


## To register on the eTenders system:

1. Log on to [www.etenders.gov.ie](http://www.etenders.gov.ie)
2. Select 'Register yourself and your organisation as a CA in the System' from the menu on the right side of the screen and complete the set-up form as directed.

Oifig um Sholáthar Rialtais  
Office of Government Procurement

Advanced searchLatest CfTLatest NoticesENLog in

### Welcome to eTenders

#### FIRST-VISIT GUIDE

IF THIS IS YOUR FIRST TIME VISITING THE NEW ETENDERS PLATFORM, PLEASE ONLY REGISTER IF YOU NEVER USED THE OLD SYSTEM.

IF YOU DID USE THE OLD SYSTEM, PLEASE FOLLOW THE STEPS OUTLINED IN THE FIRST LOGIN GUIDE TO ACTIVATE YOUR ACCOUNT, WHICH IS AVAILABLE IN THE HELP SECTION BELOW.

- Register yourself and your organisation as a Supplier in the system
- Register yourself and your organisation as a CA in the system
- Obtain access to the user manuals
- View [interactive walkthroughs](#) explaining core system functionality
- Browse through the [Frequently Asked Questions](#)
- View the [latest Calls for Tenders](#) publications
- Find a specific Call for Tenders by [searching](#) the CFT registry

#### LATEST NEWS

24OCTIMPORTANT UPDATE ON EFORMS - Guidance material is available

23OCT\*\*\*Important\*\*\* Scheduled maintenance to the eTenders platform 24/10/2023

18OCTIMPORTANT NOTE: Information on eForms - changes to electronic notices for public procurement contracts on eTenders

09OCTPublic Consultation on the Draft Green Public Procurement Strategy and Action Plan

25SEPScheduled maintenance to the eTenders platform.

## To download the DPS Documents

1. Log on to the eTenders System.
2. Click on the URL <https://www.etenders.gov.ie/epps/dps/prepareViewCfTDPSWS.do?resourceId=2617086>
3. At the 'Show DPS Menu' drop-down menu, select DPS Documents

CFT Management ▾ EO administration ▾ Preliminary market consultations ▾ 08:40:22 GMT

### View DPS Workspace

DPS: DPS 16/23DL DYNAMIC PURCHASING SYSTEM FOR INTERNATIONAL HIGHER EDUCATION STUDENT RECRUITMENT TO ATLANTIC TECHNOLOGICAL UNIVERSITY Show DPS Menu ▾

NAME OF CONTRACTING AUTHORITY: Atlantic Technological University

TITLE: DPS 16/23DL Dynamic Purchasing System for International Higher Education Student Recruitment to Atlantic Technological University

DPS CA UNIQUE ID:

4. Click on the 'Contract Documents' Tab:

DPS: DPS 16/23DL DYNAMIC PURCHASING SYSTEM FOR INTERNATIONAL HIGHER EDUCATION STUDENT RECRUITMENT TO ATLANTIC TECHNOLOGICAL UNIVERSITY Show DPS Menu ▾

Notices **Contract Documents**

10 ▾ Results Per page | Displaying all 2 matches.

Addendum ID ▾	Title ▾	File ▾	Description ▾	Lang. ▾	Document Versions	Actions
N/A	DPS 16/23DL Dynamic Purchasing System For International Higher Education Student Recruitment to Atlantic Technological University	DPS 16-23DL Higher Ed Recruitment to ATU.zip	ATU wishes to establish a Dynamic Purchasing System (DPS) of Education Agents to support the recruitment of non-EU students across all campuses. All applicants who provide the information in the Qualification Questionnaire contained in Appendix 1, who clearly demonstrate they operate within this service area will be considered for admittance to the DPS.	EN		
N/A	Tender Structure XML - Cycle 1	c4t_2617086_1.xml	N/A	EN		

DOWNLOAD ZIP FILE

5. When you click on the 'Download zip file' at the bottom right, you will be presented with one of two prompts:

(i) If you are not already registered and logged into the e-tenders system, you will receive this message:

#### DOWNLOAD CONTRACT DOCUMENTS

Currently you are not logged in, therefore the system cannot associate you with the CFT so that it can inform you automatically in case new addendums, corrigendas or clarifications are published. To be associated with the competition, you need to first log in

CANCEL DOWNLOAD

PROCEED WITHOUT ASSOCIATION

If you choose to 'Proceed Without Association', the documents will download to your device. You should note however that you will be unable to upload your response until you have registered and logged on to the system. **You may also miss out on important new information as described in the message. It is highly recommended that you log in prior to downloading the documents.**

(ii) If you are already logged on to the system, you will be asked to confirm if you wish to associate just yourself or other users within your organisation with this DPS.

#### ASSOCIATION WITH CFT

The eTendering system supports automated notifications to keep associated users up to date with all CFT advances. These comprise the publication of new Notices, Addenda, Corrigenda, Clarifications, while there are also notifications for informing associated users about approaching important dates of the CFT. Please select a type of association for this CFT.

You will be able to individually manage the list of users of your organisation with the CFT, through the new 'Manage associations' tab in the CFT workspace.

Type of association

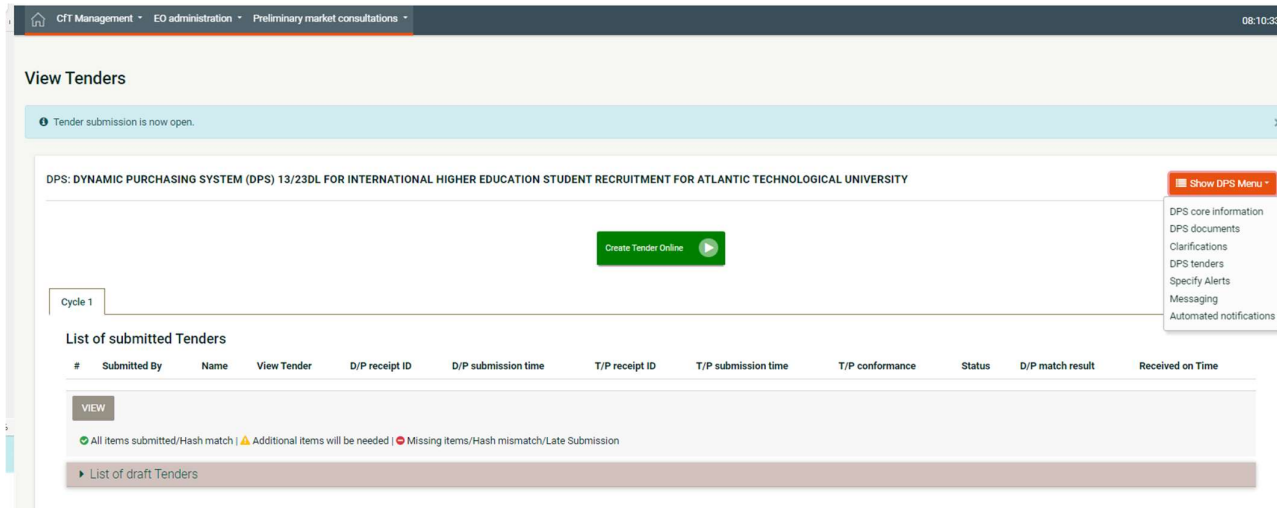
- ☐ 1. Associate all users of my Economic Operator with this CFT
- ☐ 2. Associate only myself with this CFT

SELECT

Once you have registered and logged in, you can click again on the URL and you should repeat step 2 above. This time, when you click on the Download zip file button, the DPS Response document will download to your device.

## To Submit your completed DPS Response Document:

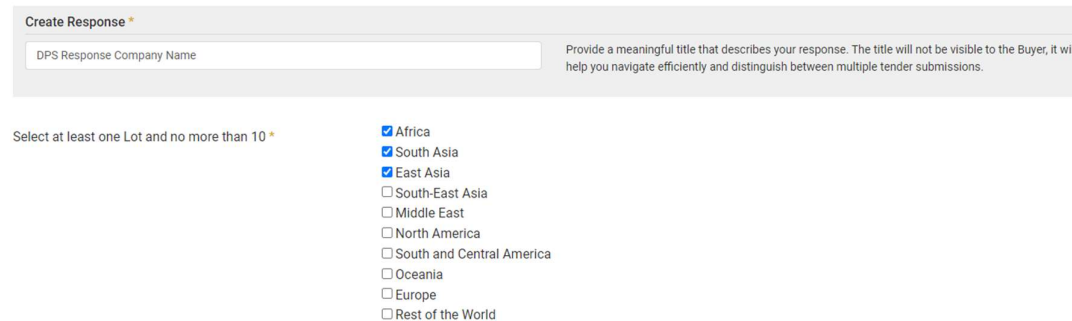
1. From the 'Show DPS Menu' dropdown, select 'DPS Tenders' and when you are brought to the new screen, select 'Create Tender Online'.



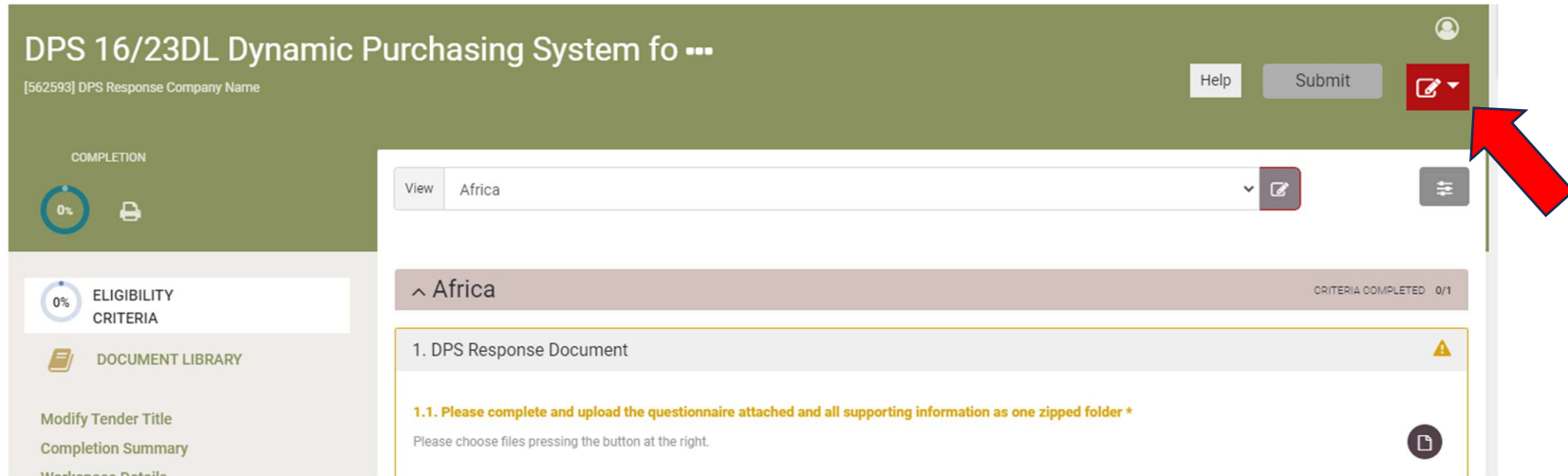
2. Enter a Response Title, such as 'DPS Response [Company Name]' and press save. The first time you do this you will be offered a tour of the site functionality.
3. Select the lot(s) for which you want to apply and press save:

### Create Response

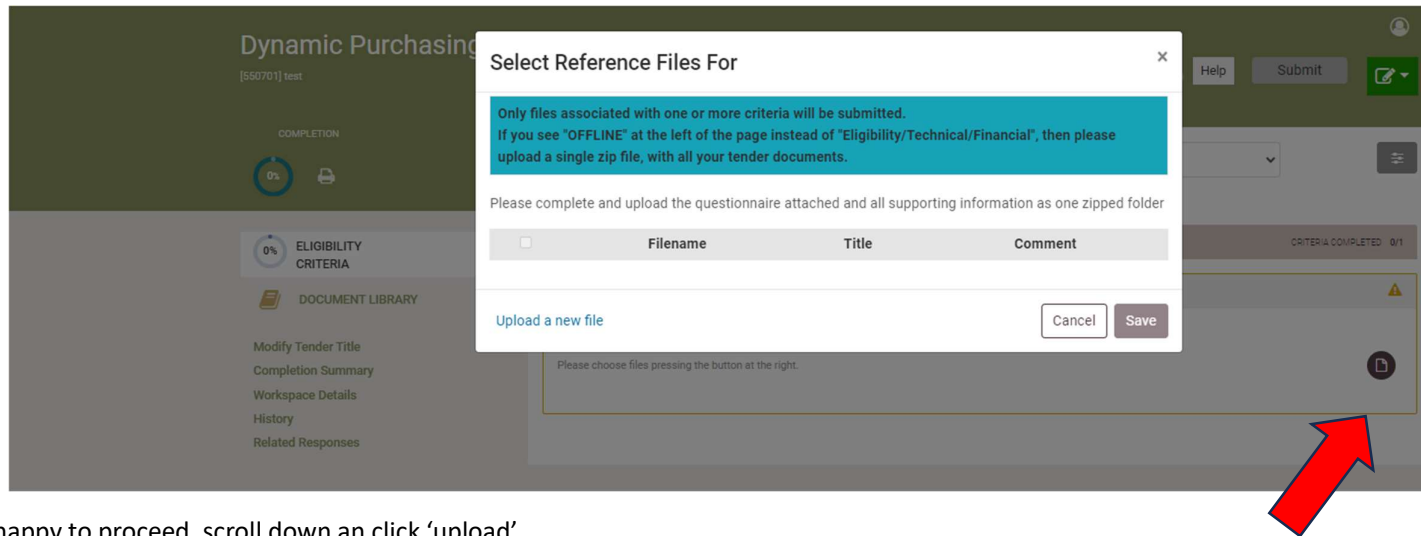
ATU wishes to establish a Dynamic Purchasing System (DPS) of Education Agents to support the recruitment of non-EU students across all campuses. All applicants who provide the information in the Qualification Questionnaire contained in Appendix 1, who clearly demonstrate they operate within this service area will be considered for admittance to the DPS.



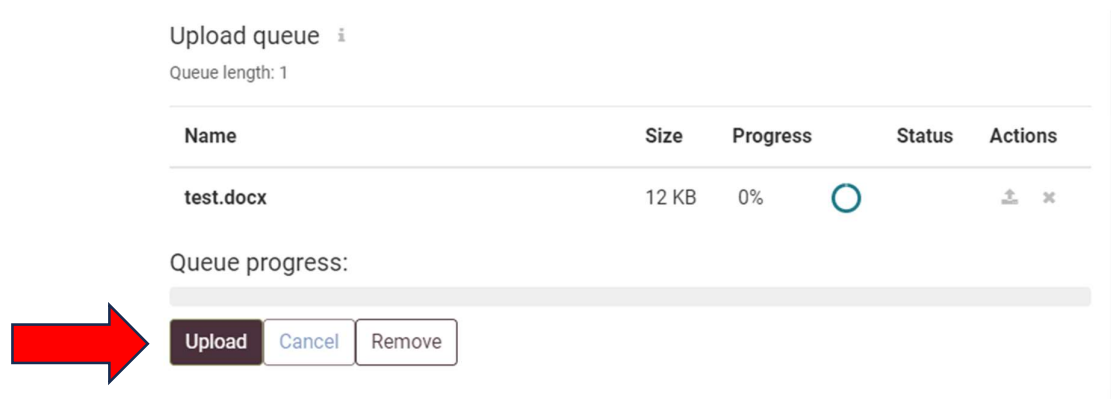
4. Click the Edit button on the top right to begin the process of uploading your questionnaire:



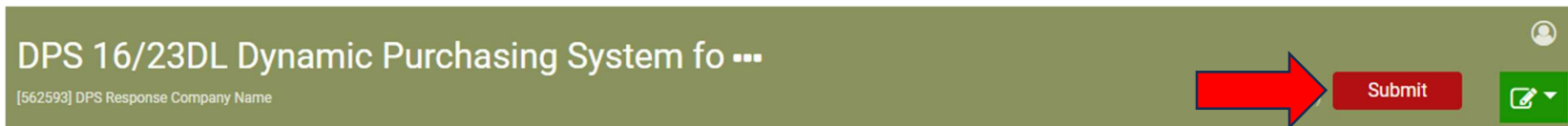
5. Click the file button on the right-hand side of the page to upload your completed questionnaire:



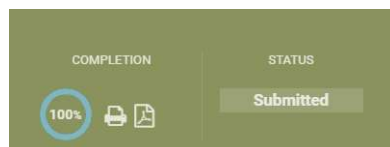
6. If you are happy to proceed, scroll down and click 'upload'



7. Repeat this process from any other lots for which you have applied.
8. When you have completed this process for all of the lots for which you wish to apply, click on the 'Submit' button at the top of the page:



9. You should receive the following status:



10. If in doubt, please ensure you contact the eTenders helpdesk as follows:

Email: [irish-eproc-helpdesk@eurodyn.com](mailto:irish-eproc-helpdesk@eurodyn.com)

Phone: +353-818001459