



How to Create & Publish a National Contract Award Notice (CAN) for School Meals on eTenders

(Below €750k Procurement Threshold)

School Meals Scheme 2025/26

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Introduction

This guide was designed to assist school leaders with creating and publishing a Contract Award Notice (CAN) for **School Meals** on the [eTenders](#) platform.

This document provides guidance for CANs for closing tenders between €50,000 and €750,000 that have been previously published on the [eTenders](#) platform, where at least one tender was received. It is recommended to create and publish your CAN only after the Services Contracts and required documentation is signed by the school and the successful tenderer.

If your estimated contract value falls in a different threshold, please see available guidance at the [School Meals pages](#) of the SPU website, following to the appropriate meal-type and contract value page.

PLEASE NOTE: This guide was designed for assisting the publication of School Meals tenders only and must not be used as guidance for tendering for any other goods or services.

Disclaimer: This guide is a supporting tool that was created based on the eTenders test environment with the aim to assist schools in publishing their CANs for their School Meals contracts and may not reflect the eTenders production environment with 100% of accuracy. The Schools Procurement Unit (SPU) has no authority over the eTenders platform. Each school remains the sole Contracting Authority and is therefore the sole responsible for the compliance and integrity of their procurement processes.

1. Enter Offline Results and carry out associated tasks

1.0. Log in to eTenders

Access www.etenders.gov.ie and log into your CAPC profile.

1.1. Task 1: Enter Offline Results

After conducting and concluding your Evaluation outside of the eTenders platform, click on the ‘Enter Offline Results’ task, as shown in Figure 1.

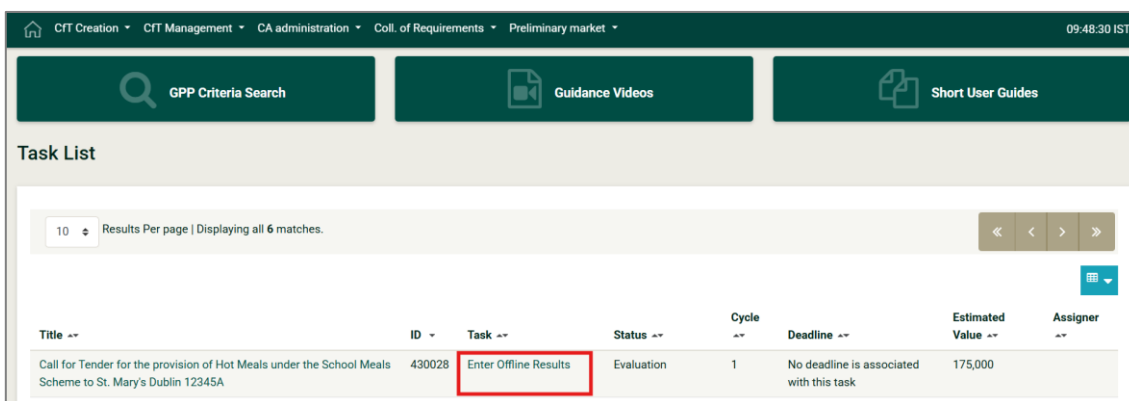


Figure 1

This will open a page called ‘Offline evaluation results’, as shown in Figure 2, where you can see the original uploaded files (yellow boxes), accompanied by fields for inserting scores ranging from 0 to 100 and indicating whether the tender was approved or rejected. If your CFT award criteria was based on a total of 1000 marks/scores, enter the percentage based on the system’s 0-100 range. E.g. if a tenderer was awarded 850 out of 1000 marks, this means they have received 85% of the total marks. In this example, you would insert 85 (without the percentage sign [%]) in the ‘Score’ field, and select ‘Approve’ in the next one.

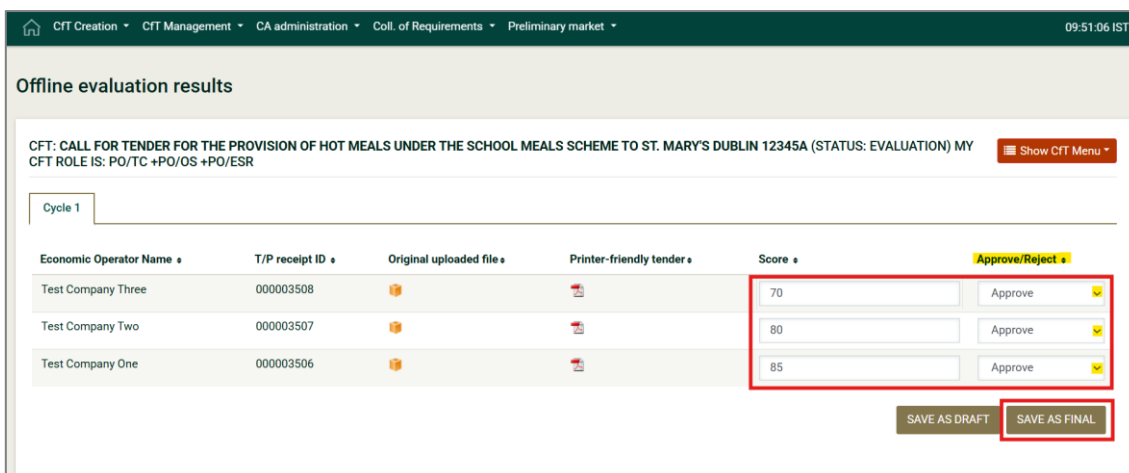


Figure 2

Please note: All valid tenders¹ must be marked as ‘Approve’. If any tenderer has failed any compliance check or failed to achieve minimum marks required, you must select ‘Reject’, instead of ‘Approve’. If the tenderer failed to achieve minimum marks required, insert marks accordingly. See Figure 3.

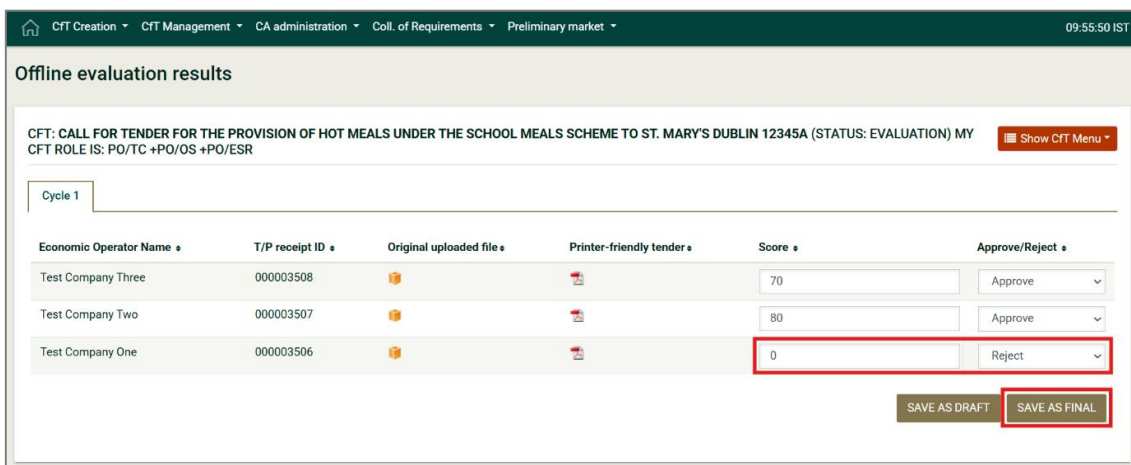


Figure 3

Once you have completed all fields, click on ‘**SAVE AS FINAL**’.

A pop-up similar to the one shown below in Figure 4 will appear asking for confirmation. Click ‘**OK**’ on it to proceed if all information is correct.

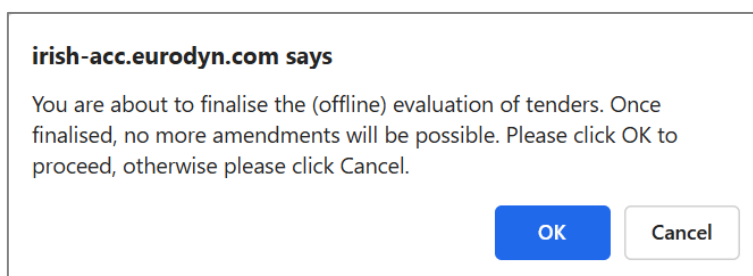


Figure 4

A message informing that your evaluation has been saved as final will appear (Figure 5).

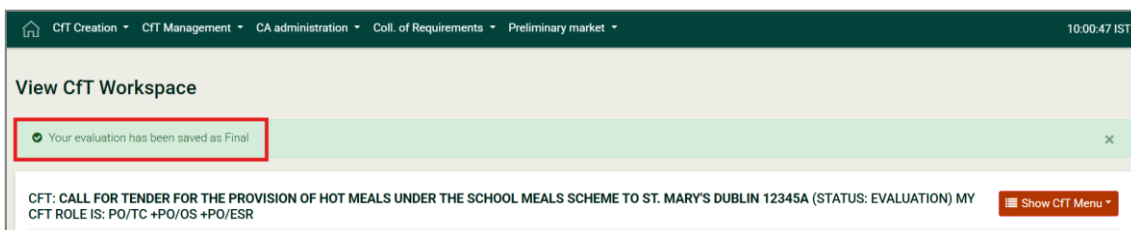


Figure 5

¹ All tenders who pass all Compliance Check and achieve or exceed minimum marks in all Qualitative Award Criteria are considered valid tenders.

1.2. Task 2: Pre-Standstill Ranking

Click on the Home button to return to your 'Task List', then click on the 'Pre-standstill ranking' task, as shown in Figure 6.

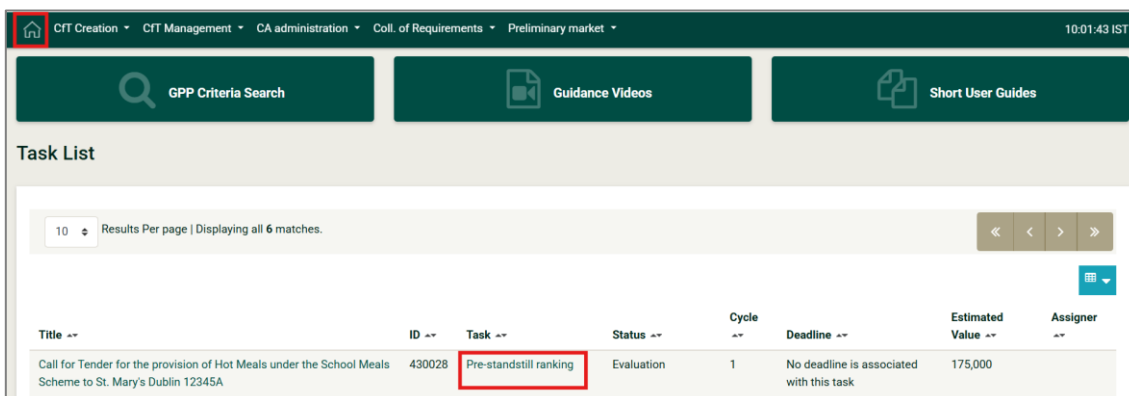


Figure 6

This will open a page called 'Ranking', with the information you have previously entered. In the example shown below, in Figure 7, 'Test Company One' was marked as 'Reject', hence the red circle under the heading 'Pass/Fail'. All valid tenders that were previously marked as 'Approve' must remain with the ticked box under this heading. If all information is correct, click on 'SAVE'.

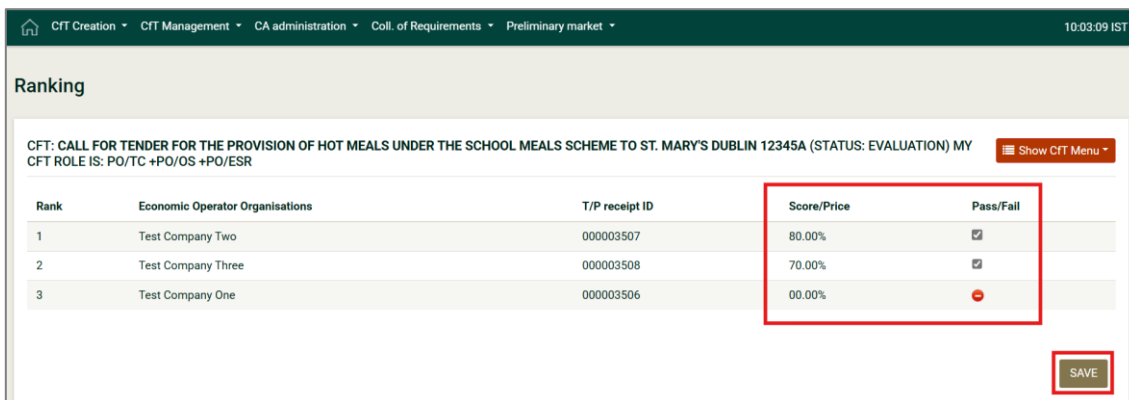


Figure 7

A pop-up similar to the one shown below in Figure 8 will appear asking for confirmation. Click 'OK' on it to proceed if all information is correct.

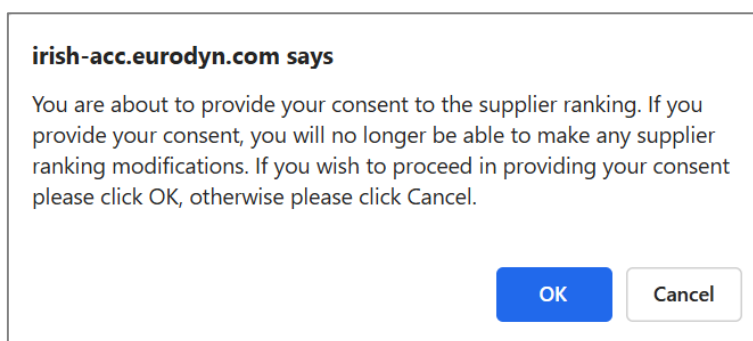


Figure 8

A message informing that the ranking has been submitted successfully will appear (Figure 9).

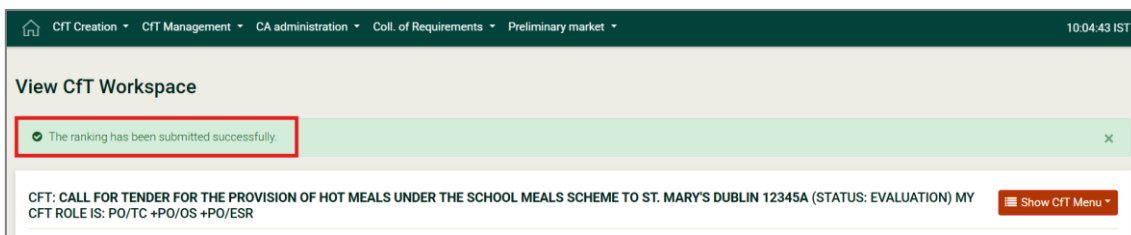


Figure 9

1.3. Task 3: Announce Evaluation Results

Click on the Home button to return to your 'Task List', then click on the 'Announce Evaluation Results' task, as shown in Figure 10.

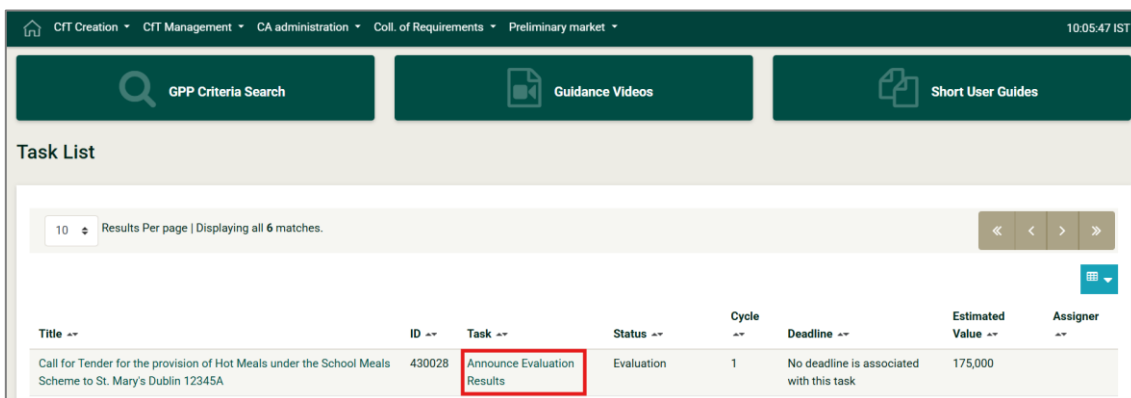


Figure 10

This will open a page called 'Announce Evaluation Results'.

If you are issuing your result letters at this stage to all tenderers, add a general message and attach each letter to the respective company, then scroll down and click on **SEND**. Note that there are two sections: one for approved/qualified tenderers and another one for rejected tenderers. **Each tenderer must only receive their own letter.**

– OR –

If you have already issued your award letters via e-mail and/or post, leave all fields blank, scroll down to the end of the page and click on **PROCEED WITHOUT SENDING NOTIFICATIONS**. See examples in Figure 11 and Figure 12 below.

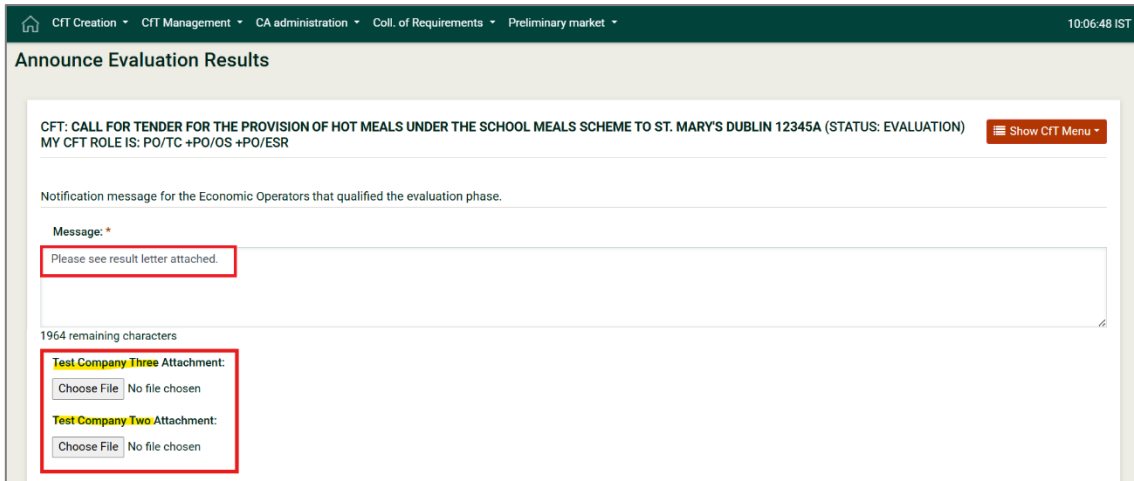


Figure 11

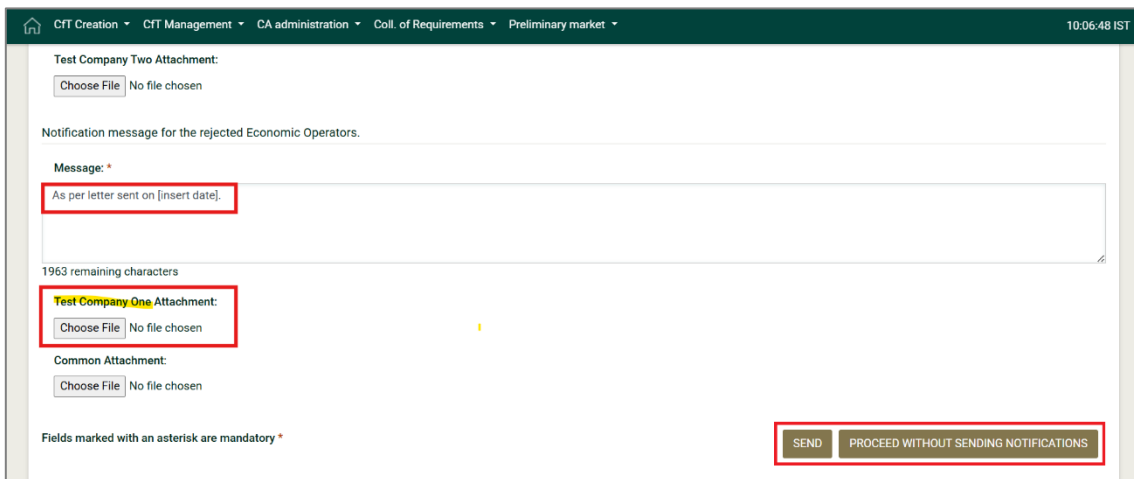


Figure 12

A pop-up similar to the one shown below in Figure 13 will appear asking for confirmation. Click 'OK' on it to proceed if all information is correct.

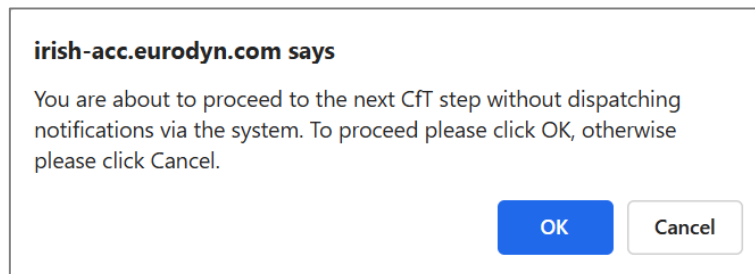


Figure 13

A message informing that your notifications were sent or that you proceeded without sending notifications will appear (Figure 14).

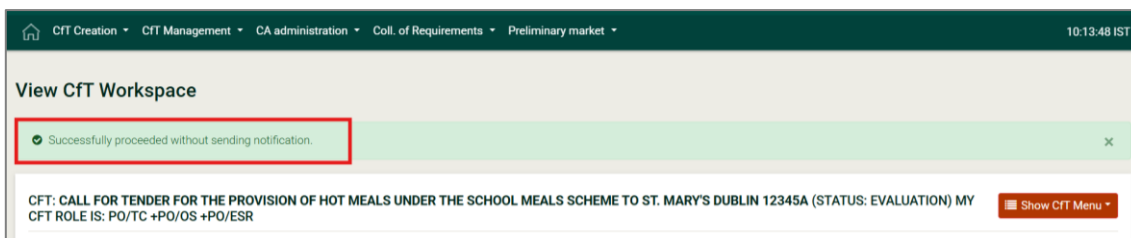


Figure 14

1.4. Task 4: End Standstill Period

Please note: Only after the appropriate standstill period has elapsed without any challenges you can proceed with this and next tasks.

Click on the Home button; note that the Cft will disappear of your ‘Task List’.

After the appropriate standstill period has elapsed without any challenges, click on ‘List of my Cfts’ under the menu option ‘Cft Management’, as shown in Figure 15.

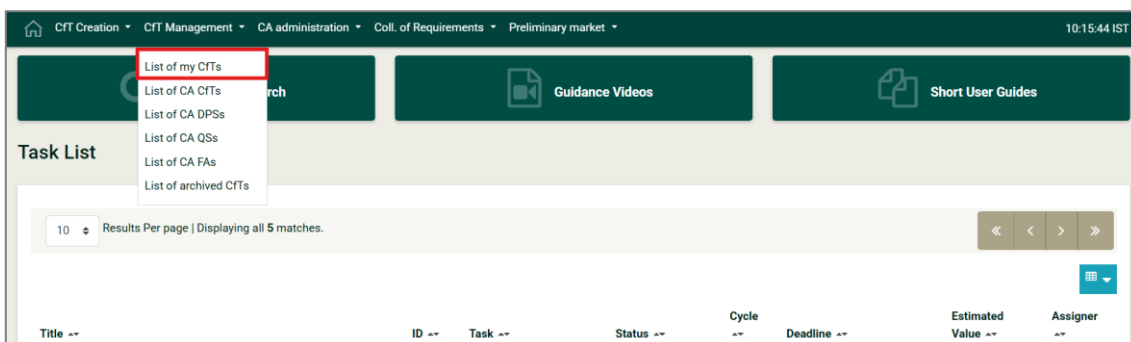


Figure 15

This will open a page called ‘List of My Cfts’. Identify your competition (by Title, Resource ID, Dates and/or Status ‘Evaluation’) and click on its title, as shown in Figure 16.

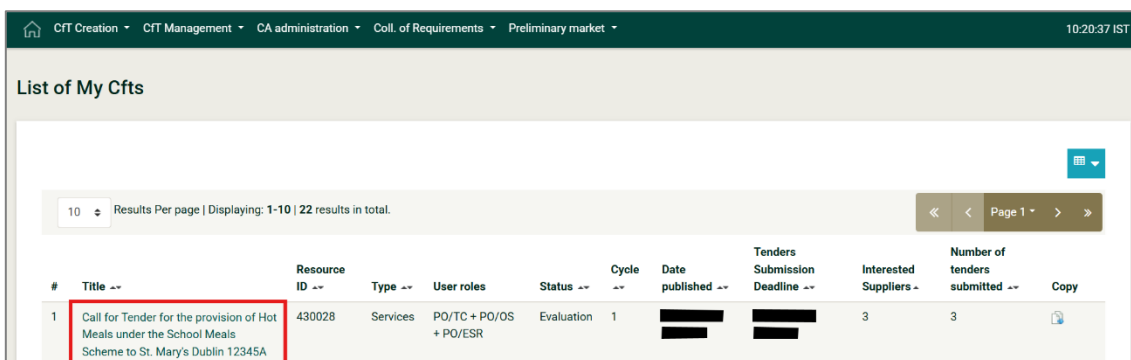


Figure 16

This will open a page called ‘View Cft Workspace’, with the details of your competition. If the appropriate standstill period has elapsed without any challenges, click on the ‘END STANDSTILL PERIOD’ button, as shown in Figure 17.

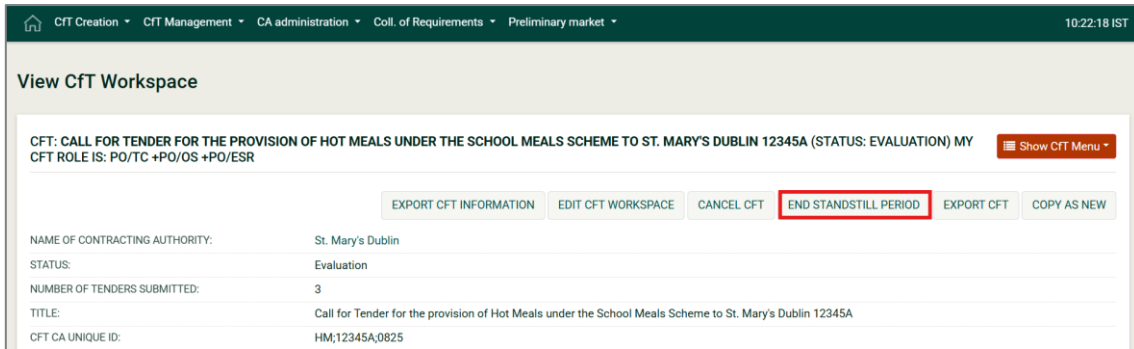


Figure 17

A pop-up similar to the one shown below in Figure 18 will appear asking for confirmation. Click ‘OK’ on it to proceed if all information is correct.

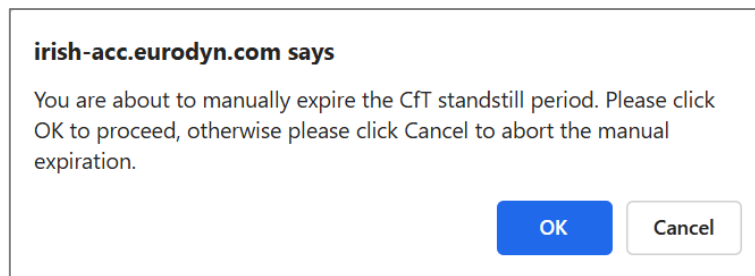


Figure 18

A message informing that your standstill period ended successfully will appear (Figure 19).

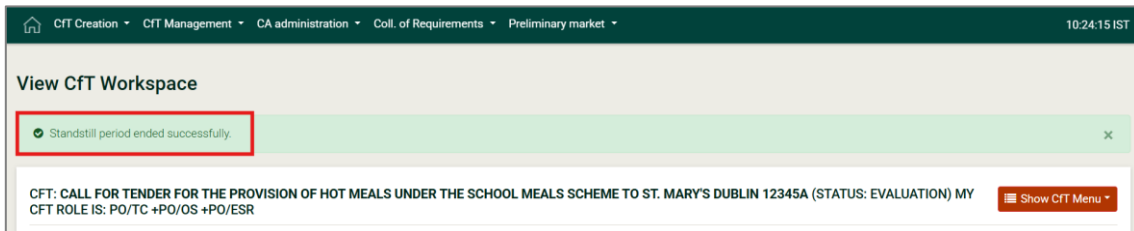


Figure 19

1.5. Task 5: Post-Standstill Ranking

Click on the Home button to return to your ‘Task List’, then click on the ‘**Post-standstill ranking**’ task, as shown in Figure 20.

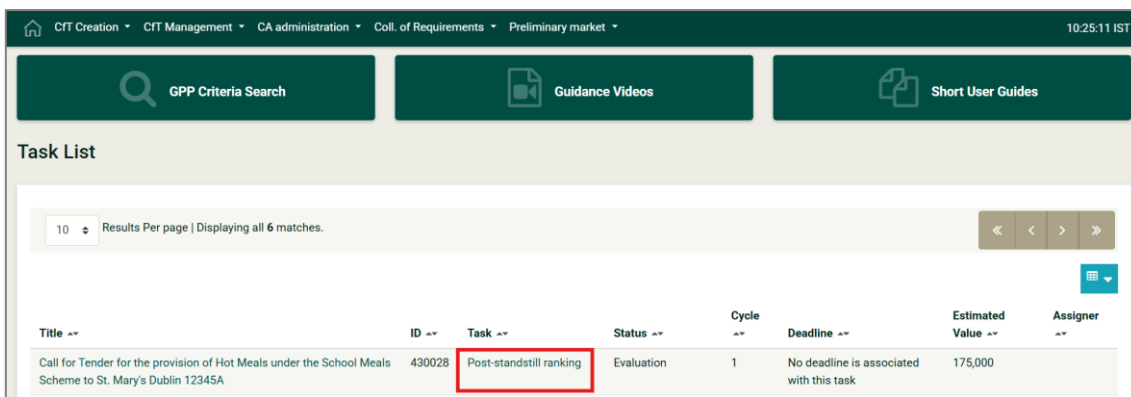


Figure 20

This will open the page called 'Ranking' for you to review all scores and statuses (Pass/Fail). In the example shown below, in Figure 21, 'Test Company One' was previously marked as 'Reject', hence the red circle under the heading 'Pass/Fail'. All valid tenders that were previously marked as 'Approve' must remain with the ticked box under this heading.

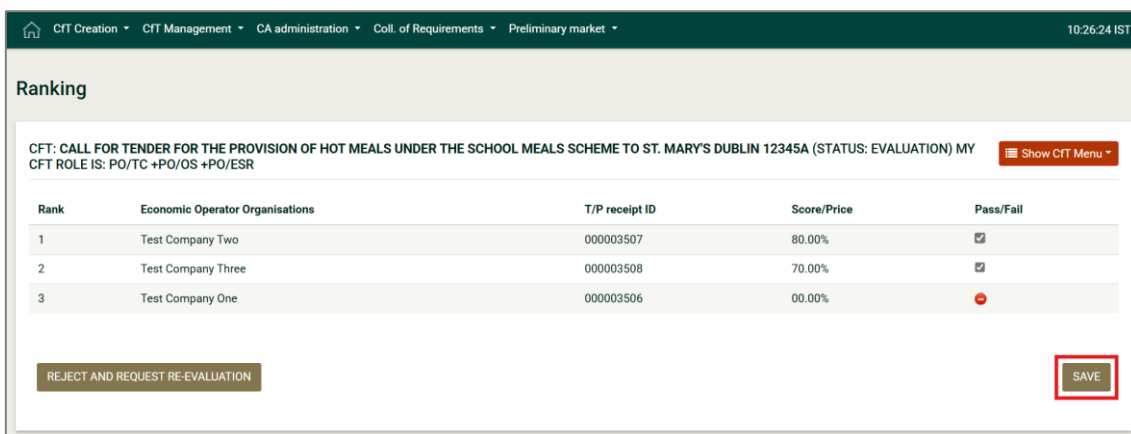


Figure 21

PLEASE NOTE: If the ranking has changed (e.g. a tenderer withdrawn themselves from the competition or the first ranked hasn't submitted the required documents by the deadline provided), click on 'REJECT AND REQUEST-RE-EVALUATION'. At this stage ONLY you can revert anything that was previously completed since the task 'Unlock tenders'. Please note that, by clicking on 'REJECT AND REQUEST RE-EVALUATION' you will be brought to the 'Unlock tenders' task again (prior to Enter Offline Results).

If all information is correct and nothing has changed after the standstill period has elapsed without any challenges, click on **'SAVE'**.

After clicking on 'SAVE', a pop-up similar to the one shown below in Figure 22 will appear asking for confirmation. Click **'OK'** on it to proceed if all information is correct.

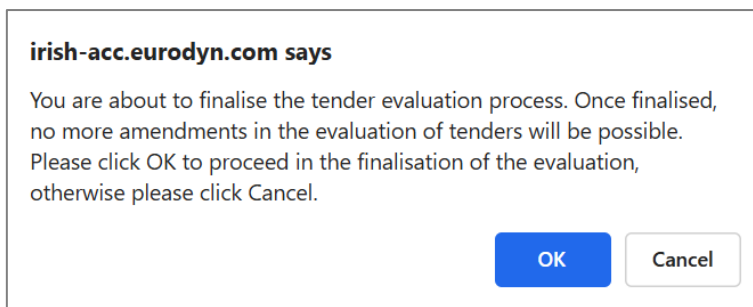


Figure 22

A message informing that the ranking has been submitted successfully will appear (Figure 23).

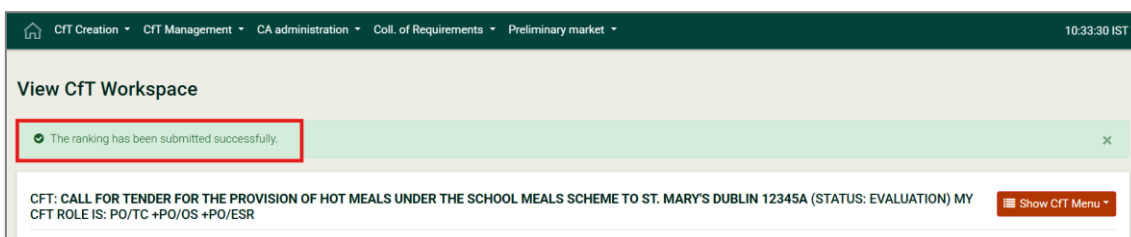


Figure 23

1.6. Task 6: Award Contracts

Click on the Home button to return to your 'Task List', then click on the 'Award Contracts' task, as shown in Figure 24.

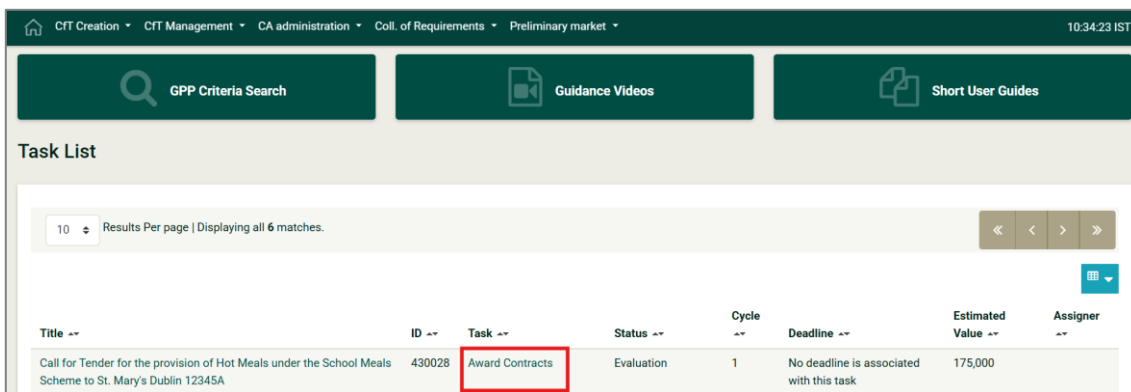


Figure 24

This will open a page called 'Awarding'. The fields for 'Economic Operator Organisations' and 'CPV Code' will be pre-populated. Check if the correct company name is displayed and insert your estimated contract value, as per School Meals calculator used previously (and as published in your CFT), and click on 'SAVE', as per example shown in Figure 25. The field 'Reasoning' can be left blank.

Contract No	Economic Operator Organisations	Reasoning	CPV Code	Contract Value
	Test Company Two		55523100	175,000.00

Figure 25

A pop-up similar to the one shown below in Figure 26 will appear asking for confirmation. Click 'OK' on it to proceed if all information is correct.

irish-acc.eurodyn.com says

You are about to finalise the list of contracts to be awarded as a conclusion of the Cft. Following finalisation, no amendments will be possible. Please click OK to proceed in awarding the contracts, otherwise please click Cancel.

OK Cancel

Figure 26

A message informing that contracts were saved successfully will appear (Figure 27).

Contracts saved successfully.

CFT: CALL FOR TENDER FOR THE PROVISION OF HOT MEALS UNDER THE SCHOOL MEALS SCHEME TO ST. MARY'S DUBLIN 12345A (STATUS: EVALUATION) MY
CFT ROLE IS: PO/TC +PO/OS +PO/ESR

Figure 27

1.7. Task 7: Enter Responses for Successful Suppliers

Click on the Home button to return to your 'Task List', then click on the 'Enter responses for successful suppliers' task, as shown in Figure 28.

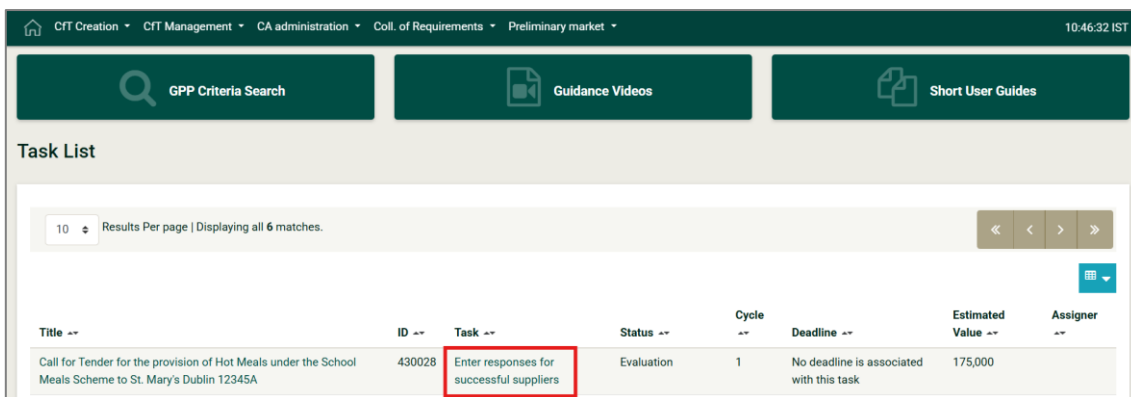


Figure 28

This will open a page called 'Supplier's tender'. Once the successful tenderer has responded to your result letter by either accepting or rejecting the contract, click on **pencil icon**, as shown in Figure 29.

Please note: Only after the successful tenderer has responded to your result letter by either accepting or rejecting the contract, you can proceed with this and next tasks.

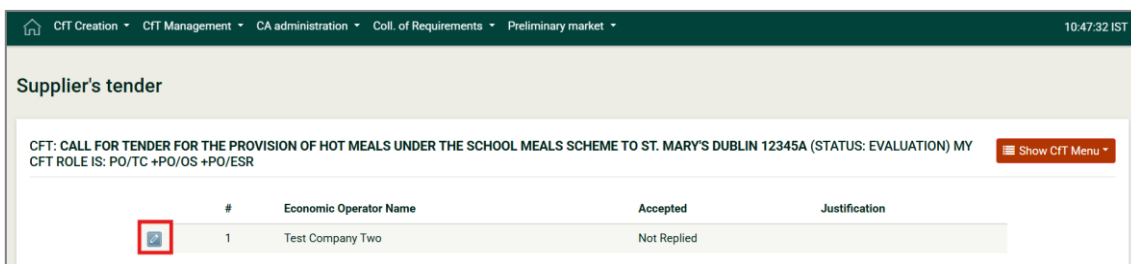


Figure 29

This will open a page called 'Contract Award'. **If the tenderer has accepted the contract**, select '**Accept**', leave the text field for reasons blank, and click on '**SUBMIT**', as shown in Figure 30.

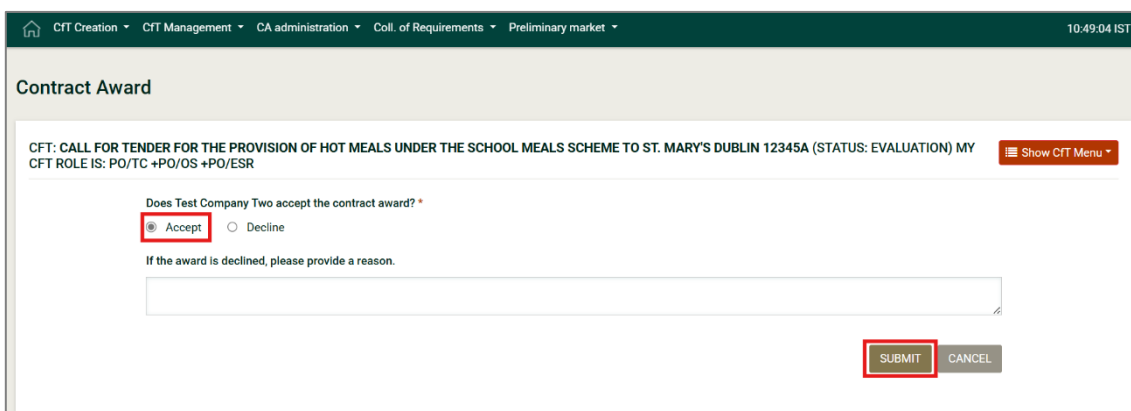


Figure 30

If the tenderer has declined the contract, select ‘Decline’ please provide reasons in the text box below the options, then click on ‘SUBMIT’, as example shown in Figure 31.

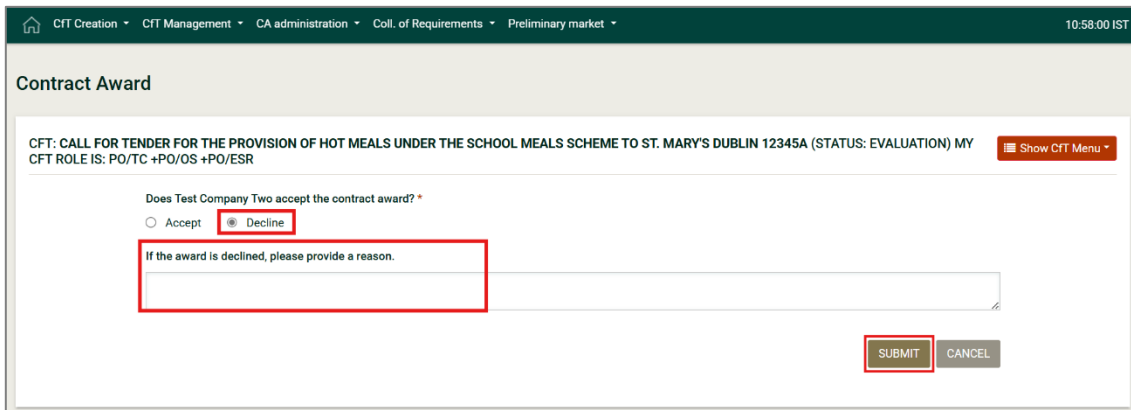


Figure 31

After that, you should be redirected to the Home page.

Note: If the contract offer was declined, go back to your Task List and click on the task called ‘Contract award has been rejected’. If the contract is or will be awarded to the runner-up, choose ‘Yes’; if you want to cancel the competition and re-tender, click ‘No’; then click on ‘SUBMIT’. If you chose to award the contract to the runner-up, go back to your Task List, and you will be back to Task 6. Click on the ‘Award Contracts’ task and, on the page called ‘Awarding’ (Figure 25 above), click on the arrow under the ‘Economic Operator Organisations’ heading and select the runner-up to which the contract will be awarded by using the arrow / dropdown menu. After that, follow the steps from Task 7 normally.

1.8. Task 8: Publish Contract Award Notice – Part 1

In your ‘Task List’, click on ‘Publish Contract Award Notice’ task. This task is divided into 2 main parts. The first part is outlined in this Section 1.8, and the second one, which will happen at the end of the process, is outlined in Section 3.1 of this guide. **Note that there is a deadline associated with this task.** See Figure 32.

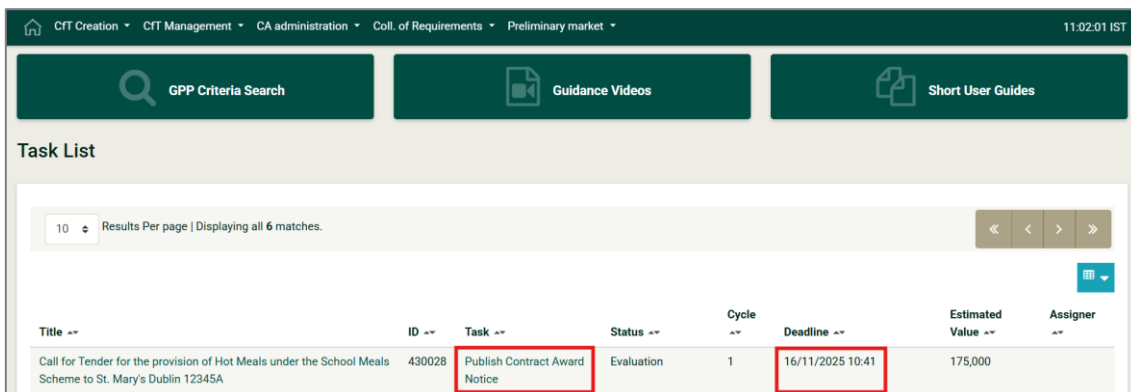


Figure 32

This will open a page called ‘Notice & Tender Documents’. Click on the ‘**CREATE NOTICE (EFORMS)**’ button to create your Contract Award Notice (CAN), as shown in Figure 33.

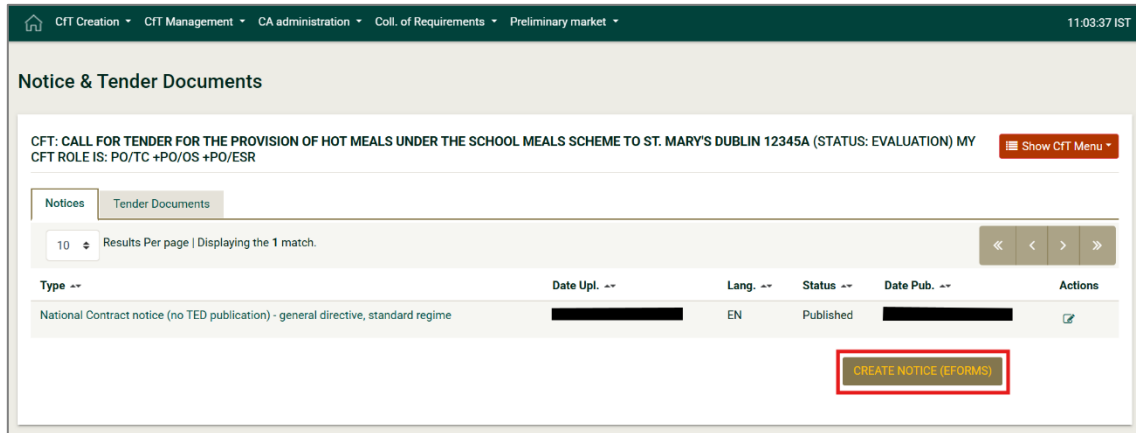


Figure 33

This will cause a new window to pop up. Complete the fields as follows and click on ‘**CREATE**’ as the example shown in Figure 34.

Notice Type	Select ‘ National Contract award notice - general directive, standard regime (no TED publication) ’
Primary Language	EN or GA, as appropriate. EN is selected by default.
Support Languages	You can leave both unselected if English is the Primary Language.

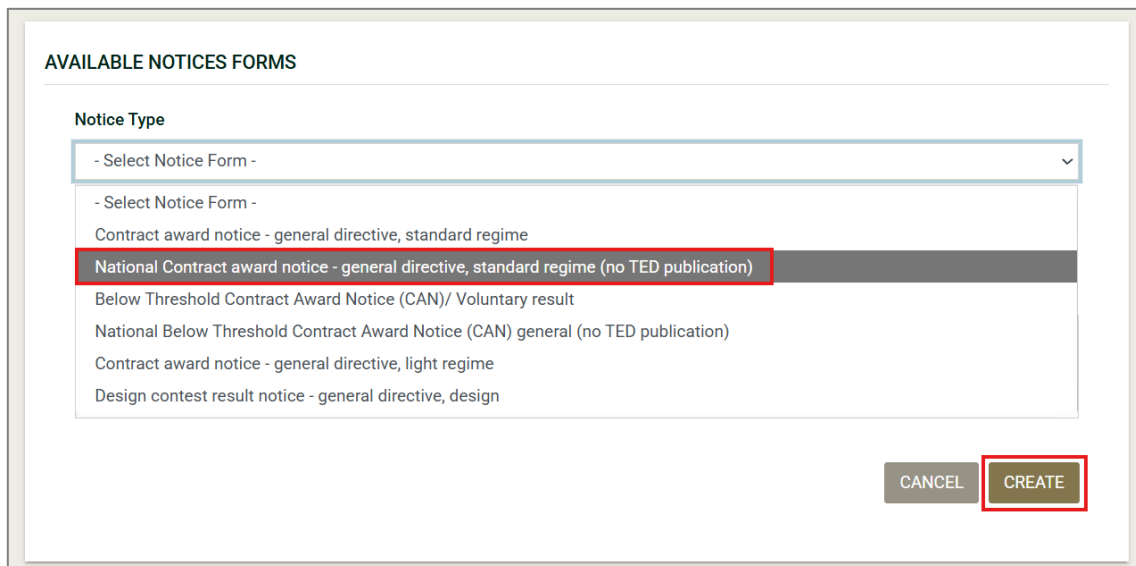


Figure 34

After clicking on ‘**CREATE**’, the pop-up will close, and you will be directed to a new interface with an eForm to be completed as outlined in the next section.

2. Complete the eForm

2.0. Navigate the eForm

The eForm interface is shown in Figure 35. Highlighted in this figure, it is possible to see the overall completion progress of the eForm (1), the eForm 'Draft' status (2), the menu through which you will navigate (3), the title of the menu section currently open (4), and a filter menu to 'Show/Hide' fields (5).

The screenshot shows the eForm interface with the following elements highlighted:

- 1:** The 'COMPLETION' progress indicator showing 79%.
- 2:** The 'Draft' status indicator.
- 3:** The left-hand navigation menu with sections: Contracting party and service provider (60%), Procedure (83%), Lot (LOT-0001) (71%), Result (73%), Review (100%), and Organisations (90%).
- 4:** The 'Metadata' section title in the main content area.
- 5:** The filter menu on the right, showing options: Show/Hide, Contextual Help, View Only, Completed Criteria, Uncompleted Criteria, Mandatory Criteria, and Erroneous Criteria.

Figure 35

Before you start completing the form, click on the filter icon located at the top right corner and select all items to be shown, as seen in Figure 36.

The screenshot shows the eForm interface with the filter menu open. The filter menu is checked for all items:

- Contextual Help
- View Only
- Completed Criteria
- Uncompleted Criteria
- Mandatory Criteria
- Erroneous Criteria

Figure 36

This eForm consists of seven main sections as seen on the left-hand side menu:

1. Metadata
2. Contracting party and service provider
3. Procedure

4. Lot (LOT-0001)
5. Result
6. Review
7. Organisations

Details on how to complete each of these sections are outlined in the following steps.

Note: Every time you complete a field, you must click outside of it to save the values. A pop-up will then appear at the bottom right, indicating that the form was updated, as seen in Figure 37. You must wait for this confirmation before moving on. Any progress made will be saved if you need to exit and return to the eForm.


The screenshot shows the 'COMPLETION' progress bar at 80%. The 'Metadata' sidebar on the left shows progress for various sections: Contracting party and service provider (80%), Procedure (83%), Lot (LOT-0001) (71%), Result (73%), Review (100%), and Organisations (90%). The main content area is titled 'Contracting party and service provider [GR-Buyer]' and contains several nested sections with expandable headings. A green success message box is visible in the bottom right corner, stating 'Success Values updated'.

Figure 37

When navigating through the sections, fields will be collapsed by default, as seen in Figure 38.

The screenshot shows the 'COMPLETION' progress bar at 79%. The 'Metadata' sidebar on the left shows progress for various sections: Contracting party and service provider (60%), Procedure (83%), Lot (LOT-0001) (71%), Result (73%), Review (100%), and Organisations (90%). The main content area is titled 'Contracting party and service provider [GR-Buyer]' and shows the 'Contracting party and service provider [GR-Buyer]' section collapsed, indicated by a downward arrow icon.

Figure 38

Click on the arrows () located to the left of each heading to expand the fields. You may need to click on more than one arrow, for multiple headings and sub-headings. In Figure 39, for example, two arrows were clicked on (1 and 2).

Note: Do not click on any plus button (), icon shown in Figure 39 (3). By clicking on this button, you will create/duplicate fields which are not required, and which can cause issues with the validation of the eForm.

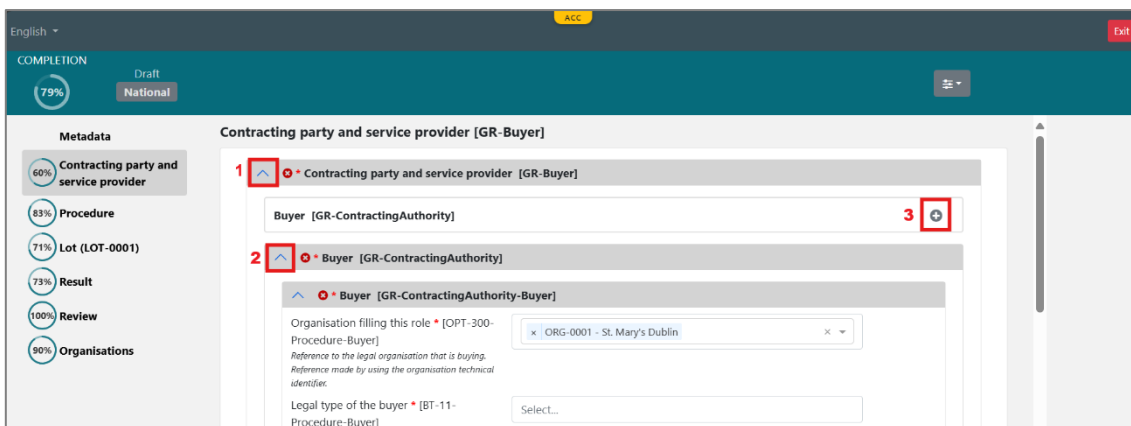


Figure 39

Some of the menu sections are divided into tabs, which can be seen at the top of the page. In general, mandatory fields are marked with a red asterisk (*); incomplete tabs, headings and sub-headings are marked with a red X icon (❌); and completed ones are marked with a green tick icon (✅). See Figure 40.

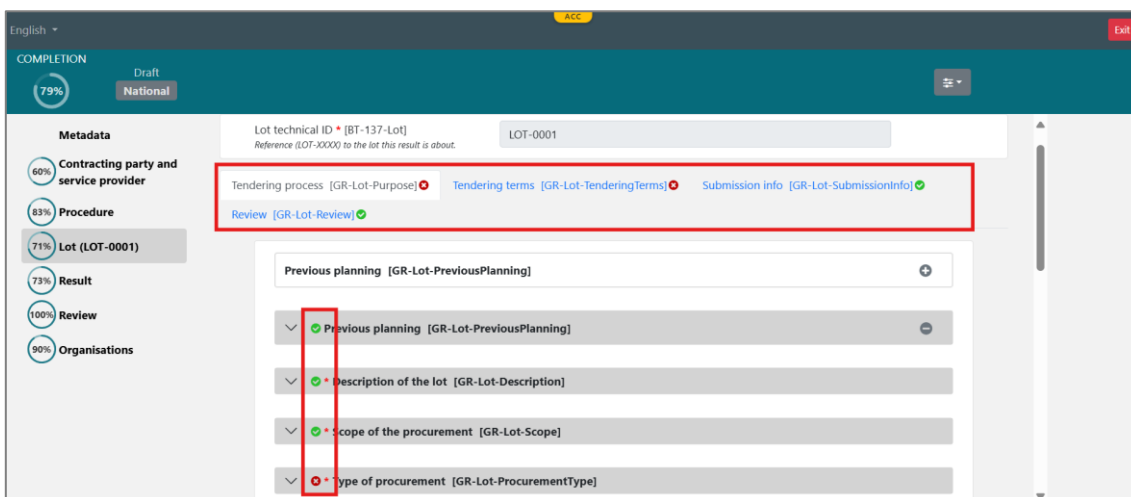


Figure 40

2.1. Section 1 – Metadata

All fields in this first section of the menu are pre-populated, and no edits are required. You can move on to the next section.

2.2. Section 2 – Contracting Party and Service Provider

Click on the left-hand side menu option ‘**Contracting party and service provider**’, then click on the arrows to expand the heading ‘**Contracting party and service provider [GR-Buyer]**’ and the sub-heading ‘**Buyer [GR-ContractingAuthority]**’, as highlighted in Figure 41.

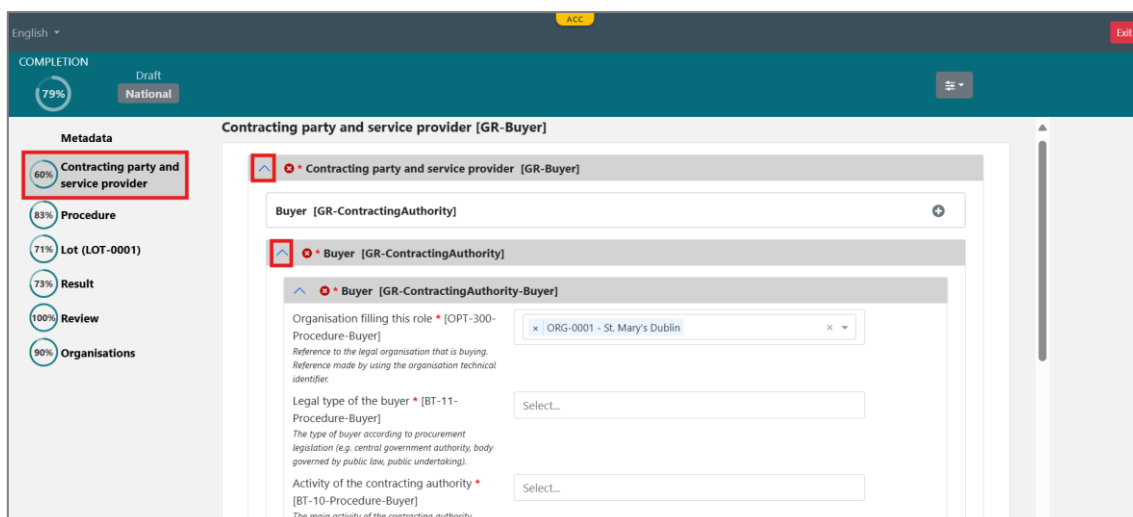


Figure 41

Under the sub-heading ‘**Buyer [GR-ContractingAuthority-Buyer]**’, you must complete the fields as outlined in the table below.

Field	Recommended input for schools	Observation
Legal type of the buyer*	Body governed by public law	Select from dropdown menu.
Activity of the contracting authority*	Education	Select from dropdown menu.
Buyer profile*	[Insert School’s Website, starting with ‘https://’.]	This may be pre-populated if this information is filled in in your school’s CA profile. Not starting the website address with ‘https://’ may cause a validation error.

Once all fields are successfully updated, the completion percentage of this section will be 100%, headings and sub-headings will all have the green tick, and the overall completion percentage will also be updated. See Figure 42.

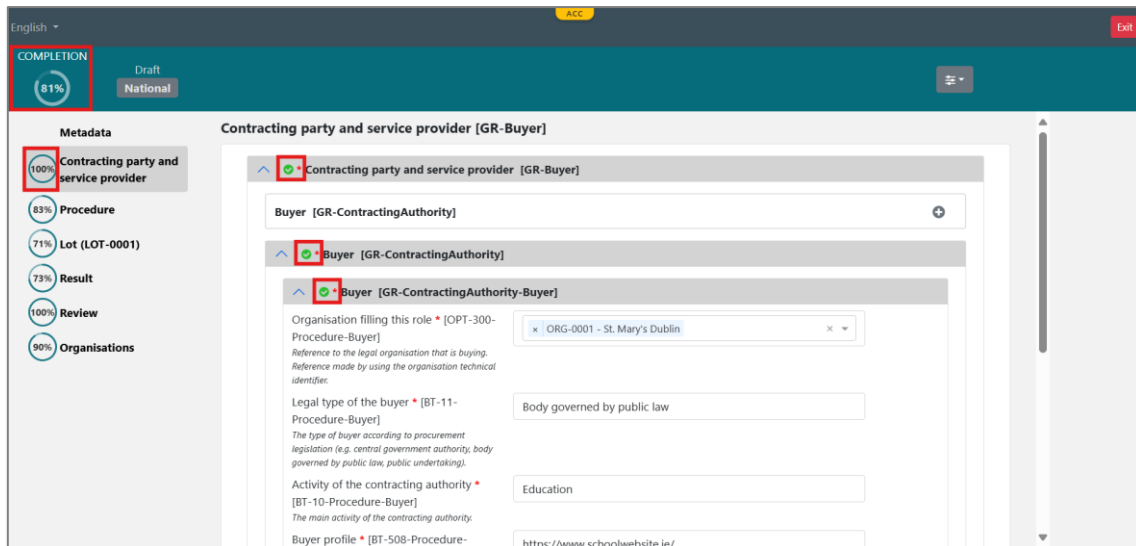


Figure 42

This section should now be at 100% completion. You can move on to the next section.

2.3. Section 3 – Procedure

Click on the left-hand side menu option ‘**Procedure**’. Note that this section is divided into three tabs, shown at the top of the page, as seen in Figure 43.

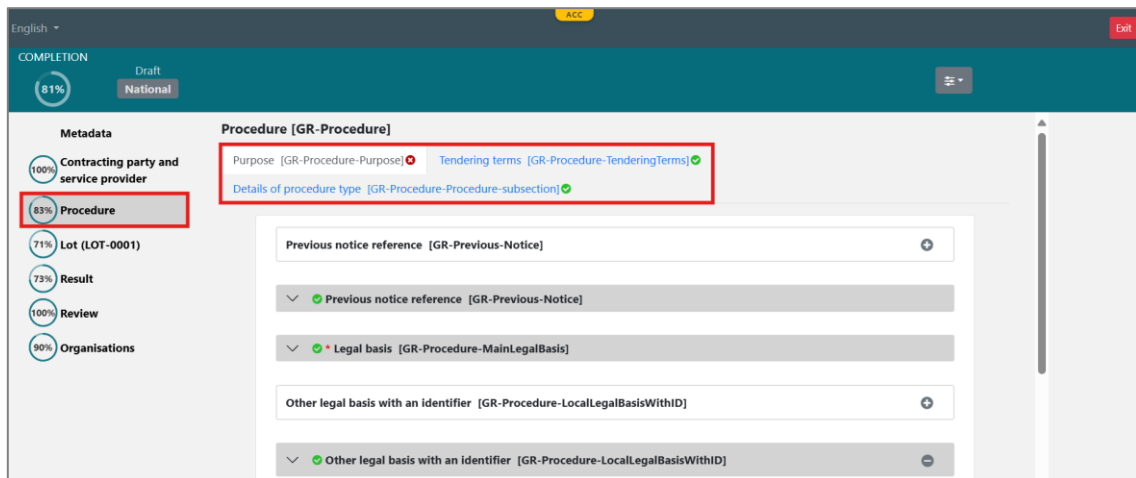


Figure 43

Guidance is detailed below.

2.3.1. Tab 1: Purpose

This first tab will be already selected by default. Expand the heading ‘**Legal basis [GR-Procedure-MainLegalBasis]**’, even if it displays a green tick, and verify that “**Other**” is selected as the **Legal basis of the procedure**. If a different option is selected, clear the field and choose “**Other**” from the drop-down menu.

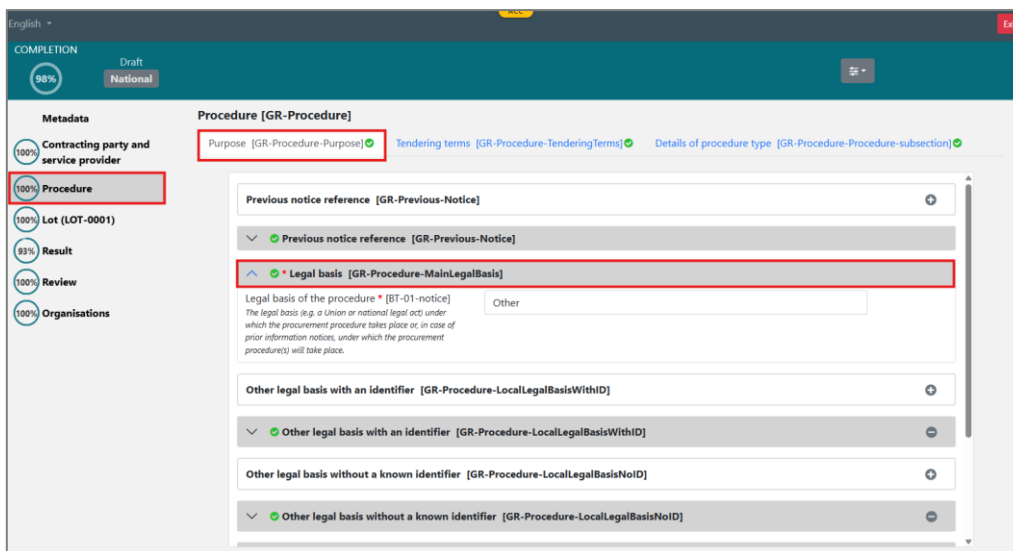


Figure 44

Scroll down to the end of the page, where you can locate the heading ‘**Place of Performance [GR-Procedure-PlaceOfPerformance]**’, marked with a red X, then click on the arrow to expand it, as seen in Figure 45.

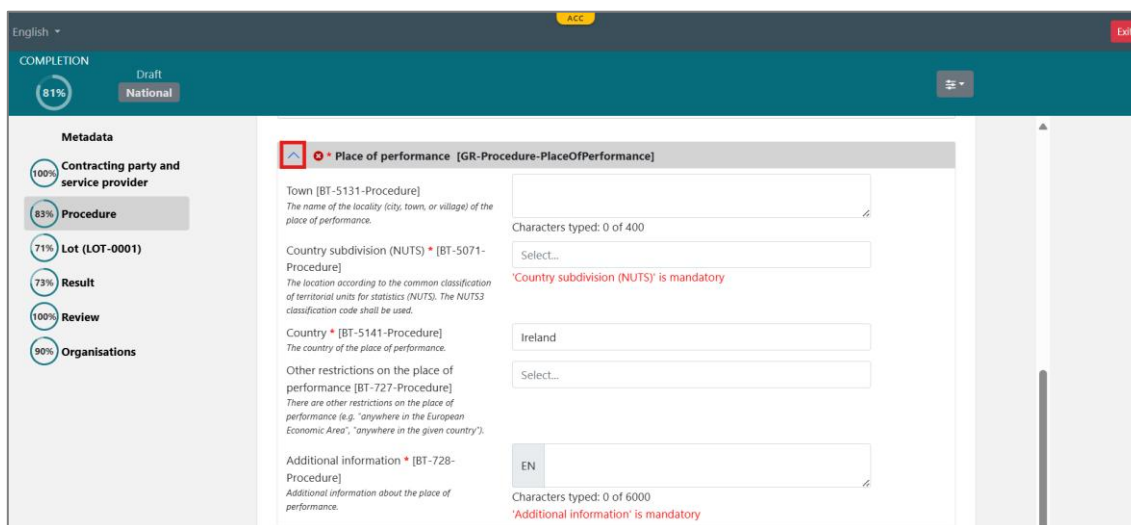


Figure 45

Fill in the field as follows:

Field	Recommended input for schools	Observation
Country subdivision (NUTS)*	Search for the NUTS 3 Name for your school’s County, according to the table available at Appendix 1.	Once this field is successfully validated, the field ‘Additional information’ that appears below will cease to be mandatory.

This is the only field to be completed in this tab. Both heading and tab will now have the green tick. Note that the **Procedure** section should now be at 100% completion and you can move on to the next section. See Figure 46.

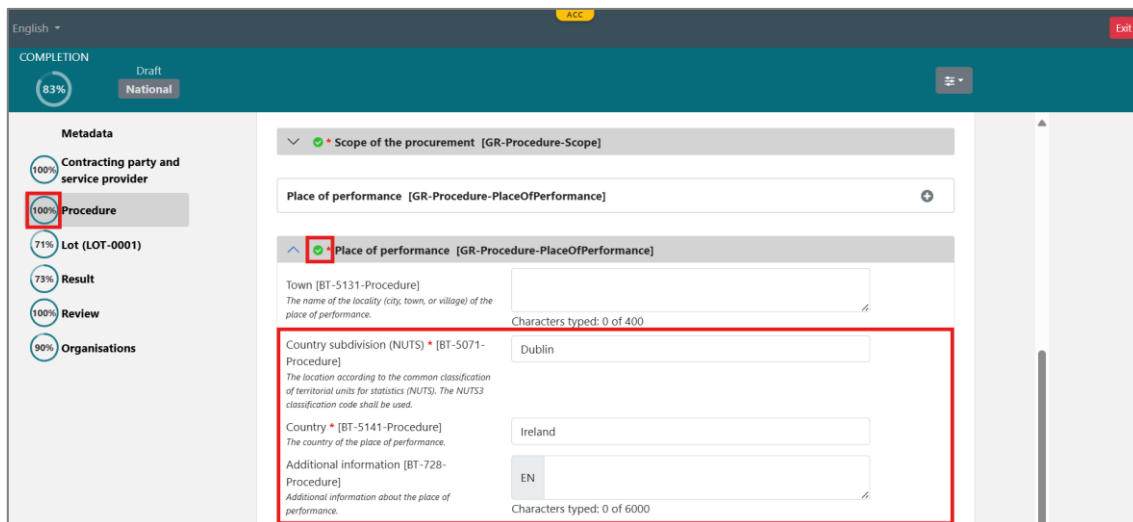


Figure 46

2.3.2. Tab 2: Tendering terms

Note that all required fields in this tab should be pre-populated and no edits should be required. You can move on to the next section.

2.3.3. Tab 3: Details of procedure type

Note that all required fields in this tab should be pre-populated and no edits should be required. You can move on to the next section.

2.4. Section 4 – Lot (LOT-0001)

Click on the left-hand side menu option ‘**Lot (LOT-0001)**’. Note that this section is divided into four tabs, shown at the top of the page, as seen in Figure 47.

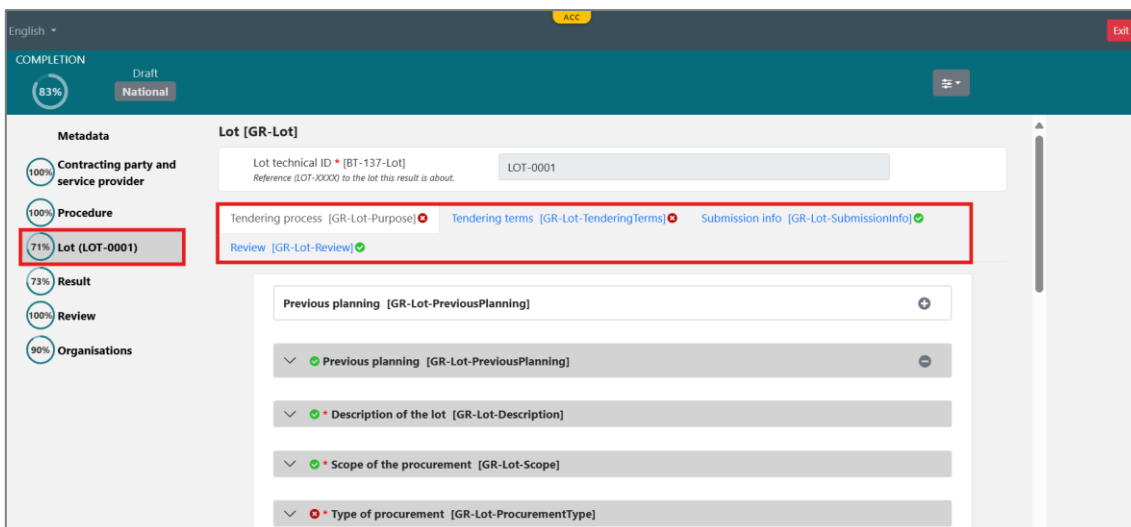


Figure 47

Guidance is detailed below.

2.4.1. Tab 1: Tendering process

This first tab will be already selected by default. Scroll down until you locate the headings **'Type of procurement [GR-Lot-ProcurementType]'** and **'Place of performance [GR-Lot-PlaceOfPerformance]'**, both marked with a red X. See Figure 48.

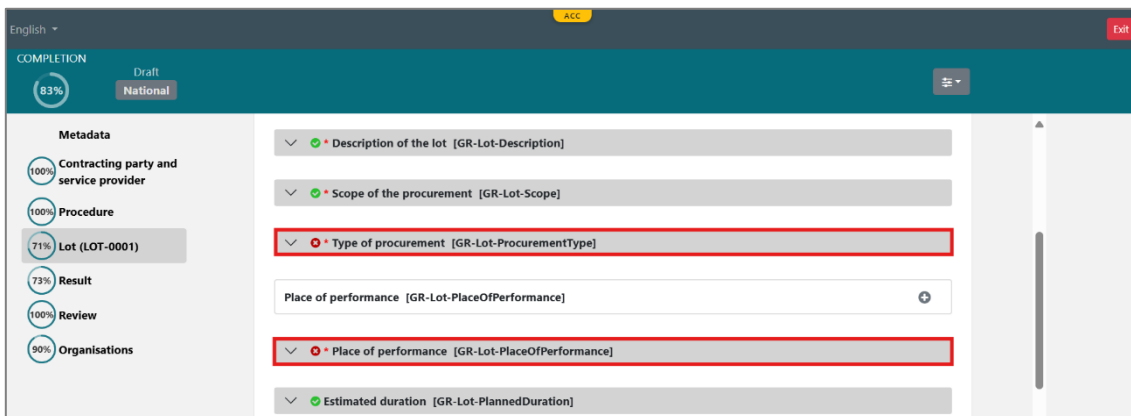


Figure 48

Click on the arrow to expand the heading **'Type of procurement [GR-Lot-ProcurementType]'** and fill in the field under the sub-heading **'Strategic procurement [GR-Lot-ProcurementType-Strategic]'** as follows and shown in Figure 49:

Field	Recommended input for schools	Observation
Aim of strategic procurement*	No strategic procurement	Select from dropdown menu.

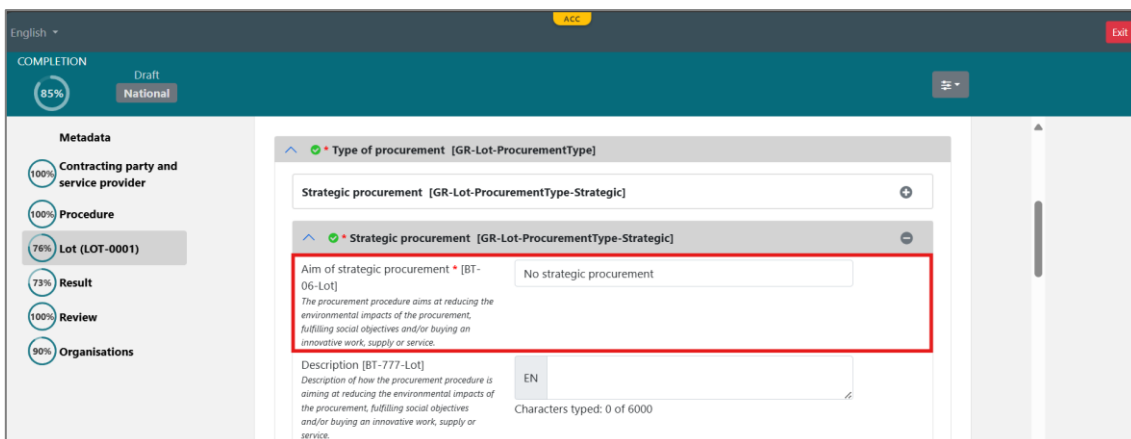


Figure 49

Scroll down to the heading **‘Place of performance [GR-Lot-PlaceOfPerformance]’**, click on the arrow to expand it, and fill in the field as follows and shown in Figure 50:

Field	Recommended input for schools	Observation
Country subdivision (NUTS)*	Search for the NUTS 3 Name for your school’s County, according to the table available at Appendix 1.	<i>Once this field is successfully validated, the field ‘Additional information’ that appears below will cease to be mandatory.</i>

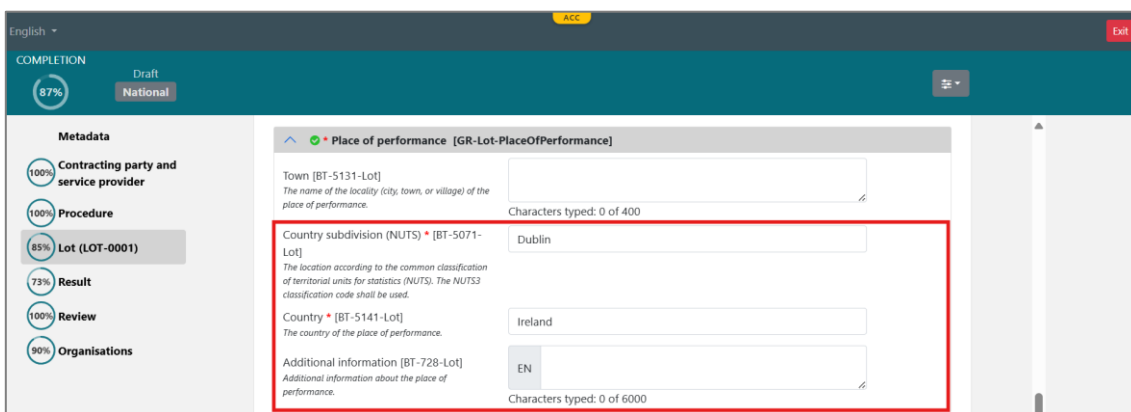


Figure 50

This tab should now have the green tick, and you can move on to the next tab.

2.4.2. Tab 2: Tendering terms

Scroll back up to the top of the page, click on the second tab, **‘Tendering terms [GR-Lot-TenderingTerms]’**. Then, click on the arrow to expand the heading **‘Award Criteria [GR-Lot-AwardCriteria]’**, as seen in Figure 51.

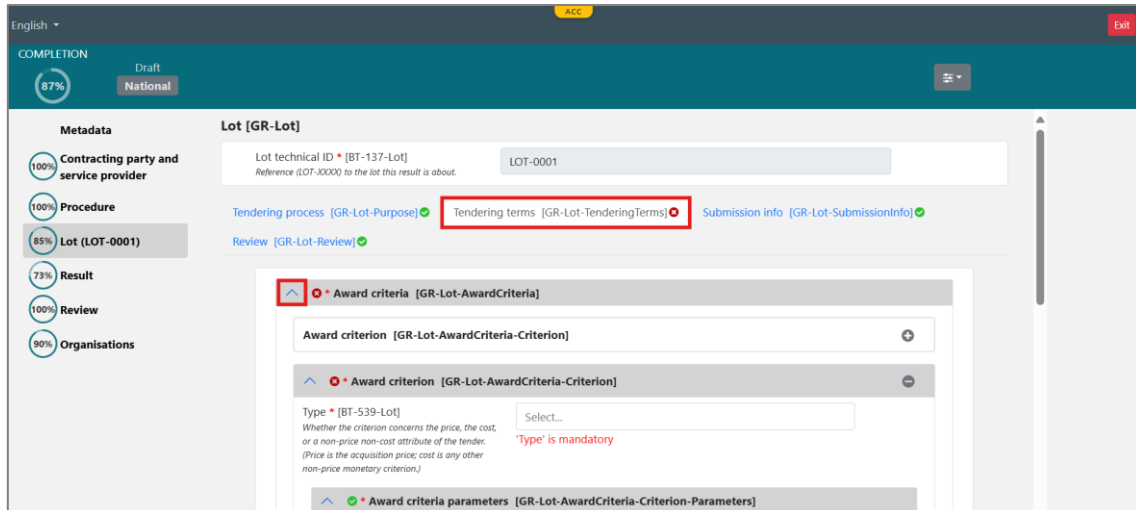


Figure 51

Fill in the fields as follows, and shown in Figure 52 below:

Field	Recommended input for schools	Observation
Type*	Quality	Select from dropdown menu. Once this field is successfully validated, the next fields will appear.
Description*	Quality @ 100%.	Type or copy and paste.
Award criterion number*	100	Type or copy and paste.
Number is a type of weight*	Weight (percentage, exact)	Select from dropdown menu.

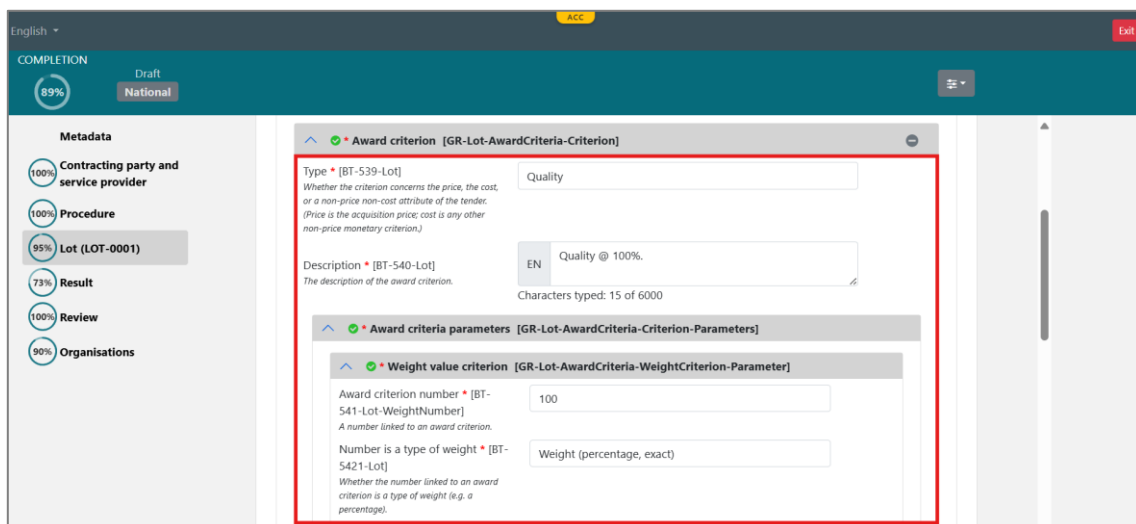


Figure 52

Scroll down until the heading **‘Clean Vehicle Directive information [GR-Lot-TenderingTerms-CVD]’**, click on the arrow to expand it, and fill in as follows and shown in Figure 53 below:

Field	Recommended input for schools	Observation
The procurement falls within the scope of the European Parliament and Council 2009/33/EC (Clean Vehicles Directive – CVD)*	No	Select from dropdown menu.

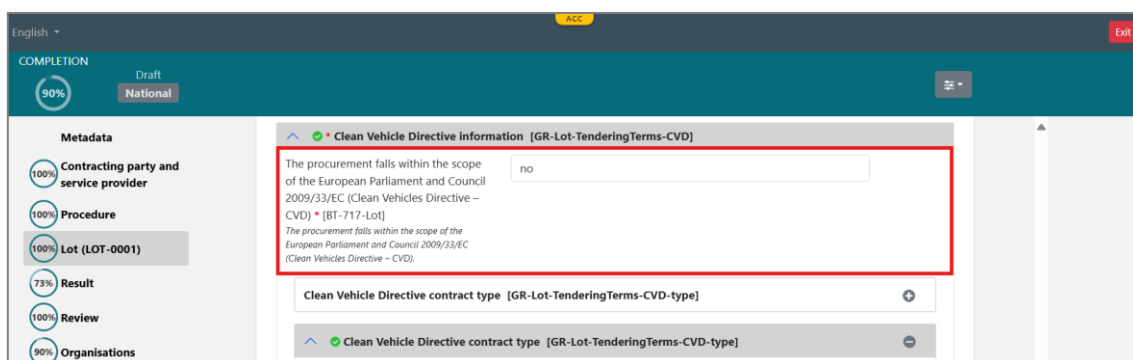


Figure 53

Once all fields are successfully validated, all headings, sub-headings and tab will have the green tick. Note that the **Lot** section should now be at 100% completion and you can move on to the next section. See Figure 54.

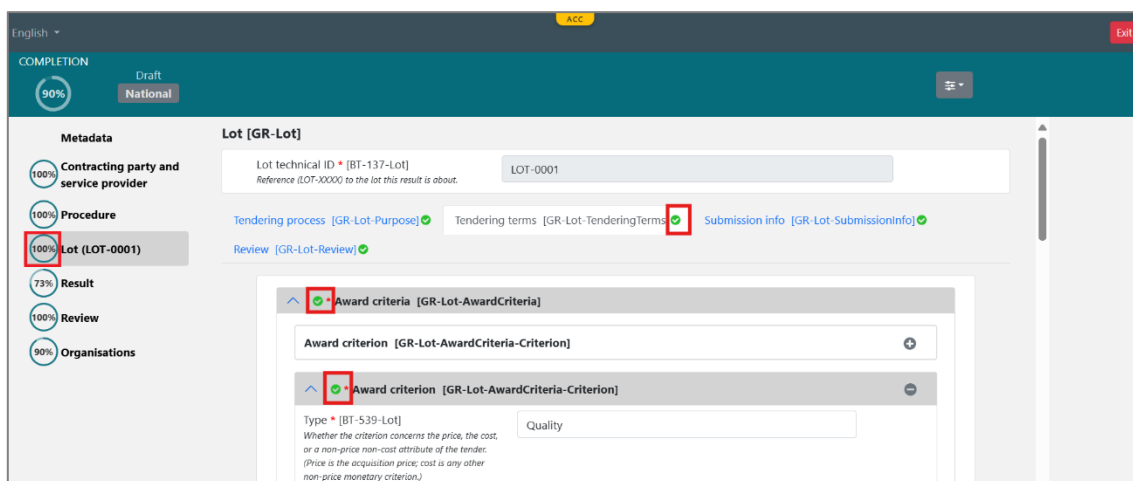


Figure 54

2.4.3. Tab 3: Submission info

Note that all required fields in this tab should be pre-populated and no edits should be required. You can move on to the next section.

2.4.4. Tab 4: Review

Note that all required fields in this tab should be pre-populated and no edits should be required. You can move on to the next section.

2.5. Section 5 – Result

Click on the left-hand side menu option ‘Result’. Note that this section is divided into five tabs, shown at the top of the page, as seen in Figure 55.

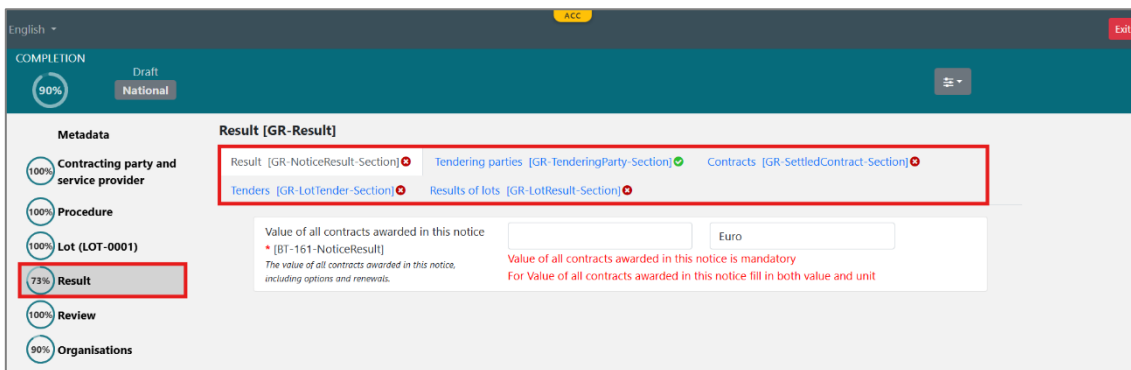


Figure 55

Guidance is detailed below.

2.5.1. Tab 1: Result

This first tab will be already selected by default. Fill in the contract value as follows and shown in the example contained in Figure 56 below.

Field	Recommended input for schools	Observation
Value of all contracts awarded in this notice*	[Insert your estimated contract value.]	As per published in your CFT, considering the maximum 3-year term.

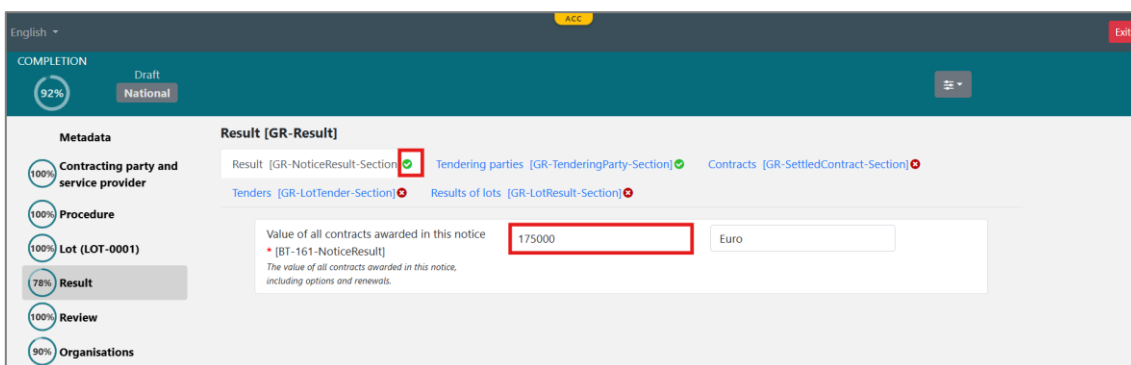


Figure 56

This is the only field to be completed in this tab, which should have the green tick after completion. You can move on to the next tab.

2.5.2. Tab 2: Tendering parties

Note that all required fields in this tab should be pre-populated and no edits should be required. You can move on to the next tab.

2.5.3. Tab 3: Contracts

Click on the third tab, ‘**Contracts [GR-SettledContract-Section]**’. Then, click on the arrow to expand the heading ‘**Settled contract [GR-SettledContract]**’, as seen in Figure 57.

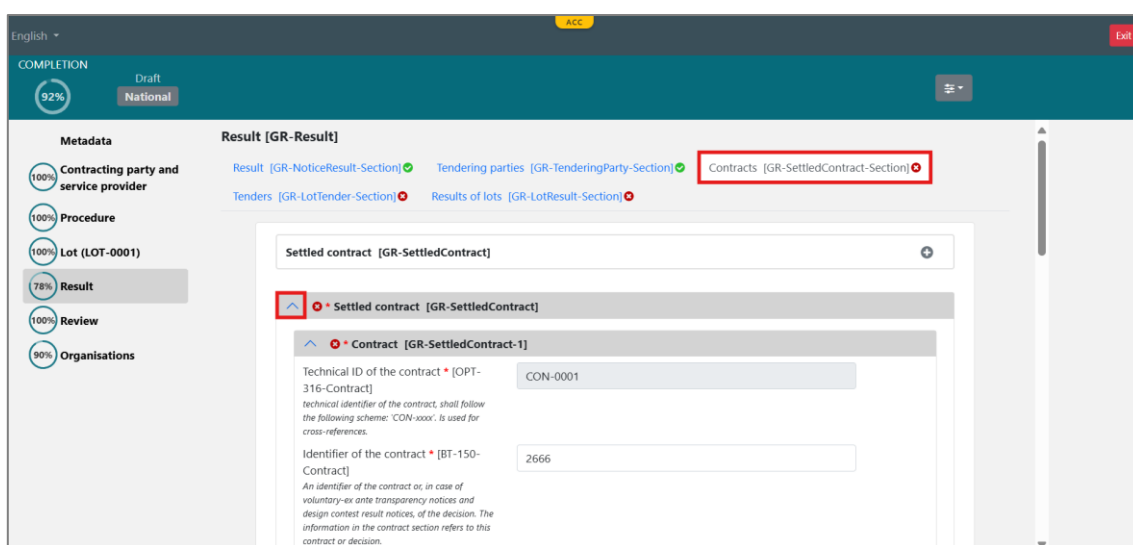


Figure 57

Scroll down under the heading ‘**Contract [GR-SettledContract-1]**’, and fill in as follows and shown in Figure 58 below:

Field	Recommended input for schools	Observation
Date of the conclusion of the contract*	[Insert date when the school's contract was concluded. Typically, this is the date when the last contractual party signed the contract.] E.g. 28/10/2025	Type in the format DD/MM/YYYY or click on the calendar icon and select the date.

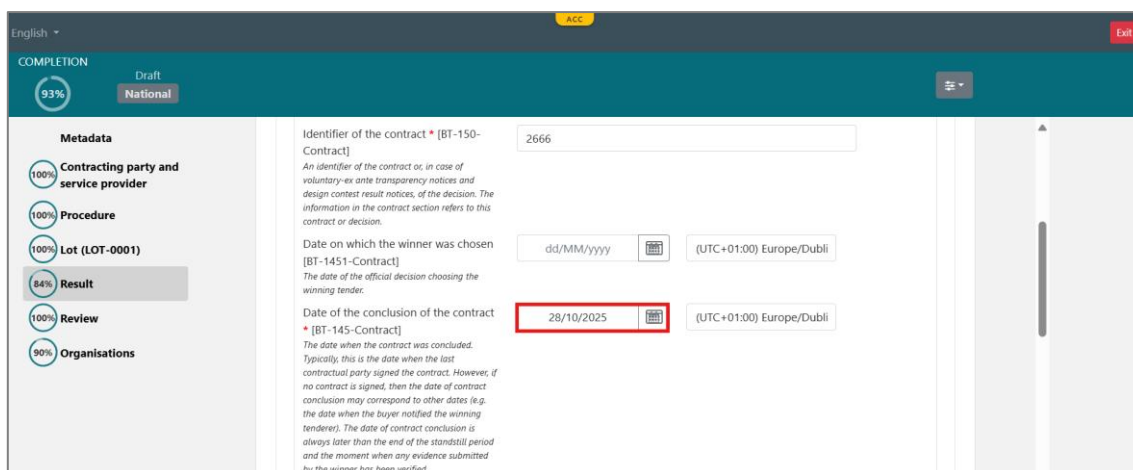


Figure 58

This is the only field to be completed in this tab, which should have the green tick after completion. You can move on to the next tab.

2.5.4. Tab 4: Tenders

Scroll back up to the top of the page, and click on the fourth tab, ‘Tenders [GR-LotTender-Section]’. Then, click on the arrow to expand the heading ‘Submitted Tender [GR-LotTender]’, as seen in Figure 59.

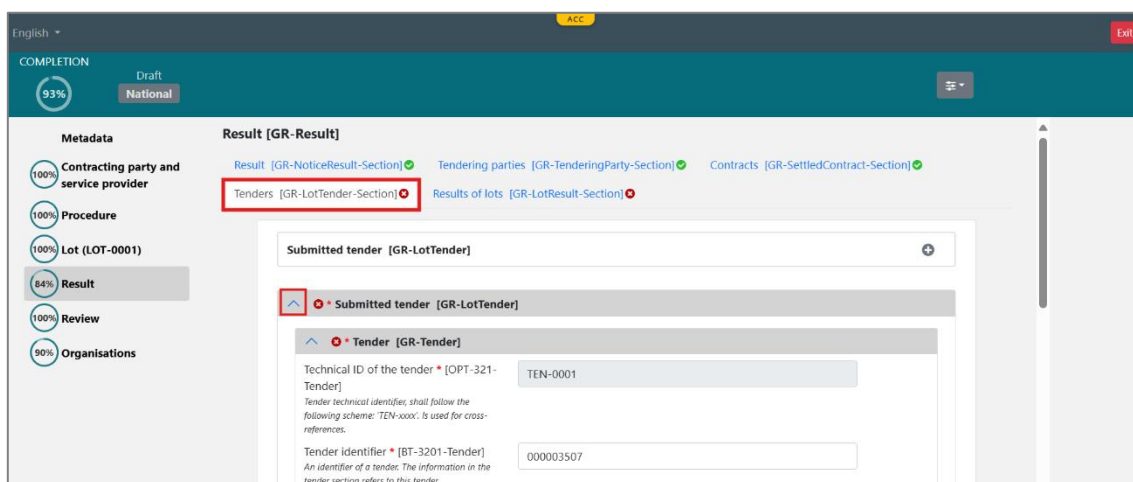


Figure 59

Scroll down under the heading ‘Tender [GR-Tender]’, and fill in as follows and shown in Figure 60 below:

Field	Recommended input for schools	Observation
Value of the tender*	[Insert your estimated contract value.]	As per published in your CFT, considering the maximum 3-year term.

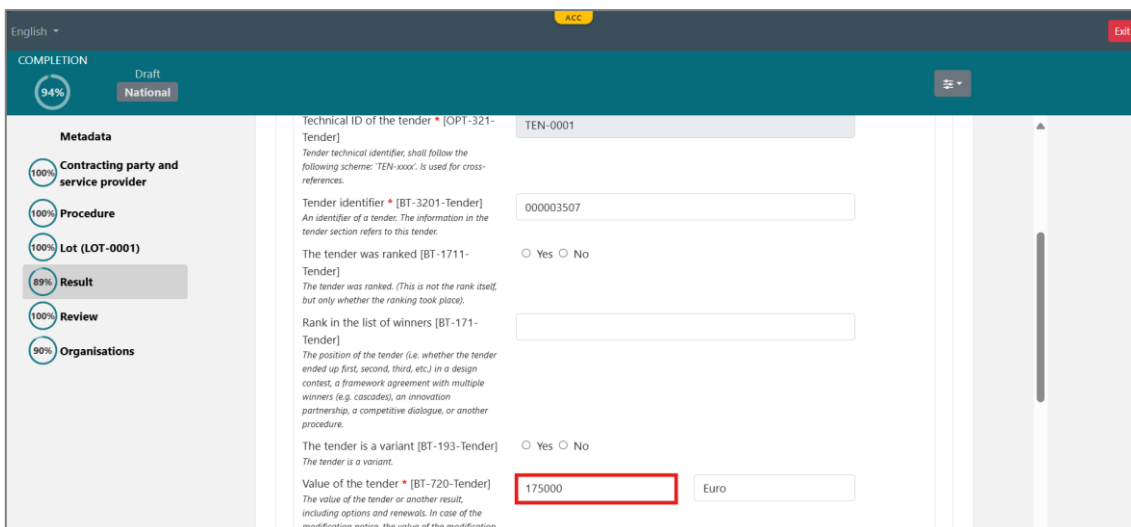


Figure 60

Then scroll down under the heading ‘Subcontracting [GR-LotTender-Subcontracting]’, and fill in as follows and shown in Figure 61 below:

Field	Recommended input for schools	Observation
Subcontracting*	[Select Yes or No, according to information provided by the company.]	Select from the dropdown menu.

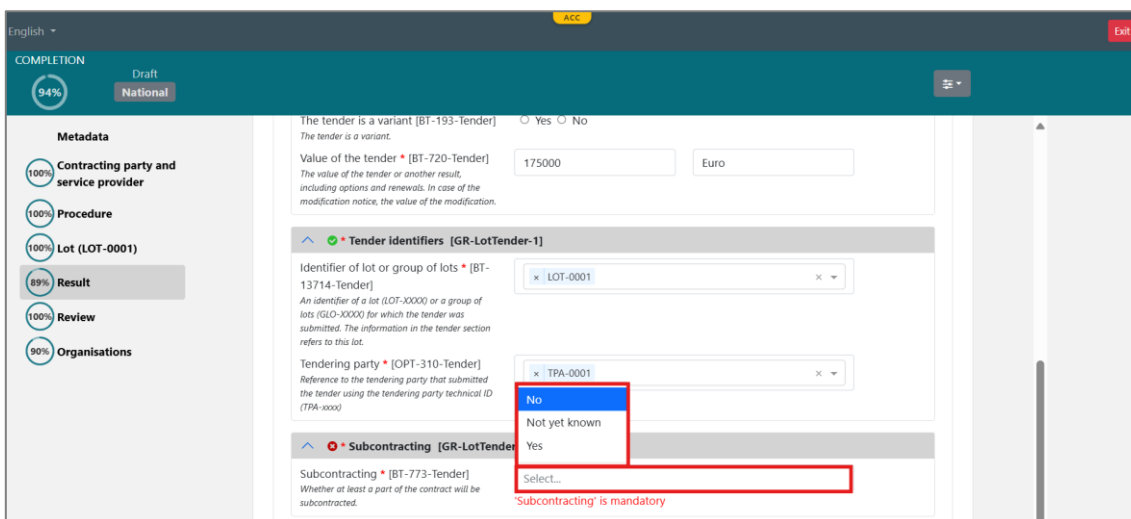


Figure 61

Please note: if selecting ‘Yes’ for Subcontracting, you must complete fields for further questions that will appear, as shown in Figure 62. And if answering ‘Yes’ for any of these new questions, further questions will also appear. Ensure to respond all questions marked with the red asterisk until you see the green tick on the heading and tab.

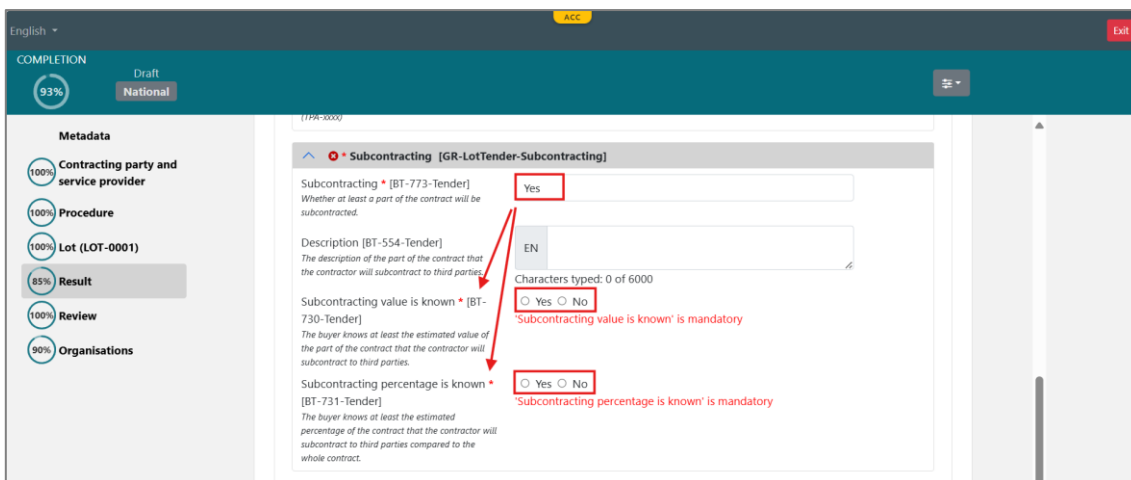


Figure 62

This tab should now have the green tick after completion. You can move on to the next tab.

2.5.5. Tab 5: Results of lots

Scroll back up to the top of the page, and click on the fifth tab, ‘Results of lots [GR-LotResult-Section]’. Then, click on the arrow to expand the heading ‘Result [GR-LotResult]’, as seen in Figure 63.

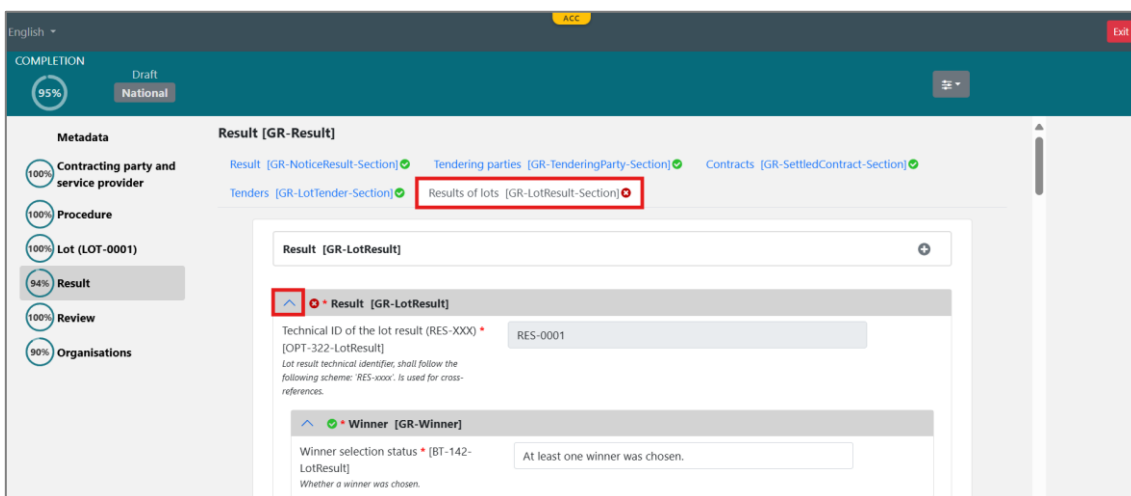


Figure 63

Scroll down until the heading ‘Received submissions statistics [GR-LotResult-ReceivedSubmissions]’, click on the arrow to expand it, and fill in as follows and shown in the example in Figure 64 below:

Field	Recommended input for schools	Observation
Type of received submissions*	[Select the option that describes the tenders received by the school.]	Select from the dropdown menu.

	<p>E.g.: Select <i>Tenders submitted electronically</i>, if all tenders were received through eTenders.</p>	<p>Options:</p> <ul style="list-style-type: none"> • Requests to participate • Tenders • Tenders for which it has not been verified if they are admissible or inadmissible • Tenders from medium tenderers • Tenders from micro tenderers • Tenders from micro, small or medium tenderers • Tenders from small tenderers • Tenders from tenderers registered in other European Economic Area countries than the country of the buyer • Tenders from tenderers registered in countries outside of the European Economic Area • <i>Tenders submitted electronically</i> • Tenders verified and inadmissible • Tenders verified and inadmissible because of an abnormally low price or cost
<p>Number of tenders or requests to participate received*</p>	<p>[Insert the total number of tenders received.]</p>	<p><i>Once the above field is successfully validated, this field will appear.</i></p>

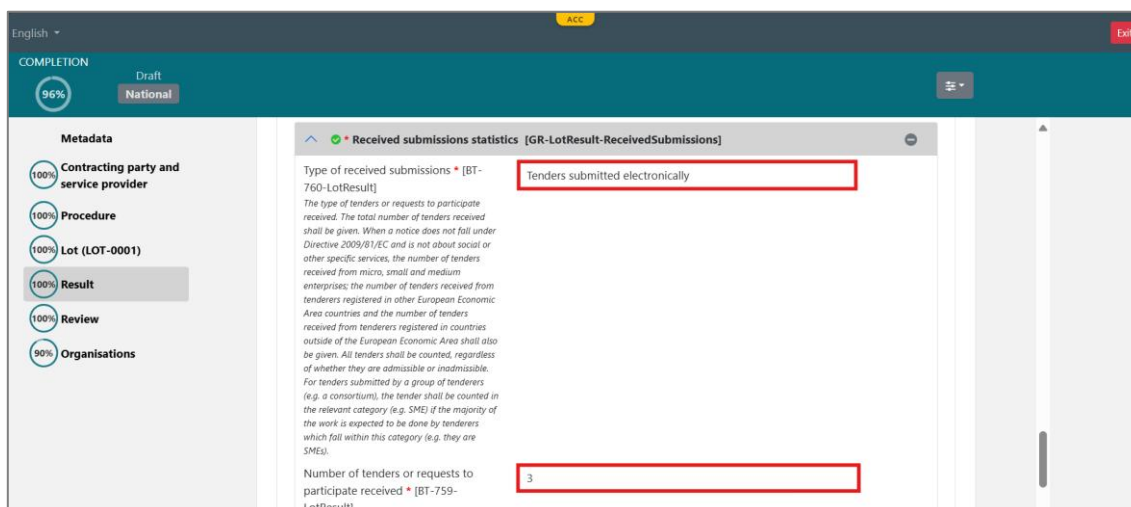


Figure 64

This tab should now have the green tick after completion. You can move on to the next section.

2.6. Section 6 – Review

Note that all required fields in this section should be pre-populated and no edits should be required. You can move on to the next section.

2.7. Section 7 – Organisations

Click on the left-hand side menu option ‘Organisations’, click on the arrow to expand the **FIRST** heading ‘Organisations mentioned in the notice [GR-Organisations]’, which relates to your school, as seen in Figure 65.

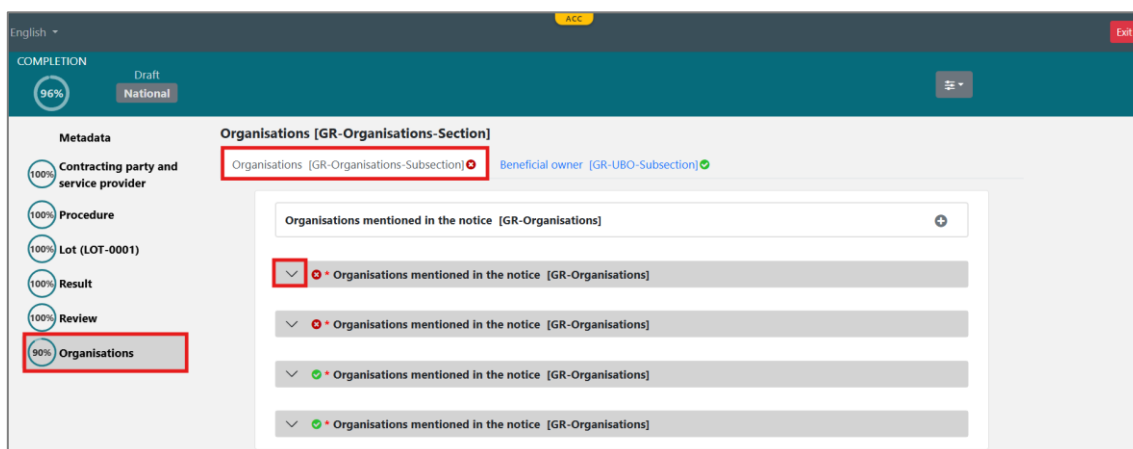


Figure 65

Scroll down under the sub-heading ‘Company’s legal identifier [GR-Organisation-Identifier]’ and fill in the field as follows, if they are not pre-populated already. See also example in Figure 66.

Field	Recommended input for schools	Observation
Registration number*	[Insert School’s Roll Number.]	This may be pre-populated if this information is completed in your school’s CA profile.

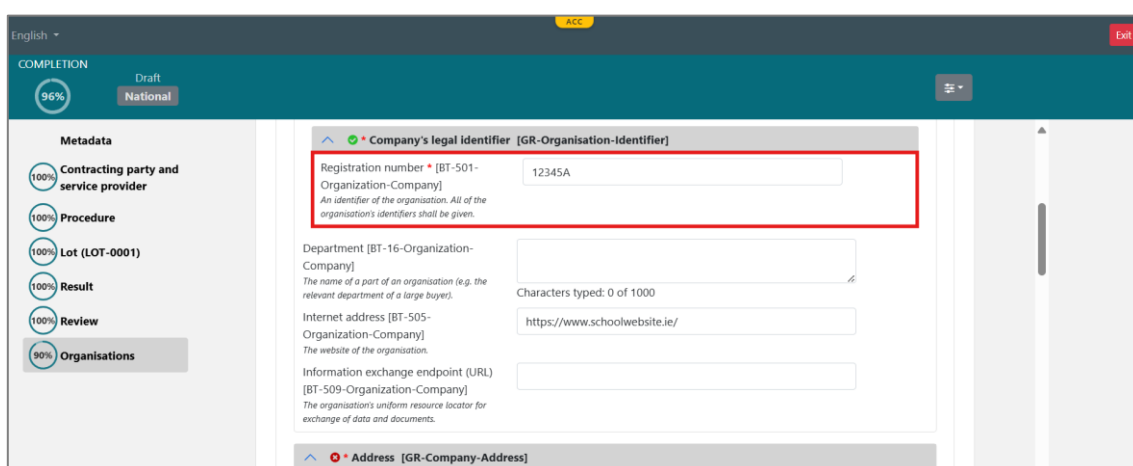


Figure 66

Move on to the next sub-heading ‘Address [GR-Company-Address]’, and fill in the fields as follows, if they are not pre-populated already. See example in Figure 67.

Field	Recommended input for schools	Observation
-------	-------------------------------	-------------

Town*	[Insert School's Town.]	This may be pre-populated if this information is filled in in your school's CA profile.
Postcode*	[Insert School's Eircode.]	Same as above.
Country subdivision (NUTS)*	Search for the NUTS 3 Name for your school's County, according to the table available at Appendix 1.	N/A

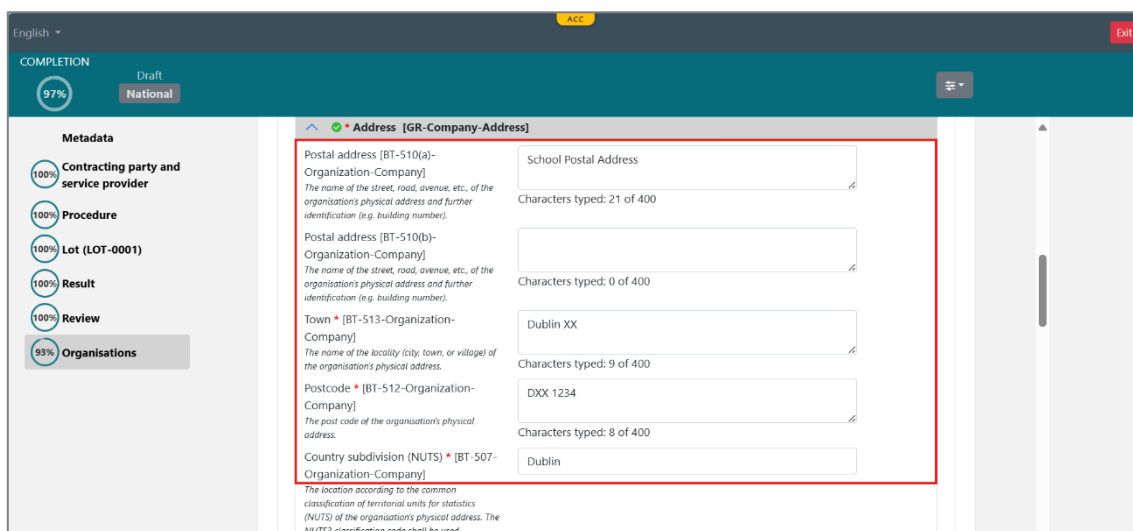


Figure 67

Then, move on to the next sub-heading ‘**Contact point [GR-Company-Contact]**’, and fill in the fields as follows, if they are not pre-populated already. See example in Figure 68.

Field	Recommended input for schools	Observation
Email*	[Insert School's e-mail address.]	This may be pre-populated if this information is filled in in your school's CA profile.
Telephone*	[Insert School's phone number.]	Same as above.

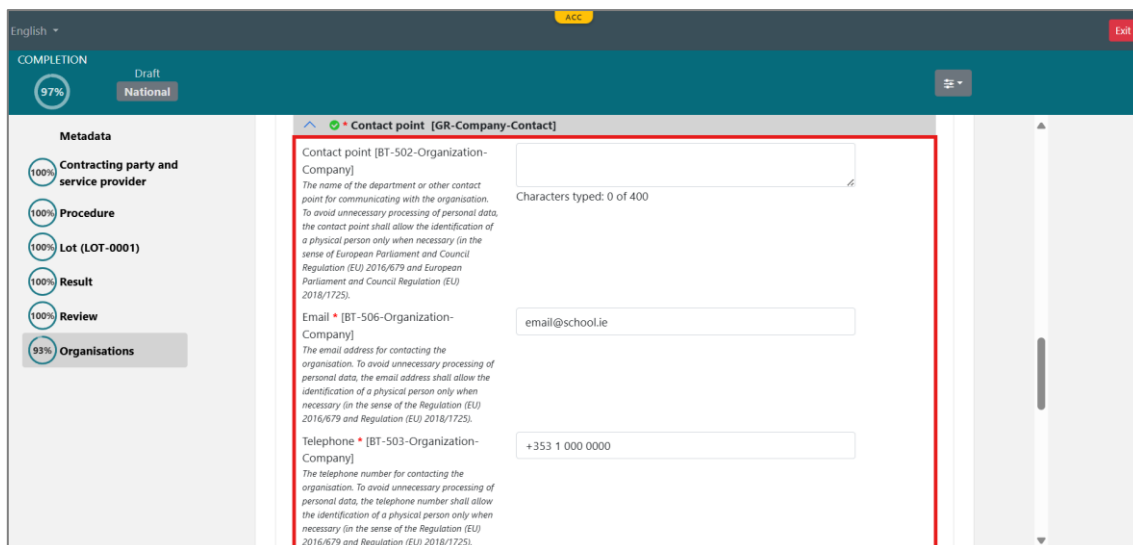


Figure 68

Now, locate and click on the arrow to expand the **SECOND** heading ‘**Organisations mentioned in the notice [GR-Organisations]**’, which relates to the Economic Operator (service provider) to which the contract is being awarded. See Figure 69.

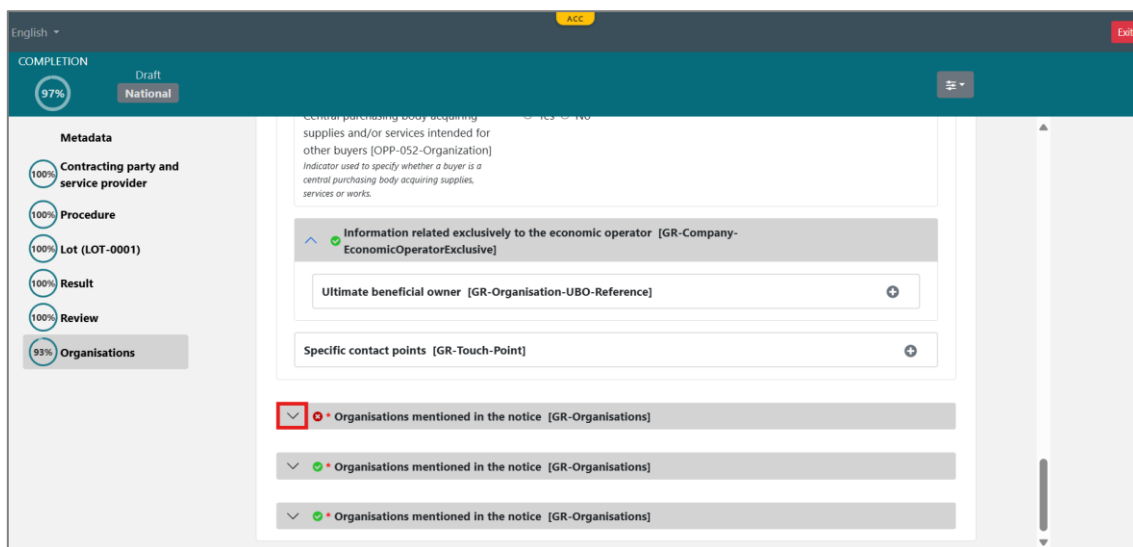


Figure 69

Move on to the sub-heading ‘**Address [GR-Company-Address]**’ and fill in the field as follows. See example in Figure 70.

Field	Recommended input for schools	Observation
Country subdivision (NUTS)*	Search for the NUTS 3 Name for the service provider’s County, according to the table available at Appendix 1. If unsure, contact the service provider and ask them for this information.	N/A

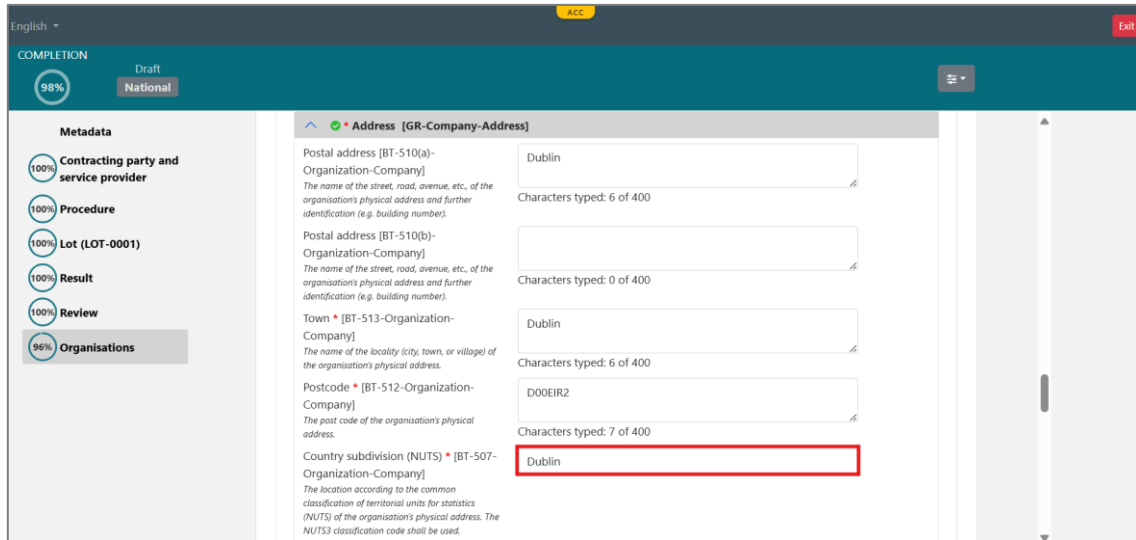


Figure 70

Then, move on to the sub-heading ‘**Information related exclusively to the economic operator [GR-Company-EconomicOperatorExclusive]**’ and fill in the field as follows. See example in Figure 71.

Field	Recommended input for schools	Observation
Size of the economic operator*	Select the option according to the size of the service provider’s company. If unsure, contact the service provider and ask them for this information. SMEs definitions available at: https://single-market-economy.ec.europa.eu/smes/sme-fundamentals/sme-definition_en .	Select from the dropdown menu. Options: <ul style="list-style-type: none"> • Large • Medium • Micro • Micro, small, or medium • Small

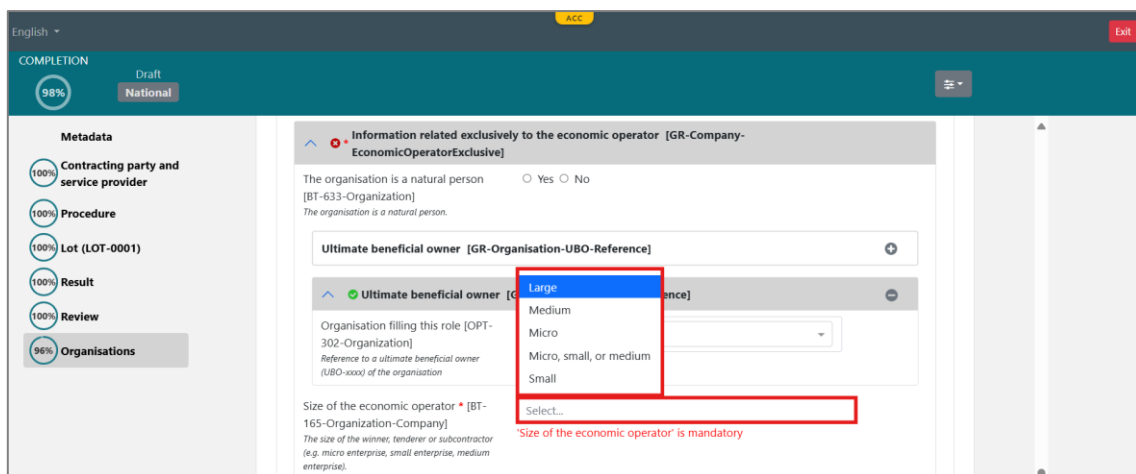


Figure 71

At this stage, all sections as well as the overall completion progress should be at 100%, as seen in Figure 72.

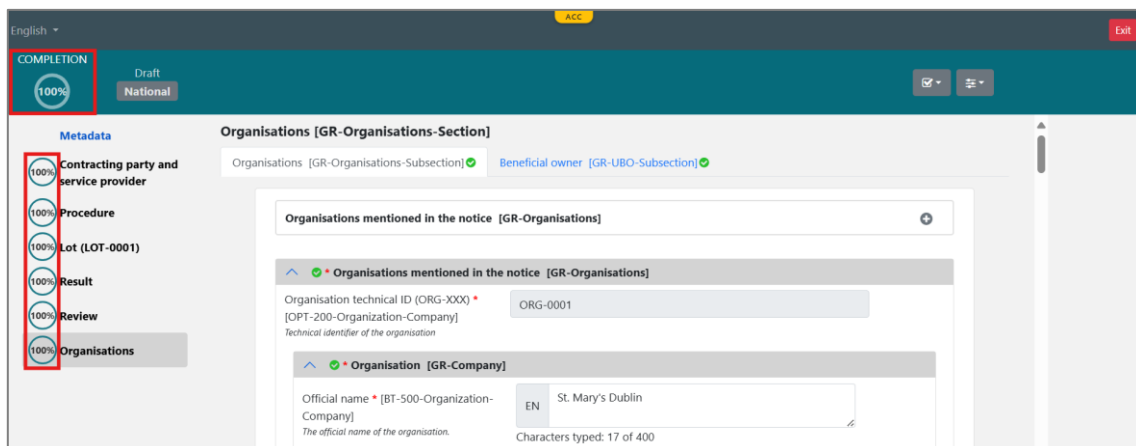


Figure 72

You can move on to the validation of the form.

2.8. Validate and Save the eForm

Once the overall completion progress is at 100%, a new menu with a checkbox icon will appear to the left of the filter menu previously used. See Figure 73.

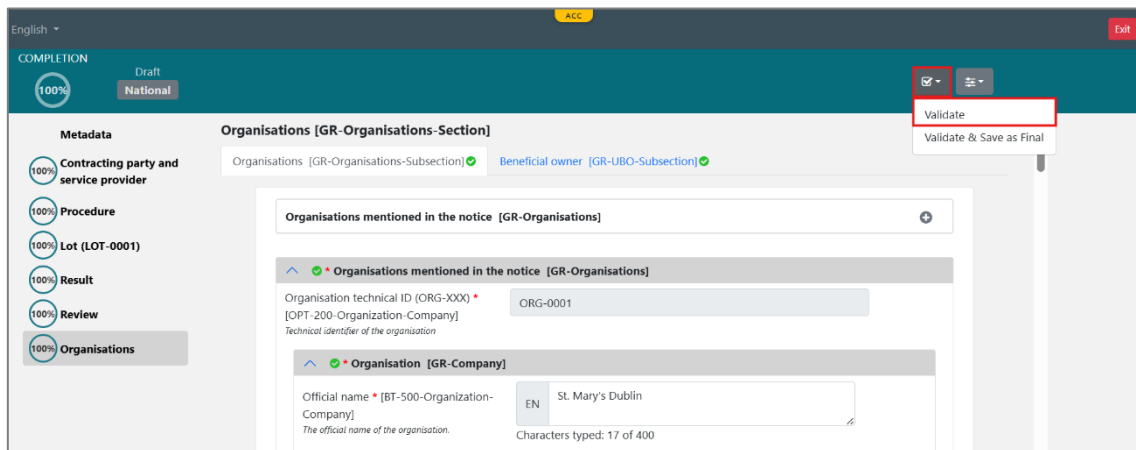


Figure 73

First, click on **'Validate'** only, so the system can validate all values entered. The validation process will take a few seconds; you will be able to follow the progress by observing a blue line moving from left to right at the top of the page.

If all values were filled in correctly, you will see a 'Validation Results' pop-up in the top-middle of the screen showing the message **'Valid: true'**, and a green pop-up at the bottom-right corner informing that the form was successfully validated. Click **'Close'** at the bottom-right corner of the pop-up, as highlighted in Figure 74.

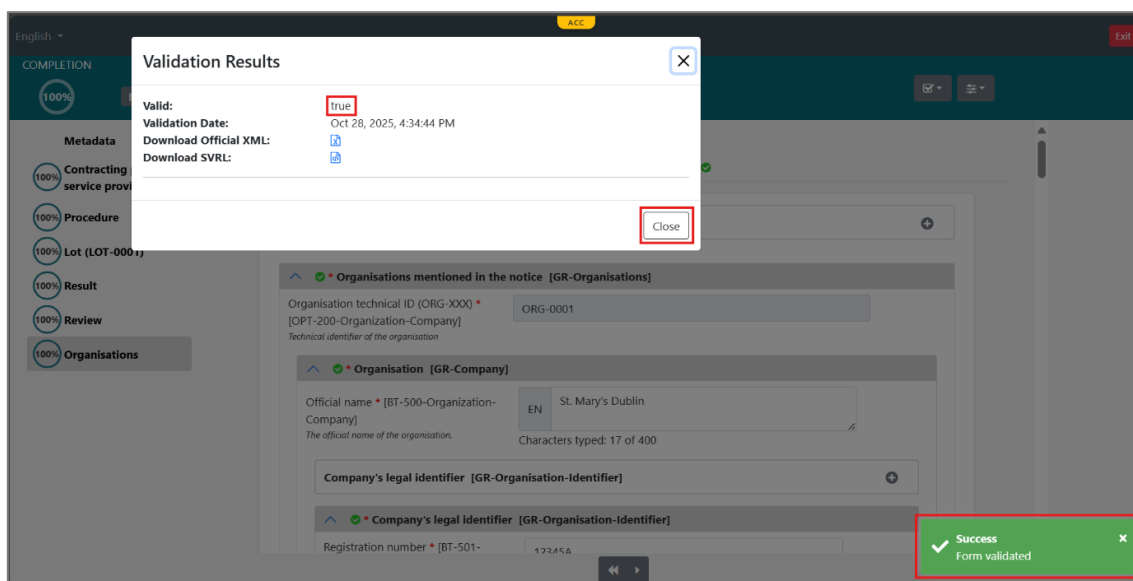


Figure 74

Note: If the validation fails, the pop-up will show the message ‘Valid: false’ and will highlight the field(s) that require updating. Update the field(s) and click on ‘Validate’ again until you receive the message ‘Valid: true’.

Once the eForm status updates to ‘Validation successful’, return to the checkbox menu and select ‘**Validate & Save as Final**’ as shown in Figure 75.

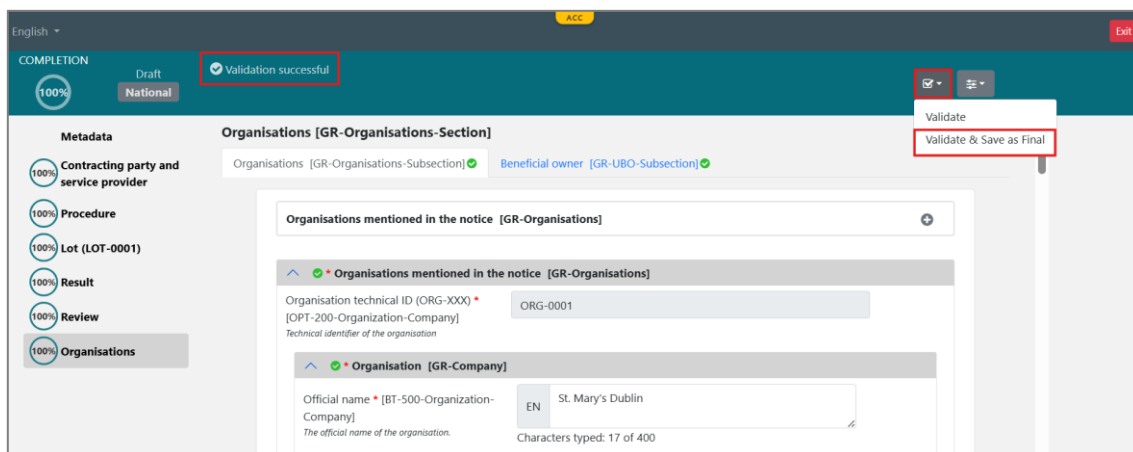


Figure 75

The validation process will take a few seconds; you will be able to follow the progress by observing a blue line moving from left to right at the top of the page.

Once this process is concluded, the checkbox menu will disappear, a green pop-up at the bottom-right corner will inform that the form was successfully saved as FINAL. You can then click on the ‘**Exit**’ button, at the top-right corner shown in Figure 76.

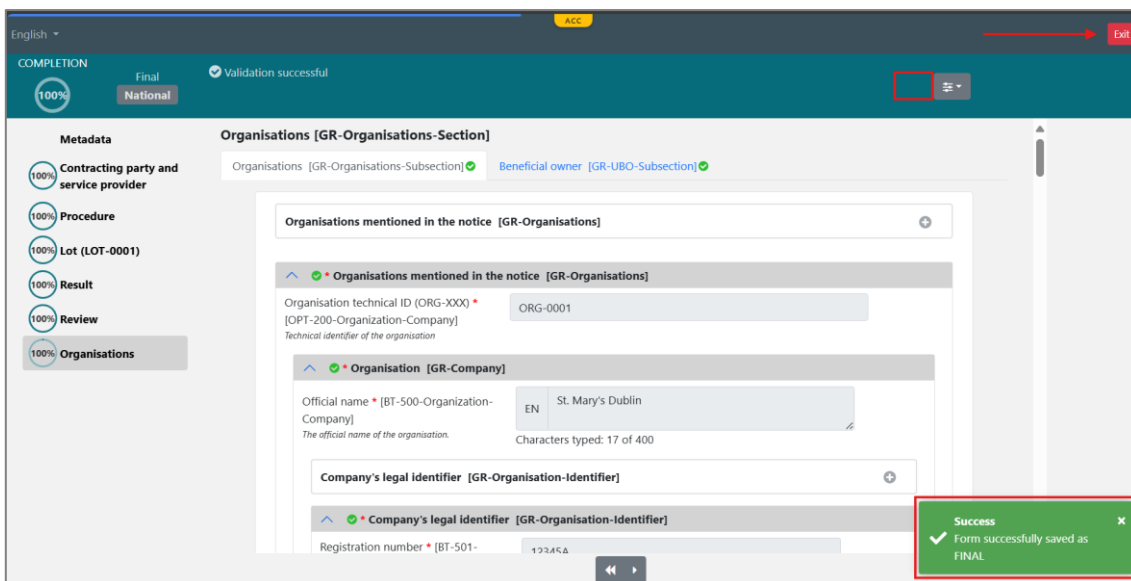


Figure 76

You will be redirected to the eTenders website interface.

3. Publish Contract Award Notice (CAN)

3.1. Publish Contract Award Notice – Part 2

The National Contract Award Notice - CAN (eForm) is now finalised, ready to be published, as shown in Figure 77.

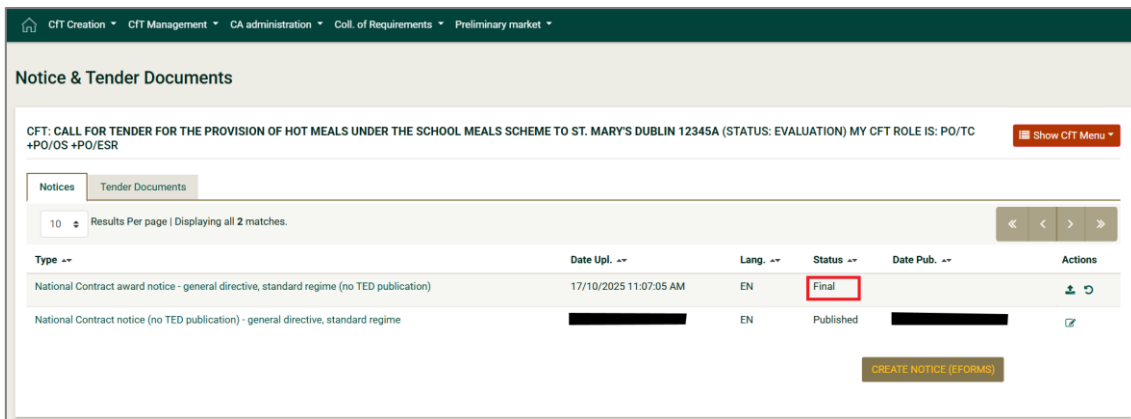


Figure 77

Note 1: If you wish to edit your eForm after the validation, you can select the 'Revert' button identified by a counterclockwise arrow icon (↶) under the heading 'Actions'. This will take you back to your eForm in draft status, allowing you to make any edits as necessary.

Note 2: If you are not returned to the page shown above, click on the Home icon to return to your ‘Task List’, and click on the task named ‘Publish Contract Notice’ as seen in Figure 78.

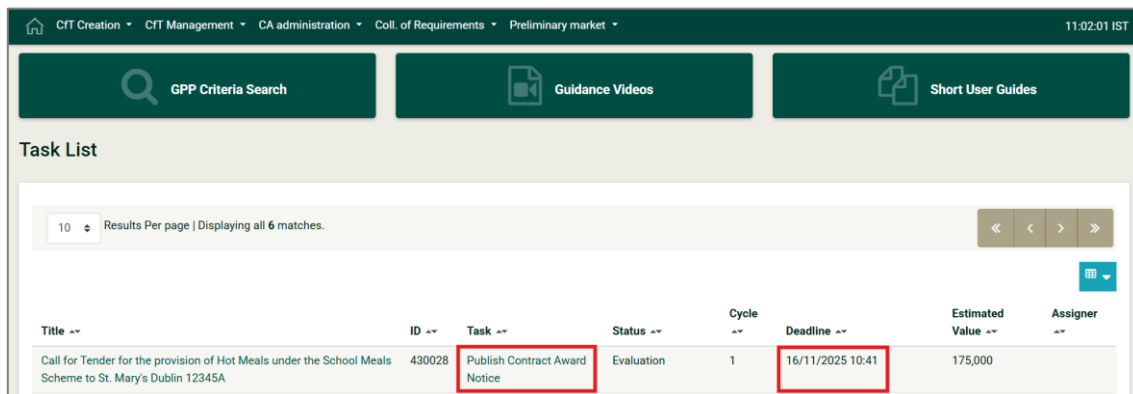



Figure 78

To publish the Contract Award Notice (CAN), click on the ‘Publish’ button, identified by an upwards arrow () under the heading ‘Actions’ as shown in Figure 79.

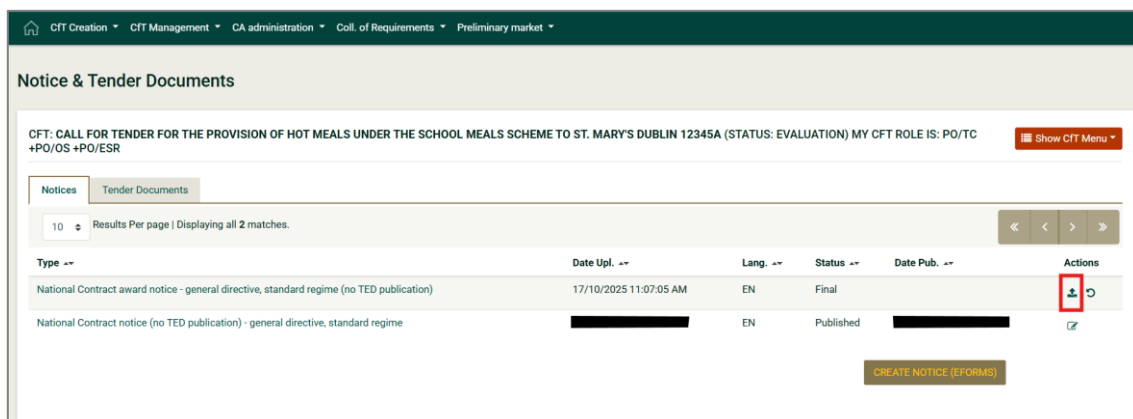


Figure 79

A pop-up similar to the one shown below in Figure 80 will appear asking for confirmation. Click ‘OK’ on it to proceed if all information is correct.

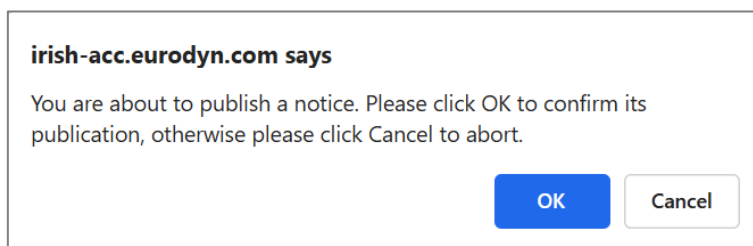


Figure 80

Note: After clicking OK, do not refresh the page until the Contract Award Notice shows as published.

On successful execution of the above process, the system will inform you that the CAN status is now ‘Published’, as shown in Figure 81.

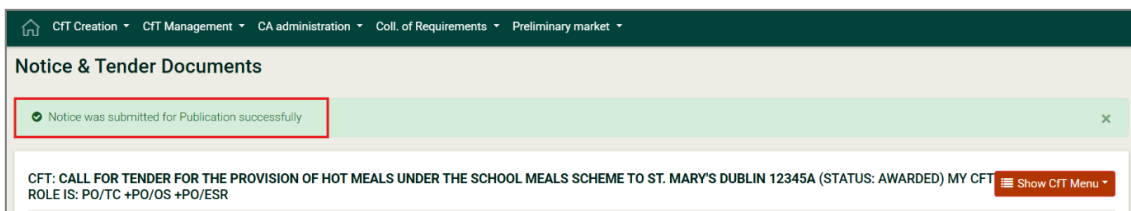


Figure 81

3.2. How to Locate the Contract Award Notice Number

Once the Notice status is “Published”, please click on the Notice type to download the Notice (Figure 82). Open the downloaded PDF and the CAN number will be shown on the name of the document (Figure 83).

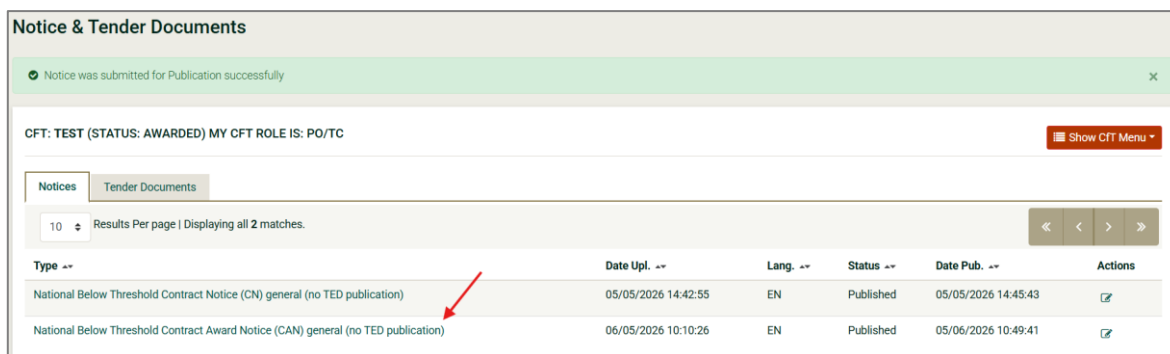


Figure 82

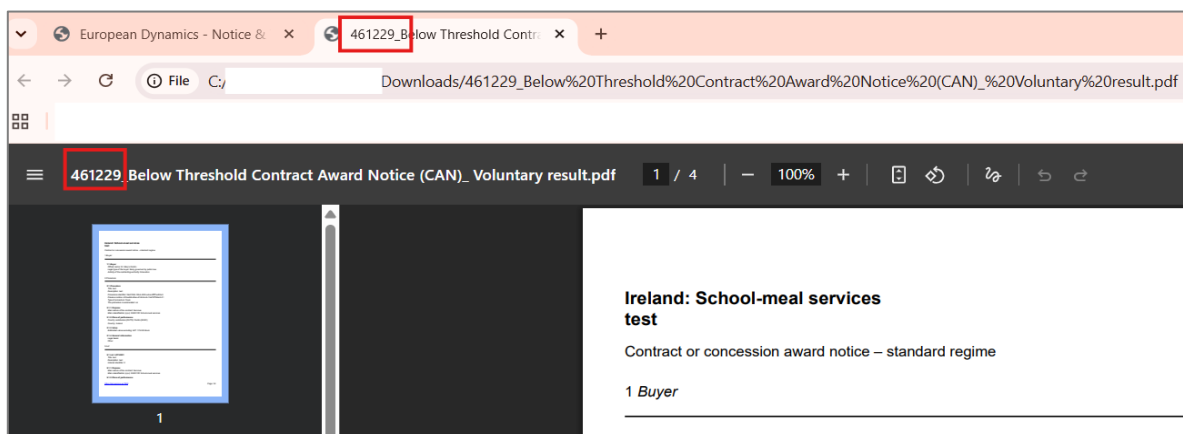


Figure 83

4. Create Contracts and Export CfT

4.1. Create Contracts

Click on the Home button to return to your ‘Task List’, then click on the ‘Create Contracts’ task, as shown in Figure 84.

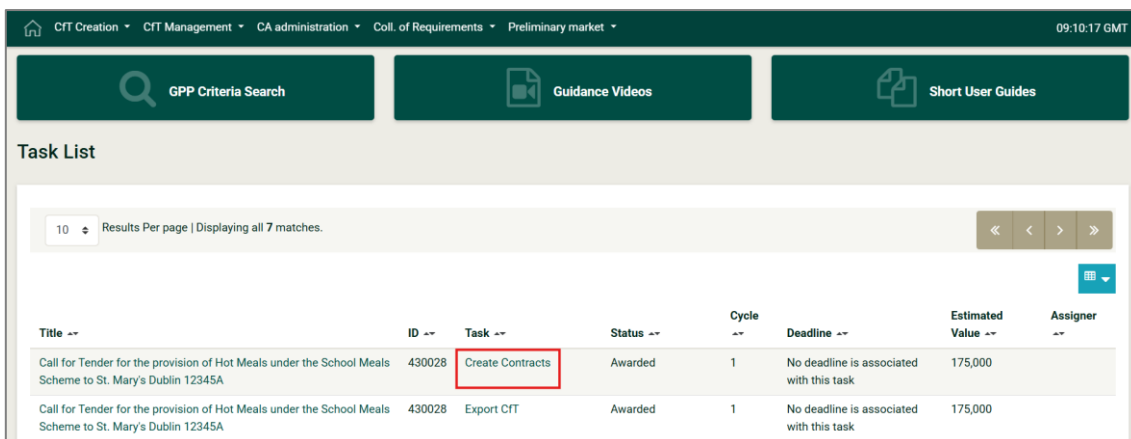


Figure 84

This will open a page called ‘Awarding’. Click on ‘**Create contract**’, as shown in Figure 85.

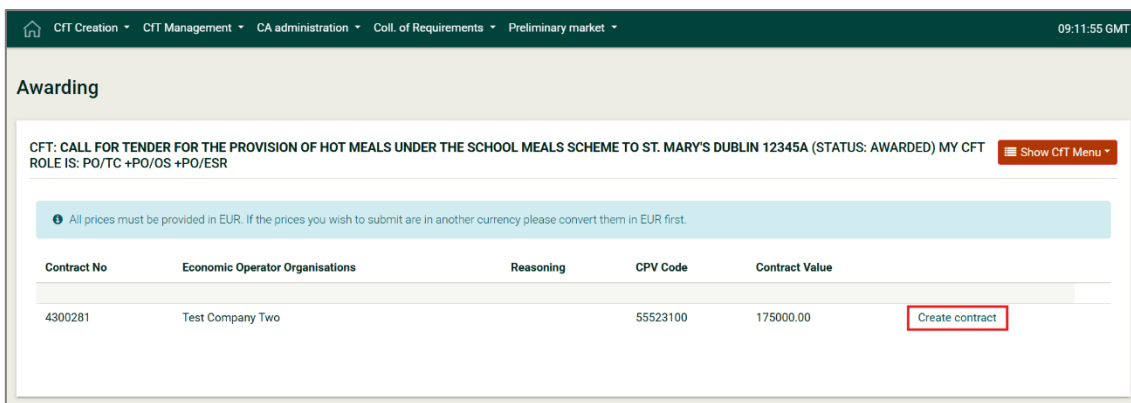


Figure 85

This will open a page called ‘Create contract’ with the contract details, where some fields will be pre-populated already, mandatory fields will require input and some other fields are optional and can be left blank. Complete as follows:

Field	Description / Observation	Recommended input for schools
Contract Title*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Description*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Internal Reference	<i>[This field can be left blank.]</i>	<i>[No action needed.]</i>
Contract Duration (in months)*	<i>This field is pre-populated with the maximum contract length, including any options and renewals, as published in your Cft.</i>	Replace 36 with 12, the initial 1-year term of your contract.
Contract Expiry date	<i>[This field can be left blank.]</i>	<i>[No action needed.]</i>

Extension Duration (in months)	This field is not mandatory but should be completed to complement the information on the Contract Duration accordingly.	Insert 24, the 2 1-year extension terms the contract allows.
Proposed signing date	<i>[This field can be left blank.]</i>	<i>[No action needed.]</i>
Planned start date*	<i>[This field may be pre-populated.]</i>	Click on the calendar icon to insert or amend the planned contract start date accordingly.
Review date	<i>[This field can be left blank.]</i>	<i>[No action needed.]</i>
Actual start date*	<i>[This field may be pre-populated.]</i>	Click on the calendar icon to insert or amend the actual contract start date accordingly.
Contract type*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Contract Value*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Drawdown Mechanism	<i>[This field can be left blank.]</i>	<i>[No action needed.]</i>
Evaluation Mechanism*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Procedure*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Procurement Type*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Contract awarded in Lots*	<i>[This field is pre-populated.]</i>	<i>[No action needed.]</i>
Location of Services/Works	<i>[This field can be left blank.]</i>	<i>[No action needed.]</i>
Tender competition platform	<i>[This field can be left blank.]</i>	<i>[No action needed.]</i>

Once all required fields are completed accordingly, scroll down to the bottom of the page and click on 'SAVE CONTRACT', as shown in the example below in Figure 86.

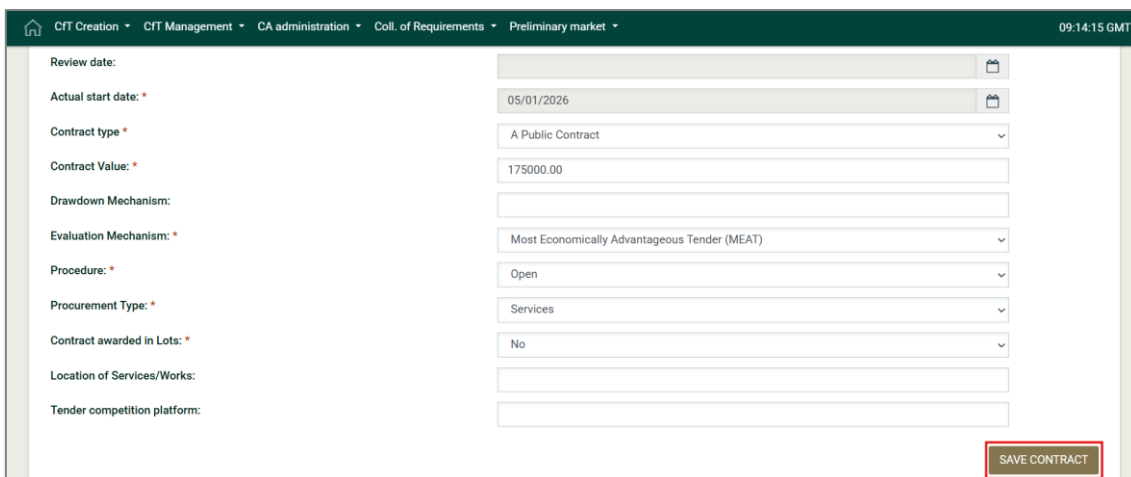


Figure 86

A pop-up similar to the one shown below in Figure 87 will appear asking for confirmation. Click ‘OK’ on it to proceed if all information is correct.

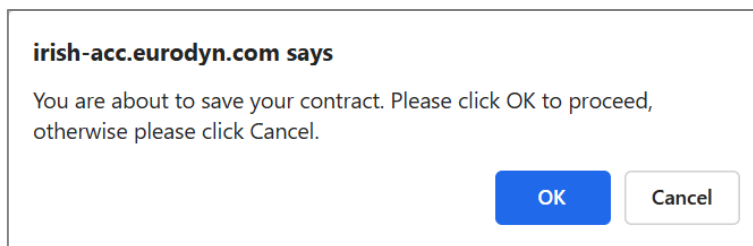


Figure 87

A message informing that the contract has been saved successfully will appear (Figure 88).

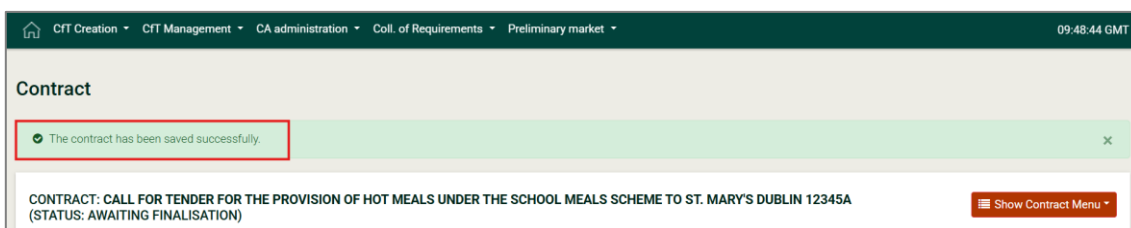


Figure 88

4.2. Export Cft

According to the official eTenders CA User Manual, the ‘EXPORT CFT’ functionality allows the Contracting Authority to produce a single, easy to download, compressed file containing all documents and information (e.g. contract notices, clarifications, award notices, supplier’s bids, etc.) related to the procurement process.

Click on the Home button to return to your ‘Task List’, then click on the ‘Export Cft’ task, as shown in Figure 89.

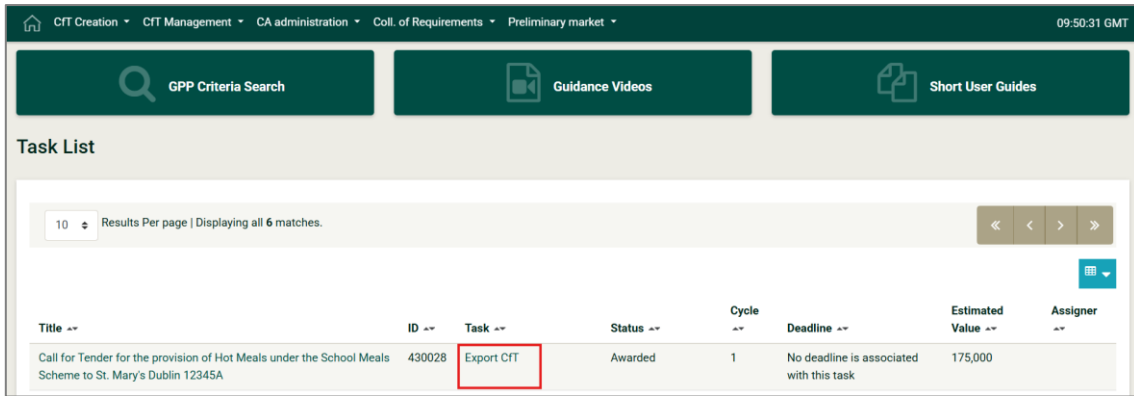


Figure 89

This will open the 'View Cft Workspace' page. Click on the 'EXPORT CFT' button, as shown in Figure 90.

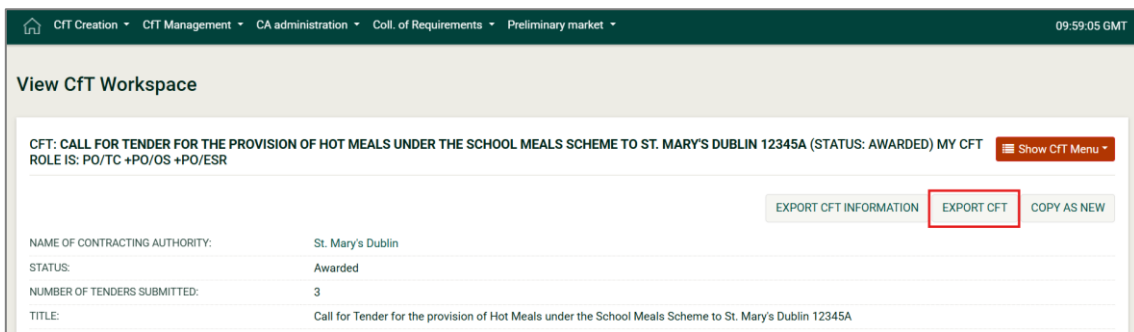


Figure 90

A message informing that the competition is currently being processed and asking to click on the 'REFRESH PAGE' button will appear (Figure 91). Click on the button to refresh the page.

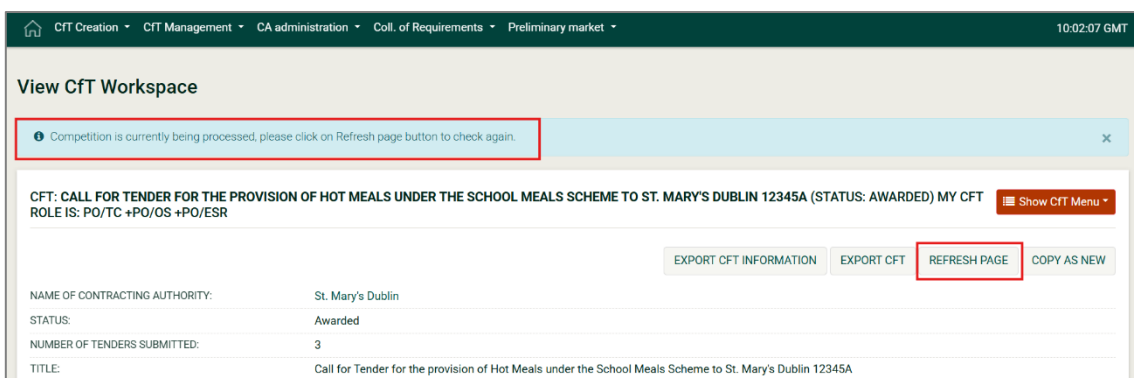


Figure 91

On successful execution of the above process, this competition should be successfully closed on eTenders platform and should no longer appear on your Task List.

To access your CfT, you can click on **'List of my CfTs'** under the **'CfT Management'** menu option, as shown in Figure 92.

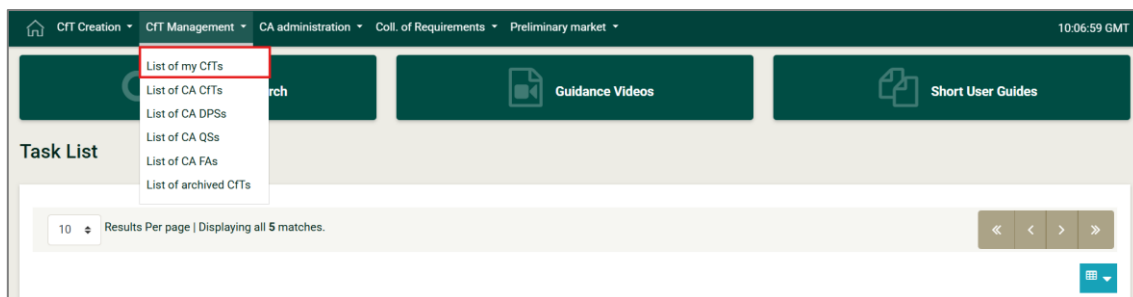


Figure 92

To access your Contract, you can click on **'My Contracts'** under the **'CA administration'** menu option, as shown in Figure 93.

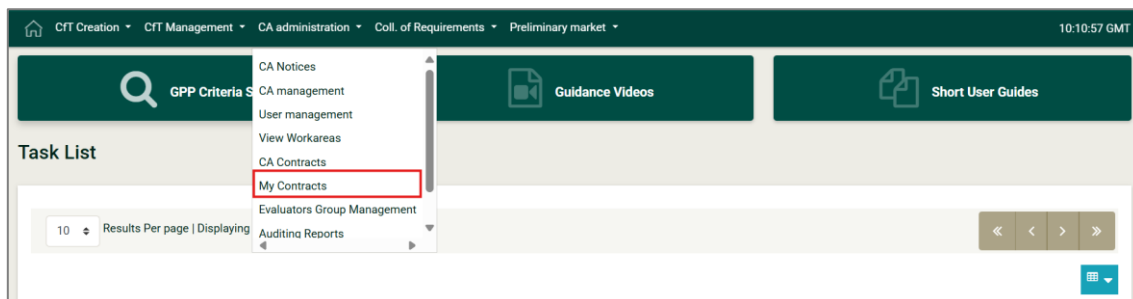


Figure 93

Appendix 1 – NUTS 3 Name table

NUTS 3 Name	County
Border	Donegal
	Sligo
	Leitrim
	Cavan
	Monaghan
West	Galway
	Mayo
	Roscommon
Mid-West	Clare
	Tipperary
	Limerick
South-East	Waterford
	Kilkenny
	Carlow
	Wexford
South-West	Cork
	Kerry
Dublin	Dublin
Mid-East	Wicklow
	Kildare
	Meath
	Louth
Midland	Longford
	Westmeath
	Offaly
	Laois

[End of Document.]