



How to Create & Publish a Contract Award Notice (CAN) for School Meals on eTenders

(Above €750k Procurement Threshold)

School Meals Scheme 2025/26

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Introduction

This guide was designed to assist school leaders with creating and publishing a Contract Award Notice (CAN) for **School Meals** on the [eTenders](#) platform.

This document provides guidance for CANs for closing tenders above €750,000 that have been previously published on the [eTenders](#) platform and The OJEU, where at least one tender was received. It is recommended to create and publish your CAN only after the required standstill period has elapsed without any challenges.

If your estimated contract value falls in a different threshold, please see available guidance at the [School Meals pages](#) of the SPU website, following to the appropriate meal-type and contract value page.

PLEASE NOTE: This guide was designed for assisting the publication of School Meals tenders only and must not be used as guidance for tendering for any other goods or services.

Disclaimer: This guide is a supporting tool that was created based on the eTenders test environment with the aim to assist schools in publishing their CANs for their School Meals contracts and may not reflect the eTenders production environment with 100% of accuracy. The Schools Procurement Unit (SPU) has no authority over the eTenders platform. Each school remains the sole Contracting Authority and is therefore the sole responsible for the compliance and integrity of their procurement processes.

1. Enter Offline Results and carry out associated tasks

1.0. Log in to eTenders

Access www.etenders.gov.ie and log into your CAPC profile.

1.1. Task 1: Enter Offline Results

After conducting and concluding your Evaluation outside of the eTenders platform, click on the **'Enter Offline Results'** task, as shown in Figure 1.

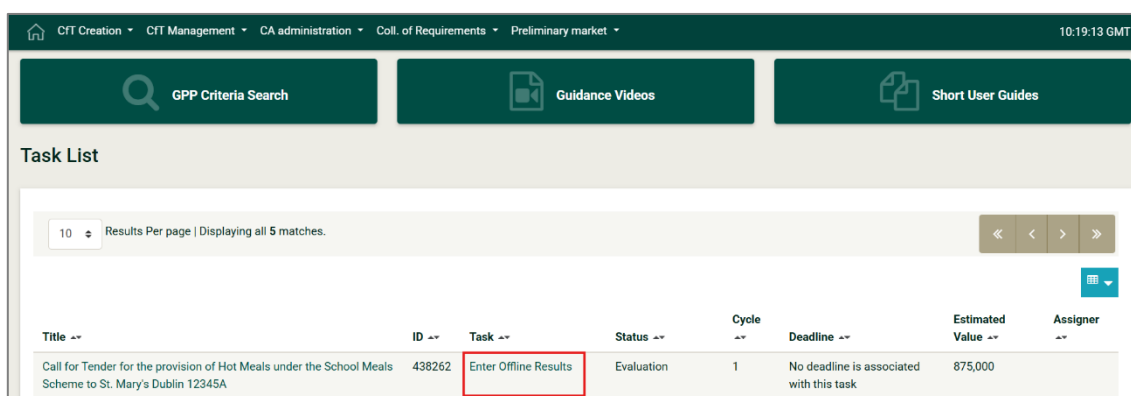


Figure 1

This will open a page called 'Offline evaluation results', as shown in Figure 2, where you can see the original uploaded files (yellow boxes), accompanied by fields for inserting scores ranging from 0 to 100 and indicating whether the tender was approved or rejected. If your CFT award criteria was based on a total of 1000 marks/scores, enter the percentage based on the system's 0-100 range. E.g. if a tenderer was awarded 850 out of 1000 marks, this means they have received 85% of the total marks. In this example, you would insert 85 (without the percentage sign [%]) in the 'Score' field, and select 'Approve' in the next one.

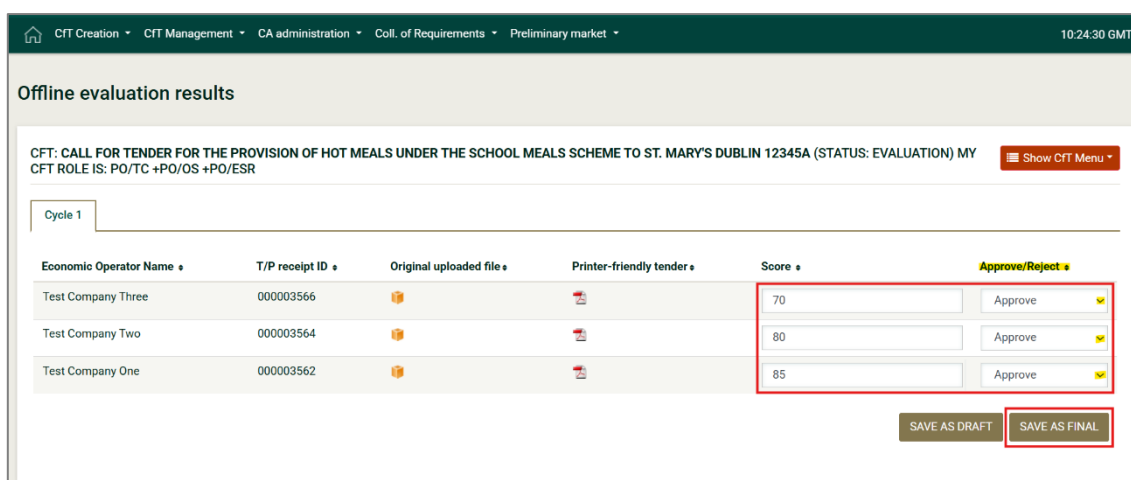


Figure 2

Please note: All valid tenders¹ must be marked as 'Approve'. If any tenderer has failed any compliance check or failed to achieve minimum marks required, you must select 'Reject', instead of 'Approve'. If the tenderer failed to achieve minimum marks required, insert marks accordingly. See Figure 3.

Offline evaluation results

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

Cycle 1

Economic Operator Name	T/P receipt ID	Original uploaded file	Printer-friendly tender	Score	Approve/Reject
Test Company Three	000003566			70	Approve
Test Company Two	000003564			80	Approve
Test Company One	000003562			0	Reject

SAVE AS DRAFT SAVE AS FINAL

Figure 3

Once you have completed all fields, click on '**SAVE AS FINAL**'.

A pop-up similar to the one shown below in Figure 4 will appear asking for confirmation. Click '**OK**' on it to proceed if all information is correct.

irish-acc.eurodyn.com says

You are about to finalise the (offline) evaluation of tenders. Once finalised, no more amendments will be possible. Please click OK to proceed, otherwise please click Cancel.

OK Cancel

Figure 4

A message informing that your evaluation has been saved as final will appear (Figure 5).

View Cft Workspace

✓ Your evaluation has been saved as Final

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

Figure 5

¹ All tenders who pass all Compliance Check and achieve or exceed minimum marks in all Qualitative Award Criteria are considered valid tenders.

1.2. Task 2: Pre-Standstill Ranking

Click on the Home button to return to your 'Task List', then click on the '**Pre-standstill ranking**' task, as shown in Figure 6.

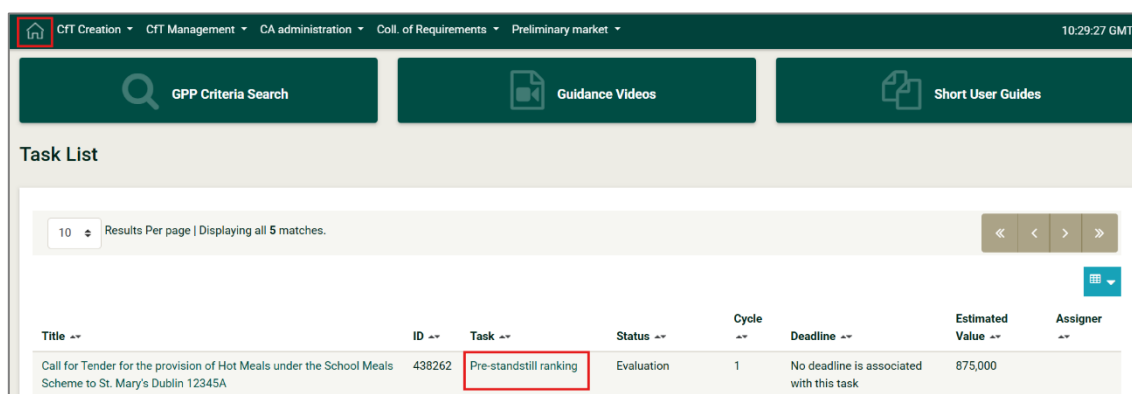


Figure 6

This will open a page called 'Ranking', with the information you have previously entered. In the example shown below, in Figure 7, 'Test Company One' was marked as 'Reject', hence the red circle under the heading 'Pass/Fail'. All valid tenders that were previously marked as 'Approve' must remain with the ticked box under this heading. If all information is correct, click on '**SAVE**'.



Figure 7

A pop-up similar to the one shown below in Figure 8 will appear asking for confirmation. Click '**OK**' on it to proceed if all information is correct.

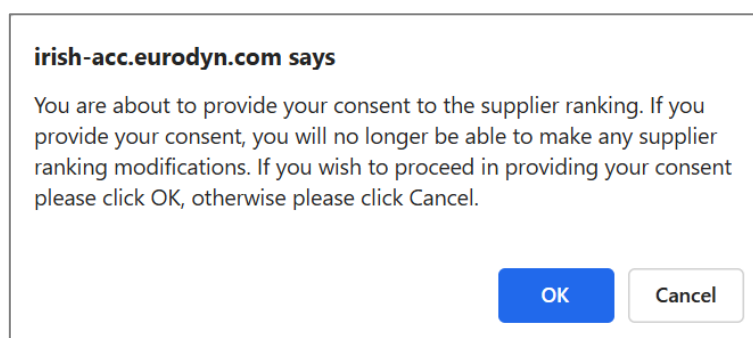


Figure 8

A message informing that the ranking has been submitted successfully will appear (Figure 9).

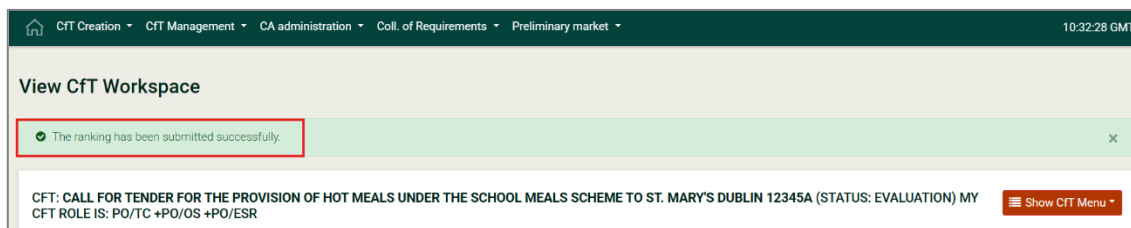


Figure 9

1.3. Task 3: Announce Evaluation Results

Click on the Home button to return to your 'Task List', then click on the 'Announce Evaluation Results' task, as shown in Figure 10.

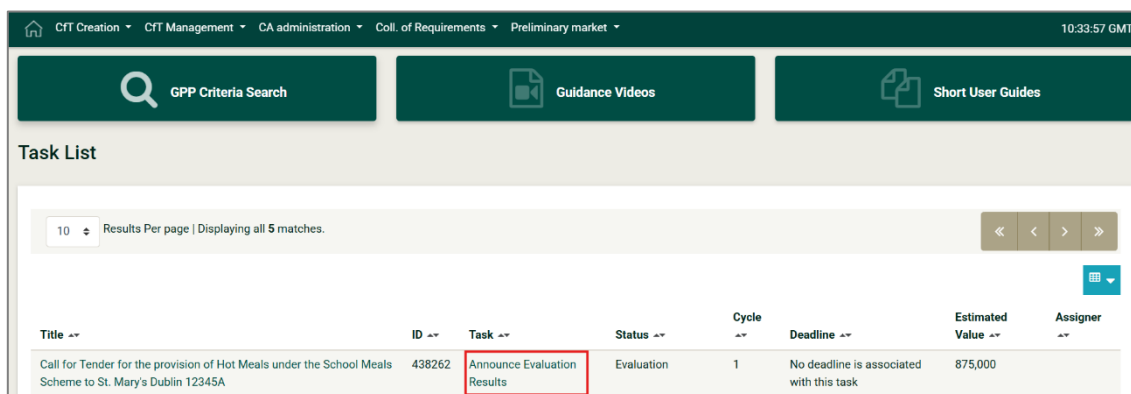


Figure 10

This will open a page called 'Announce Evaluation Results'.

If you are issuing your result letters at this stage to all tenderers, add a general message and attach each letter to the respective company, then scroll down and click on '**SEND**'. Note that there are two sections: one for approved/qualified tenderers and another one for rejected tenderers. **Each tenderer must only receive their own letter.**

– OR –

If you have already issued your award letters via e-mail and/or post, leave all fields blank, scroll down to the end of the page and click on '**PROCEED WITHOUT SENDING NOTIFICATIONS**'. See examples in Figure 11 and Figure 12 below.

CFT Creation ▾ CFT Management ▾ CA administration ▾ Coll. of Requirements ▾ Preliminary market ▾ 10:34:52 GMT

Announce Evaluation Results

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 ▾](#)

Notification message for the Economic Operators that qualified the evaluation phase.

Message: *

Please see result letter attached.

1965 remaining characters

Test Company Three Attachment:
[Choose File](#) No file chosen

Test Company Two Attachment:
[Choose File](#) No file chosen

Figure 11

CFT Creation ▾ CFT Management ▾ CA administration ▾ Coll. of Requirements ▾ Preliminary market ▾ 10:34:52 GMT

Test Company Two Attachment:
[Choose File](#) No file chosen

Notification message for the rejected Economic Operators.

Message: *

As per letter sent on [insert date].

1963 remaining characters

Test Company One Attachment:
[Choose File](#) No file chosen

Common Attachment:
[Choose File](#) No file chosen

Fields marked with an asterisk are mandatory *

[SEND](#) [PROCEED WITHOUT SENDING NOTIFICATIONS](#)

Figure 12

A pop-up similar to the one shown below in Figure 13 will appear asking for confirmation. Click 'OK' on it to proceed if all information is correct.

irish-acc.eurodyn.com says

You are about to proceed to the next Cft step without dispatching notifications via the system. To proceed please click OK, otherwise please click Cancel.

[OK](#) [Cancel](#)

Figure 13

A message informing that your notifications were sent or that you proceeded without sending notifications will appear (Figure 14).

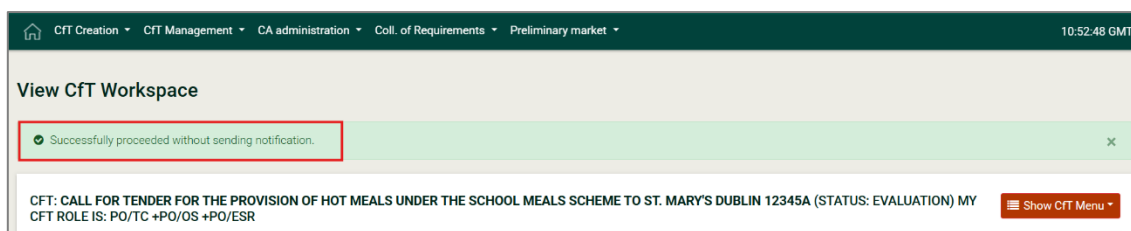


Figure 14

1.4. Task 4: End Standstill Period

Please note: Only after the appropriate standstill period has elapsed without any challenges you can proceed with this and next tasks.

Click on the Home button; note that the Cft will disappear of your 'Task List'.

After the appropriate standstill period has elapsed without any challenges, click on 'List of my Cfts' under the menu option 'Cft Management', as shown in Figure 15.

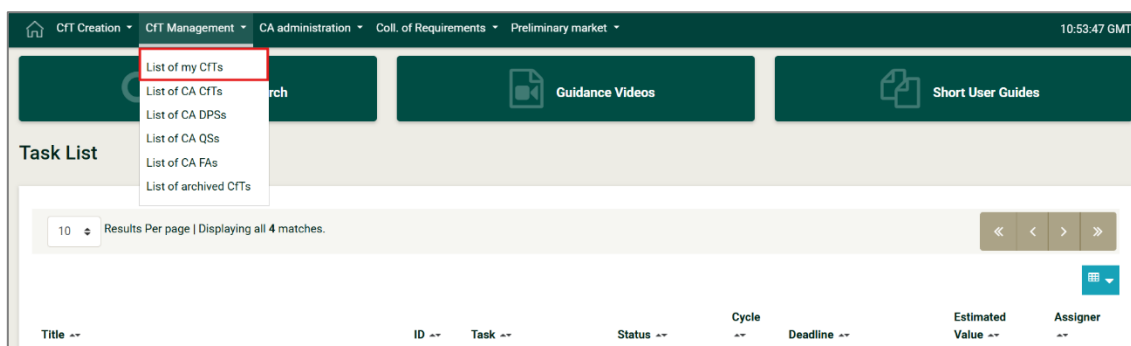


Figure 15

This will open a page called 'List of My Cfts'. Identify your competition (by Title, Resource ID, Dates and/or Status 'Evaluation') and click on its title, as shown in Figure 16.

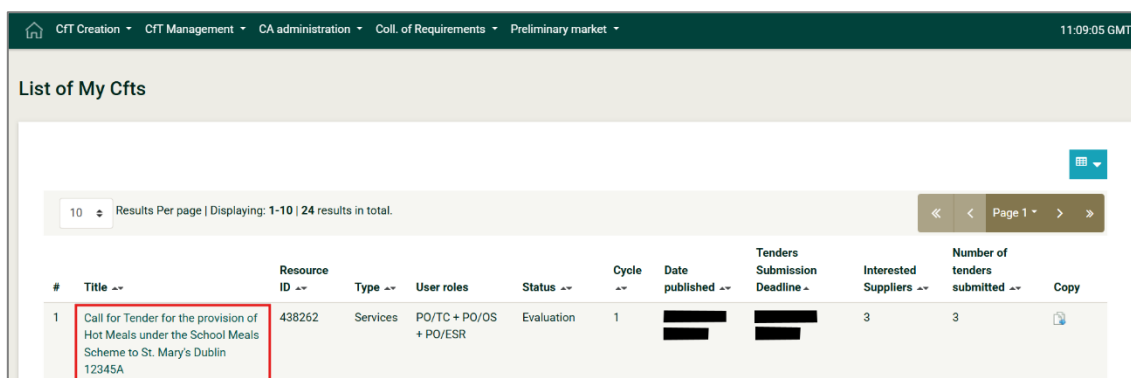


Figure 16

This will open a page called 'View Cft Workspace', with the details of your competition. If the appropriate standstill period has elapsed without any challenges, click on the 'END STANDSTILL PERIOD' button, as shown in Figure 17.

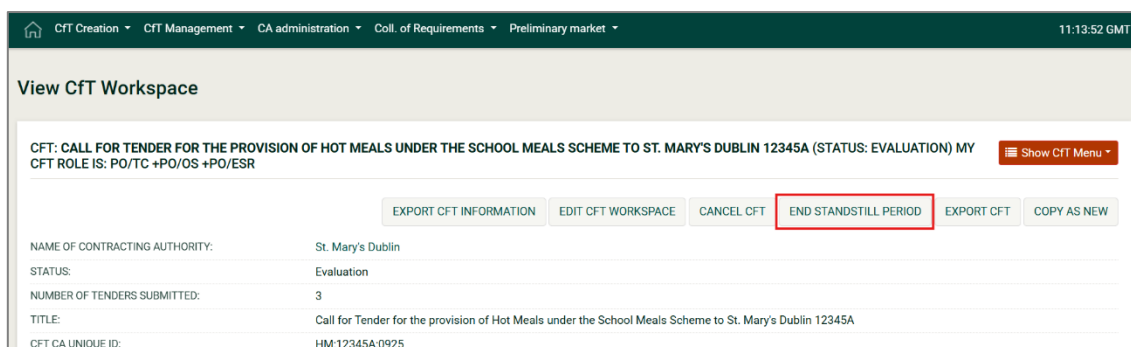


Figure 17

A pop-up similar to the one shown below in Figure 18 will appear asking for confirmation. Click '**OK**' on it to proceed if all information is correct.

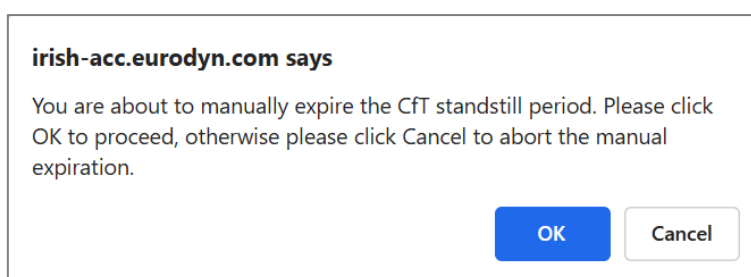


Figure 18

A message informing that your standstill period ended successfully will appear (Figure 19).

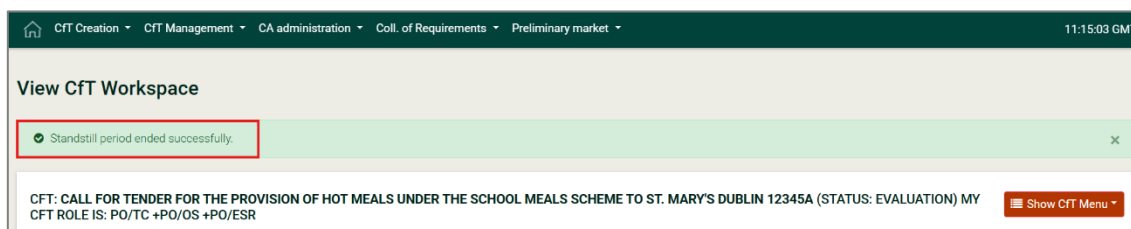


Figure 19

1.5. Task 5: Post-Standstill Ranking

Click on the Home button to return to your 'Task List', then click on the '**Post-standstill ranking**' task, as shown in Figure 20.

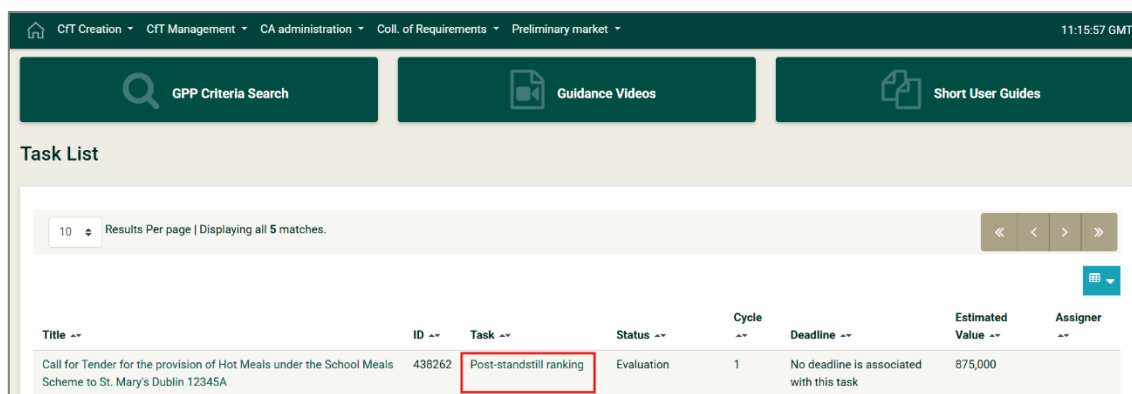


Figure 20

This will open the page called 'Ranking' for you to review all scores and statuses (Pass/Fail). In the example shown below, in Figure 21, 'Test Company One' was previously marked as 'Reject', hence the red circle under the heading 'Pass/Fail'. All valid tenders that were previously marked as 'Approve' must remain with the ticked box under this heading.

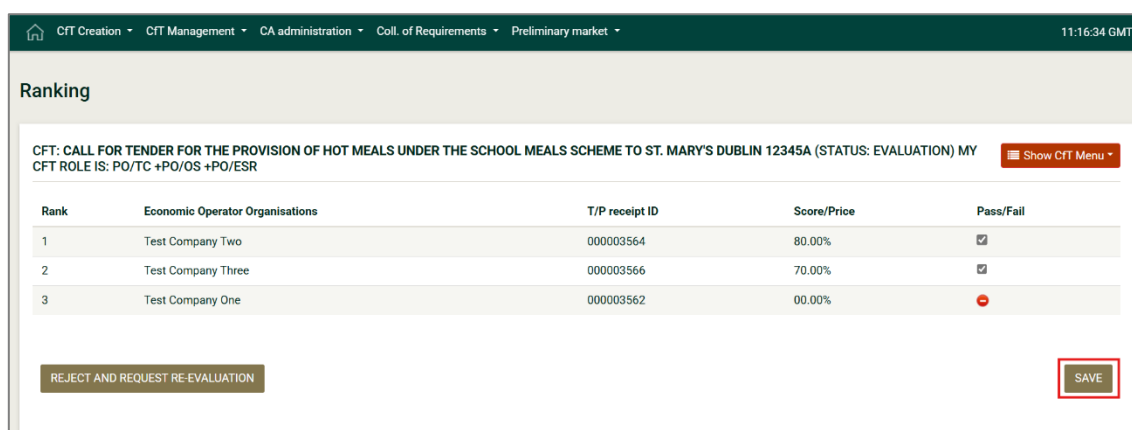


Figure 21

PLEASE NOTE: If the ranking has changed (e.g. a tenderer withdrawn themselves from the competition or the first ranked hasn't submitted the required documents by the deadline provided), click on 'REJECT AND REQUEST RE-EVALUATION'. At this stage **ONLY** you can revert anything that was previously completed since the task 'Unlock tenders'. Please note that, by clicking on 'REJECT AND REQUEST RE-EVALUATION' you will be brought to the 'Unlock tenders' task again (prior to Enter Offline Results).

If all information is correct and nothing has changed after the standstill period has elapsed without any challenges, click on '**SAVE**'.

After clicking on 'SAVE', a pop-up similar to the one shown below in Figure 22 will appear asking for confirmation. Click '**OK**' on it to proceed if all information is correct.

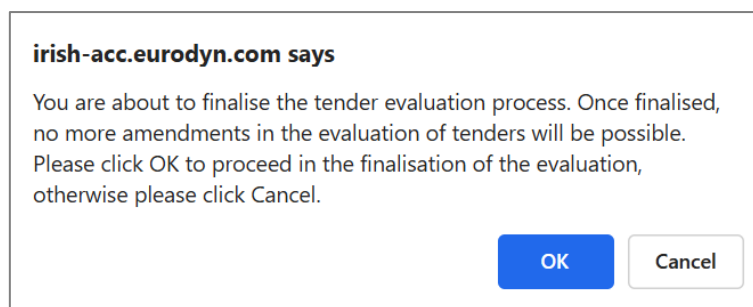


Figure 22

A message informing that the ranking has been submitted successfully will appear (Figure 23).

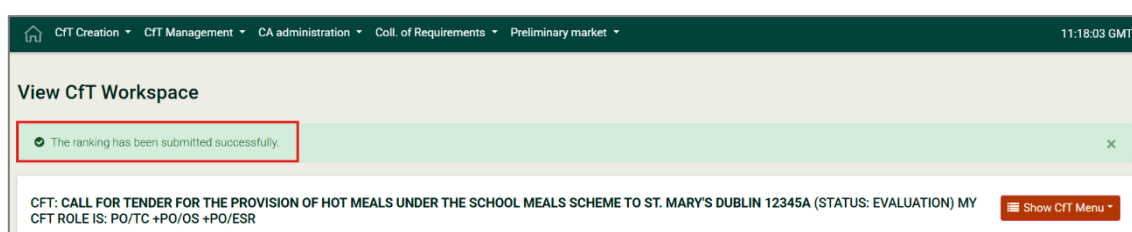


Figure 23

1.6. Task 6: Award Contracts

Click on the Home button to return to your 'Task List', then click on the '**Award Contracts**' task, as shown in Figure 24.

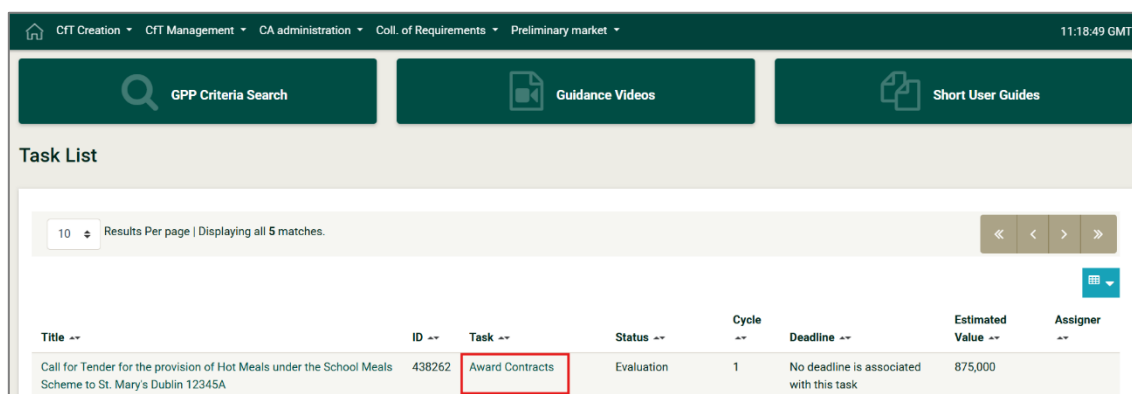


Figure 24

This will open a page called 'Awarding'. The fields for 'Economic Operator Organisations' and 'CPV Code' will be pre-populated. Check if the correct company name is displayed and insert your estimated contract value, as per School Meals calculator used previously (and as published in your CFT), and click on '**SAVE**', as per example shown in Figure 25. The field 'Reasoning' can be left blank.

Awarding

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

All prices must be provided in EUR. If the prices you wish to submit are in another currency please convert them in EUR first.

Contract No	Economic Operator Organisations	Reasoning	CPV Code	Contract Value
	Test Company Two		55523100	875,000.00

Maximum Characters: 500.

SAVE AS DRAFT SAVE

Figure 25

A pop-up similar to the one shown below in Figure 26 will appear asking for confirmation. Click **'OK'** on it to proceed if all information is correct.

irish-acc.eurodyn.com says

You are about to finalise the list of contracts to be awarded as a conclusion of the Cft. Following finalisation, no amendments will be possible. Please click OK to proceed in awarding the contracts, otherwise please click Cancel.

OK Cancel

Figure 26

A message informing that contracts were saved successfully will appear (Figure 27).

View Cft Workspace

Contracts saved successfully.

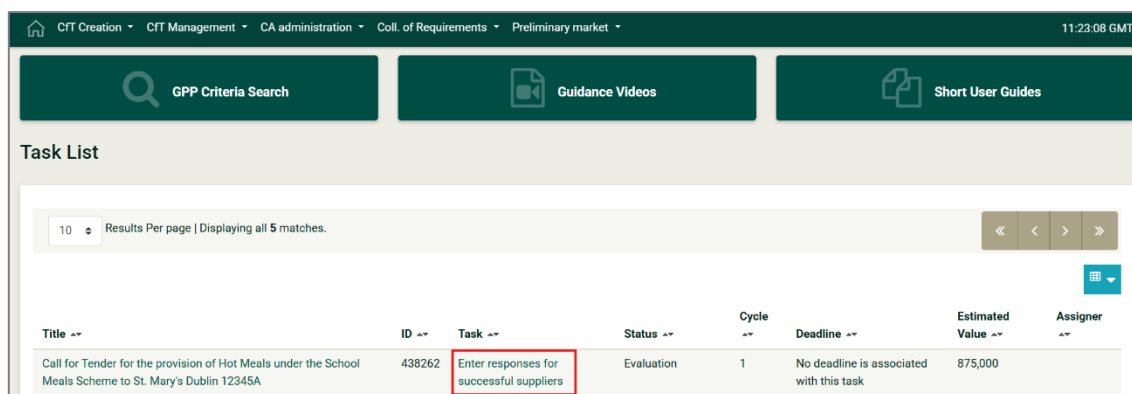
CFT: CALL FOR TENDER FOR THE PROVISION OF HOT MEALS UNDER THE SCHOOL MEALS SCHEME TO ST. MARY'S DUBLIN 12345A (STATUS: EVALUATION) MY
CFT ROLE IS: PO/TC +PO/OS +PO/ESR

Show CFT Menu

Figure 27

1.7. Task 7: Enter Responses for Successful Suppliers

Click on the Home button to return to your 'Task List', then click on the **'Enter responses for successful suppliers'** task, as shown in Figure 28.

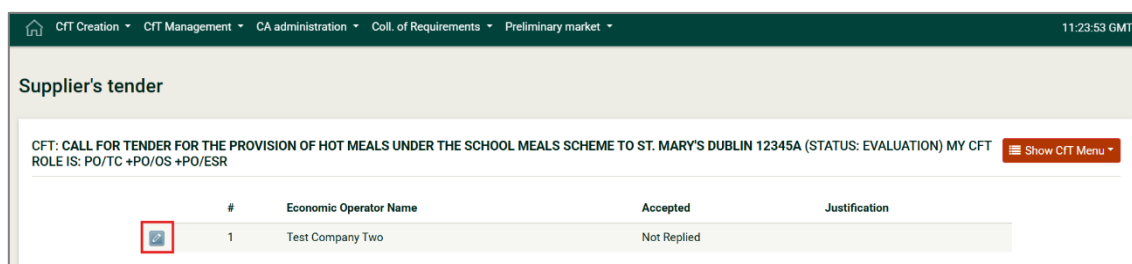


Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
Call for Tender for the provision of Hot Meals under the School Meals Scheme to St. Mary's Dublin 12345A	438262	Enter responses for successful suppliers	Evaluation	1	No deadline is associated with this task	875,000	

Figure 28

This will open a page called 'Supplier's tender'. Once the successful tenderer has responded to your result letter by either accepting or rejecting the contract, click on **pencil icon**, as shown in Figure 29.

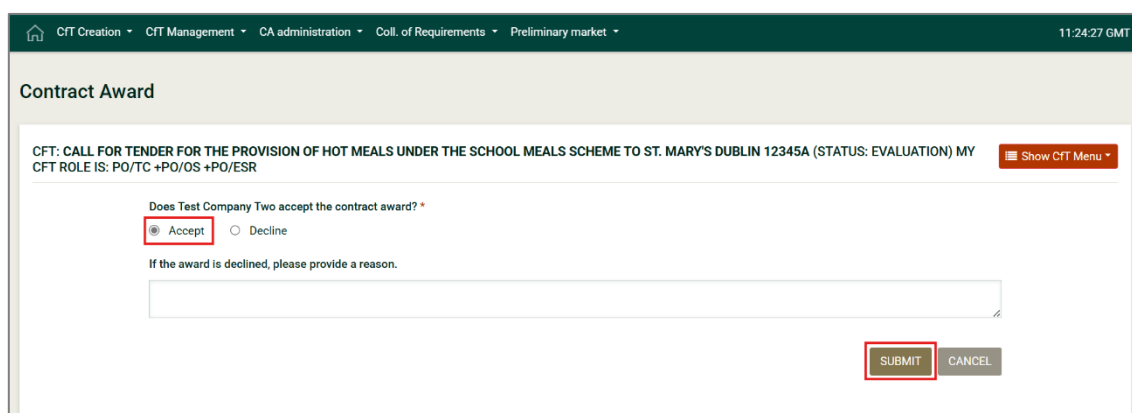
Please note: Only after the successful tenderer has responded to your result letter by either accepting or rejecting the contract, you can proceed with this and next tasks.



#	Economic Operator Name	Accepted	Justification
1	Test Company Two	Not Replied	

Figure 29

This will open a page called 'Contract Award'. **If the tenderer has accepted the contract**, select '**Accept**', leave the text field for reasons blank, and click on '**SUBMIT**', as shown in Figure 30.



Does Test Company Two accept the contract award? *

☒ Accept ☐ Decline

If the award is declined, please provide a reason.

SUBMIT **CANCEL**

Figure 30

If the tenderer has declined the contract, select 'Decline' please provide reasons in the text box below the options, then click on 'SUBMIT', as example shown in Figure 31.

Figure 31

After that, you should be redirected to the Home page.

Note: If the contract offer was declined, go back to your Task List and click on the task called 'Contract award has been rejected'. If the contract is or will be awarded to the runner-up, choose 'Yes'; if you want to cancel the competition and re-tender, click 'No'; then click on 'SUBMIT'. If you chose to award the contract to the runner-up, go back to your Task List, and you will be back to Task 6. Click on the 'Award Contracts' task and, on the page called 'Awarding' (Figure 25 above), click on the arrow under the 'Economic Operator Organisations' heading and select the runner-up to which the contract will be awarded by using the arrow / dropdown menu. After that, follow the steps from Task 7 normally.

1.8. Task 8: Publish Contract Award Notice – Part 1

In your 'Task List', click on 'Publish Contract Award Notice' task. This task is divided into 2 main parts. The first part is outlined in this Section 1.8, and the second one, which will happen at the end of the process, is outlined in Section 3.1 of this guide. **Note that there is a deadline associated with this task.** See Figure 32.

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	438262	Publish Contract Award Notice	Evaluation	1	03/12/2025 11:21	875,000	

Figure 32

This will open a page called 'Notice & Tender Documents'. Click on the '**CREATE NOTICE (EFORMS)**' button to create your Contract Award Notice (CAN), as shown in Figure 33.

Figure 33

This will cause a new window to pop up. Complete the fields as follows and click on '**CREATE**' as the example shown in Figure 34.

Notice Type	Select ' Contract award notice - general directive, light regime '
Primary Language	EN or GA, as appropriate. EN is selected by default.
Support Languages	You can leave both unselected if English is the Primary Language.

Figure 34

After clicking on '**CREATE**', the pop-up will close, and you will be directed to a new interface with an eForm to be completed as outlined in the next section.

2. Complete the eForm

2.0. Navigate the eForm

The eForm interface is shown in Figure 35. Highlighted in this figure, it is possible to see the overall completion progress of the eForm (1), the eForm 'Draft' status (2), the menu through which you will navigate (3), the title of the menu section currently open (4), and a filter menu to 'Show/Hide' fields (5).

The screenshot displays the eForm interface with the following elements highlighted:

- 1**: Completion progress bar showing 82%.
- 2**: Draft status indicator.
- 3**: Navigation menu on the left side.
- 4**: Metadata section title.
- 5**: Filter menu to 'Show/Hide' fields.

The left-hand side menu (3) lists the following sections:

- 75% Contracting party and service provider
- 81% Procedure
- 75% Lot (LOT-0001)
- 77% Result
- 100% Review
- 90% Organisations

The main content area (4) shows the Metadata section with the following fields:

- Notice type * [BT-02-notice]: Contract or concession award notice – light regime
- Form type * [BT-03-notice]: Result
- Procedure identifier * [BT-04-notice]: fc5651c9-b168-41d3-8335-e51fd7cbf0c0
- Notice identifier/version * [BT-701-notice]: 3905ea52-79a7-4e6e-be13-cdc374462267
- Notice version * [BT-757-notice]: 01
- Customisation ID (UBL) * [OPT-002-notice]: eform-cdk-1.3

The filter menu (5) on the right shows the following options:

- Show/Hide
- Contextual Help
- View Only
- Completed Criteria
- Uncompleted Criteria
- Mandatory Criteria
- Erroneous Criteria

Figure 35

Before you start completing the form, click on the filter icon located at the top right corner and select all items to be shown, as seen in Figure 36.

The screenshot displays the eForm interface with the filter menu open. The left-hand side menu (3) and the main content area (4) are the same as in Figure 35. The filter menu (5) on the right shows the following options:

- Show/Hide
- Contextual Help
- View Only
- Completed Criteria
- Uncompleted Criteria
- Mandatory Criteria
- Erroneous Criteria

Figure 36

This eForm consists of seven main sections as seen on the left-hand side menu:

1. Metadata
2. Contracting party and service provider
3. Procedure

4. Lot (LOT-0001)
5. Result
6. Review
7. Organisations


Details on how to complete each of these sections are outlined in the following steps.

Note: Every time you complete a field, you must click outside of it to save the values. A pop-up will then appear at the bottom right, indicating that the form was updated, as seen in Figure 37. You must wait for this confirmation before moving on. Any progress made will be saved if you need to exit and return to the eForm.

Figure 37

When navigating through the sections, fields will be collapsed by default, as seen in Figure 38.

Figure 38

Click on the arrows () located to the left of each heading to expand the fields. You may need to click on more than one arrow, for multiple headings and sub-headings. In Figure 39, for example, two arrows were clicked on (1 and 2).

Note: Do not click on any plus button (), icon shown in Figure 39 (3). By clicking on this button, you will create/duplicate fields which are not required, and which can cause issues with the validation of the eForm.

Figure 39

Some of the menu sections are divided into tabs, which can be seen at the top of the page. In general, mandatory fields are marked with a red asterisk (*); incomplete tabs, headings and sub-headings are marked with a red X icon (✗); and completed ones are marked with a green tick icon (✓). See Figure 40.

Figure 40

2.1. Section 1 – Metadata

All fields in this first section of the menu are pre-populated, and no edits are required. You can move on to the next section.

2.2. Section 2 – Contracting Party and Service Provider

Click on the left-hand side menu option ‘**Contracting party and service provider**’, then click on the arrows to expand the heading ‘**Contracting party and service provider [GR-Buyer]**’ and the sub-heading ‘**Buyer [GR-ContractingAuthority]**’, as highlighted in Figure 41.

Figure 41

Under the sub-heading '**Buyer [GR-ContractingAuthority-Buyer]**', you must complete the fields as outlined in the table below.

Field	Recommended input for schools	Observation
Legal type of the buyer*	Body governed by public law	Select from dropdown menu. <i>Once this field is successfully validated, the next field will appear.</i>
Activity of the contracting authority	Education	Select from dropdown menu.
Buyer profile*	[Insert School's Website, starting with 'https://'.]	This may be pre-populated if this information is filled in in your school's CA profile. Not starting the website address with 'https://' may cause a validation error.

Once all fields are successfully updated, the completion percentage of this section will be 100%, headings and sub-headings will all have the green tick, and the overall completion percentage will also be updated. See Figure 42.

Figure 42

This section should now be at 100% completion. You can move on to the next section.

2.3. Section 3 – Procedure

Click on the left-hand side menu option **‘Procedure’**. Note that this section is divided into three tabs, shown at the top of the page, as seen in Figure 43.

Figure 43

Guidance is detailed below.

2.3.1. Tab 1: Purpose

This first tab will be already selected by default. Scroll down to the end of the page, where you can locate the heading **‘Place of Performance [GR-Procedure-PlaceOfPerformance]’**, marked with a red X, then click on the arrow to expand it, as seen in Figure 44.

English

COMPLETION 84% Draft

Metadata

- 100% Contracting party and service provider
- 81% Procedure
- 75% Lot (LOT-0001)
- 77% Result
- 100% Review
- 90% Organisations

*** Place of performance [GR-Procedure-PlaceOfPerformance]**

Town [BT-5131-Procedure]
The name of the locality (city, town, or village) of the place of performance.

Country subdivision (NUTS) * [BT-5071-Procedure]
The location according to the common classification of territorial units for statistics (NUTS). The NUTS3 classification code shall be used.

Country * [BT-5141-Procedure]
The country of the place of performance.

Other restrictions on the place of performance [BT-727-Procedure]
There are other restrictions on the place of performance (e.g. "anywhere in the European Economic Area", "anywhere in the given country").

Additional information * [BT-728-Procedure]
Additional information about the place of performance.

Characters typed: 0 of 400

Select...

'Country subdivision (NUTS)' is mandatory

Ireland

Select...

EN

Characters typed: 0 of 6000

'Additional information' is mandatory

Figure 44

Fill in the field as follows:

Field	Recommended input for schools	Observation
Country subdivision (NUTS)*	Search for the NUTS 3 Name for your school's County, according to the table available at Appendix 1.	Once this field is successfully validated, the field 'Additional information' that appears below will cease to be mandatory.

This is the only field to be completed in this tab. Both heading and tab will now have the green tick. Note that the **Procedure** section should now be at 100% completion and you can move on to the next section. See Figure 45.

English

COMPLETION 86% Draft

Metadata

- 100% Contracting party and service provider
- 100% Procedure
- 75% Lot (LOT-0001)
- 77% Result
- 100% Review
- 90% Organisations

✓ Scope of the procurement [GR-Procedure-Scope]

Place of performance [GR-Procedure-PlaceOfPerformance]

Town [BT-5131-Procedure]
The name of the locality (city, town, or village) of the place of performance.

Country subdivision (NUTS) * [BT-5071-Procedure]
The location according to the common classification of territorial units for statistics (NUTS). The NUTS3 classification code shall be used.

Country * [BT-5141-Procedure]
The country of the place of performance.

Additional information [BT-728-Procedure]
Additional information about the place of performance.

Characters typed: 0 of 400

Dublin

Ireland

EN

Characters typed: 0 of 6000

Figure 45

2.3.2. Tab 2: Tendering terms

Note that all required fields in this tab should be pre-populated and no edits should be required. You can move on to the next section.

2.3.3. Tab 3: Details of procedure type

Note that all required fields in this tab should be pre-populated and no edits should be required. You can move on to the next section.

2.4. Section 4 – Lot (LOT-0001)

Click on the left-hand side menu option '**Lot (LOT-0001)**'. Note that this section is divided into four tabs, shown at the top of the page, as seen in Figure 46.

Figure 46

Guidance is detailed below.

2.4.1. Tab 1: Tendering process

This first tab will be already selected by default. Scroll down until you locate the headings '**Type of procurement [GR-Lot-ProcurementType]**' and '**Place of performance [GR-Lot-PlaceOfPerformance]**', both marked with a red X. See Figure 47.

Figure 47

Click on the arrow to expand the heading **‘Type of procurement [GR-Lot-ProcurementType]’** and fill in the field under the sub-heading **‘Strategic procurement [GR-Lot-ProcurementType-Strategic]’** as follows and shown in Figure 48:

Field	Recommended input for schools	Observation
Aim of strategic procurement*	No strategic procurement	Select from dropdown menu.

The screenshot shows the 'Type of procurement [GR-Lot-ProcurementType]' section. The 'Strategic procurement [GR-Lot-ProcurementType-Strategic]' sub-section is expanded. The 'Aim of strategic procurement * [BT-06-Lot]' field is highlighted with a red box, and the dropdown menu is set to 'No strategic procurement'. The 'Description [BT-777-Lot]' field is also visible.

Figure 48

Scroll down to the heading **‘Place of performance [GR-Lot-PlaceOfPerformance]’**, click on the arrow to expand it, and fill in the field as follows and shown in Figure 49:

Field	Recommended input for schools	Observation
Country subdivision (NUTS)*	Search for the NUTS 3 Name for your school's County, according to the table available at Appendix 1.	Once this field is successfully validated, the field 'Additional information' that appears below will cease to be mandatory.

The screenshot shows the 'Place of performance [GR-Lot-PlaceOfPerformance]' section. The 'Country subdivision (NUTS) * [BT-5071-Lot]' field is highlighted with a red box, and the dropdown menu is set to 'Dublin'. The 'Country * [BT-5141-Lot]' field is also visible, set to 'Ireland'. The 'Additional information [BT-728-Lot]' field is also visible.

Figure 49

Once all fields are successfully validated, all headings, sub-headings and tab will have the green tick. Note that the **Lot** section should now be at 100% completion and you can move on to the next section. See Figure 50.

Figure 50

2.4.2. Tab 2: Tendering terms

Note that all required fields in this tab should be pre-populated and no edits should be required. You can move on to the next section.

2.4.3. Tab 3: Submission info

Note that all required fields in this tab should be pre-populated and no edits should be required. You can move on to the next section.

2.4.4. Tab 4: Review

Note that all required fields in this tab should be pre-populated and no edits should be required. You can move on to the next section.

2.5. Section 5 – Result

Click on the left-hand side menu option **'Result'**. Note that this section is divided into five tabs, shown at the top of the page, as seen in Figure 51.

Figure 51

Guidance is detailed below.

2.5.1. Tab 1: Result

This first tab will be already selected by default. Fill in the contract value as follows and shown in the example contained in Figure 52 below.

Field	Recommended input for schools	Observation
Value of all contracts awarded in this notice*	[Insert your estimated contract value.]	As per published in your CFT, considering the maximum 3-year term.

Figure 52

This is the only field to be completed in this tab, which should have the green tick after completion. You can move on to the next tab.

2.5.2. Tab 2: Tendering parties

Note that all required fields in this tab should be pre-populated and no edits should be required. You can move on to the next tab.

2.5.3. Tab 3: Contracts

Click on the third tab, '**Contracts [GR-SettledContract-Section]**'. Then, click on the arrow to expand the heading '**Settled contract [GR-SettledContract]**', as seen in Figure 53.

Figure 53

Scroll down under the heading ‘**Contract [GR-SettledContract-1]**’, and fill in as follows and shown in Figure 54 below:

Field	Recommended input for schools	Observation
Date of the conclusion of the contract*	[Insert date when the school's contract was concluded. Typically, this is the date when the last contractual party signed the contract.] E.g. 28/10/2025	Type in the format DD/MM/YYYY or click on the calendar icon and select the date.

Figure 54

This is the only field to be completed in this tab, which should have the green tick after completion. You can move on to the next tab.

2.5.4. Tab 4: Tenders

Scroll back up to the top of the page, and click on the fourth tab, ‘**Tenders [GR-LotTender-Section]**’. Then, click on the arrow to expand the heading ‘**Submitted Tender [GR-LotTender]**’, as seen in Figure 55.

The screenshot shows the 'Submitted Tender [GR-LotTender]' form. The 'Submitted tender [GR-LotTender]' field is highlighted with a red box. The form also includes a section for 'Submitted tender [GR-LotTender]' with a red box around the 'Submitted tender [GR-LotTender]' field. The 'Tender [GR-Tender]' section includes fields for 'Technical ID of the tender [OPT-321-Tender]' (TEN-0001), 'Tender identifier [BT-3201-Tender]' (000003564), and 'The tender was ranked [BT-1711-Tender]' (Yes/No).

Figure 55

Scroll down under the heading ‘**Tender [GR-Tender]**’, and fill in as follows and shown in Figure 56 below:

Field	Recommended input for schools	Observation
Value of the tender*	[Insert your estimated contract value.]	As per published in your CFT, considering the maximum 3-year term.

The screenshot shows the 'Tender [GR-Tender]' form. The 'Value of the tender [BT-720-Tender]' field is highlighted with a red box. The form also includes fields for 'Technical ID of the tender [OPT-321-Tender]' (TEN-0001), 'Tender identifier [BT-3201-Tender]' (000003564), 'The tender was ranked [BT-1711-Tender]' (Yes/No), 'Rank in the list of winners [BT-171-Tender]', and 'The tender is a variant [BT-193-Tender]' (Yes/No).

Figure 56

This tab should now have the green tick after completion. You can move on to the next tab.

2.5.5. Tab 5: Results of lots

Scroll back up to the top of the page, and click on the fifth tab, ‘**Results of lots [GR-LotResult-Section]**’. Then, click on the arrow to expand the heading ‘**Result [GR-LotResult]**’, as seen in Figure 57.

Figure 57

Scroll down until the heading ‘**Received submissions statistics [GR-LotResult-ReceivedSubmissions]**’, click on the arrow to expand it, and fill in as follows and shown in the example in Figure 58 below:

Field	Recommended input for schools	Observation
Type of received submissions*	<p>[Select the option that describes the tenders received by the school.]</p> <p>E.g.: Select <i>Tenders submitted electronically</i>, if all tenders were received through eTenders.</p>	<p>Select from the dropdown menu.</p> <p>Options:</p> <ul style="list-style-type: none"> • Requests to participate • Tenders • Tenders for which it has not been verified if they are admissible or inadmissible • Tenders from medium tenderers • Tenders from micro tenderers • Tenders from micro, small or medium tenderers • Tenders from small tenderers • Tenders from tenderers registered in other European Economic Area countries than the country of the buyer • Tenders from tenders registered in countries outside of the European Economic Area • <i>Tenders submitted electronically</i> • Tenders verified and inadmissible • Tenders verified and inadmissible because of an abnormally low price or cost
Number of tenders or requests to participate received*	[Insert the total number of tenders received.]	<i>Once the above field is successfully validated, this field will appear.</i>

English ACC

COMPLETION 96% Draft

Metadata

- 100% Contracting party and service provider
- 100% Procedure
- 100% Lot (LOT-0001)
- 100% Result
- 100% Review
- 90% Organisations

Received submissions statistics [GR-LotResult-ReceivedSubmissions]

Type of received submissions * [BT-750-LotResult] Tenders submitted electronically

Number of tenders or requests to participate received * [BT-759-LotResult] 3

Figure 58

This tab should now have the green tick after completion. You can move on to the next section.

2.6. Section 6 – Review

Note that all required fields in this section should be pre-populated and no edits should be required. You can move on to the next section.

2.7. Section 7 – Organisations

Click on the left-hand side menu option '**Organisations**', click on the arrow to expand the **FIRST** heading '**Organisations mentioned in the notice [GR-Organisations]**', which relates to your school, as seen in Figure 59.

English ACC

COMPLETION 96% Draft

Metadata

- 100% Contracting party and service provider
- 100% Procedure
- 100% Lot (LOT-0001)
- 100% Result
- 100% Review
- 90% Organisations

Organisations [GR-Organisations-Section]

Organisations [GR-Organisations-Subsection] Beneficial owner [GR-U80-Subsection]

Organisations mentioned in the notice [GR-Organisations]

Organisations mentioned in the notice [GR-Organisations]

Organisations mentioned in the notice [GR-Organisations]

Organisations mentioned in the notice [GR-Organisations]

Organisations mentioned in the notice [GR-Organisations]

Figure 59

Scroll down under the sub-heading '**Company's legal identifier [GR-Organisation-Identifier]**' and fill in the field as follows, if they are not pre-populated already. See also example in Figure 60.

Field	Recommended input for schools	Observation
Registration number*	[Insert School's Roll Number.]	This may be pre-populated if this information is completed in your school's CA profile.

The screenshot shows a software interface for completing a 'Draft' document. On the left, a 'COMPLETION' progress bar is at 96%. A sidebar lists metadata sections: 'Contracting party and service provider' (100%), 'Procedure' (100%), 'Lot (LOT-0001)' (100%), 'Result' (100%), 'Review' (100%), and 'Organisations' (90%). The main content area is titled 'Company's legal identifier [GR-Organisation-Identifier]'. It contains several input fields: 'Registration number * [BT-501-Organization-Company]' with the value '12345A', 'Department [BT-16-Organization-Company]', 'Internet address [BT-505-Organization-Company]' with the value 'https://www.schoolwebsite.ie/', and 'Information exchange endpoint (URL) [BT-509-Organization-Company]'. Below this, the 'Address [GR-Company-Address]' section is partially visible.

Figure 60

Move on to the next sub-heading '**Address [GR-Company-Address]**', and fill in the fields as follows, if they are not pre-populated already. See example in Figure 61.

Field	Recommended input for schools	Observation
Town*	[Insert School's Town.]	This may be pre-populated if this information is filled in in your school's CA profile.
Postcode*	[Insert School's Eircode.]	Same as above.
Country subdivision (NUTS)*	Search for the NUTS 3 Name for your school's County, according to the table available at Appendix 1.	N/A

The screenshot shows the same software interface as Figure 60, but the completion progress is now at 97%. The 'Address [GR-Company-Address]' section is the active focus. It contains several input fields: 'Postal address [BT-510(a)-Organization-Company]' with the value 'School Postal Address', 'Postal address [BT-510(b)-Organization-Company]', 'Town * [BT-513-Organization-Company]' with the value 'Dublin XX', 'Postcode * [BT-512-Organization-Company]' with the value 'DXX 1234', and 'Country subdivision (NUTS) * [BT-507-Organization-Company]' with the value 'Dublin'. The 'Organisations' section in the sidebar is now at 93% completion.

Figure 61

Then, move on to the next sub-heading **‘Contact point [GR-Company-Contact]’**, and fill in the fields as follows, if they are not pre-populated already. See example in Figure 62.

Field	Recommended input for schools	Observation
Email*	[Insert School's e-mail address.]	This may be pre-populated if this information is filled in in your school's CA profile.
Telephone*	[Insert School's phone number.]	Same as above.

Figure 62

Now, locate and click on the arrow to expand the **SECOND** heading **‘Organisations mentioned in the notice [GR-Organisations]’**, which relates to the Economic Operator (service provider) to which the contract is being awarded. See Figure 63.

Figure 63

Move on to the sub-heading ‘**Address [GR-Company-Address]**’ and fill in the field as follows. See example in Figure 64.

Field	Recommended input for schools	Observation
Country subdivision (NUTS)*	Search for the NUTS 3 Name for the service provider’s County, according to the table available at Appendix 1. If unsure, contact the service provider and ask them for this information.	N/A

Figure 64

Then, move on to the sub-heading ‘**Information related exclusively to the economic operator [GR-Company-EconomicOperatorExclusive]**’ and fill in the field as follows. See example in Figure 65.

Field	Recommended input for schools	Observation
Size of the economic operator*	Select the option according to the size of the service provider’s company. If unsure, contact the service provider and ask them for this information. SMEs definitions available at: https://single-market-economy.ec.europa.eu/smes/sme-fundamentals/sme-definition_en .	Select from the dropdown menu. Options: <ul style="list-style-type: none"> • Large • Medium • Micro • Micro, small, or medium • Small

English ACC

COMPLETION 98% Draft

Metadata

- 100% Contracting party and service provider
- 100% Procedure
- 100% Lot (LOT-0001)
- 100% Result
- 100% Review
- 98% Organisations

Information related exclusively to the economic operator [GR-Company-EconomicOperatorExclusive]

The organisation is a natural person [BT-633-Organization] ☐ Yes ☐ No
The organisation is a natural person.

Ultimate beneficial owner [GR-Organisation-UBO-Reference]

Ultimate beneficial owner [GR-Organisation-UBO-Reference]

Organisation filling this role [OPT-302-Organization]

Reference to a ultimate beneficial owner (UBO-xxx) of the organisation

Size of the economic operator * [BT-165-Organization-Company] is mandatory

The size of the winner, tenderer or subcontractor (e.g. micro enterprise, small enterprise, medium enterprise).

The winner is listed on a regulated market [BT-746-Organization]

The nationality (or nationalities) of the beneficiary owner(s) of the winner, tenderer, or subcontractor is not published in the register(s) established by Directive (EU) 2016/843, because the winner is listed on a

Large
Medium
Micro
Micro, small, or medium
Small

Figure 65

At this stage, all sections as well as the overall completion progress should be at 100%, as seen in Figure 66.

English ACC

COMPLETION 100% Draft

Metadata

- 100% Contracting party and service provider
- 100% Procedure
- 100% Lot (LOT-0001)
- 100% Result
- 100% Review
- 100% Organisations

Organisations [GR-Organisations-Section]

Organisations [GR-Organisations-Subsection] Beneficial owner [GR-UBO-Subsection]

Organisations mentioned in the notice [GR-Organisations]

Organisations mentioned in the notice [GR-Organisations]

Organisation technical ID (ORG-XXX) * [OPT-200-Organization-Company] ORG-0001
Technical identifier of the organisation

Organisation [GR-Company]

Official name * [BT-500-Organization-Company] EN St Mary's Dublin
The official name of the organisation. Characters typed: 17 of 400

Figure 66

You can move on to the validation of the form.

2.8. Validate and Save the eForm

Once the overall completion progress is at 100%, a new menu with a checkbox icon will appear to the left of the filter menu previously used. See Figure 67.

The screenshot shows the 'Organisations' section of the system. The top right corner has a 'Validate' button highlighted with a red box. Below it, there is a dropdown menu with options 'Validate' and 'Validate & Save as Final'. The main form area shows 'Organisations mentioned in the notice' with fields for 'Organisation technical ID (ORG-XXX)' and 'Official name'. The 'Official name' field is filled with 'St. Mary's Dublin' and has a character count of 17 of 400.

Figure 67

First, click on **'Validate'** only, so the system can validate all values entered. The validation process will take a few seconds; you will be able to follow the progress by observing a blue line moving from left to right at the top of the page.

If all values were filled in correctly, you will see a 'Validation Results' pop-up in the top-middle of the screen showing the message **'Valid: true'**, and a green pop-up at the bottom-right corner informing that the form was successfully validated. Click **'Close'** at the bottom-right corner of the pop-up, as highlighted in Figure 68.

The screenshot shows the 'Validation Results' pop-up in the top-middle of the screen. The pop-up displays 'Valid: true', 'Validation Date: Nov 3, 2025, 11:00:12 AM', and links for 'Download Official XML' and 'Download SVRL'. A 'Close' button is highlighted with a red box. In the bottom right corner, a green pop-up with a checkmark icon says 'Success Form validated' and also has a 'Close' button highlighted with a red box.

Figure 68

Note: If the validation fails, the pop-up will show the message 'Valid: false' and will highlight the field(s) that require updating. Update the field(s) and click on 'Validate' again until you receive the message 'Valid: true'.

Once the eForm status updates to 'Validation successful', return to the checkbox menu and select **'Validate & Save as Final'** as shown in Figure 69.

The screenshot shows the 'Organisations' section of the eTenders system. The top bar has a 'Validation successful' status and a 'Draft' label. A dropdown menu is open, showing 'Validate' and 'Validate & Save as Final' options. The form contains fields for 'Organisations mentioned in the notice' and 'Organisation' details, including 'Organisation technical ID' and 'Official name'.

Figure 69

The validation process will take a few seconds; you will be able to follow the progress by observing a blue line moving from left to right at the top of the page.

Once this process is concluded, the checkbox menu will disappear, a green pop-up at the bottom-right corner will inform that the form was successfully saved as FINAL. You can then click on the **'Exit'** button, at the top-right corner shown in Figure 70.

The screenshot shows the 'Organisations' section of the eTenders system after validation. The top bar has a 'Validation successful' status and a 'Final' label. A green pop-up message at the bottom right says 'Success Form successfully saved as FINAL'. The 'Exit' button is visible in the top right corner. The form content is the same as in Figure 69.

Figure 70

You will be redirected to the eTenders website interface.

3. Publish Contract Award Notice (CAN)

3.1. Publish Contract Award Notice – Part 2

The National Contract Award Notice - CAN (eForm) is now finalised, ready to be published, as shown in Figure 71.

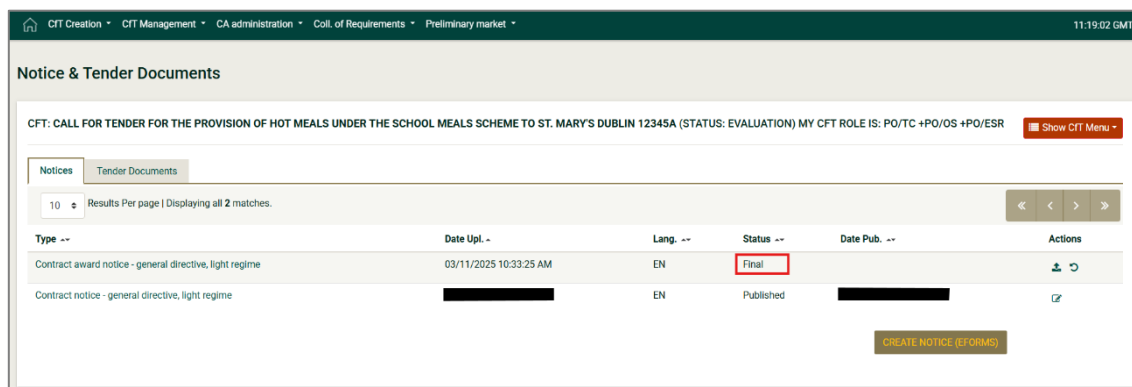


Figure 71

Note 1: If you wish to edit your eForm after the validation, you can select the 'Revert' button identified by a counterclockwise arrow icon (⬅️) under the heading 'Actions'. This will take you back to your eForm in draft status, allowing you to make any edits as necessary.

Note 2: If you are not returned to the page shown above, click on the Home icon to return to your 'Task List', and click on the task named 'Publish Contract Notice' as seen in Figure 72.

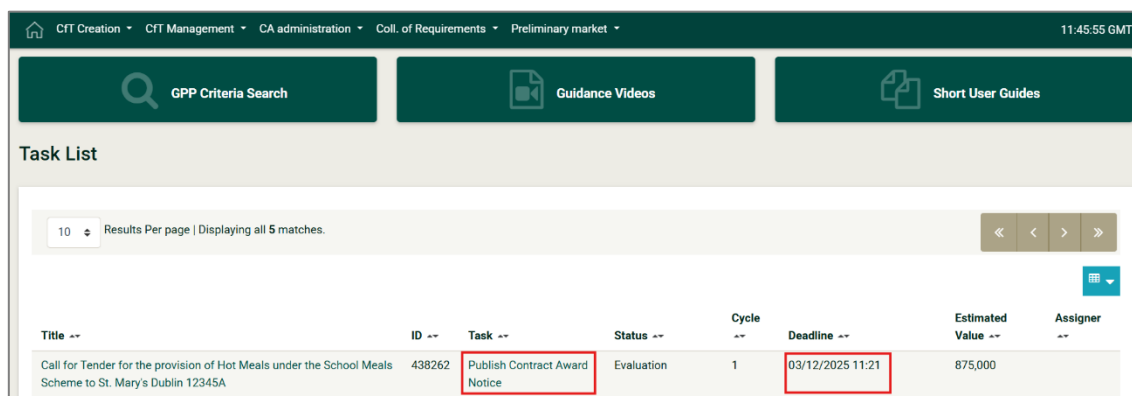


Figure 72

To publish the Contract Award Notice (CAN), click on the '**Publish**' button, identified by an upwards arrow (⬆️) under the heading 'Actions' as shown in Figure 73.

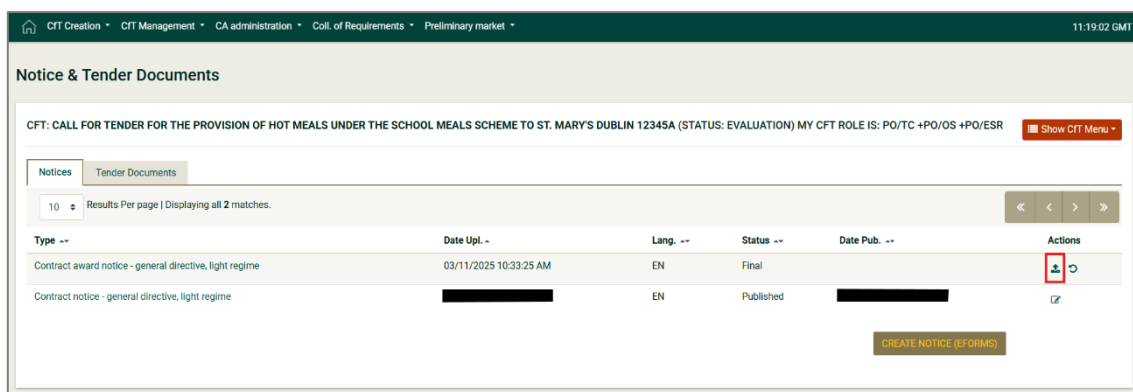


Figure 73

A pop-up similar to the one shown below in Figure 74 will appear asking for confirmation. Click ‘OK’ on it to proceed if all information is correct.

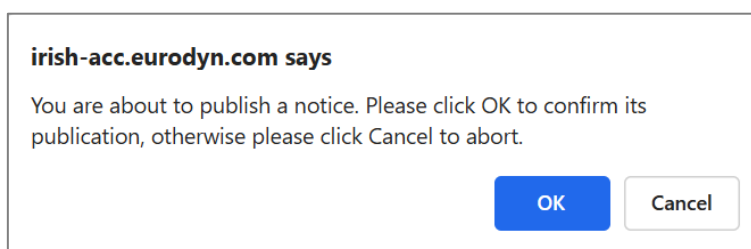


Figure 74

Note: After clicking OK, do not refresh the page until the Contract Award Notice shows as submitted for publication.

On successful execution of the above process, the system will inform you that the CAN was submitted for publication, as shown in Figure 75.

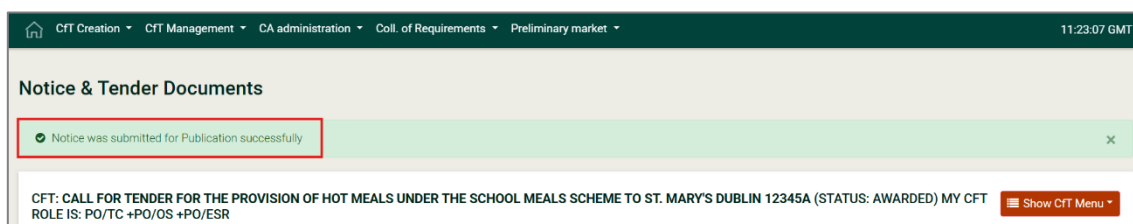


Figure 75

Please note: the status will be ‘Pending Publication’ until it is published in The Official Journal of the European Union (OJEU). The eTenders platform will connect with The OJEU for the publication and no further action is needed in this regard.

4. Create Contracts and Export CFT

4.1. Create Contracts

Click on the Home button to return to your 'Task List', then click on the '**Create Contracts**' task, as shown in Figure 76.

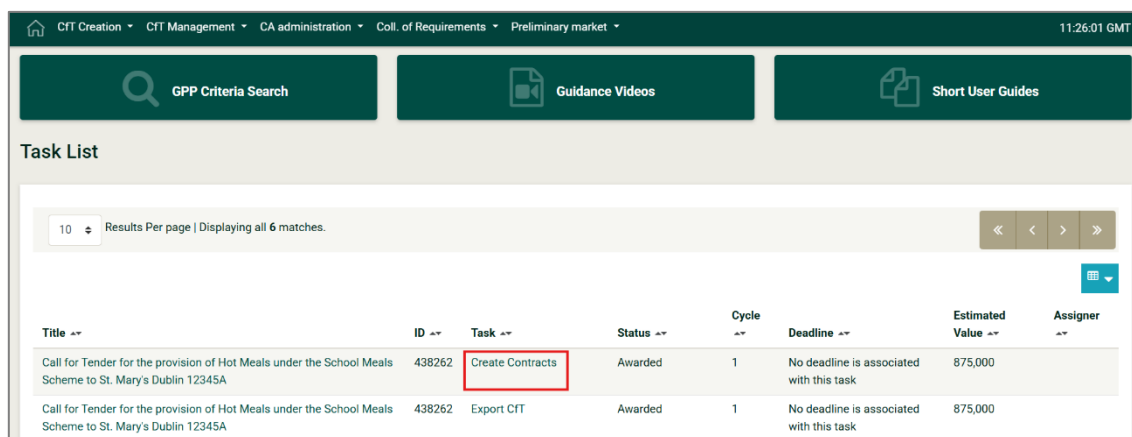


Figure 76

This will open a page called 'Awarding'. Click on '**Create contract**', as shown in Figure 77.

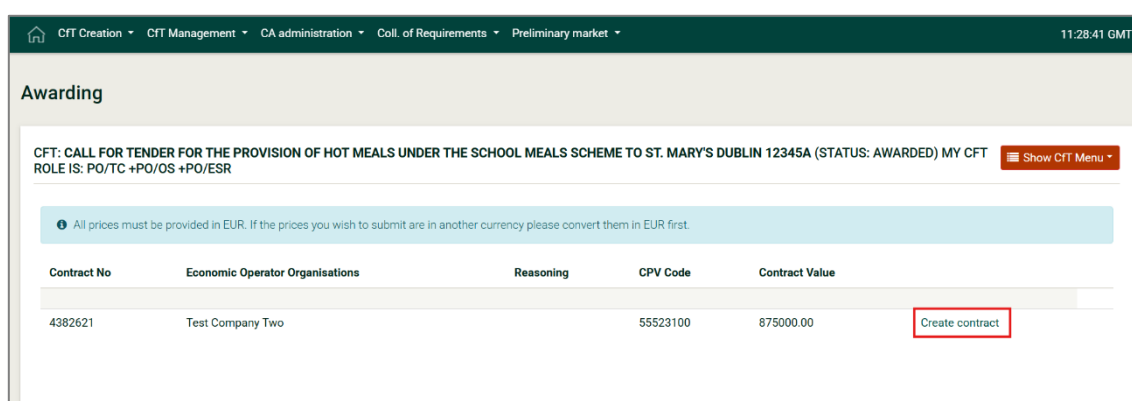


Figure 77

This will open a page called 'Create contract' with the contract details, where some fields will be pre-populated already, mandatory fields will require input and some other fields are optional and can be left blank. Complete as follows:

Field	Description / Observation	Recommended input for schools
Contract Title*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Description*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Internal Reference	<i>[This field can be left blank.]</i>	<i>[No action needed.]</i>

Contract Duration (in months)*	<i>This field is pre-populated with the maximum contract length, including any options and renewals, as published in your CfT.</i>	Replace 36 with 12, the initial 1-year term of your contract.
Contract Expiry date	<i>[This field can be left blank.]</i>	<i>[No action needed.]</i>
Extension Duration (in months)	This field is not mandatory but should be completed to complement the information on the Contract Duration accordingly.	Insert 24, the 2 1-year extension terms the contract allows.
Proposed signing date	<i>[This field can be left blank.]</i>	<i>[No action needed.]</i>
Planned start date*	<i>[This field may be pre-populated.]</i>	Click on the calendar icon to insert or amend the planned contract start date accordingly.
Review date	<i>[This field can be left blank.]</i>	<i>[No action needed.]</i>
Actual start date*	<i>[This field may be pre-populated.]</i>	Click on the calendar icon to insert or amend the actual contract start date accordingly.
Contract type*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Contract Value*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Drawdown Mechanism	<i>[This field can be left blank.]</i>	<i>[No action needed.]</i>
Evaluation Mechanism*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Procedure*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Procurement Type*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Contract awarded in Lots*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Location of Services/Works	<i>[This field can be left blank.]</i>	<i>[No action needed.]</i>
Tender competition platform	<i>[This field can be left blank.]</i>	<i>[No action needed.]</i>

Once all required fields are completed accordingly, scroll down to the bottom of the page and click on 'SAVE CONTRACT', as shown in the example below in Figure 78.

Figure 78

A pop-up similar to the one shown below in Figure 79 will appear asking for confirmation. Click **'OK'** on it to proceed if all information is correct.

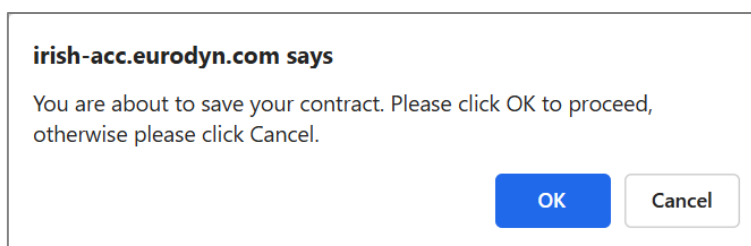


Figure 79

A message informing that the contract has been saved successfully will appear (Figure 80).

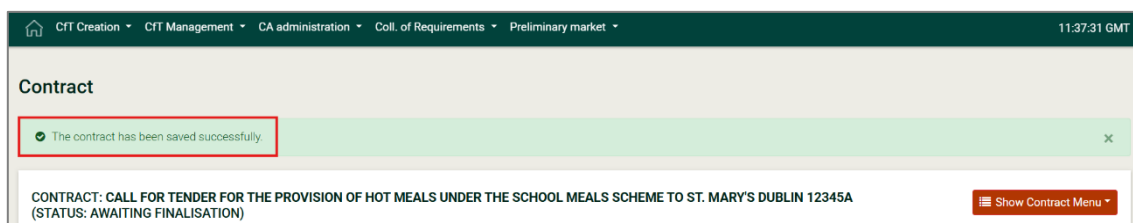


Figure 80

4.2. Export Cft

According to the official eTenders CA User Manual, the 'EXPORT CFT' functionality allows the Contracting Authority to produce a single, easy to download, compressed file containing all documents and information (e.g. contract notices, clarifications, award notices, supplier's bids, etc.) related to the procurement process.

Click on the Home button to return to your 'Task List', then click on the **'Export Cft'** task, as shown in Figure 81.

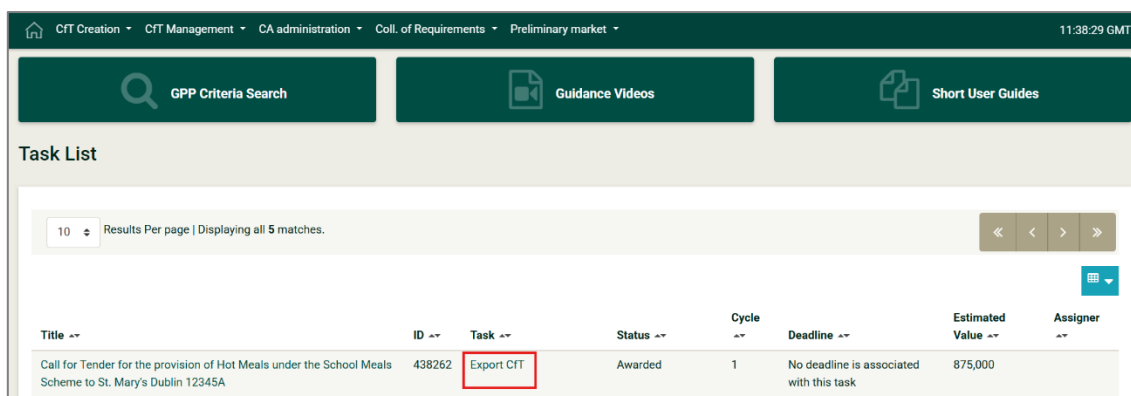


Figure 81

This will open the 'View Cft Workspace' page. Click on the 'EXPORT CFT' button, as shown in Figure 82.

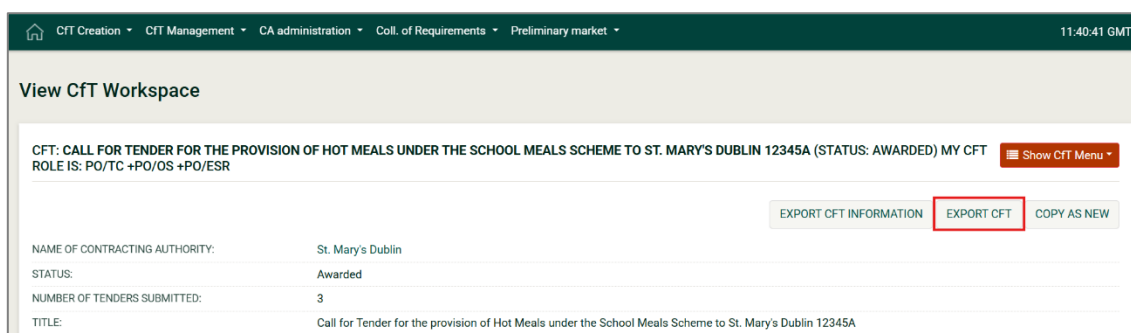


Figure 82

A message informing that the competition is currently being processed and asking to click on the '**REFRESH PAGE**' button will appear (Figure 88). Click on the button to refresh the page.

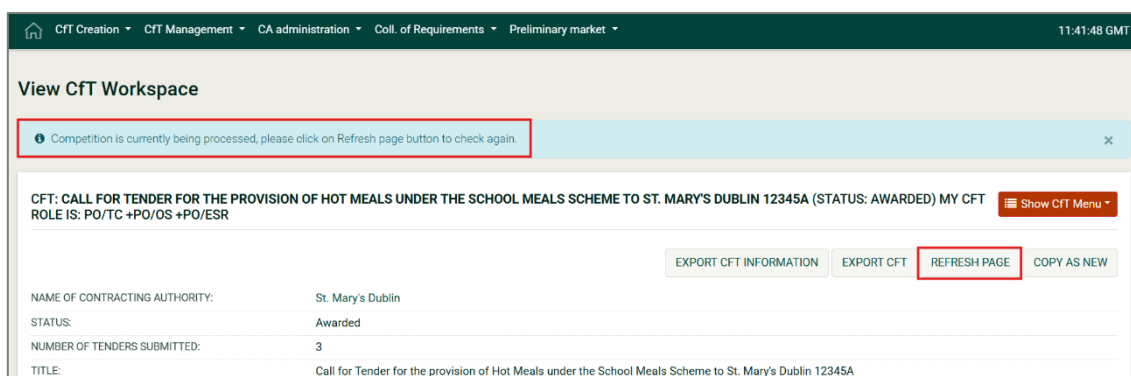


Figure 83

On successful execution of the above process, this competition should be successfully closed on eTenders platform and should no longer appear on your Task List.

To access your CfT, you can click on **‘List of my CfTs’** under the ‘CfT Management’ menu option, as shown in Figure 84.

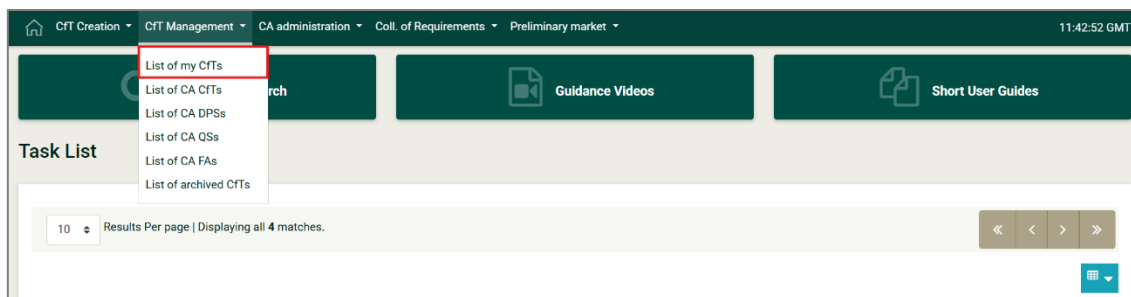


Figure 84

To access your Contract, you can click on **‘My Contracts’** under the ‘CA administration’ menu option, as shown in Figure 85.

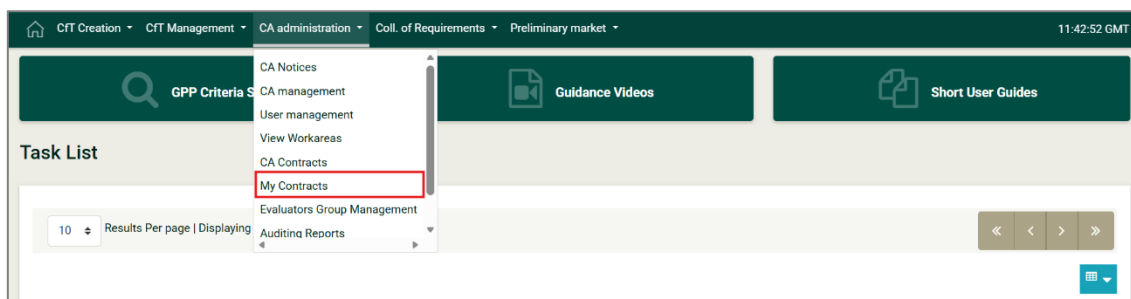


Figure 85

Appendix 1 – NUTS 3 Name table

NUTS 3 Name	County
Border	Donegal
	Sligo
	Leitrim
	Cavan
	Monaghan
West	Galway
	Mayo
	Roscommon
Mid-West	Clare
	Tipperary
	Limerick
South-East	Waterford
	Kilkenny
	Carlow
	Wexford
South-West	Cork
	Kerry
Dublin	Dublin
Mid-East	Wicklow
	Kildare
	Meath
	Louth
Midland	Longford
	Westmeath
	Offaly
	Laois

[End of Document.]