



Top Tips for Tendering



Register



Read



Respond



Result



Reflect

Register

- It is essential that suppliers interested in supplying goods and services to the public sector should register on [eTenders](#), the national tendering website.
- Suppliers should ensure that they are registered with the CPV Codes relevant to their sectors in order to be notified of relevant business opportunities.
- Suppliers can search for historical Requests for Tenders (RFTs) and view RFT documentation and contract award notice information.
- Consider taking a public procurement training course, these can help you to prepare to tender.
- eTenders is not just for large contracts. Public bodies can use eTenders to procure quotes for contracts below the national advertising threshold for goods and services, €50,000 (exclusive of VAT).

Read

- Read the eTenders user manuals and view the interactive walkthroughs and [FAQ document](#) which have been developed to help users navigate the website.
- Familiarise yourself with public procurement rules and procedures. The [Public Procurement Guidelines for Goods and Services](#) provide an overview of the procedures and policies that govern public procurement in Ireland in a simplified and accessible form. The guidelines are a useful reference for suppliers.
- Suppliers are encouraged to read the RFT documents carefully. Ensure that you meet the criteria to participate in the competition. Note the selection criteria and the mandatory/discretionary exclusion grounds (further information on these are in the [Guidelines](#)). Note the weighting assigned to the individual award criteria and tailor your response accordingly, ensuring that you address all of requirements set out in the RFT.
- The Green Public Procurement (GPP) Strategy and Action Plan commits to the overall target that all public bodies include GPP criteria in all tender competitions using public funds. It is therefore useful to familiarise yourself with [GPP](#) and the [GPP criteria](#) for use by public bodies when procuring in 10 priority sectors.
- [Circular 05/2023: Initiatives to assist SMEs in Public Procurement](#) sets out positive measures for contracting authorities to take to promote SME participation in public procurement.

Respond

- Respond to pre-tender engagement. On occasion, contracting authorities will engage with the market in advance of publishing a contract notice (via a Request for Information or Prior Information Notice, for example) to gain information and a better understanding of what the market can currently offer and the risks involved. Suppliers have an opportunity to influence the procurement strategy of contracting authorities by providing this invaluable market insight.
- Check which procedure is being used. There are six award procedure types that contracting authorities may utilise when awarding contracts. The procedure used will dictate the structure of the competition. Information on the different procedures can be found in the [Public Procurement Guidelines for Goods and Services](#).
- Ensure to fully read and understand the procurement requirements, specifications and award criteria. This will allow you to accurately and precisely compile and tailor a tender submission which clearly responds to the specific procurement.
- Suppliers can raise queries or request clarification on tender documents from contacting authorities via eTenders. Responses are issued to all tenderers in an anonymous fashion. Seek clarifications if you have any questions or are unclear on any aspects of the tender. Read responses from the contracting authority to clarifications sought by other tenderers as these may assist in drafting a tender response. Note the deadline for the receipt of clarifications.
- Price accurately. A contract may include a price variation clause to account for inflation but you cannot renegotiate the price after contract award. It is important to consider and maintain pricing when tendering for any frameworks.
- The [Tender Advisory Service \(TAS\)](#) is available should you have a concern regarding a live tender and meet the required circumstances. Further information on TAS can be found [here](#).
- Consider partnering with another company (via a consortium, for example) if you cannot meet the selection criteria on your own or do not have the resources on your own to deliver the requirements sought.
- Note the Tender Response deadline. Provide sufficient time to upload documents.
- Ensure all necessary documents have been completed and uploaded onto [eTenders](#).
- Suppliers can contact a dedicated eTenders Technical Support Team with questions on system usage.

Result & Reflect

- Review your result and reflect on the tender outcome.
- Request feedback if none provided.
- Take time to reflect on the feedback received.
- Explore the feedback and use it to review and evaluate tender process and approach.
- Monitor contract award information in eTenders.