

ETENDERS & EU PORTAL TRAINING FOR IRISH CONTRACTING AUTHORITIES

CMG

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AGENDA

1. From eTenders to EU Publication – The Big Picture
2. eTenders in Practice – Recent Updates & Smarter Use
3. Running a Tender on eTenders – Step by Step
4. Quotes, Lower-Value Spend & Best Practice
5. Choosing the Right Notice – From Draft to Publication
6. TED – Tenders Electronic Daily

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1. FROM ETENDERS TO EU PUBLICATION — THE BIG PICTURE

THE IRISH PROCUREMENT SYSTEM EXPLAINED

- The Public Procurement rules are set out in EU Directives which are transposed into national legislation and apply to tenders for public contracts whose monetary value exceeds the EU threshold.
- The three principal Directives are: Directive 2014/24/EU on Public Procurement; Directive 2014/25 on Procurement by Entities Operating in the Water, Energy, Transport and Postal Services Sectors; Directive 2014/23/EU on the Award of Concession Contracts.
- Directive 2009/81/EC applies for contracts in the fields of defence and security.
- For tenders of a lower value which exceeds the national threshold, national rules apply. However, National rules must respect the general principles of EU law.

For guidelines, circulars and announcements, see the Office of Government Procurement's website:

<https://www.gov.ie/en/organisation/office-of-government-procurement/>

HOW DOES THE STATE BUY?

- The state buys one off contracts
 - Smaller contracts follow quotations procedures
 - Larger contracts follow one of the tendering procedures

OR

- It establishes formal arrangements for known projected expenditure such as supplier Framework Agreements, Dynamic Purchasing Systems and Qualification Systems (under the Utilities Directive).
- These are two-stage processes:
 - Suppliers must first qualify for a place on the arrangements.
 - Individual contracts are awarded via mini-competitions, direct drawdown etc.

SUPPLIER FRAMEWORKS AND DPS

OGP Led Categories

- Professional Services
- Facilities Management and Maintenance
- Utilities
- ICT and Office Equipment
- Marketing, Print and Stationery
- Travel and HR Services
- Fleet and Plant
- Managed Services

These categories all have central frameworks and DPS. Check on Buyer Zone to see if you should use one before creating a new competition!

Sector Led Categories

Local Government

- Minor Building Works & Civils
- Plant Hire

Health

- Medical Professional Services
- Medical and Diagnostic Equipment and Supplies
- Medical, Surgical and Pharmaceutical Supplies

Defence

- Defence and Security

Education

- Veterinary and Agriculture
- Laboratory, Diagnostics and Equipment

THRESHOLDS

- All contracts for goods and services must be advertised on eTenders where the contract value \geq €50,000 (ex. VAT);
- All contracts for works must be advertised on eTenders where the contract value \geq €200,000 (ex. VAT);
- All contracts for works-related services must be advertised on eTenders where the contract value \geq €50,000 (ex. of VAT);
- Large contracts also get advertised across the EU via the OJEU (ted.europa.eu)
- Buyers must publish a Contract Award Notice for all Awards over €25,000 on eTenders.

NATIONAL PROCUREMENT GUIDELINES – GOODS AND SERVICES

Less than €5,000	€5,000 - €50,000	€50,000 – EU thresholds
Direct Invitation - Obtain verbal or written quotes from at least one supplier.	Buyers have 3 options – <ol style="list-style-type: none"> 1. Responses to written specifications (including by email) that were sent to at least three suppliers. 2. Responses to at least three quotations obtained using the electronic request for quotes facility on eTenders. 3. A more formal tendering process by advertising on eTenders. 	More Formal Process - draw up tender documents using Open Procedure and publish Contract Notice on eTenders
Select the lowest price/most suitable	Evaluate offers objectively against specified requirements (using a scoring sheet)	Set basis for award (MEAT)
	Select most suitable offer (lowest price or MEAT)	Agree weighting of Award Criteria
	Advise all tenderers on the award of the contract	Advertise on eTenders using an Open Procedure
		Evaluate tenders using weighted criteria sheet
		Select highest scoring tender
		Award contract
		Debrief unsuccessful tenderers

NATIONAL PROCUREMENT GUIDELINES - WORKS

Works

Less than €200,000

Direct Invitation - Seek a minimum of 5 Written Tenders from interested and competent contractors

Over €200,000

Open Procedure recommended - Publish Contract Notice on eTenders

Works Related Services

Less than €50,000

Direct Invitation - Seek a minimum of 5 Written Tenders from interested and competent consultants.

€50,000 – EU thresholds

Open Procedure recommended - Publish Contract Notice on eTenders

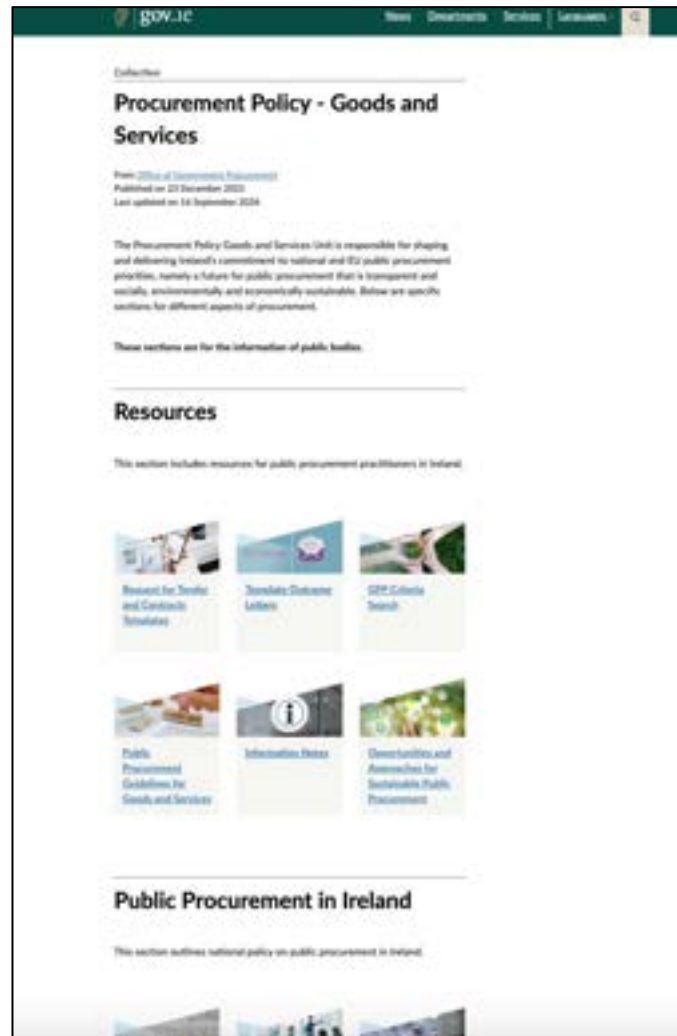
EU PROCUREMENT THRESHOLDS (JAN 2026)

	Supplies, Services & Design Contracts	Works
Central Government	€140,000	€5,404,000
Other public sector authorities	€216,000	€5,404,000
Light touch regime - social and other specific services listed in Annex XIV of the EU Directive 2014/24/EU	€750,000	
Utilities	€432,000	€5,404,000

TENDERING PROCESS

- **Open** - single stage procedure anybody can apply to
- **Restricted** – a two stage process where bidders *pre-qualify* and only those that pre-qualify (a minimum of five) are issued to tender documents.
- **Competitive Dialogue**– used where Open/Restricted has failed and/or complex requirements - Provides more flexibility in the process
- **Negotiated without notice** –used where open/restricted processes have failed or meets a particular exceptional rule RFT issued and responses form basis of negotiation.
- **Competitive procedure with negotiation** – a two stage process that involves stages and phases of negotiation until a preferred solution is identified. Specific clauses dictate when it can be used.
- **Innovation partnerships** – similar to the above but for experimental contracts and has a specific emphasis on the R&D / experimental side of procurement for the public sector.

SERVICES AND GOODS – OGP’S WEBSITE



<https://www.gov.ie/en/organisation/office-of-government-procurement/>

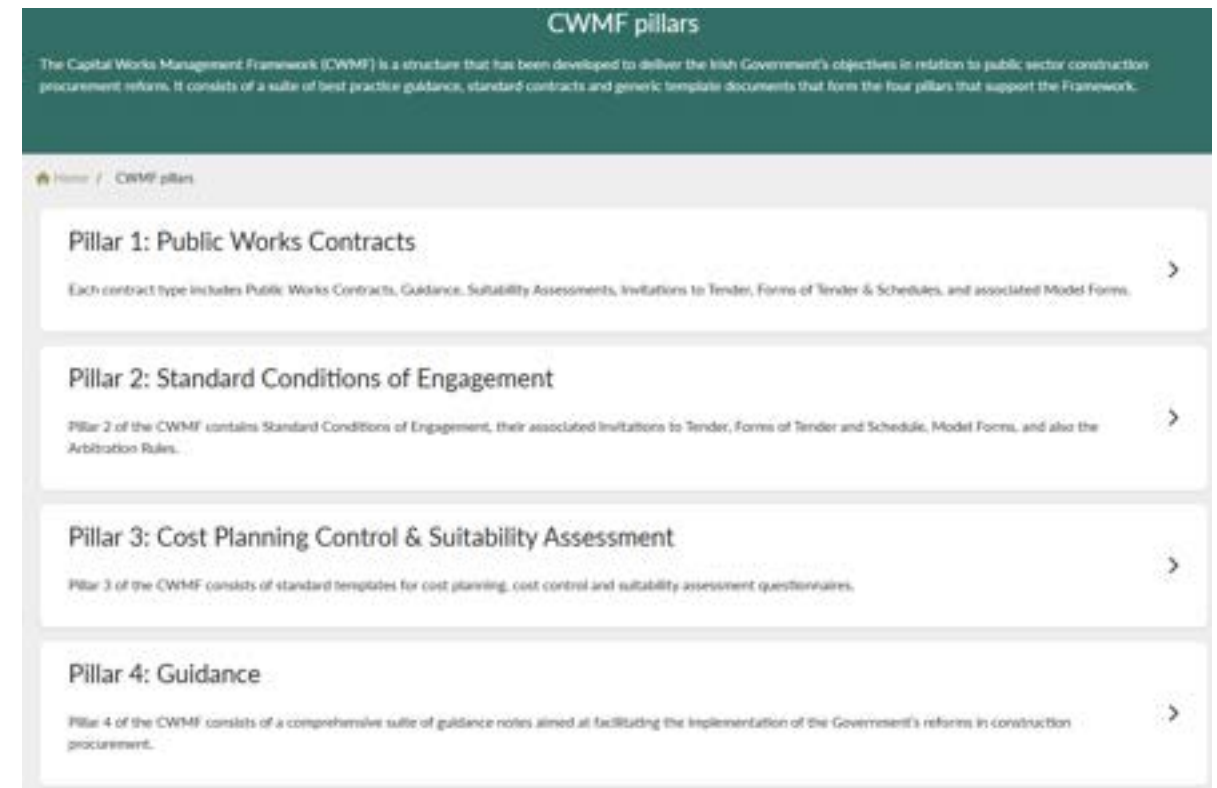
Procurement Policy – Goods and Services contains:

- Public Procurement Guidelines for Goods and Services
- Template tender documents and letters

WORKS – CWMF WEBSITE

<https://constructionprocurement.gov.ie/capital-works-management-framework/>

- Public Procurement for Works uses the Capital Works Management Framework (CWMF):
- The CWMF consists of a suite of best practice guidance, standard contracts and generic template documents.
- There are 11 different contract types, each with their own process



HOW ETENDERS, THE EU PORTAL (TED) AND EFORMS FIT TOGETHER

- For Irish contracting authorities, [eTenders](#) is the national procurement platform used to create, manage and publish competitions.
- For above-threshold procurements, the notice information entered by the buyer is captured through [eForms](#), which are the EU standard digital forms for public procurement notices.
- Once completed and validated, the notice is transmitted for EU-level publication on [TED](#), which is the EU's online portal for notices published in the Supplement to the Official Journal of the EU.

WHAT EACH PLATFORM DOES

- [eTenders](#) - The Irish national tendering website. It is used by contracting authorities to set up competitions, upload tender documents, manage clarifications, receive submissions and publish national notices. The ETB training material also treats eTenders as the practical platform used for running the tender process from set-up through to award notices
- [eForms](#) - The structured EU notice format. eForms are digital standard forms used by public buyers to publish procurement notices on TED. They standardise the data that must be provided for EU-level publication.
- [TED](#) - Tenders Electronic Daily. This is the EU-level publication portal for public procurement notices from across Europe and contains active notices published in the Supplement to the Official Journal of the EU

PRACTICAL COMPLIANCE POINTS FOR BUYERS

- Buyers need to understand the connection between the systems because errors entered at eTenders / eForms stage can carry through to the EU notice.
- Key practical risks include:
 1. Incorrect or incomplete organisation details, which may prevent notices being published.
 2. Wrong CPV codes, which can affect the type of workflow and notice being generated.
 3. Incorrect NUTS region details, particularly where eForms requires NUTS Level 3 information.
 4. Late, incorrect or missing Contract Award Notices.
 5. Treating eTenders publication and EU publication as separate tasks, rather than one connected compliance workflow.



2. ETENDERS IN PRACTICE — RECENT UPDATES & SMARTER USE

KEY DRIVERS FOR NEW PLATFORM

- The European Court of Auditors (2023) revealed a 40% drop in bids since the new directives came in across the EU.
- Ireland still had a lot of non-competitive tenders and direct awards.
- Circular 05/23 aligns with the new platform requiring tenders run offline publish award notices in the new system
- Award notices are required over 25k
- A simplified procedure is built in for quotations below 50k/200k

KEY DRIVERS FOR NEW PLATFORM

- Functionality exists for multi-stage tender processes
- Functionality exists for DPS and mini-competitions to be used
- Functionality exists for frameworks and QS also

SOME ISSUES WITH THE NEW PLATFORM

The new platform offers a lot of functionality. Unfortunately, this comes at a price. The new platform is complex and users are reporting a steep learning curve.

A large number of bugs have been reported and there are ongoing changes and updates. There have been a number of major revisions: another one is imminent.

Details of the revisions are set out the 'Important News' and 'Latest News' sections of the Etenders home page and also in the 'Release Notes' sections:

- **Guidance Videos and Short User Guides** – These are usually the most up to date support. Read the information provided in the news section alongside these guides for details of changes.
- **Older Manuals** – Older manuals are still available (but are out of date) – users should note the publication date when referring to them.

SOME ISSUES WITH THE NEW PLATFORM

NUTS Regions: Since the release of version 1.13 of the eForms engine, address must include the organisation's NUTS region. While these can be selected from a dropdown list, it is non intuitive which regions apply to Irish counties!

When asked for a NUTS region as part of an address in eForms, you need to add NUTS Level 3

NUTS2 Code	NUTS 2 Name	NUTS3 Code	NUTS 3 Name	County
IE04	Northern & Western	IE041	Border	Donegal
				Sligo
				Leitrim
				Cavan
		IE042	West	Monaghan
				Galway
IE05	Southern	IE051	Mid-west	Mayo
				Roscommon
				Clare
		IE052	South East	Tipperary
				Limerick
				Waterford
		IE053	South-West	Kilkenny
				Carlow
				Wexford
IE06	Eastern & Midland	IE061	Dublin	Cork
		IE062	Mid-East	Kerry
				Dublin
				Wicklow
				Kildare
		IE063	Midlands	Meath
				Louth
Longford				
				Westmeath
				Offaly
				Laos

SOME ISSUES WITH THE NEW PLATFORM

- **Supplier registration** – Many suppliers have not registered on eTenders yet. Their core details were ported over from the legacy (pre-2023) platform but they have not completed their profile, re-registered and configured their profile to receive alerts. There is therefore a call to action for Buyers if you want to receive competitive interest. You will satisfy transparency requirements by publishing the CfT but you may still need to reach out to potential suppliers to draw their attention to the tender. Please note, a PIN or a market consultation run online will not solve this issue. This is a network effect issue. The power of the e-tender supplier community only works well when everybody that is potentially interested, is activated.
- **Buyer registration** – You need to make sure your organisation details are fully complete. If they are not fully complete, you will not be able to publish contract notices and contract award notices.

SOME ISSUES WITH THE NEW PLATFORM

- **Common Procurement Vocabulary and workflow** – The CPV code you select will drive whether you can run a works or a goods/services tender. There are a wide number of areas that are at the intersection of works and goods/services. Examples might include boiler replacements or upgrades. Depending on the CPV selected, you will be forced to select either works or goods/services. This can then have an impact on the forms you use. If it's a works process because the system is pre-configured this way, you may need to use the CWMF suite of documents. Similarly, you may have used CWMF documents previously but may need to move to services or goods documents.
- **Configuring Workspaces** – When configuring workspaces, there have been issues reported with Radio buttons switching between 'Yes' and 'No' selections. In addition, not all mandatory fields are identified with * .

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3. RUNNING A TENDER ON ETENDERS — STEP BY STEP

ETENDER HOMEPAGE

1. Search Function
2. Link to screen of live / historic tenders
3. English / Gaeilge options
4. Login button



ETENDER HOMEPAGE

1. Additional links in footer

The screenshot displays the eTenders homepage layout. At the top, a banner reads "eTenders connects public sector buyers with suppliers who want to sell to Government". Below this are two main action buttons: "Register a Contracting Authority (I want to publish a Tender)" and "Register a Supplier (I want to respond to a Tender)". A row of four guides follows: "Guidance Videos", "Short User Guides", "How to submit a Tender Response - quick guide", and "How to publish a Notice". Below these are "FAQ" and "Contact us" buttons. On the right, a "LATEST NEWS" section lists several updates with dates. A red arrow originates from the text "1. Additional links in footer" and points to the footer area.

Latest CTAs
Public procurement legislation
Guidance Videos
Release Notes
Calendar

Electronic public procurement
News
Relevant links
FAQ
EU Threshold information

Help
About
Sell to Government
Contact us

Richas na hÉireann
Government of Ireland

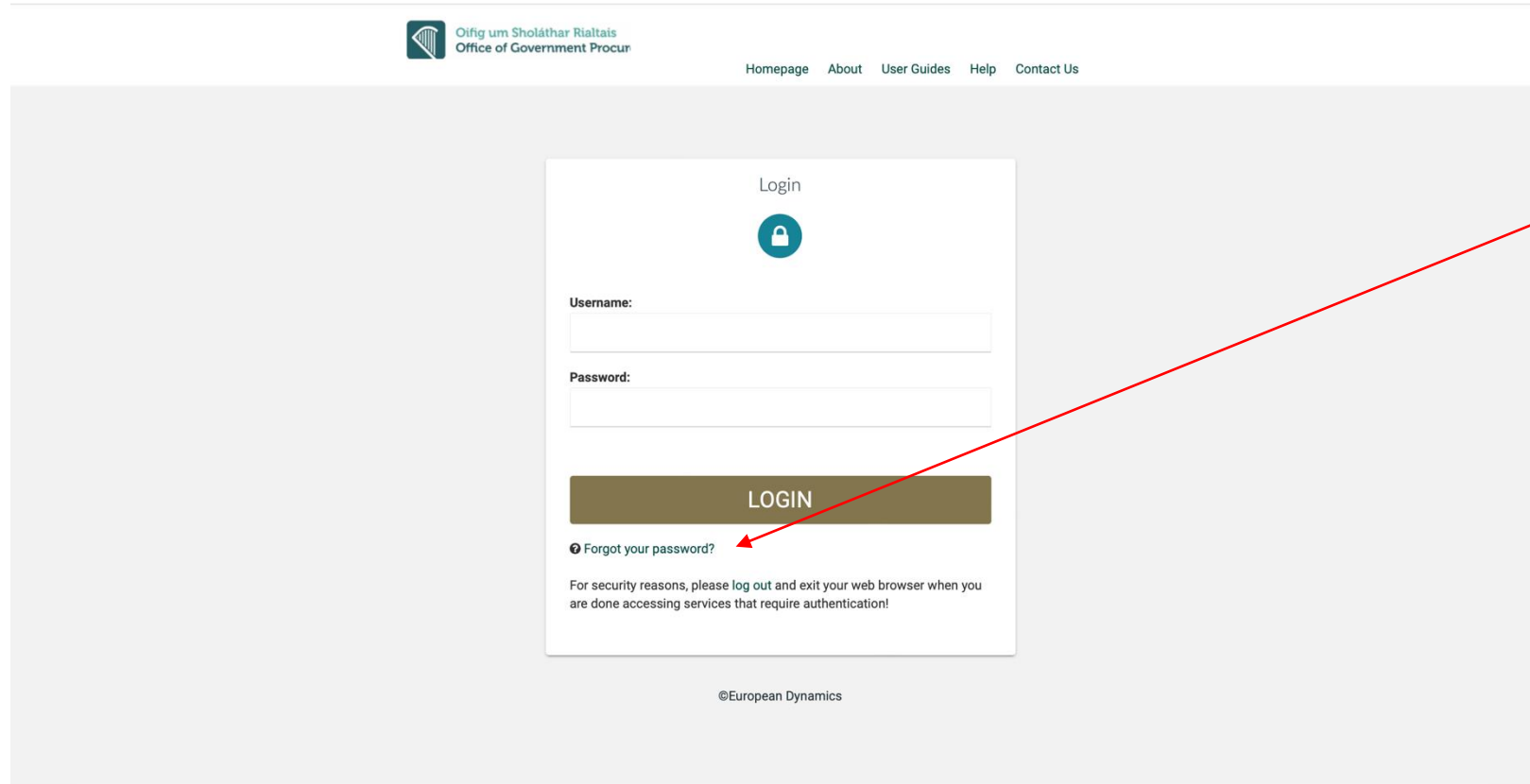
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ETENDER LOGIN

First login for a new Contracting Authority

The screenshot displays the gov.ie eTenders website. At the top, there is a navigation bar with 'gov.ie eTenders' on the left and search, login, and user profile options on the right. The main banner features a scenic image of a city waterfront with the text 'eTenders Ireland's National Tendering Website' and 'eTenders connects public sector buyers with suppliers who want to sell to Government'. Below the banner, there are two prominent green buttons: 'Register a Contracting Authority (I want to publish a Tender)' and 'Register a Supplier (I want to respond to a Tender)'. A red arrow points from the text 'First login for a new Contracting Authority' to the 'Register a Contracting Authority' button. Below these buttons are sections for 'Guidance Videos', 'Short User Guides', 'How to submit a Tender Response - quick guide', and 'How to publish a Notice'. At the bottom of the main content area, there are 'FAQ' and 'Contact us' links. The right-hand side of the page contains 'IMPORTANT NEWS' and 'LATEST NEWS' sections with various announcements and dates. The footer includes links for 'Latest DTIs', 'Public procurement legislation', 'Guidance Videos', 'Release Notes', and 'Calendar' on the left; 'Electronic public procurement', 'News', 'Relevant links', 'FAQ', and 'EU Threshold information' in the center; and 'Help', 'About', 'Sell to Government', and 'Contact us' on the right. The footer also includes the 'Rialtas na hÉireann' logo and 'Copyright © European Dynamics - Last update: 28 March 2024'.


ETENDER LOGIN – USERS OF OLD SYSTEM



 **Oifig um Sholáthar Rialtais**
Office of Government Procurement

[Homepage](#) [About](#) [User Guides](#) [Help](#) [Contact Us](#)

Login



Username:

Password:

LOGIN

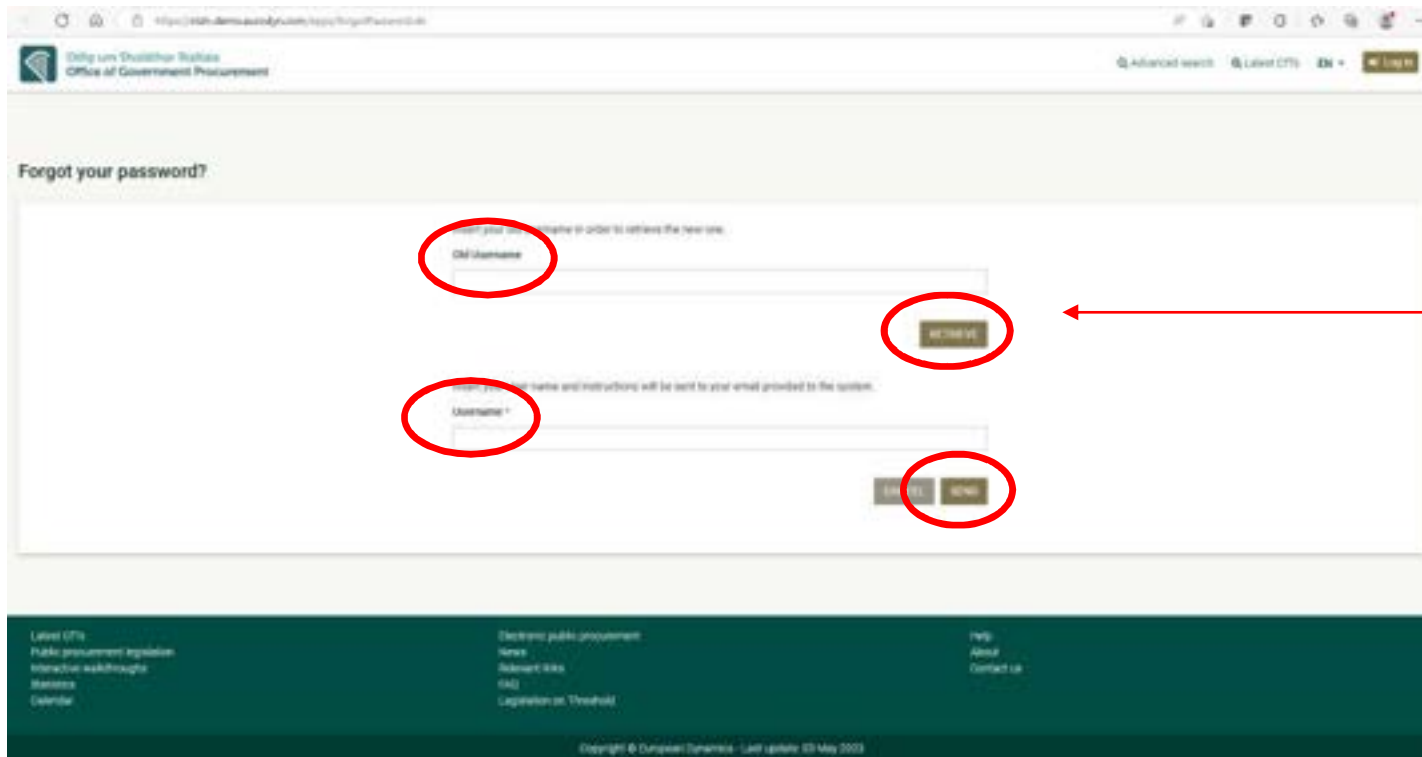
[Forgot your password?](#)

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

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1: Select forgot your password and enter your email / username

ETENDER LOGIN – USERS OF OLD SYSTEM



Forgot your password?

Enter your **Old Username** in order to retrieve the new one.

Old Username

RETRIEVE

Enter your **Username** and instructions will be sent to your email provided to the system.

Username

SEND **CANCEL**

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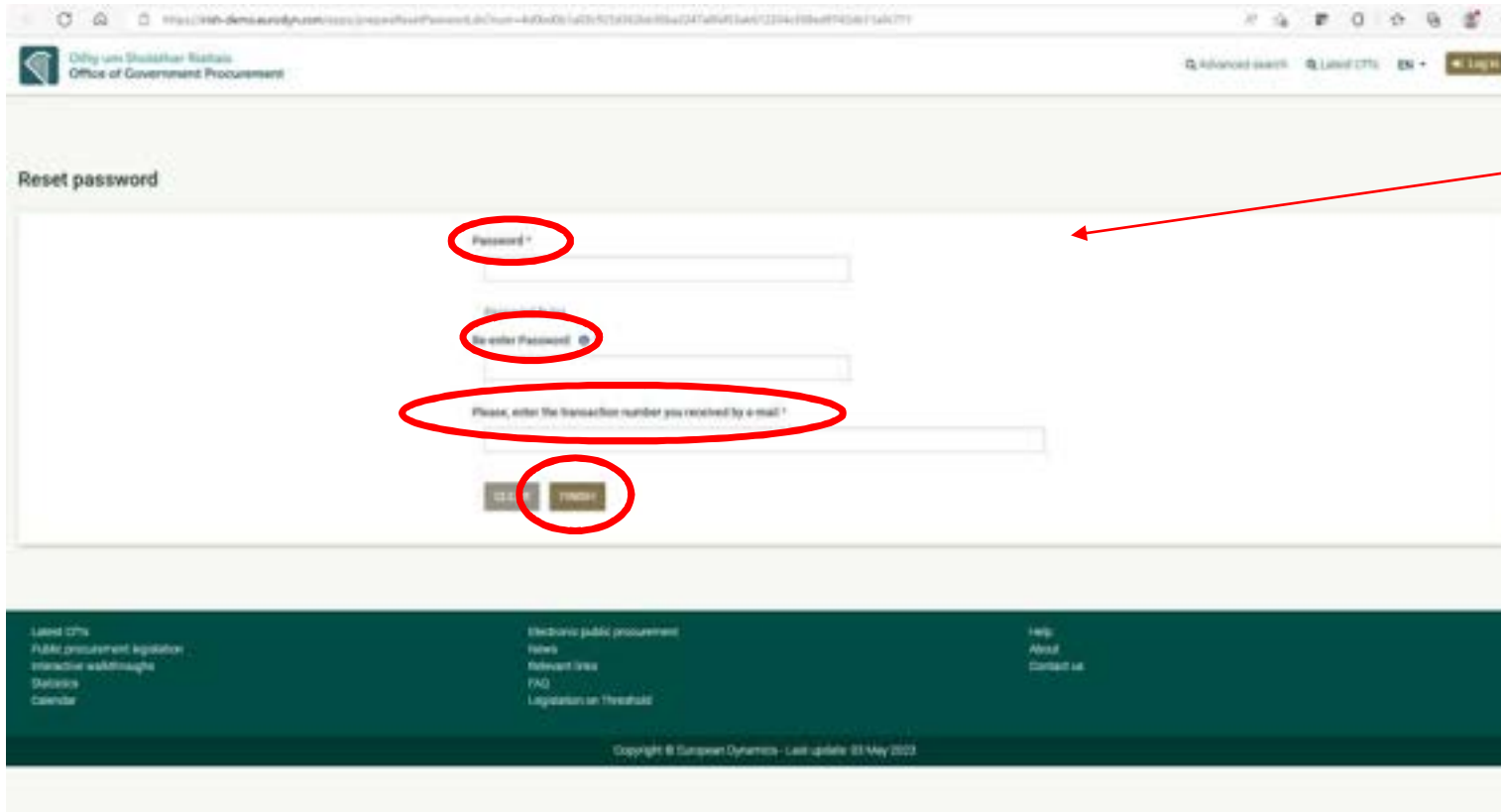
Copyright © European Commission - Last update: 03 May 2013

- 1: Enter your 'Old Username' as it was formatted on the old platform
- 2: Click 'RETRIEVE'. Your new Username will appear in the 'Username' data field.

Please note: The format of the new username removes or changes certain characters from the 'Old Username' due to enhanced security requirements.

- 3: Click 'SEND'

ETENDER LOGIN – USERS OF OLD SYSTEM



Reset password

Please, enter the transaction number you received by e-mail

You will receive an email with a link and a registration transaction number, when you click on the link you will see the screen below (Figure 2), where you can enter the following:

- Your new Password
- Confirm your new Password
- Your registration transaction number and click 'FINISH'

ETENDERS LOGIN

Select the login button top right of screen



Figure 3: Login button

ETENDERS LOGIN

Enter username & password

user credentials input area Login

Username:

Password:

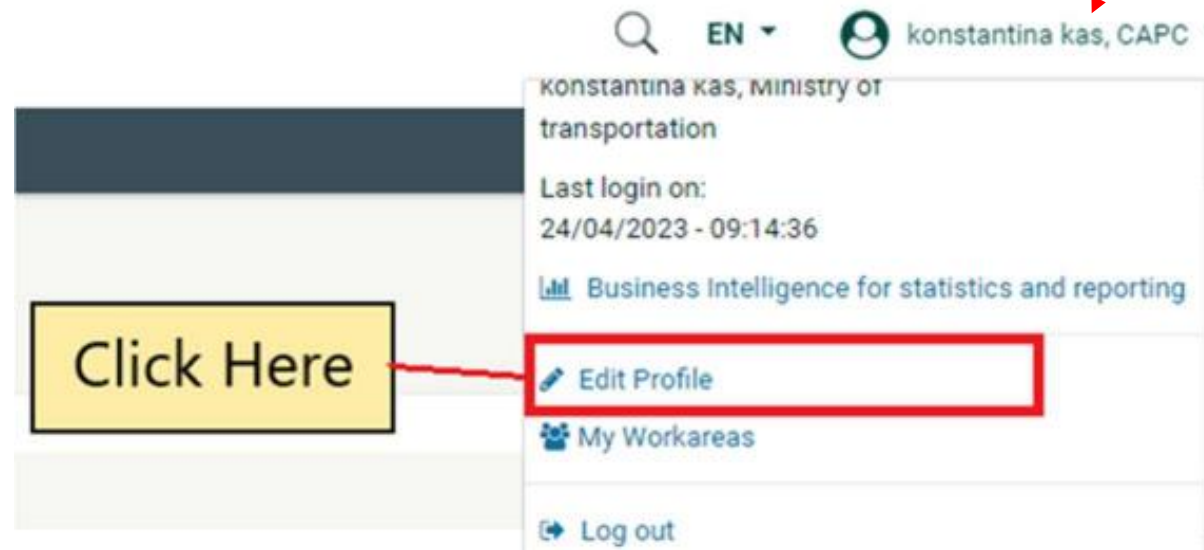
LOGIN

[Forgot your password?](#)

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

ETENDERS LOGIN

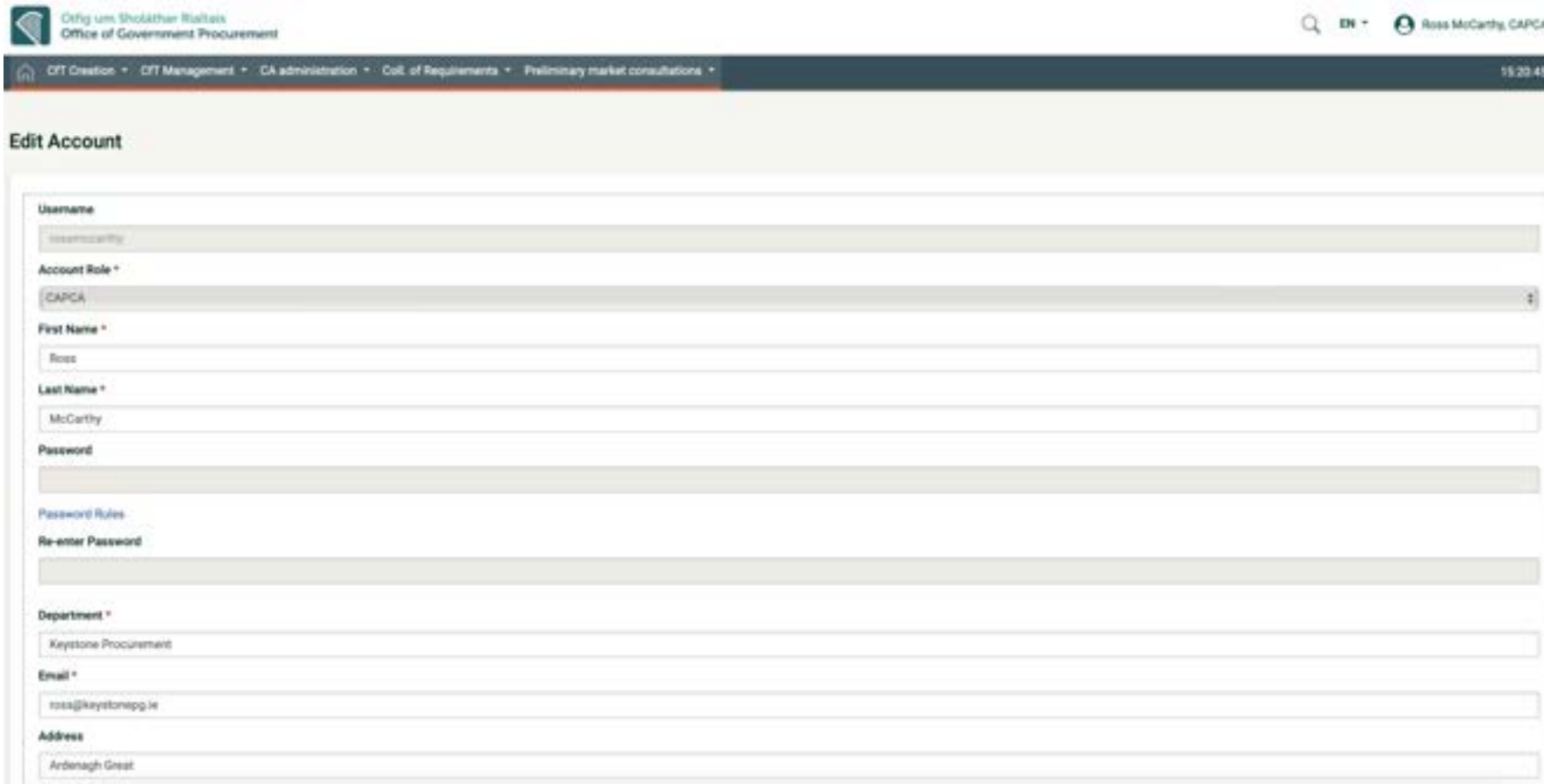
Edit and complete your user profile



The screenshot shows a user interface with a search icon, language dropdown (EN), and a user profile dropdown for 'konstantina kas, CAPC'. The dropdown menu is open, showing the user's name and organization, last login time, and a list of menu items: 'Business Intelligence for statistics and reporting', 'Edit Profile', 'My Workareas', and 'Log out'. A yellow box labeled 'Click Here' has a red arrow pointing to the 'Edit Profile' option, which is also highlighted with a red rectangular border. Another red arrow points from the text 'Edit and complete your user profile' to the user's name in the dropdown.

ETENDERS LOGIN

Add contact details, location and select role. Save profile.



Office of Government Procurement

DT Creation • DT Management • CA administration • Coll. of Requirements • Preliminary market consultations • 15:20:45 IR

Edit Account

Username
rossmccarthy

Account Role *
CAPCA

First Name *
Ross

Last Name *
McCarthy

Password

Re-enter Password

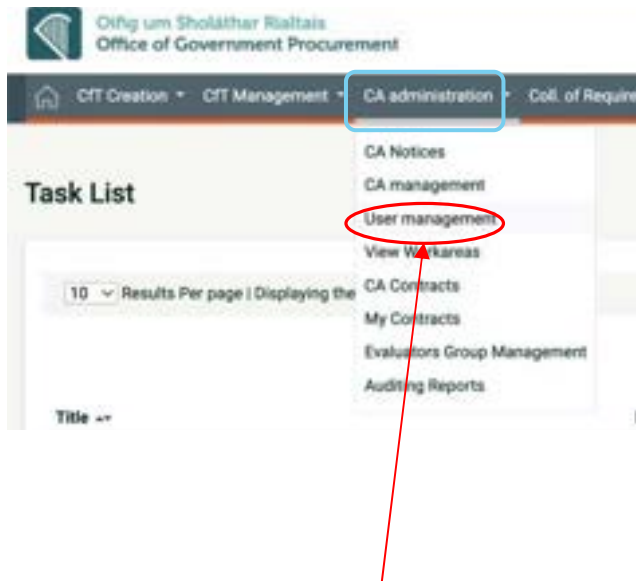
Department *
Keystone Procurement

Email *
ross@keystoneppg.ie

Address
Ardenagh Great

DIFFERENT ROLES WITHIN A CA

All CA personnel that you add to your eTenders account have to be assigned to one of these roles

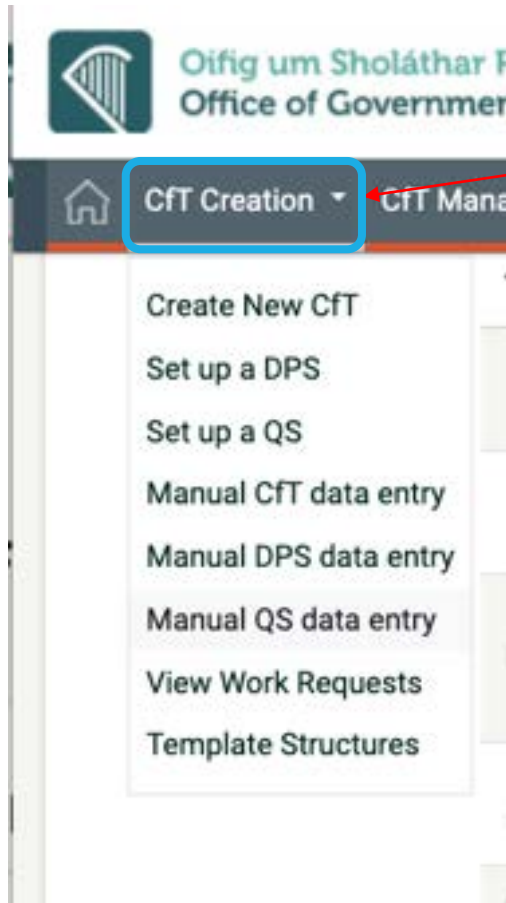


Assign Roles by clicking on 'User Management' in CA administration section

Role	Role Explained	Powers
CAPC	Contracting Authority Procurement Coordinator	Highest level – access to everything and control of everything
CAPCA	Contracting Authority Procurement Coordinator Assistant	Next level, access and control over everything except for approvals for users and groups
CAPO	Contracting Authority Procurement Officer	Limited, tender specific rights

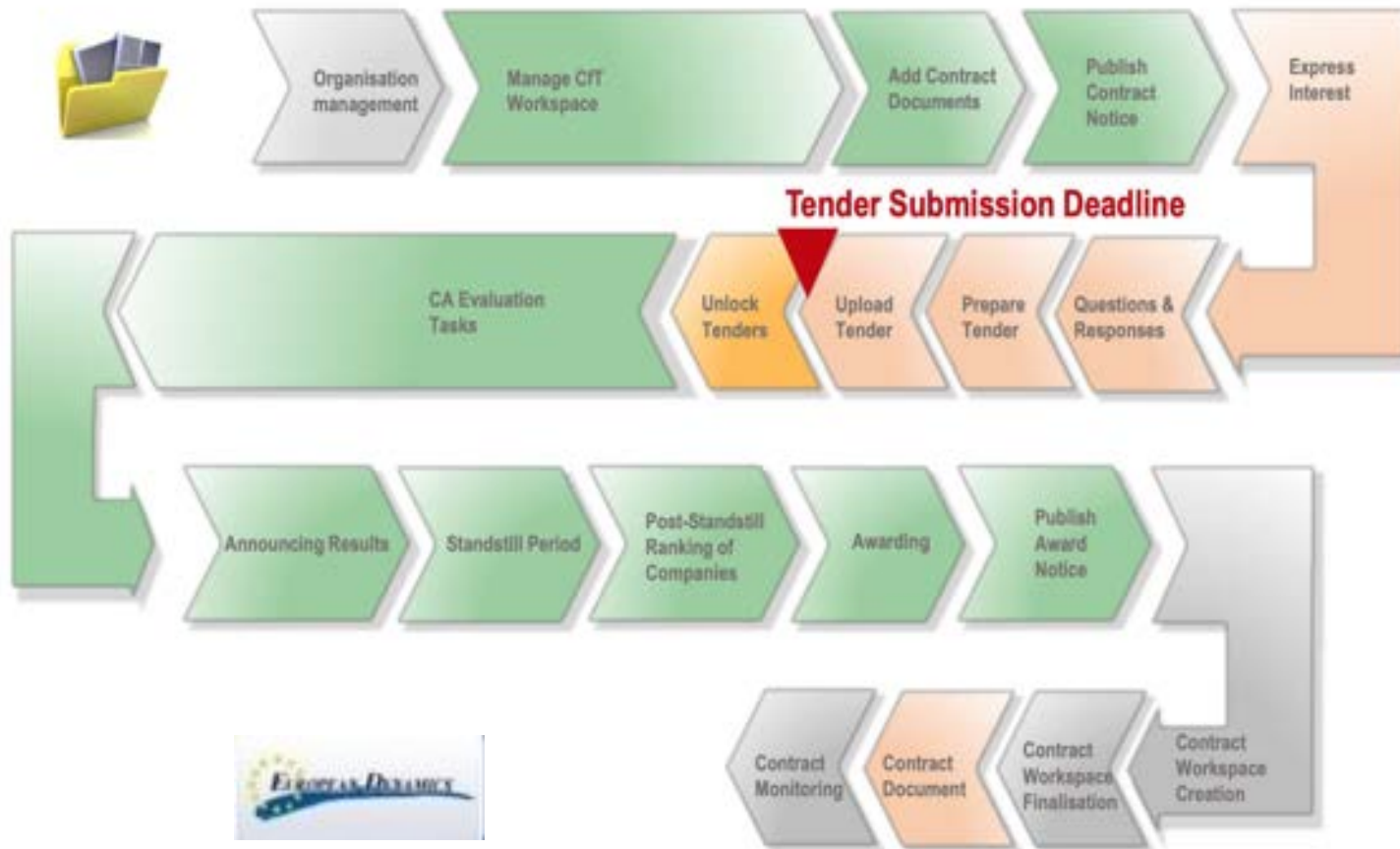
DIFFERENT OPTIONS / WORKFLOWS

Go to CFT Creation to configure and publish a new Request for Tender / Quote.



Task	Task Explained
Cft	All Calls For Tender
DPS	Dynamic Purchasing System
QS	Qualification System (Utilities)
Manual	Input Single Contract or DPS of QS after an offline process
Work requests	Approvals for you to accept / reject
Template structures	Templates that can be used to make processes efficient

CFT WORKFLOW (SUMMARY)



Some elements of this end-to-end Cft workflow can be managed offline – i.e. outside of eTenders

CFT PROCEDURES

Workflows are tailored to Cft/RFT Procedures defined in EU Directives and National Guidelines

Directive	Type of Procedure	
2014/24/EU (Classic)	<ul style="list-style-type: none"> • Open • Accelerated open • Restricted • Accelerated restricted • Competitive with negotiation 	<ul style="list-style-type: none"> • Accelerated competitive with negotiation • Negotiated without prior publication • Competitive dialogue • Innovation Partnership
2014/25/EU (Utilities)	<ul style="list-style-type: none"> • Open • Restricted • Negotiated with prior call for tender 	<ul style="list-style-type: none"> • Negotiated without prior call for tender • Competitive dialogue • Innovation Partnership
2014/23/EU (Concession)	<ul style="list-style-type: none"> • Open • Restricted 	<ul style="list-style-type: none"> • Involving negotiations
2009/81/EC (Defence)	<ul style="list-style-type: none"> • Restricted • Accelerated restricted • Negotiated with publication 	<ul style="list-style-type: none"> • Accelerated negotiated with publication • Negotiated without prior publication • Competitive dialogue
(None)	<ul style="list-style-type: none"> • Simplified 	

CFT TASKS

Workflow tasks are associated with roles/officers allocated to a Cft.

- Access your Task List by clicking on the Home icon



Office of Government Procurement

Home | Creation | CFT Management | CA administration | Call of Requirements | Preliminary market consultations

Task List

Results Per page | Displaying of 3 matches

Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
Test CFT	2622913	Accept code of conduct	Draft	1	No deadline is associated with this task	200,000	
Test CFT	2622913	Associate PG/SE and PG/EE	Draft	1	No deadline is associated with this task	200,000	
Test CFT	2622913	Define Workflow	Draft	1	No deadline is associated with this task	200,000	

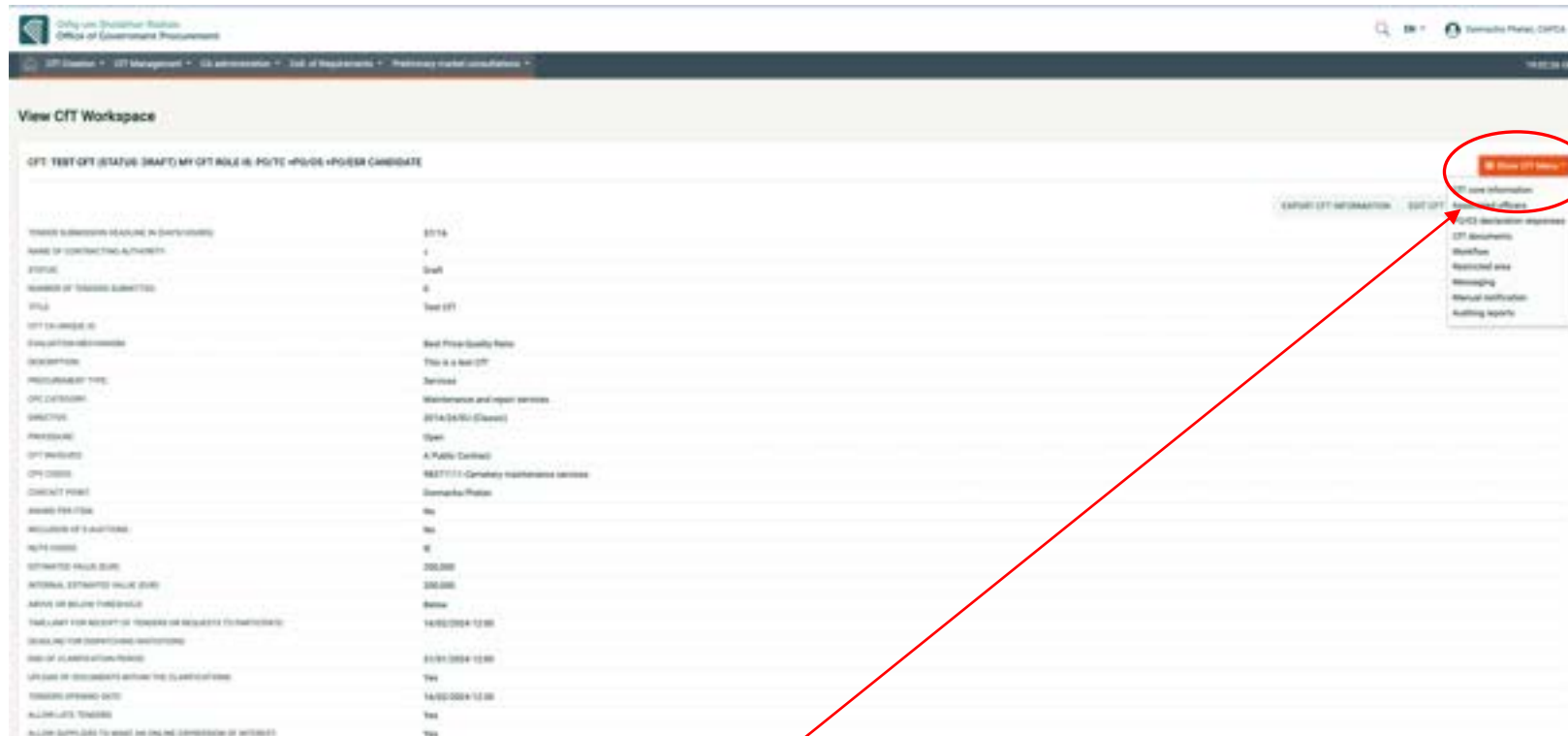
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CFT TASKS



The screenshot shows the 'View CFT Workspace' interface. At the top right, there is a 'Show CFT Menu' button circled in red. A red arrow points from this button towards the text box on the right. The main content area displays a table of CFT details, including fields like 'TENDER NUMBER', 'STATUS', 'CFT TYPE', and 'ESTIMATED VALUE'.

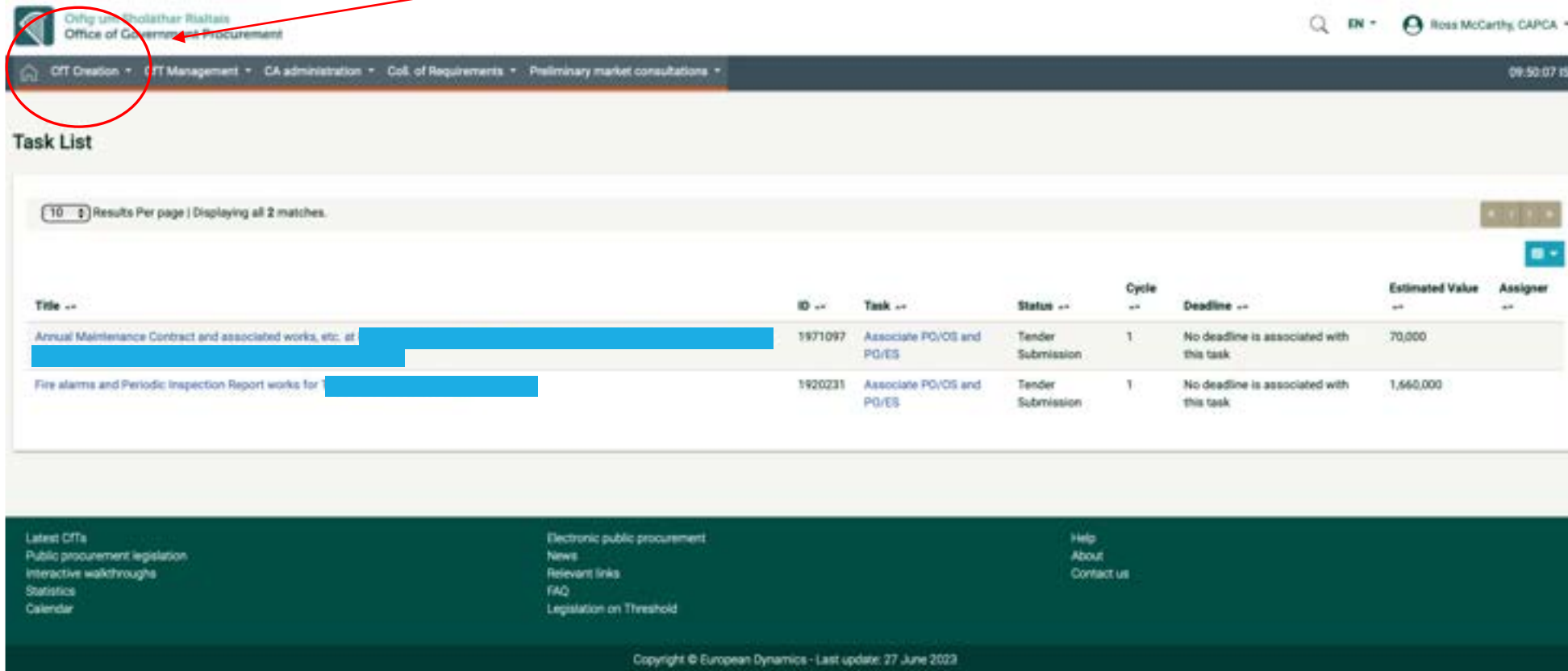
- Warning:**
1. This menu changes according to workflow progress and user role on a CFT.
 2. A user's tasks are not always accessible through this menu.

Workflow tasks may also be accessed from within a Cft Workspace.

- Access Tasks clicking on the 'Show Cft Menu'

CREATING CALLS FOR TENDERS

Go to CFT Creation to configure and select 'Create New CFT'



Office of Government Procurement

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

09:50:07 IST

Task List

10 Results Per page | Displaying all 2 matches.

Title --	ID --	Task --	Status --	Cycle --	Deadline --	Estimated Value --	Assigner --
Annual Maintenance Contract and associated works, etc. at [REDACTED]	1971097	Associate PO/OS and PO/ES	Tender Submission	1	No deadline is associated with this task	70,000	
Fire alarms and Periodic Inspection Report works for [REDACTED]	1920231	Associate PO/OS and PO/ES	Tender Submission	1	No deadline is associated with this task	1,660,000	

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Statistics
Calendar

Electronic public procurement
News
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Legislation on Threshold

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Select the process and the classic procurement directive

DIFFERENT OPTIONS / WORKFLOWS

Put in your contact details
Select CPV codes
Award lots / in one go
Put in estimated budget
(internal and external)

Create CFT Workspace

WORKSPACE INFORMATION

Title *

(Maximum characters: 200)

CFT CA Unique ID *

Description *

(Maximum characters: 1000)

Procurement Type
-Select Procurement Type-

Directive *

-Select Directive-

Contact Point

Publish on behalf of

Participating bodies

CPV Codes

Award per item
 Yes No

MTS codes

Estimated value (EUR)

Internal Estimated value (EUR)

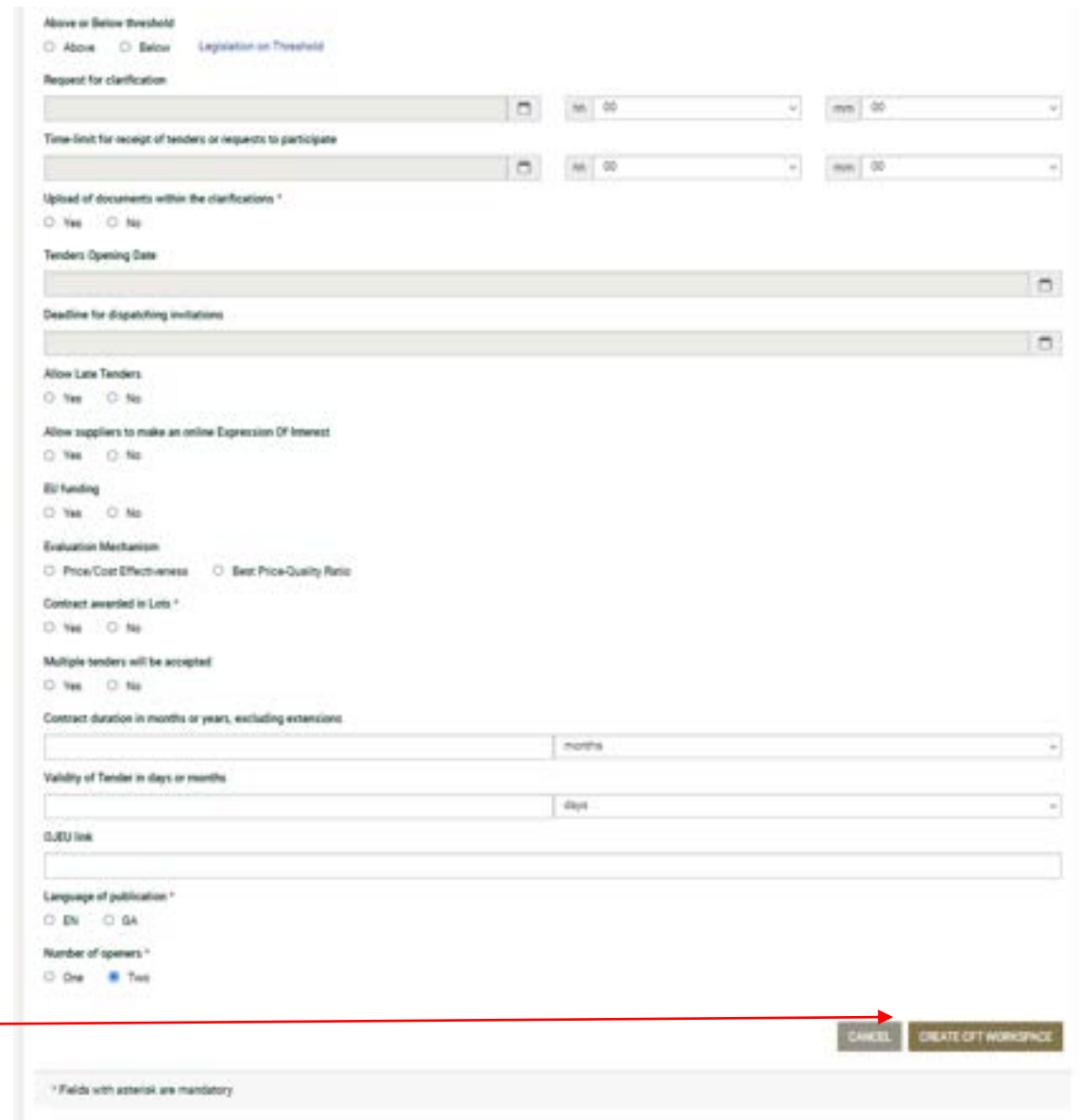
Note: Only CAPC and CAPCA users in your organisation can visualise this value

Select the right options to calibrate the workflow

DIFFERENT OPTIONS / WORKFLOWS

Enter key dates as these drive workflow, ensure compliance

Click on Create Workspace



Above or Below threshold
 Above Below Legislation on Threshold

Request for clarification
[Text Field] [mm] [dd]

Time limit for receipt of tenders or requests to participate
[Text Field] [mm] [dd]

Upload of documents within the clarifications *
 Yes No

Tenders Opening Date
[Text Field]

Deadline for dispatching invitations
[Text Field]

Allow Late Tenders
 Yes No

Allow suppliers to make an online Expression Of Interest
 Yes No

EU funding
 Yes No

Evaluation Mechanism
 Price/Cost Effectiveness Best Price-Quality Ratio

Contract awarded in Lots *
 Yes No

Multiple tenders will be accepted
 Yes No

Contract duration in months or years, excluding extensions
[Text Field] [months]

Validity of Tender in days or months
[Text Field] [days]

GUEU link
[Text Field]

Language of publication *
 EN GA

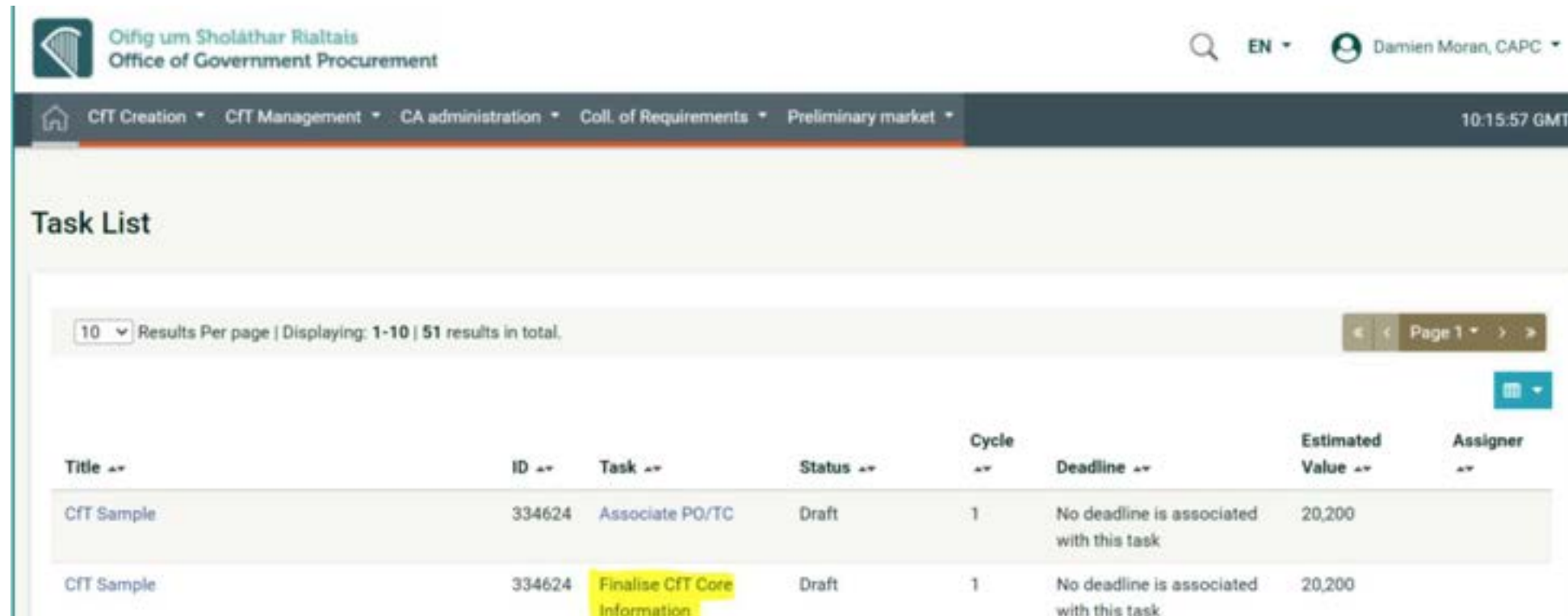
Number of openers *
 One Two

[CANCEL] [CREATE GTT WORKSPACE]

* Fields with asterisk are mandatory

FINALISE CFT CORE INFORMATION

Important Note: Although you've just created the CfT Workspace, you need to review the information in it and finalise it before proceeding. Go to your task List and click **'Finalise CfT Core Information'**. Review the form you just filled out and click **'Save Changes'**



Oig um Sholáthar Rialtais
Office of Government Procurement

EN Damien Moran, CAPC

CFT Creation > CFT Management > CA administration > Coll. of Requirements > Preliminary market 10:15:57 GMT

Task List

10 Results Per page | Displaying: 1-10 | 51 results in total. Page 1

Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
CFT Sample	334624	Associate PO/TC	Draft	1	No deadline is associated with this task	20,200	
CFT Sample	334624	Finalise CFT Core Information	Draft	1	No deadline is associated with this task	20,200	

View CFT Workspace

CFT: TEST CFT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR CANDIDATE

TENDER SUBMISSION DEADLINE IN (DAYS:HOURE)	27/12
NAME OF CONTRACTING AUTHORITY	X
STATUS	Draft
NUMBER OF TENDERS SUBMITTED	0
TITLE	Test CFT
CFT CA (AUCUE ID)	
EVALUATION MECHANISM	Best Price-Quality Ratio
DISCPOON	This is a test CFT
PROCUREMENT TYPE	Services
CPV CATEGORY	Maintenance and repair services
DIRECTIVE	2014/24/EU (Classic)
PROCEDURE	Open
CFT INVOLVED	A Public Contract
CPV CODES	98371111-Cemetery maintenance services
CONTACT POINT	Donnacha Phelan
AWARD PER ITEM	No
INCLUSION OF E-AUCTIONS	No
NUTS CODES	E
ESTIMATED VALUE (EUR)	200,000
INTERNAL ESTIMATED VALUE (EUR)	200,000
ABOVE OR BELOW THRESHOLD	Below
TIME LIMIT FOR RECEIPT OF TENDERS OR REQUESTS TO PARTICIPATE	16/02/2024 12:00
DEADLINE FOR DISPATCHING INVITATIONS	
END OF CLARIFICATION PERIOD	31/01/2024 12:00
UPLOAD OF DOCUMENTS WITHIN THE CLARIFICATIONS	Yes
TENDERS OPENING DATE	16/02/2024 12:30
ALLOW LATE TENDERS	Yes
ALLOW SUPPLIERS TO MAKE AN ONLINE EXPRESSION OF INTEREST	Yes
CONTRACT AWARDED IN LOTS	No
CONTRACT DURATION IN MONTHS OR YEARS, INCLUDING EXTENSIONS	24 months
VALIDITY OF TENDER IN DAYS OR MONTHS	180 days
EU FUNDING	No
MULTIPLE TENDERS WILL BE ACCEPTED	No
DATE OF PUBLICATION/INVITATION	
TED LINKS FOR PUBLISHED NOTICES	
DATE OF AWARDING	
LANGUAGE OF PUBLICATION	EN
NUMBER OF OPENERS	One

Note: The Workflow option only becomes visible once you have finalised the Cft core information!

EXPORT CFT INFORMATION

EDIT CFT WORK

Show CFT Menu

CFT core information

Associated officers

PO/ES declaration responses

CFT documents

Workflow

Restricted area

Messaging

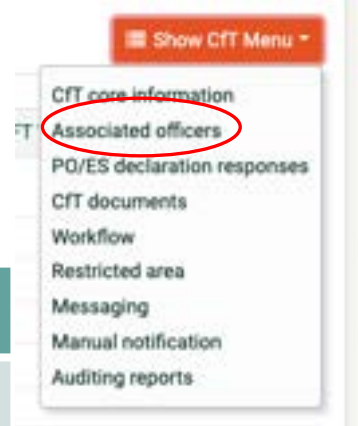
Manual notification

Auditing reports

You can select higher combinations of roles so a single person PO/ESR plus other roles can open & evaluate

ROLES

Role	Role Explained
PO/TC	Procurement Officer Tender Coordinators (at least 1 user)
PO/OS	Procurement Officer Opening Staff (at least 1 user)
PO/ES and	Procurement Officer Evaluating staff (max 30 users)
PO/ESR	This is the Lead Tenderer role and must always be allocated



Evaluator Users, either ES or ESR, are added as “Candidate” since they will have to accept the code of conduct and confirm there is no conflict of interest for them to evaluate the tenders (Declare Conflict of Interest) for that opportunity, and only after that declaration they may be fully involved with the evaluation.

ROLES

Associated Officers

CFT: DV 322/534 TEST - ROADS - HIGHWAY TRAFFIC LIGHTS MAINTENANCE (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED

Show CFT Menu

10 Results Per page | Displaying all 3 matches.

First Name	Last Name	Role	Status	Actions
Stavros	Antoniou	PO/TC + PO/OS + PO/ESR Accepted		Disassociate Replace Evaluator
Giorgos	Vlachos	PO/ES Candidate		Disassociate Replace Evaluator
Eva	Ntinou	PO/OS		The candidacy is pending user's acceptance.

ADD PO/ES GROUP

ADD PO/ES USERS

ADD PO/ESR USERS

ADD PO/OS USERS

ADD PO/TC USERS

Show CFT Menu

- CFT core information
- Associated officers
- PO/ES declaration responses
- CFT documents
- Interested Suppliers
- Tenders
- Ranking
- Offline evaluation results
- Workflow
- Restricted area

Remember!
If you have tasks, you will find them
on your homepage. The task list shows
up automatically.

ROLES



Task List

Results Per page (Displaying of 3 matches)

Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assignee
Test CTF	2622013	Accept code of conduct	Draft	1	No deadline is associated with this task	200,000	
Test CTF	2622013	Associate PO/SS and PO/SS	Draft	1	No deadline is associated with this task	200,000	
Test CTF	2622013	Define Workflow	Draft	1	No deadline is associated with this task	200,000	

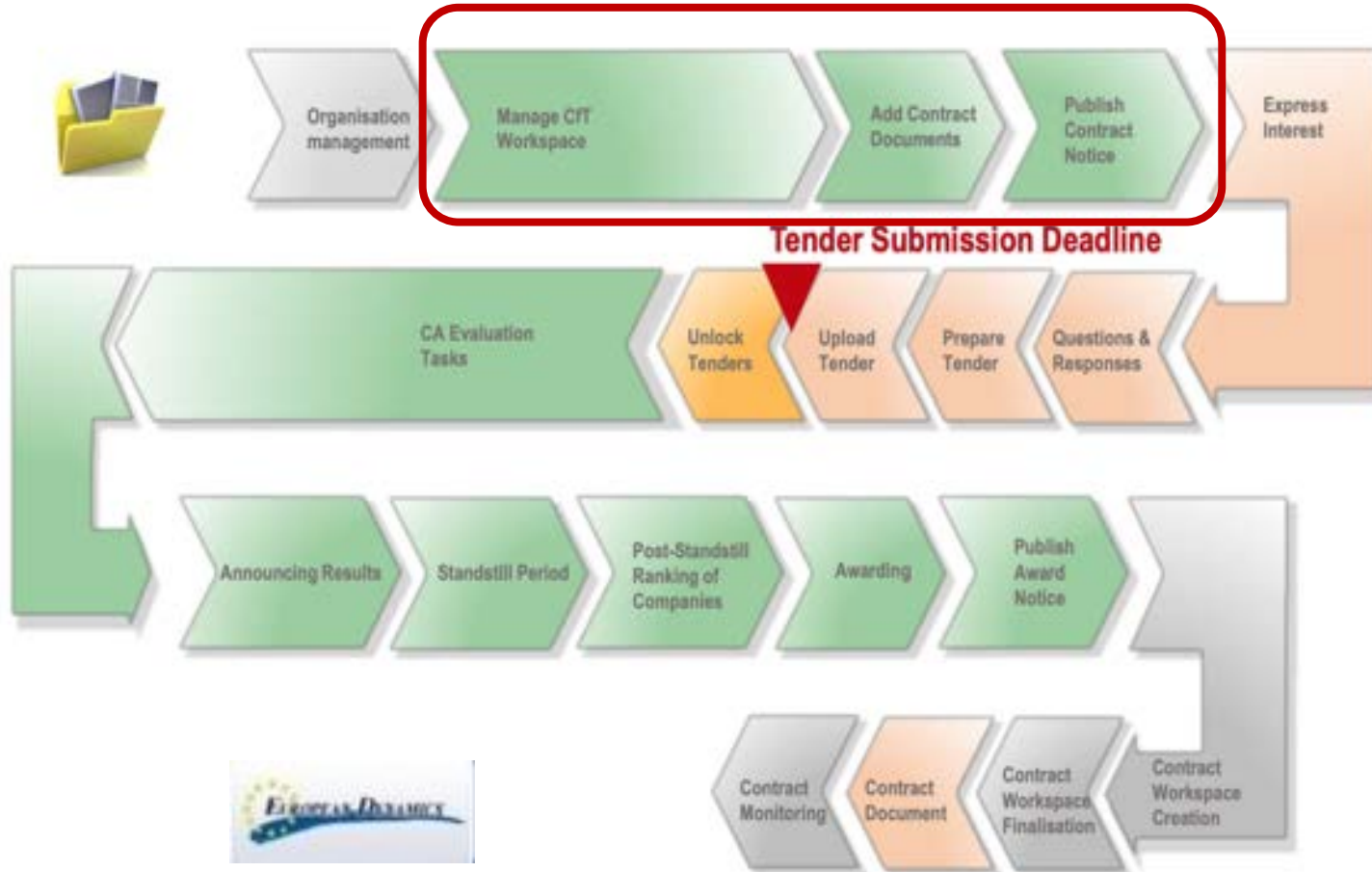
[Latest CTFs](#)
[Public procurement legislation](#)
[Interactive eGuidance](#)
[Statistics](#)
[Calendar](#)

[Electronic public procurement](#)
[News](#)
[Relevant links](#)
[FAQ](#)
[Legislation on Threshold](#)

[Help](#)
[About](#)
[Contact us](#)

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CFT WORKFLOW (A REMINDER)



CONFIGURE WORKFLOW

Define Call for Tender Workflow

CFT: CV 001/145 1554 - REGAUS - 2022/00000000000000000000 (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu

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

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

SET ALL OFFLINE SET ALL ONLINE

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

CANCEL DEFINE CFT WORKFLOW

- Show CFT Menu
- CFT core information
 - Associated officers
 - PO/ES declaration responses
 - CFT documents
 - Workflow**
 - Restricted area
 - Messaging
 - Manual notification
 - Auditing reports

Unless you want to do everything online, select offline, online, offline. This will reflect how most CA's used the old e-tenders system.

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

CANCEL DEFINE CFT WORKFLOW

CONFIGURE WORKFLOW

Recommended
for online ESPDs

Recommended
where EOs are
not required to
respond to
criteria online
(apart from
uploading files)

Phase	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6
Notification	Online	Online	Online	Online	Offline	Offline
Tendering	Online	Offline	Offline	Online	Online	Offline
Evaluation	Online	Online	Offline	Offline	Offline	Offline

Tendering offline is an option but it is not recommended. From the point of view of national policy, offline tendering is used in extraordinary circumstances like when a new tendering engine is being procured (this latest process to source this new platform was done by email).

We will continue to configure the CfT in this example in line with Scenario 5. However, we shall look at how to configure a CfT for Online Evaluations (and Online eESPDs) in section 7. Online Evaluations.

CONFIGURE WORKFLOW - ADDING DOCUMENTS

View CFT Workspace

CFT: DV 902/345 TEST - ROADS - HIGHWAY MAINTENANCE (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/ESR

TENDER SUBMISSION DEADLINE IN (DAYS/HOURS):	4/16
NAME OF CONTRACTING AUTHORITY:	Authority of Ireland
STATUS:	Draft
NUMBER OF TENDERS SUBMITTED:	0
TITLE:	DV 902/345 TEST - ROADS - HIGHWAY MAINTENANCE
CFT CA UNIQUE ID:	

EXPORT CFT INFORMATION

EDIT CFT WORKSPACE

DELETE

Show CFT Menu

- CFT core information
- Associated officers
- CFT documents
- Workflow
- Restricted area
- Scheduled jobs
- View Tender Structure
- Messaging
- Manual notification



Select CFT documents

CFT: DV 902/345 TEST - ROADS - HIGHWAY MAINTENANCE (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/ESR

Notices Contract Documents

VIEW + ADD CONTRACT DOCUMENT

10 Results Per page | Displaying all 4 matches

CONFIGURE WORKFLOW - ADDING DOCUMENTS

Notices **Contract Documents**

ADD CONTRACT DOCUMENT

Title: *

Language: *

Description:

Maximum Characters: 50000..

Attachment: *

Status: * Draft Final

Load from template library

Complete form and upload

CONFIGURE WORKFLOW - ADDING DOCUMENTS

CONTRACT: AH 908/213 DFI - ROADS AND RIVERS - RAINING STRUCTURES (STATUS: CURRENT) [Show Contract Menu](#)

Contract Documents

ADD CONTRACT DOCUMENT

Title: * Language: *

Description:

Maximum Characters: 50000.

Status: * Draft Final

Click Here

Load from template library New Doc

Criteria can be added in the various envelopes

CONFIGURE WORKFLOW — CREATE CONTRACT NOTICE

- **THE FINAL TASK**
- In order to publish your CFT on eTenders so that its publicly accessible, you must create and publish a Contract Notice, this is described in the next section” ‘Publishing a Contract Notice’

Note: Some CFTs are private. That is, they are only shared with a small number of selected potential tenderers. An example of a private competition is a ‘Simplified Procedure’. Private competitions like this will require the use of Invitations in order to share them with your chosen tenderers. Invitations are described in the ‘Simplified Procedure’ section.

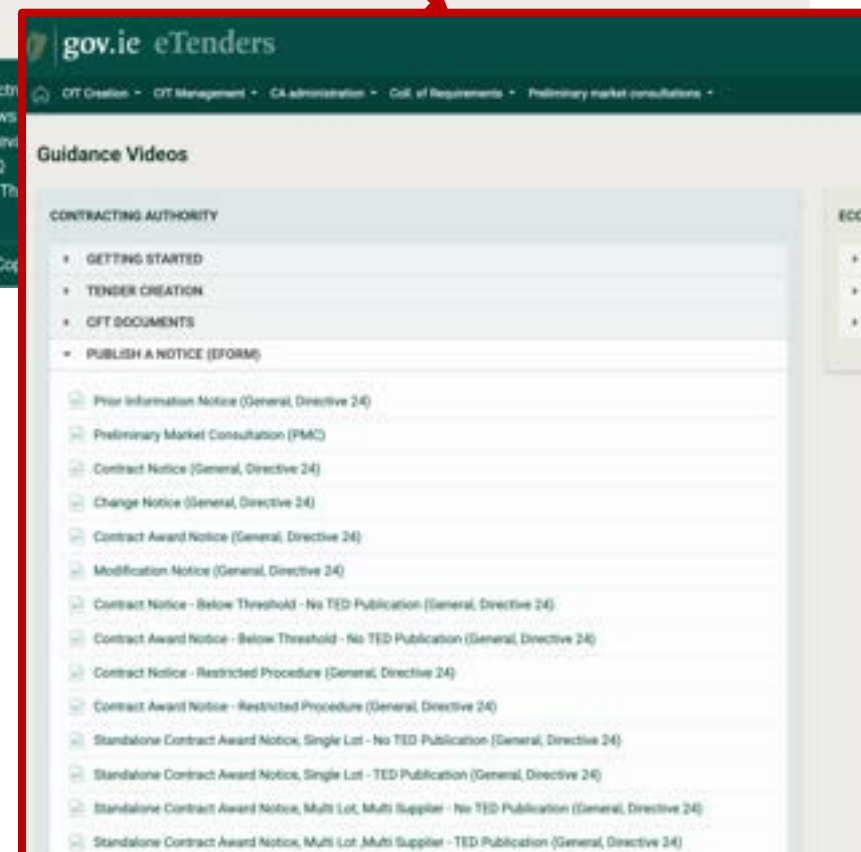
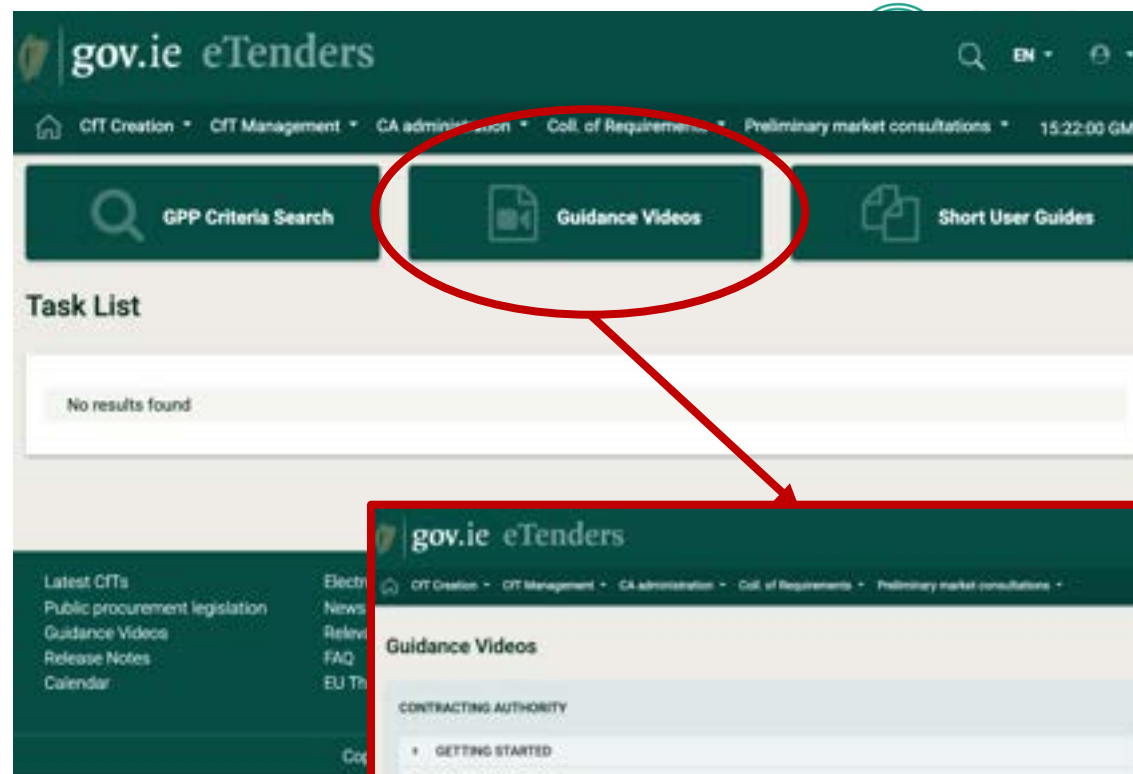


Publishing a Contract Notice

Part A. Preliminaries

PRELIMINARIES

- **A CFT is published when a Contract Notice is created and published on etenders.**
- Contract Notices, and other forms such as Contract Award Notices, are created and edited using a tool called eForms.
- eTenders provides users with well organised guidance videos for using the eForms tool.
- From your Home Page, you can see a link at the top of the screen to 'Guidance Videos'
- These videos are kept reasonably up to date, but sometimes minor changes are made to the system that are not captured in the videos.
- Check the News Section to see if there have been any recent updates to the system – if there are, any deviations from the videos will be described in a PDF document



PUBLISH CFT - CREATE CONTRACT NOTICE

The screenshot displays the 'View CFT Workspace' interface. At the top, there is a 'Show CFT Menu' button. A dropdown menu is open, listing various options: 'CFT core information', 'Associated officers', 'CFT documents', 'Workflow', 'Restricted area', 'Scheduled jobs', 'View Tender Structure', 'Messaging', and 'Manual notification'. The 'CFT documents' option is highlighted with a red box. Below this, the 'Notice & Tender Documents' section is visible, featuring a 'Notices' tab and a 'Tender Documents' tab. The 'Notices' tab is active, showing 'No results found'. A modal window titled 'AVAILABLE NOTICES FORMS' is open, displaying a 'Notice Type' dropdown set to 'Contract notice - general directive, standard regime', a 'Primary Language' dropdown set to 'EN', and a 'Supported Languages' list containing 'GA' and 'EN'. At the bottom of the modal, there are 'CANCEL' and 'CREATE' buttons. A red arrow points from the 'CREATE NOTICE (EFORMS)' button in the background to the 'CREATE' button in the modal.

View CFT Workspace

CFT: DV 487 / 145 TEST - ROADWORK - HIGHWAY MAINTENANCE (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/ESR

EXPORT CFT INFORMATION EDIT CFT WORKSPACE DELETE

TENDER SUBMISSION DEADLINE IN (DAYS:HOURE): 4/16

NAME OF CONTRACTING AUTHORITY: Highway Ireland

STATUS: Draft

NUMBER OF TENDERS SUBMITTED: 0

TITLE: DV 487/145

CFT CA UNIQUE ID:

Show CFT Menu

CFT core information

Associated officers

CFT documents

Workflow

Restricted area

Scheduled jobs

View Tender Structure

Messaging

Manual notification

Notice & Tender Documents

There is no notice found.

CFT: 'CALL FOR TENDER FOR THE PROVISION OF CARS AND

Notices Tender Documents

No results found

AVAILABLE NOTICES FORMS

Notice Type

Contract notice - general directive, standard regime

Primary Language *

GA EN

Supported Languages

GA

EN

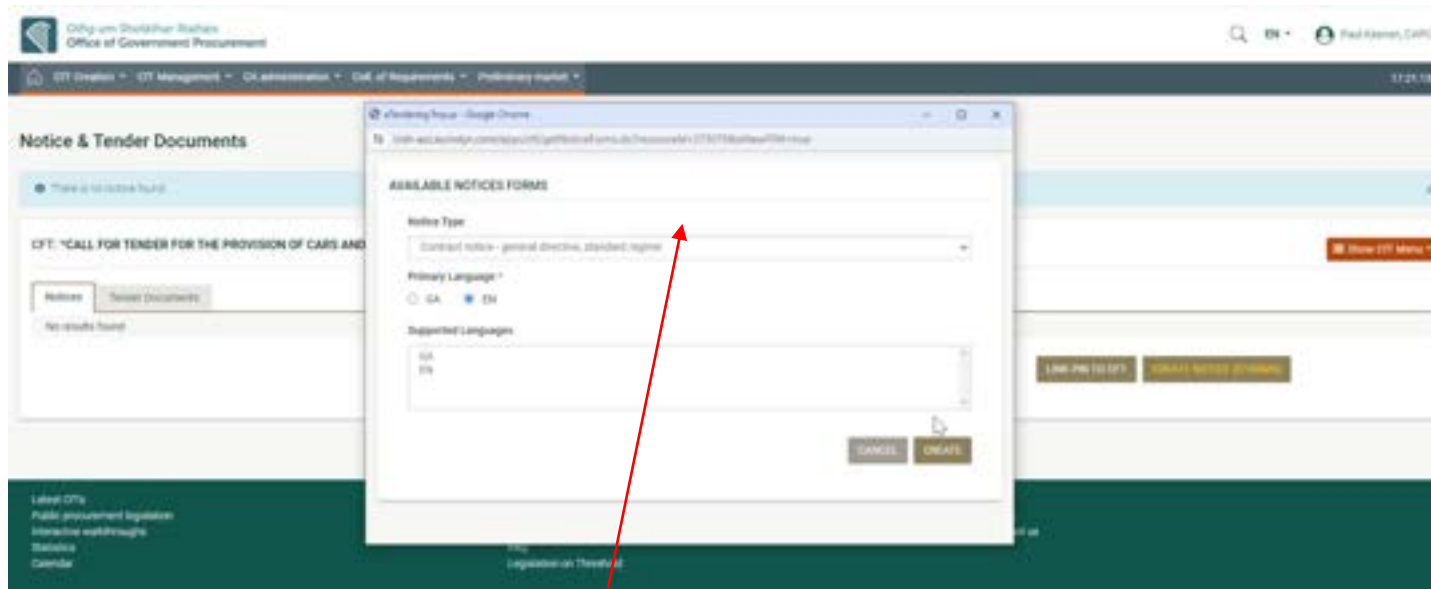
CANCEL CREATE

LINK PIN TO CFT CREATE NOTICE (EFORMS)

First, select 'Cft documents' from the 'Show Cft Menu'

Second, click on the 'Notices' tab and select 'CREATE NOTICE (EFORMS)'

CREATE CONTRACT NOTICE



In the 'Notice Type' field, select one of the contract notice templates and click 'Create' to begin populating fields

You will first need to choose the Contract Notice type. These are available from a drop-down menu and are categorised by EU Directive and the type of regime.

For an Open Procedure, most users will be using the 'General Directive, standard regime'.

- If the Estimated Contract Value of your competition is above the EU tendering threshold (or if it is of interest to international suppliers), your contract notice must also be published on the EU's TED website (the website for the OJEU), choose 'Contract Notice – general directive, standard regime'.
- If you do not want your notice published on TED (e.g. where the competition is below the EU tendering threshold), choose 'National Below Threshold Contract Notice – general directive, standard regime (No TED publication)'.

Refer to the eTenders User Guidance section for more details on Contract Notices.

EDITING EFORMS NOTICES - TIPS

- The sections that need to be completed will be on the left and the eForm can only be validated through 100% completion of each section
- Until the eForm is validated it is saved as a Draft. This form saves itself automatically as you proceed through it.
- Exiting the eForm at any stage before full completion will mean all changes up to that point that have not been validated, but the will be saved as a draft.



The screenshot displays the eForm interface. At the top, a dark teal header bar contains a 'COMPLETION' indicator with a 60% progress circle and a 'Draft' button. Below this, the 'Metadata' section is visible, followed by a list of sections with their respective completion percentages: 'Contracting party and service provider' (50%), 'Procedure' (14%), 'Part' (25%), and 'Organisations' (90%). A hand cursor is positioned over the 'Organisations' section.

Section	Completion Percentage
Contracting party and service provider	50%
Procedure	14%
Part	25%
Organisations	90%

EDITING EFORMS NOTICES - TIPS

1. Update sections that are not 100% complete. Click on a section to update it.

2. An element you need to update is marked by a **red ball**. You have to complete the mandatory fields contained in these elements before you can move on.

3. Mandatory fields that need to be completed are marked with a **red asterisk ***.

5. Any element you do not need to update is marked by a **green ball**. You can safely ignore these parts of the form and move on, even if they have blank fields.

Do not delete unused fields as this will cause validation errors.

4. Clicking the 'plus' duplicates an element. Useful in the 'Procedure' section if you want to add CPV codes, and for Standalone CANs - but as a rule only use unless you're certain you need to duplicate a field as it may cause errors

EDITING EFORMS NOTICES - TIPS

Within some sections there may be **more than one tab** to be completed, you will find them at the top of the screen when you click into a section that contains them.

- A tab is marked with a **red ball** if it is **missing information in mandatory fields**
- A tab is marked with a **green ball** if it is good to go on for validation

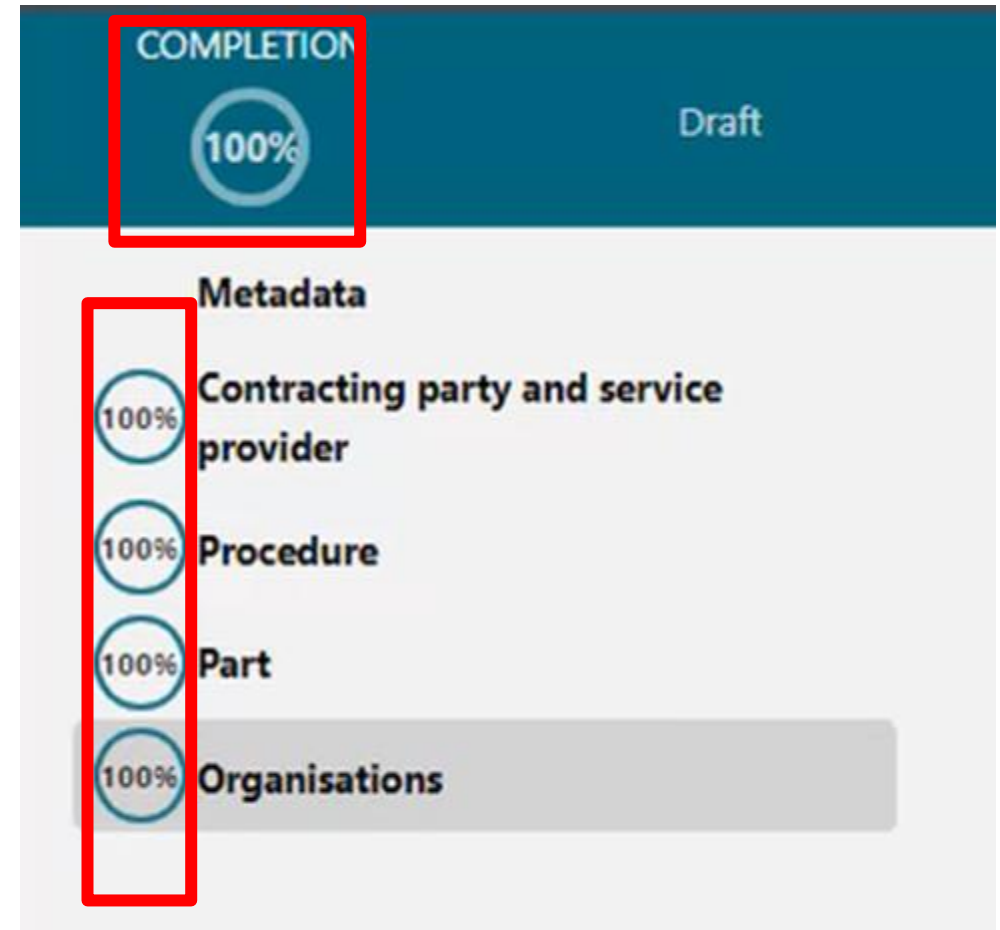


VALIDATE CONTRACT NOTICE-TIPS

Once you have achieved **100% completion for each section** you can begin the validation process

To Validate go to icon on right side of page and select **Validate**

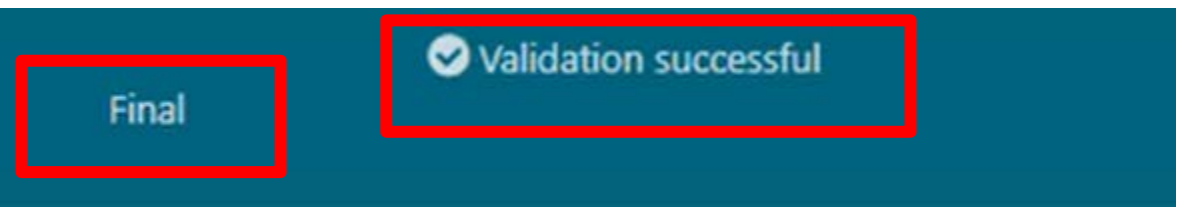
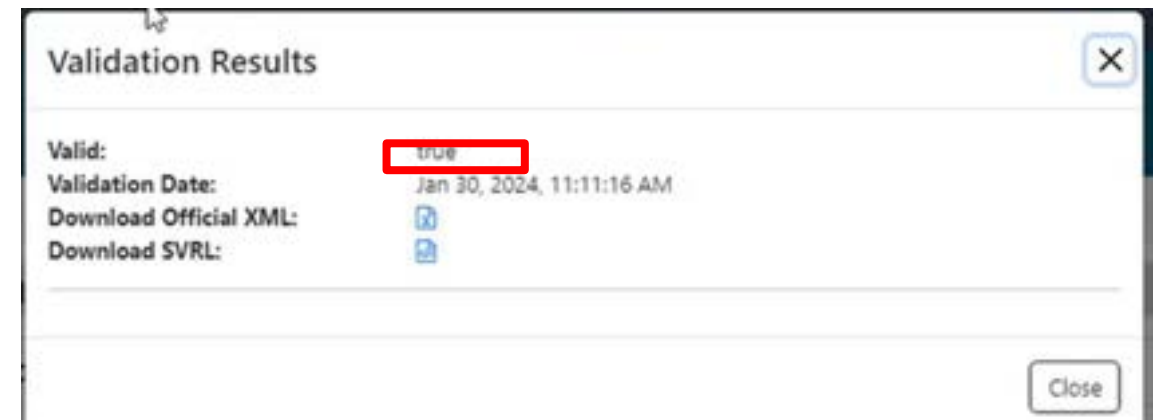
Note: If you try to validate without completing each section, you will get Validation errors.



VALIDATE CONTRACT NOTICE-TIPS

Validation Results will appear as a Pop-Up Window

If no **Validation Errors** occur, Close and confirm E-Form is **Validated and Saved as Final**





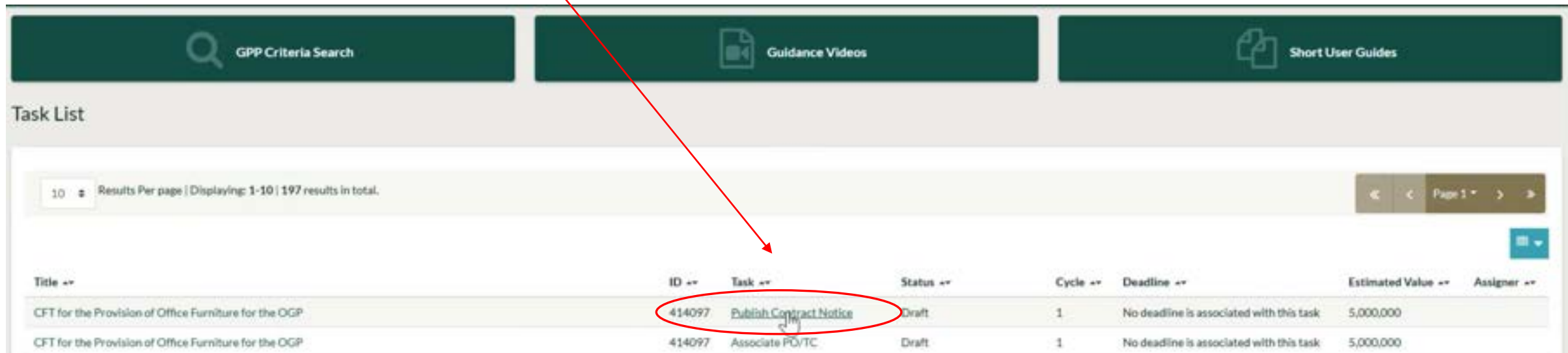
Publishing a Contract Notice

Part B. Creating and Editing the Notice

STARTING A CONTRACT NOTICE

Once you have configured your CFT workflow, the 'Publish Notice' task appears in your Task List. Click it.

(You can also access this task from within the CFT workspace by selecting 'CFT Documents' from the 'Show CFT Menu' button and then clicking on the 'Notices' tab.)



The screenshot shows a software interface with a top navigation bar containing three buttons: 'GPP Criteria Search', 'Guidance Videos', and 'Short User Guides'. Below this is a 'Task List' section. At the top of the task list, there is a search bar with '10' results per page and a total of 197 results. The main part of the task list is a table with the following columns: Title, ID, Task, Status, Cycle, Deadline, Estimated Value, and Assigner. The first row of the table has the task 'Publish Contract Notice' highlighted with a red circle, and a red arrow points from the text box above to this task. The second row shows the task 'Associate PO/TC'.

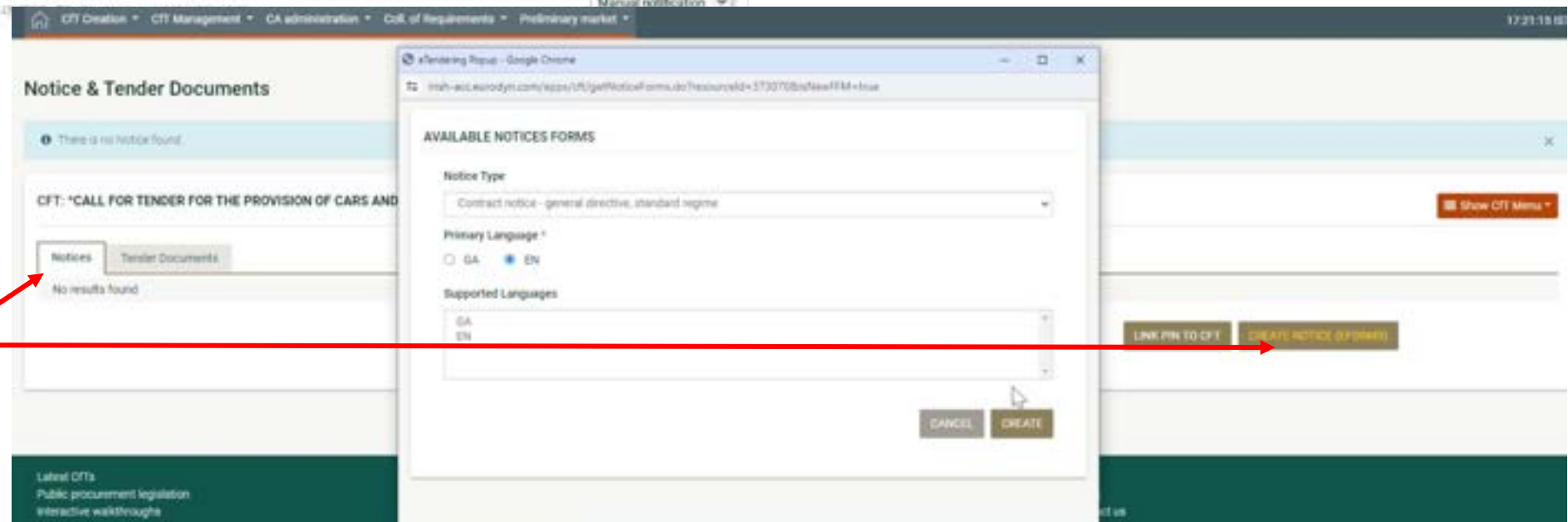
Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
CFT for the Provision of Office Furniture for the OGP	414097	Publish Contract Notice	Draft	1	No deadline is associated with this task	5,000,000	
CFT for the Provision of Office Furniture for the OGP	414097	Associate PO/TC	Draft	1	No deadline is associated with this task	5,000,000	

STARTING A CONTRACT NOTICE



You can also access this task from within the CFT workspace by selecting 'CFT Documents' from the 'Show CFT Menu' button.

Click on the 'Notices' tab and select 'CREATE NOTICE (EFORMS)'



CREATE CONTRACT AWARD NOTICE

gov.ie eTenders

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

gov.ie eTenders

Notice & Tender Documents

AVAILABLE NOTICES FORMS

Notice Type

- Select Notice Form -
- Select Notice Form -
- Contract notice - general directive, standard regime
- Design contest notice - general directive, design

Supported Languages

- GA
- EN

CANCEL CREATE

GO INTO CFT CREATE NOTICE FORMS

Rialtas na hÉireann
Government of Ireland

Select the type of Contract Notice you wish to publish

Note: The options vary depending on what type of Cft you are running. If you are given the choice of more than one type of CN, be aware that there's specific notice types for CNs that will not be published on TED/OJEU – they are marked with (No TED publication)

EDIT CONTRACT NOTICE

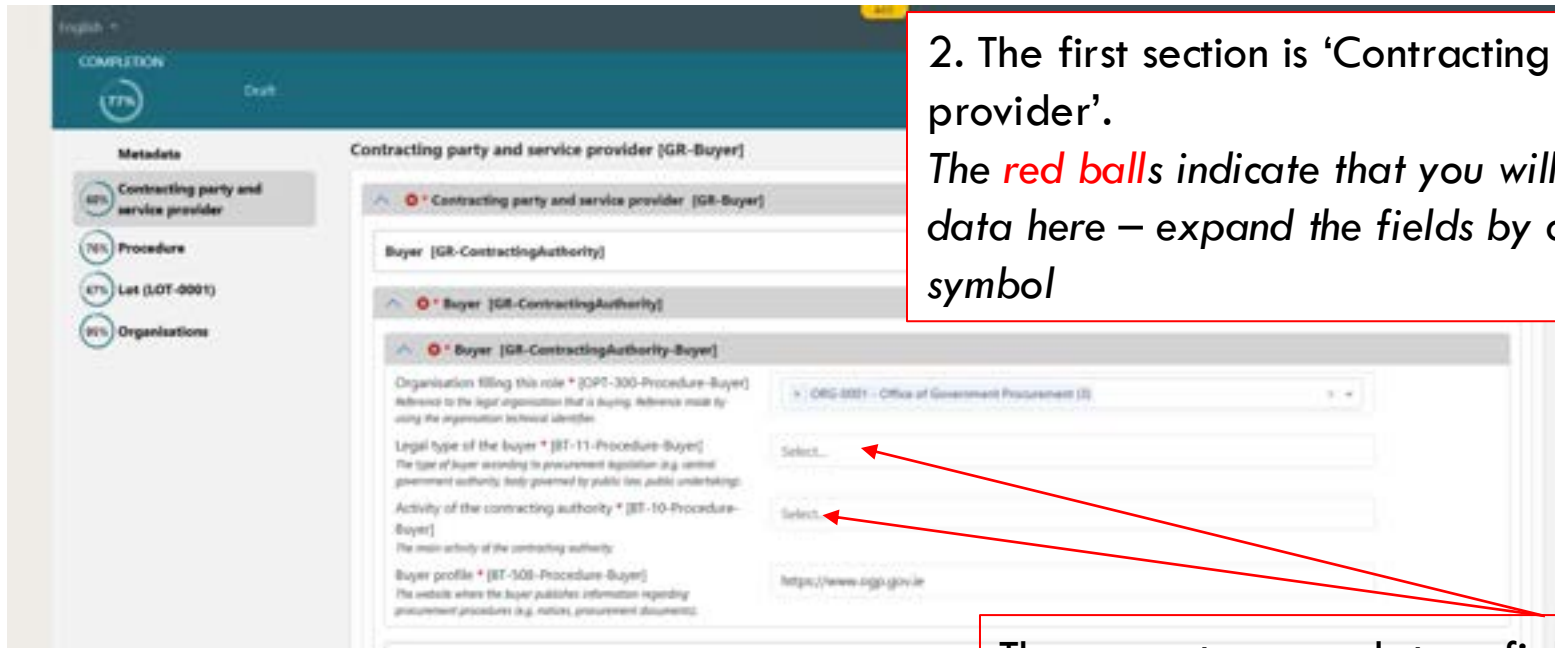
Note: There's an identifier for each field
(not always unique)

1. The e-Form opens on the Metadata Page
This should be prepopulated by the system

Note: There's an indicator of how much remains to be completed in each section

EDIT CONTRACT NOTICE

Contracting Party and Service Provider-Section One



English

COMPLETION 77% Draft

Metadata

- 62% Contracting party and service provider
- 76% Procedure
- 67% Lot (LDT-0001)
- 81% Organisations

Contracting party and service provider [GR-Buyer]

Contracting party and service provider [GR-Buyer]

Buyer [GR-ContractingAuthority]

Buyer [GR-ContractingAuthority]

Buyer [GR-ContractingAuthority-Buyer]

Organisation filling this role * [OPT-300-Procedure-Buyer]
Reference to the legal organisation that is buying. Reference made by using the organisation technical identifier.

Legal type of the buyer * [BT-11-Procedure-Buyer]
The type of buyer according to procurement legislation (e.g. central government authority, body governed by public law, public undertaking).

Activity of the contracting authority * [BT-10-Procedure-Buyer]
The main activity of the contracting authority.

Buyer profile * [BT-508-Procedure-Buyer]
The website where the buyer publishes information regarding procurement procedures (e.g. notices, procurement documents).

ORG 0001 - Office of Government Procurement (3)

Select...

Select...

https://www.ogp.gov.ie

2. The first section is 'Contracting Party and service provider'.

The **red balls** indicate that you will need to enter some data here – expand the fields by clicking the 'chevron' (^) symbol

There are two mandatory fields (marked with *) that you need to complete:

- Choose the CA's legal type (this e.g. is a Govt. Dept.
- Choose the CA's primary activity

EDIT CONTRACT AWARD NOTICE

Contracting Party and Service Provider-Section One

The screenshot displays a procurement system interface with a 'COMPLETION' bar at the top showing 80% progress. A sidebar on the left lists metadata items: 'Contracting party and service provider' (100%), 'Procedure' (76%), 'Lot (LOT-0001)' (47%), and 'Organisations' (95%). The main content area is divided into two sections: 'Buyer [GR-ContractingAuthority-Buyer]' and 'Service provider [GR-Procedure-SProvider]'. The Buyer section includes fields for 'Organisation filling this role', 'Legal type of the buyer', 'Activity of the contracting authority', and 'Buyer profile'. The Service provider section includes fields for 'Organisation filling this role' and 'Provided service type'. A red box highlights the 'Buyer' section, and a red arrow points from a text box to the 'Organisation filling this role' field in the Buyer section.

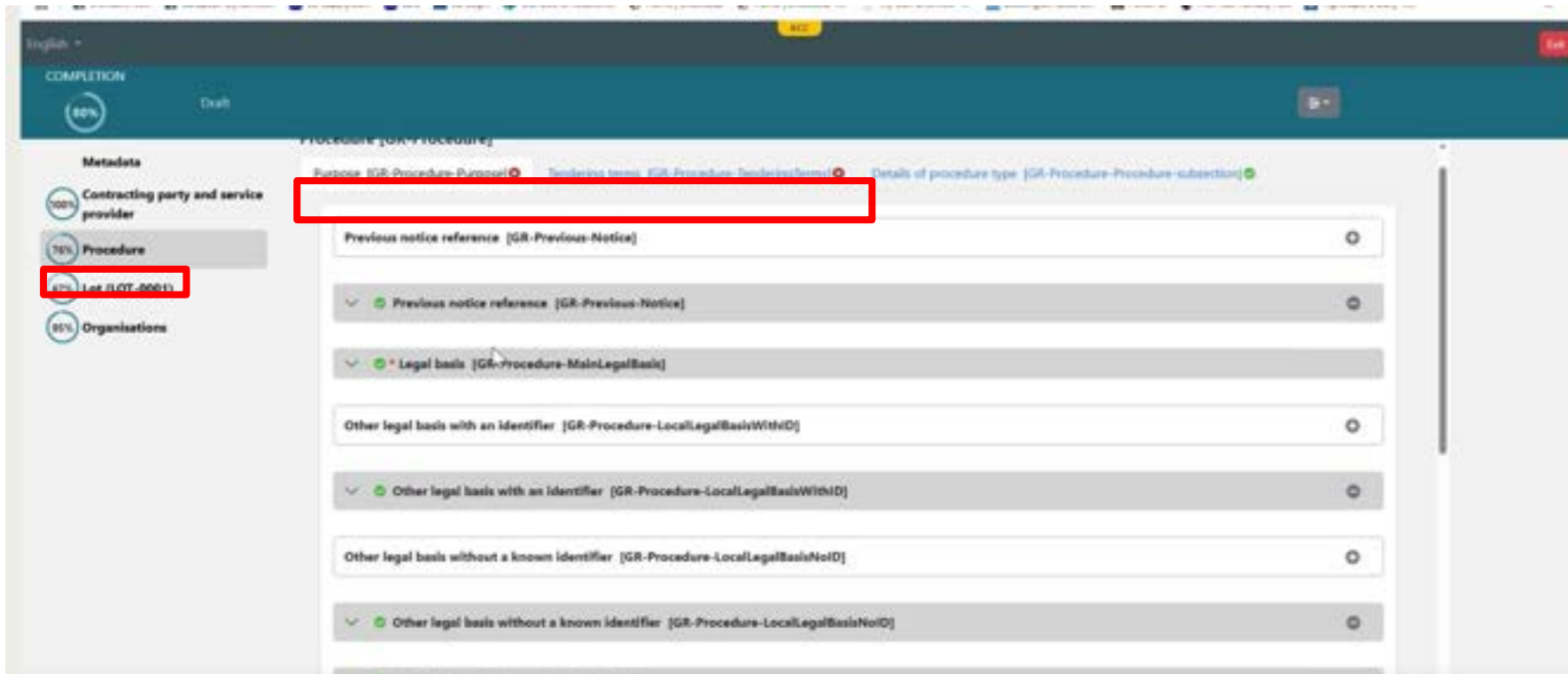
Once you've successfully completed section's mandatory input fields and achieved 100%, the red balls turn into green balls and you can move on to next section.

EDIT CONTRACT NOTICE

Procedure - Section Two

Fill out Mandatory fields and make sure you click into all relevant tabs: (all fields and tabs marked with a **red ball**)

You typically can ignore all tabs and elements marked with a **green ball** (even when they contain empty fields, as they are usually optional)



The screenshot displays the 'EDIT CONTRACT NOTICE' interface. The top navigation bar shows 'COMPLETION' at 80% and 'Draft'. The left sidebar lists 'Metadata' with the following items:

- Contracting party and service provider (100%)
- Procedure (75%)
- Lot (LOT_0001) (47%)
- Organisations (95%)

The 'Procedure' section is expanded, showing the following fields:

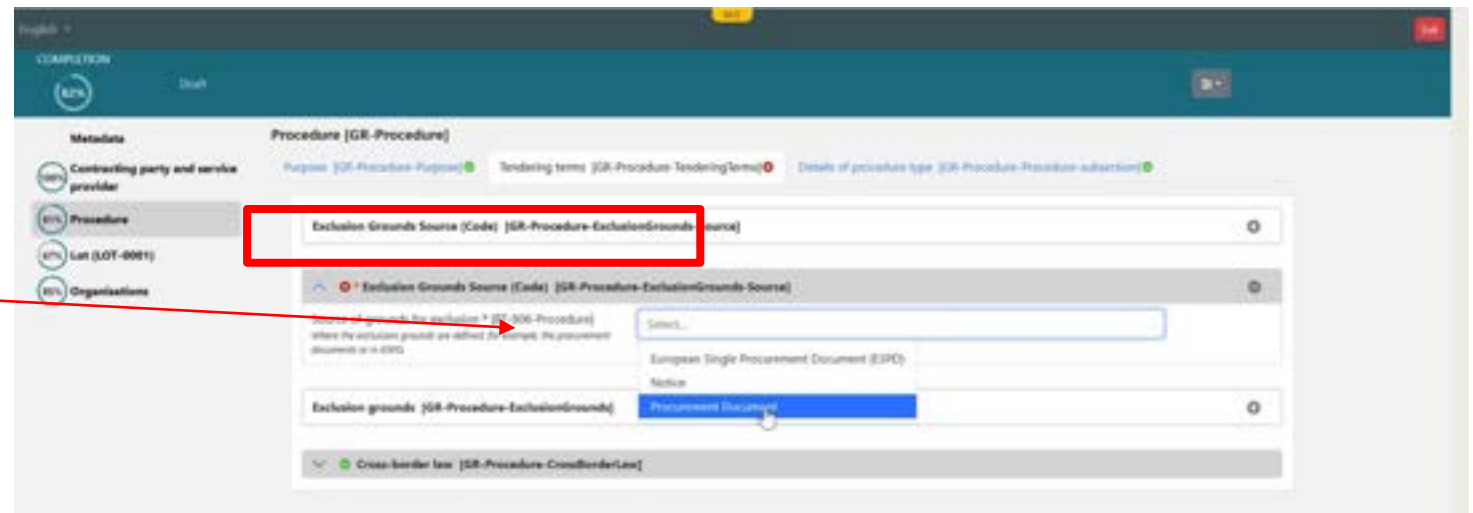
- Purpose [GR-Procedure-Purpose] (marked with a red ball)
- Tendering terms [GR-Procedure-TenderingTerms] (marked with a red ball)
- Details of procedure type [GR-Procedure-Procedure-subsection] (marked with a green ball)
- Previous notice reference [GR-Previous-Notice] (marked with a green ball)
- Legal basis [GR-Procedure-MainLegalBasis] (marked with a green ball)
- Other legal basis with an identifier [GR-Procedure-LocalLegalBasisWithID] (marked with a green ball)
- Other legal basis without a known identifier [GR-Procedure-LocalLegalBasisNoID] (marked with a green ball)

EDIT CONTRACT NOTICE

Procedure - Section Two: 'Tendering terms' tab

Exclusion Grounds Source (Code)

Note: The 'source of grounds for exclusion' (i.e. the reasons for which you might exclude a tender) are often set out in the RFT/CFT documents that you have written and uploaded to the CfT workspace. To select these as the source for this CfT, choose 'Procurement Documents'.



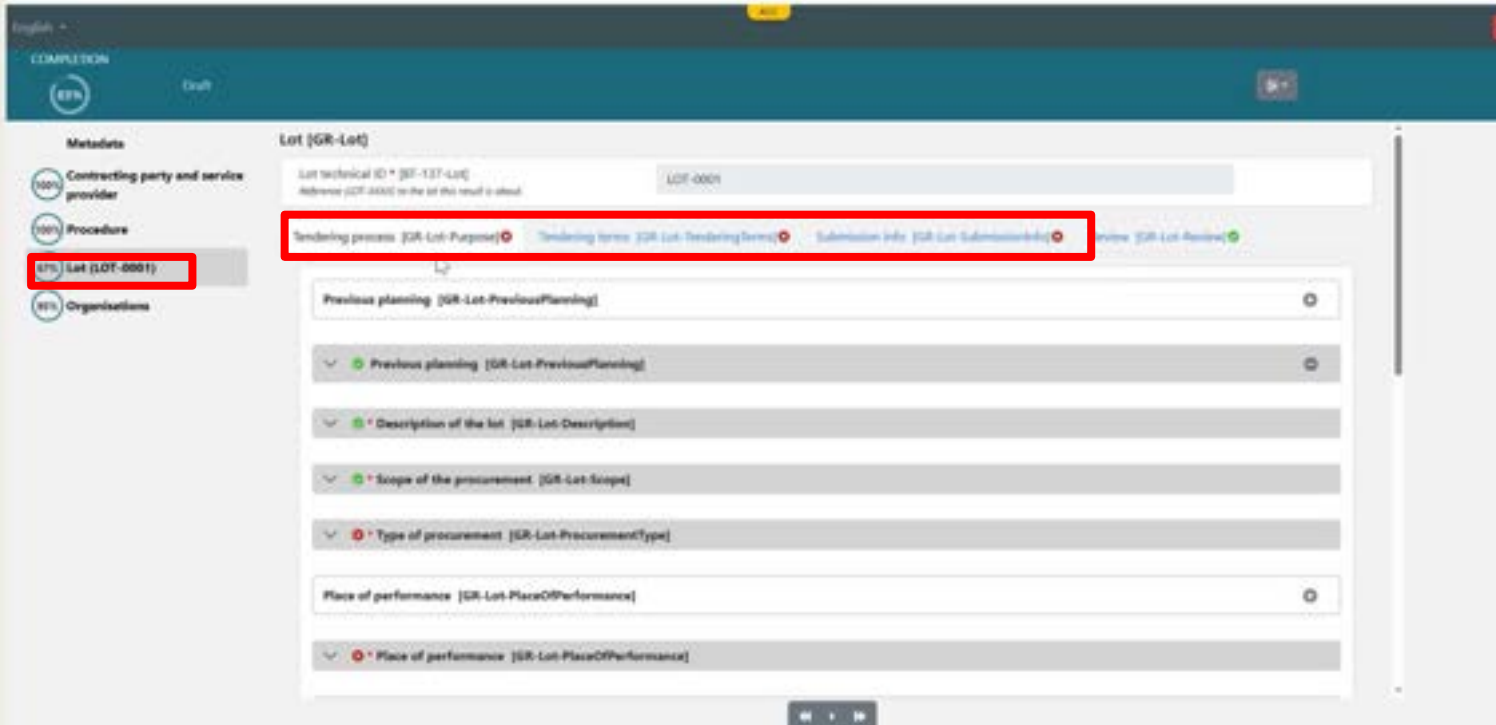
The screenshot shows the 'Tendering terms' tab for a 'Procedure [GR-Procedure]'. The 'Exclusion Grounds Source (Code)' field is highlighted with a red box. Below it, a dropdown menu is open, showing options: 'Select...', 'European Single Procurement Document (ESPD)', 'Notice', and 'Procurement Documents'. A red arrow points from the text in the note to the 'Procurement Documents' option.

EDIT CONTRACT NOTICE

Lot - Section Three

As before, fill out Mandatory fields and make sure you click into all relevant tabs: (all fields and tabs marked with a **red ball**)

You typically can ignore all tabs and elements marked with a **green ball** (even when they contain empty fields, as they are usually optional)



The screenshot displays the 'Lot (GR-Lot)' editing interface. On the left, a 'Metadata' sidebar shows several tabs: 'Contracting party and service provider' (100%), 'Procedure' (100%), 'Lot (LOT-0001)' (17%), and 'Organisations' (41%). The 'Lot (LOT-0001)' tab is highlighted with a red box. The main content area shows the 'Lot (GR-Lot)' details, including 'Lot technical ID * (GR-Lot-Id)' and 'Address (GR-Address)'. Below this, a row of tabs is visible: 'Tendering process (GR-Lot-Purpose)' (marked with a red ball), 'Tendering terms (GR-Lot-TenderingTerms)' (marked with a red ball), 'Submission info (GR-Lot-SubmissionInfo)' (marked with a red ball), and 'Review (GR-Lot-Review)' (marked with a green ball). The 'Tendering process' tab is highlighted with a red box. Below the tabs, several sections are listed, each with a dropdown arrow and a status indicator: 'Previous planning (GR-Lot-PreviousPlanning)' (green ball), 'Previous planning (GR-Lot-PreviousPlanning)' (green ball), 'Description of the lot (GR-Lot-Description)' (green ball), 'Scope of the procurement (GR-Lot-Scope)' (green ball), 'Type of procurement (GR-Lot-ProcurementType)' (red ball), 'Place of performance (GR-Lot-PlaceOfPerformance)' (green ball), and 'Place of performance (GR-Lot-PlaceOfPerformance)' (red ball).

EDIT CONTRACT NOTICE

Lot - Section Three: 'Tendering Process' tab

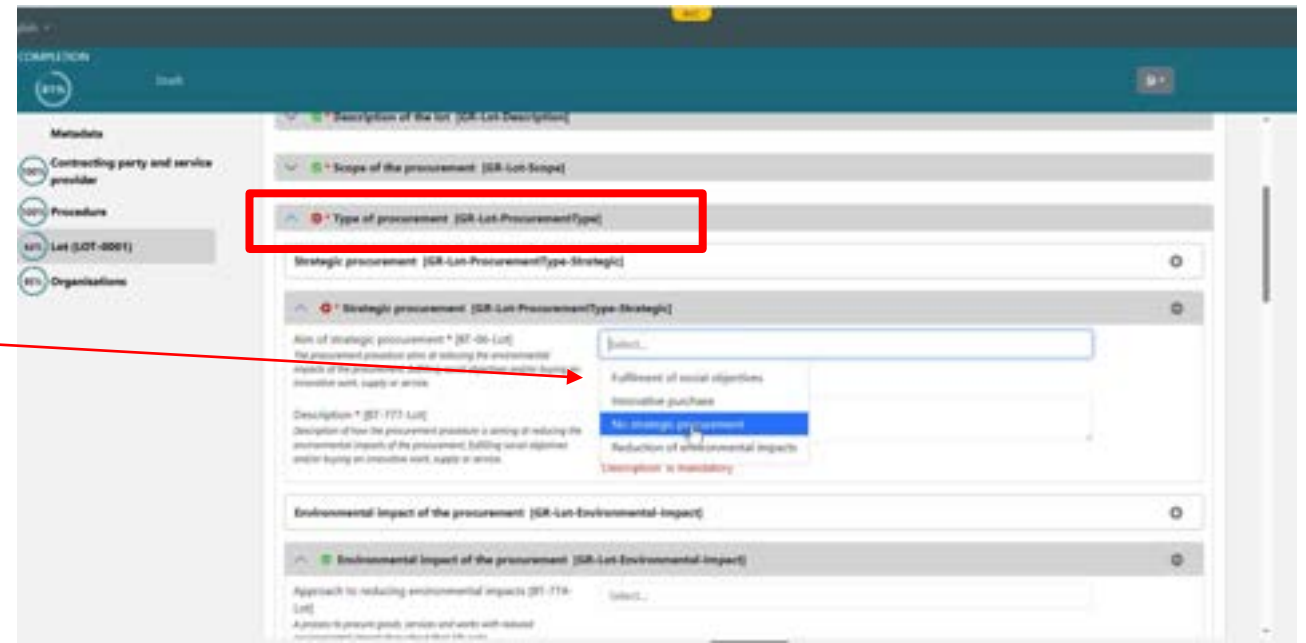
Remember: We will not cover every element marked with a red ball here!

Type of procurement

Note: The choice you make for 'Strategic procurement' determines if you have also enter information for the 'Environmental impact of the procurement', 'Details of the Green Procurement Criteria', 'Social objective of the procurement', or 'Innovative acquisition' elements.

Select one of those options if they constitute the primary focus of your competition. If you do so, the status of the corresponding element changes from a green ball to a red ball, and you must complete it too.

If you select 'No strategic procurement', this section's status changes to a green ball and you do not have to enter any more information here.



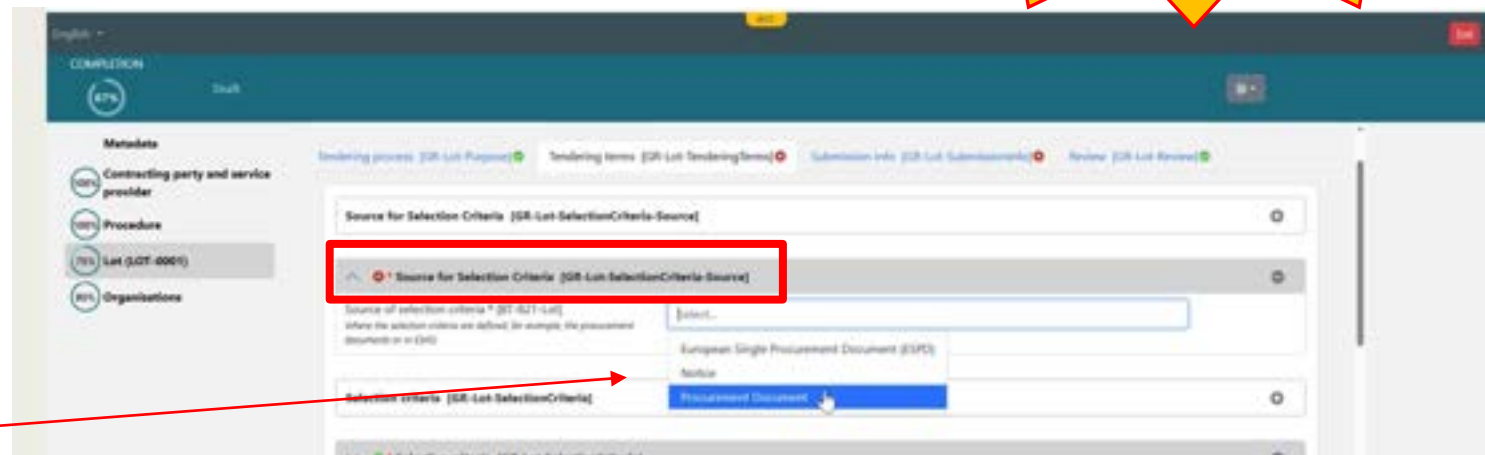
EDIT CONTRACT NOTICE

Lot - Section Three: 'Tendering terms' tab

Remember: We will not cover every element marked with a red ball here!

Source for Selection Criteria

The Selection Criteria used for this CFT will either be set out in the RFT/CFT documents (the 'Procurement Documents') that you have written and uploaded to the CFT workspace, or in an ESPD that you have defined. Choose the one that applies – it's typically the same as what you chose in the 'Procedure' section.



EDIT CONTRACT NOTICE

Lot - Section Three: 'Submission Info' tab

Information on procurement documents

If you chose 'Procurement Documents' as the source of the Selection Criteria in the 'Tendering terms' tab, then you will need to complete the 'Information on procurement documents' element. This element is very large, but there is just one field we need to complete: 'Procurement documents ID':

(It's the last field in the element.)

This is the identifier used in the CfT for your documents. In OGP guidance videos, the presenter often copies the URL from the field above ('Address of the procurement documents'). You can also type in the file names for the relevant documents.



The screenshot shows a web interface for editing a contract notice. On the left, a sidebar lists 'Metadata' with sub-items: 'Contracting party and service provider' (100%), 'Procedure' (100%), 'Lot (LOT-0001)' (85%), and 'Organisations' (85%). The main content area is titled 'COMPLETION' and shows a progress bar at 77%. The 'Information on procurement documents' section is expanded, showing several fields: 'Languages in which the procurement documents for this party are unofficially available' (set to 'English'), 'Access to certain procurement documents is restricted' (set to 'No restrictions to access documents'), and 'Address of the procurement documents' (set to a URL). The 'Procurement documents ID' field is highlighted with a red box and a red arrow from the text box on the left. Below this field, a red note states 'Procurement documents ID is mandatory'. Other sections like 'Ad hoc communication channel' and 'Organisation providing additional information' are partially visible at the bottom.

EDIT CONTRACT NOTICE

Organisations - Section Four

There are two organisations here – the Contracting Authority and European Dynamics (who implemented etenders).

For the Contracting Authority, fill out Mandatory fields and make sure you click into all relevant tabs: (all fields and tabs marked with a **red ball**)

- You may need to complete the 'Registration number' field – insert a CRO number or VAT number here.
- In the 'Address' element you will need to complete the 'Country subdivision (NUTS) field.
Complete this field before completing any other mandatory fields in the 'Address' element. Many of these will change status once you've entered the NUTS region.

EDIT CONTRACT NOTICE

Validate E-Form

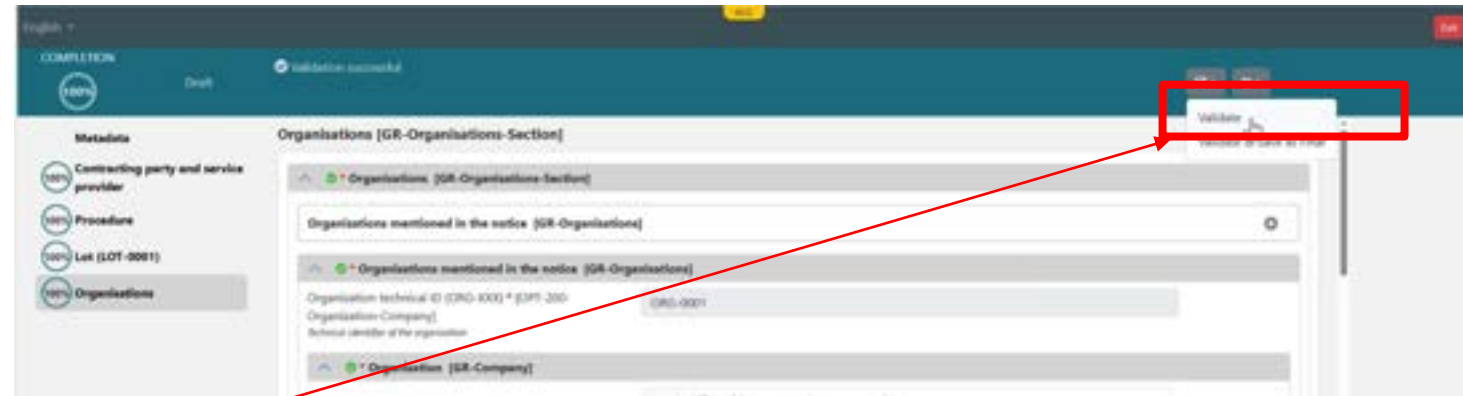
Once you have achieved **100% completion for each section** you can begin the validation process

To Validate go to icon on right side of page and select **Validate**

- If you get Validation errors, these will need to be fixed before you can finalise the form
- Each validation error links back to the field in the form that contains the error – click on the yellow links to view the field

Once Validation is successful, select Validate and Save as Final. Once this is complete, you can click on the red exit button.

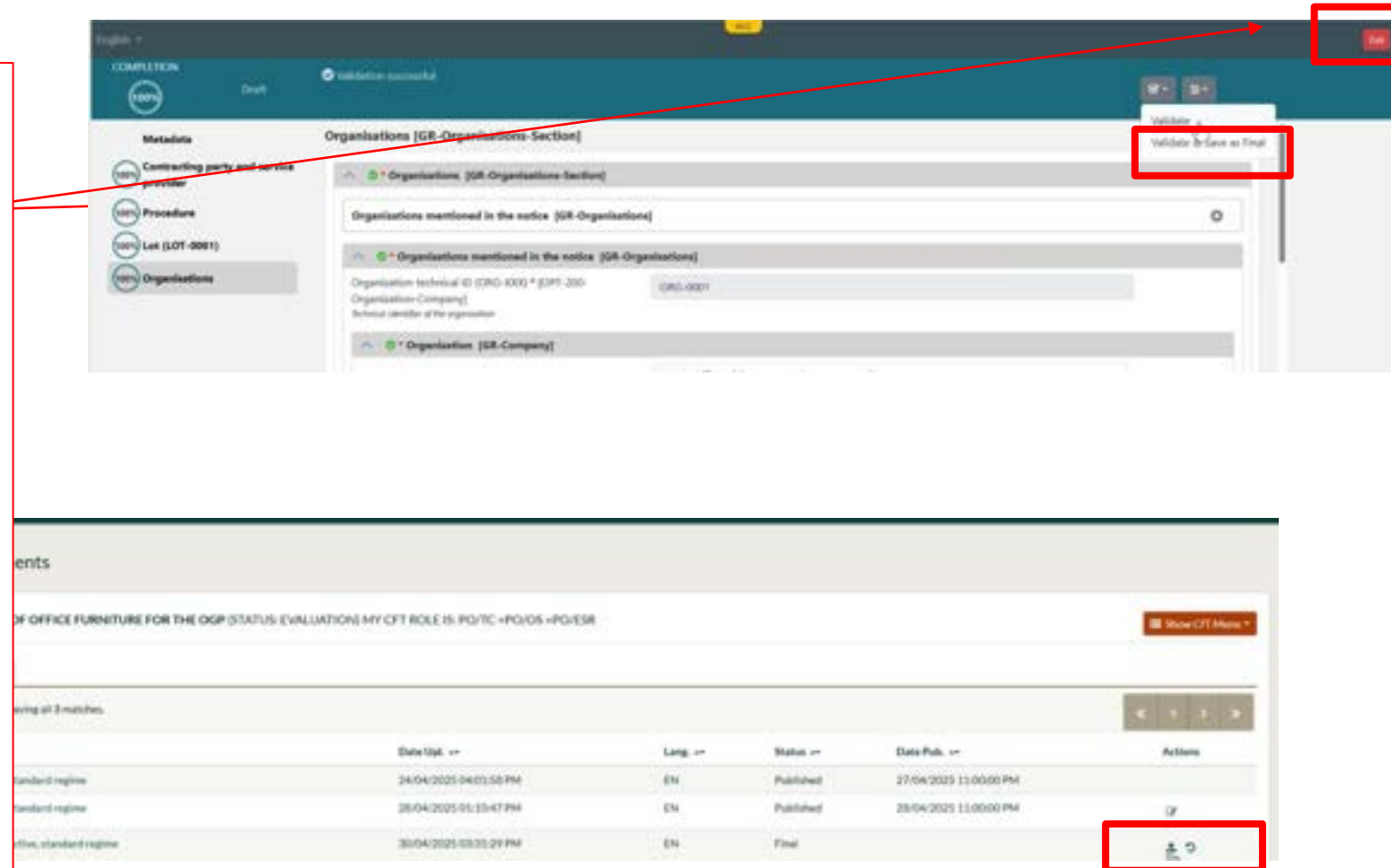
- Your form is ready to be published!



- If Validation is successful, Validation Results will be 'true'

PUBLISH CONTRACT NOTICE

- **Validate and Save E-Form**
- Once Validation is successful, select Validate and Save as Final. Once this is complete, you can click on the red exit button.
 - Your form is ready to be published!
- **Publish E-Form**
- To publish your Final form, simply click on the Publish icon (an 'upwards arrow') to the right of it.
- An Edit icon (a 'circular arrow') allows you to revert back from 'Final' status to 'Draft' status should you want to make any last minute changes before publication. After you make edits, you'll need to validate the form again.



The screenshot displays the 'Organisations' section of the system. The top navigation bar shows 'COMPLETION 100%' and 'Draft' status. A 'Validate and Save as Final' button is highlighted with a red box. A red arrow points from this button to the 'Validate and Save as Final' text in the instructions. Below, a table lists contract notices with columns for Date Upd., Lang., Status, Date Pub., and Actions. The 'Actions' column contains an 'upwards arrow' icon, which is highlighted with a red box.

	Date Upd. ↕	Lang. ↕	Status ↕	Date Pub. ↕	Actions
standard regime	24/04/2025 04:01:58 PM	EN	Published	27/04/2025 11:00:00 PM	⬆
standard regime	28/04/2025 01:15:47 PM	EN	Published	28/04/2025 11:00:00 PM	⬆
five, standard regime	30/04/2025 03:35:21 PM	EN	Final		⬆

A large, light teal circular maze graphic is centered on the page. The maze consists of multiple concentric rings with various openings and dead ends, creating a complex path. The word "Messaging" is overlaid in white text in the center of the maze.

Messaging

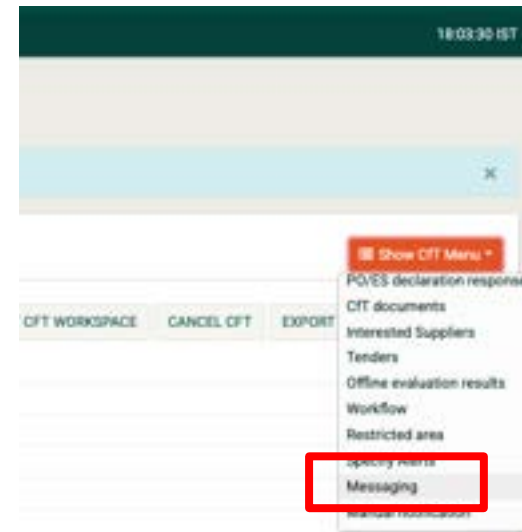
MESSAGING

Once the CfT is live – a Contract Notice or an Invitation is published, interested suppliers can send messages seeking clarification.

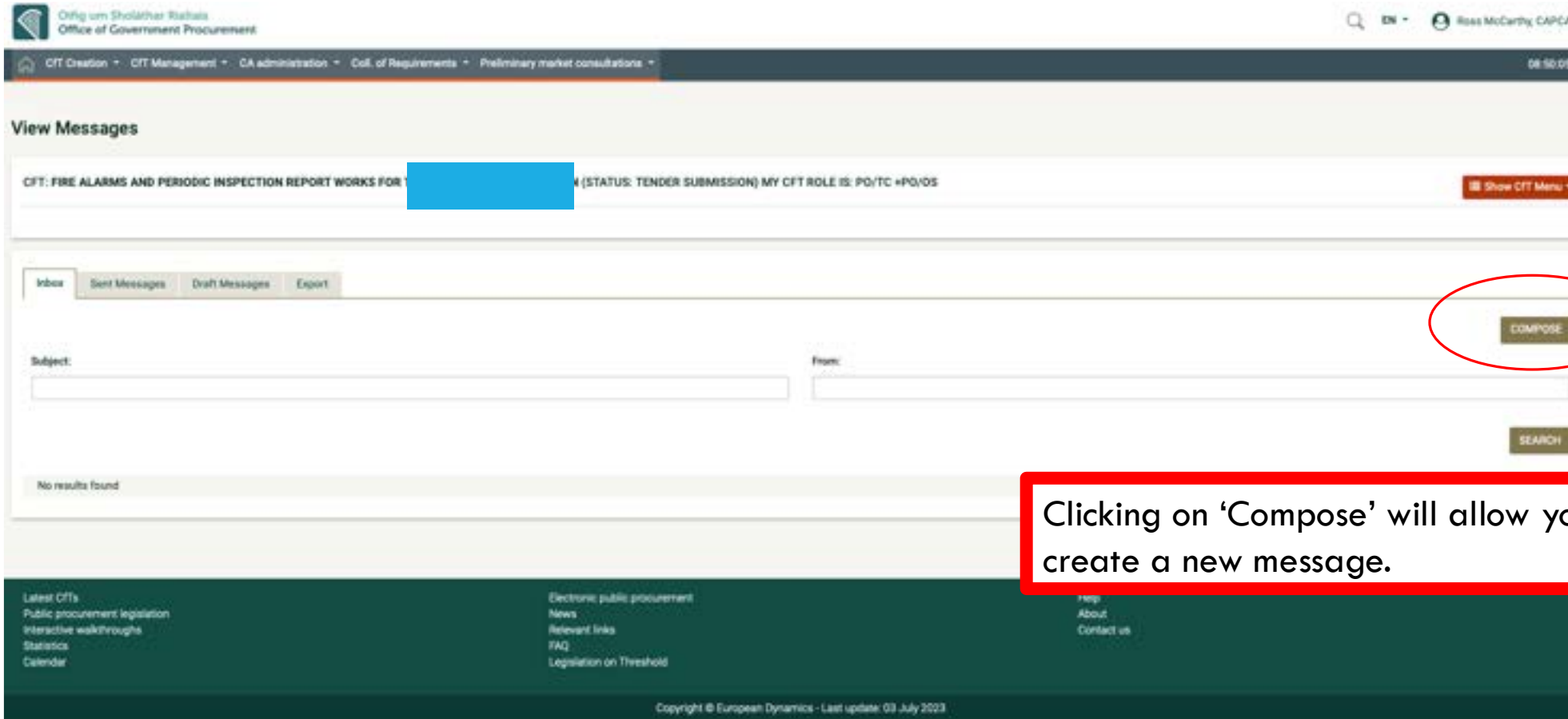
The Contract Authority can also send Messages, either to individual suppliers interested in the competition, or via a broadcast to all interested suppliers.

To send and receive messages, click on the ‘Show CFT Menu’ button and select ‘Messaging’.

Note: this feature is not available while the CfT workspace is in ‘Draft’ status. It becomes available after you publish a Contract Notice or issue Invitations to submit a tender.



MESSAGING



Office of Government Procurement

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

View Messages

CFT: FIRE ALARMS AND PERIODIC INSPECTION REPORT WORKS FOR [redacted] (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/OS

Inbox Sent Messages Draft Messages Export

Subject: From:

COMPOSE

SEARCH

No results found

Latest CFTs
Public procurement legislation
Interactive walkthroughs
Statistics
Calendar

Electronic public procurement
News
Relevant links
FAQ
Legislation on Threshold

Help
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Clicking on 'Compose' will allow you to create a new message.

MESSAGING

Create Message

CREATE MESSAGE

Subject *

Body *

Attachment 1:
Choose File no file selected

Attachment 2:
Choose File no file selected

Confidential: *
 Yes No

Broadcast: *
 Yes No

BACK SAVE AS DRAFT SEND

You can add up to two files as attachments

Broadcast determines the recipients of your message:

- If you select 'Yes', the message will be seen by all Suppliers interested in your competition.*
- If you select 'No', you can choose the recipient(s) from a list of those Suppliers that have expressed an interest in the competition.*



Management of evaluations

MANAGEMENT OF EVALUATIONS

- As with other eTenders workflows, tasks must be undertaken in sequence
 - Users must be assigned the appropriate roles before tasks are made visible to them
 - Many tasks do not become visible to users, until a preceding task has been completed
- Evaluations may be managed online or offline
- Evaluations must be completed before the contract can be awarded (and accepted by the winning tenderer)

Offline Evaluations will require a record of the evaluation to be kept by the evaluation team. This should include allocated marks (and justification) for each criterion

EVALUATIONS- APPLY THE EVALUATION MODEL

Clarification of Bids

- Evaluators may request clarification on incomplete or unclear bid responses.
- Questions should be sent in writing and responses must be documented.
- Clarifications should be shared with all relevant evaluators.

Moderation Process

- Moderator reviews individual scores and leads a consensus meeting.
- The purpose is to agree on a single consensus score.
- Notes should be kept of all discussions and decisions.

Apply the Model

- Clearly define the process in the published methodology.

Post-Bid Submission Differentiation

- Optional final evaluation stage for bids with identical scores.

EVALUATION — FINALISE THE AWARD PROCESS

FEEDBACK

- Once the award decision is approved, notify both successful and unsuccessful bidders.
- Notify unsuccessful bidders in writing with details of the winning bidder, scores, and evaluation specifics as per regulations.
- Provide useful feedback to bidders based on evaluators' notes, highlighting strengths, weaknesses, and areas for improvement.

- Feedback should help the bidder understand what they need to do to improve their scores in future.
- Feedback must be detailed and reflect the relative strengths and weaknesses of the tender submission.
- You should provide the name of the winning tenderer and their scores.
- There is a general duty to disclose but it isn't at a point that IP would be disclosed in a way that damages a winning bidder or an underbidder.

UNLOCKING TENDERS

30 minutes after the tenders submission deadline passes, tenders can be unlocked by a 'PO/OS' user.

In their Task List, you will see the task 'Unlock Tenders'. Click on the task to begin the process.

Task List

10 Results Per page | Displaying: 1-10 | 36 results in total. Page 1

Title --	ID --	Task --	Status --	Cycle --	Deadline --	Estimated Value --	Assigner --
		Unlock Tenders	Awaiting Tender Opening	1	No deadline is associated with this task		

UNLOCKING TENDERS

You will be presented with a list of Tenderers received via the eTenders submission channel. Select all those you want to open (i.e. select all of them).

ENVELOPE

TENDER CLOSING DEADLINE: 28/04/2023 00:00:00

TENDERS RECEIVED: 1

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: konstantina kas

List of Tenders

<input type="checkbox"/>	Economic Operator Name	T/P receipt ID	T/P submission time	Conform
<input type="checkbox"/>	[Redacted]	000002706	21/04/2023 08:36:09	✔

✔ Pass | ⚠ Not Pass | ⏱ Timestamping failed.

You can add tenders received offline at this stage only. To do so, click on 'Update List with Tenders received offline' before you click on 'Submit List of Tenders'.

Once you submit the list of tenders, the workflow locks and you cannot add offline tenders in.

DOWNLOADING TENDER DOCUMENTS

CfT Title ▲▼	CfT ID ▲▼	Task ▲▼	Status ▲▼	Cycle ▲▼	Deadline ▲▼	Estimated Value ▲▼	Assigner ▲▼
Test DPS Contract	30050	Accept code of conduct	Draft	1	No deadline is associated with this task	6,000,000	

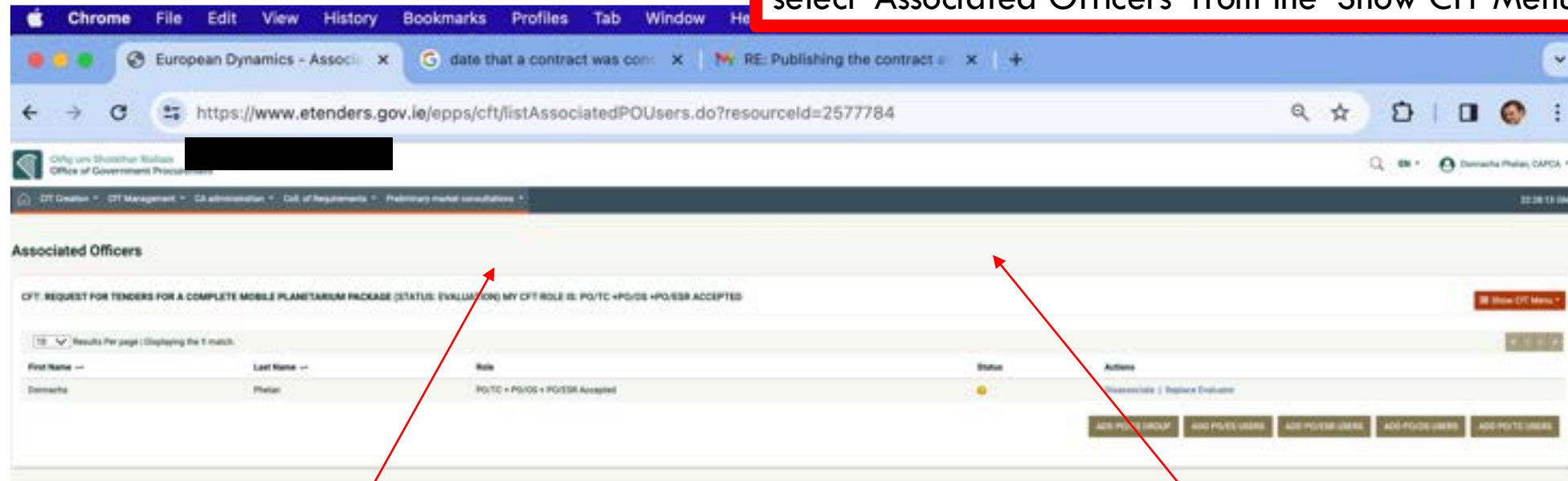
Evaluators must accept code of conduct, and before accessing unlocked tenders, declare that they have no conflicts of interest. Following this, tender documents can be downloaded by selecting 'Offline evaluation results' from the 'Show CfT Menu'.

Tender Documents can only be downloaded by a 'PO/ESR' or a 'PO/ES' user.

They must first complete the 'Accept code of Conflict' and 'Conflict of Interest' tasks.

ENSURE USERS ARE GIVEN SUFFICIENT RIGHTS

Remember, to assign users (or officers) to roles in a CfT select 'Associated Officers' from the 'Show CfT Menu'.

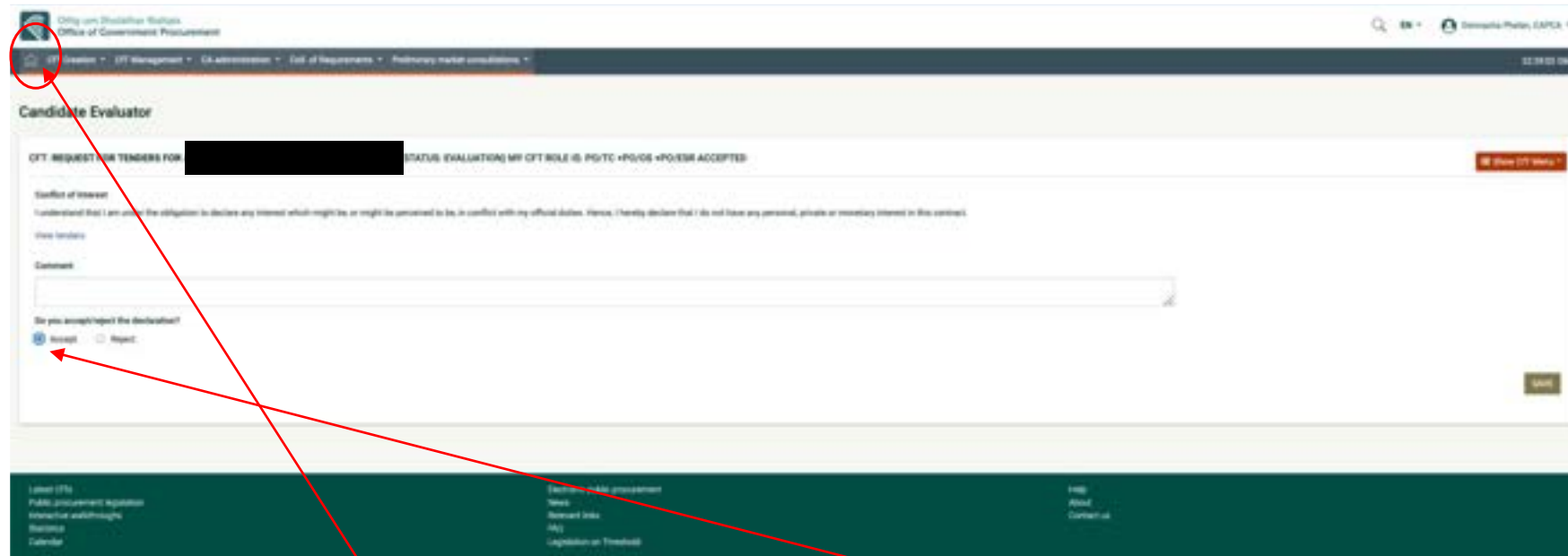


1. Select 'Associated officers' from the Show CfT Menu

- Ensure the user that will manage the evaluation / input results is assigned the ESR Role

2. A warning status will be shown until the user logs into the system and completes the 'Conflicts of Interest' task!

ENSURE USERS ARE GIVEN SUFFICIENT RIGHTS



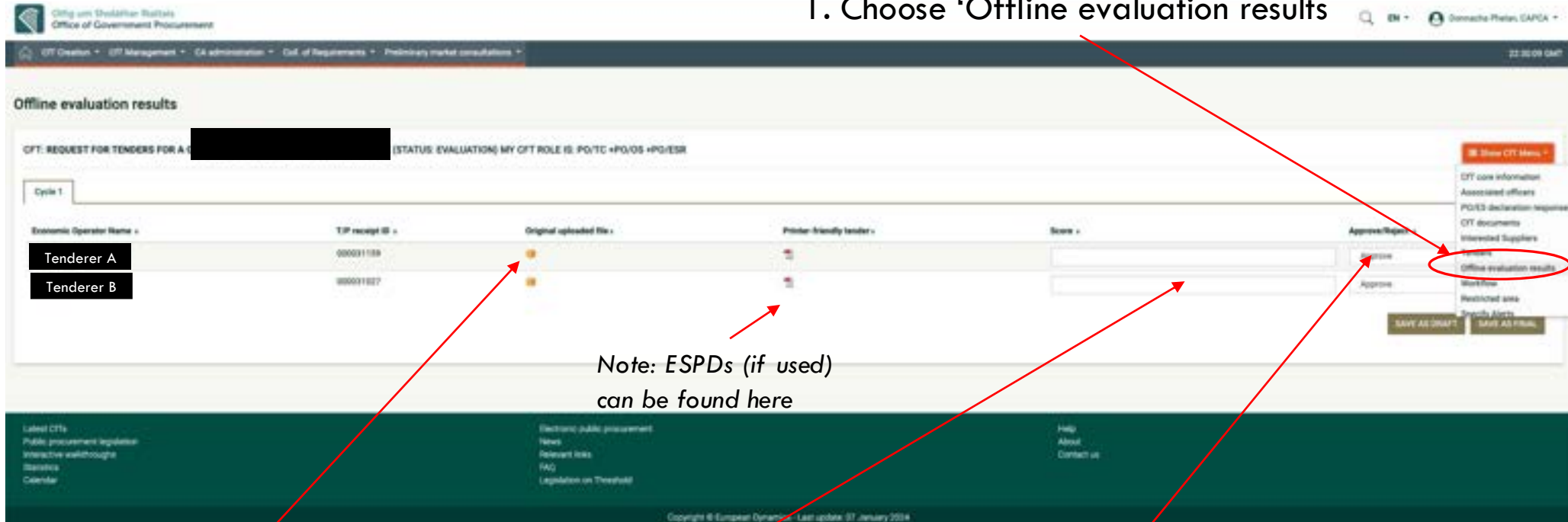
Only 'PO/ESR' users can enter evaluation scores and rank tenderers in Offline Evaluations

1. Remember users can review outstanding tasks by clicking on the 'Home' icon

2. The user must accept the declaration and then click the Save button

OFFLINE EVALUATION RESULTS

1. Choose 'Offline evaluation results'



Offline evaluation results

CFT: REQUEST FOR TENDERS FOR A [REDACTED] (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC + PO/OS + PO/ESR

Cycle 1

Economic Operator Name	TFP receipt ID	Original uploaded file	Printer-friendly tender	Score	Approve/Reject
Tenderer A	00001109	[Download icon]	[Download icon]	<input type="text"/>	Approve/Reject
Tenderer B	00001107	[Download icon]	[Download icon]	<input type="text"/>	Approve/Reject

Note: ESPDs (if used) can be found here

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Public procurement legislation
Interactive walkthroughs
Statistics
Calendar

Electronic public procurement
News
Relevant links
FAQ
Legislation on Threshold

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2. Download Tender documents and evaluate offline

3. Enter score (integer)

4. Indicate if tender is 'Approved' or 'Rejected'

- Once confirmed, click Save as Final

OFFLINE EVALUATION RESULTS

The screenshot shows the 'Offline evaluation results' page on the eTenders.gov.ie website. A modal dialog box is displayed in the center, titled 'www.etenders.gov.ie says'. The dialog text reads: 'You are about to finalise the (offline) evaluation of tenders. Once finalised, no more amendments will be possible. Please click OK to proceed, otherwise please click Cancel.' The dialog has 'Cancel' and 'OK' buttons. Below the dialog, a table lists two tenders: 'Tenderer A' and 'Tenderer B'. The table columns include Economic Operator Name, T/P receipt ID, Original uploaded file, Printer-friendly tender, and Score. The 'Score' column has input fields for each tenderer. At the bottom right of the table, there are 'SAVE AS DRAFT' and 'SAVE AS FINAL' buttons. The footer of the page contains links for 'Latest CFTs', 'Public procurement legislation', 'Interactive walkthrough', 'Statistics', 'Calendar', 'Electronic public procurement', 'News', 'Relevant laws', 'FAQ', 'Legislation on Threshold', 'Help', 'About', and 'CONTACT US'.

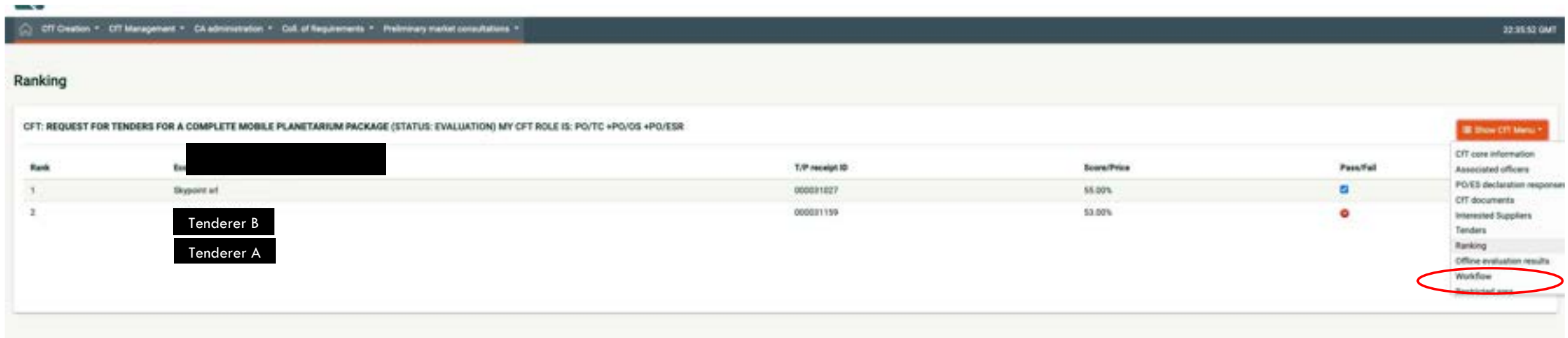
Economic Operator Name	T/P receipt ID	Original uploaded file	Printer-friendly tender	Score	Approve
Tenderer A	00001198			51.0000	Review
Tenderer B	00001827			51.0000	Approve

After inputting evaluation scores for each tender, the 'PO/ESR' user must confirm the ranking of the tenders.

RANKING

After inputting evaluation scores for each tender, the 'PO/ESR' user must confirm the ranking of the tenders.

This task is available from the 'PO/ESR' user's Task List, or from the 'Show CfT Menu' you can select 'Ranking'



Ranking

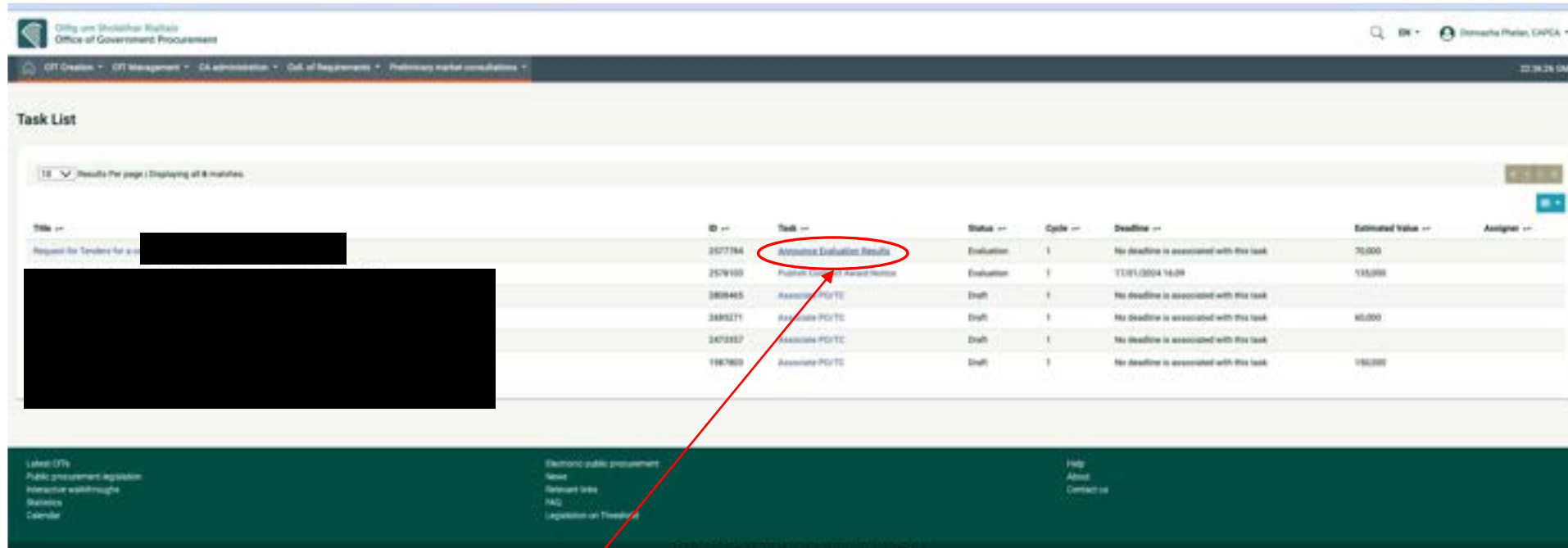
CfT: REQUEST FOR TENDERS FOR A COMPLETE MOBILE PLANETARIUM PACKAGE (STATUS: EVALUATION) MY CfT ROLE IS: PO/TC +PO/OS +PO/ESR

Rank	Tenderer	T/P receipt ID	Score/Price	Pass/Fail
1	Tenderer B	00001027	55.00%	Pass
2	Tenderer A	00001159	53.00%	Fail

- Show CfT Menu
- CfT core information
- Associated officers
- PO/ES declaration responses
- CfT documents
- Interested Suppliers
- Tenders
- Ranking
- Offline evaluation results
- Workflow
- System logs

ANNOUNCE EVALUATION RESULTS

After confirming the ranking each tender, the 'PO/ESR' announces the results of the evaluation.'

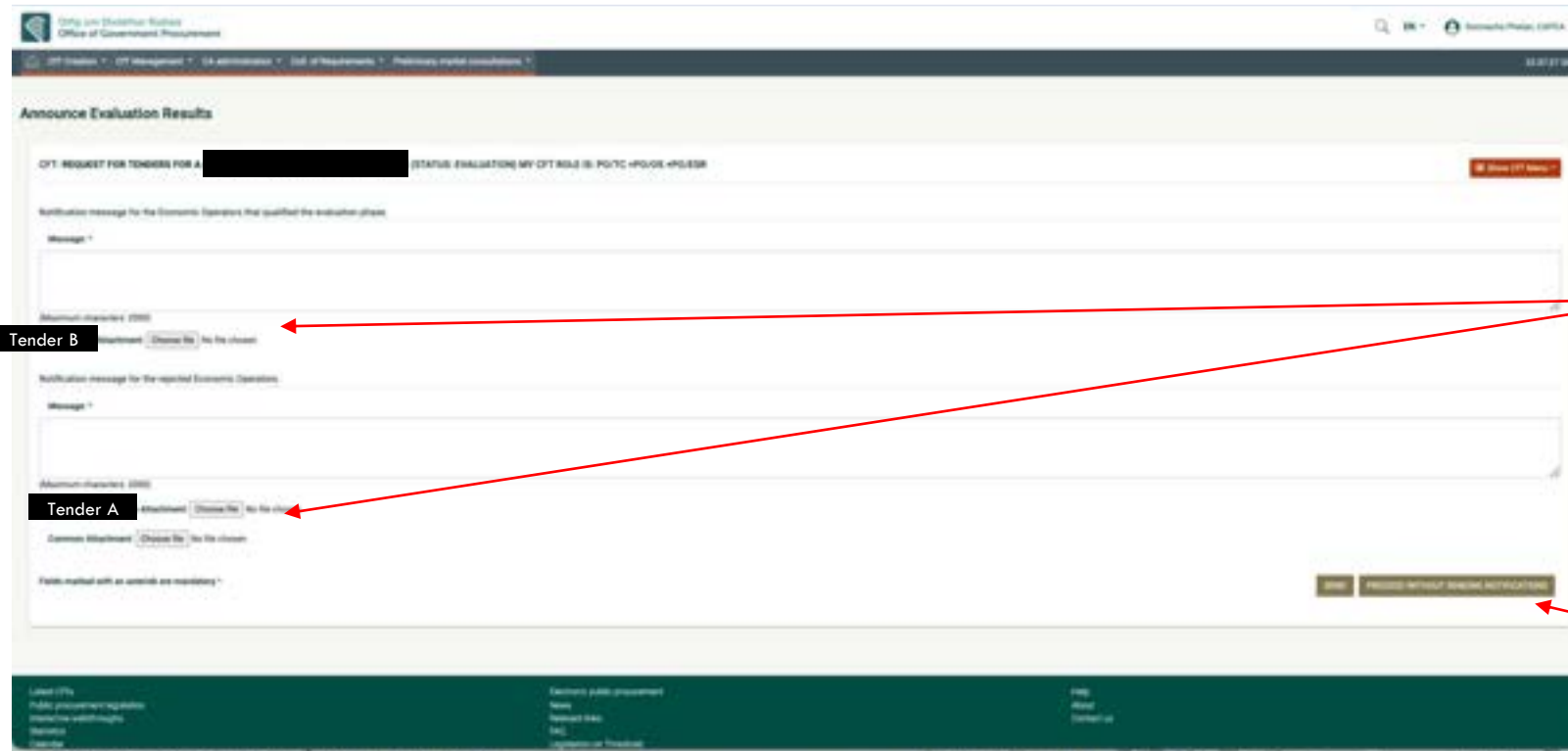


Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assignee
Request for Tenders for a [REDACTED]	2577194	Announce Evaluation Results	Evaluation	1	No deadline is associated with this task	70,000	
[REDACTED]	2579100	Public Contract Award Notice	Evaluation	1	11/01/2024 14:00	115,000	
[REDACTED]	2808445	Associate PO/TC	Draft	1	No deadline is associated with this task		
[REDACTED]	3483271	Associate PO/TC	Draft	1	No deadline is associated with this task	60,000	
[REDACTED]	3472337	Associate PO/TC	Draft	1	No deadline is associated with this task		
[REDACTED]	1987800	Associate PO/TC	Draft	1	No deadline is associated with this task	190,000	

1. Go to Task List (click on the 'Home' icon)
 - Click on 'Announce Evaluation Results'

Note: This task does not appear in the 'Show CfT Menu'.

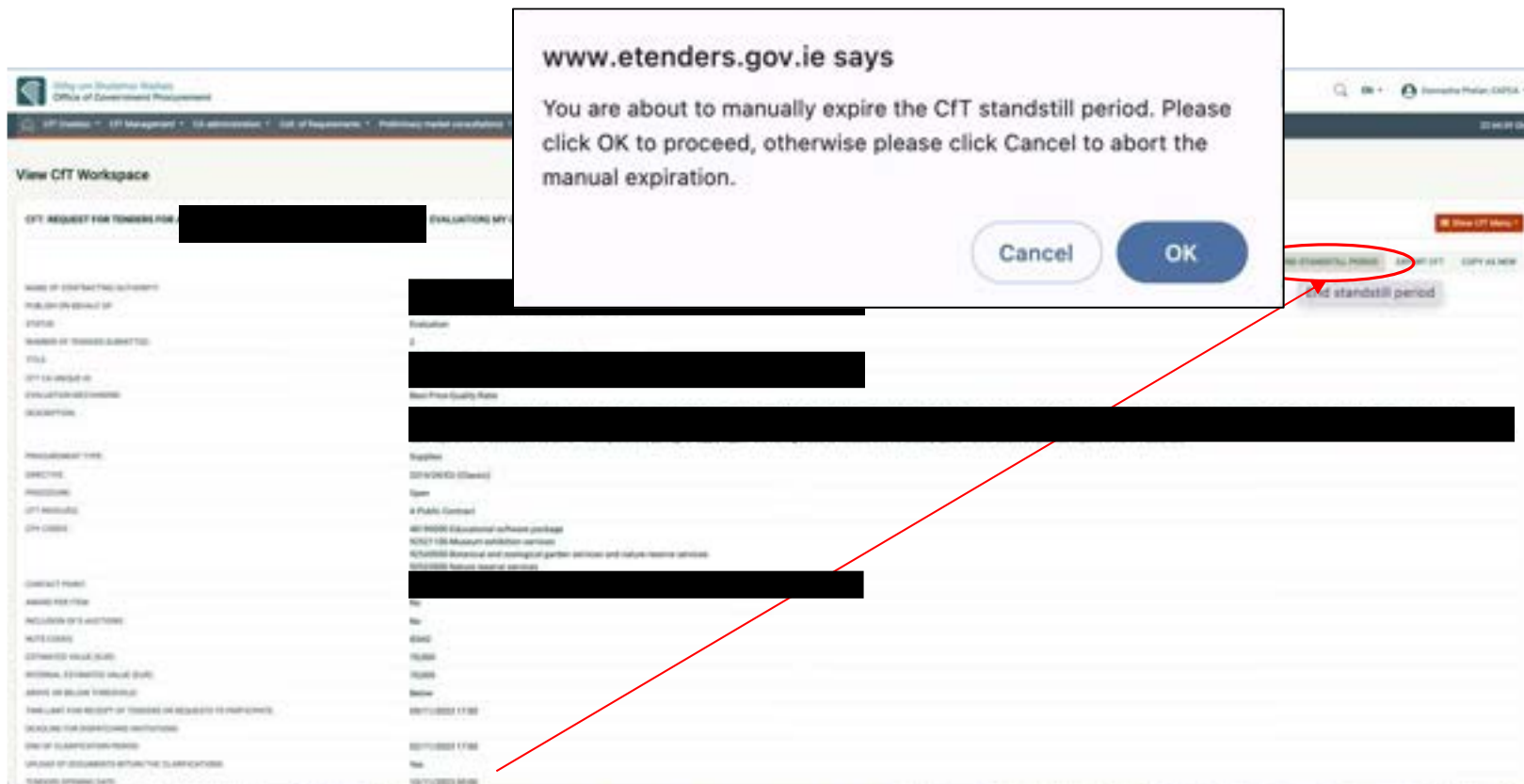
ANNOUNCE EVALUATION RESULTS



2. You can send notification messages with different attachments for each tenderer

3. You can choose not to send a notification message to tenderers

END STANDSTILL PERIOD



After completing the 'Announce Evaluation Results' task, all CFTs automatically enter a 'Standstill Period'. Ending the standstill period is a manual task: you must wait until any mandated standstill period has been completed before you complete this task.

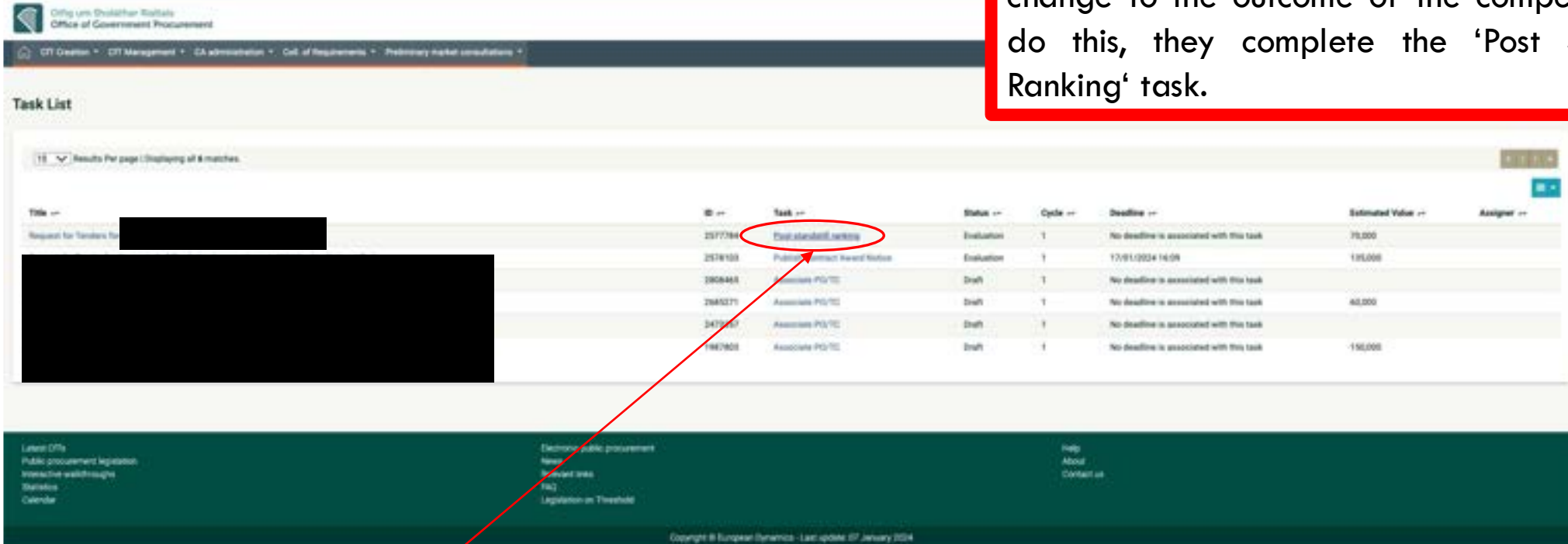
Caution: There are no system controls that prevent you from ending the standstill period early.

1. Go to CfT Core Information (from the 'Show CfT Menu')
 - Click on 'End Standstill Period'

Note: This task does not appear in the 'Show CfT Menu'.

POST STANDSTILL RANKING

After ending the 'Standstill Period', the 'PO/ESR' must confirm that there has been no change to the outcome of the competition. To do this, they complete the 'Post Standstill Ranking' task.



Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
Request for Tenders for [REDACTED]	257736	Post standstill ranking	Evaluation	1	No deadline is associated with this task	70,000	
[REDACTED]	2578103	Public contract award notice	Evaluation	1	12/01/2024 14:08	130,000	
[REDACTED]	2568468	Associate PO/TC	Draft	1	No deadline is associated with this task		
[REDACTED]	2565271	Associate PO/TC	Draft	1	No deadline is associated with this task	60,000	
[REDACTED]	2475467	Associate PO/TC	Draft	1	No deadline is associated with this task		
[REDACTED]	1927603	Associate PO/TC	Draft	1	No deadline is associated with this task	150,000	

1. Go to Task List (click on the 'Home' icon)
 - Click on 'Post standstill ranking'

Note: This task does not appear in the 'Show CfT Menu'.

POST STANDSTILL RANKING

The screenshot displays the 'Ranking' section of the eTenders.gov.ie portal. A table lists two tenderers: Tenderer B at rank 1 and Tenderer A at rank 2. Below the table is a 'REJECT AND REQUEST RE-EVALUATION' button. A modal dialog box is overlaid on the screen, containing the text: 'www.etenders.gov.ie says You are about to finalise the tender evaluation process. Once finalised, no more amendments in the evaluation of tenders will be possible. Please click OK to proceed in the finalisation of the evaluation, otherwise please click Cancel.' The dialog has 'Cancel' and 'OK' buttons. A 'Save' button is visible on the right side of the ranking table. Red arrows point from the 'Save' button to the first instruction box and from the 'REJECT AND REQUEST RE-EVALUATION' button to the second instruction box.

Rank	Economic Operator Organisation
1	Tenderer B
2	Tenderer A

Buttons: REJECT AND REQUEST RE-EVALUATION, Save

Dialog Box: www.etenders.gov.ie says
You are about to finalise the tender evaluation process. Once finalised, no more amendments in the evaluation of tenders will be possible. Please click OK to proceed in the finalisation of the evaluation, otherwise please click Cancel.
Buttons: Cancel, OK

2. If the Ranking is no longer correct, then click 'Reject and Request re-evaluation'
- The CfT workflow reverts to the beginning of the evaluation process and a new evaluation can be recorded.

1. If the Ranking is correct, then click 'Save'
- Click on OK to finalise.
 - The tender outcome is finalised and no more changes can be made.

AWARD CONTRACT

After Confirming the post standstill ranking, the Contract can be awarded. This is the final step required before a Contract Award Notice can be published.

The screenshot displays the 'View CfT Workspace' interface for a 'REQUEST FOR TENDERS FOR' contract. The contract status is 'EVALUATION' and the role is 'PG/TC +PG/DS +PG/ESR'. A 'Show CfT Menu' button is visible in the top right. The main content area contains a table of contract details, with several fields redacted with black boxes. A red circle highlights the 'AWARD' button in the top right of the workspace, with a red arrow pointing to it from the instructions below.

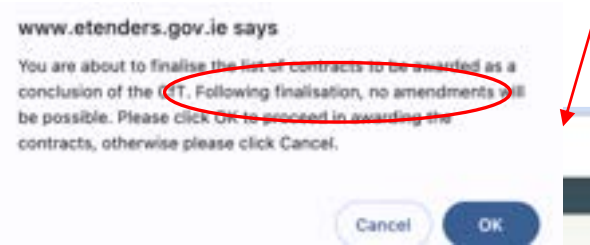
Field	Value
NAME OF CONTRACTING AUTHORITY	[Redacted]
PUBLISH ON BEHALF OF	[Redacted]
STATUS	Contract
NUMBER OF TENDERS SUBMITTED	3
TITLE	[Redacted]
CFT CHANGE ID	[Redacted]
EVALUATION MECHANISM	Best Price Quality Ratio
DESCRIPTION	[Redacted]
PROCUREMENT TYPE	Supplies
DIRECTIVE	2014/24/EU (Classic)
PROCEDURE	Open
CFT INVIGILS	A-Public Contract
CFT CODES	48180000 Educational software package 42321100 Museum exhibition services 42320000 Botanical and zoological garden services and nature reserve services 93210000 Leisure services
CONTACT POINT	[Redacted]
AWARD PERIOD	No
INCLUSION OF E-AUCTIONS	No
NOTE CODES	05042
ESTIMATED VALUE (EUR)	70,000
INTERNAL ESTIMATED VALUE (EUR)	70,000
ABOVE OR BELOW THRESHOLD	Below
TIME LIMIT FOR RECEIPT OF TENDERS OR REQUESTS TO PARTICIPATE	04/11/2023 17:00
DEADLINE FOR DISPATCHING INVITATIONS	

1. Go to CfT Core Information (from the 'Show CfT Menu')
 - Click on 'Award'

Note: This task does not appear in the 'Show CfT Menu'.

AWARD CONTRACT

3. Click 'Save', then 'OK' to finalise



A screenshot of the eTenders system interface. The page title is "Awarding". Below the title, there is a breadcrumb trail: "CFT Creation > CFT Management > CA administration > CFT of Requirements > Preliminary market consultations". The main content area shows a table for awarding contracts. The table has columns for "Contract No.", "Economic Operator Organisations", "Reasoning", "CPV Code", and "Contract Value". The "Economic Operator Organisations" column contains a dropdown menu with "Tenderer B" selected. The "Reasoning" column contains a text input field with a red arrow pointing to it from below. The "Contract Value" column contains a text input field with a red arrow pointing to it from below. The "CPV Code" column contains a dropdown menu with "92521000" selected. The "Contract No." column is empty. The "Contract Value" column has a "+" icon to its right. The page also shows a search bar, a user profile "Donnacha Phelan, CAPCA", and a clock showing "22:46:51 GMT".

2. Enter the reason that the Tenderer has been awarded the Contract

3. Enter the Contract Value as an integer (€)

ACCEPTING THE CONTRACT

- The winning tenderer must now accept the contract that has been awarded to them. There are two options:
- The successful tenderer (i.e. the successful EO) can log in to eTenders, go to their Task List and accept the Contract Award
- A 'PO/TC' user from the Contracting Authority can accept the contract on the EO's behalf and proceed to create a Contract Award Notice.

The background features a large, faint watermark of the CMG logo, which consists of several concentric circles and the letters 'CMG' in the center.

Online Evaluations

Part 1: Configure eTenders' CFT for Online Evaluations

Part 2: Undertaking Online Evaluations in eTenders

PRELIMINARIES

- eTenders provides users with structured guidance for managing online evaluations. However, its not so easy to find!
- From your Home Page, you can access support materials under 'Short User Guides' and 'Complete User Guides'. Here you'll find videos and guides that show you how to configure CfTs for, and how to undertake, an offline evaluation.
- For online evaluations, you'll need to refer to the Contracting Authorities Manual, available at the bottom of the 'Short User Guides' screen
- The Contracting Authorities Manual has not been updated since the new eTenders system was launched in 2023, so screen shots and some processes will look different. However, the online evaluation process remains largely unchanged

The image shows a screenshot of the gov.ie eTenders website. At the top, there is a navigation bar with the gov.ie logo and 'eTenders' text. Below this, there are three main menu items: 'GPP Criteria Search', 'Guidance Videos', and 'Short User Guides'. The 'Short User Guides' item is circled in red. Below the menu is a 'Task List' section that says 'No results found'. A red arrow points from the 'Short User Guides' menu to a detailed view of the 'Short User Guides' page. This page lists various guides, with 'Contracting Authorities Manual' circled in red. A red arrow points from this circled item to a detailed view of the '12 Evaluation of tenders' section. This section shows a 'Task List' with a table of tasks, including '12 Evaluation of tenders', which is highlighted with a red box. Below the table, there is a description of the 'Evaluate Tenders' task and a note that the 'Evaluate Tenders' link directs the user to the main evaluation page.

The background features a large, faint watermark of the CMG logo, which consists of a circular maze-like pattern with the letters 'CMG' in the center.

Part 1: Configure eTenders' CFT for Online Evaluations

CONFIGURE WORKFLOW – ONLINE NOTIFICATION

If you want to undertake an Online Evaluation, you will need to set 'Notification' to Online

Remember: Setting 'Notification' to Online is also necessary for online ESPDs

Phase	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6
Notification	Online	Online	Online	Online	Offline	Offline
Tendering	Online	Offline	Offline	Online	Online	Offline
Evaluation	Online	Online	Offline	Offline	Offline	Offline

Online Evaluation

The Notification Phase is used to define Tender Structure and Award Criteria.

- When set to OFFLINE. Tender structure and Evaluation Criteria are not defined in the online tenders workflows. Instead, they are defined outside of etenders (offline) and described in a RFT document that the Contracting Authority uploads to the Tender Documents Section. When submitting tenders, EOs upload a single file.
- When Set to ONLINE, the tender structure and Evaluation Criteria are defined in etenders. When submitting tenders, EOs provide a response to each individual Evaluation Criterion and when evaluating tenders, evaluators record the individual score for each Evaluation Criterion.

TENDER STRUCTURE— ONLINE NOTIFICATION

gov.ie eTenders

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

Define Call for Tender Workflow

CFT: TEST (STATUS: DRAFT) MY CFT ROLE IS: PO/TC

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

Show CfT Menu

- CfT core information
- Associated officers
- PO/ES declaration respon
- CfT documents
- Workflow
- Tender Structure**
- Restricted area
- Messaging
- Manual notification
- Auditing reports

Latest CfTs
Public procurement legislation
Guidance Videos
Release Notes
Calendar

Electronic public procurement
News
Relevant links
FAQ
EU Threshold Information

Help
About
Sell to Government
Contact us

Rialtas na hÉireann
Government of Ireland

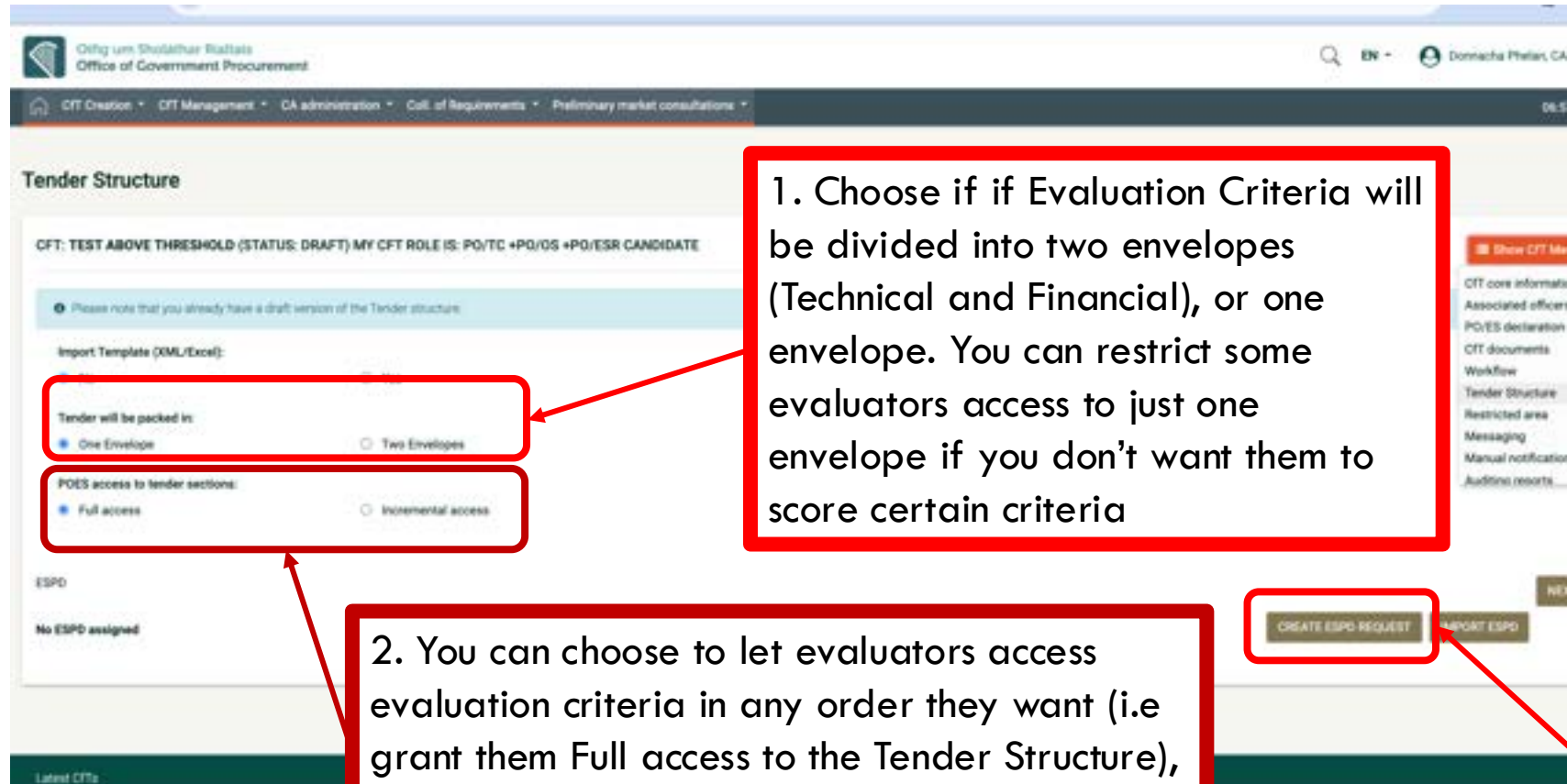
Copyright © European Dynamics - Last update: 17 March 2026

After choosing online for the Notification Phase (and Evaluation Phase), you will need to configure the Tender Structure.

From the 'Show CfT Menu', choose 'Tender Structure'

The Evaluation Criteria and ESPD requirements can be defined through a template or manually. This is the workflow.

TENDER STRUCTURE – ONLINE NOTIFICATION



1. Choose if if Evaluation Criteria will be divided into two envelopes (Technical and Financial), or one envelope. You can restrict some evaluators access to just one envelope if you don't want them to score certain criteria

2. You can choose to let evaluators access evaluation criteria in any order they want (i.e grant them Full access to the Tender Structure), or grant them incremental access as they go score them in order.

After choosing 'Tender Structure' from the 'Show CfT Menu', you have to determine how many envelopes criteria will be packed in, and what evaluators can access each envelope. You'll also have to decide if you want to add an ESPD!

3. For EU level tenders, an ESPD must be configured. To do this, click on "Create ESPD Request' Notification Phase)

TENDER STRUCTURE – ESPD

European Single Procurement Document (ESPD)
Service to fill out and reuse the ESPD

Part III: Exclusion grounds

A: Grounds relating to criminal convictions

In relation to the questions in Part III B, Contracting Authorities may, by using the fields Threshold, Currency and Additional Information, Economic Operators will still be required to answer Yes or No to these questions in their ESPD Response.

B: Grounds relating to the payment of taxes or social security contributions

Article 57(2) of Directive 2014/24/EU sets out the following reasons for exclusion:

Payment of taxes
Has the economic operator breached its obligations relating to the payment of taxes, both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?

Threshold: Currency:

Additional information:

More information >

Payment of social security
Has the economic operator breached its obligations relating to the payment social security contributions, both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?

Threshold: Currency:

Additional information:

More information >

Important Note: Sections 3A and 3B of the ESPD are mandatory Exclusion Grounds and must be answered, these are pre-selected as a result. The Exclusion Grounds in Section 3C are discretionary for the Contracting Authority to select if appropriate to a specific tender process.

C: Grounds relating to insolvency, conflicts of interests or professional misconduct

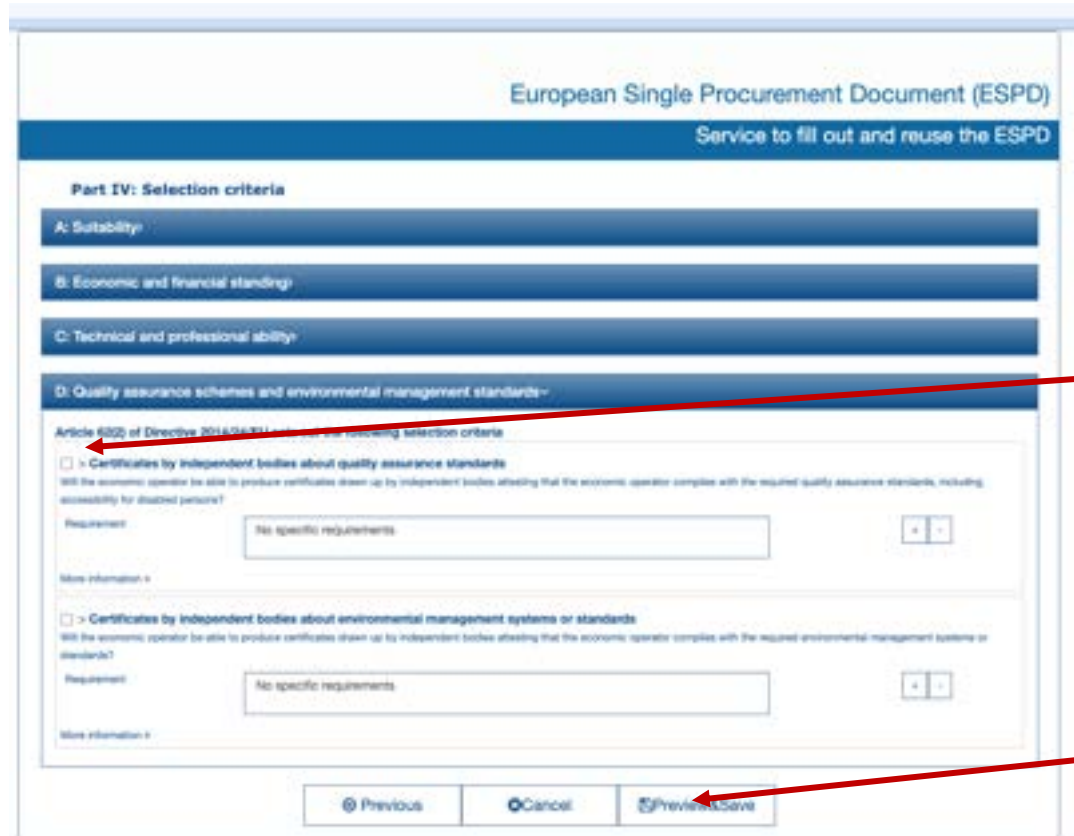
After choosing 'Create ESPD Request', you are taken to an ESPD form that you must configure. ESPD forms consist of questions that Eos must answer.

- Some questions are mandatory – you can not remove or alter them.
- Some questions are optional – tick the box beside them if you want to include them.
- Some questions have parameters and thresholds that you can set.

Mandatory Questions

Mandatory Questions, but for these ones you can choose to specify a Threshold, Currency and Additional Information

TENDER STRUCTURE – ESPD



If you elect to use an ESPD, you can include Selection Criteria questions - you will not need to define Selection Criteria elsewhere.

Optional Questions - you can choose which to include

Once you have selected all the questions you wish to include, save the ESPD form

TENDER STRUCTURE – DEFINE EVALUATION CRITERIA

Office of Government Procurement

EN - Doniacha Phelan, CAPC

CFT Creation - CFT Management - CA administration - Call of Requirements - Preliminary market consultations - 06:57:1

Tender Structure

CFT: TEST ABOVE THRESHOLD (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR CANDIDATE

Show CFT Menu

CFT core information
Associated officers
PO/ES declaration r...
CFT documents
Workflow
Tender Structure
Restricted area
Messaging
Manual notification
Auditing reports

Please note that you already have a draft version of the Tender structure.

Import Template (XML/Excel):
 No Yes

Tender will be packed in:
 One Envelope Two Envelopes

POES access to tender sections:
 Full access Incremental access

ESPD
No ESPD assigned

CREATE ESPD REQUEST IMPORT ESPD NEXT

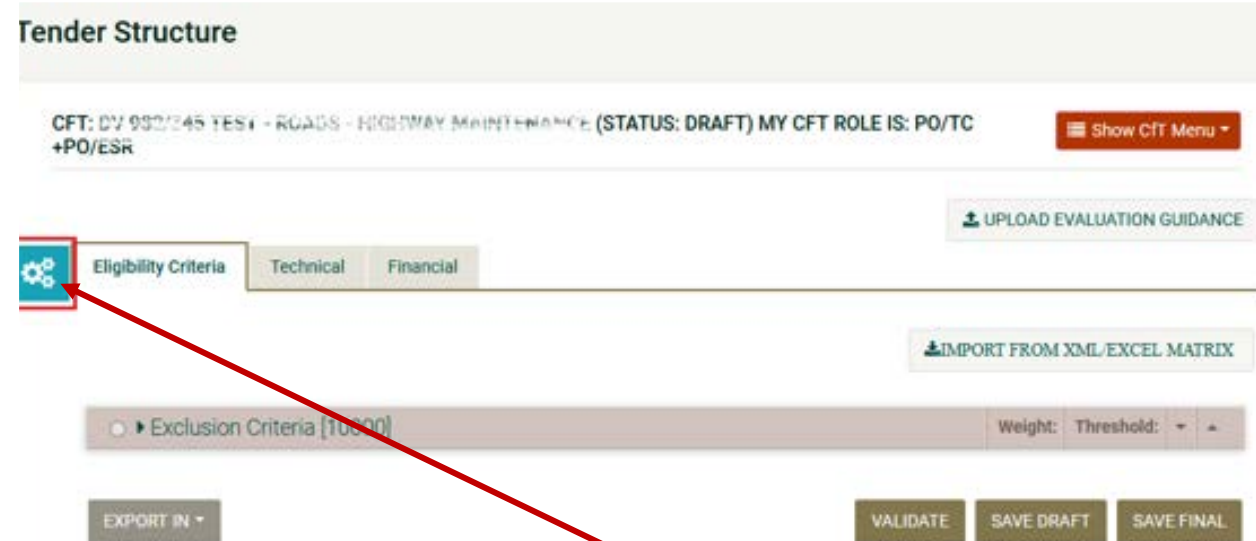
Click 'Next' to define the eligibility, technical and financial criteria.

TENDER STRUCTURE — DEFINE EVALUATION CRITERIA

The tender structure provides the following tabs:

- Eligibility/Selection Criteria
- Technical Envelope
- Financial envelope.

Each tab/envelope in turn is organised in sections and nested subsections which may contain numerous criteria.



In each section you can add subsections and criteria by clicking on the blue gears icon

TENDER STRUCTURE — DEFINE EVALUATION CRITERIA

To add a new section, the user clicks on the blue gears icon and then selects the “ADD SECTION” option, which displays a new window where the following information is required:

- The label of the section
- The weight of the section (the sum of all section weights should be equal to 100). Sections in the Eligibility Criteria do not have associated weights for a Price/Cost Effectiveness
- The scoring threshold required for succeeding in the section.



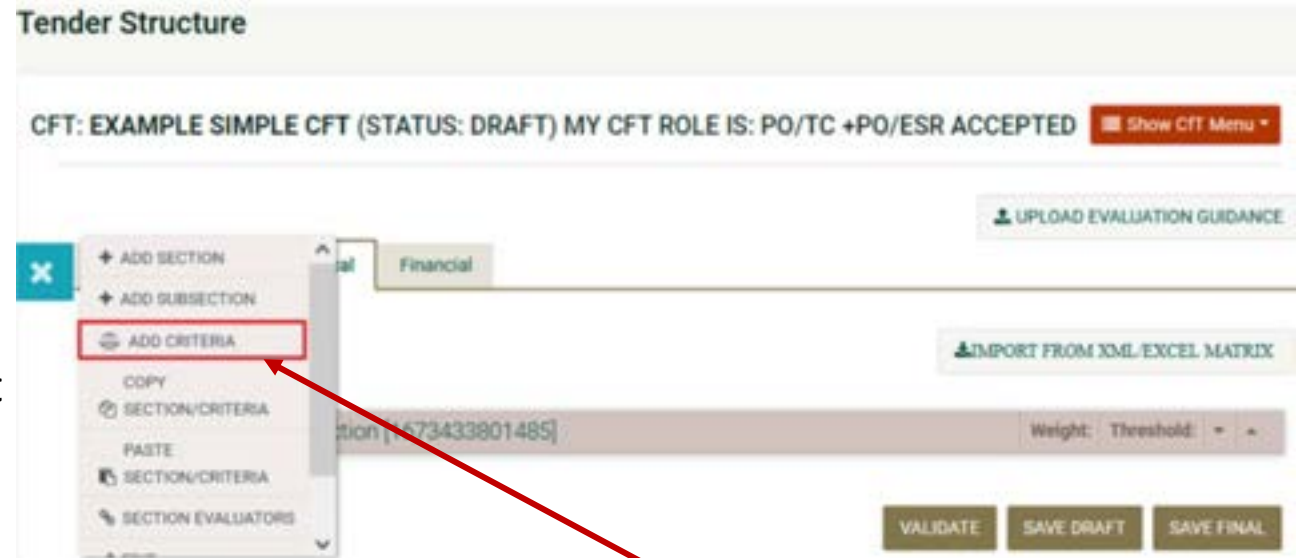
The screenshot shows a web form titled "Define Section Element". It contains the following fields and a submit button:

- Label**: A text input field.
- Define evaluation parameters**: A section header for the following two fields.
- Weight**: A text input field.
- Threshold**: A text input field.
- SUBMIT**: A green button located at the bottom right of the form.

TENDER STRUCTURE — DEFINE EVALUATION CRITERIA

To add a new criterion, the user clicks on the blue gears icon and then selects the “ADD CRITERIA” option. Criteria consist of:

- The label of the criterion
- Whether the criterion will be mandatory or not
- Supplier Read-Only option
- Textual Evaluation. This choice should be enabled if textual evaluation will be used for the specific criterion. Only ESR is able to provide a score if this option is chosen
- If the criterion will be included in the evaluation. If yes,
 - Score Range .The sum of all criteria weights within a specific section must be equal to 100.
 - Threshold. The required scoring threshold for a supplier to pass the criterion.



The following types of criteria are supported: Text field, Text area, Number, Date, File, List

TENDER STRUCTURE – DEFINE ELIGIBILITY CRITERIA

Tender Structure

CFT: DV 932/245 TEST - ROADS - HIGHWAY MAINTENANCE (STATUS: DRAFT) MY CFT ROLE IS: PO/TC
+PO/ESR Show CFT Menu

Eligibility Criteria Technical Financial

UPLOAD EVALUATION GUIDANCE

IMPORT FROM XML/EXCEL MATRIX

Exclusion Criteria [10000] Weight: Threshold: - +

EXPORT IN VALIDATE SAVE DRAFT SAVE FINAL

Selection Criteria are called 'Eligibility Criteria' in eTenders. If you did not add an ESPD with Selection Criteria to your Tender Structure, you can define your Selection Criteria here

Eligibility criteria do not have a weight associated with them.

Envelopes must now be set-up to capture the requirements in terms of eligibility selection and financial

CONFIGURE WORKFLOW – DEFINE TECHNICAL AND FINANCIAL CRITERIA

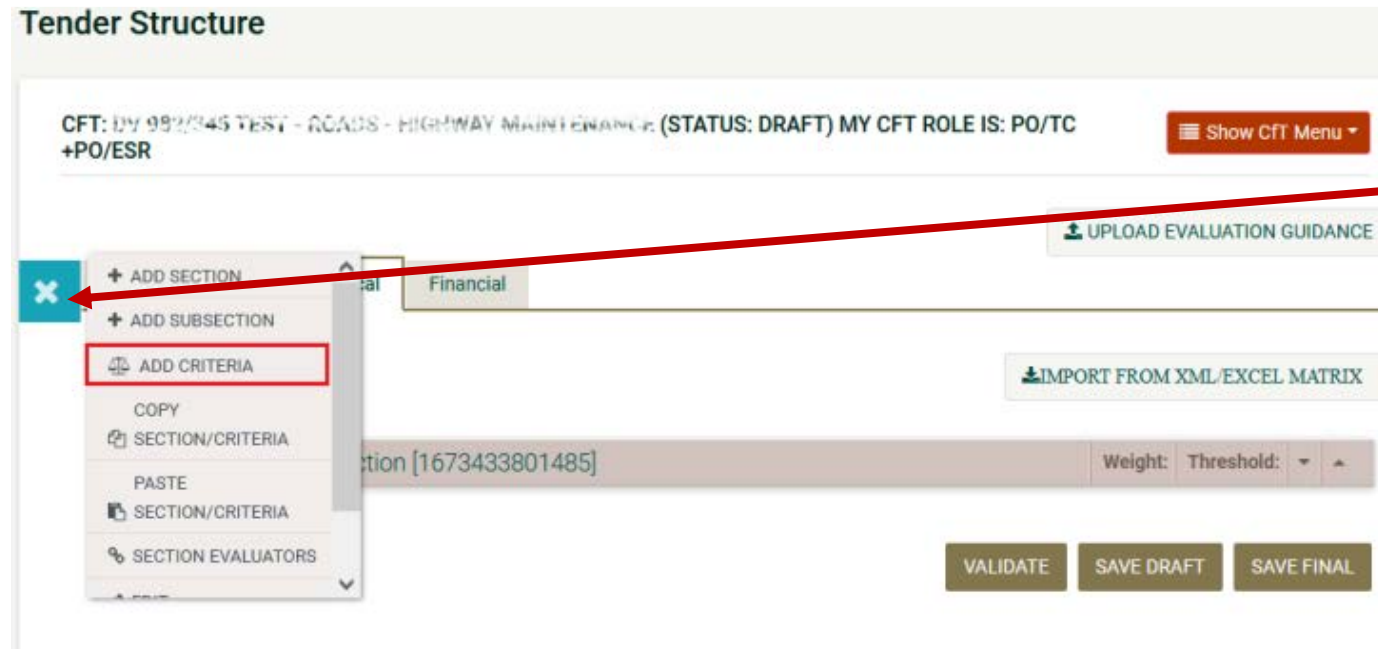
You must first define the envelope weight (an integer between 1 and 100) – the combined weight of Technical and Financial Envelope must equal 100)

The screenshot shows the 'Eligibility Criteria' configuration page. The 'Envelope weight' dropdown menu is highlighted with a red box. The page includes fields for 'Lot title', 'Lot One', 'Copy structure from', and 'Import from XML/Excel Matrix'. A 'Technical Test Section' is visible with a weight of 100 and a threshold of 20. Buttons for 'VALIDATE', 'SAVE DRAFT', and 'SAVE FINAL' are at the bottom.

Criteria can be added in the various envelopes

The screenshot shows the 'Eligibility Criteria' configuration page. The 'Envelope weight' dropdown menu is set to 30 and is highlighted with a red box. The page includes fields for 'Lot title', 'Lot One', 'Copy structure from', and 'Import from XML/Excel Matrix'. A 'Financial Test Section' is visible with a weight of 30 and a threshold of 20. Buttons for 'VALIDATE', 'SAVE DRAFT', and 'SAVE FINAL' are at the bottom.

CONFIGURE WORKFLOW – DEFINE TECHNICAL AND FINANCIAL CRITERIA



Second, add Evaluation criteria:
Note for Technical Envelope: You must first add at least one section to which you add one or more Criteria

You must also define the weight of each individual criteria - the combined weight of all criteria in a given envelope must equal 100

Note: Criteria can take different formats – text areas, values – and files the supplier must upload



Part 2: Undertaking Online Evaluations in eTenders

ACCESSING THE EVALUATION TASK

Remember:
This process begins following Tender Submission, after the tender-box has been unlocked!

- After opening envelopes, the system creates the task “Evaluate Tenders”.
- This task appears on the Task List in the evaluator’s home page. i.e. Users with ESR and ES roles in a CfT.
- Clicking the task link opens the main evaluation page, displaying:
 - submitted tenders
 - receipt IDs
 - statuses for each envelope (Eligibility/ Technical/ Financial)
 - conformance checks



Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
Roads highway maintenance	116837	Evaluate Tenders	Evaluation	1	No deadline is associated with this task		

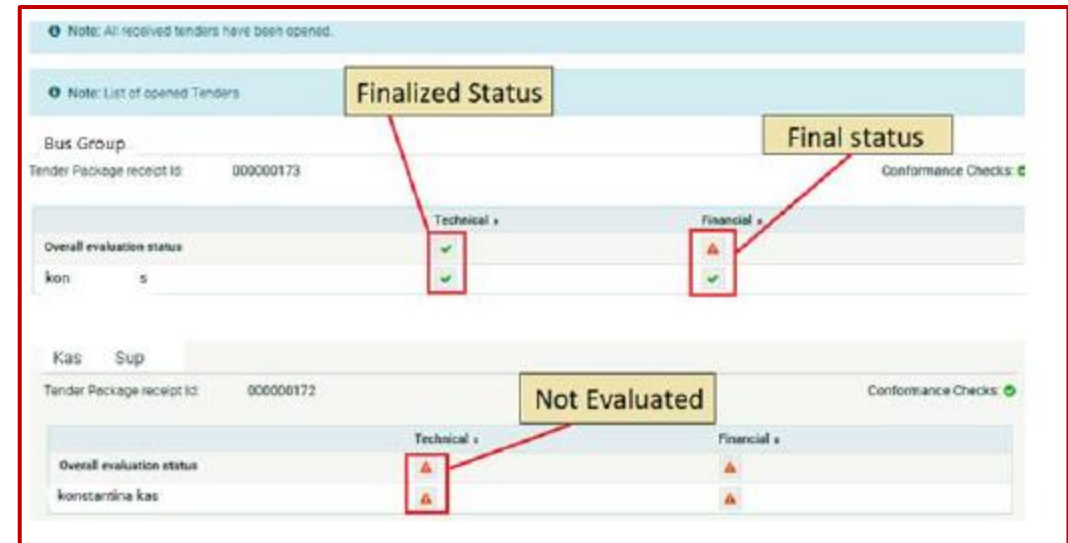
UNDERSTANDING EVALUATION STATUSES

Each tender displays separate statuses for each envelope:










- Not Evaluated — no scoring entered
- Draft — evaluator has saved incomplete scoring
- Final — evaluator finalised their scoring
- Finalised — PO/ESR approved all evaluator result

The main evaluation page displays:

- Supplier names
- Receipt IDs
- Envelopes (Eligibility / Technical / Financial)
- Conformance checks
- Status indicators for each envelope
- Icons for actions (download, flags, justification buttons)



Status Icons

-  Criterion / section / overall tender has pass the specified threshold(s)
-  Criterion / section / overall tender has failed the specified threshold(s)
-  Download tender package
-  The criterion / section is infected with a virus
-  Attention flag (not raised)
-  Attention flag (raised)
-  Justification of awarding (button)
-  The criterion has been specified as supplier read only
-  Textual evaluation will be used for this criterion

ELIGIBILITY EVALUATION PROCESS

- Click on an envelope with 'Not Evaluated' under the Eligibility column.
- The system then shows all criteria for that envelope
- Columns visible:
 - EO Value (supplier response)
 - Score (Sc)
 - Threshold (Thr)
 - Pass/Fail (P)
 - Weight (W)
 - Automated Score (ASc)
 - Weighted Score (WSc)
 - Attention Flag (AF)




CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC+PO/ESR

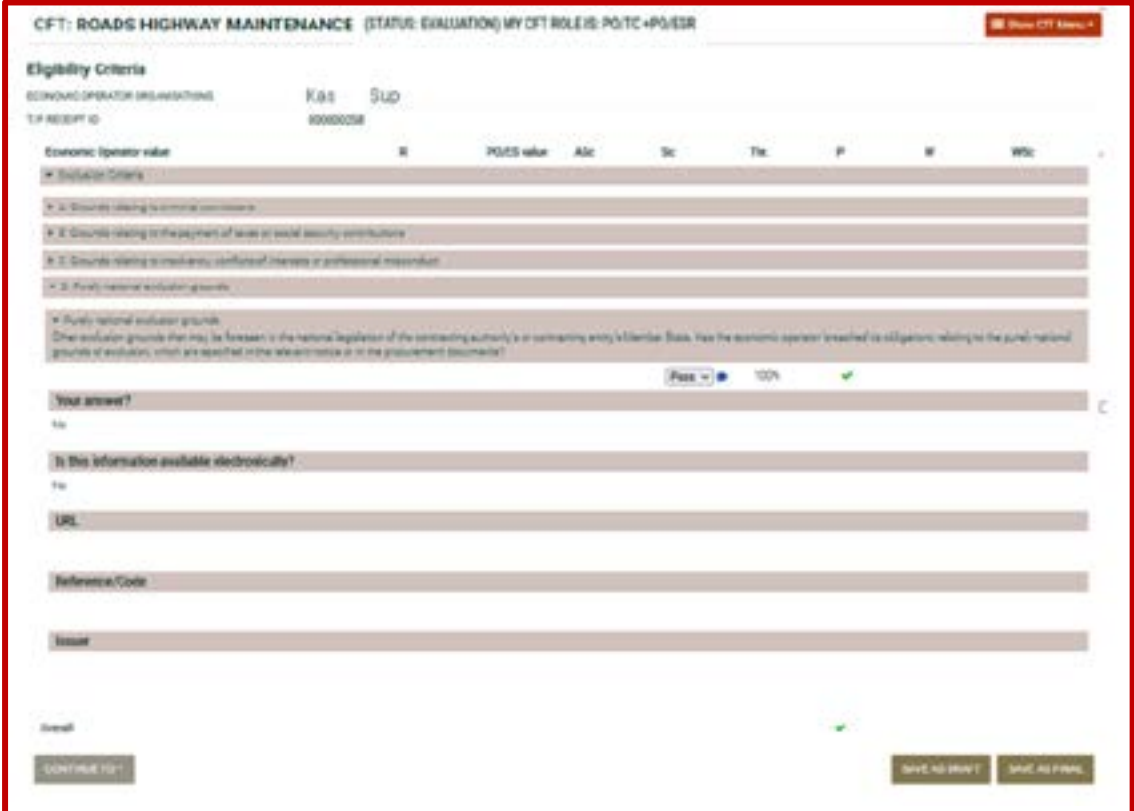
Eligibility Criteria

EO/NO OPERATOR REGULATIONS	Kas	Sup							
T/R RECEIPT ID	00000000								
Economic Operator value			PO/TS value	Att	Sc	Thr	P	W	WSc
W Exclusion Criteria									
P.A. Records being in criminal records									
P.A. Records being in black list of state or local security authorities									

ELIGIBILITY SCORING RULES

- Score must fall within valid scoring range
- A criterion passes only if the score \geq threshold
- If any eligibility criterion fails \rightarrow the entire tender fails that envelope
- Section pass/fail updates only after Save as Draft / Save as Final)

The evaluator should evaluate all criteria. The check symbol changes into  if the value is greater than the specified threshold. The overall status of the tender will be considered as failed if there is at least one criterion which fails to pass the threshold.




CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR

Eligibility Criteria

ECONOMIC OPERATOR: K&S SUP
T.P. RECEIPT ID: 0000008

Economic Operator value	Pass	POES value	Asc	Sc	Tic	P	W	Wc
W. Excluded Criteria	Pass							
W. X. Grounds relating to criminal convictions	Pass							
W. X. Grounds relating to the payment of taxes or social security contributions	Pass							
W. X. Grounds relating to insolvency (different interests or professional misconduct)	Pass							
W. X. Other national exclusion grounds	Pass							
W. Public national exclusion grounds <small>(The evaluation grounds that may be foreseen in the national legislation of the contracting authority's or contracting entity's Member State. Has the economic operator breached its obligations relating to the public national grounds of exclusion, which are specified in the award notice or in the procurement documents?)</small>	Pass	100%						
W. Not allowed?	Pass							
W. Is this information available electronically?	Pass							
W. URL	Pass							
W. Reference/Code	Pass							
W. Issue	Pass							

Overall: 

Buttons: CONTINUE TO..., SAVE AS DRAFT, SAVE AS FINAL

EVALUATING TECHNICAL ENVELOPE

- The Technical Envelope evaluation process is identical to the Eligibility Envelope.
- Each criterion displays:
 - EO Value (supplier's response)
 - References (R) to uploaded files
 - Score (Sc) field
 - Threshold (Thr)
 - Pass/Fail (P) indicator
 - Weight (W)
 - Attention Flag (AF)
 - PO/ES Value (editable)
 - Automated Score (ASc)
 - Weighted Score (WSc)
- A supplier passes a section only if the sum of all weighted scores \geq section threshold.
- Pass/fail icons update instantly for criteria, but section pass/fail updates only after Save as Draft / Save as Final.

Finalise Technical Criteria Evaluation

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu

ECONOMIC OPERATOR ORGANISATIONS: Kask Sud
T/P RECEIPT ID: 60000172

Technical

Economic Operator value	konstantina kasou Not Evaluated	CSc	W	WSc	ASc	Thr	P
<div style="background-color: #f0f0f0; padding: 5px;"> Technical Test Section </div>							
			50%	0.00%	0.00%	20%	
<div style="background-color: #f0f0f0; padding: 5px;"> Criteria Test </div>							
			100%	0.00%	0.00%	20%	
<div style="background-color: #f0f0f0; padding: 5px;"> Criteria Test </div>							
Example	<input type="text" value="90"/>		100%		●	50%	●
<div style="background-color: #f0f0f0; padding: 5px;"> Technical Test Section 2 </div>							
			50%	0.00%	0.00%	20%	
<div style="background-color: #f0f0f0; padding: 5px;"> Criteria Test </div>							
Example	<input type="text" value="70"/>		100%		●	20%	●
Overall			70%	0.00%	0.00%		●

CONTINUE TO >
SAVE AS DRAFT

EVALUATING THE FINANCIAL ENVELOPE

- Click “Not Evaluated” under the Financial envelope.
- The system displays the following information per financial criterion:
 - EO Present Value
 - PO/ES Value (overwritable by evaluator)
 - PO/ES Present Value
- PO/ES users may overwrite the economic value provided by the supplier.
- Any overwritten value triggers a recalculation of automated scoring (if applicable).
- The PO/ES has the ability to overwrite the economic value provided by the Economic Operator.

Tender Evaluation Page

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR [Show CFT Menu](#)

ECONOMIC OPERATOR ORGANISATIONS: Kask Sup
T/P RECEIPT ID: 00000256

Financial

Conversion rate


Economic Operator (€)	R	PO/ES(€)	AF
Financial Test Section*			
		300,000.00	
Criteria Test*			
300,000.00		<input type="text" value="300,000.00"/>	
Total Financial Prices			
	Economic Operator value (€)		PO/ES value (€)
Overall	300,000.00		300,000.00

[CONTINUE TO >](#) [SAVE AS DRAFT](#) [SAVE AS FINAL](#)

COMPLETE THE EVALUATION & JUSTIFICATIONS

- Evaluators can use the following buttons:
- Save as Draft
 - Evaluation is partially saved; editing still allowed.
- Save as Final
 - Evaluation is locked; no further changes allowed.
- Next / Previous Page
 - Moves between criteria pages.
 - **Unsaved changes will be lost.**

Important: A tender with an incomplete evaluation is considered FAILED by the system.

- Justification functionality will allow to change the EO value. When clicking on the Justification  icon.
- Enter justification text (mandatory).
- Optionally update the EO value.
- After saving: The justification appears in the “Online Evaluation” section.




Provide your justification

Justification: Maximum characters: 2000.

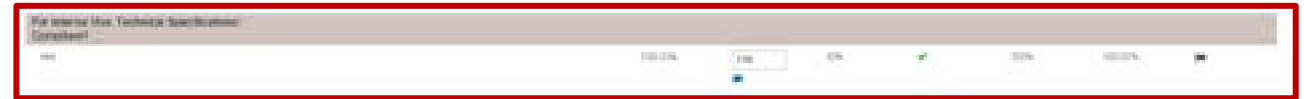
CANCEL SAVE

SUPPLIER READ-ONLY & TEXTUAL CRITERIA

- Supplier read-only criteria 
 - Identified by the supplier-read-only icon.
- Evaluator must:
 - Enter awarded score
 - Provide a justification.
- Textual evaluation criteria:
 - Identified by the textual evaluation icon.
 - PO/ES users enter text only (no scoring field).
 - PO/ESR later provides the final score.



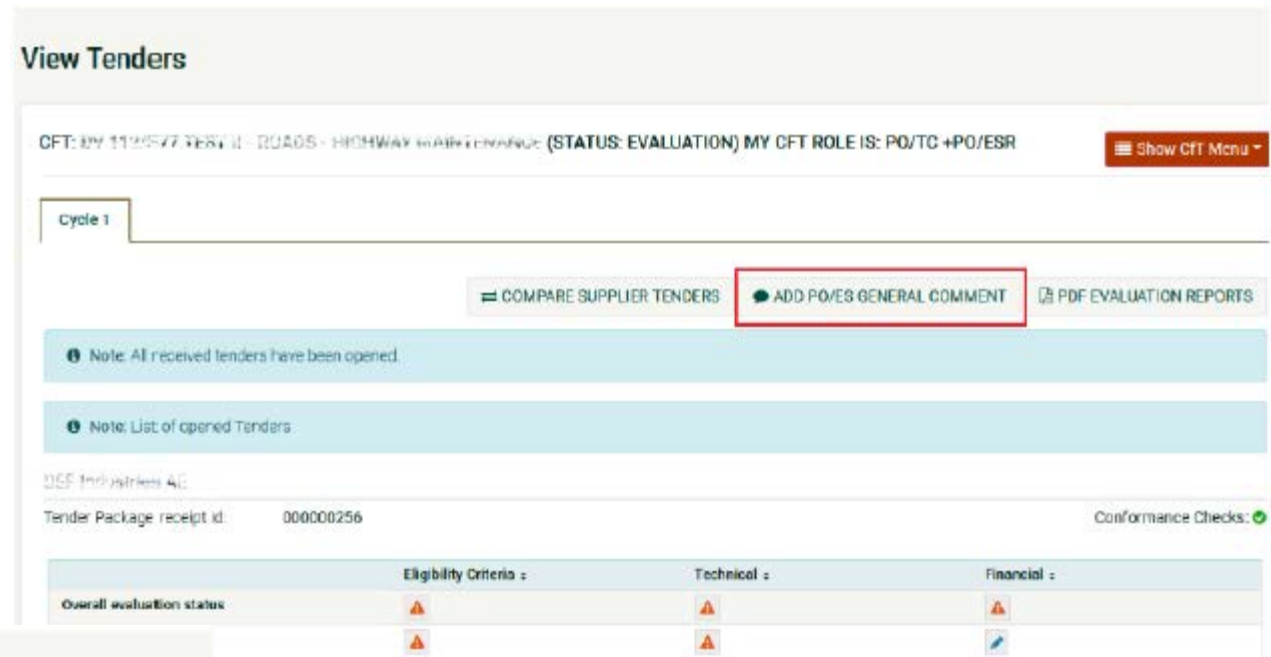
A screenshot of a software interface showing a text input field for a 'Cover letter'. The field is highlighted with a red border. The text 'Cover letter' is visible at the top left of the input area. There are some faint icons and a small blue dot visible within the input area.



A screenshot of a software interface showing a text input field for 'For internal use: Technical specifications'. The field is highlighted with a red border. The text 'For internal use: Technical specifications' is visible at the top left of the input area. There are some faint icons and a small blue dot visible within the input area.

UPLOADING GENERAL EVALUATOR COMMENTS

- PO/ES and PO/ESR users can upload general evaluation comments.
- Use the button: “ADD PO/ES GENERAL COMMENT”
- Then:
 - Click Browse
 - Select file
 - Click Upload



View Tenders

CFT: BY 1120577 TEST ID - ROADS - HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu

Cycle 1

COMPARE SUPPLIER TENDERS ADD PO/ES GENERAL COMMENT PDF EVALUATION REPORTS

Note: All received tenders have been opened.

Note: List of opened Tenders.

DSE Industries AG

Tender Package receipt id: 000000256 Conformance Checks: ✓

	Eligibility Criteria :	Technical :	Financial :
Overall evaluation status	⚠	⚠	✎



Upload

Evaluator General Comment: Browse...

CLOSE UPLOAD

MODIFYING SUPPLIER ANSWERS

- PO/ES users can modify supplier answers by clicking the justification icon.
- A pop-up appears showing:
 - Criterion details
 - Editable value field
- After saving, the system updates:
 - PO/ES value column
 - Any automated scoring calculations

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu

ECONOMIC OPERATOR ORGANISATIONS: Kask Sup
TIP RECEIPT ID: 00000256

Technical

Economic Operator value	B	PO/ES value	Asc	Sc	Thc	P	AF
Technical Test Section							
Criteria Test							
test					70%		
Overall							

OK/Cancel SAVE AS DRAFT SAVE AS FINAL

Criteria Test

Criterion parameters

Type:	test
Size:	50

Evaluation parameters

Threshold:	20.00%
------------	--------

Criterion Value(s)

UNDO SAVE CLOSE

Insert New Value Here

OVERALL EVALUATION STATUS

The PO/ESR reviews evaluator submissions and may:

1. Discard Evaluation
2. Re-evaluate Tender (returns status to Draft)
3. Save as Draft
4. Finalise the Evaluation (locks all evaluations)

Once finalised → envelope status becomes Finalised.

Kas Sup		Conformance Checks: ✔		
Tender Package receipt id:	000000255	Eligibility Criteria	Technical	Financial
Overall evaluation status		▲	▲	▲
konstantina kas		▲	▲	▲

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu -

ECONOMIC OPERATOR ORGANISATIONS Kas iSup

T/P RECEIPT ID 000002706

Technical

Economic Operator value konstantina kas Final CSc ASc Thr P

tech

Overall ✔

CONTINUE TO -
DISCARD EVALUATION
RE-EVALUATE TENDER
SAVE AS DRAFT
FINALISE THE EVALUATION

CONSENSUS SCORING

Consensus scoring is provided manually by the ESR user:

1. Open the evaluation finalisation page.
2. Enter consensus scores into the CSc column.
3. Provide:
 - Consensus justification
 - Consensus meeting comments (optional)
4. Click Finalise the Evaluation.



Technical

Economic Operator value: konstantina kas Final

CSc: 90.00%

ASc: 90.00%

Tr: 10%

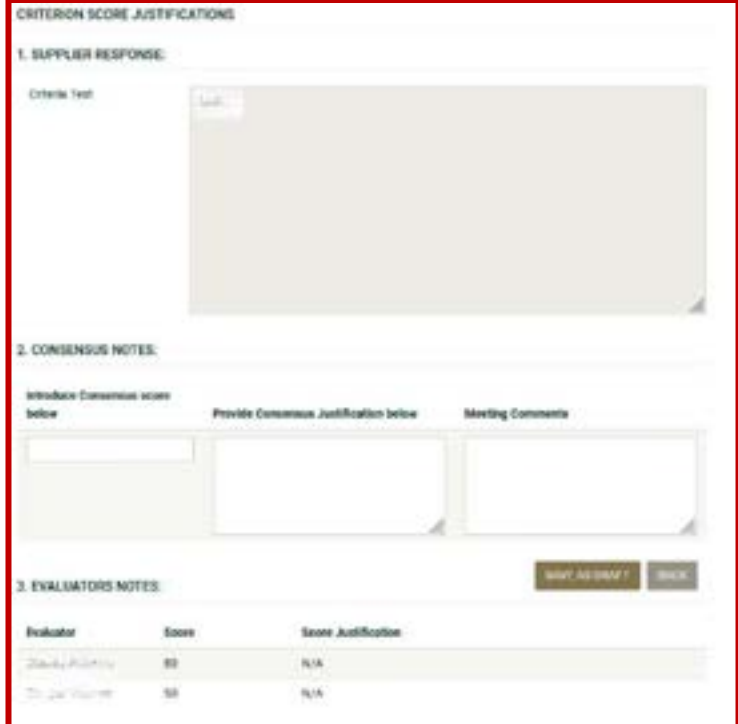
P:

Overall:

Score from Evaluator: 90.00%

Consensus score:

Buttons: CONTINUE TO..., DISCARD EVALUATION, RE-EVALUATE TENDER, SAVE AS DRAFT, FINALISE THE EVALUATION



CRITERION SCORE JUSTIFICATIONS

1. SUPPLIER RESPONSE:

Criteria Test:

2. CONSENSUS NOTES:

Introduce Consensus score below:

Provide Consensus Justification below:

Meeting Comments:

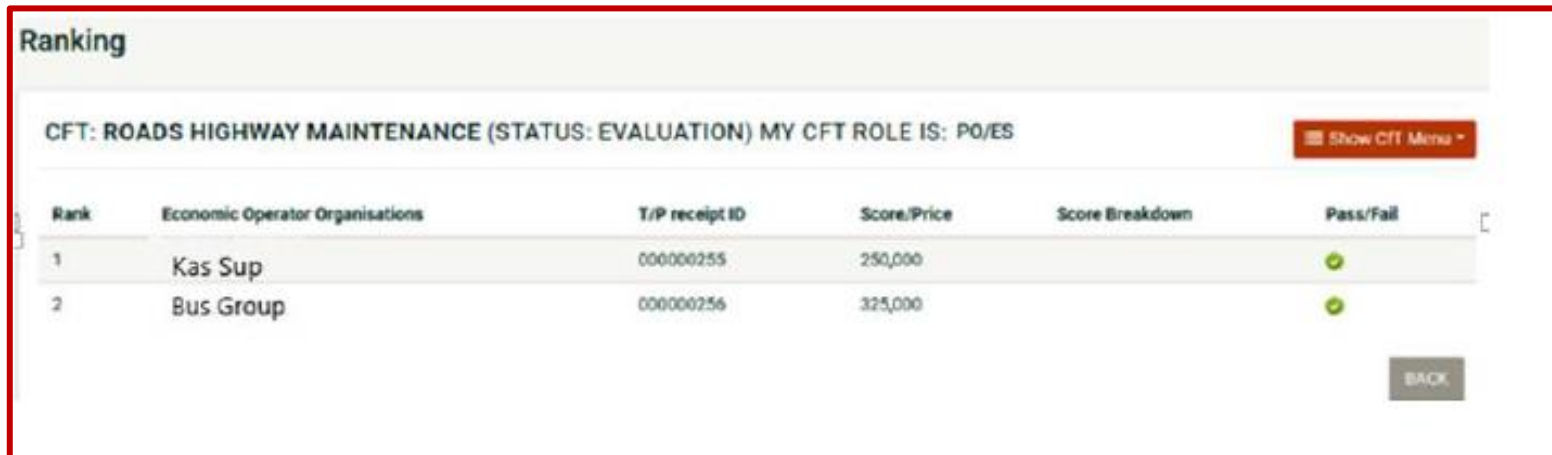
Buttons: SAVE AS DRAFT, BACK

3. EVALUATORS NOTES:

Evaluator	Score	Score Justification
Donna P... ..	80	N/A
Th... ..	58	N/A

SUPPLIER RANKING

- After finalising all envelopes, the system automatically ranks suppliers.
- Ranking shows:
 - Supplier name
 - Receipt ID
 - Final score
 - Pass/fail status
- Access ranking via:
 - “Generate evaluation report” task Or
 - Show CfT Menu → Ranking



The screenshot shows a web interface titled "Ranking". At the top, it displays "CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/ES" and a "Show CfT Menu" button. Below this is a table with the following columns: Rank, Economic Operator Organisations, T/P receipt ID, Score/Price, Score Breakdown, and Pass/Fail. The table contains two rows of data. A "BACK" button is located at the bottom right of the interface.

Rank	Economic Operator Organisations	T/P receipt ID	Score/Price	Score Breakdown	Pass/Fail
1	Kas Sup	000000255	250,000		✓
2	Bus Group	000000256	325,000		✓

GENERATING THE EVALUATION REPORT

- The ESR user clicks GENERATE EVALUATION REPORT.
- System produces an Excel file containing:
 - All scoring details
 - Threshold outcomes
 - Justifications
 - Consensus comments
 - Supplier ranking
- Most evaluators must approve the report.

Ranking

✔ Evaluation has been Finalised ✕

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu ▾

Rank	Economic Operator Organisations	T/P receipt ID	Score/Price	Score Breakdown	Pass/Fail
1	Kas Sup	000000252	97.75%	More[+]	✔
2	Bus Group	000000253	88.57%	More[+]	✔

Formula= ((Technical Score / (Best Technical Score)) * Technical Weight + ((Best Financial Offer / Financial Offer) * Financial Weight)

GENERATE EVALUATION REPORT
BACK

APPROVING THE EVALUATION REPORT

- Evaluators may:
 - Approve the report
 - Upload a new version (Excel)
 - Finalise the approval process
- The ESR user must enter a justification before final approval.



Manage Evaluation Reports

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu

Cycle 1

10 Results Per page | Displaying all 2 matches

Title	E/R round	Creator	Status	CAPC Comments	Tender Board Comments
EvaluationReport_system_1.xls	1	konstantina kas	System		
<input type="radio"/> EvaluationReport_user_1.xls	1	konstantina kas	ES Draft		

APPROVE UPLOAD NEW VERSION

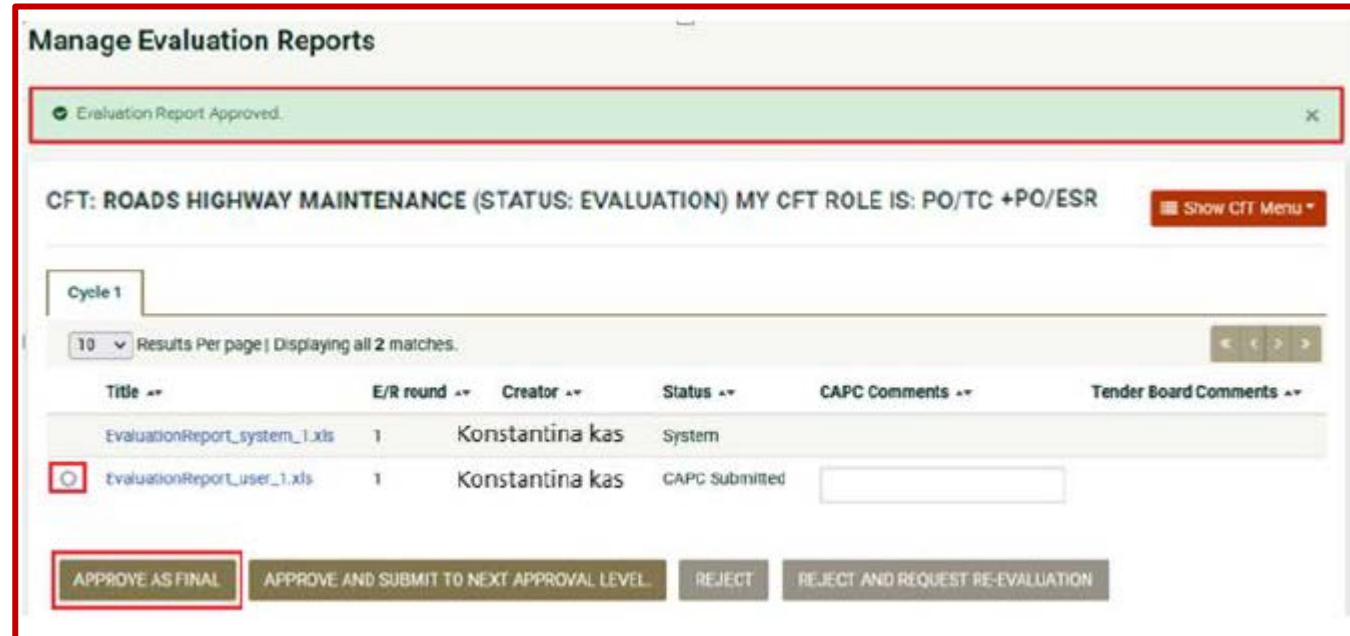
EVALUATING MULTI-LOT TENDERS

- Eligibility criteria are common across all lots.
- Technical and Financial envelopes are evaluated per lot.
- Finalisation applies to all lots within the envelope if:
 - No lot is in Draft
 - Each lot has at least one Final evaluation

FINAL CONTRACT AWARD APPROVAL

After evaluation report approval, the TC user may:

- Approve as Final (pre-standstill ranking generated)
- Approve & Submit to Next Level (Tender Board)
- Reject
- Reject & Request Re-evaluation :Reopens evaluation from Tender Opening phase



Manage Evaluation Reports

Evaluation Report Approved.

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR [Show CFT Menu](#)

Cycle 1

10 Results Per page | Displaying all 2 matches.

Title	E/R round	Creator	Status	CAPC Comments	Tender Board Comments
EvaluationReport_system_1.xls	1	Konstantina kas	System		
EvaluationReport_User_1.xls	1	Konstantina kas	CAPC Submitted		

APPROVE AS FINAL APPROVE AND SUBMIT TO NEXT APPROVAL LEVEL REJECT REJECT AND REQUEST RE-EVALUATION

View Cft Workspace

Evaluation Report is Approved as Final



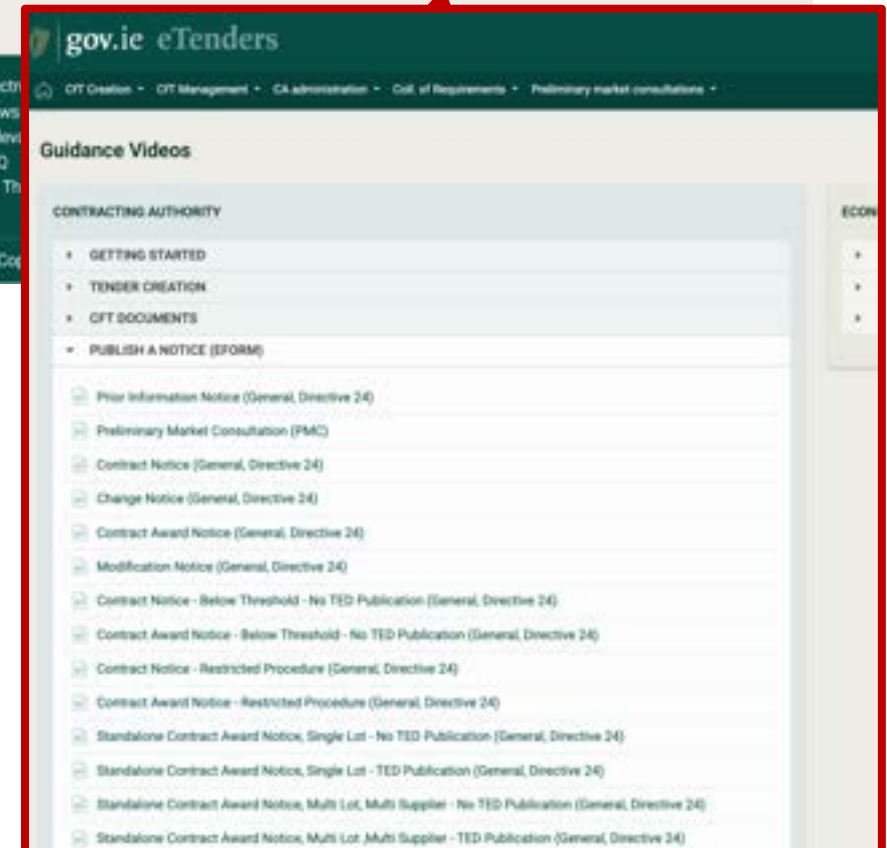
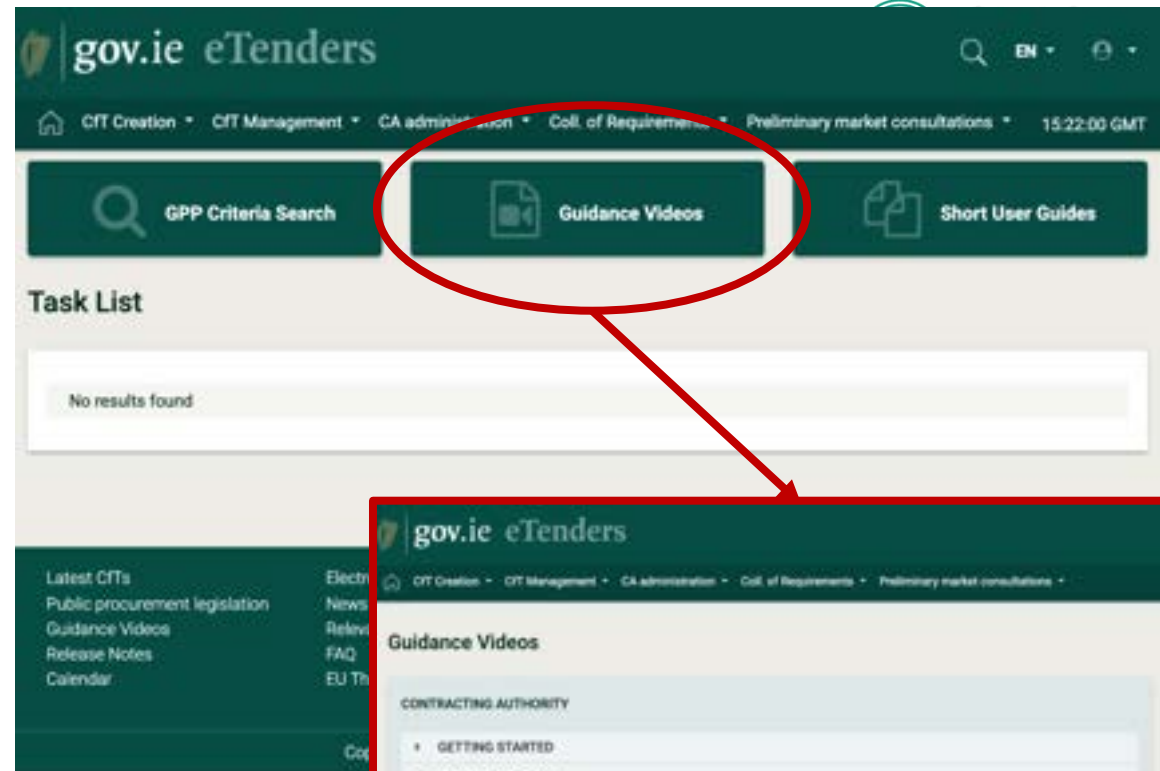
Contract Award Notices

Part 1: Normal Contract Award Notices

Part 2: Standalone Contract Award Notices

PRELIMINARIES

- Contract Award Notices (CANs) are used to publicise the outcome of a Cft. They are published within a short period of the Contract being signed with the successful tenderer
- CANs are created and edited using eForms.
- We introduced eForms and provided tips for creating and editing forms in the section on Contract Notices. **You should read the Contract Notices section before continuing.**
- eTenders provides users with well organised guidance videos for using the eForms tool, and there are a number of videos for CANs
 - From your Home Page, you can see a link at the top of the screen to 'Guidance Videos'

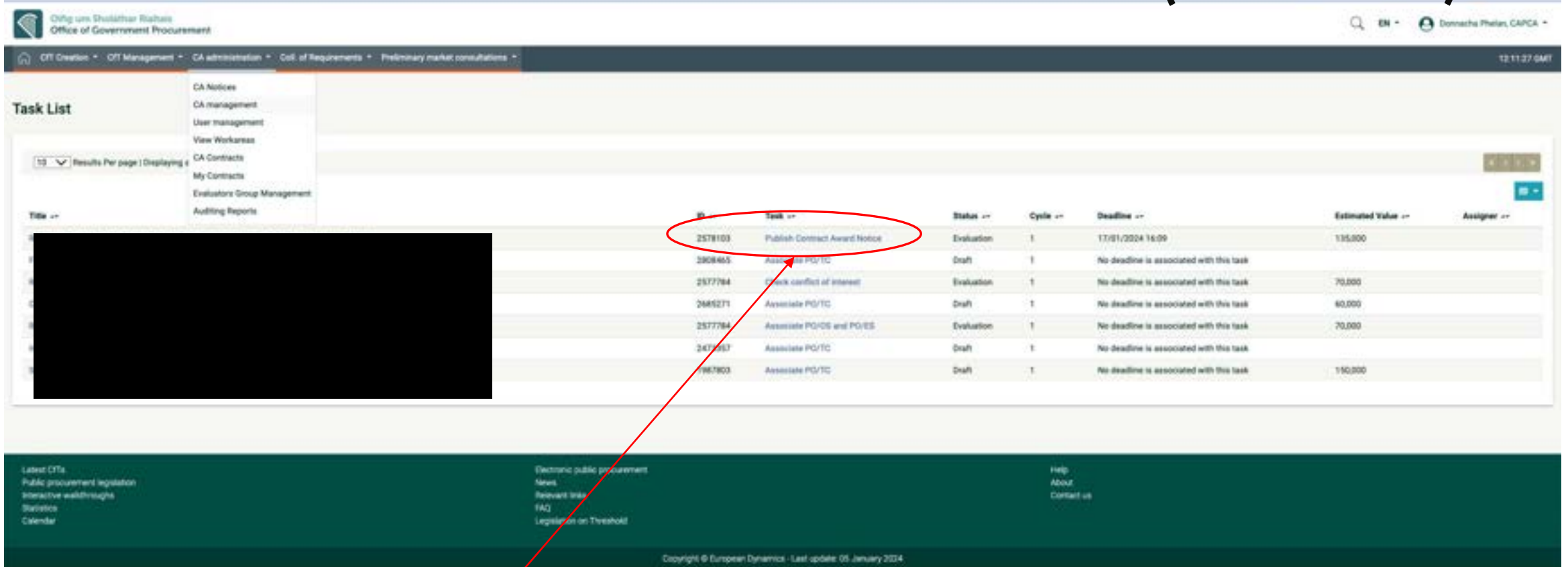




Part 1: Contract award notices (Normal)

Where the CfT has been managed through eTenders

STARTING A CONTRACT AWARD NOTICE (OPTION 1)



Office of Government Procurement

OGP Creation - OGP Management - CA administration - Col. of Requirements - Preliminary market consultations

12:11:27 GMT

Task List

CA Notices
CA management
User management
View Workareas
CA Contracts
My Contracts
Evaluation Group Management
Auditing Reports

Results Per page | Displaying 1

ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
2578103	Publish Contract Award Notice	Evaluation	1	17/01/2024 16:09	135,800	
2808463	Associate PO/TC	Draft	1	No deadline is associated with this task		
2577784	Check conflict of interest	Evaluation	1	No deadline is associated with this task	70,000	
2485271	Associate PO/TC	Draft	1	No deadline is associated with this task	40,000	
2577784	Associate PO/OS and PO/ES	Evaluation	1	No deadline is associated with this task	70,000	
2479937	Associate PO/TC	Draft	1	No deadline is associated with this task		
1967803	Associate PO/TC	Draft	1	No deadline is associated with this task	150,000	

Latest CFTs
Public procurement legislation
Interactive walkthroughs
Statistics
Calendar

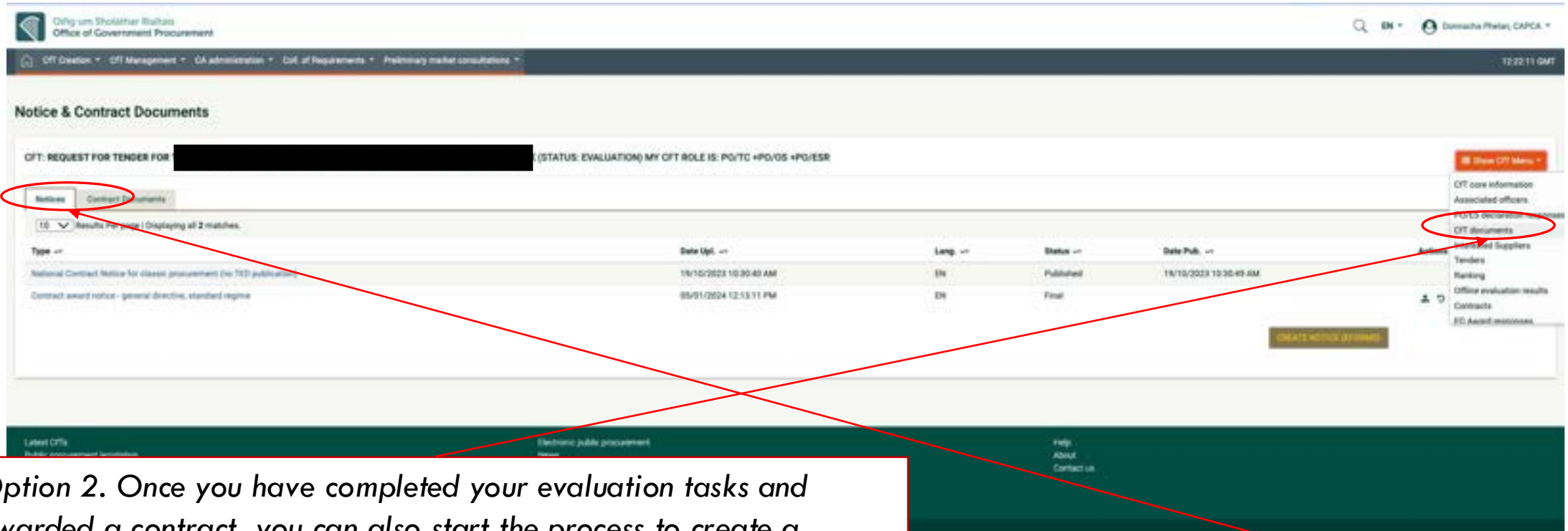
Electronic public procurement
News
Relevant links
FAQ
Legislation on Threshold

Help
About
Contact us

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*Option 1: Once you have completed your evaluation tasks and awarded a contract, the 'Publish Contract Award Notice' task appears in your Task List. Click it.
(Now, proceed to the next slide and see task #2)*

STARTING A CONTRACT AWARD NOTICE (OPTION 2)



Office of Government Procurement

CfT: REQUEST FOR TENDER FOR [REDACTED] (STATUS: EVALUATION) MY CfT ROLE IS: PO/TC +PO/OS +PO/ESR

Notices Contract Documents

10 Results Page 1 Displaying all 2 matches.

Type	Date Upd.	Lang.	Status	Date Pub.
National Contract Notice for class procurement (no TED publication)	19/10/2023 10:30:40 AM	EN	Published	19/10/2023 10:30:49 AM
Contract award notice - general directive, standard regime	05/01/2024 12:13:11 PM	EN	Final	

CREATE NOTICE (EFORMS)

Option 2. Once you have completed your evaluation tasks and awarded a contract, you can also start the process to create a Contract Award Notice from within the CfT workspace.

1. Go to 'CfT Documents' (from the 'Show CfT menu') and you can create a new notice.

2. From both Option 1 and Option 2, select the 'Notices' tab and then click 'CREATE NOTICE (EFORMS)'

CREATE CONTRACT AWARD NOTICE

AVAILABLE NOTICES FORMS

Notice Type

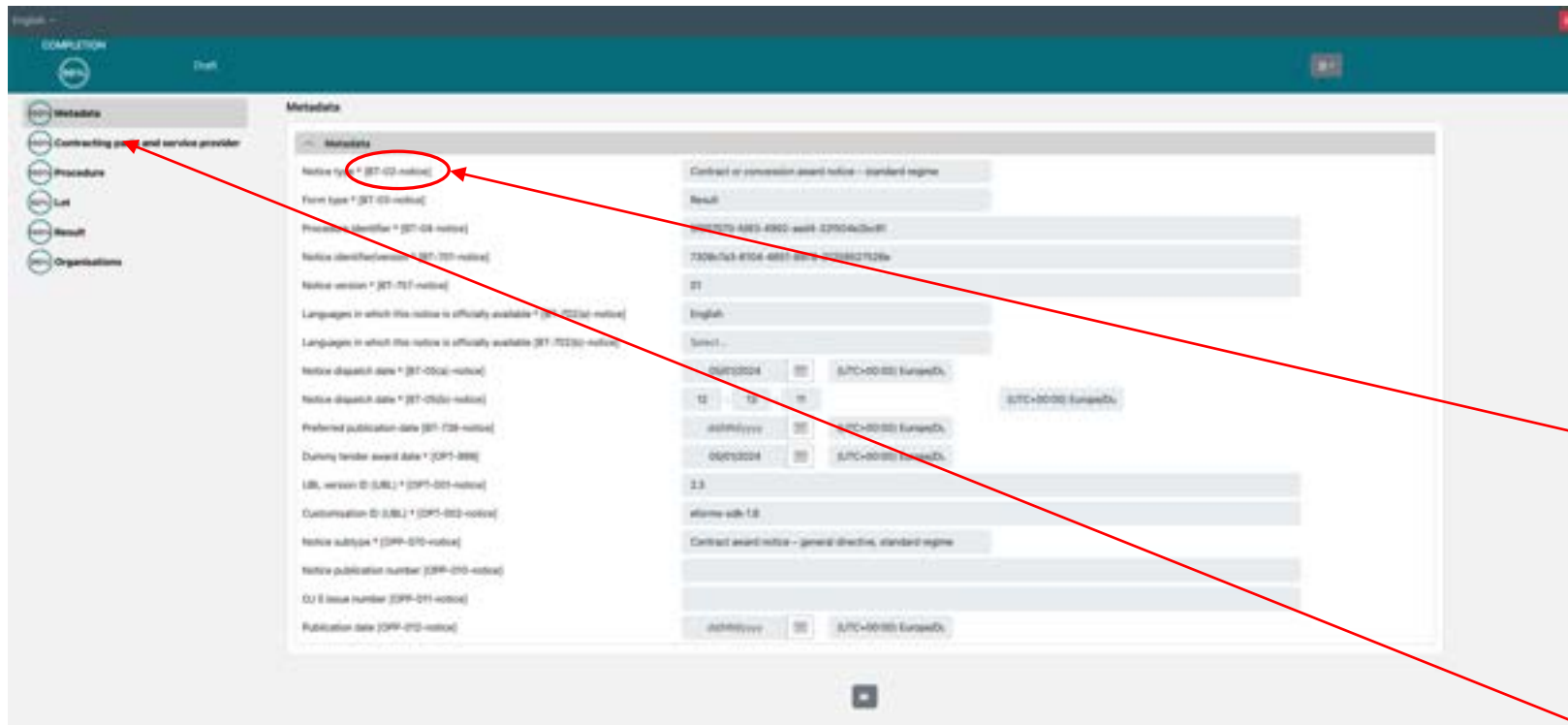
- Select Notice Form -
- Select Notice Form -
- Contract award notice - general directive, standard regime
- National Contract award notice - general directive, standard regime (no TED publication)
- Below Threshold Contract Award Notice (CAN)/ Voluntary result
- National Below Threshold Contract Award Notice (CAN) general (no TED publication)**
- Design contest result notice - general directive, design

CANCEL CREATE

3. Select the type of Contract Award Notice you wish to publish

Note: The options vary depending on what type of CfT you are running. If you are given the choice of more than one type of CAN, be aware that there's specific notice types for CAN's that will not be published on TED/OJEU – they are marked with (No TED publication)

EDIT CONTRACT AWARD NOTICE



Note: There's an identifier for each field
(not always unique)

1. The e-Form opens on the Metadata Page
This should be prepopulated by the system

Note: There's an indicator of how much remains to be completed in each section
(this is not the same as validation)

EDIT CONTRACT AWARD NOTICE

Contracting Party and Service Provider-Section One

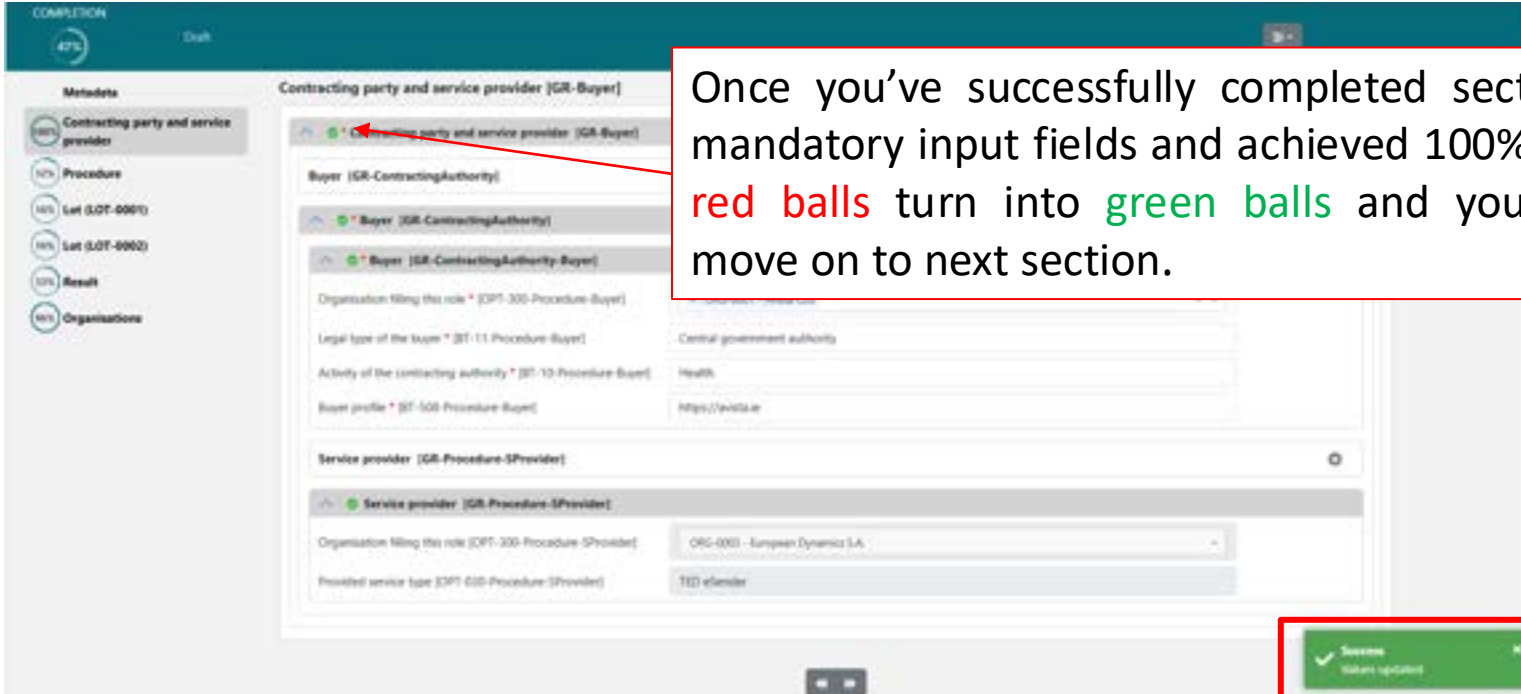
2. The first section is 'Contracting Party and service provider'.

You will need to enter some data here

- Choose the CA's legal type (this e.g. is a Govt. Dept.)
- Choose the CA's primary activity

EDIT CONTRACT AWARD NOTICE

Contracting Party and Service Provider-Section One



COMPLETION 47%

Contracting party and service provider [GR-Buyer]

Buyer [GR-ContractingAuthority]

Service provider [GR-Procedure-SProvider]

Success

Once you've successfully completed section's mandatory input fields and achieved 100%, the red balls turn into green balls and you can move on to next section.

EDIT CONTRACT AWARD NOTICE

Procedure - Section Two

Fill out Mandatory fields and make sure you click into all relevant tabs: (all fields and tabs marked with a red ball)

The screenshot displays the 'EDIT CONTRACT AWARD NOTICE' interface, specifically the 'Procedure' section. The interface is divided into a left-hand navigation menu and a main content area. The navigation menu includes tabs for 'Contracting party and service provider', 'Procedure', 'Lot (LOT 0001)', 'Lot (LOT 0002)', 'Result', and 'Organisations'. The 'Procedure' tab is selected and highlighted with a red box. The main content area is titled 'Procedure [GB: Procedure]' and contains several fields and sections. The following fields and sections are highlighted with red boxes to indicate they are mandatory or require attention:

- 'Purpose [GB: Procedure-Purpose]'
- 'Swearing terms [GB: Procedure-SwearingTerms]'
- 'Scope of the procurement [GB: Procedure-Scope]'
- 'Swearing terms [GB: Procedure-SwearingTerms]' (a sub-section within the main content area)
- 'Scope of the procurement [GB: Procedure-Scope]' (a sub-section within the main content area)
- 'Additional information about place of performance [GB: Procedure-PlaceOfPerformance]'

The interface also shows other sections like 'Previous notice reference [GB: Previous Notice]', 'Legal basis [GB: Procedure-MainLegalBasis]', and 'Other legal basis with an identifier [GB: Procedure-LocalLegalBasisWithID]', each with a dropdown arrow and a red ball icon indicating a mandatory field.

EDIT CONTRACT AWARD NOTICE

Procedure - Section Two: 'Purpose' tab

A lot of mandatory fields are pre-filled such as the Legal Basis field here.

User's should still double check selections

The screenshot shows the 'Purpose' tab of a contract award notice system. The 'Legal basis' field is highlighted with a red box, and a dropdown menu is open showing various legal basis options. The dropdown menu includes the following items:

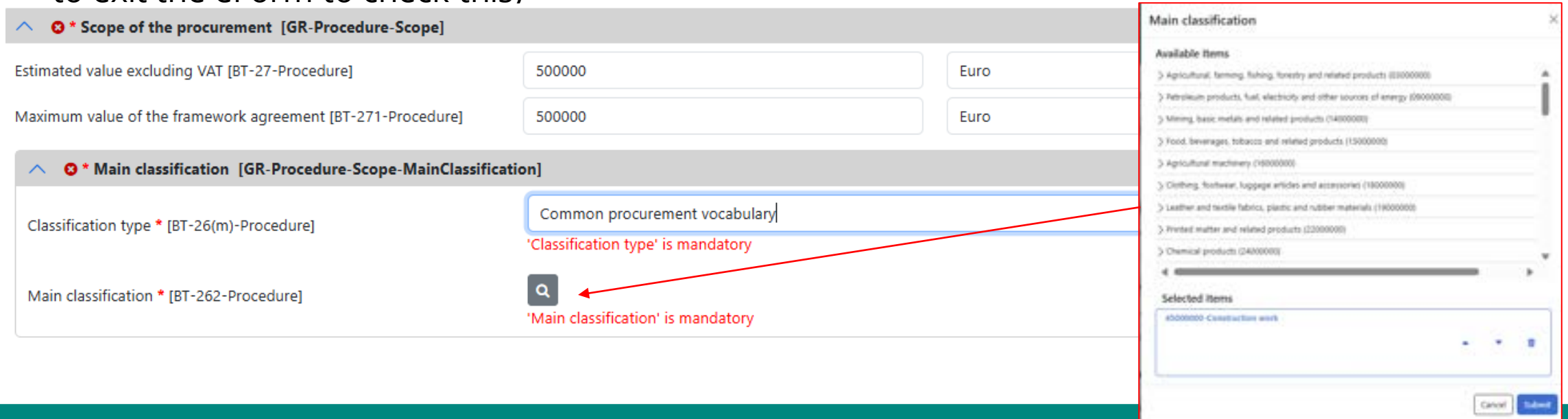
- Directive 2009/81/EC
- Directive 2014/23/EU
- Directive 2014/24/EU
- Directive 2014/25/EU
- Other
- Regulation (EC) No 1370/2007
- Regulation (EC) No 1435/2009
- Regulation (EC) No 2157/2001
- Regulation (EEC) No 2137/85
- Regulation (EU, Euratom) 2018/1046

CREATE CONTRACT AWARD NOTICE

Procedure - Section Two: 'Purpose' tab

You will have to enter your primary CPV code into the 'Main Classification' field. Once that's done, you'll need to select 'Common procurement vocabulary' in the 'Classification type' field.

The CPV Code you select must be the first one listed in the CfT workspace (you may have to exit the eForm to check this)



The screenshot displays the 'Main classification' section of the procurement eForm. The 'Classification type' field is set to 'Common procurement vocabulary', and the 'Main classification' field is empty. A red arrow points from the 'Main classification' field to a dropdown menu titled 'Main classification'. The dropdown menu shows a list of available items, with '45000000 Construction work' selected in the 'Selected items' section. The dropdown menu also includes a search bar and a 'Submit' button.

Scope of the procurement [GR-Procedure-Scope]

Estimated value excluding VAT [BT-27-Procedure] 500000 Euro

Maximum value of the framework agreement [BT-271-Procedure] 500000 Euro

Main classification [GR-Procedure-Scope-MainClassification]

Classification type * [BT-26(m)-Procedure] Common procurement vocabulary
'Classification type' is mandatory

Main classification * [BT-262-Procedure]
'Main classification' is mandatory

Main classification

Available items

- > Agricultural, farming, fishing, forestry and related products (01000000)
- > Petroleum products, fuel, electricity and other sources of energy (09000000)
- > Mining, basic metals and related products (14000000)
- > Food, beverages, tobacco and related products (15000000)
- > Agricultural machinery (19000000)
- > Clothing, footwear, luggage articles and accessories (19000000)
- > Leather and textile fabrics, plastic and rubber materials (19000000)
- > Printed matter and related products (22000000)
- > Chemical products (24000000)

Selected items

45000000 Construction work

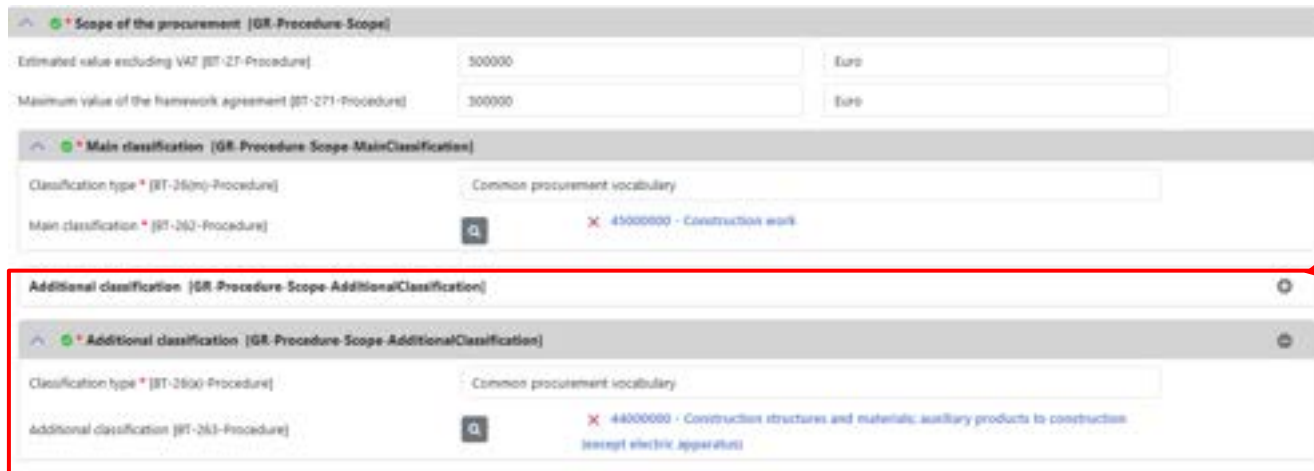
Cancel Submit

EDIT CONTRACT AWARD NOTICE

Procedure - Section Two: 'Purpose' tab

You can only select one Main CPV Code.

But there is opportunity to add additional CPV Codes if desired by adding new 'Additional classification' elements.



Scope of the procurement [GR-Procedure-Scope]

Estimated value excluding VAT [BT-27-Procedure] 300000 Euro

Maximum value of the framework agreement [BT-271-Procedure] 300000 Euro

Main classification [GR-Procedure-Scope-MainClassification]

Classification type * [BT-26(n)-Procedure] Common procurement vocabulary

Main classification * [BT-262-Procedure] 45000000 - Construction work

Additional classification [GR-Procedure-Scope-AdditionalClassification]

Additional classification [GR-Procedure-Scope-AdditionalClassification]

Classification type * [BT-26(n)-Procedure] Common procurement vocabulary

Additional classification [BT-262-Procedure] 44000000 - Construction structures and materials; auxiliary products to construction (except electric apparatus)

You may wish to add additional CPV codes (most tenders have multiple CPV codes)

Remember: to add an element, click the 'plus' to the right of an element.

EDIT CONTRACT AWARD NOTICE

Procedure - Section Two: 'Tendering terms' tab

Continue to fill out Mandatory fields and make your relevant selections:

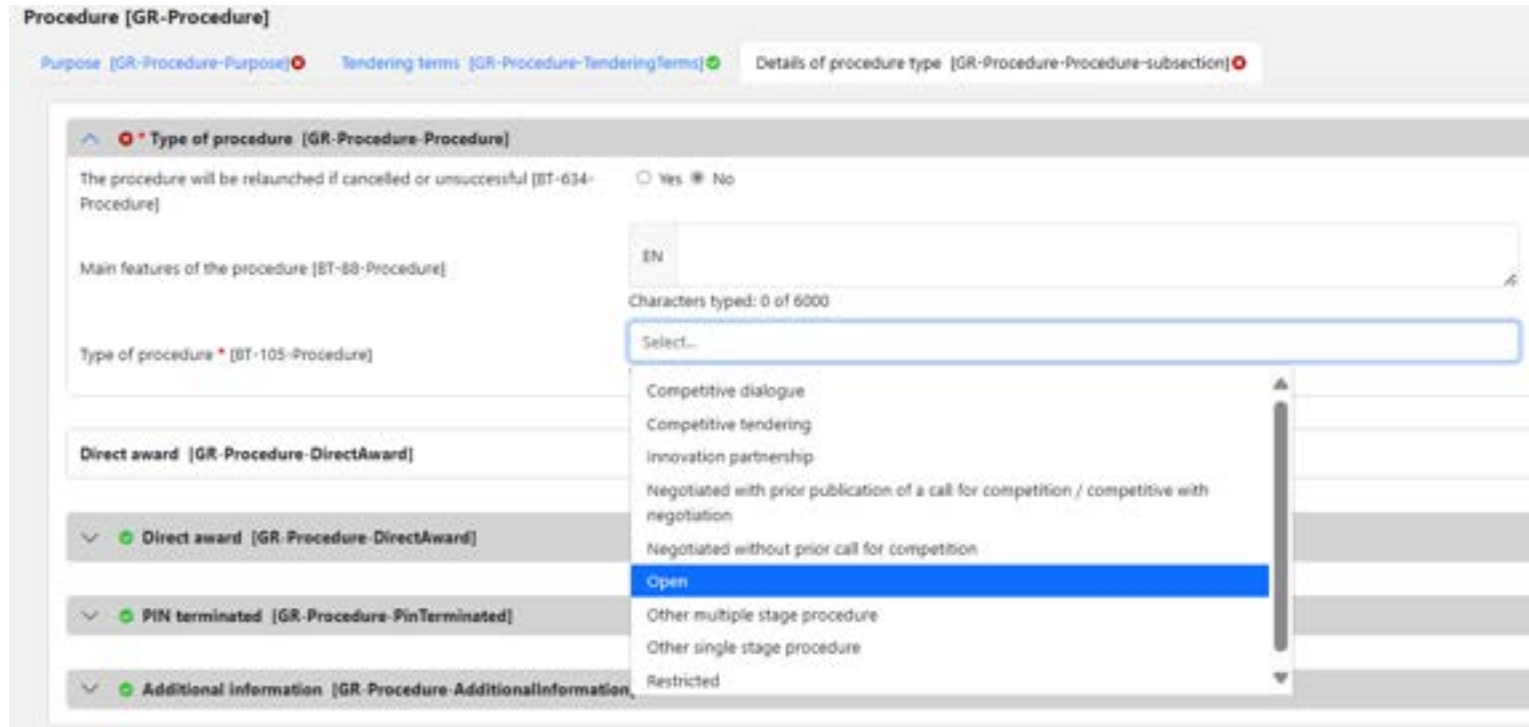
⬆️ * Tendering terms [GR-Procedure-Description]

Internal identifier [BT-22-Procedure]	<input type="text" value="E tender Reference ID"/>
Title * [BT-21-Procedure]	<input type="text" value="EN Title of Tender"/> Characters typed: 15 of 400
Description * [BT-24-Procedure]	<input type="text" value="EN Description of Tender"/> Characters typed: 21 of 6000
Main nature of the contract * [BT-23-Procedure]	<input type="text" value="select..."/> <small>Contract' is mandatory</small>
Additional contract nature [GR-Procedure-Additional-Nature]	<input type="text" value="Services"/> Supplies Works +

EDIT CONTRACT AWARD NOTICE

Procedure - Section Two: 'Procedure' tab

Continue to fill out mandatory fields and make your relevant selections:



Procedure [GR-Procedure]

Purpose [GR-Procedure-Purpose] Tendering terms [GR-Procedure-TenderingTerms] Details of procedure type [GR-Procedure-Procedure-subsection]

Type of procedure [GR-Procedure-Procedure]

The procedure will be relaunched if cancelled or unsuccessful [BT-634-Procedure] Yes No

Main features of the procedure [BT-88-Procedure] EN
Characters typed: 0 of 6000

Type of procedure * [BT-105-Procedure] Select...

- Competitive dialogue
- Competitive tendering
- Innovation partnership
- Negotiated with prior publication of a call for competition / competitive with negotiation
- Negotiated without prior call for competition
- Open
- Other multiple stage procedure
- Other single stage procedure
- Restricted

Direct award [GR-Procedure-DirectAward]

- Direct award [GR-Procedure-DirectAward]
- PIN terminated [GR-Procedure-PinTerminated]
- Additional information [GR-Procedure-AdditionalInformation]

EDIT CONTRACT AWARD NOTICE

Lot - Section Three

Continue to fill out mandatory fields and make your relevant selections:

Note: If your CfT has multiple Lots, you will get a 'Lot' section included in your eForm for each Lot.

Each individual Lot section has the same tabs and elements

The screenshot displays the 'Lot (SR Lot)' section of the eForm. The sidebar menu on the left includes 'Contracting party and service provider', 'Procedure', 'Lot (SR Lot)', 'Award', and 'Organisations'. The 'Lot (SR Lot)' option is selected and highlighted. The main content area shows a list of form fields and tabs, including 'Procedure planning (SR Lot ProcedurePlanning)', 'Description of the lot (SR Lot Description)', 'Scope of the procurement (SR Lot Scope)', 'Type of procurement (SR Lot ProcurementType)', 'Place of performance (SR Lot PlaceOfPerformance)', 'Estimated amount (SR Lot EstimatedAmount)', 'Benefits and options (SR Lot ContractSubstances)', 'Terms of the contract (SR Lot ContractTerms)', 'Dissemination Agreement (SR Lot Dissemination)', 'Use of E2 financing (SR Lot E2Financing)', 'Contracting system (SR Lot ContractingSystem)', 'Information about framework agreement (SR Lot FrameworkAgreement)', and 'Information about framework agreement (SR Lot FrameworkAgreement)'. A red arrow points from the 'Lot (SR Lot)' option in the sidebar to the 'Lot (SR Lot)' section in the main content area.

EDIT CONTRACT AWARD NOTICE

Lot - Section Three : 'Tendering terms' tab

In the 'Tendering terms' tab, you will have to input the details of at least one 'Award Criterion'

.... but you may also decide to add additional elements to capture multiple Award Criteria.

Remember: to add an element, click the 'plus' to the right of an element.

The screenshot shows a software interface for editing a contract award notice. The 'Tendering terms' tab is active, displaying a list of award criteria. The first entry, 'Award criteria [GR-Lot-AwardCriteria]', is highlighted with a red box. To the right of this entry is a small circular icon with a plus sign, which is also highlighted by a red box and a red arrow. Below this entry, there are fields for 'Type * [BT-539-Lot]', 'Description * [BT-540-Lot]', and 'Cost' (with a sub-field for 'EN Cost @10%'). Further down, there are sections for 'Award criteria parameters', 'Weight value criterion', and 'Fixed value criterion', each with their respective input fields.

You may wish to add one or more additional 'Award Criterion' (most tenders have 'Cost' and 'Quality' Award criteria)

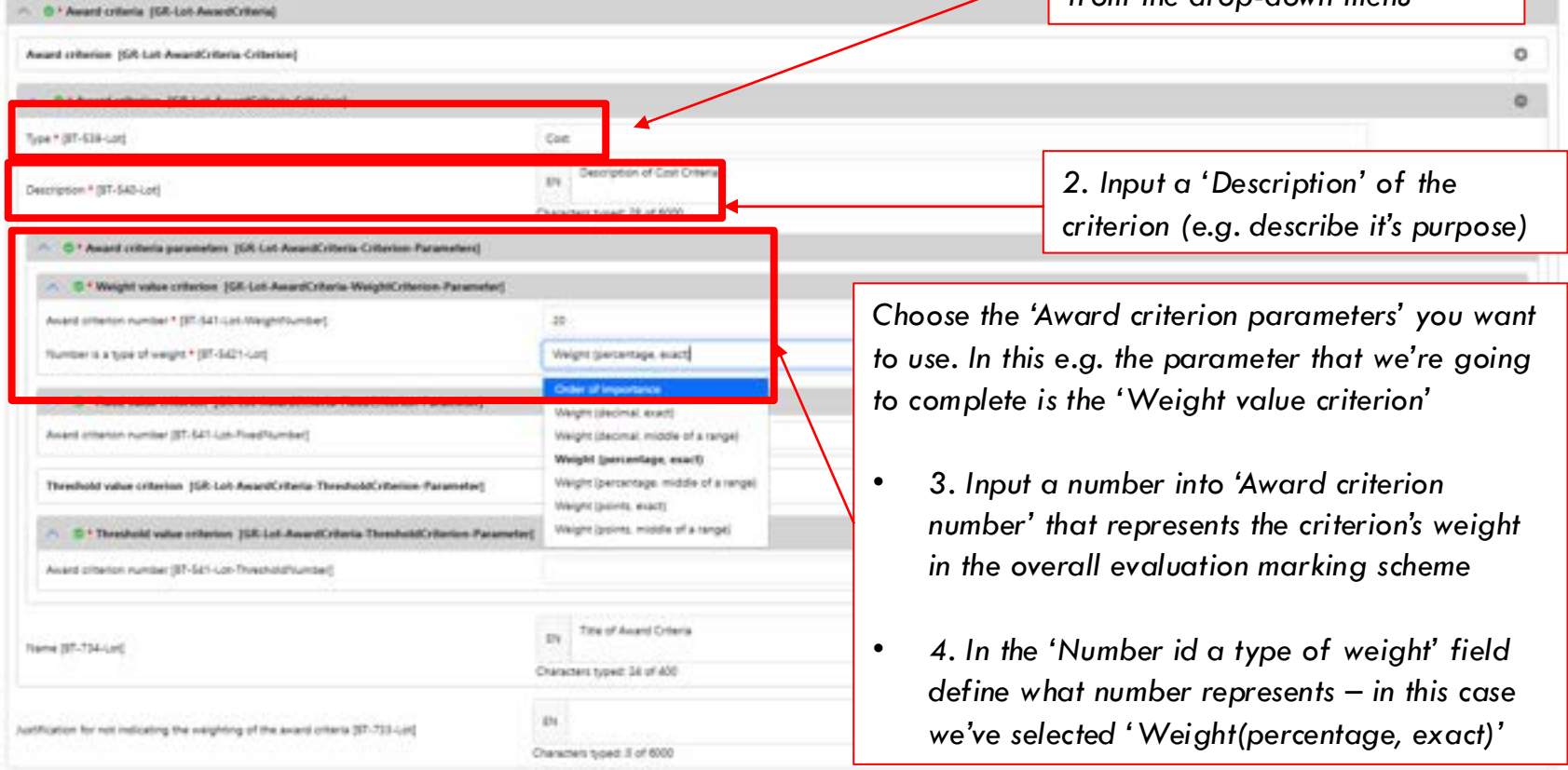
EDIT CONTRACT AWARD NOTICE

Lot - Section Three : 'Tendering terms' tab

Example – inputting an 'Award Criterion'. In this example, we're defining a 'Cost' award criterion that has a weighting of 20% of the overall marks available in the tender evaluation.

We need to complete four mandatory fields.

Note: There are other fields that are initially marked mandatory, but this status changes once we have completed the four fields shown here.



The screenshot shows the 'Award criteria' form with the following fields highlighted in red boxes:

- Step 1:** The 'Type' field (BT-538-Lot) is set to 'Cost'.
- Step 2:** The 'Description' field (BT-540-Lot) contains the text 'Description of Cost Criteria'.
- Step 3:** The 'Award criterion parameters' section is expanded, and the 'Weight value criterion' (BT-541-Lot-WeightNumber) is selected. The 'Number is a type of weight' field (BT-5421-Lot) is set to '20'.

Callouts provide the following instructions:

1. Choose the 'Type' of criterion from the drop-down menu
2. Input a 'Description' of the criterion (e.g. describe it's purpose)
3. Input a number into 'Award criterion number' that represents the criterion's weight in the overall evaluation marking scheme
4. In the 'Number id a type of weight' field define what number represents – in this case we've selected 'Weight(percentage, exact)'

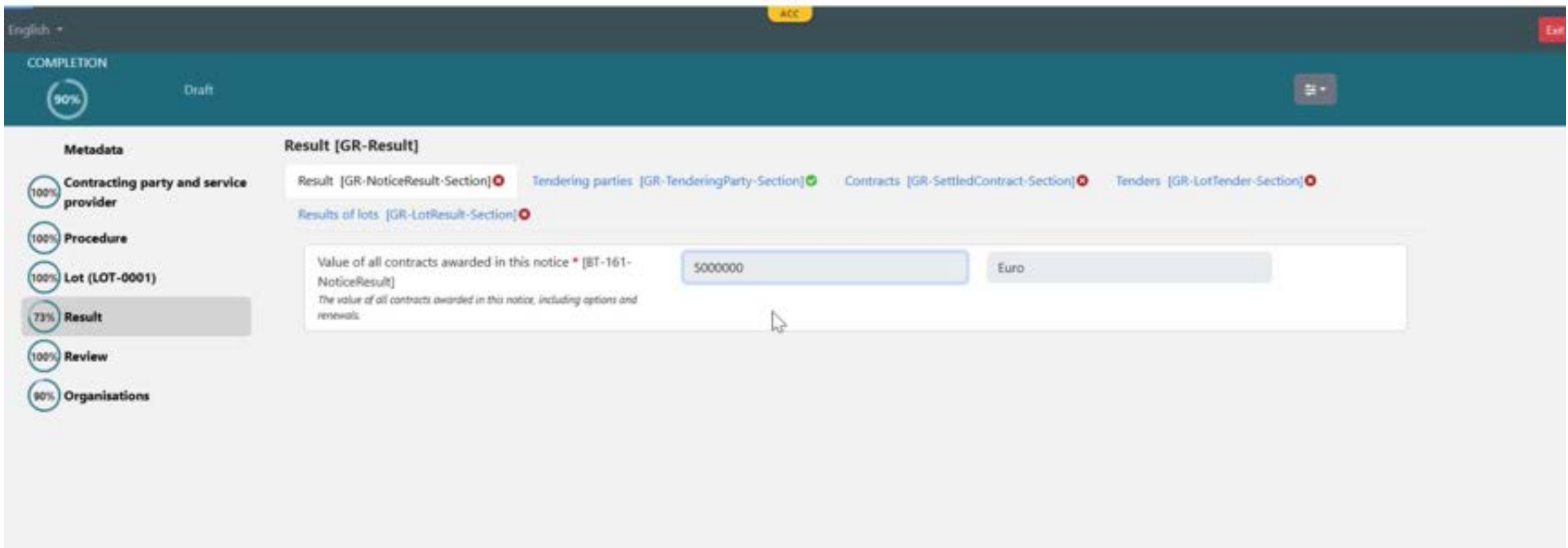
Choose the 'Award criterion parameters' you want to use. In this e.g. the parameter that we're going to complete is the 'Weight value criterion'

- 3. Input a number into 'Award criterion number' that represents the criterion's weight in the overall evaluation marking scheme
- 4. In the 'Number id a type of weight' field define what number represents – in this case we've selected 'Weight(percentage, exact)'

EDIT CONTRACT AWARD NOTICE

Result - Section Four:

There are multiple tabs to complete here



The screenshot displays a web interface for editing a contract award notice. At the top, there is a language dropdown set to 'English' and a yellow 'ACC' badge. Below this is a progress bar showing 'COMPLETION' at 90% and a 'Draft' status. The main content area is divided into a left sidebar and a main panel. The sidebar, titled 'Metadata', lists several sections with their completion percentages: 'Contracting party and service provider' (100%), 'Procedure' (100%), 'Lot (LOT-0001)' (100%), 'Result' (73%), 'Review' (100%), and 'Organisations' (90%). The 'Result' section is currently selected. The main panel, titled 'Result [GR-Result]', contains several sub-sections: 'Result [GR-NoticeResult-Section]' (with a red error icon), 'Tendering parties [GR-TenderingParty-Section]' (with a green checkmark), 'Contracts [GR-SettledContract-Section]' (with a red error icon), 'Tenders [GR-LotTender-Section]' (with a red error icon), and 'Results of lots [GR-LotResult-Section]' (with a red error icon). The 'Results of lots' section is expanded, showing a form for 'Value of all contracts awarded in this notice * [BT-161-NoticeResult]'. The form includes a text input field containing '5000000', a currency dropdown menu set to 'Euro', and a mouse cursor hovering over the input field. The text below the form reads: 'The value of all contracts awarded in this notice, including options and renewals.'

EDIT CONTRACT AWARD NOTICE

Result - Section Four

As usual, fill out Mandatory fields and make sure you click into all relevant tabs: (all fields and tabs marked with a **red ball**)

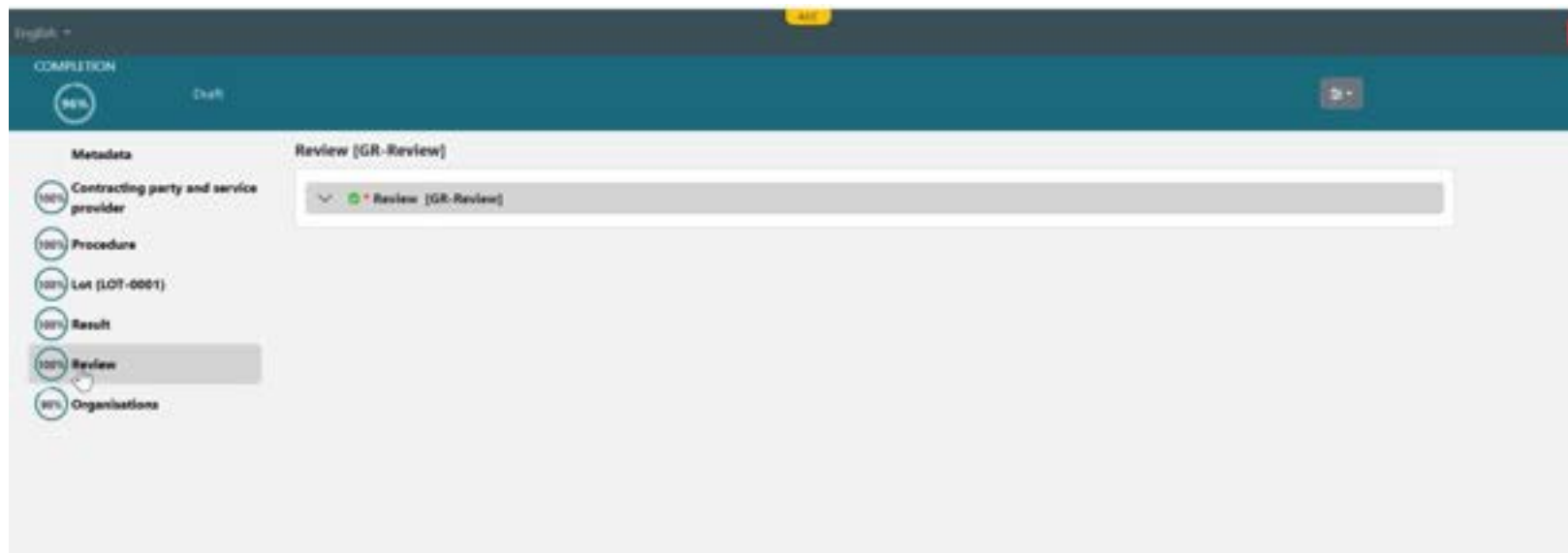
However – it is more effective to complete the tabs in the following order:

1. 'Result' tab – put in the combined value of all contracts awarded.
2. 'Tendering parties' tab – if it is marked with a green ball you can skip. Otherwise complete the mandatory fields
'Organisation filling this role' – you **must** select the tenderer from the dropdown menu. **Do not type in the name of the tenderer manually!** The dropdown menu contains all organisations listed in the 'Organisations' tab.
3. 'Tenders' tab – for each successful tender, put in the value of that tender and indicate if it involves subcontracting.
4. 'Contracts' tab – complete 'Settled Contract' element (there's one for each successful tender):
'Date of conclusion of the contract' field - insert the date the contract was **signed** (not the date the contract ends)
5. 'Result of Lots' tab – complete the 'Received submissions statistics' element
'Type of received submissions' field is typically set to 'Tenderers' or 'Tenderers submitted electronically'
Insert into 'Number of tenders or requests to participate received' the number of tenders received for the Lot.

EDIT CONTRACT AWARD NOTICE

Review - Section Five

This is usually already 100% complete and marked with a **green ball**)



EDIT CONTRACT AWARD NOTICE

Organisations - Section Six

All organisations in the notice are listed here – the Contracting Authority, any successful tenderers, the High Court (where disputes will be settled) and European Dynamics (who implemented etenders).

As usual, fill out Mandatory fields and make sure you click into all relevant tabs: (all fields and and tabs marked with a **red ball**)

- You may need to complete the ‘Registration number’ field – insert a CRO number or VAT number here.
- For the Contracting Authority and the Tenderers, in the ‘Address’ element you will need to complete the ‘Country subdivision (NUTS) field.

Complete this field before completing any other mandatory fields in the ‘Address’ element. Many of these will change status once you’ve entered the NUTS region.

- For the Tenderer, you will also need to complete the ‘Information related exclusively to the economic operator element’

In ‘Size of the economic operator’ select the size of the organisation (based on the EU’s SME definitions and related to its headcount and turnover)

EDIT CONTRACT AWARD NOTICE

Validate and Save E-Form

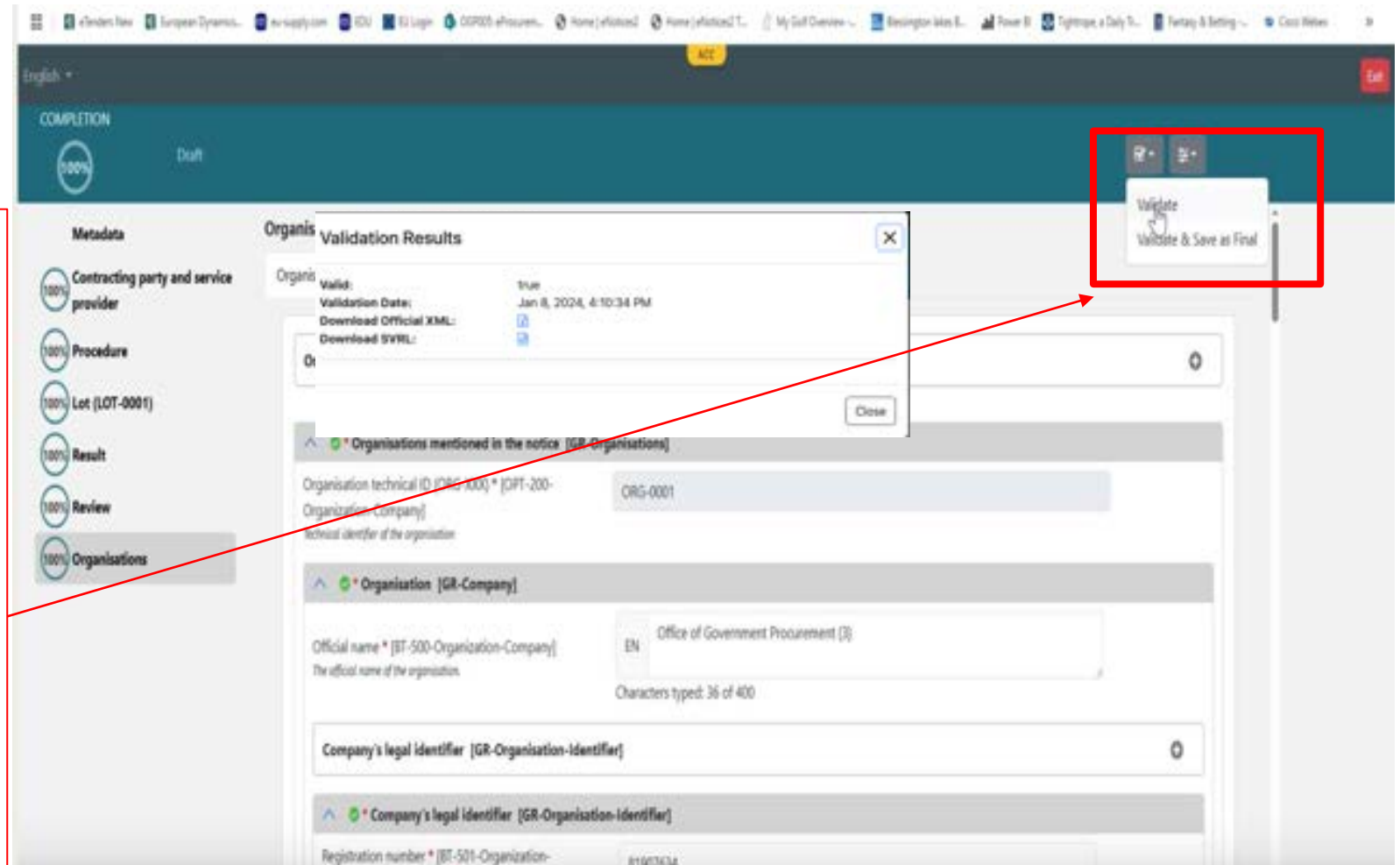
Once you have achieved **100% completion for each section** you can begin the validation process

To Validate go to icon on right side of page and select **Validate**

- If you get Validation errors, these will need to be fixed before you can finalise the form
- Each validation error links back to the field in the form that contains the error – click on the yellow links to view the field

Once Validation is successful, select Validate and Save as Final. Once this is complete, you can click on the red exit button.

- Your form is ready to be published!




The screenshot displays the CMG Training interface for editing a contract award notice. The top navigation bar includes a 'COMPLETION' indicator showing 100% and a 'Draft' status. The left sidebar lists sections: Contracting party and service provider, Procedure, Lot (LOT-0001), Result, Review, and Organisations, all marked as 100% complete. The main content area shows the 'Organisations' section with a 'Validation Results' dialog box. The dialog box indicates that the form is valid and provides the validation date and time. Below the dialog box, the 'Organisations' section is visible, showing fields for 'Organisation technical ID', 'Official name', and 'Company's legal identifier'. A red box highlights the 'Validate' and 'Validate & Save as Final' buttons in the top right corner, with a red arrow pointing from the text in the left sidebar to the 'Validate' button.

PUBLISH CONTRACT AWARD NOTICE

To publish your Final form, simply click on the Publish icon to the right of it

The screenshot shows the 'gov.ie eTenders' interface. The main heading is 'Notice & Tender Documents'. Below this, there is a search bar and a 'Show OT Menu' button. A table lists documents with columns for Type, Date Upd., Lang., Status, Date Pub., and Actions. The third row, 'Contract award notice - general directive, standard regime', has its 'Actions' column highlighted with a red box containing a 'Publish' icon. A red arrow points from the text box on the left to this icon.

Type	Date Upd.	Lang.	Status	Date Pub.	Actions
Contract notice - general directive, standard regime	24/04/2025 04:01:32 PM	EN	Published	27/04/2025 15:00:00 PM	
Contract notice - general directive, standard regime	26/04/2025 01:30:47 PM	EN	Published	28/04/2025 15:00:00 PM	
Contract award notice - general directive, standard regime	30/04/2025 03:31:29 PM	EN	Final		

CREATE CONTRACT AWARD NOTICE

EFORMS is frequently updated:

- Results – Inputting Results is non-intuitive, especially for Stand-Alone CANs that require you to add new elements and fields
- For the most recent updates check out the etenders new section and ...
watch the OGP videos!!!



Part 2: Contract award notices (Standalone)

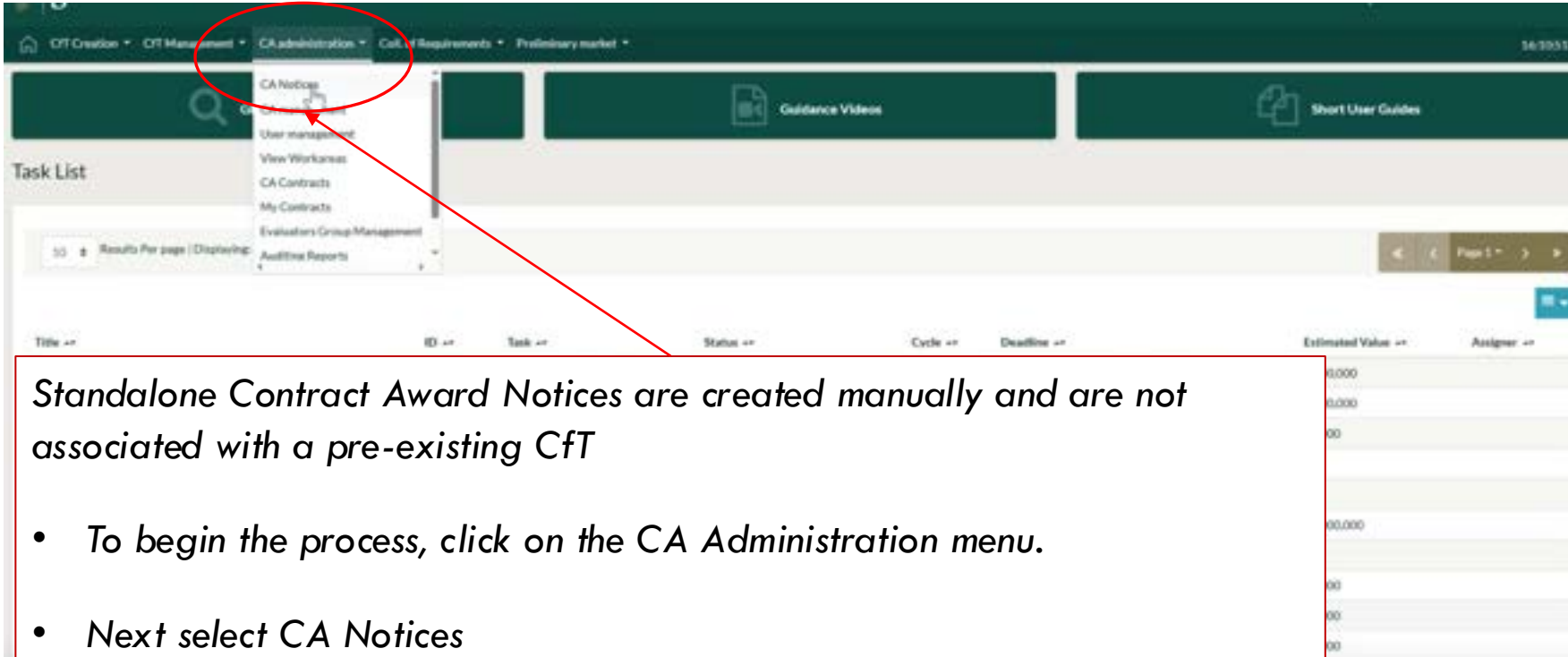
Where the CfT has been managed outside of eTenders

CREATE CONTRACT AWARD NOTICE

Approach to completing a Standalone CAN

- This guide assumes you have read the previous section on completing a Normal CAN (Part 1. Contract award notices (Normal)).
- The structure of a Standalone CAN is the same as the normal CAN we looked at previously. However, you can see from the next slide that we start with less of the form pre-populated. This is because there is no pre-existing CfT to draw information from. i.e. you will need to complete more fields manually.
- As before, fill out Mandatory fields and make sure you click into all relevant tabs: (all fields and and tabs marked with a **red ball**).
- The same approach should be used for elements and fields highlighted in the section on completing a Normal CAN. So we will not repeat that advice here.
- **However, there is a difference to how you complete the 'Results' and 'Organisation' sections of a Standalone CAN. So we shall focus on that in this guide**

STARTING A STANDALONE CONTRACT AWARD NOTICE



The screenshot shows the CMG Training system interface. The top navigation bar includes 'CfT Creation', 'CfT Management', 'CA Administration', 'Call Requirements', and 'Preliminary market'. The 'CA Administration' menu is open, showing options: 'CA Notices', 'User management', 'View Workareas', 'CA Contracts', 'My Contracts', 'Evaluators Group Management', and 'Audit Reports'. A red circle highlights the 'CA Administration' menu, and a red arrow points to the 'CA Notices' option. Below the menu is a 'Task List' section with a table header: 'Title', 'ID', 'Task', 'Status', 'Cycle', 'Deadline', 'Estimated Value', and 'Assigner'. The table contains several rows of data, with 'Estimated Value' values ranging from 0.00 to 60,000.00.

Standalone Contract Award Notices are created manually and are not associated with a pre-existing CfT

- *To begin the process, click on the CA Administration menu.*
- *Next select CA Notices*

CREATE CONTRACT AWARD NOTICE

The screenshot shows the 'Contracting Authority Notices' page with a table of notices. A pop-up window titled 'AVAILABLE NOTICE FORMS' is open, allowing the user to select a notice type and language. The 'Notice Type' dropdown is set to '- Select Notice Form -' and the 'Primary Language' is set to 'EN'. The 'Supported Languages' list includes 'GA' and 'EN'. The 'CREATE' button is highlighted in the pop-up, and the 'CREATE NOTICE (EFORMS)' button is highlighted in the main interface.

1. Click on the 'CREATE NOTICE (EFORMS)' button at the bottom right of the screen

2. In the pop-up window

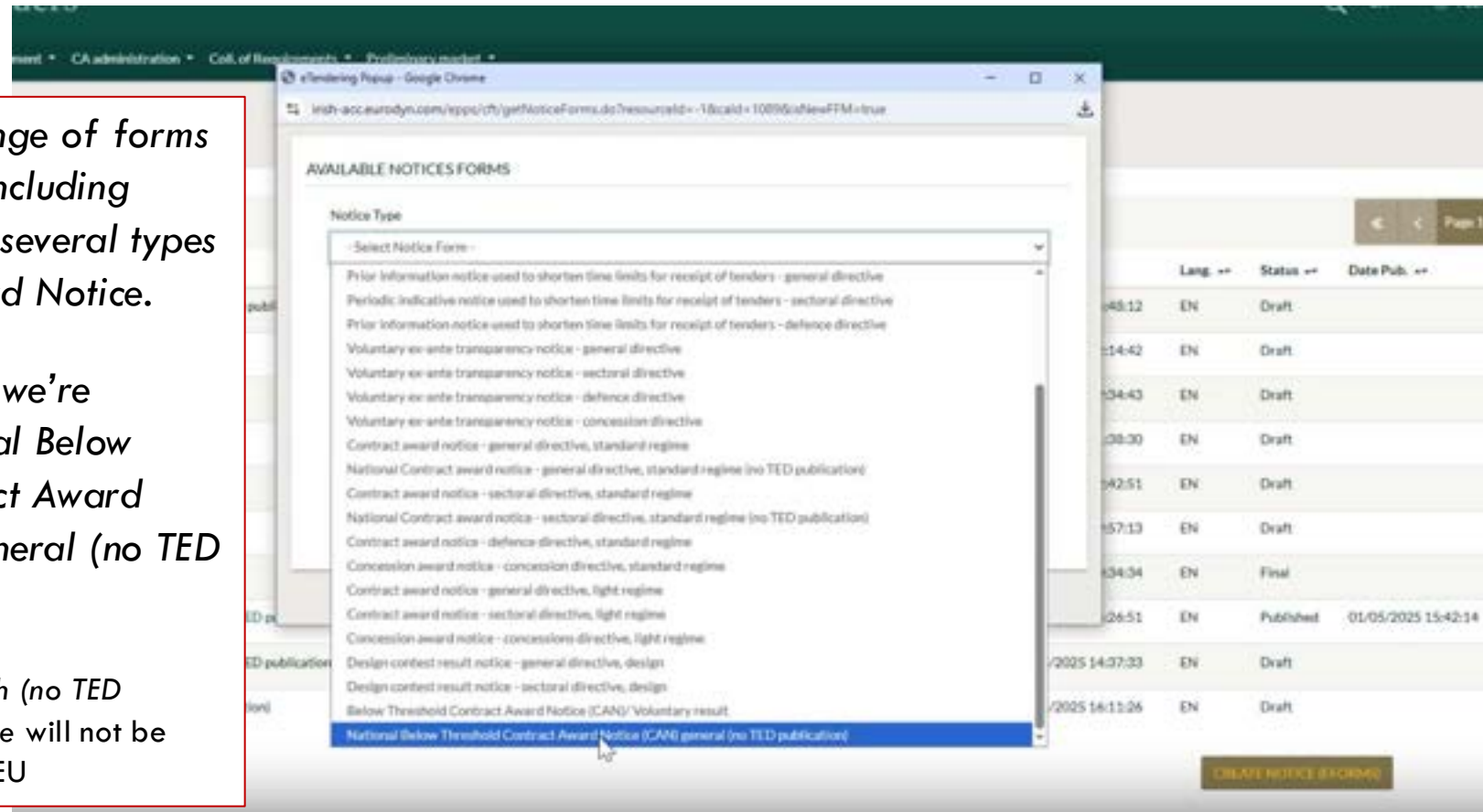
- Choose the Notice Type
- Choose the language – English (EN) or Gaeilge (GA)

CREATE CONTRACT AWARD NOTICE

There's a wide range of forms to choose from, including PINs, VEATS and several types of Contract Award Notice.

For this example, we're choosing 'National Below Threshold Contract Award Notice (CAN) general (no TED publication)'

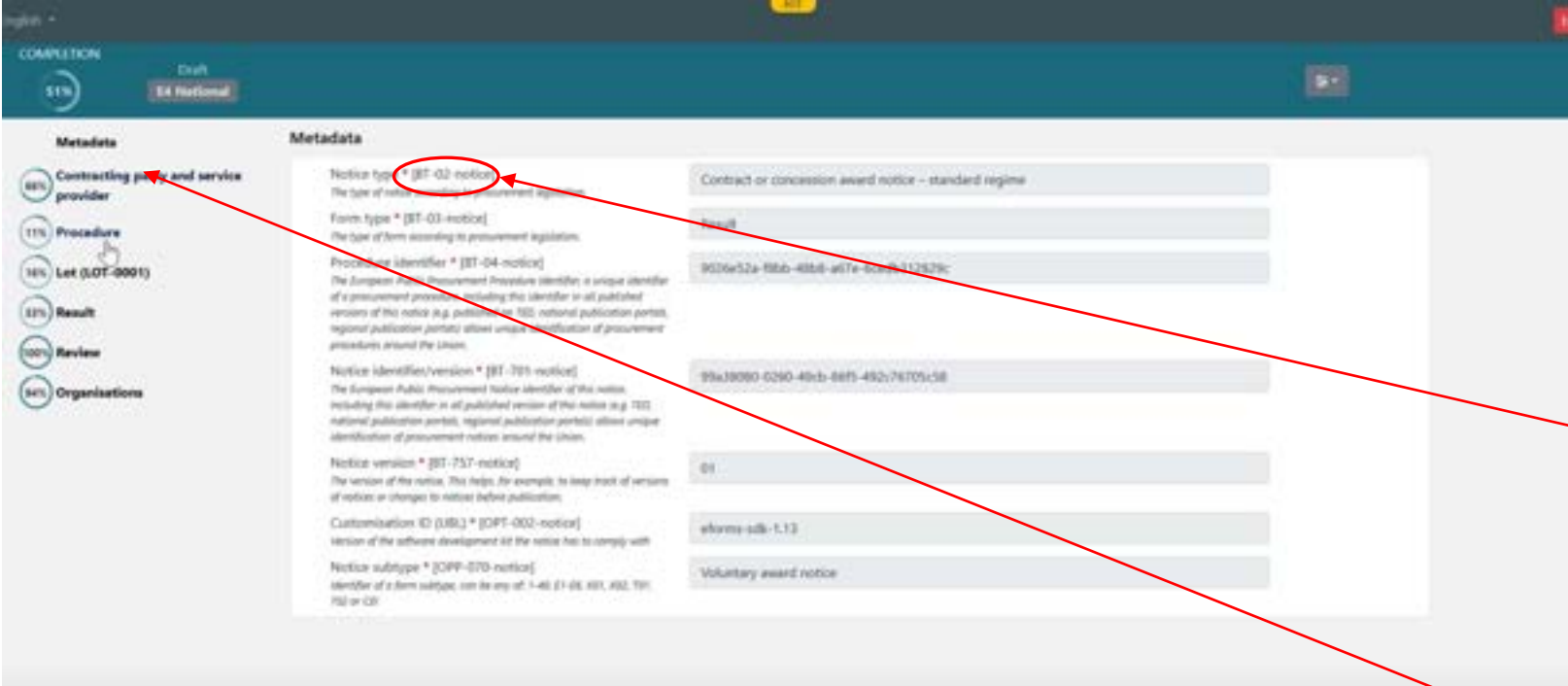
Remember: eForms with (no TED publication) in their title will not be published on TED/OJEU



The screenshot shows a web browser window titled 'eTendering Portal - Google Chrome' with the URL 'ind-acceurodyn.com/epps/ct/getNoticeForms.do?resourceId=-1&caid=10896&isNewFTM=true'. The page displays 'AVAILABLE NOTICES FORMS' with a dropdown menu open. The dropdown list includes various notice types such as 'Prior information notice', 'Voluntary ex-ante transparency notice', and 'Contract award notice'. The option 'National Below Threshold Contract Award Notice (CAN) general (no TED publication)' is highlighted in blue. In the background, a table of notices is visible with columns for 'Lang', 'Status', and 'Date Pub'. A 'CREATE NOTICE EFORM' button is located at the bottom right of the page.

Lang	Status	Date Pub
EN	Draft	
EN	Draft	
EN	Draft	
EN	Draft	
EN	Draft	
EN	Draft	
EN	Final	
EN	Published	01/05/2025 15:42:14
EN	Draft	
EN	Draft	

CREATE CONTRACT AWARD NOTICE



Note: There's an identifier for each field
(not always unique)

1. The e-Form opens on the Metadata Page
This should be prepopulated by the system

Note: There's an indicator of how much remains to be completed in each section
(this is not the same as validation)

CREATE CONTRACT AWARD NOTICE

Complete the first three sections

As per a Normal CAN, complete the first three sections. Fill out Mandatory fields and make sure you click into all relevant tabs: (all fields and tabs marked with a **red ball**) :

1. 'Contracting party and service provider' section.
2. 'Procedure' section.
3. 'Lot' section.

Skip the Result and Review sections

Next, skip past the 'Result' and 'Review' sections and go to the 'Organisation' section.

You need to update the Organisations and add details of the successful tenderer before returning to the Result section.

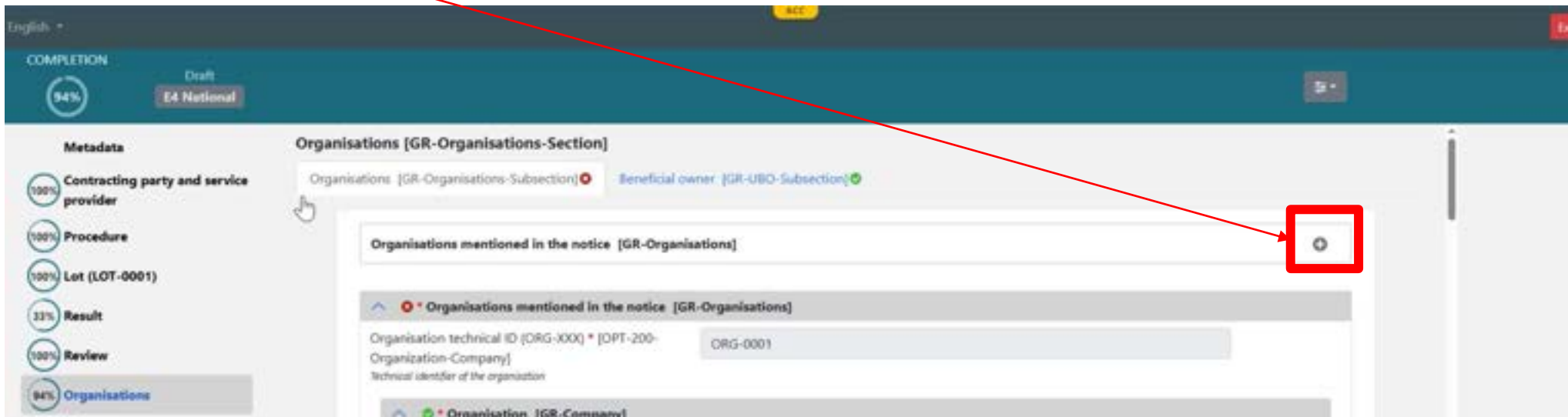
CREATE CONTRACT AWARD NOTICE

Organisation - Section Six:

All organisations in the notice must be listed here – the Contracting Authority, any successful tenderers, the High Court (where disputes will be settled) and European Dynamics (who implemented etenders).

The successful tenderers are missing and need to be added.

Click the 'plus' to the right of 'Organisations mentioned in this notice' to add a new organisation to the bottom of the list of organisations (ORG-0004). Add more organisations for each successful tenderer



The screenshot displays the 'Organisations' section of a contract award notice. The interface includes a 'COMPLETION' bar at the top showing 'Draft' and 'E4 National' with a 94% completion rate. A sidebar on the left lists various sections with their completion percentages: Contracting party and service provider (100%), Procedure (100%), Lot (LOT-0001) (100%), Result (33%), Review (100%), and Organisations (94%). The main content area is titled 'Organisations [GR-Organisations-Section]' and contains a sub-section 'Organisations mentioned in the notice [GR-Organisations]'. A red box highlights a plus sign icon to the right of this sub-section header, and a red arrow points from the text above to this icon. Below the sub-section header, there is a list of organisations, including one with the technical ID 'ORG-0001' and the name 'Organisation-Company'.

CREATE CONTRACT AWARD NOTICE

Organisations - Section Six

Once you've added all successful tenderers, for all organisations fill out Mandatory fields and make sure you click into all relevant tabs: (all fields and tabs marked with a **red ball**)

- You may need to complete the 'Registration number' field – insert a CRO number or VAT number here.
- For the Contracting Authority and the Tenderers, in the 'Address' element you will need to complete the 'Country subdivision (NUTS)' field.

Complete this field before completing any other mandatory fields in the 'Address' element. Many of these will change status once you've entered the NUTS region.

Return to the 'Result' Section.

CREATE CONTRACT AWARD NOTICE

Result – Section Six

- Initially, it looks like most of this section is marked as completed.
- However, this is because the core elements in most tabs are missing.
- You'll also notice that there are only four tabs visible - the 'Result' tab is missing.

We need to fix these issues!!!



The screenshot displays a software interface for creating a contract award notice. At the top, a progress bar indicates 96% completion. Below this, a list of sections is shown with their respective completion percentages: Contracting party and service provider (100%), Procedure (100%), Lot (LOT-0001) (100%), Result (33%), Review (100%), and Organisations (100%). The 'Result' section is currently selected. Within the 'Result' section, four tabs are visible: 'Tendering parties [GR-TenderingParty-Section]' (100%), 'Contracts [GR-SettledContract-Section]' (100%), 'Tenders [GR-LotTender-Section]' (100%), and 'Results of lots [GR-LotResult-Section]' (0%). A mouse cursor is pointing at the 'Results of lots' tab, which is the only one with 0% completion. The 'Results of lots' tab is currently empty, showing only a search bar with the text 'Tendering party [GR-TenderingParty]' and a plus icon.

CREATE CONTRACT AWARD NOTICE

Result - Section Four: Approach to filling in the tabs

As usual, fill out Mandatory fields and make sure you click into all relevant tabs: (all fields and tabs marked with a **red ball**)

Complete the tabs in the following order:

1. 'Tendering parties' tab – add a new 'Tendering party' element by clicking the 'plus'. In the 'Tendering party' field, type in the name of the successful tenderer. In the 'Leader of the tendering party' field select 'Yes' if it is the prime contractor in a consortium bid and 'No' otherwise.

This tab should now go green. We will move on and return to it later.

2. 'Result of Lots' tab – Go to the 'Lot result identifiers' element, and for the 'Lot result identifier' field select the appropriate Lot from the drop-down menu.

This tab should now go green. We will move on and return to it later. You should now be able to see the 'Result' tab.

3. 'Result' tab – put in the combined value of all contracts awarded.

CREATE CONTRACT AWARD NOTICE

Result - Section Four: Approach to filling in the tabs (continued)

4. 'Tenders' tab – add a new 'Submitted tender' element by clicking the 'plus'.

In the 'Tender' element, go to the 'Tender Identifier' field and type an identifier for the tender (choose any name you like)

In the 'Tender Identifiers ' element, go to 'Identifier of lot or group of lots' field and select the lot from the dropdown menu and in the 'Tendering party' field select the tender from the dropdown menu (do not type the name here)

5. 'Tendering parties' tab – Return to this tab.

'Organisation filling this role' – you **must** select the tenderer from the dropdown menu. **Do not type in the name of the tenderer manually!** The dropdown menu contains all organisations listed in the 'Organisations' tab.

CREATE CONTRACT AWARD NOTICE

Result - Section Four: Approach to filling in the tabs (continued)

6. 'Contracts' tab – add a new 'Settled Contract' element by clicking the 'plus'

In 'Identifier of the Contract', type in a name for the contract.

In the 'Contract' element, add a new 'Tender leading to the Contract' element by clicking on the 'plus' and in the 'Contract tender identifier' select the tender from the drop down menu. **Do not type in the name of the tenderer manually!**

Scroll back up to the 'Date of conclusion of the contract' field - insert the date the contract was **signed** (not the date the contract ends)

7. 'Result of Lots' tab – in the 'Lot result identifiers element', select the tender and contract from drop down menus. You'll also need to complete the 'Received submissions statistics' element:

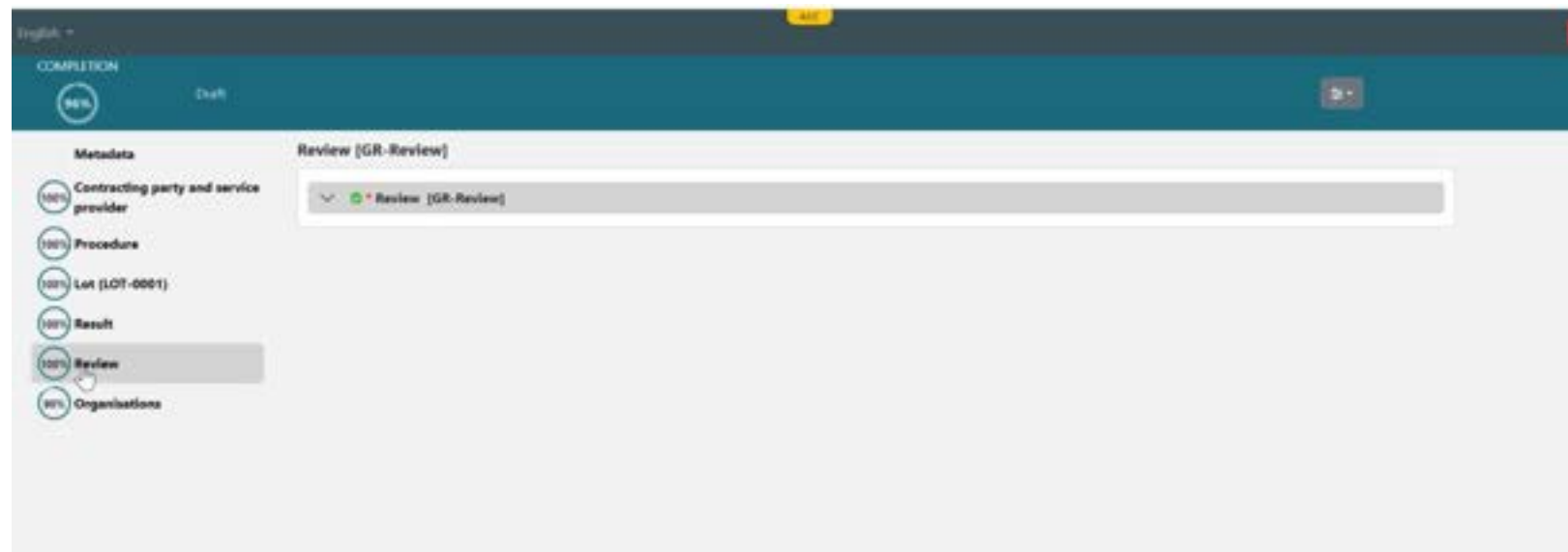
'Type of received submissions' field is typically set to 'Tenderers' or 'Tenderers submitted electronically'

Insert into 'Number of tenders or requests to participate received' the number of tenders received for the Lot.

CREATE CONTRACT AWARD NOTICE

Review - Section Five

This is usually already 100% complete and marked with a **green ball**)



CREATE CONTRACT AWARD NOTICE

Organisations - Section Six

One more time, you need to return to the Organisations section

- For the Tenderer, you will also need to complete the 'Information related exclusively to the economic operator element'

In 'Size of the economic operator' select the size of the organisation (based on the EU's SME definitions and related to its headcount and turnover)

The Contract Award Notice should now be 100% complete.

CREATE CONTRACT AWARD NOTICE

Validate and Save E-Form

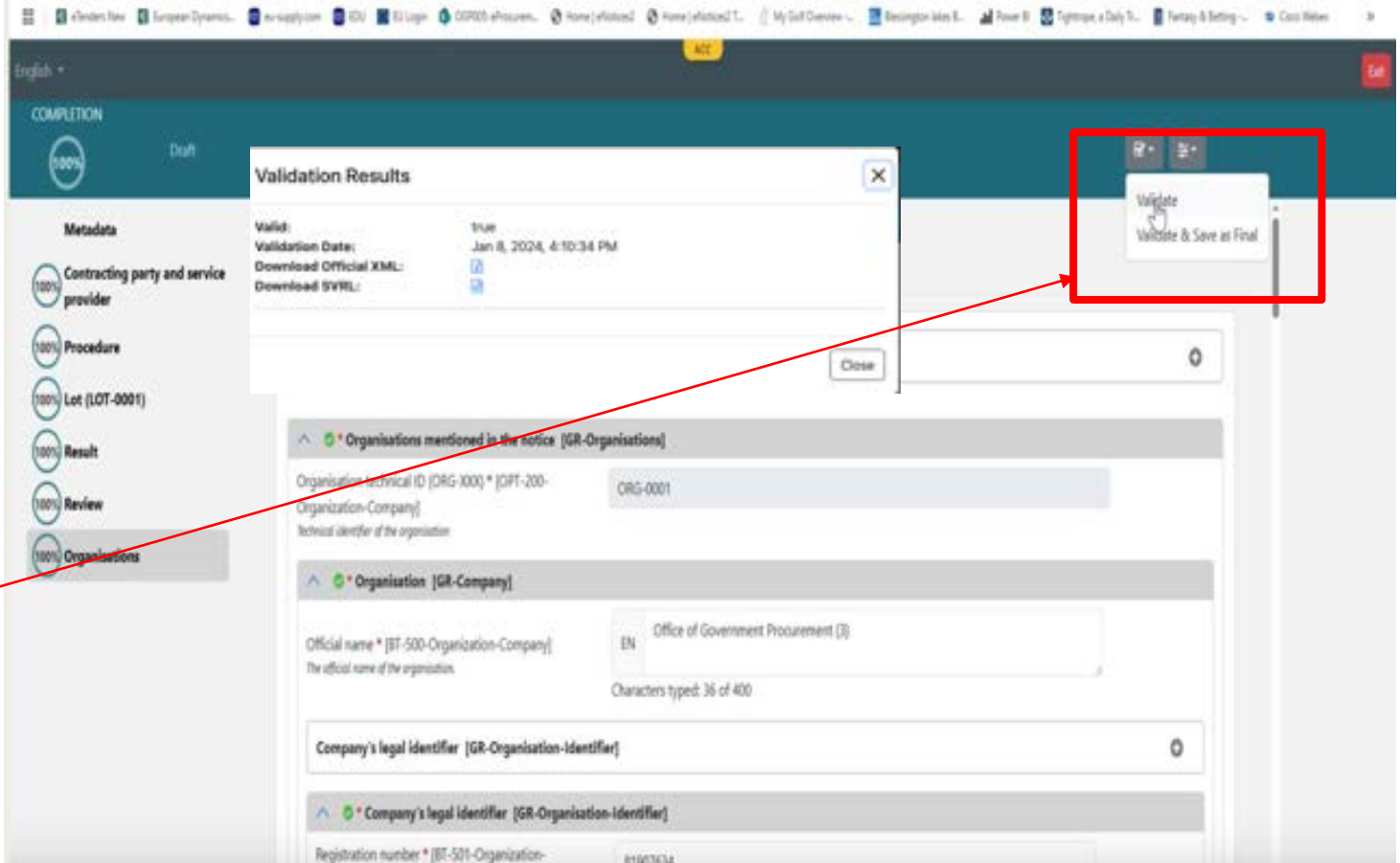
Once you have achieved **100% completion for each section** you can begin the validation process

To Validate go to icon on right side of page and select **Validate**

- If you get Validation errors, these will need to be fixed before you can finalise the form
- Each validation error links back to the field in the form that contains the error – click on the yellow links to view the field

Once Validation is successful, select **Validate and Save as Final**. Once this is complete, you can click on the red exit button.

- Your form is ready to be published!



The screenshot displays the 'Validation Results' dialog box with the following information:

- Valid: true
- Validation Date: Jan 8, 2024, 4:10:34 PM
- Download Official XML: [Link]
- Download SWML: [Link]

The main form shows a 'COMPLETION' status of 100% and a 'Draft' label. The form is divided into sections, each with a 100% completion indicator:

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

The 'Organisations' section is expanded, showing the following details:

- Organisations mentioned in the notice [GR-Organisations]**
- Organisation-technical ID [ORG-XXX] * [OPT-200-Organization-Company] ORG-0001
- Technical identifier of the organisation
- Organization [GR-Company]**
- Official name * [BT-500-Organization-Company] EN Office of Government Procurement [3]
- The official name of the organisation
- Characters typed: 36 of 400
- Company's legal identifier [GR-Organisation-Identifier]
- Company's legal identifier [GR-Organisation-Identifier]**
- Registration number * [BT-501-Organization-] 01907634

PUBLISH CONTRACT AWARD NOTICE

To publish your Final form, simply click on the Publish icon to the right of it

gov.ie eTenders

EN + Paul Kenna, CMPC

15:29:55 IST


OT Creation • OT Management • CA Administration • Call of Requirements • Preliminary market

Notice & Tender Documents

CT: CFT FOR THE PROVISION OF OFFICE FURNITURE FOR THE OGP (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR [Show OT Menu](#)

Notice [Tender Documents](#)

10 Results Per page | Displaying all 3 notices.

Type	Date Upd.	Lang.	Status	Date Pub.	Actions
Contract notice - general directive, standard regime	24/04/2025 04:01:32 PM	EN	Published	27/04/2025 15:00:00 PM	
Contract notice - general directive, standard regime	26/04/2025 01:30:47 PM	EN	Published	28/04/2025 15:00:00 PM	
Contract award notice - general directive, standard regime	30/04/2025 03:31:29 PM	EN	Final		

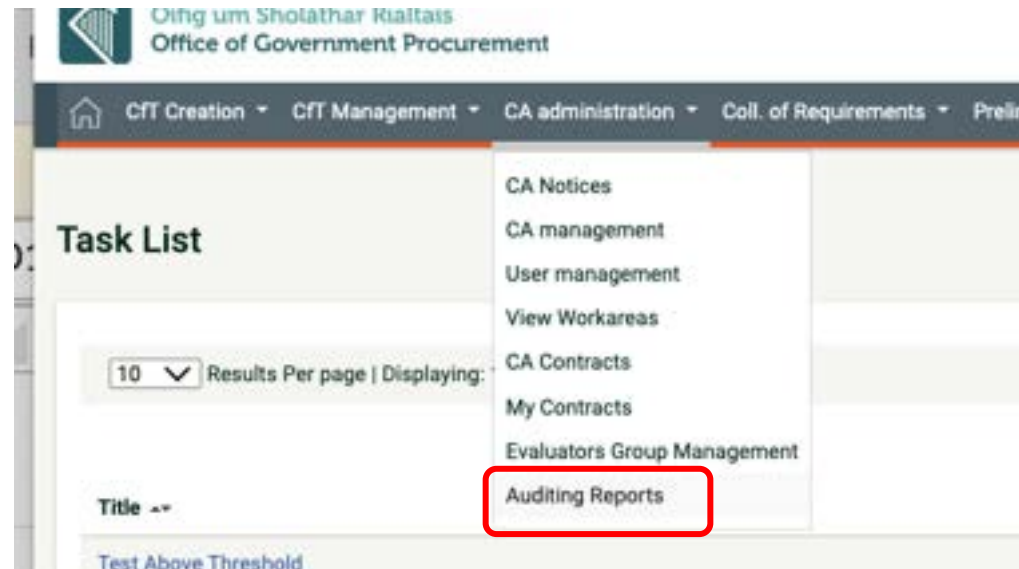
[Create Notice Settings](#)



Auditing Reports

AUDITING REPORTS

- The Auditing Reports functionality allows the CAPC and CAPCA users to view activity information for all CfTs that have been created by the CA.
- To do this, CAPC and CAPCA users click on the “Auditing Reports” option in the CA Administration menu.



AUDITING REPORTS

The screenshot shows the 'Auditing Reports' interface. It features several search filters on the left side, each with a search icon on the right. Red arrows point from a text box on the right to these filters: 'From Date (DDMMYYYY)', 'To Date (DDMMYYYY)', 'Username', 'EO Type of activity', and 'Search EO'. At the bottom right of the filter area, there is a 'View' button. The footer contains links for 'Latest CPD', 'Public procurement legislation', 'Inspection self-auditing', 'Resources', 'Calendar', 'Electronic public procurement', 'Index', 'Account info', 'FAQ', and 'Logbook of Providers', along with 'Help', 'About', and 'Contact us'.

CAPC and CAPCA users can specify the range of the results by defining the relevant Date period, Username, EO Type of activity or Call for Tender.

Use the Search tool to select parameters

Click "View to run the report"

AUDITING REPORTS

Note: The “Export results as CSV” option is not available for audit results exceeding 10,000 entries!

- The report is generated as a series of lines of text. However you can export it into CSV format by clicking on the “Export results as CSV” button. CSV files can be opened in tools like MS Excel.

User - Logout	buykask	Ministry of transportation	17/02/2023 10:21:29		Not Available	Not Available	buykask-wyikAkiU1B2BY5/WH98WKQ==	Not Available	Not Available
Syst - Session expired	buykask	Ministry of transportation	17/02/2023 10:21:29		Not Available	Not Available	buykask-wyikAkiU1B2BY5/WH98WKQ==	Not Available	Not Available
User - Login success	buykask	Ministry of transportation	17/02/2023 15:01:40		Not Available	Not Available	buykask-aGWb4ynhDrPm8B3eDJ2vag==	Not Available	Not Available
Candidate Evaluator - Accept Code Of Conduct	buykask	Ministry of transportation	17/02/2023 15:02:00	Procurement of pc cft	113, PO/ES	Not Available	Not Available	Not Available	Not Available
User - Logout	buykask	Ministry of transportation	17/02/2023 15:02:11		Not Available	Not Available	buykask-aGWb4ynhDrPm8B3eDJ2vag==	Not Available	Not Available

EXPORT RESULTS AS CSV

A large, faint watermark of the CMG logo is centered in the background. It consists of a circular maze-like pattern with the letters 'CMG' in the center.

4. QUOTES, LOWER-VALUE SPEND & BEST PRACTICE

SIMPLIFIED PROCEDURE (QUOTES)

On eTenders, the Simplified Procedure (also known as the Request for Quote process) is used by public bodies to efficiently secure direct quotations from a limited number of suppliers for lower-value contracts that fall below national and EU public tendering thresholds.

- Goods and Services: Generally used for requirements valued above €5,000 up to €50,000. Buyers typically invite seek a minimum of 3 quotes. Where the services are Construction-related services (consultancy etc.), the minimum number of quotes sought is 5.
- Works (Construction): Used for minor works requirements valued between €5,000 and €200,000. Buyers typically seek a minimum of 5 quotes.

SIMPLIFIED PROCEDURE (QUOTES)

CFT Creation - OT Management - CA administration - Call of Requirements - Preliminary market consultations

CFT: DESIGN AND PRINT FOR [REDACTED] (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED

EXPORT CFT INFORMATION

TENDER SUBMISSION DEADLINE IN (DAYS/HOURS)	11/2
NAME OF CONTRACTING AUTHORITY	[REDACTED]
PUBLISH ON BEHALF OF	[REDACTED]
STATUS	Tender Submission
NUMBER OF TENDERS SUBMITTED	1
TITLE	Design and Print for [REDACTED]
CFT CA (UNIQUE ID)	NG25230429
EVALUATION MECHANISM	Best Price-Quality Ratio
DESCRIPTION	Design and Print for [REDACTED]
PROCUREMENT TYPE	Services
CPC CATEGORY	Printing, printing services on a fee or contract basis
DIRECTIVE	(None)
PROCEDURE	Simplified
CPI CODES	7962200-Graphic design services 22458000-Bespoke printed matter 22100000-Printed books, brochures and leaflets
CONTACT POINT	[REDACTED]
AWARDS PER ITEM	No
INCLUSION OF E-AUCTIONS	No
NUTS CODES	SE
ESTIMATED VALUE (EUR)	1
INTERNAL ESTIMATED VALUE (EUR)	1
ABOVE OR BELOW THRESHOLD	Below
TIME LIMIT FOR RECEIPT OF TENDERS OR REQUESTS TO PARTICIPATE	14/01/2023 12:00
DEADLINE FOR DISPATCHING INVITATIONS	
END OF CLARIFICATION PERIOD	05/01/2023 12:00
UPLOAD OF DOCUMENTS WITHIN THE CLARIFICATIONS	No

You create a Simplified Procedure in the normal way. Go to the 'CFT Creation menu and select 'Create New Cft'.

Next, when configuring the Cft workspace:

- Set Directive to 'None'
- Set Procedure to 'Simplified'

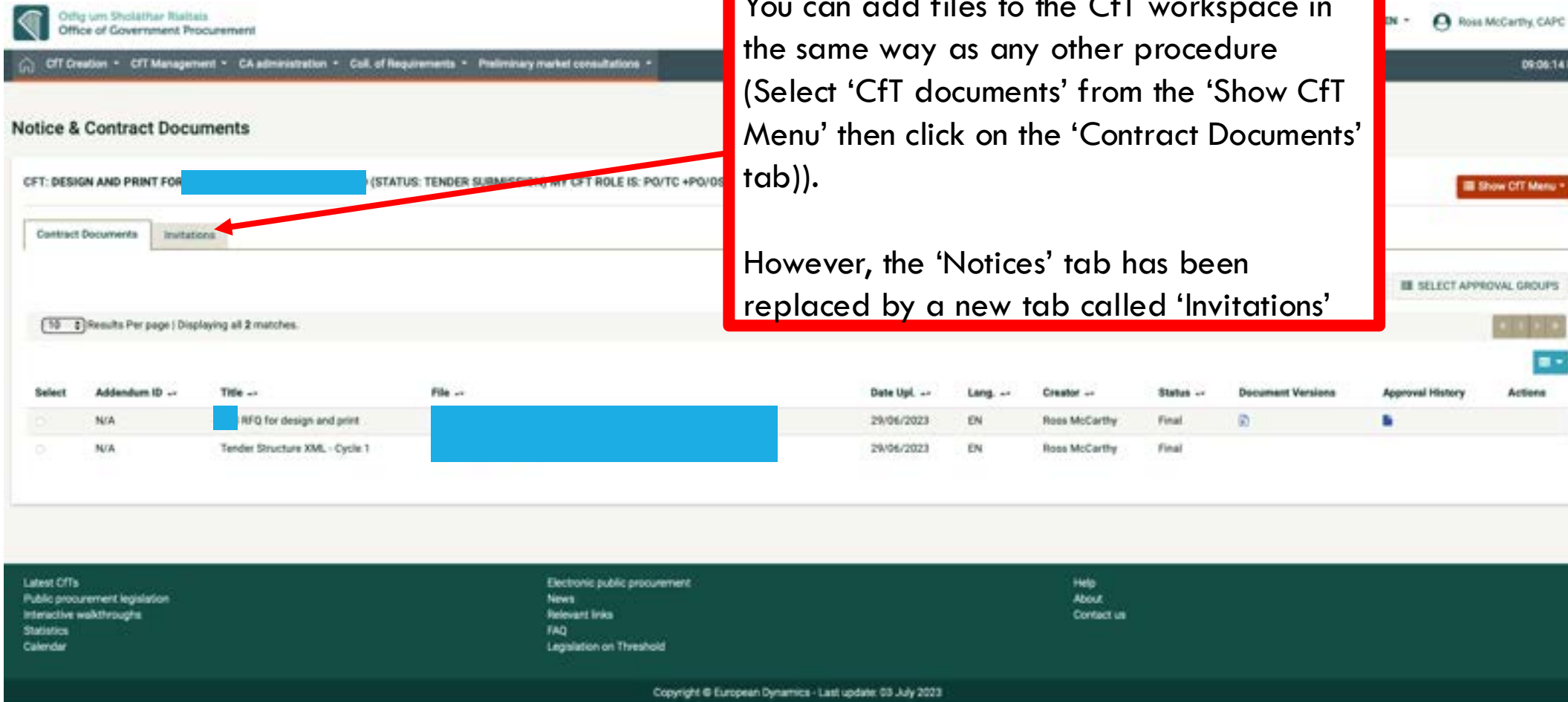
SIMPLIFIED PROCEDURE (QUOTES)

TENDERS OPENING DATE:	16/07/2023 12:30
ALLOW LATE TENDERS:	No
ALLOW SUPPLIERS TO MAKE AN ONLINE EXPRESSION OF INTEREST:	No
CONTRACT AWARDED IN LOTS:	No
CONTRACT DURATION IN MONTHS OR YEARS, EXCLUDING EXTENSIONS:	12 months
VALIDITY OF TENDER IN DAYS OR MONTHS:	8 months
EU FUNDING:	No
MULTIPLE TENDERS WILL BE ACCEPTED:	No
DATE OF PUBLICATION/NOTIFICATION:	25/06/2023 18:41
TED LINKS FOR PUBLISHED NOTICES:	
DATE OF AWARDS:	
LANGUAGE OF PUBLICATION:	EN
NUMBER OF OPENSES:	One

Many of the parameters used for other procedure types are also used for the Simplified Procedure.

However, some options are not available, such as 'Allow Suppliers to make an online Expression of interest'

SIMPLIFIED PROCEDURE (QUOTES)



Office of Government Procurement

CFT Creation - CFT Management - CA administration - CoL of Requirements - Preliminary market consultations

Notice & Contract Documents

CFT: DESIGN AND PRINT FOR [REDACTED] (STATUS: TENDER SUBMISSION MY CFT ROLE IS: PQ/TC +PQ/OS)

Contract Documents **Invitations**

Show CFT Menu

SELECT APPROVAL GROUPS

Results Per page | Displaying all 2 matches.

Select	Addendum ID	Title	File	Date Upd.	Lang.	Creator	Status	Document Versions	Approval History	Actions
<input type="checkbox"/>	N/A	RFQ for design and print	[REDACTED]	29/06/2023	EN	Ross McCarthy	Final			
<input type="checkbox"/>	N/A	Tender Structure XML - Cycle 1	[REDACTED]	29/06/2023	EN	Ross McCarthy	Final			

Latest CFTs
Public procurement legislation
Interactive walkthroughs
Statistics
Calendar

Electronic public procurement
News
Relevant links
FAQ
Legislation on Threshold


Help
About
Contact us

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You can add files to the Cft workspace in the same way as any other procedure (Select 'Cft documents' from the 'Show Cft Menu' then click on the 'Contract Documents' tab)).

However, the 'Notices' tab has been replaced by a new tab called 'Invitations'

SIMPLIFIED PROCEDURE (QUOTES)



The screenshot displays the OGP system interface. At the top, the header includes the OGP logo and name, a search bar, and the user name 'Ross McCarthy, CAPC'. Below the header, a navigation bar shows the current path: 'CFT Creation > CFT Management > CA administration > CoS. of Requirements > Preliminary market consultations'. The main content area is titled 'Notice & Contract Documents' and shows details for a CFT: 'CFT: DESIGN AND PRINT FOR [REDACTED] (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED'. There are tabs for 'Contract Documents' and 'Invitations'. The 'Invitations' tab is active, showing a list of invitations. The first invitation is '1. INVITATION TO TENDER FOR: DESIGN AND PRINT FOR [REDACTED]'. The details for this invitation are as follows:

INVITATION SUBJECT:	Invitation to tender for: Design and Print for [REDACTED]
INVITATION BODY:	Dear Tenderer, [REDACTED] is inviting you to submit a proposal for a [REDACTED]. All details are contained in the tender documents. You must express interest to access the documents. Kind regards, [REDACTED]
INVITED ECONOMIC OPERATORS:	[REDACTED]
DEADLINE FOR TENDER SUBMISSION:	Fri Jul 14 12:00:00 IST 2023
REQUEST FOR CLARIFICATION:	Fri Jul 07 12:00:00 IST 2023

There is an 'EDIT INVITATION' button visible on the right side of the invitation details.

Because a Simplified Procedure can only be accessed by Suppliers specifically invited to submit a tender by the Contracting Authority, eForms are not used.

Instead, the CA user creates an invitation – a short message inviting the recipient to submit a tender. It contains key deadlines, and one file can be attached. The message will be sent to registered Economic Operators (Suppliers) selected by the CA user.

Once you send the invitation, the invited Suppliers can view the Cft and submit tenders.

A large, faint watermark of the CMG logo is centered in the background. It consists of a circular maze-like pattern with the letters 'CMG' in the center.

5. EU PUBLICATION OBLIGATIONS — WHAT IRISH AUTHORITIES MUST KNOW

WHEN EU-LEVEL PUBLICATION IS REQUIRED

- EU-level publication is required where the estimated value of the contract equals or exceeds the applicable EU procurement threshold.
- Revised EU Procurement Thresholds applicable from 1 January 2026
- For Irish contracting authorities, this means the competition must be advertised through the OJEU / TED publication route, using the relevant EU notice type.
- The estimated value should be calculated before the procurement starts and should include the full potential value of the contract, including renewals, extensions, options and lots where relevant.
- For lower-value competitions, publication may still be required on eTenders under national rules, even where EU publication is not required.

EFORMS COMPLETION

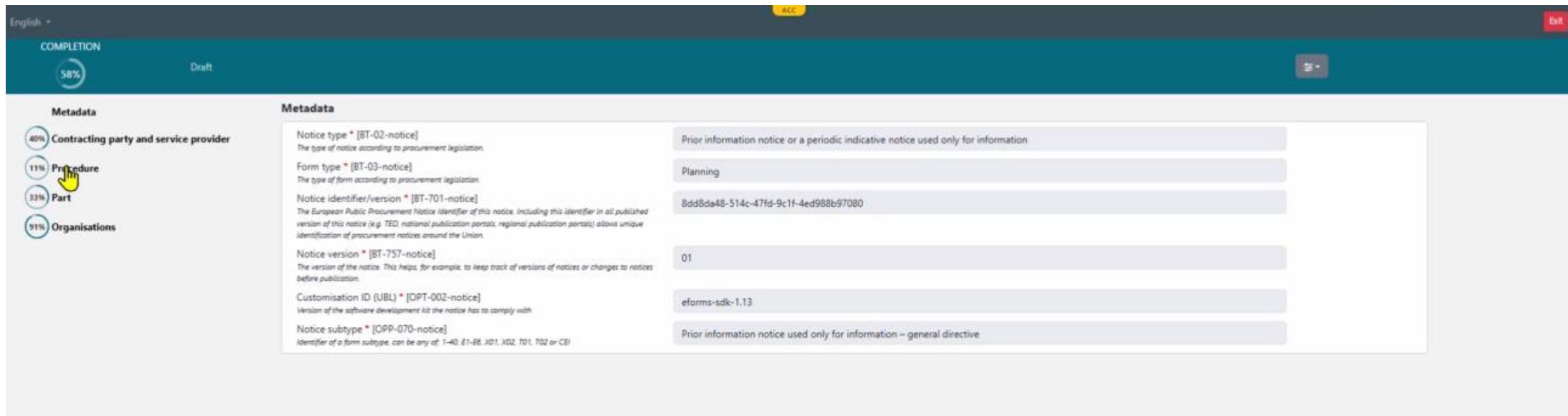
- eForms are the EU legislative digital open standard form used by public buyers to publish Notices on eTenders and TED.
- To start Login to eTenders and navigate to **CA administration > CA Notices** and then click on **Create Notices (EForm)** on the bottom right-hand side of the screen.



- This is used to publish your Contract Award Notice as explained previously, but also to publish other notices like a PIN or VEAT notice.

META DATA COMPLETION

- After creating any Notice on the eTender platform you will be taken to the eForm Metadata completion page. This functions the same for all notices.



The screenshot shows the 'COMPLETION' page for a notice, with a progress indicator of 58%. The page is divided into two main sections: 'Metadata' on the left and 'Form type' on the right. The 'Metadata' section includes a list of categories with progress percentages: Contracting party and service provider (40%), Procedure (11%), Part (33%), and Organisations (91%). The 'Form type' section contains several input fields for metadata, each with a label and a description. The fields are: Notice type * [BT-02-notice], Form type * [BT-03-notice], Notice identifier/version * [BT-701-notice], Notice version * [BT-757-notice], Customisation ID (UBL) * [OPT-002-notice], and Notice subtype * [OPP-070-notice].

English - ACC Exit

COMPLETION 58% Draft

Metadata

- 40% Contracting party and service provider
- 11% Procedure
- 33% Part
- 91% Organisations

Metadata

Notice type * [BT-02-notice]
The type of notice according to procurement legislation

Form type * [BT-03-notice]
The type of form according to procurement legislation

Notice identifier/version * [BT-701-notice]
The European Public Procurement Notice Identifier of this notice. Including this identifier in all published version of this notice (e.g. TED, national publication portals, regional publication portals) allows unique identification of procurement notices around the Union.

Notice version * [BT-757-notice]
The version of the notice. This helps, for example, to keep track of versions of notices or changes to notices before publication.

Customisation ID (UBL) * [OPT-002-notice]
Version of the software development kit the notice has to comply with

Notice subtype * [OPP-070-notice]
Identifier of a form subtype, can be any of: T-40, E1-E6, X01, X02, T01, T02 or CEI

Prior information notice or a periodic indicative notice used only for information

Planning

8dd8da48-514c-47fd-9c1f-4ed988b97080

01

eforms-sdk-1.13

Prior information notice used only for information – general directive

META DATA COMPLETION

- The goal is to reach 100% completion in the top left-hand side of the screen shown above so that the form can be validated and published.
- On the left-hand side of the form are the sections that must be interacted with to reach 100% validation.
- When you click on one of these sections you will be shown different tabs where information needs to be populated for completion.
- If the tab has a green circle, it does not require further information. If the tab has a red circle the section is incomplete.

META DATA COMPLETION

- Within the red sections there are mandatory fields that require completion and they are marked with a red asterisk*
- To complete the relevant information, you will need to click on the dropdown besides each red circle and complete all information with a red asterisk*.
- It is important to note, that after completing each field of required information you must click outside of the eForm to save that data entry.
- When you have filled in all the required information the Completion circle in the top Left-hand side of the screen should be 100%, see below.

META DATA COMPLETION



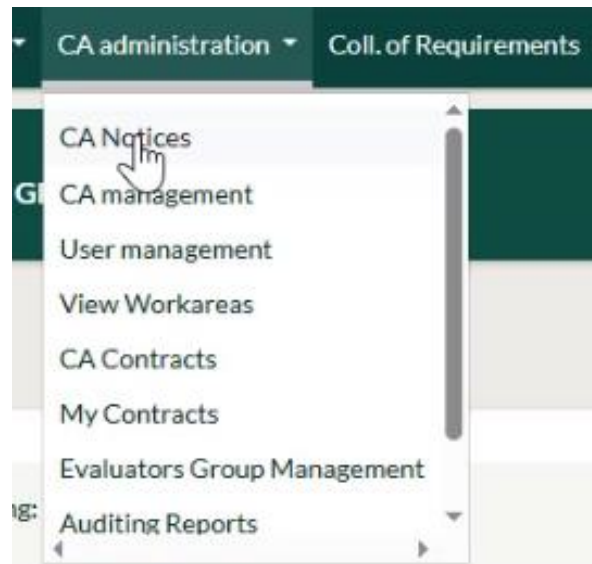
- As per the above screenshot, click where the yellow hand cursor is located and select validate.
- You will be presented with the validation result which has to hold true, whereafter you can click validate and save.
- You will be presented with a green pop-up screen on the bottom right-hand side of the screen informing that the validation was successful. Now you can exit the screen.

VEAT NOTICES

- A Voluntary Ex Ante Transparency (VEAT) notice is a public notice used by contracting authorities to announce their intention to directly award a public contract without prior open competition.
- This will be in use for Contract award when awarding a public contract without a competitive procedure.
- Under EU procurement directives, it is published in the Official Journal of the European Union to justify direct awards and trigger a standstill period that protects them from legal challenges.
- Noncompetitive procedures are allowed in certain circumstances such as extreme urgency, or market limitations.
- These circumstances are set out in Article 32 of the General Directive. The notice must legally justify why a competitive tender is not being held.
- Publishing a VEAT starts a voluntary standstill period (often 14 days), during which competitors can challenge the decision.

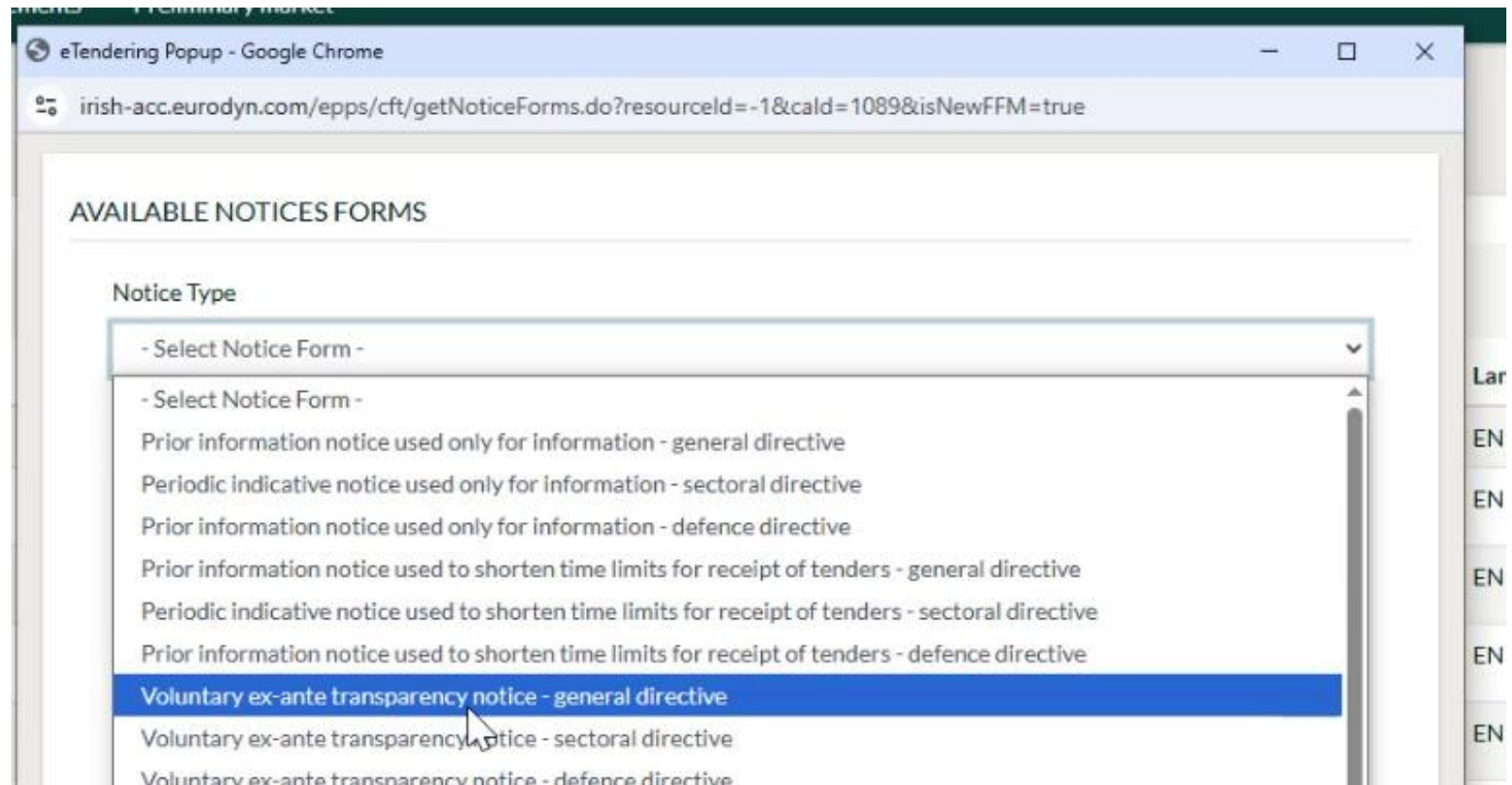
VEAT NOTICES

- After logging into eTenders navigate to to **CA Administration** dropdown menu and click on **CA Notices**
- Next, click on **Create Notice (eForm)**



VEAT NOTICES

- After logging into eTenders navigate to to **CA Administration** dropdown menu and click on **CA Notices**
- Next, click on **Create Notice (eForm)**
- Now, you will select your Notice as show below and click on create.



VEAT NOTICES



- You will then be directed into the eForm for Metadata completion.
- As with all eForms, there are sections located on the left hand side of the page showing the progress of their completion. Each section must be interacted with to reach 100% in order to gain validation and ultimately publication of your eForm.
- Each section will have tabs with a green circle, which means it is completed or a red circle that means it is incomplete and requires data entry to complete.
- Within the uncompleted sections, there are mandatory fields, which contain a red asterisk *, and these fields require your data input.
- All fields containing the red asterisk must be completed in order to gain validation.
- Generally, you would start with the first left-hand section called Contracting party and service provider at the top. Because this is a VEAT Notice, you will have to start with the Organisations section.

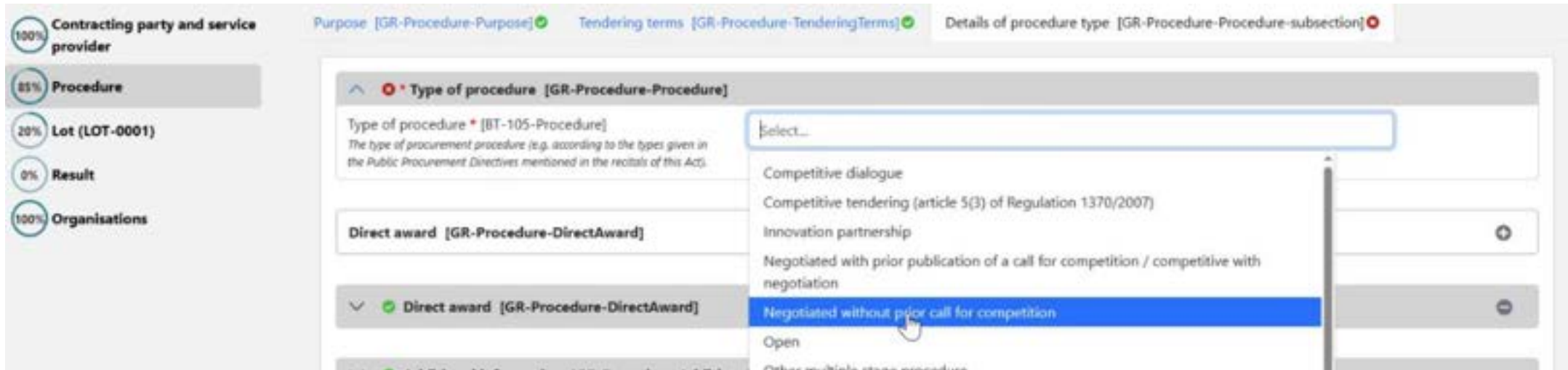
VEAT NOTICES

- Click on the Organisations section and then click the plus button to add an organisation.
- Start by filling in the Official Name of the Organisation being Awarded the contract.
- Follow the red asterisks and fill in the organisation details.
- Then, you will proceed to the first section called Contracting party and Service Provider and fill in the eForm as you usually would starting with the top section and proceeding downward.
- In the second section called Procedure, when selecting the procedure you will select Negotiated without prior call for competition.



The screenshot displays the 'Organisations' section of the VEAT system. The interface is titled 'Draft' and shows a progress bar at 55%. The 'Organisations' section is highlighted in the left-hand menu, indicating it is the current active section. The main content area shows the 'Organisations [GR-Organisations-Section]' section, which includes a search bar for 'Organisations mentioned in the notice [GR-Organisations]'. Below the search bar, there is a list of organisations, with one entry highlighted: 'Organisations mentioned in the notice [GR-Organisations]'. This entry shows the 'Organisation technical ID [ORG-0001] * [OPT-200-Organization-Company]' and the 'Technical identifier of the organisation' as 'ORG-0001'. A red asterisk next to the title indicates a required field.

VEAT NOTICES



The screenshot shows the 'Type of procedure' dropdown menu with the following options:

- Competitive dialogue
- Competitive tendering (article 5(3) of Regulation 1370/2007)
- Innovation partnership
- Negotiated with prior publication of a call for competition / competitive with negotiation
- Negotiated without prior call for competition** (highlighted)
- Open
- Other multiple stage procedure

- When filling in your results Section, the first tab (Result), second tab (Tendering parties), third tab (Contracts) and fourth tab (Tenders) will have a green tick as shown below.



The screenshot shows the 'Result [GR-Result]' section with the following tabs:

- Result [GR-NoticeResult-Section] (green tick)
- Tendering parties [GR-TenderingParty-Section] (green tick)
- Contracts [GR-SettledContract-Section] (green tick)
- Tenders [GR-LotTender-Section] (green tick)

The 'Result' section contains the following text and input fields:

Value of all contracts awarded in this notice [BT-161-NoticeResult] Euro

The value of all contracts awarded in this notice, including options and renewals.

VEAT NOTICES

- Even though they are green you still need to fill them in with the required information.
- Under the result tab you will enter the contract value in Euro, excluding VAT.
- Under the Tendering Parties Tab, you will add a node by click on the plus sign.



- For the third tab (Contracts) and forth tab (Tenders) you will repeat this process by clicking into them and adding a node by clicking on the plus sign.
- After creating all your nodes these tabs will now be displayed with a red circle which means you have to fill in the required information by following the red asterisks.

VEAT NOTICES

Result [GR-Result]

Result [GR-NoticeResult-Section] ✔ Tendering parties [GR-TenderingParty-Section] ✖ Contracts [GR-SettledContract-Section] ✖ Tenders [GR-LotTender-Section] ✖

Results of lots [GR-LotResult-Section] ✖

Tendering party [GR-TenderingParty] +

^ ✖ * Tendering party [GR-TenderingParty] -

Tendering party technical ID (TPA-XXX) * [OPT-210-Tenderer]
Technical identifier of the tendering party

Name of the tendering party [OPT-211-Tenderer]
Name associated to the tendering party

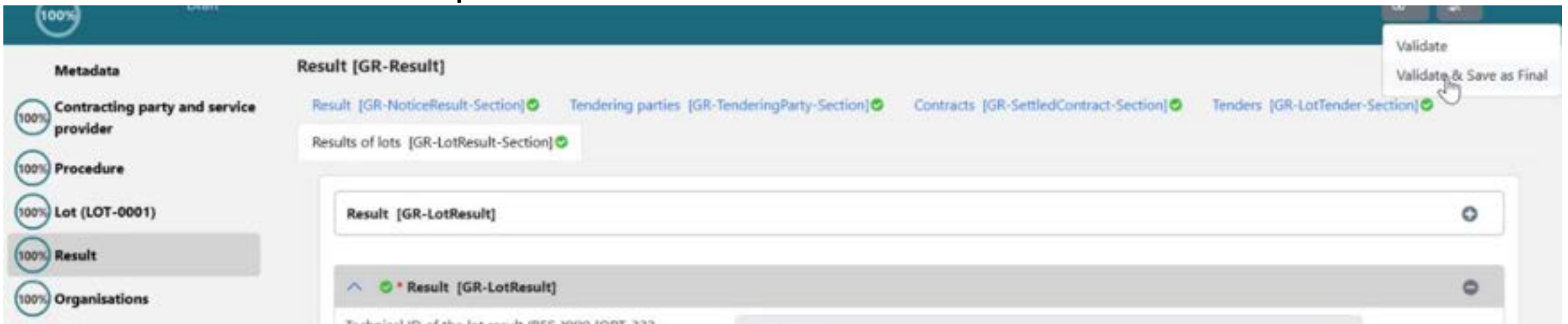
Tendering parties [GR-Tenderer] +

- Start with the second tab called Tendering parties and complete the required fields with red asterisk. It will turn Green when all the required information has been filled.
- Then jump to the fourth tab called Tenders ignoring the third tab Called Contracts as shown below.

VEAT NOTICES



- Now proceed to the third tab called Contracts and fill in the required fields.
- Then proceed by completing the Results of lots tab and all of your circles will be green and all sections will be completed to 100%.



VEAT NOTICES

- Lastly, you will validate and save your VEAT notice for publication. Click Exit in the top right-hand corner if your validation is true with no errors.
- When you Exit the eForm after validation you will see your Notice under your Contracting Authority Notices with the status as final.
- Under the Actions Column click on the publication button as show below and click OK on the pop-up that appears thereafter.



- The status will change from final to pending.

PRIOR INFORMATION NOTICE - PIN

- A Prior Information Notice (PIN) is a preliminary announcement issued by public sector organisations to inform the market of upcoming tender opportunities, typically within the next 12 months. It acts as an early alert, allowing suppliers to prepare and enabling buyers to gauge market interest, foster competition, and, in some cases, reduce future tender timescales
- To start Login to eTenders and navigate to **CA administration > CA Notices** and then click on **Create Notices (EForm)** on the bottom right-hand side of the screen.
- The popup will appear allowing you to select the appropriate Notice you would like to create.
- In most instances you will select Prior Information Notice used only for information - general directive. Then click create.

PRIOR INFORMATION NOTICE - PIN

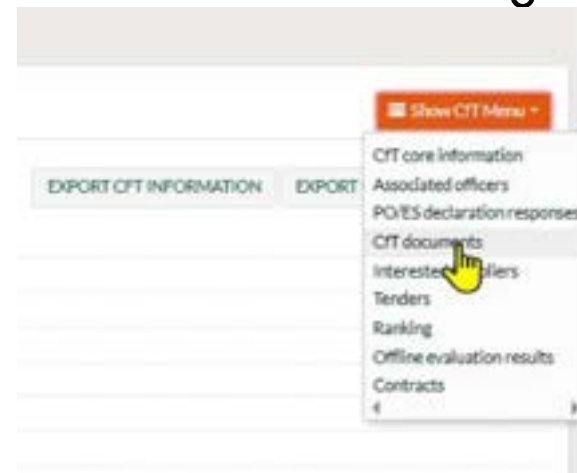
- This will open the eForm Meta data completion section.
- After completing and validating your eForm, you will click exit.
- You will be taken back to your CA Notices page, and your PIN will be on the notice list.
- Finally, you will now have to publish the notice by clicking on the arrow pointing up under actions in the row with your PIN.



- Click OK on the pop-up that appears.
- Under your Contracting Authority Notices page your PIN will have a status called Pending Publication.

MODIFICATION NOTICES

- A Modification Notice is used to notify of substantive changes to a contract after it has been awarded, such as alterations to scope, price, or duration that are permissible under Article 72 of the Directive (e.g., changes for which there was an "unequivocal review clause" or due to unforeseen circumstances). These often involve significant changes, such as amendments to framework agreements or extensions to contracts.
- In order to publish a Modification Notice there has to be an existing contract public contract Award Notice.
- You will start by clicking into the CFT menu in the CFT Workspace and click on CFT Documents.



MODIFICATION NOTICES

- Next you will click on the click on the Create Notification Notice button under the Action column that correlates with your Contract Award Notice.



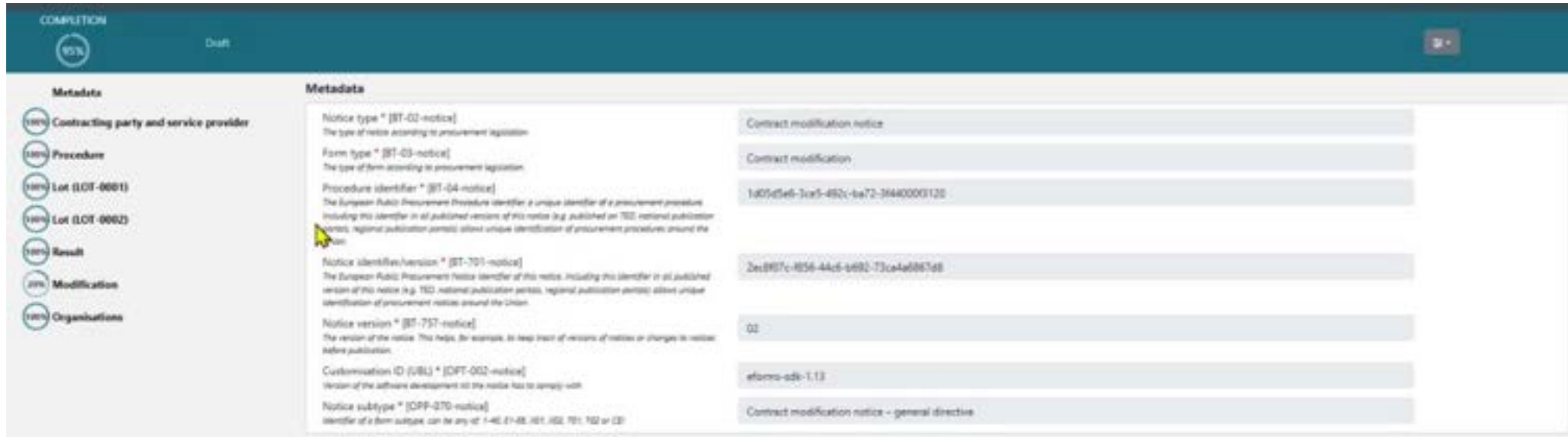
Results Per page | Displaying all 2 matches.

Type --	Date Upd. --	Lang. --	Status --	Date Pub. --	Action
Contract notice - general directive, standard regime	26/05/2025 10:21:43 PM	EN	Published	27/05/2025 11:00:00 PM	CR
Contract award notice - general directive, standard regime	29/05/2025 02:03:32 PM	EN	Published	01/06/2025 11:00:00 PM	

 Create modification notice

- Click OK on the pop-up that is displayed.
- The eForm will load up and you will have to complete the metadata in the form, as displayed below.

MODIFICATION NOTICES

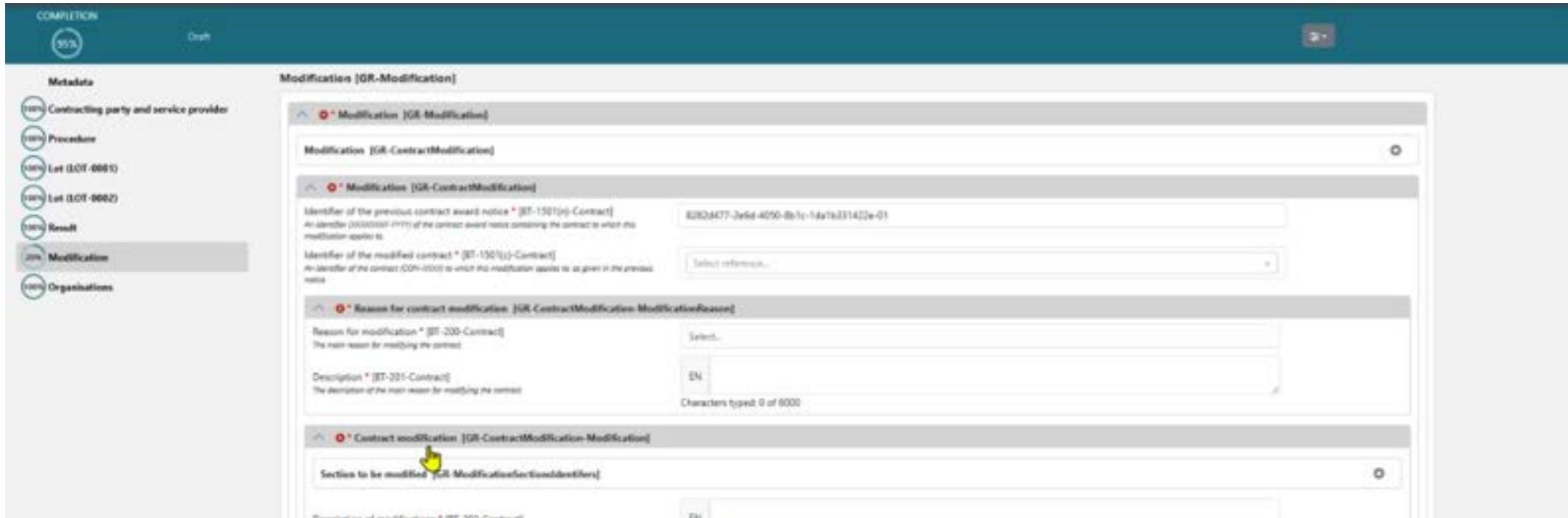


The screenshot shows a web interface for 'MODIFICATION NOTICES'. At the top, there is a 'COMPLETION' indicator showing '95%' and a 'Draft' status. A sidebar on the left lists several sections with their completion percentages: Contracting party and service provider (100%), Procedure (100%), Lot (LOT-0001) (100%), Lot (LOT-0002) (100%), Result (100%), Modification (95%), and Organisations (100%). The main area is titled 'Metadata' and contains several fields with descriptions and values:

Field Name	Description	Value
Notice type * [BT-02-notice]	The type of notice according to procurement legislation.	Contract modification notice
Form type * [BT-03-notice]	The type of form according to procurement legislation.	Contract modification
Procedure identifier * [BT-04-notice]	The European Public Procurement Procedure identifier: a unique identifier of a procurement procedure including this identifier in all published versions of this notice (e.g. published on TED, national publication portals, regional publication portals) allows unique identification of procurement procedures around the world.	1a0545e6-3ca5-492c-ba72-39440003120
Notice identifier/version * [BT-701-notice]	The European Public Procurement Notice identifier of this notice, including this identifier in all published versions of this notice (e.g. TED, national publication portals, regional publication portals) allows unique identification of procurement notices around the Union.	2e3957c-856-44c5-b692-73ca4e087d8
Notice version * [BT-757-notice]	The version of the notice. This helps, for example, to keep track of revisions of notices or changes to notices before publication.	01
Customisation ID (UBL) * [OFT-002-notice]	Version of the software development kit the notice has to comply with.	eform-odp-1.13
Notice subtype * [OPP-070-notice]	Identifier of a form subtype can be any of: 1-40, 41-48, 49, 50, 51, 52 or 53.	Contract modification notice - general directive

- The goal now is to validate all data so that the completion status reaches 100%.
- All fields containing a red asterisk * must be completed in order to gain validation.
- Start by clicking on the *Modification* section to validate your eForm.

MODIFICATION NOTICES



The screenshot shows a web interface for a 'Modification [GR-Modification]' form. On the left, a 'COMPLETION' bar shows 35% progress. A 'Metadata' sidebar lists sections: Contracting party and service provider (100%), Procedure (100%), Lot (LOT-0001) (100%), Lot (LOT-0002) (100%), Result (100%), Modification (20%), and Organisations (100%). The main form area is titled 'Modification [GR-Modification]' and contains several sections, each with a red asterisk indicating a required field:

- Modification [GR-ContractModification]**: Identifier of the previous contract award notice * [BT-1501(s)-Contract] (value: E202407-2464-4050-8b1c-14a1a3314224-01)
- Modification [GR-ContractModification]**: Identifier of the modified contract * [BT-1501(s)-Contract] (value: Select reference...)
- Reason for contract modification [GR-ContractModification-ModificationReason]**: Reason for modification * [BT-200-Contract] (value: Select...), Description * [BT-201-Contract] (value: EN)
- Contract modification [GR-ContractModification-Modification]**: Sections to be modified * [BT-300-ContractModification] (value: EN)

- Work through the form and fill all fields with the red asterisk.
- Once, you have reached 100% in the modification section, you do not validate the form yet.

MODIFICATION NOTICES

- In this example, we have theoretically changed the value of the Lot 1 contract, you have described the modification and chosen your reason. All section shows 100% completed.
- You still have to change the Result section, even though it already shows 100% completed. So you will proceed to click into the result section and also change the value of Lot 1 there.
- You will then also have to change the combined value of your total lots as show below as displayed in the two screenshots below.
- After this is complete you can validate and publish your Modification Notice.

MODIFICATION NOTICES

metadata

100% Contracting party and service provider

100% Procedure

100% Lot (LOT-0001)

100% Lot (LOT-0002)

100% Result

100% Modification

100% Organisations

Result [GR-NoticeResult-Section] Tendering parties [GR-TenderingParty-Section] Contracts [GR-SettledContract-Section] Tenders [GR-LotTender-Section] Results of lots [GR-LotResult-Section]

Submitted tender [GR-LotTender]

Submitted tender [GR-LotTender]

Tender [GR-Tender]

Technical ID of the tender * [OPT-321-Tender]
Tender technical identifier shall follow the following scheme: TEN-xxxx. It used for cross-references. TEN-0001

Tender identifier * [BT-3201-Tender]
An identifier of a tender. The information in the tender section refers to this tender. 000003387

The tender was ranked [BT-1711-Tender]
The tender was ranked. (This is not the rank itself but only whether the ranking took place). Yes No

Rank in the list of winners [BT-171-Tender]
The position of the tender (i.e. whether the tender ended up first, second, third, etc.) in a design contest, a framework agreement with multiple winners (e.g. cascaded), an innovation partnership, a competitive dialogue, or another procedure.

Value of the tender * [BT-720-Tender]
The value of the tender or another result, including options and renewals. In case of the modification notice, the value of the modification. 100000 Euro

COMPLETION

100% Draft

Metadata

100% Contracting party and service provider

100% Procedure

100% Lot (LOT-0001)

100% Lot (LOT-0002)

100% Result

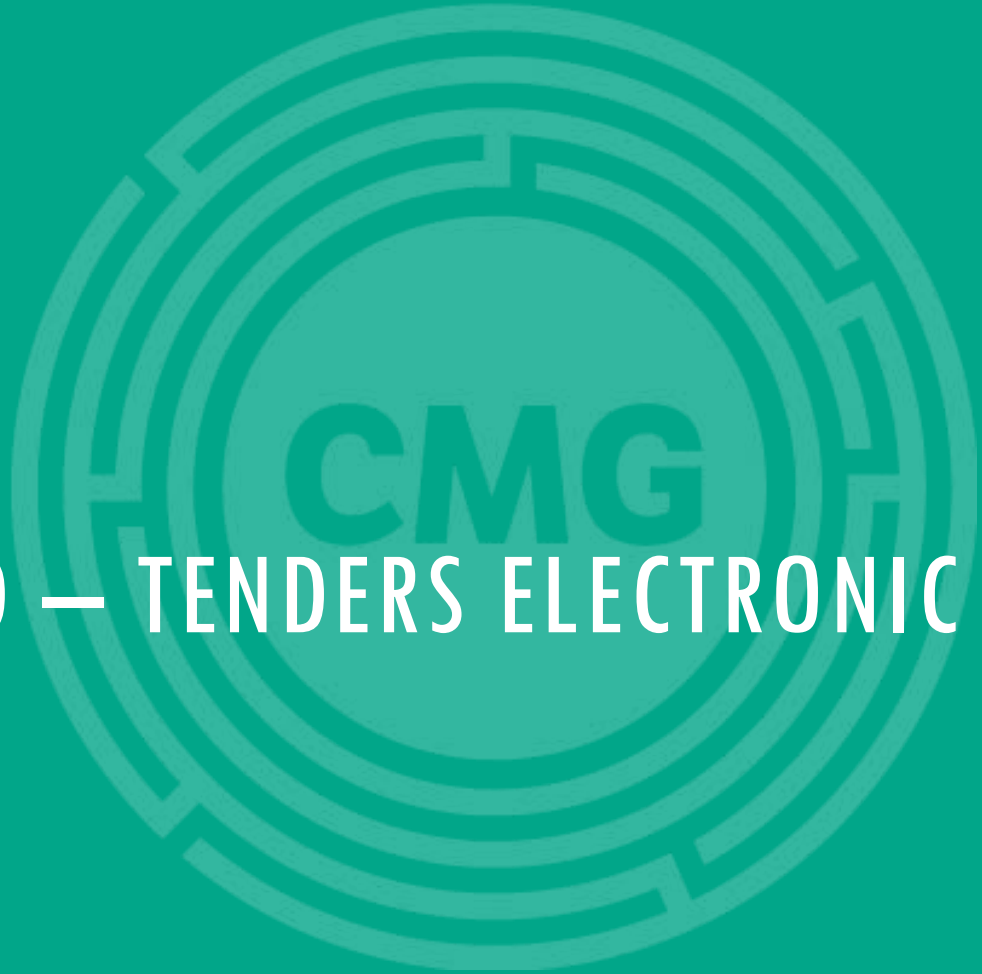
100% Modification

100% Organisations

Result [GR-Result]

Result [GR-NoticeResult-Section] Tendering parties [GR-TenderingParty-Section] Contracts [GR-SettledContract-Section] Tenders [GR-LotTender-Section] Results of lots [GR-LotResult-Section]

Value of all contracts awarded in this notice [BT-161-NoticeResult]
The value of all contracts awarded in this notice, including options and renewals. 1100000 Euro



5. TED — TENDERS ELECTRONIC DAILY

TED – SUPPLEMENT TO THE OFFICIAL JOURNAL OF THE EU

- [TED \(Tenders Electronic Daily\)](#) is the official online portal for European public procurement. It serves as the digital, public version of the "Supplement to the Official Journal" of the EU, where public authorities and institutions must publish high-value contract opportunities and award announcements.



 Wihan Vermeulen  English

EU tenders

Ted • tenders electronic daily Supplement to the Official Journal of the EU

 Quick search in TED for notices

Search

More search options:

Advanced search

Expert search

Browse by subject ▼

WHY TED IS IMPORTANT

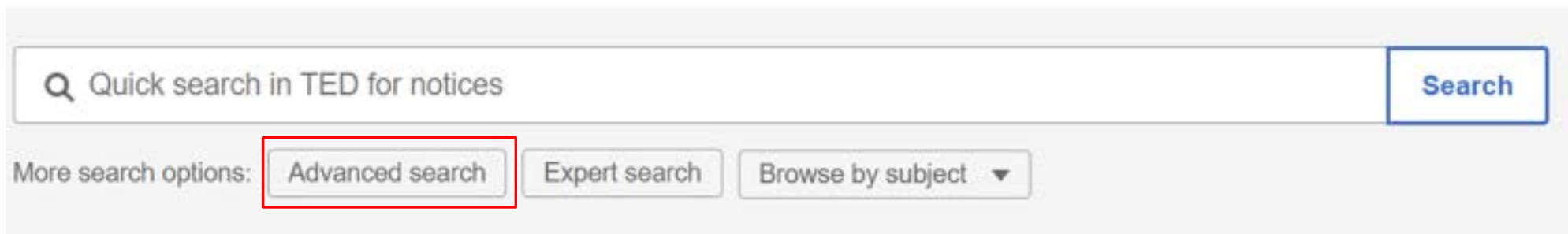
- It ensures that public contracts are advertised fairly across the EU, the European Economic Area (EEA), and beyond.
- EU law requires contracts that exceed specific monetary values to be published on TED.
- When publishing an above Threshold competition on eTenders, your Contract Notice will automatically be published on TED.
- It publishes thousands of procurement notices every working day, making it the central hub for businesses looking to bid on government projects

KEY FEATURES OF THE PLATFORM

- The platform is completely free to use and allows you to browse, search, and filter notices by country, region, or business sector.
- Notices and documents are available in all 24 official EU languages.
- Registered users can create personalized search profiles to receive e-mail alerts about relevant tenders and contract opportunities.
- The search functionality is particularly useful if you are look for examples of similar competitions being run, if you are looking for templates or to draw a comparison.

SEARCH FUNCTIONALITY

- You can do a basic search for active tender competitions or contracts awarded by using keywords in on the homepage.



Quick search in TED for notices

Search

More search options:

Advanced search

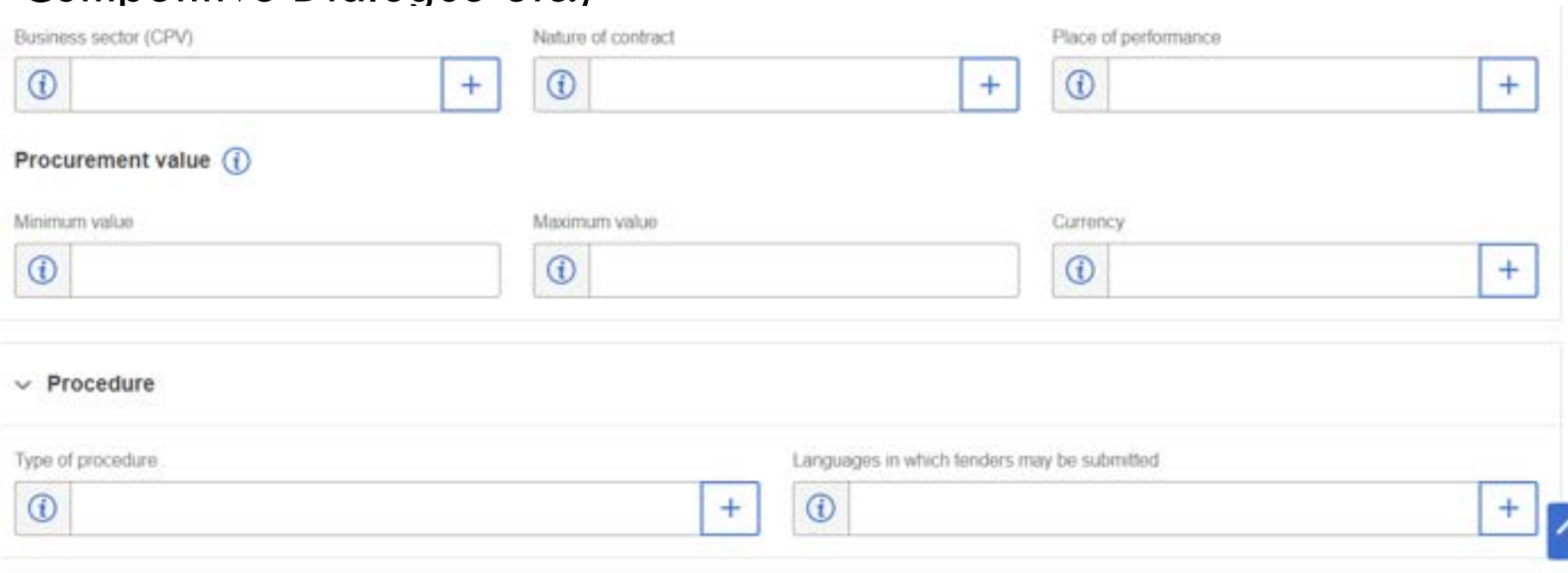
Expert search

Browse by subject ▼

- For an in-depth search experience, you can select 'Advanced Search' to narrow down the parameters of your search.

ADVANCED SEARCH

- You can search by CPV code, Nature of Contract (Services, Supplies, Works), Place of Procurement, Contract Value, Currency,
- You can further specify the procedure type (Open, Restricted, Direct Award, Competitive Dialogue etc.)

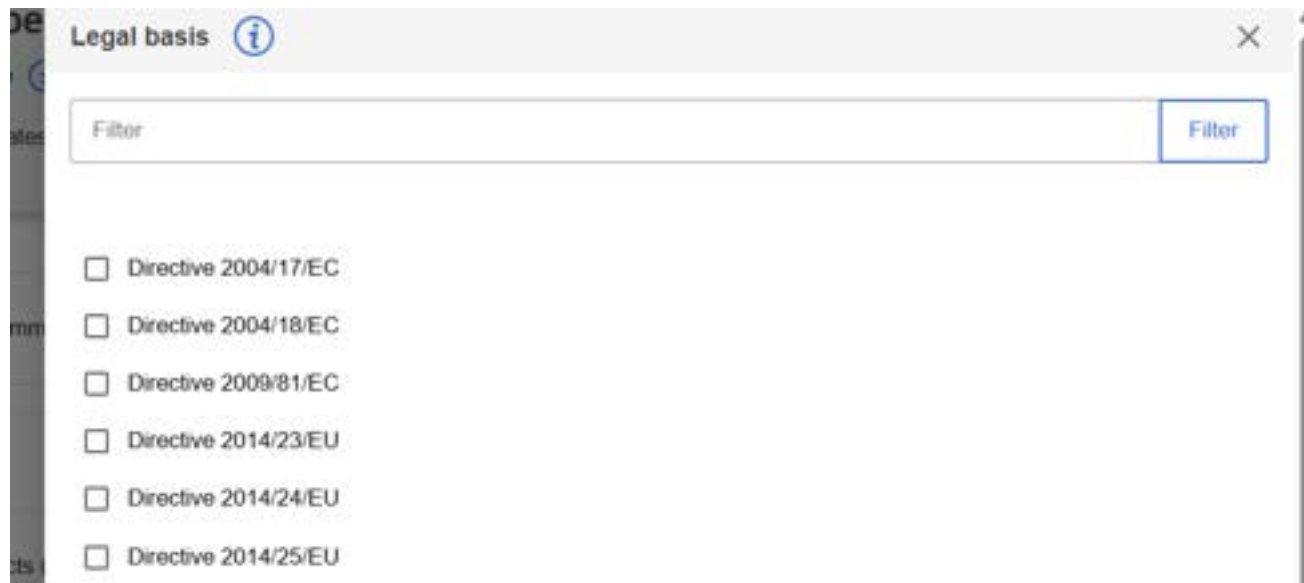


The screenshot shows a search interface with the following fields and controls:

- Business sector (CPV):** A text input field with an information icon (i) on the left and a plus sign (+) on the right.
- Nature of contract:** A text input field with an information icon (i) on the left and a plus sign (+) on the right.
- Place of performance:** A text input field with an information icon (i) on the left and a plus sign (+) on the right.
- Procurement value:** A section header with an information icon (i).
- Minimum value:** A text input field with an information icon (i).
- Maximum value:** A text input field with an information icon (i).
- Currency:** A text input field with an information icon (i) on the left and a plus sign (+) on the right.
- Procedure:** A section header with a downward arrow (v).
- Type of procedure:** A text input field with an information icon (i) on the left and a plus sign (+) on the right.
- Languages in which tenders may be submitted:** A text input field with an information icon (i) on the left and a plus sign (+) on the right.
- Search:** A blue button with a white upward-pointing arrow (↑) located at the bottom right of the form.

ADVANCED SEARCH

- The advanced search functionality further allows you to specify the Legal basis for your search, in other word, under which directive the procurement you are looking for is based.

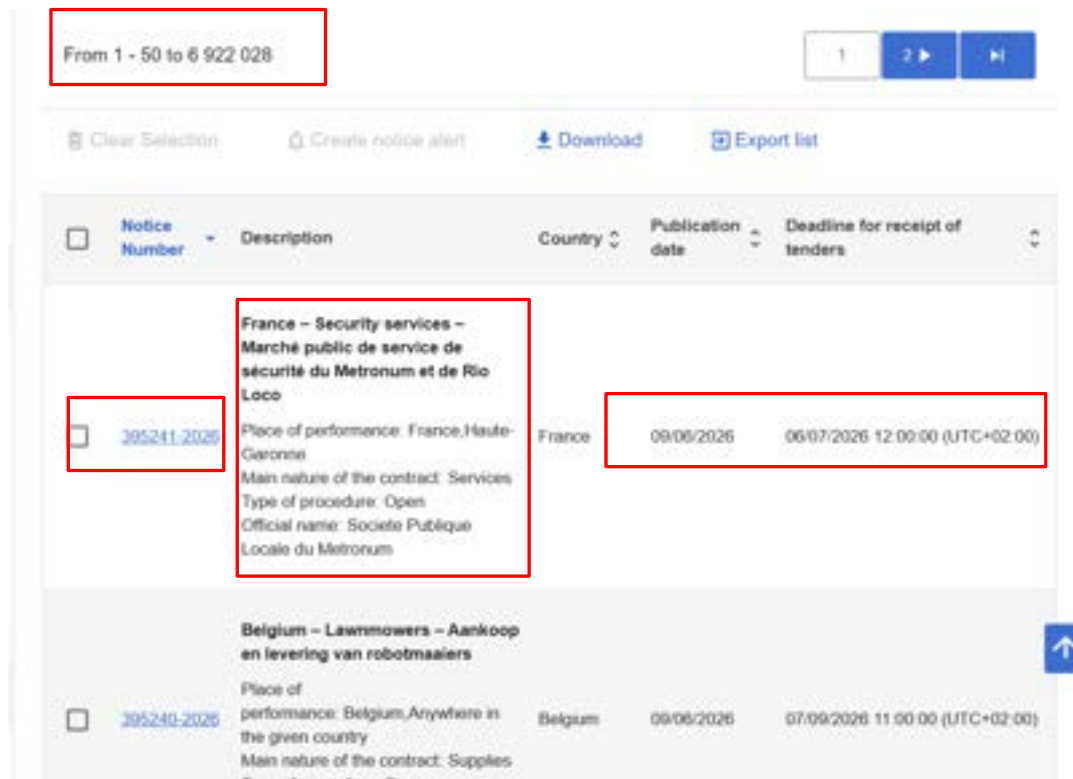


The screenshot shows a window titled "Legal basis" with an information icon (i) and a close button (X). Inside the window, there is a search bar labeled "Filter" with a "Filter" button to its right. Below the search bar, there is a list of checkboxes for various directives:

- Directive 2004/17/EC
- Directive 2004/18/EC
- Directive 2009/81/EC
- Directive 2014/23/EU
- Directive 2014/24/EU
- Directive 2014/25/EU

ADVANCED SEARCH RESULTS

- Search Results are displayed as published in the Official Journal.



Notice Number	Description	Country	Publication date	Deadline for receipt of tenders
395241-2026	France – Security services – Marché public de service de sécurité du Metronum et de Rio Loco Place of performance: France,Haute- Garonne Main nature of the contract: Services Type of procedure: Open Official name: Societe Publique Locale du Metronum	France	09/08/2026	06/07/2026 12:00:00 (UTC+02:00)
395240-2026	Belgium – Lawnmowers – Aankoop en levering van robotmaaiers Place of performance: Belgium,Anywhere in the given country Main nature of the contract: Supplies Type of procedure: Open	Belgium	09/08/2026	07/09/2026 11:00:00 (UTC+02:00)

- There are currently 6,922,028 active notices published in the journal.
- The Description of the Notice provides an overview of the procurement with the Country of Origin.
- You will also be able to see the publication date with the corresponding deadline for submission.
- For more information on the specific competition, you will click into it by using the link under the Notice Number coulomb.

ADVANCED SEARCH

- When following the link into your relevant search result (competition) you will be presented with the Notice view of the competition.

Notice View [Back to results](#)

▼ Summary

Competition
Belgium: Lawnmowers
Aankoop en levering van robotmaaiers
Belgium, Anywhere in the given country
Type of procedure: Open

Buyer
Buyer: Sport Vlaanderen
Email: info@sport.vlaanderen
Belgium, Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad (BE100), Brussel

LOT-0001: 2026_SV_RM - 1
Lawnmowers
Belgium, Anywhere in the given country

▼ Languages and formats

Official language (Signed PDF)

- This provides a summary of the competition, with buyer contact details, procedure type and LOT allocation.
- You have the option of downloading the notice in the official EU language of your choosing.
- The Notice provides all relevant procurement details – Estimated Contract duration, link to download procurement documents, etc.

ENOTICES2

- From the TED home page, you will notice a link to the [eNotices2 website](#).



- If you have created a TED profile you are able to publish Notices to the Official Journal via the eNotices2 website.
- This allows you to publish a notice without using the eTender website.
- Below is an overview of eNotices2.

ENOTICES2



EU tenders

Ted • eNotices2 Forms for public procurement

Home My notices My form settings Address book My workgroups **Create notice**

eNotices2

Welcome to eNotices2!

eNotices2 allows buyers to submit and manage public procurement notices in the eForms format as defined in [Commission Implementing Regulation 2019/1780](#).

More information about eNotices2 and eForms

[Access other sites in the family](#)

- Click on Create notice in order to initiate the process.


ENOTICES2

- This will open the Notice Creation Wizard.
- To publish a notice, you will have to fill in the questionnaire and follow the on-screen steps to finalise and publish. The first step will be to select your publication language then click on next.

Create a notice

- Please follow the questionnaire if you would like to be helped in the creation of your notice.
- If you already know which notice you want to create, please answer "no" to the first question to be directed to a list of notices.
- If you already restricted the notice types you would like to see in your settings, be aware that the questionnaire is disabled.

Notice creation wizard

 Your notice will be created in this context: **My personal organisation**

Languages [All](#) | [Clear](#)

Add languages 

English 

ENOTICES2

- If you don't know what notice you want to publish, the creation Wizard will assist you in choosing the correct notice.

Notice creation wizard

Do you need help with choosing the notice type?

- Yes
 No

What do you want to publish?

- A public procurement notice
 A transport procurement notice
 A business registration information
 A voluntary notice

- In our example we will be publishing a general procurement Notice.
- After selecting No, you will be prompted to choose the relevant Notice from an extensive list of prepopulated notices. We will use a PIN.

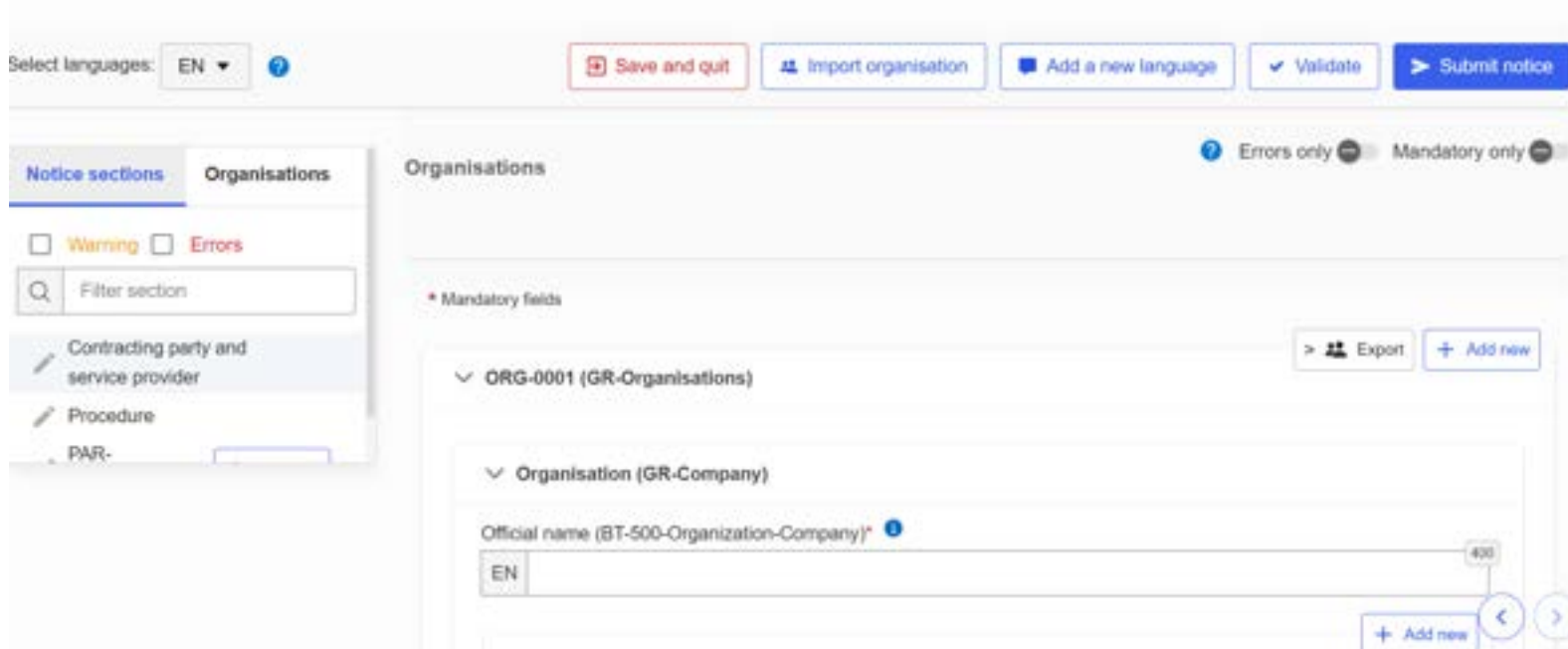
What type of notice do you want to create?

General procurement

- Notice of the publication of a prior information notice on a buyer profile – general directive
Planning
 Prior information notice used only for information – general directive
Planning
 Prior information notice used to shorten time limits for receipt of tenders – general directive
Planning

ENOTICES2

- This will open the Notice Information fields, which are mandatory for completion before you can validate and publish your notice.
- Filling in the information works similarly to completing the metadata for your notice on the eTender website.
- You will need to fill in all the BT - fields with a red astrix *.



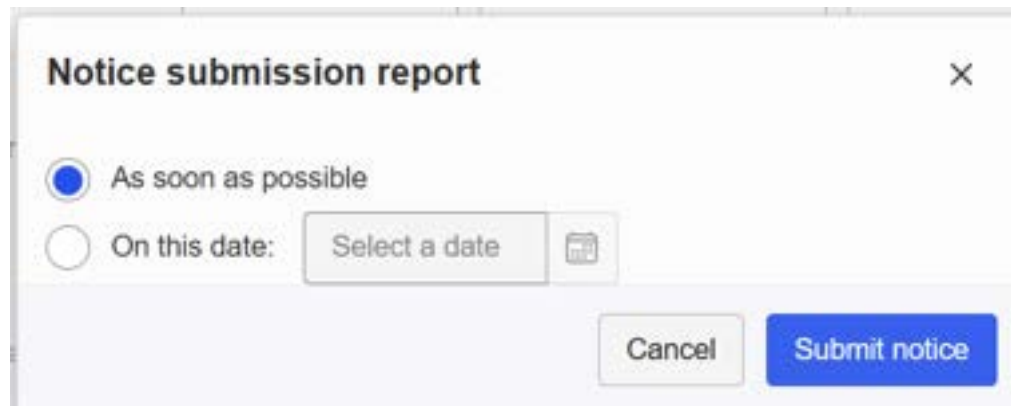
The screenshot displays the ENOTICES2 web application interface. At the top, there is a language selection dropdown set to 'EN' and a row of buttons: 'Save and quit', 'Import organisation', 'Add a new language', 'Validate', and 'Submit notice'. Below this, the 'Organisations' section is active, showing a list of organisations under the heading 'ORG-0001 (GR-Organisations)'. A specific organisation, 'Organisation (GR-Company)', is expanded to show a form field for 'Official name (BT-500-Organization-Company)*'. The field contains the text 'EN' and has a character count of 4/30. A red asterisk indicates that this field is mandatory. The interface also includes a sidebar with 'Notice sections' and 'Organisations' tabs, and a filter section for 'Warning' and 'Errors'.

ENOTICES2

- Similarly to eTenders, after completing all the metadata, you will validate your notice and submit it for publication.



- You can select a future date for publication, or select the option to publish as soon as possible.
- It could take up to 48 hours for publication, so planning for the delay is important.

A screenshot of a dialog box titled 'Notice submission report' with a close button (X) in the top right corner. It contains two radio button options: 'As soon as possible' (which is selected) and 'On this date:'. The 'On this date:' option is followed by a text input field containing 'Select a date' and a calendar icon. At the bottom right, there are two buttons: 'Cancel' and 'Submit notice'.



**THANK YOU
CMG
QUESTIONS?**