



Go2Tender

Preparing For the Framework

- Registering on eTenders
- Frameworks
- Some Tendering Tips

Preparing for The Framework

Registering on e-Tenders



eTenders (www.etenders.gov.ie)

- Registration is Free
- Access to majority of public sector business
- FREE automatic alerts on potential business opportunities that match your business
- FREE online marketing tool - advertise YOUR expertise, experience, capability and capacity to Public Sector Buyers
- Insight on future business through Prior Information Notices





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Supplier Company Registration

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Law

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Accessibility

Language English

Welcome to the eTenders procurement website

eTenders is the Irish Government's electronic tendering platform administered by the Office of Government Procurement.

The platform is a central facility for all public sector contracting authorities to advertise procurement opportunities and award notices. For procurement opportunities for guidelines, legislation, and circulars under the National Public Procurement Policy Framework, please visit [OGP Policy Hub](#)

eTenders Data Protection Statement

The eTenders Data Protection Statement explains to all users of the platform how their personal data is handled and their privacy rights. Information is provided on how personal data is processed through use of the platform, including why personal data should be shared when registering as a user or doing so in a tender competition on the platform.

Users can read the Data Protection Statement by visiting [OGP](#)

Launch of new Public Procurement Guidelines – July 2017

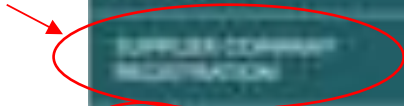
The publication of the guidelines follows the transposition of the new EU Directives on public procurement and that lay out what is important changes in how public procurement will be conducted across Europe in future years. They are intended to serve as a toolkit for procurement and a guiding reference document for suppliers. They replace previously issued guidelines in respect of goods and services. Visit [OGP](#) for details.

Revision of Public Procurement Directives' thresholds with effect from 1 January 2018

The EU Commission has revised the Public Procurement Directives' thresholds resulting in an increase in the thresholds for advertising in the Official Journal of the EU.

The thresholds will apply from 1 January 2018. Visit [OGP](#) for details.

1. New Registration on eTenders



2. LOGIN to eTenders



Supplier Company Registration

The image shows a screenshot of the CTM Supplier registration form. The form is divided into two main sections: 'GENERAL COMPANY INFORMATION' and 'COMPANY CONTACT INFORMATION'. Red arrows and text annotations highlight specific fields and sections:

- GENERAL COMPANY INFORMATION:**
 - Type of organisation:** A dropdown menu with the text "Select Type of Organisation". A red arrow points to it with the annotation "Select Type of Business i.e. Registered Company, Sole Trader etc".
 - Company trading name:** A text input field. A red arrow points to it with the annotation "Enter Trading Name".
 - Organisation No. (or VAT or Charity/Professional Membership Number) if not applicable, write 'N/A':** A text input field. A red arrow points to it with the annotation "Enter Company Reg No. or VAT Reg No.".
 - Address:** A text input field.
 - Post code:** A text input field.
 - City:** A text input field.
 - County:** A dropdown menu with the text "No value selected".
 - Description of Business Main SIC/Standard:** A large text area.
- COMPANY CONTACT INFORMATION:**
 - Point of contact:** A text input field.
 - Phone land:** A text input field.
 - Phone mobile / whatsapp:** A text input field.
 - Email:** A text input field.

Red annotations also include a bracket on the right side of the form, labeled "Enter Correspondence Details", which encompasses the 'Address', 'Post code', 'City', and 'County' fields.

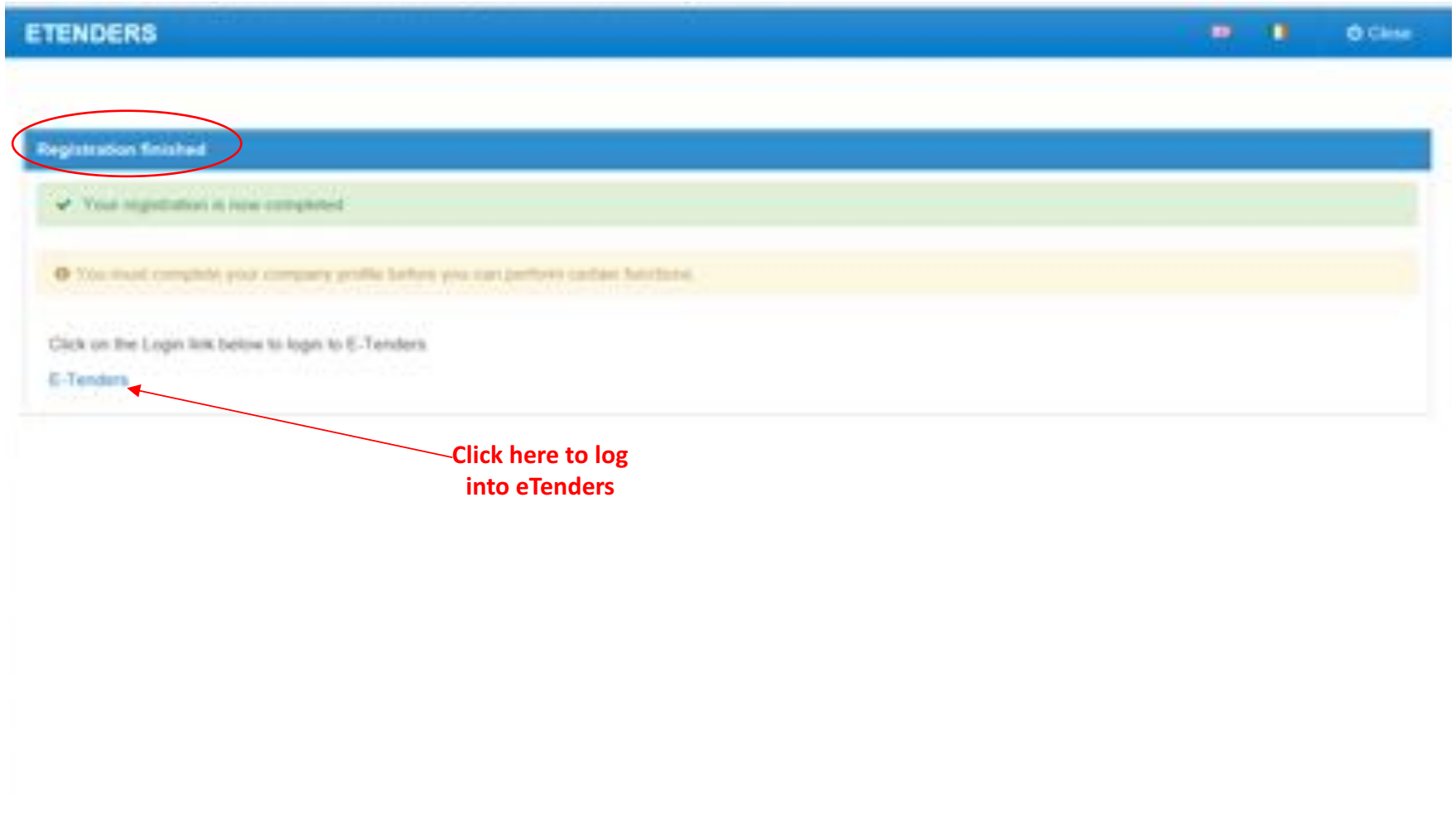


Supplier Company Registration

The screenshot shows a multi-step registration form. The first section, 'ADMINISTRATIVE INFORMATION', includes fields for 'First name', 'Last name', 'Company Registration Area', 'Phone type', 'Phone number', 'Email', and 'Preferred language'. A red bracket on the right side of this section is labeled 'Copy From Above or Enter Correspondence Details'. The second section, 'ADMINISTRATIVE CREDENTIALS', contains 'Username', 'Password', and 'Confirm password' fields. A yellow callout box with a warning icon provides password requirements: 'Passwords must be 8-16 characters long, uppercase and lowercase letters, numbers, and special characters.' Red arrows point from the text 'Enter your Username and Password' to the username and password fields. The third section, 'EMAIL ADDRESS FOR ALERTS', has an 'Add email' button. A blue callout box explains that email alerts are sent to the account email address. A red arrow points from the text 'Add your email address' to the 'Add email' button. At the bottom, there are links for 'Terms & conditions' and 'Privacy notice', and a checkbox labeled 'I have read the terms and accept them'. A red arrow points from the text 'Tick that you have read the terms and accept them' to this checkbox. A 'Register' button is visible at the bottom right.



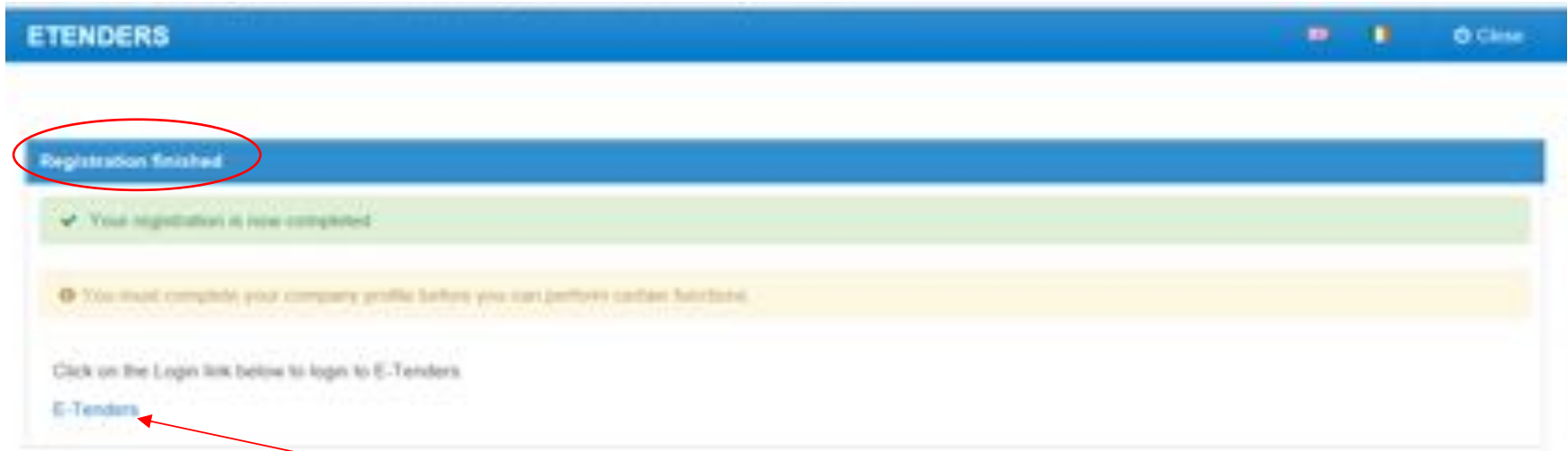
Supplier Company Registration



Click here to log
into eTenders



Supplier Company Registration



Click here to log
into eTenders

We'll come back to 'log in' in a moment.

First pause for thought – for those of you that are already registered.



What does your company profile say?



CHECK IT

Go to Administration –

Company Administration –
Company Profile

General information

General information (please use English if present in multiple markets)

Describe your business (in english) - products and services
(Max 500 characters)

Characters left: 500

Describe your business (in your native language) - products and services *
(Max 500 characters)

Characters left: 500

Enter the name of your Parent company/Owner, if applicable

Number of employees
**

Year founded

Turnover (MEuro)

Annual production

Unit/Measurement



Now – Manage your Business Alerts

Set up Business Alerts to ensure:

- You are receiving the right alerts?
- You have not missed opportunities to tender?
- Automatic email notices are sent to tell you when a tender is published that matches your selected business areas.
- Use CPV (Common Procurement Vocabulary) codes to match your business.
- Only 50% of suppliers are using Business Alerts.
- Don't miss opportunities. Set up in under 2 minutes.



Now – Manage your Business Alerts

The screenshot displays the E-Tenders web application interface. The browser address bar shows the URL <https://id.eu-supply.com/insidermain.asp>. The page header includes the 'ETENDERS' logo and navigation links for 'Administration', 'Demo', 'Help', and 'Log out'. The left sidebar, titled 'Services', contains several menu items: 'Public RFT's', 'My Request for Tenders', 'Contracts', 'My Scheduled uploads', 'My tasks', 'Reports', 'Account administration', 'Manage Business alerts', and 'User guides (pdf)'. The 'Manage Business alerts' item is highlighted with a red circle and includes a green notification box with a bell icon and the text 'Business alerts have been setup successfully'. The main content area displays a 'Welcome Demo Supplier' message and instructions on how to find tender opportunities.

ETENDERS Administration Demo Help Log out

Services

- Public RFT's
 - My Request for Tenders
 - 0 New Invitations, 0 Ongoing, 0 Closed
 - Contracts
 - 0 Active, 0 Pending, 0 expired
- My Scheduled uploads
- My tasks
 - My sent and incoming tasks
- Reports
- Account administration
 - View your presentation here!
 - Add users or update profile
 - Manage Business alerts
 - Business alerts have been setup successfully
- Need help? Please contact our support at: etenders@eu-supply.com phone: 021 243 92 77
- User guides (pdf)
 - https://id.eu-supply.com/app/profiles/user_admin.asp

Welcome Demo Supplier

To find a list of current tender opportunities or to express an interest in a specific tender opportunity, please click on the **PUBLIC TENDERS** link on the left hand side.

Main services are visible to the left additional services and settings can be reached from the header menu. For more information about E-Tenders, see the user guides and/or the Help section at the top.

Now – Manage your Business Alerts

The screenshot displays the E-Tenders web application interface. The browser address bar shows the URL <https://id.eu-supply.com/insidermain.asp>. The page header includes the 'ETENDERS' logo and navigation links for 'Administration', 'Demo', 'Help', and 'Log out'. The left sidebar, titled 'Services', contains several menu items: 'Public RFT's', 'My Request for Tenders', 'Contracts', 'My Scheduled uploads', 'My tasks', 'Reports', 'Account administration', 'Manage Business alerts', and 'User guides (pdf)'. The 'Manage Business alerts' item is highlighted with a red circle and contains a green notification box with a checkmark and the text 'Business alerts have been setup successfully'. The main content area displays a 'Welcome Demo Supplier' message and instructions on how to find tender opportunities.

Log in
Go to Account Administration
Manage Business Alerts

Alerts

Configure Business alerts

STATUS OF BUSINESS ALERTS

On Off

Business alerts are off

EMAIL ADDRESSES

demo@supplier@meetthebuyer.com ✕

+ Add email

CPV CODES

+ Add CPV codes

YOUR SUBSCRIPTION

You have free subscription to business alerts.

Start date: 29/10/2014

End date: Until unsubscribed: 12/12/2999

Number of days remaining for the free subscription: 309807

Done



CPV Codes (common procurement vocabulary)

ETENDERS

Category tree

Instructions

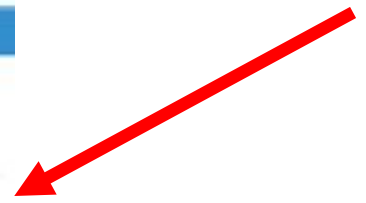
Search for a category using the free text search, by using keywords or drilling down in the category tree view.

Please note! If you have selected a higher level of the category, the child categories will not be selected, however, they will be included in any business alert.

Search by category name:

Search

Add selected categories



CPV tree

- 03000000-1 - Agricultural, farming, fishing, forestry and related products
- 09000000-3 - Petroleum products, fuel, electricity and other sources of energy
- 14000000-1 - Mining, basic metals and related products
- 15000000-8 - Food, beverages, tobacco and related products
- 16000000-5 - Agricultural machinery
- 18000000-9 - Clothing, footwear, luggage articles and accessories
- 19000000-6 - Leather and textile fabrics, plastic and rubber materials



CPV Codes

Select the relevant CPV Codes

For **this** opportunity

CPV Code 45000000-7 Construction Work

CPV Code 45210000-2 Building Construction Work



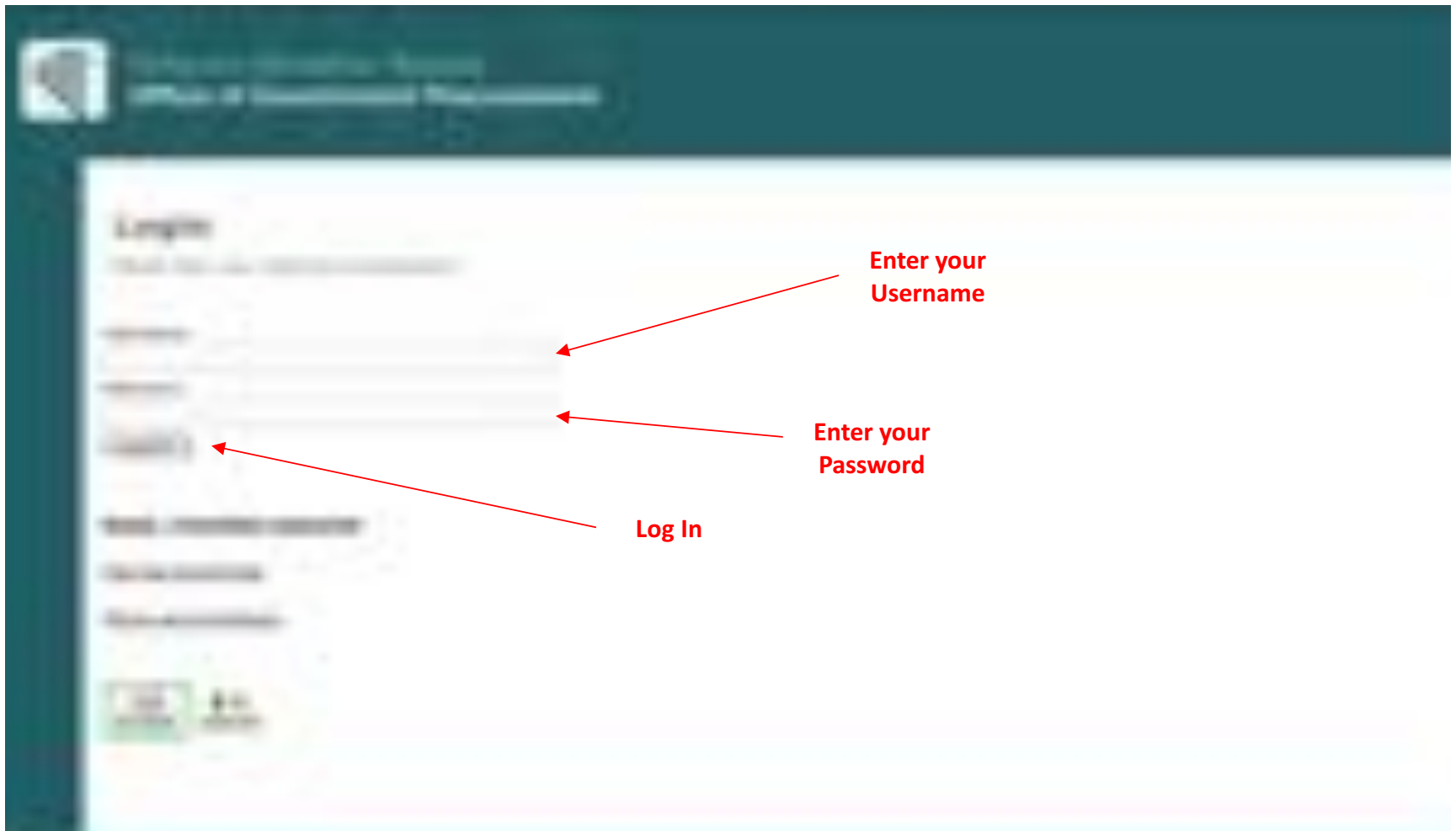
IF

1. You are registered
 2. You have set up / activated alerts
 3. Your CPV codes are set up
 4. Your company profile is completed
- You will be notified of the framework opportunity:
- First: a PIN Notice
 - Second: the actual framework / tender alert



And – Belt & Braces

Login occasionally to check for opportunities



eTenders – User Account Homepage

Click on Public RFT's to view Public Request for Tenders

The screenshot shows the CTM eTenders user account homepage for 'Marian Supplier 12'. The page is divided into several sections:

- Navigation Menu (Left):** Includes links for 'Public RFT's', 'My Request for Tenders', 'Contracts', 'Documents', 'My Tenders', 'Reports', 'Account Administration', 'Questions about a tender?', and 'User guides (pdf)'. The 'Public RFT's' link is circled in red.
- Main Content Area:**
 - Public RFT's:** A section with a heading and a list of public RFT opportunities. The 'Public RFT's' link is circled in red.
 - Messages:** A section displaying a list of messages, including 'Invoicing (COA) Changes (COA) 432101 - Logistics Service' and 'Invoicing (COA) Changes (COA) 432101 - COFFEE'.
 - System Notifications:** A section displaying a list of system notifications, including 'New invoice (COA) Not provided for 4200111 - Typ (FA RFT) submitted' and 'New invoice (COA) Not provided for 4200111 - COFFEE submitted'.
 - My Request for Tenders:** A table listing tender opportunities.

No	Description	Times (CET)	Buyer
43888	Typ (FA RFT)	Sat/Sun: 14/08/2016 14:00	Minis (Co) Cooney
43876	Logistics Service	Sat/Sun: 14/08/2016 14:00	Office of Government Procurement
43847	COFFEE	Sat/Sun: 14/08/2016 14:00	Office of Government Procurement
43834	For provision of mobile phone covers	Sat/Sun: 14/08/2016 14:00	Office of Government Procurement
43816	Provision of Financial Advice	Sat/Sun: 14/08/2016 14:00	Office of Government Procurement
43847	Revolving (Dry) Run	Sat/Sun: 14/08/2016 14:00	Minis (Co) Cooney
43880	Revolving (Dry) Run	Sat/Sun: 14/08/2016 14:00	Minis (Co) Cooney
43884	Revolving (Dry) Run	Sat/Sun: 14/08/2016 14:00	Minis (Co) Cooney



eTenders – Public Request for Tenders Homepage

Ongoing public tenders

Public RFIs

RFI ID	Reference	Name	Date of publication	Expiration date (GMT)	Process	Contracting authority	Country
42266	Tend FR RFIT	Tend FR RFIT	21/08/2016	21/08/2016 12:00	Open Procedure (L101)	Veolia Co Central	Ireland
42226	201602	privat	20/08/2016	21/08/2016 00:00	2. Åpen udbudsprocedure under EØS-rammeavtalen (af 1ste)	Øst Kommune	Denmark
42192	76-2016	udbud af konsulentservice af	20/08/2016	21/08/2016 17:00	Offentligt udbud - konsultation	Svejskammeret	Denmark
42200	102016	Udbudning af tv-omkostninger af underoplysning og kommunikation i forbindelse med	20/08/2016	20/08/2016 12:00	12. Anbudsgennemførelse af handlinger under EØS-rammeavtalen (af 1ste)	EU-Gruppe dansk bank	Norway
42200	201616	EØS-afviklingsforhandling	20/08/2016	21/08/2016 12:00	01. Åpen udbudsprocedure under EØS-rammeavtalen (af 1ste)	EU-Gruppe dansk bank	Norway
42191		Tend af konsultation	17/08/2016	21/08/2016 00:00	1. Offentligt udbud - konsultation	EU-Gr	Denmark
42190			17/08/2016	21/08/2016 00:00	privat konsultation	EU-Gr	Denmark

Click on Name of Request For Tender to view Public Request for Tender



eTenders – Relevant Tender Page

CTM

Accept

Click on Accept to get access to the RFT information. Before you accept, make sure your user account is connected to the correct organisation number. When logged in you can find out if you can view your presentation level from your home page. If you can't see the Accept button you need to log in or register your company. In case you are unsure if the company is registered please contact the helpdesk or knowledge@ctm-supply.com.

RFT information

Short description
Tsd Fa RFT
Tsd Fa RFT

Detailed description
Tsd Fa RFT

Type of Contract
Work

Response deadline (EST)
21/06/2016 13:00

Main CPV code
4300000-7 Construction work

CPV codes
43210000-2 Building construction work

Published notices
02 Contract award (TSD) notice

Package
Tsd Fa RFT
Tsd Fa RFT

Contracting authority
Hans LR Council

Address
101 & Green Park Building C, Kilree, Green Island, Road Road
190 0000
Kilree
Ireland
[View profile](#)

Contact
Liam O'Donoghue
[View email](#)

Response status
Current
Full

Zone of Dispatch

Publishing status
Complete

Attached documents
Documents

Tender making address
Ireland

RFT Documents Attached

**Click Accept
To confirm registration of your interest**



eTenders – Relevant Tender Page

Instructions

To submit response:

Please click within time for sending of your response.

After clicking "Submit response" you will be required to verify yourself by entering your user name and password before sending. If you can't see the pop up window when submitting your response it could be blocked. Check among your internet windows or log out and load your browser and try again.

Default instructions:

My Response | Contents | Messaging | Audit trail

RFT

View RFT | Attach documents | Add supplier questions and answers | Assign user access

My response

Test FA RFT

Envelope 1 - Technical Document

Qualification questions

2 of 20 questions answered

Assign questions

Answer questions

Additional request

0 documents added

Assign documents

Envelope 2 - Cost

Qualification questions

0 of 0 questions answered

Assign questions

Answer questions

0 of 0 questions

0 of 13 items priced

13 items including required activities

Price items

Price items

Assign pricing

Enter response total...

Assign pricing response form

Cancel assignment of interest

Submit response

Progress

Percent complete

Steps

All steps are requirements not met

Number of not answered (0%)

Number of not answered regulatory requirements

Missing requirements: RFP mail

11

0%

0%

Responses not submitted

Percentage Complete Indicator

No. of Questions not answered

Answer Envelope 2 Qualification Questions Here

Enter Total Price from Pricing Document Here

Press submit response to submit your application



eTenders – Suitability Questions 1-7

The screenshot shows a web interface for an eTendering system. At the top, it displays 'RFT 42806 - Test FA RFT - Test FA RFT'. Below this, there's a section for 'Package 42806:1 Response form'. The main content area contains several questions:

- Question 1: 'Select the relevant option below to indicate your trading status'. It lists several options: 'I am a Sole Trader', 'I am a Private Company Limited by Shares (LTD Company)', 'I am a Designated Activity Company (DAC)', 'I am a Company Limited by Guarantee (CLG)', 'I am an unincorporated Company', 'I am a Public Limited Company (PLC)', and 'I am other'. A red arrow points to this question with the text 'Indicate your relevant trading status'.
- Question 2: 'If you select one of the options between (b) to (d) in the question above, enter your Company's registration number as recorded on www.cro.ie in the box below. If not applicable, enter 'N/A' in the box below'. A red arrow points to the input field with the text 'Enter your CRO if applicable'.
- Question 3: 'Enter the registered name of the Tenderer in the box below. This name must be exactly as per your Companies Registration Office details. If not applicable, enter 'N/A' in the box below. This name must be exactly as per your VAT Registration details, if you are trading'. A red arrow points to the input field with the text 'Enter your registered Tenderer name'.



eTenders – Suitability Questions

Response Form		Next	Done	Save and Next	ESC
1	Notice for Tenderers	Questions to answer			
2	<p>Tenderers must provide:</p> <p>(i) full and complete information, documentation and declarations submitted with, and at any stage of their application are correct and to that they are in a position to provide the requisite evidence of compliance with the declarations submitted herewith within seven calendar days when requested by the Central Purchasing Body and/or Contracting Authority at any stage during the Framework Agreement;</p>	Questions to answer			
3	<p>Without prejudice to such other legal remedies available to the Central Purchasing Body/ Contracting Authority where a Tenderer:</p> <p>(1) is found to have furnished false, misleading or incorrect information, documentation or declarations, etc. and at any stage of their application or</p> <p>(2) is, for whatever reason, unable or unwilling to provide the requisite evidence of compliance with the declarations submitted herewith when requested by the Central Purchasing Body/ Contracting Authority;</p> <p>the Central Purchasing Body/ Contracting Authority may impose such sanctions on the Tenderer as it deems appropriate up to and including immediate exclusion of the Tenderer from the Framework Agreement.</p> <p>Tenderers must answer ALL questions in this form, must type the relevant information of ALL the boxes provided and must upload ALL required documents.</p>	Questions to answer			
4	<p>For the purposes of this tender the Contractor is the entity who will carry overall responsibility for the performance of the work and/or services under a Contract irrespective of whether tasks are performed by a subcontractor and/or consortium member (where a group of undertakings submit a tender in response to the tender call the Central Purchasing Body and/or Contracting Authority will deal with all matters relating to this tender through the Tenderer.</p>	Questions to answer			
5	General Data Protection Regulation (GDPR)	Questions to answer			
6	Tenderer Details	Questions to answer			
7	Region/Regions the Work to be Done For	Questions to answer			
8	Supplementary Question for Tenderers	Questions to answer			
9	Issues on Exclusion Grounds	Questions to answer			
10	Exclusion Grounds	Questions to answer			
11	Exclusion Grounds – Subcontractors/Specialists	Questions to answer			
12	European Single Procurement Document (ESPD)	Questions to answer			



Completing the Upload

The screenshot displays the 'RFT 42806 - Test FA RFT - Test FA RFT' page. It features a 'Status Tracker' section with three items:

- Knowledge 1 - Technical Documents - Qualification questions:** 94 out of 96 questions answered. A red box highlights this item with an arrow pointing to the text 'Status Tracker 94 out of 96 Questions Answered'.
- Knowledge 2 - Qualification Documents - Qualification questions:** 3 out of 3 questions answered. A red box highlights this item with an arrow pointing to the text 'Status Tracker 3 out of 3 Questions Answered'.
- Bill of Materials:** 11 out of 11 items priced. A red box highlights this item with an arrow pointing to the text 'Status Tracker 11 out 11 Items Priced'.

On the right side, a 'Percentage Complete Indicator' is shown as a green progress bar, with an arrow pointing to it from the text 'Percentage Complete Indicator'.

At the bottom left, the text 'Total Quote Entered in €' is present, with an arrow pointing to the 'Compliant price: 2,271,000' field in the 'Bill of Materials' section.

Total Quote Entered in €



Preparing for The Framework

.... About Frameworks

https://www.youtube.com/watch?v=_490ZEaYdwA





Preparing for The Framework

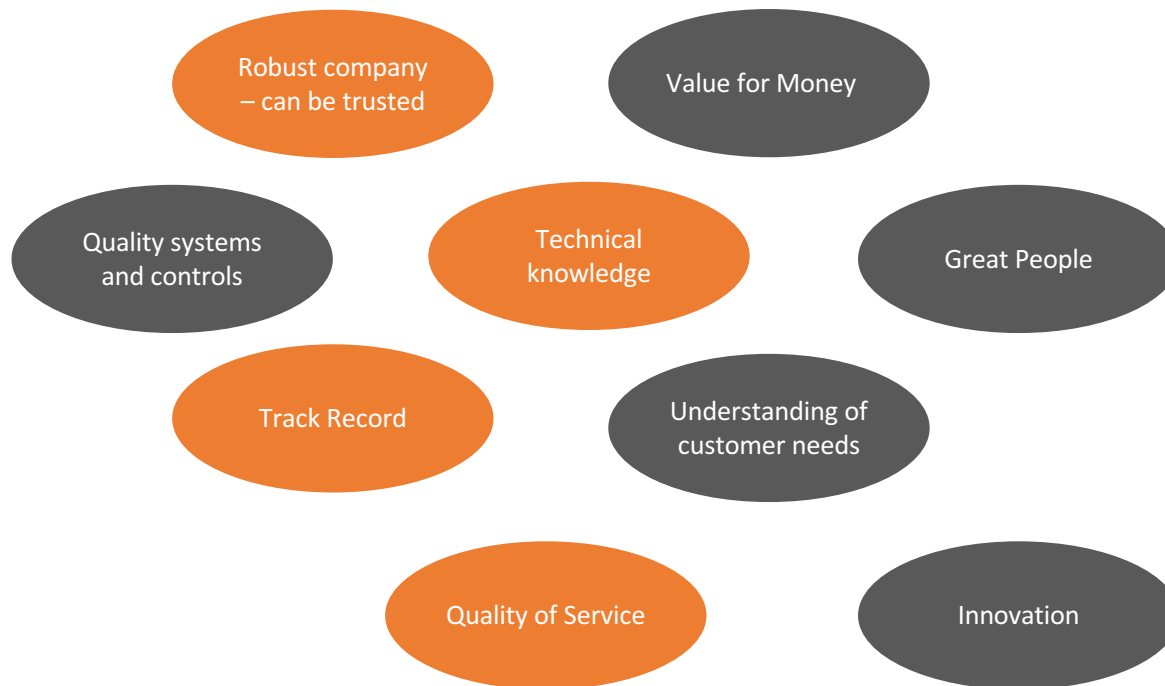
Some Tips on Tendering



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Discover what's possible

What do Buyers look for in a Company



Developing Bid Content

Preparation: Close Up



Avoiding Mid Range Mediocrity



Avoiding Mid Range Mediocrity

**Stand Out
from The
Crowd**



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Discover what's possible

Is your content

1. Technically Competent



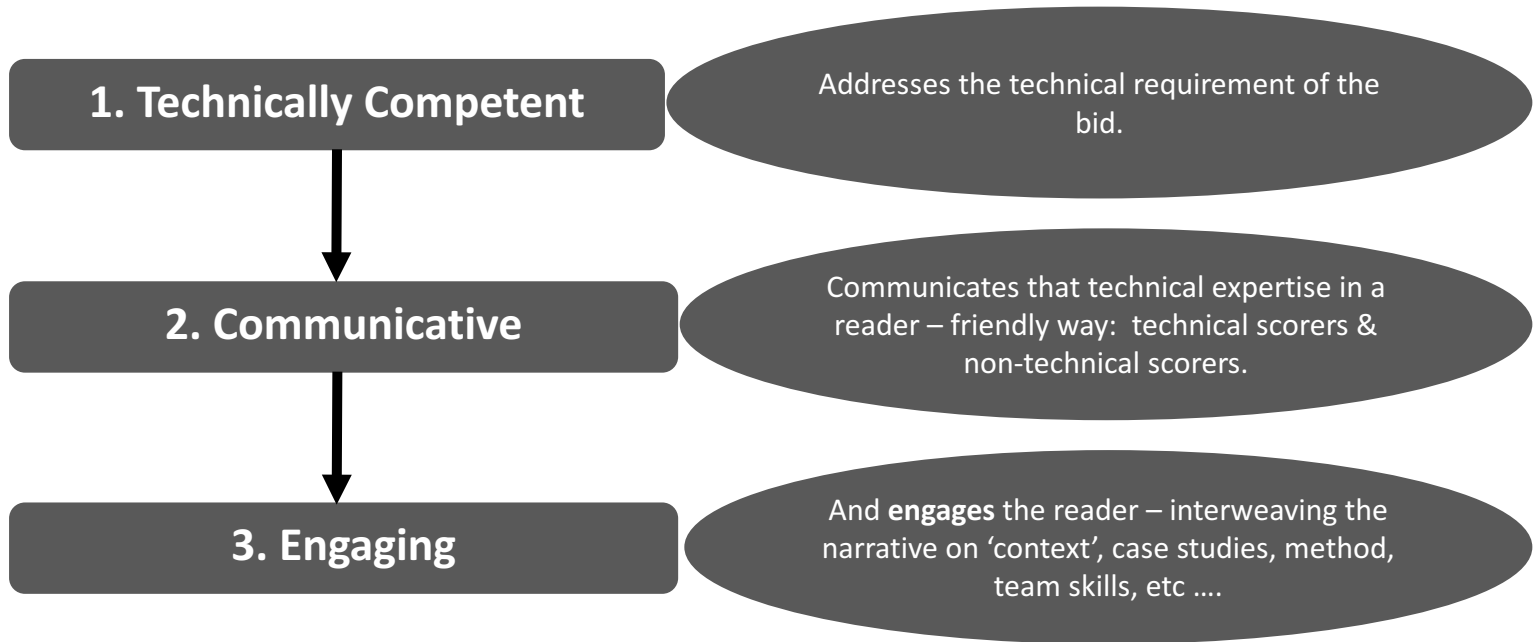
2. Communicative



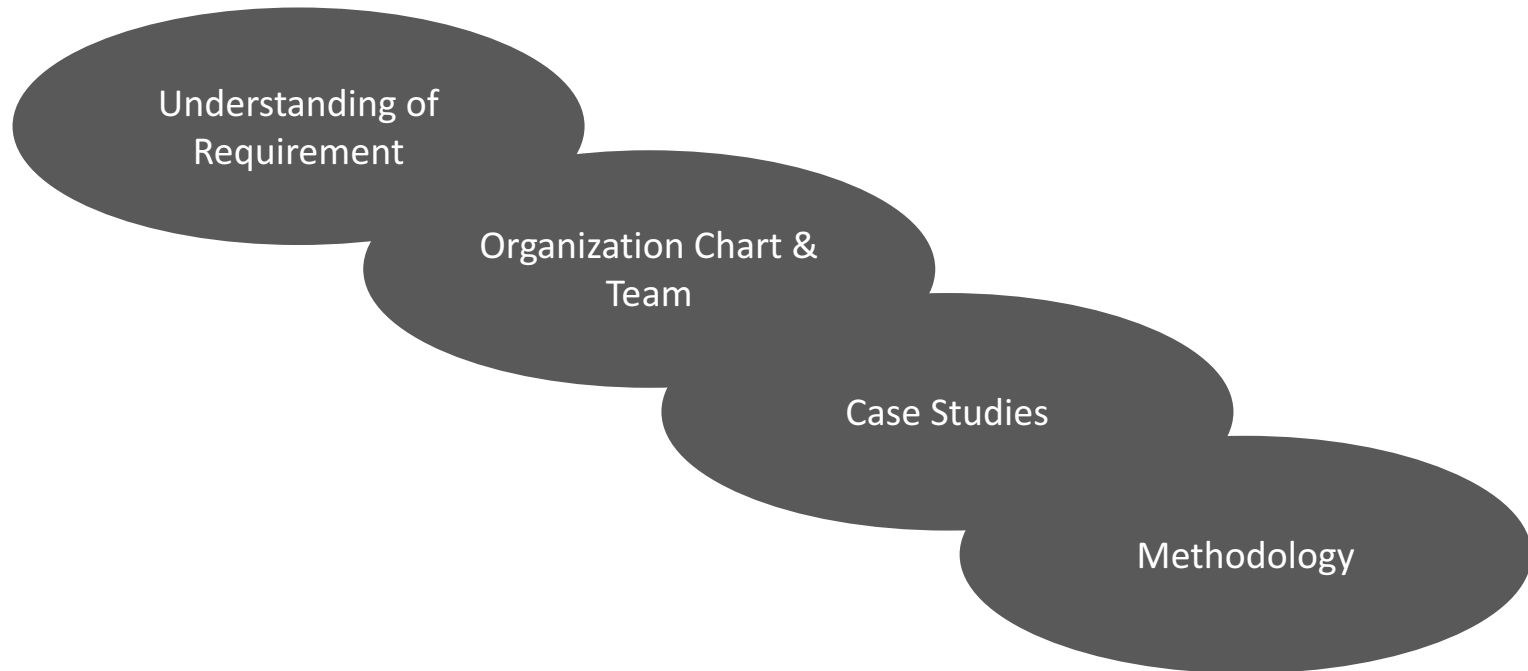
3. Engaging



Is your content



Maximising scores across



Maximising scores across



Maximising scores across



And if you score well on quality – that might take a little pressure off the price (depending on weightings)



Some Do's

1. Do take a selective approach to bidding: focus on types of work that you have strengths in, and have more chance of winning. Bid less – win more.
2. Do build a team (even a small one) that can bring a strong document together in a short time;
3. Do work hard at being able to describe “why you”;
4. Do listen and learn – from buyers, from feedback, etc
5. Do build your tender library – don't wait for tenders to 'go live'.
5. Do get external help – even the best tenderers are continually improving by using good value, external assistance to save time.



Some Don'ts

1. Don't go for every tender that you are able to go for – select the tenders that you are best placed to service – and put double the effort into those tenders;
2. Don't think about tendering as a task for the admin or finance team to complete – it needs input from management, operations, sales It's a team effort;
3. Don't ignore the possibility of working with other companies – joining forces with other firms can allow you to tender for larger, higher value contracts and could open the door to other opportunities.
4. Don't expect tender success to come easy – it can take a lot of research and resource - but when you are successful, the return will be worth it.







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Discover what's possible

The Go2Tender Programme

2 Days of Workshop Training

Focused on:

The Public Procurement Market

Understanding Public Procurement Processes & Regulations

Tender Processes

Tender Skills

Tender content development

Supported with 3 levels of Mentor Support



The Go2Tender Programme

3 levels of Mentor Support

1. ½ Day mentor engagement:

An integral part of your Workshop participation

2. 2 Days 'additional mentoring' engagement

- A specific bid opportunity
- Developing your bid library
- Researching / mapping Public Procurement Market Opportunity

3. Up to 5 days advanced mentoring

- A large bid opportunity
- Collaborative bid
- Cross-border bid
- A bid that is Strategically Important



The Go2Tender Programme

For more information on Go2Tender

- The programme content
- The schedule of workshops
- The modest participation fee
 - How to register

<https://intertradeireland.com/sales-growth/tender-successfully/go-2-tender/>

<http://www.envisionconsulting.eu/go2tender/>





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