

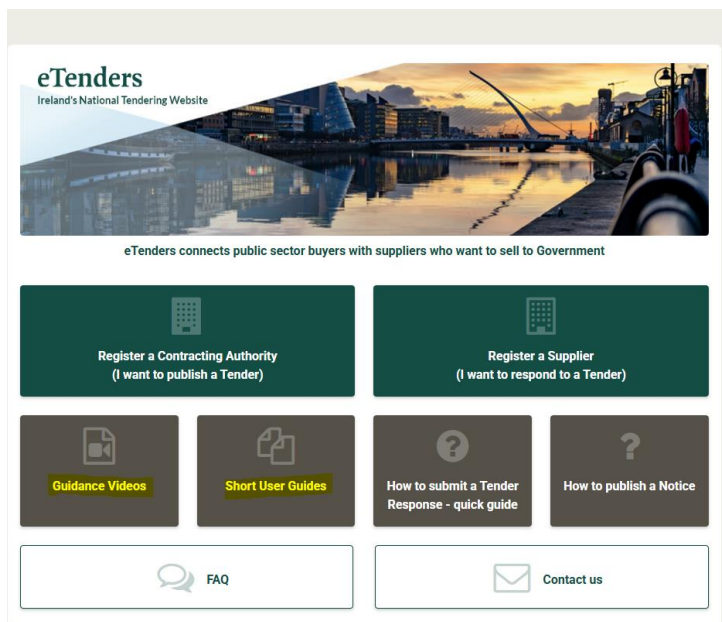
Submission of Tenders

The Contracting Authority is using the postbox facility on eTenders, and tender responses must be submitted electronically via the eTenders postbox facility on www.etenders.gov.ie only. Only tenders submitted to the electronic postbox will be accepted. Tenders submitted by any other means (including but not limited to by email, post or hand delivery) will **not** be accepted.

Tenderers must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time noting the use of the new eTenders platform. Tenderers should consider the fact that upload speeds vary. In order to submit a response to the electronic post-box, please note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new platform prior to the closing date.

Below we provide an overview of the key steps. Please note that the Contracting Authority take no responsibility for these steps being the totality of the steps required as different processes may require different actions.

Please note : Guidance is available on the eTender Platform www.etenders.gov.ie, guidance videos, tender submissions or alternatively on eTender Platform www.etenders.gov.ie, short user guides, tender submission



If in doubt, please ensure you contact the eTenders helpdesk as follows:

Email: irish-eproc-helpdesk@eurodyn.com

Phone: +353-818001459

Guidance notes you may find helpful

Accessing documents

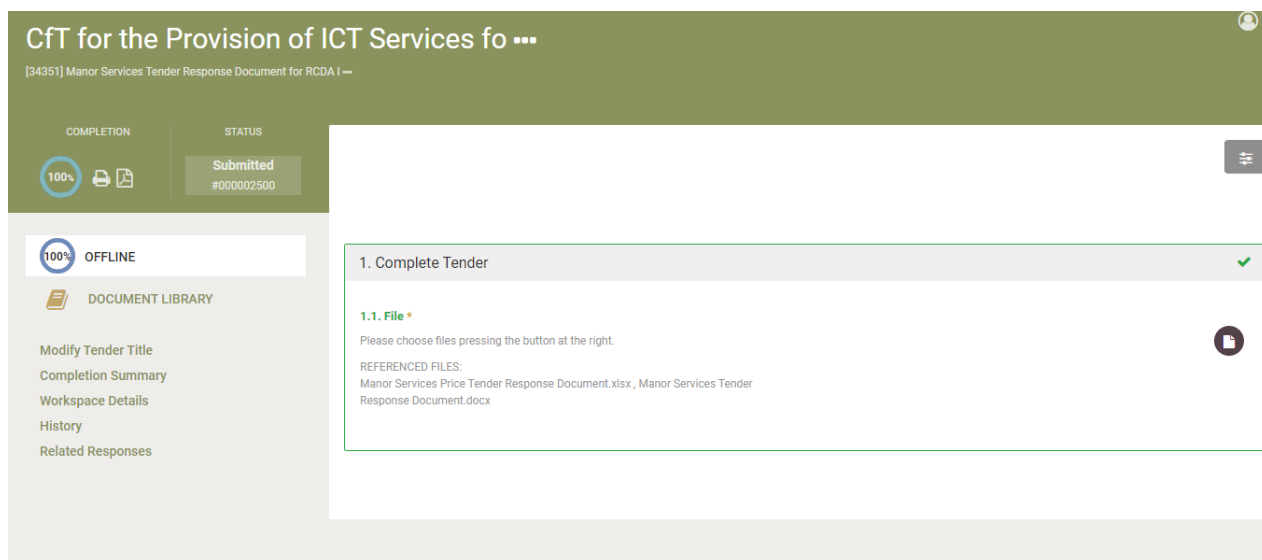
It is important to note that you must ensure you **ASSOCIATE** your company with this competition in the first instance. To do this you must do the following:

- Log-in to the system
- Locate the competition using the Advanced Search by Contracting Authority or Resource ID
- Click on the hyperlink for the competition which will bring you to the CfT Workspace
- In the Show CfT Menu for the competition click on the “Expression of Interest” in the drop down menu
- Complete the “Association with the CfT” tab.
- This will then provide you with a link to “Tender” under the Show CfT Menu

Submitting your Response

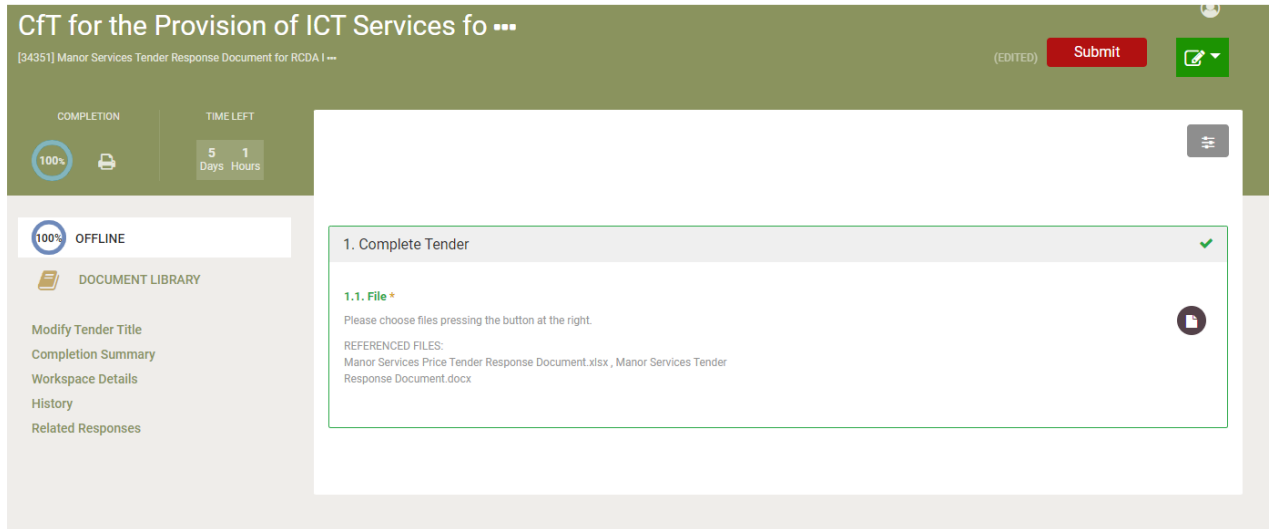
In responding to a competition without an electronic ESPD, a number of steps are required. The final step involves clicking on a Submit button and receiving status notification.

Before you press submit, please check the files that have been uploaded to ensure they are the correct ones.



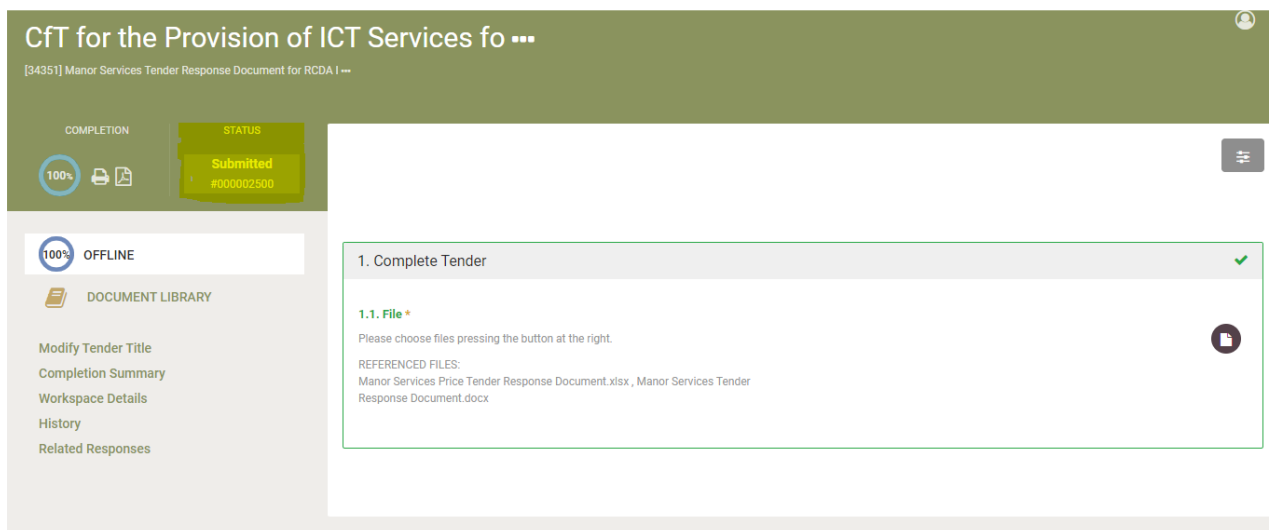
The screenshot shows the 'CfT for the Provision of ICT Services' workspace. At the top, it indicates '[34351] Manor Services Tender Response Document for RCDA'. Below this, there are two main sections: 'COMPLETION' and 'STATUS'. The 'COMPLETION' section shows a '100%' progress wheel and a 'Submitted' status with the ID '#000002500'. The 'STATUS' section shows '100% OFFLINE'. On the left sidebar, there is a 'DOCUMENT LIBRARY' section with links to 'Modify Tender Title', 'Completion Summary', 'Workspace Details', 'History', and 'Related Responses'. The main content area shows '1. Complete Tender' with a green checkmark. Below this, there is a section for '1.1. File' with a plus icon and a document icon. It instructs the user to 'Please choose files pressing the button at the right.' and lists 'REFERENCED FILES: Manor Services Price Tender Response Document.xlsx, Manor Services Tender Response Document.docx'.

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.

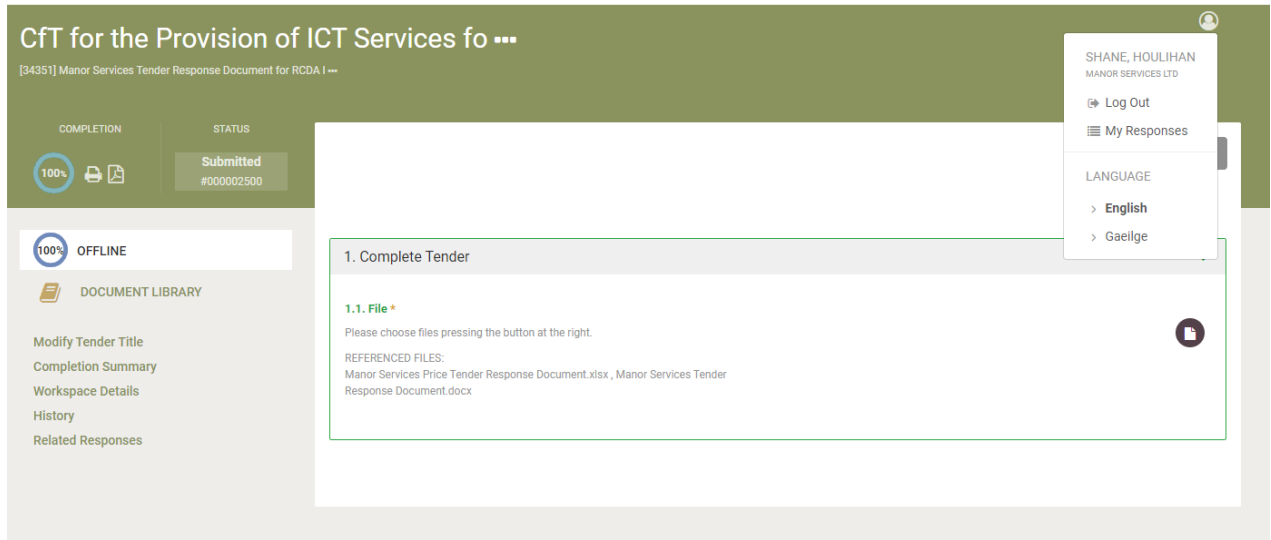


You can now submit your response by clicking the red **Submit** button on the top right hand corner of the page.

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.



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.

View Tenders

CFT: CFT FOR THE PROVISION OF ICT SERVICES FOR THE RURAL COMMUNITY DEVELOPMENT AUTHORITY Show CFT Menu

Cycle 1

List of submitted Tenders

Submitted #	By	Name	View Tender	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P conformance	Status	D/P match result	Received on Time	Tender Opened
1	manor1	Manor Services Tender Response Document for RCDA ICT Tender				000002500	10/11/2023 13:23:54					

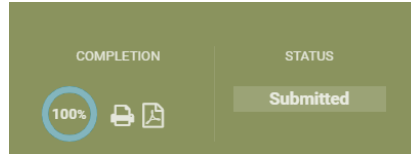
All items submitted/Hash match Additional items will be needed Missing items/Hash mismatch/Late Submission

[List of draft Tenders](#)

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.

Please Note :



If you do not receive a message similar to above, you have not submitted your response.

Please note that the screen may say **OFFLINE**, this is a technical feature of etenders and does not mean you cannot submit. Also please note you may see the percentage field also saying 100% before you submit, this still requires you to go through the submit button.

Please upload your response as a **ZIP FILE** to protect the integrity of the file names.

It is the responsibility of the Tenderer to ensure that their tender is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline as per the front page.