



Carlow County Council

Procurement Information Note

- Selecting & Using CPV Codes on eTenders

### What is a CPV Code?

CPV is an abbreviation for Common Procurement Vocabulary. A CPV code is an essential tool used in the procurement process and is a requirement when using the eTenders portal. CPV codes are a standardised European system used to classify and categorise public procurement notices, with the purpose of simplifying the procurement process. They are designed to assist procurement personnel classify their contract notices consistently, making it easier for suppliers and contracting authorities to find notices, and for data to be more accurate and complete within the industry.

### How do they work?

When a Supplier (Economic Operator) registers for the first time on the eTenders portal they select CPV codes that match the Supplies, Works, or Services they are offering in the marketplace.

When uploading a competition on the eTender portal a Contracting Authority, such as Carlow County Council, will choose CPV codes that best match their competition requirements. Every Supplier that selected these same CPV codes, during initial registration, will then receive a notification about this recently broadcast competition.

### Where to Start!

All CPV codes are divided into a 'hierarchy' with three main parts: the main heading, the division, and the group. The main heading consists of the first two digits and refers to broad areas such as "Supplies", "Works" or "Services".

Type of Contract	CPV Headings
Supplies	03000000 - 44000000 & 48000000
Works	45000000
Services	50000000 - 98000000

### Examples of CPV Codes:

All CPV codes are formatted as eight digits, followed by a brief description, such as:

45111240 – Ground Drainage Works

30192700 - Stationery

In the first example 45 (a Works code) refers to the main heading of Construction Works; 451 refers to site preparation works; 4511 represents building demolition and wrecking works and earthmoving works; 45111 refers to demolition, site preparation and clearance works; 451112 is for site preparation and clearance works and final 45111240 for ground drainage works.

In the second example 30 (a Supplies code) is for office and computer machinery, equipment, and supplies, except furniture and software packages; 301 represents office machinery, equipment, and supplies, except computers, printers, and furniture; 30189 refers to various office equipment and supplies; 30192 is for office supplies and final 30192700 is stationery.

Table of CPV Headings:

CPV Headings	
03000000	Agricultural, farming, fishing, forestry, and related products
09000000	Petroleum products, fuel, electricity, and other sources of energy
14000000	Mining, basic metals and related products
15000000	Food, beverages, tobacco, and related products
16000000	Agricultural machinery
18000000	Clothing, footwear, luggage articles and accessories
19000000	Leather and textile fabrics, plastic, and rubber materials
22000000	Printed matter and related products
24000000	Chemical products
30000000	Office and computing machinery, equipment and supplies except furniture and software packages
31000000	Electrical machinery, apparatus, equipment, and consumables; lighting
32000000	Radio, television, communication, telecommunication, and related equipment
33000000	Medical equipment, pharmaceuticals, and personal care products
34000000	Transport equipment and auxiliary products to transportation
35000000	Security, fire-fighting, police, and defence equipment
37000000	Musical instruments, sport goods, games, toys, handicraft, art materials and accessories
38000000	Laboratory, optical and precision equipment, (excl. glasses)
39000000	Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
41000000	Collected and purified water
42000000	Industrial machinery
43000000	Machinery for mining, quarrying, construction equipment
44000000	Construction structures and materials; auxiliary products to construction (except electric apparatus)
45000000	Construction work
48000000	Software package and information systems
50000000	Repair and maintenance services
51000000	Installation services (except software)
55000000	Hotel, restaurant, and retail trade services
60000000	Transport services (excl. Waste transport)
63000000	Supporting and auxiliary transport services; travel agencies services
64000000	Postal and telecommunications services
65000000	Public utilities
66000000	Financial and insurance services
70000000	Real estate services
71000000	Architectural, construction, engineering, and inspection services
72000000	IT services: consulting, software development, Internet, and support
73000000	Research and development services and related consultancy services

75000000	Administration, defence, and social security services
76000000	Services related to the oil and gas industry.
77000000	Agricultural, forestry, horticultural, aquacultural, and apicultural services
79000000	Business services: law, marketing, consulting, recruitment, printing, and security
80000000	Education and training services
85000000	Health and social work services
90000000	Sewage, refuse, cleaning, and environmental services
92000000	Recreational, cultural, and sporting services
98000000	Other community, social and personal services

What to do next!

When completing your competition documents, it is important to firstly categorize whether the proposed competition is for Supplies, Works, and Services? Using the above table, explore which heading(s) best match your competition requirements. These headings can then be entered, or further investigated, when you upload competition documents on eTenders.

Procurers should try to be as specific as possible when selecting codes, however, when in doubt use the heading code closest to your requirements.

Useful links:

If you wish to further explore CPV Codes use the following EU link on CPV codes and in particular the main divisions, and the groups.

[CPV Codes | Search Tool 2023 | Easily Find Procurement Codes](#)