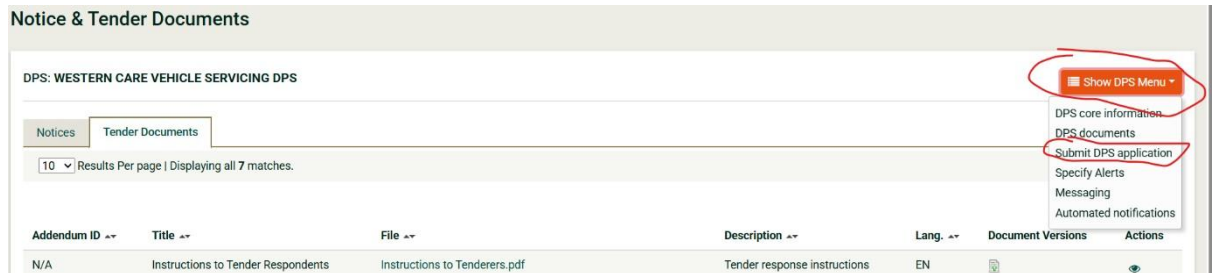
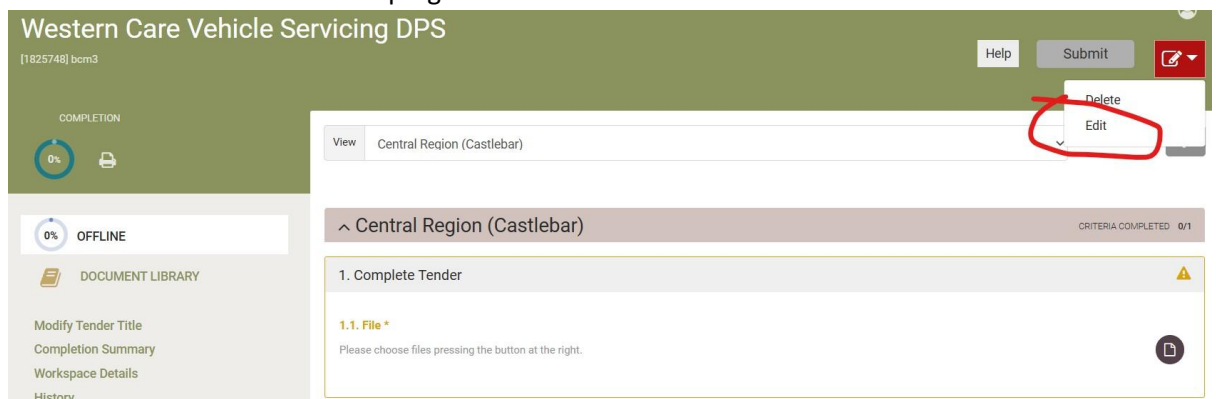

How to Submit a Tender Response

1. Select the “Show DPS Menu” option and then select “Submit DSP Application”



2. Click on “Create Tender Online” button.
3. Enter a name for your Response.
4. Click on the red button on the top right hand side and then click on the ‘Edit’ button.



5. Using the drop down menu, select the region you wish to submit a response for. Then click on the black file button.

View Central Region (Castlebar)

^ Central Region (Castlebar) CRITERIA COMPLETED 0/1

1. Complete Tender

1.1. File *

Please choose files pressing the button at the right.

- Select “Upload New File”
 - Select “Choose Files” and browse to your computer for files you wish to upload (these will be the files you need to respond to the tender e.g. TRD, insurance details, pricing, etc)
 - Select the “Back” button on the bottom left
 - Click to select each file and then Select “Save”
 - Repeat Step 5 for each region you wish to apply for.
6. If you are not applying for all 5 regions, please upload at least one file (any file will suffice) for each region you are not applying for to allow the system submit your application.
7. Click the red Submit Button to submit your tender response.