

## eTENDERS WORKS CONTRACT NOTICE

1. If already registered with eTenders complete login.
2. If not already registered and you are a consultant acting on behalf of a School as Contracting Authority, go to [www.eTenders.ie](http://www.eTenders.ie) and on the home page scroll down to “Buyer Registration” for instructions.
3. When logged in go to Create New Workspace, fill in details and then go to Create RFT.
4. Select the type of contract (in this case “Works”) and complete the relevant details as prompted. (**Note:** that eTenders will automatically populate later cells with relevant repeat information to avoid double entering.)
5. At “Step 1” select “Use a Tender Box” at “Opening Procedure” (this allows receipt of all applicants’ information through eTenders). De-select “Allow suppliers to also make a discount bid if awarded all of multiple lots”. (Step 1 is the Pre-qualification stage, Step 2 is the Award Stage.)
6. At “Step 2” de-select “Tender Box” and “Allow suppliers....” (you may not wish to have tenders submitted entirely electronically).
7. Once you have completed these steps you move on to the main eTenders RFT Checklist as follows (when each information point is addressed the red **X** on the left hand side changes to a green tick **✓**). (**Note:** that all Contract Notices commence in the same way whether the project is required to follow EU procurement rules (i.e. above the EU threshold) or not. If you selected an OJEU procedure at 4 above, eTenders will direct you into the OJEU (TED) contract notice as you complete the RFT.)

### Checklist

<b>RFT - Title</b>	The short description of the project that you entered at an earlier step will automatically appear here.
<b>Manage lots</b> Create, delete, copy or edit lots for this RFT add more detailed information regarding the procurement.	The short description of the project that you entered at an earlier step will automatically appear here.
<b>Assign Team</b> Assign team members to work on this RFT	Select the persons to work on the RFT from members already registered with eTenders or, if the required persons are not registered arrange to have them registered.
<b>Set Message Recipients</b> Set or change who is going to receive messages from suppliers	This field is automatically populated by the assigned team members. Tick at least two members to receive messages.

<p><b>Select CPV codes</b>                  CPV codes for RFT, for any relevant publications and business opportunities email alerts</p>	<p>CPV Codes are important in that they enable alerts to be issued to contractors registered with eTenders and appropriate to the category selected.                  Click on the blue text and follow the prompts to enter the CPV Category Tree and select the categories that apply to the project. Tick the box against the main category.</p>
<p><b>RFT Dates / Planned activities in this process</b>                  Set or change dates related to this RFT</p>	<p>Insert appropriate dates and times for Step 1 (Pre-qualification) and Step 2 (award stage). At this stage the dates for Step 2 will be approximate only.                   Note: if for any reason a date set in eTenders has passed, but the pre-qualification/tender documents are not yet ready to issue, it will be necessary to reset the dates to allow further amendments to be made. Please ensure that any deadline dates inserted on eTenders match any return dates in the pre-qualification/tender documents.</p>
<p><b>Publication sites</b>                  Manage external publication sites for this RFT</p>	<p>If OJEU was selected in the early responses TED will be automatically selected by eTenders. (TED is Tenders Electronic Daily, the European public procurement journal.)</p>
<p><b>Pre-Qualification Stage [Response deadline</b></p>	<p>This heading will now display the response deadline date and time. (See RFT Dates / Planned activities above)</p>
<p><b>Manage Questionnaire</b>                  Add or edit questions to be answered by the suppliers through the system and for you evaluate after submission deadline.</p>	<p>For school construction projects this can generally be left blank. Manually click the red X.</p>
<p><b>Documents</b>                  Upload documents that the suppliers can download.</p>	<p>This is where all pre-qualification documents (for a Restricted Procedure) or tender documents (for an Open Procedure) can be uploaded.</p>
<p><b>Prepare zip file</b>                  Create a zipfile with all documents that the suppliers can download</p>	<p>For large amounts of data this allows the preparation of a zip file to include all documents. This makes it easier for applicants or tenderers to download the relevant documents.</p>
<p><b>Internal Documents</b>                  Uploading of internal documents to the RFT, the documents uploaded to this folder are not visible or possible to download for the suppliers.</p>	<p>It is usually not necessary to make use of this facility.</p>
<p><b>Attach cover letter</b>                  Configure or select cover letter</p>	<p>The Invitation to Participate/Tender Letter can be entered here.</p>

<p><b>Prepare items for Evaluation</b> Prepare and set the parts of the RFT that will be part of the evaluation. Checklist item will become green upon refresh.</p>	<p>This allows assessment of applications on line but would not generally be used on school construction projects.</p>
<p><b>Define opening committee</b> Define users to open the tender box</p>	<p>Select the members assigned to the project as the opening committee. Of these select the number of persons (keys) required to open tender box. Recommended default is two.</p>
<p><b>ENSURE Approval before publishing</b> Ensure that you seek appropriate approval, if needed, before publishing the tender</p>	<p>This is a prompt to ensure that the person preparing the contract notice has authorisation to publish.</p>
<p><b>Prepare and manage publications</b> Prepare and manage the forms for publication</p>	<p>Click on TED. This brings you into the EU Contract Notice. Refer to OJEU (TED) Works Contract Notice checklist for guidance on completing this.</p>
<p><b>Publish</b> Publish to the site selected in procedure template.</p>	<p>When you have completed the TED notice you are ready to publish. Ensure that authorisation to publish the Contract Notice has been received in writing from the DoES.</p>
	<p>The remaining questions relate to evaluation and assessment of applications.</p>