



Oifig um Sholáthar Rialtais
Office of Government Procurement

Guidance on using eForms on eTenders

Creating a Contract Notice

Created October 2023



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Delivering Sustainable Procurement Solutions

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1. Who should use this guidance

This guidance on using eforms on eTenders:

- is for contracting authorities (eTenders users)
- pertains to eforms – new procurement notices which Ireland is legally obliged to implement on eTenders
- is relevant to procurements conducted on eTenders, www.etenders.gov.ie
- is not relevant to the publication of notices on the old eTenders platform
- covers the creation of a Contract Notice under the Classical Regime (Directive 24/2014)
- is contingent on the creation of the relevant procurement in a CfT workspace
- is dynamic in nature and may be subject to change because of the phased implementation of specific aspects of the new eforms
- includes background information on the introduction and implementation of the new eforms.

2. eForms Background

eForms – An EU Standard

eForms are an EU legislative open standard for publishing public procurement notices. Procurement notices represent the primary source of public procurement data at Member State and EU Level. For buyers and suppliers, their introduction means a common standard and terminology can be found across all new notices, making these easier to understand and navigate.

Data captured by the eforms is central to supporting — at organisational, Departmental, Government and EU level — procurement planning, reporting and policy decision-making. All of which is essential in delivering better public services for the people of Ireland.

Introduced under the EU Commission Implementing Regulation 2019/1780, September 2019, all Member States **must** use these eforms when announcing above threshold competitions regardless of which EU directive, national regulation or procedure applies.

The 2019 Implementing Regulation established 25 October 2023 as the date by which the new eforms must be adopted across the EU and EEA. This deadline also applies to the withdrawal from use of the current standard notices.

The Public Procurement Directives and eForms

The new eforms align with the public procurement directives. The eforms Implementing Regulation 2019 provides the legal basis for the use of the new eforms represented by the procurement stages listed below.

1. Planning
2. Competition
3. Direct Award Pre-notification
4. Result (formerly Contract Award)
5. Contract Modification

6. Change

The procurement process is progressed using notices designed to support each stage in the procurement process, namely PINs, Contract Notices, VEATs, Contract Award Notices and Contract Modification Notices.

Each Directive has its own set of notices for use in a given procurement regime. The Classical (Directive 24/2014) has 13 notices, the Sectoral (Utilities – Directive 25/2014) has 14, while the Defence Directive (81/2009) has seven and Concessions (Directive 23/2014) has 6. The total number of notices is 40. However, Ireland has chosen to implement 37 notices in relation to above threshold procurements.

The procurement cycle and the notices relevant to each stage (excluding a change notice) is provided in the illustration below. Within each procurement regime, notices relevant to general, social (light touch regime) and design competitions are now available. This supports identification of competitions relevant to a given supplier and better data capture for Government.



Most important national adaptations and the new eForms

Ireland chose to make a small number of new questions mandatory for completion by contracting authorities/entities. Some new fields will be introduced on the first release on 25 October, for others their introduction will be phased. The switch from optional to mandatory for completion of certain fields will also be phased.

The most important new fields pertain to the following important policy areas: GPP, the promotion of social objectives in public contracts, the procurement of innovation, the use of accessibility criteria for people with disabilities, clean vehicles and supporting SME participation in public procurement.

The new eforms provide contracting authorities with the opportunity to call-out in a notice GPP or social considerations aspects of a given competition. From the notices, suppliers can then readily identify competitions that include criteria relevant to the provision of GPP goods or services that support a social consideration.

In the guidance below, for new fields on strategic procurement, the options on how to complete these fields is spelled out.

3. Pre-requisites for working with eForms on eTenders

Changing your website details for your Organisation Profile

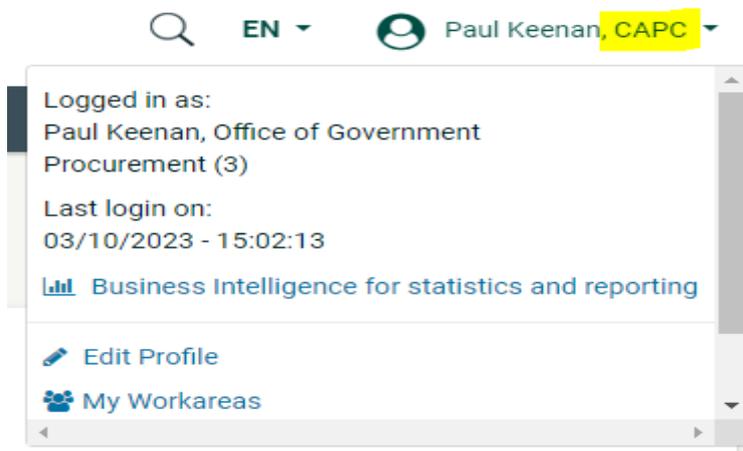
The validation logic on eForms has been constructed by the EU Publications Office to recognise web-addresses with http:// or https:// pre-fronting them.

A pre-requisite to completing any eForm is to first change your website address within your organisation on the system

The new eForms notice will not accept any website addresses with for example www.ogp.gov.ie

The new forms will only accept a <http://www.ogp.gov.ie> or <https://www.ogp.gov.ie>

To change your website address you will need to first log onto eTenders as a CAPC, see below:



Once logged in you will then navigate to the CA Administration and from the dropdown, select “CA Management”, see below



Once selected you will then be directed to View Organisation, see below:

View Organisation

EDIT ORGANISATION	VIEW WORKAREAS	VIEW USERS	APPROVAL GROUPS	ADD USER	TEMPLATE LIBRARY
ORGANISATION NAME:	Office of Government Procurement (3)				
ORGANISATION ID :	1089				
CA NUMBER:	81907634				
VAT NUMBER:	43789760				
CA ABBREVIATION:	OGP3				
CA TYPE:	d. Central Government				
ADDITIONAL ORGANISATION DESCRIPTION:					
CA CONTACT NAME:	Paul Keenan				
ADDRESS:	1 Manor Street				
EIRCODE / POSTAL CODE:	D07 888Y				
CITY:	Dublin				
COUNTRY:	Ireland				
COUNTY:	Kilkenny				
EMAIL:	paul.keenan@ogp.gov.ie				
PHONE NUMBER:					
FAX:					
WEBSITE:	https://www.ogp.gov.ie				
STATUS:	Active				

[VIEW ALL PUBLISHED NOTICES](#)

From here you will then click the “**Edit Organisation**” Tab, see below:

View Organisation

EDIT ORGANISATION	VIEW WORKAREAS	VIEW USERS	APPROVAL GROUPS	ADD USER	TEMPLATE LIBRARY
--------------------------	----------------	------------	-----------------	----------	------------------

Once selected you will then scroll down to the end of the “**Edit Organisation Profile**” page and click into the editable field of “Website” see below:

Website:

- Type **http:// or https://**
- This needs to be inputted with no spaces directly before the www on your website address
- **This is a requirement in order for your notices to be validated on eForms**
- Once edited you will click “Save” to finalise the changes

Ensuring your tender data is correct prior to establishing an eForms notice

eForms data is pre-populated with information provided by users when they create their tender notices on eTenders.

It should be noted that if you have any changes to make to the tender, once it has been created, these must be completed before you finalise CFT Core Information.

After clicking **“Finalise CFT Core Information”**, this is the finalised data that is used to populate your eForms Contract Notice:



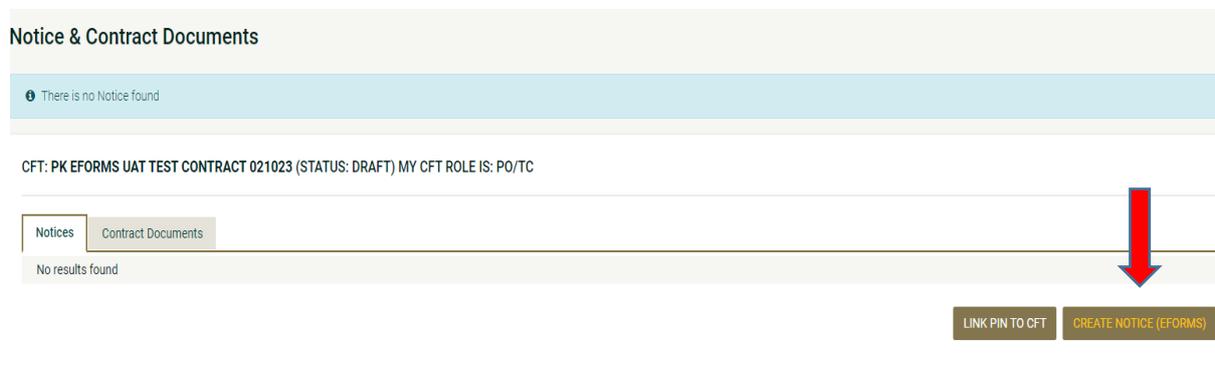
Once you are certain that all information is correct and all dates and times mirror the information shown in the RFT documents, you will click save changes and proceed to **“Publish Contract Notice”**:

PK eforms UAT Test Contract 021023

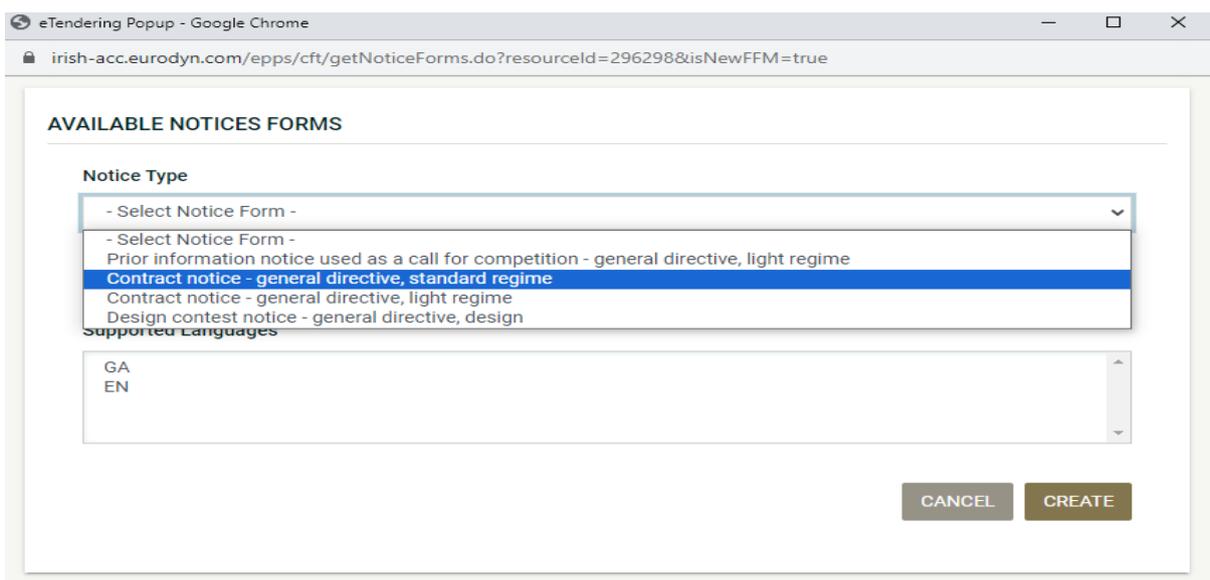
296298

Publish Contract Notice

Once you have clicked **“Publish Contract Notice”**, you will then be directed to the Notice and Contract Documents Section within your **“Show CFT Menu”**. You will then select Create Notice (EFORMS):



Once selected a pop up will appear and you will select the correct dropdown for the type of procurement you are working on, for example: Contract Notice, see below:



Only the notice types relevant to your particular procurement will appear for use.

Once you have selected your “**Select Notice Form**” you will then be faced with a mandatory field, “**Primary Language**” marked with a red asterix *:

Primary Language *

GA EN

Pick a language and then click create to populate the eForms notice.

4. Working with the eForms Contract Notice

Overview of the new structure

Before you get started, it should be noted that anything with a red asterix (*) is classified as a mandatory field and must be filled out in order to progress and ultimately publish the notice.

Within all eForms notices, the most important aspects of the form are the completion rates of the sections which are shown on the left hand side of all notices, please see below:



The new forms support pre-filling based on information inserted into your CFT when you created it on the eTenders platform. This means that the forms are largely completed when you start working on them.

The structure of the new eForms is different to what users have previously experienced having worked with the standard TED forms currently in place.

There are two levels of validation on the eForms notices:

1. Mandatory Validation set by Irelands tailoring requirements (these fields are marked with a *).
2. Mandatory Validation set by the EU Commission (these fields are not marked but will produce a validation error, users are pointed to where the errors need to be corrected- see validation rules samples on page 34 & 35).

The most important thing to note is that all of these sections within a notice must reach 100% completion rate before you can try and validate, finalise and subsequently publish the notice.

Metadata Page

The first page you will see upon creating the eForms Notice will be Metadata.

The metadata page is an uneditable (read-only) page which has been populated by the system. It contains certain data fields that have been pre-filled from the workspace and others, which have been pre-filled in order to publish the correct notice, see below:

Field	Value
Notice type * [BT-02-notice]	Contract or concession notice – standard regime
Form type * [BT-03-notice]	Competition
Procedure identifier * [BT-04-notice]	eee547ce-2a21-439a-81c1-849e210a849f
Notice identifier/version * [BT-701-notice]	70689ab7-c2aa-4ba7-84d0-c0900cbadbfb
Notice version * [BT-757-notice]	01
Languages in which this notice is officially available * [BT-702(a)-notice]	English
Languages in which this notice is officially available [BT-702(b)-notice]	Select...
Notice dispatch date * [BT-05(a)-notice]	03/10/2023 (UTC+01:00) Europe/Dubli
Notice dispatch date * [BT-05(b)-notice]	09 : 49 : 40 (UTC+01:00) Europe/Dubli
Preferred publication date [BT-738-notice]	dd/MM/yyyy (UTC+01:00) Europe/Dubli
UBL version ID (UBL) * [OPT-001-notice]	2.3
Customisation ID (UBL) * [OPT-002-notice]	eforms-sdk-1.8
Notice subtype * [OPP-070-notice]	Contract notice – general directive, standard regime
Notice publication number [OPP-010-notice]	
OJ S issue number [OPP-011-notice]	
Publication date [OPP-012-notice]	dd/MM/yyyy (UTC+01:00) Europe/Dubli

As noted earlier, this page is an uneditable so we can move on and click into the next page by clicking the arrow at the end of the page (highlighted in yellow above) to move to the next Section.

Contracting Party and Service Provider Section

In this part of the notice, we will encounter our first mandatory field – “**Buyer profile * [BT-508-Procedure-Buyer]**”.

This field has been pre-filled by the system and as mentioned previously, multiple sections within the notice have been pre-filled with the information provided from your CFT:

Contracting party and service provider [GR-Buyer]

- Buyer [GR-ContractingAuthority]
- Buyer [GR-ContractingAuthority]
 - Buyer [GR-ContractingAuthority-Buyer]
 - ID – Buyer [OPT-300-Procedure-Buyer] ORG-0003 - Office of Government Procurement (3)

The next field, although it is not marked as a mandatory field, this is the first appearance of a Commission validation field (a mandatory question as set by the EU Commission). Please see these examples below, highlighted in yellow 1 and 2:

Contracting party and service provider [GR-Buyer]

Contracting party and service provider [GR-Buyer]

Buyer [GR-ContractingAuthority]

Buyer [GR-ContractingAuthority]

Buyer [GR-ContractingAuthority-Buyer]

ID – Buyer * [OPT-300-Procedure-Buyer]

Legal type of the buyer [BT-11-Procedure-Buyer]

Activity of the contracting authority [BT-10-Procedure-Buyer]

Buyer profile * [BT-508-Procedure-Buyer]

1. **“Legal Type of buyer [BT-11-Procedure-Buyer]”** – This section indicates the legal entity type of the buyer e.g.: OGP = Central Government Authority, see below:

Buyer [GR-ContractingAuthority]

Buyer [GR-ContractingAuthority-Buyer]

ID – Buyer * [OPT-300-Procedure-Buyer]

Legal type of the buyer [BT-11-Procedure-Buyer]

Activity of the contracting authority [BT-10-Procedure-Buyer]

Buyer profile * [BT-508-Procedure-Buyer]

Service provider [GR-Procedure-SProvider]

Service provider [GR-Procedure-SProvider]

ID – Service provider [OPT-300-Procedure-SProvider]

Provided service type [OPT-030-Procedure-SProvider]

Body governed by public law
 Body governed by public law, controlled by a central government authority
 Body governed by public law, controlled by a local authority
 Body governed by public law, controlled by a regional authority
Central government authority
 Defence contractor
 EU institution, body or agency
 Entity with special or exclusive rights
 Group of public authorities
 International organisation

2. **“Activity of the contracting authority [BT-10-Procedure-Buyer]”** – This section indicates the main activity of the Contracting Authorities who are publishing the notice e.g.: OGP = General Public Services, see below:

Contracting party and service provider [GR-Buyer]

Contracting party and service provider [GR-Buyer]

Buyer [GR-ContractingAuthority]

Buyer [GR-ContractingAuthority]

Buyer [GR-ContractingAuthority-Buyer]

ID – Buyer * [OPT-300-Procedure-Buyer]

Legal type of the buyer [BT-11-Procedure-Buyer]

Activity of the contracting authority [BT-10-Procedure-Buyer]

Buyer profile * [BT-508-Procedure-Buyer]

Service provider [GR-Procedure-SProvider]

Service provider [GR-Procedure-SProvider]

ID – Service provider [OPT-300-Procedure-SProvider]

Provided service type [OPT-030-Procedure-SProvider]

Defence
 Economic affairs
 Education
 Environmental protection
General public services
 ...

Once these have been selected, you will not receive a validation error when trying to validate the notice.

The next mandatory field we see is the “**Buyer profile * [BT-508-Procedure-Buyer]**”:

Buyer profile * [BT-508-Procedure-Buyer]

This is an important field and requires all Contracting Authorities to amend their website address as per instructions on page five of this document, e.g. **HTTP:// OR HTTPS://**

Once you have filled in all these fields within Contracting Party and service provider, you should be seeing a 100% completion rate, see below:

English ACC

COMPLETION 84% Draft

100% Metadata

100% Contracting party and service provider

98% Procedure

51% Lot

90% Organisations

Contracting party and service provider [GR-Buyer]

Contracting party and service provider [GR-Buyer]

Buyer [GR-ContractingAuthority]

Buyer [GR-ContractingAuthority]

Buyer [GR-ContractingAuthority-Buyer]

ID - Buyer * [OPT-300-Procedure-Buyer] x ORG-003 - Office of Government Procurement (3) x

Legal type of the buyer [BT-11-Procedure-Buyer] Central government authority

Activity of the contracting authority [BT-10-Procedure-Buyer] General public services

Buyer profile * [BT-508-Procedure-Buyer] https://www.ogp.gov.ie

Service provider [GR-Procedure-SProvider]

Service provider [GR-Procedure-SProvider]

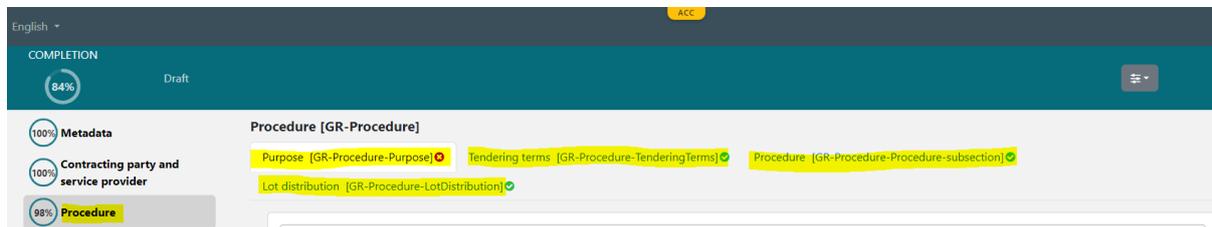
ID - Service provider [OPT-300-Procedure-SProvider] x ORG-002 - European Dynamics S.A. x

Provided service type [OPT-030-Procedure-SProvider] TED eSender

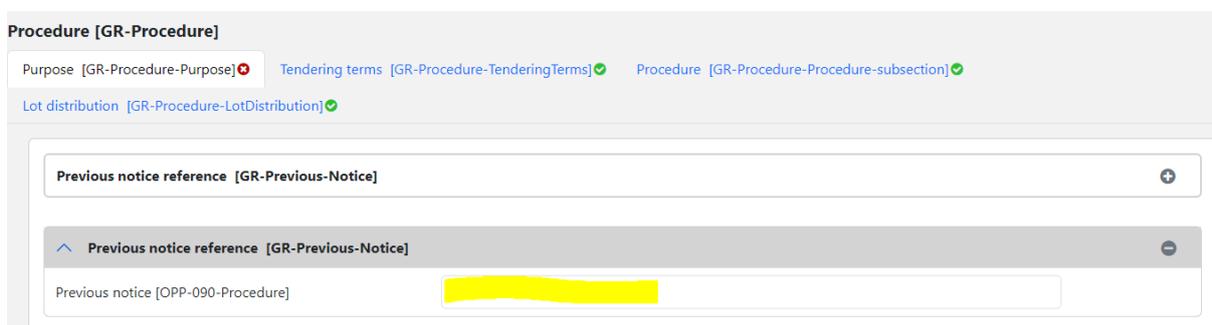
Once all fields are completed and you see 100%, you can click move to next section.

Procedure Section

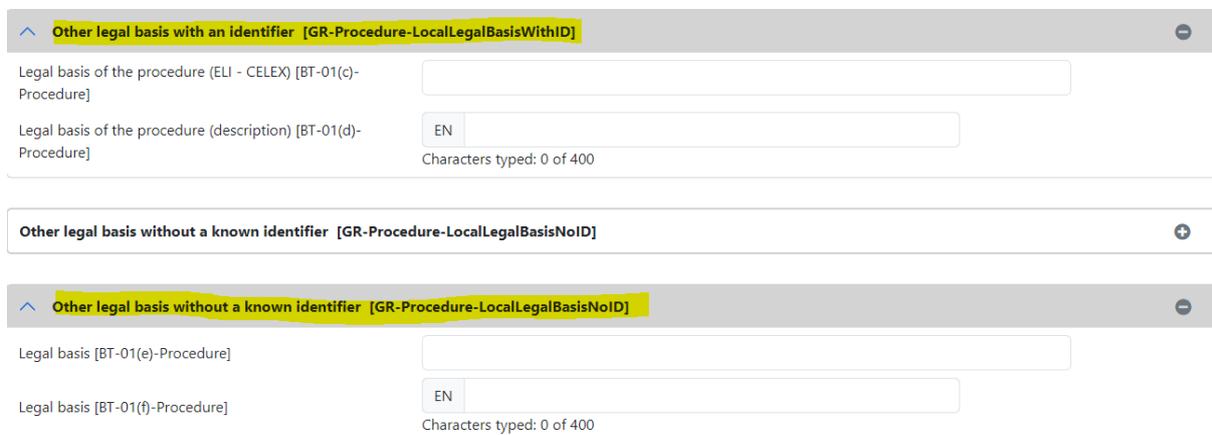
The next section is known as the Procedure section. Within this section there are four tabs that need to be fulfilled before you can progress onto the Lot information, see below:



The first question we see is **“previous notice”**. This is where enter the details of a prior notice, such as a PIN, that can be linked to this Notice, see below:



The next two fields are optional, see below:



Below this is the first mandatory field, this has been pre-filled from the CFT Workspace to show Classic Directive and is named – **“Legal basis of the procedure * [BT-01-notice]”**, see below:



The next field we see with mandatory information is the “**Description**” section. The notice has been pre-filled with the “**Title**” of your procurement, the “**Description**” as noted in your CFT and the “**Nature of the Contract**”.

The first field “**Internal Identifier**” (highlighted below) is an optional field. In here you have the opportunity to insert any internal reference relevant to your organisation:

Internal identifier [BT-22-Procedure]

Title * [BT-21-Procedure] EN PK eforms UAT Test Contract 021023
Characters typed: 34 of 400

Description * [BT-24-Procedure] EN The Contracting Authority invites tenders from economic operators for
Characters typed: 291 of 6000

Nature of the contract * [BT-23-Procedure] Services

The next section may be completed if you are creating a mixed procurement. Procurement directives dictate that whichever element is of higher value will determine the main nature of the contract, be that Supplies, Services or Works, please see below:

Additional contract nature for the Procedure [GR-Procedure-Additional-Nature]

Additional nature of the contract [BT-531-Procedure] Select...

Services

Supplies

Works

Scope of the procurement [GR-Procedure-Scope]

Below this section are the main values of the CFT, the first being the “**Estimated Value excluding VAT**” and the second being the “**Maximum value of the framework agreement**”. The estimated value has been pre-filled but you will need to manually input the maximum value of the framework agreement.

For bespoke procurements you should enter a 0 (zero) into this highlighted field in order to validate the notice, see below:

Scope of the procurement [GR-Procedure-Scope]

Estimated value excluding VAT * [BT-27-Procedure] 5000000 Euro

Maximum value of the framework agreement * [BT-271-Procedure] Euro

The next two sections are “**Main Classification** and **Additional Classification**”.

The Main Classification section is a mandatory field and both “**Classifier type * [BT-26(m)-Procedure]**” and “**Main classification * [BT-262-Procedure]**” have been pre-filled and the additional classification is a field to which you can add additional CPV codes if you wish, please see below:

Main classification [GR-Procedure-Scope-MainClassification]

Classifier type * [BT-26(m)-Procedure] Common procurement vocabulary

Main classification * [BT-262-Procedure] 72000000 - IT services: consulting, software development, Internet and support

Additional classification [GR-Procedure-Scope-AdditionalClassification]

Additional classification [GR-Procedure-Scope-AdditionalClassification]

Classifier type [BT-26(a)-Procedure] Select...

Additional classification [BT-263-Procedure]

It should be noted that if you have included multiple CPV codes in your CFT, the first CPV Code entered will be designated the main CPV code, the others will populate into the additional classification field by default.

The last section on the Purpose Tab is “Additional Information about place of performance”, this is an optional field, please see below:

Additional information about place of performance [GR-Procedure-PlaceOfPerformance]

Postal address [BT-5101(a)-Procedure]	<input type="text"/> Characters typed: 0 of 400
Postal address [BT-5101(b)-Procedure]	<input type="text"/> Characters typed: 0 of 400
Postal address [BT-5101(c)-Procedure]	<input type="text"/> Characters typed: 0 of 400
Town [BT-5131-Procedure]	<input type="text"/> Characters typed: 0 of 400
Postcode [BT-5121-Procedure]	<input type="text"/> Characters typed: 0 of 400
Country subentity [BT-5071-Procedure]	<input type="text" value="Select..."/>
Country [BT-5141-Procedure]	<input type="text" value="Select..."/>
Other restrictions on the place of performance [BT-727-Procedure]	<input type="text" value="Select..."/>
Additional information [BT-728-Procedure]	<input type="text" value="EN"/> Characters typed: 0 of 6000

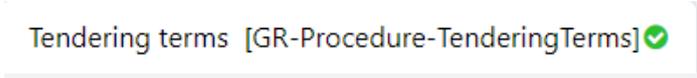
The new eForms structure gives buyers the opportunity to designate specific areas for the place of performance or to indicate that performance applies nationally, please see below

Country [BT-5141-Procedure]	<input type="text" value="Ireland"/>
Other restrictions on the place of performance [BT-727-Procedure]	<input type="text" value="Anywhere in the given country"/>

Once you have completed this tab, you can scroll to the bottom of the page and click on the middle button to proceed to the next section, please see below:



The next tab you will be directed to is the **“Tendering terms [GR-Procedure-TenderingTerms]”**, please see below:



This tab contains a pair of questions where contracting authorities can outline to suppliers where they can find further information in relation to selection criteria related to the procurement, please see below:

1. **[BT-67(a) – Procedure]** - This is a dropdown field that outlines the exclusion grounds as defined in the eESPD. In order to point users to the relevant procurement documentation please select **“Purely National exclusion grounds”** from this selection, please see below:

2. **[BT-67(b) – Procedure]** - This is a free text field where Contracting Authorities can provide information to suppliers that they deem relevant, see sample below:

Once all this information has been populated, you can scroll to the bottom of the page and click next section to proceed:

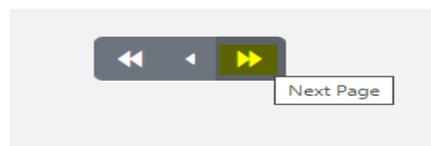


The next tab is the “**Procedure [GR-Procedure-Procedure-subsection]**”.

This tab has both mandatory and optional fields. There is only one mandatory field “[**Type of procedure – BT-105**]”, which has been pre-filled with the type of procedure chosen for your procurement. Users can insert information, as necessary, into the optional fields:

A screenshot of a web form titled 'Procedure [GR-Procedure-Procedure]'. It contains several sections: 'This cancelled or unsuccessful procedure or lot will be relaunched [BT-634-Procedure]' with radio buttons for 'Yes' and 'No'; 'Main features of the procedure [BT-88-Procedure]' with a text input field (EN) and character count (0 of 6000); 'Type of procedure * [BT-105-Procedure]' with a dropdown menu showing 'Open'; 'The procedure is accelerated [BT-106-Procedure]' with a text input field (no); 'Justification for the accelerated procedure [BT-1351-Procedure]' with a text input field (EN) and character count (0 of 4000); 'The tenderer must submit tenders for all lots [BT-763-Procedure]' with a 'Select...' dropdown. Below this is an 'Additional information [GR-Procedure-AdditionalInformation]' section with a text input field (EN) and character count (0 of 10000). Navigation buttons are at the bottom.

The final tab is “**Lot Distribution [GR-Procedure-LotDistribution]**” and again this has been pre-filled with the number of lots you have selected when creating the procurement in the CFT workspace. Once completed scroll to the bottom of the page and click next section:

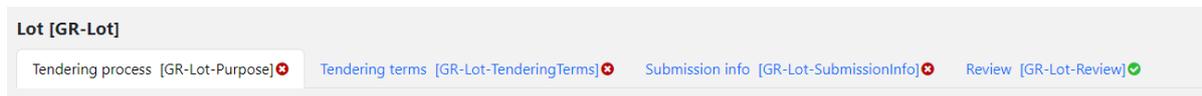
A screenshot of a web form titled 'Procedure [GR-Procedure]' with a breadcrumb trail: 'Purpose [GR-Procedure-Purpose] ✓', 'Tendering terms [GR-Procedure-TenderingTerms] ✓', 'Procedure [GR-Procedure-Procedure-subsection] ✓', and 'Lot distribution [GR-Procedure-LotDistribution] ✓'. The active section is 'Maximum number of lots [GR-Procedure-MaxLots]' with two text input fields: 'Maximum number of lots for which one tenderer can submit tenders [BT-31-Procedure]' containing the value '4', and 'Maximum number of lots for which contracts can be awarded to one tenderer [BT-33-Procedure]' which is empty. Navigation buttons are at the bottom.

Lot Section

The next section is the **Lot section**.

This **must** be completed, even if there are no lots in the procurement.

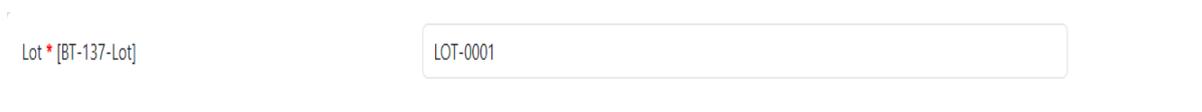
In this section there are four tabs that need to be completed before you can progress onto the organisation section, see below:



Lot [GR-Lot]

Tendering process [GR-Lot-Purpose] ❌ Tendering terms [GR-Lot-TenderingTerms] ❌ Submission info [GR-Lot-SubmissionInfo] ❌ Review [GR-Lot-Review] ✅

The first field we see is a mandatory field “**Lot * [BT-137]**” which has been pre-filled by the system, this field is known as a lot identifier. There is no need to change this so you can leave it as is and move onto the next section:



Lot * [BT-137-Lot]

Directly underneath this field is the “**previous planning field**”, if you have published a Prior Information Notice or ran a related procurement, you can input the information here. Otherwise, you can skip this sub-section:



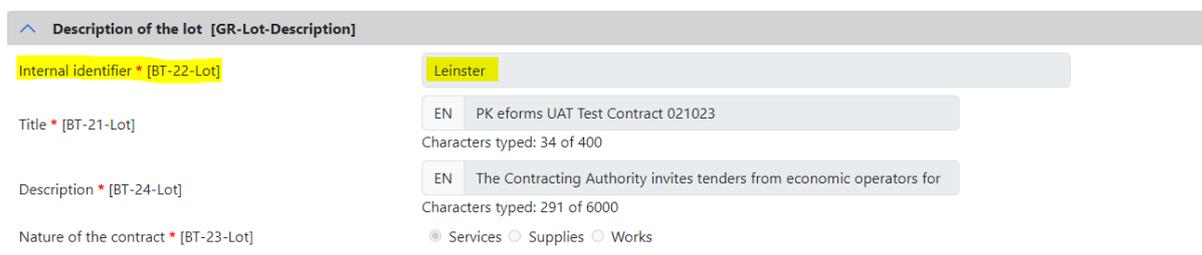
Previous planning [GR-Lot-PreviousPlanning]

Identifier of the previous notice [BT-125(i)-Lot]

Identifier of the part of the previous notice [BT-1251-Lot]

The next section “**Description of the lot**” has four mandatory fields

- “Internal Identifier * [BT-22-Lot]”
 1. For Single Lot Competitions – You need to manually input the Lot Name
 2. For Multi Lot Competitions – This lot name is pre-filled from CFT Workspace
- The three other mandatory fields have been pre-filled by the system and you can leave these fields as is, see below:



Description of the lot [GR-Lot-Description]

Internal identifier * [BT-22-Lot]

Title * [BT-21-Lot]
Characters typed: 34 of 400

Description * [BT-24-Lot]
Characters typed: 291 of 6000

Nature of the contract * [BT-23-Lot] Services Supplies Works

The section directly below **“Additional contract nature for the lot”** is an optional field that lets suppliers know the nature of the lot (This applies to mixed procurements):

Additional contract nature for the Lot [GR-Lot-Additional-Nature]

Additional nature of the contract [BT-531-Lot] Select...

- Services
- Supplies
- Works

Scope of the procurement [GR-Lot-Scope]

The next section is **“Scope of the procurement [GR-Lot-Scope]”**. Within this section there is one mandatory field which is **“Estimated value excluding VAT * [BT-27-Lot]”**, this section has been pre-filled from workspace, see below:

Scope of the procurement [GR-Lot-Scope]

Quantity [BT-25-Lot]

Unit [BT-625-Lot] Select...

This procurement is also suitable for small and medium-sized enterprises (SMEs) [BT-726-Lot] Yes No

Estimated value excluding VAT * [BT-27-Lot] 5000000 Euro

The field below is the **“Classification [GR-Lot-Scope-MainClassification]”**. The first section has been pre-filled from the CFT workspace. This field is the main CPV code you have pre-selected when creating CFT

The field below is the **“Additional Classification”**. It should be noted that if you have multiple CPV codes in your CFT, the first CPV Code entered will be designated the main CPV code, the others will populate into the additional classification field by default:

Classification [GR-Lot-Scope-MainClassification]

Classifier type * [BT-26(m)-Lot] Common procurement vocabulary

Main classification * [BT-262-Lot] 72000000 - IT services: consulting, software development, Internet and support

Additional classification [GR-Lot-Scope-AdditionalClassification]

Additional classification [GR-Lot-Scope-AdditionalClassification]

Classifier type [BT-26(a)-Lot] Select...

Additional classification [BT-263-Lot]

The next section is **“Type of Procurement”**. This section contains five fields relating to Strategic Procurement.

“Aim of the Strategic Procurement [BT-06-Lot]” is the driving question for all of the questions above it within the **“Type of Procurement”** section.

Please see screenshot below of the options available in the “**Type of Procurement**” section. The response to BT-06 (highlighted) should be considered first, before the questions above it are answered:

Within BT-06, you will need to select one of the fields shown above and detailed below:

- a. Fulfilment of social objectives
- b. Innovative purchase
- c. Reduction of environment impacts
- d. None

If you were to select “**None**” you have selected that this CFT does not contain any strategic procurement elements. The rest of the questions in this section can be ignored.

However, if you have selected any of the options listed below you will need to complete the fields associated to each option as shown below in screenshots

- a. Fulfilment of social objectives
- b. Innovative purchase
- c. Reduction of environment impacts

The screenshots below provide instructions on how to answer the questions in the order in which they appear in the eForms notice:

1. **Environmental impact procedure type [GR-Lot-Environmental-Impact] [BT-774-Lot]** – If you have selected “**Reduction of Environment impacts**” as your answer for BT-06-Lot then you may select one of the options below from the dropdown in question “[**BT-774-Lot**]” in order to achieve validation. See below:

^ Type of procurement [GR-Lot-ProcurementType]
 Environmental impact procurement type [GR-Lot-Environmental-Impact] +
 ^ Environmental impact procurement type [GR-Lot-Environmental-Impact] -
 Approach to reducing environmental impacts * [BT-774-Lot] Select...
 Climate change adaptation
 Climate change mitigation
 Social objective procurement type [GR-Lot-Social-Objective] +
 ^ Social objective procurement type [GR-Lot-Social-Objective] -
 Social objective promoted * [BT-775-Lot]
 Other
 Pollution prevention and control
 The protection and restoration of biodiversity and ecosystems
 The sustainable use and protection of water and marine resources
 The transition to a circular economy

- Social objective procurement type [GR-Lot-Social-Objective] [BT-775-Lot]** – If you have selected **“Fulfilment of Social Objectives”** as your answer for **“BT-06-Lot”** then you may select one of the options below from the dropdown in question **“[BT-775-Lot]”** in order to achieve validation. See below:

^ Social objective procurement type [GR-Lot-Social-Objective]
 Social objective promoted * [BT-775-Lot] Select...
 Innovative acquisition procurement type [GR-Lot-Innovation-Procurement] +
 ^ Innovative acquisition procurement type [GR-Lot-Innovation-Procurement] -
 Innovative objective * [BT-776-Lot]
 Strategic procurement [GR-Lot-ProcurementType-Strategic]
 Other
 Accessibility for all
 Employment opportunities for the long-term unemployed, disadvantaged and/or for persons with disabilities
 Ethnic equality
 Fair working conditions
 Gender equality
 Human rights due diligence in global supply chains

- Innovative acquisition procurement type [GR-Lot-Innovation-Procurement] [BT-776-Lot]** If you have selected **“Innovative Purchase”** as your answer for **“BT-06-Lot”** then you may select one of the options below from the dropdown in question **“[BT-776-Lot]”** in order to achieve validation. See below:

^ Innovative acquisition procurement type [GR-Lot-Innovation-Procurement]
 Innovative objective * [BT-776-Lot] Select...
 Strategic procurement [GR-Lot-ProcurementType-Strategic]
 ^ Strategic procurement [GR-Lot-ProcurementType-Strategic]
 The procured works, supplies or services are novel or significantly improved compared to other works, supplies, or services already on the market.
 The procured works, supplies or services involve research and development activities.
 The procured works, supplies, or services entail process innovation
 The procured works, supplies, or services entail product innovation

- Strategic Procurement [GR-Lot-ProcurementType-Strategic] [BT-06-Lot]** - As described on page 19, you may select an option that is appropriate to your procurement from the dropdown. See below:

^ Strategic procurement [GR-Lot-ProcurementType-Strategic]
 Aim of strategic procurement * [BT-06-Lot] Select...
 Description * [BT-777-Lot]
 None
 Fulfilment of social objectives
 Innovative purchase
 Reduction of environmental impacts

4b. Strategic Procurement [GR-Lot-ProcurementType-Strategic] Description [BT-777-Lot] – If you have answered anything other than “None” as an answer for “BT-06-Lot” you can provide a description within this field. See below:

5. “Justification for absence of accessibility criteria [GR-Lot-ProcurementType-Accessibility] [BT-754-Lot]”. You can select the option which is most appropriate to your CFT. See below:

Once these five sections have been completed, you will be able to continue with validation once the notice has reached 100% completion rate.

The next section we will see is the “Place of performance [GR-Lot-Placeofperformance]”.

The new eForms structure gives buyers the opportunity to designate specific areas for the place of performance or to indicate that performance applies nationally, please see below:

Country [BT-5141-Procedure]

Ireland

Other restrictions on the place of performance [BT-727-Procedure]

Anywhere in the given country

The next two sections are optional fields and contain the “**Estimated Duration and Renewal of the Contract**” Sections and again it is up the discretion of the user if they wish to fill in these optional fields, see below:

Estimated duration [GR-Lot-PlannedDuration]

Other duration [BT-538-Lot]

Start date [BT-536-Lot]

End date [BT-537-Lot]

Duration [BT-36-Lot]

Renewal of the contract [GR-Lot-ContractExtension]

The buyer reserves the right for additional purchases from the contractor, as described here [BT-54-Lot] Characters typed: 0 of 6000

Description [BT-57-Lot] Characters typed: 0 of 6000

Maximum renewals [BT-58-Lot]

The next section is “**Terms of the Auction**”, this is a mandatory field and has been pre-filled from the CFT workspace, see below:

Terms of the auction [GR-Lot-AuctionTerms]

An electronic auction is used * [BT-767-Lot] Yes No

Description [BT-122-Lot] Characters typed: 0 of 6000

An electronic auction is held at the following address [BT-123-Lot]

The next section is the “**Government Procurement Agreement (GPA)**”. This section is mandatory and has been pre-filled with the information provided when creating the tender in the CFT workspace, see below:

Government Procurement Agreement (GPA) [GR-Lot-GpaAgreement]

The procurement is covered by the Government Procurement Agreement (GPA) * [BT-115-Lot] Yes No

The next section is “**Use of EU funds**” and has been pre-filled from the CFT workspace, see below:

Use of EU funds [GR-Lot-EUFunds]

The procurement is at least partially financed by European Union funds [BT-60-Lot]

The next section is “**Contracting system [GR-Lot-ContractingSystem]**” and there are two mandatory fields within this section:

- **BT-765-Lot – Framework agreement is involved:**
 1. If you are creating a bespoke Contract, you will select “**None**” from the dropdown
 2. If you are creating a Framework Agreement you will need to select the option appropriate to your Framework Agreement

- **BT-766-Lot - Dynamic Purchasing System is involved:**
 1. If you are creating either a Bespoke Contract or a Framework Agreement you will select “**None**”
 2. If you are creating a DPS, you will need to select the option appropriate to your DPS

The next section is “**Information about framework agreement**”. There is one field within this section and you must input the “**Maximum value of the framework agreement * [BT-271-Lot]**” – See below:

The next four sections are optional fields, which contain:

1. Information about fiscal legislation
2. Information about environmental legislation
3. Information about employment legislation
4. Additional Information

The fourth section is **“Additional Information”**. If there is any pertinent information you would like suppliers to see, this is where you would put input it. See below:

Additional information [GR-Lot-AdditionalInformation]

Additional information [BT-300-Lot] Characters typed: 80 of 10000

Once completed you can click on the button below to move to next section:



When you click next section, the tab will then move to the **“Tendering Terms”** tab, see below:

Lot [GR-Lot]

Tendering process [GR-Lot-Purpose] ✓ **Tendering terms [GR-Lot-TenderingTerms] ⚠** Submission info [GR-Lot-SubmissionInfo] ⚠ Review [GR-Lot-Review] ✓

The first section you will see is the **“Selection Criteria”** and you will see the first question **“Type * [BT-747-Lot]”** which is a mandatory section. This section is where you will need to input a description of a Selection Criteria within a lot. Select the option as appropriate to your procurement or please select **“Other”** to ensure validation, please see below:

Selection criteria [GR-Lot-SelectionCriteria]

Type * [BT-747-Lot]

Name [BT-749-Lot]

Description [BT-750-Lot]

Use of this criterion [BT-748-Lot]

The criteria will be used to select the candidates to be invited for the second stage of the procedure [BT-40-Lot] Yes No

Economic and financial standing

Other

Suitability to pursue the professional activity

Technical and professional ability

The next sections we encounter are **“Parameter (Number and Code) for a Second Stage Criterion and Candidates sections”**. These are both optional sections, see below:

Parameter (Number & Code) for a Second Stage Criterion [GR-Lot-SelectionCriteria-SecondStageInvite]

Parameter (Number & Code) for a Second Stage Criterion [GR-Lot-SelectionCriteria-SecondStageInvite]

Number is a type of weight [BT-7531-Lot]

Number is a type of threshold [BT-7532-Lot]

Selection criteria second stage invite number [BT-752-Lot]

Candidates [GR-Lot-Candidates]

The procedure will take place in successive stages. At each stage, some participants may be eliminated [BT-52-Lot] Yes No

There is a maximum number of candidates to be invited for the second stage of the procedure [BT-661-Lot] Yes No

Maximum number of candidates to be invited for the second stage of the procedure [BT-51-Lot]

Minimum number of candidates to be invited for the second stage of the procedure [BT-50-Lot]

The next sections we see on the notice are the sections about “award criterion”, these sections are all optional, see below:

Award criterion [GR-Lot-AwardCriteria-Criterion]

Type [BT-539-Lot]

Description [BT-540-Lot] Characters typed: 0 of 6000

Award criteria parameters [GR-Lot-AwardCriteria-Criterion-Parameters]

Lot Award Weight Criterion Parameter (Value and associated Code) [GR-Lot-AwardCriteria-WeightCriterion-Parameter]

Award criterion number [BT-541-Lot-WeightNumber]

Number is a type of weight [BT-5421-Lot]

Lot Award Fixed Criterion Parameter (Value and associated Code) [GR-Lot-AwardCriteria-FixedCriterion-Parameter]

Award criterion number [BT-541-Lot-FixedNumber]

Number is a fixed value [BT-5422-Lot]

Lot Award Threshold Criterion Parameter (Value and associated Code) [GR-Lot-AwardCriteria-ThresholdCriterion-Parameter]

Lot Award Threshold Criterion Parameter (Value and associated Code) [GR-Lot-AwardCriteria-ThresholdCriterion-Parameter]

Award criterion number [BT-541-Lot-ThresholdNumber]

Number is a type of threshold [BT-5423-Lot]

Name [BT-734-Lot] Characters typed: 0 of 400

Description of the method to be used if weighting cannot be expressed by criteria [BT-543-Lot] Characters typed: 0 of 1000

Justification for not indicating the weighting of the award criteria [BT-733-Lot] Characters typed: 0 of 6000

The next two sections are “Consequences or award and Information about late submission”, these are optional fields, see below:

Consequences of award [GR-Lot-AwardingConsequences]

The buyer reserves the right to award the contract on the basis of the initial tenders without any further negotiations [BT-120-Lot] Yes No

Information about late submission [GR-Lot-TendererQualification]

A certain legal form must be taken by a group of tenderers that is awarded a contract [BT-761-Lot]

Legal form that must be taken by a group of tenderers that is awarded a contract [BT-76-Lot] Characters typed: 0 of 6000

Tenderer-related information that can be supplemented after the submission deadline [BT-771-Lot]

Additional information [BT-772-Lot] Characters typed: 0 of 6000

Reserved procurement [GR-ReservedParticipation]

Directly underneath these sections is a mandatory field which must be filled and this section is the “Reserved Procurement [GR-ReservedParticipation]” field. In order to ensure validation, you will need to select “None”, or one of the other two options, if these apply to your procurement, see below:

Reserved procurement [GR-ReservedParticipation]

Reserved procurement [GR-ReservedParticipation]

Reserved participation * [BT-71-Lot]

Variants [GR-Lot-Variants]

/ariants [BT-63-Lot]

None

Participation is reserved to organisations pursuing a public service mission and fulfilling other relevant conditions in the legislation.

Participation is reserved to sheltered workshops and economic operators aiming at the social and professional integration of disabled or disadvantaged persons.

The “Variants” section contains another optional field, see below:

^ Variants [GR-Lot-Variants]

Variants [BT-63-Lot]

The next section is “Information about recurrence” contains another set of optional fields, see below:

^ Information about recurrence [GR-Recurrence]

This is a recurrent procurement [BT-94-Lot] Yes No

Description [BT-95-Lot] Characters typed: 0 of 6000

Tenderers may submit more than one tender [BT-769-Lot]

The next section is the “Requirements for contract execution [GR-Lot-ContractExecutionRequirements]” section.

There is a known issue within “The execution of the contract must be performed within the framework of sheltered employment programmes * [BT-736-Lot]” section of the form. You will need to complete the following steps in order to achieve validation, please see below:

Step 1: Select “Not yet known” from the dropdown menu, please see below:

^ Requirements for contract execution [GR-Lot-ContractExecutionRequirements]

The execution of the contract must be performed within the framework of sheltered employment programmes * [BT-736-Lot]

Electronic invoicing * [BT-743-Lot]

Execution requirement code [OPT-060-Lot]

Step 2: Immediately below is the “Electronic invoicing * [BT-736-Lot] question. You must select “Required” in order to get validation, please see below:

Electronic invoicing * [BT-743-Lot]

The last two sections here are optional, see below:

^ Requirements for contract execution [GR-Lot-ContractExecutionRequirements]

The execution of the contract must be performed within the framework of sheltered employment programmes * [BT-736-Lot]

Electronic invoicing * [BT-743-Lot]

Execution requirement code [OPT-060-Lot]

Conditions relating to the performance of the contract [BT-70-Lot] Characters typed: 0 of 1000

The completion of fields in the next sections “Requirements, Security Clearance and Description of the NDA” is optional, please see below:

Requirements [GR-Lot-Requirements2SecurityClearance1]

The names and professional qualifications of the staff assigned to perform the contract must be given [BT-79-Lot]

Deadline for obtaining security clearance [BT-78-Lot]

Security clearance [GR-Lot-SecurityClearance2]

Security clearance is required [BT-578-Lot]

Description [BT-732-Lot] Characters typed: 0 of 6000

Description of the NDA [GR-Nda]

A non-disclosure agreement is required [BT-801-Lot]

Additional information about the non-disclosure agreement [BT-802-Lot] Characters typed: 0 of unlimited

Directly beneath these sections is the “Electronic Catalogue” section. This is a mandatory field which has been pre-filled from the CFT workspace and is set to “Not allowed”, see below:

Electronic catalogue [GR-Lot-ElectronicCatalog]

Electronic catalogue * [BT-764-Lot]

The section is “Electronic Signature [GR-Lot-ElectronicSignatureRequired]”. This field is optional, see below:

Electronic signature [GR-Lot-ElectronicSignatureRequired]

Advanced or qualified electronic signature or seal (as defined in Regulation (EU) No 910/2014) is required [BT-744-Lot]

The next section is “Post Award Process [GR-Lot-PostAwardProcess]”. This is the last mandatory section within the second tab and consists of the following two questions:

1. Electronic ordering will be used * [BT-92-Lot], Select “No”
2. Electronic payment will be used * [BT-93-Lot], Select “No”, see below

Post award process [GR-Lot-PostAwardProcess]

Electronic ordering will be used * [BT-92-Lot] Yes No

Electronic payment will be used * [BT-93-Lot] Yes No

The last three sections in this tab are **“Financial Arrangement, Organisation receiving tenders and Organisation processing tenders”**. The first question is optional and the other two have been pre-filled by the system with your organisation details, see below:

Financial arrangement [GR-Lot-FinancialTerms]

Financial arrangement [BT-77-Lot] EN

Characters typed: 0 of 1000

Organisation receiving tenders [GR-Lot-TenderReceipt]

ID – Tender recipient [OPT-301-Lot-TenderReceipt] x ORG-0003 - Office of Government Procurement (3)

Organisation processing tenders [GR-Lot-TenderEval]

ID – Tender evaluator [OPT-301-Lot-TenderEval] x ORG-0003 - Office of Government Procurement (3)

You can then go to the next section by clicking the button below:



The next tab to move onto is the **“Submission info [GR-Lot-Submissioninfo]”** section, see below:

Lot [GR-Lot]

Tendering process [GR-Lot-Purpose] ✓
Tendering terms [GR-Lot-TenderingTerms] ✓
Submission info [GR-Lot-SubmissionInfo] ⚠
Review [GR-Lot-Review] ✓

The first section we see is the **“Procedure Section [GR-Lot-Procedure]”**. This is an optional field, see below:

Procedure [GR-Lot-Procedure]

This cancelled or unsuccessful procedure or lot will be relaunched [BT-634-Lot] Yes No

Directly beneath this is the **“Deadline section”**, which includes some mandatory fields. These have been pre-filled from the CFT workspace data entered when creating the procurement, see below:

Deadlines I [GR-Lot-Deadlines1]

Deadline for receipt of tenders * [BT-131(d)-Lot]	26/11/2023		(UTC+01:00) Europe/Dubl
Deadline for receipt of tenders * [BT-131(t)-Lot]	12 : 00 : 00		(UTC+01:00) Europe/Dubl
Estimated date of dispatch of the invitations to submit tenders [BT-130-Lot]	dd/MM/yyyy		(UTC+01:00) Europe/Dubl
Deadline for receipt of requests to participate [BT-1311(d)-Lot]	dd/MM/yyyy		(UTC+01:00) Europe/Dubl
Deadline for receipt of requests to participate [BT-1311(t)-Lot]	HH : MM : SS		(UTC+01:00) Europe/Dubl
Deadline for requesting additional information [BT-13(d)-Lot]	dd/MM/yyyy		(UTC+01:00) Europe/Dubl
Deadline for requesting additional information [BT-13(t)-Lot]	HH : MM : SS		(UTC+01:00) Europe/Dubl

The section below is known as the **“Tender Validity[GR-Lot-TenderValidity]”**. This is an optional field, see below:

^ Tender validity [GR-Lot-TenderValidity]

Deadline until which the tender must remain valid [BT-98-Lot]

Next is the **“Submission Language”** section. In this section is the question **“Languages in which tenders or requests to participate may be submitted * [BT-97-Lot]”** is a mandatory field. This must be set to **“English”**, please see below:

Submission language [GR-Lot-Submission Language]

^ Submission language [GR-Lot-Submission Language]

Languages in which tenders or requests to participate may be submitted * [BT-97-Lot] 'Languages in which tenders or requests to participate may be submitted' is mandatory

Submission language [GR-Lot-Submission Language]

Languages in which tenders or requests to participate may be submitted * [BT-97-Lot]

The next section is **“Information about public opening”** This has been pre-filled from the CFT workspace. **This section shows the time and date at which the tender box can be opened:**

^ Information about public opening [GR-Lot-PublicOpeningEvent]

Date/time [BT-132(d)-Lot]

Date/time [BT-132(t)-Lot] : :

Additional information [BT-134-Lot]
Characters typed: 0 of 6000

Place [BT-133-Lot]
Characters typed: 77 of 1000

Directly beneath this is another optional field **“Financial Guarantee”**, see below:

^ Financial guarantee [GR-Lot-FinancialGuarantee]

A guarantee is required [BT-751-Lot]

Description of the financial guarantee [BT-75-Lot]
Characters typed: 0 of 6000

The next section is **“Submission method”** which contains the question **“Electronic submission * [BT-17-Lot]”**. This is a mandatory field and has been pre-filled from the CFT workspace.

The next question is “**Address for Submission [BT-18-Lot]**”. This has also been pre-filled. The remaining questions in this section are optional, see below:

Submission method [GR-Lot-SubmissionMethod]

Electronic submission * [BT-17-Lot]

Address for submission [BT-18-Lot]

Justification for why electronic submission is not possible [BT-19-Lot]

Description [BT-745-Lot] Characters typed: 0 of 6000

The next section is the “**Information on procurement documents**”. In this this section there are mandatory fields that you must populate in order for the form to validate.

These fields are “**Access to certain procurement documents is restricted * [BT-14-Lot]**” and “**[ID-procurement-documents * OPT-140-Lot]**”, please see below:

- In relation to “[BT-14-Lot]”, Please enter “**No restrictions to access documents**”
- In relation to “[OPT-140-Lot]”, this is for internal referencing for your organisations procurement documents. If no internal referencing applies, please enter 0000 to bypass this field as it is required for validation.
- In relation to “[BT-15-Lot]”. This information has pre-filled with the location for tender responses to be submitted:

Information on procurement documents [GR-Lot-ProcurementDocuments]

Access to certain procurement documents is restricted * [BT-14-Lot]

Document status [OPT-050-Lot]

Justification for restricting access to certain procurement documents [BT-707-Lot]

Languages in which the procurement documents are officially available [BT-708-Lot]

Languages in which the procurement documents (or their parts) are unofficially available [BT-737-Lot]

Address of the procurement documents [BT-15-Lot]

Information about restricted documents is available at [BT-615-Lot]

ID – Procurement documents * [OPT-140-Lot]

The last three remaining sections of this tab “**Ad hoc communication channel, Organisation providing additional information and Organisation providing documents**” are all optional, see below:

Ad hoc communication channel [GR-Lot-SubmissionTool]

Name [BT-632-Lot] Characters typed: 0 of 400

URL [BT-124-Lot]

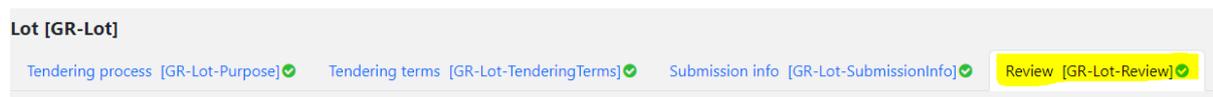
Organisation providing additional information [GR-Lot-AddInfo]

ID – Additional information provider [OPT-301-Lot-AddInfo]

Organisation providing documents [GR-Lot-DocProvider]

ID – Document provider [OPT-301-Lot-DocProvider]

The last tab in this section is the **Review [GR-Lot-Review]**. See below:



There is only the one mandatory field in this tab and this has been pre-filled. The other fields are optional, see below:

A screenshot of the 'Review [GR-Lot-Review]' form section. The form is titled 'Lot [GR-Lot]' and has a navigation bar with tabs for 'Tendering process', 'Tendering terms', 'Submission info', and 'Review'. The 'Review' tab is active. The form contains four sections: 1. 'Deadlines for review [GR-Lot-Deadline]' with a text input field for 'Information about review deadlines [BT-99-Lot]' containing 'EN' and a character count of '0 of 6000'. 2. 'Review organisation [GR-Lot-ReviewOrg]' with a dropdown menu for 'ID - Review organisation * [OPT-301-Lot-ReviewOrg]' showing 'ORG-002 - The High Court of Ireland'. 3. 'Organisation providing review information [GR-Lot-ReviewInfo]' with a dropdown menu for 'ID - Review information provider [OPT-301-Lot-ReviewInfo]' showing 'Select reference...'. 4. 'Mediation organisation [GR-Lot-Mediator]' with a dropdown menu for 'ID - Mediator [OPT-301-Lot-Mediator]' showing 'Select reference...'. At the bottom of the form is a navigation bar with left and right arrows.

Once you click next section, this will bring you to the final section that needs to be completed before you can begin the process of validating the eForms notice.

Organisations Section

Within this final part of the notice, we encounter a number of mandatory fields, the majority of these have been pre-filled.

In order to achieve validation, the other fields need to be addressed individually to input relevant information.

The final section we see is the **“Organisation [GR-Organisations-Section]”**. This section describes the organisations mentioned in this notice, these are:

- ORG-001: The buyer: The Contracting Authority that published the notice
- ORG-002: The Review Body: The High Court of Ireland
- ORG-003: The eSender: The body responsible for publishing the notice on the TED Platform (European Dynamics)

For each organisation type, the following relevant information will be prefilled:

“**ID- Company*** [OPT-200-Organisation-Company]” (Internal Identifier generated by the system).

“**[BT-500-Organisation-Company]**” prefills with the official name of that organisation.

“**[BT-501- Organisation-Company]**” is a required field which should include the organisations VAT Number, Company Registration Number or Charity Number etc.:

The screenshot shows a web form titled "Organisations [GR-Organisations-Section]". It contains several sections:

- Organisations mentioned in the notice [GR-Organisations]**: A sub-section header.
- ID - Company * [OPT-200-Organization-Company]**: A text input field containing "ORG-0001".
- Organisation [GR-Company]**: A sub-section header.
- Official name * [BT-500-Organization-Company]**: A text input field containing "EN The High Court of Ireland" with a character count of "Characters typed: 25 of 400".
- Company legal identifier [GR-Organisation-Identifier]**: A sub-section header.
- Company legal identifier [GR-Organisation-Identifier]**: A sub-section header.
- Company legal identifier [GR-Organisation-Identifier]**: A sub-section header.
- Registration number * [BT-501-Organization-Company]**: A text input field containing "Not Applicable".

“**[BT-16-Organisation-Company]**” prefills with the organisations official legal name.

The screenshot shows a single text input field labeled "Department [BT-16-Organization-Company]". The field contains the text "The High Court of Ireland" and has a character count of "Characters typed: 25 of 1000".

Beneath this section lies the “**Address**” fields and these fields should have pre-filled with all the relevant address information for the organisation:

The screenshot shows a web form titled "Address [GR-Company-Address]". It contains several text input fields:

- Postal address [BT-510(a)-Organization-Company]**: A text input field containing "Four Courts, Inns Quay, Dublin 7" with a character count of "Characters typed: 32 of 400".
- Postal address [BT-510(b)-Organization-Company]**: An empty text input field with a character count of "Characters typed: 0 of 400".
- Postal address [BT-510(c)-Organization-Company]**: An empty text input field with a character count of "Characters typed: 0 of 400".
- Town * [BT-513-Organization-Company]**: A text input field containing "Dublin" with a character count of "Characters typed: 6 of 400".
- Postcode [BT-512-Organization-Company]**: A text input field containing "D07 WDX8" with a character count of "Characters typed: 8 of 400".
- Country subentity [BT-507-Organization-Company]**: A dropdown menu showing "Select..".
- Country * [BT-514-Organization-Company]**: A dropdown menu showing "Ireland".

The next section is the **“Contact Point”**. This has been pre-filled to show the relevant information associated with the organisation, see below:

Contact point [GR-Company-Contact]

Contact point [BT-502-Organization-Company]

Characters typed: 0 of 400

Email * [BT-506-Organization-Company]

Telephone * [BT-503-Organization-Company]

Fax [BT-739-Organization-Company]

The next section is the **“Information related exclusively to the buyer [GR-Company-BuyerExclusive]”**.

In relation to **“OPP-051-Organisation”**, if the body publishing the notice is a Central Purchasing Body, they should answer yes to this question.

In relation to **“OPP-052-Organisation”**, if the body publishing the notice is a Central Purchasing Body acting on behalf of another organisation, they should answer yes to this question:

Information related exclusively to the buyer [GR-Company-BuyerExclusive]

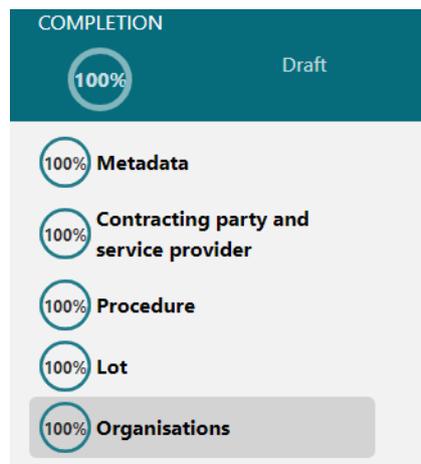
Group leader [OPP-050-Organization] Yes No

Central purchasing body awarding public contracts or concluding framework agreements for works, supplies or services intended for other buyers [OPP-051-Organization] Yes No

Central purchasing body acquiring supplies and/or services intended for other buyers [OPP-052-Organization] Yes No

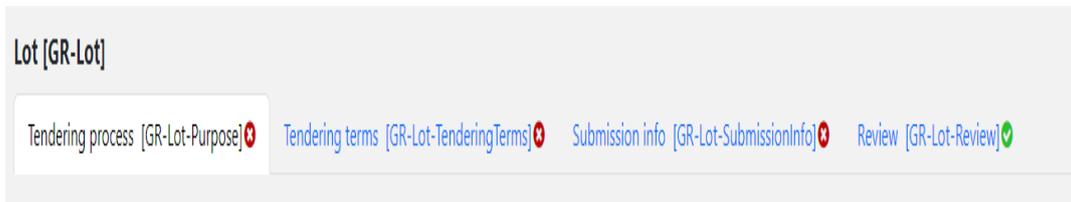
Specific contact points [GR-Touch-Point]

Once you have completed all the information required, you can scroll back up to the top of the screen and check your completion rate is at 100%, see below:

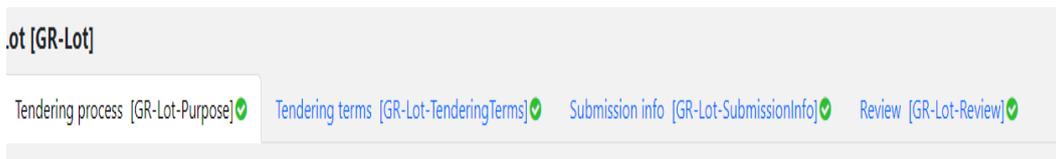


If any one of these sections does not have a 100% completion beside it, it means that you have missed out on some of the information in the relevant section.

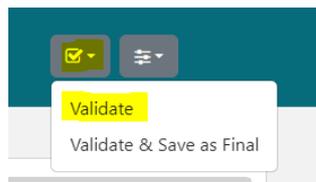
You can click directly back into the sections that need attention where the tabs at the top will show a green or red symbol to identify which tabs need to be amended. Please see below example of one green and three red, which are incomplete, see below:



When you have completed all sections should display a green tick, see below:



Once the notice is fully completed, a validation button should appear at the top right hand side of the screen. See below:



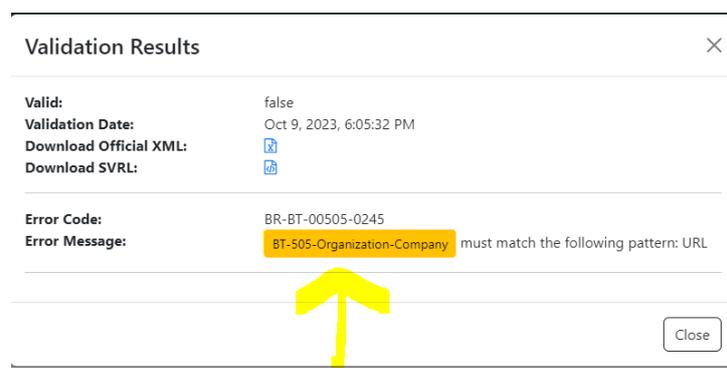
5. Validating the eForms Notice

Validation Errors

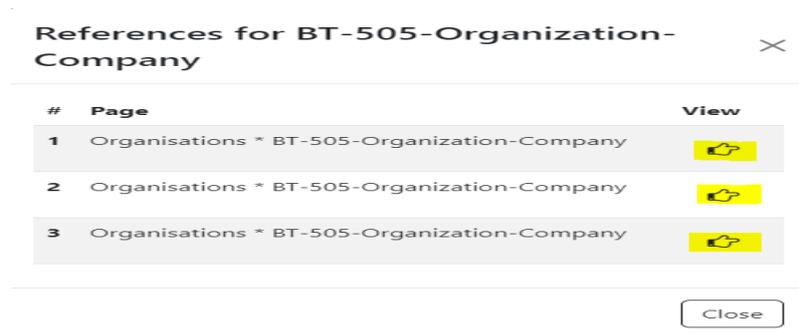
If the image below appears you can then click validate to see if there are any errors within your notice. If there are errors you will see two fields, the first is a “Validation failed” box, please see below



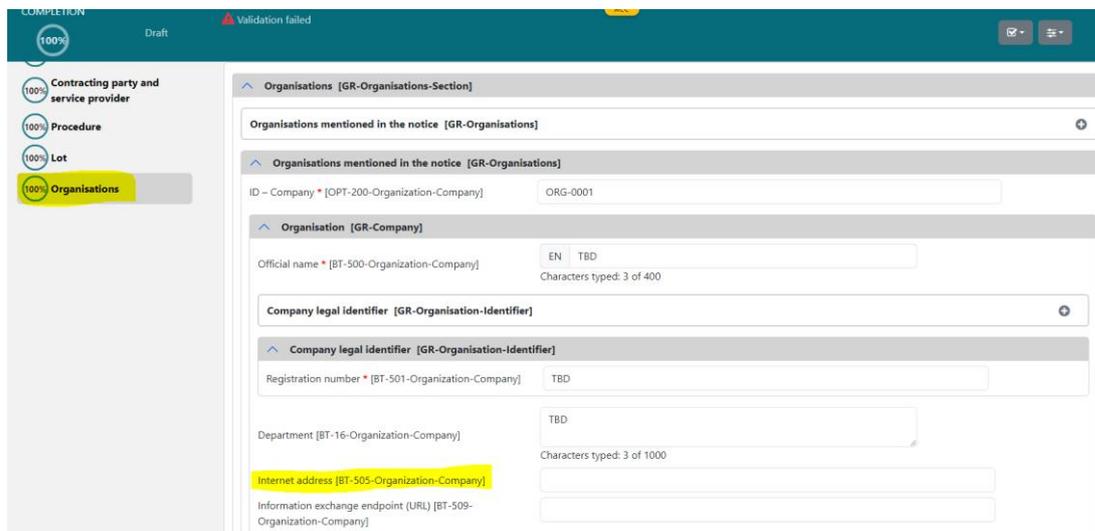
The notice will show you all errors in a yellow box and once you click the box, it will direct you to the point the errors, see below:



To pinpoint the errors, click on the icon highlighted below:



Once selected, the system brings you directly to the section where the error occurred, see below:

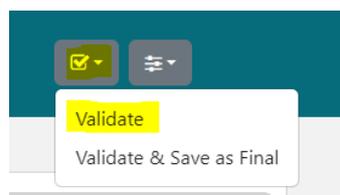


From the screenshot above, you can see that the error has occurred within the organisation section and although the identifier “[BT-505-Organisation-Company]” is here as an optional field, this falls within the second level of validation described in page eight. Please see example of error below:

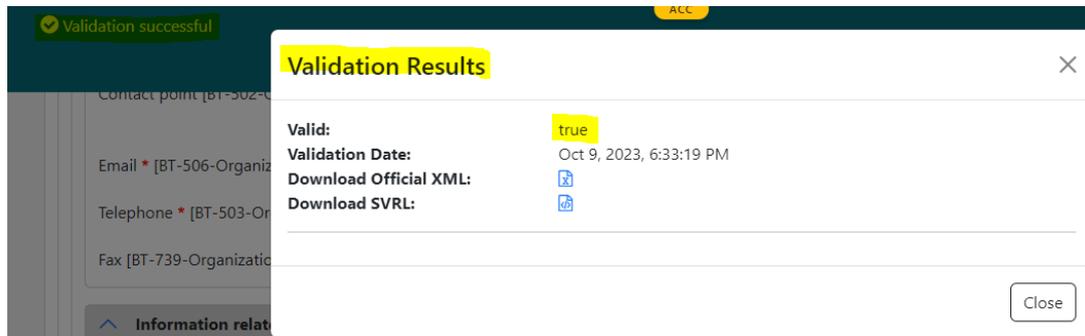
Internet address [BT-505-Organization-Company]

No validation errors

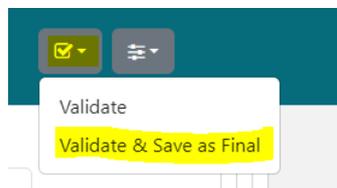
Once you have amended all validation errors you can then proceed to click validate, see below:



Once all validation errors have been amended, you should then see the validation results screen change to true and the validation failed button change to Validation Successful with a tick beside it, please see below:



You can then select, Validate and Save as final, see below:



You can then click exit to return to the CFT to publish and publish the notice:

Publishing the notice to TED

Once returned you will need to click Publish notice from within your **“Notice and Contract Documents”** The icon highlighted in yellow below is the Publish Notice button and once this has been selected, this will go to the publications office for publishing.

