



Oifig um Sholáthar Rialtais
Office of Government Procurement

Tender Opening Protocol Report

Purpose ▶

Legal Requirement ▶

Benefits ▶

System Walk-through ▶



Tender Opening Protocol – Purpose

- The Tender Opening Protocol is new functionality available on eTenders for the Contracting Authority(CA) to report on submissions received via the electronic tender-box on eTenders
- Captures date, time for the opening of tenders and shows the authorised persons nominated within the CA for the electronic opening procedure
- Lists all supplier responses submitted before the closing deadline with time and date stamps
- Only the CA buyers nominated for the opening committee can electronically open the tender-box
- The CA can add notes for individual suppliers where some response documents are missing or incomplete

Tender Opening Protocol – Legal Requirement

The procurement directives require contracting authorities to provide tools and devices so that :

- The exact time and date of the receipt of tenders can be determined precisely
- Data received and opened in accordance with these requirements must remain accessible only to persons authorised
- It is clearly detectable who accessed the tender submissions

Tender Opening Protocol – Benefits

- Opening Protocol is aligned to the electronic submission requirement which is mandatory for above OJEU threshold tenders since 18 October 2018
- Provides a speedy and accurate report for the opening procedure
- Provides transparency and will be a useful document in the event of a legal challenge
- Generates a formal customised report available for each CA at tender opening including the CA corporate Logo where available
- Repository for each RFT to capture details of the opening procedure without trawling through the audit trail
- A common reporting process for all RFTs including contracts below OJEU threshold
- Report can be printed by CA if required

Tender Opening Protocol – System Walk-through

Checklist	
☐ RFT - MC Test	
✓ Set message recipients Set or change who is going to receive messages from suppliers	Set message recipients
✓ RFT Dates / Planned activities in this process Set or change dates related to this RFT	Edit
☐ MC Test [Response deadline (GMT): 29/01/2019 12:30]	
✓ Pricing required (if any) Select the type of pricing you wish to receive from the suppliers in your RFT	MC Test
✓ Manage Questionnaire Add or edit questions to be answered by the suppliers through the system and for you evaluate after submission deadline.	✓ MC Test
✗ Attach external documents Upload documents that the suppliers can download	Edit
✗ Prepare zip file Create a zipfile with all documents that the suppliers can download	No documents uploaded
✓ Define opening committee Define users to open the tender box	Edit
✓ Suppliers Search suppliers within the CTM database and add them to your RFT	
✓ Send invitations Send invitations to suppliers	
✓ Opening procedure Opening tenderbox procedure	Open
✗ Supplier Responses Supplier Responses	Supplier Responses
✗ Opening protocol Create opening protocol	Opening protocol

- From the RFT Checklist Page – perform the “Opening procedure” as normal with the nominated persons
- When the “Opening procedure” task has been completed, “Opening Protocol” will appear on the checklist page
- Click on [Opening protocol] and the Form will appear

Opening Protocol Form

When the Opening Protocol has been activated the form as shown across will display. This form includes the following details:

- Details of the competition including publication date and response deadline
- Name of authorised users who opened the tender-box
- Date and time of tender-box opening
- Details of responses submitted including bidder name and address
- VAT number of supplier
- Total quote value (if submitted)

The protocol is now saved!

OPENING PROTOCOL

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Office of Government Procurement
3A, Mayor Street, Upper
DOI, PF72, Dublin 1
www.procurement.ie

RPT: 33792
Case number: AWARD 01 - 24 AM
Description: Printing Services
Process: 01 Open Procedure (OJEU)
Type of contract: Works Supplies Services
Owner: Buyer1

Specifications
Date of publish: 22/05/2017 12:00
Response deadline: 22/05/2017 14:00

Opening procedure
Opening date: 22/05/2017 15:28
Tender box opener: Buyer1 Function:

Submitted quotes

Date	Bidders (name)	Organisation no	Total quote (EUR)	Notes
22/05/2017 13:00	Supplier 1 London Road Newport Swindon	767676	Printing Services: 299,000.00	
22/05/2017 13:34	Supplier 2 Dublin Road Dublin	na	Printing Services: 230,000.00	
22/05/2017 13:25	Seller12 123 Swindon	679	Printing Services: 3,455,000.00	

Notes

Present at tender box opening
Printed name: _____ Date: 22/05/2017 15:28
Name: Buyer1

Last saved: 22/05/2017 15:33

Opening Protocol Form

The following fields are editable for completion by the Administrator (if required)

- The role or function of the user(s) who opened the tender box
- Notes field corresponding to each supplier submission
- General notes section for tender opening

Complete the Required fields and [Save].

The form is now saved on the system and can be accessed and printed or saved to an offline folder when required.

The protocol is now saved!

OPENING PROTOCOL

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22/05/2017 13:34	Supplier 2 Dublin Road Dublin	na	Printing Services: 250,000.00	
22/05/2017 13:25	Seller:12 123 Swindon	679	Printing Services: 3,496,000.00	

Notes

Present at tender box opening

Printed name: _____ Date: 22/05/2017 15:28

Name: Buyer1

Last saved: 22/05/2017 15:33



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An Roinn Caiteachais Phoiblí
agus Athchóirithe
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Expenditure and Reform



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