Carlow County Council
Guidance for Suppliers
- Registering on www.etenders.gov.ie

Contents

Introduction

www.etenders.gov.ie is the primary tool used by Public Bodies in Ireland (as well as those in receipt of public funding) to advertise their requirements for contracts for supplies, works and services. Procurement documents such Requests for Tender (RfT), Tender Response Document (TRD) and other competition related items are uploaded electronically by a Public Body, such as Carlow County Council, and are then broadcast to potential suppliers seeking responses, by a specific deadline.
This portal provided by the Government of Ireland through its procurement agency, the Office of Government Procurement, is also part of a larger European Union public procurement platform. It is a fully electronic and confidential tool supporting the advertising of tender transactions. Potential users of this site should note that there is **no** charge to self-register as a supplier, to access competition details or receive alerts regarding posted competitions.

Alongside posting tender requirements, Public Bodies, often referred to as Contracting Authorities, are increasingly using this portal for requesting quotations, via the Quick Quotes facility, and for undertaking mini-competitions under previously advertised Framework Agreements (FAs) and Dynamic Purchasing Systems (DSPs). The process for requesting quotations and undertaking mini-competitions is similar to posting tender competitions, with the following critical differences:

- In the case of quotations, the Buyer has certain discretion on who it chooses to invite to submit a quotation.
- In the case of mini-competitions, the Buyer must only invite those suppliers who have been formally admitted to the Framework Agreement or Dynamic Purchasing System, on foot of a previously advertised competition.

Why Register?

It is <u>essential</u> that any supplier, interested in doing business with Public Bodies, is registered on the eTenders system in order to ensure they do not miss out on quotation and tender opportunities from Public Bodies.
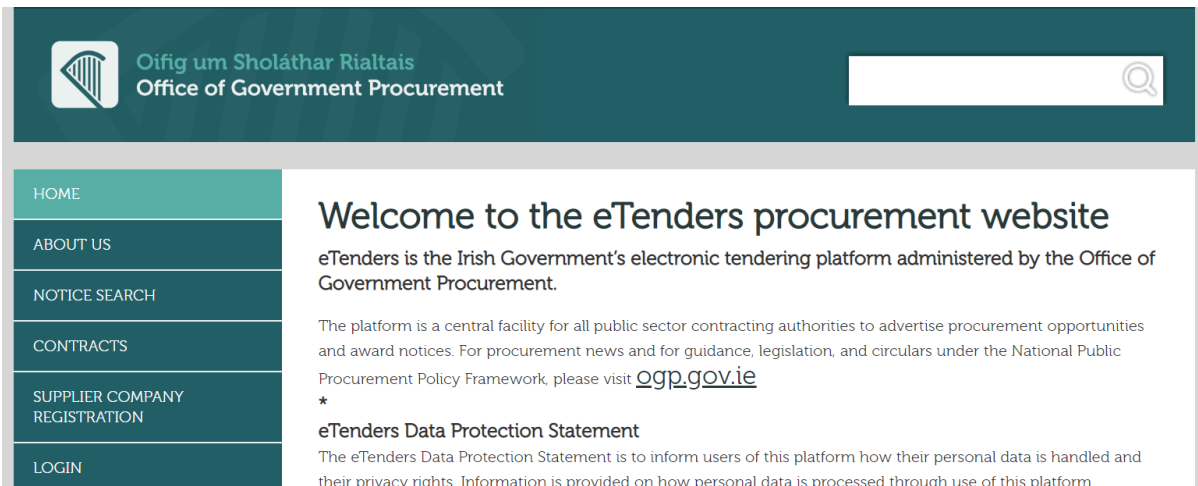
Suppliers, upon registration, can activate an opportunity alert system to advise of all published tender requests in their field(s) of expertise for supplies, services and/or works. The opportunities revealed will not just be limited to their local area but will also share National or EU-wide competition requests. Registered supplier may also be selected to partake in Quick Quote competitions.

Steps to Register

There are a number of steps to be completed to ensure a *comprehensive* profile is created on the etenders website.

Step 1   Log on to www.etenders.gov.ie

Step 2   Click on the Supplier Company Registration field

Step 3   Complete the following relevant fields:

GENERAL COMPANY INFORMATION

GENERAL COMPANY INFORMATION

Type of organisation * ❓   Type of Business Activity * ❓

-- Select Type of Organisation ▾   -- Not Applicable -- ▾

Company name * ❓

VAT Number (or Organisation Number) * ❓

Address * ❓   County and/or Post Code ❓

City *   Country *

                                  No value selected ▾

Description of business *Max 500 characters* *

Complete all relevant fields as detailed below:

- Type of organisation – select from Private Company, Public Limited Company, Sole Trader, Partnership, Charity Organisation, Representative Body, or Public Interest / Non-Supplier.
- Type of business activity -enter detail of the business activity normally performed
- Company name – enter *formal* business name
- VAT number – if no VAT number, enter PPS number
- Address – Country / Post Code / City / Country
- Description of business – enter pertinent information that quickly identifying the type of supplies, works and/or services provided by your organisation. Think of this as your 'shop window' to potential buyers.

COMPANY CONTACT INFORMATION

COMPANY CONTACT INFORMATION

Point of contact *

Phone type *

Default ▼

Phone (+353 17654321) *

Email *

Test

- Point of Contact - this point of contact is the primary person contacted for opportunities on eTenders. Additional contact points can be added once the profile is established
- Phone type
- Phone number
- Email – please use the *Test* facility to ensure you have entered your email details correctly

Complete the following fields:

- First Name
- Last Name
- Title
- Phone type
- Phone number
- Email
- Preferred language

COMPANY ADMINISTRATOR CREDENTIALS

Complete the following fields:

- Username
- Password – see note on password policy above
- Confirm password - to ensure that you have used a memorable password, re enter here

You can add multiple email addresses to the system for email alerts.

ACCEPT THE TERMS AND CONDITIONS

- Accept terms and conditions

Press SAVE

eTenders administration will contact you within a few days to confirm your registration and access to the system.

MANAGING BUSINESS ALERTS

Make sure the Business Alerts button is turned on and the relevant CPV Codes for the business have been selected (see explanation below).

Add all relevant email addresses for other colleagues to receive the Business Alerts.

Configure Business alerts

STATUS OF BUSINESS ALERTS

On | Off | ✔ Business alerts are on

You have free subscription to business alerts.

Start date: 26/04/2013
Expiration date: 12/12/2999

EMAIL ADDRESSES

jeanne.copeland@greenville.ie ✖

+ Add email

Make sure to turn on Business Alerts and that the relevant CPV Codes have been selected, this is critical to ensure opportunities are not missed.

Additional email addresses can be added for other colleagues to receive the Business Alerts.

TO REGISTER RELEVANT CPV CODES

Once registered ensure that the profile is complete and add the CPV codes (common procurement vocabulary) that are relevant to business. By completing these, the organisation will then receive regular email notifications, daily if applicable, on contract opportunities relevant to the business. Additional CPV codes can be added at any time.

What are CPV Codes?

CPV Codes – Common Procurement Vocabulary Codes.
These codes are common EU-wide procurement coding for supplies, works and services that enable multi-lingual translation and interpretation of tender opportunities throughout the EU.
CPV Codes are used by Contracting Authorities, such as Carlow County Council, to classify their requirements consistently and to assist suppliers find contract notices of interest to them, via business alerts.
By registering the relevant CPV codes of interest, for your business/area of expertise, on your profile on eTenders you are ensuring that you do not miss out on notification of tender opportunities.
There is no limit to the number of CPV codes which you select.

The codes are structured as follows:

|	
Supplies start at	01000000 – 44000000 and 48000000
Services start at	50000000 – 99000000
Works are classified under Section	45000000 only.

To access this field, please log in - click on the **Administration Tab** on the top of the log-in screen.

Scroll down to the Current Service Subscriptions section and click on Manage Business Alerts field.

On the CPV Codes section, click on Add CPV.   There may be multiple codes that suit the business so *spend time considering and selecting* as many codes as are relevant. (the -9; -0 digits are check digits – it is the first 8 digits that dictate the category).
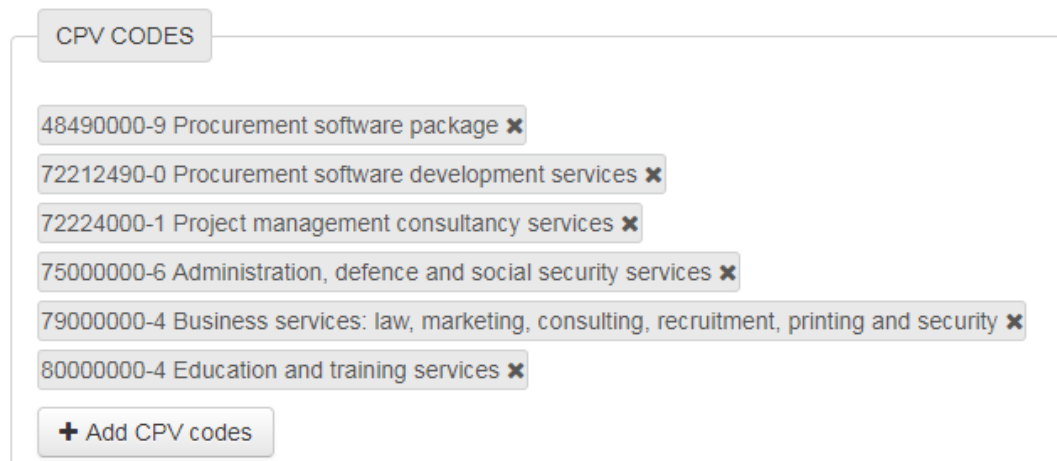
Call the Helpdesk

If you are unsure or require advice the following are contact details:

eTenders Assistance

For assistance:

○ Email the helpdesk on etenders@eu-supply.com

○ Call us on 021 243 92 77 during office hours (09:00am – 17:30pm GMT), please dial +353 21 243 92 77 if you call from outside of Ireland.

Of Note

In the Local Authority sector, suppliers should also consider registering on the SupplyGov system. This is a separate procurement tool used by the sector, covering the procurement categories of Minor Building Works and Plant Hire.

Further details, including links to registration and current competition arrangements, are available at www.supplygov.ie.