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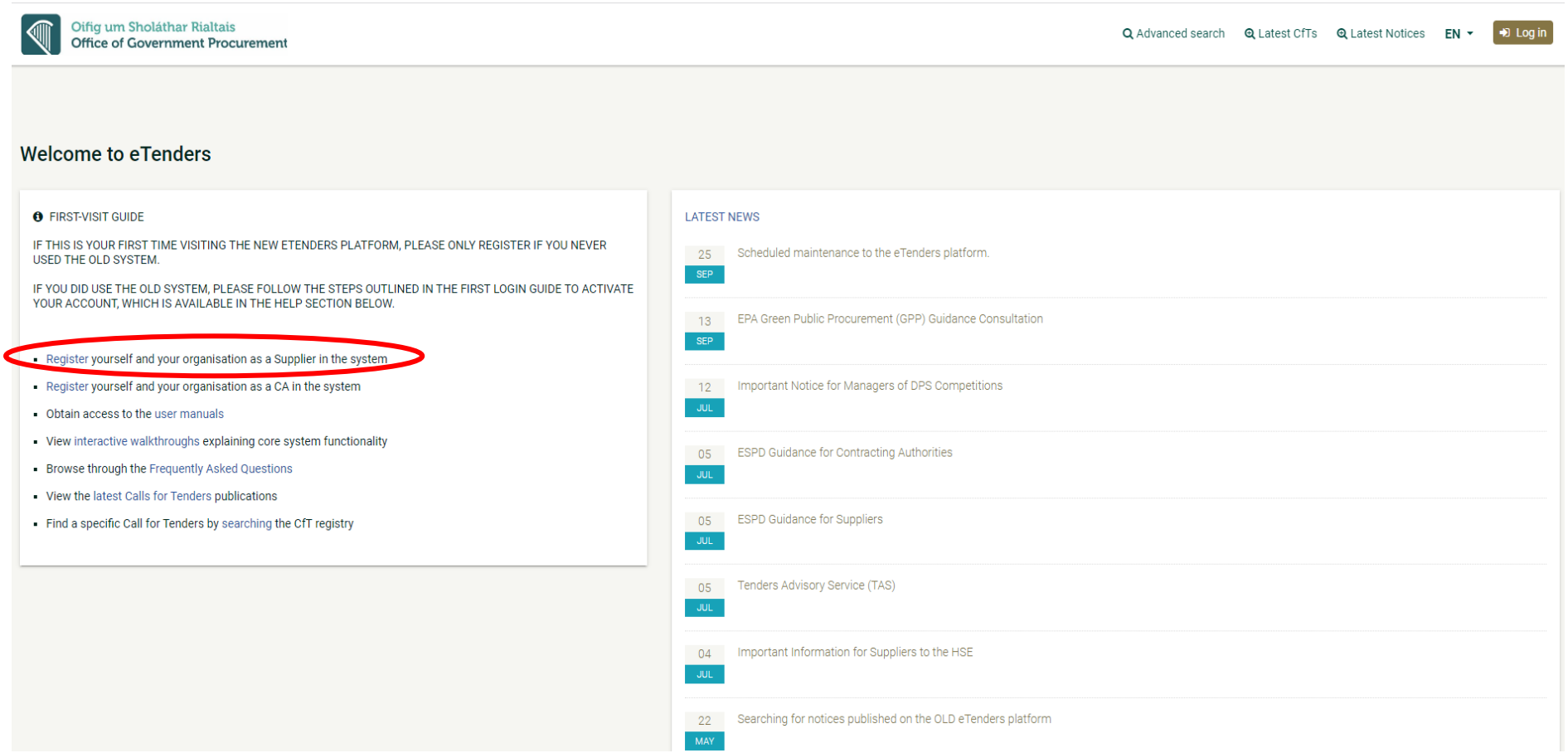
How to Register as a Supplier on e-tenders.ie

****NOTE: When registering as a Supplier on the eTender system it may at first sight appear that you have to be a registered company to do so. This, however, is not the case. The Law Reform Commission invites applications from companies, sole traders, academics, researchers or anyone who can demonstrate expertise in one or more of the categories.****

To participate in calls to tender with the Office of Government Procurement you must first register yourself or your business as a supplier. If you have never previously registered as a supplier, then go to the homepage https://etenders.gov.ie and click on 'Register yourself and your organisation as a Supplier on the system' (circled below). This will bring you to the first step of the registration process.



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To register as a supplier fill out the form in Step 1. You are only required to fill out the boxes marked with a red asterix, boxes not marked with an asterix are optional.

Register Supplier

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 can be found in the user manuals section on this platform's homepage

STEP 1: ORGANISATION DETAILS

Organisation Name *

Jane Murphy

Company type *

Sole Trader

Enterprise type *

Micro Enterprise (range for number of employees 1 to 10)

Type of Business *

M – Professional, Scientific and Technical Activities

Are you a Social Economy Enterprise (SEE)?

○ Yes ◉ No

Are you a Voluntary or Community (VOC)?

○ Yes ◉ No

Please state the percentage of business that the company carries out in Ireland *

-Select Ireland percentage-

****N.B. The form requires you to enter either a company registration number, VAT number or D-U-N-S number. If you do not have any of these, you can enter your PPS number in the VAT number box instead. This will be sufficient for the application process.****

Once you have filled out the form click on the VALIDATE & CONTINUE button at the bottom of the screen.

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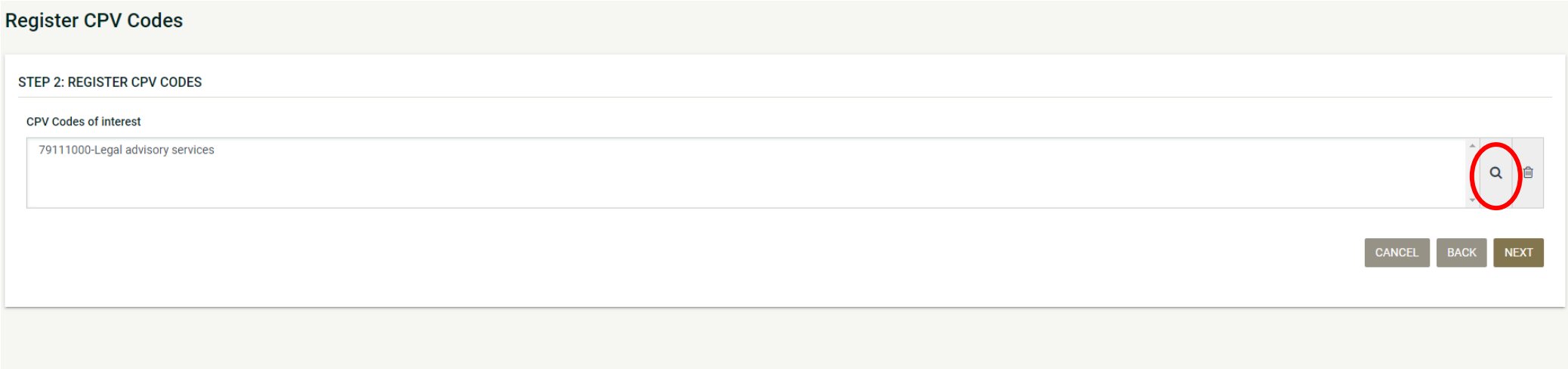
On the next page you will register the CPV codes, or the tender areas that you are interested in. To find the relevant code click on the magnifying glass to the right of the screen (circled below)



This will bring you to a search screen where you can search for relevant CPV codes. Enter in the code number in the search box on the top left of the screen and click on the search button. Results will appear in the search results box below. Click on the code relevant to you and then click on the 'Add to list' button. The selected code should appear in the selected items box at the bottom. Once you have selected all of the codes you want click on the Submit button.

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Search

79112000

Search results

79112000-Legal representation services

+Add to list | Synchronise List

MAIN PANEL CPV

- 03000000-Agricultural, farming, fishing, forestry and related products
- 09000000-Petroleum products, fuel, electricity and other sources of energy
- 14000000-Mining, basic metals and related products
- 15000000-Food, beverages, tobacco and related products
- 16000000-Agricultural machinery
- 18000000-Clothing, footwear, luggage articles and accessories
- 19000000-Leather and textile fabrics, plastic and rubber materials
- 22000000-Printed matter and related products
- 24000000-Chemical products
- 30000000-Office and computing machinery, equipment and supplies except furniture and software packages
- 31000000-Electrical machinery, apparatus, equipment and consumables; lighting
- 32000000-Radio, television, communication, telecommunication and related equipment
- 33000000-Medical equipments, pharmaceuticals and personal care products
- 34000000-Transport equipment and auxiliary products to transportation
- 35000000-Security, fire-fighting, police and defence equipment

Selected Items

79111000-Legal advisory services
79112000-Legal representation services

Cancel | Submit

Details of the CPV codes for the Law Reform Commission tender can be found on the page detailing the tenders at https://www.etenders.gov.ie/epps/dps/prepareViewCfTDPSWS.do?resourceId=2408281. The codes needed are circled below:

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DPS: PLI129C - PROJ000008733 - DYNAMIC PURCHASING SYSTEM FOR LEGAL RESEARCH EXPERTISE FOR THE LAW REFORM COMMISSION

Show DPS Menu

NAME OF CONTRACTING AUTHORITY:	The Office of Government Procurement
TITLE:	PLI129C - PROJ000008733 - Dynamic Purchasing System for Legal Research Expertise for the Law Reform Commission
CFT CA UNIQUE ID:	
EVALUATION MECHANISM:	Best Price-Quality Ratio
DESCRIPTION:	Dynamic Purchasing System for Legal Research Expertise for the Law Reform Commission. The DPS will be divided into six Categories: 1. Knowledge of legislation, including legislative drafting, annotation and consolidation of legislation, and statute law revision 2. Public law 3. Commercial law 4. Civil law 5. Criminal law and contempt of court 6. EU law
PROCUREMENT TYPE:	Services
DIRECTIVE:	2014/24/EU (Classic)
CPC CATEGORY:	Legal services
CPV CODES:	79111000-Legal advisory services 79110000-Legal advisory and representation services 79100000-Legal services 79140000-Legal advisory and information services 79112000-Legal representation services 73210000-Research consultancy services 73110000-Research services 79000000-Business services: law, marketing, consulting, recruitment, printing and security
NUTS CODES:	IE
ESTIMATED VALUE (EUR):	
AWARDED (CAN) VALUE:	800,000
ABOVE OR BELOW THRESHOLD:	Above
CONTRACT AWARDED IN LOTS:	Yes
NUMBER OF LOTS:	6
LOT NAME(1)	1. Knowledge of legislation, including legislative drafting, annotation and consolidation of legislation, and statute law revision
LOT NAME(2)	2. Public law
LOT NAME(3)	3. Commercial law
LOT NAME(4)	4. Civil law

Once you click submit you will be brought to the next page where you will be asked to register an administrator. If you are just registering for yourself you can re-enter your details in the web form, again you only have to fill in the boxes marked with a red asterix. You will be asked to create a password, make sure that you look at the password rules before doing this to make sure that your password is compliant.

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STEP 3: REGISTER SUPPLIER ADMIN

First Name *

Sarah

Last Name *

Foley

Username *

sarahfoley

Password *

••••••••••

Invalid

Password Rules

Re-enter Password *

••••••••••

Passwords match

Email *

generic@gmail.com

Address

Eircode / Postal Code

You will also be asked to highlight any CA's of interest. You can locate and select the Law Reform Commission from the list provided:

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Preferred Language *

English

CAs of interest

Lavelle Boats
Law Reform Commission
Law Society Finuas Skillnet
Lawlor Burns and Associates_1758
Lawrencetown Community Development Group CLG
Lawrencetown National School

CANCEL BACK CLEAR FINISH

* Fields with asterisk are mandatory

Following this click on the Finish button and you should now be registered as a supplier on the eTenders system. You will receive an email to confirm this. In this email you will also find a link that you can click to login to the system for the first time.

Welcome to the eTenders Platform.

The Registration process has been succesfully completed.

To complete your registration please follow this link and login the system:
https://www.etenders.gov.ie/epps/home.do

Your username is: sarahfoley
Your registration transaction number is: 432e8b6ce3fd

You can directly access confirmation page by following link:
https://www.etenders.gov.ie/epps/registerUserAndValidate.do?user=sarahfoley&tn=6b3690bc90514bbe6f7a1c760384cb66

Submit your transaction number when requested by the eTenders Platform to verify your registration.

Make sure to note the transaction number circled above as you will need this the first time you login to the system.

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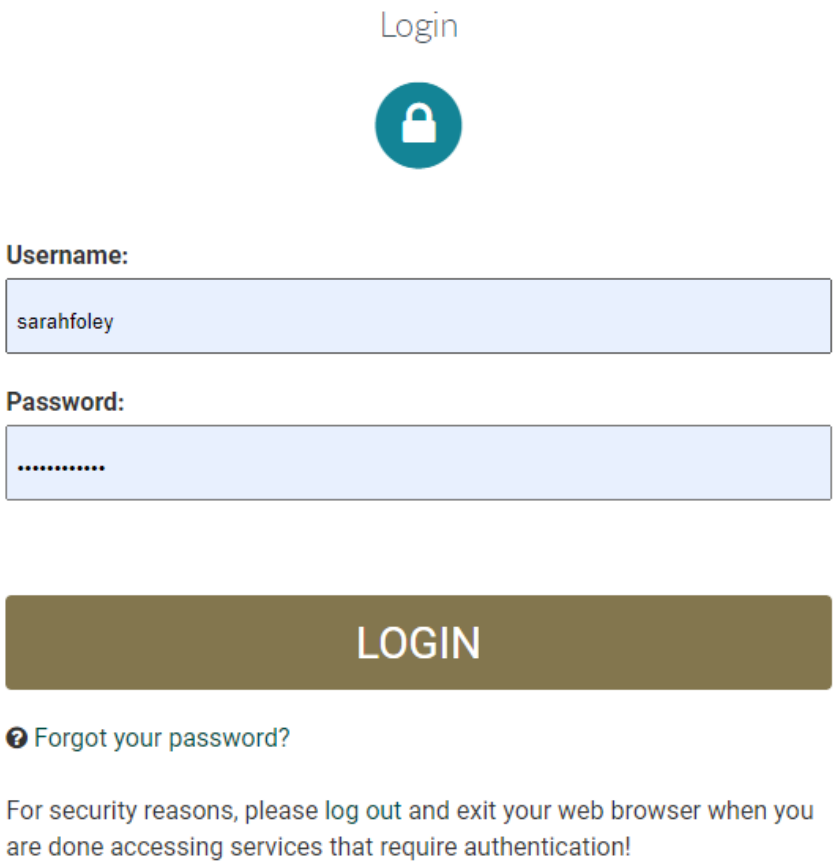
Go to the homepage of eTenders at https://etenders.gove.ie and click on the Login button in the top right corner of the screen. You will be brought to a login screen where you can enter your new username and password and then click on LOGIN:



On your first login to the platform you will be asked to enter in the transaction number that was sent in your registration confirmation email. Enter the number in the box provided and click on submit:

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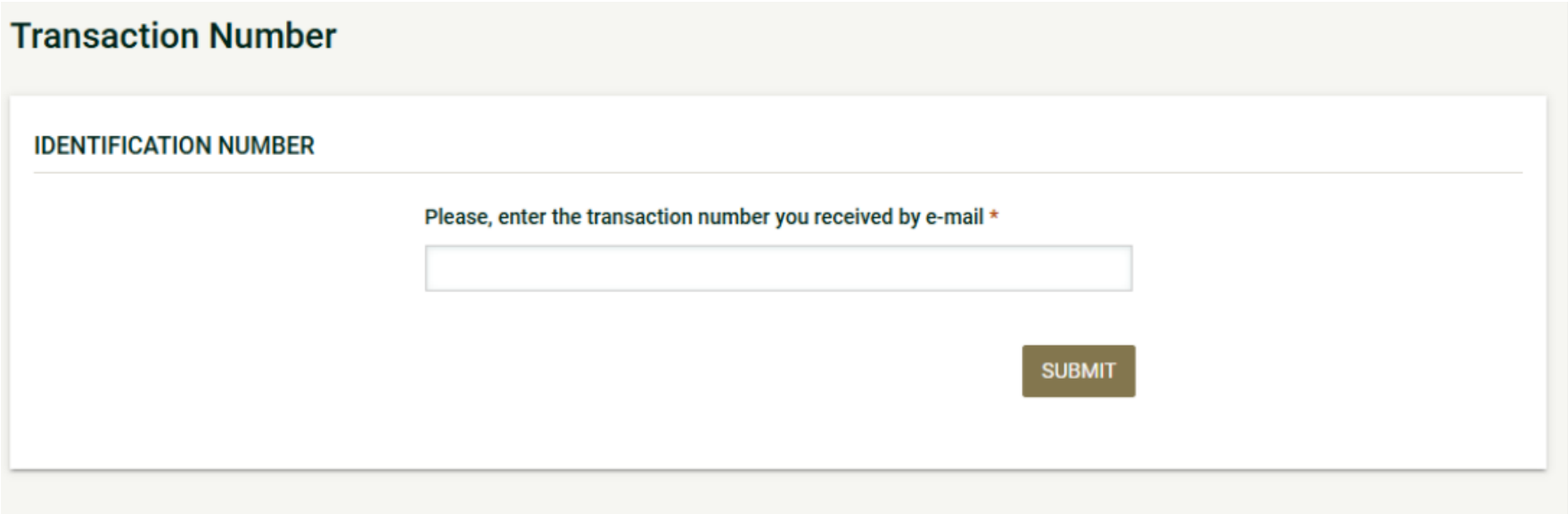

After this you will be asked to read and accept the System User Agreement and when you accept it you will arrive at the homepage of your account.

You have now completed the process of registering as a supplier on the eTenders website.

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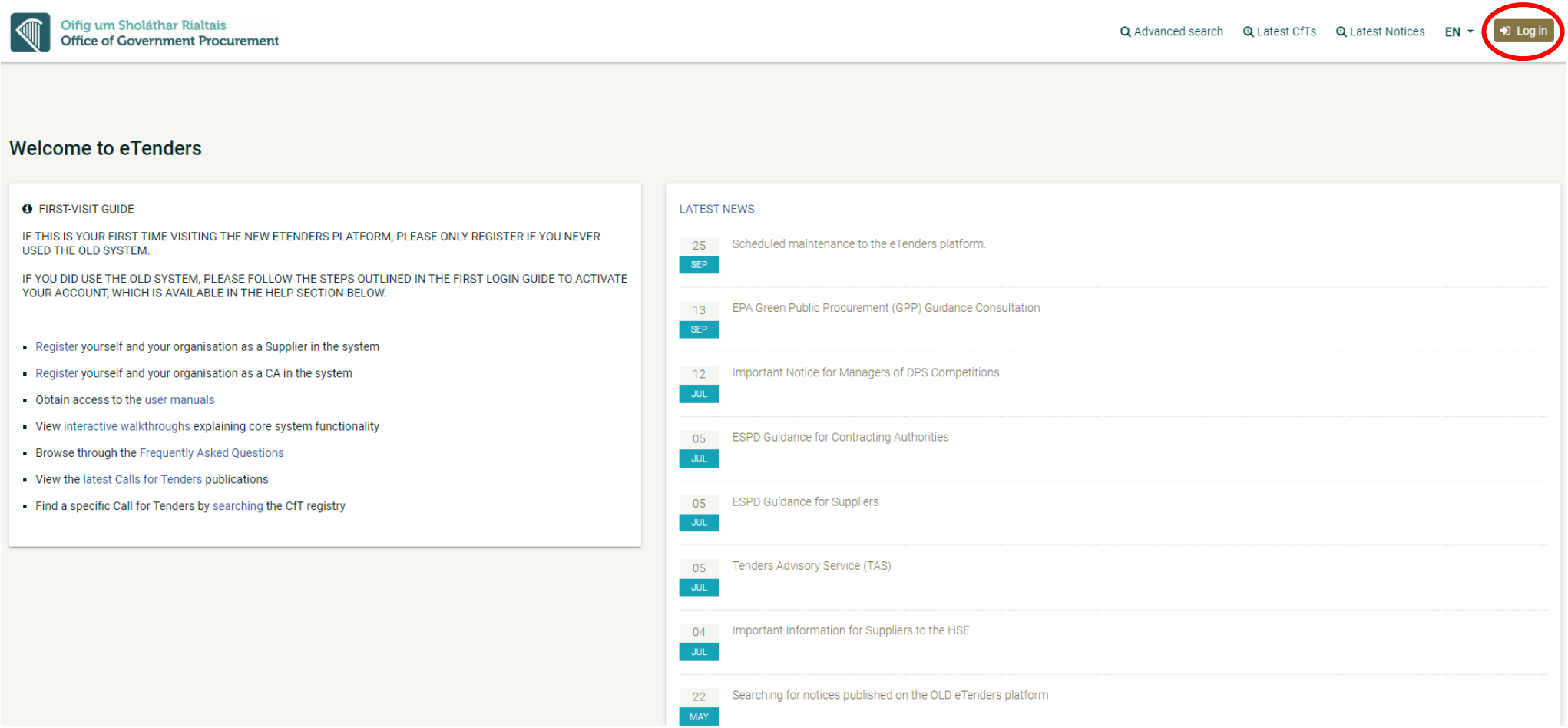
Expressing an Interest in a Tender

In order to register your interest in a tender go to the homepage at https://etenders.gov.ie and login in by clicking on the Login button in the top right corner of the screen:



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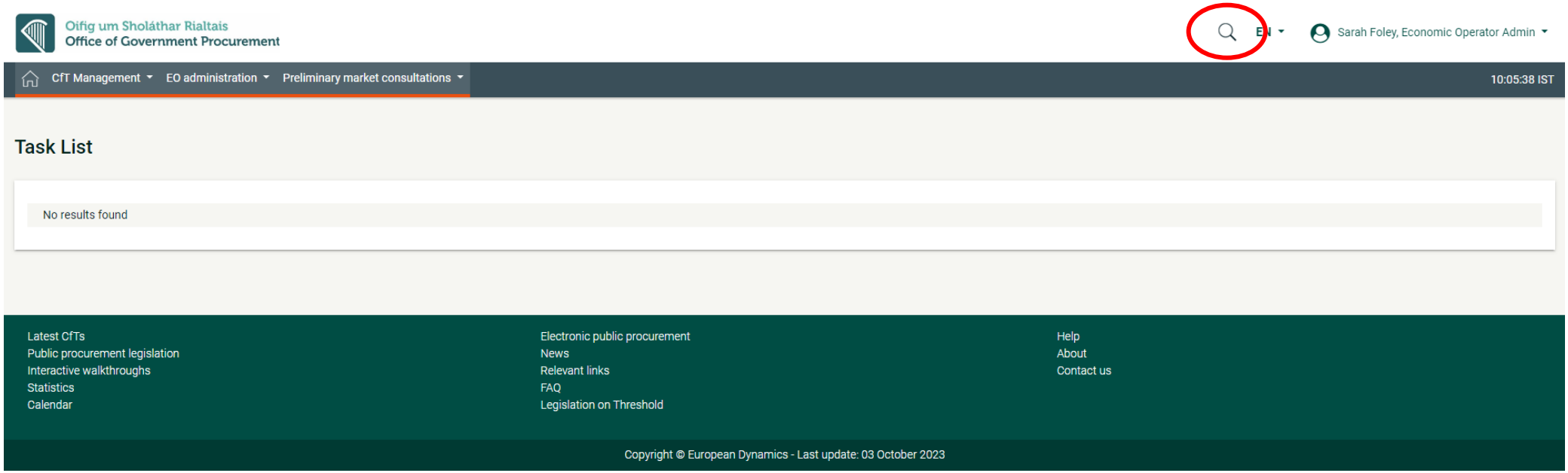
Enter your username and password on the login screen and click on the Login button. You should now be on your account homepage. To find a particular tender that you are interested in you search for it by clicking on the magnifying glass at the top rights of the screen:



In the next screen choose the 'Call for Tenders' option from the drop-down menu on the first box and enter in the search terms 'Law Reform Commission' in the second box, then click on search:

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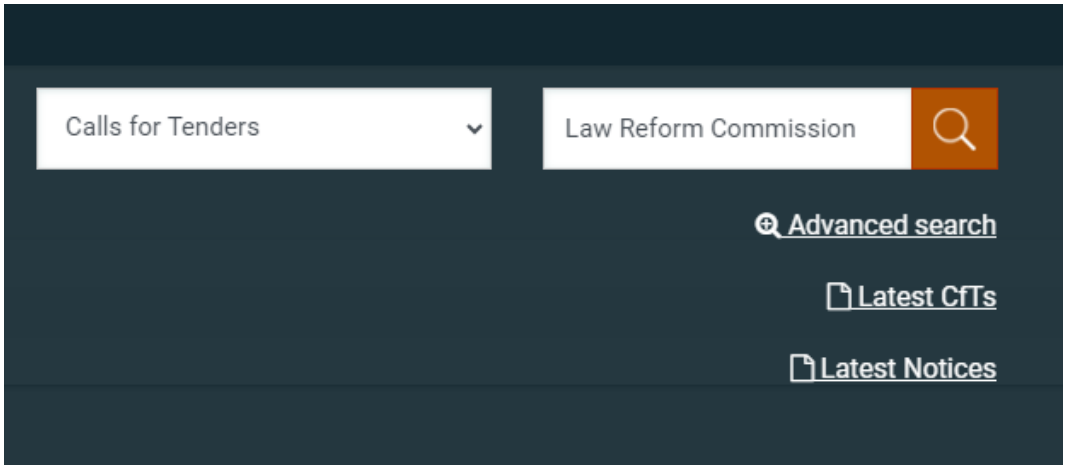
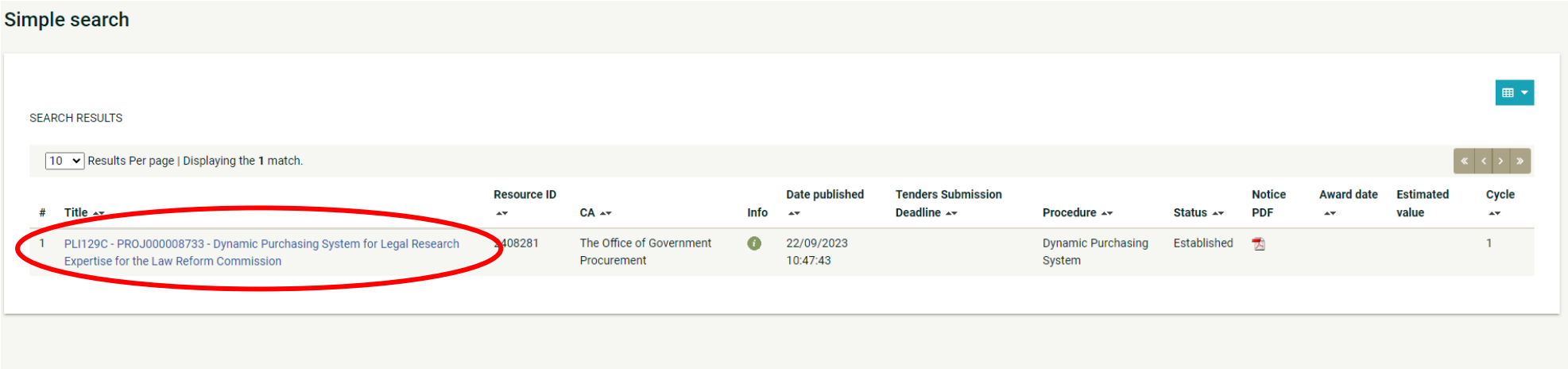


The search results should show the tender that you are looking for. Now click on the title of the tender to be brought to the relevant page:



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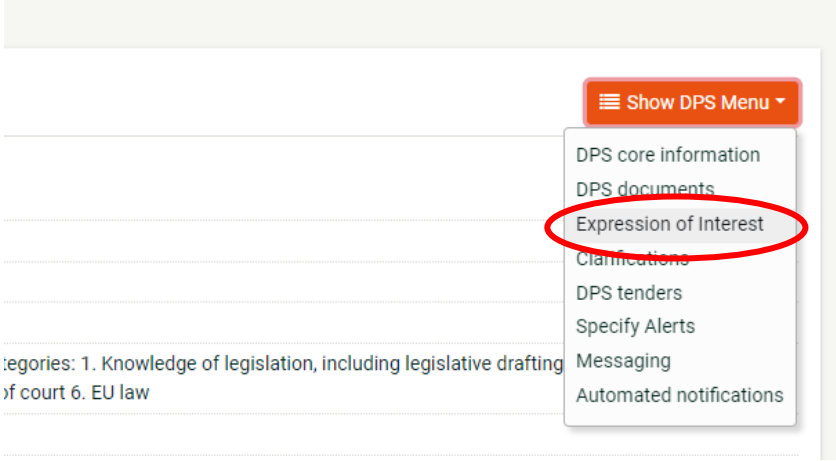
View DPS Workspace

DPS: PLI129C - PROJ000008733 - DYNAMIC PURCHASING SYSTEM FOR LEGAL RESEARCH EXPERTISE FOR THE LAW REFORM COMMISSION

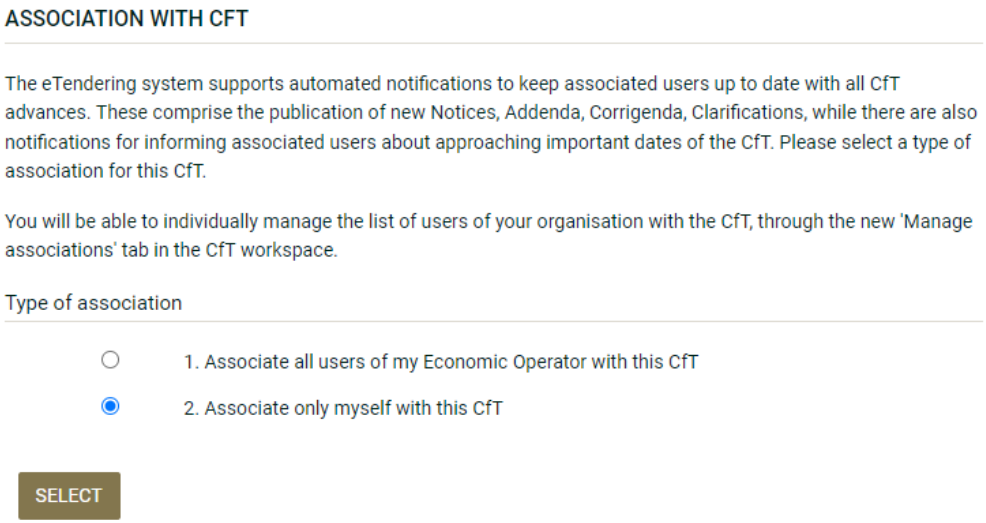
Show DPS Menu

NAME OF CONTRACTING AUTHORITY:	The Office of Government Procurement
TITLE:	PLI129C - PROJ000008733 - Dynamic Purchasing System for Legal Research Expertise for the Law Reform Commission
CFT CA UNIQUE ID:	
EVALUATION MECHANISM:	Best Price-Quality Ratio
DESCRIPTION:	Dynamic Purchasing System for Legal Research Expertise for the Law Reform Commission. The DPS will be divided into six Categories: 1. Knowledge of legislation, including legislative drafting, annotation and consolidation of legislation, and statute law revision 2. Public law 3. Commercial law 4. Civil law 5. Criminal law and contempt of court 6. EU law
PROCUREMENT TYPE:	Services
DIRECTIVE:	2014/24/EU (Classic)
CPC CATEGORY:	Legal services
CPV CODES:	79111000-Legal advisory services 79110000-Legal advisory and representation services 79100000-Legal services 79140000-Legal advisory and information services 79112000-Legal representation services 73210000-Research consultancy services 73110000-Research services 79000000-Business services: law, marketing, consulting, recruitment, printing and security

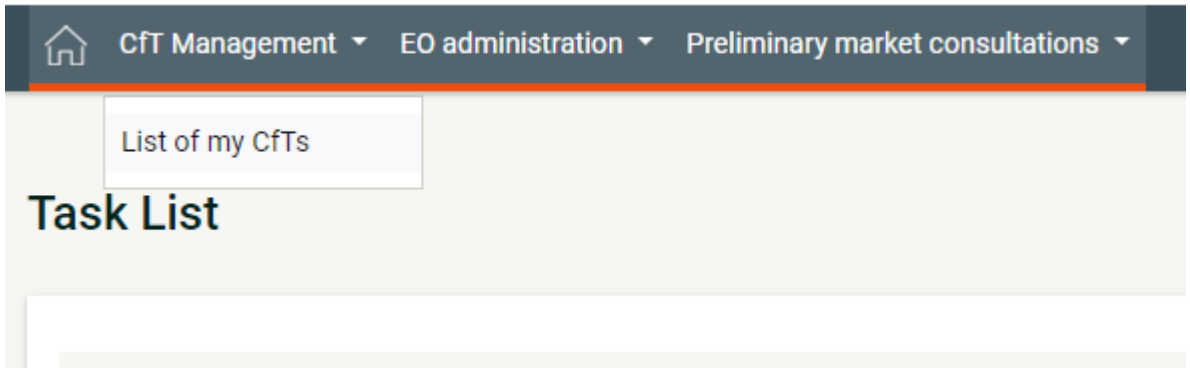
From here click on the Show DPS Menu button and choose the Expression of Interest option from the drop-down menu:



A pop-up window will appear where you can choose to just notify yourself in relation to the Call to Tender, or if there is more than one person assigned to your account you can choose to notify everyone. Then click on Select



Once you have expressed your interest in a tender it should now appear on the List of my CFTs back at your account page. On the homepage click on CfT Management and select List of my CfTs from the drop-down menu:



You will then be presented with a list of all Calls for Tender that you have expressed an interest in:

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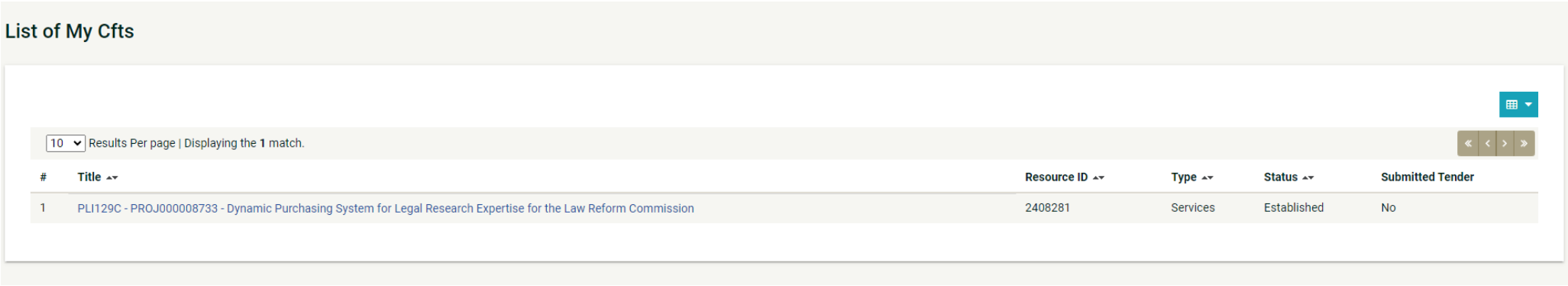
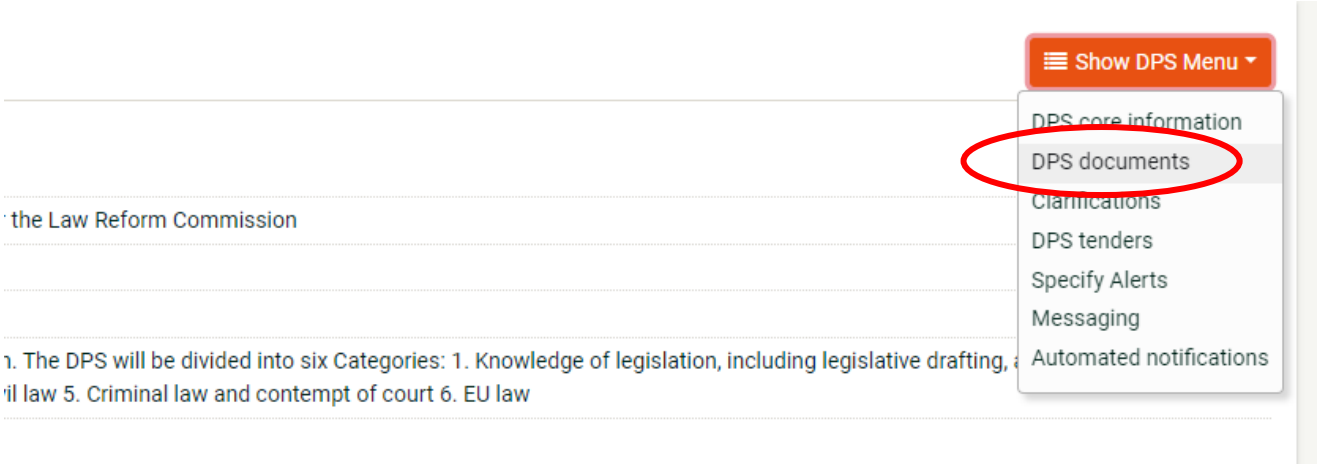


Click on the title of the CfT to be brought back to the relevant page. From here you can access all of the documentation associated with the call for tender. Click on the Show DPS Menu button in the right hand side of the screen and choose the option DPS documents from the drop-down menu:



You will then be brought to a webpage containing all of the notice and contract documents. Click on the 'Contract Documents' tab to get access to all the information you need for the tendering process. You can view the documents online or there is also the option to download them as a ZIP file.

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Notice & Contract Documents

DPS: **PLI129C - PROJ000008733 - DYNAMIC PURCHASING SYSTEM FOR LEGAL RESEARCH EXPERTISE FOR THE LAW REFORM COMMISSION**

Show DPS Menu

Notices | Contract Documents

10 Results Per page | Displaying: **1-10** | **13** results in total.

Page 1

Addendum ID	Title	File	Description	Lang.	Document Versions	Actions
N/A	8733 DPS for Law Reform Commission	8733 DPS for LawReformCommission.pdf		EN		
N/A	Category 1 ARD	Category 1 ARD.docx		EN		
N/A	Category 2 ARD	Category 2 ARD.docx		EN		
N/A	Category 3	Category 3 ARD.docx		EN		
N/A	Category 4 ARD	Category 4 ARD.docx		EN		
N/A	Category 5 ARD	Category 5 ARD.docx		EN		
N/A	Category 6 ARD	Category 6 ARD.docx		EN		
N/A	Cover Information	Cover Invitation.docx		EN		
1	Important Notice Making Clear who may Apply for this DPS	Important Notice making Clear who may apply for this DPS.pdf		EN		
N/A	Tender Structure XML - Cycle 1	c4t_2408281_1.xml	N/A	EN		

DOWNLOAD ZIP FILE