

Should you wish to be admitted to the DPS for Border Inspection Post (BIP) Veterinary Inspection Services, you must complete the steps below:

1. You will first need to set yourself up as a user on eTenders.
 - (i) You can access eTenders via this link: <http://www.etenders.gov.ie/> or
 - (ii) through Google - key in etenders.
2. You will need to register as a New Supplier Company, and can do so by clicking on the "Supplier Company Registration" button on the menu on the left side of the page at the above link. You will then need to follow the instructions.

Anywhere there is a red star must be completed.
3. Setting up your company profile, you will need to set up as a Sole Trader. For type of business activity, select "Agriculture, forestry and fishing". When asked to enter your Organisation Number (or VAT Number), instead please enter your PPSN. (See Screenshot 1)

The screenshot shows the 'Supplier registration' page on the eTenders website. The page is divided into two main sections: 'GENERAL COMPANY INFORMATION' and 'COMPANY CONTACT INFORMATION'. The 'GENERAL COMPANY INFORMATION' section contains the following fields:

- Type of organisation: Sole Trader
- Type of Business Activity: AGRICULTURE, FORESTRY
- Company name: Teresa Green
- VAT Number (or Organisation Number): 1234567A
- Address: (empty)
- County and/or Post Code: (empty)
- City: (empty)
- Country: No value selected
- Description of business (Max 500 characters): Veterinary Inspector

The 'COMPANY CONTACT INFORMATION' section contains the following field:

- Point of contact: (empty)

On the left side of the page, there are instructions for registration, including a note that the first registered person will become the administrator and that there is no limit on the number of users. A red star icon is visible next to the 'Type of Business Activity' field, indicating it is a mandatory field.

4. Scroll down to Company Administrator Information and click on button 'Copy from above'. You must also select preferred language from the appropriate drop down field. (See Screenshot 2)

Supplier registration

COMPANY ADMINISTRATOR INFORMATION

Copy from above

First name * Last name *

Company Role/Work Area

Phone type * Phone (+353 17854321) *

Default

Email *

Test

Preferred language *

No value selected

COMPANY ADMINISTRATOR CREDENTIALS

Username *

Password *

Confirm password *

Passwords policy

- Password can contain only alphabets a-z, A-Z and numbers 0-9
- Password must be at least 6 characters long
- Password must contain at least one letter
- Password must contain at least one number

5. Scroll down to the end of the Document and tick the box 'I have read the terms and accept them' and then click Save. (See Screenshot 3)

Supplier registration

COMPANY ADMINISTRATOR CREDENTIALS

Username *

Password *

Confirm password *

Passwords policy

- Password can contain only alphabets a-z, A-Z and numbers 0-9
- Password must be at least 6 characters long
- Password must contain at least one letter
- Password must contain at least one number

EMAIL ADDRESSES FOR ALERTS

Add email *

Alert emails Please enter the email addresses for ALL company users who you wish to receive copies of tender invitations. Click Add email to add a new email address.

Terms & Conditions

Privacy policy

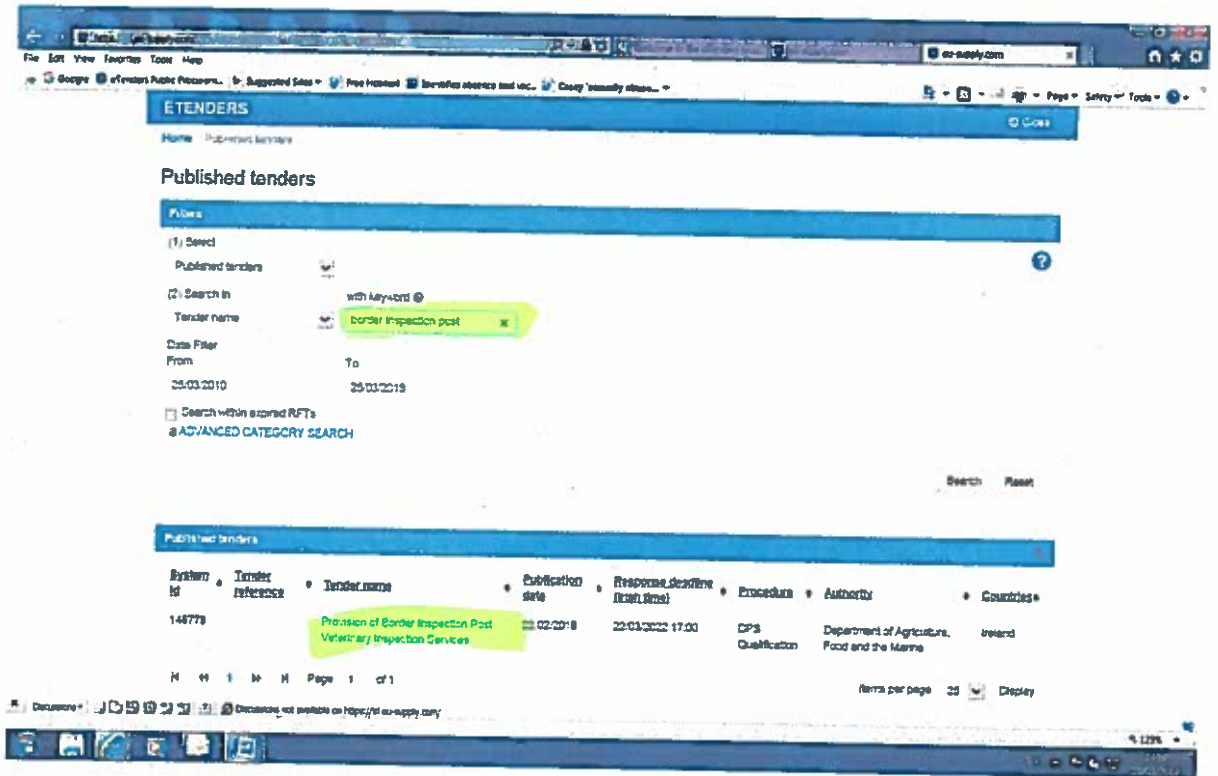
I have read the terms and accept them.

Save Cancel

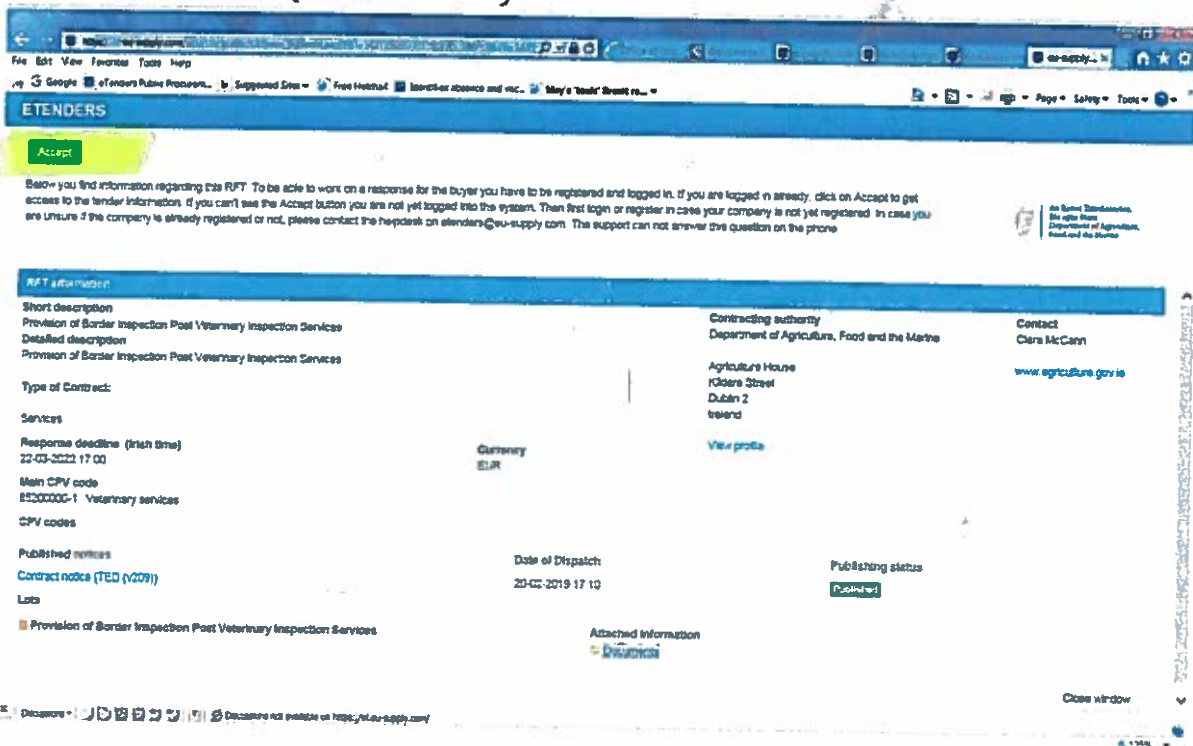
Powered by eu-supply.com
Website Terms and Conditions

6. A new screen will appear. On the left margin click on Public RFT's to find the tender you wish to apply for. In this case, the appropriate RFT is 146778

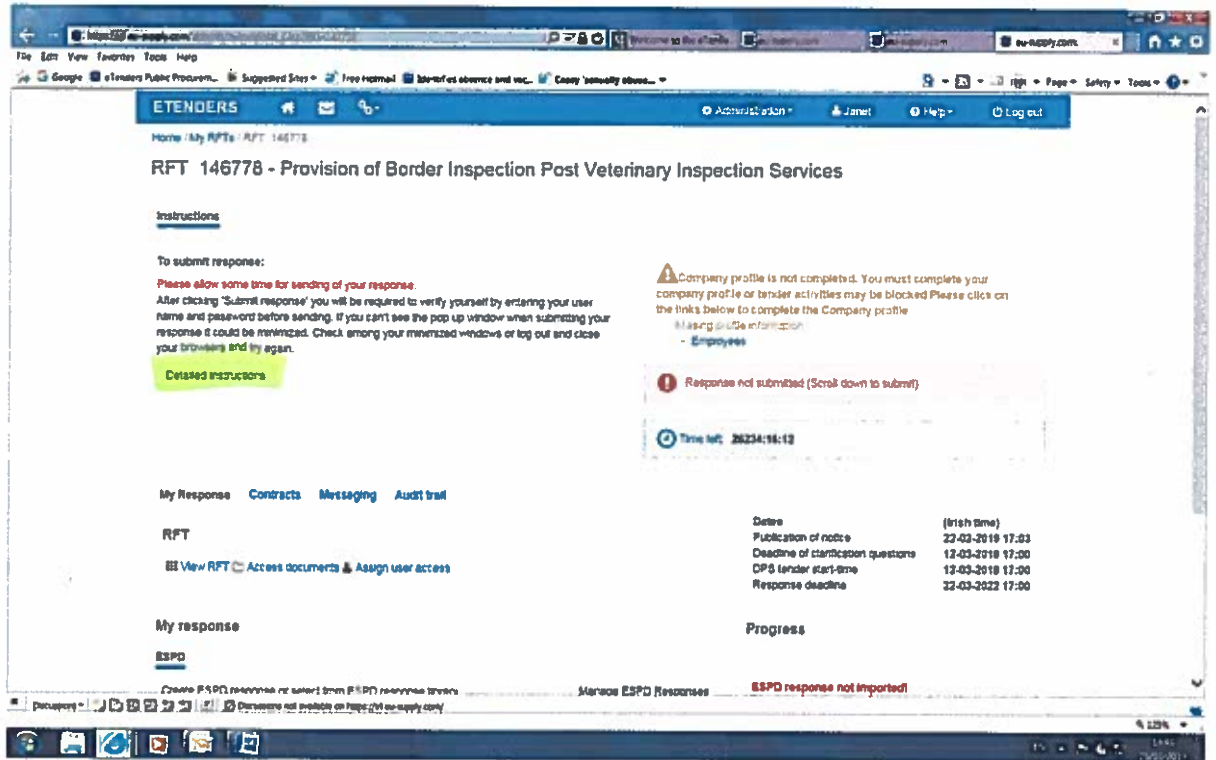
In the Filters Section in Published Tenders search for the keywords 'border inspection post'. Go into the published tender that appears below and click on the link to the tender document. i.e. Provision of Border Inspection Post Veterinary Inspection Services. (See Screenshot 5)

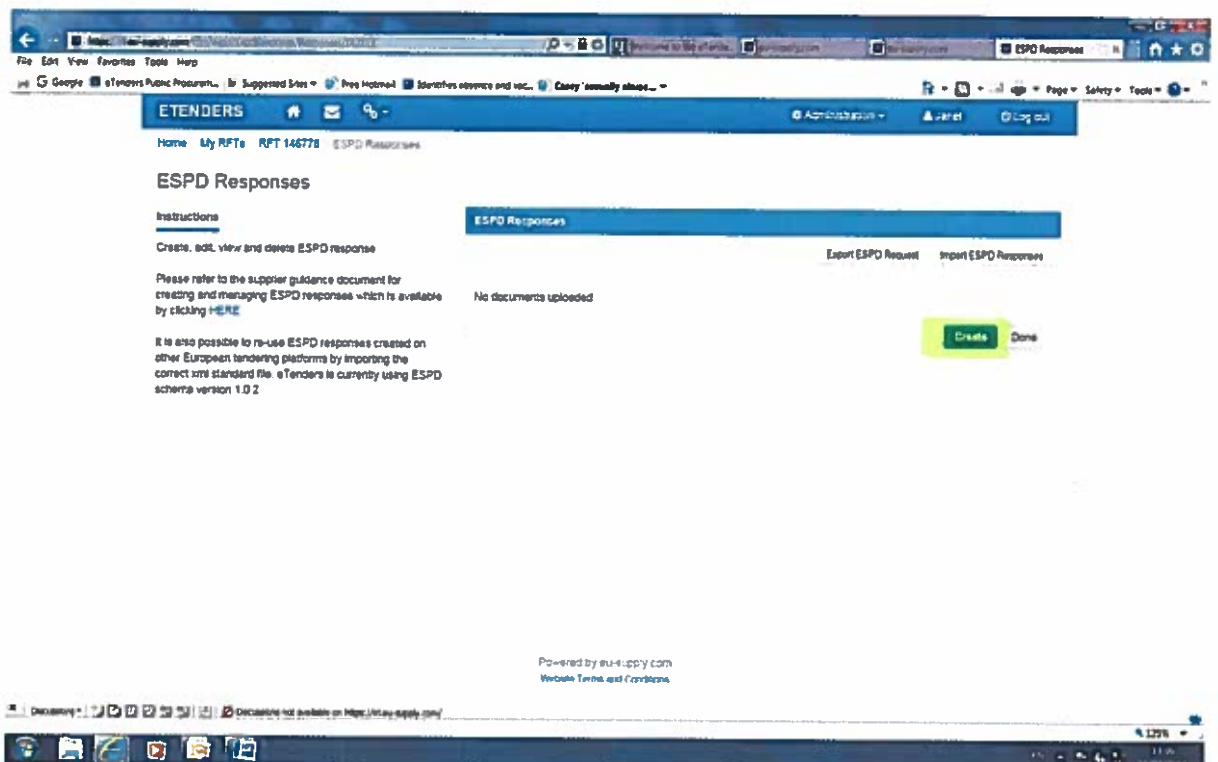
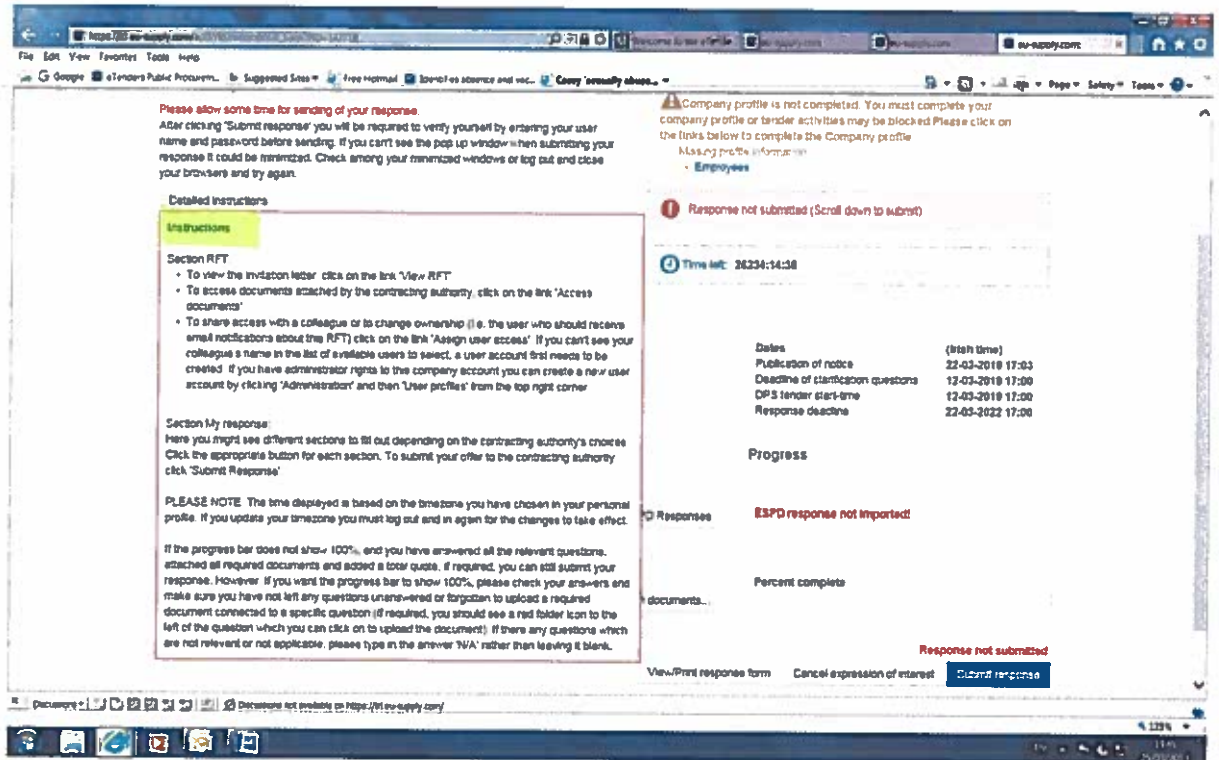


THIS WILL BRING YOU INTO THE TENDER DOCUMENTS BUT YOU MUST CLICK ON ACCEPT (Blue button on top left) BEFORE THE DOCUMENTS ARE AVAILABLE TO DOWNLOAD. (See Screenshot 6)



- Appendix 3, 5, 6, & 8: forms need to be printed.
- Appendix 3, 6, & 8: form need to be completed by Supplier
- Appendix 6 & 8: Forms need to be completed by Supplier and witnessed by someone known to them ie. Family Member, work colleague or friend
- Appendix 5: form needs to be completed by Supplier and Solicitor/Commissioner of Oaths
- Appendix 4: European Single Procurement Document (ESPD) is to be completed electronically (See Screenshot 7 - 8)





Appendix 3, 5, 6, & 8: Forms to be scanned and uploaded onto DPS when completed.

HELPLINE PHONE NUMBER FOR ETENDERS:

021 2439277

Quote DPS RFT Number:

146778 (Ports)