

HOW TO SUBMIT YOUR APPLICATION TO JOIN THE DPS PANEL FOR DPS FOR PLANNED MAINTENANCE FOR SAINT JOHN OF GOD COMMUNITY SERVICES CLG

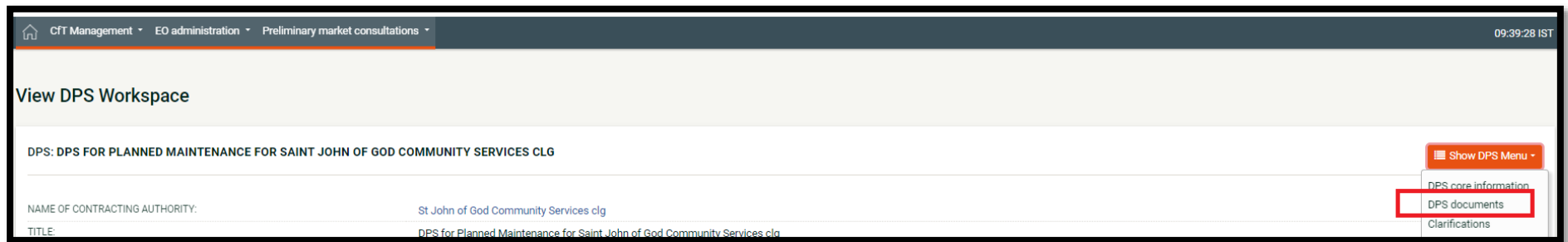
E-TENDERS ID 2608964

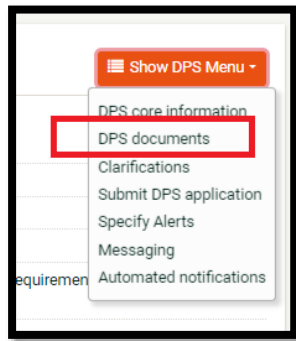
Please note that this short step-by-step guide was prepared to support Candidates applying to the DPS.

The Contracting Authority will evaluate responses for qualification to this DPS once the steps below have been completed as required. Once the Candidate is qualified under this DPS, they will receive notification when new tenders are posted.

If Candidate experience any technical issue, please contact e-Tenders technical team.

1. **Once the Candidate have expressed interest in the tender, please verify the required documents by clicking on DPS Documents on the right-hand side of the page under “Show DPS Menu”**





2. Click on “Contract Documents” tab and download and review all the documents.

The document highlighted below is the response document that must be completed and uploaded with any supporting information.

DPS: DPS FOR PLANNED MAINTENANCE FOR SAINT JOHN OF GOD COMMUNITY SERVICES CLG		
Notices	DPS SC Notices	Contract Documents
10 Results Per page Displaying all 6 matches.		
Addendum ID	Title	File
N/A	1. DPS Planned Maintenance and Refurbishment works Rev1.0	DPS_Planned Maintenance and Refurbishment Works Rev1.0.pdf
N/A	2. DPS Candidate Response Document	DPS Candidate Response Document.docx
N/A	Tender Structure XML - Cycle 1	c4t_2608964_1.xml
N/A	Full ESPD request (National criteria)	espdRequest-2608964.xml
N/A	Extended ESPD request	espdRequest-2608964.xml
N/A	ESPD request pdf	espdRequest-2608964.pdf

3. Click on “Submit DPS application”

View DPS Workspace

DPS: DPS FOR PLANNED MAINTENANCE FOR SAINT JOHN OF GOD COMMUNITY SERVICES CLG

NAME OF CONTRACTING AUTHORITY:	St John of God Community Services clg
TITLE:	DPS for Planned Maintenance for Saint John of God Community Services clg
DPS CA UNIQUE ID:	
EVALUATION MECHANISM:	Best Price-Quality Ratio
DESCRIPTION:	The provision of Planned Maintenance and Refurbishment Works for Saint John of God Community Services clg. These may include, but not limited to the service and/or works described in Appendix 1: Requirements for Applications to Participate in a Dynamic Purchasing System. Detailed specification of future requirements will be issued with each DPS tender.
PROCUREMENT TYPE:	Services
DIRECTIVE:	2014/24/EU (Classic)

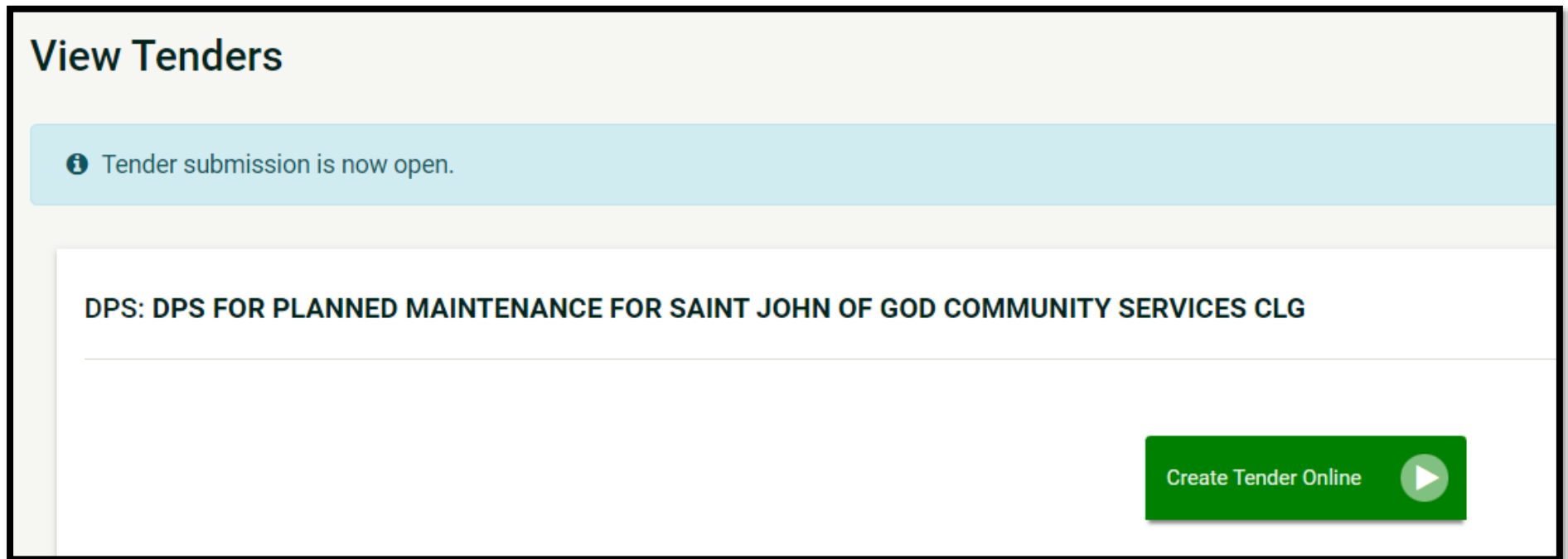
Show DPS Menu

- DPS core information
- DPS documents
- Clarifications
- Submit DPS application**
- Specify Alerts
- Messaging
- Automated notifications

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- DPS core information
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- Automated notifications

4. Click on “Create Tender Online” button



A new window will open.

5. On the first page of the new window, please add a title for your response and click on the “Save” button

DPS for Planned Maintenance for Saint John of God Community Services clg

Create Response

The provision of Planned Maintenance and Refurbishment Works for Saint John of God Community Services clg. These may include, but not limited to the service and/or works described in Appendix 1: Requirements and Specifications of the Request for Applications to Participate in a Dynamic Purchasing System. Detailed specification of future requirements will be issued with each DPS tender.

Create Response *

DPS application sample

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

6. On the next page, please click on the red button on the right side of the page and select “Edit” to start adding your response.

Note that the first part of the Eligibility Criteria i.e. “1. Exclusion Criteria Saint John of God Community Services clg” is the ESPD document. Once this is completed there is no need to upload a separate ESPD.

The screenshot shows a web application interface for a DPS (Document Processing System) for Planned Maintenance. The header is green and contains the title "DPS for Planned Maintenance for Saint Jo ..." and a subtitle "[1100970] DPS application sample". On the right side of the header, there are buttons for "Help", "Submit", and a red button with a pencil icon. A dropdown menu is open from the red button, showing "Delete" and "Edit" options, with "Edit" highlighted by a red rectangle.

Below the header, there are two sections: "COMPLETION" and "CFT STATUS". The "COMPLETION" section shows a progress bar at 0% and a document icon. The "CFT STATUS" section shows a button labeled "Established".

On the left side, there is a sidebar with a red rectangle highlighting the "ELIGIBILITY CRITERIA" section, which shows a progress bar at 0%. Below this, there is a "DOCUMENT LIBRARY" section with a document icon. Further down, there are links for "Modify Tender Title", "Completion Summary", "Workspace Details", "History", and "Related Responses".

The main content area is titled "1. Exclusion Criteria Saint John of God Community Services clg" and contains a warning icon. It is divided into sections for "1.1. A: Grounds relating to criminal convictions", "1.1.1. Participation in a criminal organisation", "1.1.1.1. Participation in a criminal organisation", and "1.1.1.1.1. Your answer?". The "Your answer?" section has two radio button options: "Yes" and "No", with "No" selected. Below this, there is another section "1.1.1.2. Is this information available electronically?" with two radio button options: "Yes" and "No", with "No" selected. A "Select one option" label is present next to the radio buttons.

7. At the end of the page, section 2. Selection Criteria is for the Candidate to upload the completed response document and any other information required. Please ensure that the files are on zip format.
Click on the paper button to upload the documents.

2. Selection criteria

2.1. Tenderers must complete and upload the DPS Candidate Response Document as set out in the DPS_Planned Maintenance document, Tenderers must ZIP the response document and attach the Zip file to this response. *

Please choose files pressing the button at the right.



8. At the end of the page, section “2. Selection Criteria” is for the Candidate to upload the completed response document and any other information required. A small window will show as follow:

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.

Tenderers must complete and upload the DPS Candidate Response Document as set out in the DPS_Planned Maintenance document, Tenderers must ZIP the response document and attach the Zip file to this response.

☐	Filename	Title	Comment
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Upload a new file

CancelSave

9. Click on “Upload file”, select the files to be added and then click on the arrow up icon.

Name	Size	Progress	Status	Actions
Test document e-Tenders.docx	12 KB	0%		 

10. Once the title progress is showing as 100%, click on “Back”, add any comments on the next page if necessary and the click “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.

Tenderers must complete and upload the DPS Candidate Response Document as set out in the DPS_Planned Maintenance document, Tenderers must ZIP the response document and attach the Zip file to this response.

☒	Filename	Title	Comment
☒	env1 (13).zip	N/A	Enter comment/s

[Upload a new file](#)

Cancel

Save

11. On the main page the Eligibility Criteria will be 100% and the Submit button will be showing on the right-hand side. Click on the Submit button.

DPS for Planned Maintenance for Saint Jo ...

[1102297] sample

(EDITED)

Submit

COMPLETION

100%

CFT STATUS

Established

100%

ELIGIBILITY CRITERIA

1. Exclusion Criteria Saint John of God Community Services clg

✓

END