

Explanatory Note – Navigating the eTenders Platform

This document has been prepared by the Procurement Unit of the Office of the Director of Authorised Intervention, Tuam (ODAIT) for suitably qualified professionals interested in applying for the recently advertised tendering opportunity Phase Two: Forensic Framework as a guide on navigating the eTenders platform.

Thank you for your interest in the excavation at Tuam.

As a state agency, we can only procure services by following a defined and highly regulated public procurement process. We are subject to audits, the oversight of the comptroller and auditor general etc.

The opportunity to apply for ODAIT's Phase Two: Forensic Framework is live on the eTenders platform and is currently open for submissions.

We are only accepting submissions through the eTenders platform. We cannot accept informal submissions, curriculum vitae etc. via post, email or any other means.

We are accepting applications from sole traders (individuals), partnerships, LLCs and corporations. The tender is open for applications internationally.

In order to express an interest and submit a Tender Response to the Phase Two: Forensic Framework, you will need to register as a supplier on the eTenders platform. Please choose “Register a Supplier” on the following webpage:

<https://www.etenders.gov.ie/>

There are training and guidance videos on getting started, expressing an interest, messaging and submitting a tender available here:

<https://www.etenders.gov.ie/epps/viewTrainingVideos.do>

For the Phase Two: Forensic Framework in particular, when registering as a supplier please register your interest under:

- CPV Codes –
73000000-Research and development services and related consultancy services
- CAs of interest –
The Office of the Director of Authorised Intervention Tuam

For the Tax Number or DUNS number field, you can provide us with your Company Registration Number and/or personal tax number equivalent of your country.

Once you have an eTenders account set up you can then proceed with expressing your interest and submitting a Tender Response to the Phase Two: Forensic Framework.

Click on the search bar, choose “Call for Tenders” from the dropdown menu and enter “Tuam” in the text field. The Phase Two: Forensic Framework should be first on the list of results.

Click on the Framework, then on the red/orange button in the righthand corner which says “Show CfT Menu”. Choose “Expression of Interest” from the dropdown menu to express an interest. This will subscribe you to any updates or clarifications on the Phase Two: Forensic Framework.

If you have any queries regarding this opportunity which you wish to submit a clarification for response on, please do so via the messaging service which you can access through the dropdown red/orange “Show CfT Menu” button. The ODAIT procurement team will review your clarification request(s) and publish responses which can be accessible by all interested tenderers.

We cannot accept clarification enquires via post, email or any other means. Interested suppliers must use the messaging board on the eTenders platform, where they will be reviewed and responses published accessible to all interested suppliers.

Please note the closing date for receipt of clarifications is **12.00pm Thursday, 29th January**.

In order to submit a Tender Response, choose “CfT Documents” from the dropdown red/orange “Show CfT Menu” button. Then click on the “Tender Documents” tab and download the available files, which contains the Phase Two: Forensic Framework Call for Tender (CfT) document (i.e. the requirements, specifications, selection criteria etc.) , the Tender Response Documents (TRD) (i.e. the application form), and the ESPD declaration.

Once you are satisfied with your Tender Response and are ready to upload your application, please choose “Tender” from the dropdown red/orange “Show CfT Menu” button. You will have to confirm your details. You will then click the green “Create Tender Online” button. This will open up the online Tender Preparation Tool (TPT). You will have to click the red icon in the righthand corner and choose “Edit” from the dropdown menu. This will allow you to fill in and upload your details. You can then click the “Submit” button when you are ready to submit.

The closing date for receipt of TRDs is **12.00pm Friday 13th February 2026**.

If you need any further clarification or assistance on the above processes, please contact the helpdesk on the below details:

irish-eproc-helpdesk@eurodyn.com

0818 001459 (Ireland) or +353 818001459 (International)

Should your tender be successful, you will need to provide a tax clearance certificate as part of the onboarding process. In order to obtain a tax clearance certificate you will need to register as a sole trader, however you will not need to undertake this process at the time of registering for eTenders. Please contact Revenue for more information on this.

We hope this explanatory note can be of assistance to you.

We welcome your submission.