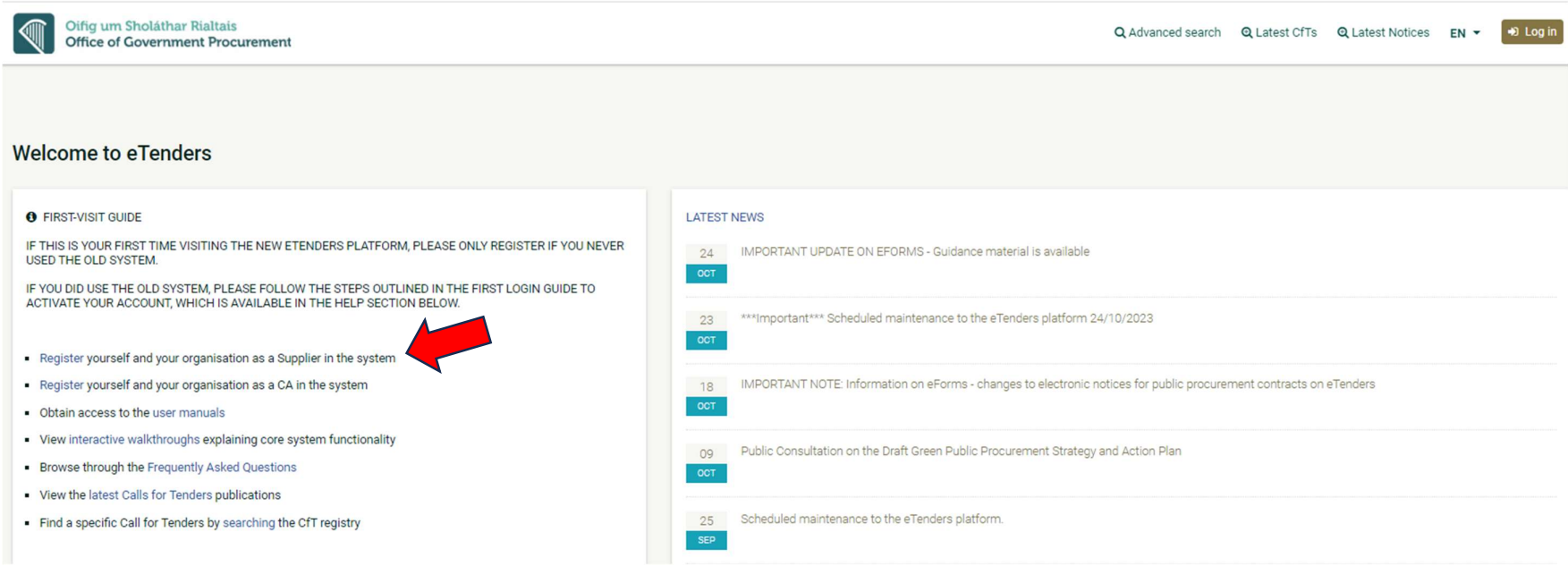
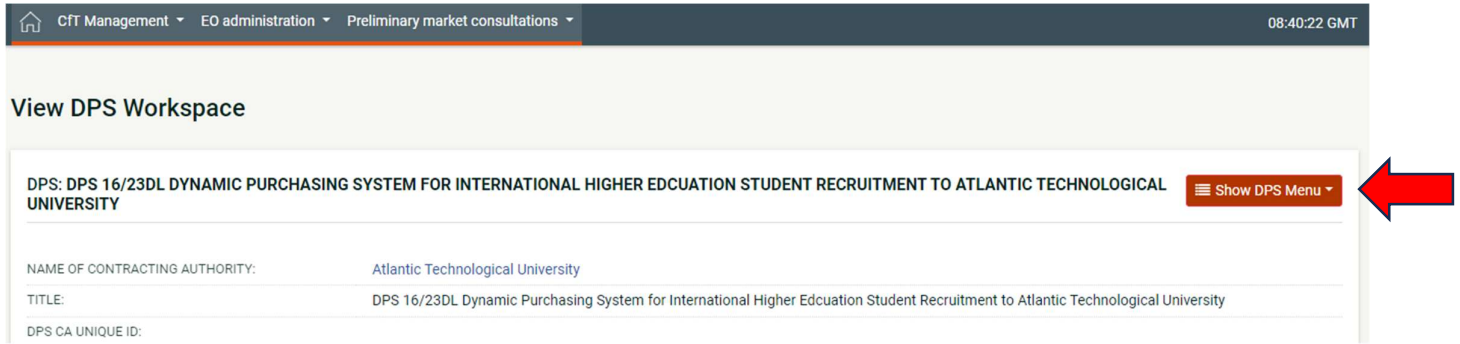
To register on the eTenders system:

1. Log on to 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.

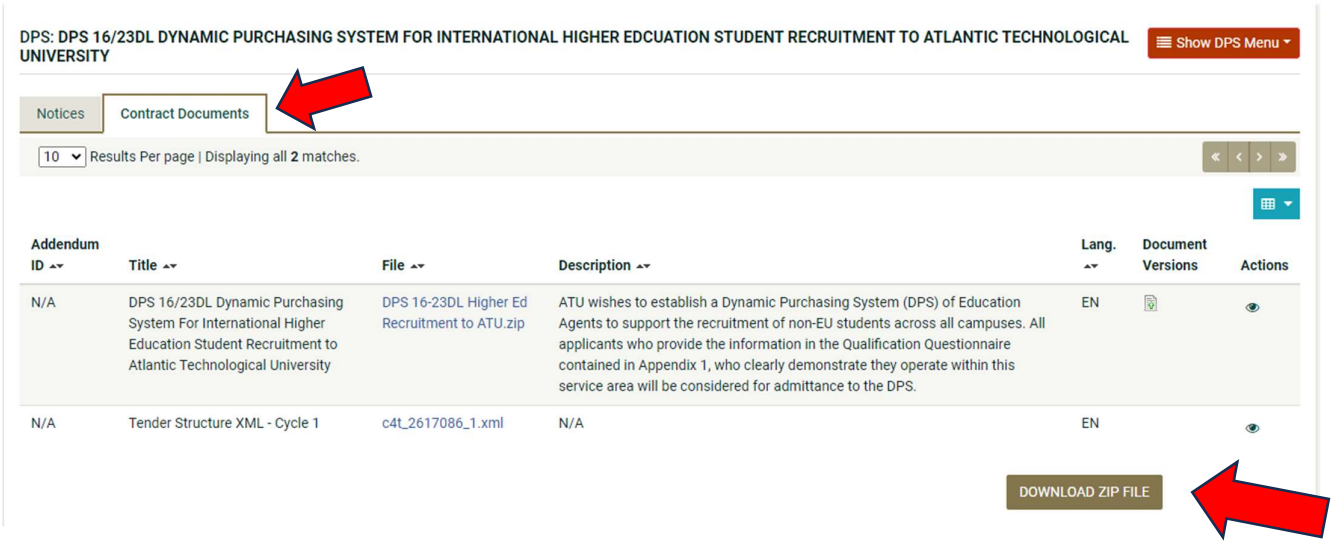


To download the DPS Documents

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

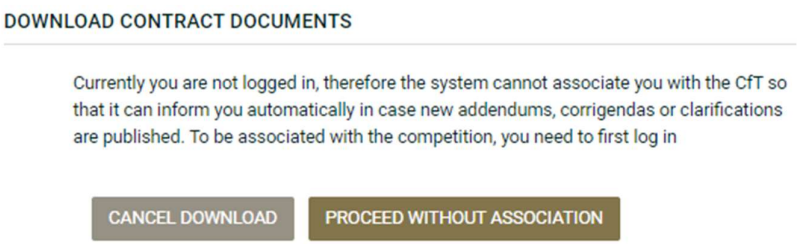


4. Click on the 'Contract Documents' Tab:



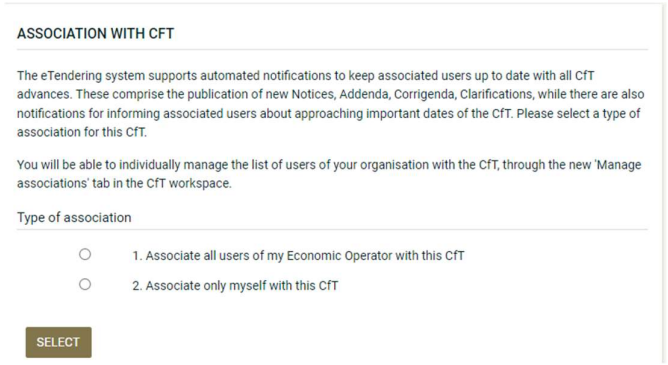
5. When you click on the 'Download zip file' at the bottom right, you will be presented with one of two prompts:

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



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.**

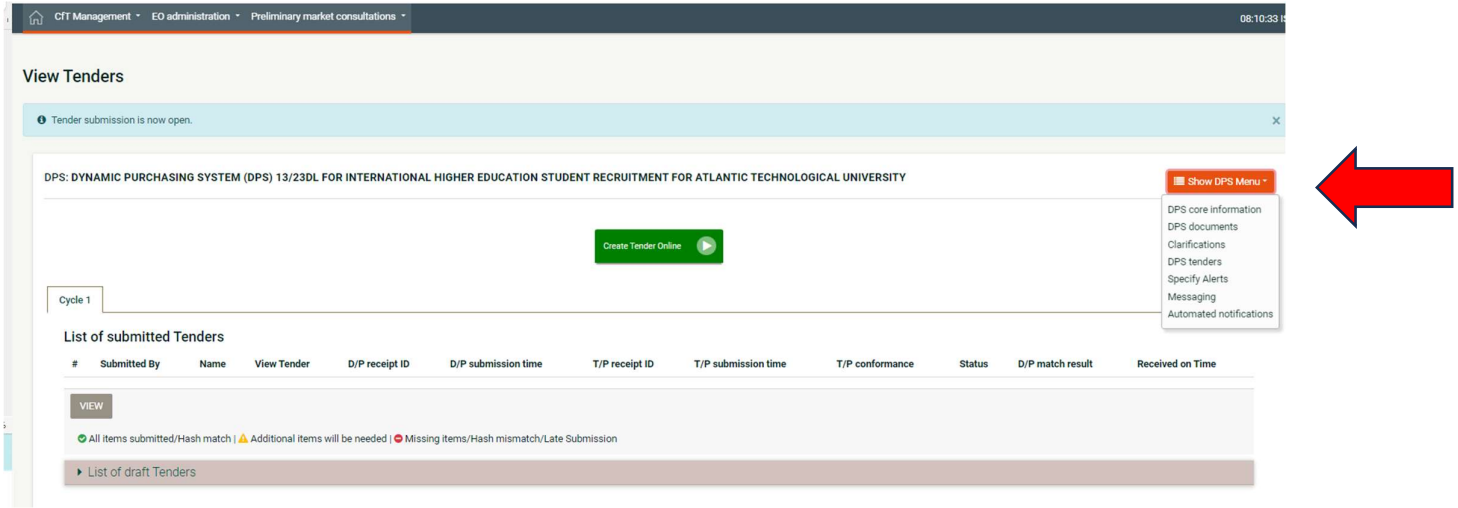
(ii) If you are already logged on to the system, you will be asked to confirm if you wish to associate just yourself or other users within your organisation with this DPS.



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.

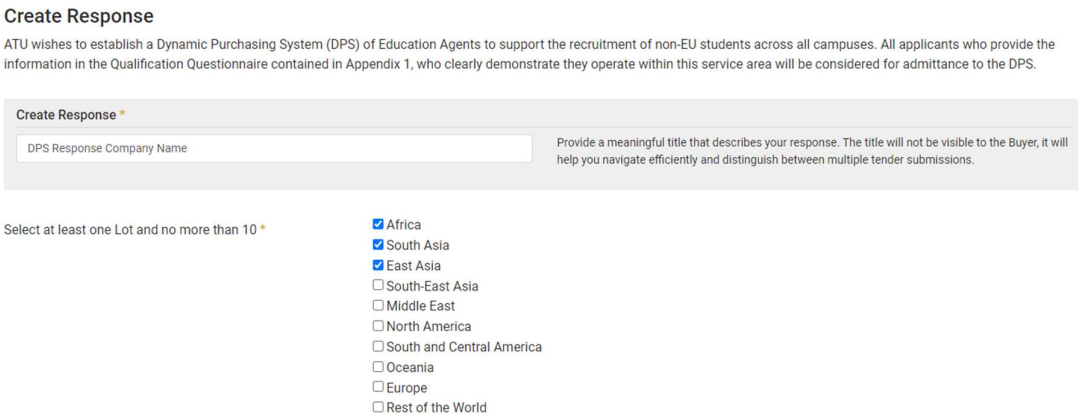
To Submit your completed DPS Response Document:

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

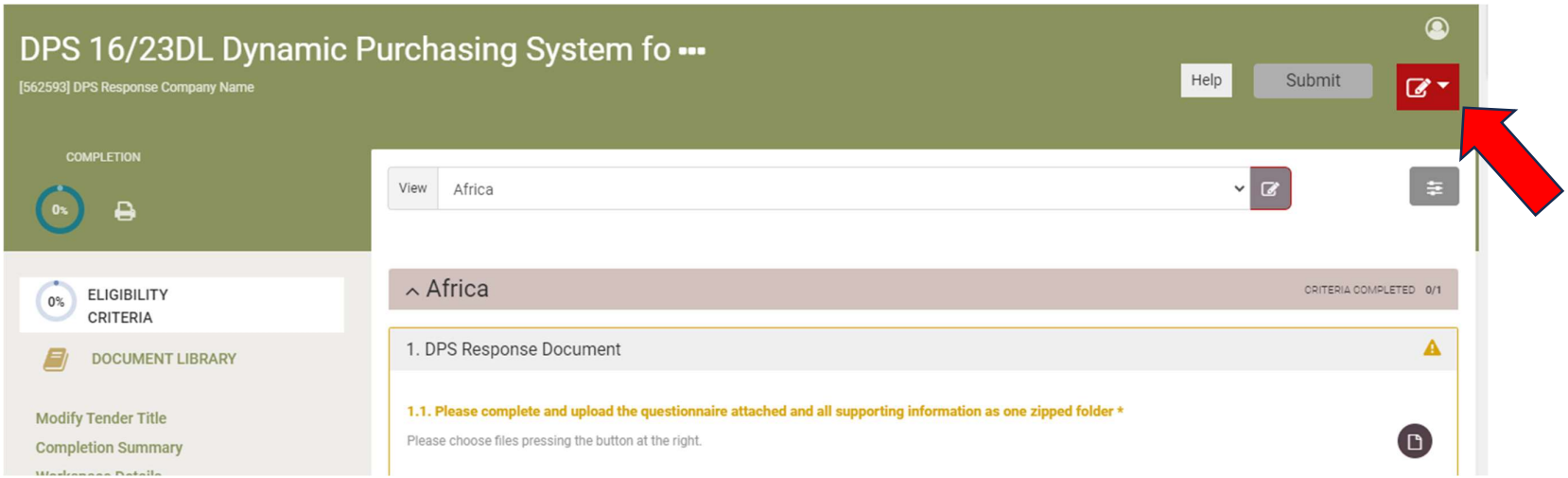


2. Enter a Response Title, such as 'DPS Response [Company Name]' and press save. The first time you do this you will be offered a tour of the site functionality.

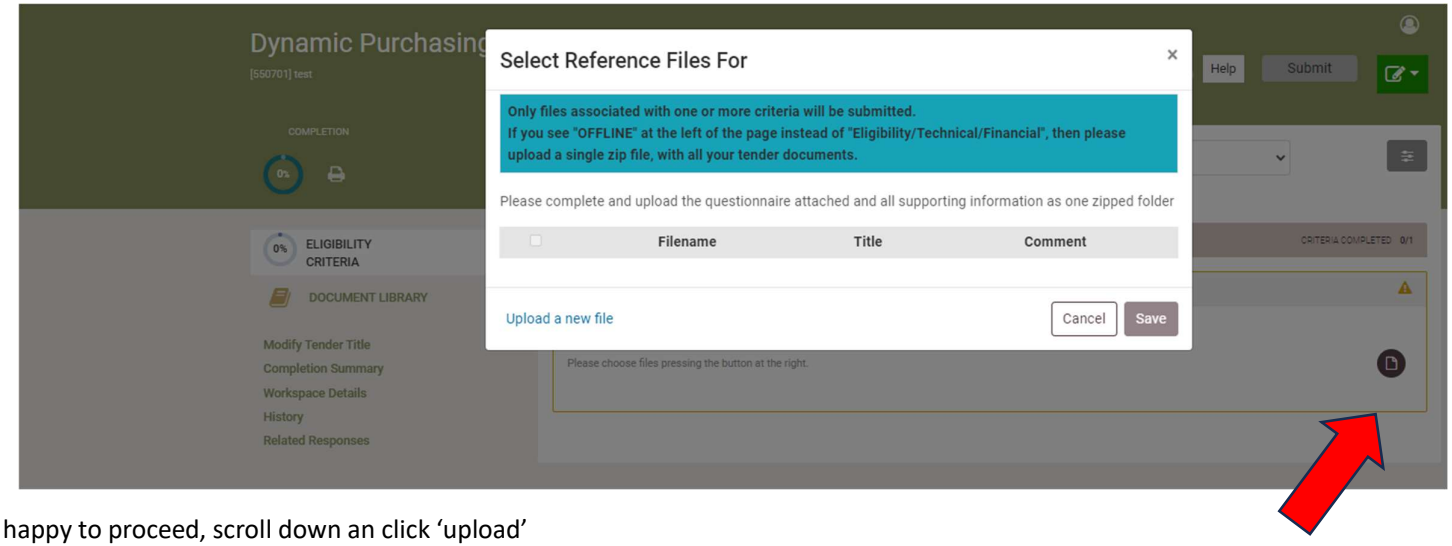
3. Select the lot(s) for which you want to apply and press save:



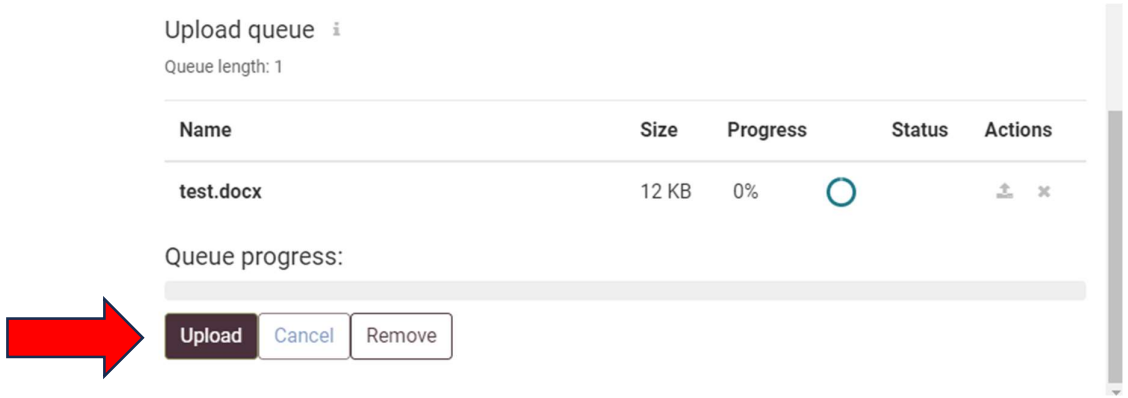
4. Click the Edit button on the top right to begin the process of uploading your questionnaire:



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



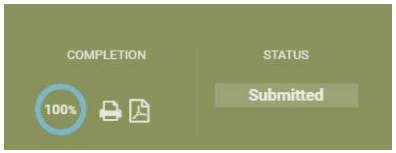
6. If you are happy to proceed, scroll down an click 'upload'



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
Phone: +353-818001459