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

*School Meals Scheme*

July 2026

Schools Procurement Unit

# Contents

## 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**".

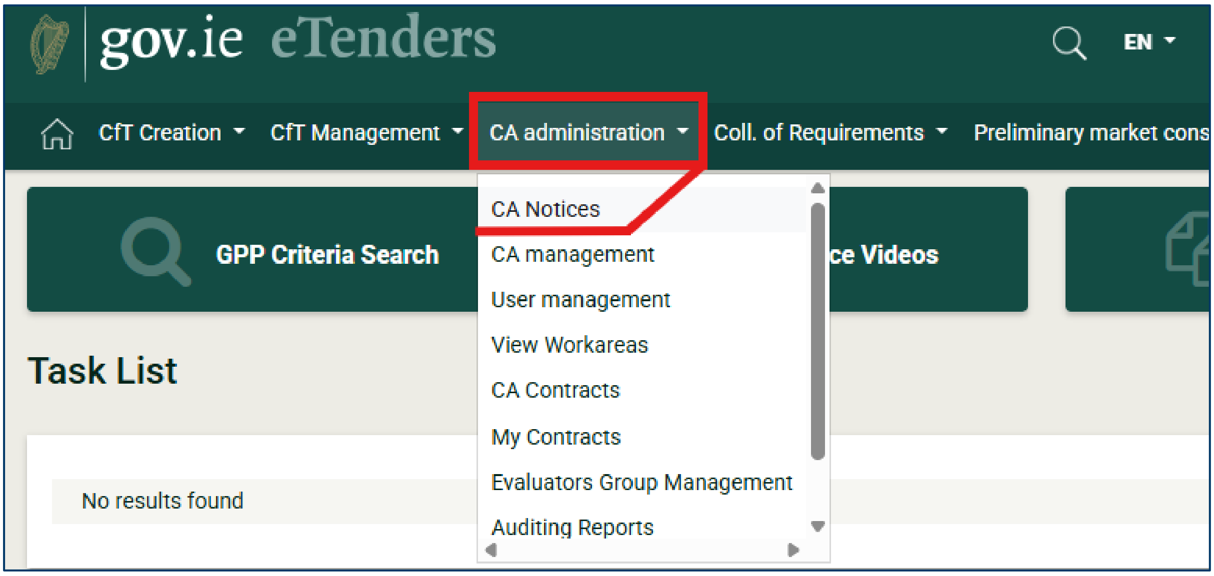


*Figure 1*

Click on **"Create Notice (eForms)"**.


*Figure 2*

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

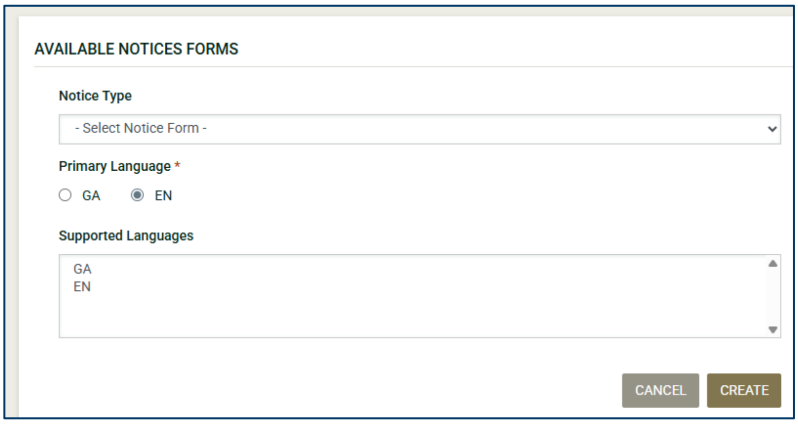


*Figure 3*

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.

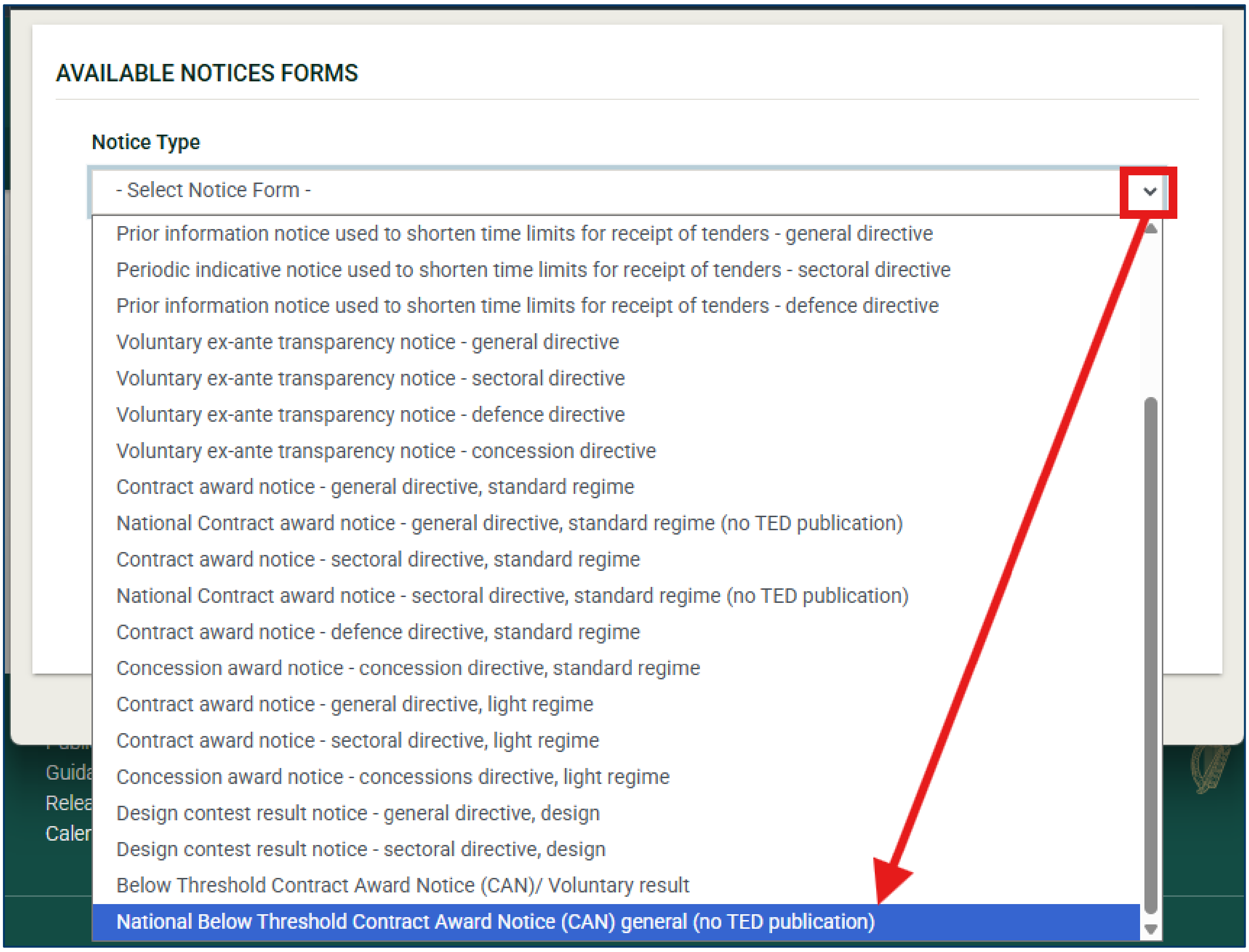

*Figure 4*

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 | *Leave blank.* |
| Primary language | English.<br>*This field should be preselected, and no further action is needed.* |
| Supported Languages | EN, GA<br>*This field should be preselected, and no further action is needed.* |

When ready, click “create”.

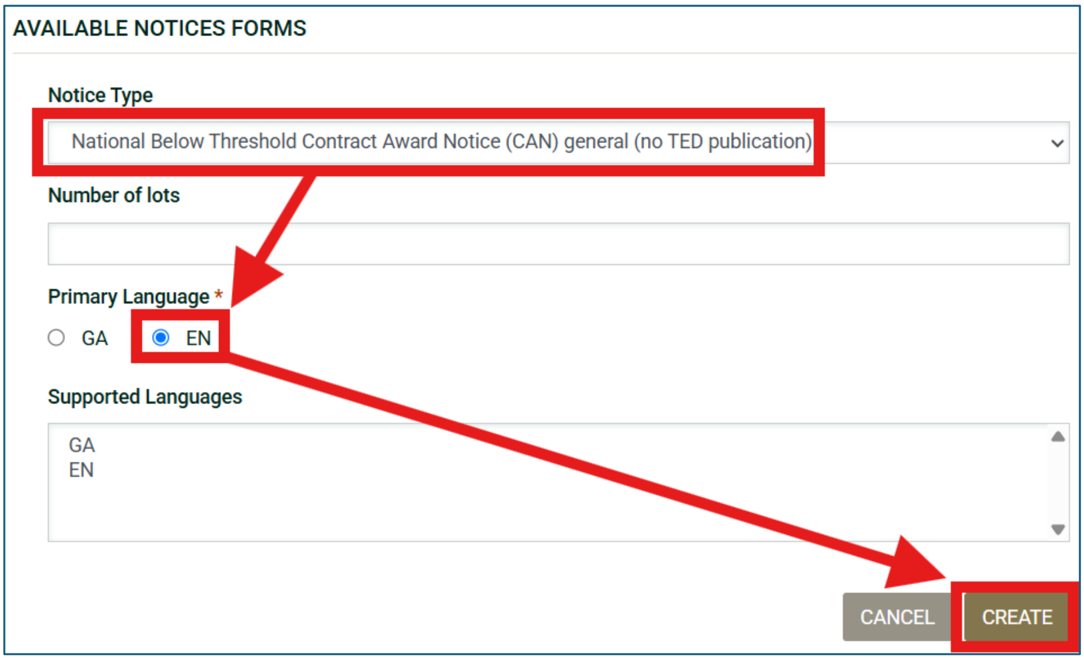


*Figure 5*

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.

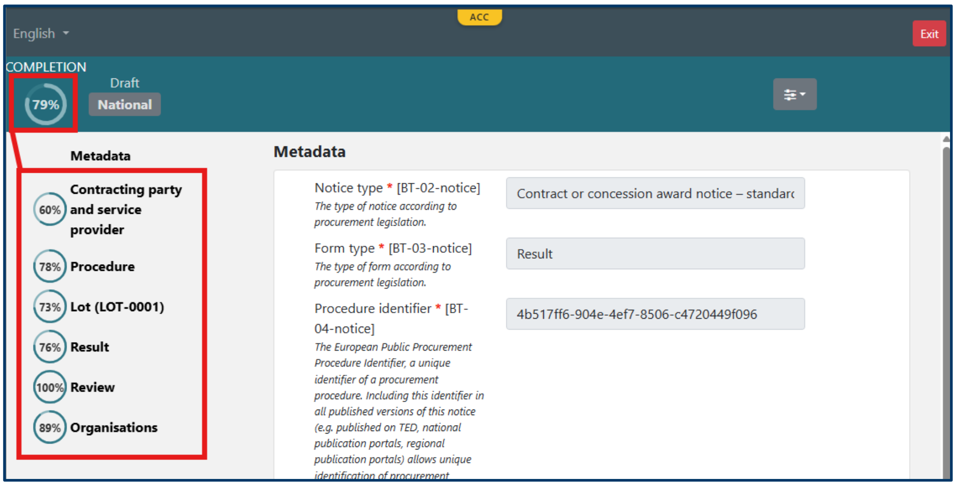


*Figure 6*

#### 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.

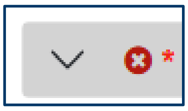

*Figure 7*

**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.**

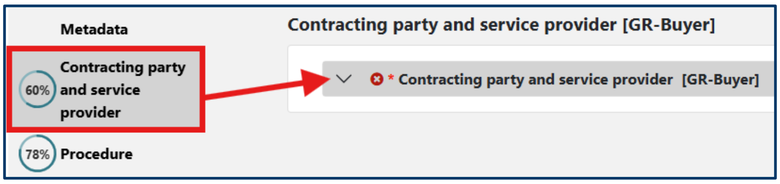


*Figure 8*

## 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.

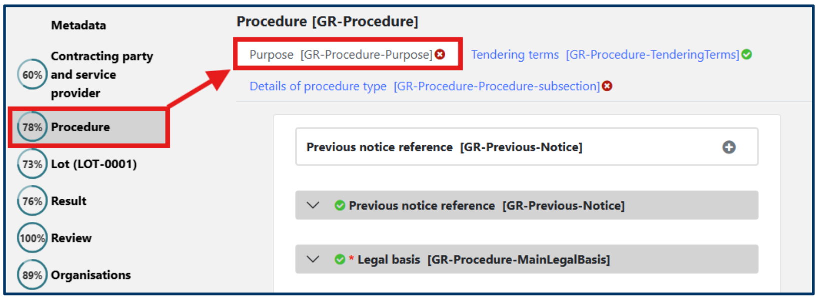


*Figure 9*

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.

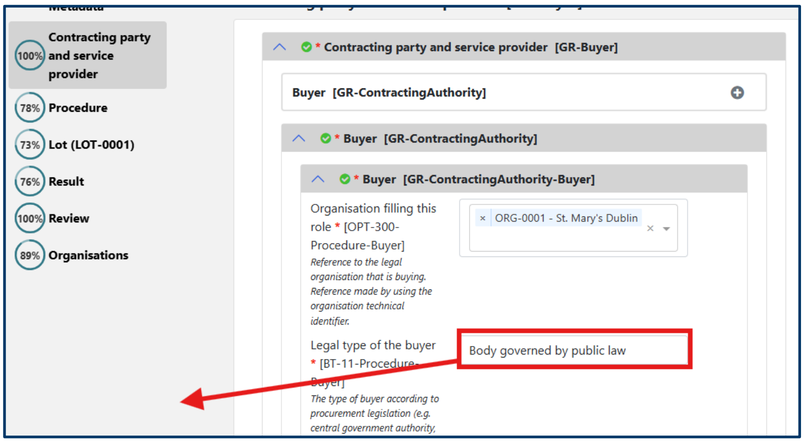


*Figure 10*

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

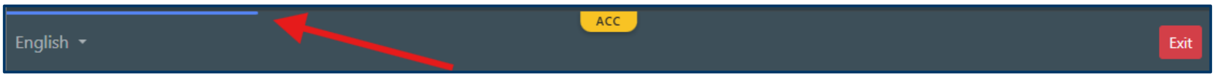


*Figure 11*

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.

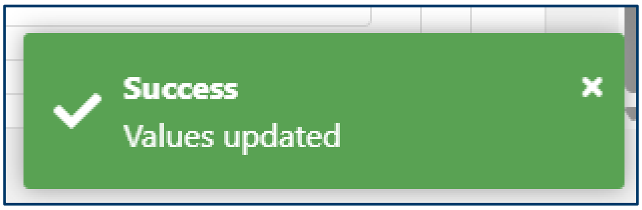


*Figure 12*

## 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".**

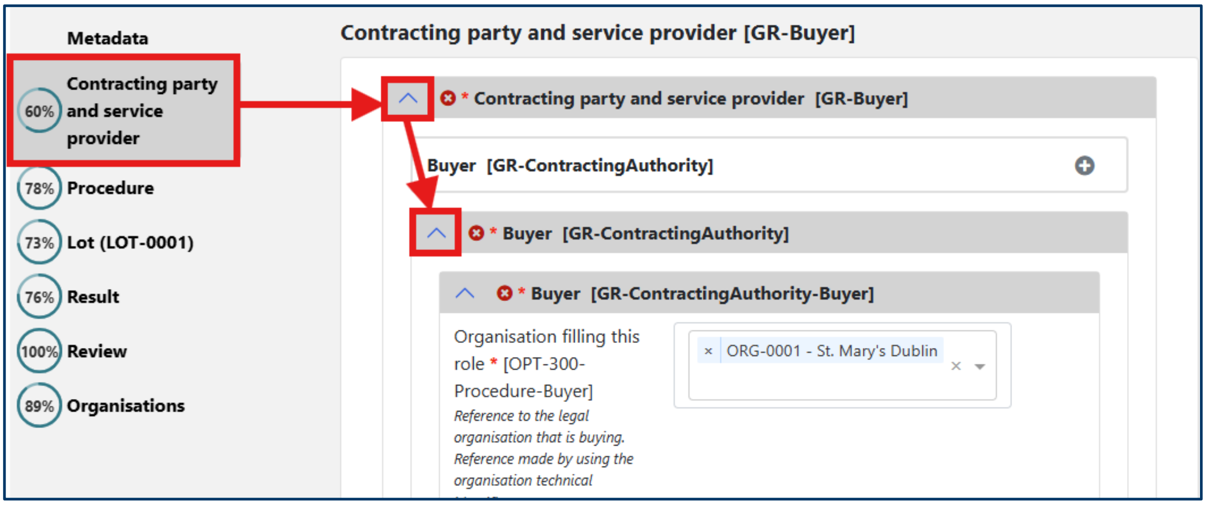


*Figure 13*

| 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. *Example: ORG-0001 St. Mary's Dublin* |
| 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. *Example: https://spu.ie* |

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.

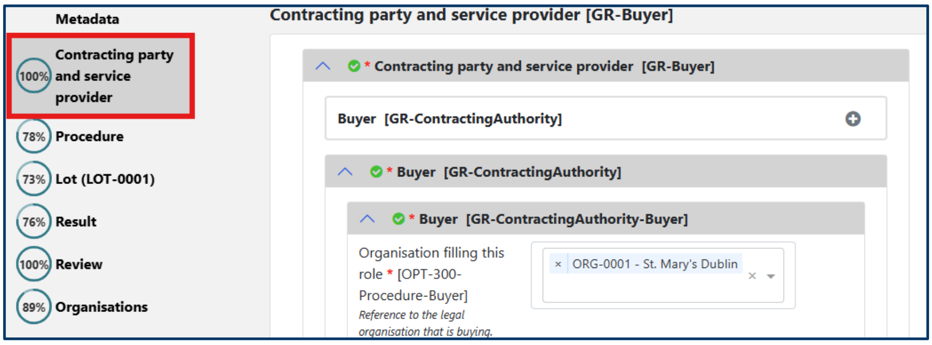


*Figure 14*

## 2.3. Procedure

### 2.3.1. Purpose

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

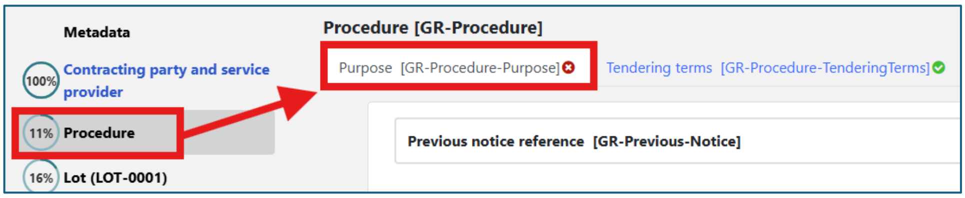


*Figure 15*

#### 2.3.1.1. Legal basis

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

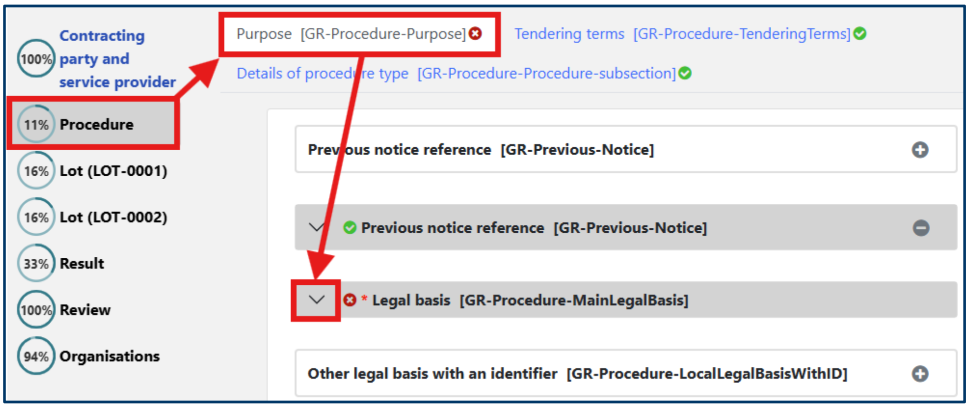


*Figure 16*

| Field | Description | Recommended Text for Schools |
|---|---|---|
| Legal basis of the procedure<br>* [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]**”.

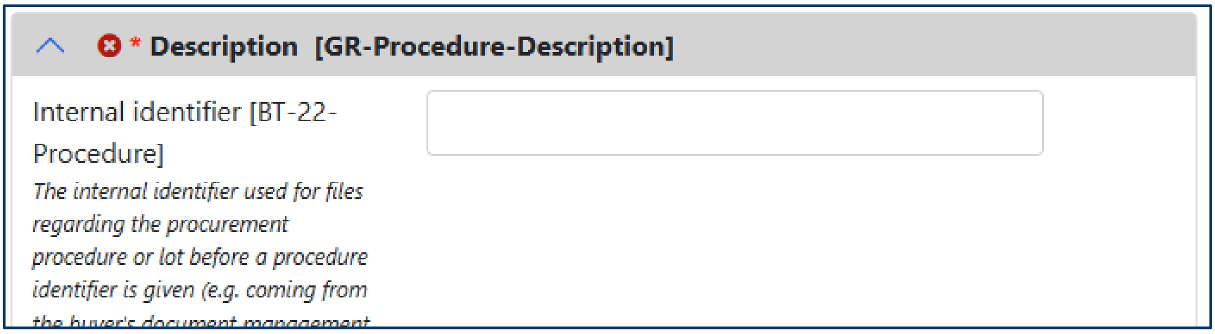


*Figure 17*

| Field | Description | Recommended Text for Schools |
|---|---|---|
| Title *<br>[BT-21-Procedure] | The name of the procurement procedure or lot. | Insert title of your competition.<br><br>*Example: Call for Tenders for the Provision of Hot School Meals to St. Mary’s Dublin (12345A).* |
| Description *<br>[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.<br><br>Note: there are maximum 6000 characters allowed in this field. | Insert short description of your competition.<br><br>*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.* |
| Main nature of the contract *<br>[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]**"

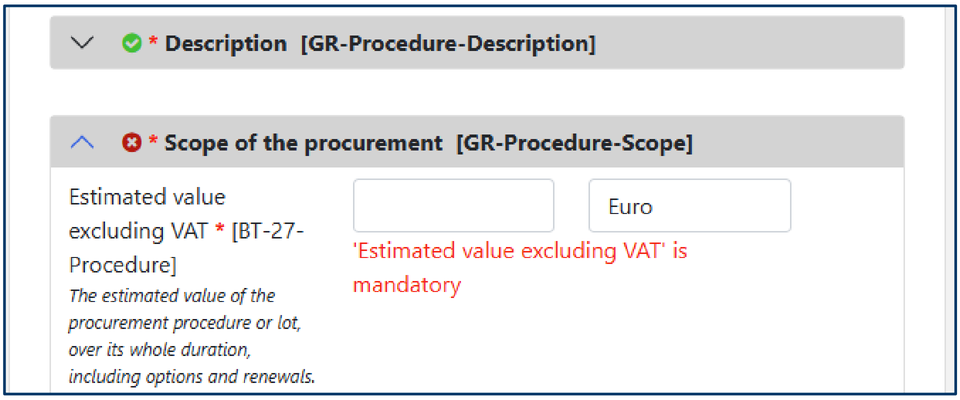


*Figure 18*

| 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<br><br>*Example: 45000* |

### 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.

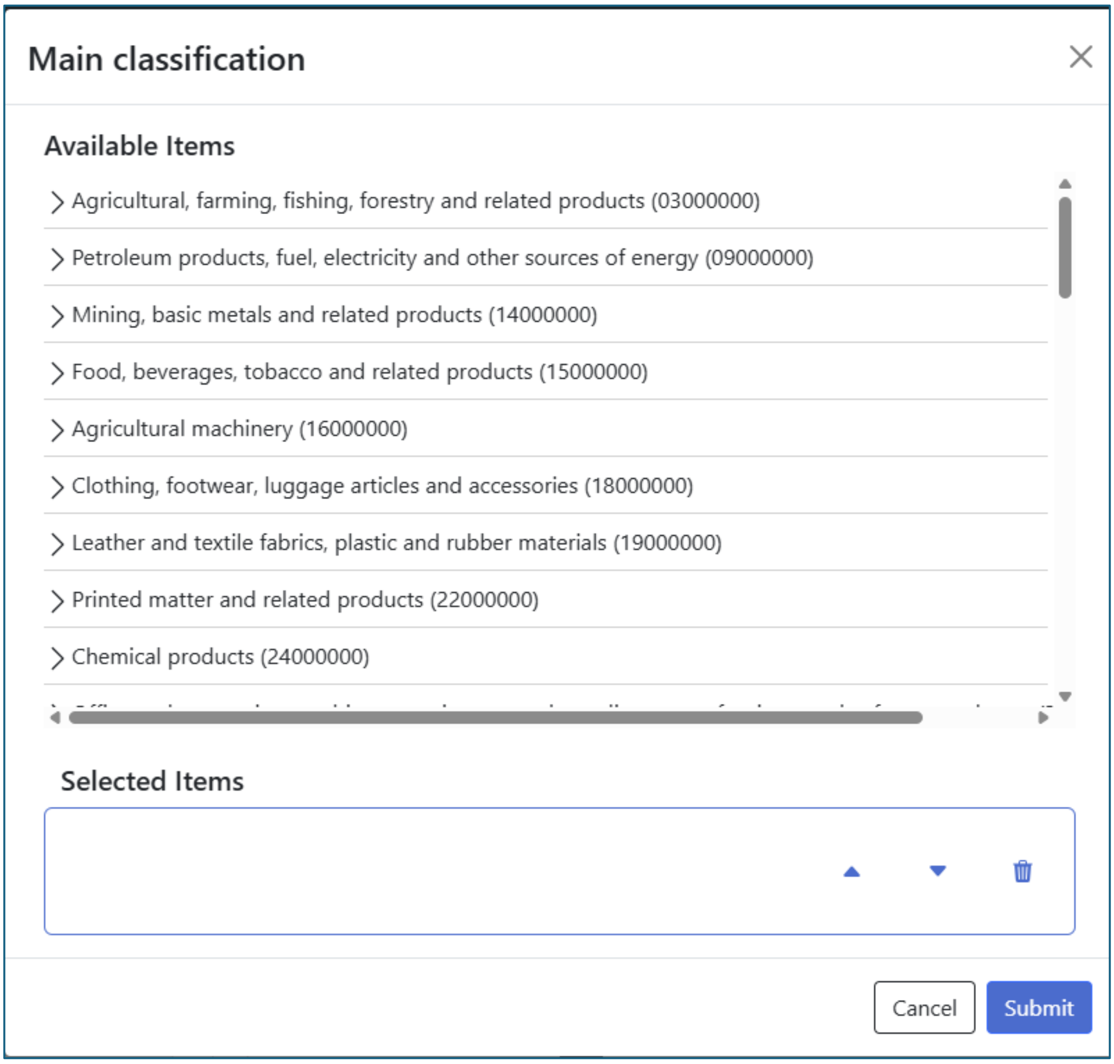


*Figure 20*

**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)**”.

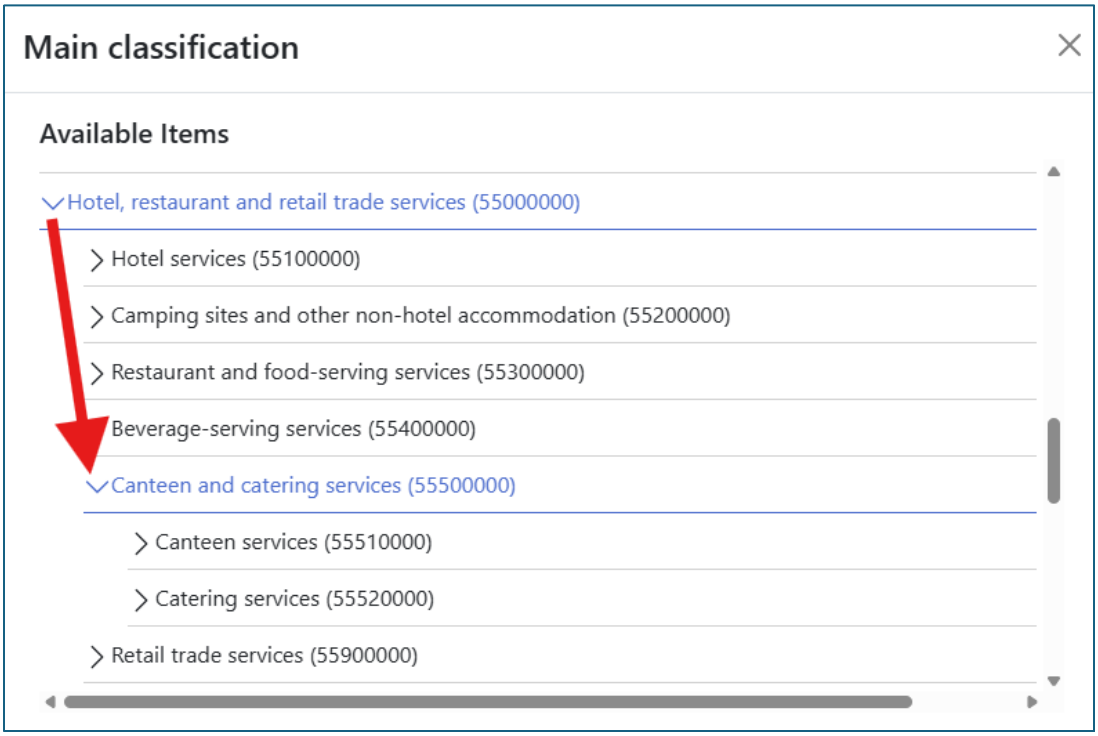


*Figure 21*

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

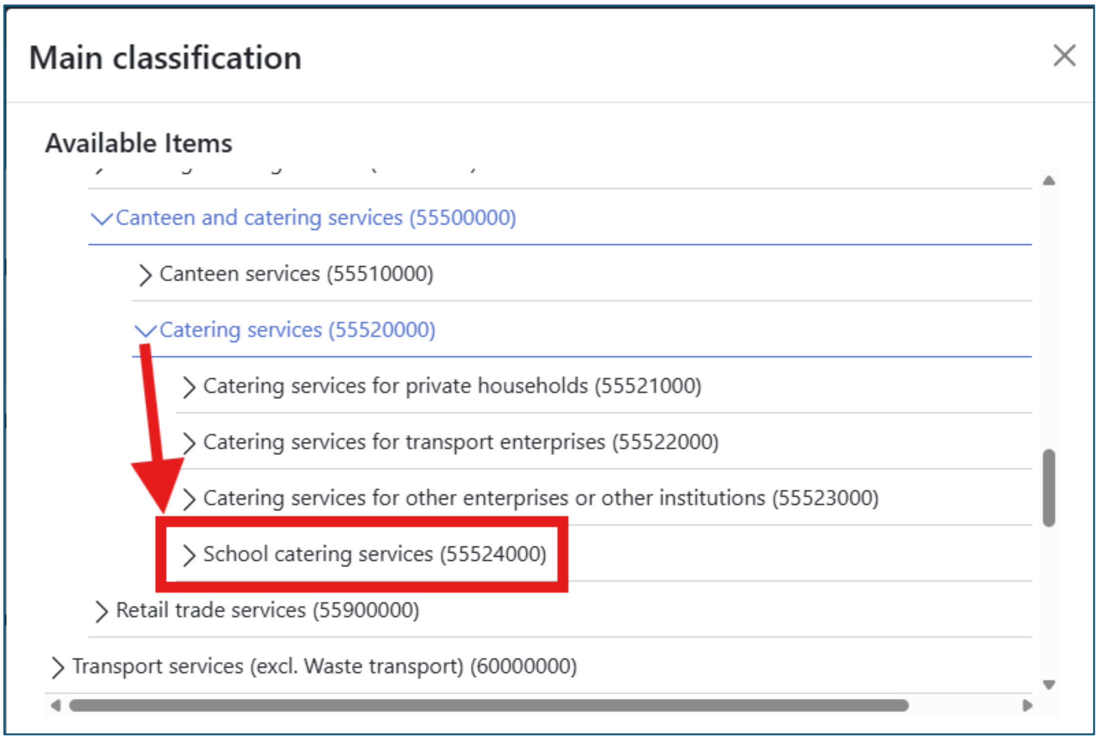


*Figure 22*

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

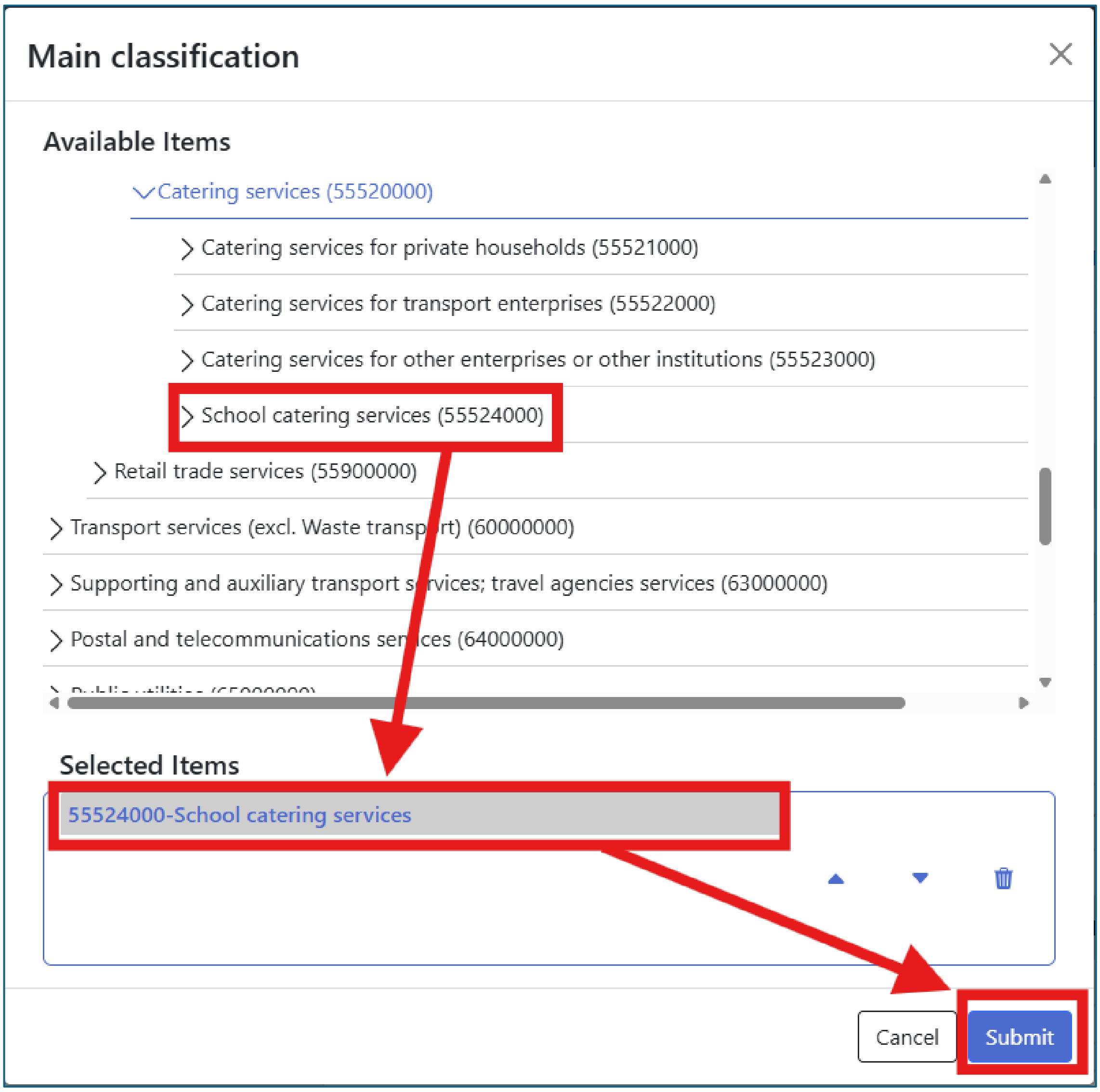


*Figure 23*

**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]**”.

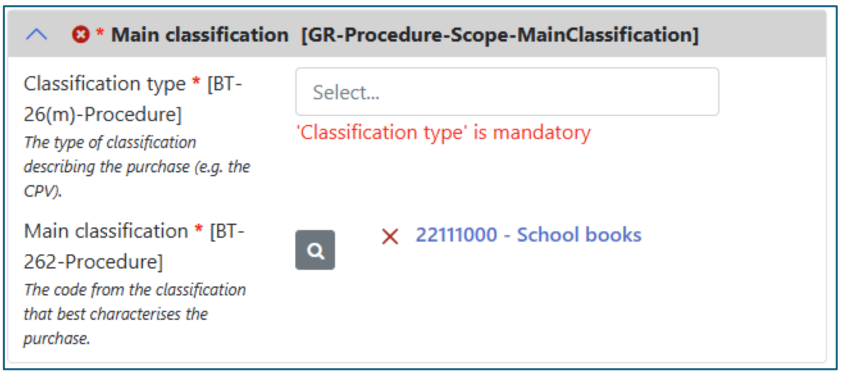


*Figure 24*

| 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<br><br>*The code was selected at the earlier step. No further action is required.* |

### 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.

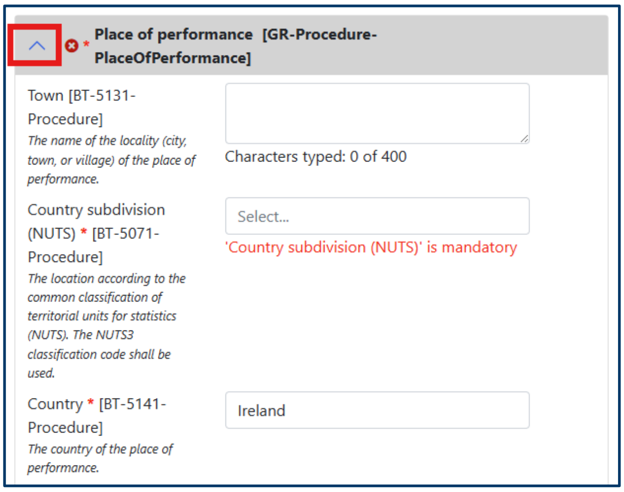


*Figure 25*

| 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.<br><br>***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**:<br><br>**<u>NUTS3 Code</u>** — **<u>County</u>**<br>**Border** — Cavan, Donegal, Leitrim, Monaghan, Sligo<br>**West** — Mayo, Roscommon, Galway and Galway City<br>**Mid-West** — Clare, Tipperary, Limerick City and County<br>**South-East** — Carlow, Kilkenny, Wexford, Waterford City and County<br>**South-West** — Kerry, Cork and Cork City<br>**Dublin** — Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin<br>**Mid-East** — Kildare, Meath, Wicklow, Louth<br>**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.

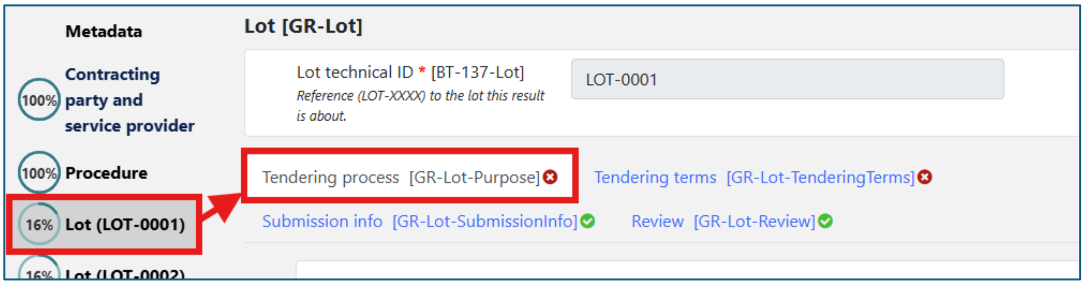


*Figure 26*

#### 2.4.1.1. Description of the lot

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

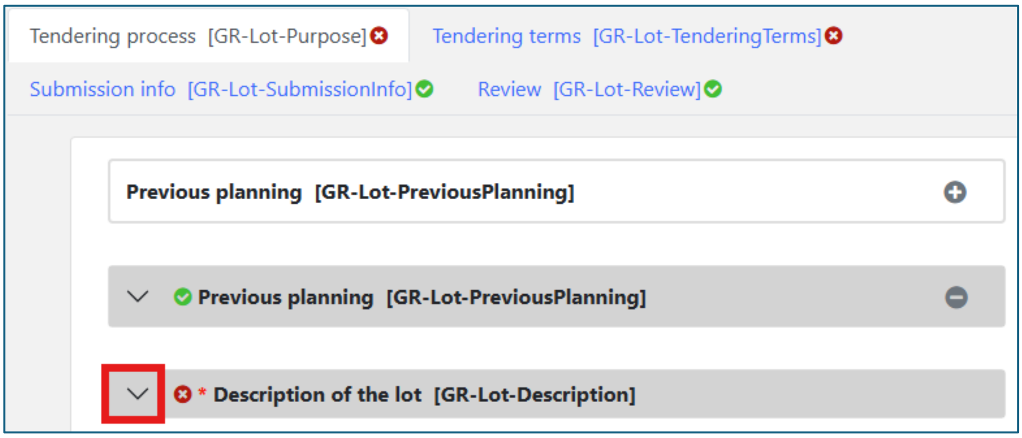


*Figure 27*

| 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) | *This field will be prepopulated.*<br>*No action required.* |
| 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].<br><br>*Example: Call for Tenders for the Provision of Hot School Meals to St. Mary’s Dublin (12345A).* |

| | | |
|---|---|---|
| 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].<br><br>*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.* |
| 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]"**

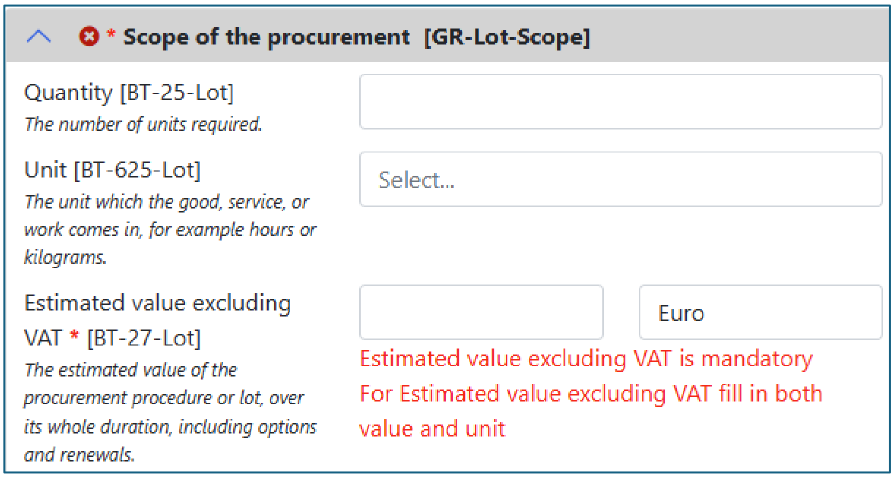


*Figure 28*

| 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.

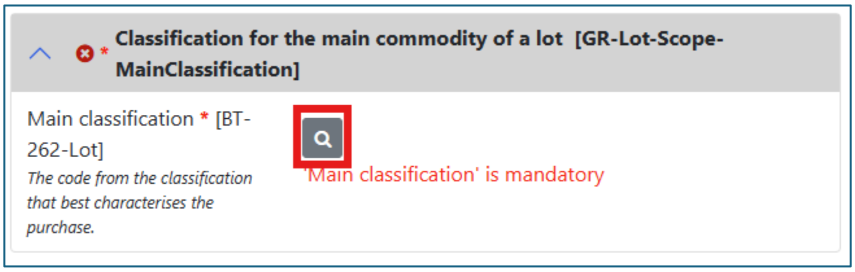


*Figure 29*

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**”.

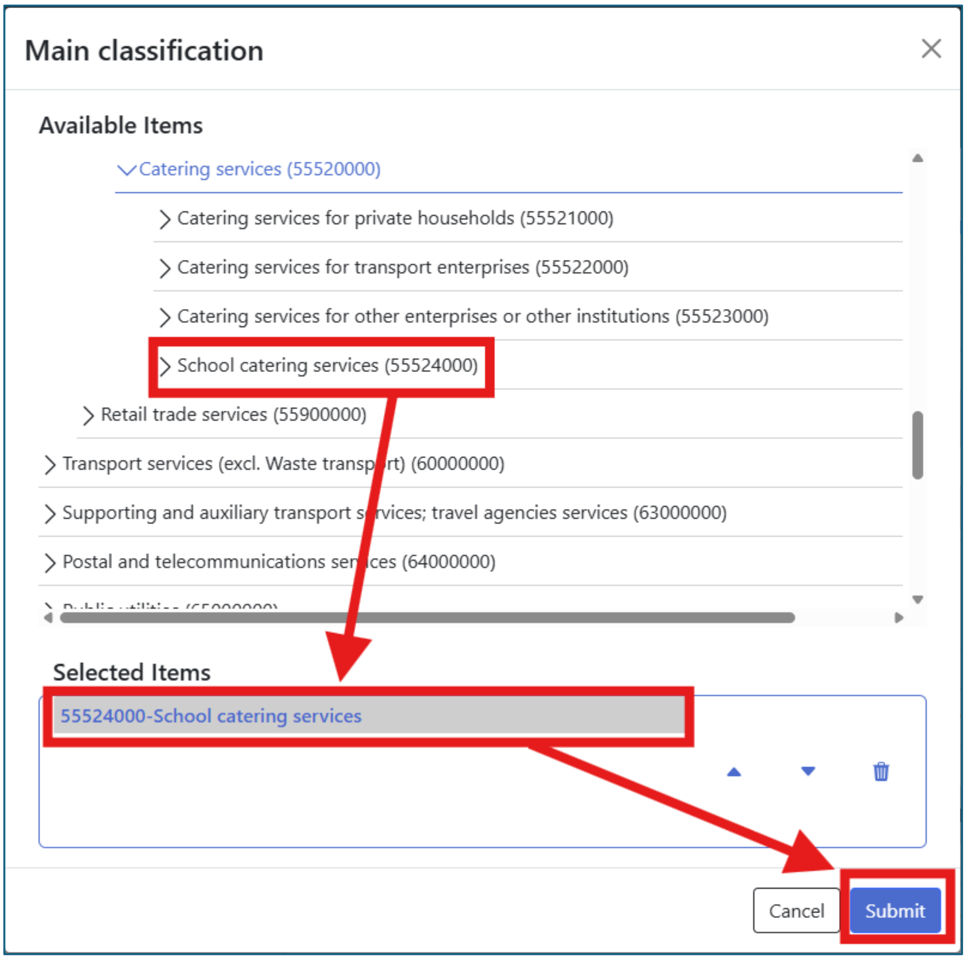


*Figure 30*

### 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.

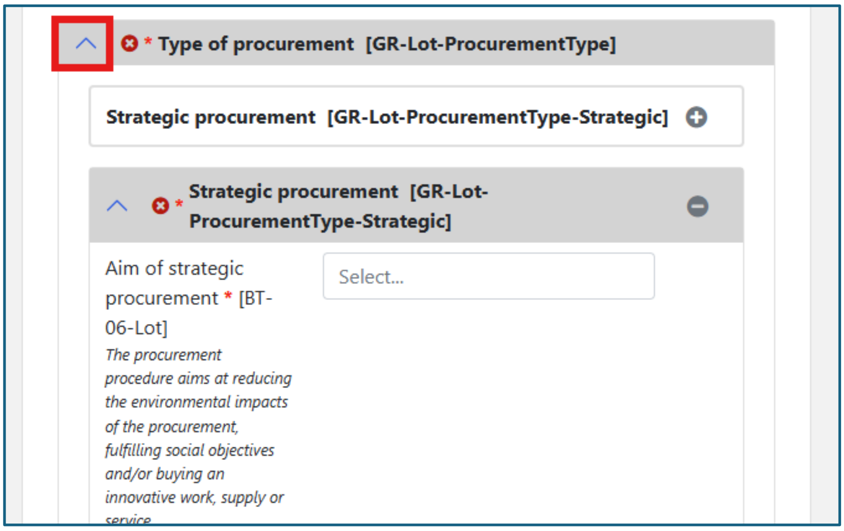


*Figure 31*

| 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]**".

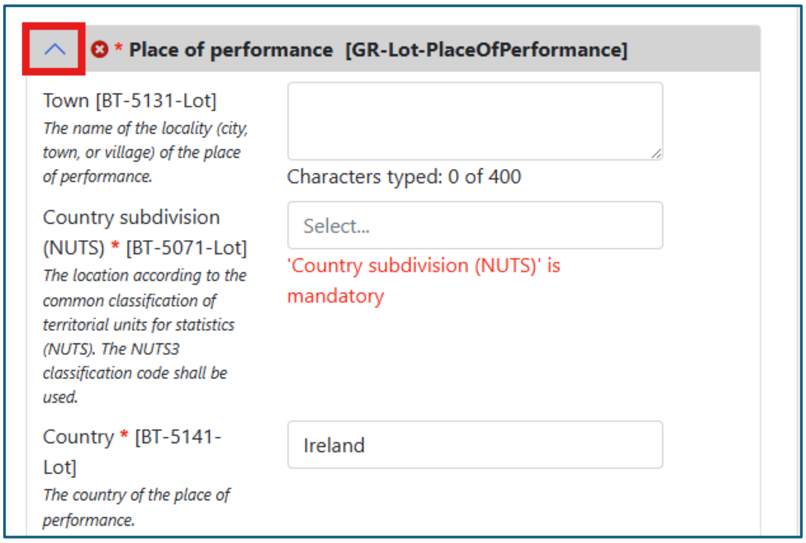


*Figure 32*

| 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.<br><br>***Example:***<br>***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**:<br><br>**NUTS3 Code** — **County**<br>**Border** — Cavan, Donegal, Leitrim, Monaghan, Sligo<br>**West** — Mayo, Roscommon, Galway and Galway City<br>**Mid-West** — Clare, Tipperary, Limerick City and County<br>**South-East** — Carlow, Kilkenny, Wexford, Waterford City and County<br>**South-West** — Kerry, Cork and Cork City<br>**Dublin** — Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin<br>**Mid-East** — Kildare, Meath, Wicklow, Louth<br>**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.

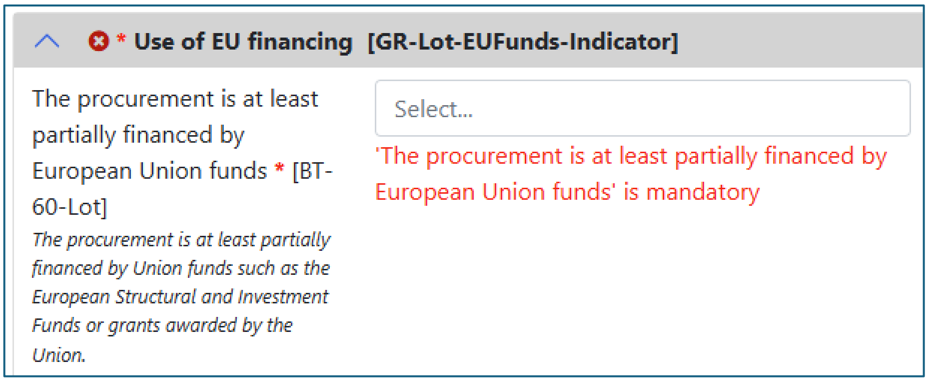


*Figure 33*

| 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.

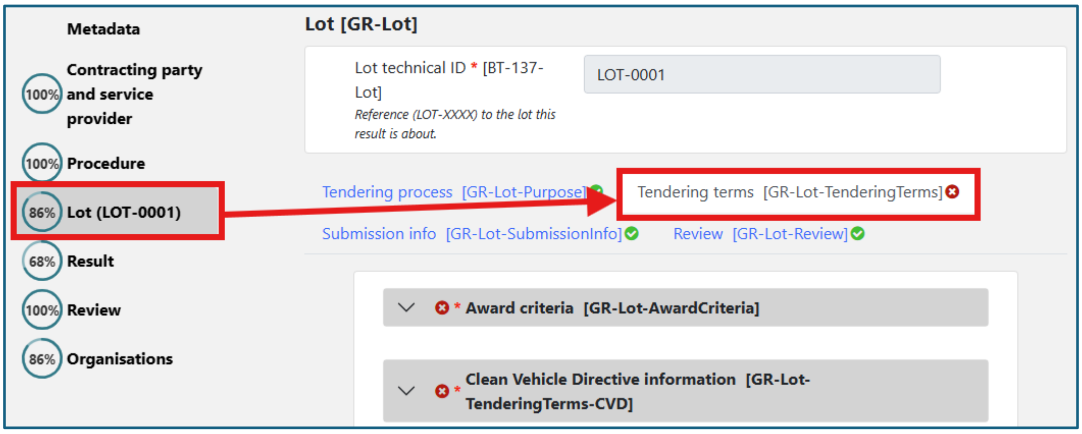


*Figure 34*

#### 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]**".

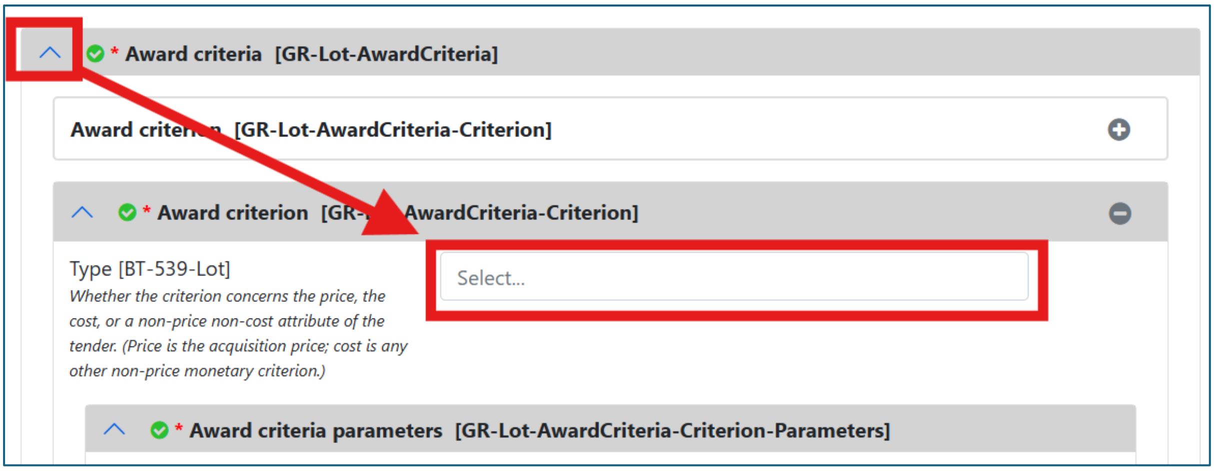


*Figure 35*

| 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.<br><br>**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%<br><br>**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.<br><br>**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).<br><br>**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.

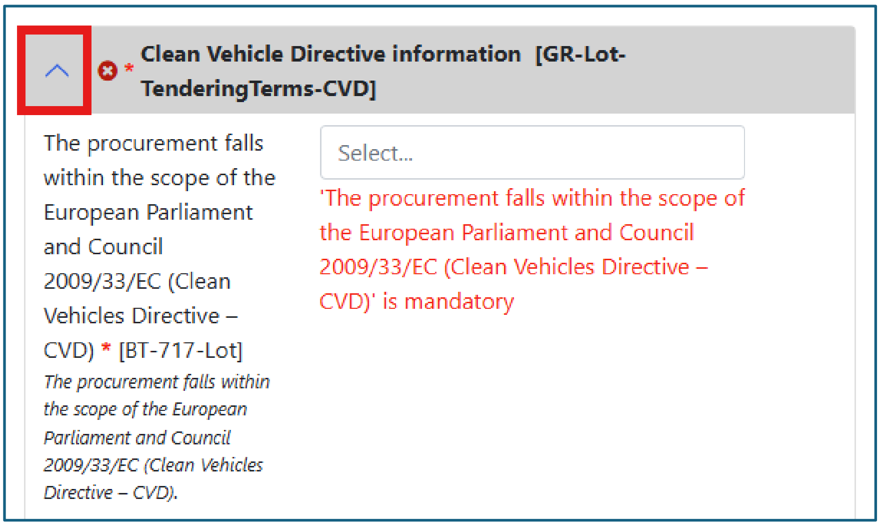


*Figure 36*

| **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]**”.

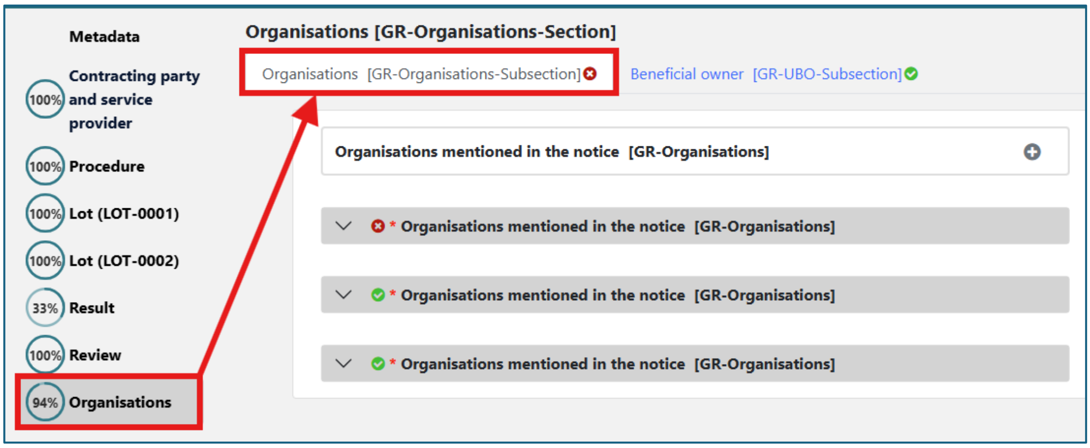


*Figure 37*

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]**”.

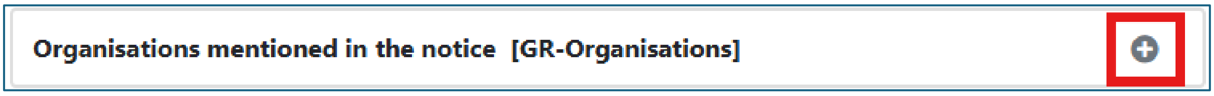


*Figure 38*

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.

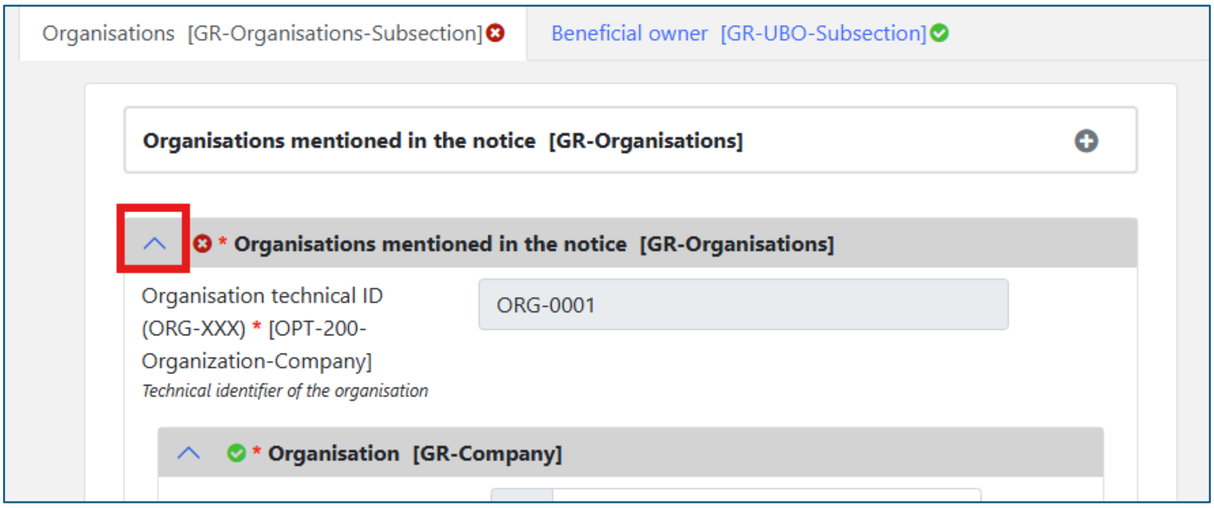


*Figure 39*

#### 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.<br><br>***If the mandatory information in school's organisation details on eTenders were completed, this field will be prepopulated!*** | If this field is not prepopulated, select NUTS3 code representing the school's county **as per table below**:<br><br>**NUTS3 Code** — **County**<br>**Border** — Cavan, Donegal, Leitrim, Monaghan, Sligo<br>**West** — Mayo, Roscommon, Galway and Galway City<br>**Mid-West** — Clare, Tipperary, Limerick City and County<br>**South-East** — Carlow, Kilkenny, Wexford, Waterford City and County<br>**South-West** — Kerry, Cork and Cork City<br>**Dublin** — Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin<br>**Mid-East** — Kildare, Meath, Wicklow, Louth<br>**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.

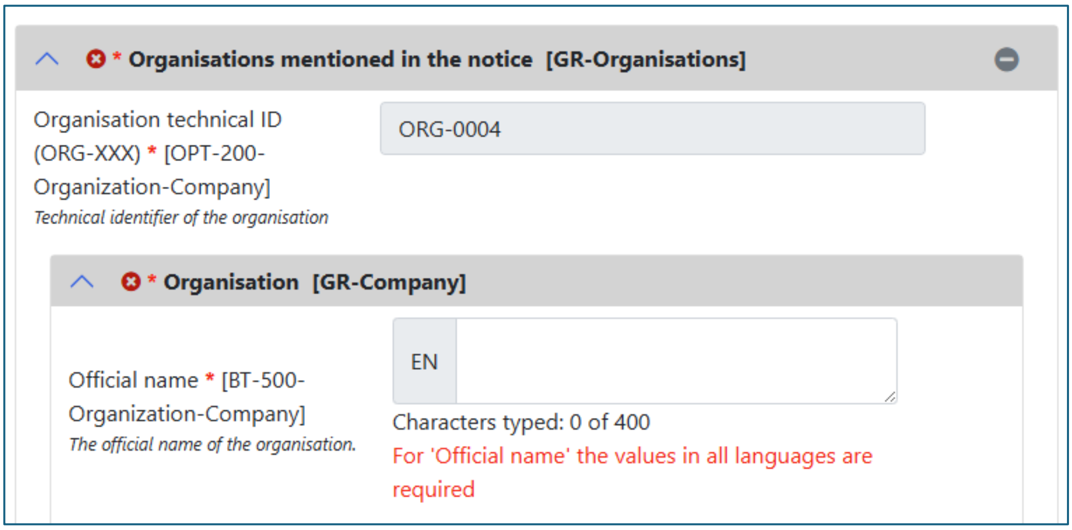


*Figure 40*

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.<br><br>**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 <u>after</u> the field for country was completed <u>and</u> it will appear above the country field.**<br><br>Select NUTS3 code for the county, **the supplier** is registered in.<br><br>**<u>NUTS3 Code</u>** – **<u>County</u>**<br>**Border** – Cavan, Donegal, Leitrim, Monaghan, Sligo<br>**West** – Mayo, Roscommon, Galway and Galway City<br>**Mid-West** – Clare, Tipperary, Limerick City and County<br>**South-East** – Carlow, Kilkenny, Wexford, Waterford City and County<br>**South-West** – Kerry, Cork and Cork City<br>**Dublin** – Dublin City, Dún Laoghaire–Rathdown, Fingal and South Dublin<br>**Mid-East** – Kildare, Meath, Wicklow, Louth<br>**Midland** – Laois, Longford, Offaly, Westmeath |

| | | |
|---|---|---|
| Email * [BT-506-Organization-Company] | The email address for contacting the organisation. | Insert relevant email address for the supplier.<br><br>This must be an official email address. Remember that CAN and the information inserted in the form will be publicly available!<br><br>**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). |

## 2.7. Result

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

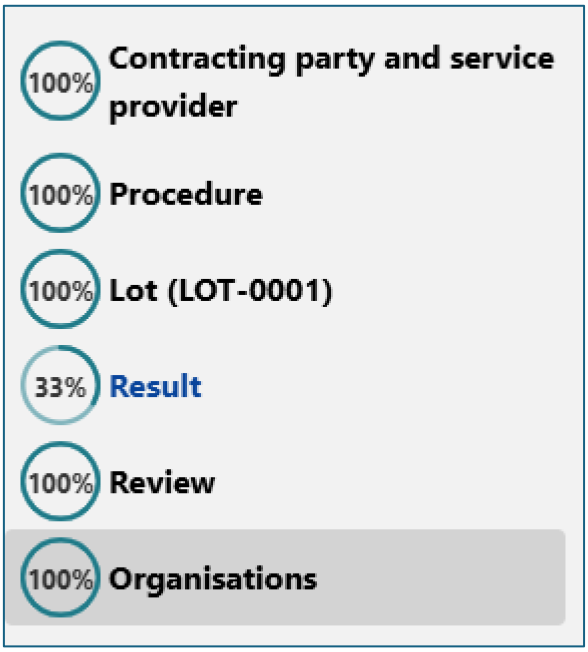


*Figure 41*

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.

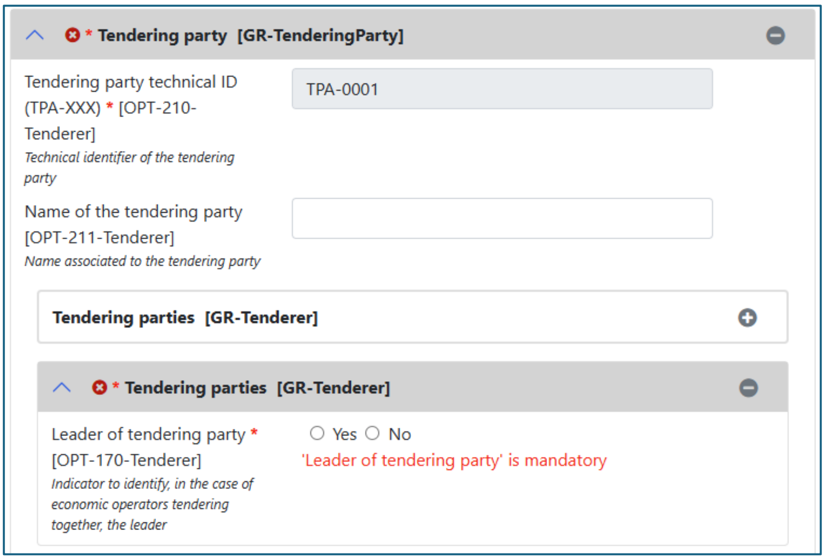


*Figure 44*

| 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**.

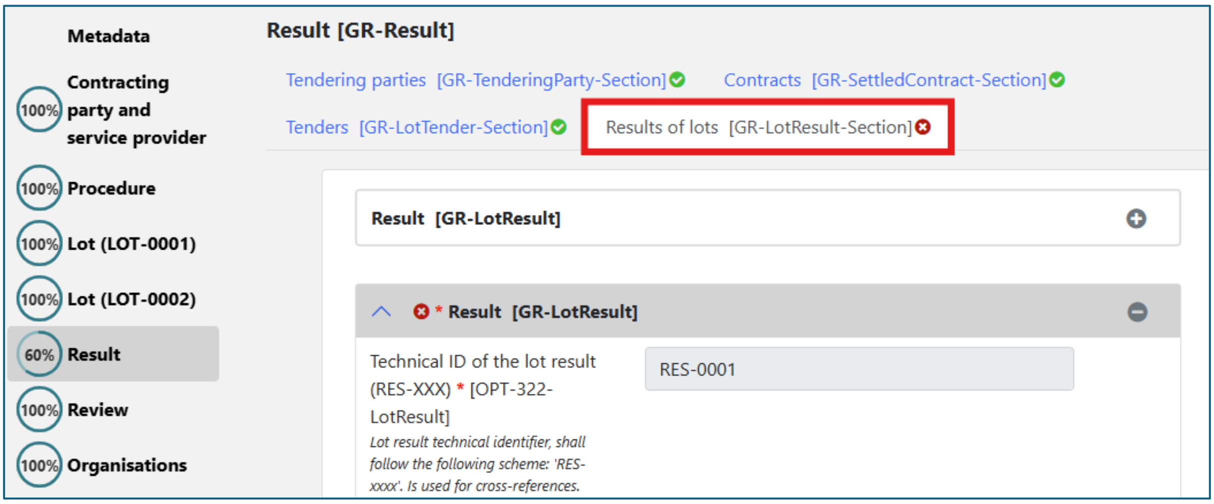

*Figure 45*

| 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. | *This field will be prepopulated with RES-0001. No action needed.* |
| 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.

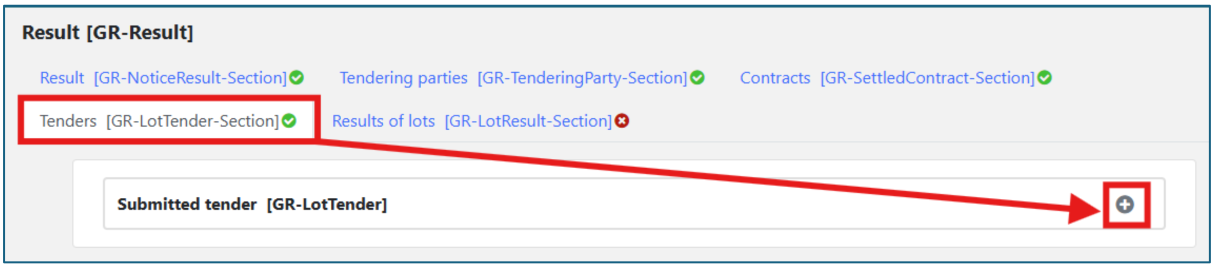


*Figure 46*

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).<br><br>*Example: Supplier 1 Tender* |
| 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)<br><br>*Example: TPA-0001 – Supplier 1* |

### 2.7.3. Result

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

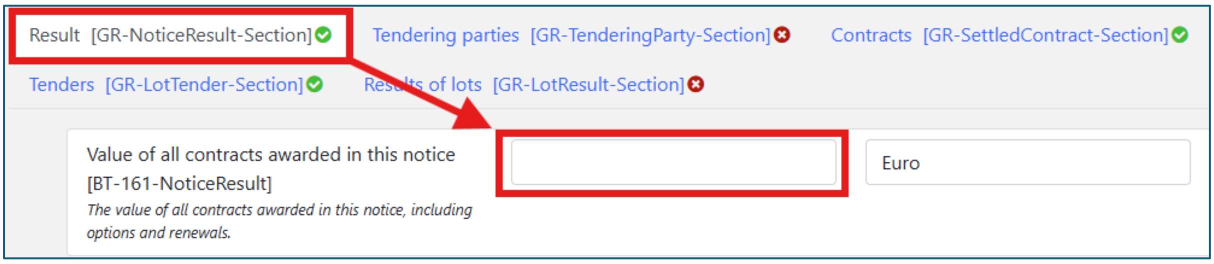


*Figure 47*

| 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]**".


*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.

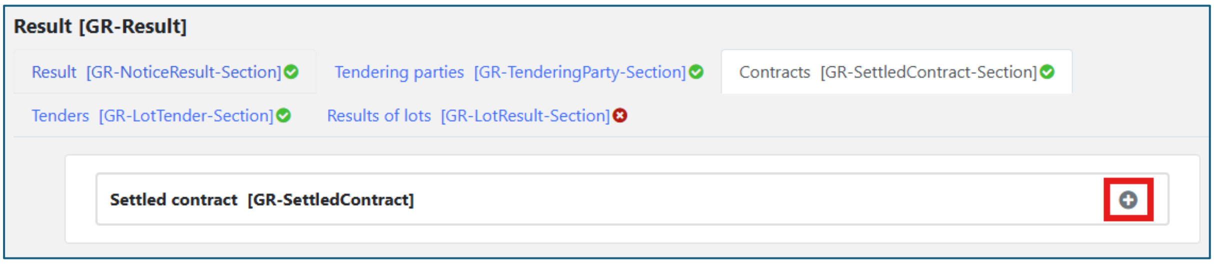


*Figure 49*

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.<br><br>*Example: Supplier 1.* |

#### 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.

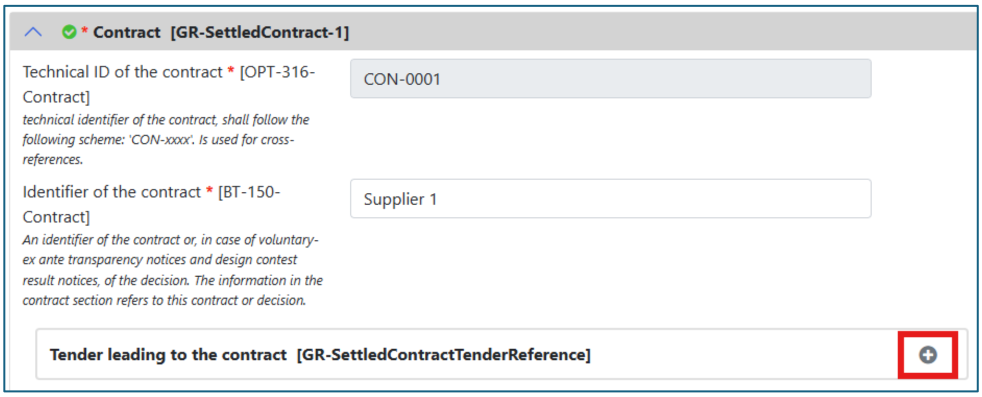


*Figure 50*

**Note:** Even if you only click one time on the plus icon here, **<u>two fields with the same code</u>** 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.

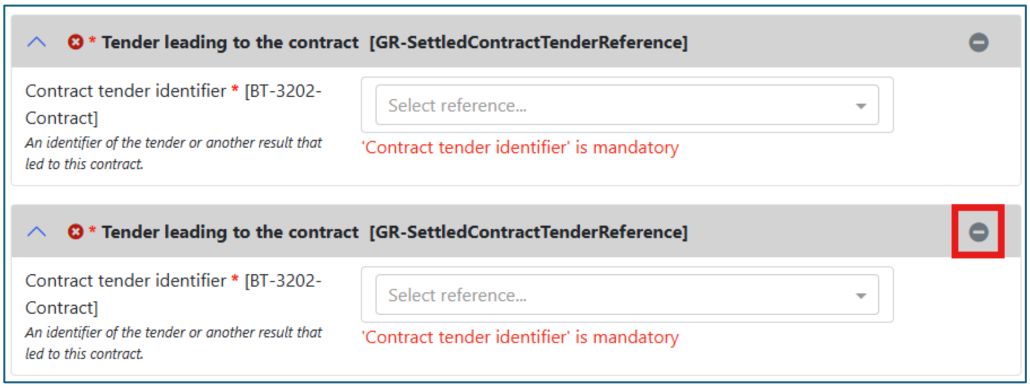


*Figure 51*

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

| Tender leading to the contract [GR-SettledContract TenderReference] | 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]".

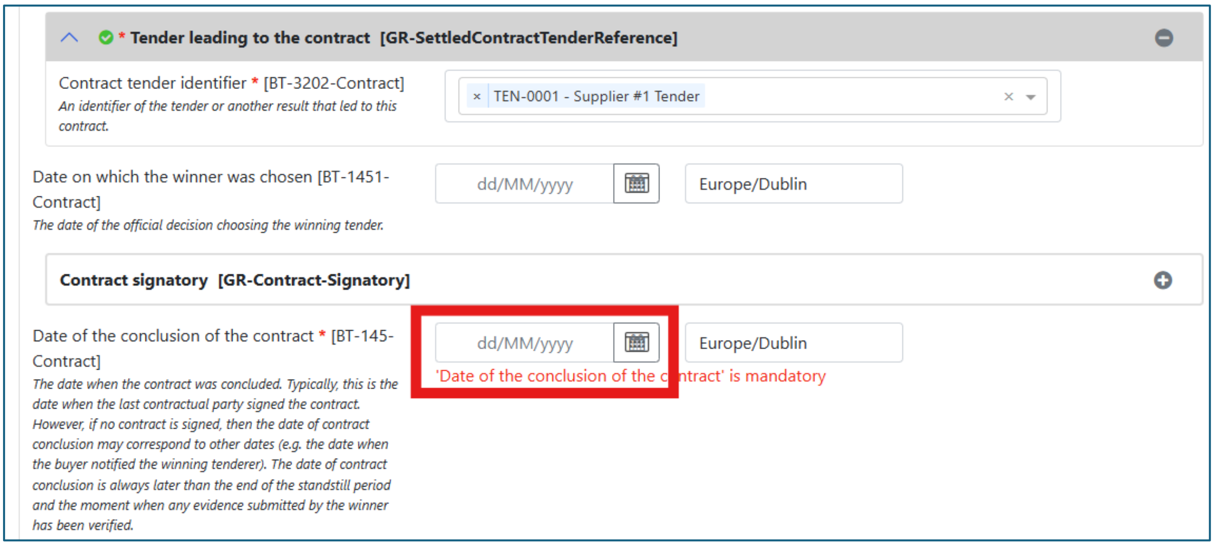


*Figure 52*

| 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.<br><br>*Example: 26/02/2026*<br><br>*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.* |

### 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).<br><br>*Example: ORG-0001 St. Mary's Dublin* |

## 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]**".

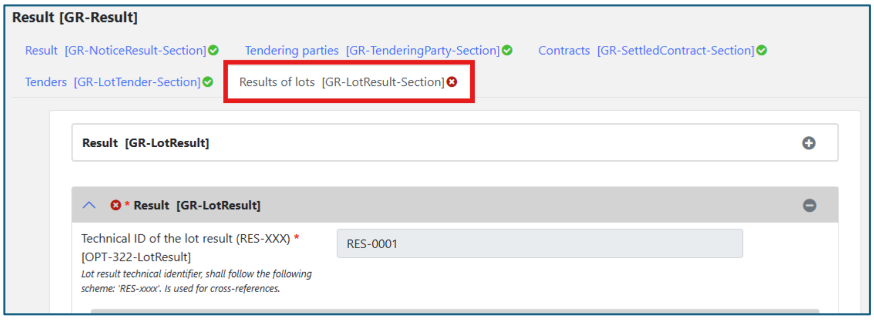


*Figure 53*

### 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.

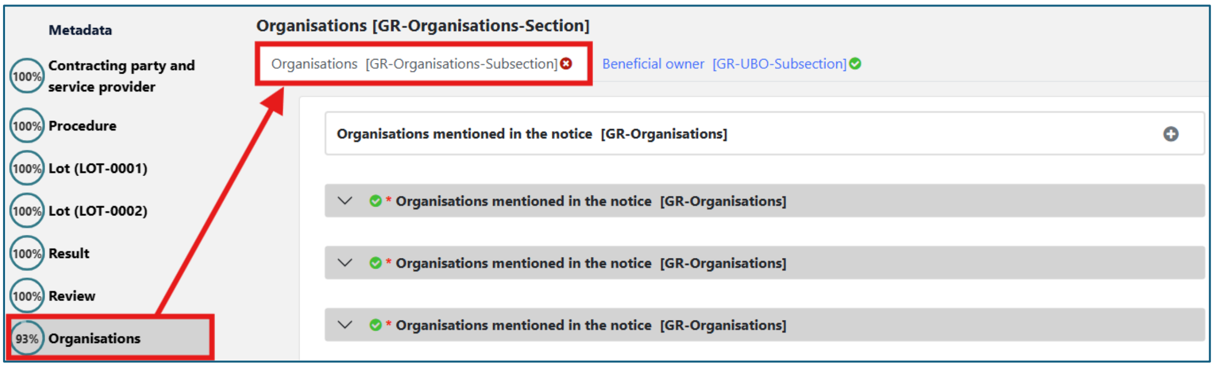


*Figure 54*

### 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.


*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.<br><br>Options:<br>- Large<br>- Medium<br>- Micro<br>- Micro, small, or medium<br>- 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.

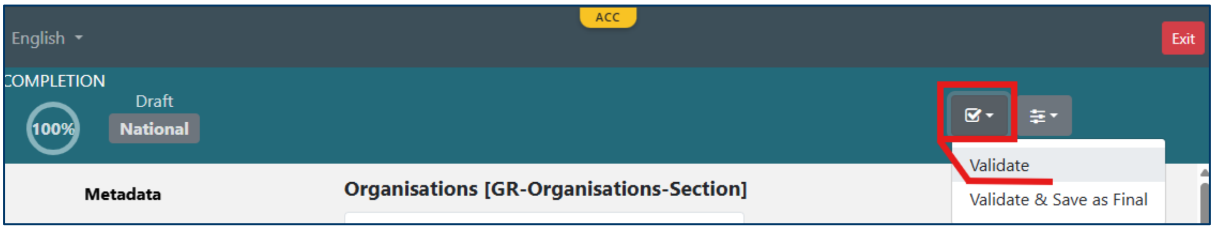


*Figure 56*

### 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.

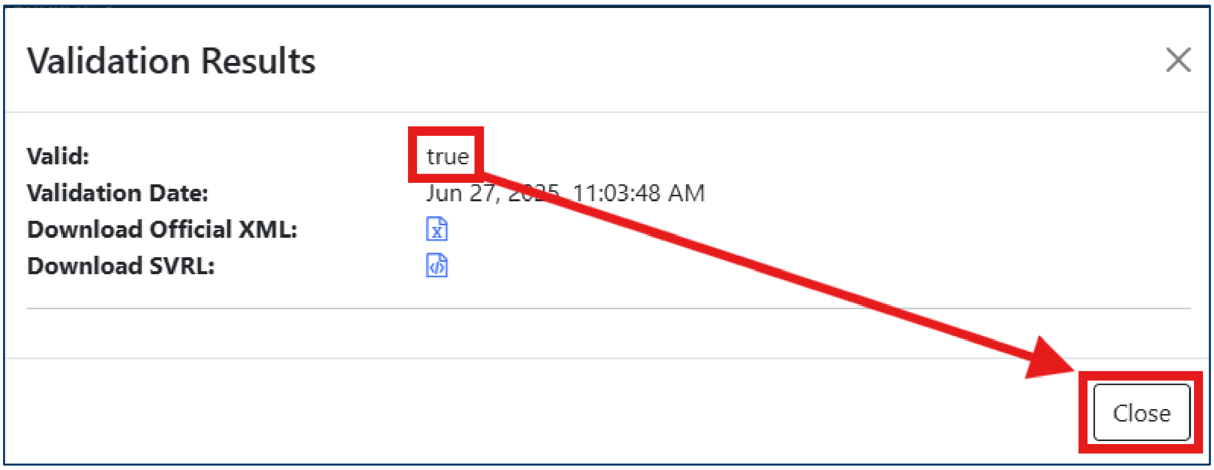


*Figure 57*

### 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"**.

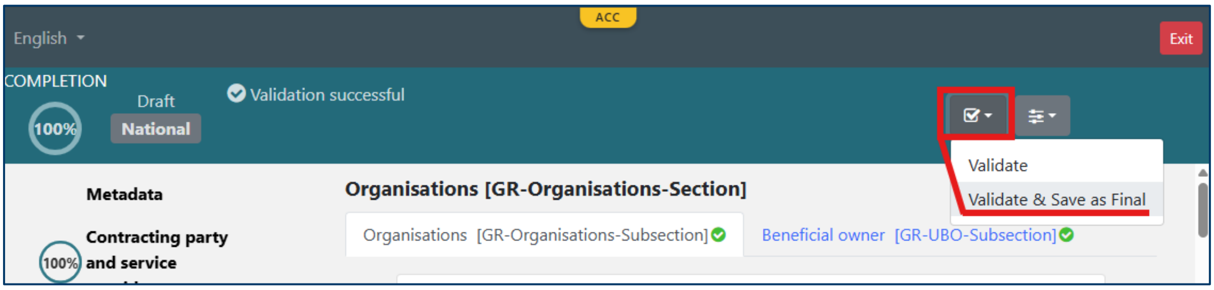


*Figure 58*

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.

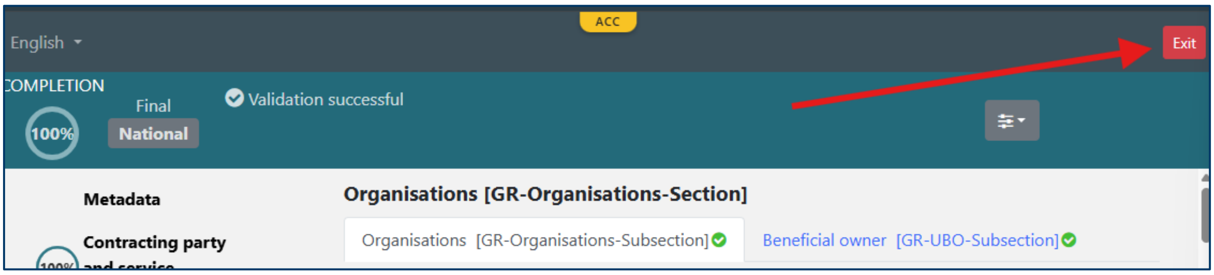


*Figure 60*

## 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.

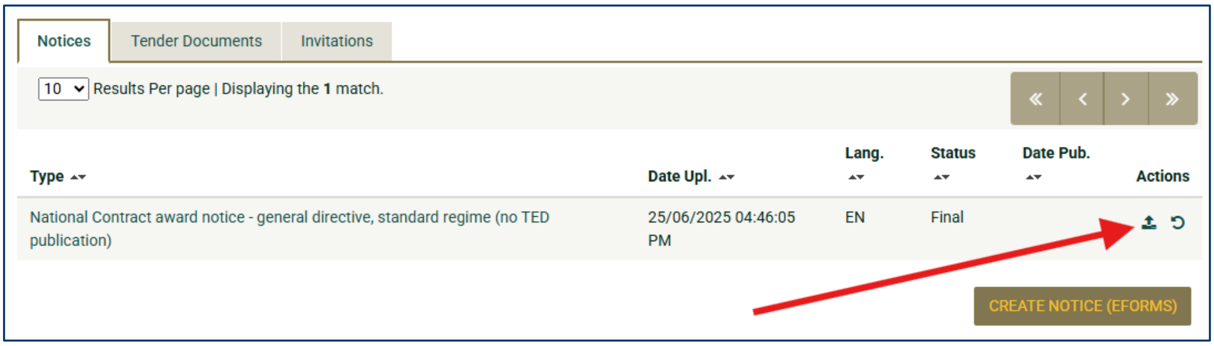


*Figure 61*

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

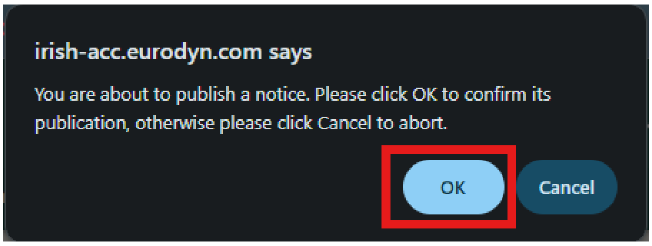


*Figure 62*

**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).

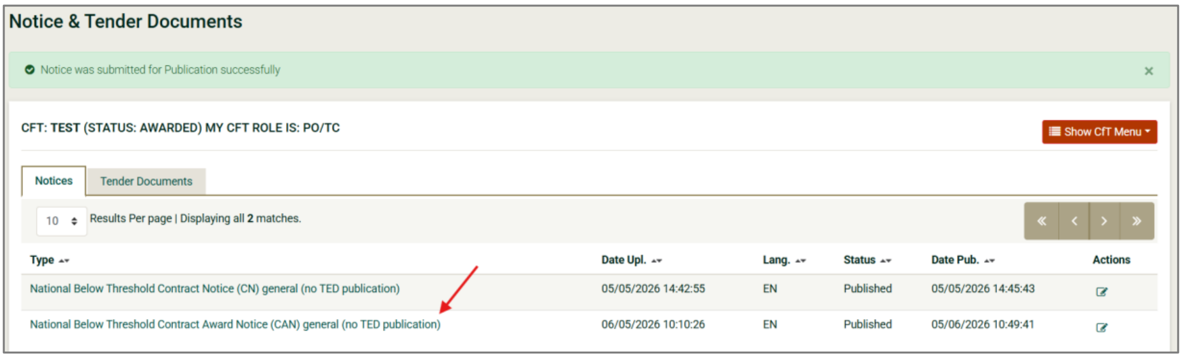


*Figure 63*

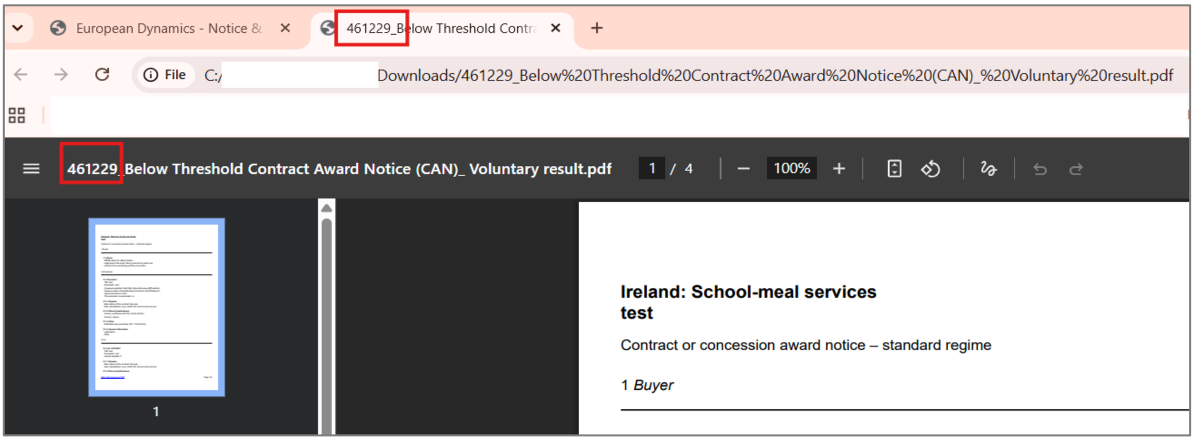


*Figure 64*

# 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.<br><br>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. |