



# **How to Create & Publish a Call for Tender for Hot Meals on eTenders**

**(Below €750k Procurement Threshold)**

***School Meals Scheme 2025/26***

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# Introduction

This guide was designed to assist primary school leaders with creating a Call for Tender (CfT) for **Hot Meals** and publishing it on the [eTenders](#) platform. A video guide is also available at [www.spu.ie/hot-meals](http://www.spu.ie/hot-meals).

An indicative timeframe for completing this process is approximately 3 hours for someone with no prior experience with eTenders. Please make sure you allow sufficient time to complete all tasks at one sitting. Please note that if you appoint a service provider on foot of an eTenders public procurement process, the arrangement is intended to cover service provision over a 3-year period, and therefore the process will not have to be repeated until 3 years hence.

Schools are required to publish a Call for Tender (CfT) on eTenders where the estimated value of the contract exceeds €50,000 to a maximum 3-year period. This document provides guidance for tenders where the estimated contract value is between €50,000 and €750,000. If your estimated contract value is below €50,000 or above €750,000, please see available guidance at [www.spu.ie/hot-meals](http://www.spu.ie/hot-meals).

This guide should be read after:

1. The school is registered as a Contracting Authority (CA) on [eTenders](#), and a Contracting Authority Procurement Coordinator (CAPC) user profile is set up under the CA account. Guidance on how to register on eTenders, how to retrieve existing account details and how to complete the CA and CAPC profiles is available at [www.spu.ie/introduction-to-etenders](http://www.spu.ie/introduction-to-etenders). The written guide available at this page also includes a series of commonly used abbreviations, acronyms, and initialisms commonly used in procurement as well as some other useful information relating to the eTenders platform.
2. The school has completed the following suite of documents:
  - Call for Tender (CFT);
  - Tender Response Document (TRD).

Where Hot Meals are to be prepared or heated in the school's facilities, the school must also include in their tender documents:

- Draft Property Licence Template;
- Draft Deed of Renunciation Template.

These documents will need to be uploaded to eTenders platform as part of the tender publication process outlined in this guide. The suite of documents and guidance on how to complete them are available at [www.spu.ie/hot-meals](http://www.spu.ie/hot-meals).

Further guidance resources designed to help schools with the procurement process for the provision of Hot Meals are also available at the same page.

**Please note: This guide was designed for assisting the publication of Hot Meals tenders only and must not be used as guidance for tendering for any other goods or services.**

# 1. Create a Call for Tender (CfT) Workspace and carry out associated tasks

## 1.0. Log in to eTenders

Access [www.etenders.gov.ie](http://www.etenders.gov.ie) and log into your CAPC profile.

### 1.1. Task 1: Create New CfT

To create a New Call for Tender Workspace, click on ‘**Create New CfT**’, under the ‘CfT Creation’ menu, as seen in Figure 1.



Figure 1

This will load a webpage entitled ‘Create CfT Workspace’. This webpage has a series of fields that need to be completed. The table below provides recommended text for schools to use when completing their CfT Workspace.

Users are required to complete the mandatory fields (marked with a red asterisk). These are marked in the following table similarly.

**Note 1:** Although some fields are not marked as mandatory at this first stage for creating a new CfT, they become mandatory at the next stage, to finalise the CfT. Therefore, you should complete all fields referenced in the table below.

**Note 2:** Once the CfT has been saved, some fields can no longer be edited. Users are advised to carefully review the data entered before saving.

| Field  | Description                   | Recommended input for Schools                                                                                                 |
|--------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Title* | This is the title of the CfT. | Call for Tender for the provision of Hot Meals under the School Meals Scheme to <b>[Insert School's Name and Roll Number]</b> |

|                          |                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CfT CA Unique ID</b>  | A unique ID should be created for the CA's CfT.                                                                                                                                                                                                                                                                             | The recommended format is: 'HM' for Hot Meals; School's Roll Number; month and year of tender publication (MMYY). For example, HM;12345A;0825.                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Description*</b>      | <p>A brief description of the purpose of the CfT.</p> <p>Special characters (e.g. &amp;) are not accepted in this field.</p>                                                                                                                                                                                                | The Board of Management of <b>[Insert School Name and Roll Number]</b> 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 <b>[Insert Number of Students]</b> students. The school calendar will be furnished to the Successful Tenderer at the start of each academic year. |
| <b>Procurement Type*</b> | What is being procured (goods, services or works). The provision of Hot Meals is services-related and, therefore, no other option must be selected here.                                                                                                                                                                    | Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>CPC Category</b>      | <p><i>[This field will appear once the previous field is populated.]</i></p> <p>This field does not apply for this process.</p>                                                                                                                                                                                             | <i>[This field should be left blank.]</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Directive*</b>        | The Directive governing the procurement process.                                                                                                                                                                                                                                                                            | 2014/24/EU (Classic)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Procedure*</b>        | <p><i>[This field will appear once the previous field is populated.]</i></p> <p>Procurement procedures are the methods used by public bodies to purchase goods, services, or works. This process is designed to follow the Open procedure, which is the most commonly used procedure, involving a single-stage process.</p> | Open                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>CfT Involves*</b>     | <p><i>[This field will appear once the previous field is populated.]</i></p> <p>Type of contract that will be awarded as a result of this competition. This CfT involves an individual public contract.</p>                                                                                                                 | A Public Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Contact Point</b>     | Name of contact person for this process.                                                                                                                                                                                                                                                                                    | <i>[This field should be left blank.]</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Publish on behalf of</b>           | This field is for organisations publishing a tender on behalf of another.                                                                                                                                                                                                                                                                                                                                                                                                          | <i>[This field should be left blank.]</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Participating bodies</b>           | Where one or more organisations are participating in this tender.                                                                                                                                                                                                                                                                                                                                                                                                                  | <i>[This field should be left blank.]</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>CPV Codes</b>                      | Common Procurement Vocabulary codes are essential for assisting Economic Operators that might be interested in your contract finding your CfT/notice.                                                                                                                                                                                                                                                                                                                              | 55523100-School-meal services<br>15894210-School meals<br><br><i>[See Section 1.1.1 below on how to search and insert the codes.]</i>                                                                                                                                                                                                                                                                                                                                                        |
| <b>Award per Item</b>                 | Inform whether the contract award will be per item.                                                                                                                                                                                                                                                                                                                                                                                                                                | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Inclusion of e-Auctions*</b>       | <i>[This field will appear once the previous field is populated.]</i><br><br>An eAuction is an electronic facility where Tenderers can bid in pricing for an item and increase their bids if they see other bidders' bids.                                                                                                                                                                                                                                                         | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>NUTS codes</b>                     | Nomenclature of Territorial Units for Statistics codes.                                                                                                                                                                                                                                                                                                                                                                                                                            | <i>[See Section 1.1.2 below.]</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Estimated value (EUR)</b>          | The estimated contract value. No comma is allowed in this field.<br><br>Use the Hot Meals Calculator for Primary Schools available at <a href="http://www.spu.ie/hot-meals">www.spu.ie/hot-meals</a> .                                                                                                                                                                                                                                                                             | Insert value of contract over the maximum contract term, as estimated.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Internal Estimated value (EUR)</b> | <i>[Only CAPC and CAPCA users in your organisation can visualise this value.]</i>                                                                                                                                                                                                                                                                                                                                                                                                  | Insert the same estimated value of contract from the above field.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Above or Below threshold</b>       | Indicate whether the estimated contract value over the maximum contract term is above or below the €750,000 threshold.                                                                                                                                                                                                                                                                                                                                                             | Select 'Below', for a contract value below this threshold.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Request for clarification</b>      | Deadline for the receipt of request for clarifications (queries) from potential Tenderers.<br><br>From the tender publication and up to this date and time set as the queries deadline, Tenderers can seek clarification in any aspect of the competition that they are unsure of. The closing date for requesting clarifications is normally 7 days before the tender deadline, to allow Tenderers enough time to prepare their tender submission after clarifying any questions. | Date: 7 days before the tender deadline (field below)<br>Time: 15h 00m<br><br><b>Please note: Date and time must match those stated in the CFT document. All queries must be received and responded to through the eTenders messaging facility. Queries must be responded to within 24 business hours, and no later than 5 calendar days before the tender deadline. The school's representative (CAPC) must be available during this period to answer any queries that may be received.</b> |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Time-limit for receipt of tenders or requests to participate</b> | <p>This is the tender deadline, date and time by which tenders must be submitted.</p> <p>A minimum of 21 days must be allowed for the receipt of tenders below the €750,000 threshold.</p>                                                                                                                                                                                                                                    | <p>Date: 21 days after publishing date<br/>Time: 15h 00m</p> <p><b>Please note: Date and time must match those stated in the CFT document. Consider allowing extra days in case of bank holiday or school break, for example.</b></p> |
| <b>Upload of documents within the clarifications*</b>               | Give the CA and the Tenderers the ability to upload documents when sending/responding to queries.                                                                                                                                                                                                                                                                                                                             | Yes                                                                                                                                                                                                                                   |
| <b>Tenders Opening Date</b>                                         | <p>This is the date that tender submissions will be opened.</p> <p>When leaving this field blank, the system will automatically set the opening date to 30 minutes after the tender deadline (Time-limit for receipt of tenders or requests to participate).</p>                                                                                                                                                              | <p><i>[This field should be left blank.]</i></p> <p><b>Please note: The school will only be able to download tenders from 30 minutes after the tender deadline. It is not possible to access them before this time.</b></p>           |
| <b>Allow Late Tenders</b>                                           | Indicate whether tenders can be submitted after the deadline.                                                                                                                                                                                                                                                                                                                                                                 | No                                                                                                                                                                                                                                    |
| <b>Allow suppliers to make an online Expression of Interest</b>     | <p>When allowing suppliers/service providers to make an Expression of Interest (Eoi), the CA will be notified whenever a supplier does so. This notification will be received in the email address registered for this CAPC user on eTenders.</p> <p>An Eoi does not necessarily mean a tender will be received, but rather that the supplier is considering participating. No action is required upon receipt of an Eoi.</p> | Yes                                                                                                                                                                                                                                   |
| <b>EU funding</b>                                                   | Inform whether the award of this contract involves EU funding.                                                                                                                                                                                                                                                                                                                                                                | No                                                                                                                                                                                                                                    |
| <b>Evaluation Mechanism</b>                                         | <p>This is how the tenders received will be evaluated.</p> <p>The Most Economically Advantageous Tender (MEAT) mechanism includes the evaluation of tenders through Qualitative Award Criteria disclosed in the CFT document.</p>                                                                                                                                                                                             | Most Economically Advantageous Tender (MEAT)                                                                                                                                                                                          |
| <b>Contract awarded in Lots*</b>                                    | Inform whether the tender is broken into lots/smaller contracts.                                                                                                                                                                                                                                                                                                                                                              | No                                                                                                                                                                                                                                    |
| <b>Multiple tenders will be accepted</b>                            | Inform whether Tenderers can submit more than one proposal.                                                                                                                                                                                                                                                                                                                                                                   | No                                                                                                                                                                                                                                    |

|                                                                                 |                                                                                                                                                                                                                                              |                                                                                                                                                          |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract duration in months or years, including any options and renewals</b> | Maximum possible length of the contract.                                                                                                                                                                                                     | 36 months                                                                                                                                                |
| <b>Validity of Tender in days or months</b>                                     | This is the term that the proposals must be valid for. The evaluation process, the notification of the outcome of the competition (issuing of award letters) and the signing of the contract must all take place within the validity period. | 6 months<br><br><b>Please note: This field comes in 'days' as default and the school should change it to 'months' or fill it in as 180 days instead.</b> |
| <b>OJEU link</b>                                                                | Not applicable.                                                                                                                                                                                                                              | <i>[This field should be left blank.]</i>                                                                                                                |
| <b>Contract Award Date</b>                                                      | The date that the contract is being awarded.                                                                                                                                                                                                 | <i>[This field should be left blank.]</i>                                                                                                                |
| <b>Date Accepted by Contractor</b>                                              | The date that the Successful Tenderer accepts the contract.                                                                                                                                                                                  | <i>[This field should be left blank.]</i>                                                                                                                |
| <b>Language of publication*</b>                                                 | English or Irish.                                                                                                                                                                                                                            | Select the language as appropriate.                                                                                                                      |
| <b>Number of openers*</b>                                                       | The number of people who will open the tender submissions.<br><br>If a school selects two, it will require more accounts and users to be set up.                                                                                             | One                                                                                                                                                      |

Once all fields in above table have been completed, click on '**CREATE CFT WORKSPACE**' as seen in Figure 2.

The screenshot shows a form titled 'Contract Award Date'. It contains several input fields and radio buttons. The 'Date Accepted by Contractor' field is highlighted with a red box. Below it, the 'Language of publication' section has radio buttons for 'EN' (selected) and 'GA'. The 'Number of openers' section has radio buttons for 'One' (selected) and 'Two'. At the bottom right, there are two buttons: 'CANCEL' and 'CREATE CFT WORKSPACE', with the latter being highlighted by a red rectangular box.

Figure 2

A pop-up similar to the one shown below in Figure 3 will appear asking for confirmation. Click '**OK**' on it to proceed.

**Note: This pop-up informs that some of the information inserted will not be editable in the future. If an incorrect piece of information is detected after saving the draft and you note that you cannot edit it, then the current draft must be deleted and a new one created from scratch.**

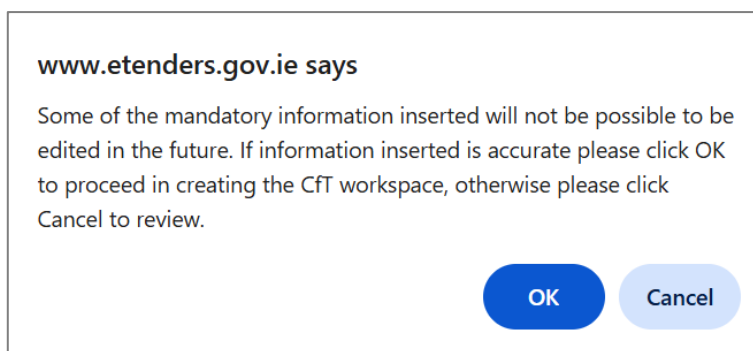


Figure 3

After clicking ‘OK’ in the pop-up, your Draft Cft is created as shown in Figure 4.

Figure 4

**Note: If an error message appears regarding a specific field, please ensure that you review ALL fields before clicking on ‘CREATE CFT WORKSPACE’ again. In the event of an error, the form will automatically revert some fields to being unanswered or to their default answer (e.g. hours that were set to 15h 00mm will be reverted to 00h 00mm and the number of openers will be reverted to 2).**

### 1.1.1. Insert CPV (Common Procurement Vocabulary) Codes

**When following the steps below to add CPV codes, it is essential that you add them in the same order as shown.**

To insert CPV codes, the platform provides a code selector functionality that is accessible when the user clicks on the search icon as shown in Figure 5.

Figure 5

The screen pictured in Figure 6 below will then appear. In the 'Search' field of this screen, type 'school-meal' and click on the search icon.

Search

school-meal

Search results

+Add to list Synchronise List

Selected Items

MAIN PANEL CPV

- 03000000-Agricultural, farming, fishing, forestry and related products
- 09000000-Petroleum products, fuel, electricity and other sources of energy
- 14000000-Mining, basic metals and related products
- 15000000-Food, beverages, tobacco and related products
- 16000000-Agricultural machinery
- 18000000-Clothing, footwear, luggage articles and accessories
- 19000000-Leather and textile fabrics, plastic and rubber materials
- 22000000-Printed matter and related products
- 24000000-Chemical products
- 30000000-Office and computing machinery, equipment and supplies except furniture and software packages
- 31000000-Electrical machinery, apparatus, equipment and consumables; lighting
- 32000000-Radio, television, communication, telecommunication and related equipment
- 33000000-Medical equipments, pharmaceuticals and personal care products
- 34000000-Transport equipment and auxiliary products to transportation
- 35000000-Security fire-fighting, police and defence equipment

Cancel Submit

Figure 6

The relevant code for 'School-meal services' will appear in the 'Search results' field. Click on '**+Add to List**' or double-click on the CPV code to add it to your CfT. The code will then appear in the box for 'Selected Items' as shown in Figure 7.

Search

school-meal

Search results

55523100-School-meal services

+Add to list Synchronise List

Selected Items

55523100-School-meal services

MAIN PANEL CPV

- 03000000-Agricultural, farming, fishing, forestry and related products
- 09000000-Petroleum products, fuel, electricity and other sources of energy
- 14000000-Mining, basic metals and related products
- 15000000-Food, beverages, tobacco and related products
- 16000000-Agricultural machinery
- 18000000-Clothing, footwear, luggage articles and accessories
- 19000000-Leather and textile fabrics, plastic and rubber materials
- 22000000-Printed matter and related products
- 24000000-Chemical products
- 30000000-Office and computing machinery, equipment and supplies except furniture and software packages
- 31000000-Electrical machinery, apparatus, equipment and consumables; lighting
- 32000000-Radio, television, communication, telecommunication and related equipment
- 33000000-Medical equipments, pharmaceuticals and personal care products
- 34000000-Transport equipment and auxiliary products to transportation
- 35000000-Security fire-fighting, police and defence equipment

Cancel Submit

Figure 7

Repeat the process for adding the CPV code 'School meals'. As shown in Figure 8, when both codes have been added to the 'Selected Items' list, click on '**Submit**'.

The screenshot shows a web interface for selecting CPV codes. On the left, a search box contains 'School meals' and a search icon. Below it, a list of search results shows '15894210-School meals'. A button labeled '+Add to list' is highlighted with a red box. To the right, a large panel titled 'MAIN PANEL CPV' displays a list of codes and descriptions, such as '03000000-Agricultural, farming, fishing, forestry and related products'. At the bottom left, a 'Selected Items' box contains '55523100-School-meal services' and '15894210-School meals'. At the bottom right, 'Cancel' and 'Submit' buttons are visible, with the 'Submit' button highlighted by a red box.

Figure 8

**Note: 'School-meal services' must be the first code in your list. If this code appears as second in the list, you can rearrange them by selecting a code and using the arrows to the right of the 'Selected Items' box.**

### 1.1.2. Insert NUTS (Nomenclature of Territorial Units for Statistics) Code

To insert a NUTS code, the platform provides a code selector functionality that is accessible when the user clicks on the search icon as shown in Figure 9.

The screenshot shows a 'NUTS codes' selector interface. It features a search box with a magnifying glass icon and a list of NUTS codes. The search box is highlighted with a red box.

Figure 9

The process will be similar to inserting CPV codes as described in the previous section. The NUTS code will be linked to your school's County. See list below.

| NUTS 3 Code | NUTS 3 Name | County    |
|-------------|-------------|-----------|
| IE041       | Border      | Donegal   |
|             |             | Sligo     |
|             |             | Leitrim   |
|             |             | Cavan     |
|             |             | Monaghan  |
| IE042       | West        | Galway    |
|             |             | Mayo      |
|             |             | Roscommon |
| IE051       | Mid-West    | Clare     |
|             |             | Tipperary |
|             |             | Limerick  |

|       |            |           |
|-------|------------|-----------|
| IE052 | South-East | Waterford |
|       |            | Kilkenny  |
|       |            | Carlow    |
|       |            | Wexford   |
| IE053 | South-West | Cork      |
|       |            | Kerry     |
| IE061 | Dublin     | Dublin    |
| IE062 | Mid-East   | Wicklow   |
|       |            | Kildare   |
|       |            | Meath     |
|       |            | Louth     |
| IE063 | Midland    | Longford  |
|       |            | Westmeath |
|       |            | Offaly    |
|       |            | Laois     |

As shown in Figure 10, type the relevant 'NUTS 3 Code' or 'NUTS 3 Name' according to your County in the search box and click on the search icon. The relevant code will appear in the 'Search results' field. Click on **'+Add to List'** or double-click on the code to add it to your CfT. The code will appear in the box for 'Selected Items'. Click on **'Submit'**.

The screenshot shows a web interface for searching NUTS 3 codes. At the top, there is a 'Search' box with the text 'dublin' and a magnifying glass icon. Below it, the 'Search results' section displays 'IE061-Dublin'. To the right of the search results is a 'MAIN PANEL NUTS' containing a list of NUTS 3 codes with checkboxes. Below the search results, there are two buttons: '+Add to list' and 'Synchronise List'. The '+Add to list' button is highlighted with a red box. Below these buttons is a 'Selected Items' section which contains 'IE061'. At the bottom right of the interface, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

Figure 10

## 1.2. Task 2: Finalise CfT Core Information

As shown in Figure 11, click on the Home button at the top of the page.

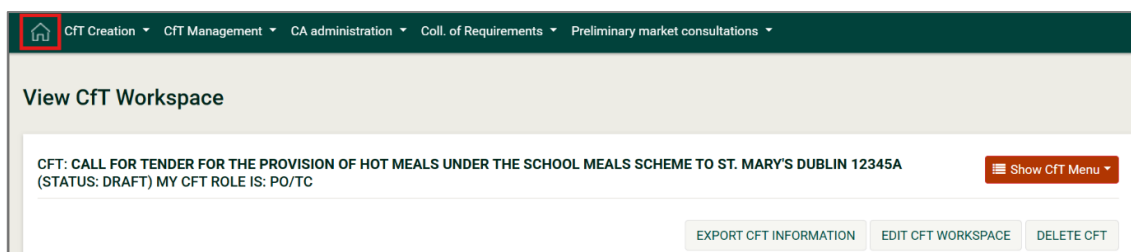


Figure 11

A list of tasks will appear similar to Figure 12 below. Locate the task **'Finalise Cft Core Information'** related to your draft Cft and click on it.

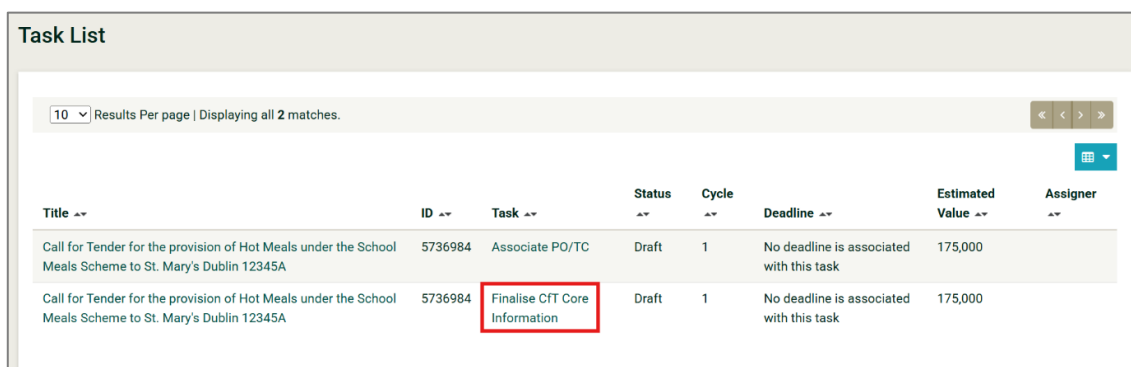


Figure 12

The Cft Workspace page will reappear in edit mode. Review all the fields to ensure all required information was completed correctly and click on **'SAVE CHANGES'** at the end of the page, as shown in Figure 13.

Figure 13

**Note: Some of the information inserted previously will not be editable at this stage. As outlined previously, if an incorrect piece of information is detected after saving the draft and you note that you cannot edit it, then the current draft must be deleted and a new one created from scratch.**

When you click on **'SAVE CHANGES'**, three pop-ups similar to the ones shown below in Figures 14, 15 and 16 will appear asking for confirmation. The 35-day period message can be ignored. Click **'OK'** on them to proceed.

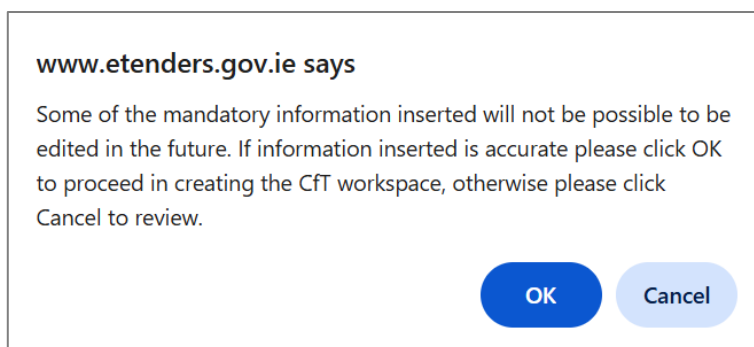


Figure 14

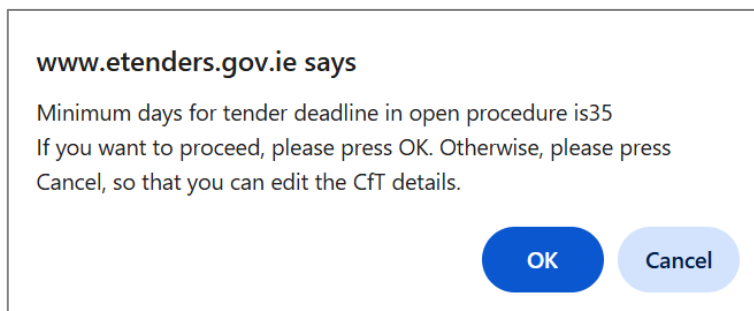


Figure 15

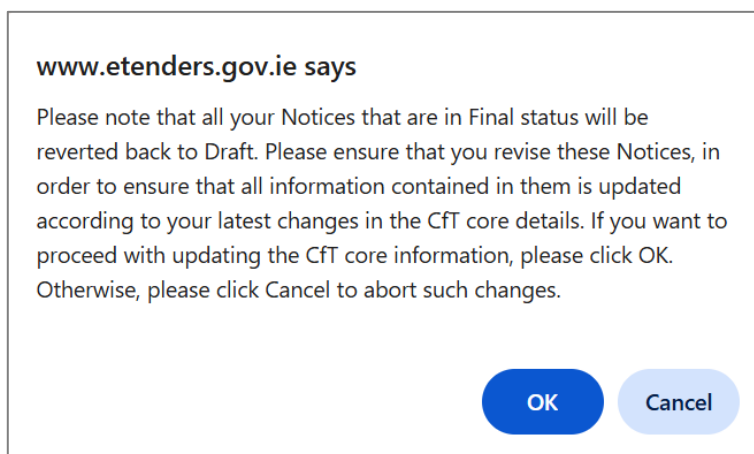


Figure 16

A message informing that the CfT was successfully edited will appear (Figure 17).

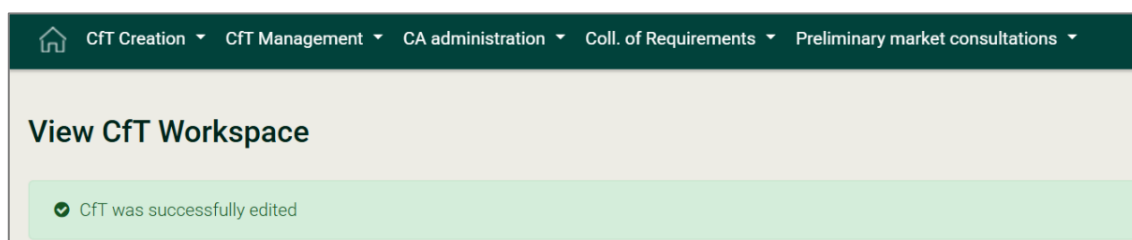
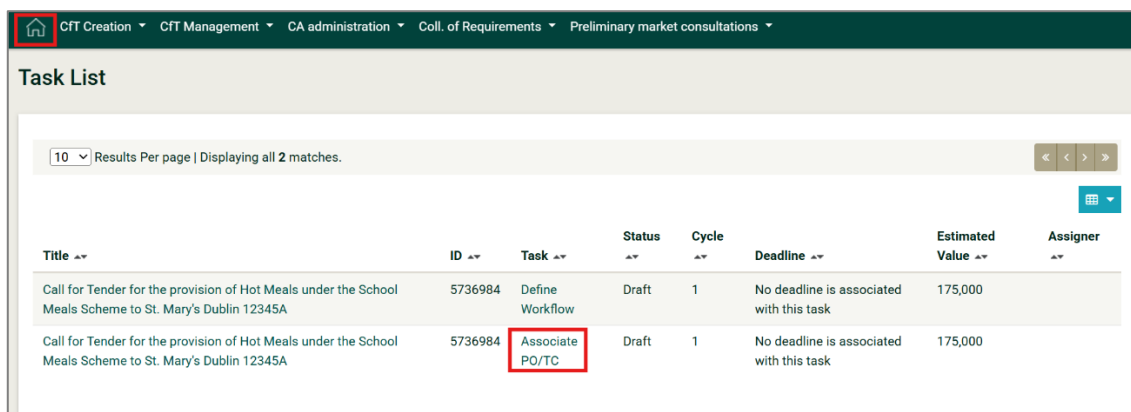


Figure 17

### 1.3. Task 3: Associate PO/TC

To continue the publication process, go back to the Home page by clicking on the Home icon again. This will take you back to your 'Task List'. Find the '**Associate PO/TC**' task and click on it, as shown in Figure 18.



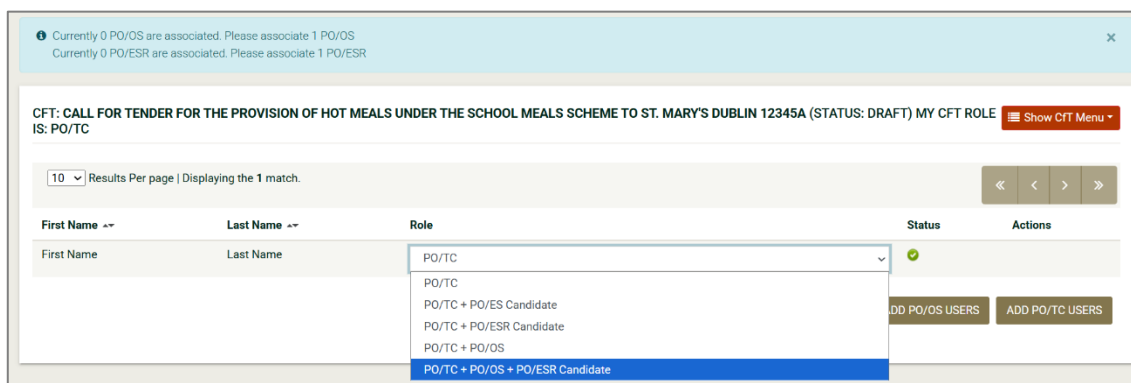
Task List

10 Results Per page | Displaying all 2 matches.

| 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 | 5736984 | Define Workflow | Draft  | 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 | 5736984 | Associate PO/TC | Draft  | 1     | No deadline is associated with this task | 175,000         |          |

Figure 18

As shown in Figure 19, click on drop-down menu for '**Role**' and select the last option '**PO/TC + PO/OS + PO/ESR Candidate**' to assign all required roles to yourself. After selecting this option, there is no need to save or click on anything else.



Currently 0 PO/OS are associated. Please associate 1 PO/OS  
Currently 0 PO/ESR are associated. Please associate 1 PO/ESR

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

10 Results Per page | Displaying the 1 match.

| First Name | Last Name | Role                                                                                                                                                                          | Status | Actions |
|------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------|
| First Name | Last Name | <div>PO/TC</div> <div>PO/TC</div> <div>PO/TC + PO/ES Candidate</div> <div>PO/TC + PO/ESR Candidate</div> <div>PO/TC + PO/OS</div> <div>PO/TC + PO/OS + PO/ESR Candidate</div> |        |         |

Figure 19

### 1.4. Task 4: Accept Code of Conduct

Click on the Home icon in the top left to return to your 'Task List'. Find the '**Accept code of conduct**' task as shown in Figure 20 and click on it.

**Note: The task 'Associate PO/OS and PO/ES' will remain visible in your Task List until your tender deadline has passed, and your tender is unlocked, as seen in Figure 20.**

**Task List**

10 Results Per page | Displaying all 3 matches.

| 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 | 5736984 | Accept code of conduct    | Draft  | 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 | 5736984 | Associate PO/OS and PO/ES | Draft  | 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 | 5736984 | Define Workflow           | Draft  | 1     | No deadline is associated with this task | 175,000         |          |

Figure 20

This will direct you to a new page to confirm your decision, as follows:

- Text area for the user to provide comments, if any.
- Options for the CAPC to confirm whether they accept or reject their role as evaluators of that CFT, and the **'SAVE'** button to submit their response, once complete, as seen in Figure 21.

**Candidate Evaluator**

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

**Code of Conduct**

I understand that I need to be, and be seen to be, honest and impartial in the exercise of my duties. I will not allow my judgement or integrity to be compromised or appear to be compromised. I will not misuse my official position, or information acquired in the course of my official duties, to further my private interests or those of others.

**Comment**

Do you accept/reject the code of conduct?

☐ Accept ☐ Reject

**SAVE**

Figure 21

Read the Code of Conduct; insert comments, if any; select 'Accept' and click **'SAVE'**.

**Note:** In case the suggested evaluator rejects the code of conduct, the 'Candidate Evaluator' role will not be automatically removed from your account, but a notification will be sent to the PO/TC email instead and it will be at their discretion to assess the response and manually disassociate that 'Candidate Evaluator'.

In such cases, you will be returned to the Home page where a warning is displayed, informing that the status of your candidacy as evaluator has been changed to rejected as seen in Figure 22 below. In this case, this candidate will not be in a position to download and evaluate tenders.

**Task List**

The status of your candidacy as evaluator in CFT '5736984' has been changed to: Rejected

10 Results Per page | Displaying all 2 matches.

| 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 | 5736984 | Associate PO/OS and PO/ES | Draft  | 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 | 5736984 | Define Workflow           | Draft  | 1     | No deadline is associated with this task | 175,000         |          |

Figure 22

In case the option 'Reject' was selected by mistake, click on the '**Associate PO/OS and PO/ES**' task, shown in Figure 22 above. Then, select the action '**Disassociate**' shown in Figure 23 and repeat the steps as shown from Figure 19 in order to assign all required roles and move to the '**Accept code of conduct**' task again.

**Associated Officers**

Currently 0 PO/ESR are associated. Please associate 1 PO/ESR

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

10 Results Per page | Displaying the 1 match.

| First Name | Last Name | Role                            | Status | Actions                          |
|------------|-----------|---------------------------------|--------|----------------------------------|
| First Name | Last Name | PO/TC + PO/OS + PO/ESR Rejected |        | Disassociate   Replace Evaluator |

ADD PO/ES GROUP ADD PO/ES USERS ADD PO/ESR USERS ADD PO/OS USERS ADD PO/TC USERS

Figure 23

## 1.5. Task 5: Define Workflow

Once you accept the code of conduct, go back to your Home page, where you can see your 'Task List', select the '**Define Workflow**' task, as can be seen in Figure 24.

The status of your candidacy as evaluator in CFT '5736984' has been changed to: Accepted

10 Results Per page | Displaying all 2 matches.

| 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 | 5736984 | Associate PO/OS and PO/ES | Draft  | 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 | 5736984 | Define Workflow           | Draft  | 1     | No deadline is associated with this task | 175,000         |          |

Figure 24

The platform allows users to define which of the CFT phases (steps) below will be carried out online or offline, i.e., through the system or outside the system. See recommended input to each phase/step in the table below:

| Phase        | Steps                                           | Recommended input for schools | Description                                                                                                                                                                                                                            |
|--------------|-------------------------------------------------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Notification | Define tender structure (and awarding criteria) | Offline                       | When choosing offline, the criteria that will be used to evaluate tenders will not be structured within the system.                                                                                                                    |
| Tendering    | Submit and Open tenders                         | Online                        | The process for Economic Operators to submit tenders and for CAs to open the submissions will be handled through eTenders.                                                                                                             |
| Evaluation   | Assign scores                                   | Offline                       | Evaluating tenders and assessing scores will be handled outside eTenders. The Evaluating Staff Representative (ESR) will be required to submit the results of the offline evaluation procedure, when this is finalised, to the system. |

**Note:** Once you set the 'Notification' phase as 'Offline', the system will automatically change the 'Evaluation' phase to 'Offline' also.

After selecting the options from the dropdown options as recommended above, click on **'DEFINE CFT WORKFLOW'** as show in Figure 25.

**Define Call for Tender Workflow**

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

The workflow settings allow the PO/TC to define the system services to be activated for this CFT. Please click on the Information icon next to each option, to learn more about each option.

Please note that once defined, this CFT workflow configuration can no longer be altered.

SET ALL OFFLINE SET ALL ONLINE

| Phase        | Steps                                           | Online/Offline |
|--------------|-------------------------------------------------|----------------|
| Notification | Define tender structure (and awarding criteria) | Offline        |
| Tendering    | Submit and Open tenders                         | Online         |
| Evaluation   | Assign scores                                   | Offline        |

CANCEL DEFINE CFT WORKFLOW

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.

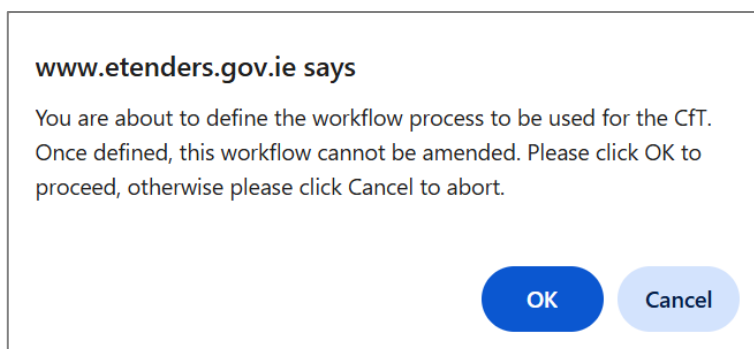


Figure 26

## 1.6. Task 6: Publish Contract Notice – Part 1

Click on the Home button to return to your 'Task List' and select the '**Publish Contract Notice**' task, as shown in Figure 27. This task is divided into 2 main parts. The first part is outlined in this Section 1.6, and the second one, which will happen at the end of the process, is outlined in Section 3.1 of this guide.

| Task List                                                                                                |         |                           |        |       |                                          |                 |          |
|----------------------------------------------------------------------------------------------------------|---------|---------------------------|--------|-------|------------------------------------------|-----------------|----------|
| 10 Results Per page   Displaying all 2 matches.                                                          |         |                           |        |       |                                          |                 |          |
| 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 | 5736984 | Publish Contract Notice   | Draft  | 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 | 5736984 | Associate PO/OS and PO/ES | Draft  | 1     | No deadline is associated with this task | 175,000         |          |

Figure 27

### 1.6.1. Add Contract Documents

First, go to the second tab called 'Tender Documents'. In this tab, click on the button named '**+ ADD CONTRACT DOCUMENT**' as seen in Figure 28.

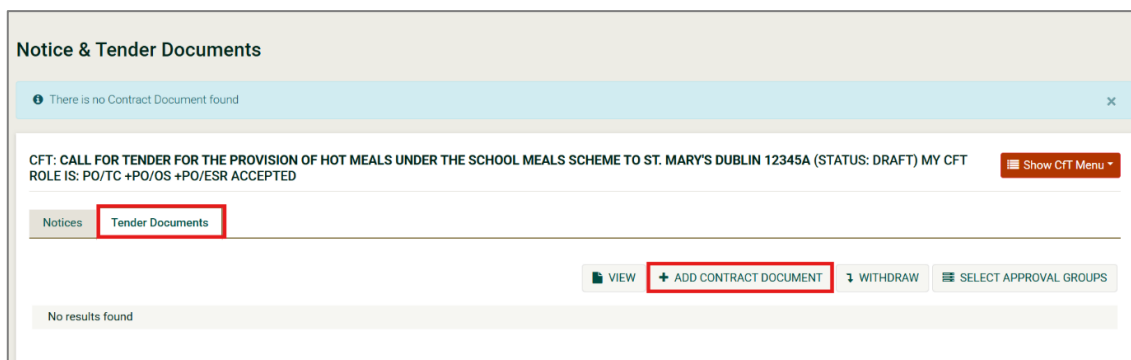


Figure 28

Tender or contract documents are the files that will be attached and linked to the Notice being published. When adding a document, the following fields must be filled out:

| Field              | Description                                                                                                      | Recommended input for schools                                                                                                                                                      |
|--------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title*</b>      | This is the title of the document and will be shown on the notice when published.                                | Provide a clear name. For example, when attaching the CFT document, use the title 'CFT – Hot Meals – [School Name and Roll Number]'.                                               |
| <b>Language*</b>   | English is selected by default.                                                                                  | English, unless the school has translated the documents.                                                                                                                           |
| <b>Description</b> | Adding a description is not mandatory.                                                                           | <i>[This field can be left blank.]</i>                                                                                                                                             |
| <b>Attachment*</b> | Here you will upload the relevant document from your local drive.                                                | Click on 'Choose File' to select the document you want to upload. We recommend that the files are named the same as the title field, including your school's name and roll number. |
| <b>Status*</b>     | Draft, if document is still in draft; may still require approval.<br>Final, if document is in its final version. | All approvals for these documents should be completed off eTenders. Status must be 'Final' in order to allow the tender/contract notice to be published.                           |

Start by adding your finalised CFT document. Click on '**Choose File**' to upload the document. Fill in the '**Title**' field accordingly and select the **Status 'Final'**. Then click on '**SAVE**' as shown in Figure 29 below.

The screenshot shows the 'ADD CONTRACT DOCUMENT' form. The 'Title' field is filled with '01. CFT Hot Meals - St. Mary's Dublin 12345A'. The 'Language' dropdown is set to 'English'. The 'Attachment' field shows a 'Choose File' button and the filename '01. CFT Hot Meals - St. Mary's Dublin 12345A.docx'. The 'Status' is set to 'Final' with a radio button. At the bottom right are 'CANCEL' and 'SAVE' buttons.

Figure 29

After clicking on '**SAVE**', a pop-up similar to the one shown in Figure 30 will appear asking for confirmation. Click '**OK**' on it to proceed.

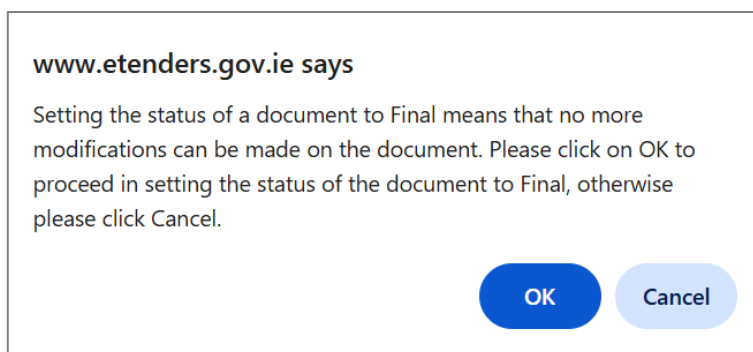


Figure 30

Following the directions in the table below, add all documents relative to your school's service delivery model requirements, by repeating the process described above:

| Applicable to                                                                                                        | Document                            | Explanation                                                                                                                                                                                                                                                                                                                                  | Suggested file name and title                                        |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| All schools                                                                                                          | CFT (Call for Tender)               | The document that outlines the school's requirement for the service provision of Hot Meals and establishes the rules of the competition.                                                                                                                                                                                                     | CFT Hot Meals – [School Name and Roll Number]                        |
|                                                                                                                      | TRD (Tender Response Document)      | The document for potential tenderers to complete in response to the school's CFT.                                                                                                                                                                                                                                                            | TRD Hot Meals – [School Name and Roll Number]                        |
| Schools that choose a service delivery model where Hot Meals are to be prepared or heated in the school's facilities | Draft Property Licence Template     | The Property Licence will be completed and signed at the contract award stage, after the standstill period has elapsed. However, it is important that the draft is added at this stage so Tenderers will have sight of it.<br><br><b>Please note: While the document is still a draft template, the status 'Final' must be selected.</b>     | Draft Property Licence Hot Meals – [School Name and Roll Number]     |
|                                                                                                                      | Draft Deed of Renunciation Template | The Deed of Renunciation will be completed and signed at the contract award stage, after the standstill period has elapsed. However, it is important that the draft is added at this stage so Tenderers will have sight of it.<br><br><b>Please note: While the document is still a draft template, the status 'Final' must be selected.</b> | Draft Deed of Renunciation Hot Meals – [School Name and Roll Number] |

Once all documents have been uploaded, you will see a list similar to the one shown in Figure 31.

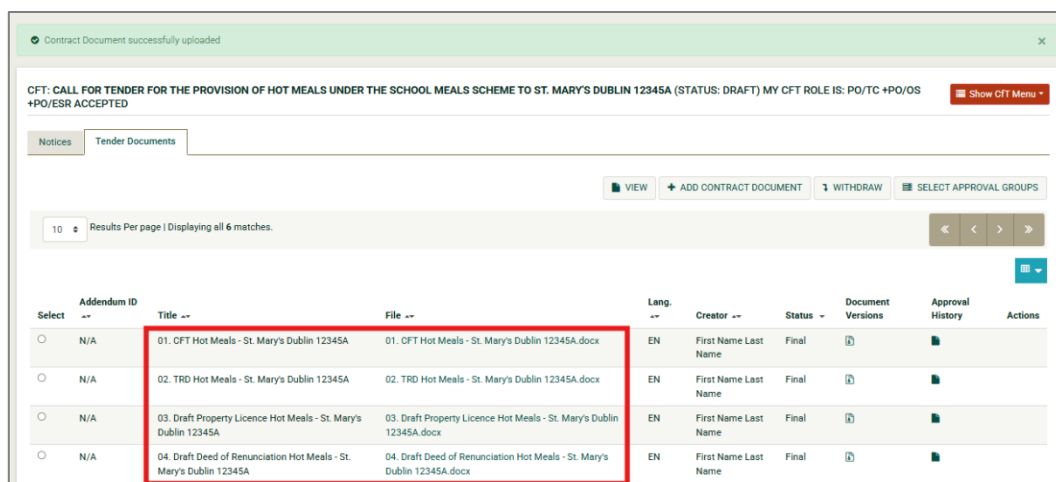


Figure 31

### 1.6.2. Create Notice (eForms)

Select the first tab 'Notices' shown in Figure 32 and click on 'CREATE NOTICE (EFORMS)'.

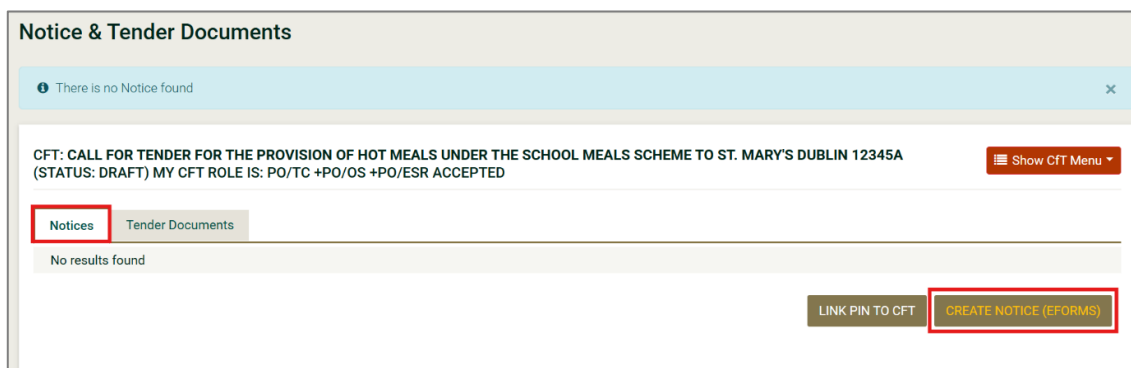


Figure 32

This will cause a new window to pop up. Complete the fields as follows and click on 'CREATE' as the example shown in Figure 33.

|                          |                                                                                                  |
|--------------------------|--------------------------------------------------------------------------------------------------|
| <b>Notice Type</b>       | Select <b>National Contract notice - general directive, standard regime (no TED publication)</b> |
| <b>Primary Language</b>  | EN or GA, as appropriate. EN is selected by default.                                             |
| <b>Support Languages</b> | You can leave both unselected if English is the Primary Language.                                |

**AVAILABLE NOTICES FORMS**

**Notice Type**

National Contract notice - general directive, standard regime (no TED publication) ✓

**Primary Language \***

☐ GA ☒ EN

**Supported Languages**

GA  
EN

CANCEL CREATE

*Figure 33*

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 34. 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 76%.
- 2:** Draft status indicator showing 16 National.
- 3:** Navigation menu on the left with sections: Metadata (60%), Contracting party and service provider (78%), Procedure (69%), Lot (LOT-0001) (91%), and Organisations (91%).
- 4:** Metadata section title.
- 5:** Filter menu on the right with options: Show/Hide, Contextual Help, View Only, Completed Criteria, Uncompleted Criteria, Mandatory Criteria, and Erroneous Criteria.

Figure 34

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 35.

This screenshot is identical to Figure 34, but the filter menu on the right is open, showing the following options:

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

Figure 35

This eForm consists of five 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. Organisations

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

**Note:** In the eForm, you do not need to manually save the edits. Instead, each edit will update automatically. Every time you complete a field, you must click outside of it. A pop-up will then appear at the bottom right, indicating that the form was updated, as seen in Figure 36. You must wait for this confirmation before moving on.

The screenshot shows the eForm interface with a completion progress bar at 79%. The left sidebar lists sections: Metadata (80%), Contracting party and service provider (78%), Procedure (69%), Lot (LOT-0001) (95%), and Organisations. The main content area is titled 'Contracting party and service provider [GR-Buyer]'. It contains a form with fields for 'Buyer [GR-ContractingAuthority]', 'Organisation filling this role \* [OPT-300-Procedure-Buyer]', 'Legal type of the buyer \* [BT-11-Procedure-Buyer]', and 'Activity of the contracting authority \*'. A red arrow points to a green success message box in the bottom right corner that says 'Success Values updated'.

Figure 36

When navigating through the sections, fields will be collapsed by default, as seen in Figure 37.

The screenshot shows the eForm interface with a completion progress bar at 76%. The left sidebar lists sections: Metadata (60%), Contracting party and service provider (78%), Procedure (69%), Lot (LOT-0001) (91%), and Organisations. The main content area is titled 'Contracting party and service provider [GR-Buyer]'. It shows a collapsed section with a red box highlighting the collapse arrow icon.

Figure 37

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 38, for example, two arrows were clicked on (1 and 2).

**Note:** Do not click on any plus button (  ), icon shown in Figure 38 (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 38

Some of the five 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 39.

Figure 39

## 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 40.

Figure 40

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                                                                                                                                                                   |
|-----------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Legal type of the buyer*</b>               | Body governed by public law                          | Select from dropdown menu.                                                                                                                                                    |
| <b>Activity of the contracting authority*</b> | Education                                            | Select from dropdown menu.                                                                                                                                                    |
| <b>Buyer profile*</b>                         | [Insert School's Website, starting with 'https://'.] | This may be pre-populated if this information is filled in in your school's CA profile.<br><br>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 41.

The screenshot shows the 'Contracting party and service provider [GR-Buyer]' section. The left sidebar indicates a completion of 80% and a draft status. The main area contains several sections: 'Contracting party and service provider [GR-Buyer]' (100% complete), 'Buyer [GR-ContractingAuthority]' (78% complete), and 'Buyer [GR-ContractingAuthority-Buyer]' (69% complete). The 'Buyer [GR-ContractingAuthority-Buyer]' section includes fields for 'Organisation filling this role', 'Legal type of the buyer', 'Activity of the contracting authority', and 'Buyer profile'.

Figure 41

You can now 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 42.

The screenshot shows the 'Procedure [GR-Procedure]' section. The left sidebar indicates a completion of 80% and a draft status. The main area contains three tabs: 'Purpose [GR-Procedure-Purpose]' (78% complete), 'Tendering terms [GR-Procedure-TenderingTerms]' (69% complete), and 'Details of procedure type [GR-Procedure-Procedure-subsection]' (95% complete). The 'Purpose' tab is selected, showing fields for 'Previous notice reference' and 'Legal basis'.

Figure 42

Guidance on completing each of these tabs (Purpose, Tendering terms, and Details of procedure type) 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 43.

Figure 43

Fill in the field as follows:

| Field                              | Recommended input for schools                                                                                      | Observation                                                                                                                  |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Country subdivision (NUTS)*</b> | Search for the <b>NUTS 3 Name</b> for your school's County, according to the table in Section 1.1.2 of this guide. | 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. As shown in Figure 44, both heading and tab will now have the green tick.

Figure 44

### 2.3.2. Tab 2: Tendering terms

Scroll back up to the top of the page, click on the second tab, '**Tendering terms [GR-Procedure-TenderingTerms]**' and expand the heading '**Exclusion Grounds Source (Code) [GR-Procedure-ExclusionGrounds-Source]**', as can be seen in Figure 45.

Figure 45

Fill in the field as follows:

| Field                            | Recommended input for schools | Observation                |
|----------------------------------|-------------------------------|----------------------------|
| Source of grounds for exclusion* | Procurement Document          | Select from dropdown menu. |

This is the only field to be filled in this tab, as seen in Figure 46. Both heading and tab will now have the green tick.

Figure 46

### 2.3.3. Tab 3: Details of procedure type

Scroll back up to the top of the page. Note that all required fields in this third tab are pre-populated and no edits are 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 47.

Figure 47

### 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.

Figure 48

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 49:

| Field                                | Recommended input for schools | Observation                |
|--------------------------------------|-------------------------------|----------------------------|
| <b>Aim of strategic procurement*</b> | No strategic procurement      | Select from dropdown menu. |

The screenshot shows a procurement form with a sidebar on the left containing 'Metadata' items: 'Contracting party and service provider' (100%), 'Procedure' (100%), 'Lot (LOT-0001)' (72%), and 'Organisations' (95%). The main form area shows the 'Strategic procurement' section. The 'Aim of strategic procurement' field is highlighted with a red box and contains the text 'No strategic procurement'. Below it, the 'Description' field is visible, and the 'Language' is set to 'EN'.

Figure 49

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 50:

| Field                              | Recommended input for schools                                                                                      | Observation                                                                                                                  |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Country subdivision (NUTS)*</b> | Search for the <b>NUTS 3 Name</b> for your school's County, according to the table in Section 1.1.2 of this guide. | 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' section of the procurement form. The 'Country subdivision (NUTS)' field is highlighted with a red box and contains the text 'Dublin'. Below it, the 'Country' field is visible, and the 'Language' is set to 'EN'.

Figure 50

This tab should now have the green tick, and you can move on to the next one.

## 2.4.2. Tab 2: Tendering terms

Scroll back up to the top of the page, click on the second tab, '**Tendering terms [GR-Lot-TenderingTerms]**' and click on the arrow to expand the heading '**Source for Selection Criteria [GR-Lot-SelectionCriteria-Source]**', as seen in Figure 51.

The screenshot shows the 'Tendering terms' tab in the 'Lot [GR-Lot]' section. The 'Source for Selection Criteria' section is expanded, showing a dropdown menu for 'Source of selection criteria' with a red asterisk indicating it is mandatory. The dropdown is currently set to 'Select...'.

Figure 51

Fill in the field as follows:

| Field                         | Recommended input for schools | Observation                |
|-------------------------------|-------------------------------|----------------------------|
| Source of selection criteria* | Procurement Document          | Select from dropdown menu. |

Scroll down to locate the next headings marked with a red X, as seen in Figure 52:

The screenshot shows the 'Reserved procurement' section in the 'Lot [GR-Lot]' section. The 'Reserved procurement' heading is marked with a red X, indicating it is mandatory. The section is expanded, showing a dropdown menu for 'Reserved procurement' with a red asterisk indicating it is mandatory.

Figure 52

Click on the arrow to expand the heading '**Reserved procurement [GR-ReservedParticipation]**' and fill in as follows:

| Field                   | Recommended input for schools  | Observation                |
|-------------------------|--------------------------------|----------------------------|
| Reserved participation* | Participation is not reserved. | Select from dropdown menu. |

Scroll down to the heading **‘Requirements for contract execution [GR-Lot-ExecutionRequirements]’**, click on the arrow to expand it, and under the sub-heading **‘Reserved contract execution [GR-Lot-ReservedExecution]’** fill in as follows:

| Field                                                                                                    | Recommended input for schools | Observation                |
|----------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------|
| The execution of the contract must be performed within the framework of sheltered employment programmes* | No                            | Select from dropdown menu. |

Scroll down until the heading **‘eInvoicing [GR-Lot-EInvoicing]’**, click on the arrow to expand it, and fill in as follows:

| Field                 | Recommended input for schools | Observation                |
|-----------------------|-------------------------------|----------------------------|
| Electronic invoicing* | Required                      | Select from dropdown menu. |

Scroll down to locate the last two headings marked with a red X, shown in Figure 53:

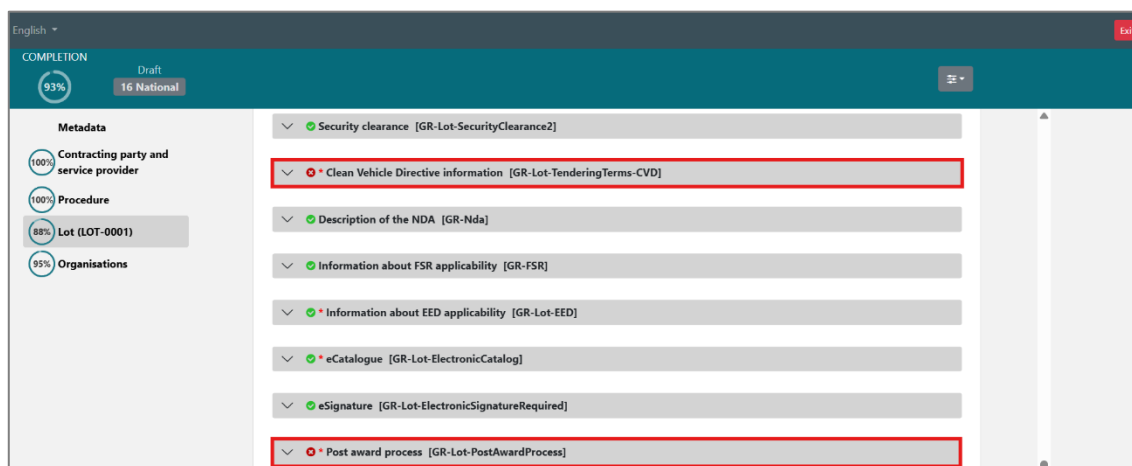


Figure 53

Click on the arrow to expand the heading **‘Clean Vehicle Directive information [GR-Lot-TenderingTerms-CVD]’** and fill in as follows:

| Field                                                                                                                      | Recommended input for schools | Observation                |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------|
| The procurement falls within the scope of the European Parliament and Council 2009/33/EC (Clean Vehicles Directive – CVD)* | No                            | Select from dropdown menu. |

Scroll down to the heading **‘Post award process [GR-Lot-PostAwardProcess]’**, click on the arrow to expand it, and fill in as follows:

| Field                                    | Recommended input for schools | Observation              |
|------------------------------------------|-------------------------------|--------------------------|
| <b>Electronic ordering will be used*</b> | Yes                           | Select from the options. |
| <b>Electronic payment will be used*</b>  | Yes                           | Select from the options. |

Once all fields are successfully validated, and headings, sub-headings and tab have the green tick as example shown in Figure 54, move on to the next tab.

The screenshot shows the 'Lot [GR-Lot]' configuration page. On the left, a 'COMPLETION' bar shows 97% progress. The 'Metadata' sidebar lists 'Contracting party and service provider' (100%), 'Procedure' (100%), 'Lot (LOT-0001)' (97%), and 'Organisations' (95%). The main content area shows the 'Lot [GR-Lot]' details. The 'Tendering process' section includes 'Tendering process [GR-Lot-Purpose]' (green tick), 'Tendering terms [GR-Lot-TenderingTerms]' (green tick), and 'Submission info [GR-Lot-SubmissionInfo]' (red circle). Below this, the 'Source for Selection Criteria [GR-Lot-SelectionCriteria-Source]' section is expanded, showing a green tick and a red box around the 'Source for Selection Criteria [GR-Lot-SelectionCriteria-Source]' label. The 'Selection criteria [GR-Lot-SelectionCriteria]' section is also expanded, showing a green tick and a red box around the 'Selection criteria [GR-Lot-SelectionCriteria]' label.

Figure 54

### 2.4.3. Tab 3: Submission info

Scroll back up to the top of the page, click on the third tab, **‘Submission info [GR-Lot-SubmissionInfo]’**, as seen in Figure 55.

The screenshot shows the 'Submission info [GR-Lot-SubmissionInfo]' configuration page. The 'COMPLETION' bar remains at 97%. The 'Metadata' sidebar is the same. The main content area shows the 'Submission info [GR-Lot-SubmissionInfo]' sub-tab highlighted with a red box. The 'Tendering terms [GR-Lot-TenderingTerms]' sub-tab also has a green tick. Below this, the 'Procedure [GR-Lot-Procedure]' section is expanded, showing a green tick. The 'Deadlines [GR-Lot-Deadlines1]' section is also expanded, showing a green tick. The 'Tender validity [GR-Lot-TenderValidity]' section is expanded, showing a green tick. The 'Tender submission language [GR-Lot-Submission Language]' section is expanded, showing a green tick and a red box around the 'Tender submission language [GR-Lot-Submission Language]' label.

Figure 55

Then, scroll down until you locate the heading **‘Information on procurement documents [GR-Lot-ProcurementDocuments]’**, and click on the arrow to expand it, as seen in Figure 56.

Figure 56

Scroll down further until you locate the last field within this section, and fill it in as follows and seen in Figure 57:

| Field                            | Recommended input for schools                                                                                       | Observation                                                                              |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b>Procurement documents ID*</b> | Copy the link from the field <b>‘Address of the procurement documents*’</b> and paste it in response to this field. | The field <b>‘Address of the procurement documents*’</b> is pre-populated by the system. |

Figure 57

Once all fields are successfully validated, and headings and sub-headings and tab have the green tick, move on to the next tab.

#### 2.4.4. Tab 4: Review

Note that all required fields in this tab are pre-populated and no edits are required.

At this stage, all tabs should have the green tick, and the completion percentage of this section should be 100%, as shown in Figure 58. You can move on to the next section.

Figure 58

### 2.5. Section 5 – Organisations

Click on the left-hand side menu option **‘Organisations’**, click on the arrow to expand the heading **‘Organisations [GR-Organisations-Section]’**, and click on the arrow to expand the **FIRST** sub-heading **‘Organisations mentioned in the notice [GR-Organisations]’** (related to your school), as seen in Figure 59.

Figure 59

Scroll down to the sub-heading **‘Company’s legal identifier [GR-Organisation-Identifier]’**, under the **FIRST** heading **‘Organisations mentioned in the notice [GR-Organisations]’** (related to your school), and fill in the fields as follows, if they are not pre-populated already. See also example in Figure 60.

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

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                                                                             |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Town*</b>                       | [Insert School's Town.]                                                                                            | This may be pre-populated if this information is filled in in your school's CA profile. |
| <b>Postcode*</b>                   | [Insert School's Eircode.]                                                                                         | Same as above.                                                                          |
| <b>Country subdivision (NUTS)*</b> | Search for the <b>NUTS 3 Name</b> for your school's County, according to the table in Section 1.1.2 of this guide. | N/A                                                                                     |

Figure 61

Lastly, 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.

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

At this stage, all sections as well as the overall completion progress must be at 100%, as seen in Figure 62.

The screenshot shows the 'COMPLETION' status at 100% in the top left corner. The 'Draft' status is also visible. The 'Metadata' section on the left lists 'Contracting party and service provider', 'Procedure', 'Lot (LOT-0001)', and 'Organisations', all marked as 100% complete. The main section is titled 'Contact point [GR-Company-Contact]'. It contains a text field for 'Contact point [BT-502-Organization-Company]' with a character count of 0/400. Below this, there are two red-bordered boxes: one for 'Email \* [BT-506-Organization-Company]' with the value 'email@school.ie' and another for 'Telephone \* [BT-503-Organization-Company]' with the value '+353 1 000 0000'. Both fields have detailed legal disclaimers about data processing and identification.

Figure 62

You can move on to the validation of the form.

## 2.6. 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 63.

The screenshot shows the 'COMPLETION' status at 100% in the top left corner. The 'Draft' status is also visible. The 'Metadata' section on the left lists 'Contracting party and service provider', 'Procedure', 'Lot (LOT-0001)', and 'Organisations', all marked as 100% complete. The main section is titled 'Organisations [GR-Organisations-Section]'. It contains a text field for 'Organisations mentioned in the notice [GR-Organisations]' with a plus icon. Below this, there is a section for 'Organisations mentioned in the notice [GR-Organisations]' with a sub-section for 'Organisation technical ID (ORG-XXX) \* [OPT-200-Organization-Company]' with the value 'ORG-0001'. A red-bordered box highlights the 'Validate' and 'Validate & Save as Final' buttons in the top right corner.

Figure 63

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 64.

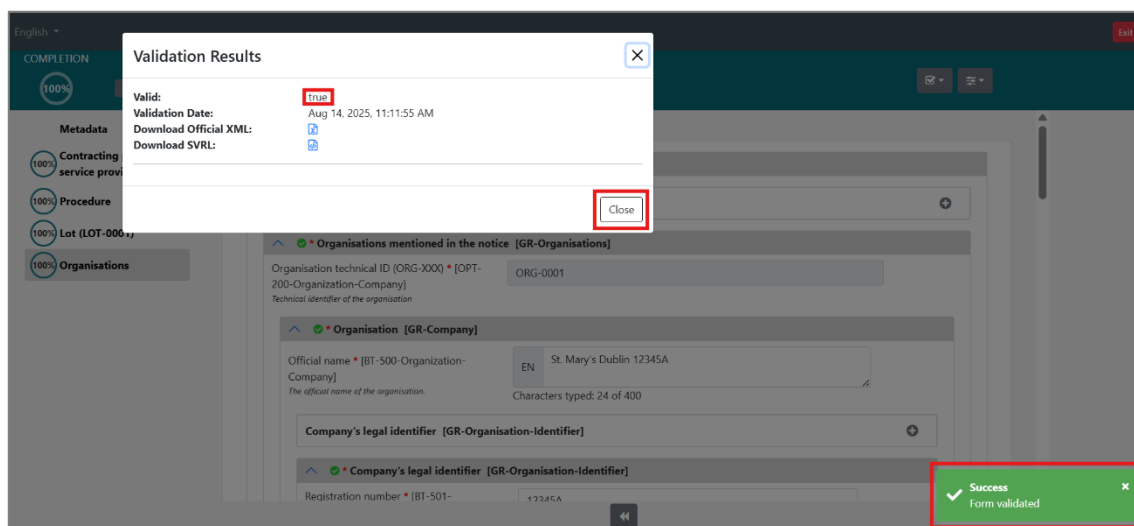


Figure 64

**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 65.

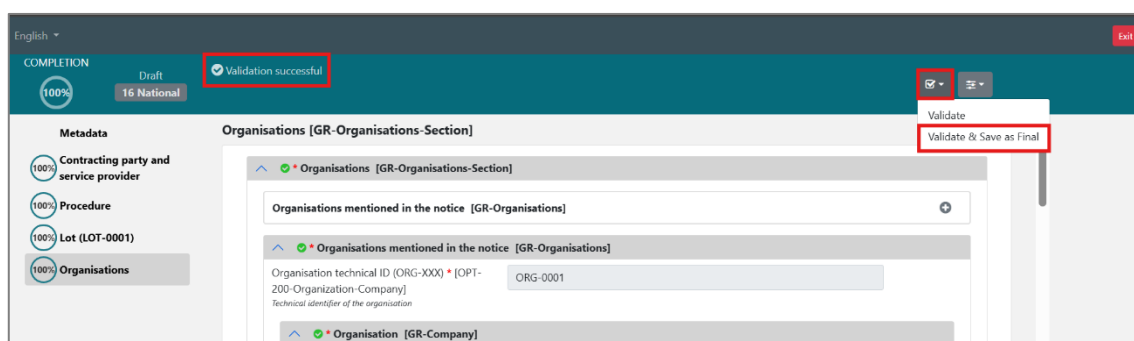


Figure 65

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 66.

The screenshot displays the 'Organisations [GR-Organisations-Section]' form in the eTenders system. The top bar indicates 'COMPLETION' at 100%, 'Final' status, and 'Validation successful'. A red box highlights the 'Exit' button in the top right corner. The main form area shows the 'Organisations mentioned in the notice' section, which includes fields for 'Organisation technical ID (ORG-XXX) \* [OPT-200-Organization-Company]' (value: ORG-0001) and 'Official name \* [BT-500-Organization-Company]' (value: St. Mary's Dublin 12345A). A green success pop-up at the bottom right states 'Success Form successfully saved as FINAL'. The sidebar on the left shows the 'Metadata' section with 'Organisations' highlighted.

Figure 66

You will be redirected to the eTenders website interface.

## 3. Publish the Tender

### 3.1. Publish Contract Notice – Part 2

The National Contract Notice (eForm) is now finalised, ready to be published, as shown in Figure 67.

Notice & Tender Documents

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

Notices Tender Documents

10 Results Per page | Displaying the 1 match.

| Type                                                                               | Date Upd.              | Lang. | Status | Date Pub. | Actions |
|------------------------------------------------------------------------------------|------------------------|-------|--------|-----------|---------|
| National Contract notice - general directive, standard regime (no TED publication) | 14/08/2025 11:05:16 AM | EN    | Final  |           |         |

LINK PIN TO CFT CREATE NOTICE (EFORMS)

Figure 67

**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 68.

Home CFT Creation CFT Management CA administration Coll. of Requirements Preliminary market consultations

Task List

10 Results Per page | Displaying all 2 matches.

| 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 | 5736984 | Publish Contract Notice   | Draft  | 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 | 5736984 | Associate PO/OS and PO/ES | Draft  | 1     | No deadline is associated with this task | 175,000         |          |

Figure 68

To publish the Contract Notice completed as outlined in Section 2 of this guide, alongside the associated CfT Workspace and tender documents created and uploaded as outlined in Section 1, click on the '**Publish**' button, identified by an upwards arrow (⬆) under the heading 'Actions' as shown in Figure 69.



Figure 69

Two pop-ups similar to the ones shown below in Figure 70 and Figure 71 will appear asking for confirmation. The 35-day period can be ignored. Click 'OK' on them to proceed.

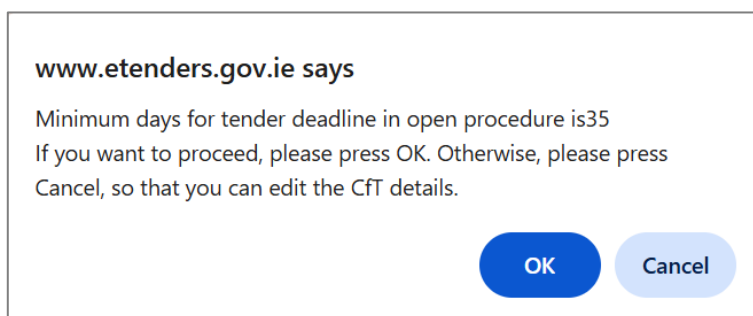


Figure 70

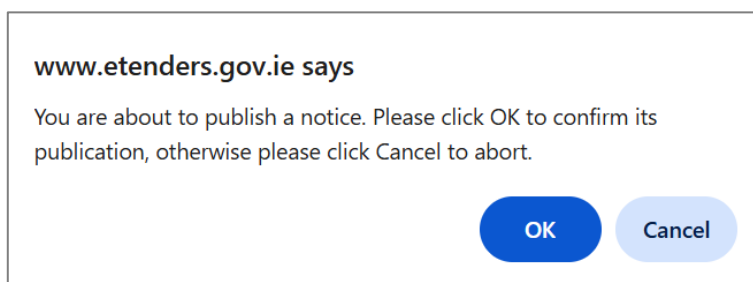


Figure 71

**Note: After clicking OK, do not refresh the page until the Contract Notice shows as published.**

On successful execution of the above process, the system will inform you that the Contract Notice status is now 'Published', as shown in Figure 72.



The screenshot displays the 'Notice & Tender Documents' section of a procurement portal. At the top, a green notification bar states 'Notice was submitted for Publication successfully'. Below this, the tender title is 'CFT: CALL FOR TENDER FOR THE PROVISION OF HOT MEALS UNDER THE SCHOOL MEALS SCHEME TO ST. MARY'S DUBLIN 12345A (STATUS: TENDER SUBMISSION)' with a role of 'MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED'. A 'Show CFT Menu' button is visible. The interface has two tabs: 'Notices' and 'Tender Documents', with the latter selected. A pagination bar shows '10 Results Per page | Displaying the 1 match.' Below this is a table with columns: Type, Date Upd., Lang., Status, Date Pub., and Actions. The table contains one entry: 'National Contract notice - general directive, standard regime (no TED publication)' with a date of '14/08/2025', language 'EN', and status 'Published' (highlighted with a red box). An external link icon is in the Actions column.

| Type                                                                               | Date Upd.  | Lang. | Status    | Date Pub.  | Actions           |
|------------------------------------------------------------------------------------|------------|-------|-----------|------------|-------------------|
| National Contract notice - general directive, standard regime (no TED publication) | 14/08/2025 | EN    | Published | 14/08/2025 | <a href="#">🔗</a> |

Figure 72

**This means that your tender is now live, and service providers will be able to make expressions of interest, ask queries, and submit their tenders.**

**[End of Document.]**