



Department of

Finance

An Roinn

Airgeadais

www.finance-ni.gov.uk

Central Procurement Directorate (CPD)

<http://www.finance-ni.gov.uk/cpd>



1. Introduction

2. Walkthrough the portal

3. Procurement tips and questions

1,250

contracts awarded
by CPD each year to
meet the needs of
the NI public sector



Who does CPD carry out procurements for?



Other Procurement Organisations

- PaLS (health supplies and services)
- Translink
- Transport NI
- Housing Executive
- Education Authority
- NI Water
- All the local councils
- Local Housing Authorities

- More than 5,000 contracts awarded by the NI public sector
- Total value of government procurement in Northern Ireland is more than £1.6bn
- On average almost £5m awarded per day

Which buyers are using eTendersNI?



Log in

- Log in
- Forgot your password?
- Register as a Supplier

Information

- View current opportunities
- News
- Supplier walkthrough help guides
- Procurement pipelines
- eTendersNI FAQ
- Public procurement policy
- Supplier information on public sector tendering
- Statistics
- Relevant links
- Events calendar
- Download tender preparation tool

Welcome to eTendersNI

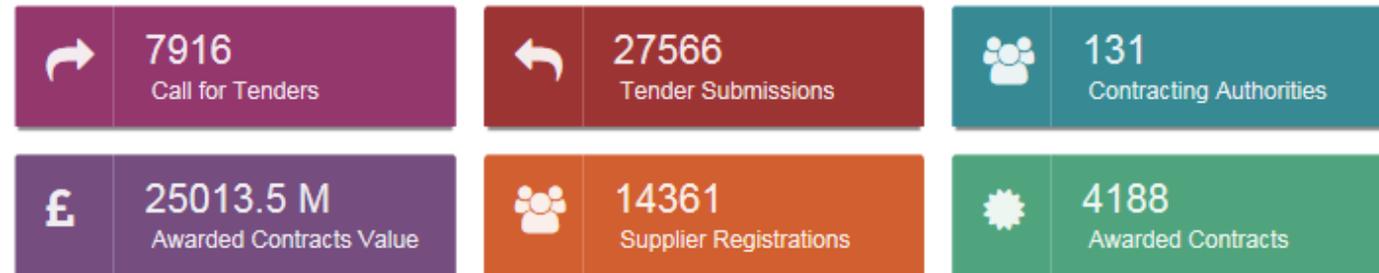
eTendersNI advertises opportunities for providing goods, services and works to Northern Ireland government department, agencies and arms-length bodies.

To respond to a tender opportunity, and to ensure you receive notifications, you must register as a supplier organisation. The 'Suppliers new to eTendersNI' section below provides guidance on registering and learning how to navigate the eTendersNI portal.

If you are new to public sector tendering, advice and assistance is available from a [range of organisations](#).

 [Minimum system requirements](#)

eTendersNI activity



Suppliers new to eTendersNI

- View eTendersNI [registration process walkthrough](#)
- Obtain, or check if you have a [DUNS number](#)
- [Register](#) yourself and your organisation
- Download the Supplier [user manual](#)
- View the [latest Calls for Tenders](#) publications or [search](#) for a relevant tender opportunity
- For [helpdesk details](#) refer to 'contact us' at top of page

Latest news

- 06/06/2018 | [Electronic Health and Care Record \(the ENCOMPASS Programme\)](#)
- 06/06/2018 | [Leitrim County Council Tender Opportunity - PEACE IV Action Plan - Building Positive Relations Programme 3 - 134106](#)
- 16/05/2018 | [2021 Census Procurement](#)
- 04/05/2018 | [Donegal County Council Tender Opportunity - RFT 132966 A7 Minority Sports Programme](#)
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- For [helpdesk details](#) refer to 'contact us' at top of page

Latest news

- 23/02/2017 | [Supplier Information Open Day for DfE - Site Inspections of 100 percent Installations under the Renewable Heat Incentive Scheme – PRONI , Titanic Quarter, Belfast at 2pm on 27 February 2017](#)
- 22/02/2017 | [Breakfast briefing for construction companies – Gibson Hotel Dublin, 10 March 2017](#)
- 09/02/2017 | [Market Sounding Notice for the HSCNI Regional Pathology Information Systems Project](#)
- 06/02/2017 | [HSC Procurement Awareness Events for Social Care and Health Care Providers](#)
- 26/01/2017 | [NI Water supplier briefing session regarding new Temporary Resources Tender \(Antrim\) Friday 3rd February 2017.](#)
- 16/01/2017 | [NIHE Market Engagement Event 31 January 2017](#)
- 09/01/2017 | [BSO PaLS Supplier Survey 2016](#)
- 21/11/2016 | [National Framework opportunities for digital services suppliers](#)
- 11/11/2016 | [Information Seminar Training for Success and ApprenticeshipsNI Training](#)
- 08/11/2016 | [Health Supplier Engagement Event – Galway 2 Dec 2016](#)
- 06/10/2016 | [NI Water Supplier Day \(Antrim\) 27th October 2016](#)
- [View all](#)

What does joining eTendersNI mean for a supplier?

- No charge to join or use the portal
- Access to information on a wide range of NI public sector opportunities
- Submit tenders online (no hand delivered tenders accepted)

Finding the opportunities on eTendersNI

The screenshot shows the eTendersNI website homepage. At the top, there is a navigation bar with the eTendersNI logo, a search bar, and links for 'Homepage', 'About', 'eTendersNI FAQ', 'Help', and 'Contact us'. To the right of the search bar are logos for 'Department of Finance' and 'CPD'. Below the navigation bar, the time '12:32:46 BST' is displayed on the left, and the search bar contains the text 'Search: Select' followed by a search button and a link to 'View current opportunities'. A large red arrow points from the search bar area towards the 'View current opportunities' link.

Log in

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- Forgot your password?
- Register as a Supplier

Information

- View current opportunities
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- Procurement pipelines
- eTendersNI FAQ
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- Supplier information on public sector tendering

Welcome to eTendersNI

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[Minimum system requirements](#)

eTendersNI activity

	7916 Call for Tenders		27566 Tender Submissions		131 Contracting Authorities
	25013.5 M Awarded Contracts Value		14361 Supplier Registrations		4188 Awarded Contracts

Finding the opportunities on eTendersNI

The screenshot shows the top navigation bar of the eTendersNI website. It features a search bar with a dropdown menu currently set to 'Calls for Tenders'. To the right of the search bar is a 'Search' button and a magnifying glass icon with a plus sign. Further right is a link labeled 'View current opportunities'. Below the navigation bar, the text 'eTendersNI' is displayed, followed by a horizontal line and a paragraph of introductory text about the portal's purpose.

Use the advanced
'Search' function

Use 'View
current
opportunities'

Click on a title link to find out more

Check you haven't missed the deadline

#	CfT Title	CA	Info	Date published	Tenders Submission Deadline	Procedure	Status
1	RID 821365 - Dept for Communities Maintenance of Lektriever Storage Devices	CPD - Supplies and Services Division	i	13/03/2017 15:47:52	05/04/2017 15:15:00	Open	Tender Submission
2	Fresh Bakery Produce (681708)	Procurement and Logistics Service	i	12/03/2017 17:06:06	10/04/2017 15:00:00	Open	Tender Submission
3	Window Cleaning Services [441093]	Procurement and Logistics Service	i	11/03/2017 11:49:26	09/05/2017 15:00:00	Open	Tender Submission
4	Invasive Pressure Monitoring Kits [821158]	Procurement and Logistics Service	i	10/03/2017 16:27:36	06/04/2017 15:00:00	Open	Tender Submission
5	Sports Retail Stock and Management of Stock System	Lisburn and Castlereagh City Council	i	10/03/2017 10:29:03	31/03/2017 12:00:00	Open	Tender Submission

Examples of an Advanced 'Search'

Select either 'Supplies, Services or Works'

Set 'to' and 'from' dates to only find new tenders

Search by 'Buyer Organisation'

Search by 'Workspace Status'

The screenshot shows an 'Advanced search' interface. At the top, there is a search bar with a dropdown menu set to 'Select', a search button, and a link for 'View current opportunities'. Below this, the 'Advanced search' section has two radio buttons: 'CfT' (selected) and 'Organisation'. The search criteria are listed as follows:

- Title: Text input field
- CfT CA Unique ID: Text input field
- Buyer Organisation: Text input field
- Workspace Status: Dropdown menu with '-Select Workspace Status-'
- Procurement Type: Dropdown menu with '-Select Procurement Type-'
- Procedure: Dropdown menu with '-Select Procedure-'
- Deadline for tender submission: Date range with 'From:' and 'To:' fields and calendar icons
- Description: Text area with a character limit of 2000
- CPV codes: Text input field
- Min: Text input field
- Max: Text input field
- From: Text input field with calendar icon
- To: Text input field with calendar icon

Each field has an information icon (i) to its left. A 'Search' button is visible at the bottom right of the form.

Are suppliers using eTendersNI?



More than 27,000 tenders submitted

More than 14,200 suppliers registered



Key tips for using eTendersNI

- Submit your first tender at least **two hours** before the deadline.
- New users may require assistance from the helpdesk at the point of submitting the final tender – allow enough time.
- The helpdesk will advise how to adjust settings on your computer to enable tender submission.



A walkthrough of the portal

Understanding the abbreviations used on eTendersNI screens:

Suppliers are referred to as **Economic Operators (EO)**

Tender opportunities are **Calls for Tenders (CfT)**

Buyers are referred to as **Contracting Authorities (CA)**



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[HOME](#) > [D-U-N-S NUMBER](#)



CALL US (0800) 001-234



CONTACT US 

Have your D-U-N-S number ready

Decide on your EO Administrator

- This person can edit **all** your organisation details on eTendersNI
- Get your Administrator to carry out the registration process
- They can add / delete other users after this

Later on you can decide on additional Users

- Express an interest in a Call for Tender
- Submit a request for clarification and view responses
- Prepare and submit tender returns
- Accept / reject contract awards

Registration

Register Supplier



Please provide your Organisation Name, and/ or DUNS number, and click the button 'Retrieve company data from D&B to proceed'. Please note that your Organisation Name should not contain the following characters: <, >, %.

Close

Step 1: Organisation Details

* Organisation Name :	<input type="text"/>
* D-U-N-S number:	<input type="text"/>
<input type="button" value="Retrieve company data from D&B to proceed"/>	
* Company type:	<input type="text" value="-Select Company Type-"/>
* Enterprise type:	<input type="text" value="-Select Enterprise Type-"/>
* Please state the percentage of business that the company carries out in Northern Ireland:	<input type="text" value="-Select NI percentage-"/>
Constructionline Number:	<input type="text"/>
* Are you a Social Economy Enterprise (SEE)?:	<input type="radio"/> Yes <input type="radio"/> No
* Are you a Voluntary or Community (VOC)?:	<input type="radio"/> Yes <input type="radio"/> No
Company Registration Number:	<input type="text"/>
VAT number:	<input type="text"/> GB -
* Country:	<input type="text" value="United Kingdom"/>
* Email:	<input type="text"/>
Fax:	<input type="text"/>
* Please type the code shown below:	<input type="text"/>

bzxedu

During Registration

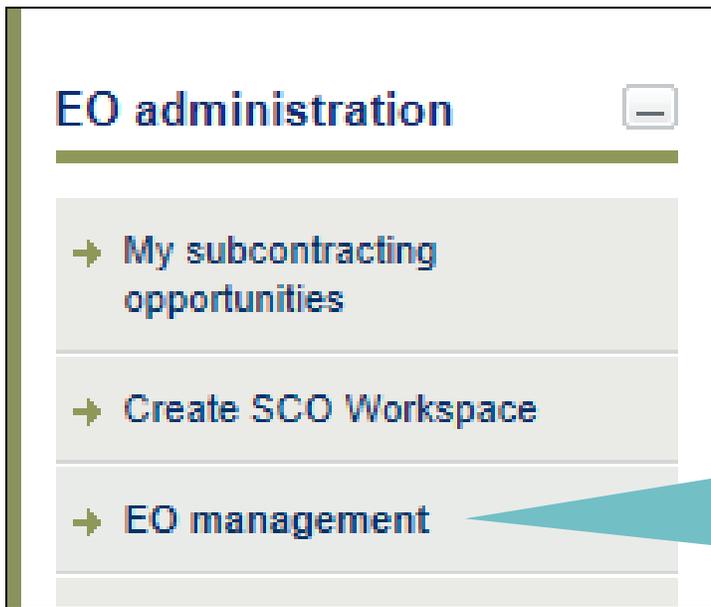
- Opportunity to register interest in all tenders published by a particular Contracting Authority – skip if not relevant

CAs of interest:	AGIME Test CA Belfast Board Test BSO PaLS C Slator Central Procurement Directorate
------------------	--

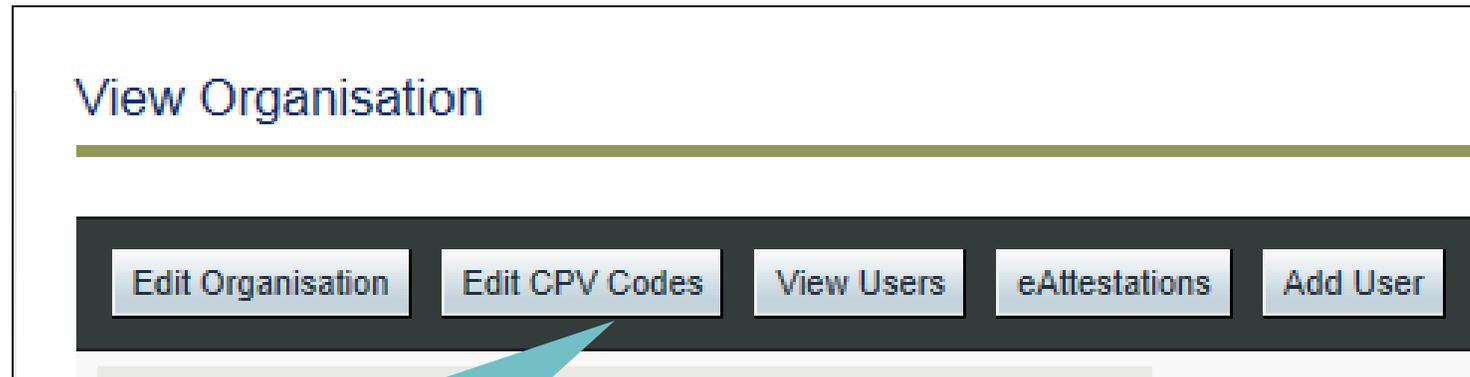
- Choosing Contracting Authorities from the list will mean eTendersNI generates email alerts as tenders are published



Next step: save information to your profile about relevant categories that interest you



Select the 'EO management' link from the left of the home page screen



Select the 'Edit CPV Codes' option from the main options on this screen

Edit CPV Codes

Edit CPV Codes

CPV Codes of interest:

CPV codes are used across all the EU countries to classify contracts into categories

Most codes are 8 or 9 digits, but eTendersNI allows you to search without knowing your code – start by selecting the ‘Search’ button (magnifying lens symbol)

Selecting procurement categories: using a word search

The screenshot shows a web-based search interface for procurement categories. At the top, there is a search box containing the word "communication" and a "Search" button. Below the search box, the "Search results" section displays a list of CPV categories. The second item, "48510000-Communication software package", is highlighted in blue. Below the list are two buttons: "ADD TO LIST" and "SYNCHRONISE LIST". At the bottom, the "Selected Items" section shows the same highlighted category. A "Submit" button is located at the bottom right of the interface.

Search

communication

Search

Search results

- 48500000-Communication and multimedia software pack
- 48510000-Communication software package
- 50331000-Repair and maintenance services of telecomr
- 50332000-Telecommunications-infrastructure maintenar
- 50334400-Communications system maintenance service
- 50330000-Maintenance services of telecommunications

ADD TO LIST SYNCHRONISE LIST

Selected Items

- 48510000-Communication software package

Submit

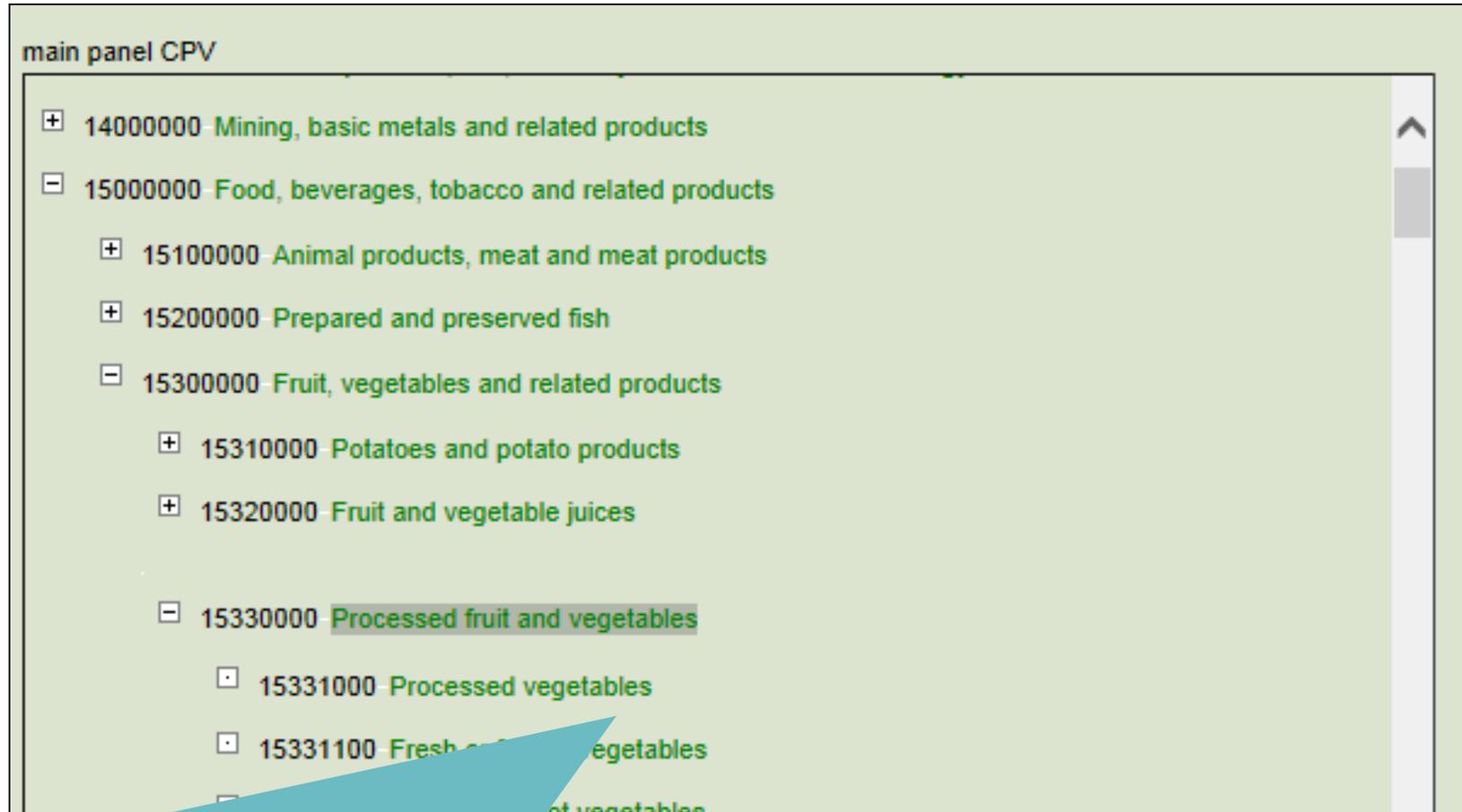
Type in the 'Search' text box and select the 'Search' button

The results will be listed

Select a CPV category from the results and the 'Add to List' button

Select 'Submit' to save your categories

Using the category tree to find the exact category



Use the + and – symbols to navigate through the layers

Double-click on a title you are certain you want to select

Edit CPV Codes

Edit CPV Codes

CPV Codes of interest:

15331100-Fresh or frozen vegetables
15331133-Split peas
15331135-Processed mushrooms
15331136-Processed peppers



Finish

Cancel

On this screen select 'Finish' to save your changes, and receive a success message



Your changes have been saved successfully

Close

Your organisation Administrator will now receive email alerts about tenders published in the selected categories



Get to know the home page

Supplier Tip

Please note that in order to respond to a tender you will need the following software:

- Use one of the following web browsers: Internet Explorer (version 7 or higher), Mozilla Firefox (version 3.5 or higher).
- Have a valid e-mail address
- Java Runtime Environment (version 1.7 or higher).
 - Click on the following link to verify your Java version: <https://www.java.com/verify>
 - Click on the following link to download the latest Java version: <http://www.java.com/en/download/manual.jsp>
- Javascript must be enabled in your browser.
 - Click on the following link to check whether Javascript is enabled: <http://enable-javascript.com/>



The home page: CfT Management

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar has two sections: 'Log in' and 'CfT Management'. The 'Log in' section shows the user is logged in as Joanna Bloggs (Economic Operator Admin) - (U K) Ltd, with options to edit profile, view user homepage, or log out. The 'CfT Management' section has options for 'List of my CfTs' and 'Download tender preparation tool'. The main content area is titled 'My CfTs' and displays a message: 'You are not associated with any CfT.' Below this is a 'List of CfTs' section. A teal callout box points to the 'List of CfTs' section.

Log in

Logged in as:
Joanna Bloggs (Economic Operator Admin) -
(U K) Ltd
Last login on :

→ Edit Profile

→ User Homepage

→ Log out

CfT Management

→ List of my CfTs

→ Download tender preparation tool

My CfTs

i You are not associated with any CfT.

List of CfTs

'My CfTs' section on the home page

Once you associate your organisation with a CfT, the title will be displayed here

The home page: EO administration

The screenshot shows a sidebar menu for 'EO administration'. The menu items are: 'My subcontracting opportunities', 'Create SCO Workspace', 'EO management', 'User management', 'Auditing Reports', and 'Correspondence'. Each item has a right-pointing arrow. Three callout boxes with teal backgrounds and black text point to the 'EO management', 'User management', and 'Correspondence' items.

EO administration 

- My subcontracting opportunities
- Create SCO Workspace
- EO management
- User management
- Auditing Reports
- Correspondence

edit your organisation details, and select procurement categories

add more users, or change your eTendersNI administrator

'track your activity on eTendersNI

The home page: Information section



Link to Procurement Pipelines for all Centres of Procurement Expertise

Frequently Asked Questions by suppliers using eTendersNI

Link to helpful information for suppliers new to public sector tendering

Access detailed help guides in the 'Help' section

Details for the Helpdesk

The screenshot shows the eTendersNI website interface. At the top left is the eTendersNI logo. To its right are navigation links: Homepage, About, eTendersNI FAQ, Help, and Contact us. On the far right is the Department of Finance logo with the URL www.finance-ni.gov.uk and the CPD logo. Below the navigation is a dark blue bar containing the time 16:10:47 GMT, a search bar with a dropdown menu set to 'Select', a search button, and a link to 'View current opportunities'. The main content area is divided into a left sidebar and a main panel. The sidebar has sections for 'Log in' (with links for Log in, Forgot your password?, and Register as a Supplier) and 'Information' (with links for View current opportunities, News, Supplier walkthrough help guides, Procurement pipelines, eTendersNI FAQ, and Public procurement policy). The main panel has a heading 'Welcome to eTendersNI' followed by a paragraph about advertising opportunities. Below this is a paragraph about registering as a supplier organisation. A link for 'Minimum system requirements' is provided. The bottom section, 'eTendersNI activity', features six colored boxes with statistics: 4117 Call for Tenders, 14431 Tender Submissions, 126 Contracting Authorities, 2413.4 M Awarded Contracts Value, 9940 Supplier Registrations, and 1815 Awarded Contracts.

16:10:47 GMT Search: Select Search View current opportunities

Log in

- Log in
- Forgot your password?
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Information

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- Supplier walkthrough help guides
- Procurement pipelines
- eTendersNI FAQ
- Public procurement policy

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[Minimum system requirements](#)

eTendersNI activity

4117	14431	126
Call for Tenders	Tender Submissions	Contracting Authorities
2413.4 M	9940	1815
Awarded Contracts Value	Supplier Registrations	Awarded Contracts



Using the Call for Tender menu options

#	CfT Title	CA	Info	Date published	Tenders Submission Deadline	Procedure	Status
1	RID 821365 - Dept for Communities Maintenance of Lektriever Storage Devices	CPD - Supplies and Services Division	[i]	13/03/2017 15:47:52	05/04/2017 15:15:00	Open	Tender Submission
2	Fresh Bakery Produce (681708)	Procurement and Logistics Service	[i]	12/03/2017 17:06:06	10/04/2017 15:00:00	Open	Tender Submission
3	Window Cleaning Services [441093]	Procurement and Logistics Service	[i]	11/03/2017 11:49:26	09/05/2017 15:00:00	Open	Tender Submission
4	Invasive Pressure Monitoring Kits [821158]	Procurement and Logistics Service	[i]	10/03/2017 16:27:36	06/04/2017 15:00:00	Open	Tender Submission
5	Sports Retail Stock and Management of Stock System	Lisburn and Castlereagh City Council	[i]	10/03/2017 10:29:03	31/03/2017 12:00:00	Open	Tender Submission
6	Children's Attractions and entertainment for Council Events	Lisburn and Castlereagh City Council	[i]	10/03/2017 10:00:44	03/04/2017 15:00:00	Open	Tender Submission
7	Chiropody and Podiatry Consumables	Procurement and Logistics Service	[i]	09/03/2017 15:12:08	07/04/2017 15:00:00	Open	Tender Submission
8	T1346 - Provision of Services for the Northern Housing Executive	Northern Ireland Executive	[i]	09/03/2017 15:11:01	22/03/2017 15:00:00	Open	Tender Submission
9							
10							

While viewing a list of opportunities....

Click on any CfT title to find out more

Select the 'Show CfT Menu' option

View CfT Workspace

CfT: **Children's Attractions and entertainment for Council Events**

Show CfT Menu

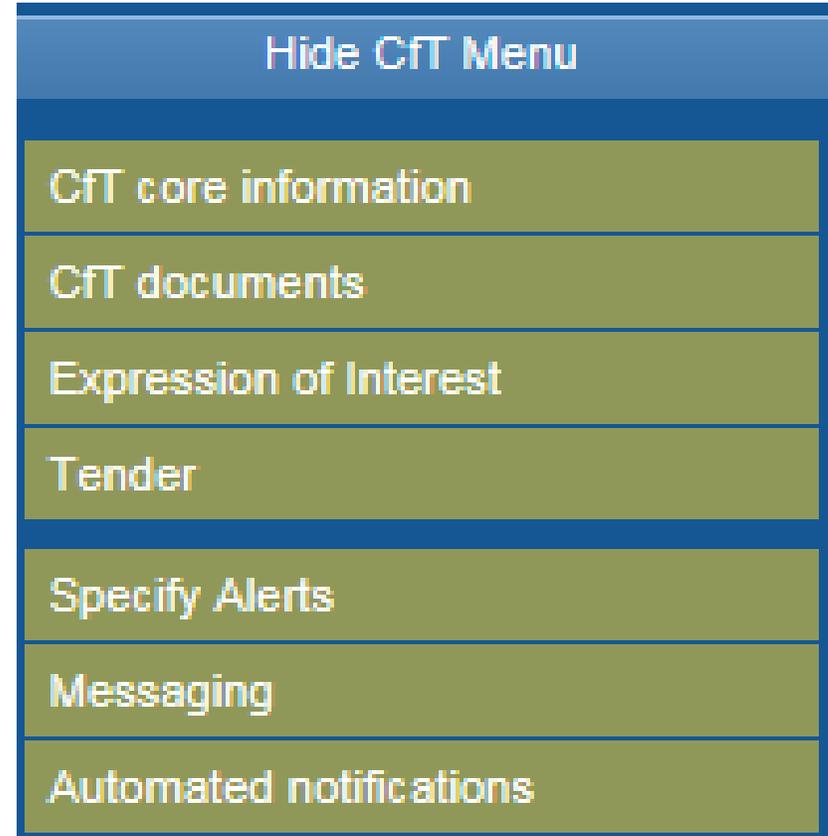
Tender submission deadline in (days/hours):	20/3
Buyer Organisation:	Lisburn and Castlereagh City Council
Title:	Children's Attractions and entertainment for Council Events
CfT CA Unique ID:	LCC-25
Evaluation Mechanism:	Best Price-Quality Ratio
Description:	This is a tender for children's attractions and entertainment for various Lisburn and Castlereagh City Council events,
Procurement Type:	Services
CPC Category:	Other services
Directive:	2014/24/EU (Classic)
Procedure:	Open
CfT Involves:	A Public Contract
CPV Codes:	92300000-Entertainment services 37530000-Articles for funfair, table or parlour games
Contact Point:	amanda.culbert@lisburncastlereagh.gov.uk

View CFT Workspace

CFT: Children's Attractions and entertainment for Council Events		Hide CFT Menu
Tender submission deadline in (days/hours):	20/3	CFT core information
Buyer Organisation:	Lisburn and Castlereagh Council	CFT documents
Title:	Children's Attractions and entertainment for Council Events	Expression of Interest
CFT CA Unique ID:	LCC-25	Tender
Evaluation Mechanism:	Best Price-Quality Ratio	Specify Alerts
Description:	This is a tender for children's attractions and entertainment for various Lisburn and Castlereagh Council events.	Messaging
Procurement Type:	Services	Automated notifications
CPC Category:	Other services	
Directive:	2014/24/EU (Classic)	
Procedure:	Open	
CFT Involves:	A Public Contract	
CPV Codes:	92300000-Entertainment services 37530000-Articles for funfair, table or parlour games	
Contact Point:	amanda.culbert@lisburncastlereagh.gov.uk	

Explore the CfT menu options

- View your correspondence
- View tender documents
- Set reminders about the deadline
- Decide who gets the reminders
- Submit clarification questions
- Create & submit tenders



What should I expect to see in any set of tender documents?

- Instructions to Tenderers
- The evaluation criteria
- Conditions of contract
- Specification / Requirement
- Pricing Schedule

What kind of information will we need to compete?

- Examples of similar projects you have delivered
- Proof of your ability to deliver the contract
- Proof of your financial standing / professional conduct
- Health and safety experience and systems in place

The 'messaging' option

View Messages

▼ CFT:Molecular Pathology to the Northern Health and Social Care Trust [Show CFT Menu](#)

[Inbox](#) [Sent Messages](#) [Draft Messages](#)

[Compose](#)

Search Message

Subject:

Broadcast: Yes No [\[Clear\]](#)

[Search](#)

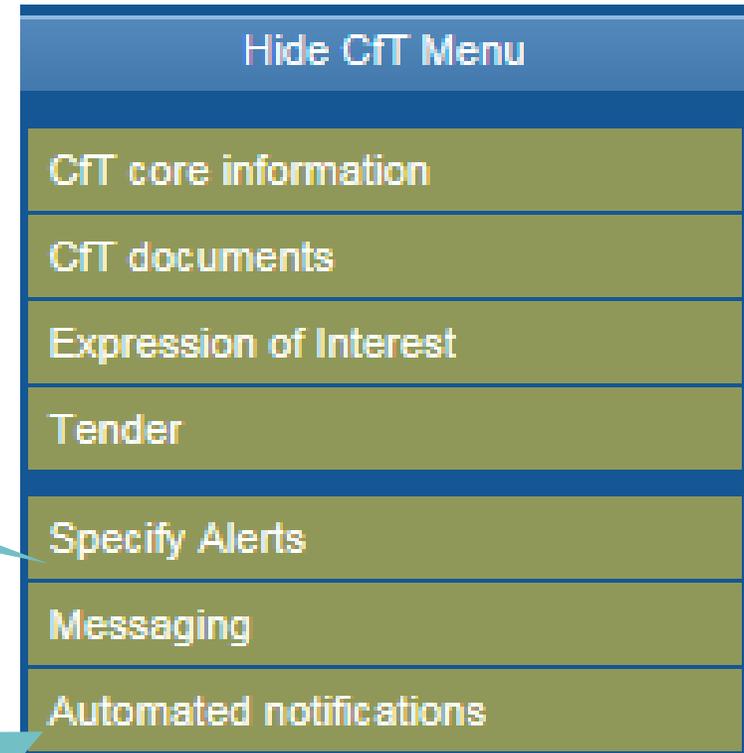
No results found.

'Compose' a new message to the buyer

If you have associated your organisation with a tender, you can use this option to specify when you want email alerts:

e.g. a reminder a week from the tender submission deadline

If you have associated your organisation with a tender, you can use this option to specify which of your colleagues receive the email alerts





Using the tender tool

Saving a Tender

- The draft tender is saved to your computer NOT in eTendersNI
- **Create a folder on your computer for saving your tenders.**
- Don't move the file to another location before your tender is completed.

Search:

Select



Search



[View current opportunities](#)

View CFT Workspace

CFT: CFT 336

Hide CFT Menu

Tender submission deadline in (days/hours):	1/4
Buyer Organisation:	Contracting Authority 01
Title:	CFT 336
CFT CA Unique ID:	CA 01-1555
Evaluation Mechanism:	Best Price-Quality Ratio
Description:	CFT 336
Procurement Type:	

- CFT core information
- CFT documents
- Tender
- Withdraw Eol
- Specify Alerts
- Messaging
- Automated notifications

Select 'Tender' to open the tool

View Tenders

▼ Cft:150416-1 Test(2) cft walkthrough

Show CFT Menu

1. Type of association

- 1. Associate all users of my Economic Operator with this Cft
- 2. Associate only myself with this Cft

2. Accept Agreement for this CFT

[View Supplier Declaration.doc](#)

3. Confirm the validity of your user details

[Chris](#)

[Johnson](#)

sup1

Accept & Confirm all of the above

Cancel

Choose who to
'associate' with the
tender

Accept and confirm

View Tenders



Tender submission is now open.

Please click on "Launch Tender Preparation" link for the Tender Preparation Tool to start and then complete all sections, saving as draft quite often. After completing all sections, submit your tender. Your tender should then be listed in the list of submitted tenders below.

Close

▼ CFT:CFT 336

Show CFT Menu



Save your draft tender before you open any other menu or leave the tender preparation tool.

All saved data in your draft tender is stored locally on your PC. No data is transferred to eTendersNI until you click on the "Pack and Submit tender" button, which encrypts and submits your tender.

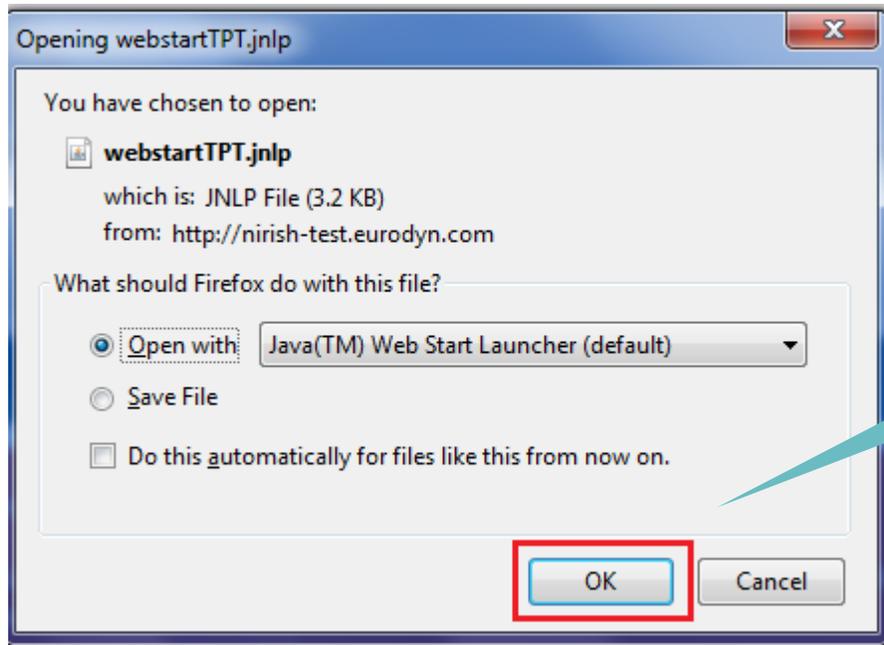
Click here to prepare your response



Cycle 1

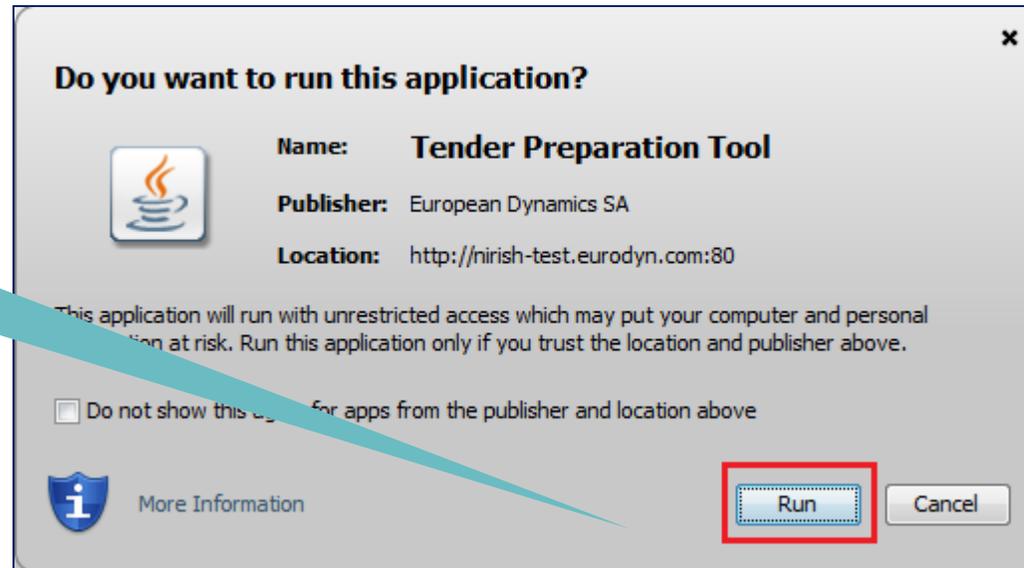
List of submitted Tenders (created online/offline)

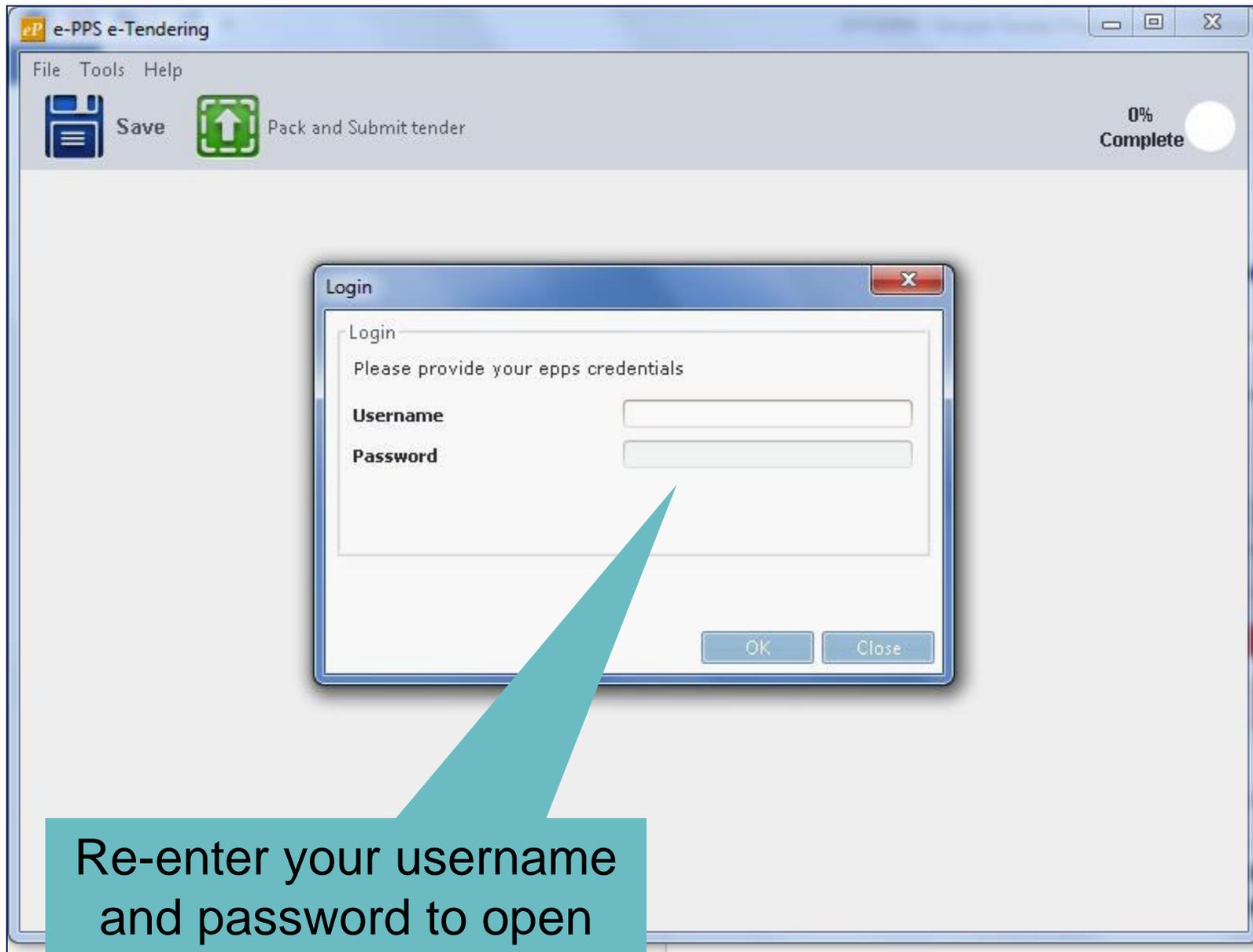
#	Submitted By	Name	View Tender	Status	Tender Complete	Received on Time	T/P conformance	T/P receipt ID	T/P submission time	D/P match result	D/P receipt ID	D/P submission time
---	--------------	------	-------------	--------	-----------------	------------------	-----------------	----------------	---------------------	------------------	----------------	---------------------



Select 'OK'

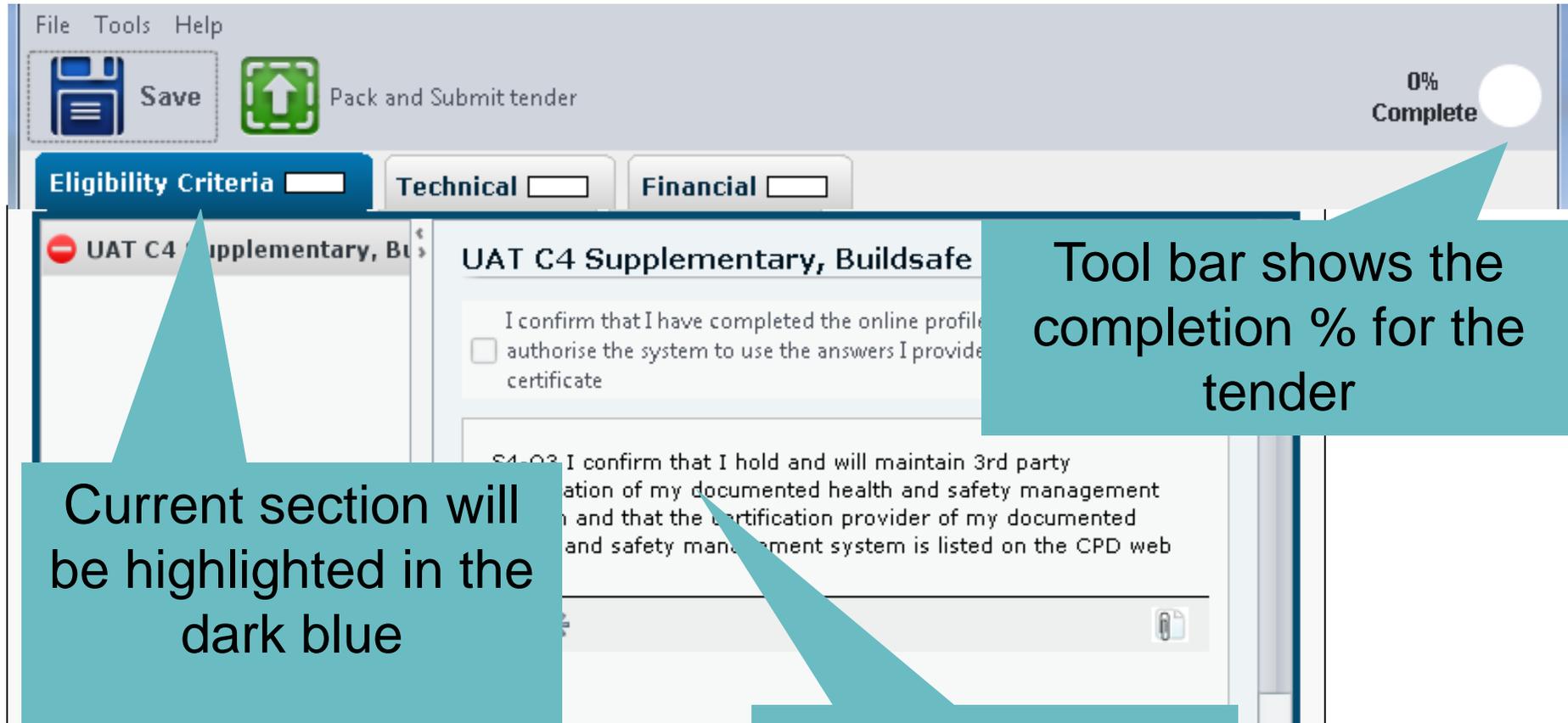
Select 'Run'





Re-enter your username and password to open the tender tool

The layout of the tender tool



Current section will be highlighted in the dark blue

Tool bar shows the completion % for the tender

The main panel of the tool displays the questions

File Tools Help

Save Submit tender 22% complete

Select tab

Eligibility Criteria Technical Envelope Financial Envelope

Minimum Standards - You sh
Mandatory Criteria - Has y
Discretionary Criteria - Is ar
Working in Partnership / Su
Name of (ultimate) parent c
E-Procurement

Criterion II) Mandatory Criteria - Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences ? Please state "Yes" or "No" to each question below.

Criterion II.3) (a) Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended);

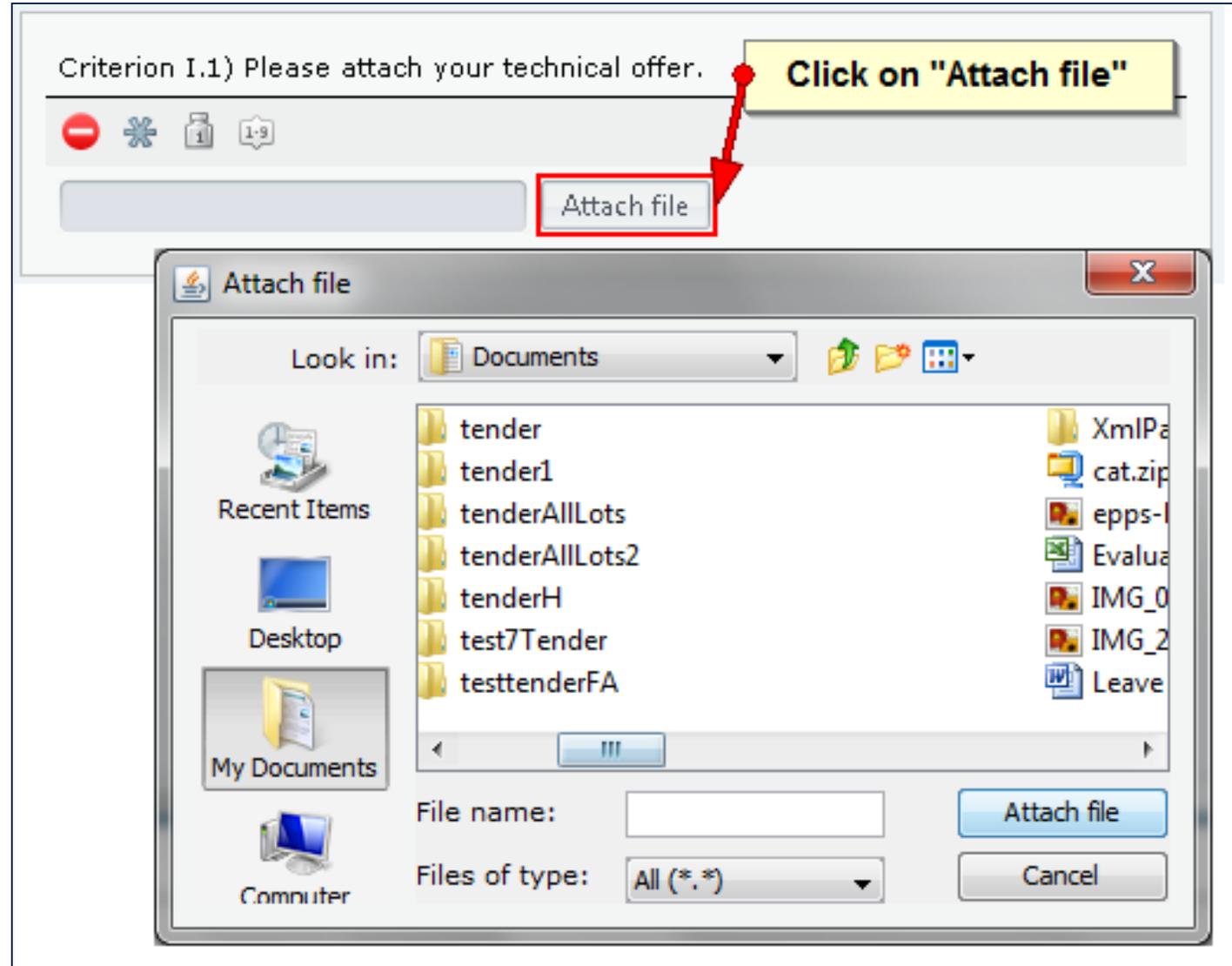
Yes

The red "No Entry" sign means that the section has not been completed yet.

Green ticks appear when all Mandatory questions have been answered.

- Minimum Standards - You
- Mandatory Criteria - Has yo
- Discretionary Criteria - Is ar
- Working in Partnership / Su
- Name of (ultimate) parent c
- E-Procurement

Attaching a document within the bid



Completing the Financial Envelope

File Tools Help

Save Submit tender

33% complete

Eligibility Criteria Technical Envelope **Financial Envelope**

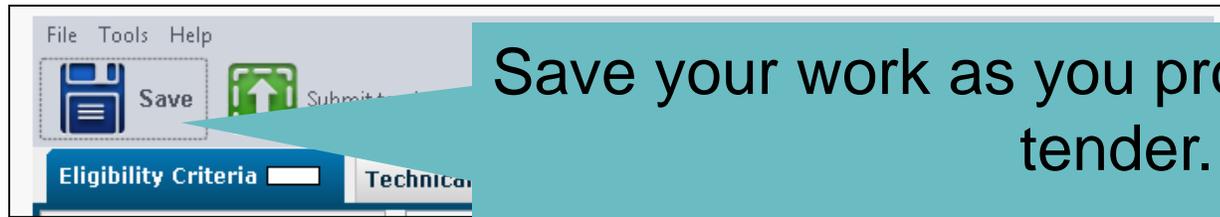
Year 0 Overall Discount %

	Value	Present valu...	Discounted...	Relevant docu...
Overall Value	12,500.00	12,500.00	12,500.00	Attach file
Totals	12,500.00	12,500.00	12,500.00	

Provide value

Attach relevant document (optional)

Only numeric values can be typed into this section, and values are assumed to be in £ sterling



Save your work as you progress through the tender.

Save your work before logging out.

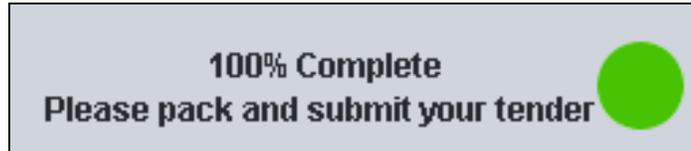
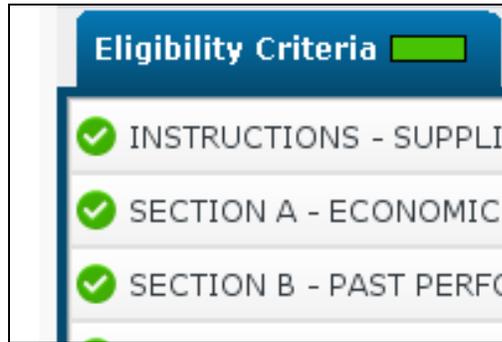
List of draft Tenders (created online)

#	Created by	Creation date	Last edited
1	sup1 sup1	2016/07/26 11:30:32	2016/07/26 11:30:32

Edit Remove

Log in the next time, and look for the **'list of draft tenders'** – select the relevant tender and **'Edit'**

Submitting the tender



Green ticks and 100% status give you confidence to submit

Do not ignore any warning symbols – something is incomplete!



You must select 'Pack and Submit tender' to upload your bid

Watch for 5 green ticks showing tender compliance



-Tendering

Help

Save  Pack and Submit tender 46% Complete

Quality Criteria Technical Financial

Year 0 Currency: GBP Overall Discount: 0.00

	Value	File	Present value	Discounted
* Question 1 : Unit price of an item.	0.00	 	 0.00	0.00
Note: The label is the actual question that should be asked.				
Totals	0.00		0.00	0.00

Incomplete tender

 This tender response is incomplete or contains some incorrect values. Incomplete/ incorrect responses are likely to be rejected from the evaluation. Are you sure you want to continue?

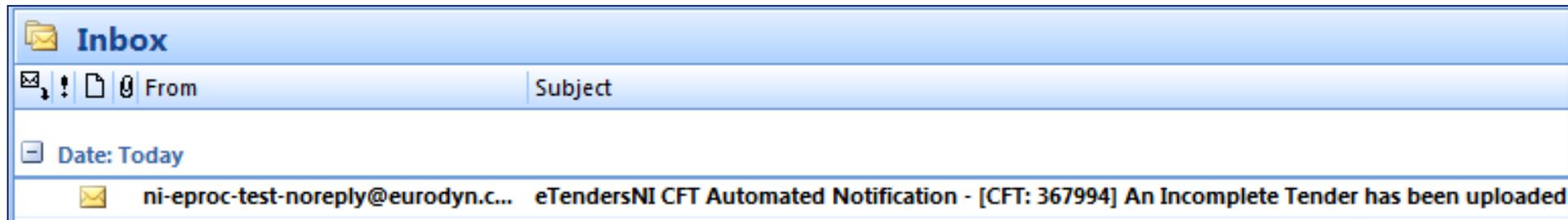
Warning message!

The tender response is incomplete or contains some incorrect values.

Uploading tender ... 39%



The % of the tender uploaded is shown on screen until reaching 100% completion



If you ignore the warning on screen and submit an incomplete tender, you will receive an automated notification from eTendersNI to warn you that the uploaded tender is incomplete.

List of submitted Tenders (created online/offline)												
#	Submitted By	Name	View Tender	Status	Tender Complete	Received on Time	T/P conformance	T/P receipt ID	T/P submission time	D/P match result	D/P receipt ID	D/P submission time
<input type="checkbox"/>	1	i_love_procurement	tenderTemplateFile1490892131921_TENDER.zip						000005154	30/03/2017 17:51:54		

[Remove](#)

In the List of Submitted Tenders, you will also see red 'stop' signs, to show you that the tender submitted was incomplete.

You must submit a complete tender, to compete for the opportunity.

What happens after I've submitted the tender?

- View in the list of Submitted Tenders
- The buyer then takes forward Selection and Evaluation
- Tenderers will be notified of outcome

List of submitted tenders

Cycle 1

List of submitted Tenders (created online/offline)

#	Submitted By	Name	View Tender	Status	Tender Complete	Received on Time	T/P conformance	T/P receipt ID	T/P submission time	D/P match result	D/P receipt ID	D/P submission time
<input type="checkbox"/>	1	sup1	tenderTemplateFile1469520219157_TENDER.zip 					000003413	26/07/2016 11:14:50			

Remove

View an overview of the tender information and check the details

Check for 5 green ticks
If one of the columns shows a warning symbol, then contact the Helpdesk urgently

Access detailed help guides in the 'Help' section

Details for the Helpdesk

The screenshot shows the eTendersNI website interface. At the top left is the eTendersNI logo. To its right are navigation links: Homepage, About, eTendersNI FAQ, Help, and Contact us. On the far right is the Department of Finance logo with the URL www.finance-ni.gov.uk and the CPD logo. Below the navigation is a dark blue bar containing the time 16:10:47 GMT, a search bar with a dropdown menu set to 'Select', a search button, and a link to 'View current opportunities'. The main content area is divided into a left sidebar and a main panel. The sidebar has sections for 'Log in' (with links for Log in, Forgot your password?, and Register as a Supplier) and 'Information' (with links for View current opportunities, News, Supplier walkthrough help guides, Procurement pipelines, eTendersNI FAQ, and Public procurement policy). The main panel has a heading 'Welcome to eTendersNI' followed by a paragraph about advertising opportunities and a registration requirement. Below this is a link for 'Minimum system requirements'. The bottom section, titled 'eTendersNI activity', features six colored boxes with statistics: 4117 Call for Tenders, 14431 Tender Submissions, 126 Contracting Authorities, 2413.4 M Awarded Contracts Value, 9940 Supplier Registrations, and 1815 Awarded Contracts.

16:10:47 GMT Search: Select Search View current opportunities

Log in

- Log in
- Forgot your password?
- Register as a Supplier

Information

- View current opportunities
- News
- Supplier walkthrough help guides
- Procurement pipelines
- eTendersNI FAQ
- Public procurement policy

Welcome to eTendersNI

eTendersNI advertises opportunities for providing goods, services and works to Northern Ireland government department, agencies and arms-length bodies.

To respond to a tender opportunity, and to ensure you receive notifications, you must register as a supplier organisation. The 'Suppliers new to eTendersNI' section below provides guidance on registering and learning how to navigate the eTendersNI portal.

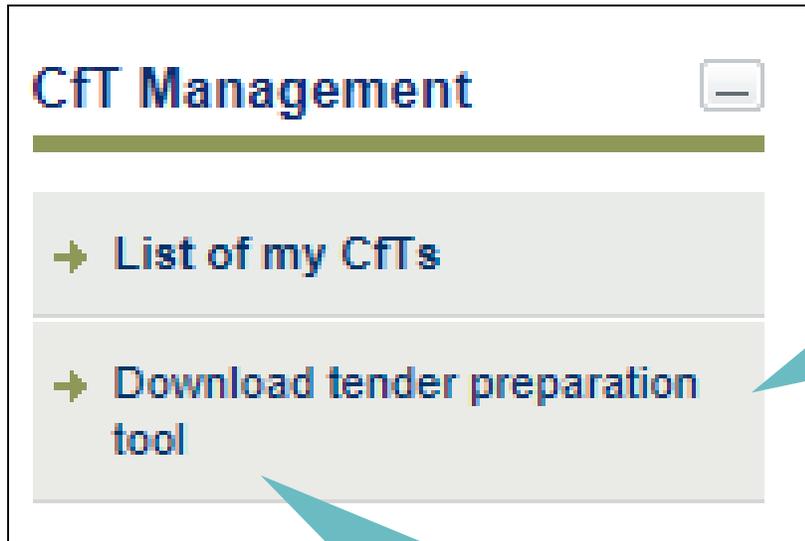
If you are new to public sector tendering, advice and assistance is available from a [range of organisations](#).

[Minimum system requirements](#)

eTendersNI activity

4117	Call for Tenders	14431	Tender Submissions	126	Contracting Authorities
£ 2413.4 M	Awarded Contracts Value	9940	Supplier Registrations	1815	Awarded Contracts

Alternatively: downloading the desktop version for team input



Everyone in the team working on the tender must download the desktop version of the tender tool

Call the Helpdesk and they will explain how to download and use the desktop version



Final thoughts

Want to compete for government contracts elsewhere? Visit the NI Business Info website

Site map | Help | Contact us | About us

NI BUSINESS
INFO.CO.UK

Practical advice for
Northern Ireland Business

What's new? Directories Licence finder Events

[Home](#) » [Grow your business](#) » [Suppliers: overview of tendering for contracts](#)

Grow your business

Assessing current performance

Setting a vision for growth

Planning how to grow

Financing growth

Growth through product and service development

Growth through sales

Growth through technology

Growth through strategic sourcing

Growth through strategic partnering

Suppliers: overview of tendering for contracts

Suppliers: overview of tendering for contracts

- ➔ **Tender for a contract**
How to prepare convincing tenders to win business from both private and public sector organisations
- ➔ **Price lists, estimates, quotations and tenders**
Find out how to draw up price lists, estimates and quotations and prices for tenders
- ➔ **Tendering for public sector contracts in Europe**
The process of tendering for procurement contracts in the European Union
- ➔ **Tender for public sector contracts in Great Britain and Ireland**
How you can find and compete for public sector contracts, and understand the procurement processes used

**Supplies and
services
under £30k
- central
government**

- Not usually advertised as a full tender
- Buyer finds the relevant category on eTendersNI and uses the list of suppliers registered
- Random selection generated
- Buyer contacts 5 or 6 suppliers for a price quotation
- Goods and services awarded on lowest acceptable price

Constructionline is a database of construction suppliers (or construction related)

www.constructionline.co.uk

Used by the public sector to select contractors / consultants to tender for projects under £30k which are not normally advertised

A minimum of six suppliers will be selected for each project

**Construction
under £30k**

**- central
government**

QUESTIONS