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Guidance on Sending Messages on eTenders, and updating tender documents.

Schoolbook Scheme

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Introduction

This guidance is designed to assist post-primary school leaders of Voluntary, Community and Comprehensive Schools with creating a Mini-Competition under the [Dynamic Purchasing System for the Supply of Schoolbooks](#) (DPS) and publishing it on the eTenders platform.

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

You can find more details about the Post-Primary Scheme can be found in the 'Schoolbooks Grant Guidance for Post Primary Schools 2025 - 2026' which is available [here](#).

Further guidance documents and resources designed to help schools with procurement are also available on <https://www.gov.ie/en/publication/8d18b-schoolbooks-scheme-in-post-primary-schools/> and <https://www.spu.ie/post-primary-schools/>.

Schools that have total schoolbook contracts in excess of €50,000 Euro excluding VAT will be required to procure schoolbooks through the DPS. Where the total contract value is less than €50,000 Euro excluding VAT schools will be encouraged to use the DPS.

Note: If you have any issues or questions, send those to the **dedicated Helpline** available at postprimaryschoolbooks@education.gov.ie or 01 8892089.

1. Answering queries on eTenders

Note: You will receive email notification of every query asked via eTenders platform. Checking the inbox for new messages is recommended.

1.1 Log into e Tenders

Log into eTenders account and on the “**Task List**” locate your tender competition. Click on its title. (Figure 3.1)

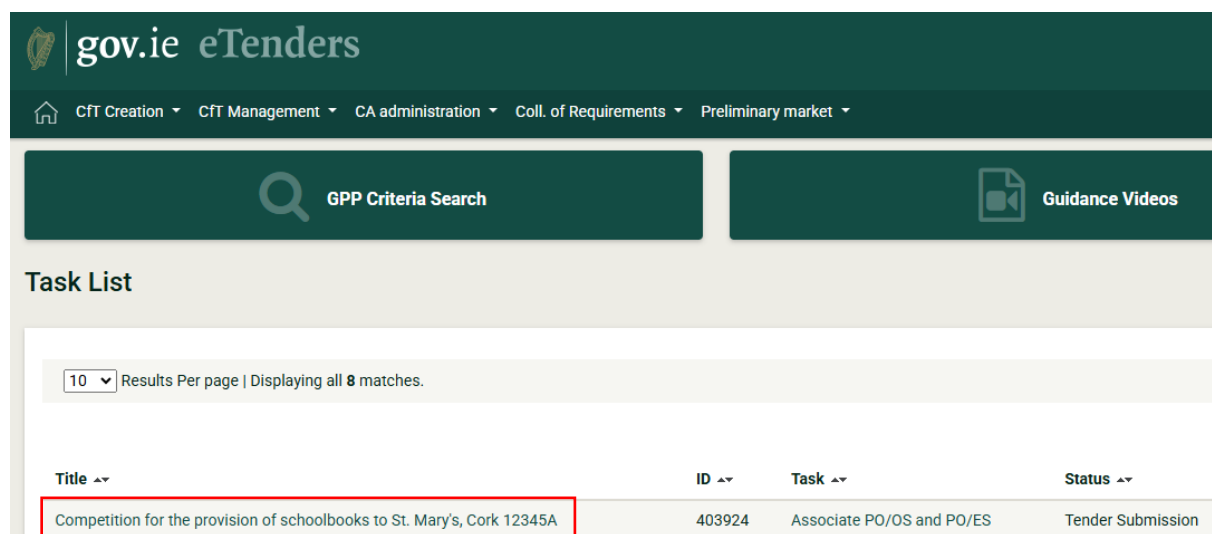


Figure 3.1

1.2 CFT Menu

This will open a webpage called “**Cft Workspace**” with details of the tender listed below. Click on the menu button on the right hand-side called “**Show Cft Menu**”. (Fig. 3.2)

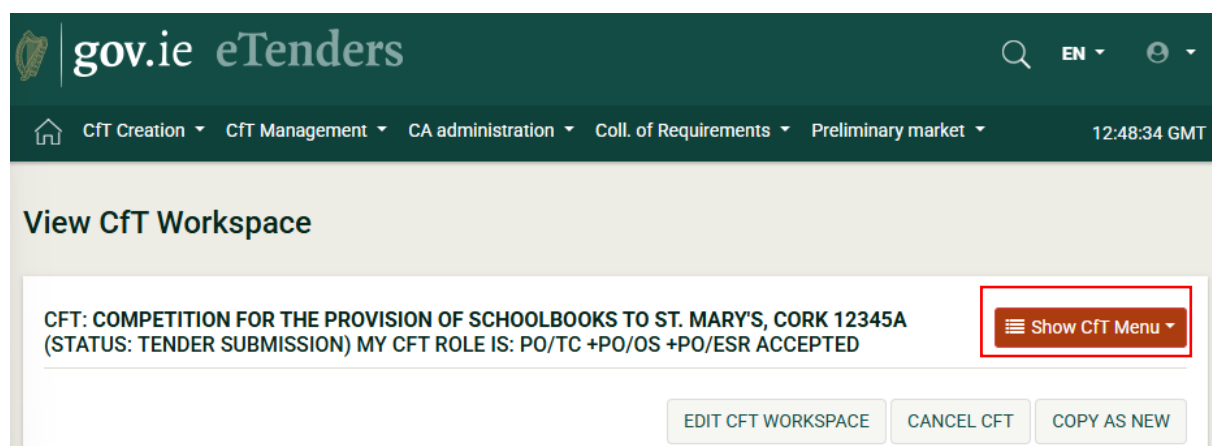


Figure 3.2

From the “Show CfT Menu” dropdown list choose “**Messaging**” (Fig. 3.3). You might need to scroll down to see that option.

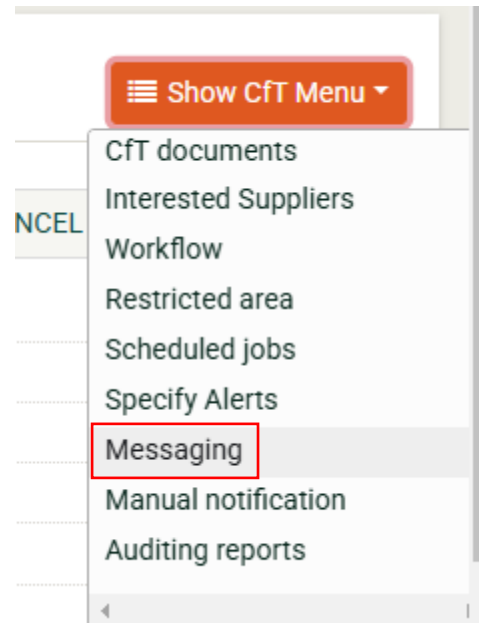


Figure 3.3

This will open a page called “View Messages” with any unread messages listed below.

1.3 How to view a message

Click on the subject of the message to view the details. (Fig. 3.4)

View Messages

CFT: COMPETITION FOR THE PROVISION OF SCHOOLBOOKS TO ST. MARY'S, CORK 12345A
(STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED

Show CFT Menu

InboxSent MessagesDraft MessagesExport

COMPOSE

Subject:

From:

SEARCH

10Results Per page | Displaying the 1 match.

<<<>>>

Message ID	Cft Cycle	Sender	Subject	Sent	Opened	Replied	Status	Assigned	Action
808	1	Test Supplier	Message to St. Mary's Cork re Mini-Competition for the provision of school books	05/02/2025 12:37			New	No	

(Figure 3.4)

This will open a page with the details of who sent the query, at what time as well as the body of the message. (Figure 3.5) Read the query carefully and clarify the information as requested. If you are unsure how to respond to the question, contact Helpline at postprimaryschoolbooks@education.gov.ie or 01 8892089 for advice.

View Message

DETAILS

CFT ID	403924
CFT CYCLE	1
MESSAGE ID	808
SENDER	Test Supplier
CONFIDENTIAL	No
SUBJECT	Message to St. Mary's Cork re Mini-Competition for the provision of school books
SENT	05/02/2025 12:37
OPENED	05/02/2025 12:57
REPLIED	
STATUS	Read

BODY

Dear Sir/Madam,

Can you please clarify your requirements on p.3 of your CFT document.

With kind regards,
Test Supplier.

(Figure 3.5)

It is recommended to respond to queries within 24 hours from them being asked.

In order to respond to this message you can either click on “Reply” below (Fig. 3.6) or go back to the previous page and click on “Compose” (Fig. 3.4). To compose a new message follows steps in 1.5 below.

1.4 Reply to a message

You can reply directly to that message, by clicking “**Reply**” at the bottom of the page.



Figure 3.6

Note: if a query asks to clarify something about the competition every supplier that has been invited to your tender or expressed interest in it is entitled to read your message. In such cases, the response should be anonymised, i.e. any information linking the question to the company that asked it, should be removed from the message sent to all suppliers, and the response should be set as “broadcast” to all. See below for more details.

Once you click on “Reply” a new page called “**Create Message**” will open.

Please edit the fields visible on this page as per the information provided in the table below.

Field	Description	Recommended text for Schools
Action*	This field will be preselected. No action needed.	Reply
Subject	Subject of the message. This field will be prepopulated but may be edited. Response must be anonymised if it is broadcast.	Important! If any word or a detail in the subject of the message is linking that query to the company that asked the question. Any such word or detail must be removed before sending the response.
Body*	Body of the message. This will be prepopulated with the initial message sent by the company. Response must be anonymised if it is broadcast.	Important! There should be no company name nor any other details linking that query to the company that asked the question in the body of the message. Any such word or detail must be removed before sending the response.
Attachment 1	Optional field. Documents may be attached to the message.	It is recommended not to attach any files to the message. If there is a need to amend the original tender documents, contact SPU before proceeding.
Attachment 2	Optional field. Another document may be attached to the message.	It is recommended not to attach any files to the message. If there is a need to amend the original tender documents, contact SPU before proceeding.
Confidential	Yes or No	No
Broadcast	Yes or No. If “Yes” is chosen, the message will be sent to all suppliers that expressed interest in or were invited to this tender.	Yes

Check the message and click **“Send”** (Fig 3.7)

Subject: *

RE: Message to St. Mary's Cork re Mini-Competition for the provision of school books

Body: *

Can you please clarify your requirements on p.3 of your CFT document.

Dear Sir/Madam,

I would like to clarify XYZ.

Kind regards,
St. Mary's Cork.

Attachment 1:

No file chosen

Attachment 2:

No file chosen

Confidential: *

☐ Yes ☒ No

Broadcast: *

☒ Yes ☐ No

Fig 3.7

A pop-up window will appear. If all is in order, click “ok”. (Fig. 3.8)

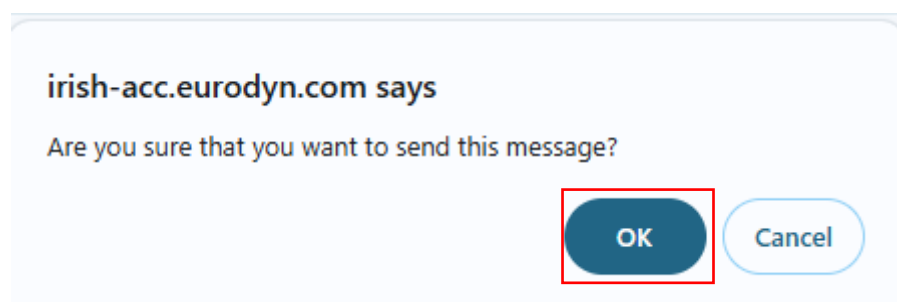


Fig 3.8

1.5 Compose a message

In order to compose a new message, go back to page “View Messages” (or follows steps 1 and 2 above), and click on “**Compose**” (Figure 3.9)

The screenshot shows the 'View Messages' interface. At the top, there is a header bar with the text 'CFT: COMPETITION FOR THE PROVISION OF SCHOOLBOOKS TO ST. MARY'S, CORK 12345A (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED' and a 'Show CFT Menu' button. Below this is a navigation bar with tabs for 'Inbox', 'Sent Messages', 'Draft Messages', and 'Export'. On the right side of the page, there is a 'COMPOSE' button highlighted with a red rectangular box. Below the navigation bar, there are input fields for 'Subject:' and 'From:'.

Fig. 3.9

A new page called “Create Message” will open.

Please edit the fields visible on this page as per the information provided in the table below.

Note: If you are composing a message to answer a query that one of the suppliers asked, make sure not to include any names or other details that could link the query to that company. Response should be anonymised.

Field	Description	Recommended text for Schools
Subject	Subject of the message.	Type in subject of your message.
Body*	Body of the message.	Write a message with clarification or any updates to the competition.
Attachment 1	Optional field. Documents may be attached to the message.	It is recommended not to attach any files to the message. If there is a need to amend the original tender documents, contact SPU before proceeding.
Attachment 2	Optional field. Another document may be attached to the message.	It is recommended not to attach any files to the message. If there is a need to amend the original tender documents, contact SPU before proceeding.
Confidential	Yes or No	No

Broadcast	Yes or No. If “Yes” the message will be sent to all suppliers that were invited to this tender or expressed interest in the tender.	Yes
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Click “**Send**” (Fig. 3.10)

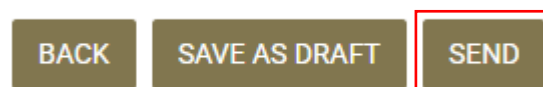


Fig. 3.10

A pop-up window will appear. If all is in order, click “ok”. (Fig. 3.11)

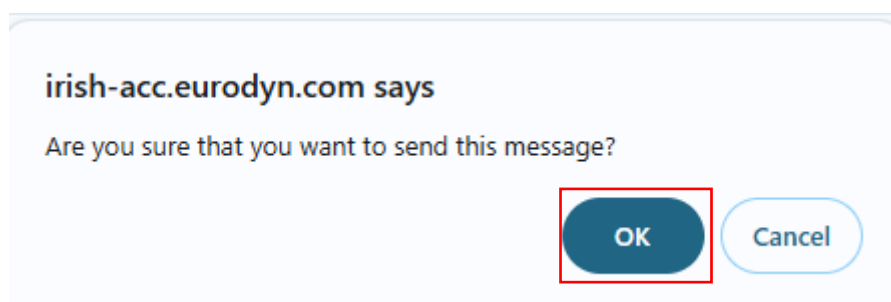


Fig 3.11

2 Updating published documents in a ‘live’ tender competition

It is recommended to work on and finalise the tender documents before publishing them on eTenders. In a situation where an amendment is necessary, the document(s) would have to be withdrawn, reuploaded and the information on that must be broadcast using messaging function on eTenders (see step 1.5 above).

Important! Before you make any amendments to your tender documents, contact Helpline at postprimaryschoolbooks@education.gov.ie or 01 8892089 for advice.

Note: the documents cannot be deleted from eTenders. As a CA you will be able to see all the final, draft and withdrawn versions in the tab “Tender Documents”. However, suppliers that either expressed interest in or were invited to your tender, will only be able to see the final version (status “Final” of the document in the “Tender Documents” tab).