



An tÚdarás Sláinte agus Sábháilteachta
Health and Safety Authority

Health And Safety Authority's guidance for service providers for registering on eTenders and submitting an application

Disclaimer

This guidance document aims to support and encourage service providers to respond to the Health and Safety Authority's Invitation for Panel Membership for Occupational Medical Advisory Services, published via the www.etenders.gov.ie website.

This guidance document includes only instruction for registering on eTenders and applying for Panel membership.

It has been made available for service providers who are not yet registered on eTenders and need support with the registration.

The Qualification Questionnaire documentation is available on the above mentioned eTenders website upon registration and will not be shared via email or by other means.

The Health and Safety Authority takes no responsibility for the accuracy of this content. It is merely developed in an effort to support interested service providers responding to the invitation for panel membership and addresses how to upload and respond to the Qualification Questionnaire. This guidance document does not in any way refer to how tenderers should complete the required qualification documentation to be submitted.

Contents

1. Registering on eTenders	3
2. eTenders Helpdesk.....	4
3. eTenders’ relevant terminology.....	4
4. Accessing Competitions of Interest – you must associate.....	4
5. How to Associate your Organisation with a Call for Tender (CFT)	5
6. Finding a Competition	6
7. Using the Advanced Search Tab to Associate	7
8. Functionality for Supplier Associated with a Competition	10
9. Accessing the Tender Documents.....	11
10. Messaging.....	12
11. Responding to a Competition	13
12. To Prepare to Respond	13
13. Checking before you Upload	14
14. Starting the Response Upload	14
15. Loading documents from Queue – You still have a remaining task before full submission	16
16. Moving from Queue to Uploaded	17
17. Tender Response Documents Associated or not Associated?	Error! Bookmark not defined.
18. Final Step – Submitting	19

1. Registering on eTenders

There is a new eTenders platform which went live in May 2023. If you want to respond to calls for competition via eTenders you must register your business on the platform. There are different processes for registering on the new platform depending on whether it is your first time to register or whether you were previously registered on the previous eTenders platform.

The Office of Government Procurement (OGP) published instructions for logging into the platform for the first time¹. They are copied here for your convenience:

Logging into the platform for the first time

You will be able to access the platform at the existing website address, etenders.gov.ie. However, you will have to input that address fully the first time you login, and not use any short cuts that you may have in place (i.e. through browser favourites or history) as those links will be not work for the changeover.

Please note: If you already had an account on the previous system, you do not need to register again on the new system. You can simply log in and follow the steps outlined in the first login guide, attached below. (The 'login' button is available on etenders.gov.ie at the top right-hand corner of the screen.)

A step-by-step guide on logging into the new system for the first time is available below. There is a guide available for general users, and a guide available for administrators.



First login guide - suppliers (general users)

Download the file [Download](#)

[View](#)



First login guide - suppliers (administrators)

Download the file [Download](#)

[View](#)

The OGP also made available on their website a manual for suppliers for the new platform, which is also linked here for your convenience:

How do I use the new system?

Please find the user manual for suppliers for the new platform below.



User Manual for economic operators (suppliers)

Download the file [Download](#)

[View](#)

¹ [gov - eTenders has changed - updates for businesses \(www.gov.ie\)](https://www.gov.ie/en/news/2023-05-01-gov-eTenders-has-changed-updates-for-businesses/)

2. eTenders Helpdesk

Any queries on how to access the eTenders platform or other technical issues should be addressed to the eTenders Helpdesk:

- Email: irish-eproc-helpdesk@eurodyn.com
- Phone: +353 818001459

Phone and online support is available between 9.00 am and 5.00 pm Monday to Friday.

3. eTenders' relevant terminology

The new eTenders platform (which was launched in May 2023) operates in a different manner to the old system. Below we outline some key terminology relevant to the platform.

Term	Meaning
CfT	Call for Tenders – relates to the creation of a new competitive process whether advertised, quotation or mini-tender
Associate	This is similar to Express an Interest in the old eTenders system – suppliers must be associated with a competition to actually be able to participate in it – this is accessed by logging-in to the platform
Resource ID	System generated unique ID for each CfT – a key number to use to find specific competitions

4. Accessing Competitions of Interest – you must associate

There are multiple ways to find the competitions you are interested in, however:

IT IS A MANDATORY REQUIREMENT TO LOG-IN AND ENSURE YOU ASSOCIATE YOUR COMPANY WITH THE COMPETITION IN ORDER TO BE ABLE TO....

- Raise and receive clarifications
- Submit your application

If you access the qualification documents without logging in, i.e., if you download without association, you will not be able to raise questions, receive queries or submit your application.

Do not download by clicking on PROCEED WITHOUT ASSOCIATION.

DOWNLOAD CONTRACT DOCUMENTS

Currently you are not logged in, therefore the system cannot associate you with the CfT so that it can inform you automatically in case new addendums, corrigendas or clarifications are published. To be associated with the competition, you need to first log in

CANCEL DOWNLOAD

PROCEED WITHOUT ASSOCIATION

5. How to Associate your Organisation with a Call for Tender (CFT)

Go to the home screen and log-in.



Oifig um Sholáthar Rialtais
Office of Government Procurement

Q Advanced search

Q Latest CFTs

EN ▾

Log in

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

LATEST NEWS

22

MAY

Searching for notices published on the OLD eTenders platform

19

MAY

IMPORTANT NOTICE - Please read this notice if you previously had an account on the old eTenders platform

15

MAY

To continue or complete a competition that started before 15th May 2023 or to access historical data

15

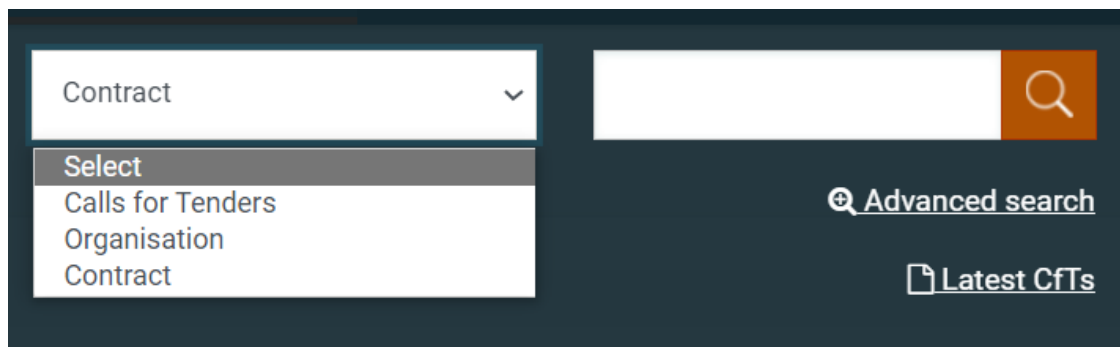
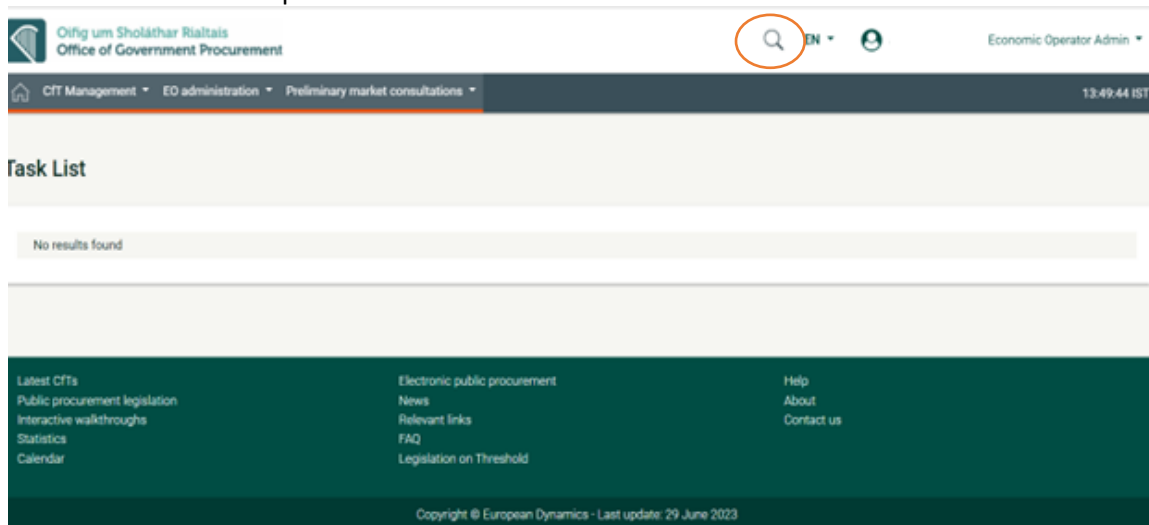
MAY

Welcome to the new eTenders Service

6. Finding a Competition

Once logged in click on search button.

Here you can search by Calls for Tenders, Organisations or Contract. However, you can't associate via this search. Instead, we recommend using the 'Advanced Search' function to get more details and to associate with the competition.



7. Using the Advanced Search Tab to Associate

Advanced search

CFT
Organisation

CFT Resource ID ⓘ

CFT CA Unique ID ⓘ

Description ⓘ

Maximum characters: 50000.

Procurement Type ⓘ
-Select Procurement Type-

Publication date ⓘ
From: To:

CPV codes ⓘ

Estimated value (EUR) ⓘ
Min: Max:

Title ⓘ

Name of Contracting Authority ⓘ

Workspace Status ⓘ
-Select Workspace Status-

Procedure ⓘ
-Select Procedure-

Deadline for tender submission ⓘ
From: To:

NUTS codes ⓘ

Tenders Opening Date ⓘ
From: To:

CANCEL CLEAR SEARCH

Use any of these fields to search for the competition, the most relevant being:

- Enter a key word in Title and competitions containing that key word will appear
- Name of Contracting Authority – e.g. Health and Safety Authority
- Cft Resource ID – this is the unique competition reference number (this is the 7-digit code relevant to the competition)

A list of competition opportunities will appear at the bottom of the search screen. **An example is provided below.**

Click on the hyperlink of the title of the chosen competition.

#	Title	Resource ID	CA	Info	Date published	Tenders Submission Deadline	Procedure	Status	Notice PDF	Award date	Estimated value	Cycle
1	Single Party Framework Agreement for the provision and management of Work-Related Illness Reporting Scheme for the HSA	2229481	Health and Safety Authority		17/08/2023 16:49:31	25/09/2023 12:00:00	Open	Evaluation			600,000.00	1

10 Results Per page | Displaying the 1 match.

You are now in the CfT² Workspace. The CfT Workspace provides an overview of the competition.

CFT: SINGLE PARTY FRAMEWORK AGREEMENT FOR THE PROVISION AND MANAGEMENT OF WORK-RELATED ILLNESS REPORTING SCHEME FOR THE HSA		Show CfT Menu
NAME OF CONTRACTING AUTHORITY:	Health and Safety Authority	
TITLE:	Single Party Framework Agreement for the provision and management of Work-Related Illness Reporting Scheme for the HSA	
CFT CA UNIQUE ID:		
EVALUATION MECHANISM:	Best Price-Quality Ratio	
DESCRIPTION:	The HSA intends to establish a single party framework agreement for the provision and management of Work-Related Illness Reporting Scheme. An initial contract will be awarded on the establishment of the framework to develop and manage a secure work-related illness solution to enable the collection, analysis and reporting of work-related illness data from relevant occupational medical/ healthcare practitioners with the appropriate expertise in work-related illness in the Republic of Ireland. The initial contract will also include the support, maintenance and promotion of the solution. The initial contract will be for a period three years with options to extend to a maximum of six (6) years. Tenderers should ASSOCIATE your company with this competition in order to express your interest in the competition, access documents, receive messages and submit tender responses. Responses should be submitted in a zipped file format.	
PROCUREMENT TYPE:	Services	
CPC CATEGORY:		
DIRECTIVE:	2014/24/EU (Classic)	
PROCEDURE:	Open	
CFT INVOLVES:	The establishment of a framework agreement	
FRAMEWORK AGREEMENT TIMEFRAME:	N/A	
CPV CODES:	79315000-Social research services 73000000-Research and development services and related consultancy services 73110000-Research services 85148000-Medical analysis services	

Click on Show CfT Menu

Show CfT Menu

This drop-down menu presents you with a list of actions. Click on Expression of Interest

Show CfT Menu

CfT core information

CfT documents

Expression of Interest

Tender

Specify Alerts

Messaging

Automated notifications

² Call for Competition

It is advisable to click on Option 1 - Associate all users of my Economic Operator with this CfT. This way all communications will be received by all registered users within your organisation.

ASSOCIATION WITH CFT

The eTendering system supports automated notifications to keep associated users up to date with all CfT advances. These comprise the publication of new Notices, Addenda, Corrigenda, Clarifications, while there are also notifications for informing associated users about approaching important dates of the CfT. Please select a type of association for this CfT.

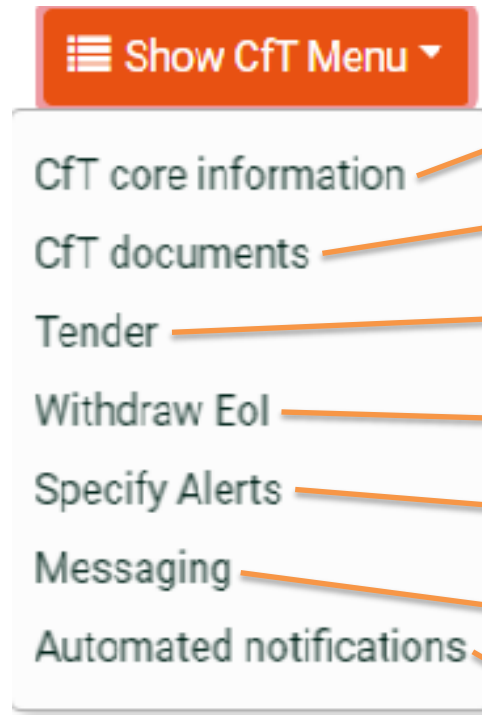
You will be able to individually manage the list of users of your organisation with the CfT, through the new 'Manage associations' tab in the CfT workspace.

Type of association

- ☒ 1. Associate all users of my Economic Operator with this CfT
- ☐ 2. Associate only myself with this CfT

SELECT

8. Functionality for Supplier Associated with a Competition

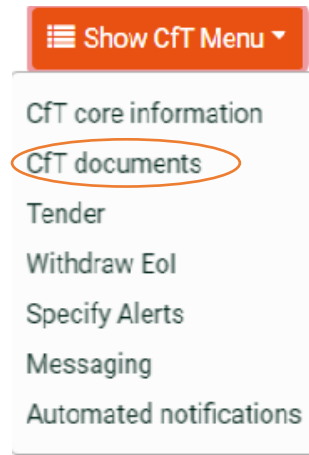


On the CfT drop-down menu you can access the following:

- **CfT Core information** – this provides you with high level information on the competition
- **CfT documents** – this provides you with access to the competition documents
- **Prepare your tender** – this brings you to the tender submission section
- **Withdraw Eol** – this allows you to cancel your interest in the competition
- **Specify Alerts** – you can set alerts to remind yourself of tasks and timelines
- **Messaging** – send, receive and view the messages about queries regarding the competition.
- **Automated notifications** – allows you associate additional members of your team with the competition

9. Accessing the Tender Documents

Select 'CfT documents' on the Show CfT Menu



Download the documents individually under the file tab or using the Download Zip File.

CFT: SINGLE PARTY FRAMEWORK AGREEMENT FOR THE PROVISION AND MANAGEMENT OF WORK-RELATED ILLNESS REPORTING SCHEME FOR THE HSA Show CfT Menu

Notices **Contract Documents**

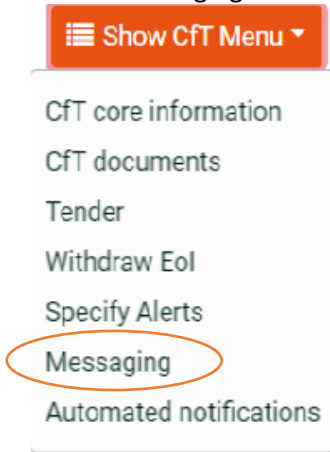
10 Results Per page | Displaying all 2 matches.

Addendum ID	Title	File	Description	Lang.	Document Versions	Actions
N/A	HSA Work Related Illness Reporting Scheme tender	HSA Work Related Illness Reporting tender documentation.zip	Tender documentation	EN		
N/A	Tender Structure XML - Cycle 1	cft_2229481_1.xml	N/A	EN		

[DOWNLOAD ZIP FILE](#)

10. Messaging

Select 'Messaging' on the Show CfT Menu



Always use relevant/logical reference in the SUBJECT box when raising queries.

In the BODY write your query.

Attach any documents relevant to the question

THIS IS NOT THE APPLICATION SUBMISSION AREA.

You may mark your question as Confidential – this does not necessarily mean the answers will not be shared with all the tenderers

You will receive emails when messages are published – to access go to Messaging Tab (above)

CREATE MESSAGE

Subject: *

Body: *

Attachment 1:

Choose File No file chosen

Attachment 2:

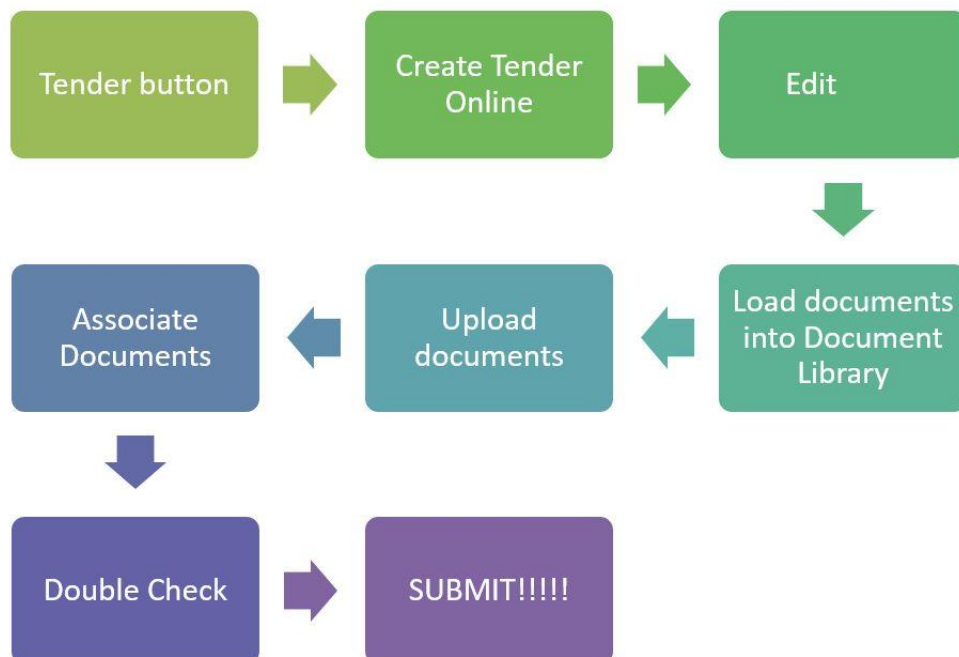
Choose File No file chosen

Confidential: *

☐ Yes ☐ No

BACK SAVE AS DRAFT SEND

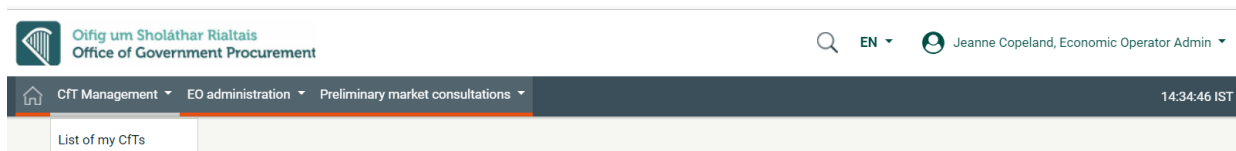
11. Responding to a Competition



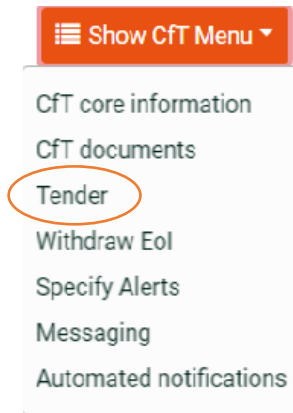
12. To Prepare to Respond

Login (see above)

To find the competition – click on List of my CfTs



Go to the relevant competition – in the Core CfT Information click on Tender...



13. Checking before you Upload

Once all your documents are ready ensure you:

- Check all documents for completeness – ensure you have completed all relevant sections.
- Ensure file names are logical.
- Check that you followed the font size / page limits and other instructions.
- Make sure you took account of all Queries/Answers provided by the Contracting Authority.
- You are now ready to submit a response.
- **You are required to upload as a zip file to protect the integrity of file names.**
- It is advisable to give plenty of time.
- We recommend this is the day before the closing date.

NOTE: No late applications will be considered.

You must complete the full upload prior to the submission deadline.

14. Starting the Response Upload

Click on the Green Button 'Create Tender Online'

i Tender submission is now open.
x

CFT:
Show CFT Menu ▾

Create Tender Online ▶

Cycle 1

List of submitted Tenders

#	Submitted By	View Name Tender	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P conformance	Status	D/P match result	Received on Time
VIEW REMOVE ✔ All items submitted/Hash match ⚠ Additional items will be needed ❌ Missing items/Hash mismatch/Late Submission ▶ List of draft Tenders										

Give your submission a Title. We recommend you include your firms name in the title with a reference to the subject of the competition.

Press Save

Create Response

Create Response *

Name of My Firm Application Submission for XXX

Provide a meaningful title that describes your response. The title will not be visible to the Buyer, it will help you navigate efficiently and distinguish between multiple tender submissions.

Save

You will be taken to the following screen.

Name of Competition will appear here
Name of your Title Submission will appear here





COMPLETION 0%

TIME LEFT 15 Days 4 Minutes

0% OFFLINE

DOCUMENT LIBRARY

- Modify Tender Title
- Completion Summary
- Workspace Details
- History
- Related Responses

1. Complete Tender

1.1. File *

Please choose files pressing the button at the right.



1. Complete Tender

1.1. File *

Please choose files pressing the button at the right.

1. Complete Tender

1.1. File *

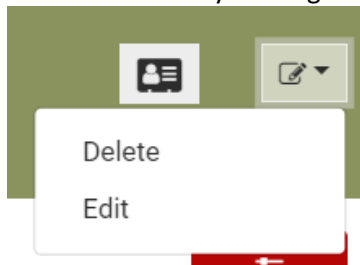
Please choose files pressing the button at the right.

Info

'Edit' the tender in order to edit it.

You must select Edit t to be able to upload documents...

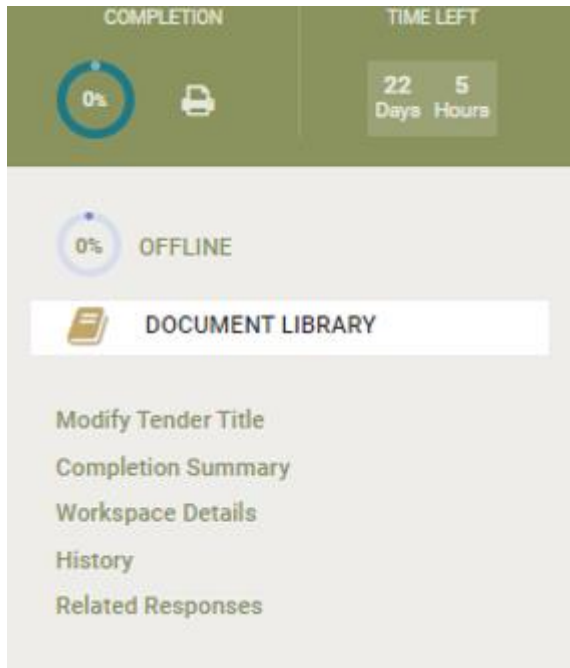
This is available by clicking the little pen box on the right under your log-in logo:



A success button will appear and the text will change to green



Click on the Document Library to load your documents.



Use the Choose Files or Drag & Drop button to get them to the Queue. You are requested to upload your documents as a Zip file to protect the integrity of file names.

Document Library

Only files associated with one or more criteria will be submitted

Upload Files ⓘ

File size Limit: 100 MB | Total space per response 100 MB

Choose Files Choose Files or drag & drop here

Upload queue ⓘ

Queue length: 0

Name	Size	Progress	Status	Actions																
Queue progress:																				
Upload Cancel Remove																				
Uploaded Files ⓘ 0% Uploaded 35 KB of the 100 MB allowed for this response. <table border="1"> <thead> <tr> <th>Filename</th> <th>Title</th> <th>Size</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>Test 1 Doc.docx</td> <td>N/A</td> <td>12 KB</td> <td>✕</td> </tr> <tr> <td>Test 2 Doc.docx</td> <td>N/A</td> <td>12 KB</td> <td>✕</td> </tr> <tr> <td>Test TRD Doc #1.docx</td> <td>N/A</td> <td>12 KB</td> <td>✕</td> </tr> </tbody> </table>					Filename	Title	Size	Remove	Test 1 Doc.docx	N/A	12 KB	✕	Test 2 Doc.docx	N/A	12 KB	✕	Test TRD Doc #1.docx	N/A	12 KB	✕
Filename	Title	Size	Remove																	
Test 1 Doc.docx	N/A	12 KB	✕																	
Test 2 Doc.docx	N/A	12 KB	✕																	
Test TRD Doc #1.docx	N/A	12 KB	✕																	

15. Loading documents from Queue – You still have a remaining task before full submission

When you upload documents, they move to upload queue with 0%. Note the file size limit

Your documents are not available to submit yet. You still have another task to do to complete the upload

COMPLETION

0%

📁

TIME LEFT

4 19

Days Hours

0% OFFLINE

📁 DOCUMENT LIBRARY

Modify Tender Title

Completion Summary

Workspace Details

History

Related Responses

Document Library

Only files associated with one or more criteria will be submitted.

If you see "OFFLINE" at the left of the page instead of "Eligibility/Technical/Financial", then please upload a single zip file, with all your tender documents.

Upload Files ?

File size Limit: 250 MB | Total space per response 500 MB

Choose Files

Choose Files or drag & drop here

Upload queue ?

Queue length: 1

Name	Size	Progress	Status	Actions
Test 1 Doc.docx	12 KB	0%		⬇️ ✕

Queue progress:

Upload

Cancel

Remove

Uploaded Files ?

Uploaded 0 bytes of the 500 MB allowed for this response.

Filename	Title	Size	Remove

16. Moving from Queue to Uploaded

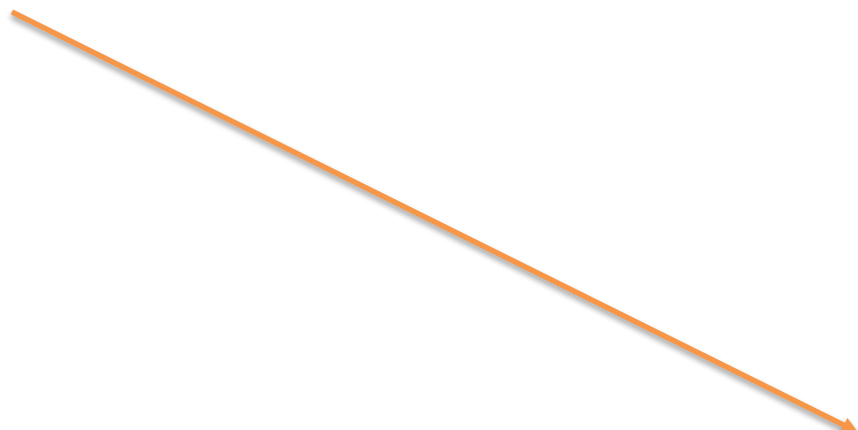
The documents available at 100% now have to be uploaded
 Click the upload button to upload
 Even though you see them in the uploaded box below they are greyed out...

YOU MUST NOW ASSOCIATE YOUR DOCUMENTS WITH RELEVANT CRITERIA

To associate documents with the competition, click on the 100% button beside OFFLINE. Note: 100% does not mean you have submitted yet.

You are now back at the Complete Tender window – you can see that Test IIII is not yet associated.

Click on the page Icon



COMPLETION

100%

TIME LEFT

14 23

Days Hours

100% OFFLINE

DOCUMENT LIBRARY

Modify Tender Title

Completion Summary

Workspace Details

History

Related Responses

1. Complete Tender

1.1. File *

Please choose files pressing the button at the right.

REFERENCED FILES:

Test 1 Doc.docx , Test 2 Doc.docx , Test TRD Doc #1.docx

Click the relevant files and press save.

Select Reference Files For

Only files associated with one or more criteria will be submitted.

If you see "OFFLINE" at the left of the page instead of "Eligibility/Technical/Financial", then please upload a single zip file, with all your tender documents.

File

	Filename	Title	Comment
☒	Test 1 Doc.docx	N/A	Enter comment/s

Upload a new file

Cancel

Save

The following will tell you all the files have now been associated:

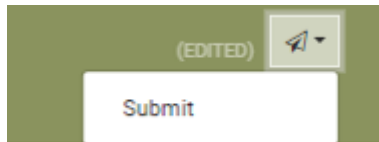
Success

✓

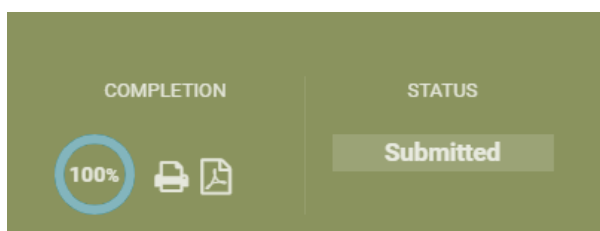
The associated files has been updated

17. Final Step – Submitting

Once you are satisfied that all the files are correct and you are happy to submit, click on the Submit button which will appear



ONLY WHEN SUBMITTED APPEARS HAVE YOU ACTUALLY SUBMITTED....



You will receive an email telling you that you have submitted a response.