

HOW TO UNLOCK TENDERS AND ACCESS TENDER SUBMISSIONS ON eTENDERS PLATFORM

December 2025



Schools Procurement Unit

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Introduction

This guidance is designed to assist school leaders with unlocking a tender and accessing tender submissions on eTenders platform.

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

Further guidance documents and resources designed to help schools with procurement are also available on <https://www.spu.ie/>

If you have any questions, contact us at procurementsupport@spu.ie.

1. Unlock tenders

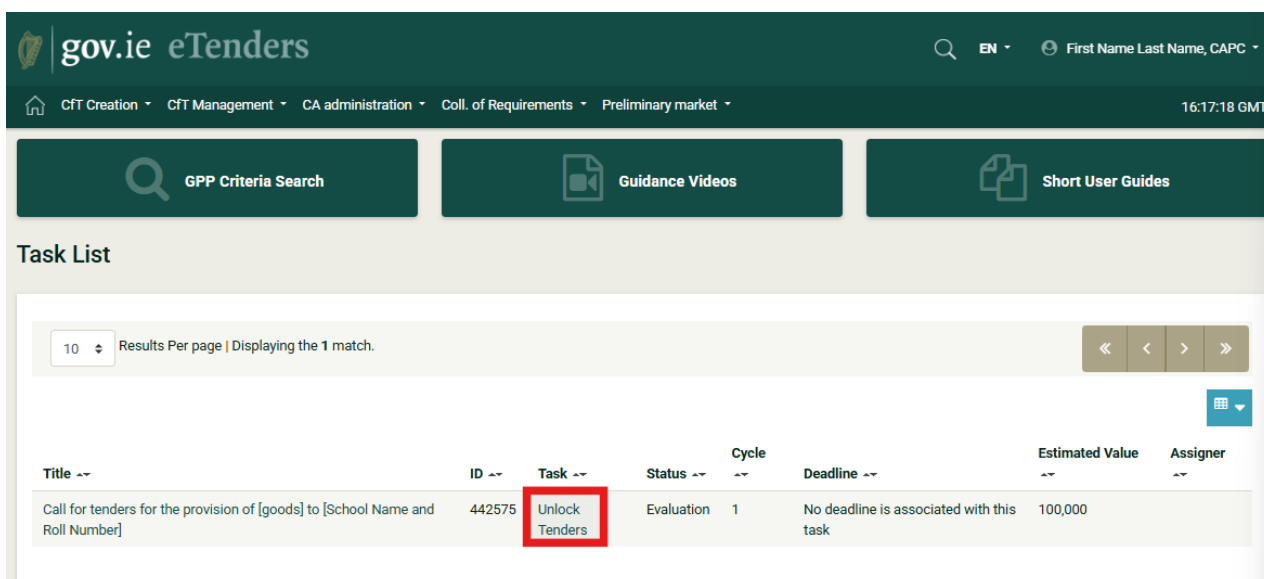
In order to review submitted documents, the tender first needs to be unlocked.

Note: tender can only be unlocked 30 min after the tender deadline has passed.

That means that if the tender deadline was set for 12th March at 15:00hrs, the tender will be available to unlock on 12th March at 15:30hrs.

1.1. Log into eTenders

Log into eTenders account and on the “**task list**” locate your tender competition. Click on the task called “**unlock tenders**”.



The screenshot displays the gov.ie eTenders platform interface. At the top, there is a navigation bar with the gov.ie logo, a search icon, and a user profile dropdown. Below this is a secondary navigation bar with links for CFT Creation, CFT Management, CA administration, Coll. of Requirements, and Preliminary market. The main content area is titled 'Task List' and features three buttons: 'GPP Criteria Search', 'Guidance Videos', and 'Short User Guides'. Below these buttons, there is a table with one row of data. The table has columns for Title, ID, Task, Status, Cycle, Deadline, Estimated Value, and Assigner. The 'Task' column for the first row, 'Call for tenders for the provision of [goods] to [School Name and Roll Number]', contains the text 'Unlock Tenders', which is highlighted with a red box.

| Title | ID | Task | Status | Cycle | Deadline | Estimated Value | Assigner |
|--|--------|----------------|------------|-------|--|-----------------|----------|
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 442575 | Unlock Tenders | Evaluation | 1 | No deadline is associated with this task | 100,000 | |

1.2. Tender opening space

This will open “tender opening space”, with a list of submitted responses.

ENVELOPE

TENDER CLOSING DEADLINE:

05/12/2025 09:00:00

TENDERS RECEIVED:

2

PO/OS USERS APPROVED THE SUBMITTED LIST OF TENDERS:

0 out of 1

SUBMITTED LIST OF TENDERS APPROVED BY:

SUBMITTED LIST OF TENDERS PENDING APPROVAL BY:

First Name Last Name

List of Tenders

| <input type="checkbox"/> | Economic Operator Name | T/P receipt ID | T/P submission time | Conformance Checks |
|--------------------------|------------------------|----------------|---------------------|--------------------|
| <input type="checkbox"/> | SPU Test Supplier | 000003630 | 04/12/2025 16:13:46 | ✓ |
| <input type="checkbox"/> | #1 Supplier to SPU | 000003631 | 04/12/2025 16:16:22 | ✓ |

UPDATE LIST WITH TENDERS RECEIVED OFFLINE

SUBMIT LIST OF TENDERS

✓ Pass | ⚠ Not Pass | ⌚ Timestamping failed.

Note: If there were **no submissions made** and the list is empty, see paragraph “**4.1 No tender submissions made**” for further guidance.

Tick the box next to the “Economic Operator Name” heading to **select all submissions** on the list or select each entry individually.

List of Tenders

| <input checked="" type="checkbox"/> | Economic Operator Name | T/P receipt ID |
|-------------------------------------|------------------------|----------------|
| <input checked="" type="checkbox"/> | SPU Test Supplier | 000003630 |
| <input checked="" type="checkbox"/> | #1 Supplier to SPU | 000003631 |

UPDATE LIST WITH TENDERS RECEIVED OFFLINE

SUBMIT LIST OF TENDERS

Important! Make sure that all the boxes are selected before proceeding.

When all the tender submissions are selected, click on “**submit list of tenders**”.

List of Tenders

| <input checked="" type="checkbox"/> | Economic Operator Name | T/P receipt ID |
|-------------------------------------|------------------------|----------------|
| <input checked="" type="checkbox"/> | SPU Test Supplier | 000003630 |
| <input checked="" type="checkbox"/> | #1 Supplier to SPU | 000003631 |


UPDATE LIST WITH TENDERS RECEIVED OFFLINE

SUBMIT LIST OF TENDERS

Note: It is important to have all the boxes ticked! If you have **not submitted a full list** of tenders, see paragraph “**4.3. Incomplete list of tenderers submitted**” for further guidance.

Once tenders are submitted, a notification will appear at the top of the page with information that the tenders are currently being unlocked.

Tender Opening Space

 Tenders are currently being unlocked. Please wait. Processed tenders: 0

Note: It can take a few or more than 15 minutes for the system to process all the submissions.

Note: If you have completed steps in this paragraph but your “task list” still shows “**unlock tenders**” after you have **waited more than 30 minutes**, see paragraph “**4.2. Two openers needed**” for further guidance.

2. Check conflict of interest

Go back to “task list” and click on the “**check conflict of interest**” task.

| | | | | | | |
|--|--------|----------------------------|------------|---|--|---------|
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 442575 | Check conflict of interest | Evaluation | 1 | No deadline is associated with this task | 100,000 |
|--|--------|----------------------------|------------|---|--|---------|

A page called “**candidate evaluator**” will open. Click on “**view tenders**” to see companies that submitted responses to your competition.

CFT: CALL FOR TENDERS FOR THE PROVISION OF [GOODS] TO [SCHOOL NAME AND ROLL NUMBER] (STATUS: EVALUATING)
IS: PO/TC +PO/OS +PO/ESR ACCEPTED

Conflict of Interest

I understand that I am under the obligation to declare any interest which might be, or might be perceived to be, in conflict with my official duties. Hence, I hereby declare that I do not have any personal, private or monetary interest in this contract.

View tenders

Review the list and determine whether there is any conflict of interest. When the list was reviewed, close that pop-up window and look back at “**candidate evaluator**” page.

CFT: CALL FOR TENDERS FOR THE PROVISION OF [GOODS] TO [SCHOOL NAME AND ROLL NUMBER]
(STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED

Show CFT Menu

Cycle 1

ENVELOPE

TENDER OPENING TIME: 08/12/2025 09:15:06

OPENING REPORT: Download

List of opened Tenders

| Economic Operator Name | T/P receipt ID | T/P submission time | Antivirus check result | Conformance Checks |
|------------------------|----------------|---------------------|------------------------|--------------------|
| #1 Supplier to SPU | 000003631 | 04/12/2025 16:16:22 | ✓ | ✓ |
| SPU Test Supplier | 000003630 | 04/12/2025 16:13:46 | ✓ | ✓ |

If there is no conflict of interest, select “**accept**” and “**save**”. The status of your evaluator will be changed to: “**no conflict**” and you will be able to proceed with reviewing submitted tenders. See paragraph “**3. Access submitted tenders**” for further guidance.

Candidate Evaluator

CFT: CALL FOR TENDERS FOR THE PROVISION OF [GOODS] TO [SCHOOL NAME AND ROLL NUMBER] (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED

Show CFT Menu

Conflict of Interest

I understand that I am under the obligation to declare any interest which might be, or might be perceived to be, in conflict with my official duties. Hence, I hereby declare that I do not have any personal, private or monetary interest in this contract.

View tenders

Comment

Do you accept/reject the declaration?

☒ Accept ☐ Reject

SAVE





Important! If you determine that there is conflict of interest, see paragraph “4.4. Conflict of interest” for further guidance.

3. Access submitted tenders

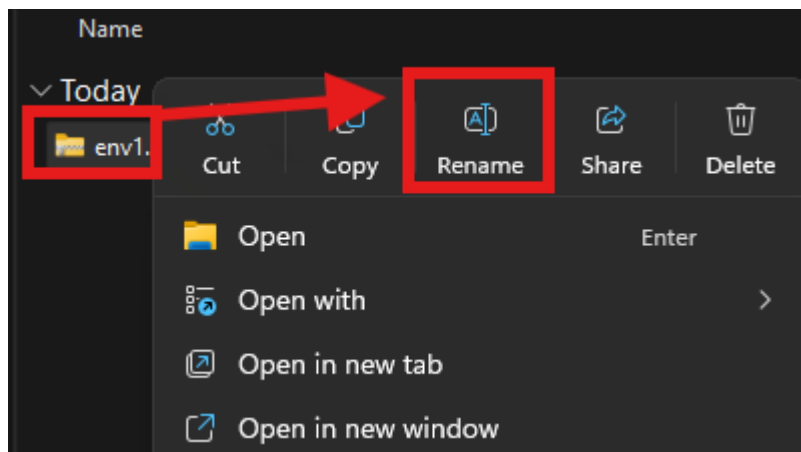
Go back to task list and click on the task called “**Enter Offline Results**”.

| Title | ID | Task | Status | Cycle | Deadline | Estimated Value |
|--|--------|-----------------------|------------|-------|--|-----------------|
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 442575 | Enter Offline Results | Evaluation | 1 | No deadline is associated with this task | 100,000 |

A list of all companies that submitted a response to this tender competition will appear. In order to download the documents and proceed with the evaluation, click on each of the orange boxes under the heading “**original uploaded file**”. That will allow you to download ZIP folders with each company’s submission.

| Lot 1 Title ▾ | | | |
|--------------------------|------------------|---|---|
| Economic Operator Name ✚ | T/P receipt ID ✚ | Original uploaded file ✚ | Printer-friendly tender ✚ |
| #1 Supplier to SPU | 000003631 |  |  |
| SPU Test Supplier | 000003630 |  |  |

Note: downloaded ZIP folders will not have tenderer’s name in the file name and instead will automatically save as “**env1.zip**”. It is recommended to download first submission, rename the file name to that company’s name, and then repeat the steps for the next submission.



When all the submissions are downloaded, proceed with the evaluation process as described in your tender documents.

Note: If you encounter any issues while unlocking your tender, see paragraph “**4. Most common issues**” or contact SPU at procurementssupport@spu.ie for assistance.

4. Most common issues

If you have followed the tasks above, but you were unable to download submissions, review the paragraphs below to see most common issues encountered while unlocking a tender.

4.1. No tender submissions made

If there were no tender submissions made, proceed with unlocking of the tender as usual. First, click on “**unlock tenders**” on your “task list”.

| | | | | | | |
|--|--------|-----------------------|-------------------------|---|--|---------|
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 442836 | Unlock Tenders | Awaiting Tender Opening | 1 | No deadline is associated with this task | 100,000 |
|--|--------|-----------------------|-------------------------|---|--|---------|

This will open “tender opening space”. If there are no Economic Operators (i.e. suppliers) listed, click on “**submit list of tenders**”.

Cycle 1

ENVELOPE

TENDER CLOSING DEADLINE:

10/12/2025 09:00:00

TENDERS RECEIVED:

0

PQ/OS USERS APPROVED THE SUBMITTED LIST OF TENDERS:

0 out of 1

SUBMITTED LIST OF TENDERS APPROVED BY:

SUBMITTED LIST OF TENDERS PENDING APPROVAL BY:

First Name Last Name

List of Tenders

☐

Economic Operator Name

T/P receipt ID

T/P submission time

Conformance Checks

UPDATE LIST WITH TENDERS RECEIVED OFFLINE

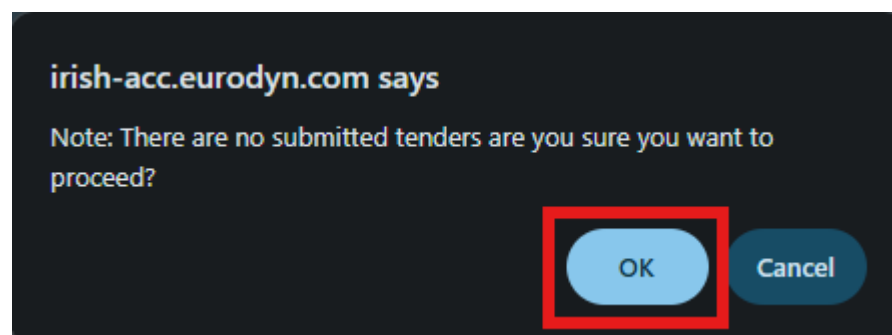
SUBMIT LIST OF TENDERS

✔ Pass

⚠ Not Pass

⌚ Timestamping failed.

Then, click “ok” to proceed.



To properly close call for tenders where no submissions were made a **cancellation notice** must be created. See more guidance on our website: <https://www.spu.ie/> or contact procurementsupport@spu.ie for assistance.

4.2. Two openers needed

If you have completed steps in paragraph “1. Unlock tenders”, and your “task list” still shows “unlock tenders” click on the **tender’s title** to open “CFT workspace”.

| Title ^v | ID ^v | Task ^v | Status ^v | Cycle ^v | Deadline ^v | Estimated Value ^v |
|--|--------|----------------|-------------------------|----------|--|--------------------|
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 443226 | Unlock Tenders | Awaiting Tender Opening | 1 | No deadline is associated with this task | 100,000 |

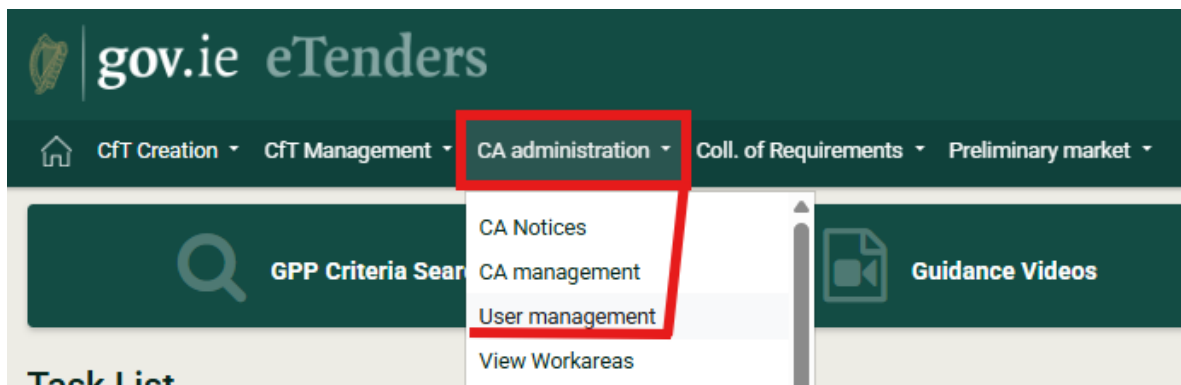
Scroll down to the bottom of the “**CFT workspace**” to see how many openers were selected. If it says “one” – give system more time to process your request or contact procurementsupport@spu.ie for assistance.

If you have **two openers** selected, as shown below, it means that you need to appoint another opener on the eTenders platform in order to access any of the tender submissions.

| | |
|-----------------------------|-----|
| DATE OF AWARDING: | |
| LANGUAGE OF PUBLICATION: EN | |
| NUMBER OF OPENERS: | Two |

4.2.1. User management

First, check the list of user profiles created under the school’s account by clicking on “**CA administration**” and then selecting “**user management**”.



Review the list of users to see whether the new opener already has an account created.

| View Users | | | | | | | | |
|---|------------|-----------|---------------------|---------|------------------|-------|--------|-------------------------------|
| 10 Results Per page Displaying: 1-10 13 results in total. | | | | | << < Page 1 > >> | | | |
| # | First Name | Last Name | Organisational Role | Country | Phone Number | Email | Status | Actions |
| 1 | John | Doe | CAPC | Ireland | | | | Edit Account View Workareas |
| 2 | First Name | Last Name | CAPC | Ireland | | | | Edit Account View Workareas |
| 3 | SPU | Support | CAPCA | Ireland | | | | Edit Account View Workareas |
| 4 | First Name | Last Name | CAPC | Ireland | | | | Edit Account View Workareas |
| | | | | | | | | Add User |

If the new opener **already has a profile**, proceed with steps in paragraph “4.2.3 associate PO/ES and PO/OS user” below.

4.2.2. Add user

If the new opener **does not have a profile** on eTenders platform, you will first need to create one for them.

Click on “**add user**” at the bottom of the page.

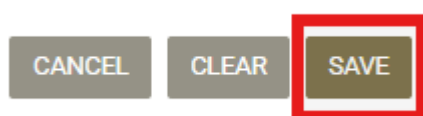
| View Users | | | | | | | | |
|---|------------|-----------|---------------------|---------|------------------|-------|--------|-------------------------------|
| 10 Results Per page Displaying: 1-10 13 results in total. | | | | | << < Page 1 > >> | | | |
| # | First Name | Last Name | Organisational Role | Country | Phone Number | Email | Status | Actions |
| 1 | John | Doe | CAPC | Ireland | | | | Edit Account View Workareas |
| 2 | First Name | Last Name | CAPC | Ireland | | | | Edit Account View Workareas |
| 3 | SPU | Support | CAPCA | Ireland | | | | Edit Account View Workareas |
| 4 | First Name | Last Name | CAPC | Ireland | | | | Edit Account View Workareas |
| | | | | | | | | Add User |

Complete all the fields marked as mandatory. See table below for more information.

| Add User | |
|--------------|-------------------|
| Authority: | St. Mary's Dublin |
| Account Role | CAPO |

| Field | Recommended wording for schools |
|-----------------------|--|
| Authority | This field will be prepopulated with your school's name. No further action needed. |
| Account role | <p>The role assigned depends on what you expect that user to do:</p> <p>CAPC (Contracting Authority Procurement Coordinator) – account role allows for publishing call for tenders (CFTs) and contracts under the DPS, as well as creating new user profiles</p> <p>CAPO (Contracting Authority Procurement Officer) – would be able to be the second opener for tenders (i.e. assigned a role of evaluator), but cannot create CFTs nor contracts under the DPS</p> <p>CAPCA (Contracting Authority Procurement Coordinator Assistant) – roles same as CAPC, however without ability to create new user profiles</p> |
| First name | Insert user's first name |
| Last name | Insert user's last name |
| Username | <p>Insert username for the new account.</p> <p>Note: only letters and numbers are allowed in that field. No special characters can be inserted here.</p> |
| Password | <p>Your password must be longer than 6 characters, and include:</p> <ul style="list-style-type: none"> - at least one lower-case letter - at least one upper-case letter - at least three digits - at least one symbol of those supported: !, @, #, \$, - no concurrent lettering in password matching that of the username. |
| Re-enter password | Re-enter password. Make sure it matches with what was inserted in the field above |
| Department | Education |
| Email | Enter email address of the new user |
| Address | This field is not mandatory and can be left blank. |
| Eircode / Postal Code | This field is not mandatory and can be left blank. |
| City | This field is not mandatory and can be left blank. |
| Country | Ireland |
| County | Select relevant county |
| Phone Number | This field is not mandatory and can be left blank. |
| Mobile phone | This field is not mandatory and can be left blank. |
| Fax | This field is not mandatory and can be left blank. |
| Preferred Language | Select preferred language |

Once all the mandatory fields are completed, click “**save**” at the bottom of the page.



The email address provided for that user will now receive an automated email from eTenders with “**transaction number**”. They must now follow the steps described in that email and insert “transaction number” when prompted to activate their account.

Once their account is activated, you can add them as a second opener on eTenders platform and proceed with the steps in paragraph “**4.2.3 associate PO/ES and PO/OS user**”.

4.2.3. Associate PO/ES and PO/OS user

Once there is a user profile created for the second opener, go back to “**task list**” and click on “**associate PO/OS and PO/ES**” task.

| Title ▾ | ID ▾ | Task ▾ | Status ▾ | Cycle ▾ | Deadline ▾ | Estimated Value ▾ |
|--|--------|---------------------------|-------------------------|---------|--|-------------------|
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 443226 | Associate PO/OS and PO/ES | Awaiting Tender Opening | 1 | No deadline is associated with this task | 100,000 |
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 443226 | Unlock Tenders | Awaiting Tender Opening | 1 | No deadline is associated with this task | 100,000 |

Next, click on “**add PO/OS users**”.

CFT: CALL FOR TENDERS FOR THE PROVISION OF [GOODS] TO [SCHOOL NAME AND ROLL NUMBER] (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR CONFLICT
Show CFT Menu

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 Conflict | ! | Disassociate Replace Evaluator |

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

In the pop-up window, type in first and last name of the user you want to add to the tender and click “**search**”. Make sure that the spelling is the same as in that person’s account.

Search for Users

First Name:

Last Name:

Country:

CLOSE
SEARCH

Tick the box next to the user's name, and then click **“select”**.

Search for Users

First Name:

Last Name:

Country:

CLOSE

SEARCH

10 Results Per page | Displaying the 1 match.

«

<

>

»

| <input type="checkbox"/> | First Name ^v | Last Name ^v | Username ^v | CFT Role ^v | CA Role ^v | Organisation ^v | Country ^v |
|-------------------------------------|---------------|--------------|-------------|-------------|------------|-------------------|------------|
| <input checked="" type="checkbox"/> | John | Doe | johndoe | | CAPC | St. Mary's Dublin | Ireland |

CLOSE

SELECT

Once you click “select”, the person will be added as a second opener as shown below.

10



Results Per page | Displaying all 2 matches.

«

<

>

»

| First Name ^v | Last Name ^v | Role | Status | Actions |
|---------------|--------------|---------------------------------|---|----------------------------------|
| First Name | Last Name | PO/TC + PO/OS + PO/ESR Accepted |  | Disassociate Replace Evaluator |
| John | Doe | <div>PO/OS</div> |  | Disassociate |

ADD PO/ES GROUP

ADD PO/ES USERS

ADD PO/ESR USERS

ADD PO/OS USERS

ADD PO/TC USERS

4.2.4. Second opener: unlock tenders

The second opener must now log into their account and click on **“unlock tenders”**.

| | | | | | | |
|--|--------|----------------|-------------------------|---|--|---------|
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 443226 | Unlock Tenders | Awaiting Tender Opening | 1 | No deadline is associated with this task | 100,000 |
|--|--------|----------------|-------------------------|---|--|---------|

In the “tender opening space”, click on “**approve list of tenders**”.

ENVELOPE

DETAILS

| | |
|---|----------------------|
| TENDER CLOSING DEADLINE: | 12/12/2025 09:00:00 |
| TENDERS RECEIVED: | 2 |
| PO/OS USERS APPROVED THE SUBMITTED LIST OF TENDERS: | 1 out of 2 |
| SUBMITTED LIST OF TENDERS APPROVED BY: | First Name Last Name |
| SUBMITTED LIST OF TENDERS PENDING APPROVAL BY: | John Doe |

LIST OF TENDERS

| <input checked="" type="checkbox"/> | Economic Operator Name | T/P receipt ID | T/P submission time | Conformance Checks |
|-------------------------------------|------------------------|----------------|---------------------|--------------------|
| <input checked="" type="checkbox"/> | #1 Supplier to SPU | 000003637 | 11/12/2025 11:44:59 | ✓ |
| <input checked="" type="checkbox"/> | SPU Test Supplier | 000003636 | 11/12/2025 11:42:58 | ✓ |

REJECT LIST OF TENDERS

VIEW OFFLINE TENDERS

APPROVE LIST OF TENDERS

Click “**ok**” to proceed.

irish-acc.eurodyn.com says

Upon providing your approval for unlocking the tenders, you will no longer be able to amend your selection of tenders to be unlocked. In addition, you will not be able to add more tenders received offline. Please click OK to proceed, otherwise please click Cancel to review the set of selected tenders to be unlocked.

OK

Cancel

Once done, the system will display a message “**Tenders are currently being unlocked. Please wait**”

Tender Opening Space

i

Tenders are currently being unlocked. Please wait. Processed tenders: 0

Once the second opener unlocked tenders, the first opener must log back into their account and proceed with the next steps as described in paragraph “**2. Check conflict of interest**” onwards.

4.3. Incomplete list of tenderers submitted

If you have completed task “1. Unlock tenders”, but do not see all the submissions you expected to see, there might have been an error as shown below, where not all boxes were ticked.

List of Tenders

| <input type="checkbox"/> Economic Operator Name | T/P receipt ID | T/P submission time | Conformance Checks |
|---|----------------|---------------------|--------------------|
| <input checked="" type="checkbox"/> SPU Test Supplier | 000003630 | 04/12/2025 16:13:46 | ✓ |
| <input type="checkbox"/> #1 Supplier to SPU | 000003631 | 04/12/2025 16:16:22 | ✓ |

[UPDATE LIST WITH TENDERS RECEIVED OFFLINE](#) [SUBMIT LIST OF TENDERS](#)

4.3.1. Check whether you have unlocked all the tenders

If you are unsure whether you have selected all the tenders, go back to task list and click on your **tender's title**.

| Title ^v | ID ^v | Task ^v | Status ^v | Cycle ^v | Deadline ^v | Estimated Value ^v |
|--|--------|-----------------------|------------|----------|--|--------------------|
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 442575 | Enter Offline Results | Evaluation | 1 | No deadline is associated with this task | 100,000 |

Next, click on “**show CFT menu**” on the right-hand side.

View Cft Workspace

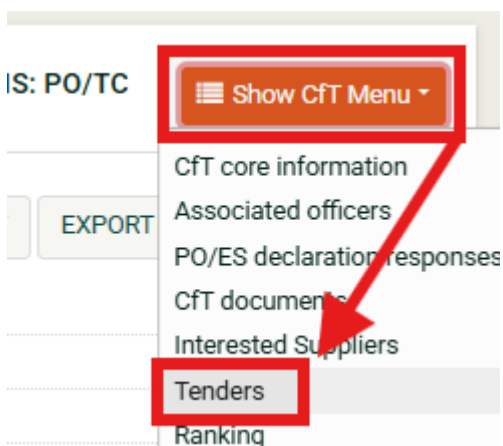
CFT: CALL FOR TENDERS FOR THE PROVISION OF [GOODS] TO [SCHOOL NAME AND ROLL NUMBER] (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR [Show CFT Menu](#)

[EXPORT CFT INFORMATION](#) [EDIT CFT WORKSPACE](#) [CANCEL CFT](#) [EXPORT CFT](#) [COPY AS NEW](#)

NAME OF CONTRACTING AUTHORITY: St. Mary's Dublin

STATUS: Evaluation

And then select “**tenders**” from the dropdown menu.



This will open an overview of all the submissions made. If there are any tenders under “**list of not opened tenders**”, it means that not all the submissions were selected during the task “1. Unlock tenders”. In order to allow system to open all the submissions, you need to request re-evaluation.

ENVELOPE

TENDER OPENING TIME:

09/12/2025 15:10:07

OPENING REPORT:

Download

List of opened Tenders

| Economic Operator Name | T/P receipt ID | T/P submission time | Antivirus check result | Conformance Checks | Printer-friendly tender |
|------------------------|----------------|---------------------|------------------------|--------------------|-------------------------|
| SPU Test Supplier | 000003630 | 04/12/2025 16:13:46 | | | |

List of not opened Tenders

| Economic Operator Name | T/P receipt ID | T/P submission time | D/P receipt ID | D/P submission time | Timely submission | D/P match result | Antivirus check result | T/P conformance |
|------------------------|---------------------------|---------------------|----------------|---------------------|-------------------|------------------|------------------------|-----------------|
| #1 Supplier to SPU | Not selected on unlocking | | | | | | | |

Note: in order to request “re-evaluation” and unlock the full list of tenders, you first need to add “mock” scores. Proceed with the steps below in order to do so. Those will **not be final** scores. Submissions should only be accessed when all the tenders are opened.

4.3.2. Re-evaluation request – enter offline results

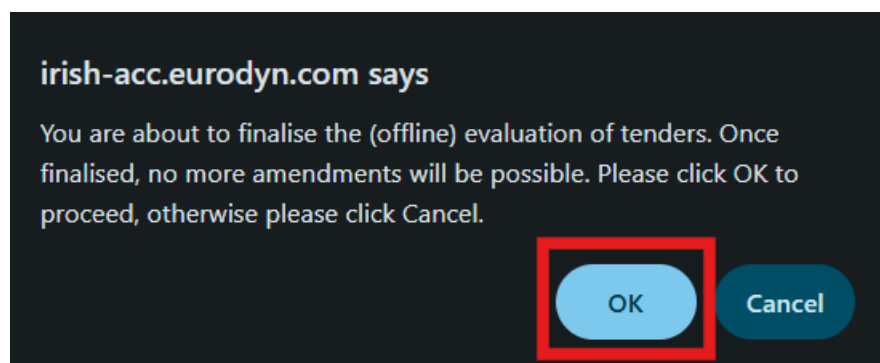
First, go back to “task list” and click on “**enter offline results**”.

| Title ^v | ID ^v | Task ^v | Status ^v | Cycle ^v | Deadline ^v | Estimated Value ^v |
|--|--------|-----------------------|------------|----------|--|--------------------|
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 442575 | Enter Offline Results | Evaluation | 1 | No deadline is associated with this task | 100,000 |

Insert 100 into the score field and then select “**accept**” for every supplier that is left on the list. When all the suppliers on the list have scores added, click on “**save as final**”

| Lot 1 Title ^v | | | | | | |
|---------------------------|-------------------|---------------------------|----------------------------|---------------|-------------------|--|
| Economic Operator Name ^v | T/P receipt ID ^v | Original uploaded file ^v | Printer-friendly tender ^v | Score ^v | Approve/Reject ^v | |
| SPU Test Supplier | 000003636 | | | 100 | Approve ^v | |
| | | | | SAVE AS DRAFT | SAVE AS FINAL | |

Click “ok” to proceed.



Important! If you have more than one Lot, make sure to repeat the steps above (paragraph “4.3.2. Enter offline results”) for all the Lots separately!

You can select the next Lot by clicking on the **tab above the list of suppliers** with the Lot’s title (in the example below: “Lot 1 title”). The Lot you have currently open will be highlighted in gold. Click on the next available Lot and repeat the steps above. Remember to “save as final” when all the scores are added.

Cycle 1

Lot 1 Title ▾

Lot 1 Title T/P receipt ID

Lot 2 Title 000003630

Lot 3 Title

4.3.3. Re-evaluation request – pre-standstill ranking

Go back to “task list” and click on “pre-standstill ranking”.

| Title ▾ | ID ▾ | Task ▾ | Status ▾ | Cycle ▾ | Deadline ▾ | Estimated Value ▾ |
|--|--------|------------------------|------------|---------|--|-------------------|
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 443226 | Pre-standstill ranking | Evaluation | 1 | No deadline is associated with this task | 100,000 |

This will open a page with an overview of added scores. Click “**save**” at the bottom.

CFT: CALL FOR TENDERS FOR THE PROVISION OF [GOODS] TO [SCHOOL NAME AND ROLL NUMBER] (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR [Show CFT Menu ▾](#)

Lot 1 Title

| Rank | Economic Operator Organisations | T/P receipt ID | Score/Price | Pass/Fail |
|------|---------------------------------|----------------|-------------|-------------------------------------|
| 1 | SPU Test Supplier | 000003636 | 100.00% | <input checked="" type="checkbox"/> |

Lot 2 Title

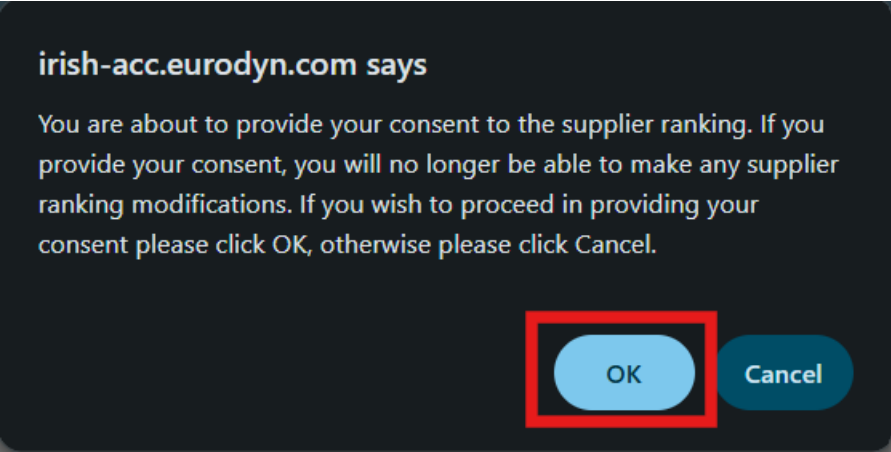
| Rank | Economic Operator Organisations | T/P receipt ID | Score/Price | Pass/Fail |
|------|---------------------------------|----------------|-------------|-------------------------------------|
| 1 | SPU Test Supplier | 000003636 | 100.00% | <input checked="" type="checkbox"/> |

Lot 3 Title

| Rank | Economic Operator Organisations | T/P receipt ID | Score/Price | Pass/Fail |
|------|---------------------------------|----------------|-------------|-------------------------------------|
| 1 | SPU Test Supplier | 000003636 | 100.00% | <input checked="" type="checkbox"/> |

SAVE

Click “ok” to proceed.



4.3.4. Re-evaluation request – announce evaluation results

Go back to “task list” and click on “announce evaluation results”.

| Title ^v | ID ^v | Task ^v | Status ^v | Cycle ^v | Deadline ^v | Estimated Value ^v |
|--|--------|-----------------------------|------------|----------|--|--------------------|
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 443226 | Announce Evaluation Results | Evaluation | 1 | No deadline is associated with this task | 100,000 |

Scroll down and click on “proceed without sending notifications”.

CFT: CALL FOR TENDERS FOR THE PROVISION OF [GOODS] TO [SCHOOL NAME AND ROLL NUMBER] (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show CFT Menu ^

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

Message: *

(Maximum characters: 2000)

SPU Test Supplier Attachment:

Choose File

No file chosen

Notification message for the rejected Economic Operators.

Message: *

(Maximum characters: 2000)

#1 Supplier to SPU Attachment:

Choose File

No file chosen

Common Attachment:

Choose File

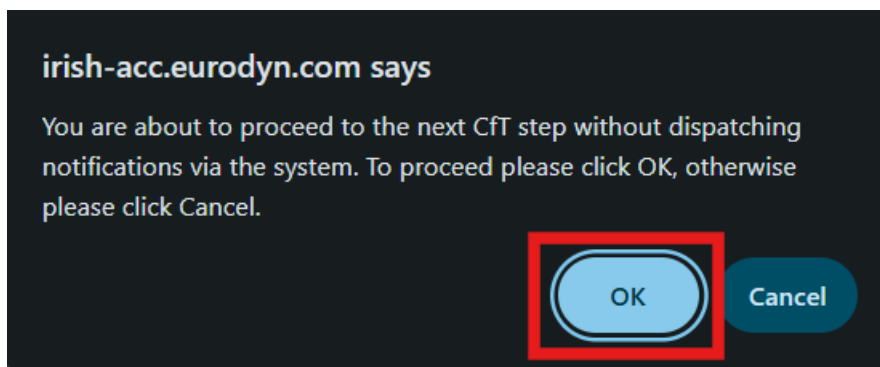
 No file chosen

Fields marked with an asterisk are mandatory *

SEND

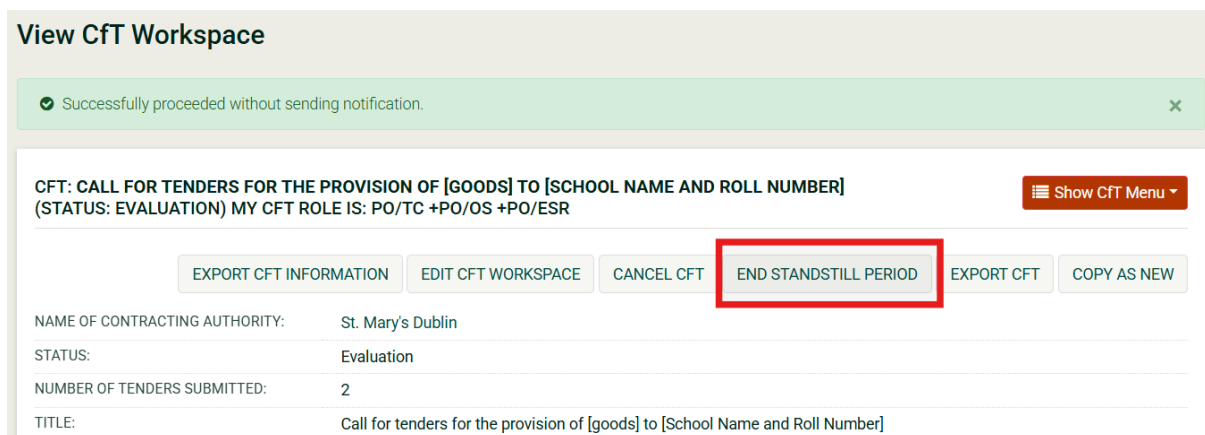
PROCEED WITHOUT SENDING NOTIFICATIONS

Click “ok” to proceed.

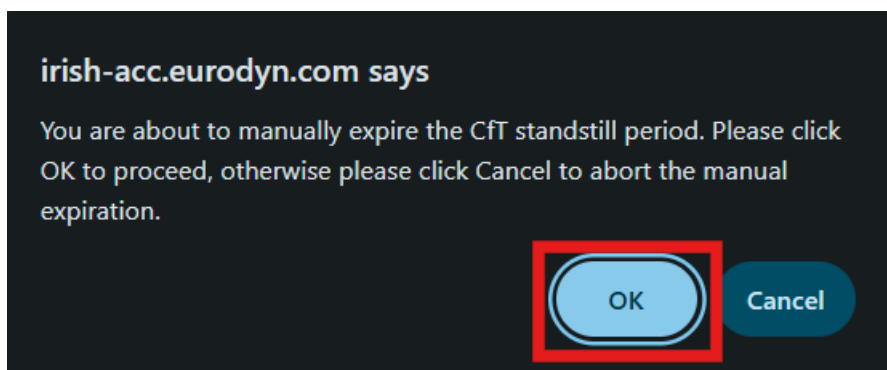


4.3.5. Re-evaluation request – end standstill period

Once the previous task is completed, the system will show “CFT workspace” and a message “successfully proceeded without sending notification”. Without changing the page, click on “end standstill period”.



Click “ok” to proceed.



Note: if you have gone back to “task list” before ending the standstill period, click on “CFT management” in the top menu and then “list of my CFTs” in order to locate your tender. Once you have, click on the tender’s title and follow the steps above.

4.3.6. Re-evaluation request – post standstill ranking

Go back to “task list” and click on “post-standstill ranking”.

| Title ▲▼ | ID ▲▼ | Task ▲▼ | Status ▲▼ | Cycle ▲▼ | Deadline ▲▼ | Estimated Value ▲▼ |
|--|--------|-------------------------|------------|----------|--|--------------------|
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 443226 | Post-standstill ranking | Evaluation | 1 | No deadline is associated with this task | 100,000 |

That will open the page with scores again. Click on “**reject and request re-evaluation**” at the bottom left.

Lot 1 Title

| Rank | Economic Operator Organisations | T/P receipt ID | Score/Price | Pass/Fail |
|------|---------------------------------|----------------|-------------|-------------------------------------|
| 1 | SPU Test Supplier | 000003636 | 100.00% | <input checked="" type="checkbox"/> |

Lot 2 Title

| Rank | Economic Operator Organisations | T/P receipt ID | Score/Price | Pass/Fail |
|------|---------------------------------|----------------|-------------|-------------------------------------|
| 1 | SPU Test Supplier | 000003636 | 100.00% | <input checked="" type="checkbox"/> |

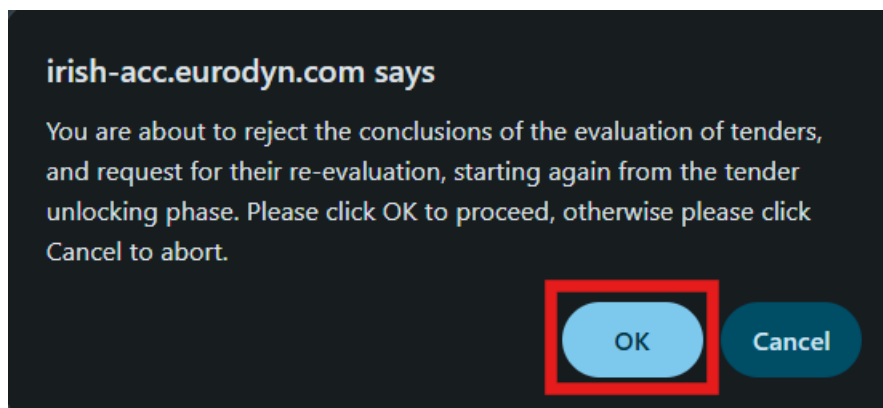
Lot 3 Title

| Rank | Economic Operator Organisations | T/P receipt ID | Score/Price | Pass/Fail |
|------|---------------------------------|----------------|-------------|-------------------------------------|
| 1 | SPU Test Supplier | 000003636 | 100.00% | <input checked="" type="checkbox"/> |

REJECT AND REQUEST RE-EVALUATION

SAVE

Click “ok” to proceed.



That will bring you back to the “task list” and you will see the task “unlock tenders” again. Proceed with the steps in paragraph “1. Unlock tenders” onwards.

4.4. Conflict of interest

If you have identified a conflict of interest, type in the reasons into “**comment**” box, select “**reject**” and “**save**”. You must immediately notify the rest of the evaluation team of the situation.

Candidate Evaluator

CFT: CALL FOR TENDERS FOR THE PROVISION OF [GOODS] TO [SCHOOL NAME AND ROLL NUMBER] (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED [Show CFT Menu](#)

Conflict of Interest

I understand that I am under the obligation to declare any interest which might be, or might be perceived to be, in conflict with my official duties. Hence, I hereby declare that I do not have any personal, private or monetary interest in this contract.

[View tenders](#)

Comment

Do you accept/reject the declaration?

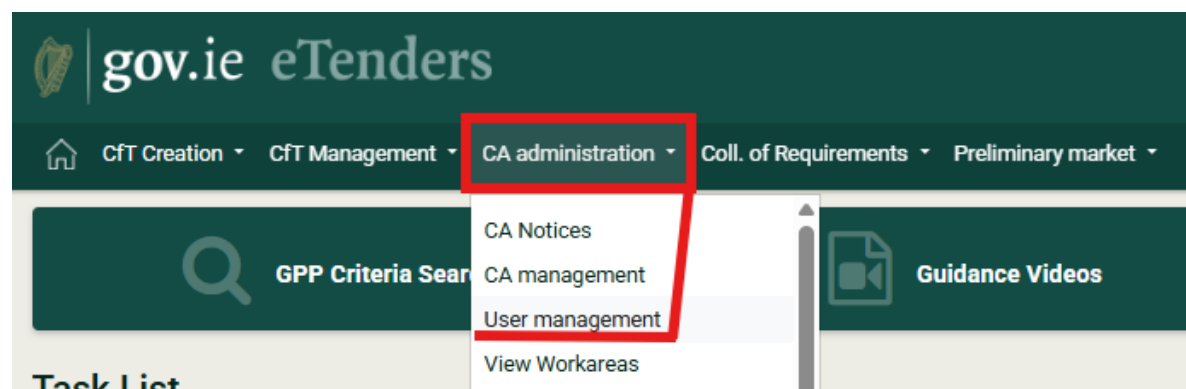
☐ Accept ☒ Reject

[SAVE](#)

4.4.1. User management

In order to ensure that the evaluation and award process is conducted in a fair, transparent and impartial manner a new PO/OS and PO/ES user will need to be appointed.

First, check the list of user profiles created under the school’s account by clicking on “**CA administration**” and then selecting “**user management**”.



Review the list of users to see whether the new evaluator already has an account created.

| View Users | | | | | | | | |
|---|------------|-----------|---------------------|---------|------------------|-------|--------|-------------------------------|
| 10 Results Per page Displaying: 1-10 13 results in total. | | | | | << < Page 1 > >> | | | |
| # | First Name | Last Name | Organisational Role | Country | Phone Number | Email | Status | Actions |
| 1 | John | Doe | CAPC | Ireland | | | | Edit Account View Workareas |
| 2 | First Name | Last Name | CAPC | Ireland | | | | Edit Account View Workareas |
| 3 | SPU | Support | CAPCA | Ireland | | | | Edit Account View Workareas |
| 4 | First Name | Last Name | CAPC | Ireland | | | | Edit Account View Workareas |
| | | | | | | | | Add User |

If the new evaluator **already has a profile**, proceed with steps in paragraph “**4.4.3 associate PO/ES and PO/OS user**” below.

4.4.2. Add user

If the new evaluator **does not have a profile** on eTenders platform, you will first need to create one for them.

Click on “**add user**” at the bottom of the page.

| View Users | | | | | | | | |
|---|------------|-----------|---------------------|---------|------------------|-------|--------|-------------------------------|
| 10 Results Per page Displaying: 1-10 13 results in total. | | | | | << < Page 1 > >> | | | |
| # | First Name | Last Name | Organisational Role | Country | Phone Number | Email | Status | Actions |
| 1 | John | Doe | CAPC | Ireland | | | | Edit Account View Workareas |
| 2 | First Name | Last Name | CAPC | Ireland | | | | Edit Account View Workareas |
| 3 | SPU | Support | CAPCA | Ireland | | | | Edit Account View Workareas |
| 4 | First Name | Last Name | CAPC | Ireland | | | | Edit Account View Workareas |
| | | | | | | | | Add User |

Complete all the fields marked as mandatory. See table below for more information.

| Add User | |
|--------------|-------------------|
| Authority: | St. Mary's Dublin |
| Account Role | CAPO |

| Field | Recommended wording for schools |
|-----------------------|--|
| Authority | This field will be prepopulated with your school's name. No further action needed. |
| Account role | <p>The role assigned depends on what you expect that user to do:</p> <p>CAPC (Contracting Authority Procurement Coordinator) – account role allows for publishing call for tenders (CFTs) and contracts under the DPS, as well as creating new user profiles</p> <p>CAPO (Contracting Authority Procurement Officer) – would be able to be the second opener for tenders (i.e. assigned a role of evaluator), but cannot create CFTs nor contracts under the DPS</p> <p>CAPCA (Contracting Authority Procurement Coordinator Assistant) – roles same as CAPC, however without ability to create new user profiles</p> |
| First name | Insert user's first name |
| Last name | Insert user's last name |
| Username | <p>Insert username for the new account.</p> <p>Note: only letters and numbers are allowed in that field. No special characters can be inserted here.</p> |
| Password | <p>Your password must be longer than 6 characters, and include:</p> <ul style="list-style-type: none"> - at least one lower-case letter - at least one upper-case letter - at least three digits - at least one symbol of those supported: !, @, #, \$, - no concurrent lettering in password matching that of the username. |
| Re-enter password | Re-enter password. Make sure it matches with what was inserted in the field above |
| Department | Education |
| Email | Enter email address of the new user |
| Address | This field is not mandatory and can be left blank. |
| Eircode / Postal Code | This field is not mandatory and can be left blank. |
| City | This field is not mandatory and can be left blank. |
| Country | Ireland |
| County | Select relevant county |
| Phone Number | This field is not mandatory and can be left blank. |
| Mobile phone | This field is not mandatory and can be left blank. |
| Fax | This field is not mandatory and can be left blank. |
| Preferred Language | Select preferred language |

Once all the mandatory fields are completed, click “**save**” at the bottom of the page.

CANCEL

CLEAR

SAVE

The email address provided for that user will now receive an automated email from eTenders with “**transaction number**”. They must now follow the steps described in that email and insert “transaction number” when prompted to activate their account.

Once their account is activated, you can add them as an evaluator on eTenders platform and proceed with the steps in paragraph “**4.4.3 associate PO/ES and PO/OS user**”.

4.4.3. Associate PO/OS and PO/ES user

Once there is a user profile created for the evaluator, go back to “**task list**” and click on “**associate PO/OS and PO/ES**” task.

| Title ^v | ID ^v | Task ^v | Status ^v | Deadline ^v | Value ^v |
|--|--------|---------------------------|------------|-------------|--|
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 442575 | Associate PO/OS and PO/ES | Evaluation | 1 | No deadline is associated with this task |

Next, click on “**add PO/OS users**”.

CFT: CALL FOR TENDERS FOR THE PROVISION OF [GOODS] TO [SCHOOL NAME AND ROLL NUMBER] (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR CONFLICT

Show CFT Menu ^v

10 ^v Results Per page | Displaying the 1 match.

First Name ^vLast Name ^vRoleStatusActions

First NameLast NamePO/TC + PO/OS + PO/ESR ConflictDisassociate | Replace Evaluator

ADD PO/ES GROUP

ADD PO/ES USERS

ADD PO/ESR USERS

ADD PO/OS USERS

ADD PO/TC USERS

In the pop-up window, type in first and last name of the user you want to add to the tender and click “**search**”. Make sure that the spelling is the same as in that person’s account.

Search for Users

First Name:

John

Last Name:

Doe

Country:

All

CLOSE

SEARCH

Tick the box next to the user’s name, and then click “**select**”.

Search for Users

First Name:

John

Last Name:

Doe

Country:

All

CLOSE

SEARCH

10 Results Per page | Displaying the 1 match.

<<

<

>

>>

| <input type="checkbox"/> | First Name | Last Name | Username | CFT Role | CA Role | Organisation | Country |
|-------------------------------------|------------|-----------|----------|----------|---------|-------------------|---------|
| <input checked="" type="checkbox"/> | John | Doe | johndoe | | CAPC | St. Mary's Dublin | Ireland |

CLOSE

SELECT

Click on the role next of the added user and select the last option “**PO/TC + PO/OS + PO/ESR Candidate**”

| First Name | Last Name | Role | Status | Actions |
|------------|-----------|--|-------------|----------------------------------|
| John | Doe | PO/OS | <div></div> | Disassociate |
| First Name | Last Name | <div><div>PO/ES Candidate</div><div>PO/ESR Candidate</div><div>PO/OS</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></div> | <div></div> | Disassociate Replace Evaluator |

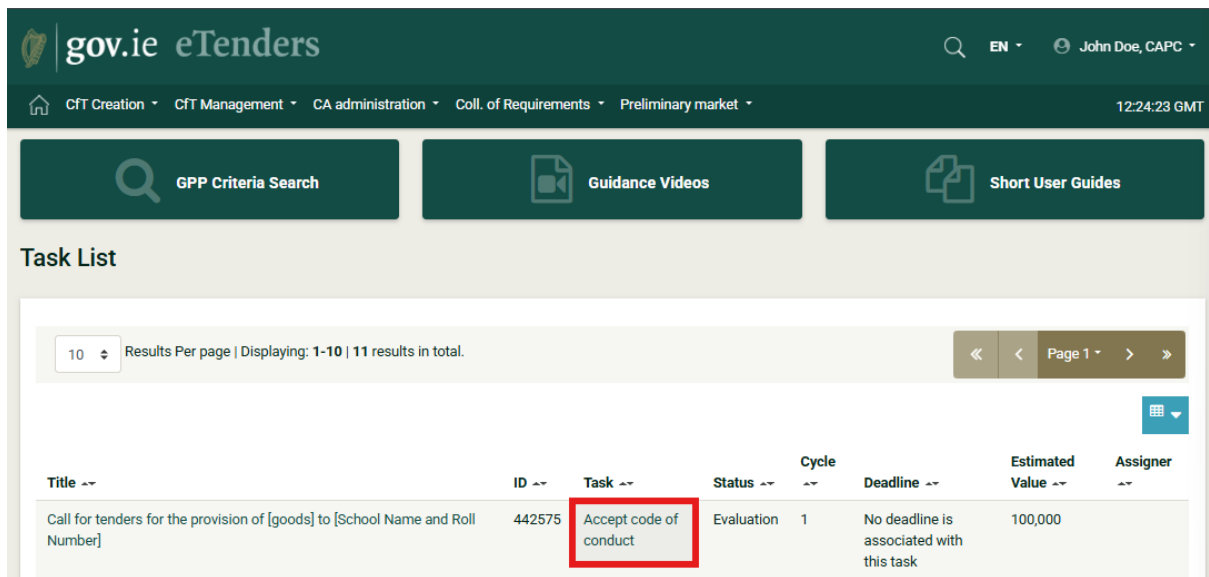
ADD PO/ESR USERS

ADD PO/OS USERS

ADD PO/TC USERS

4.4.4. New evaluator: accept code of conduct

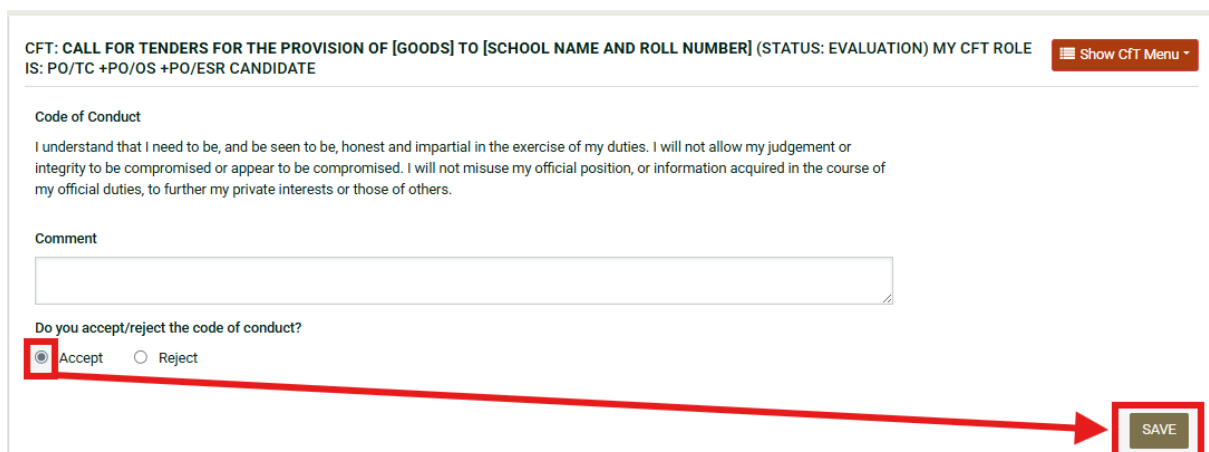
The new evaluator must now log into their account and click on “accept code of conduct”.



The screenshot shows the gov.ie eTenders interface. At the top, there's a navigation bar with the gov.ie logo, user name 'John Doe, CAPC', and various menu items like 'CFT Creation', 'CFT Management', etc. Below this is a 'Task List' section. A table displays tasks, with the first task 'Accept code of conduct' highlighted by a red box. The table has columns for Title, ID, Task, Status, Cycle, Deadline, Estimated Value, and Assigner.

| Title | ID | Task | Status | Cycle | Deadline | Estimated Value | Assigner |
|--|--------|------------------------|------------|-------|--|-----------------|----------|
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 442575 | Accept code of conduct | Evaluation | 1 | No deadline is associated with this task | 100,000 | |

Review the code of conduct. When ready, click “accept” and “save”.



This screenshot shows the 'Code of Conduct' acceptance page. It includes a header with the CFT title and role, a 'Show CFT Menu' button, and a paragraph of text explaining the code of conduct. Below this is a 'Comment' field. The question 'Do you accept/reject the code of conduct?' is followed by two radio buttons: 'Accept' (which is selected and highlighted with a red box) and 'Reject'. A red arrow points from the 'Accept' radio button to a 'SAVE' button, which is also highlighted with a red box.

4.4.5. New evaluator: check conflict of interest

Go back to “task list” and click on “check conflict of interest”.

| Title | ID | Task | Status | Cycle | Deadline | Estimated Value |
|--|--------|----------------------------|------------|-------|--|-----------------|
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 442575 | Associate PO/OS and PO/ES | Evaluation | 1 | No deadline is associated with this task | 100,000 |
| Call for tenders for the provision of [goods] to [School Name and Roll Number] | 442575 | Check conflict of interest | Evaluation | 1 | No deadline is associated with this task | 100,000 |

If there is no conflict of interest, click “**accept**” and “**save**”.

CFT: CALL FOR TENDERS FOR THE PROVISION OF [GOODS] TO [SCHOOL NAME AND ROLL NUMBER] (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED

Show CFT Menu

Conflict of Interest

I understand that I am under the obligation to declare any interest which might be, or might be perceived to be, in conflict with my official duties. Hence, I hereby declare that I do not have any personal, private or monetary interest in this contract.

[View tenders](#)

Comment

Do you accept/reject the declaration?

☒ Accept ☐ Reject

SAVE

If there was no conflict of interest identified, the new evaluator can proceed with the next steps – see paragraph “**3. Access submitted tenders**”.

If the new evaluator upon reviewing the list of tenderers, expressed conflict of interest, go back to step “**4.4. Conflict of interest**”.

If you experience any issues that this guide does not cover, contact procurementssupport@spu.ie for assistance.