Top Tips When Using eTenders

Here is a short checklist and brief instruction that will help you provide consistent and accurate information when publishing competition notices on eTenders.

Contract Notice

1. Type of Contract

Select the correct type of contract to be advertised. Options: Supplies, Services or Works.

2. Estimated Value

Provide an accurate estimate of the total value of the contract. It is not sufficient to enter '€0' or any value other than the actual estimated value.

3. Procedure Type

Accurately specify procedure type: OJEU or non-OJEU. Publication level is national for all tenders between €25,000 (ex. VAT) for goods or services, or €50,000 (ex. VAT) for works, and the relevant EU threshold.

4. Framework Agreement

Complete Section IV-Contract Notice (OJEU Form) – indicating whether the procurement involves the establishment of a framework agreement.

5. CPV Codes

Select the correct Common Procurement Vocabulary (CPV) codes for each competition to ensure that suppliers are alerted appropriately. CPV codes are required for all above & below threshold competitions.

Contract Award

6. Contract Award Value

Provide an accurate estimate of the total value of the contract on the Contract Award Notice (OJEU Form).

7. Contract Award Notice

Publish a Contract Award Notice for every above threshold contracts and, where relevant, for contracts valued in excess of €25,000 (ex. VAT) for goods or services, or €50,000 (ex. VAT) for works.

8. Contract Finalisation

Through the contract management module, a contract is awarded when the contract is saved as final (for above and below threshold) and the Contract Award Notice (OJEU) is published.

Oifig um Sholáthar Rialtais
Office of Government Procurement

Visit eTenders at **www.etenders.gov.ie**

For technical support with eTenders contact the EU Supply Helpdesk at etenders@eu-supply.com and refer to eTenders user guides.
For procurement advice, please refer to OGP's Public Procurement Guidelines for Goods and Services and contact support@ogp.gov.ie.