

Dynamic Purchasing System Checklist

Post Primary Schoolbooks Procurement Solution

Department of Education

October 2025

Post Primary Schoolbooks Procurement Solution - Introduction

Phase 1: First Steps

Phase 2: Create Mini-Competition within DPS

Phase 3: Evaluation Process Phase 4:
Post-Award
Process



Phase 1: First Steps

- ☐ Register on eTenders or reactivate previous account
- ☐ Register for the relevant Lot on the DPS using the form on SPU website
- ☐ Amend and Finalise Tender Documents
 - Pricing Schedule
 - Call for Tender (CFT)
 - Tender Response Document (TRD)

See Pages 3 - 4



Phase 2: Create Mini-Competition within DPS

- ☐ Download 'Create Mini-Competition & Send Invitations to Tender' guide
- ☐ Set up Specific Contract and Workspace Information
- ☐ Finalise Workspace Information
- Associate Users
- ☐ Define Workflow
- ☐ Upload Tender Documents and Send Invitations to DPS Members
- ☐ Additional guidance: messaging function on eTenders and updating documents

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Phase 3: Evaluation Process

- ☐ Unlock tenders after the tender deadline passes
- ☐ Download and evaluate submissions
- ☐ Draft and send result letters (observe standstill period if applicable)

-(X)

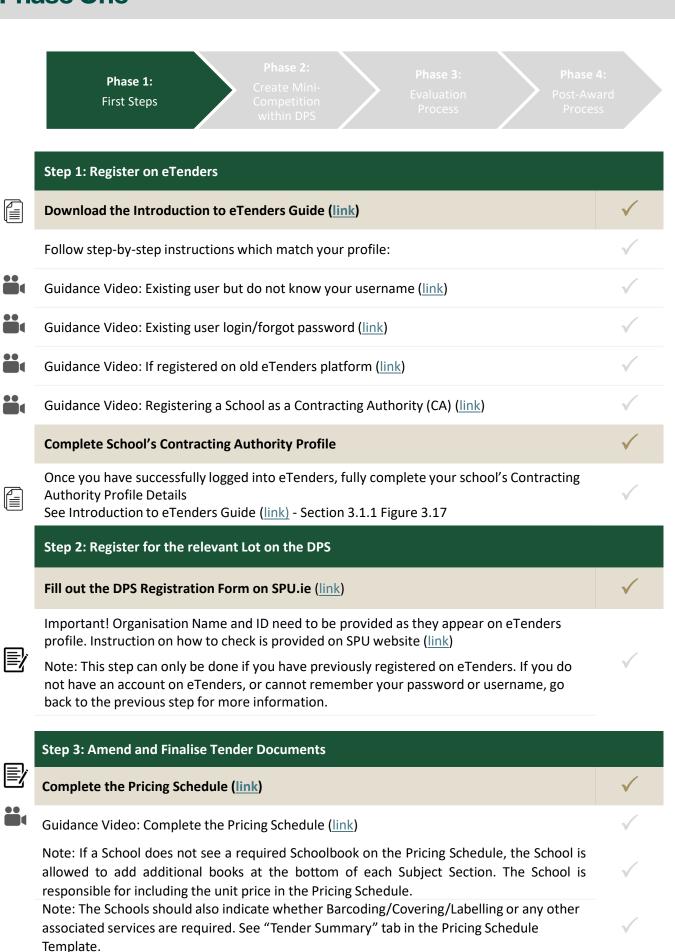
Phase 4: Post-Award Process

- ☐ Signing the Goods Contract with the preferred supplier
- Closing competition on eTenders platform (changing status to "awarded")

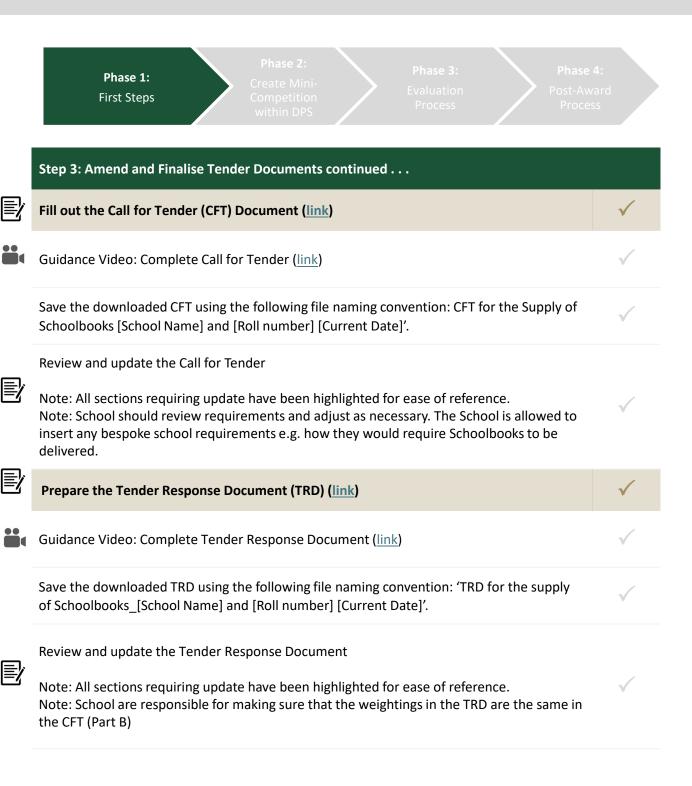
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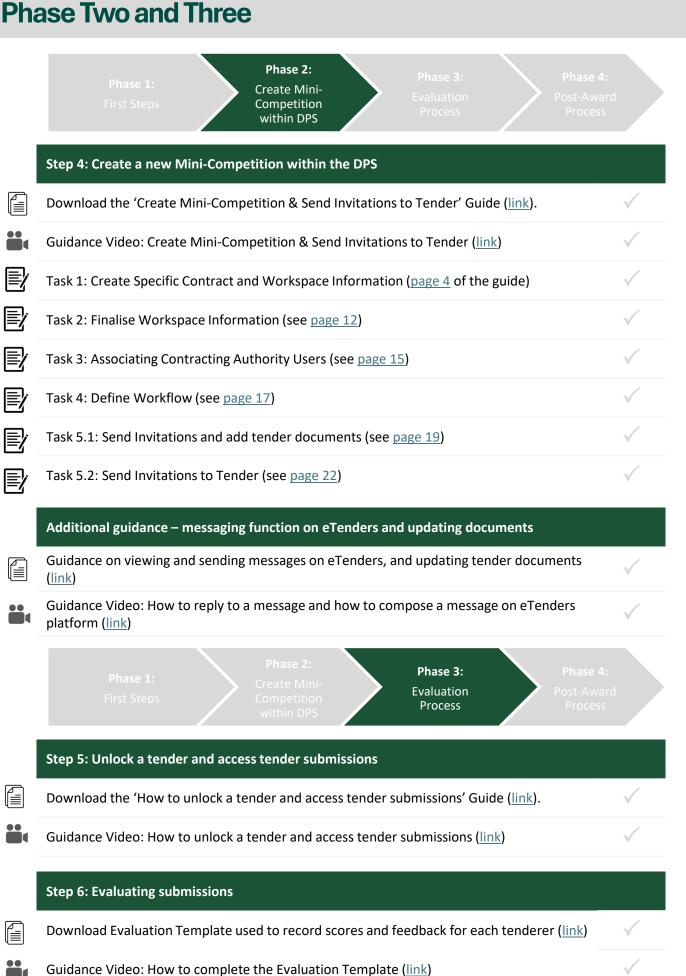
Post Primary Schoolbooks Procurement Solution – Phase One



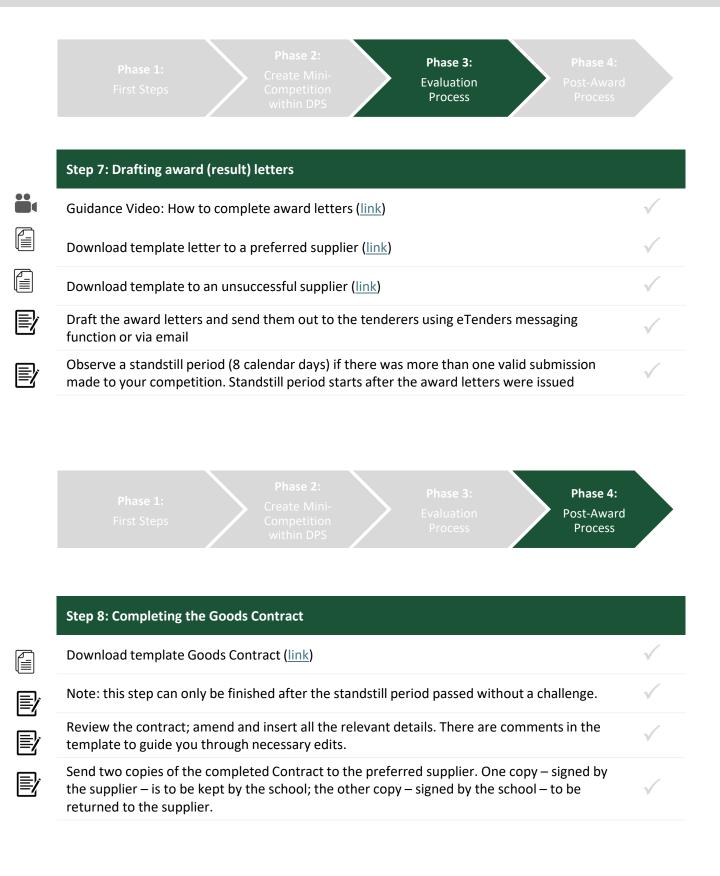
Post Primary Schoolbooks Procurement Solution – Phase One continued ...



Post Primary Schoolbooks Procurement Solution – Phase Two and Three



Post Primary Schoolbooks Procurement Solution – Phase Three Continued and Four



Post Primary Schoolbooks Procurement Solution -**Phase Four Continued**



Step 9: Close competition on eTenders platform

Competitions must be closed on eTenders platform. That can be done by one of the procurement officers at Education Procurement Service (EPS) or Schools Procurement Unit (SPU) or by schools themselves. See two options below:



Complete the Post-Award Process Form (link) – necessary tasks will be then completed by one of the procurement officers at EPS or SPU.



That will require you to share log-in details to your eTenders account with our staff.



Alternatively, download the guidance document on how to create a contract award notice and close the competition on eTenders platform and complete all the task yourself (link)

