



How to apply to Manual DPS

A manual DPS does not use the normal eTenders online submission function.

First, log in to eTenders and search for the DPS using its title or reference number. Open the DPS Workspace, select Show DPS Menu, and download the documents under Tender Documents.

Once the documents are completed, the tenderer should select the messaging function within the DPS workspace and create a new message to the Contracting Authority. The completed application documents should be attached to the message and submitted through eTenders.

Tenderers should retain a copy of the message and attachments as evidence of submission.