

Schoolbooks Grant Procurement Webinars for Post-Primary Schools 2024/25

The Department of Education is aware that some schools may need support in the procurement process for the Junior Cycle schoolbooks scheme.

The Department has engaged with key procurement partners, including the Schools Procurement Unit (SPU), to develop additional guidance and supports for schools on the procurement process.

These supports and resources are available at <https://www.spu.ie/schoolbooks-scheme/>. This includes a procurement guidance document, a quotation template, and guides for the eTenders platform.

Further webinars are scheduled for this week to guide schools through specific tasks that may need to be completed in procuring schoolbooks and classroom resources.

The webinars are as follows:

Date/Time	Topic	Link
Wednesday 24th April at 9:30	Estimating the cost of schoolbooks and completing the Request for Quotes Template	Click here to join the Webinar
Thursday 25th April at 14:00	Completing the Call for Tender (CFT) and Tender Response Document (TRD)	Click here to join the Webinar
Friday 26th April at 11:30	Logging into eTenders	Click here to join the Webinar

Please note that schools whose contracts are estimated to be valued at less than €50,000 do not need to need complete the CFT or TRD, and do not need to publish on eTenders.

If you require support or assistance as you navigate through the Junior Cycle schoolbooks procurement process please email JCSchoolbooks@education.gov.ie or call 01 889 2089 (available 09:30 – 16:00 Monday – Friday).