



Oifig um Sholáthar Rialtais
Office of Government Procurement

eTenders Legacy Platform Retrieving Data for Tenders

How to archive and download tender documents and data from the legacy eTenders platform

Close – Archive - Download

Guidance Document

Issue: 20240104.001

[OGP.GOV.IE](https://ogp.gov.ie)

Delivering Sustainable Procurement Solutions



Background and context

- In May 2023, the national electronic tendering platform, eTenders, switched to a new service provider's platform.
- To enable ongoing access to past procurement competition data that was hosted on the previous platform, users have been able to access the previous (legacy) eTenders platform. **IMPORTANT:** No CPV alerting is active and no new competitions should be published on the legacy platform.
- The legacy eTenders platform is accessed via this link: <https://irl.eu-supply.com/login.asp>
- Access to the legacy eTenders platform will cease in May 2024.
- As per national public procurement guidelines, all relevant documentation records should be maintained off the platform by contracting authorities.
- Public procurement buyers should take action now to ensure they retrieve the procurement competition data they need to retain.
- This document aims to guide public buyer users through the key steps they should take to retrieve tender documents and data from the legacy eTenders platform.

Archiving overview

- To enable ongoing access to past procurement competition data that was hosted on the previous platform, user access to the previous (legacy) eTenders platform was extended for 12 months beyond the activation of the new platform (i.e. to May 2024).
- The legacy platform provides public buyer (contracting authority) users with a facility to archive and download all data and documents associated with their closed competitions.
- Archiving allows the user to transfer all data and documents for any closed tender to an Archive file, in compressed Zip file format suitable for download.
- The Archive files, and the data/docs within, can then be downloaded and retained as per the requirements each contracting authority is subject to.
- Contracting authority can access the data/docs within their downloaded Archive files as needed by simply extracting from the Zip file format.
- The prerequisites and the process to close, archive and download tenders from the legacy eTenders platform are described in this document.

Prerequisite Actions Save Contract Information

Step by Step Guide

Prerequisites – Finalise and save Contract information

- **Please note**, the Archiving process does not copy across tender related Contract information by default. Prerequisite actions are required to include Contract information in the Archive file.
- Before you commence closing and archiving tenders you should save the finalised contract information details into the internal documents folder within the main checklist of your competition.
- This will allow you to view the contract information once it has been archived within the downloaded documents.
- This section provides guidance on how to save contract information to internal documents so that it is included in the tender Archive file.

Prerequisite #1: Select Tender Contract Information

- On Tender checklist, navigate to Contract Hyperlink and Select.
- Click on the contract you wish to save.

✓ Set award values
Add or modify award values for suppliers that have expressed interest bid did not submit response
Setting buyer award values enables award of suppliers without response

✓ Intention to Award
Intention to Award

✗ Award message
Send award and reject messages to the participating suppliers

✗ Fill in the award

✗ Update / Print Tender protocol
Tender protocol

✓ Create contract
Create contract

✗ Complete Award Information
Fill in tender award information. Not for publication

✗ Close RFT
Closing the RFT sets the RFT in a non-editable mode and moves it to the completed list of RFTs

✗ GDPR
Remove the supplier response documents, messages and/or questions that are required to fulfill the GDPR

✗ Archive RFT
Archiving the RFT and makes it accessible only as a downloadable file.

Edit
Award
Create
Tender protocol
Contracts
Close
Remove documents

Edit... Change owner... Add package...
View RFT details Done

CTM Administration Paul Help Log out

Home / My RFTs / Checklist RFT 55340 / Contracts

RFT 55340 - PROJ MINI LOT `1 - Mini Comp for Lot 1 - Books Department/Workspace: Testing - Paul Keenan

Instructions

Contracts

	Value	Not absorbed by client	Exp. completion date (GMT)	Status
Arc Lot 1 - Mini Comp for Lot 1 - Books	4,500,000.00 (EUR)		20/01/2025	Contract awarded

Supplier: PaulSupplier1 Response

Create additional contract... To checklist

Prerequisite #2: Scroll down to Print & then Click on Print Icon

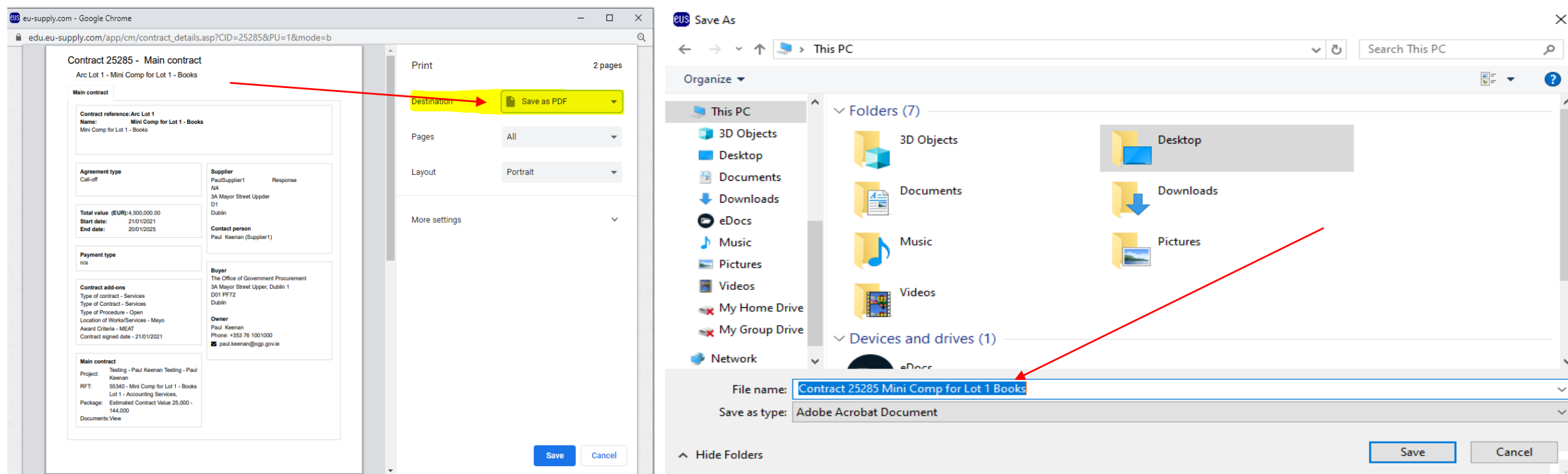
The image displays two screenshots of the CTM (Contract Management Tool) interface, illustrating the steps to print a contract page.

Left Screenshot: Shows the full contract details page for "Contract 25285 - Main contract". The page includes a header with navigation icons, a breadcrumb trail, and a main content area with tabs for "Main contract", "Amendments", "Messaging", "Tasks", "Forms", and "Audit trail". The "Main contract" tab is active, displaying contract details such as "Contract reference: Arc Lot 1", "Name: Mini Comp for Lot 1 - Books", "Agreement type: Call-off", "Total value (EUR): 4,500,000.00", "Start date: 21/01/2021", "End date: 20/01/2025", "Payment type: n/a", "Contract add-ons", "Supplier: PaulSupplier1", "Contact person: Paul Keenan", and "Buyer: The Office of Government Procurement". A red arrow points to a yellow "Print..." button located at the bottom right of the page.

Right Screenshot: Shows the same contract details page, but with a red arrow pointing to a yellow print icon (a printer symbol) located in the top right corner of the page. The "Print..." button is no longer visible, indicating that the user has scrolled down to the print icon.

Prerequisite #3: Select Destination Dropdown

- Once you click print, the below screen will be displayed
- On Destination you will click “Save as PDF”
- Save to Desktop and rename it (This will work for whatever browser you may use)
- (rename the contract as you wish when saving)



Prerequisite #4: Once saved, Navigate back to Tender Checklist

- Click Attach Internal Documents
- Click Upload Files and then +Add files
- Select PDF Contract and click Upload

The screenshot displays the CTM (Contract Tender Management) system interface. The main page is titled 'Attach internal documents' and shows the user's current workspace: 'Testing - Paul Keenan, The Office of Government Procurement'. It provides instructions on how to attach files and lists various folder, document, and status icons. A red arrow points to the 'Upload files...' button in the bottom right corner of the main page.

The 'Attached documents' modal is open, showing a list of files. The file 'Contract 25285 Mini Comp for Lot 1 Books.pdf (63 kB)' is highlighted in yellow. A red arrow points to this file. Below the list, there is a text prompt 'Select file(s) and drag here to upload' and two buttons: 'Upload' and 'Cancel'. A red arrow points to the 'Upload' button.

Prerequisite #5: Internal Documents

- This document is now saved within your internal documents.
- Your tender is now ready to be closed and archived.

CTM Administration Paul Help Log out

Home / My RFTs / Checklist RFT 55340 / Attach internal documents

Attach internal documents

Department/Workspace: Testing - Paul Keenan
Buyer: The Office of Government Procurement

Documents

Here you attach any files including documents, specifications, drawings etc to the package.

Files can be added in the following ways:

- Upload files - Click on 'Upload files...' to include files from your PC.
- Add from folder - Click 'Add from folder...' to add files from your Tender, Company or Personal folder. File and folders will then be copied into the package.

If a tender is to be published there will be additional functionality available called "Public display". Once you have uploaded all your documents you can then if you want go into public display and select one or several of those documents/specifications to be public and possible to read before the supplier has expressed interest.

Folder icons	Document icons	Status icons
Linked folder	Tools menu	Comments
	Public available	Copied from Shared Folder
	Signed	New version available
	Archived	

Documents	Name	Size	Updated (GMT)	Document type
Internal documents				
Mini Comp for Lot 1 - Books				
<input type="checkbox"/>	Contract 25285 Mini Comp for Lot 1 Books.pdf	63	17/02/2021 10:33	N/A

Upload files... Add from shared folder... Delete Manage folders... Done

Archiving

Step by Step Guide

What happens when you archive a tender?

- All data and documents associated with the tender on the platform will be transferred to an Archive area on the legacy eTenders platform.
- All data and documents associated with the tender includes Notices, Clarifications/Messaging, ESPD, Suppliers responses and more.
- Once archived you have the option to download the data/docs for a tender in the form of a single Archive file (compressed ZIP format).
- Awarded Suppliers will lose visibility of the tender. Awarded suppliers can be informed in advance of archiving tenders via the platform messaging facility.
- Details of archived Tenders will remain available on the public search page.
- Archived Mini competitions are no longer available on the public search page.
- This section provides guidance on the how to to close, archive and download tenders from the legacy eTenders platform.

Step 1.1 Close Tender – Notify awarded suppliers via messaging

- Once you have closed a tender, the awarded supplier will **not** get a notification informing them of the tender being closed and archived. Good practice suggests sending all awarded suppliers a message through eTenders of your intention to archive a tender. Once you have alerted the supplier(example below) and closed the tender you can then proceed to archive it.

New message

Reference: RFT # 55340 : 1 Mini Comp for Lot 1 - Books

To... **Recipients**
PaulSupplier1 - Paul Keenan (Supplier1)

Broadcast

Subject:
Upcoming Archiving of Mini Comp for Lot 1 - Books

Send notification about message to recipient(s).

B *I* U Font Sizes ▾

Dear PaulSupplier1,

It is the Office of Government Procurements intention to archive the above Mini Competition on the system. Please be aware that once archived you will no longer have visibility of the tender on the eTenders platform. The contract is a completely separate system to the tender so this will remain available to see until the contract expires. Please note we plan on archiving this tender in the next 14 days. Please save any relevant information you deem necessary before it is archived.

Kind Regards,
The Office of Government Procurement

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Send Save Attach files... Cancel

Step 1.2 Close Tender – Select ‘Close’ option

- Within your RFT Workspace you will click close which redirects the tender to the completed/closed tab.

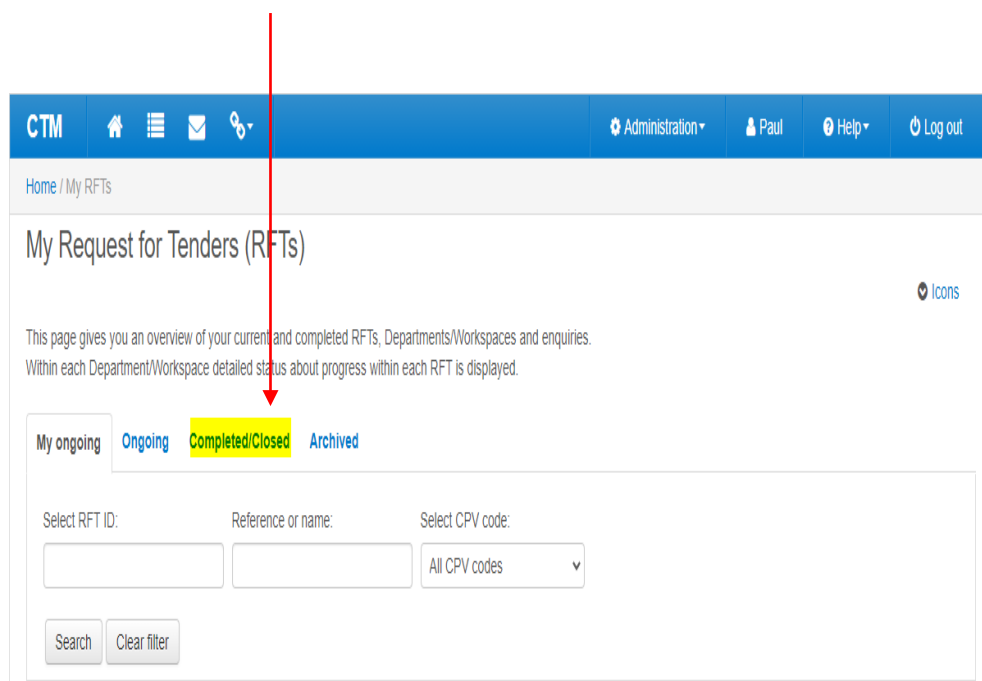
The screenshot displays a list of tasks in the RFT Workspace. Each task has a status icon (green checkmark for completed, red X for pending) and a description. To the right of the tasks is a column of action buttons. A red arrow points from the 'Close RFT' task to the 'Close' button, which is highlighted in yellow.

Task Status	Task Description	Action
✓	Set award values Add or modify award values for suppliers that have expressed interest bid did not submit response Setting buyer award values enables award of suppliers without response	Edit
✓	Intention to Award Intention to Award	Award
✗	Award message Send award and reject messages to the participating suppliers	Create
✗	Fill in the award	
✗	Update / Print Tender protocol Tender protocol	Tender protocol
✓	Create contract Create contract	Contracts
✓	Prepare and manage award publications Prepare and manage the award forms for publication	TED (v209)
✗	Complete Award Information Fill in tender award information. Not for publication	
✓	Publish Award Notice Publish Award Notice	Publish
✗	Close RFT Closing the RFT sets the RFT in a non-editable mode and moves it to the completed list of RFTs	Close
✗	GDPR Remove the supplier response documents, messages and/or questions that are required to fulfill the GDPR	Remove documents
✗	Archive RFT Archiving the RFT and makes it accessible only as a downloadable file.	

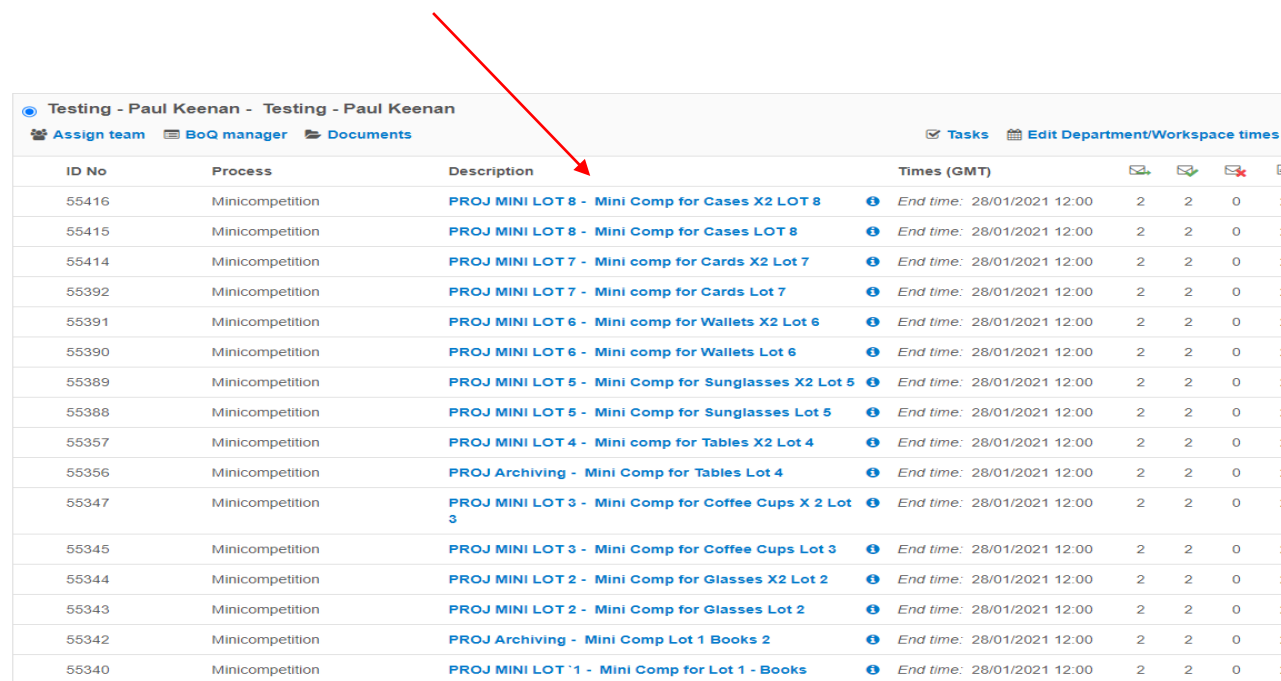
Buttons at the bottom: Edit..., Change owner..., Add package..., View RFT details, Done

Step 2.1 Archive Tender – Select a closed Tender

- Once an RFT has been closed it will move to the Completed/Closed tab.
- On your eTenders homepage. Select Completed/Closed which will bring you to all Completed/Closed tenders. Click on the tender you wish to archive.



The screenshot shows the 'My Request for Tenders (RFTs)' page. The 'Completed/Closed' tab is highlighted in yellow. Below the tabs, there are search filters for RFT ID, Reference or name, and CPV code, along with 'Search' and 'Clear filter' buttons.

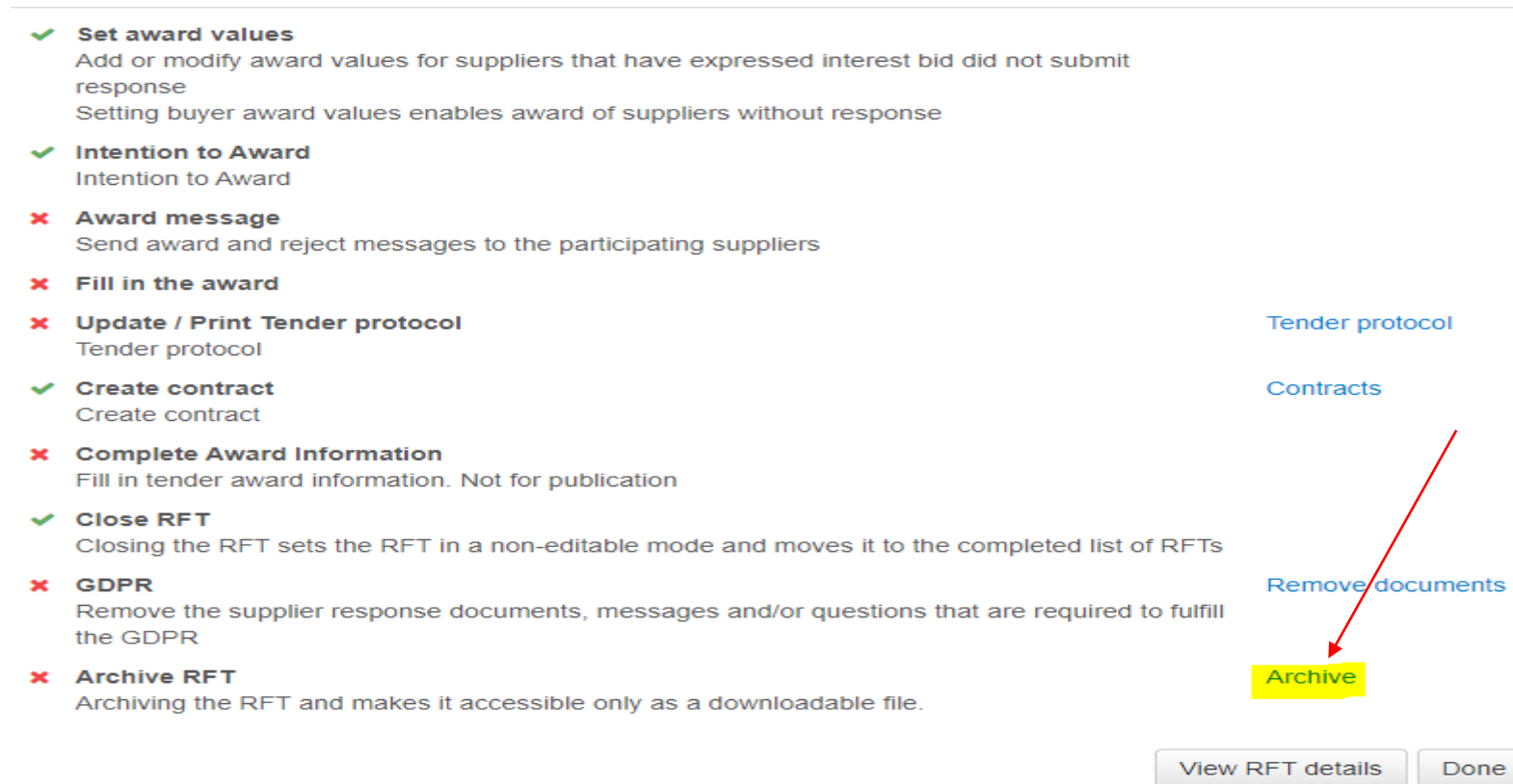


The screenshot shows a list of tenders. A red arrow points to the 'Description' column. The table contains the following data:

ID No	Process	Description	Times (GMT)				
55416	Minicompetition	PROJ MINI LOT 8 - Mini Comp for Cases X2 LOT 8	End time: 28/01/2021 12:00	2	2	0	2
55415	Minicompetition	PROJ MINI LOT 8 - Mini Comp for Cases LOT 8	End time: 28/01/2021 12:00	2	2	0	2
55414	Minicompetition	PROJ MINI LOT 7 - Mini comp for Cards X2 Lot 7	End time: 28/01/2021 12:00	2	2	0	2
55392	Minicompetition	PROJ MINI LOT 7 - Mini comp for Cards Lot 7	End time: 28/01/2021 12:00	2	2	0	2
55391	Minicompetition	PROJ MINI LOT 6 - Mini comp for Wallets X2 Lot 6	End time: 28/01/2021 12:00	2	2	0	2
55390	Minicompetition	PROJ MINI LOT 6 - Mini comp for Wallets Lot 6	End time: 28/01/2021 12:00	2	2	0	2
55389	Minicompetition	PROJ MINI LOT 5 - Mini Comp for Sunglasses X2 Lot 5	End time: 28/01/2021 12:00	2	2	0	2
55388	Minicompetition	PROJ MINI LOT 5 - Mini Comp for Sunglasses Lot 5	End time: 28/01/2021 12:00	2	2	0	2
55357	Minicompetition	PROJ MINI LOT 4 - Mini comp for Tables Lot 4	End time: 28/01/2021 12:00	2	2	0	2
55356	Minicompetition	PROJ Archiving - Mini Comp for Tables Lot 4	End time: 28/01/2021 12:00	2	2	0	2
55347	Minicompetition	PROJ MINI LOT 3 - Mini Comp for Coffee Cups X 2 Lot 3	End time: 28/01/2021 12:00	2	2	0	2
55345	Minicompetition	PROJ MINI LOT 3 - Mini Comp for Coffee Cups Lot 3	End time: 28/01/2021 12:00	2	2	0	2
55344	Minicompetition	PROJ MINI LOT 2 - Mini Comp for Glasses X2 Lot 2	End time: 28/01/2021 12:00	2	2	0	2
55343	Minicompetition	PROJ MINI LOT 2 - Mini Comp for Glasses Lot 2	End time: 28/01/2021 12:00	2	2	0	2
55342	Minicompetition	PROJ Archiving - Mini Comp Lot 1 Books 2	End time: 28/01/2021 12:00	2	2	0	2
55340	Minicompetition	PROJ MINI LOT 1 - Mini Comp for Lot 1 - Books	End time: 28/01/2021 12:00	2	2	0	2

Step 2.2 Archive Tender – Select ‘Archive’ option

- The system will bring you to the checklist of the competition.
- Within the checklist, scroll to the bottom of the page and click Archive



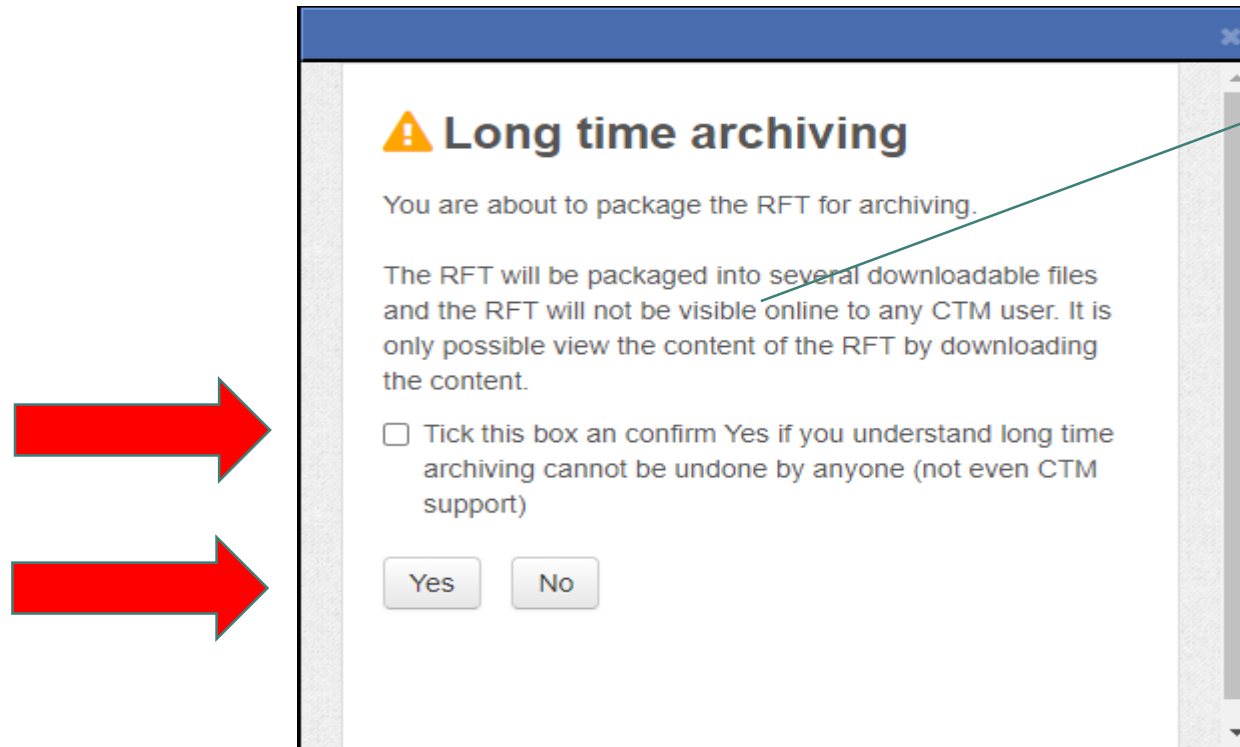
The screenshot displays a checklist of tasks for a tender. The tasks are as follows:

- ✓ **Set award values**
Add or modify award values for suppliers that have expressed interest bid did not submit response
Setting buyer award values enables award of suppliers without response
- ✓ **Intention to Award**
Intention to Award
- ✗ **Award message**
Send award and reject messages to the participating suppliers
- ✗ **Fill in the award**
- ✗ **Update / Print Tender protocol**
Tender protocol
- ✓ **Create contract**
Create contract
- ✗ **Complete Award Information**
Fill in tender award information. Not for publication
- ✓ **Close RFT**
Closing the RFT sets the RFT in a non-editable mode and moves it to the completed list of RFTs
- ✗ **GDPR**
Remove the supplier response documents, messages and/or questions that are required to fulfill the GDPR
- ✗ **Archive RFT**
Archiving the RFT and makes it accessible only as a downloadable file.

On the right side of the checklist, there are several blue links: "Tender protocol", "Contracts", "Remove documents", and "Archive". A red arrow points to the "Archive" link, which is highlighted with a yellow background. At the bottom of the interface, there are two buttons: "View RFT details" and "Done".

Step 2.3 Archive Tender – Confirm Archive action

- Once selected this warning box will appear, once the box has been ticked there is no way to undo this. Tick the box and click Yes



Please note:
General information on Archived Tenders remain available/searchable via the legacy eTenders platform '*Public Search*' page.

Step 2.4 Archive Tender – Archive now available for download


- Once selected the tender will be shown as status “**Archive Pending**”.
- Allow some time for the system to generate the Archive. Click the browser ‘Page Refresh’ option (or press CTRL+R).
- Once the Archive process is complete, the tender status will change to ‘**Archived**’.
- A “**Download**” hyperlink option is also displayed to allow the user to download the archived tender data and documents.

					Status field	Hyperlink
7852 Testing - Paul Keenan	55340	PROJ MINI LOT `1	Mini Comp for Lot 1 - Books Copy RFT...	Paul Keenan	Archive pending	
7852 Testing - Paul Keenan	55340	PROJ MINI LOT `1	Mini Comp for Lot 1 - Books Copy RFT...	Paul Keenan	Archived	Download

Step 3.1 Download Tender – Select ‘Download’ hyperlink option

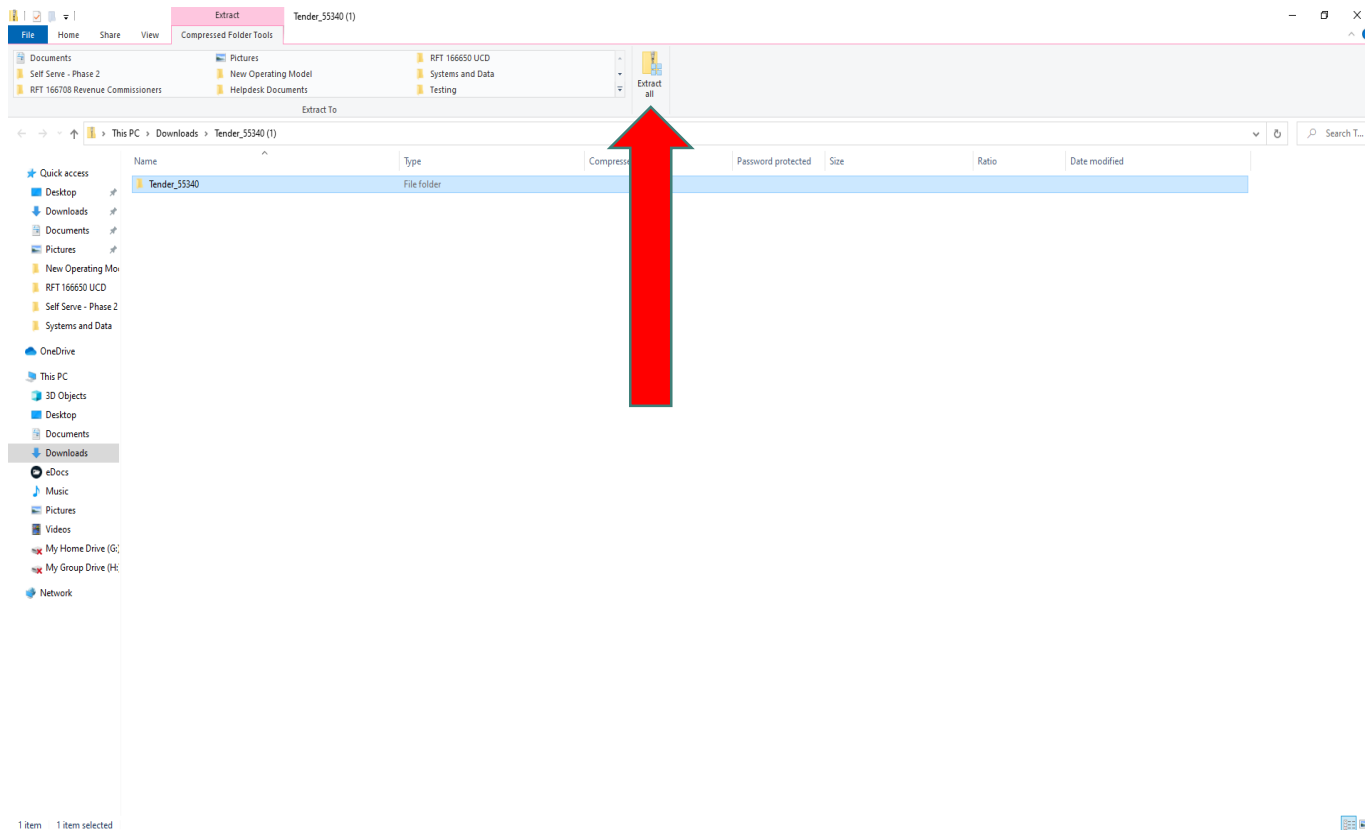
- Once the Archive process is complete, the tender status will change to ‘**Archived**’.
- A ‘**Download**’ hyperlink option is also displayed to allow the user to download the archived tender docs and data.
- Click the ‘**Download**’ hyperlink option to download the archived tender.

7852 Testing - Paul Keenan	55340	PROJ MINI LOT `1	Mini Comp for Lot 1 - Books Copy RFT...	Paul Keenan	Archived	Download
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Step 3.2 Download Tender – Save locally and extract data

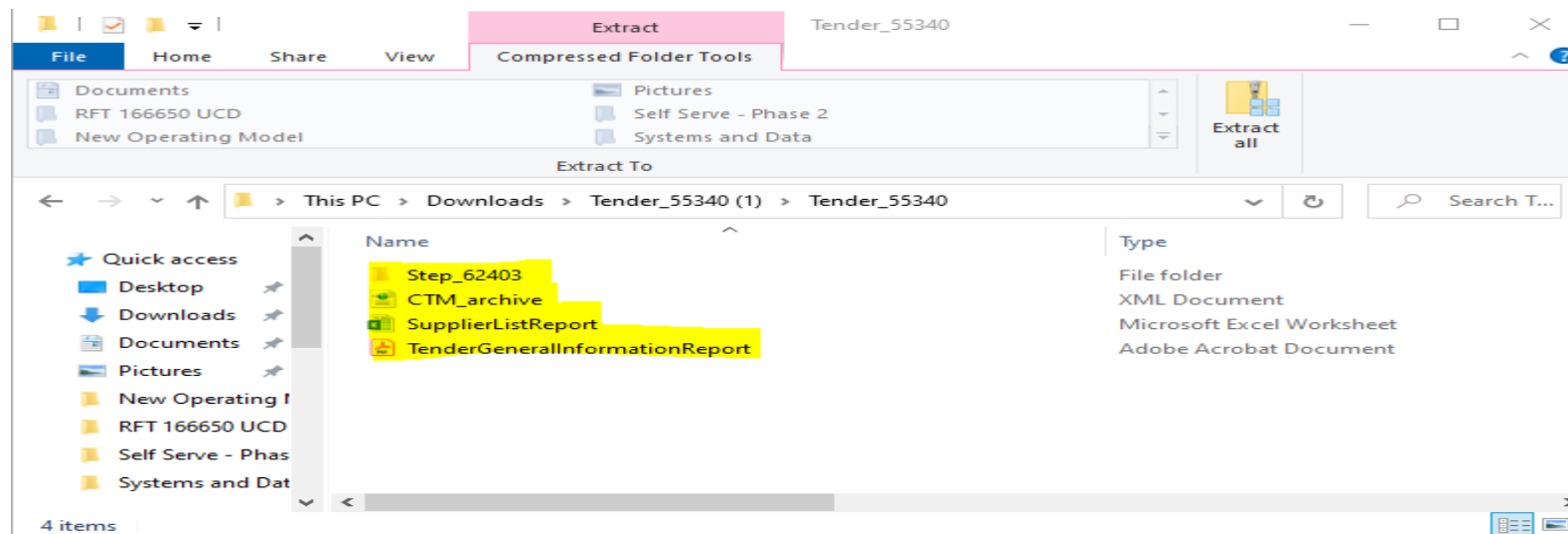
- The tender will arrive as a zip file to your download destination.
- Select the downloaded tender and then select the Windows explorer 'Extract all' option.



Step 3.3 Download Tender – Overview of Archive file contents

Once extracted the tender documents and data will be available to you within a range of folders and files within the main '*Tender_<tenderID>*' folder:

- the main Tender data is always stored in the folder named with the 'Step_' prefix followed by a numerical identifier (e.g. 'Step_62403');
- the *CTM_Archive.XML* file contains file index details on all files included in the Archive;
- the *SupplierListReport* excel file contains a list of suppliers within the tender;
- the *TenderGeneralInformationReport* PDF file contains general information on the tender;



Step 3.4 Download Tender – Archive File Structure & Content

Folder	Document name	Doc-type	Detailed content
/	CTM_Archive.xml	xml	Metadata about all included files
/	TED_[formid]	xml	Notices to publication sites (Notice, award and changes), more than 1 file
/	TenderGeneralInformationReport	pdf	General fields (id, reference, short_desc, long_desc, currency, complaint procedure, CPV codes) Procedure template Owner (Name, email, site/unit) Date (Published, end times - all steps, published award, first invitation, deadline questions) Packages/Lots (short_desc, long_desc, instructionheader, instruction, list of documents) Steps Complaint procedure
/	ESPD request	pdf	ESPD request
/	SupplierListReport	Excel	List of supplier within the tender
/Step_PID	AuditTrailReportBuyer	Excel	Audit trail per step, including all actions from both buyer and supplier
/Step_PID	BoQItemsReport	pdf	BoQ overview
/Step_PID	BoQItemsSupplierResponseReport	Excel	BoQ per response per supplier
/Step_PID	OnlineEvaluationReport	Excel	Evaluation result All supplier scores
/Step_PID	InvitationLetter		Full invitation letter
/Step_PID	TenderArchiving_MessagesReport		Report of sent and received messages are listed in chronological order. Latest top.
/Step_PID	OpeningProtocol	html	Opening protocol
/Step_PID	TenderProtocol	html	Tender protocol
/Step_PID	ReportQnAPerStep		QnA questions with the published answers
/Step_PID	QuestionsReport	Excel	All QQ question listed, sorted by lots
/Step_PID	ResponseFormSettingsReport	pdf	Response settings
/Step_PID/AttachInternal	Uploaded documents	Uploaded format	Uploaded internal documents
/Step_PID/AttachLot_LID	Uploaded documents	Uploaded format	Uploaded documents buyer side.
/Step_PID/AttachMsg	N/A		Folder for uploaded documents on messages, one sub folder per message
/Step_PID/AttachMsg/COMM_CID	Uploaded documents		
/Step_PID/Msg	N/A		Messages in html format
/Step_PID/Supplier_UID	AuditTrail	Excel	Audit trail with actions for the specific supplier and the buyer
/Step_PID/Supplier_UID	SupplierResponse	Excel	Responses to the questions sorted per lot(indicate if answer has attachments), boq quotes and
/Step_PID/Supplier_UID/AttachAnswer	N/A		Folder for uploaded documents on QQ response, one sub folder per answer
/Step_PID/Supplier_UID/AttachAnswer/AVID_AVID	Uploaded documents	Uploaded format	Supplier uploaded documents to online questionnaire answer
/Step_PID/Supplier_UID/AttachLot_LID	Uploaded documents	Uploaded format	Supplier uploaded documents in response.

Step 3.5 Download Tender – Quick reference to Archive contents

- HTML and XML files can be viewed if opened using an internet browser (e.g. Google Chrome; MS-Edge);
- *'Attach Internal'* folder contains Contract Information as outlined in **'Prerequisite Actions'** section.
- *'Attach Lot'* folder contains the Documents folder/vault.
- *'Msg'* folder contains the RFT Messages.
- *'Supplier_<xxxx>'* folders contains responses for suppliers who responded to the competition
- *'AuditTrailReportBuyer_<xxxx>'* file contains RFT Audit Trail (Excel)
- *'OpeningProtocol_<xxxxx>'* file contains the Tender Opening Protocol Report (HTML)
- *'ReportQnAPerStep_Buyer_<xxxxx>'* file contains Q&A Questions and Answers bank (Excel)
- *'ResponseFormSettingsReport_<xxxxx>'* file contains report on how tender was set up when created) (PDF)
- *'TenderArchiving_MessagesReport_<xxxx>'* file contains Tender Archiving Messaging Report (Excel)
- *'TenderProtocol_<xxxxx>'* contains the Tender Protocol (HTML)

New Administrator Archiving Functionality

- Company administrators also have the option to “Automatically” move closed tenders to the Archive area.
- This new option’s settings allows the Company Administrator within an Organisation to define after how many days a tender will be automatically archived after the tender has been closing
- Please see screenshot below of how this will look in the platform

The screenshot displays a user interface for configuring archiving settings. On the left, a card with a green checkmark icon contains the text: 'Automatically move closed tenders to archiving settings' and 'Edit settings for automatically moving closed tenders to archiving', with an 'Edit' button. The main content area shows a breadcrumb trail: 'Home / Company administration / Automatically move closed tenders to archiving'. Below this is the title 'Automatically move closed tenders to archiving'. An 'Instructions' section explains: 'Choose the number of days after which closed tenders will be moved to archiving. The number of days will be counted from the day when the tender was moved from ongoing to closed tenders. Save the number of days as 0 in order to turn off automatically moving of closed tenders to archiving.' To the right, a 'Configuration' section features a blue header and a form with the label 'NUMBER OF DAYS AFTER WHICH CLOSED TENDERS ARE AUTOMATICALLY MOVED TO ARCHIVING'. A 'Days' input field contains the value '2'. At the bottom right of the configuration area are 'Save' and 'Back' buttons.



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Office of Government Procurement



An Roinn Caiteachais Phoiblí
agus Athchóirithe
Department of Public
Expenditure and Reform



Rialtas na hÉireann
Government of Ireland

Delivering Sustainable Procurement Solutions



ogp.gov.ie



support@ogp.gov.ie



+353 76 100 8000



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