

# eTenders

## Supplier User Guides

### How to Create and Submit a Tender Response



1. INFORMATION NOTE .....3

2. WHO SHOULD USE THIS GUIDANCE.....3

3. CREATING A TENDER RESPONSE .....4

Expression of Interest .....4

Creating a Tender response through the CfT workspace .....4

Web TPT .....6

Creating a Tender Response .....6

Preparing the Tender Response .....6

Navigating the WebTPT page structure.....7

4. SUBMITTING A TENDER RESPONSE.....9

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## 1. Information Note

Please note that the content provided in this guidance document serves as a general reference and is intended to offer an overview of the relevant topics. For detailed, technical specifications, and more in-depth explanations on the processes and requirements, users should refer to the official manuals provided by European Dynamics, which are located within the 'Short User Guides' section of the platform.

## 2. Who should use this guidance

This guidance on how to submit a tender response on eTenders:

- Is intended for Supplier Organisation users.
- is relevant to procurements conducted on eTenders, [www.etenders.gov.ie](http://www.etenders.gov.ie)

### 3. Creating a Tender Response

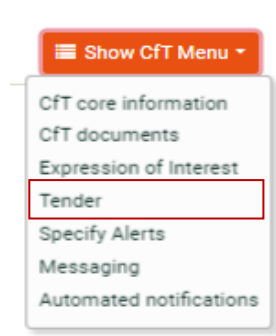
#### Expression of Interest

Typically, Suppliers would submit an 'Expression of Interest' signalling their interest in a particular tender. By not expressing an interest however, the Suppliers Organisation will not receive notification of amendments or updates related to the specific CfT they are intending to tender for.

Further detail on the Expression of Interest process can be found in the guidance document 'CfT Workspace and Expression of Interest' as well in the guidance video section.

#### Creating a Tender response through the CfT workspace

- After you have submitted an Expression of Interest for a specific CfT, you will be able to navigate to the CfT workspace by navigating to the '**CfT Management**' tab and then select '**List of my CfTs**'.
- After navigating to the Tender, and at some point while the Tender is in the market, you will want to create and submit a Tender Response. In order to start the process of creating and submitting a Tender Response, the user needs to select the '**Tender**' option from the '**Show CfT Menu**' dropdown, within the CfT workspace.



- After selecting '**Tender**', you will be directed to the '**View Tenders**' landing page, where the user has to accept the agreement for a Call for Tender and to confirm the validity of their user details. The user will click on the '**ACCEPT & CONFIRM ALL OF THE ABOVE**' button to proceed.

**View Tenders**

CFT: CFT FOR THE PROVISION OF ICT SERVICES Show CfT Menu ▾

**1. Type of association**

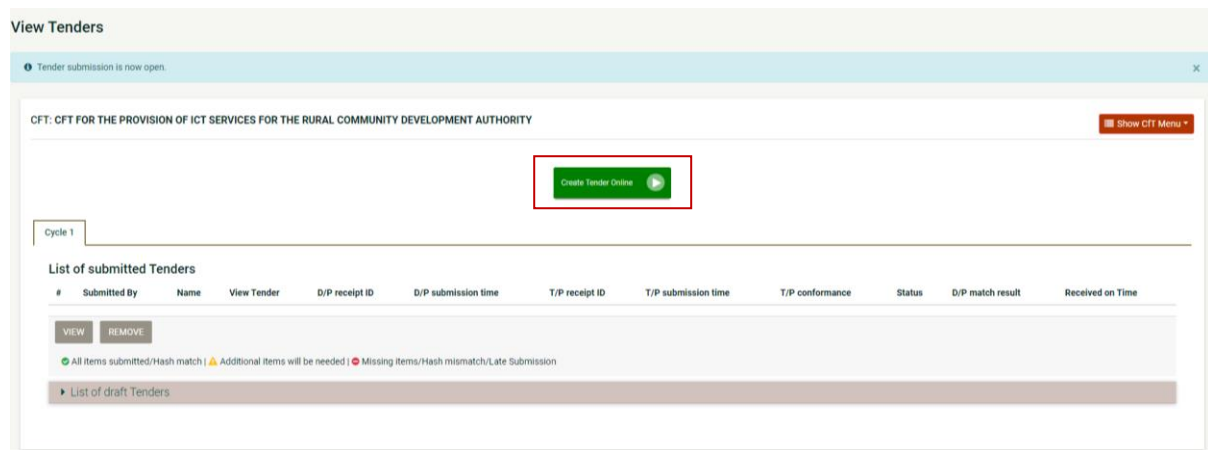
1. Associate all users of my Economic Operator with this CfT

2. Associate only myself with this CfT

**2. Confirm the validity of your user details**

Name	Last Name	Username
Shane	Houlihan	phservices1

- After selecting **‘Accept & Confirm all of the above’**, the user will be directed to the main Tender Preparation (TPT) webpage. Upon first access to this page for this CfT, the page is empty and shows no particular record. If this page was previously accessed as part of a submission relating to this CfT, it will show the submitted tender or the draft tender that the user has already prepared.



- The user should click on the **‘Create your Tender online’** button in order for the WebTPT application to launch the online Tender Preparation Tool. This tool guides the supplier during the tender preparation and response process and is the place where the tender data is assembled (responses to relevant questions, upload of files, etc.).

## WebTPT

- The webTPT or web based Tender Preparation Tool, displays the tender response structure including whether the response configuration is set to ‘OFFLINE’ or ‘ONLINE’.

### CfT Workflow Configuration Note:

When the CfT workflow configuration is set to ‘ONLINE’, the tender structure includes the following sections:- ‘Eligibility/Selection Criteria’, ‘Technical Envelope’, and ‘Financial Envelope’.

In the example below, the tender preparation page is displaying as **‘OFFLINE’**. In this scenario, both the ‘Notification’ and ‘Evaluation’ phases within workflow of this CfT have been defined to “Offline” at the CfT creation stage by the Contracting Authority.

Instead, when the Tender is published with the ‘Notification’ phase in the **‘OFFLINE’** scenario, the Supplier users can still search for the CfT, Express an Interest and submit a tender response using the File Upload functionality, which is described further below.

## Creating the Tender Response

CfT for the Provision of ICT Services for the Rural Community Development Authority

### Create Response

CfT for the Provision of ICT Services for the Rural Community Development Authority

Create Response \*



Manor Services Tender Response Document for RCDA ICT Tende[...]

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

- After selecting **'Create Tender Online'**, you will be directed to the **'Create Response'** landing page. In the Create Response text box you will enter the title of the response you are submitting as per the example highlighted in yellow below, and click **'Save'**.

## Preparing the Tender Response

- After clicking save, the user will be directed to the next page in the tender preparation tool process.
- In order to start preparing your Tender Response, you will need to navigate to the top right corner of the page where you will notice the **red** "pencil" icon .
- You will then select **'Edit'** from the dropdown, which will turn the "pencil" icon **green**  allowing you to commence the Tender preparation process.

CfT for the Provision of ICT Services fo ...

[34351] Manor Services Tender Response Document for RCDA | ...

Submit

COMPLETION: 0% OFFLINE

TIME LEFT: 5 Days 2 Hours

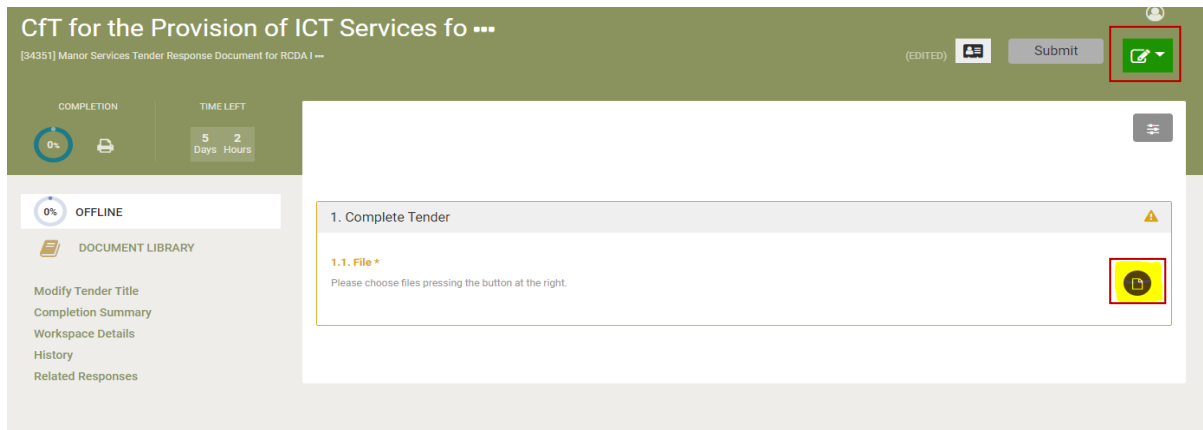
DOCUMENT LIBRARY

Modify Tender Title  
Completion Summary  
Workspace Details  
History  
Related Responses

### 1. Complete Tender

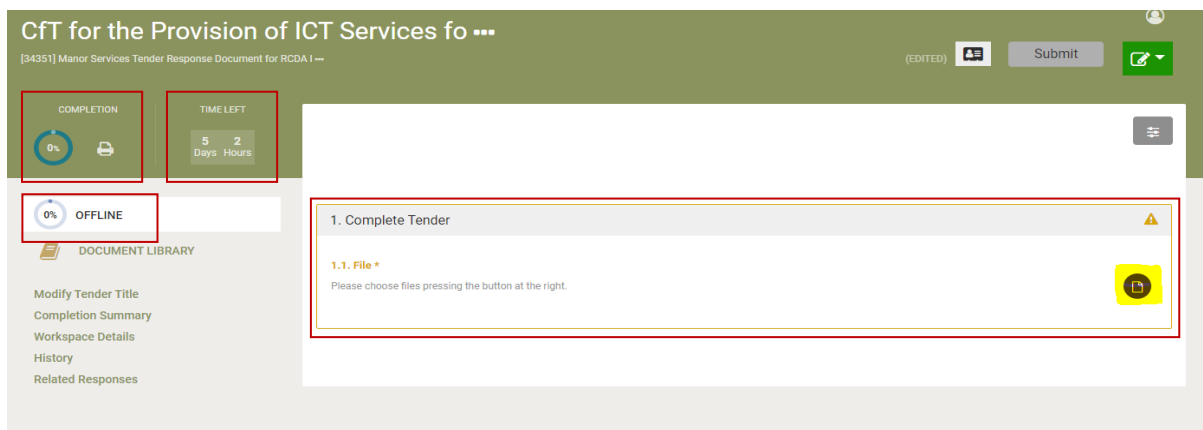
1.1. File \*

Please choose files pressing the button at the right.

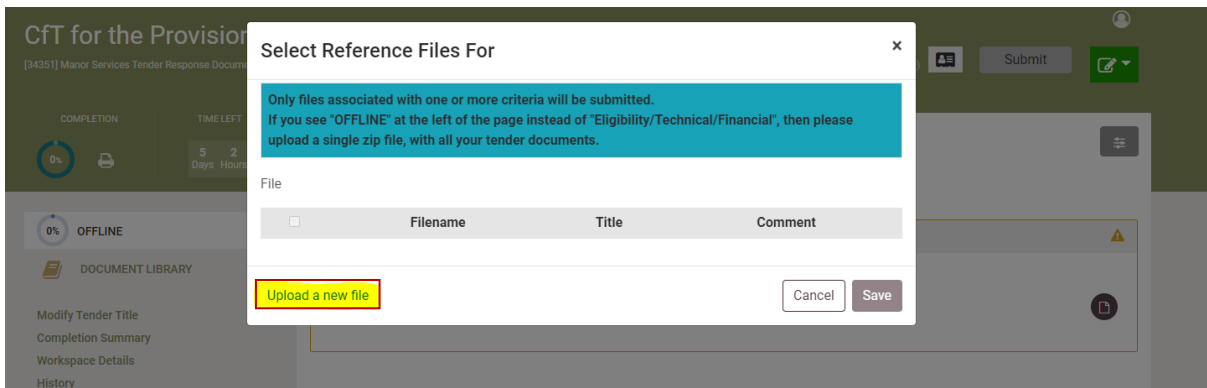


**Note:** You should click on the “Edit” button in order to start preparing your tender response, after you have selected the “Edit” button the “pencil” icon will then turn **green**. In case, you missed this action then you will not be in position to start preparing your tender response. Later on, when returning to your draft tender, using this button, you can either “edit” or simply “view” it (in read only manner).

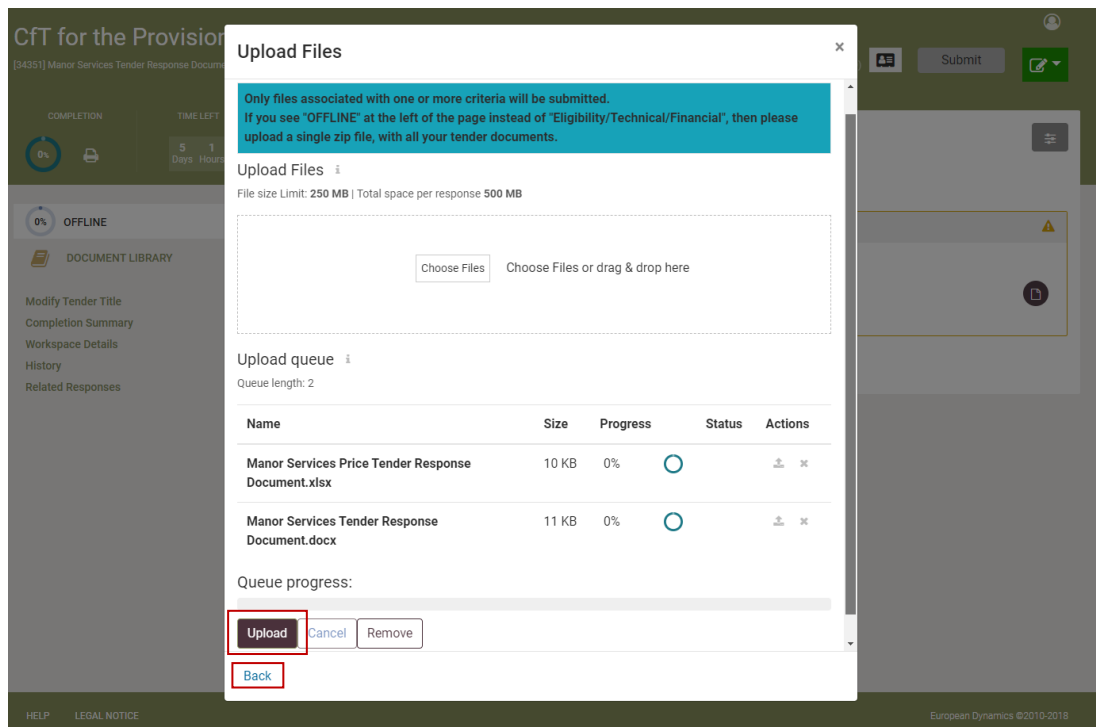
## Navigating the WebTPT page structure



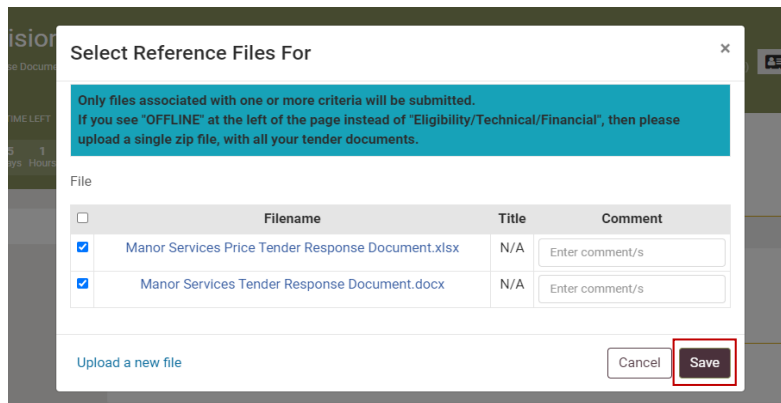
- From the WebTPT screen grab above, you will see important sections of the tender preparation process highlighted by red boxes. In the top left hand corner, a **‘Completion’** section is highlighted, which illustrates, through a percentage wheel icon, the progression of the various stages of the tender preparation process eventually increasing to 100% when successfully complete.
- Beside this is the **‘Time Left’** section, which details the ‘Days and Hours’ remaining to submit a response to this CFT.
- The **‘OFFLINE’** section with its associated percentage wheel icon, again to illustrate the progression of the various stages of the tender preparation process eventually increasing to 100% when successfully complete. Subsequently, as illustrated in the **‘1. Complete Tender’** section in the web TPT screen grab above, the Supplier simply needs to select the choose file icon within this section to retrieve and select the necessary files to be uploaded as part of their tender response.



- After pressing the choose file icon, the **'Select Reference Files For'** window will appear and you will select **'Upload a new file'**.
- The **'Upload Files'** window then appears and you will have the option of a standard file search and save or a 'drag and drop' option to save your chosen documents to the upload queue.



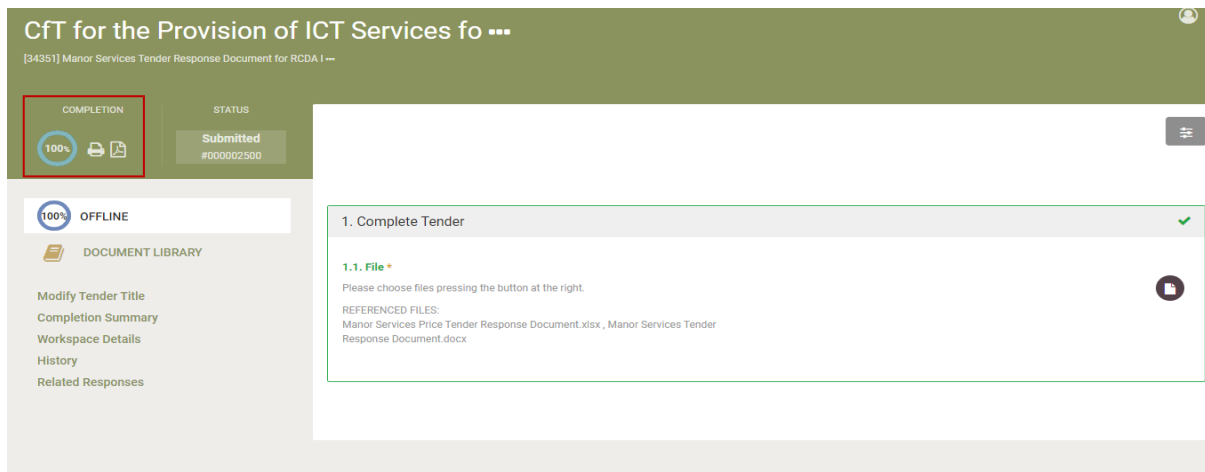
- Once you are satisfied that all documents are visible in the upload queue section, press the **'Upload'** button in the bottom left hand corner of the window. A 'Successful' notification pop-up message will appear to confirm successful upload of the documents, then click on the back button.



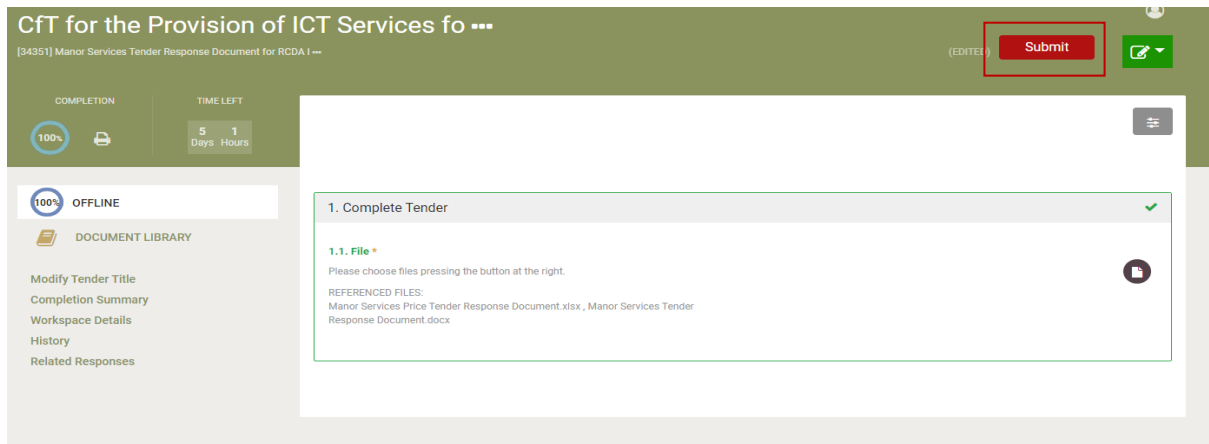
- This will redirect you back to the **'Select Reference Files For'** window, where your uploaded documents should be visible. You will tick each document and then click save.
- After clicking save, you will be directed back to the main WebTPT process landing page.

**Important Note: Suppliers have the option to upload single files as part of their response or they can choose to put all their documents in a single Zip file for convenience**

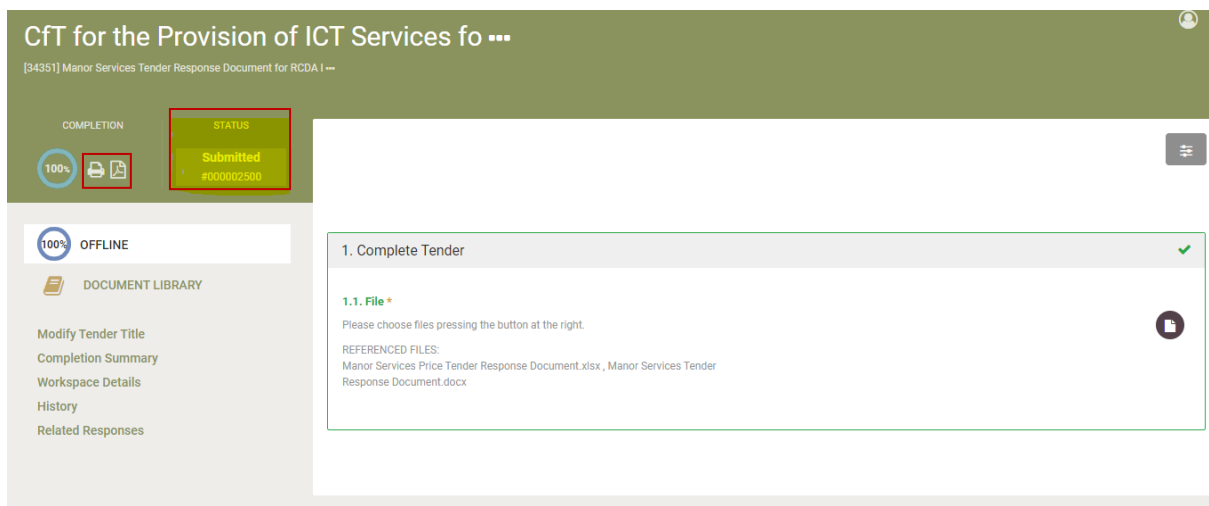
#### 4. Submitting the Tender Response



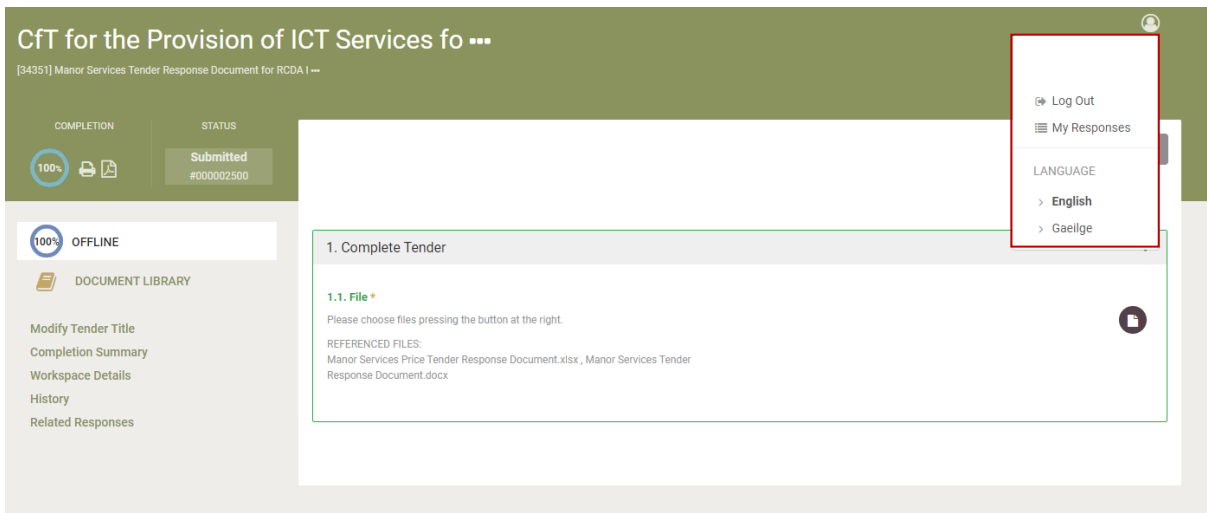
- Here you will see that the **'Completion'** section illustrated by percentage wheel in the top left hand side of page will have increased to '100%' indicating that the tender preparation process is complete.



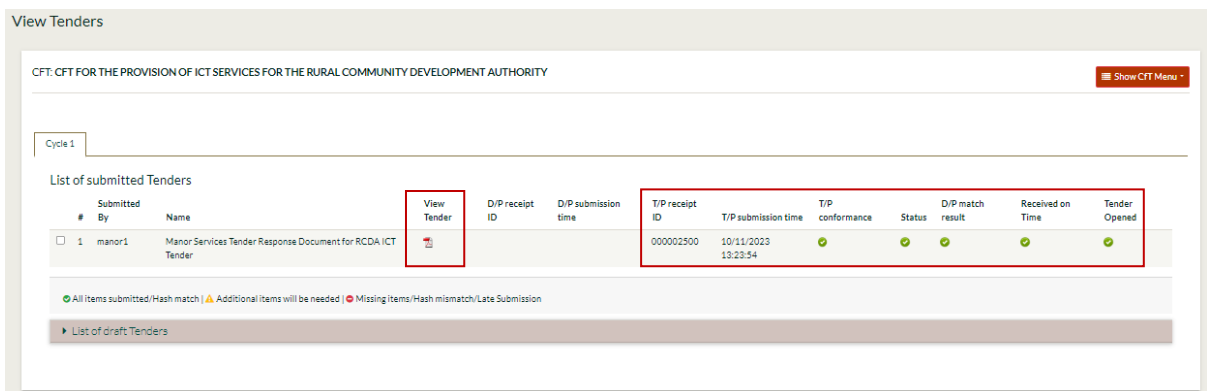
- You can now submit your response by clicking the red **'Submit'** button on the top right hand corner of the page.
- After clicking the 'Submit' button, you will notice that the page will refresh and a 'Status' section will appear on the top left hand side of the page with 'Submitted' and a reference number i.e. #000002500 as highlighted in yellow below.



- After clicking the **'Submit'** button, you will notice that the page will refresh and a 'Status' section will appear on the top left hand side of the page with 'Submitted' and a reference number i.e. #000002500 as highlighted in yellow below.
- In the "completion" section, there is a tender submission report, which the supplier user can view as a PDF or print off for their records.



- From this page shown above, you can either chose to ‘Log Out’ or select ‘My Responses’, where you will be able to view or edit your response up until the tender response deadline of the Cft.
- To confirm tender submission also, the user should navigate back to the Cft page and then select ‘Tender’ from the ‘Show Cft Menu’ tab. The user will then be directed to the ‘View Tender’ page, where they will be able to view the submitted tender within the ‘**List of submitted Tenders**’ as shown below. A PDF of the Tender submission report is made available to the user here also, along with visual ‘green ticks’ illustrating successful submission status information.



- Another visual check to confirm tender submission, is to navigate to the ‘**List of My Cfts**’, where under the ‘**Submitted Tender**’ column of the Cft itself, the user will see that the status has changed to ‘**Yes**’, confirming the tender has been submitted.
- The system will also automatically send notification emails to all users associated with both the Contracting Authority and the Supplier Organisation confirming a tender has been submitted.