



HOW TO CREATE A STANDALONE CONTRACT AWARD NOTICE (NO TED PUBLICATION) ON eTENDERS PLATFORM

School Meals Scheme

July 2026



Schools Procurement Unit

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Introduction

This guidance is designed to assist school leaders with creating a standalone Contract Award Notice (CAN) for School Meals competitions with an estimated value **below €50,000** (exclusive of VAT) that had **not been published on eTenders** platform. Contracts that are below EU thresholds do not have to be advertised in Tenders Electronic Daily (TED) which is a supplement to the Official Journal of the European Union (OJEU).

In such cases “**National Below Threshold Contract Award Notice (CAN) general (no TED publication)**” type of notice should be chosen.

Note: in line with [Circular 05/2023](#) contracting authorities are required to publish contract award information for **all procurements over €25,000 (exclusive of VAT)** on the eTenders website on completion of the award whether the procurement was advertised on eTenders or not (for example, via email). It is recommended to create and publish your Standalone CAN only after the Services Contracts and required documentation is signed by the school and the successful tenderer.

You can access eTenders at <https://www.etenders.gov.ie/>.

Note: examples of titles and codes, as well as screenshots contained in this document are only to illustrate the steps the school must follow in order to successfully create a standalone Contract Award Notice. The school must always refer to their competition's documents to check relevant values.

Further guidance documents and resources designed to help schools with procurement are available on <https://www.spu.ie/school-meals-scheme>

If you have any questions, contact us at school.meals@welfare.ie.

There are tables in this document that contain recommended values/information for schools to complete while creating their CAN. Example:

Name of the field and its code (if there is any)	Description of the field (where additional explanation is needed).	Recommended value to be inserted/selected by the school
xxx	xxxx	A greyed-out field means that this value was prepopulated/preselected by the system, and no further action is needed.

Please be advised that completing the Standalone CAN may take a significant time. Efforts have been made to make the guidance as clear and easy to follow as possible. We are aware that the document is long and may be overwhelming but shortening it any way will cause lack of clarity on steps to take.

Note: you can save the eForms at any point and go back to finish later.

Important! This guide must be followed in the exact sequence as described. Changing the order or skipping some of the paragraphs will make it impossible to finish the task. In many instances, if the errors cannot be fixed the school will have to delete the draft and start over!

Required details

Before following the guidance below, it is recommended to prepare relevant information as it will make the process easier:

i. School information:

- Website address (including *https://*)
- Postal address (including Eircode)
- Roll number

Note: those might be prepopulated in the eForms if school's account on eTenders is completed accordingly. However, if not, the fields will be blank in the eForms and the values will have to be inserted manually.

ii. Competition details:

- Title of the competition (e.g. *Request for proposals for the provision of xxxx to [school name and roll number]*)
- Description of the competition (short paragraph regarding the nature of the contract; example: who is the Contracting Authority, what, where and when the goods/services are required, etc.)
- Estimated value of the whole contract (including any extensions and options if those apply)
- Common Procurement Vocabulary (CPV) codes – used for classification purposes:
55523100 School-meal services
55524000 School catering services
- Award Criteria weightings that applied in your competition (note: this refers to the methodology behind evaluating quotes/proposals and not the tenderer's results):
Quality 100%
- Actual value of the contract awarded in relation to this competition
- Date when the contract was concluded (i.e. signed by both parties).

Note: this date cannot be later than the day when the CAN is created!

iii. Details relating to the company awarded the contract:

- Legal name of the company
- VAT number (i.e. registration number)
- Postal address (including Eircode)
- Email address for the company
- Size of the company (micro, small, medium, large)

1. Create notice

Log in to eTenders account, and on the top menu click on “**CA administration**” and then “**CA Notices**”.

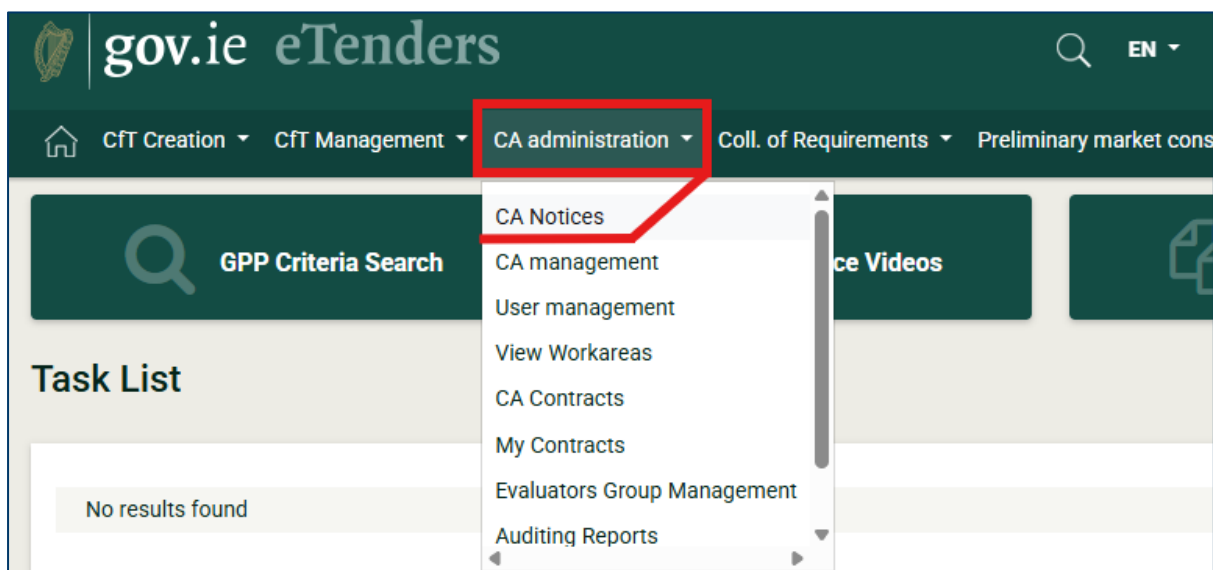


Figure 1

Click on “**Create Notice (eForms)**”.

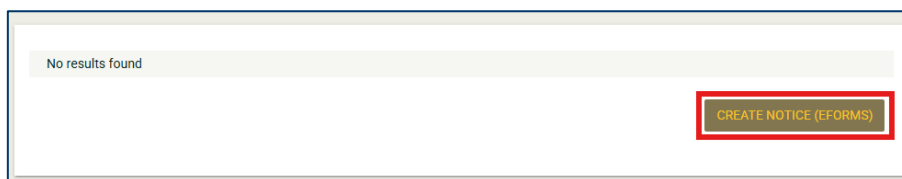


Figure 2

This will open a pop-up window, as shown below.

The image shows a pop-up window titled 'AVAILABLE NOTICES FORMS'. It contains the following fields: 'Notice Type' with a dropdown menu showing '- Select Notice Form -'; 'Primary Language *' with radio buttons for 'GA' and 'EN', where 'EN' is selected; and 'Supported Languages' with a list box showing 'GA' and 'EN'. At the bottom right of the window, there are two buttons: 'CANCEL' and 'CREATE'.

Figure 3

Click on the arrow to see a dropdown list with all the possible notices you can create, and find one that says:

“National Below Threshold Contract Award Notice (CAN) general (no TED publication)”.

Note: you may need to scroll down to the very bottom of the list to see this option.

AVAILABLE NOTICES FORMS

Notice Type

- Select Notice Form -

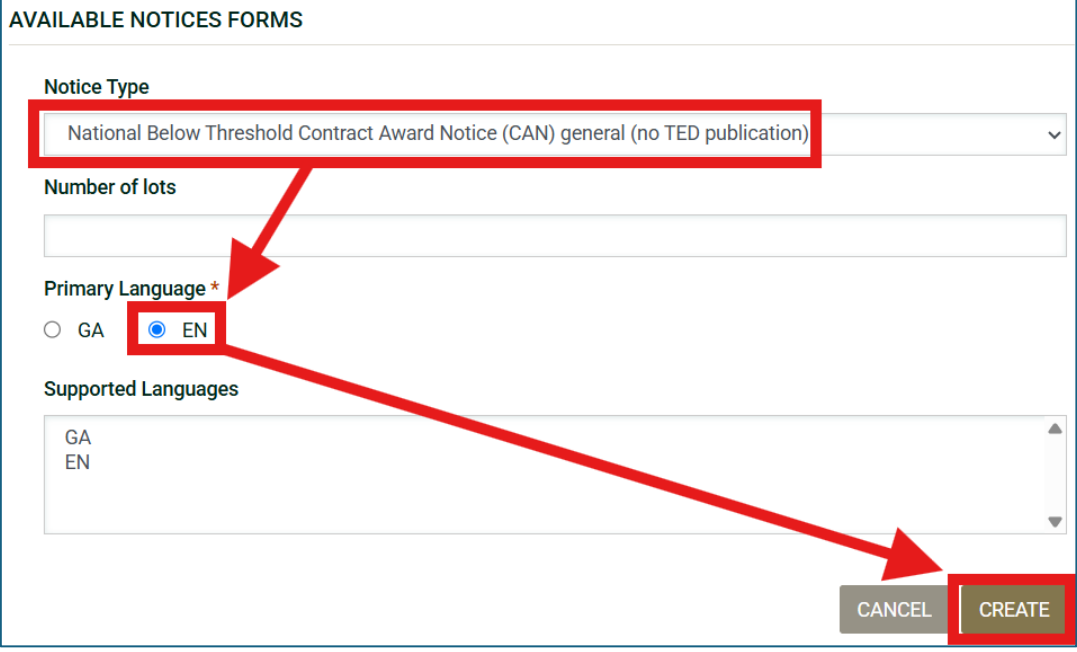
- Prior information notice used to shorten time limits for receipt of tenders - general directive
- Periodic indicative notice used to shorten time limits for receipt of tenders - sectoral directive
- Prior information notice used to shorten time limits for receipt of tenders - defence directive
- Voluntary ex-ante transparency notice - general directive
- Voluntary ex-ante transparency notice - sectoral directive
- Voluntary ex-ante transparency notice - defence directive
- Voluntary ex-ante transparency notice - concession directive
- Contract award notice - general directive, standard regime
- National Contract award notice - general directive, standard regime (no TED publication)
- Contract award notice - sectoral directive, standard regime
- National Contract award notice - sectoral directive, standard regime (no TED publication)
- Contract award notice - defence directive, standard regime
- Concession award notice - concession directive, standard regime
- Contract award notice - general directive, light regime
- Contract award notice - sectoral directive, light regime
- Concession award notice - concessions directive, light regime
- Design contest result notice - general directive, design
- Design contest result notice - sectoral directive, design
- Below Threshold Contract Award Notice (CAN)/ Voluntary result
- National Below Threshold Contract Award Notice (CAN) general (no TED publication)**

Figure 4

Recommended values for all fields in this section can be found below:

Field	Recommended wording for schools
Notice type	National Below Threshold Contract Award Notice (CAN) general (no TED publication)
Number of lots	<i>Leave blank.</i>
Primary language	English. <i>This field should be preselected, and no further action is needed.</i>
Supported Languages	EN, GA <i>This field should be preselected, and no further action is needed.</i>

When ready, click “create”.



The screenshot shows a web form titled "AVAILABLE NOTICES FORMS". It contains several fields: "Notice Type" with a dropdown menu showing "National Below Threshold Contract Award Notice (CAN) general (no TED publication)"; "Number of lots" with an empty text input; "Primary Language*" with radio buttons for "GA" and "EN", where "EN" is selected; and "Supported Languages" with a list box containing "GA" and "EN". At the bottom right are "CANCEL" and "CREATE" buttons. Red annotations include a box around the "Notice Type" dropdown, a box around the "EN" radio button, and a box around the "CREATE" button. Red arrows point from the "Notice Type" box to the "EN" radio button and from the "EN" radio button to the "CREATE" button.

AVAILABLE NOTICES FORMS

Notice Type
National Below Threshold Contract Award Notice (CAN) general (no TED publication)

Number of lots

Primary Language*

☐ GA ☒ EN

Supported Languages

GA
EN

CANCEL CREATE

Figure 5

This will open the eForms where details relating to your competition and the award of the contract will have to be inserted.

2. Contract Award Notice (eForms)

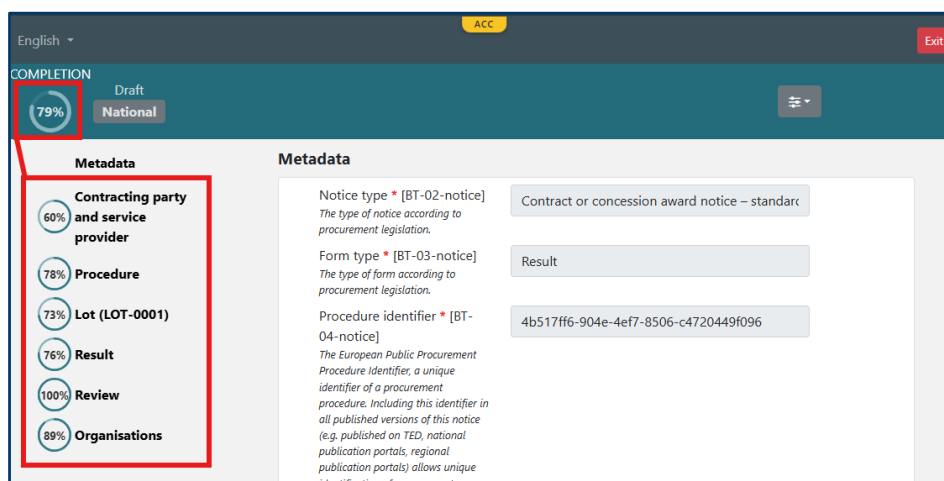
eForms is a standardised online form that uses common terminology. It is used in different notices including contract award notices.

Note: eForms is a dynamic form and must be completed in the exact sequence as described in this guide. Adding, removing or changing fields and nodes other than indicated in this guide will prevent you from validating and saving the form.

2.1. How to navigate eForms

eForms page will have a status of completion of the notice displayed at the top and for each section next to the section title on the left-hand side.

Note: unlike other types of notices, the standalone CAN completion rate can be **misleading and show 100% half-way through the process**. That is because the completion percentage is based on the fields currently added to the eForms. However, in the standalone CAN you will be required to add many new fields. Follow the guidance below and complete each section in the order described in this guide.



The screenshot displays the eForms interface for a Contract Award Notice. At the top, a 'COMPLETION' bar shows a 79% completion rate. Below this, a list of sections is shown on the left, each with a completion percentage: Contracting party and service provider (60%), Procedure (78%), Lot (LOT-0001) (73%), Result (76%), Review (100%), and Organisations (89%). The 'Contracting party and service provider' section is highlighted with a red box. The main area shows the 'Metadata' section, which includes fields for Notice type, Form type, and Procedure identifier, each with a description and a value.

Figure 6

2.1.1. Mandatory fields

You will be required to select each section, starting with “Contracting party and service provider”, and complete each mandatory field marked with a red “x” icon.

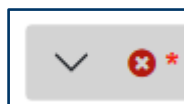


Figure 7

Note: unlike Contract Award Notice created in relation to a competition previously published on eTenders, some sections in this form may initially appear as completed or marked with a green tick icon. In order to successfully complete this form, ensure you follow the steps below and insert the values as instructed.

2.1.2. Expanding nodes

Click on the section title on the left-hand side to open all the fields in this node.

Note: some nodes will be collapsed. To view all the options, click on the arrow icon next to the heading marked with red “x” icon.

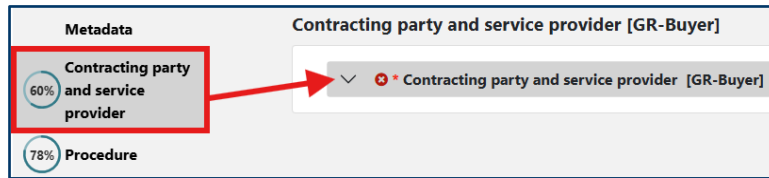


Figure 8

2.1.3. Multiple tabs

Some of the sections will have several tabs. Each tab with red “x” icon will have to be opened and all the mandatory fields in them – completed.

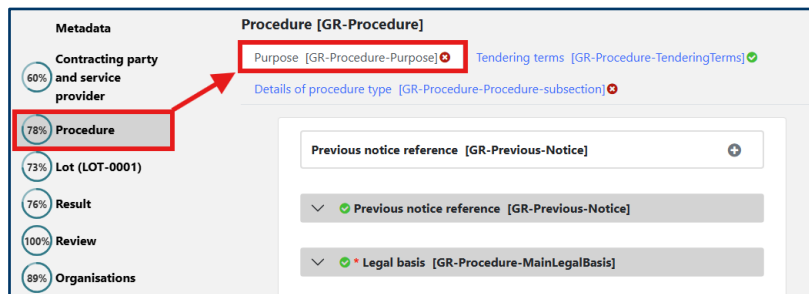


Figure 9

You will be required to either select a value from a dropdown menu or insert text into each mandatory field. Recommended text and examples can be found in tables in the steps below.

Note: only complete fields indicated in the tables in this guide.

2.1.4. Saving values

When you select or insert required text in each mandatory field, **click outside of the field on the grey area** for that value to be saved.

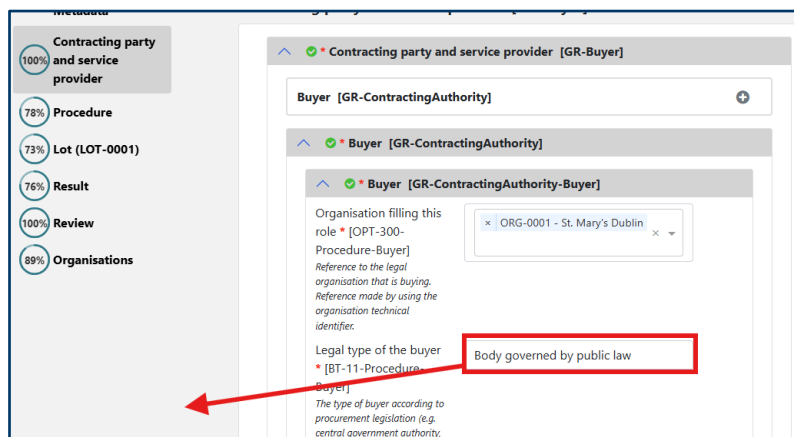


Figure 10

When it is being saved, you will see a blue bar loading at the top of the webpage. **Wait for it to finish loading.**



Figure 11

When it is done and the field was completed correctly, a green pop-up window “**Success. Values updated**” will show at the bottom-right of the webpage.

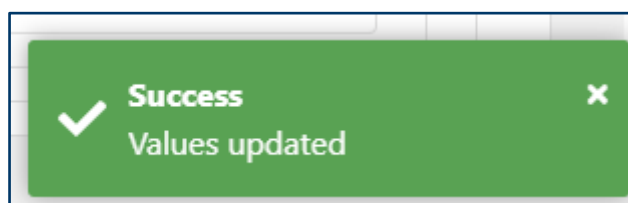


Figure 12

2.2. Contracting party and service provider

First, select “**Contracting party and service provider**” tab and click on little arrows next to headings to open all the fields marked with red “x”.

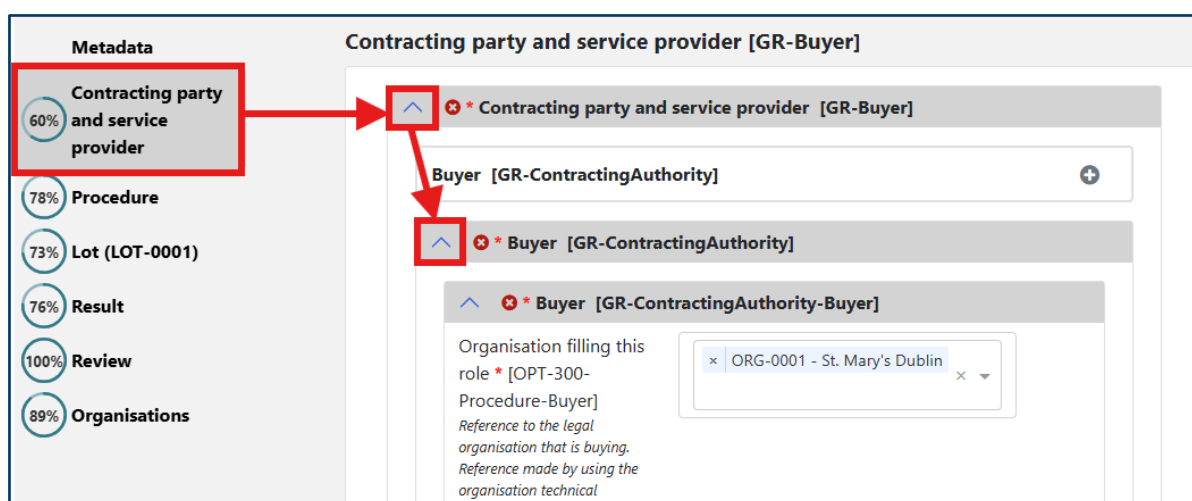


Figure 13

Field	Description	Recommended Text for Schools
Organisation filling this role * [OPT-300-Procedure-Buyer]	Reference to the legal organisation that is buying. Reference made by using the organisation technical	This field should be prepopulated with your school's code and name. <i>Example: ORG-0001 St. Mary's Dublin</i>
Legal type of the buyer* [BT-11-Procedure-Buyer]	The type of buyer according to procurement legislation (e.g. central government authority, body governed by public law, public undertaking).	Select: Body governed by public law

Activity of the contracting authority * [BT-10-Procedure-Buyer]	The main activity of the contracting authority.	Select: Education
Buyer profile * [BT-508-Procedure-Buyer]	The website where the buyer publishes information regarding procurement procedures (e.g. notices, procurement documents).	If the field is empty – paste in your school’s full website address including “https://” in front of it. <i>Example: https://spu.ie</i>

If all details were inserted correctly, this section should now show **100% completion**. If it does not, go back to each field and complete the mandatory ones.

Figure 14

2.3. Procedure

2.3.1. Purpose

Now, click on the “Procedure” section and stay in “**Purpose [GR-Procedure-Purpose]**” tab.

Figure 15

2.3.1.1. Legal basis

Next, open “**Legal basis [GR-Procedure-MainLegalBasis]**”.

Figure 16

Field	Description	Recommended Text for Schools
Legal basis of the procedure * [BT-01-notice]	The legal basis (e.g. a Union or national legal act) under which the procurement procedure takes place or, in case of prior information notices, under which the procurement procedure(s) will take place.	Select: Other

2.3.1.2. Description

Scroll down to “**Description [GR-Procedure-Description]**”.

^ * * **Description [GR-Procedure-Description]**

Internal identifier [BT-22-Procedure]

The internal identifier used for files regarding the procurement procedure or lot before a procedure identifier is given (e.g. coming from the buyer's document management)

Figure 17

Field	Description	Recommended Text for Schools
Title * [BT-21-Procedure]	The name of the procurement procedure or lot.	Insert title of your competition. <i>Example: Call for Tenders for the Provision of Hot School Meals to St. Mary's Dublin (12345A).</i>
Description * [BT-24-Procedure]	The description of the nature and quantity of what is being bought or of the needs and requirements that shall be met in this procedure or lot. In case of a modification notice, the description of the procurement before and after the modification. Note: there are maximum 6000 characters allowed in this field.	Insert short description of your competition. <i>Example: The Board of Management of [Insert School Name and Roll Number] is seeking proposals for the provision of [insert meal type being procured] under the School Meals Scheme through the Department of Social Protection (DSP) and is dependent on the level of DSP funding approved for each academic year. The School intends to facilitate the availability of this service each day of the school year for [Insert Number of Students] students. The school calendar will be furnished to the Successful Tenderer at the start of each academic year.</i>
Main nature of the contract * [BT-23-Procedure]	The main nature of what is being bought.	Select: services.

2.3.1.3. Scope of the procurement

Scroll down to “**Scope of the procurement [GR-Procedure-Scope]**”

Figure 18

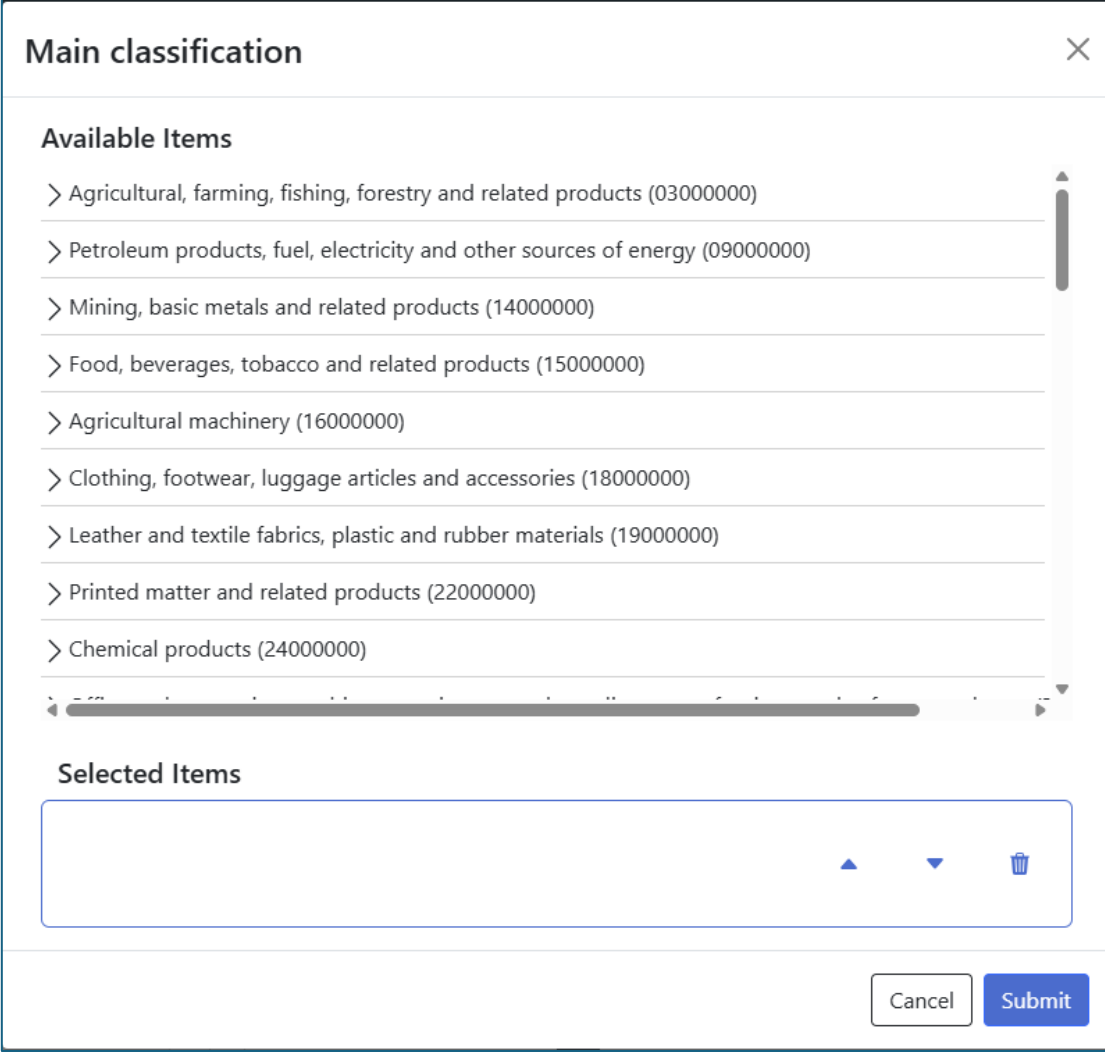
Field	Description	Recommended Text for Schools
Estimated value excluding VAT * [BT-27- Procedure]	The estimated value of the procurement procedure or lot, over its whole duration, including options and renewals.	Insert estimated value of the contract <i>Example: 45000</i>

2.3.1.4. Main classification

Next, move below to “**Main classification [GR-Procedure-Scope-MainClassification]**” and click on the magnifying glass next to “**Main classification * [BT-262-Procedure]**”.

Figure 19

This will open a pop-up window with a list of possible Common Procurement Vocabulary (CPV) codes. Those are standardised numerical codes classifying subject of the contract. In this field the main code that best represents your contract should be chosen.



The screenshot shows a pop-up window titled "Main classification" with a close button (X) in the top right corner. The window is divided into two main sections: "Available Items" and "Selected Items".

Available Items

- > Agricultural, farming, fishing, forestry and related products (03000000)
- > Petroleum products, fuel, electricity and other sources of energy (09000000)
- > Mining, basic metals and related products (14000000)
- > Food, beverages, tobacco and related products (15000000)
- > Agricultural machinery (16000000)
- > Clothing, footwear, luggage articles and accessories (18000000)
- > Leather and textile fabrics, plastic and rubber materials (19000000)
- > Printed matter and related products (22000000)
- > Chemical products (24000000)

Below the list is a horizontal scrollbar. At the bottom of the "Available Items" section, there is a horizontal bar with a blue gradient and a white arrow pointing right.

Selected Items

Below the "Selected Items" heading is a large empty rectangular box. To the right of this box are three small icons: a blue upward-pointing triangle, a blue downward-pointing triangle, and a blue trash can icon.

At the bottom right of the window are two buttons: "Cancel" and "Submit".

Figure 20

Note 1: you may need to scroll down to see more options on the list.

Note 2: The main list that opens up has multiple sub- and sub-sub- categories. You will need to open relevant categories in order to find the one that best represents your contract. In order to open a new sub-category, click on the little arrow on the left of the required heading. The system might take a moment before it processes this request (there will be a blue bar loading at the top of the pop-up window).

In the pop-up window click on the arrow to expand options for “**Hotel, restaurant and retail trade services (55000000)**” and then “**Canteen and catering services (55500000)**”.

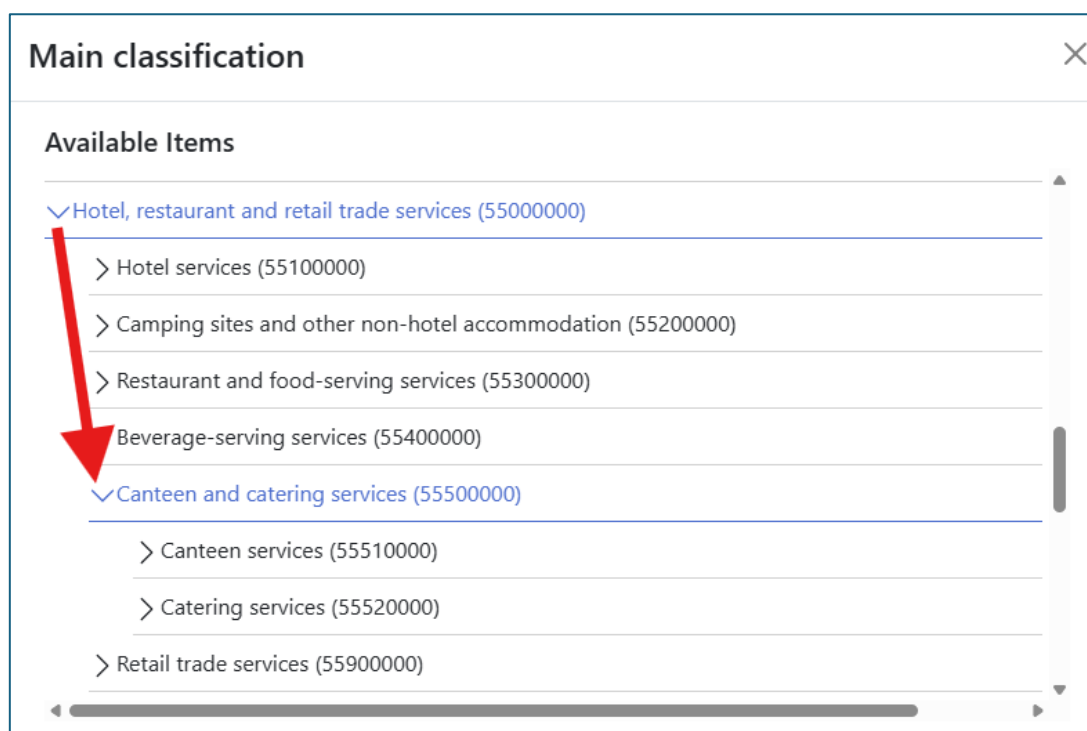


Figure 21

Next, expand more options for “**Catering services (55520000)**” and click on the heading: “**School catering services (55524000)**”.

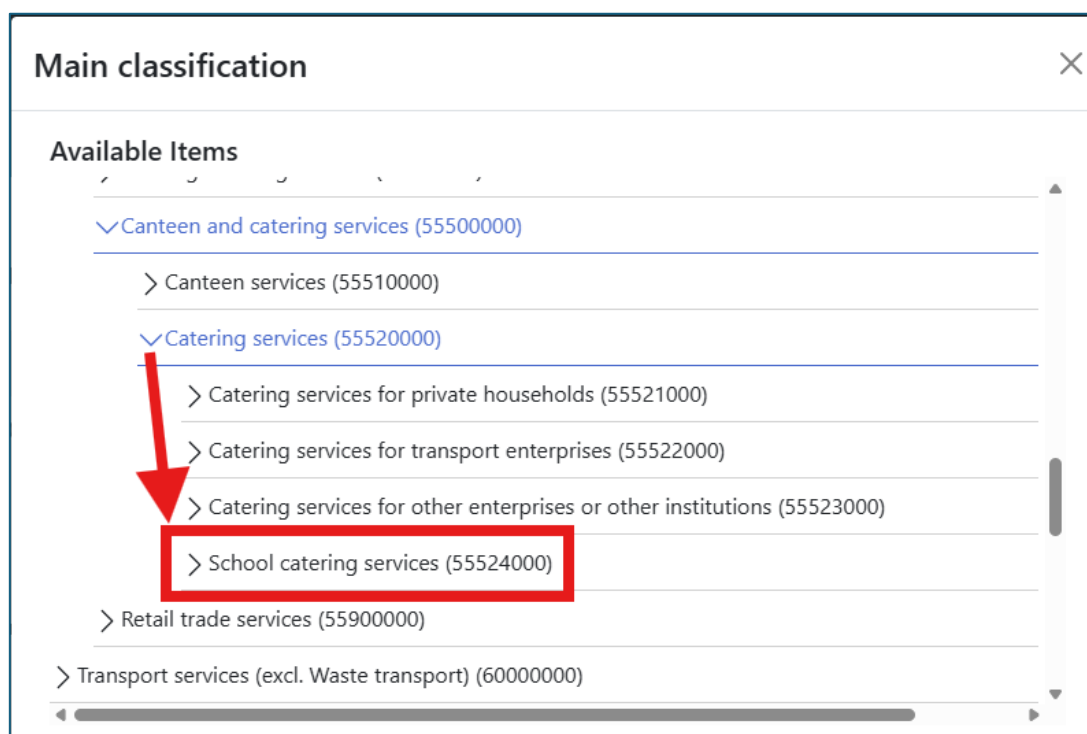


Figure 22

When the CPV code is added to the box under “Selected Items”, click on “**Submit**”.

Main classification

Available Items

- ✓ Catering services (55520000)
 - > Catering services for private households (55521000)
 - > Catering services for transport enterprises (55522000)
 - > Catering services for other enterprises or other institutions (55523000)
 - > School catering services (55524000)**
 - > Retail trade services (55900000)
- > Transport services (excl. Waste transport) (60000000)
- > Supporting and auxiliary transport services; travel agencies services (63000000)
- > Postal and telecommunications services (64000000)
- > Public utilities (65000000)

Selected Items

55524000-School catering services

Cancel **Submit**

Figure 23

Note: only one CPV code can be selected here.

When the CPV code is submitted a new field will be added above by the system called “**Classification type * [BT-26(m)-Procedure]**”.

Main classification [GR-Procedure-Scope-MainClassification]

Classification type * [BT-26(m)-Procedure]
The type of classification describing the purchase (e.g. the CPV). 'Classification type' is mandatory

Main classification * [BT-262-Procedure]
The code from the classification that best characterises the purchase.

Figure 24

Field	Description	Recommended Text for Schools
Classification type * [BT-26(m)-Procedure]	The type of classification describing the purchase (e.g. the CPV).	Select: Common procurement vocabulary
Main classification * [BT-262-Procedure]	The code from the classification that best characterises the purchase.	55524000-School catering services <i>The code was selected at the earlier step. No further action is required.</i>

2.3.1.5. Place of performance

Next, scroll further down to “**Place of performance [GR-Procedure- PlaceOfPerformance]**” and click on the arrow next to the heading to see the mandatory fields.

The screenshot shows a form titled "Place of performance [GR-Procedure- PlaceOfPerformance]". It contains three main input fields with their respective descriptions and mandatory status:

- Town [BT-5131-Procedure]**: Description: "The name of the locality (city, town, or village) of the place of performance." Characters typed: 0 of 400.
- Country subdivision (NUTS) * [BT-5071-Procedure]**: Description: "The location according to the common classification of territorial units for statistics (NUTS). The NUTS3 classification code shall be used." A red error message states: "'Country subdivision (NUTS)' is mandatory".
- Country * [BT-5141-Procedure]**: Description: "The country of the place of performance." The value "Ireland" is entered.

Figure 25

Field	Description	Recommended Text for Schools																		
Country subdivision (NUTS) * [BT-5071-Procedure]	The location according to the common classification of territorial units for statistics (NUTS). The NUTS3 classification code shall be used. Example: If the school is located in Cork, the NUTS3 code is “South-West”.	Type in NUTS3 code representing the school’s county as per table below: <table><tr><th><u>NUTS3 Code</u></th><th><u>County</u></th></tr><tr><td>Border</td><td>Cavan, Donegal, Leitrim, Monaghan, Sligo</td></tr><tr><td>West</td><td>Mayo, Roscommon, Galway and Galway City</td></tr><tr><td>Mid-West</td><td>Clare, Tipperary, Limerick City and County</td></tr><tr><td>South-East</td><td>Carlow, Kilkenny, Wexford, Waterford City and County</td></tr><tr><td>South-West</td><td>Kerry, Cork and Cork City</td></tr><tr><td>Dublin</td><td>Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin</td></tr><tr><td>Mid-East</td><td>Kildare, Meath, Wicklow, Louth</td></tr><tr><td>Midland</td><td>Laois, Longford, Offaly, Westmeath</td></tr></table>	<u>NUTS3 Code</u>	<u>County</u>	Border	Cavan, Donegal, Leitrim, Monaghan, Sligo	West	Mayo, Roscommon, Galway and Galway City	Mid-West	Clare, Tipperary, Limerick City and County	South-East	Carlow, Kilkenny, Wexford, Waterford City and County	South-West	Kerry, Cork and Cork City	Dublin	Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin	Mid-East	Kildare, Meath, Wicklow, Louth	Midland	Laois, Longford, Offaly, Westmeath
<u>NUTS3 Code</u>	<u>County</u>																			
Border	Cavan, Donegal, Leitrim, Monaghan, Sligo																			
West	Mayo, Roscommon, Galway and Galway City																			
Mid-West	Clare, Tipperary, Limerick City and County																			
South-East	Carlow, Kilkenny, Wexford, Waterford City and County																			
South-West	Kerry, Cork and Cork City																			
Dublin	Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin																			
Mid-East	Kildare, Meath, Wicklow, Louth																			
Midland	Laois, Longford, Offaly, Westmeath																			

2.4. Lot (LOT-0001)

2.4.1. Tendering process

When “Procedure” section is at 100% completion, click on the next one, called “Lot (LOT-0001)” and stay in the “**Tendering process [GR-Lot-Purpose]**” tab.

Figure 26

2.4.1.1. Description of the lot

Next, open the heading called “**Description of the lot [GR-Lot-Description]**”.

Figure 27

Field	Description	Recommended Text for Schools
Internal identifier [BT-22-Lot]	The internal identifier used for files regarding the procurement procedure or lot before a procedure identifier is given (e.g. coming from the buyer's document management system or procurement planning system)	<i>This field will be prepopulated. No action required.</i>
Title * [BT-21-Lot]	The name of the procurement procedure or lot.	Insert title of your competition; the same as earlier in [BT-21-Procedure]. <i>Example: Call for Tenders for the Provision of Hot School Meals to St. Mary's Dublin (12345A).</i>

Description * [BT-24-Lot]	The description of the nature and quantity of what is being bought or of the needs and requirements that shall be met in this procedure or lot. In case of a modification notice, the description of the procurement before and after the modification.	Insert description as earlier in the field [BT-24-Procedure]. <i>Example: The Board of Management of [Insert School Name and Roll Number] is seeking proposals for the provision of [insert meal type being procured] under the School Meals Scheme through the Department of Social Protection (DSP) and is dependent on the level of DSP funding approved for each academic year. The School intends to facilitate the availability of this service each day of the school year for [Insert Number of Students] students. The school calendar will be furnished to the Successful Tenderer at the start of each academic year.</i>
Main nature of the contract * [BT-23-Lot]	The main nature of what is being bought.	Select: Services.

2.4.1.2. Scope of the procurement

Scroll down to “**Scope of the procurement [GR-Lot-Scope]**”

^ * Scope of the procurement [GR-Lot-Scope]

Quantity [BT-25-Lot]
The number of units required.

Unit [BT-625-Lot]
The unit which the good, service, or work comes in, for example hours or kilograms.

Estimated value excluding VAT * [BT-27-Lot]
The estimated value of the procurement procedure or lot, over its whole duration, including options and renewals.

Estimated value excluding VAT is mandatory
For Estimated value excluding VAT fill in both value and unit

Euro

Figure 28

Field	Description	Recommended Text for Schools
Quantity [BT-25-Lot]	The number of units required.	No action required.
Unit [BT-625-Lot]	The unit which the good, service, or work comes in, for example hours or kilograms.	No action required.
Estimated value excluding VAT * [BT-27-Lot]	The estimated value of the procurement procedure or lot, over its whole duration, including options and renewals.	Insert estimated value; the same as in [BT-27-Procedure].

2.4.1.3. Classification for the main commodity of a lot

Next, click on the magnifying glass under the heading “Classification for the main commodity of a lot [GR-Lot-Scope-MainClassification]”, and follow the same steps as in 2.3.1.4. [Main classification](#) to choose relevant classification code.

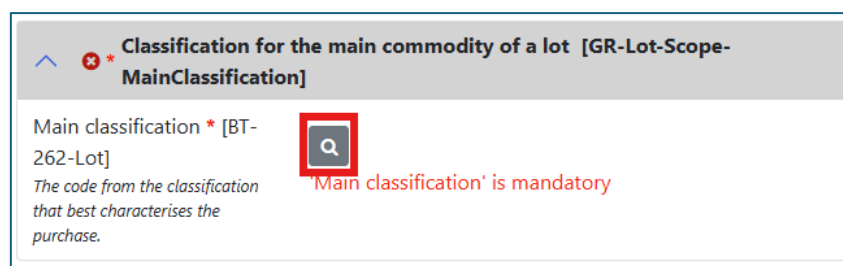


Figure 29

In the pop-up window click on the arrow to expand options for “**Hotel, restaurant and retail trade services (55000000)**” and then “**Canteen and catering services (55500000)**”.

Next, expand more options for “**Catering services (55520000)**” and double-click on the heading: “**School catering services (55524000)**”.

When the CPV code is added to the box under “Selected Items”, click on “**Submit**”.

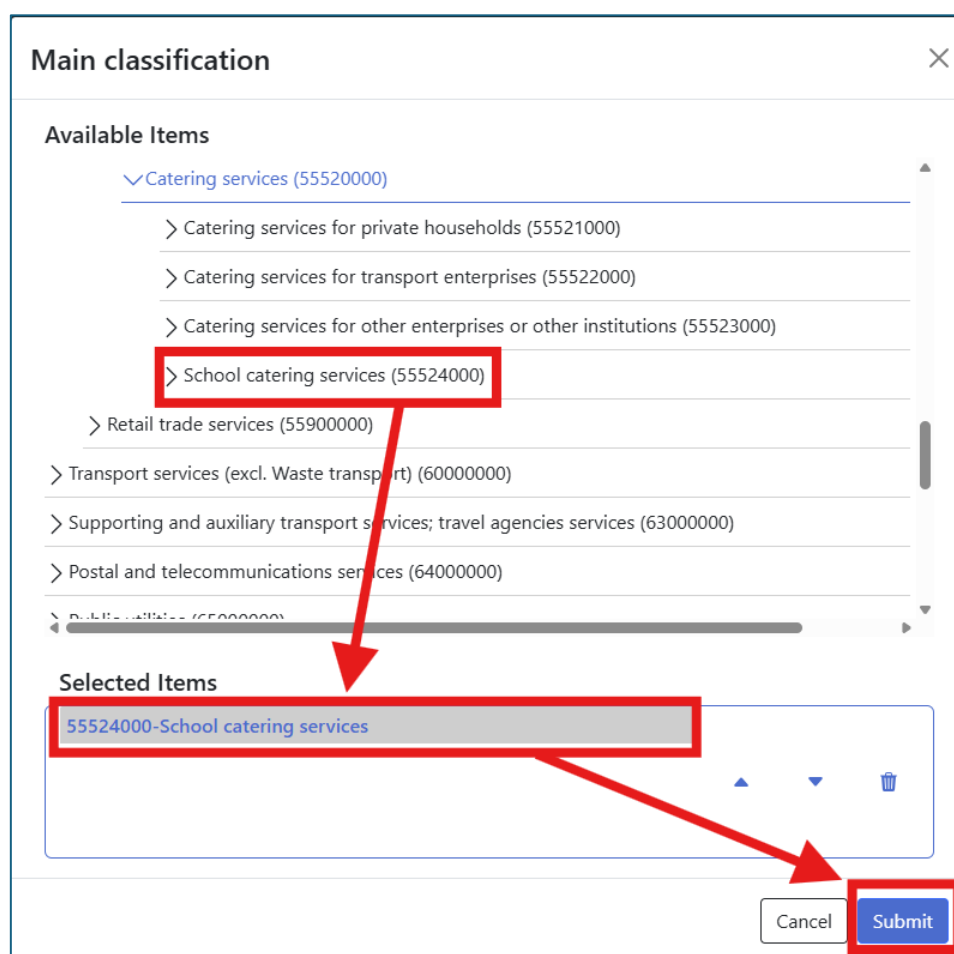


Figure 30

2.4.1.4. Type of procurement

Scroll down to “**Type of procurement [GR-Lot-ProcurementType]**”, and click on the arrow next to the heading, to open all the fields. Complete the fields as indicated in the table below.

Figure 31

Field	Description	Recommended Text for Schools
Aim of strategic procurement * [BT- 06-Lot]	The procurement procedure aims at reducing the environmental impacts of the procurement, fulfilling social objectives and/or buying an innovative work, supply or service	Select: No strategic procurement

2.4.1.5. Place of performance

Scroll down to “**Place of performance [GR-Lot-PlaceOfPerformance]**”.

Figure 32

Field	Description	Recommended Text for Schools																		
Country subdivision (NUTS) * [BT-5071-Lot]	The location according to the common classification of territorial units for statistics (NUTS). The NUTS3 classification code shall be used. Example: <i>If the school is located in Cork, the NUTS3 code is “South-West”.</i>	Type in NUTS3 code representing the school’s county as per table below: <table><tr><th><u>NUTS3 Code</u></th><th><u>County</u></th></tr><tr><td>Border</td><td>Cavan, Donegal, Leitrim, Monaghan, Sligo</td></tr><tr><td>West</td><td>Mayo, Roscommon, Galway and Galway City</td></tr><tr><td>Mid-West</td><td>Clare, Tipperary, Limerick City and County</td></tr><tr><td>South-East</td><td>Carlow, Kilkenny, Wexford, Waterford City and County</td></tr><tr><td>South-West</td><td>Kerry, Cork and Cork City</td></tr><tr><td>Dublin</td><td>Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin</td></tr><tr><td>Mid-East</td><td>Kildare, Meath, Wicklow, Louth</td></tr><tr><td>Midland</td><td>Laois, Longford, Offaly, Westmeath</td></tr></table>	<u>NUTS3 Code</u>	<u>County</u>	Border	Cavan, Donegal, Leitrim, Monaghan, Sligo	West	Mayo, Roscommon, Galway and Galway City	Mid-West	Clare, Tipperary, Limerick City and County	South-East	Carlow, Kilkenny, Wexford, Waterford City and County	South-West	Kerry, Cork and Cork City	Dublin	Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin	Mid-East	Kildare, Meath, Wicklow, Louth	Midland	Laois, Longford, Offaly, Westmeath
<u>NUTS3 Code</u>	<u>County</u>																			
Border	Cavan, Donegal, Leitrim, Monaghan, Sligo																			
West	Mayo, Roscommon, Galway and Galway City																			
Mid-West	Clare, Tipperary, Limerick City and County																			
South-East	Carlow, Kilkenny, Wexford, Waterford City and County																			
South-West	Kerry, Cork and Cork City																			
Dublin	Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin																			
Mid-East	Kildare, Meath, Wicklow, Louth																			
Midland	Laois, Longford, Offaly, Westmeath																			

2.4.1.6. Use of EU financing

Scroll down to “**Use of EU financing [GR-Lot-EUFunds-Indicator]**” and click on the arrow to see the required field.

^ ✖ * Use of EU financing [GR-Lot-EUFunds-Indicator]

The procurement is at least partially financed by European Union funds * [BT-60-Lot]

The procurement is at least partially financed by Union funds such as the European Structural and Investment Funds or grants awarded by the Union.

Select...

'The procurement is at least partially financed by European Union funds' is mandatory

Figure 33

Field	Description	Recommended Text for Schools
The procurement is at least partially financed by European Union funds * [BT-60-Lot]	The procurement is at least partially financed by Union funds such as the European Structural and Investment Funds or grants awarded by the Union.	Select: Procurement Project not financed with EU Funds

2.4.2. Tendering terms

Scroll back up, and click on “**Tendering terms [GR-Lot-TenderingTerms]**” tab.

The screenshot shows the 'Lot [GR-Lot]' form. On the left, a sidebar lists various nodes with progress indicators: Contracting party and service provider (100%), Procedure (100%), Lot (LOT-0001) (86%), Result (68%), Review (100%), and Organisations (86%). The 'Lot (LOT-0001)' node is highlighted with a red box. A red arrow points from this box to the 'Tendering terms [GR-Lot-TenderingTerms]' tab, which is also highlighted with a red box. The main content area shows the 'Lot technical ID * [BT-137-Lot]' field with the value 'LOT-0001'. Below this, there are links for 'Tendering process [GR-Lot-Purpose]', 'Submission info [GR-Lot-SubmissionInfo]', and 'Review [GR-Lot-Review]'. The 'Award criteria [GR-Lot-AwardCriteria]' and 'Clean Vehicle Directive information [GR-Lot-TenderingTerms-CVD]' sections are visible below.

Figure 34

2.4.2.1. Award criteria

Expand the node “**Award criteria [GR-Lot-AwardCriteria]**” and the node “**Award criterion [GR-Lot-AwardCriteria-Criterion]**” and start by selecting “**Type [BT-539-Lot]**”.

The screenshot shows the 'Award criteria [GR-Lot-AwardCriteria]' form. The 'Award criterion [GR-Lot-AwardCriteria-Criterion]' node is expanded. The 'Type [BT-539-Lot]' dropdown menu is highlighted with a red box. A red arrow points from the 'Award criteria [GR-Lot-AwardCriteria]' node to the 'Award criterion [GR-Lot-AwardCriteria-Criterion]' node. The 'Select...' option is visible in the dropdown menu. The description for 'Type [BT-539-Lot]' is: 'Whether the criterion concerns the price, the cost, or a non-price non-cost attribute of the tender. (Price is the acquisition price; cost is any other non-price monetary criterion.)'. The 'Award criteria parameters [GR-Lot-AwardCriteria-Criterion-Parameters]' section is visible below.

Figure 35

Field	Description	Recommended Text for Schools
Type * [BT-539-Lot]	Whether the criterion concerns the price, the cost, or a non-price non-cost attribute of the tender. (Price is the acquisition price; cost is any other non-price monetary criterion.)	Select: Quality. Important! When you select the type of criterion, the system will add more fields below.
Description * [BT-540-Lot]	The description of the award criterion.	Insert: Quality @ 100% Important! When you insert description, the system will add more fields above. You will have to scroll up to insert mandatory values!

Award criterion number * [BT-541-Lot-WeightNumber]	A number linked to an award criterion.	Insert: 100. Check the code of the field before inserting the value!
Number is a type of weight * [BT-5421-Lot]	Whether the number linked to an award criterion is a type of weight (e.g. a percentage).	Select: Weight (percentage, exact). Check the code of the field before inserting the value!

2.4.2.2. Clean Vehicle Directive

Scroll down, to “**Clean Vehicle Directive information [GR-Lot- TenderingTerms-CVD]**” heading.

Figure 36

Field	Description	Recommended Text for Schools
The procurement falls within the scope of the European Parliament and Council 2009/33/EC (Clean Vehicles Directive - CVD) * [BT-717-Lot]	The procurement falls within the scope of the European Parliament and Council 2009/33/EC (Clean Vehicles Directive - CVD).	Select: No

2.5. Organisations

The next section is called “Results”. However, you are **unable to complete it until all relevant organisations are added** in the eForms.

No action is required in the section called “Review”. Skip those to continue with the process.

Select last section called “**Organisations**” and stay on the tab called “**Organisations [GR-Organisations-Subsection]**”.

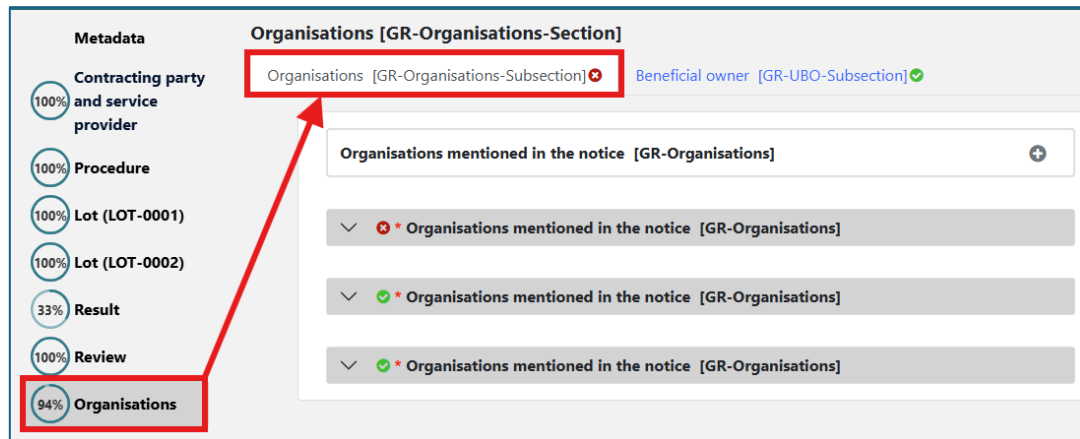


Figure 37

There will be three organisations automatically added to your eForms:

- (1) ORG-0001 – Contracting Authority (i.e. your school)
- (2) ORG-0002 – The High Court of Ireland
- (3) ORG-0003 – European Dynamics S.A.

2.6.1. Adding organisations: tenderer that was awarded contract

Since a standalone CAN refers to a competition that was **not published on eTenders** any suppliers that were awarded a contract must be added manually.

To do so, click **once** on the plus icon at the top of the page “**Organisations mentioned in the notice [GR-Organisations]**”.

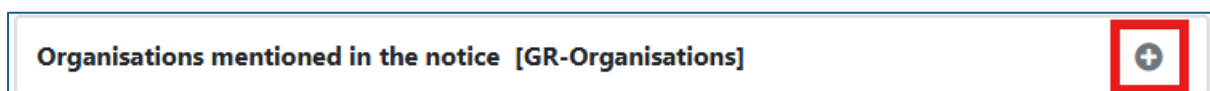


Figure 38

The new organisation will be added at the bottom of the page with ORG-0004 code.

Note: details of your school and any added tenderers must be completed in order to proceed. No changes must be made in relation to The High Court or European Dynamics S.A.

2.6.2. Contracting authority – the school (ORG-0001)

First, start with details relating to your school (ORG-0001).

Open more setting for the first “**Organisations mentioned in the notice [GR-Organisations]**” that appears in this tab.



Figure 39

2.6.2.1. ORG-0001: Company's legal identifier

Scroll down to “**Company's legal identifier [GR-Organisation-Identifier]**”. The field “Registration number [BT-501-Organization-Company]” may be prepopulated, if it isn't, insert school's roll number.

Field	Description	Recommended Text for Schools
Registration number * [BT-501-Organization-Company]	An identifier of the organisation. All of the organisation's identifiers shall be given.	Insert school roll number (if the field is blank).

2.6.2.2. ORG-0001: Address

Scroll down to the heading called “**Address [GR-Company-Address]**”.

Field	Description	Recommended Text for Schools																		
Country subdivision (NUTS) * [BT-507-Organization-Company]	The location according to the common classification of territorial units for statistics (NUTS). The NUTS3 classification code shall be used. <i>If the mandatory information in school's organisation details on eTenders were completed, this field will be prepopulated!</i>	If this field is not prepopulated, select NUTS3 code representing the school's county as per table below: <table><tr><th><u>NUTS3 Code</u></th><th><u>County</u></th></tr><tr><td>Border</td><td>Cavan, Donegal, Leitrim, Monaghan, Sligo</td></tr><tr><td>West</td><td>Mayo, Roscommon, Galway and Galway City</td></tr><tr><td>Mid-West</td><td>Clare, Tipperary, Limerick City and County</td></tr><tr><td>South-East</td><td>Carlow, Kilkenny, Wexford, Waterford City and County</td></tr><tr><td>South-West</td><td>Kerry, Cork and Cork City</td></tr><tr><td>Dublin</td><td>Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin</td></tr><tr><td>Mid-East</td><td>Kildare, Meath, Wicklow, Louth</td></tr><tr><td>Midland</td><td>Laois, Longford, Offaly, Westmeath</td></tr></table>	<u>NUTS3 Code</u>	<u>County</u>	Border	Cavan, Donegal, Leitrim, Monaghan, Sligo	West	Mayo, Roscommon, Galway and Galway City	Mid-West	Clare, Tipperary, Limerick City and County	South-East	Carlow, Kilkenny, Wexford, Waterford City and County	South-West	Kerry, Cork and Cork City	Dublin	Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin	Mid-East	Kildare, Meath, Wicklow, Louth	Midland	Laois, Longford, Offaly, Westmeath
<u>NUTS3 Code</u>	<u>County</u>																			
Border	Cavan, Donegal, Leitrim, Monaghan, Sligo																			
West	Mayo, Roscommon, Galway and Galway City																			
Mid-West	Clare, Tipperary, Limerick City and County																			
South-East	Carlow, Kilkenny, Wexford, Waterford City and County																			
South-West	Kerry, Cork and Cork City																			
Dublin	Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin																			
Mid-East	Kildare, Meath, Wicklow, Louth																			
Midland	Laois, Longford, Offaly, Westmeath																			

2.6.2. Preferred tenderer (ORG-0004)

Now, move to the **fourth heading** called “**Organisations mentioned in the notice [GR-Organisations]**”. This one will refer to the **tenderer** that was awarded the contract.

^ * **Organisations mentioned in the notice [GR-Organisations]**

Organisation technical ID (ORG-XXX) * [OPT-200-Organization-Company]
Technical identifier of the organisation

ORG-0004

^ * **Organisation [GR-Company]**

Official name * [BT-500-Organization-Company]
The official name of the organisation.

EN

Characters typed: 0 of 400
For 'Official name' the values in all languages are required

Figure 40

Complete all the fields marked as mandatory as described below:

Field	Description	Recommended Text for Schools																		
Official name * [BT-500-Organization-Company]	The official name of the organisation. Please note this field refers to the supplier and not the school.	Insert official (legal) name of the supplier awarded the contract.																		
Registration number [BT-501-Organization-Company]	An identifier of the organisation.	This is the supplier's VAT number. Note: you can save the draft eForms and come back to complete this and remaining fields when you have this information.																		
Postcode * [BT-512-Organization-Company]	The post code of the organisation's physical address.	Insert supplier's Eircode																		
Country * [BT-514-Organization-Company]	The country of the organisation's physical address.	Ireland																		
Country subdivision (NUTS) * [BT-507-Organization-Company]	The location according to the common classification of territorial units for statistics (NUTS) of the organisation's physical address. The NUTS3 classification code shall be used.	Note: this field will be added by the system only after the field for country was completed and it will appear above the country field. Select NUTS3 code for the county, the supplier is registered in. <table><tr><th><u>NUTS3 Code</u></th><th><u>County</u></th></tr><tr><td>Border</td><td>Cavan, Donegal, Leitrim, Monaghan, Sligo</td></tr><tr><td>West</td><td>Mayo, Roscommon, Galway and Galway City</td></tr><tr><td>Mid-West</td><td>Clare, Tipperary, Limerick City and County</td></tr><tr><td>South-East</td><td>Carlow, Kilkenny, Wexford, Waterford City and County</td></tr><tr><td>South-West</td><td>Kerry, Cork and Cork City</td></tr><tr><td>Dublin</td><td>Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin</td></tr><tr><td>Mid-East</td><td>Kildare, Meath, Wicklow, Louth</td></tr><tr><td>Midland</td><td>Laois, Longford, Offaly, Westmeath</td></tr></table>	<u>NUTS3 Code</u>	<u>County</u>	Border	Cavan, Donegal, Leitrim, Monaghan, Sligo	West	Mayo, Roscommon, Galway and Galway City	Mid-West	Clare, Tipperary, Limerick City and County	South-East	Carlow, Kilkenny, Wexford, Waterford City and County	South-West	Kerry, Cork and Cork City	Dublin	Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin	Mid-East	Kildare, Meath, Wicklow, Louth	Midland	Laois, Longford, Offaly, Westmeath
<u>NUTS3 Code</u>	<u>County</u>																			
Border	Cavan, Donegal, Leitrim, Monaghan, Sligo																			
West	Mayo, Roscommon, Galway and Galway City																			
Mid-West	Clare, Tipperary, Limerick City and County																			
South-East	Carlow, Kilkenny, Wexford, Waterford City and County																			
South-West	Kerry, Cork and Cork City																			
Dublin	Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin																			
Mid-East	Kildare, Meath, Wicklow, Louth																			
Midland	Laois, Longford, Offaly, Westmeath																			

Email * [BT-506-Organization-Company]	The email address for contacting the organisation.	Insert relevant email address for the supplier. This must be an official email address. Remember that CAN and the information inserted in the form will be publicly available! Note: To avoid unnecessary processing of personal data, the email address shall allow the identification of a physical person only when necessary (in the sense of the Regulation (EU) 2016/679 and Regulation (EU) 2018/1725).
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2.7. Result

All the sections on the left-hand side should now have 100% completion **except “Result”**.



Figure 41

If they do not, go back to the relevant section of this guidance and complete required fields, before proceeding with the remaining steps.

2.7.1. Tendering parties

To proceed, go back to the section called “**Result**” and stay on the first tab called “**Tendering parties [GR-TenderingParty-Section]**”

Figure 42

Next, click once on the **plus icon** next to the heading “**Tendering party [GR-TenderingParty]**”. That will add the mandatory fields relating to the supplier’s proposal to your “Result” section.

Figure 43

2.7.1.1. Tendering party (TPA-0001)

See the first heading called “**Tendering party [GR-TenderingParty]**” and complete all the mandatory fields. See the table below for recommended wording.

Figure 44

Field	Description	Recommended Text for Schools
Name of the tendering party [OPT-211-Tenderer]	Name associated to the tendering party	Insert official (legal) name of the supplier awarded the contract. It should be the same as in the field [BT-500-Organization-Company] earlier.
Leader of tendering party * [OPT-170-Tenderer]	Leader of tendering party * [OPT-170-Tenderer] Indicator to identify, in the case of economic operators tendering together, the leader	Select: No.

2.7.2. Results of lots

Next, switch to the last tab called “**Results of lots [GR-LotResult-Section]**” and complete the fields marked as mandatory.

2.7.2.1. Results of lot (RES-0001)

When the tab “Results of lots [GR-LotResult-Section]” is open, complete the fields for **RES-0001**.

Figure 45

Field	Description	Recommended Text for Schools
Technical ID of the lot result (RES-XXX) * [OPT-322-LotResult]	Lot result technical identifier, shall follow the following scheme: 'RES-xxxx'. Is used for cross-references.	<i>This field will be prepopulated with RES-0001. No action needed.</i>
Winner selection status * [BT-142-LotResult]	Whether a winner was chosen.	Select: At least one winner was chosen.
Result lot Identifier * [BT-13713-LotResult]	Result lot identifier (LOT-XXXX) points to the lot (BT-137) this result is about.	Select: LOT-0001

2.7.2.2. Submitted tenders (LOT-0001)

Once the earlier step (2.7.2.1.) is completed the system **should automatically** bring you to the tab called “**Tenders [GR-LotTender-Section]**”.

When that tab is open, click on the plus icon on the right-hand side to add a node “**Submitted tender [GR-LotTender]**” in here.

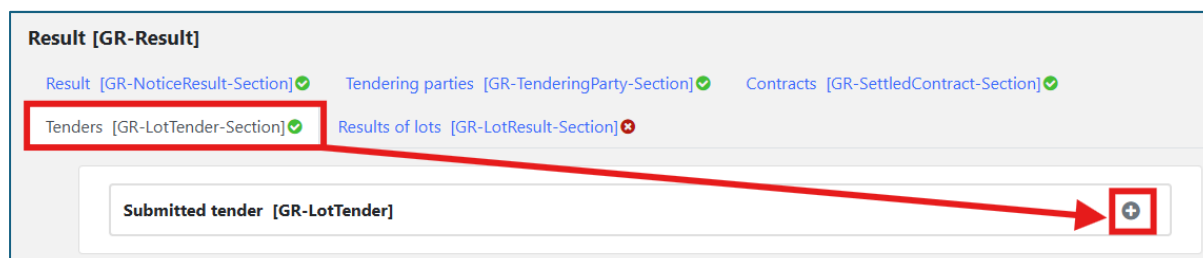


Figure 46

Once the node is added, complete **only** the required fields:

Field	Description	Recommended Text for Schools
Tender identifier * [BT-3201-Tender]	An identifier of a tender. The information in the tender section refers to this tender.	Insert company name of the tenderer that was awarded contract for the competition (if it was not divided in lots) or the tenderer that was awarded the contract for this Lot (if the contract was divided in lots). <i>Example: Supplier 1 Tender</i>
Identifier of lot or group of lots * [BT-13714-Tender]	An identifier of a lot (LOT-XXXX) or a group of lots (GLO-XXXX) for which the tender was submitted. The information in the tender section refers to this lot.	Select: LOT-0001
Tendering party * [OPT-310-Tender]	Reference to the tendering party that submitted the tender using the tendering party technical ID (TPA-xxxx)	Select: relevant tendering party (tenderer that was awarded the contract for this Lot) <i>Example: TPA-0001 – Supplier 1</i>

2.7.3. Result

Now, go back to the first tab called “**Result**”. And insert value of all the contracts awarded in this notice.



Result [GR-NoticeResult-Section] ✓ Tendering parties [GR-TenderingParty-Section] ✗ Contracts [GR-SettledContract-Section] ✓

Tenders [GR-LotTender-Section] ✓ Results of lots [GR-LotResult-Section] ✗

Value of all contracts awarded in this notice [BT-161-NoticeResult]
The value of all contracts awarded in this notice, including options and renewals.

Euro

Figure 47

Field	Description	Recommended Text for Schools
Value of all contracts awarded in this notice [BT-161-NoticeResult]	The value of all contracts awarded in this notice, including options and renewals.	Insert value of the full contract (that should include any potential extensions and all the options).

2.7.4. Tendering parties

Now move to the next tab called “**Tendering parties [GR-TenderingParty-Section]**”.



Result [GR-Result]

Result [GR-NoticeResult-Section] ✓ Tendering parties [GR-TenderingParty-Section] ✗ Contracts [GR-SettledContract-Section] ✓

Tenders [GR-LotTender-Section] ✓ Results of lots [GR-LotResult-Section] ✗

Tendering party [GR-TenderingParty]

* Tendering party [GR-TenderingParty]

Figure 48

2.7.4.1. Tendering party (TEN-0001)

Look at the node called “**Tendering party [GR-TenderingParty]**” that refers to TEN-0001. Next, complete the remaining field as shown below.

Field	Description	Recommended Text for Schools
Organisation filling this role * [OPT-300-Tenderer]	Reference to the legal organisation that is taking part to a tender submission and belongs to the tendering party. Reference made by using the organisation technical identifier.	Select code for the supplier that was awarded the contract (i.e. ORG-0004).

2.7.5. Contracts

Next, move to the next tab called “**Contracts [GR-SettledContract-Section]**” and click on the **plus icon** to add a node in this section.

Figure 49

Once the node is added (“**Settled contract [GR-SettledContract]**”), complete the required fields.

Field	Description	Recommended Text for Schools
Technical ID of the contract * [OPT-316-Contract]	Technical identifier of the contract, shall follow the following scheme: 'CON-xxxx'. This is used for cross-references.	This will be prepopulated with: CON-0001. No further action needed.
Identifier of the contract * [BT-150-Contract]	An identifier of the contract or, in case of voluntary-ex ante transparency notices and design contest result notices, of the decision. The information in the contract section refers to this contract or decision.	Insert name of the supplier awarded the contract. <i>Example: Supplier 1.</i>

2.7.5.1. Tender leading to the contract (CON-0001)

Next, add another node called “**Tender leading to the contract [GR-SettledContractTenderReference]**” by clicking on the plus icon next to this heading.

Figure 50

Note: Even if you only click one time on the plus icon here, **two fields with the same code** may appear. If that happens, click on the **minus icon** next to the second field as shown below as only one of these is required under each contract node.

Figure 51 shows a screenshot of a software interface with two identical sections. Each section has a title bar with a plus icon and a minus icon. The first section's minus icon is disabled (grey). The second section's minus icon is highlighted with a red square, indicating it should be clicked to remove the duplicate section.

Figure 51

Next, complete the field as shown in the table below.

Tender leading to the contract [GR-SettledContractTenderReference]	Description	Recommended Text for Schools
Contract tender identifier * [BT-3202-Contract]	An identifier of the tender or another result that led to this contract.	Select: TEN-0001.

2.7.5.2. Date of the conclusion of the contract

Next, complete the fields that were now added by the system to the “**Contract [GR-SettledContract-1]**” node (referring to CON-0001) under “Settled contract [GR-SettledContract]”.

Figure 52 shows a screenshot of a software interface with a form for 'Tender leading to the contract'. The 'Contract tender identifier' field is filled with 'TEN-0001 - Supplier #1 Tender'. Below it, there are fields for 'Date on which the winner was chosen' and 'Date of the conclusion of the contract'. The 'Date of the conclusion of the contract' field is highlighted with a red square, indicating it should be completed.

Figure 52

Field	Description	Recommended Text for Schools
Date of the conclusion of the contract * [BT-145-Contract]	The date when the contract was concluded. Typically, this is the date <u>when the last contractual party signed the contract</u> . However, if no contract is signed, then the date of contract conclusion may correspond to other dates (e.g. the date when the buyer notified the winning tenderer). The date of contract conclusion is always later than the end of the standstill period and the moment when any evidence submitted by the winner has been verified.	Insert date on which the contract was signed in this format dd/mm/yyyy or click on the calendar icon to select the date. <i>Example: 26/02/2026</i> <i>In this example the school first signed the contract and sent it to the supplier. The supplier signed it on 26th February and sent the signed copy to the school. Therefore, conclusion date is 26th February 2026.</i>

2.7.5.3. Contract signatory (CON-0001)

See below, the node called “**Contract signatory [GR-Contract-Signatory]**” and select your organisation.

Contract signatory [GR-Contract-Signatory]	Description	Recommended Text for Schools
Organisation filling this role [OPT-300-Contract-Signatory]	Reference to the legal organisation, from the buyer side, that signed the contract. Reference is made by using the organisation technical identifier.	Select: ORG-0001 (i.e. the school). <i>Example: ORG-0001 St. Mary’s Dublin</i>

2.7.6. Results of lots

Once all the required details for the contract(s) are inserted switch to the last tab called “**Results of lots [GR-LotResult-Section]**”.

The screenshot shows a web application interface for managing procurement results. At the top, there's a header 'Result [GR-Result]' with several tabs: 'Result [GR-NoticeResult-Section]', 'Tendering parties [GR-TenderingParty-Section]', 'Contracts [GR-SettledContract-Section]', 'Tenders [GR-LotTender-Section]', and 'Results of lots [GR-LotResult-Section]'. The 'Results of lots' tab is selected and highlighted with a red box. Below this, there's a section titled 'Result [GR-LotResult]' with a plus icon. Underneath, there's a sub-section 'Result [GR-LotResult]' with a minus icon. This sub-section contains a label 'Technical ID of the lot result (RES-XXXX) * [OPT-322-LotResult]' and a text input field containing 'RES-0001'. A small note at the bottom states: 'Lot result technical identifier, shall follow the following scheme: 'RES-xxxx'. Is used for cross-references.'

Figure 53

2.7.6.1. Result (RES-0001) – extra fields

Scroll down to “**Tender considered for the award decision [GR-LotResult-Tender-Id-Ref]**” heading and complete the required field.

Field	Description	Recommended Text for Schools
Technical ID of a received tender * [OPT-320-LotResult]	Reference to the tender received for the given lot result, based on the tender technical identifier (TEN-xxxx')	Select: TEN-0001.

Move to the next heading called “**Contract following an award decision [GR-LotResult-Contract-Id-Ref]**”.

Field	Description	Recommended Text for Schools
Reference to the contract * [OPT-315-LotResult]	Reference to the contract (using the contract technical identifier), the award of this lot lead to (at least partially)	Select: CON-0001.

Once that is done, this section will show with a 100% completion.

Move to the “Organisations” section to proceed.

2.8. Organisations

Go to “Organisations” section and stay on the “**Organisations [GR-Organisations-Subsection]**” tab.

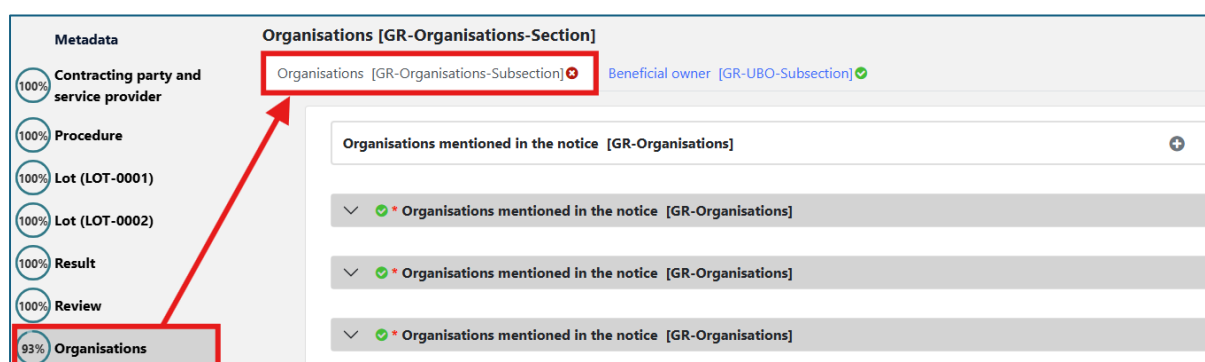


Figure 54

2.8.1. Supplier (ORG-0004)

Scroll down to the node relating to the ORG-0004 (supplier added in the earlier steps), and complete mandatory field that was added by the system near the end of this node.



^ * Organisations mentioned in the notice [GR-Organisations]

Organisation technical ID (ORG-XXX) *
[OPT-200-Organization-Company]
Technical identifier of the organisation

ORG-0004

Figure 55

Field	Description	Recommended Text for Schools
Size of the economic operator * [BT-165-Organization-Company]	The size of the winner, tenderer or subcontractor (e.g. micro enterprise, small enterprise, medium enterprise).	Select description that reflects supplier's status. If you are unsure – contact your supplier for more information before proceeding. Options: - Large - Medium - Micro - Micro, small, or medium - Small

Note: If all the required fields were done accordingly, each section should now have 100% completion. If any of the sections show lower percentage than 100%, go back to those and insert missing information as described in guidelines above.

2.9. Validating eForms and saving as final

To validate eForms, click on the tick icon on the top of the page, and then click on “validate”. Wait for the system to process this request – there will a blue bar loading at the top of the page.

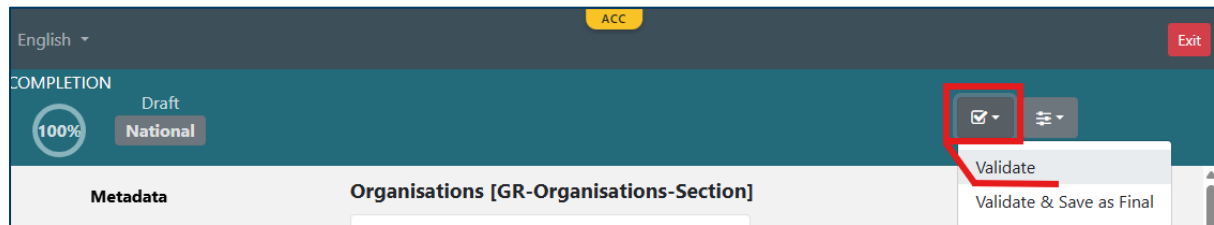


Figure 56

2.9.1. Validation “true”

When the form is checked by the system, a pop-up window will appear.

If it says “**true**”, it means that the system reads all the required fields as done.

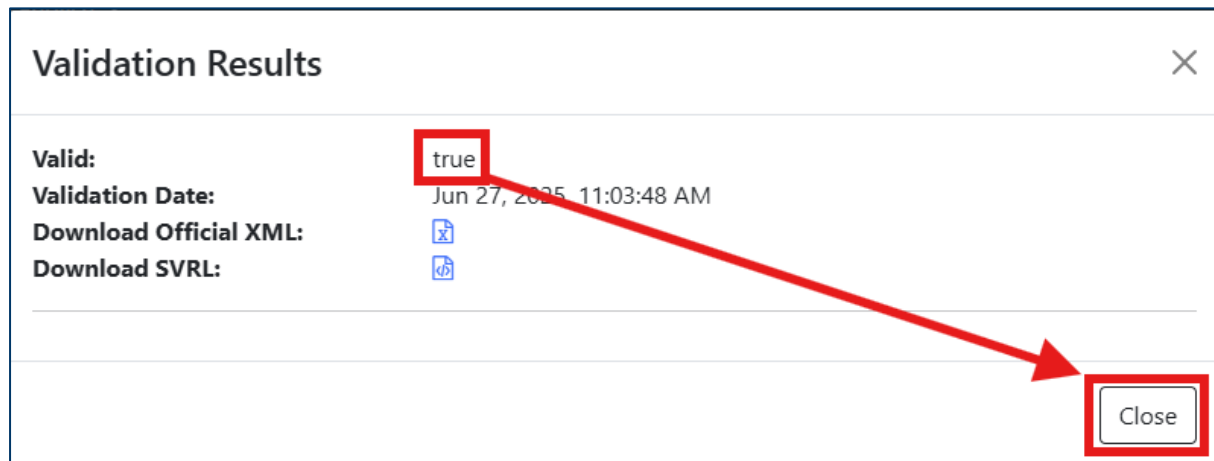


Figure 57

2.9.2. Validation “false”

If the validation comes back as “**false**” review the errors shown by the system. The list will include the code of the field and any conditions that were not met to consider those completed.

Search for the relevant code in this guidance document and insert the value as instructed.

If it is impossible to correct those fields, it might be easier to start over and create a new Contract Award Notice or contact procurementsupport@spu.ie for further details.

Remember that eForms is a dynamic form. Any values selected or inserted differently than in this guide may trigger system to add or remove fields which may lead to an unsuccessful validation.

2.9.3. Save as final

Finally, to save the notice, click on the tick icon at the top of the page, and then **“validate and save as final”**.

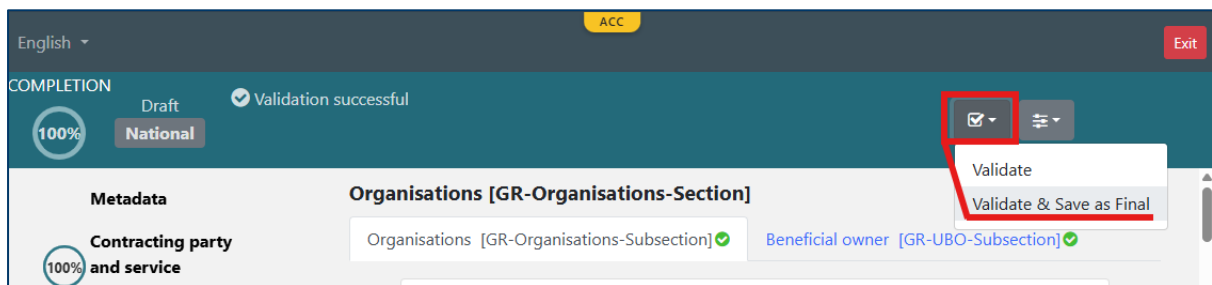


Figure 58

Wait for the system to process this request, and the blue bar to load fully.

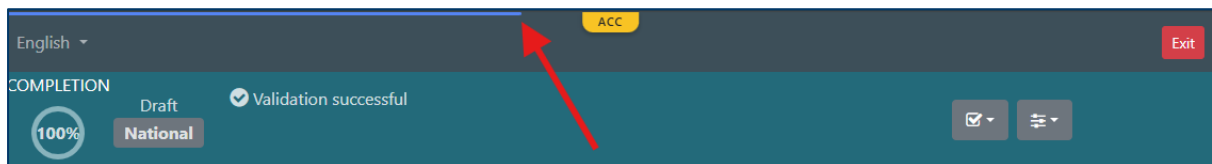


Figure 59

When the form is validated and saved, you can exit the eForms section.

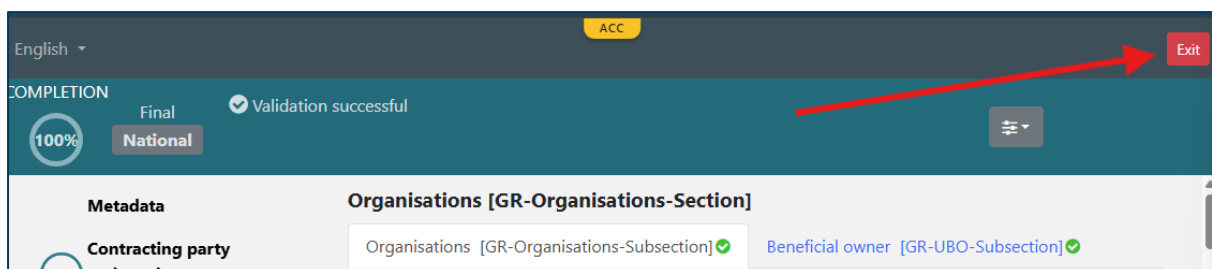


Figure 60

3. Publish Contract Award Notice

If you were logged out of the eTenders account while completing eForms, log back in, and click on “**Publish Contract Award Notice**” on your task list.

Next, to publish the notice, click on the icon of an **arrow pointing up** under the “Actions” heading.

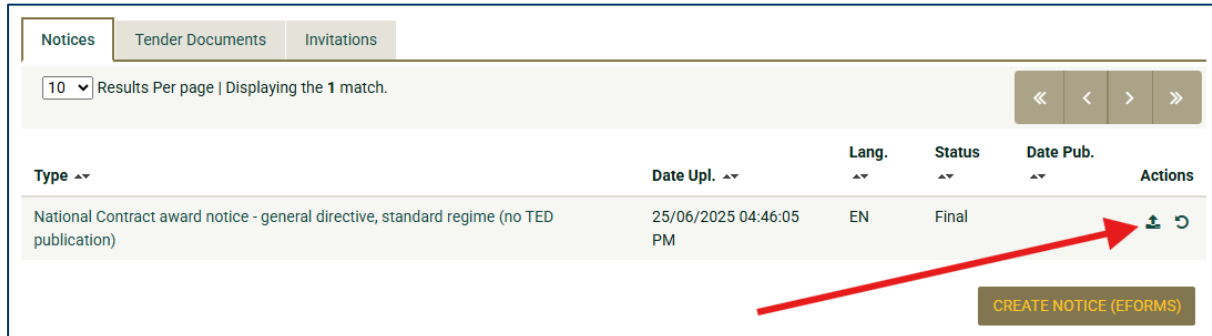


Figure 61

A pop-up window will appear, asking you to confirm this action. Click “ok” to proceed.

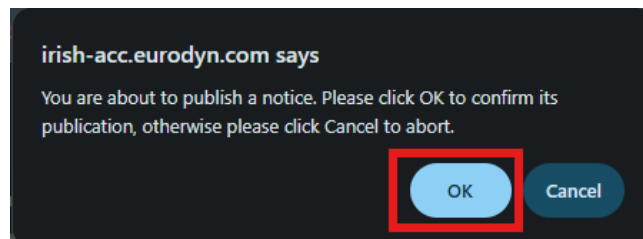
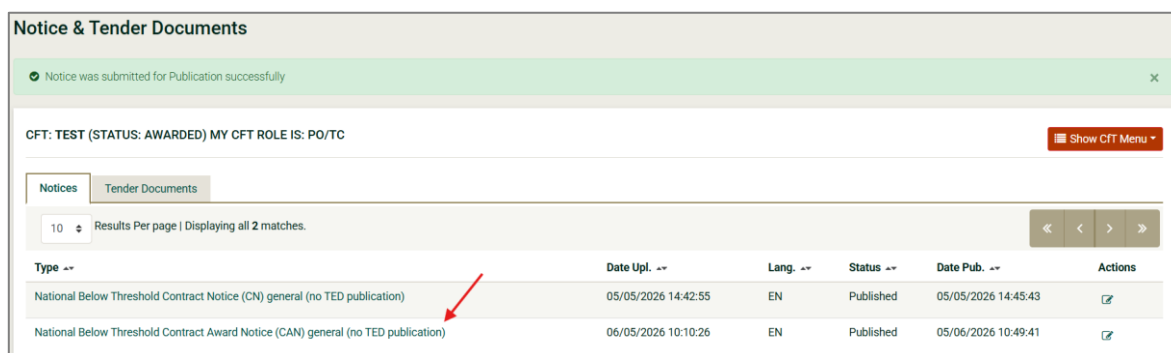


Figure 62

Congratulations! The Contract Award Notice has now been successfully published on eTenders platform. No further actions are necessary.

3.1 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 63). Open the downloaded PDF and the CAN number will be shown on the name of the document (Figure 64).



Type	Date Upd.	Lang.	Status	Date Pub.	Actions
National Below Threshold Contract Notice (CN) general (no TED publication)	05/05/2026 14:42:55	EN	Published	05/05/2026 14:45:43	Download
National Below Threshold Contract Award Notice (CAN) general (no TED publication)	06/05/2026 10:10:26	EN	Published	05/06/2026 10:49:41	Download

Figure 63

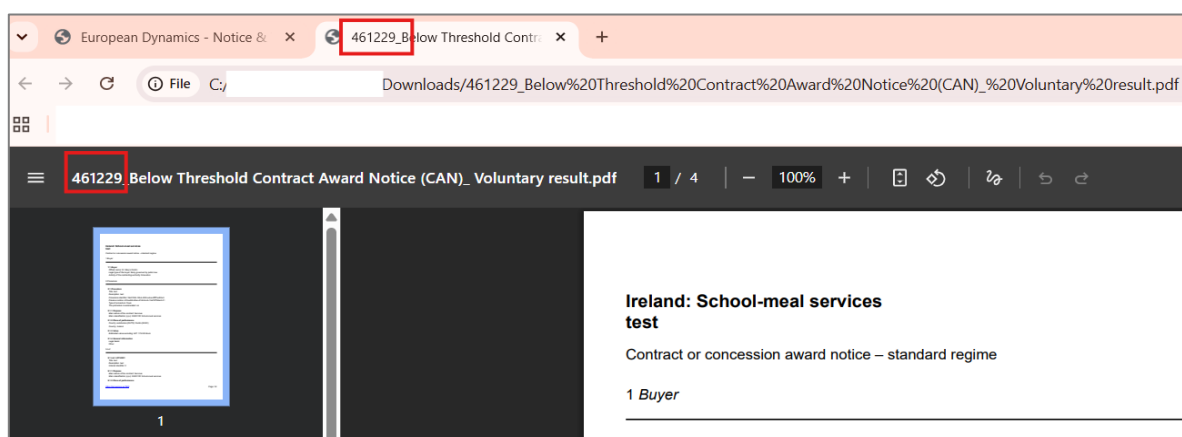


Figure 64

4. List of abbreviations

Field	Recommended wording for schools
CA	Contracting Authority (i.e. the school)
CAN	Contract Award Notice
CPV	Common Procurement Vocabulary
EO	Economic Operator (i.e. supplier or service provider)
OJEU	Official Journal of the European Union
TED	Tenders Electronic Daily – a supplement to the Official Journal of the European Union (OJEU); in essence, it is a platform for publishing and advertising competitions accessed by all Member States. All competitions above EU thresholds must be published on eTenders platform (i.e. Irish national platform) and in the OJEU. Competitions below the EU threshold do not need to be advertised in TED.

