

Pre-qualification Questionnaire (PQQ)

Instructional Documentation

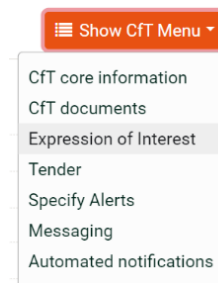
Only the *Contract Notice* and *Contract Award Notice (CAN)* will be published on the www.etenders.ie platform.

All other phases and aspects of the competition will be managed and concluded within the Bus Éireann (BÉ) **Coupa Procurement System (Coupa)**.

All parties interested in participating in this procurement should follow these **instructions**:

1. All interested parties must *Express an Interest* on eTenders, as follows.

a. Go to the “Show CfT Menu” button and select “Expression of Interest”:



b. Choose the relevant option from the options available and click the “Select” button:

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

c. A confirmation email will be sent to both the tenderer and to Bus Éireann Procurement Staff notifying us of the tenderer’s Expression of Interest.

- d. Bus Éireann Procurement Staff will then make the necessary arrangement to send the tenderer an invite link to the Coupa System (using the *email associated with your eTenders profile).

***NOTE: It is the responsibility of the tenderer to ensure that all emails associated with the User Profile used in eTenders is valid. It should also be noted that BÉ Procurement will check eTenders on a periodic basis and therefore there may be a number of days between Expressing an Interest and receiving the Coupa Invite email.**

2. Once the contracting authority has received and reviewed the Expression of Interest, it will email the tenderer directly with a one-time log-in ticket for Coupa:
 - a. Click the link provided in the email invite.
 - b. Tenderers should follow the instructions for creating a New Password for Coupa, reporting an issues to Procurement@buseireann.ie.
 - c. Once registered on Coupa, the tenderer will be added to the “Event” (i.e. PQQ/Tender) and can view the PQQ Questions and related tasks by clicking on the relevant Event Title from with Coupa. **An instructional video and documentation will be emailed to the tenderer during the Coupa registration process to help them familiarise themselves with navigating the Coupa System.**

If you have already registered on the Bus Éireann Coupa System, then Step 2a and Step 2b above (registration) will not be applicable and the tenderer will receive a direct link to the Event / Tender.