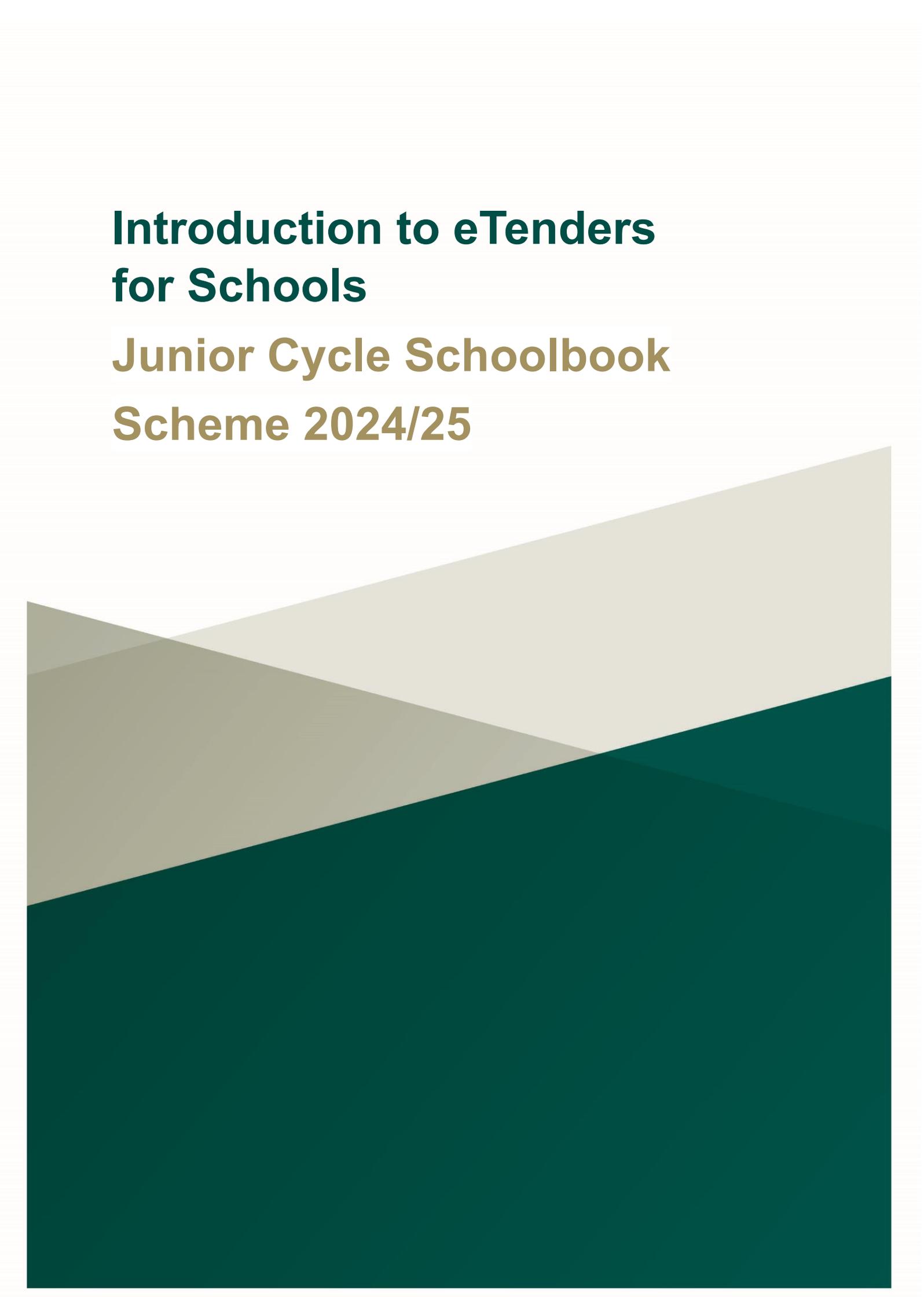


Introduction to eTenders for Schools

**Junior Cycle Schoolbook
Scheme 2024/25**



Document Control

Version No.	Details of Change	Changed Sections
0.1	Document Drafted	All
0.2	Document Reviewed	All
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Contents

Document Control	2
1. Introduction	3
2. What is eTenders	4
3. eTenders Users	5
3.1. Registering a school as a Contracting Authority (CA) on eTenders	5
3.1.1. Complete the CA & CAPC Profiles	11
3.2. Existing User of the eTenders platform.....	13
3.3. Existing User of the eTenders platform but have forgotten Password.....	14
3.4. If you registered on the old eTenders platform	17
3.5. If you are an existing user but do not know your username for the eTenders platform....	19
Appendix 1 –Acronym/ Abbreviations	21
Appendix 3 – CA Notices	23
Appendix 4 – Workarea Administration	25
Appendix 5 – Contracting Authority Template Library	27
Appendix 6 – Approval Groups	28

1. Introduction

This guidance is designed to assist post-primary school leaders of Voluntary, Community and Comprehensive schools with registering and setting up user profiles on eTenders.

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

You can find more details about the Junior Cycle Schoolbook Scheme in the 'Junior Cycle Schoolbook Scheme Guidance 2024/25' which is available [here](#).

You can also find a procurement guidance document to assist schools [here](#).

Further guidance documents and resources designed to help schools with procurement are also available on www.gov.ie/schoolbookschemes and www.spu.ie/schoolbooks-scheme/.

The appendix to this document contains a series of commonly used abbreviations, acronyms, and initialisms commonly used in procurement.

There are different steps to register for eTenders depending on whether your school used the old eTenders platform or not, or you may not have access to your school's account password. This guide covers a range of scenarios to help you register.

Schools are publicly funded bodies. All publicly funded bodies, including schools, are obliged by law to follow public procurement rules and procedures when sourcing goods and services. This includes spending monies received under the Junior Cycle Schoolbook Scheme. For the 2024/25 school year the grant funding is set at a rate of €309 per student in years 1, 2 and 3 of the Junior Cycle.

2. What is eTenders

eTenders is the official system for publishing and responding to public procurement opportunities in Ireland. It serves as a platform where suppliers can register, bid, and win tenders from the government and other public bodies, including schools.

To use eTenders, buyers and suppliers must register on the site:

<https://www.etenders.gov.ie>.

The below terms are important to understand and remember when using this guide and the eTenders platform:

	Schools (buyers) are referred to as Contracting Authorities (CA).
	Suppliers / companies (for example, bookshops) are referred to as Economic Operators (EO).

This guide sets out the steps to follow if you are buyer **and**;

- (a) an existing user of eTenders already registered on the site,¹ or,
- (b) a new user of eTenders who needs to register on the platform for the first time.

¹ Please note that a new eTenders platform went live in May 2023. If you registered on the old eTenders platform, you may be required to re-register on the new eTenders site. This guide covers all scenarios.

3.eTenders Users

3.1. Registering a school as a Contracting Authority (CA) on eTenders

Note: When a school registers as a CA, it will also create the CAPC (Contracting Authority Procurement Coordinator) profile for a user.

Go to <https://www.etenders.gov.ie> and click on 'Register' as indicated below in Figure 3.1:



Welcome to eTenders

📘 FIRST-VISIT GUIDE

IF THIS IS YOUR FIRST TIME VISITING THE NEW ETENDERS PLATFORM, PLEASE ONLY REGISTER IF YOU NEVER USED THE OLD SYSTEM.

IF YOU DID USE THE OLD SYSTEM, PLEASE FOLLOW THE STEPS OUTLINED IN THE FIRST LOGIN GUIDE TO ACTIVATE YOUR ACCOUNT, WHICH IS AVAILABLE IN THE HELP SECTION BELOW.

- Register yourself and your organisation as a Supplier in the system
- Register yourself and your organisation as a CA in the system
- Obtain access to the user manuals
- View interactive walkthroughs explaining core system functionality
- Browse through the Frequently Asked Questions
- View the latest Calls for Tenders publications
- Find a specific Call for Tenders by searching the CfT registry

Figure 3.1

A new window will open, and you will be asked to fill out two forms as can be seen in Figure 3.2:

1. One with the school (CA) details, and,
2. One with the details of the person who will be the CAPC

Register CA

If this is your first time visiting the new eTenders platform, please only register if you never used the old system. If you did use the old system, please follow the steps outlined in the first login guide to activate your account, which can be found in the user manuals section on this platform's homepage

STEP 1: ORGANISATION DETAILS

Organisation Name *

CA Abbreviation *

Figure 3.2

All mandatory fields marked with an asterisk (*) must be fully populated. The below table give details on the fields required:

	Field	Recommendation
ORGANISATION DETAILS	Organisation Name*	Insert the full legal name of the school
	CA Abbreviation*	This can be same as Organisation Name or an abbreviated version. The system will generate this field.
	CA Number	Schools can enter their Charity number if registered with the Charities Regulator. Alternatively, schools can enter their School Roll Number.
	VAT Number	This field can be left blank.
	CA Type*	CA TYPES INFO: Select 'Education' Education: This includes Educational Bodies, Schools and Colleges.
	Additional organisation description	Can enter further details about the school. Maximum Characters: 500.
	Address*	School Address
	Eircode/ Postal Code*	School Eircode
	City*	School City/ Town
	Country*	School Country i.e., Ireland
	County*	School County
	CA Contact Name	Contact Name in school e.g., John Doe
	Email	Email address of school
	Phone Number	School phone number Format is +353-Space-AreaCode minus 0-Space-Number e.g., +353 1 1234567
	Fax	If applicable
Website	School website	
CAPC DETAILS		This section is mainly for the individuals who will be publishing tender competitions and responding to clarifications throughout the tendering process such as the school principal.
	First Name*	

	Last Name*	
	Username*	This will be used to log in to eTenders
	Password*	eTenders Password
	Re-enter Password*	
	Department*	Enter your school's name.
	Email*	
	Address	
	Eircode/ Postal Code	
	City	
	Country*	
	County*	
	Phone Number	
	Mobile Phone Number	
	Fax	
	Preferred Language*	

Once you have completed all the mandatory and relevant fields click on 'CREATE' as shown in Figure 3.3.

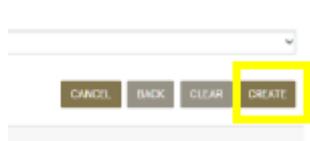


Figure 3.3

When you have completed the registration successfully you will see the below message as shown below in Figure 3.4.



Figure 3.4

You will then receive an automated email with a PDF attachment. It is recommended that you save or print the PDF file with the username details seen in Figure 3.5.

The email will also include a link for logging in to eTenders.

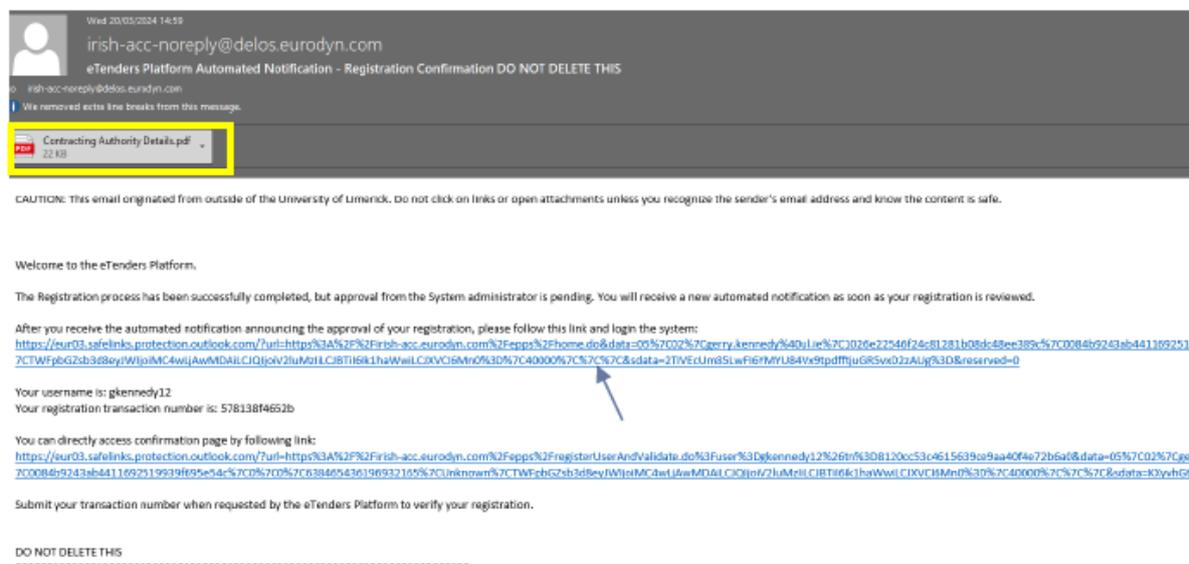


Figure 3.5

Next click on the first link on the email notification received.

As shown in Figure 3.6, you may see that your registration is pending approval by the administrator.

This means that the OGP (Office of Government Procurement) still must approve your account. This can take up to 24 hours.

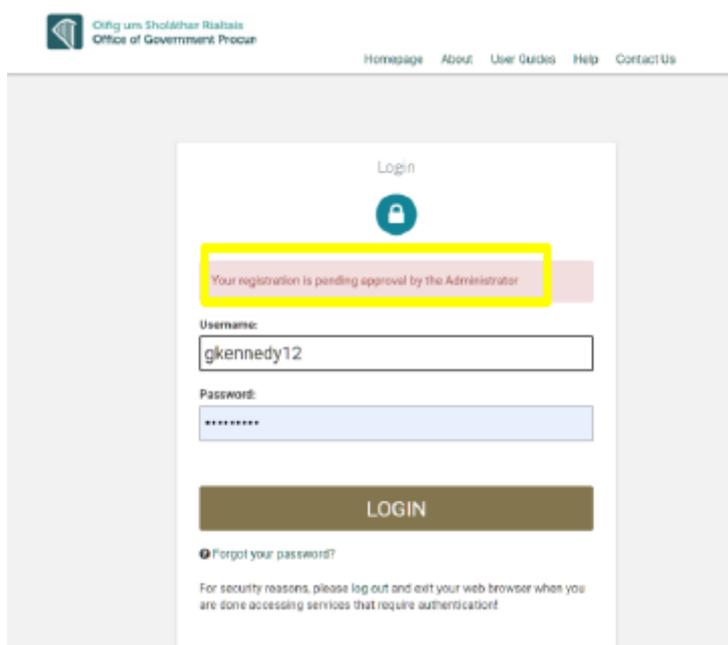


Figure 3.6

Once your account has been approved by the OGP, you will receive an automated email similar to the below sample in Figure 3.7.

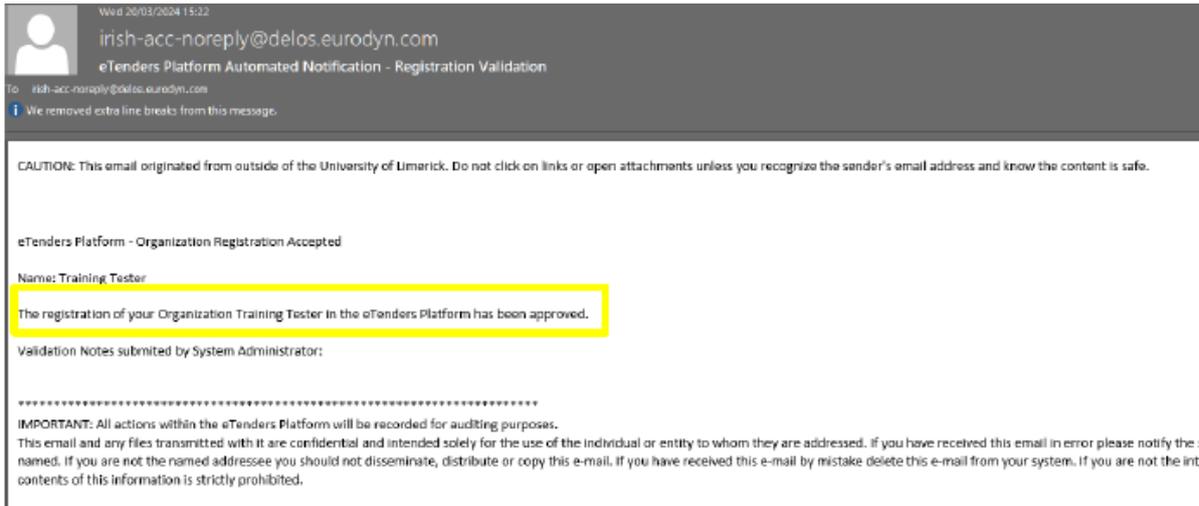


Figure 3.7

Go to first email received and click on the bottom link. Copy the transaction number as seen in Figure 3.8.

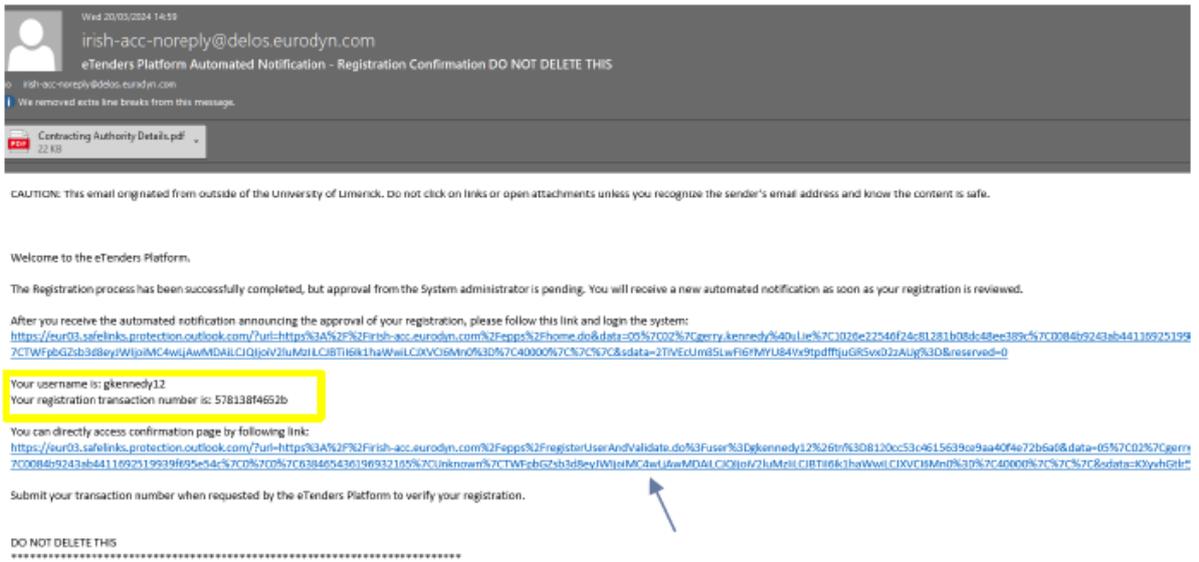


Figure 3.8

As shown in Figure 3.9, click on the link and enter the transaction number you received in the email above and click on 'Submit'.

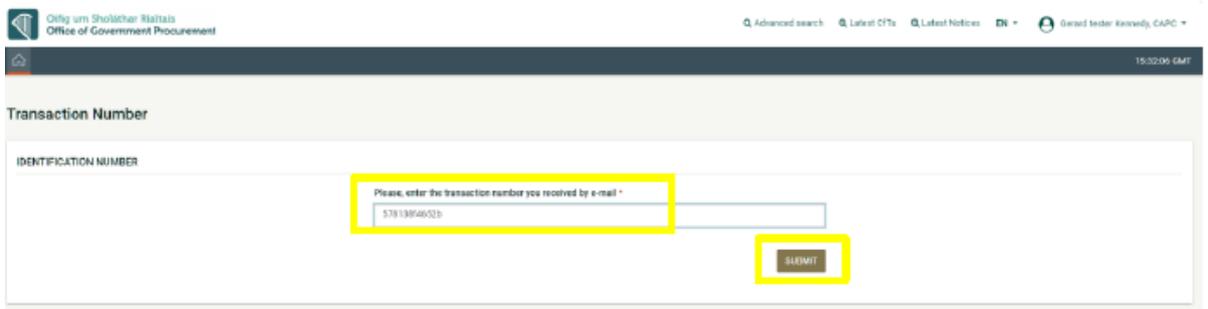


Figure 3.9

Accept the eTenders terms and conditions, as can be seen in Figure 3.10.

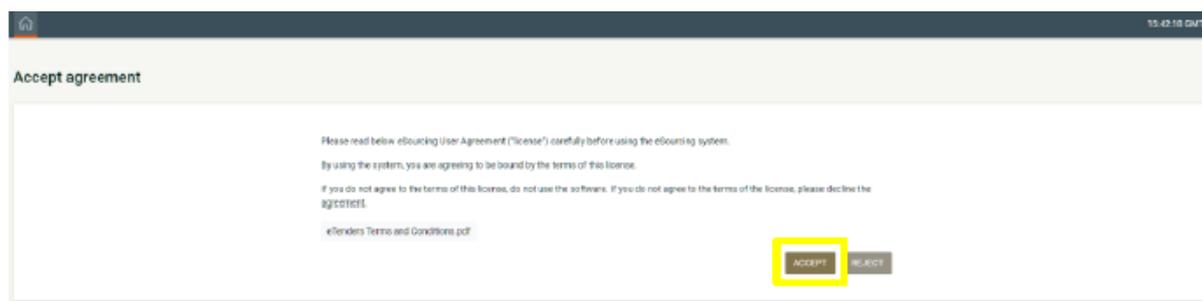


Figure 3.11

Click on 'Finish (Go to my Profile)' as below in Figure 3.12.



Figure 3.12

You will have to re-enter your Password again and complete any remaining mandatory fields as shown in Figure 3.13.

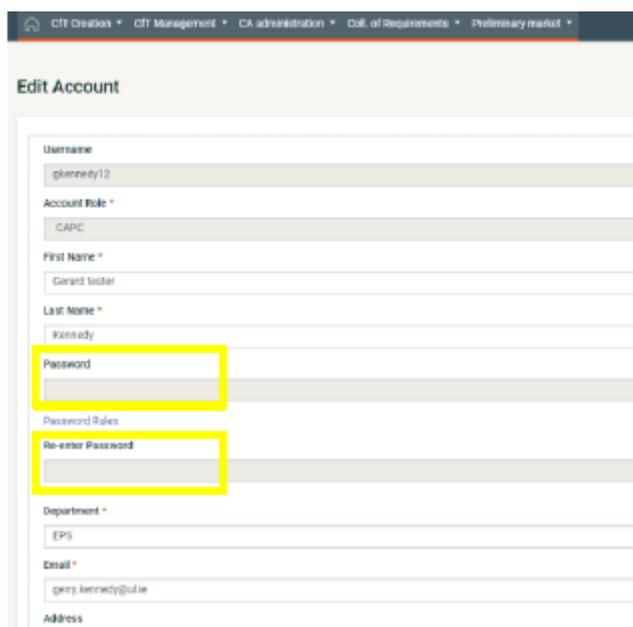
The screenshot shows a web interface for editing an account. At the top, there is a navigation bar with the following items: 'eTenders', 'eTenders Creation', 'eTenders Management', 'CA administration', 'Call of Requirements', and 'Preliminary market'. Below the navigation bar, the heading 'Edit Account' is displayed. The main content area contains a form with the following fields: 'Username' (value: 'pkennedy12'), 'Account Role' (value: 'CAPC'), 'First Name' (value: 'Gerald Foster'), 'Last Name' (value: 'Kennedy'), 'Password' (empty), 'Re-enter Password' (empty), 'Department' (value: 'EPS'), 'Email' (value: 'gerald.kennedy@ul.ie'), and 'Address' (empty). The 'Password' and 'Re-enter Password' fields are highlighted with yellow rectangular boxes.

Figure 3.13

As in Figure 3.14, once you see changes have been successful click on 'Save'.



Figure 3.14

You should now click on 'Log out' as seen in Figure 3.15 and log in again with your new Password.



Figure 3.15

3.1.1. Complete the CA & CAPC Profiles

CAPC Profile

After logging in, a CAPC user will have to complete the details related to their profile to be able to fully use eTenders.

Users can edit their profile by clicking the down arrow beside their name and platform profile. Click 'Edit Profile' as seen in Figure 3.16.

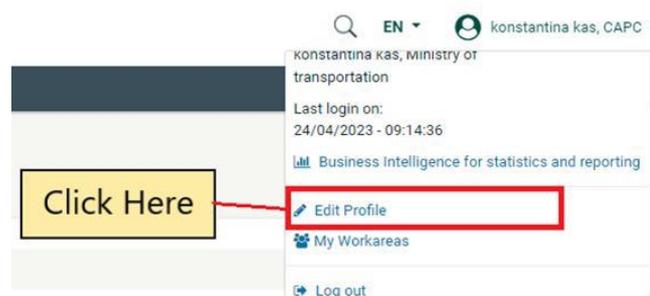


Figure 3.16

CA Profile

To edit/ update the CA profile, log in to your account with your username and Password, and click on 'CA Administration' button, and then 'CA Management' button and 'Edit Organisation' button as can be seen below in Figure 3.17:

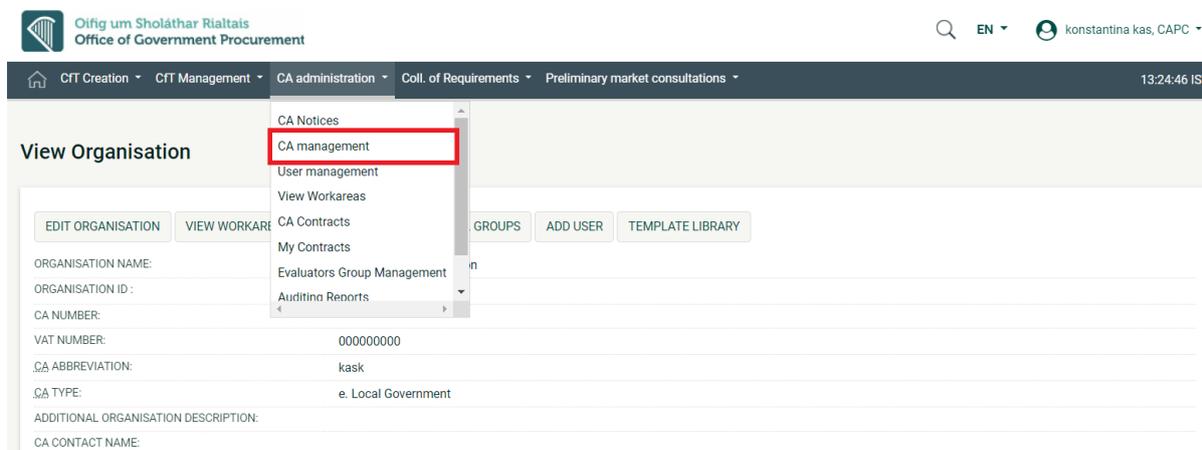


Figure 3.17

The more information that is entered here, the less that will be required later when creating a Call for Tender (CfT). For example, the details below are not all mandatory but should be completed when setting up the CA Profile:

- CA Type – Education
- Additional organisation description – provide more details on the school
- Company Registration Number – this could be your school roll number or if registered with the Charities Regulator, enter this number here.
- VAT number – entered the school's registered VAT number
- Organisation Contact Name – enter the CAPC name here
- Email – enter the CAPC/ School email address
- Phone - enter the CAPC/ School phone number
- Website – enter the school website

3.2. Existing User of the eTenders platform

If you already know your Username and Password, go to <https://www.etenders.gov.ie> and click 'Log in' in the top right corner and shown in Figure 3.18 below:

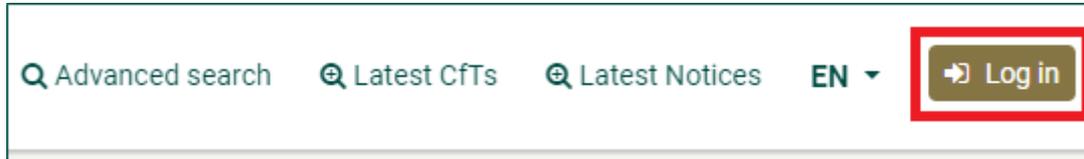


Figure 3.18

As shown in Figure 3.19, enter your Username and Password and click 'Log in':

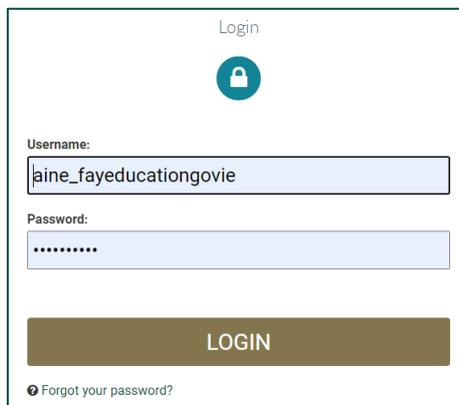
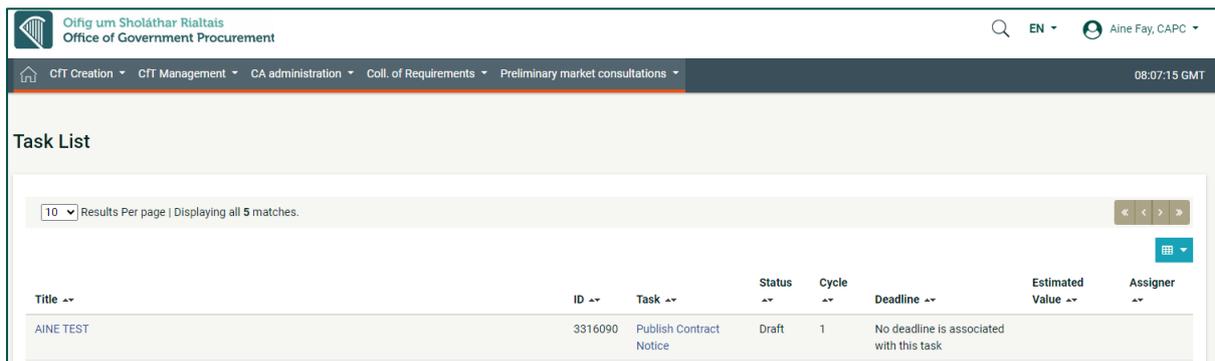
A screenshot of the login page. It features a 'Login' title, a lock icon, and two input fields: 'Username' containing 'aine_fayeducationgovie' and 'Password' with masked characters. A 'LOGIN' button is at the bottom, and a 'Forgot your password?' link is at the bottom left.

Figure 3.19

This will take you to the Homepage Task List as seen in Figure 3.20:

A screenshot of the 'Task List' page. The page header includes the 'Office of Government Procurement' logo and navigation menus. The main content area shows a table with the following data:

Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
AINE TEST	3316090	Publish Contract Notice	Draft	1	No deadline is associated with this task		

Figure 3.20

3.3. Existing User of the eTenders platform but have forgotten Password.

If you are an existing user and know your username but have forgotten your Password, go to <https://www.etenders.gov.ie> and click 'Log in' in the top right corner as seen in Figure 3.21:

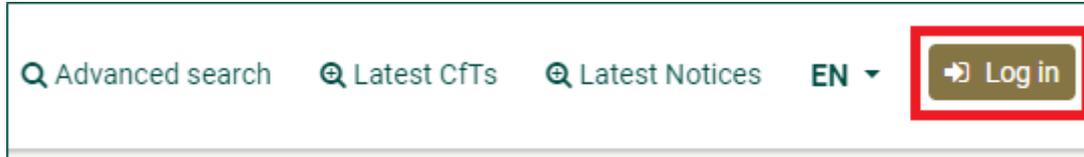


Figure 3.21

Then select 'Forgot your Password?' as can be seen in Figure 3.22:

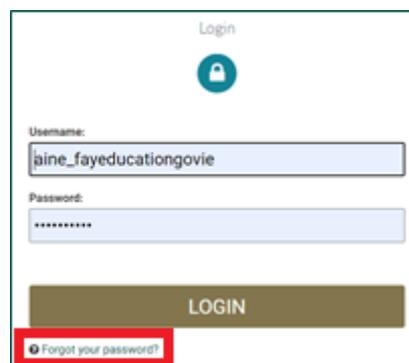


Figure 3.22

A new page will open. Enter your existing username in second field and click 'Send' as shown below in Figure 3.23.

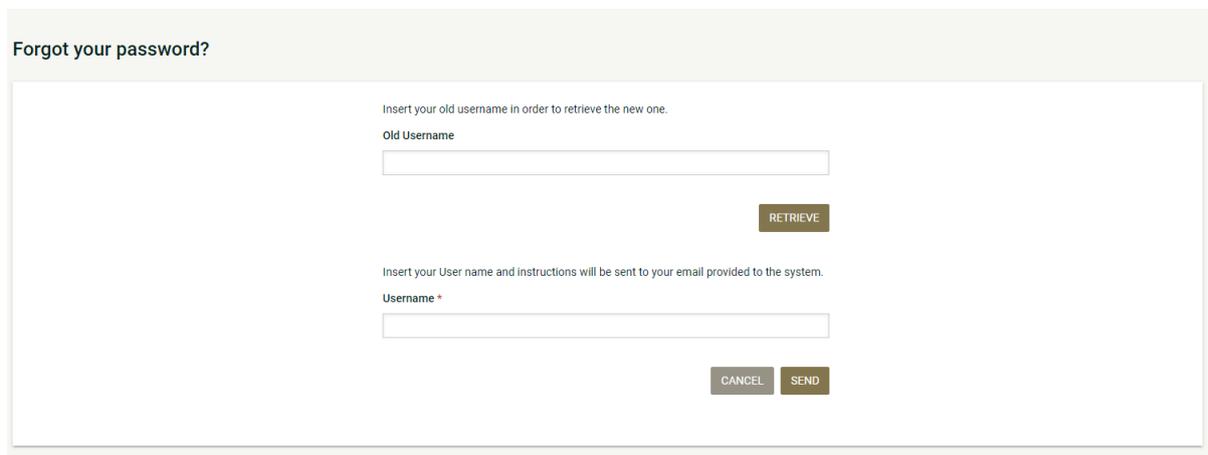
The image shows the 'Forgot your password?' page. It has a title 'Forgot your password?' and a subtitle 'Insert your old username in order to retrieve the new one.' Below this is an 'Old Username' field and a 'RETRIEVE' button. A second subtitle reads 'Insert your User name and instructions will be sent to your email provided to the system.' Below this is a 'Username *' field and 'CANCEL' and 'SEND' buttons. The 'SEND' button is highlighted with a red rectangular box.

Figure 3.23

The following message will appear as seen in Figure 3.24:

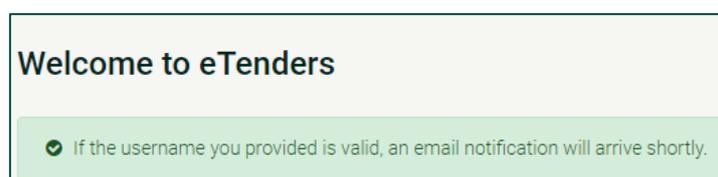
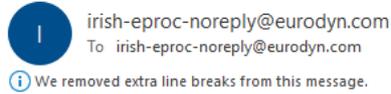


Figure 3.24

If your username is valid, you will receive an email at the registered email address as seen in Figure 3.25. Click the link provided. This will bring you back to the eTenders website.

New Password link for eTenders



CAUTION: This email originated from an external source. Do not click links or open attachments unless the sender is known.

eTenders Platform - Password reset instructions

New password for user: aine_fayeducationgovie, with full name Aine Fay.

Go to the following link and insert new password with transaction number.

You can access the new password section through the following link:

<https://www.etenders.gov.ie/epps/prepareResetPassword.do?num=fc6c8d862507195643fcfab41467b340c98e584e805c87d1c23dcc0fb91c056>

Your registration transaction number is: 8dd18da31ce5

Figure 3.25

Enter your new Password and the registration transaction number as can be seen below in Figure 3.26.

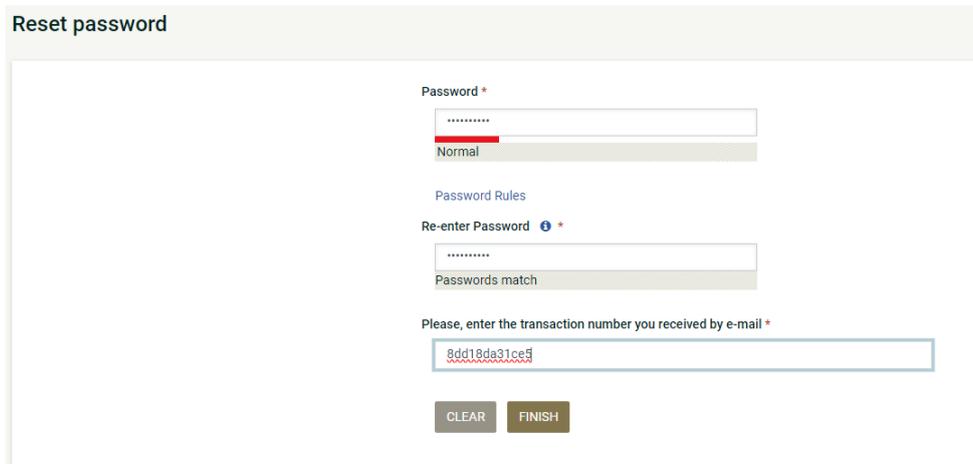


Figure 3.26

Click 'Finish' and you will get a message like below in Figure 3.27:

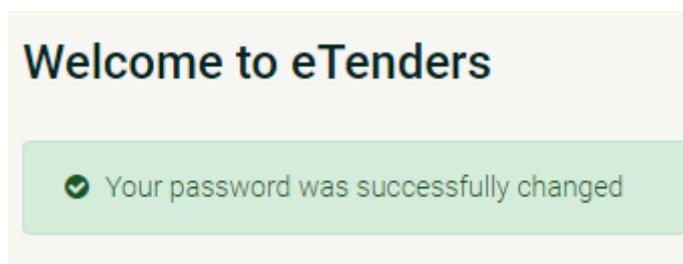


Figure 3.27

You can then log in using your username and new Password.

3.4. If you registered on the old eTenders platform

The current eTenders platform launched in May 2023. If you registered on the eTenders system prior to May 2023, your account was transferred to the new system, but you will need to reset your Password.

Go to <https://www.etenders.gov.ie> and click 'Log in' in the top right corner:

Then select 'Forgot your Password?' as seen in Figure 3.28:

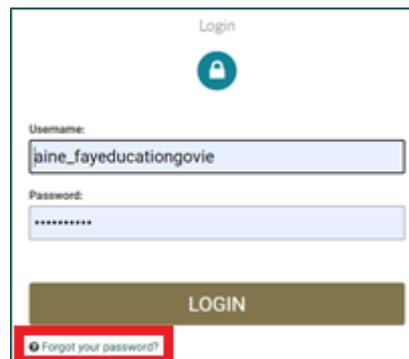


Figure 3.28

In the 'Old Username' field, enter your username on the old eTenders platform and click 'Retrieve' seen below in Figure 3.29.

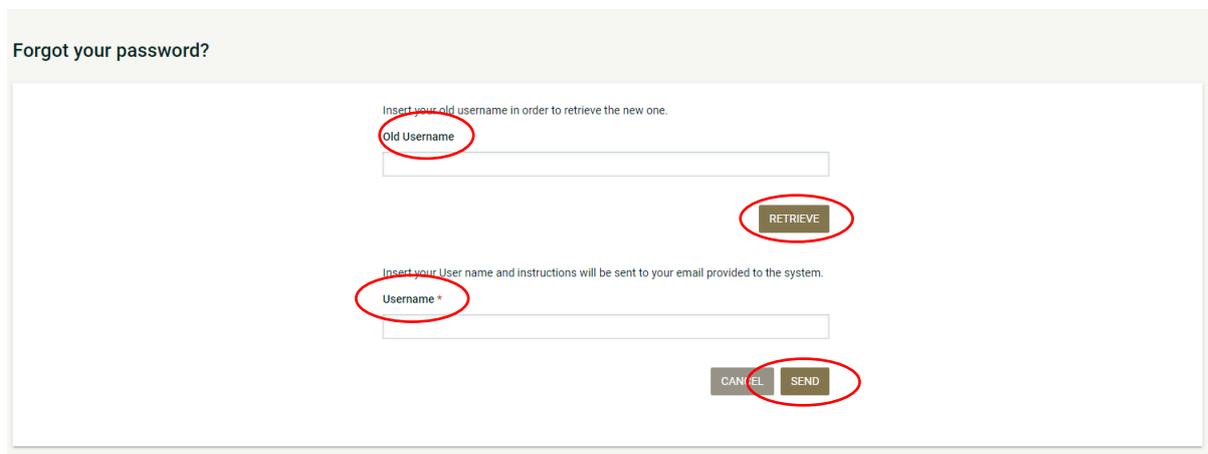


Figure 3.29

Your new username will appear in the Username data field automatically. Click 'Send' .

The message will appear as shown below in Figure 3.30:

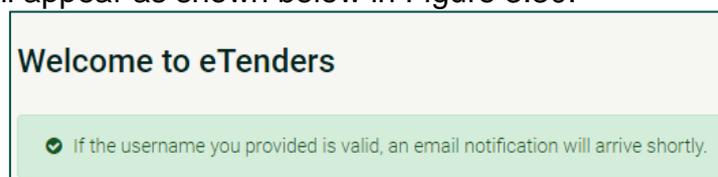
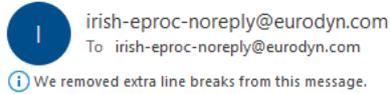


Figure 3.30

You will receive an email at the registered email address as seen in Figure 3.31. Click on the link provided. This will bring you back to the eTenders website.

New Password link for eTenders



CAUTION: This email originated from an external source. Do not click links or open attachments unless the sender is known.

eTenders Platform - Password reset instructions

New password for user: aine_fayeducationgovie, with full name Aine Fay.

Go to the following link and insert new password with transaction number.

You can access the new password section through the following link:

<https://www.etenders.gov.ie/epps/prepareResetPassword.do?num=fc6c8d862507195643fcfab41467b340c98e584e805c87d1c23dcc0fb91c056>

Your registration transaction number is: 8dd18da31ce5

Figure 3.31

Enter your new Password and the registration transaction number shown in Figure 3.32.

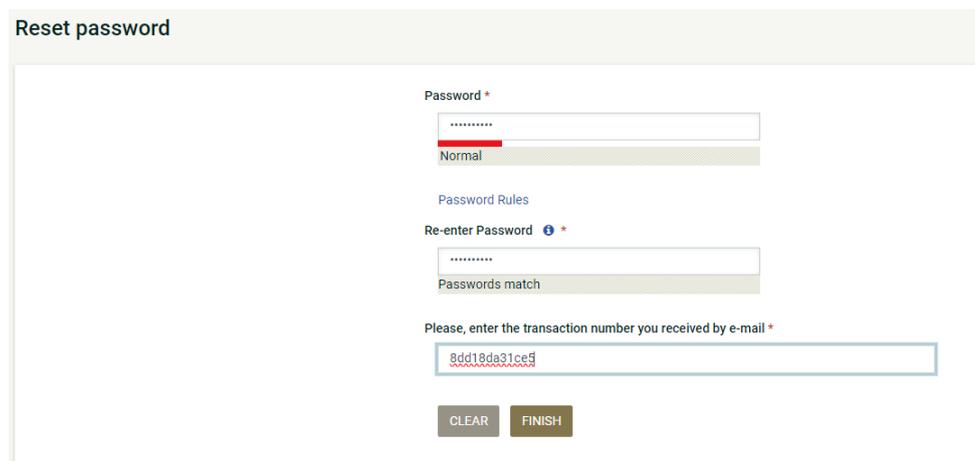
The image shows a web form titled 'Reset password'. It contains three main input sections: 1. 'Password *' with a text box containing dots, a red progress bar, and a 'Normal' status indicator. 2. 'Re-enter Password *' with a text box containing dots and a 'Passwords match' status indicator. 3. A text box for the transaction number, containing '8dd18da31ce5'. At the bottom are 'CLEAR' and 'FINISH' buttons.

Figure 3.32

Click 'Finish' and you will get the message shown in Figure 3.33:

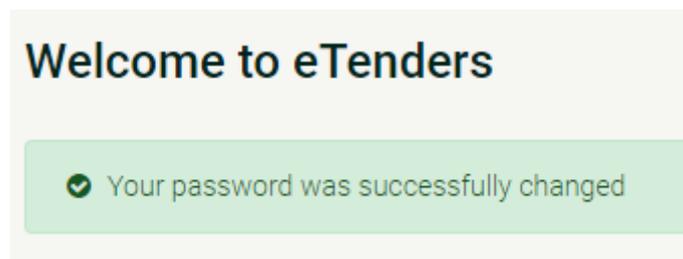


Figure 3.33

You can then log in using your username and new Password.

3.5. If you are an existing user but do not know your username for the eTenders platform.

On the Homepage, click on 'Advanced Search' and then 'Organisation' as can be seen in Figure 3.34:

Advanced search

Organisation

Organisation Name
Department

CA Abbreviation

City

Address

CANCEL CLEAR SEARCH

Figure 3.34

You can use this function to search for your organisation. Try searching for terms related to your school. Try to keep the terms high-level and search for one or two words and avoid abbreviations. For example, search for 'Athboy' or 'Athboy school', not 'Athboy cs'.

Click 'Search'.

You will see the search results with the email used to register the school as seen in Figure 3.35.

SEARCH RESULTS

10 Results Per page | Displaying: 1-10 | 24 results in total.

Organisation ID	Organisation Name	Organisation Type	Email
1292	Department of Agriculture Food and the Marine	Contracting Authority	procurement@agriculture.gov.ie
1273	Department of Arts, Heritage and the Gaeltacht	Contracting Authority	sorcha.debruch@ahg.gov.ie
2156	Department of Arts Heritage Gaeltacht and Islands	Contracting Authority	jkelly@ealga.ie
1310	Department of Children Equality Disability Integration and Youth	Contracting Authority	procurement_queries@equality.gov.ie

Figure 3.35

If you find the details for your school, this means that it is registered as a CA on eTenders.

To retrieve your Username so you can log in to eTenders, you will need to contact the eTenders support. To do this, scroll down to the bottom of the page and click on 'Contact us' as seen below in Figure 3.36:

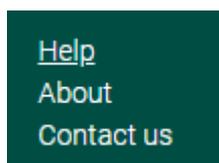


Figure 3.36

Scroll down to **ONLINE FORM TO CONTACT TECHNICAL SUPPORT (SYSTEM USAGE QUESTIONS)** and enter as much detail as you can and click 'Submit'. Please ensure to include your organisation as it appeared on the Search function.

This request will go to eTenders System Administrator (European Dynamics) who will be able to provide the required details i.e., CA Username.

Appendix 1 –Acronym/ Abbreviations

Acronym / Abbreviation	Explanation
CA	Contracting Authority/ Buyer/ School
EO	Economic Operators/ Supplier
CAPC	Contracting Authority Procurement Coordinator
CfT	Call for Tender
TRD	Tender Response Document
OJEU	Official Journal of the EU
CPV	Common Procurement Vocabulary
MEAT	Most Economically Advantageous Tender

Appendix 2 – Definitions

Term	Explanation
Public Procurement	Public procurement refers to the purchase, by means of a public contract, of goods, services or works by publicly funded organisations including local authorities.
Contracting Authority	Public contracting authorities may be individual government departments or offices, local or regional authorities, any public body, commercial and non-commercial state bodies, or private entities that are subsidised 50% or more by a public body, when awarding contracts for goods, services or works.
Framework Agreement	A framework agreement is an agreement between one or more contracting authorities and one or more service providers that establishes the terms governing contracts to be awarded during a given period. A framework agreement enables contracting authorities to place orders with service providers without running a full tender process.
Call or Request for Tender/ Supplementary Call for Tender (CFT/SCFT)	A document that invites contractors and suppliers to bid for the provision of goods, services or works.
Mini competition	A mini competition is initiated through the issue of a Call for Tender/ Supplementary Call for Tender (CFT/SCFT) and Tender Response Document (TRD) to the framework members.
Dynamic Purchasing System (DPS)	A Dynamic Purchasing System is a completely electronic system that can be used to procure commonly used goods, services or works. It is typically used to procure lower value goods. Unlike a framework agreement, which restricts tenderers joining, tenderers can be added to a DPS at any time subject to the published eligibility criteria.
Most Economically Advantageous Tender (MEAT)	The most economically advantageous tender is the tender which, following assessment of the award criteria, is the most beneficial to the CA and represents value for money. It may include the best price-quality ratio, or instead may use lowest price alone.
Common Procurement Vocabulary (CPV)	Common procurement vocabulary is a detailed system of codes for describing goods, services or works to be advertised on eTenders and in the Official Journal of the EU (OJEU).

Appendix 3 – CA Notices

Contracting Authority Notices allow the user to view any notice published by their authority.

Please note: for more information on each activity see the *Office of Government Procurement (OGP) CA user manual* which is available on the eTenders website once you have registered and logged in.

Appendix 4 – Workarea Administration

Workareas give a CA the ability to partition their tender activity so that only the relevant team members can view and access tenders that are relevant to them. A Workarea is created by a CAPC, and a user can be associated with one or more Workareas within their CA. In general, Workareas are used for an organisational purpose, to better organise the call for tenders' access rights. Clicking on the 'VIEW WORKAREAS' button, allows the CAPC user to access the Workareas management page for their CA.

Please note: for more information on each activity see the Office of Government Procurement (OGP) CA user manual which is available on the eTenders website once you have registered and logged in.

Appendix 5 – Contracting Authority Template Library

The Template library is shared document area that is available to all users within the CA. Each CA has its own Template Library which allows users to arrange folders, sub-folders, and documents as they wish and to allow these documents to be reused by other members of that CA. When a CAPC user uploads supporting tender documents in the Document area of a CfT, they can select to upload a document from the Template Library, if they are saved there. Alternatively, documents can be added to a CfT directly from Users local drive.

Please note: for more information on each activity see the Office of Government Procurement (OGP) CA user manual which is available on the eTenders website once you have registered and logged in.

Appendix 6 – Approval Groups

Approval groups can be used, within a CA, for the purposes of verification or approval of documentation prior to publish key documents in the system.

Please note: for more information on each activity see the *Office of Government Procurement (OGP) CA user manual* which is available on the *eTenders website* once you have registered and logged in.