

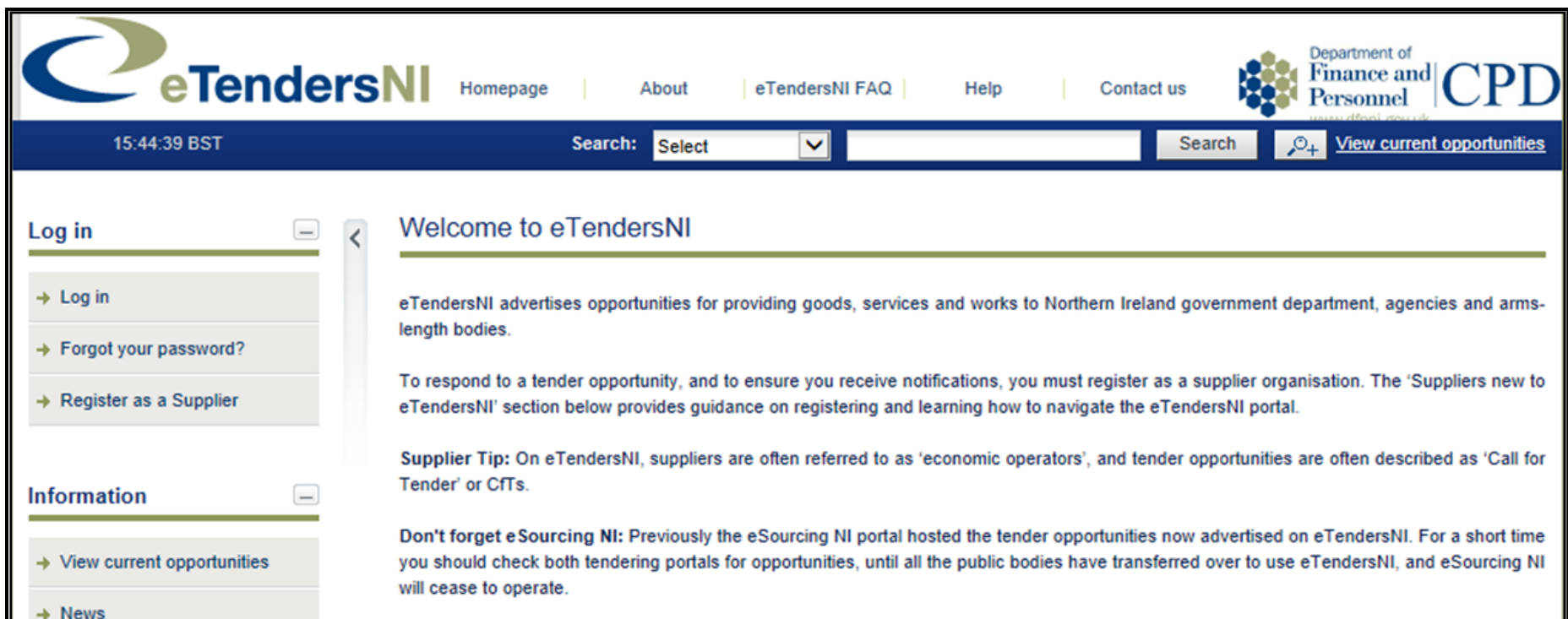
# Using the eTendersNI portal



# How do I find out about published tenders?

Central government tender opportunities in NI over £30k in value are advertised online on the eTendersNI portal

<http://etendersni.gov.uk/>



The screenshot shows the eTendersNI portal homepage. The header features the eTendersNI logo on the left and navigation links (Homepage, About, eTendersNI FAQ, Help, Contact us) in the center. On the right, there is a logo for the Department of Finance and Personnel (CPD) with the URL www.dfpni.gov.uk. Below the header, a dark blue bar displays the time 15:44:39 BST, a search bar with a dropdown menu set to 'Select', a search button, and a link to 'View current opportunities' with a magnifying glass icon.

**Log in**

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

**Information**

- View current opportunities
- News

**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.

**Supplier Tip:** On eTendersNI, suppliers are often referred to as 'economic operators', and tender opportunities are often described as 'Call for Tender' or CFTs.

**Don't forget eSourcing NI:** Previously the eSourcing NI portal hosted the tender opportunities now advertised on eTendersNI. For a short time you should check both tendering portals for opportunities, until all the public bodies have transferred over to use eTendersNI, and eSourcing NI will cease to operate.

# How does central government buy?

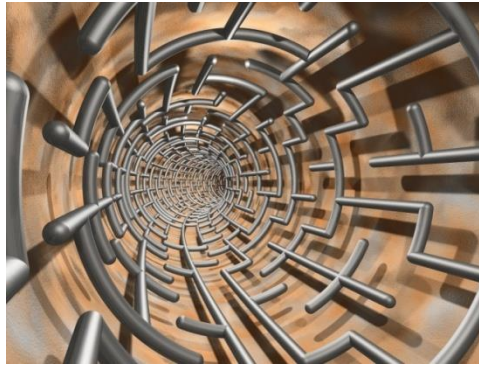
- CPD is part of the Department of Finance
- Provides procurement services to central government in Northern Ireland
- Clients include Departments, Agencies and Arms-Length Bodies

## **Tell me about a typical year... 2014/2015**

- 5,270 contracts awarded by central government
- Total value of central government procurement was £1.8bn
- On average £4.9m awarded per day

# How do I know what is in the pipeline to be advertised?

- Do your research and get more time to prepare for tenders by reading procurement pipelines



- Investment Strategy NI website hosts the construction pipeline information

## Procurement

Information on public sector procurement, including advice, guidance and business opportunities

### eTendersNI

- Register as a supplier on eTendersNI
- Software requirements to use eTendersNI effectively
- Practical tips to help you make the transition to eTendersNI

[Read more](#)

### Information for construction projects

- Introduction to the construction procurement framework
- How to register for the CPD Health Projects 'Register of Contractors'
- View sub-contracting opportunities on current government contracts

[Read more](#)

CPD pipelines available on the DoF website

### Procurement pipelines

- View the two current CPD Procurement Pipelines for supplies and services opportunities
- View procurement pipeline information for other Centres of Procurement Expertise
- View procurement pipeline information for construction projects

[Read more](#)

### Procurement policy and guidance

- Public procurement policy in Northern Ireland
- Procurement Guidance Notes (PGNs)
- Definition of 'Best Value for Money'

[Read more](#)

Lists of contracts awarded by CPD

### Public sector customers

- An introduction to procurement for public sector customers
- How to contact CPD with a new work request
- Access information on current collaborative arrangements

[Read more](#)

### Selling to government

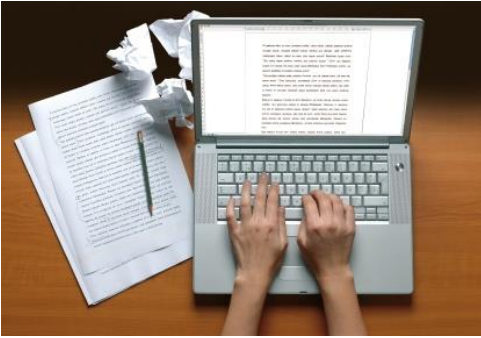
- Information about contracts awarded
- Information about current and upcoming tender opportunities
- Guidance for current and prospective suppliers

[Read more](#)

# Which buyers are using eTendersNI?



# How many tenders have been submitted on eTendersNI since the launch in 2015?



More than 3,000 tenders submitted

More than 2,000 contracts awarded





# Key tips for using eTendersNI

- Don't wait until a tender is published, to get familiar with the tender tool – allow time to build your skills



- Select your tender team now and take up the 'Go-to-Tender' training available from InterTradeIreland – learn the right approach to answering tender questions

# Key tips for using eTendersNI

- Submit your tender at least **two hours** before the 3pm deadline



- New users may require assistance from the helpdesk at the point of tender submission – allow enough time
- Tenders are encrypted until the deadline expires

# Registering for eTendersNI <http://etendersni.gov.uk/>

- D-U-N-S number is required



- [www.dnb.co.uk/forms/new\\_duns](http://www.dnb.co.uk/forms/new_duns)

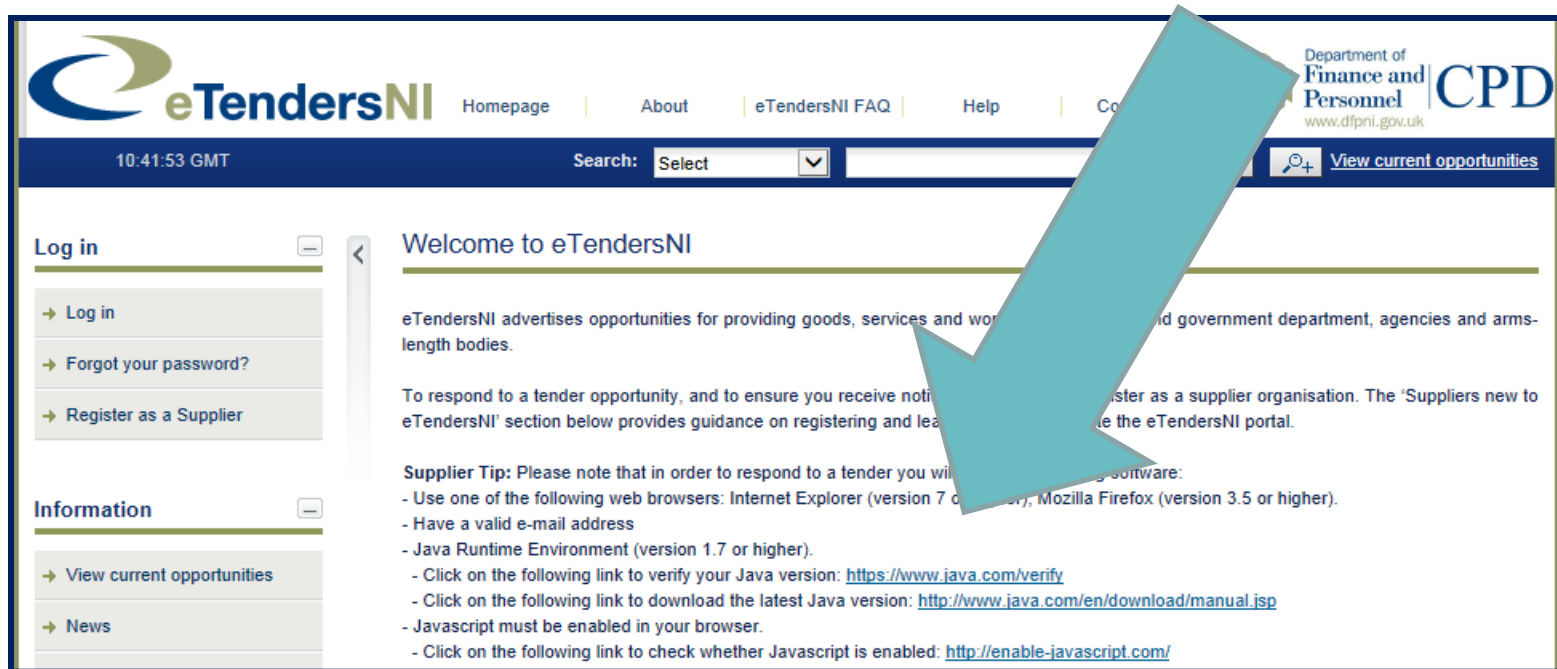
# Registering for eTendersNI – potential pitfall

- Option to select a particular buyer of interest and receive email alerts about **all** their tenders

CAs of interest:	<div data-bbox="1004 706 1874 992"><div data-bbox="1004 706 1874 749">AGIME Test CA</div><div data-bbox="1004 749 1874 792">Belfast Board Test</div><div data-bbox="1004 792 1874 835">BSO PaLS</div><div data-bbox="1004 835 1874 878">C Slator</div><div data-bbox="1004 878 1874 921">Central Procurement Directorate</div></div>
------------------	--

# What do you need to register on eTendersNI?

- Download Java Runtime Environment (version 1.7 or higher)
- Internet Explorer (version 7 or higher) or Mozilla Firefox (version 3.5 or higher)



# 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)**



# Supplier roles – the EO Administrator

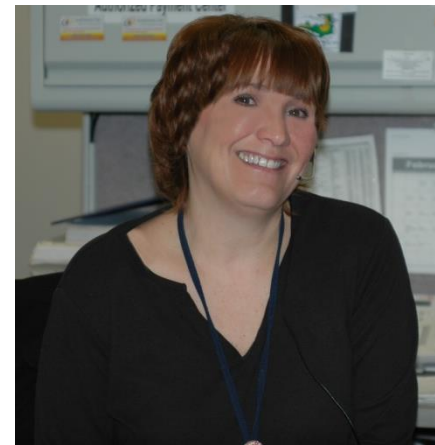
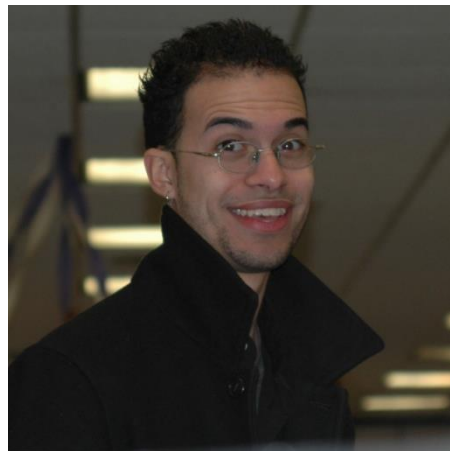
- Edit the organisation details
- Add / delete other users
- Complete Supplier Profile Certificates
- Publish subcontracting opportunities

The Administrator should carry out the registration process, and after this they can add multiple other users.



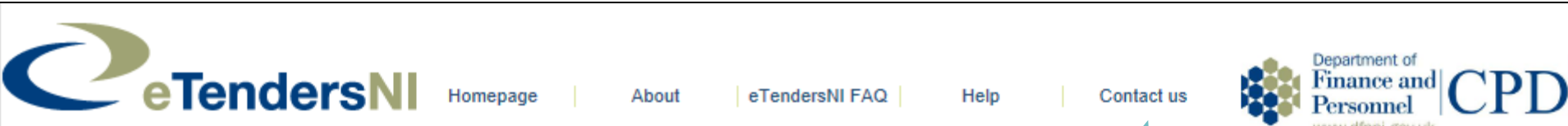
# Supplier roles – the EO Users

- 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





# Contacting the helpdesk



Contact the helpdesk by email or  
telephone



Get to know the home page

# The home page: CfT Management

The screenshot shows a web application interface for 'CfT Management'. On the left, there is a 'Log in' section with a dropdown arrow, displaying the user's profile: 'Logged in as: Joanna Bloggs (Economic Operator Admin) - (U K) Ltd' and 'Last login on :'. Below this are three links: 'Edit Profile', 'User Homepage', and 'Log out'. At the bottom left is the 'CfT Management' section with a dropdown arrow, containing links for 'List of my CfTs' and 'Download tender preparation tool'. On the right, the 'My CfTs' section has a dropdown arrow and a light blue message box with an information icon stating '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**

 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

## EO administration

→ My subcontracting opportunities

edit your organisation details, and select procurement categories

→ Create SCO Workspace

→ EO management

add more users, or change your eTendersNI administrator

→ User management

→ Auditing Reports

→ Correspondence

'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



Setting up email alerts

## EO administration

→ My subcontracting opportunities

→ Create SCO Workspace

→ EO management

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

## View Organisation

Edit Organisation

Edit CPV Codes

View Users

eAttestations

Add User

## Edit CPV Codes

### Edit CPV Codes

CPV Codes of interest:



Finish

Cancel

Use the 'torch' icon to search for your CPV codes



# Selecting procurement categories: using a word search

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 maint
- 50334400-Communications system maintenance service
- 50330000-Maintenance services of telecommunications

ADD TO LIST SYNCHRONISE LIST

Selected Items

- 48510000-Communication software package

X [Navigation Icons] Submit

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

Selected Items

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

Submit

submitButton

Categories selected will appear in the  
'Selected Items' list

Continue to search for as many categories as  
relevant to your organisation, before selecting  
'Submit' to move on

## 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



Finding a tender on the portal

Department of Finance and Personnel CPD  
www.dfpni.gov.uk

About | eTendersNI FAQ | Help | Contact us

Search:

eTendersNI

ses opportunities for providing services and works to Northern Ireland government department agencies and arms-

nde cations, you must register as a supplier organisation. For more information on how to navigate the eTendersNI portal.





Use the simple 'Search' function

Use the advanced 'Search' function

Use 'View current opportunities'

**Remember the new phrase 'Calls for Tender' (CfT)**

## Search results

#	CfT Title	Resource ID	CA	Info	Tenders Submission Deadline	Procedure	Status	Estimated value	
1	<a href="#">YCNNI vision of accountancy services</a>	35472	Central Purchasing Division		28/05/2015 15:00:00	Open	Awarded		
2	<a href="#">William Black</a>	58202	Procurement Authority		29/05/2015 15:00:00	Restricted	Tender Submission		
3	<a href="#">Web Services Procurement Open - feb 9</a>	14290	Central Procurement Directorate		20/02/2015 15:00:00	Open	Awarded	150000	
4	<a href="#">Web Services Procurement (Open) 28-Jan</a>	1797	Contracting Authority NI		06/02/2015 15:00:00	Open	Awarded	30000	
5	<a href="#">Vic Works Restricted Test 15 Feb 15</a>	20129	Central Procurement Directorate		27/02/2015 15:00:00	Restricted	Evaluation	15000000	

Viewing a list of opportunities....

Click on any CfT title to find out more

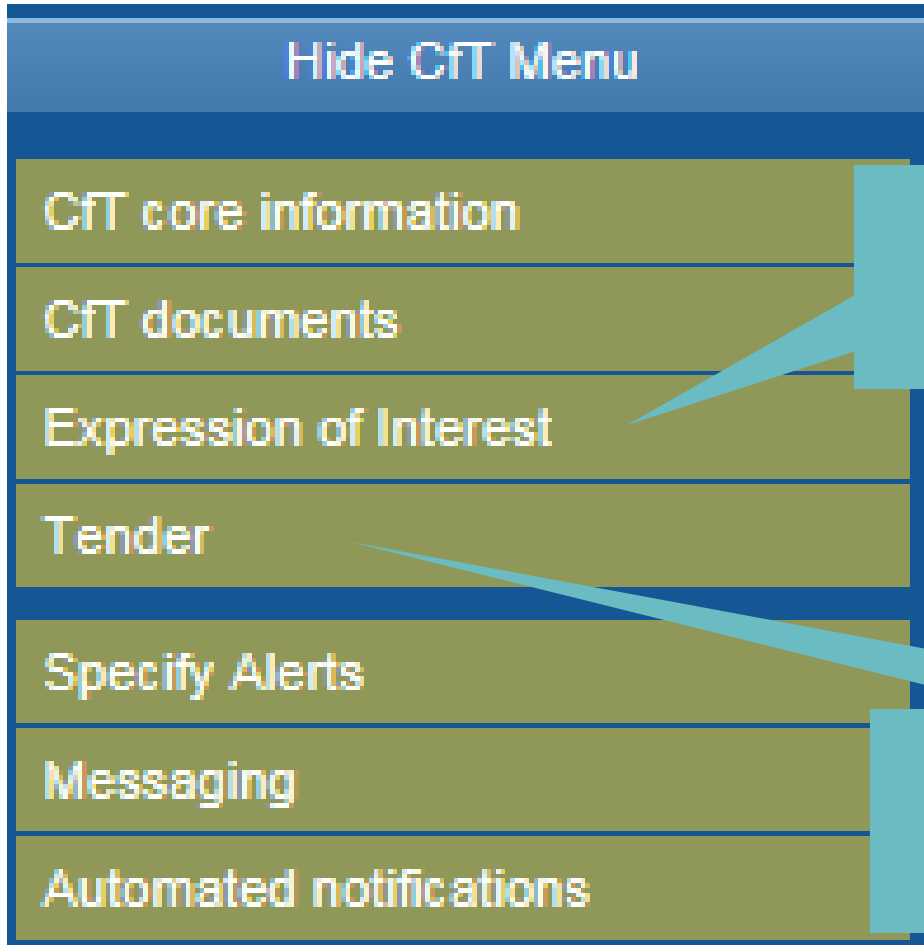
## After selecting the title of a CfT...

Select the 'Show CfT Menu' option

CfT: TNI Surface Dressing Two (5 Lots)		Show CfT Menu
Tender submission deadline in (days/hours):	44/23	
Buyer Organisation:	<a href="#">TransportNI</a>	
Title:	TNI Surface Dressing Two (5 Lots)	
CfT CA Unique ID:	TNI-197	
Evaluation Mechanism:	MEAT	
Description:	Test	
Procurement Type:	Works	
Procedure:	Open	
CfT Involves:	A Public Contract	
CPV Codes:	45200000-Works for complete or part construction and civil engineering work	
Contact Point:	lawrence.craig@drdni.gov.uk	



# Explore the CfT menu options



Always start by expressing an interest

Select 'Tender' to begin preparing your bid

# 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

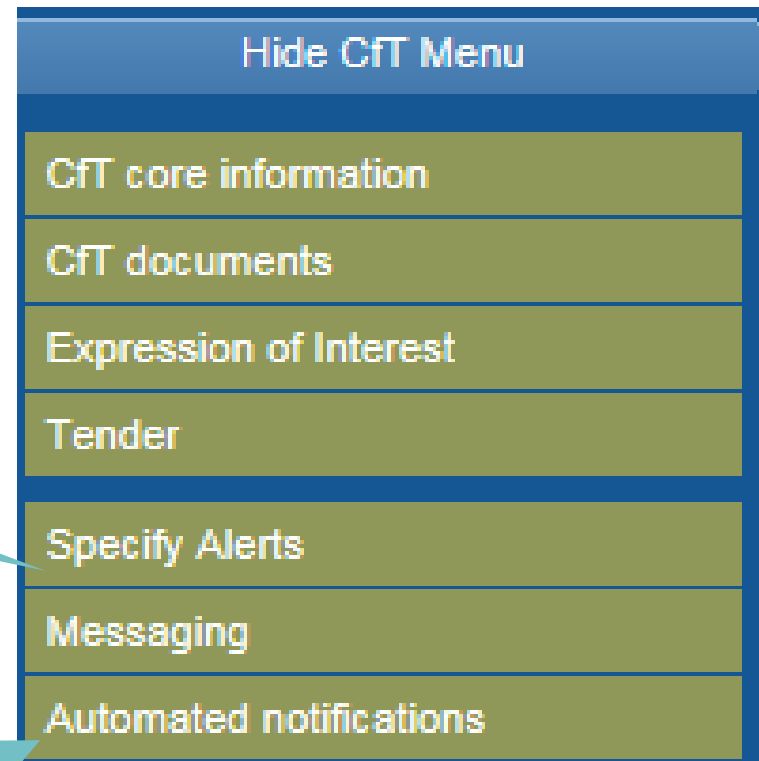
No results found.

'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



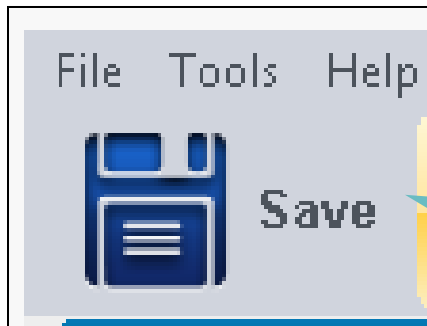
Hide CfT Menu
CfT core information
CfT documents
Expression of Interest
Tender
Specify Alerts
Messaging
Automated notifications



Using the tender tool

# Saving a Tender

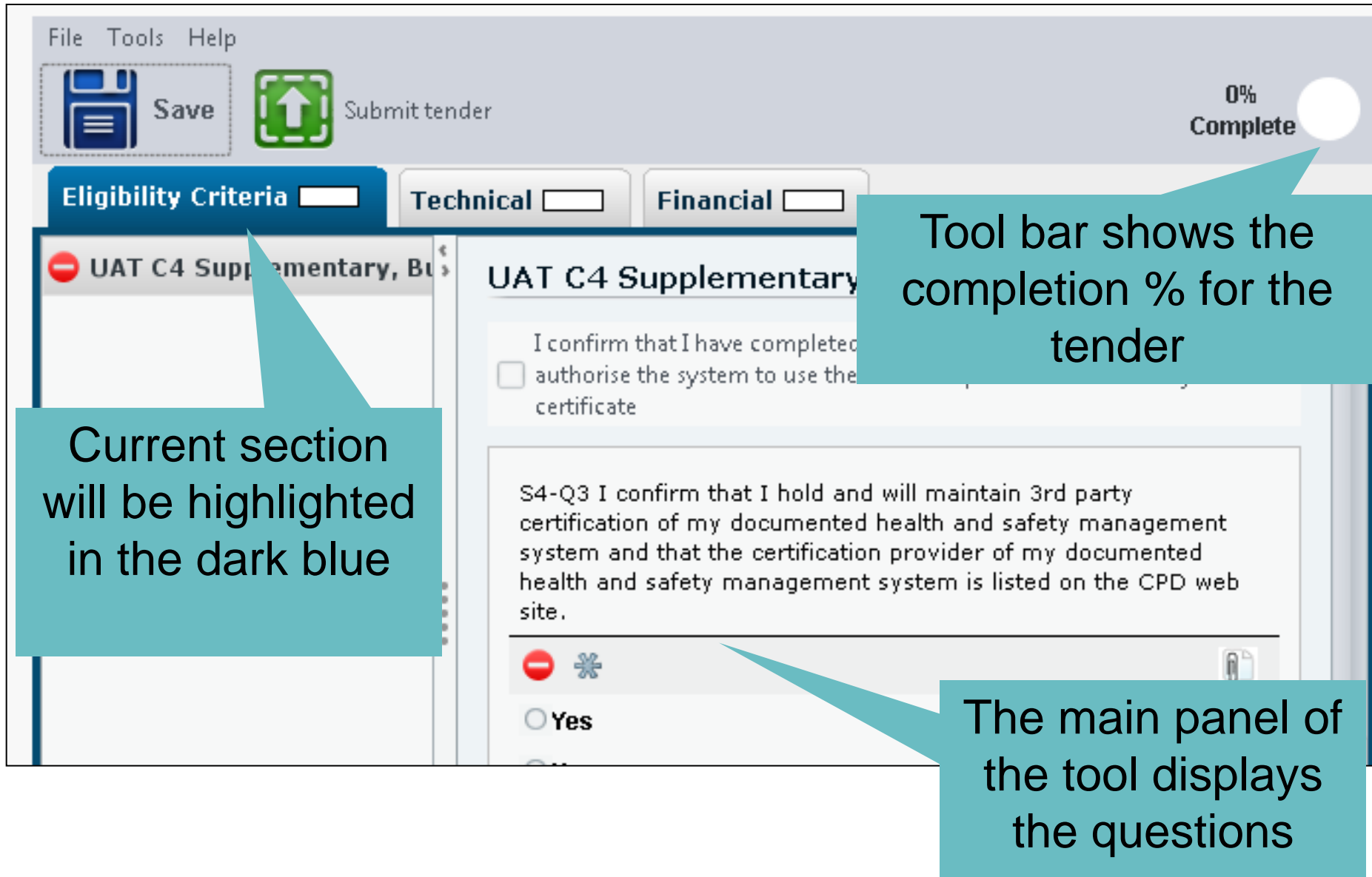
The draft tender is saved to your computer, **not** online



**Create a folder on your computer for saving your tenders**

Don't move the file to another location on your computer before the tender is submitted

# The layout of the tender tool



Follow  
instructions on  
screen

Attach  
documents  
where requested

S4-Q3 I confirm that I hold and will maintain 3rd party certification of my documented health and safety management system and that the certification provider of my documented health and safety management system is listed on the CPD web site.



☐ Yes

☐ No

S4-Q4 If you answered "YES" to S4-Q3 then please provide a copy of the certificate. If you answered "NO" to S4-Q3 then please provide a completed 'Assessment of Organisations Providing 3rd Party Health and Safety Management Systems Questionnaire' available on the CPD web site. Please include the supporting documentation.



Attach file

Completed Criteria: 0/2

# Two options for preparing your tenders

Log in every time you work on your tender, and open the tender tool within the portal.

***Ideal for: the individual***



Download a desktop version of the tender tool and work from your desktop

***Ideal for: the team***



**The individual: Log on and find the tender you are interested in, then select 'Tender'**

Save your work  
before logging out

The screenshot shows a web application interface for tender submission. At the top, there is a menu bar with 'File', 'Tools', and 'Help'. Below the menu bar, there are two buttons: 'Save' (with a floppy disk icon) and 'Submit tender' (with an upload icon). To the right of these buttons, there is a progress indicator showing '0% Complete' with a circular progress bar. Below the buttons, there are three tabs: 'Eligibility Criteria', 'Technical', and 'Financial'. The 'Eligibility Criteria' tab is currently selected. The main content area displays a form titled 'UAT C4 Supplementary, Buildsafe Initiative'. The form contains a checkbox for 'I confirm that I have completed the online profile certificate and I authorise the system to use the answers I provided online in my certificate'. Below this, there is a text area for 'S4-Q3 I confirm that I hold and will maintain 3rd party certification of my documented health and safety management system and that the certification provider of my documented health and safety management system is listed on the CPD web site.' At the bottom of the form, there are radio buttons for 'Yes' and 'No'.

Hide CFT Menu
Cft core information
Cft documents
Expression of Interest
Clarifications
Tender
Standstill feedback
Specify Alerts
Automated notifications
Correspondence

Allow a few  
minutes for the  
tender tool to  
load!

# The individual: Return to finish the tender

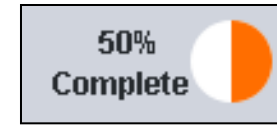
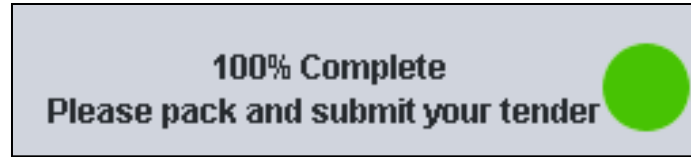
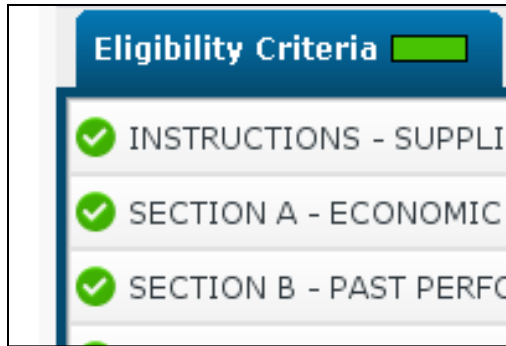
Log in, look for the  
**‘list of draft tenders’** and select **‘Edit’**



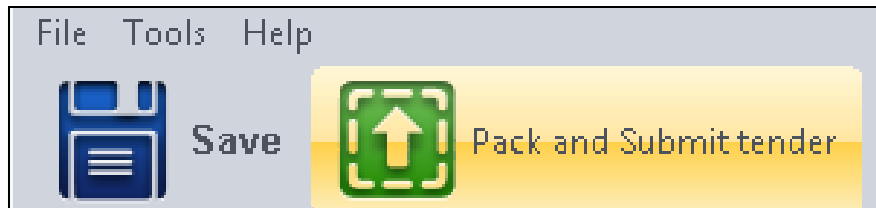
☐ List of draft Tenders (created online)

	#	Created by	Creation date	Last edited
<input type="radio"/>	1	[REDACTED]	2015/11/25 12:05:26	2015/12/03 14:51:43

# The individual: submitting the tender



Green ticks and 100% status give you confidence to submit

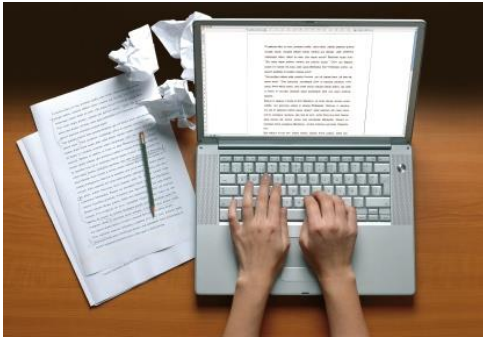


You must select 'Pack and Submit tender' to upload your bid

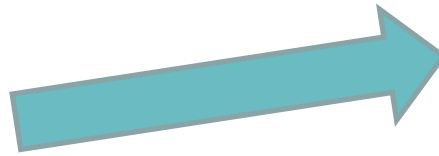


Option two: the team

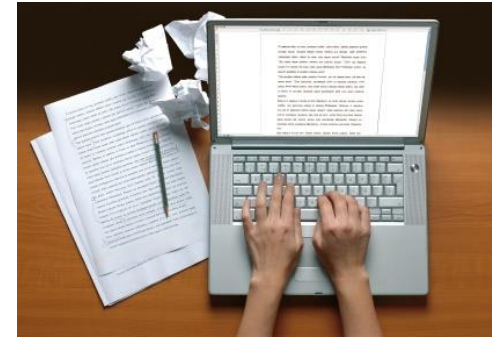
# Multiple users completing a bid – how it works?



**Gordon starts the tender, and saves it**



**Gordon emails the draft bid to Julie**



**Julie uses the desktop tender tool to open the draft bid and work on it**

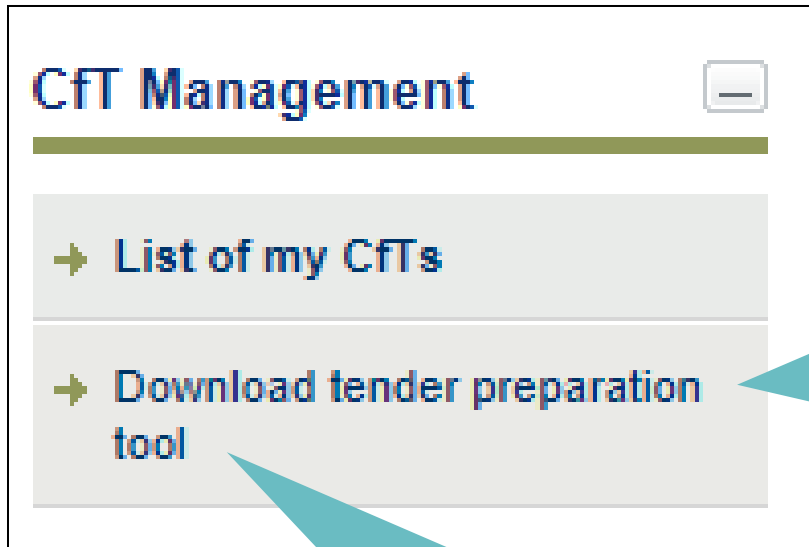


**Ann checks the final bid and submits it**



**Julie saves her work and emails the bid to Ann**

# Downloading the desktop version



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

Download as zip file and uncompress the contents

# Log on and find the tender you are interested in, then...

Select 'Tender'

Hide CFT Menu
Cft core information
Cft documents
Expression of Interest
Clarifications
Tender
Standstill feedback
Specify Alerts
Automated notifications
Correspondence

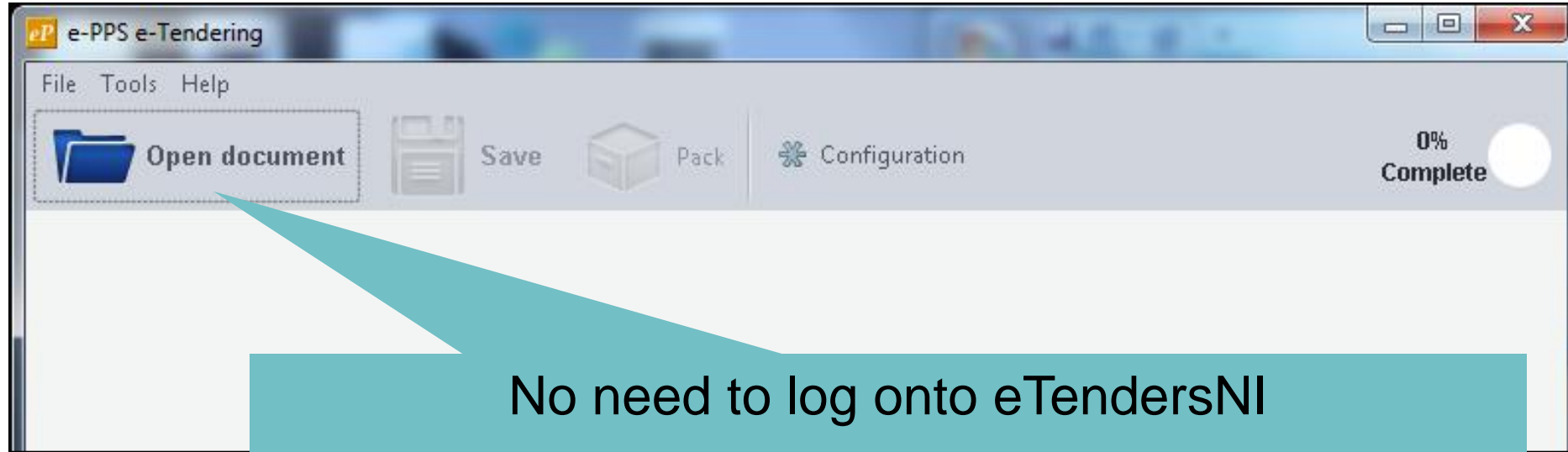
Ignore the tender tool that will load on screen – scroll further down

Extract the tender to your desktop  
tender tool to work on

Offline tender preparation and submission:

Prepare this response offline

# Using the desktop version to re-open the tender



No need to log onto eTendersNI

Use the '**Open document**' button within the desktop Tender Tool

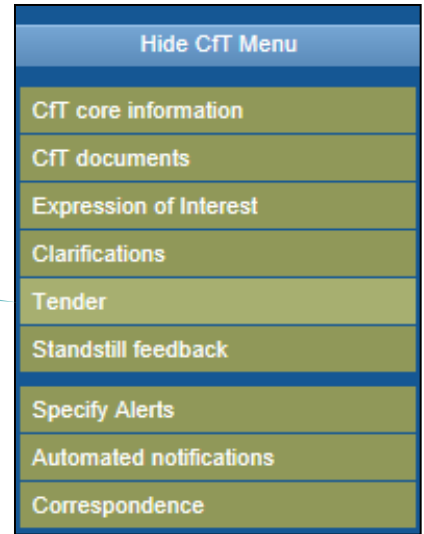
Select the draft tender from your tenders folder



# Final user is ready to submit the tender

Log in and find the tender

Select 'Tender' from the menu



Ignore the tender tool that will load on screen – scroll down

Manual upload of tender package




After submission

# List of submitted tenders

Cycle 1

List of submitted Tenders (created online/offline)

	#	Submitted By	Name	View Tender	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P conformance	Status	D/P match result	Received on Time
<input type="checkbox"/>	1	[REDACTED]	test submission files_TENDER.zip				000002848	03/12/2015 14:52:08				

Remove

View an overview of the tender information and check the details

Withdraw a tender using 'Remove'



Alternatively: the under £30k procurements

**Supplies and  
services  
under £30k**

**- central  
government**

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

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

[www.constructionline.co.uk](http://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**



Department of  
**Finance**

[www.finance-ni.gov.uk/cpd](http://www.finance-ni.gov.uk/cpd)

View

Edit

Outline

## Procurement

Information on public sector procurement, including advice, guidance and business opportunities

### eTendersNI

- Register as a supplier on eTendersNI
- Software requirements to use eTendersNI effectively
- Practical tips to help you make the transition to eTendersNI

[Read more](#)

### Information for construction projects

- Introduction to the construction procurement policy framework
- How to register for the CPD Health Projects 'Register of Contractors'
- View sub-contracting opportunities with current government contractors

## SLIDES

Practical tips to help you make the transition to eTendersNI



Questions?