



Oifig um Sholáthar Rialtais
Office of Government Procurement

eTenders and Suppliers

Contact Us

Tel: +353 (0)21 2439277

Email: support@ogp.gov.ie

Website: www.etenders.gov.ie

 @procurement_ie



Welcome to eTenders

- Irish Government website managed by the OGP
- Located at www.etenders.gov.ie
- Tenders above 25K for Goods & Services and above 50K for Works are published on the portal
- 1000s of public sector tenders published online annually
- Used by public sector buyers to search for Suppliers for quick quotes (below 25K)
- Register and receive electronic business alerts - it's FREE!



Benefits of eTenders to Suppliers

- Access to majority of public sector business
- FREE automatic alerts on potential business opportunities that match your business
- FREE online marketing tool - advertise YOUR expertise, experience, capability and capacity to Public Sector Buyers
- Appear in Buyers quick quote search results
- Insight on future business through Prior Information Notices
- Online facility to manage your tender responses





Supplier Registration Process





Go to www.etenders.gov.ie and click [Supplier Company Registration](#)

The screenshot shows the eTenders.gov.ie website. The left sidebar contains a menu with the following items: HOME, ABOUT US, NOTICE SEARCH, **SUPPLIER COMPANY REGISTRATION** (highlighted with a red circle), LOGIN, BUYER SEARCH, SUPPLIER SEARCH, CURDES/LEGISLATION, NEWS, LINKS, CONTACT US, HELP, ACCESSIBILITY, and Language (English). The main content area has a header with the OGP logo and a search bar. Below the header, the main heading is 'Welcome to the eTenders procurement website'. The content includes a section for 'Register now for 'Meet the Buyer' Event' with dates for Ramada Hotel, Belfast (22nd October 2014) and City West Hotel, Dublin (12th November 2014). It also mentions that these events are free to attend and provides a link to <http://www.intertradeireland.com/>. Further details are available on the event flyer, with a link to [CLICK HERE](#) to view. Below this is a 'Notice to Buyers' section dated 18th August 2014, stating that eTenders released new features to assist Buyers with entering award details for all tenders both above and below threshold. This is a separate step to publishing awards on OJEU. Buyers must enter award details and value for all tenders in respect of all competition types including mini-competitions. This is in accordance with Circular 10/2014. Below this is a 'Reminder to Suppliers' section dated 14th July, stating that a new software update of the eTenders platform, which was released on the 14th July, now seeks additional information from all registered suppliers. It includes two bullet points: 'Please update your Company Profile with details such as; Description of Business, Number of Employees, Turnover etc.' and 'Where companies are duplicated on the system, choose one account and update with your company VAT number. All users for that same company should be attached to a single company registration.' The bottom of the page states that the Office of Government Procurement is committed to cleaning up the user information by the August 31st, 2014. Please note, registered suppliers will not be prevented from uploading tenders at this stage where their details are inaccurate. However, OGP will consider deactivating supplier accounts in the future where no attempt is made to update their registration details. A hyperlink to the Supplier Registration Usersguide is provided at the bottom.



Supplier registration

GENERAL COMPANY INFORMATION

Type of organisation * ⓘ

Type of Business Activity * ⓘ

Company Type of organisation * ⓘ

VAT Number (number) * ⓘ

Address

County and/or Post

City *

Country *

Description of business Max 500 characters *

COMPANY CONTACT INFORMATION

Point of contact * ⓘ

Phone type * Phone (+353 1 7654321) *

Email *

Type of Business Activity * ⓘ

- Not Applicable --
- A AGRICULTURE, FORESTRY AND FISHING
- B MINING AND QUARRYING
- C MANUFACTURING
- D ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY
- E WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES
- F CONSTRUCTION
- G WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES
- H TRANSPORTATION AND STORAGE
- I ACCOMMODATION AND FOOD SERVICE ACTIVITIES
- J INFORMATION AND COMMUNICATION
- K FINANCIAL AND INSURANCE ACTIVITIES
- L REAL ESTATE ACTIVITIES
- M PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES
- N ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES
- O PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY
- P EDUCATION
- Q HUMAN HEALTH AND SOCIAL WORK ACTIVITIES
- R ARTS, ENTERTAINMENT AND RECREATION
- S OTHER SERVICE ACTIVITIES
- T ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS; UNDIFFERENTIATED GOODS- AND SERVICES-PRODUCING ACTIVITIES OF HOUSEHOLDS FOR OWN USE
- U ACTIVITIES OF EXTRATERRITORIAL ORGANISATIONS AND BODIES





COMPANY ADMINISTRATOR INFORMATION

Copy from above

First name *

Last name *

Phone type *

Default

Phone (+353 1 7654321) *

Email *

Test

Preferred language *

No value selected

COMPANY ADMINISTRATOR CREDENTIALS

Username *

Password *

Confirm password *

⚠ Passwords policy

- Password must contain characters from latin alphabet, numbers or symbols like e.g. !, @, #, \$, &, * .
- Password must be at least 6 characters long.
- Password must contain at least one letter from latin alphabet.
- Password must contain at least one number.

EMAIL ADDRESSES FOR ALERTS

Add email

ⓘ Alert emails

Please enter ALL the email addresses for company users who you wish to receive email alerts regarding tenders relevant to your business.

[Terms & Conditions](#)

[Privacy policy](#)

☐ I have read the terms and accept them.

Save

Cancel



Go to Administration - Company Administration - Company Profile

General information

General information (please use English if present in multiple markets)

Describe your business (in english) - products and services
(Max 500 characters)

Characters left: 500

Describe your business (in your native language) - products and services *
(Max 500 characters)



Characters left: 500

Enter the name of your Parent company/Owner, if applicable

Number of employees
* *

Year founded

Turnover (MEuro)

Annual production  Unit/Measurement 

**FREE
Advertising**





Member of the following Trade associations/Professional groups

Company website address

Preferred contract value [Currency calculator](#)

Minimum value Maximum value (leave blank if unlimited)

Certifications

Quality certifications

☐ ISO9001

☐ ISO9002

☐ other:

Environmental certifications

☐ ISO14001

☐ other:



Business Alerts

Set up Business Alerts to ensure:

- You are receiving the right alerts?
- You have not missed opportunities to tender?
- Automatic email notices telling you when a tender is published that matches your selected business areas
- Use CPV (Common Procurement Vocabulary) codes to match your business.
- Only 50% suppliers using Business Alerts. Don't miss opportunities. Set up in under 2 minutes.



The screenshot displays the ETENDERS web application interface. The browser address bar shows the URL <https://ef.eu-supply.com/insidemain.asp>. The page features a blue header with the 'ETENDERS' logo and navigation links for 'Administration', 'Demo', 'Help', and 'Log out'. A left-hand sidebar contains various service categories: 'Public RFTs' (with sub-items 'My Request for Tenders', '0 New Invitations', '0 Ongoing', '0 Closed', and 'Contracts', '0 Active', '0 Pending', '0 expired'), 'My Scheduled uploads', 'My tasks' (with 'My sent and incoming tasks'), 'Reports', 'Account administration' (with 'View your presentation here!', 'Add users or update profile', and 'Manage Business alerts'), and 'Need help? Please contact our support at: etenders@eu-supply.com phone: 021 243 92 77'. The 'Manage Business alerts' section is highlighted with a red circle and contains a green confirmation message: '✔ Business alerts have been setup successfully'. At the bottom of the sidebar, there is a link to 'User guides (pdf)' and a URL: https://ef.eu-supply.com/app/profiles/user_admin.asp. The main content area on the right is titled 'Welcome Demo Supplier' and provides instructions on how to find tender opportunities and access additional services.

ETENDERS Administration Demo Help Log out

Services

- Public RFTs**
My Request for Tenders
0 New Invitations, 0 Ongoing, 0 Closed
Contracts
0 Active, 0 Pending, 0 expired
- My Scheduled uploads**
- My tasks**
My sent and incoming tasks
- Reports**
- Account administration**
View your presentation here!
Add users or update profile
Manage Business alerts
✔ Business alerts have been setup successfully
- Need help? Please contact our support**
at: etenders@eu-supply.com
phone: 021 243 92 77
- User guides (pdf)**
[Supplier tender management](https://ef.eu-supply.com/app/profiles/user_admin.asp)
https://ef.eu-supply.com/app/profiles/user_admin.asp

Welcome Demo Supplier

To find a list of current tender opportunities or to express an interest in a specific tender opportunity, please click on the **PUBLIC TENDERS** link on the left hand side.

Main services are visible to the left additional services and settings can be reached from the header menu. For more information about E-Tenders, see the user guides and/or the Help section at the top.

On your Homepage - Click on Alerts



Manage Business

Configure Business alerts

STATUS OF BUSINESS ALERTS

On Off

⚠ Business alerts are off

EMAIL ADDRESSES

demosupplier@meetthebuyer.com ✕

+ Add email

CPV CODES

+ Add CPV codes

YOUR SUBSCRIPTION

You have free subscription to business alerts.

Start date: 29/10/2014

End date: Until unsubscribed: 12/12/2999

Number of days remaining for the free subscription. 359807

Done

FREE
Alerts





Category tree

Instructions

Search for a category using the free text search, by using keywords or drilling down in the category tree view.

Please note! If you have selected a higher level of the category, the child categories will not be selected, however, they will be included in any business alert

Search by category name:

Search

Add selected categories

CPV tree

- ☐ 03000000-1 - Agricultural, farming, fishing, forestry and related products
 - ☐ 03100000-2 - Agricultural and horticultural products
 - ☐ 03200000-3 - Cereals, potatoes, vegetables, fruits and nuts
 - ☐ 03300000-2 - Farming, hunting and fishing products
 - ☐ 03400000-4 - Forestry and logging products
- ☐ 09000000-3 - Petroleum products, fuel, electricity and other sources of energy
- ☐ 14000000-1 - Mining, basic metals and related products
- ☐ 15000000-8 - Food, beverages, tobacco and related products





Configure Business alerts

STATUS OF BUSINESS ALERTS

☒ On ☐ Off

✓ Business alerts are on

EMAIL ADDRESSES

demosupplier@meetthebuyer.com ✕

+ Add email

CPV CODES

03000000-1 Agricultural, farming, fishing, forestry and related products ✕

09000000-3 Petroleum products, fuel, electricity and other sources of energy ✕

+ Add CPV codes

YOUR SUBSCRIPTION

You have free subscription to business alerts.

Start date: 29/10/2014

End date: Until unsubscribed: 12/12/2999

Number of days remaining for the free subscription. 359607

Done



Go to Administration - Company Administration - Market Coverage

Market coverage

My company's market coverage areas

Delete	Area
No areas selected	

Add...

Delete

Done

Search by category name:

Search

Add selected categories

EUROPE

☐ Germany

☐ United Kingdom

☐ France

☐





Market Coverage

Market coverage

My company's market coverage areas

Delete	Area
<input type="checkbox"/>	Ireland / Border
<input type="checkbox"/>	Ireland / Dublin
<input type="checkbox"/>	Ireland / MidEast
<input type="checkbox"/>	Ireland / Midland
<input type="checkbox"/>	Ireland / SouthEast (Irl)
<input type="checkbox"/>	United Kingdom



Responding to Tenders

- 3 Ways to Find Tenders:
 - Receive automatic alerts and click on link in email
 - Search on eTenders for notices and select a notice
 - Accept and Respond to direct invites from Buyers
- How to respond?
 - Express interest and download tender documents
 - Ask/Answer questions
 - Upload Tender Response Documents
 - Receive notifications





Services

Public RFTs
4 in Ireland, 102 Total

My Request for Tenders
0 New Invitations, 3 Ongoing, 0 Closed

Contracts
0 Active, 0 Pending, 0 expired

Documents
Manage company and personal documents

My Scheduled uploads

My tasks
My sent and incoming tasks

Reports
Standard reports in the system

Account administration
View your presentation here!
Add users or update profile
Manage Business alerts

Business alerts have been setup successfully

Welcome Supplier5 Test

To find a list of current tender opportunities or to express an interest in a specific tender opportunity, please click on the **PUBLIC TENDERS** link on the left hand side.

Main services are visible to the left additional services and settings can be reached from the header menu. For more information about CTM, see the user guides and/or the Help section at the top

Unread messages are visible below. To see all of your messages, click on 'All messages...' at the bottom of the list. The messages consist of two links. The first/top link is the actual message, the second/bottom link is to the actual area that this message concerns. As soon as you have clicked on/read both links in the message it will disappear from this view into the messages archive that can be found under the Navigation dropdown.

Messages

20/10/2014 16:39 Welcome to Eu-supply!

1 new messages

All messages...

My Request for Tenders

No		Description	Times (CET)	Buyer
23510		Office Setup ▶ 8 - Office Setup	End time: 23/10/2014 01:30	The Office of Government Procurement
23508		Chairs ▶ 7 - Chairs	End time: 23/10/2014 13:00	The Office of Government Procurement
23500		Office Furniture ▶ 1 - Office Furniture	End time: 23/10/2014 01:30	The Office of Government Procurement



Published tenders

Filters

(1) Select

Published tenders

(2) Search in with keyword

Tender name

Date Filter

From

To

03/11/2005

03/11/2014

☐ Show also expired tenders

[ADVANCED CATEGORY SEARCH](#)

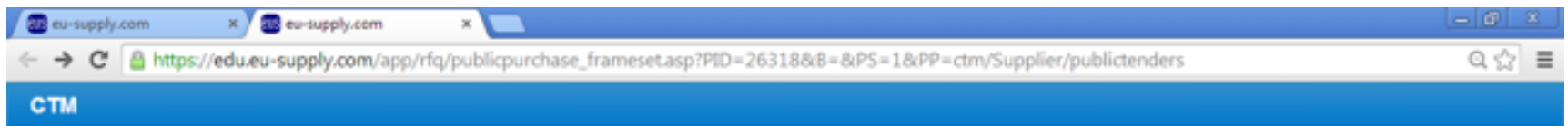
Search

Reset

System Id	Tender reference	Tender name	Publication date	Response deadline (Irish time)	Procedure	Authority	Countries
89836	MOR003	Basic and Advanced Boat Skills with Commercial Endorsement	03/11/2014	19/11/2014 12:00	1. Open Procedure (NON OJEU)	Inland Fisheries Ireland	Ireland
89850	Network management Software	Management software for post primary schools, education centres and admin office	03/11/2014	10/11/2014 14:00	1. Open Procedure (NON OJEU)	Laois & Offaly Education & Training Board	Ireland
89775	NETEQU201411	Supply & delivery of Network equipment and Maintenance of same	03/11/2014	15/12/2014 12:00	2. Open Procedure (OJEU)	Waterford Institute of Technology	Ireland
89792	NUIG/BUILD/015/14	Invitation to Tender for Project Manager Quantity Surveyor (PMQS) Services for the development of Student Accommodation	03/11/2014	15/12/2014 12:00	2. Open Procedure (OJEU)	National University of Ireland, Galway (NUI Galway)	Ireland



Accept Tenders



Accept

Click on Accept to get access to the RFT information. Before you accept, make sure your user account is connected to the correct organisation number. When logged in you can find out if you click on [View your presentation here!](#) from your Home page. If you can't see the Accept button you need to first login or register your company. In case you are unsure if the company is registered please contact the helpdesk on support@eu-supply.com.



RFT details

Hello Supplier

Please bid,

Thank you

Kind regards

Testbuyer1





Manage Response to Tenders

RFT23500 - 1 - Office Furniture

Department/Workspace: Meet the Buyer Dublin

Instructions

To submit response:

Please allow some time for sending of your response.

After clicking "Submit response" you will be required to verify yourself by entering your user name and password.

Detailed instructions

Response not submitted (Scroll down to submit)

Time left: 7:12:13

My Response **Contracts** **Messaging** Audit trail

Questions

RFT

Dates

(CET)

View RFT View invitation letter Access documents Assign user access

Quotation deadline 31/10/2014 01:30

My response

Progress

Office Furniture

Qualification questions

0 of 2 question(s) answered

Assign sections...

Answer questions...

Total quote (EUR)

Compliant quote:-

Enter response sum...

Additional response documents

0 document(s) attached in this section

Attach documents...

Percent complete

Totals

At least one requirement not met

Number of not answered mandatory requirements 1

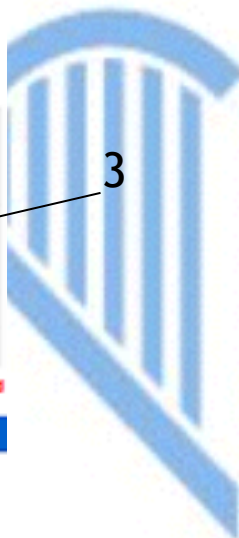
Mandatory requirement(s) NOT met! 1

Response not submitted

View/Print response form

Cancel expression of interest

Submit response





Ask & Answer Questions

New message

Reference: Invitation # 23505 : 1 Desks

To... The Office of Government Procurement;

Subject:

☒ Send notification about message to recipient(s).

B *I* U Font Sizes ▾

Bold

Send Save Attach files... Cancel



Submit Response

RFT23500 - 1 - Office Furniture

Department/Workspace: Meet the Buyer Dublin

Instructions

To submit response:

Please allow some time for sending of your response.

After clicking 'Submit response' you will be required to verify yourself by entering your user name and password.

[Detailed instructions](#)

✓ Response submitted: 30/10/2014 18:21

⌚ Time left: 7:07:54

My Response [Contracts](#) [Messaging](#) [Audit trail](#)

RFT

Dates (CET)
Quotation deadline 31/10/2014 01:30

[View RFT](#) [View invitation letter](#) [Access documents](#) [Assign user access](#)

My response

Progress

Office Furniture

Qualification questions

2 of 2 question(s) answered

[Assign sections...](#)

[Answer questions...](#)

Total quote (EUR)

Compliant quote: 1,000,000.00

[Enter response sum...](#)

Additional response documents

0 document(s) attached in this section

[Attach documents...](#)

Percent complete

100%

Totals

Response submitted: 30/10/2014 18:21

[View/Print response form](#)

[Withdraw response](#)

[Submit response](#)



*Register or Update Your Profile
Today and Access a Market Worth
€8.5Billion annually!!*





Oifig um Sholáthar Rialtais
Office of Government Procurement

Thank You



@procurement_ie

#ITIMeetTheBuyer



An Roinn Caiteachais Phoiblí
agus Athchóirithe
Department of Public
Expenditure and Reform