST OF TENDERS

Fig. 4.4

Note: It is important to have all the boxes ticked! If you have not submitted a full list of tenders, contact helpline at postprimaryschoolbooks@education.gov.ie for further advice.

A notification will appear at the top of the page with information that the tenders are being unlocked now. (Fig. 4.5)

Tender Opening Space

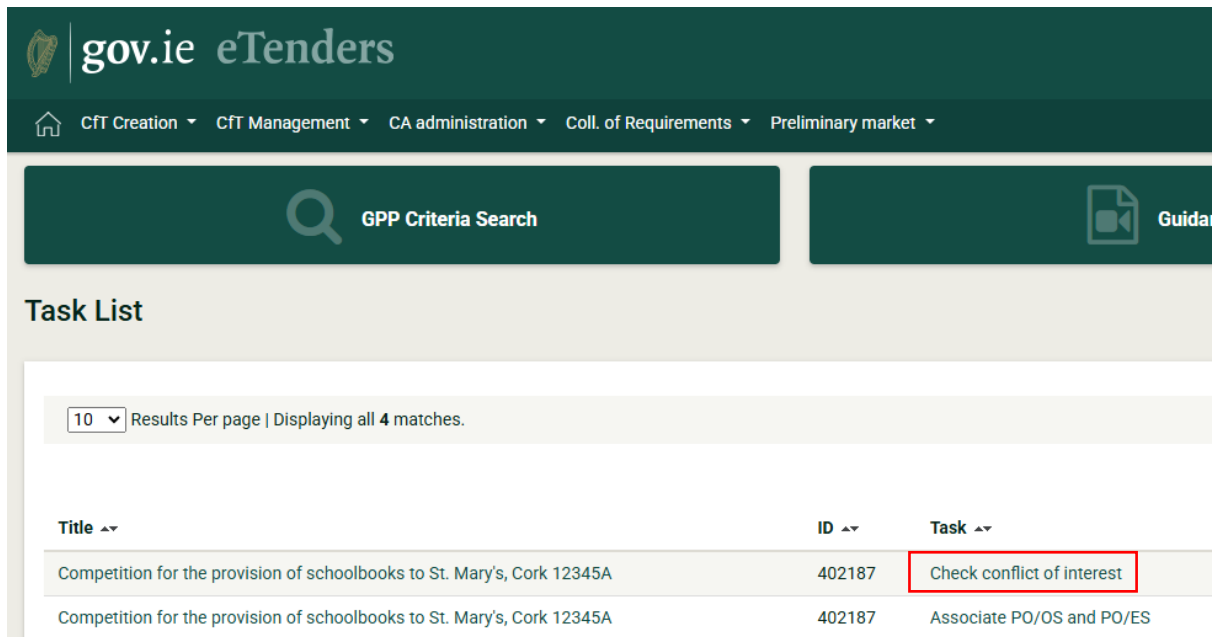
i Tenders are currently being unlocked. Please wait. Processed tenders:

(Figure 4.5)

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

Go back to “Task List” and click on the “**Check conflict of interest**” task. (Fig. 4.6)

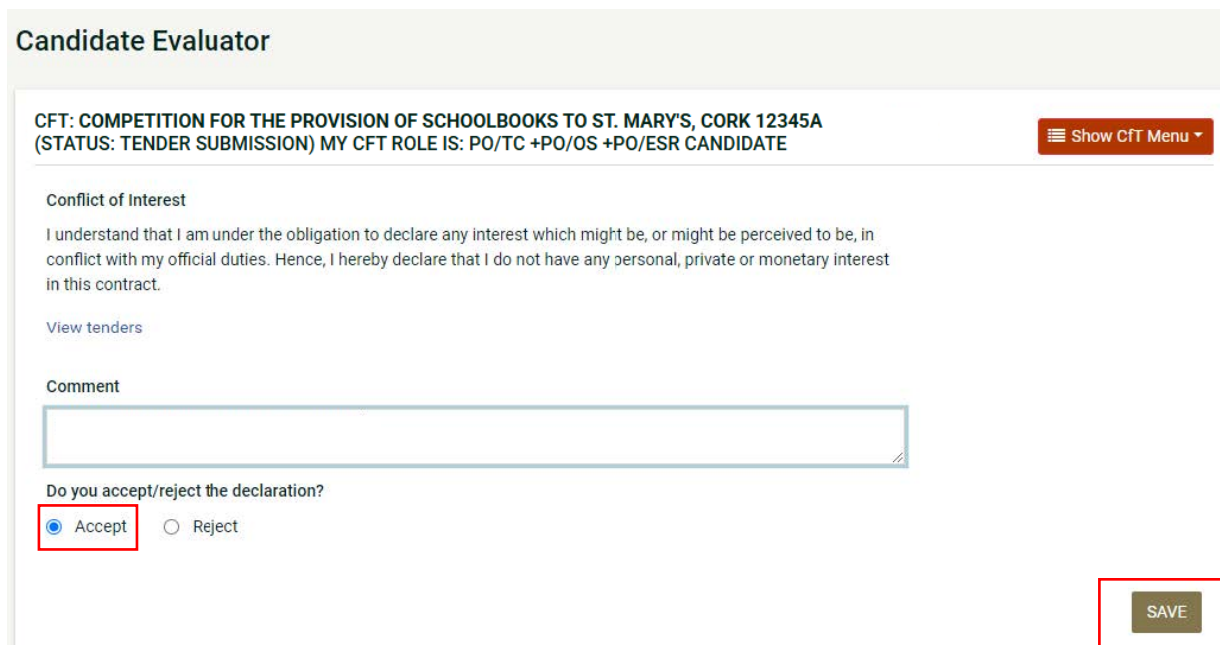


The screenshot shows the gov.ie eTenders interface. At the top is a navigation bar with links for CFT Creation, CFT Management, CA administration, Coll. of Requirements, and Preliminary market. Below this is a search bar labeled 'GPP Criteria Search' and a 'Guida' button. The main section is titled 'Task List'. It includes a dropdown for 'Results Per page' set to 10, indicating 'Displaying all 4 matches'. A table lists tasks with columns for Title, ID, and Task. The task 'Check conflict of interest' is highlighted with a red box.

Title ^v	ID ^v	Task ^v
Competition for the provision of schoolbooks to St. Mary's, Cork 12345A	402187	Check conflict of interest
Competition for the provision of schoolbooks to St. Mary's, Cork 12345A	402187	Associate PO/OS and PO/ES

Fig. 4.6

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.



The screenshot shows the 'Candidate Evaluator' page. It includes a header with the CFT title 'COMPETITION FOR THE PROVISION OF SCHOOLBOOKS TO ST. MARY'S, CORK 12345A' and the user's role 'PO/TC +PO/OS +PO/ESR CANDIDATE'. A 'Show CFT Menu' button is in the top right. The main section is titled 'Conflict of Interest' and contains a declaration text. Below this is a 'View tenders' link and a 'Comment' text area. At the bottom, there is a question 'Do you accept/reject the declaration?' with radio buttons for 'Accept' (selected and highlighted with a red box) and 'Reject'. A 'SAVE' button is located at the bottom right, also highlighted with a red box.

Fig. 4.7

3. Access submitted tenders

Go back to task list and click on the task called “**Enter Offline Results**” (Fig. 4.8)

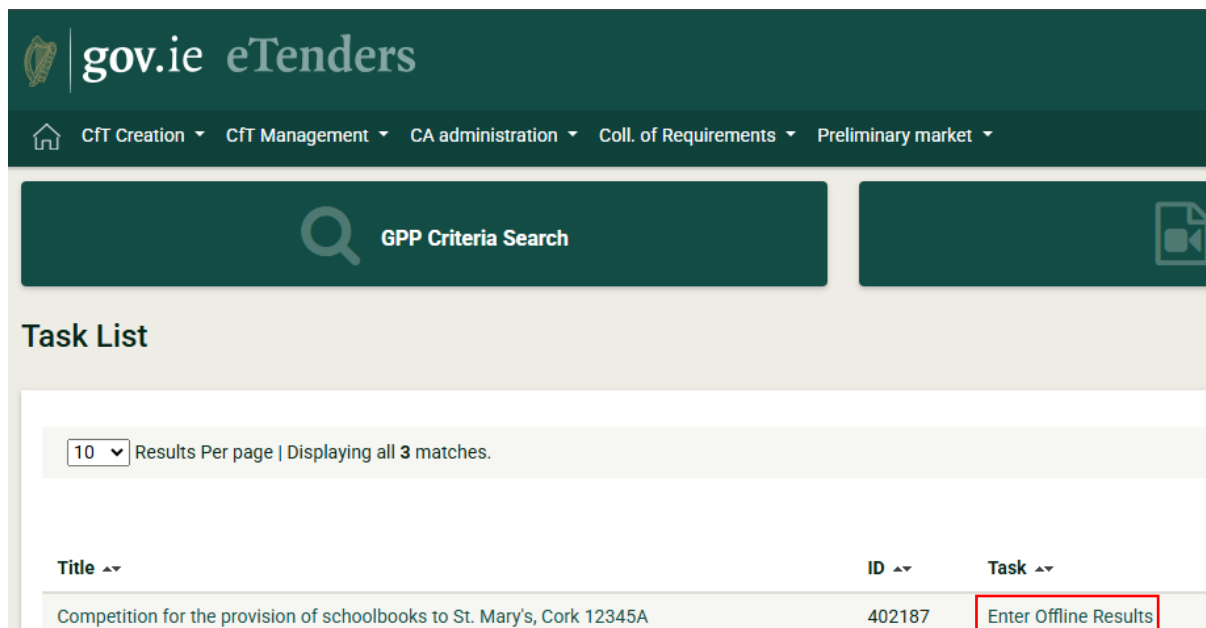


Fig. 4.8

A list of all companies that submitted a response to this tender competition will appear. 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. (Fig. 4.9)

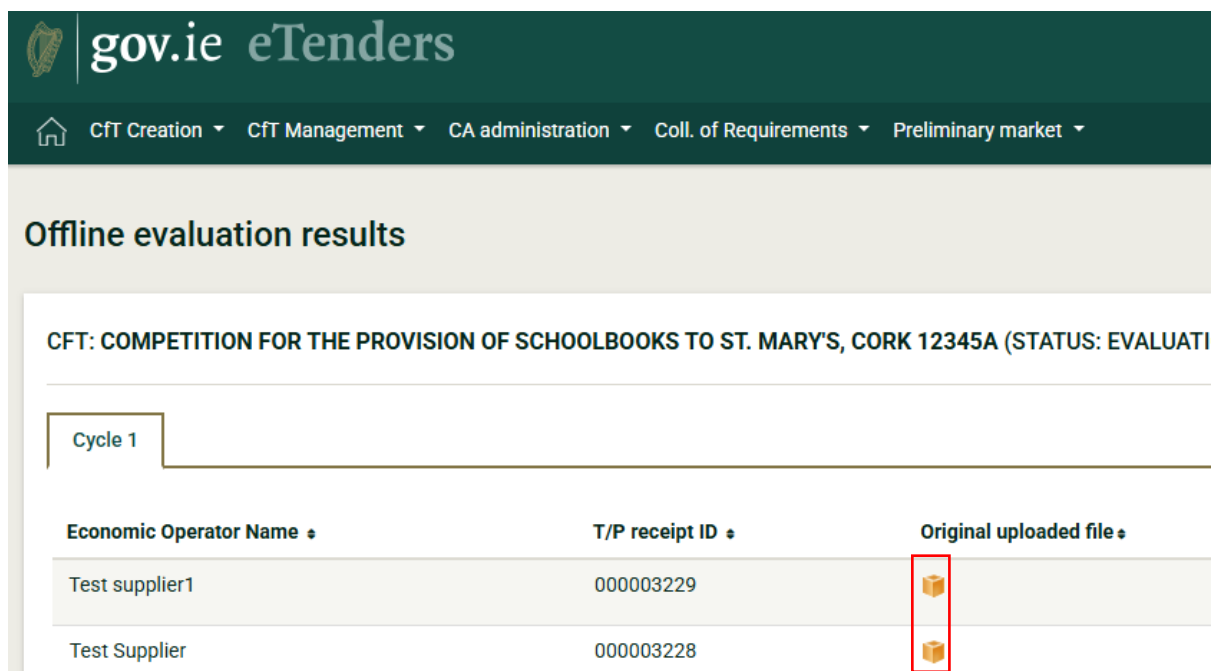


Fig. 4.9

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