Schools Procurement Unit

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

(Below €750k Procurement Threshold)

School Meals Scheme 2025/26

Contents

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.

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.

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. 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.

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 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.

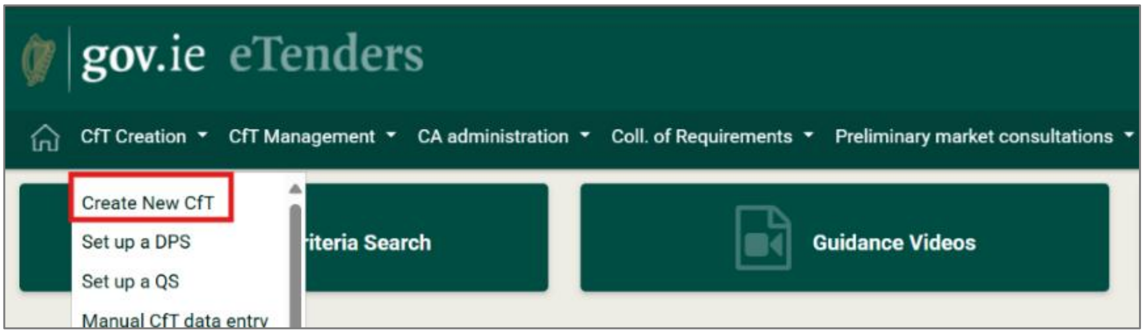

Figure 1

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 **[Insert School's Name and Roll Number]**

CfT CA Unique ID	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.
Description*	A brief description of the purpose of the CfT. Special characters (e.g. &) are not accepted in this field.	The Board of Management of **[Insert School Name and Roll Number]** 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 **[Insert Number of Students]** students. The school calendar will be furnished to the Successful Tenderer at the start of each academic year.
Procurement Type*	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
CPC Category	*[This field will appear once the previous field is populated.]* This field does not apply for this process.	*[This field should be left blank.]*
Directive*	The Directive governing the procurement process.	2014/24/EU (Classic)
Procedure*	*[This field will appear once the previous field is populated.]* 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.	Open
CfT Involves*	*[This field will appear once the previous field is populated.]* Type of contract that will be awarded as a result of this competition. This CfT involves an individual public contract.	A Public Contract
Contact Point	Name of contact person for this process.	*[This field should be left blank.]*

Publish on behalf of	This field is for organisations publishing a tender on behalf of another.	*[This field should be left blank.]*
Participating bodies	Where one or more organisations are participating in this tender.	*[This field should be left blank.]*
CPV Codes	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 15894210-School meals *[See Section 1.1.1 below on how to search and insert the codes.]*
Award per Item	Inform whether the contract award will be per item.	No
Inclusion of e-Auctions*	*[This field will appear once the previous field is populated.]* 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
NUTS codes	Nomenclature of Territorial Units for Statistics codes.	*[See Section 1.1.2 below.]*
Estimated value (EUR)	The estimated contract value. No comma is allowed in this field. Use the Hot Meals Calculator for Primary Schools available at www.spu.ie/hot-meals.	Insert value of contract over the maximum contract term, as estimated.
Internal Estimated value (EUR)	*[Only CAPC and CAPCA users in your organisation can visualise this value.]*	Insert the same estimated value of contract from the above field.
Above or Below threshold	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.
Request for clarification	Deadline for the receipt of request for clarifications (queries) from potential Tenderers. 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) Time:15h 00m **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.**

Time-limit for receipt of tenders or requests to participate	This is the tender deadline, date and time by which tenders must be submitted. A minimum of 21 days must be allowed for the receipt of tenders below the €750,000 threshold.	Date: 21 days after publishing date Time: 15h 00m **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.**
Upload of documents within the clarifications*	Give the CA and the Tenderers the ability to upload documents when sending/responding to queries.	Yes
Tenders Opening Date	This is the date that tender submissions will be opened. 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).	*[This field should be left blank.]* **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.**
Allow Late Tenders	Indicate whether tenders can be submitted after the deadline.	No
Allow suppliers to make an online Expression of Interest	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. 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.	Yes
EU funding	Inform whether the award of this contract involves EU funding.	No
Evaluation Mechanism	This is how the tenders received will be evaluated. The Most Economically Advantageous Tender (MEAT) mechanism includes the evaluation of tenders through Qualitative Award Criteria disclosed in the CFT document.	Most Economically Advantageous Tender (MEAT)
Contract awarded in Lots*	Inform whether the tender is broken into lots/smaller contracts.	No
Multiple tenders will be accepted	Inform whether Tenderers can submit more than one proposal.	No

Contract duration in months or years, including any options and renewals	Maximum possible length of the contract.	36 months
Validity of Tender in days or months	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 **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.**
OJEU link	Not applicable.	*[This field should be left blank.]*
Contract Award Date	The date that the contract is being awarded.	*[This field should be left blank.]*
Date Accepted by Contractor	The date that the Successful Tenderer accepts the contract.	*[This field should be left blank.]*
Language of publication*	English or Irish.	Select the language as appropriate.
Number of openers*	The number of people who will open the tender submissions. 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.

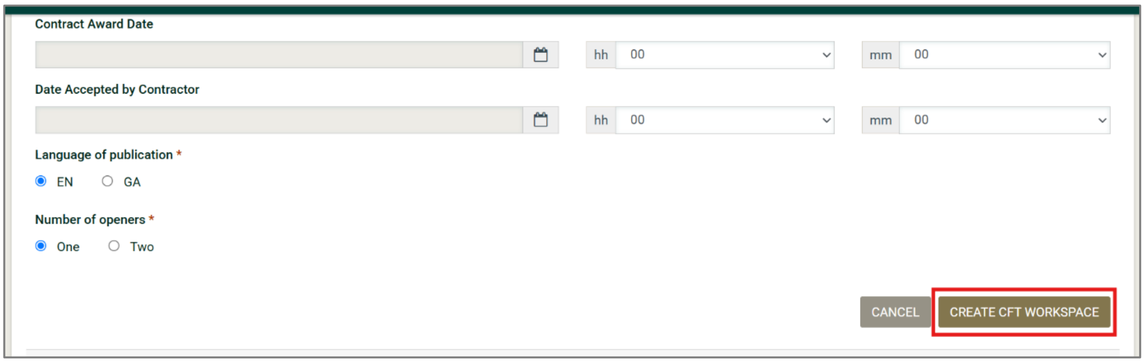

Figure 2

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.

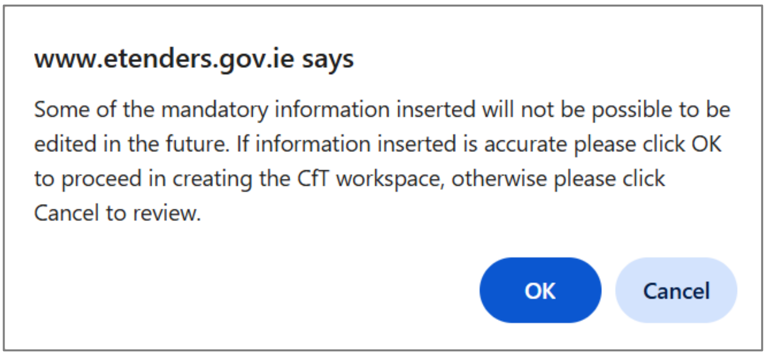

Figure 3

After clicking **'OK'** in the pop-up, your Draft CfT is created as shown in Figure 4.

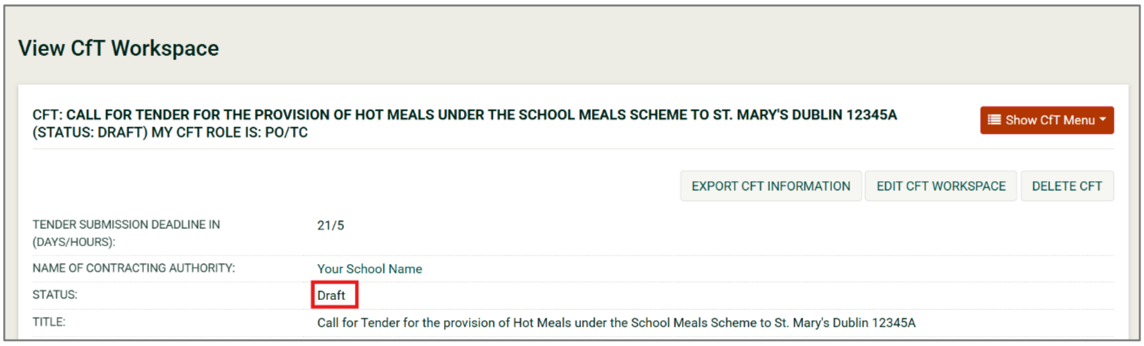

Figure 4

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.

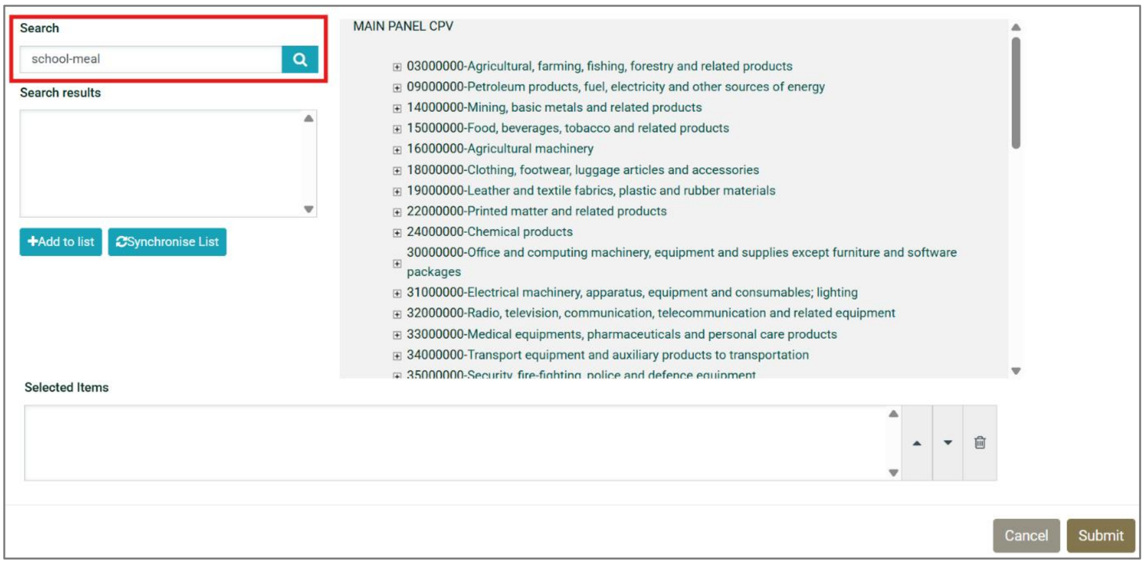

Figure 6

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.

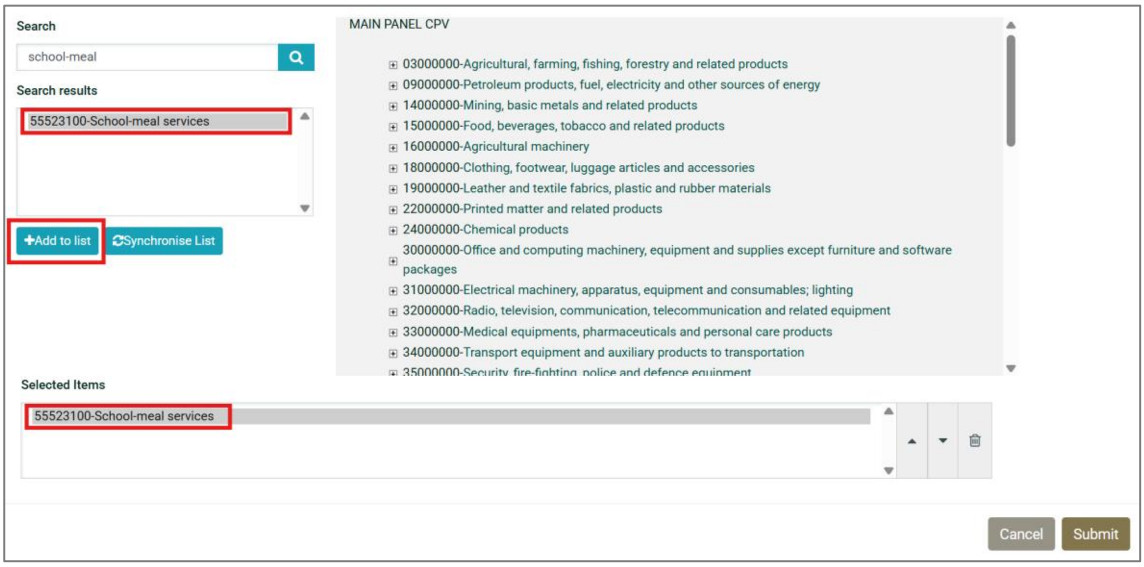

Figure 7

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’**.

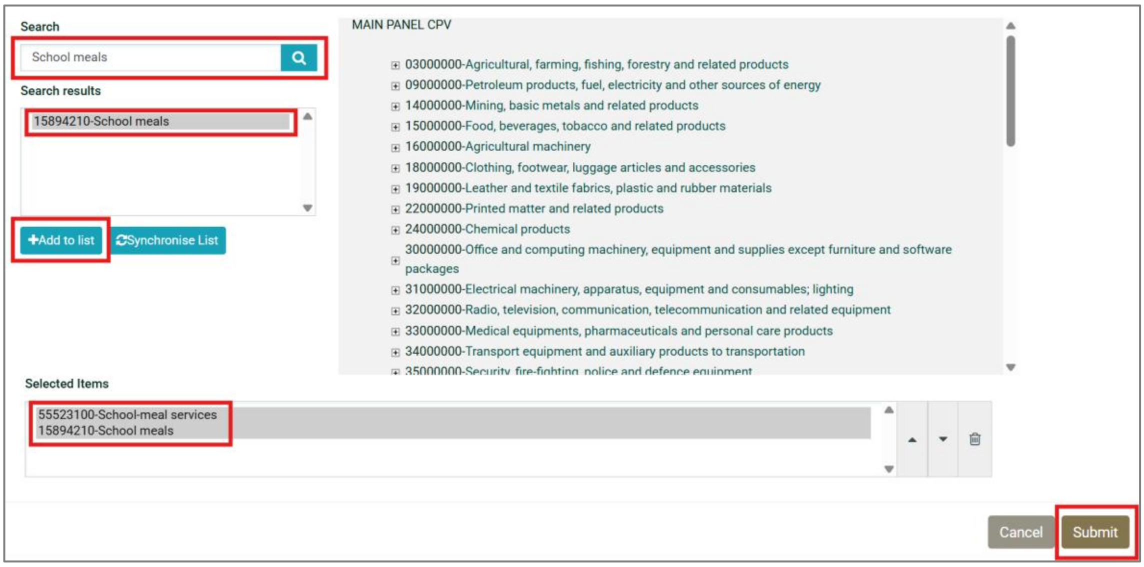

Figure 8

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.

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'**.

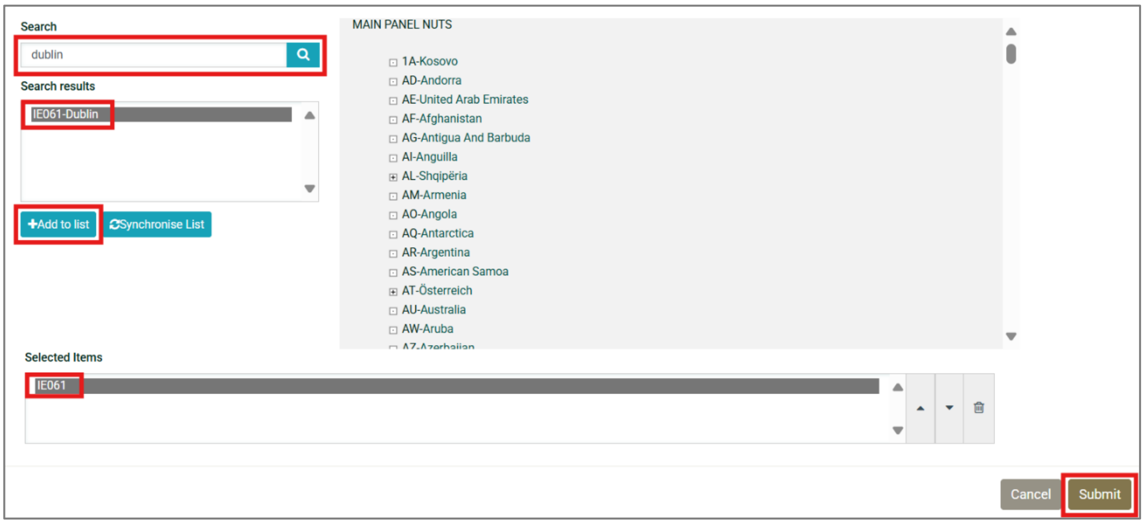

Figure 10

1.2. Task 2: Finalise CfT Core Information

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

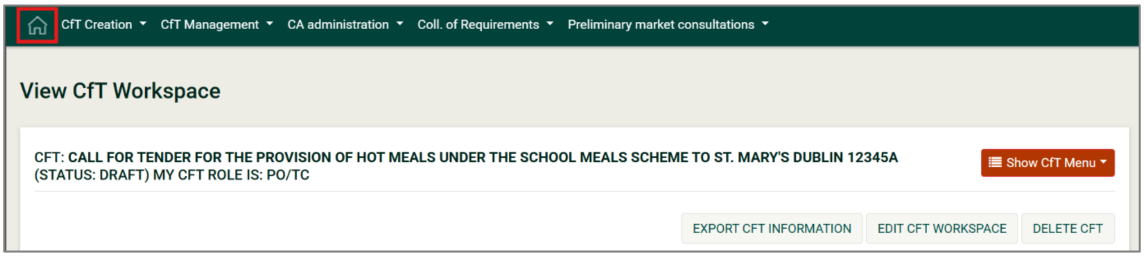

Figure 11

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.

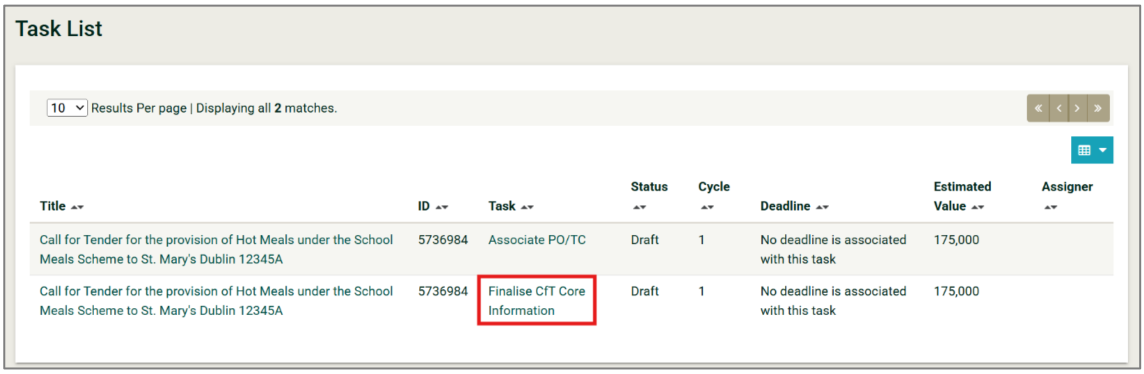

Figure 12

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.

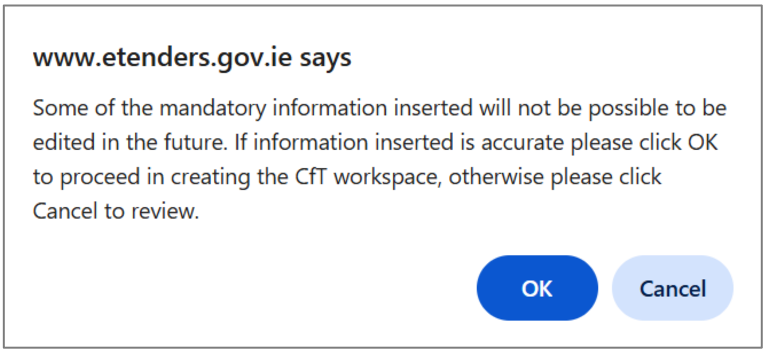

Figure 14

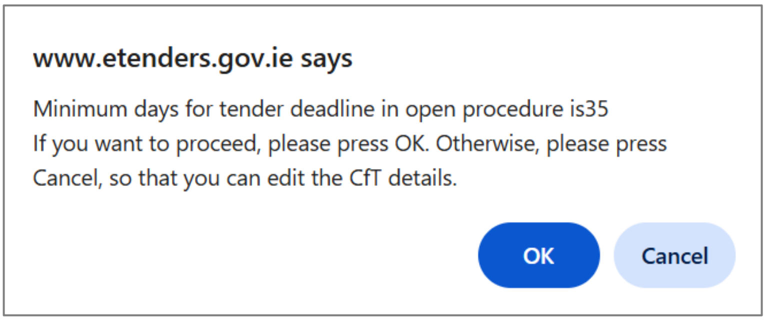

Figure 15

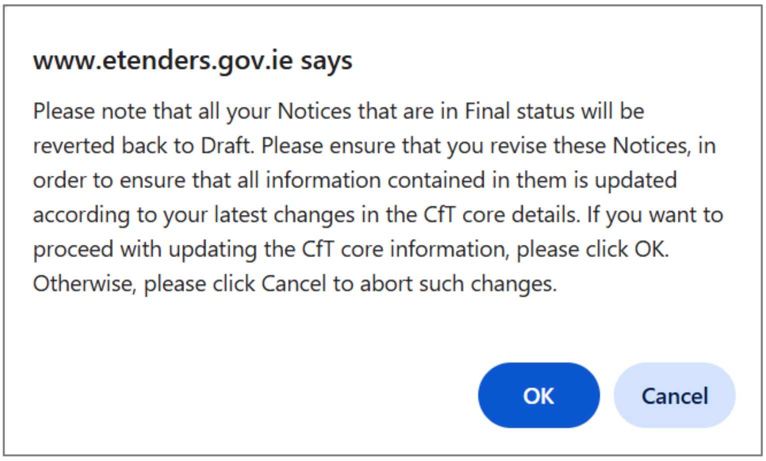

Figure 16

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

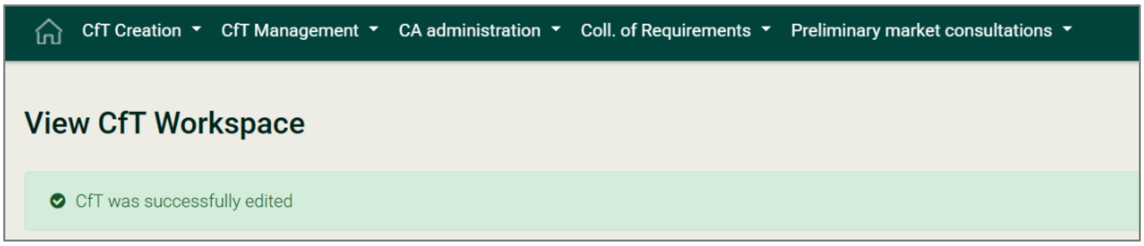

Figure 17

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.

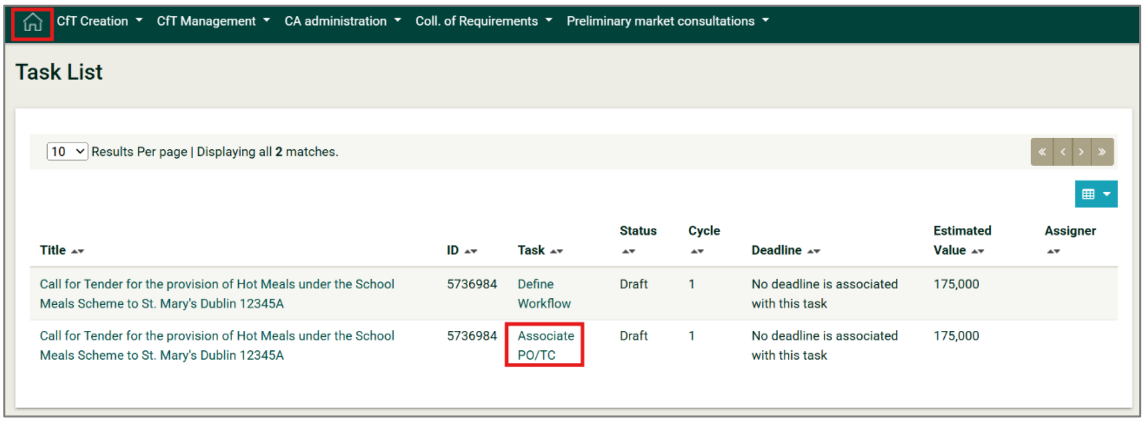

Figure 18

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.

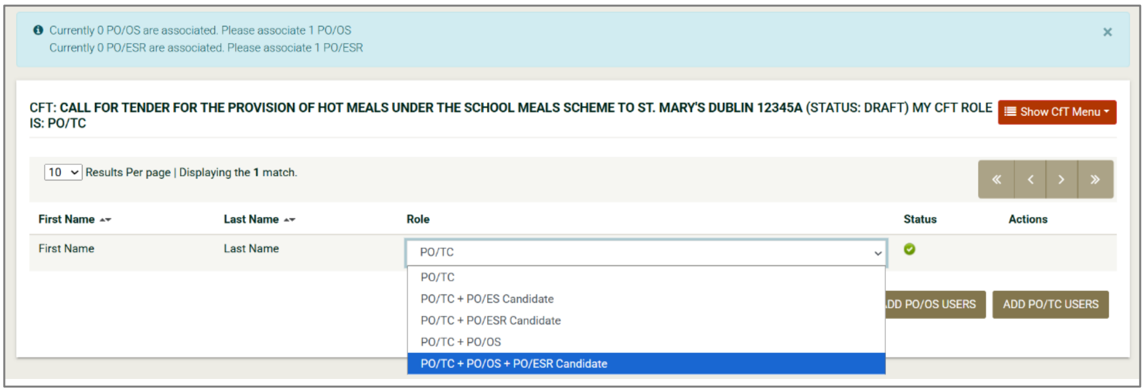

Figure 19

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.

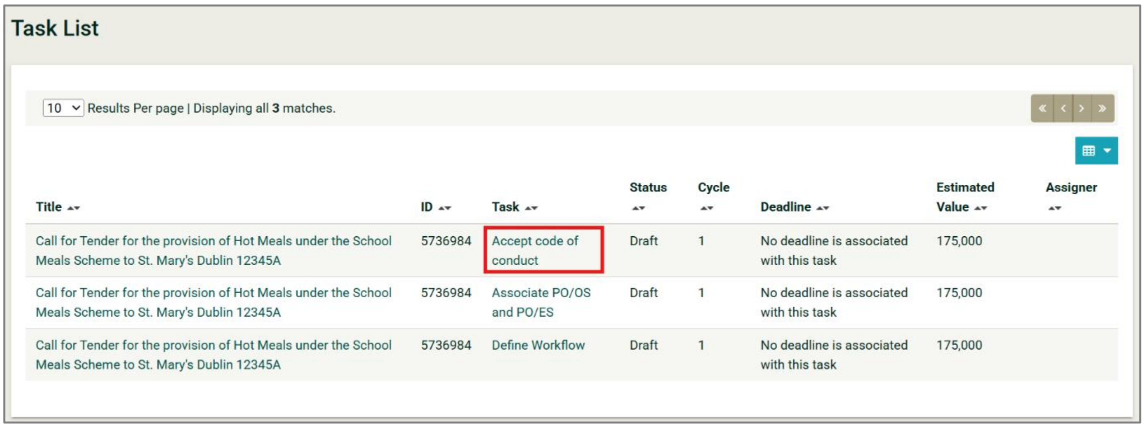

Figure 20

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.

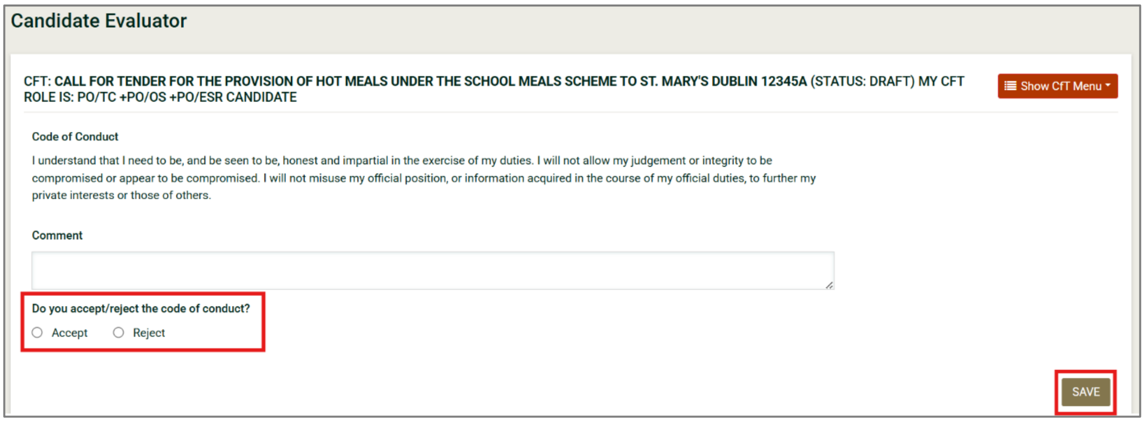

Figure 21

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.

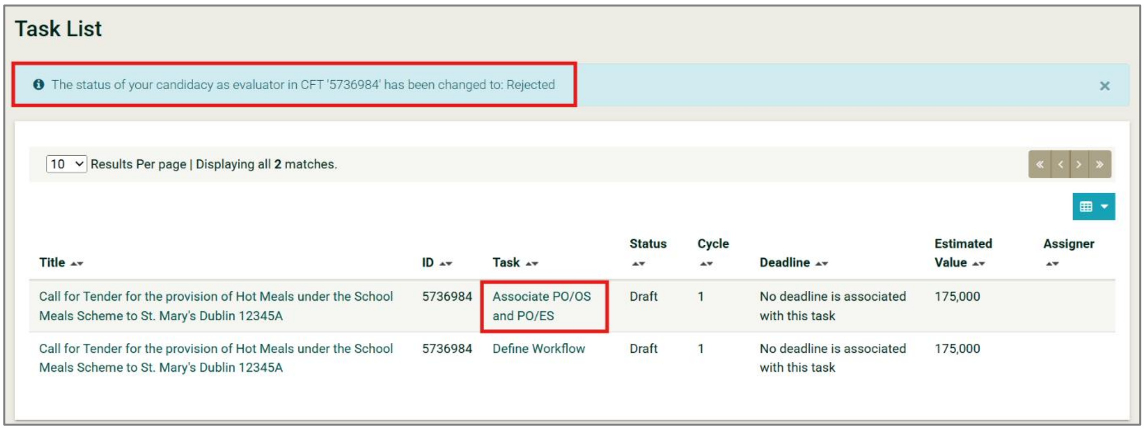

Figure 22

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.

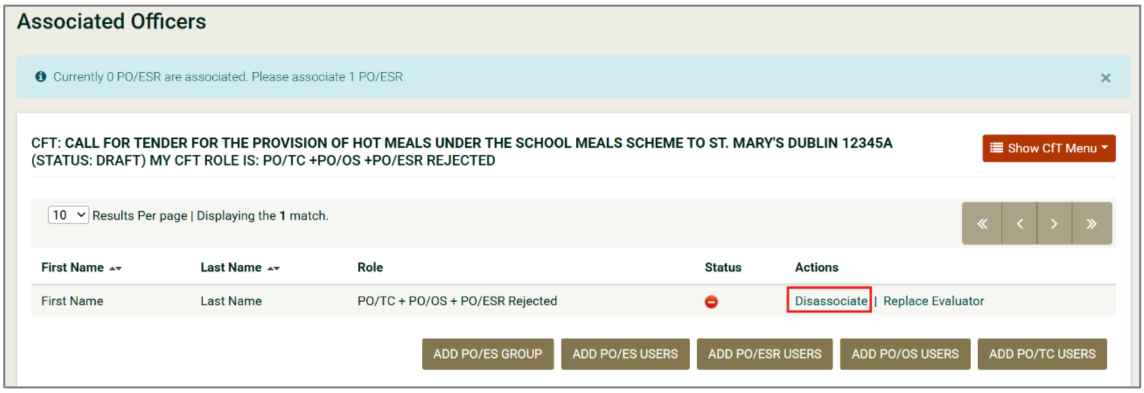

Figure 23

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.

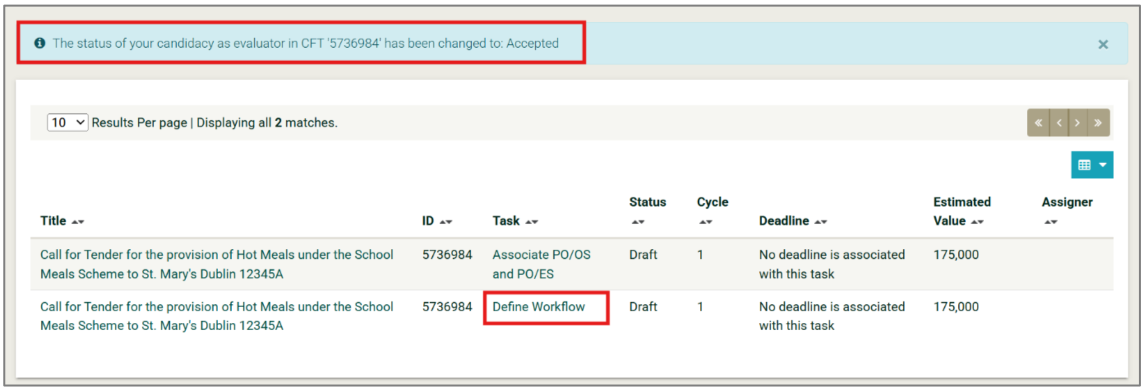

Figure 24

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.

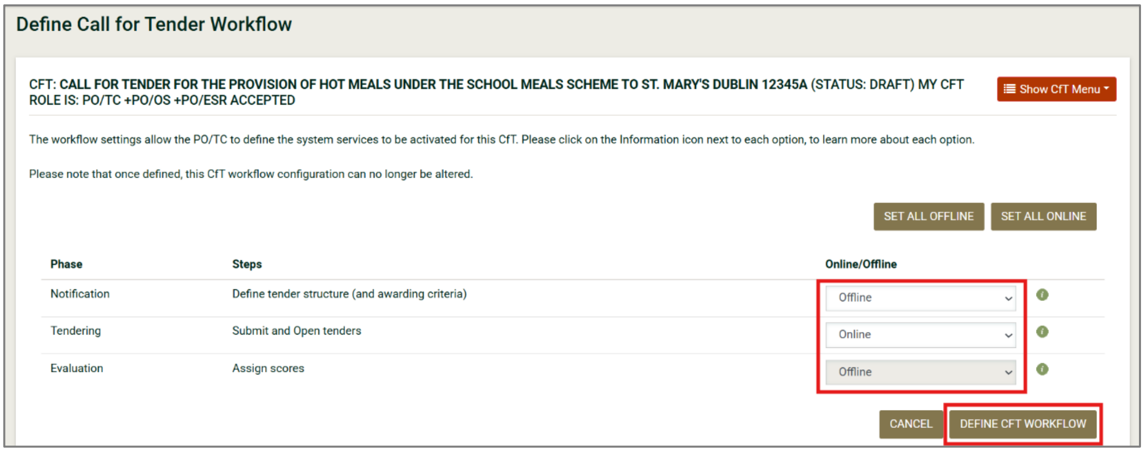

Figure 25

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

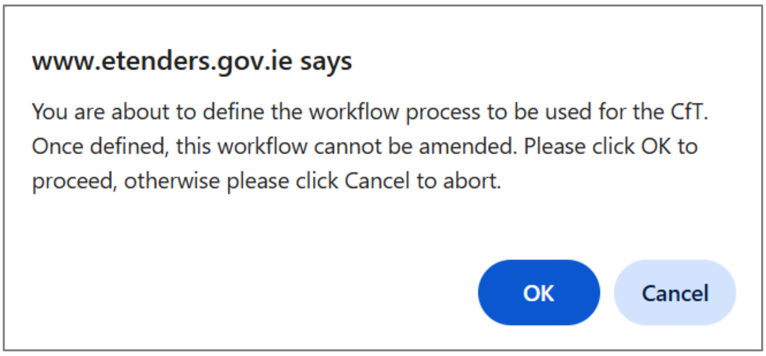

Figure 26

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.

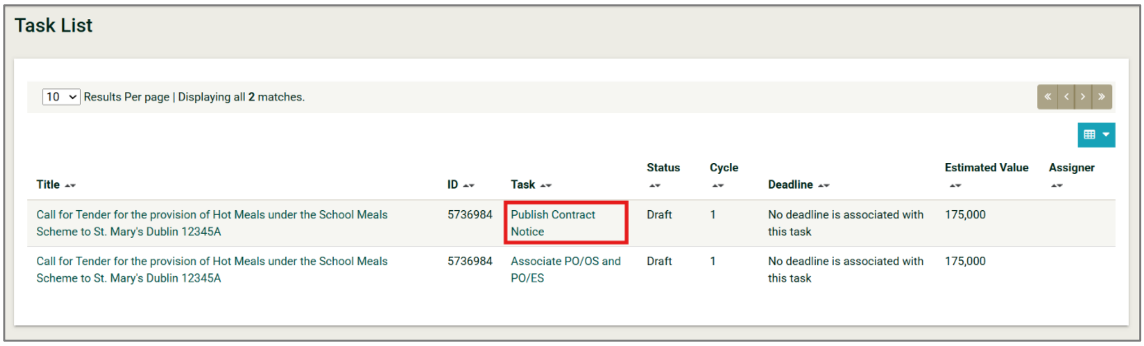

Figure 27

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.

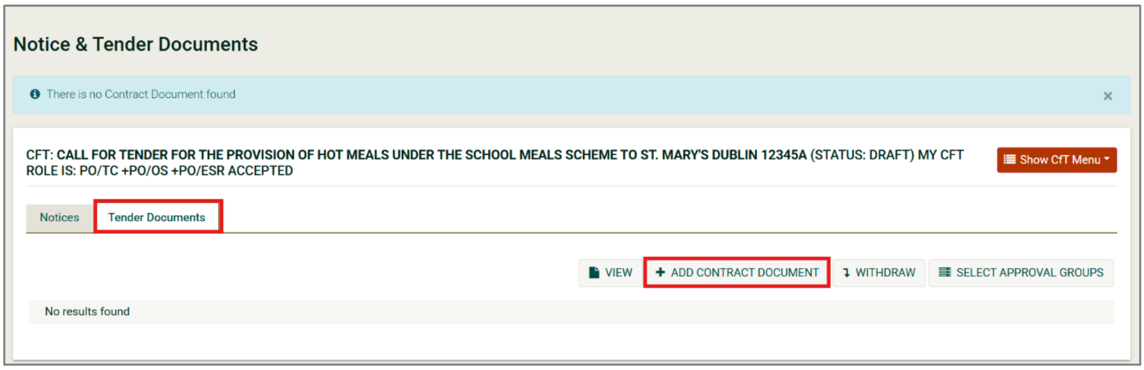

Figure 28

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
Title*	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]'.
Language*	English is selected by default.	English, unless the school has translated the documents.
Description	Adding a description is not mandatory.	*[This field can be left blank.]*
Attachment*	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.
Status*	Draft, if document is still in draft; may still require approval. 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.

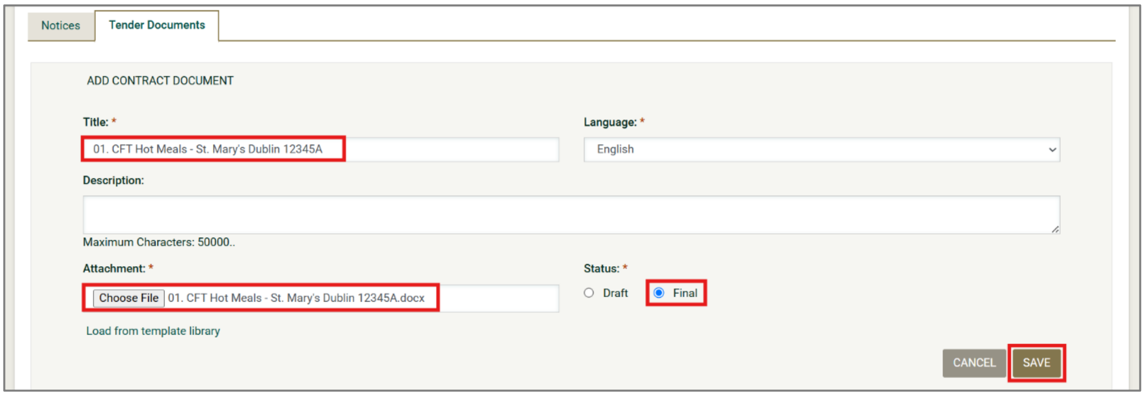

Figure 29

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.

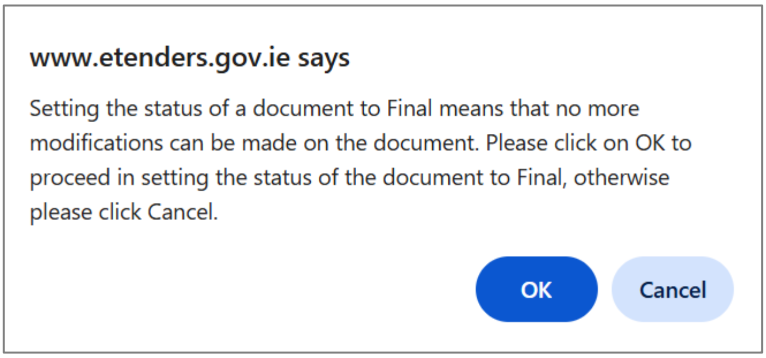

Figure 30

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. **Please note: While the document is still a draft template, the status 'Final' must be selected.**	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. **Please note: While the document is still a draft template, the status 'Final' must be selected.**	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.

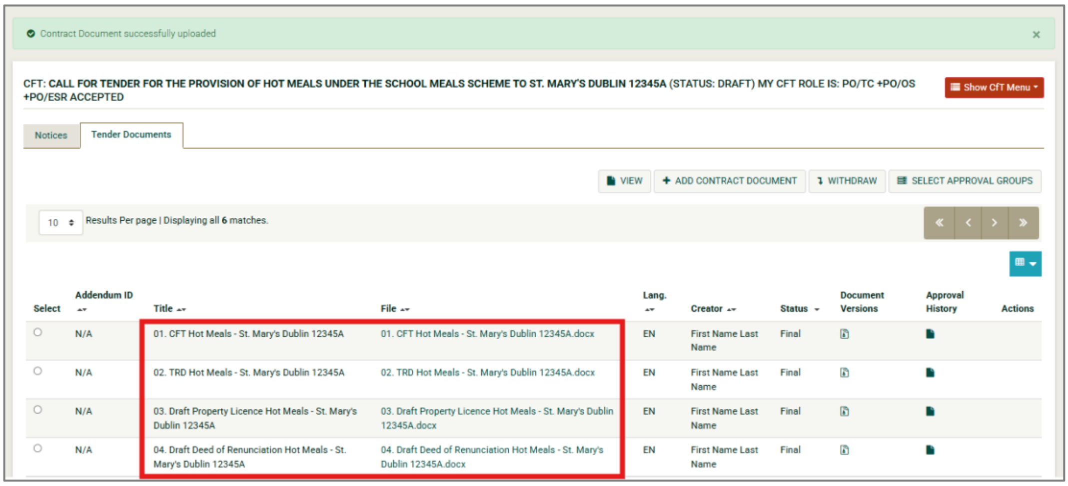

Figure 31

1.6.2. Create Notice (eForms)

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

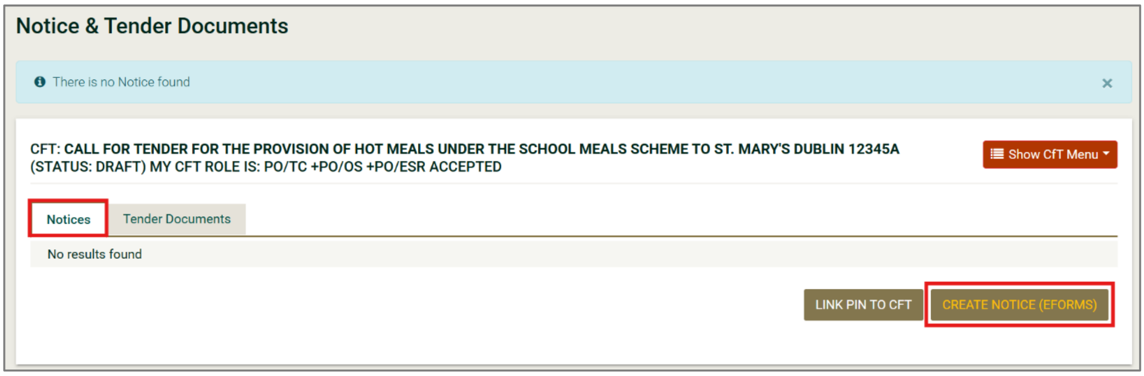

Figure 32

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.

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

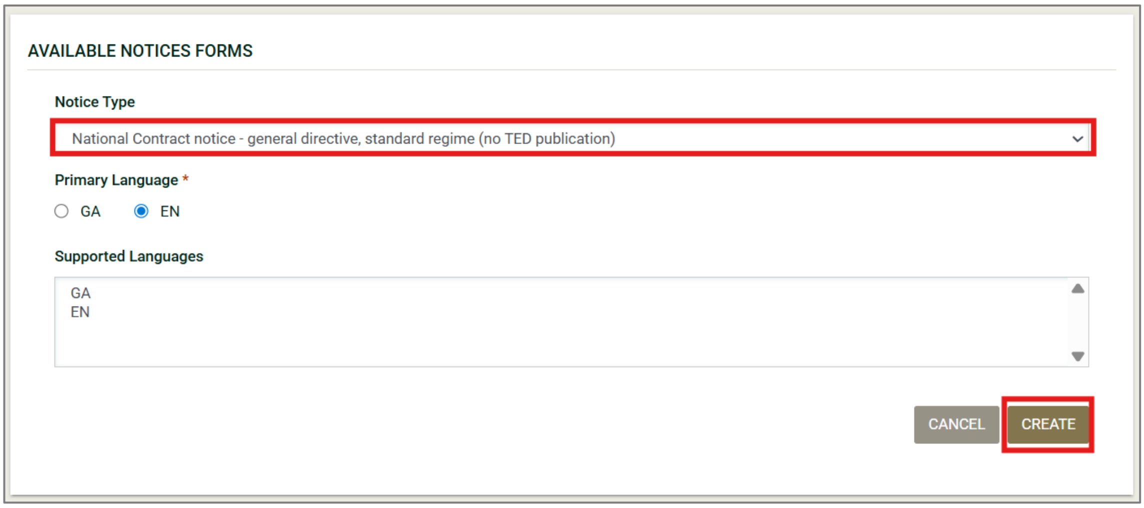

Figure 33

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).

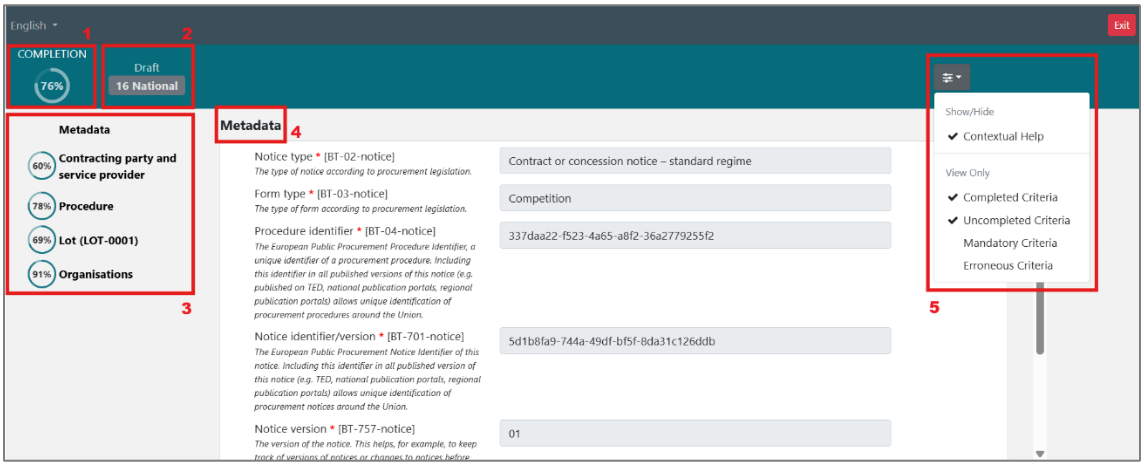

Figure 34

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.

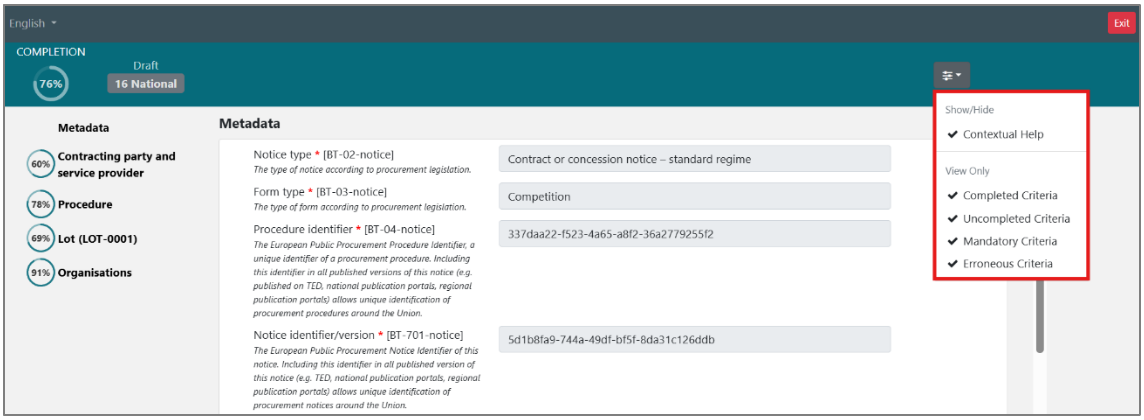

Figure 35

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.

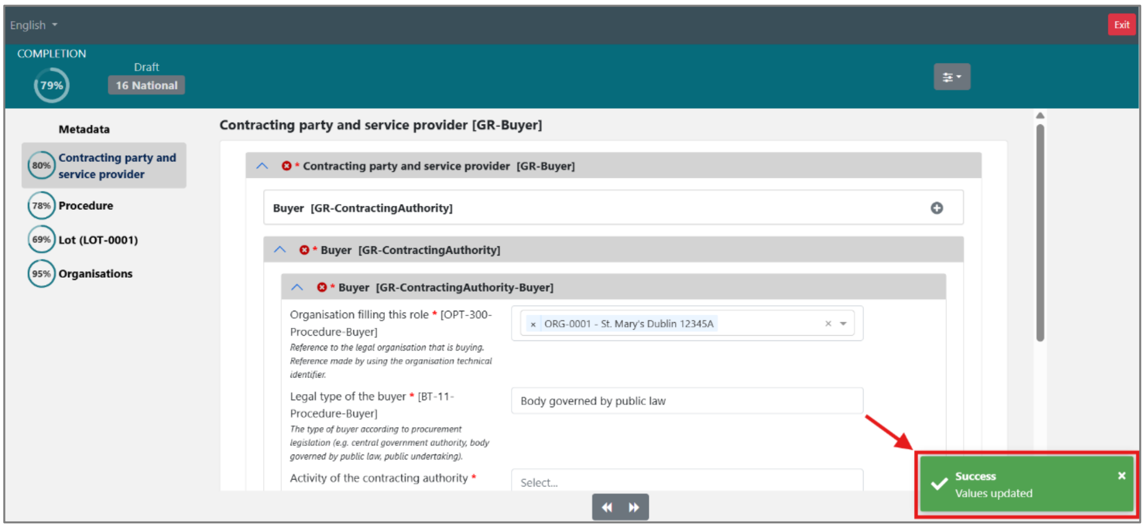

Figure 36

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

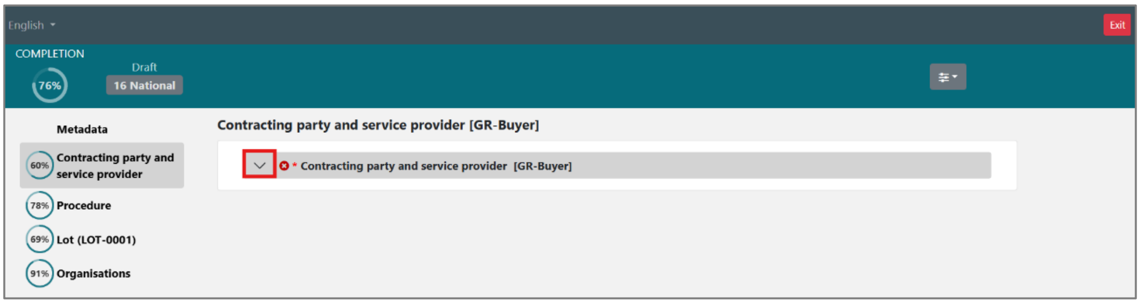

Figure 37

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.

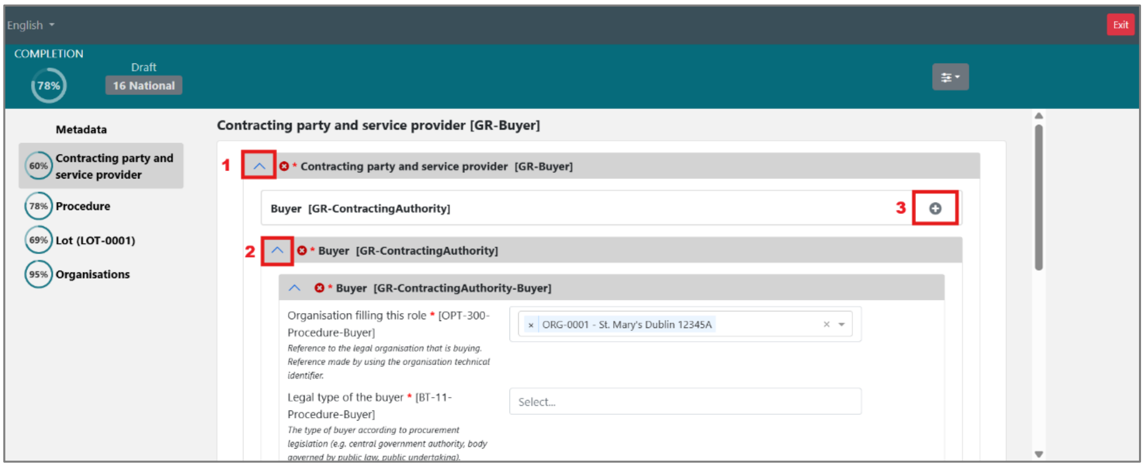

Figure 38

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.

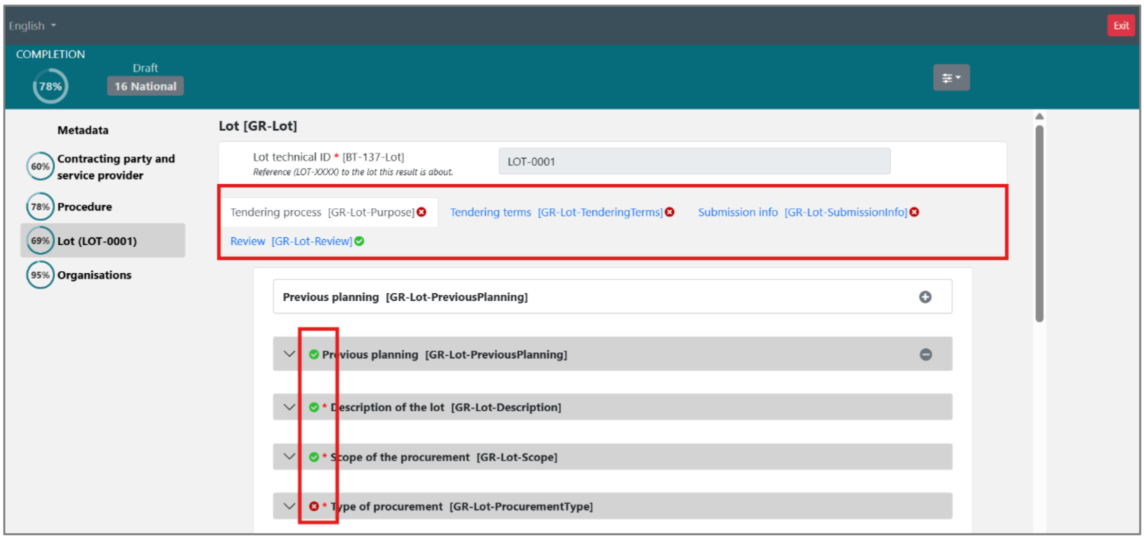

Figure 39

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.

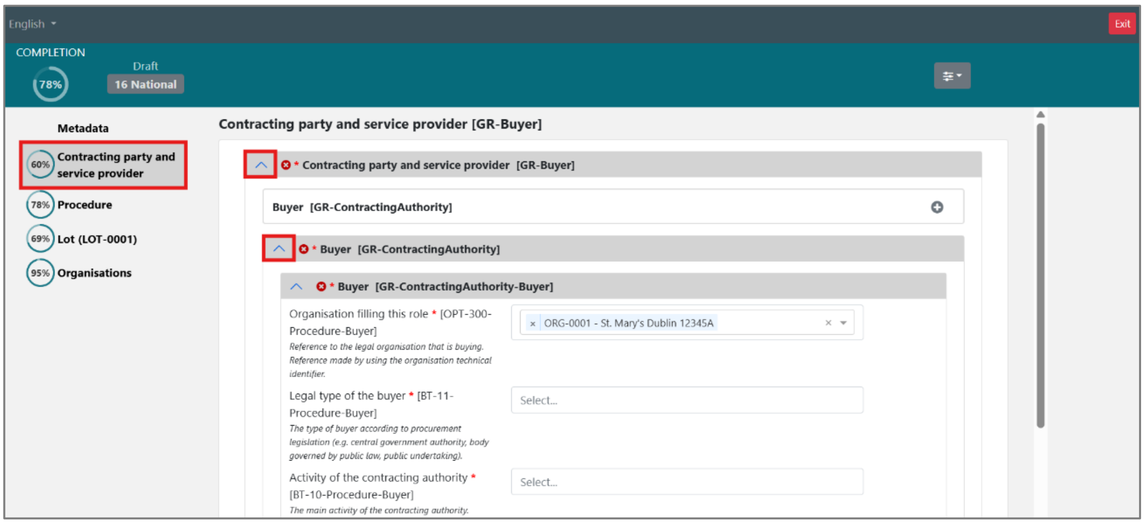

Figure 40

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
Legal type of the buyer*	Body governed by public law	Select from dropdown menu.
Activity of the contracting authority*	Education	Select from dropdown menu.
Buyer profile*	[Insert School's Website, starting with 'https://'.]	This may be pre-populated if this information is filled in in your school's CA profile. Not starting the website address with 'https://' may cause a validation error.

Once all fields are successfully updated, the completion percentage of this section will be 100%, headings and sub-headings will all have the green tick, and the overall completion percentage will also be updated. See Figure 41.

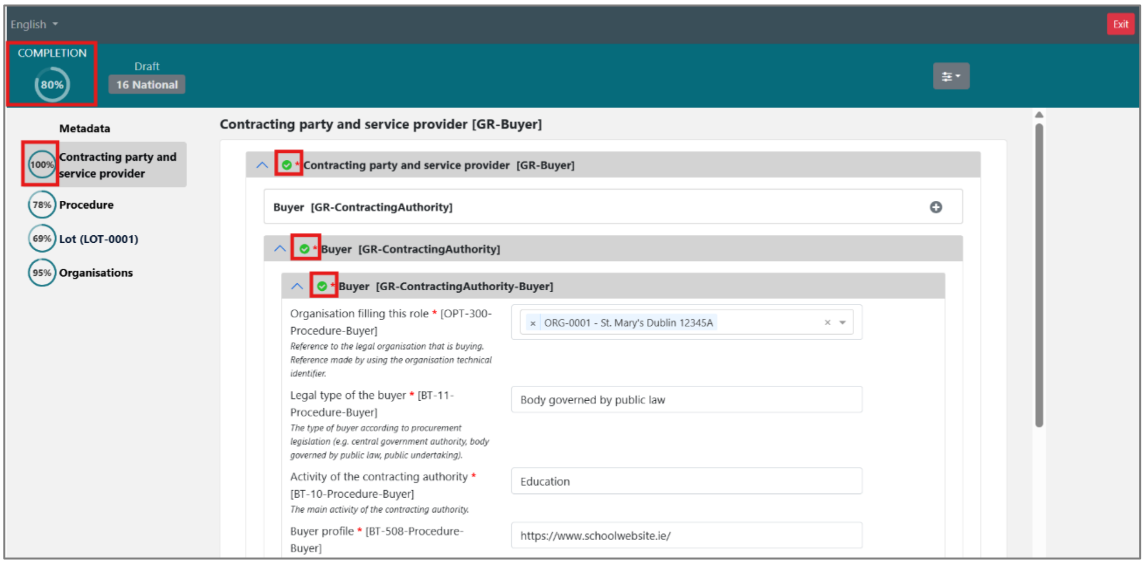

Figure 41

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.

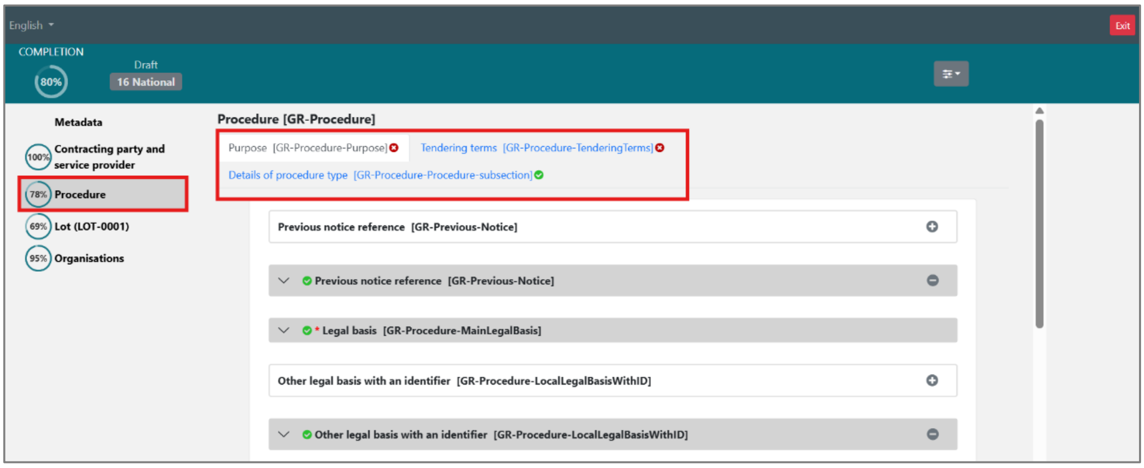

Figure 42

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.

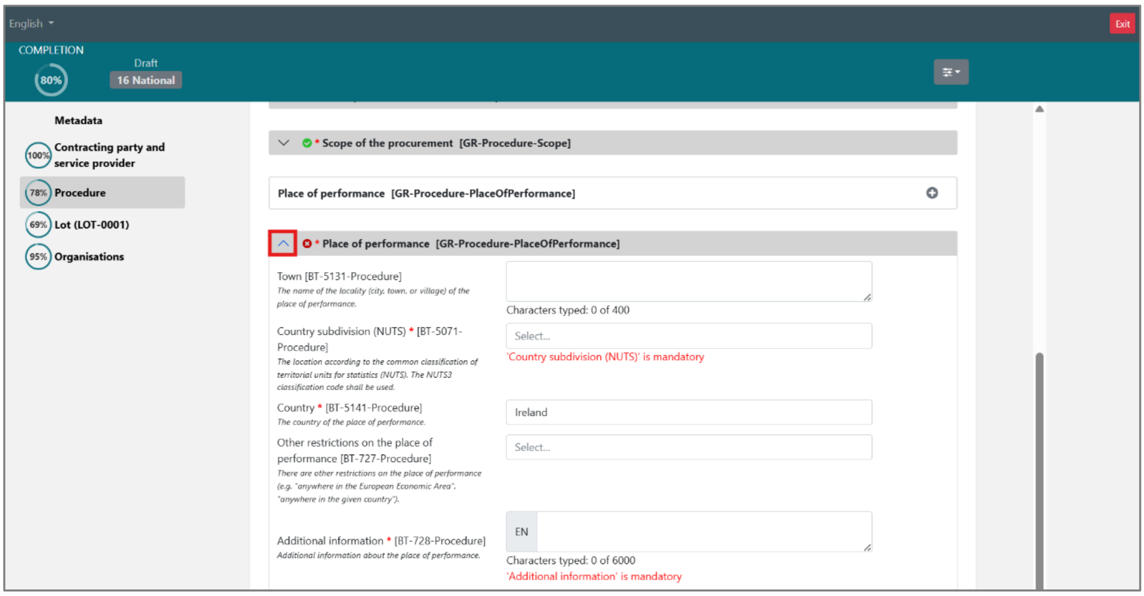

Figure 43

Fill in the field as follows:

Field	**Recommended input for schools**	**Observation**
Country subdivision (NUTS)*	Search for the **NUTS 3 Name** 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.

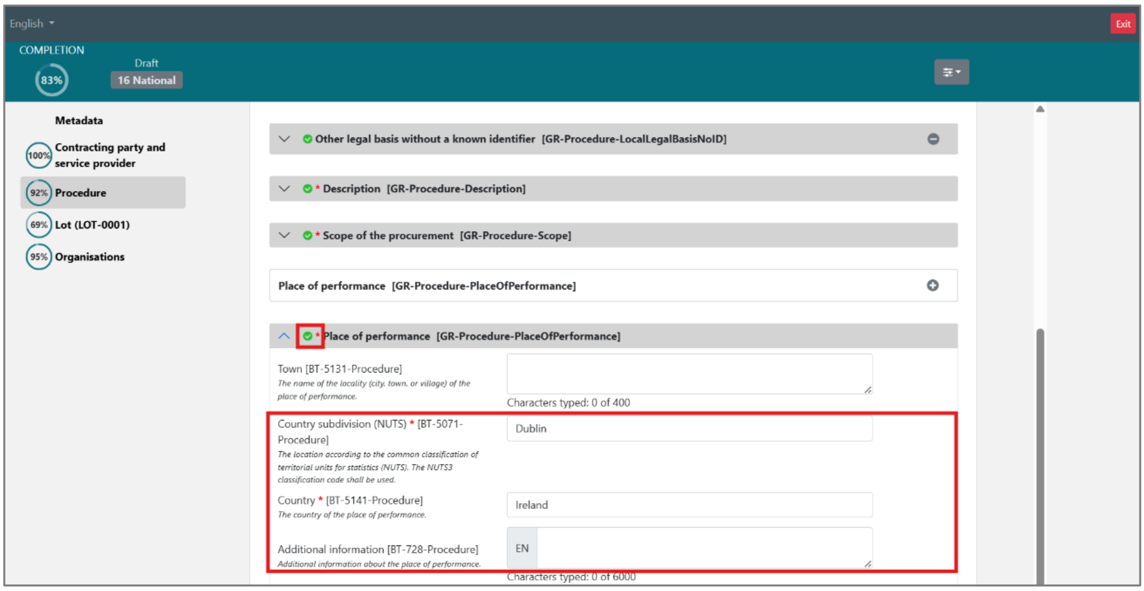

Figure 44

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.

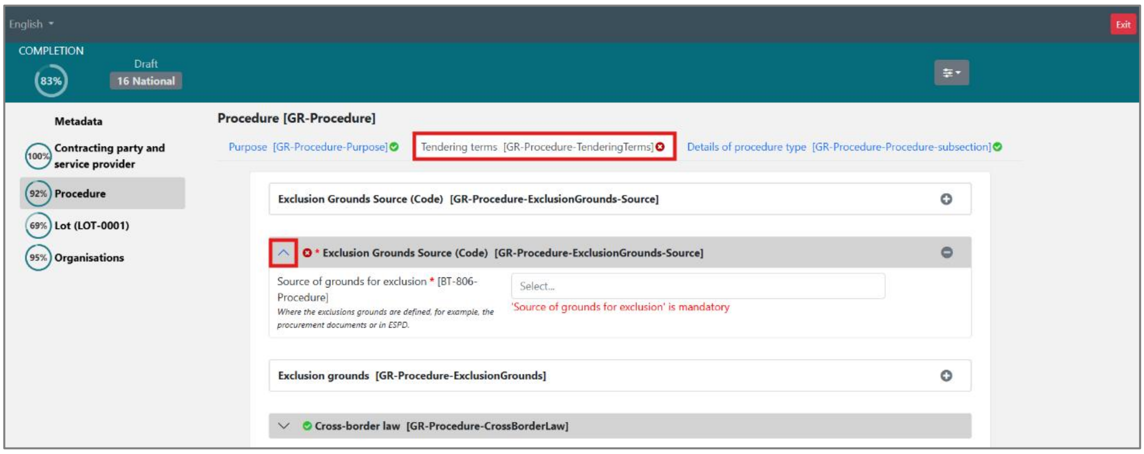

Figure 45

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.

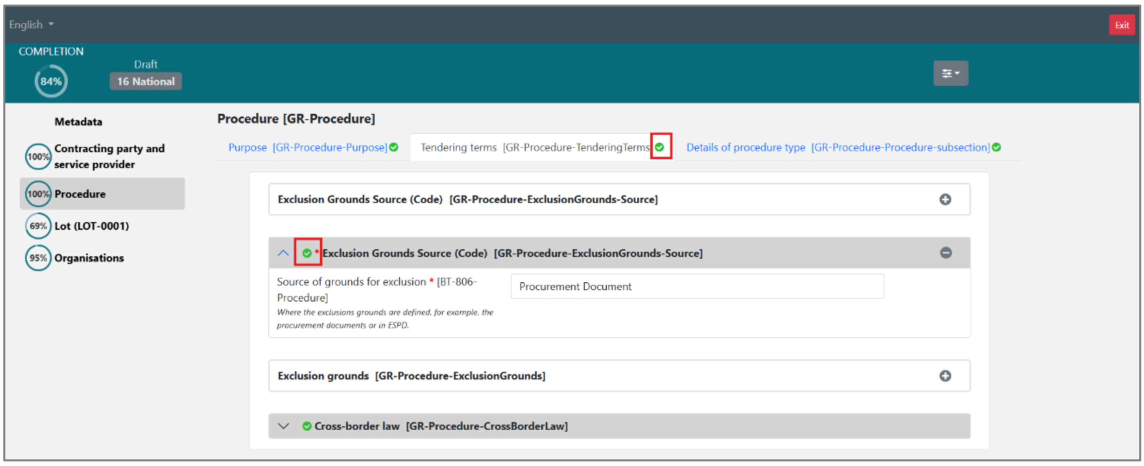

Figure 46

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.

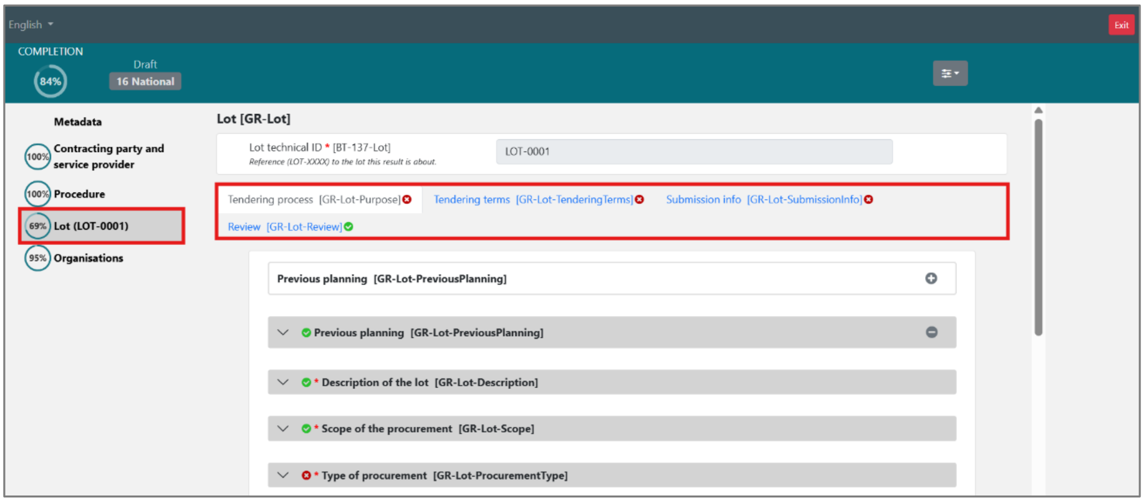

Figure 47

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.

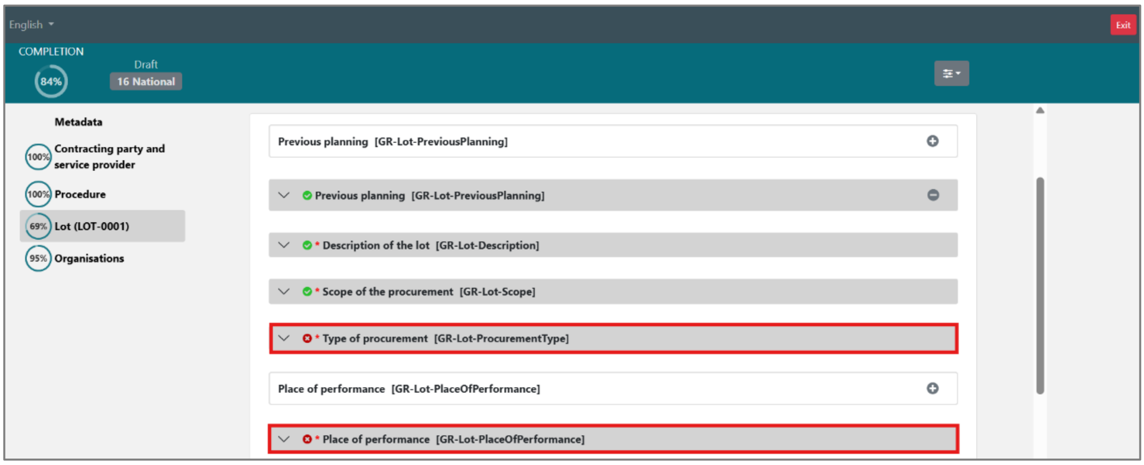

Figure 48

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
Aim of strategic procurement*	No strategic procurement	Select from dropdown menu.

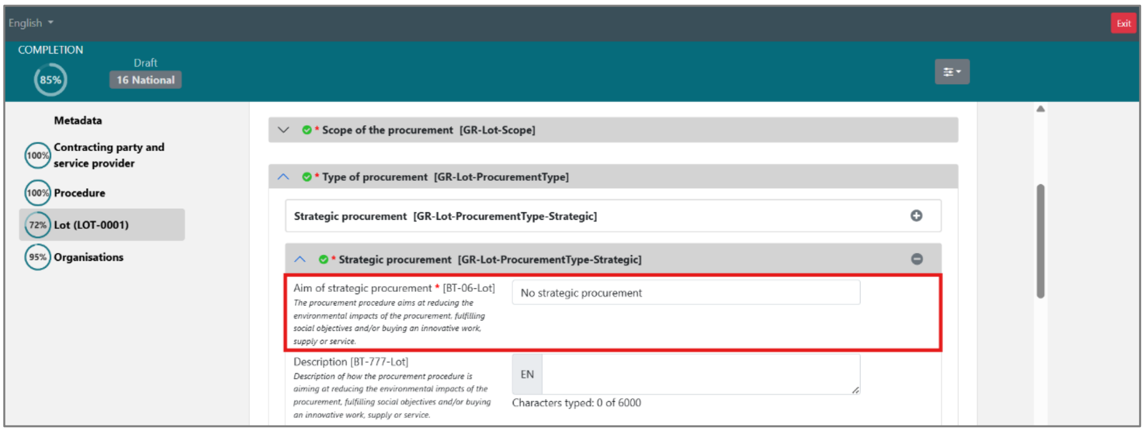

Figure 49

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
Country subdivision (NUTS)*	Search for the **NUTS 3 Name** 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.

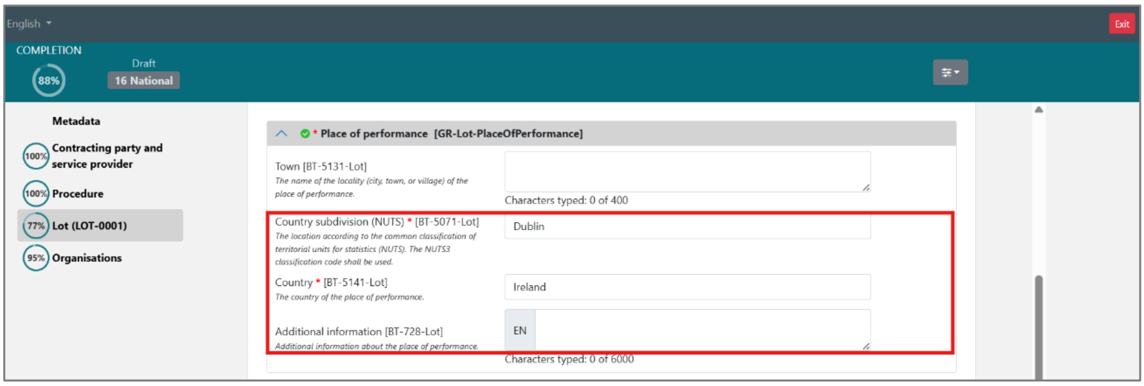

Figure 50

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.

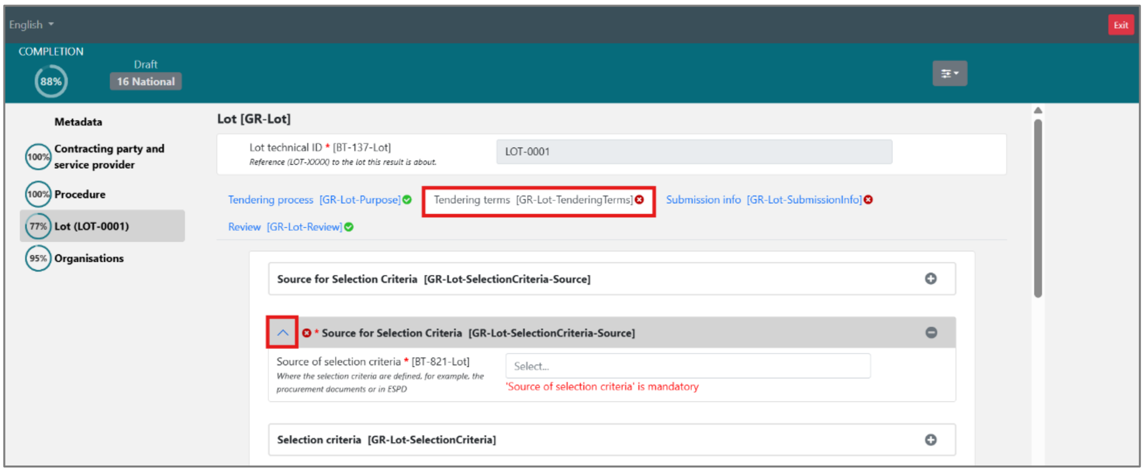

Figure 51

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:

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:

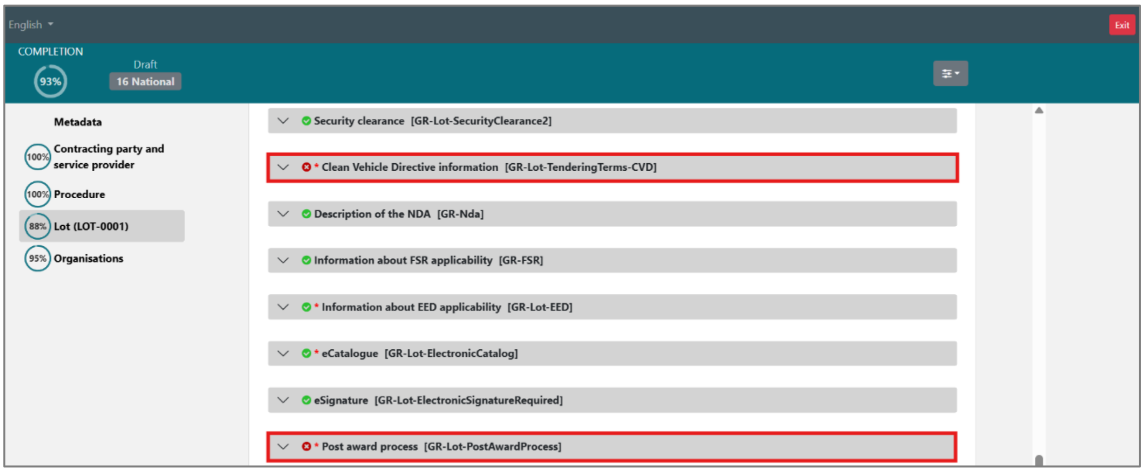

Figure 53

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
Electronic ordering will be used*	Yes	Select from the options.
Electronic payment will be used*	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.

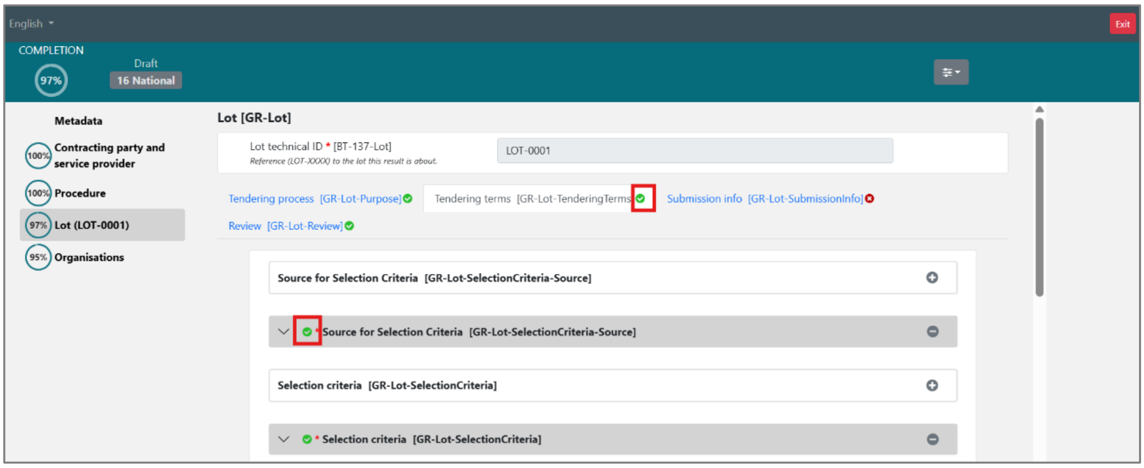

Figure 54

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.

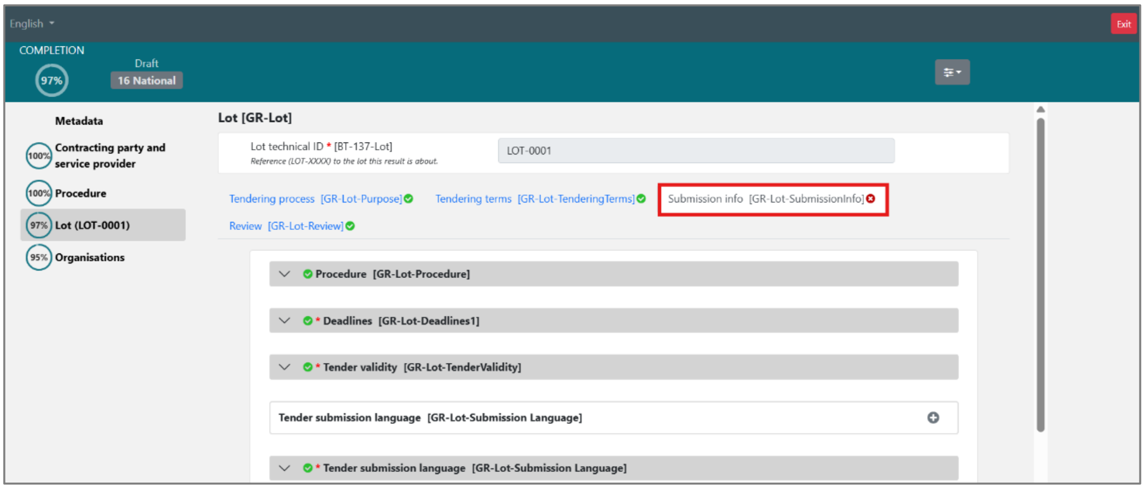

Figure 55

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.

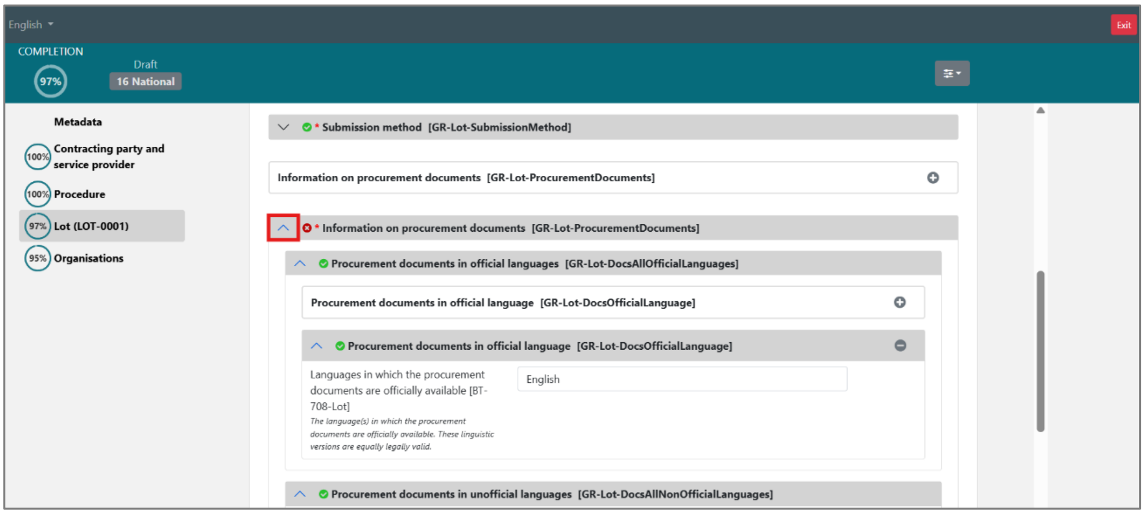

Figure 56

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
Procurement documents ID*	Copy the link from the field **'Address of the procurement documents*'** and paste it in response to this field.	The field **'Address of the procurement documents*'** is pre-populated by the system.

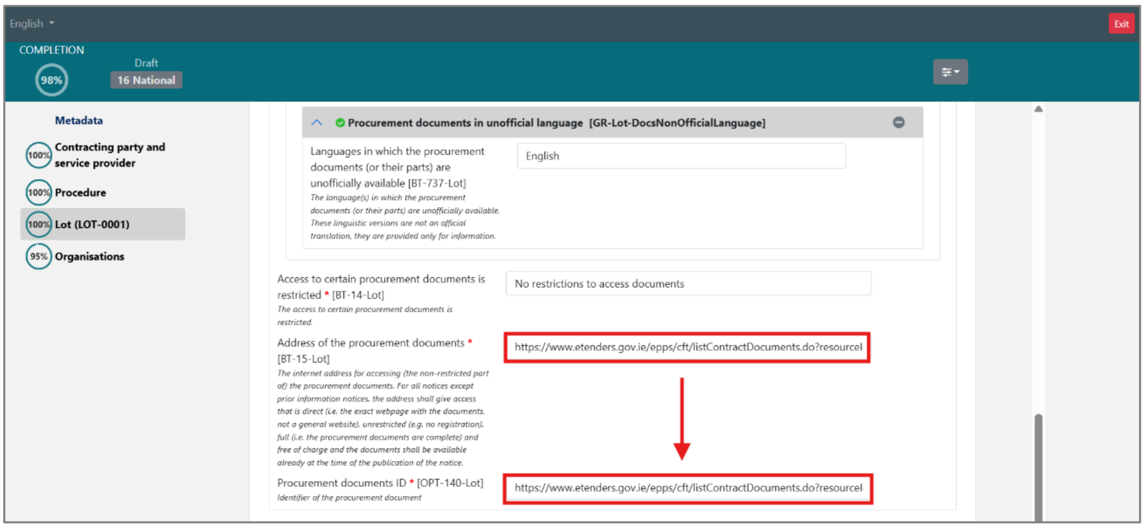

Figure 57

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.

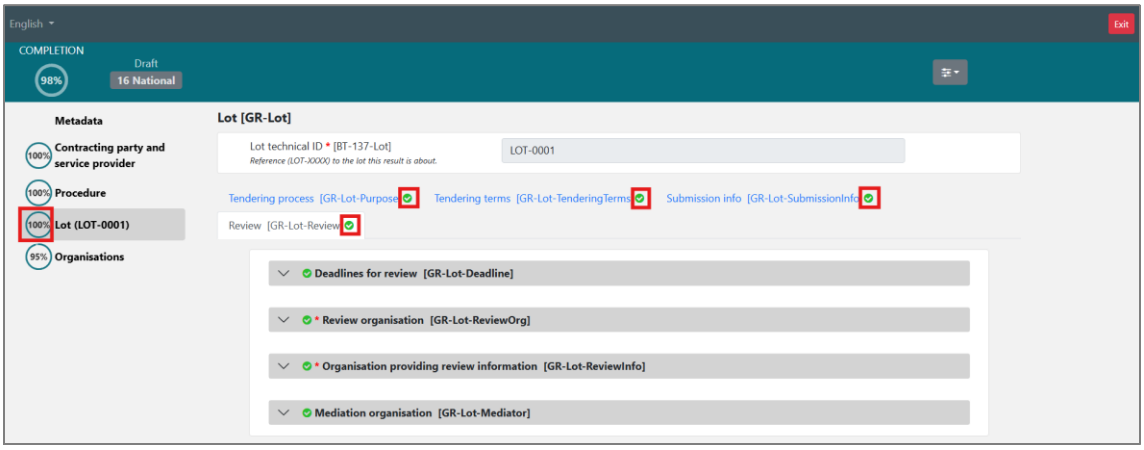

Figure 58

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.

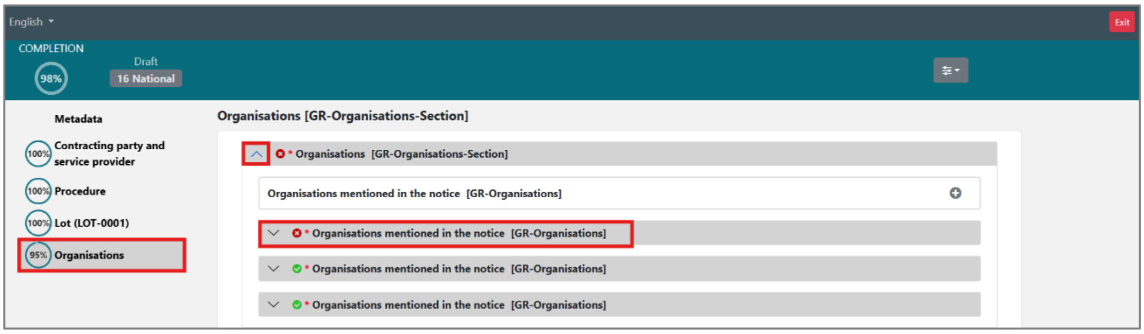

Figure 59

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

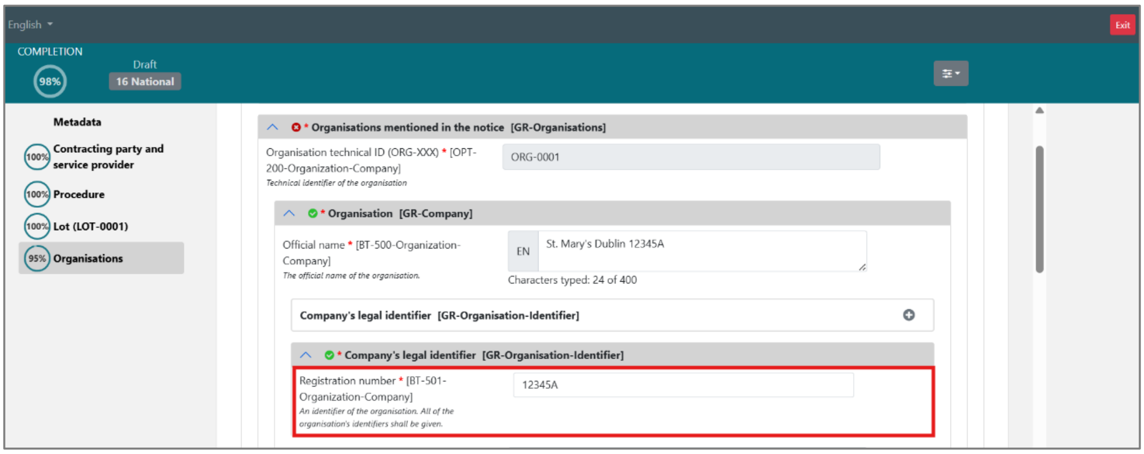

Figure 60

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

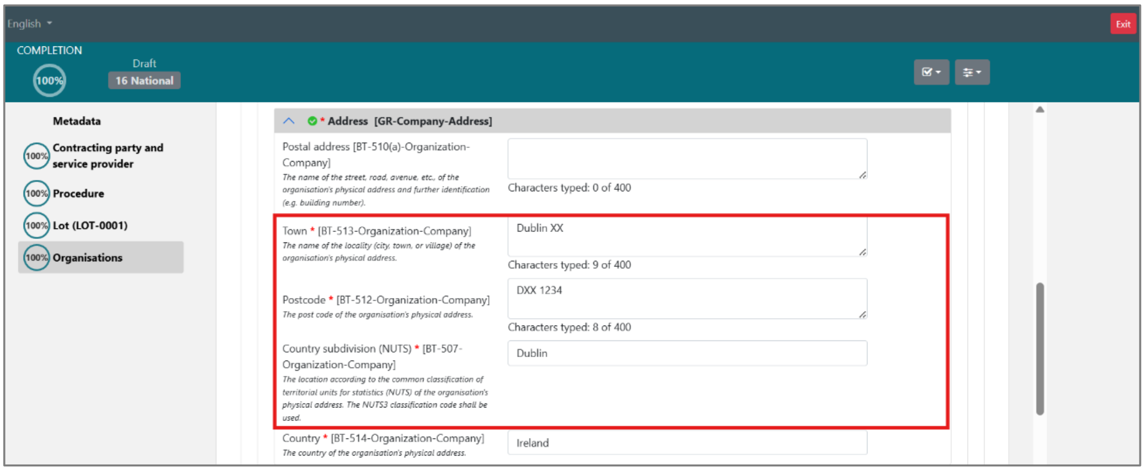

Figure 61

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

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

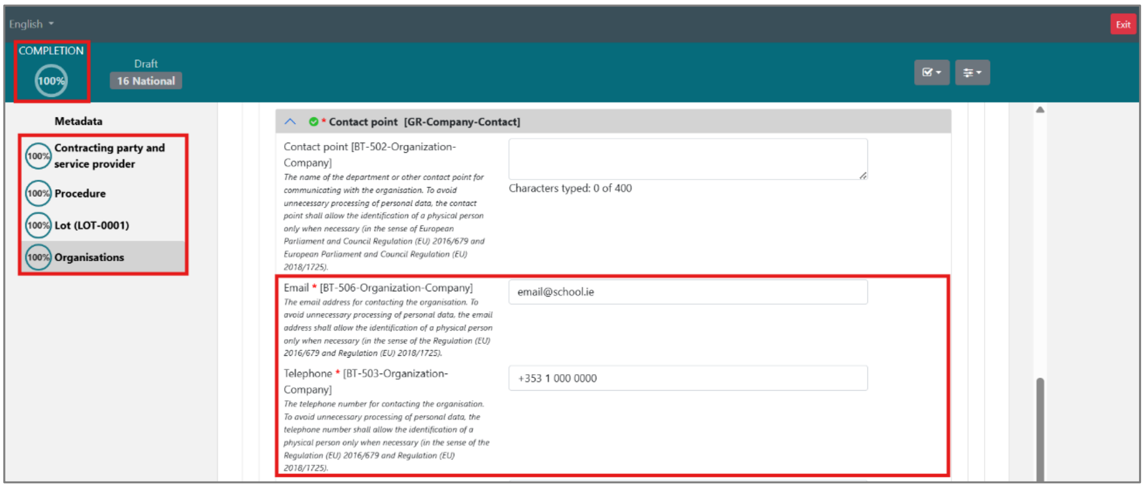

Figure 62

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.

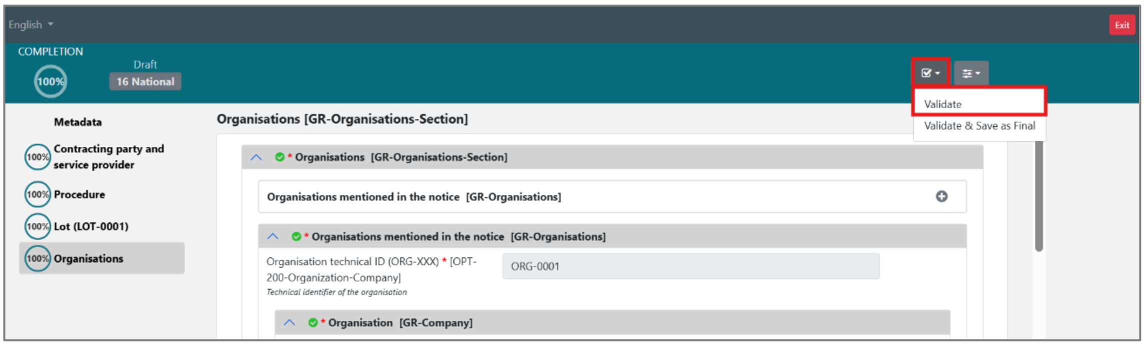

Figure 63

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.

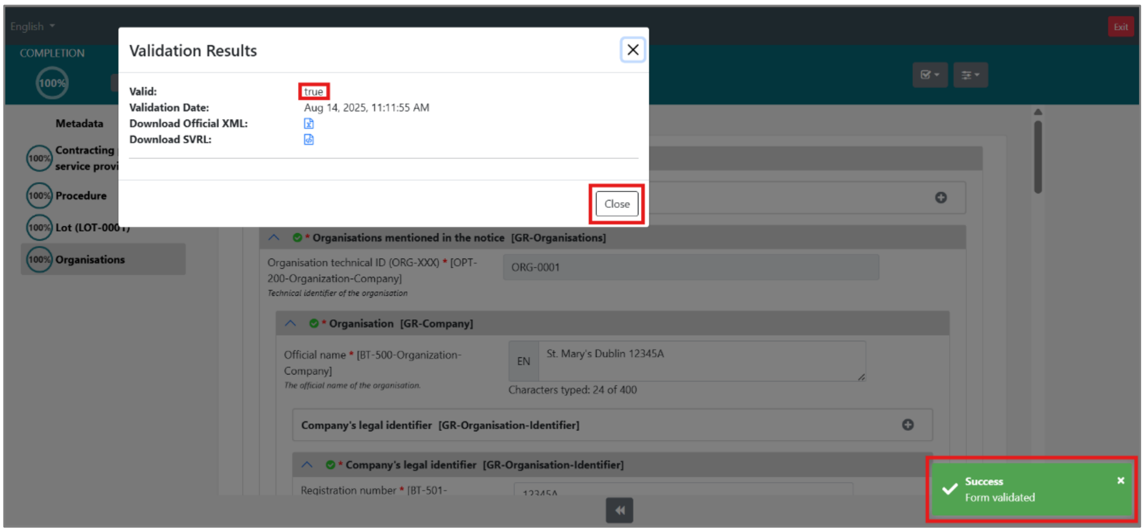

Figure 64

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.

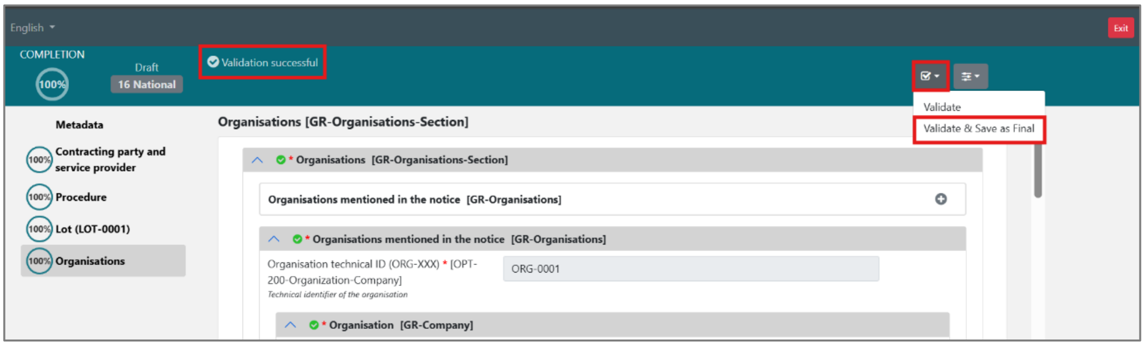

Figure 65

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.

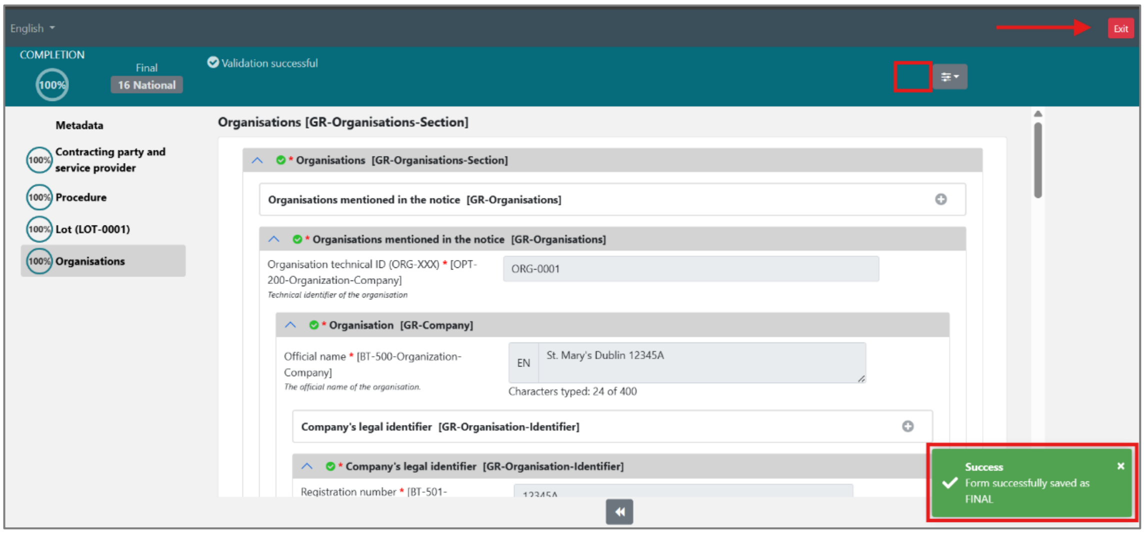

Figure 66

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.

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.

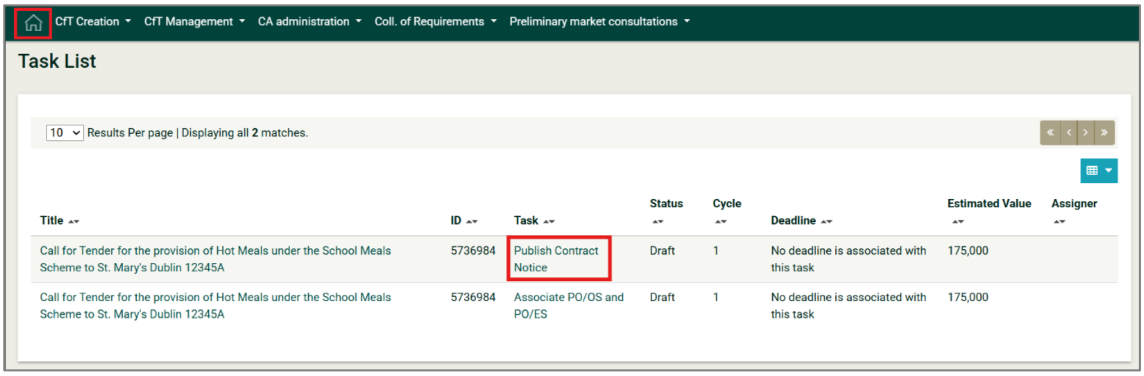

Figure 68

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.

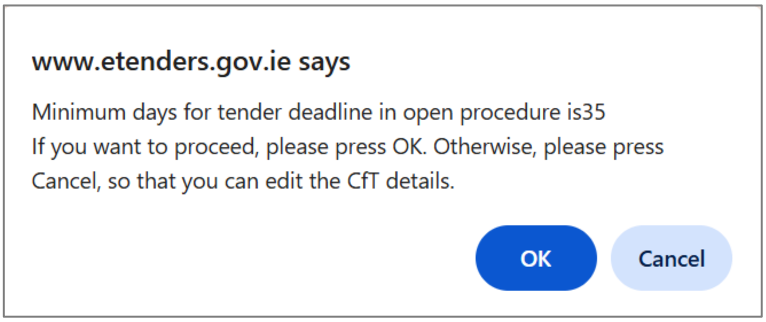

Figure 70

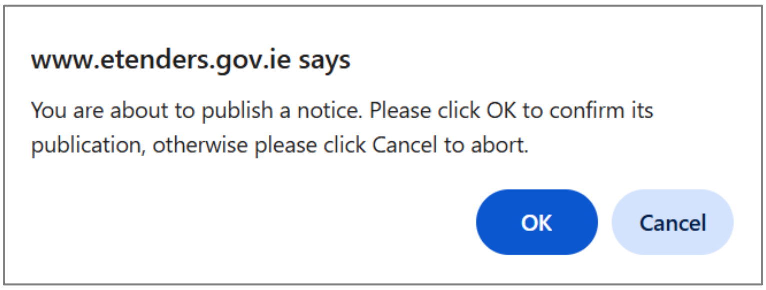

Figure 71

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.

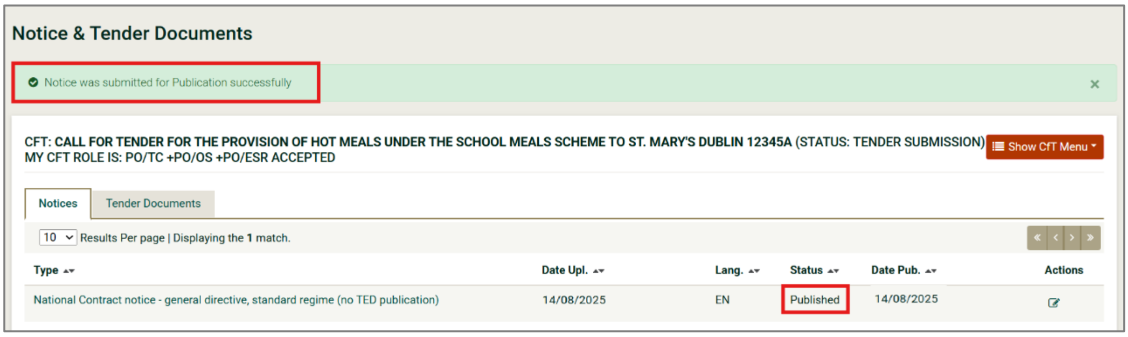

Figure 72

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.]