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## **E-TENDERING SERVICES**

### **EPPS0919 – SEARCHING SUBCONTRACTING OPPORTUNITIES**



**VERSION 3.0 – 03/2020**

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# Searching Subcontracting Opportunities

## EPPS0919

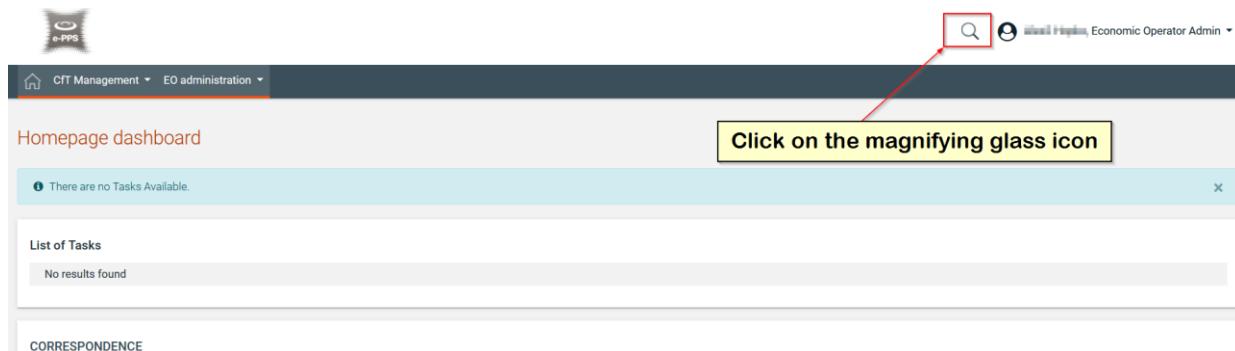
### Purpose

Suppliers may wish to search eTendersNI for subcontracting opportunities. This guide describes the steps that need to be followed in order to search for subcontracting opportunities.

Please contact the eTendersNI Helpdesk for any technical issues. Although note that particular questions regarding the actual tender process, specifications or points of clarification should be made directly to the relevant Contracting Authority.

### Procedure

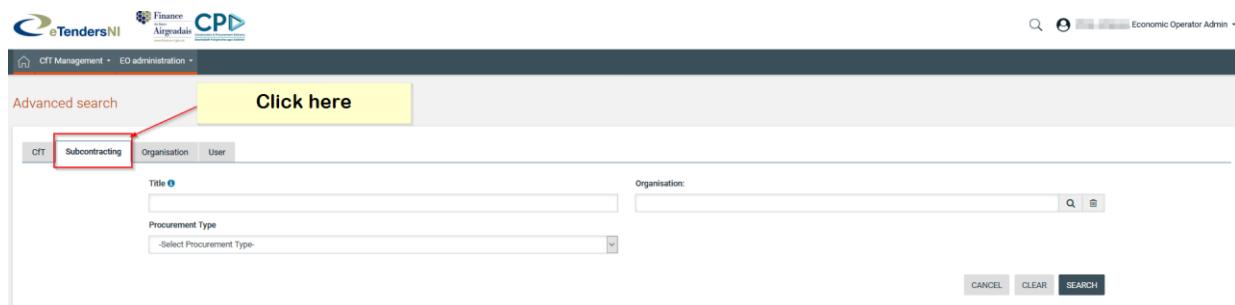
- After logging in, click on the “Advanced Search” icon



- Click on the “Advanced search” link

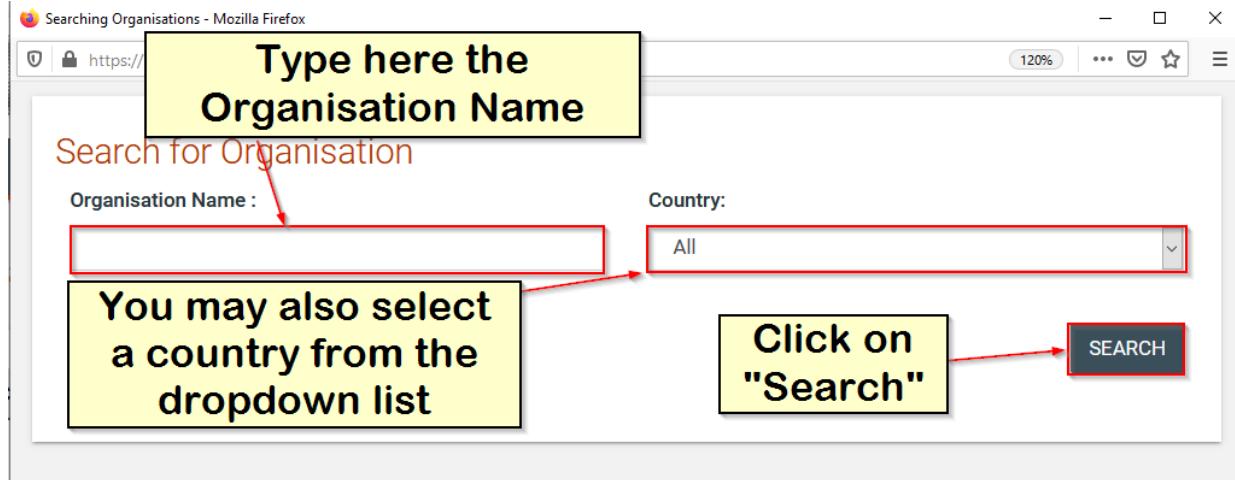


- Select the “Subcontracting” tab



The screenshot shows the eTendersNI interface for subcontracting. The 'Subcontracting' tab is selected and highlighted with a red box. A yellow box with the text 'Click here' is overlaid on the search area. Below the tabs are search fields for 'Title' (with a magnifying glass icon), 'Organisation' (with a magnifying glass icon), and 'Procurement Type' (with a dropdown menu labeled '-Select Procurement Type-'). At the bottom are buttons for 'CANCEL', 'CLEAR', and 'SEARCH'.

- The system displays the following search criteria (In case you want to see all available subcontracting opportunities just click on the “Select” button):
  - Title: in this field you may provide the Title of the Subcontracting Opportunity
  - Procurement Type: You may filter the results based on the procurement type. Select a type from the dropdown list (Services, Works or Supplies).
  - Organisation: You may filter the results based on the Supplier Organisation publishing the subcontracting opportunity. In order to select an organisation:
    - Click on the magnifying lens to open a supplier search in a new pop-up window.



The screenshot shows a browser window titled 'Searching Organisations - Mozilla Firefox' with the URL 'https://'. The page contains a search form with a text input field labeled 'Organisation Name' and a dropdown menu labeled 'Country'. A yellow box with the text 'Type here the Organisation Name' is overlaid on the input field. Another yellow box with the text 'You may also select a country from the dropdown list' is overlaid on the country dropdown. A third yellow box with the text 'Click on "Search"' is overlaid on the 'SEARCH' button.

You may use the available fields to filter your supplier search

- Choose the organisation you are interested in from the results displayed and click on the “Select” button.

- When all results are displayed, click on the “SCO Title” link to get more information on the opportunity that interests you.

eTendersNI
Finance Airgaidais
CPD
Search
Economic Operator Admin

CIT Management
EO administration

### Advanced search

CIT
Subcontracting
Organisation
User

Title 
Organisation:

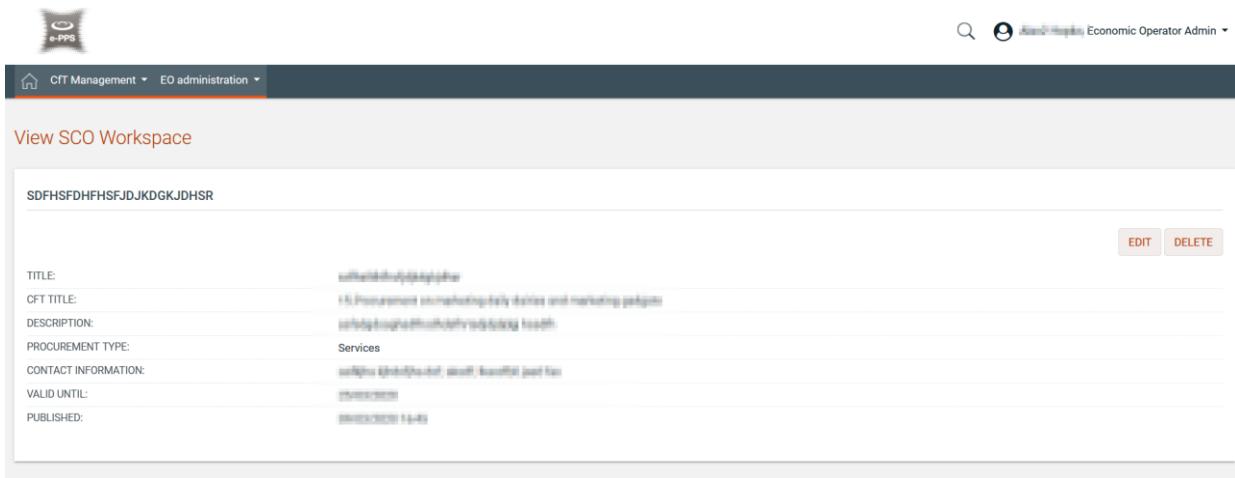
Procurement Type

SEARCH RESULTS

Click on the "SCO Title" link to get more information on the opportunity

SCO Title 
Economic Operator 
Published 
Valid Until

The “View SCO Workspace” page displayed provides the available information on the subcontracting opportunity selected, as seen in the below screenshot:



TITLE:	SDFHSFDHFHSFJDJKDGKJDHSR
CFT TITLE:	Public Procurement of Marketing and Marketing Services
DESCRIPTION:	Services
PROCUREMENT TYPE:	Services
CONTACT INFORMATION:	Contact Person: Name: Name
VALID UNTIL:	2023-09-01
PUBLISHED:	2023-08-31

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