



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

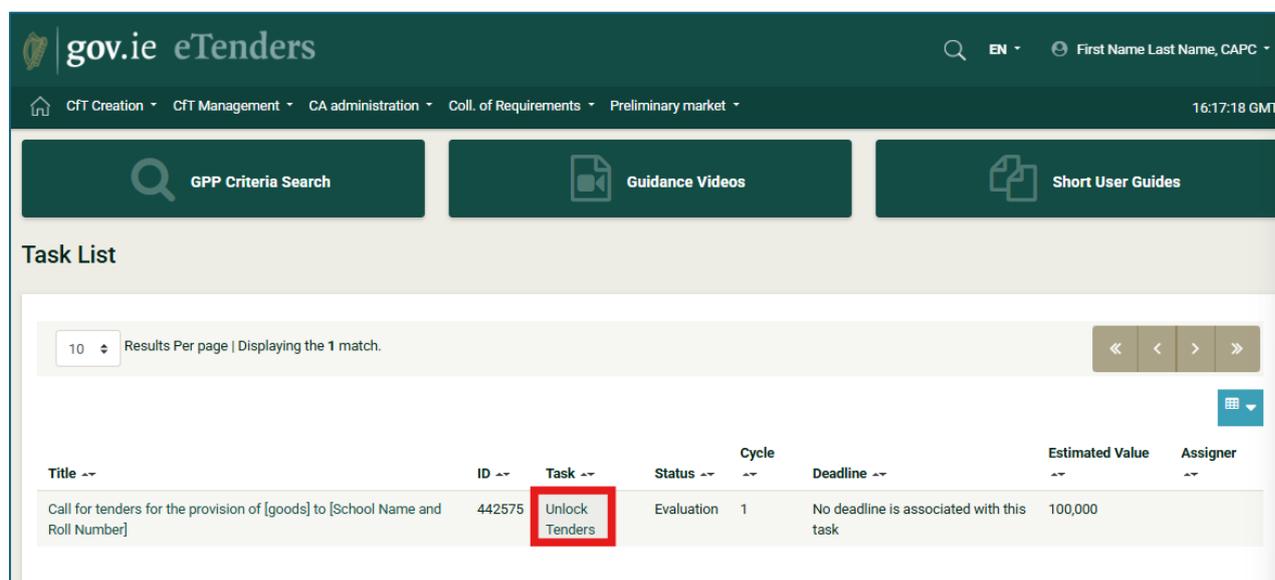
In order to review submitted documents, the tender first needs to be unlocked.

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 interface. At the top, there is a navigation bar with the gov.ie logo and 'eTenders' text. Below this, there are several menu items: CFT Creation, CFT Management, CA administration, Coll. of Requirements, and Preliminary market. The main content area is titled 'Task List' and features a search bar, 'GPP Criteria Search', 'Guidance Videos', and 'Short User Guides' buttons. Below these, there is a table with the following data:

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	

Figure 1

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	✓

Pass | Not Pass | Timestamping failed.

Figure 2

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

Figure 3

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

When all the tender submissions are selected, click on “**submit 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**

Figure 4

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

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

Figure 5

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.

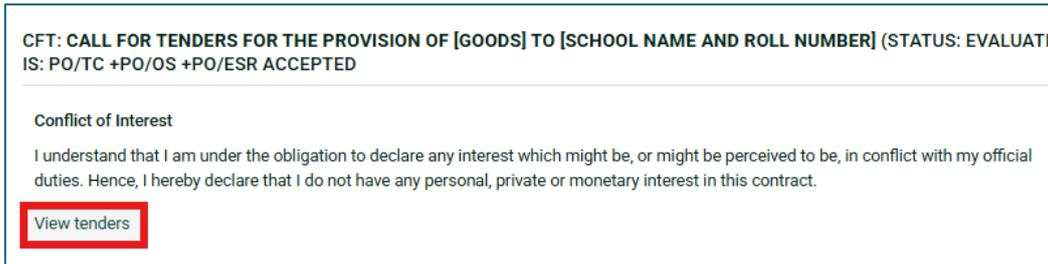
2. Check conflict of interest

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
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Figure 6

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: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED

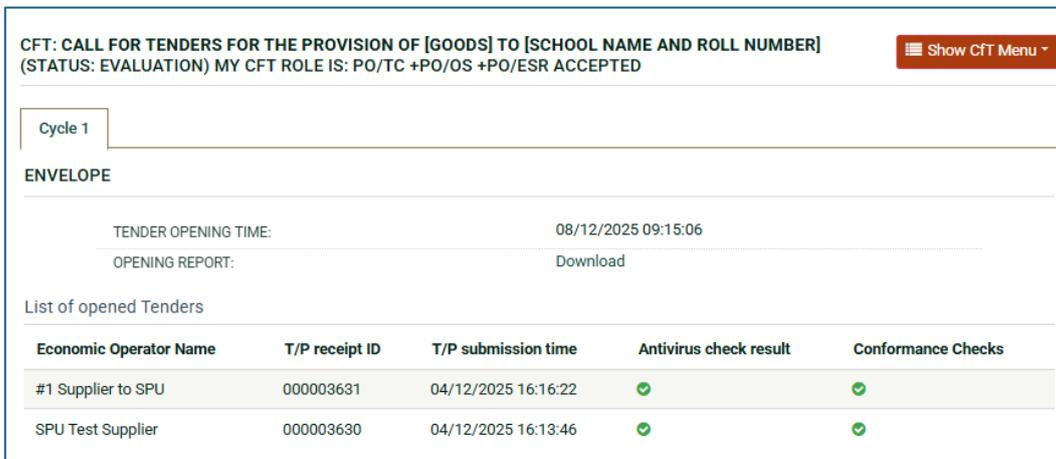
Conflict of Interest

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

Figure 7

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

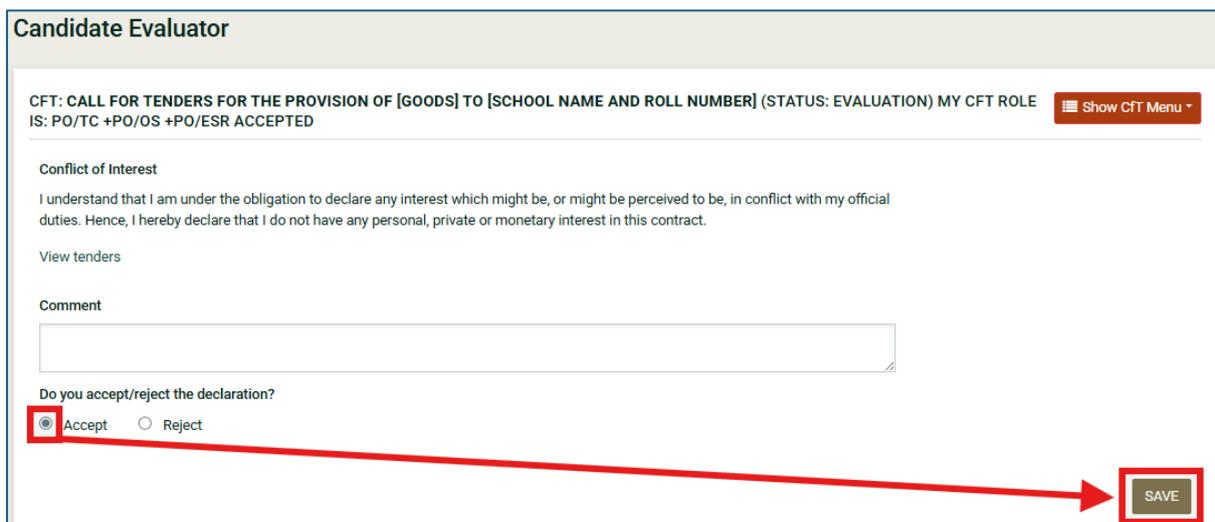
OPENING REPORT: Download

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	✓	✓

Figure 8

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

Figure 9

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

Figure 10

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		

Figure 11

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.

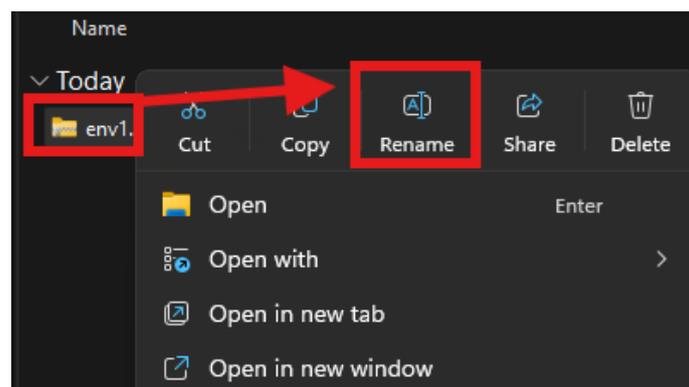


Figure 12

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
--	--------	----------------	-------------------------	---	--	---------

Figure 13

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

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
--------------------------	------------------------	----------------	---------------------	--------------------

UPDATE LIST WITH TENDERS RECEIVED OFFLINE SUBMIT LIST OF TENDERS

Pass | Not Pass | Timestamping failed.

Figure 14

Then, click “ok” to proceed.

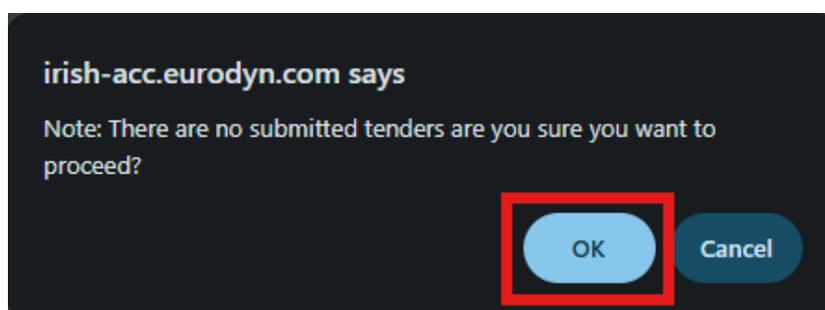


Figure 15

To properly close call for tenders where no submissions were made a **cancelation notice** must be created (unless this was a competition created within a Dynamic Purchasing System). See more guidance on SPU website: <https://www.spu.ie/> or contact procurementssupport@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	ID	Task	Status	Cycle	Deadline	Estimated Value
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

Figure 16

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

Figure 17

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”.

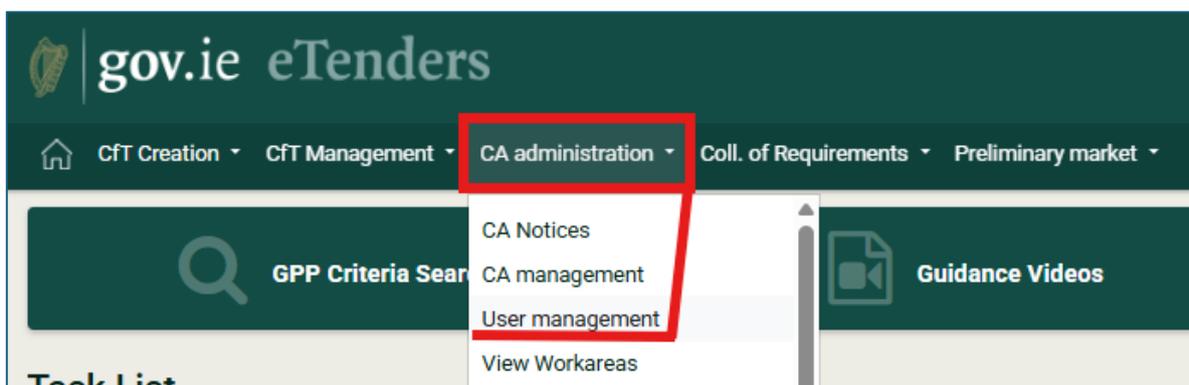


Figure 18

Review the list of users to see whether the new opener already has a profile created.

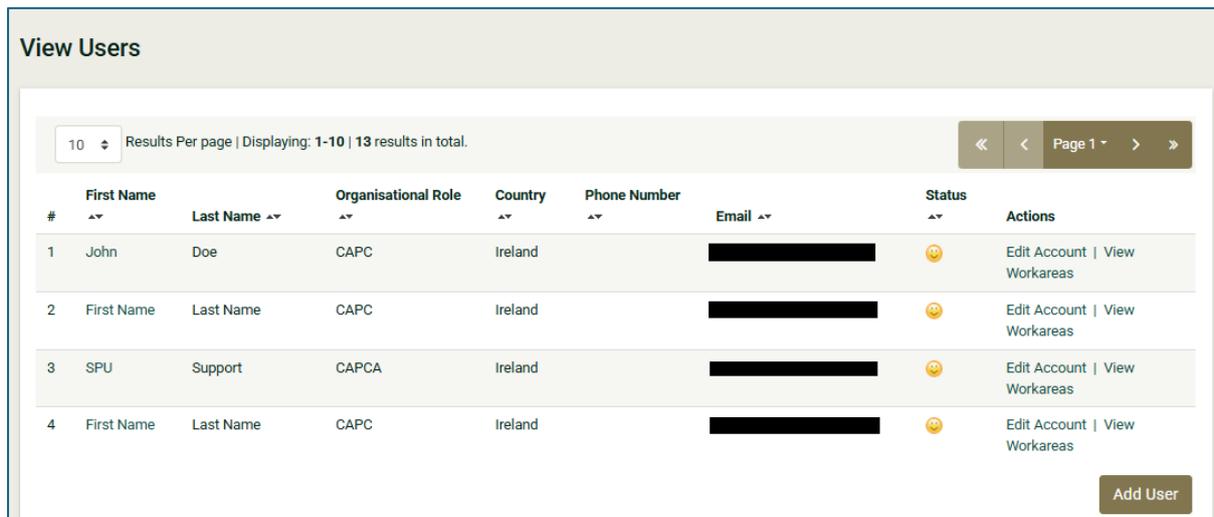


Figure 19

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.

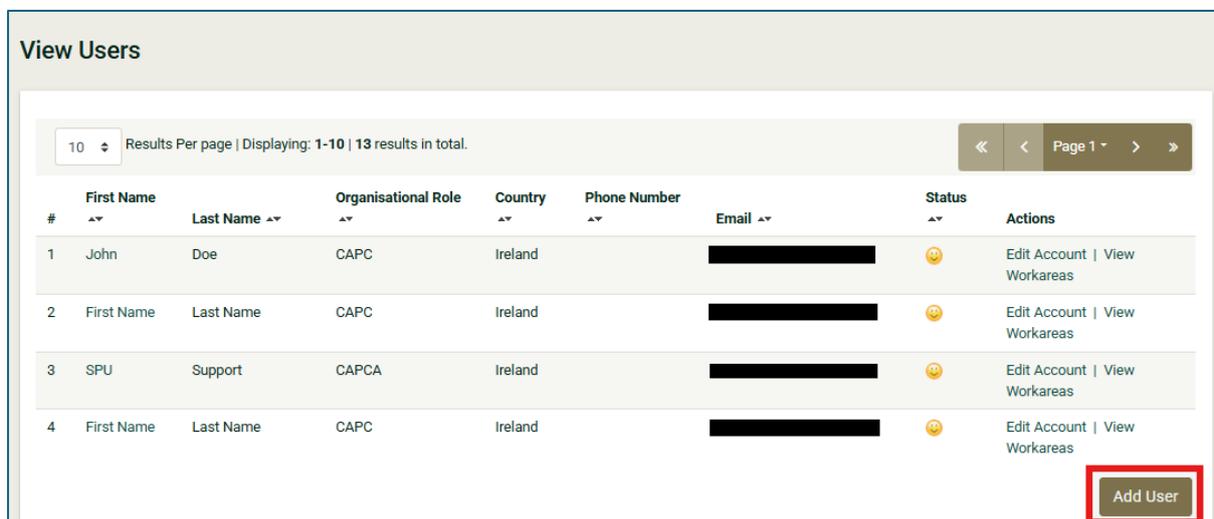


Figure 20

Complete all the fields marked as mandatory.

Field	Recommended wording for schools
Authority	This field will be prepopulated with your school’s name. No further action needed.

Account role	The role assigned depends on what you expect that user to do: 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 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 CAPCA (Contracting Authority Procurement Coordinator Assistant) – roles same as CAPC, however without ability to create new user profiles
First name	Insert user’s first name
Last name	Insert user’s last name
Username	Insert username for the new account. Note: only letters and numbers are allowed in that field. No special characters can be inserted here.
Password	Your password must be longer than 6 characters, and include: - 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.

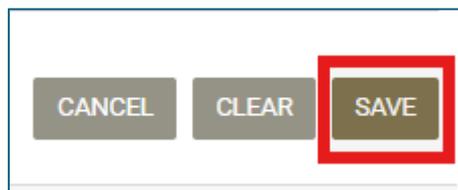


Figure 21

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 ^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	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

Figure 22

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 Results Per page | Displaying the 1 match.

First Name ^v	Last Name ^v	Role	Status	Actions
First Name	Last Name	PO/TC + PO/OS + PO/ESR Conflict	i	Disassociate Replace Evaluator

Figure 23

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:

Figure 24

Tick the box next to the user's name, and then click "select".

Search for Users

First Name:

Last Name:

Country:

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

Figure 25

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	Last Name	Role	Status	Actions
First Name	Last Name	PO/TC + PO/OS + PO/ESR Accepted	!	Disassociate Replace Evaluator
John	Doe	PO/OS	✓	Disassociate

Figure 26

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
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Figure 27

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

The screenshot shows a web interface for tender management. At the top, there's a section titled 'ENVELOPE' with a 'DETAILS' subsection. This section contains several key-value pairs: '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', and 'SUBMITTED LIST OF TENDERS PENDING APPROVAL BY: John Doe'. Below this is a 'LIST OF TENDERS' section with a table. The table has four columns: 'Economic Operator Name', 'T/P receipt ID', 'T/P submission time', and 'Conformance Checks'. There are three rows of tender data, each with a checkbox on the left. The first row is '#1 Supplier to SPU' with receipt ID '000003637' and submission time '11/12/2025 11:44:59'. The second row is 'SPU Test Supplier' with receipt ID '000003636' and submission time '11/12/2025 11:42:58'. Both rows have a green checkmark in the 'Conformance Checks' column. At the bottom of the interface, there are three buttons: 'REJECT LIST OF TENDERS', 'VIEW OFFLINE TENDERS', and 'APPROVE LIST OF TENDERS'. The 'APPROVE LIST OF TENDERS' button is highlighted with a red rectangular box.

<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	✔

Figure 28

Click “**ok**” to proceed.

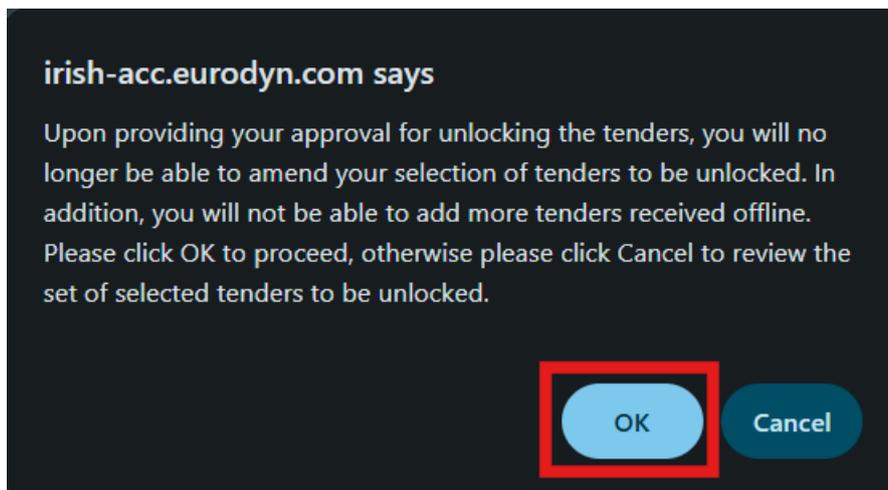


Figure 29

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

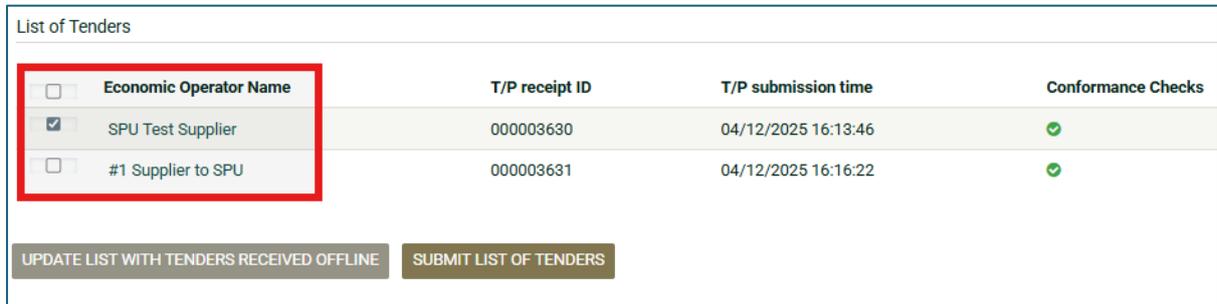


Figure 30

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.



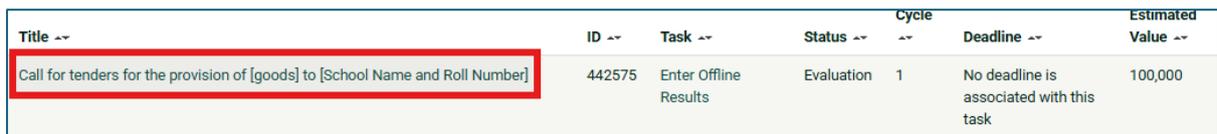
<input type="checkbox"/> Economic Operator Name	T/P receipt ID	T/P submission time	Conformance Checks
<input checked="" type="checkbox"/> SPU Test Supplier	000003630	04/12/2025 16:13:46	✓
<input type="checkbox"/> #1 Supplier to SPU	000003631	04/12/2025 16:16:22	✓

Buttons: UPDATE LIST WITH TENDERS RECEIVED OFFLINE, SUBMIT LIST OF TENDERS

Figure 31

4.3.1. Check whether you have unlocked all the tenders

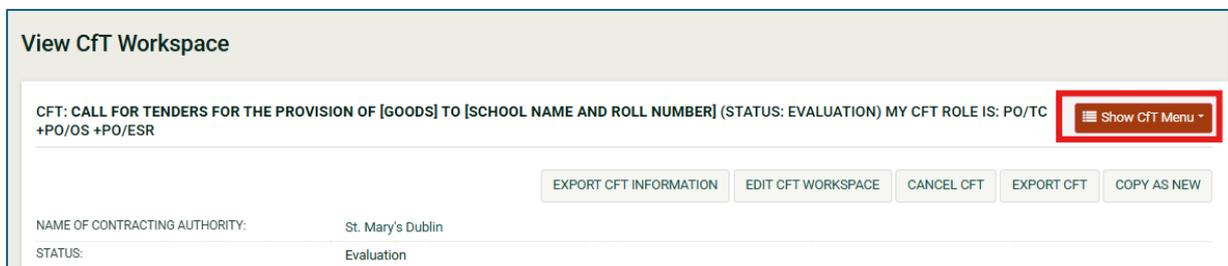
If you are unsure whether you have selected all the tenders, go back to task list and click on your **tender’s title**.



Title --	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

Figure 32

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



View Cft Workspace

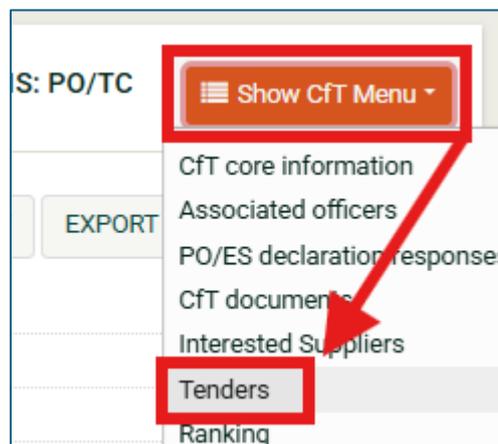
CFT: CALL FOR TENDERS FOR THE PROVISION OF [GOODS] TO [SCHOOL NAME AND ROLL NUMBER] (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR

Buttons: EXPORT CFT INFORMATION, EDIT CFT WORKSPACE, CANCEL CFT, EXPORT CFT, COPY AS NEW

NAME OF CONTRACTING AUTHORITY: St. Mary's Dublin
STATUS: Evaluation

Figure 33

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



S: PO/TC

Buttons: EXPORT

Dropdown menu items: Show Cft Menu, Cft core information, Associated officers, PO/ES declaration responses, Cft documents, Interested Suppliers, Tenders, Ranking

Figure 34

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.

The screenshot shows the 'ENVELOPE' section with the following details:

- 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 (highlighted with a red box):

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							

Figure 35

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	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

Figure 36

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**”

The screenshot shows the evaluation form for 'Lot 1 Title' with the following fields:

- Economic Operator Name: SPU Test Supplier
- T/P receipt ID: 000003636
- Original uploaded file: 📄
- Printer-friendly tender: 📄
- Score: 100 (highlighted with a red box)
- Approve/Reject: Approve (dropdown menu)
- Buttons: SAVE AS DRAFT and SAVE AS FINAL (highlighted with a red box)

Figure 37

Click “ok” to proceed.

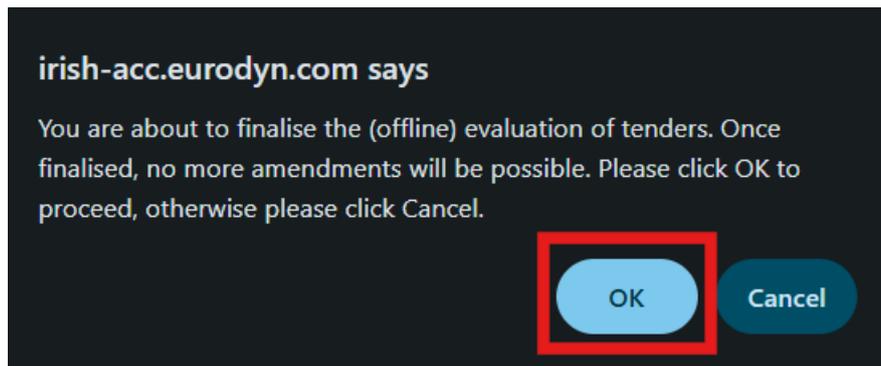


Figure 38

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.

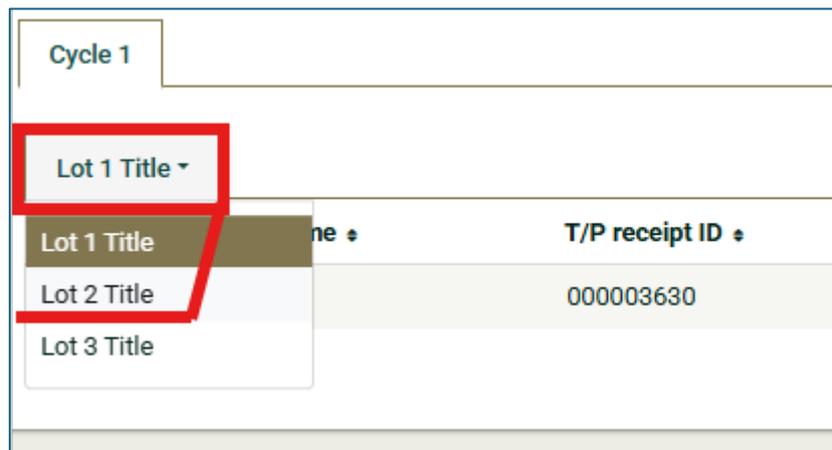


Figure 39

4.3.3. Re-evaluation request: pre-standstill ranking

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

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	Pre-standstill ranking	Evaluation	1	No deadline is associated with this task	100,000

Figure 40

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

Figure 41

Click **“ok”** to proceed.

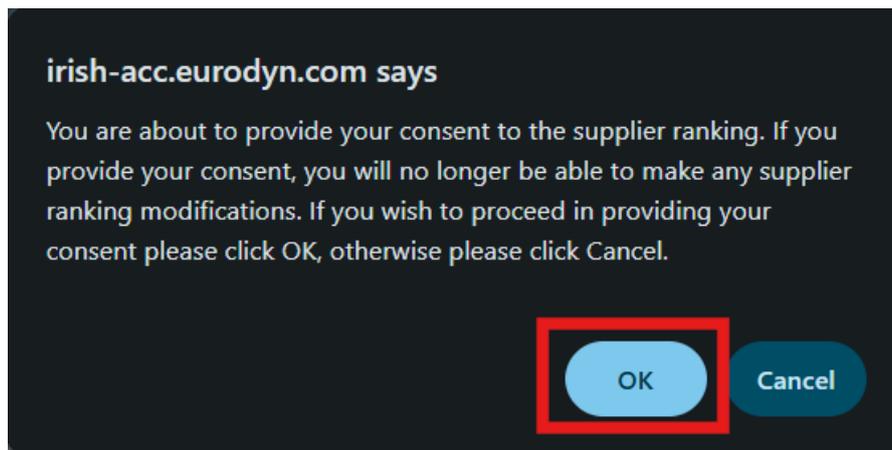


Figure 42

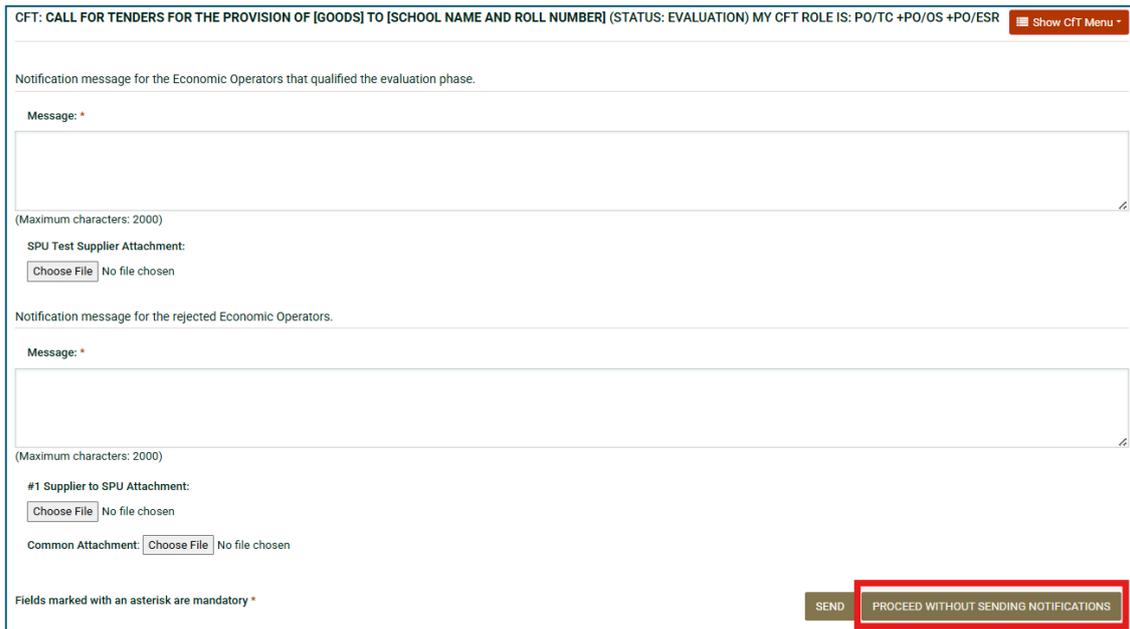
4.3.4. Re-evaluation request: announce evaluation results

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

Title	ID	Task	Status	Cycle	Deadline	Estimated Value
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

Figure 43

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: No file chosen

Notification message for the rejected Economic Operators.

Message: *

(Maximum characters: 2000)

#1 Supplier to SPU Attachment: No file chosen

Common Attachment: No file chosen

Fields marked with an asterisk are mandatory *

Figure 44

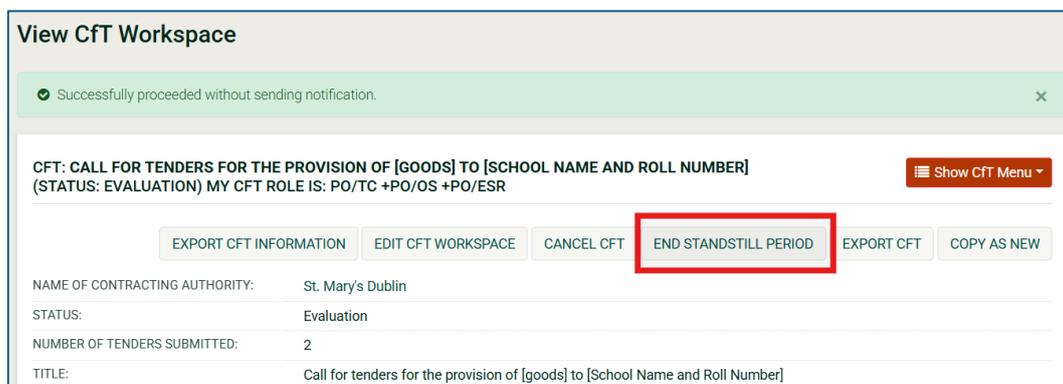
Click “ok” to proceed.



Figure 45

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**”.



View Cft Workspace

Successfully proceeded without sending notification. ×

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

NAME OF CONTRACTING AUTHORITY: St. Mary's Dublin

STATUS: Evaluation

NUMBER OF TENDERS SUBMITTED: 2

TITLE: Call for tenders for the provision of [goods] to [School Name and Roll Number]

Figure 46

Click “ok” to proceed.



Figure 47

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

Figure 48

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"/>
<input type="button" value="REJECT AND REQUEST RE-EVALUATION"/>				<input type="button" value="SAVE"/>

Figure 49

Click “ok” to proceed.

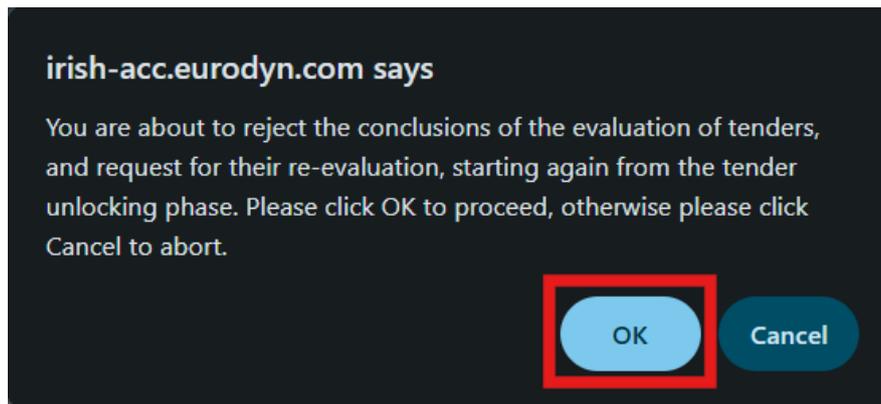


Figure 50

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.

Figure 51

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”.

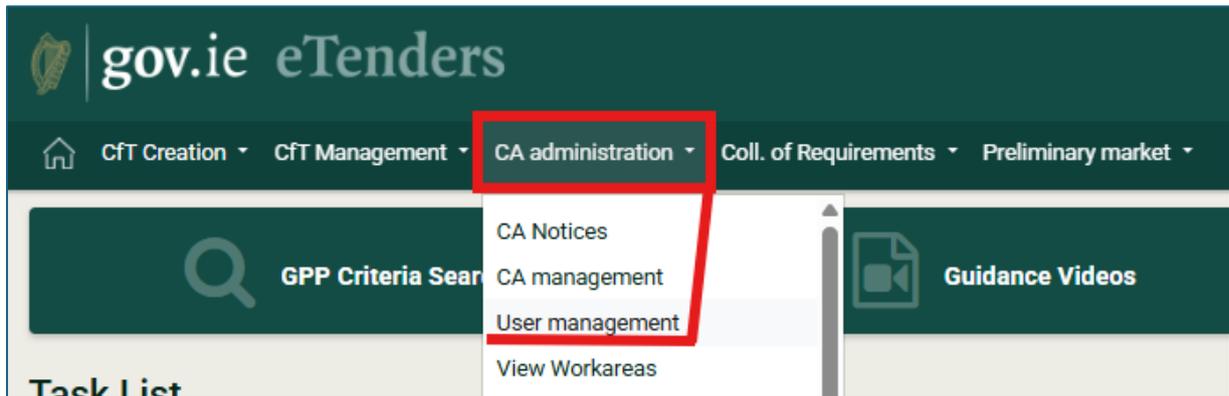
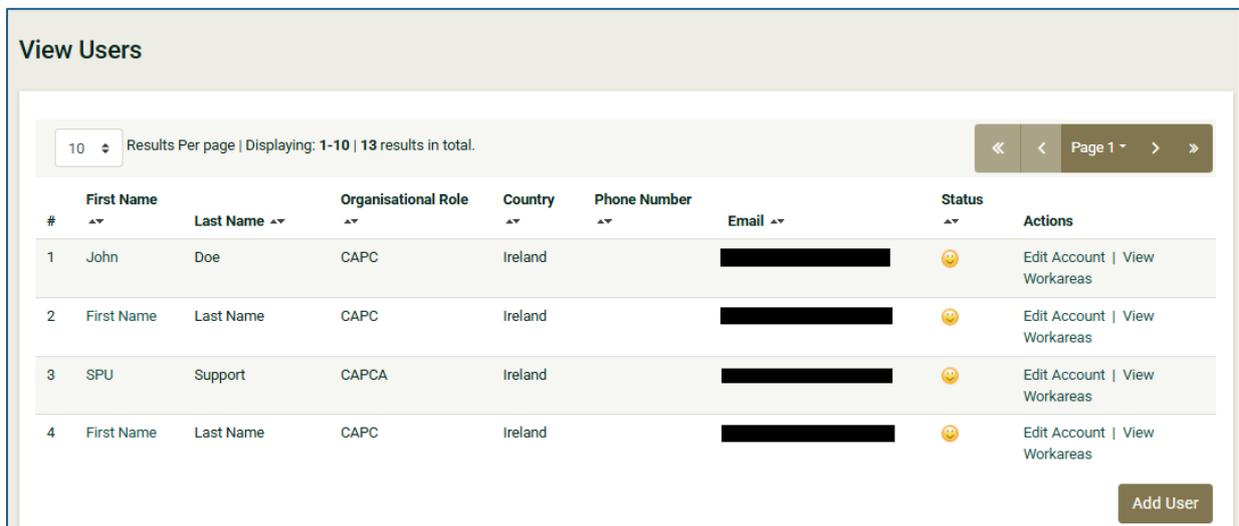


Figure 52

Review the list of users to see whether the new evaluator already has a profile created.



#	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

Figure 53

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.

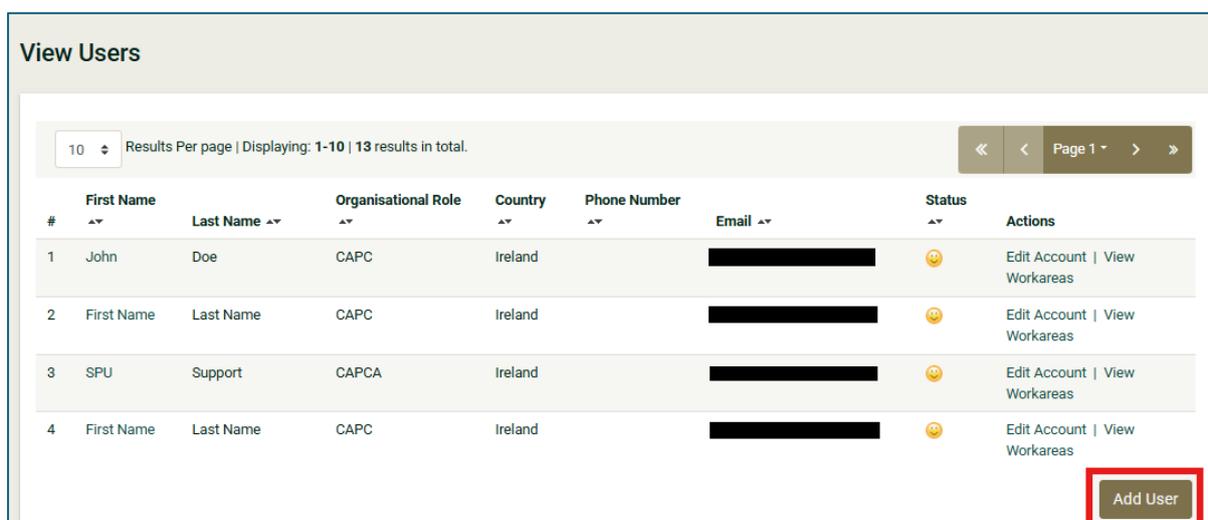


Figure 54

Complete all the fields marked as mandatory.

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.

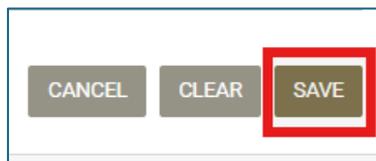


Figure 55

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 --	ID --	Task --	Status --	Deadline --	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

Figure 56

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

Figure 57

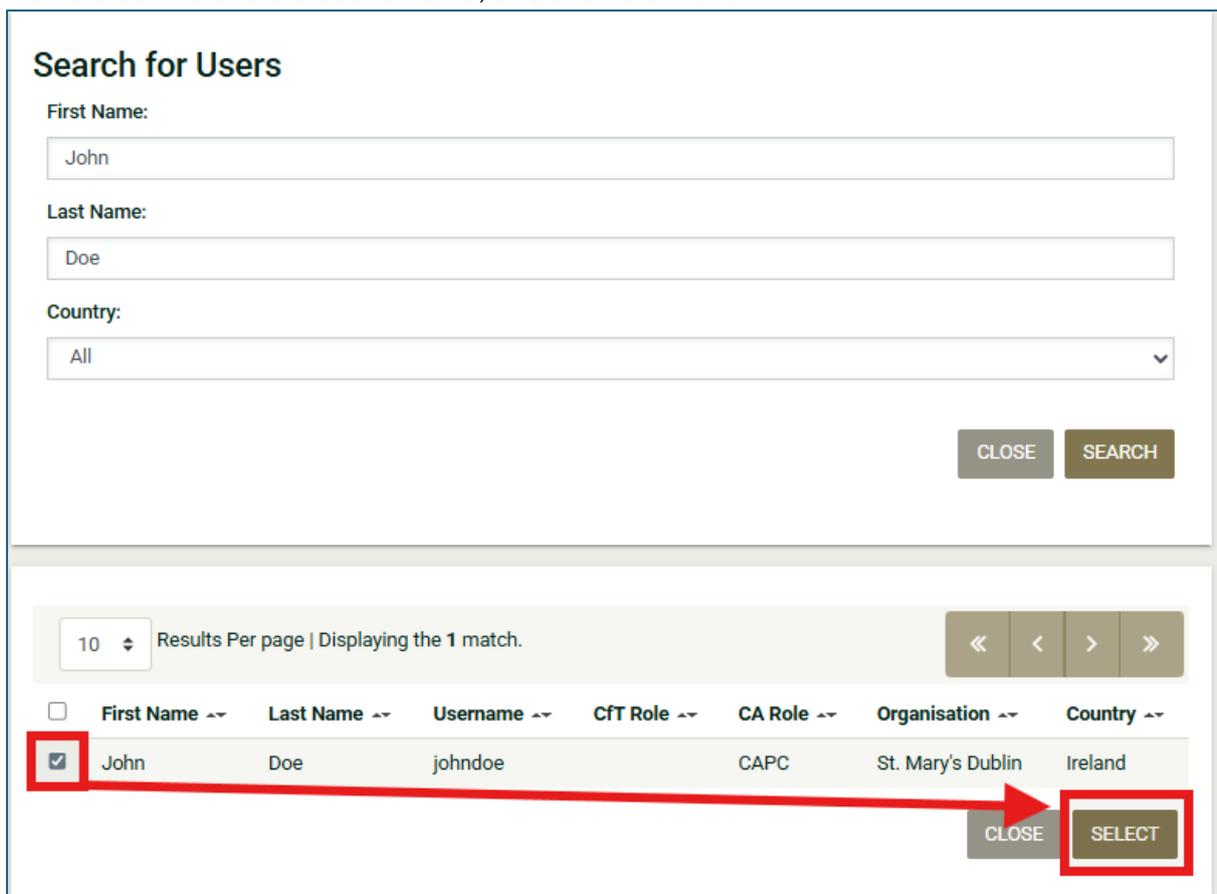
In the pop-up window, type in first and last name of the user you want to add to the tender and click “**search**”. Make sure that the spelling is the same as in that person’s account.



The image shows a 'Search for Users' form. It has three input fields: 'First Name' with 'John', 'Last Name' with 'Doe', and 'Country' with a dropdown menu set to 'All'. At the bottom right, there are two buttons: 'CLOSE' and 'SEARCH'. The 'SEARCH' button is highlighted with a red box.

Figure 58

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



The image shows the 'Search for Users' form with search results. The form fields are the same as in Figure 58. Below the form is a table with search results. The first row is selected, and the 'SELECT' button is highlighted with a red box. A red arrow points from the checkbox in the first row to the 'SELECT' button.

<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

Figure 59

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

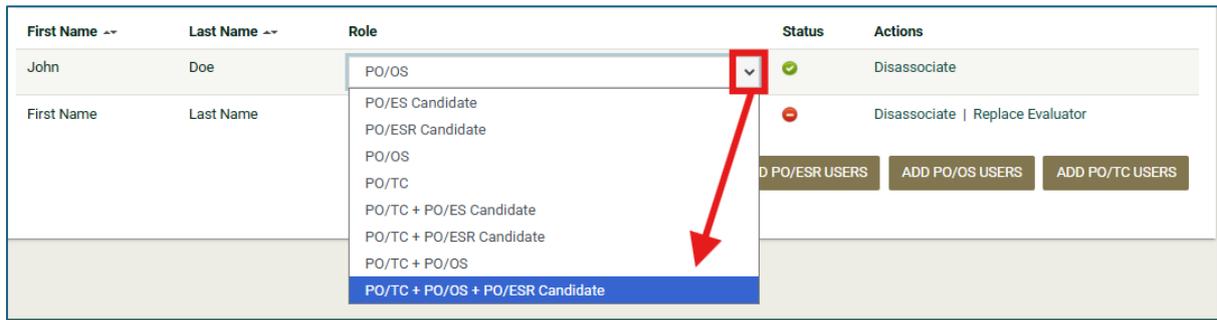


Figure 60

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**”.

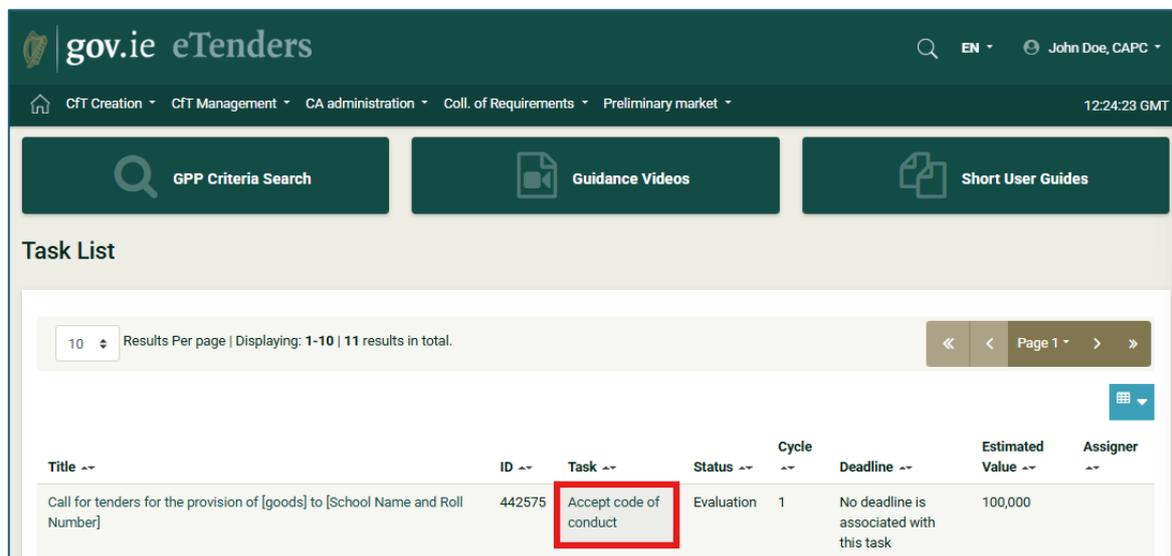


Figure 61

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

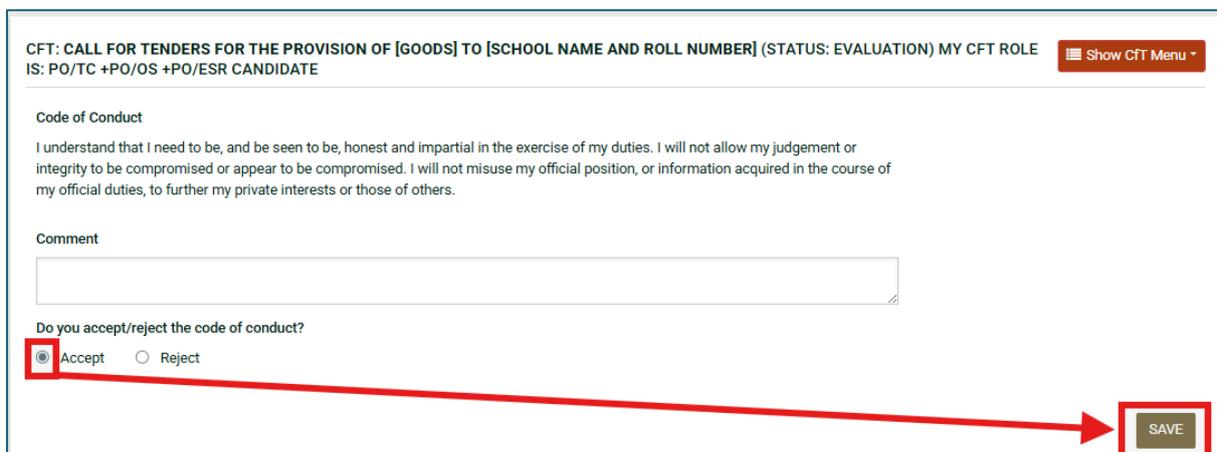


Figure 62

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

Figure 63

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

Figure 64

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.