Ollscoil Teicneolaíochta an Atlantaigh

Atlantic Technological University

ATU GUIDE FOR SUPPLIERS

DPS

Contents

Registering on the eTenders system	;
Downloading the DPS Documents4	ł
Submitting completed DPS Response Document:	,

Registering on the eTenders system

- 1. Log on to <u>www.etenders.gov.ie</u>
- 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	Q Advanced search Q Latest CfTs Q Latest Notices EN ▾ 🔹 Ho Log in
Welcome to eTenders	
FIRST-VISIT GUIDE IF THIS IS YOUR FIRST TIME VISITING THE NEW ETENDERS PLATFORM, PLEASE ONLY REGISTER IF YOU NEVER	LATEST NEWS
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.	24 IMPORTANT OPDATE ON EFORMS - Guidance material is available OCT
Register yourself and your organisation as a Supplier in the system	23 ***Important*** Scheduled maintenance to the eTenders platform 24/10/2023 OCT
Register yourself and your organisation as a CA in the system Obtain access to the user manuals	18 IMPORTANT NOTE: Information on eForms - changes to electronic notices for public procurement contracts on eTenders
View interactive walkthroughs explaining core system functionality Browse through the Frequently Asked Questions	09 Public Consultation on the Draft Green Public Procurement Strategy and Action Plan
View the latest Calls for Tenders publications Find a specific Call for Tenders by searching the CfT registry	25 Scheduled maintenance to the eTenders platform.

Downloading the DPS Documents

- **1.** Log on to the eTenders System.
- 2. Go to magnifying glass and click on it



- 3. Click on Advanced Search and in the "Name of Contracting Authority" enter Atlantic Technological University
- 4. In the CFT Resource ID Box enter the CFT reference

5.

Follow the instructions below to express an interest and download documents and reupload them when complete.

6. At the 'Show DPS Menu' drop-down menu, select DPS Documents

∩்ப CfT Management ▼ EO administration	 Preliminary market consultations 		08:40:22 GMT
View DPS Workspace			
DPS: DPS 16/23DL DYNAMIC PURCHA UNIVERSITY	SING SYSTEM FOR INTERNATIONAL HIGHER	EDCUATION STUDENT RECRUITMENT TO ATLANTIC TECHNOLOGICAL	≣ Show DPS Menu ▼
NAME OF CONTRACTING AUTHORITY:	Atlantic Technological University		
TITLE:	DPS 16/23DL Dynamic Purchasing System f	for International Higher Edcuation Student Recruitment to Atlantic Technological Un	iversity
DPS CA UNIQUE ID:			

7. Click on the 'Contract Documents' Tab:

DPS: DPS 16, UNIVERSITY Notices	/23DL DYNAMIC PURCHASING SYS	TEM FOR INTERNATION	AL HIGHER EDCUATION STUDENT RECRUITMENT TO ATLANTIC TECHNO	DLOGICAL	E Show D	PS Menu 🔻
10 🗸 Res	ults 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		۲
N/A	Tender Structure XML - Cycle 1	c4t_2617086_1.xml	N/A DOWN	EN LOAD ZIP F	FILE	•

- 8. 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.

The eTendering s	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 i	informing associated users about approaching important dates of the CfT. Please select a type of
association for tl	his CfT.
You will be able t	o individually manage the list of users of your organisation with the CfT, through the new 'Manage
associations' tab	in the CfT workspace.
You will be able t	io individually manage the list of users of your organisation with the CfT, through the new 'Manage
associations' tab	in the CfT workspace.
Type of associa	tion
You will be able t	o individually manage the list of users of your organisation with the CfT, through the new 'Manage
associations' tab	in the CfT workspace.
Type of associa	tion
〇	1. Associate all users of my Economic Operator with this CfT

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.

Submitting 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'.

agement * EO administration * Preliminary market consultations *	08:10:33 IS
nders	
submission is now open.	×
YNAMIC PURCHASING SYSTEM (DPS) 13/23DL FOR INTERNATIONAL HIGHER EDUCATION STUDENT RECRUITMENT FOR ATLANTIC TECHNOLOGICAL UNIVERSITY	🔳 Show DPS Menu *
Crease Tender Online Description	DPS core information DPS documents Clarifications DPS tenders Specify Alerts Messaging Automated notifications
Submitted By Name View Tender D/P receipt ID D/P submission time T/P receipt ID T/P submission time T/P conformance Status D/P match result	Received on Time
All Rome subsitied (Lash match) A Additional Rome will be proved i O Miceina Rome (Lash microsteh (Lash Gubmiceion	
z ni nenis suurinkeurnesi malun 🔁 Auuliukia nenis mii ue neeveu 👻 missing nenis nasi misinaku kale suurinsiku	
List of draft Tenders	

- 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		
TU wishes to establish a Dynamic Purchasing Syster nformation in the Qualification Questionnaire contain	n (DPS) of Education Agents to support ed in Appendix 1, who clearly demonstra	the recruitment of non-EU students across all campuses. All applicants who provide the ate they operate within this service area will be considered for admittance to the DPS.
Create Response *		
DPS Response Company Name		Provide a meaningful the that describes your response. The title will not be visible to the Buyer, it will help you navigate efficiently and distinguish between multiple tender submissions.
elect at least one Lot and no more than 10 *	Africa South Asia East Asia South-East Asia Middle East North America South and Central America Oceania Europe Rest of the World	

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

DPS 16/23DL Dynamic P [562593] DPS Response Company Name	urchasing System fo •••	Help Submit	<u>۹</u>	
COMPLETION				
	View Africa	~ 🗷	##	
CRITERIA	~ Africa	CRITERIA COM	MPLETED 0/1	
DOCUMENT LIBRARY	1. DPS Response Document		A	
Modify Tender Title Completion Summary	1.1. Please complete and upload the questionnaire attached and all supporting information as one zipped folder * Please choose files pressing the button at the right.		6	

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

							9
Dynamic Purcha [550701] test	Select Refe	erence Files For			× Help	Submit	8 -
	Only files asso If you see "OFF upload a single Please complete	ciated with one or more criter FLINE" at the left of the page i a zip file, with all your tender of e and upload the questionnair	ria will be submitted. nstead of "Eligibility/Tech documents. e attached and all support	nical/Financial", then please	er	~	12
0% ELIGIBILITY CRITERIA	•	Filename	Title	Comment		CRITERIA COM	IPLETED 0/1
	Upload a new fi	ile		Cancel			A
Modify Lender Fille Completion Summary Workspace Details	Please	choose files pressing the button at the	right.				D
History Related Responses							

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

Upload queue i				
Name	Size	Progress	Status	Actions
test.docx	12 KB	0% O		<u>±</u> >
Queue progress:				
Upload Cancel Remove				

- 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:

DPS 16/23DL Dynamic Purchasing System fo ---

562593] DPS Response Company Nam



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