



Rialtas
na hÉireann
Government
of Ireland



The
Executive Office



Comhairle Contae
an Chabháin
Cavan
County Council

Cavan County Council

How to Access eTenders

A Guidance for Suppliers on how to use the www.etenders.gov.ie website

A project supported by PEACEPLUS; a programme managed by the Special EU Programmes Body (SEUPB)

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Disclaimer

This guidance document aims to support and encourage suppliers to respond to public quotations, tenders, or mini competitions via the www.etenders.gov.ie website, which is the national portal for accessing all public procurement opportunities awarded by the Irish Public Sector.

The guidance has been developed to support interested suppliers responding to public tenders published by Cavan County Council and addresses how to upload and respond to the individual tender competitions. It does not in any way refer to how tenderers should complete the required tender documentation to be submitted. It also may not be relevant for all competition types as requirements and tasks may vary.

The guidance only covers submissions with a single submission action using the Open Procedure – similar steps apply in multi-stage procedures. Some contracting authorities use separate pricing and technical response submission processes. This is not the case for Cavan Co. Co.

The information and material provided on in this guidance document is for general informational purposes only and does not constitute legal or professional advice.

While every effort has been made to ensure the accuracy and completeness of the information provided on this website, the use or reliance of any information provided on this website is solely at your own risk. Cavan County Council makes no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect of this guidance document or the information, products, services, or related graphics contained on the website or links to third party information for any purpose. Cavan County Council do not assume any liability for any errors or omissions or any reliance on or use of in the content of this guidance document.

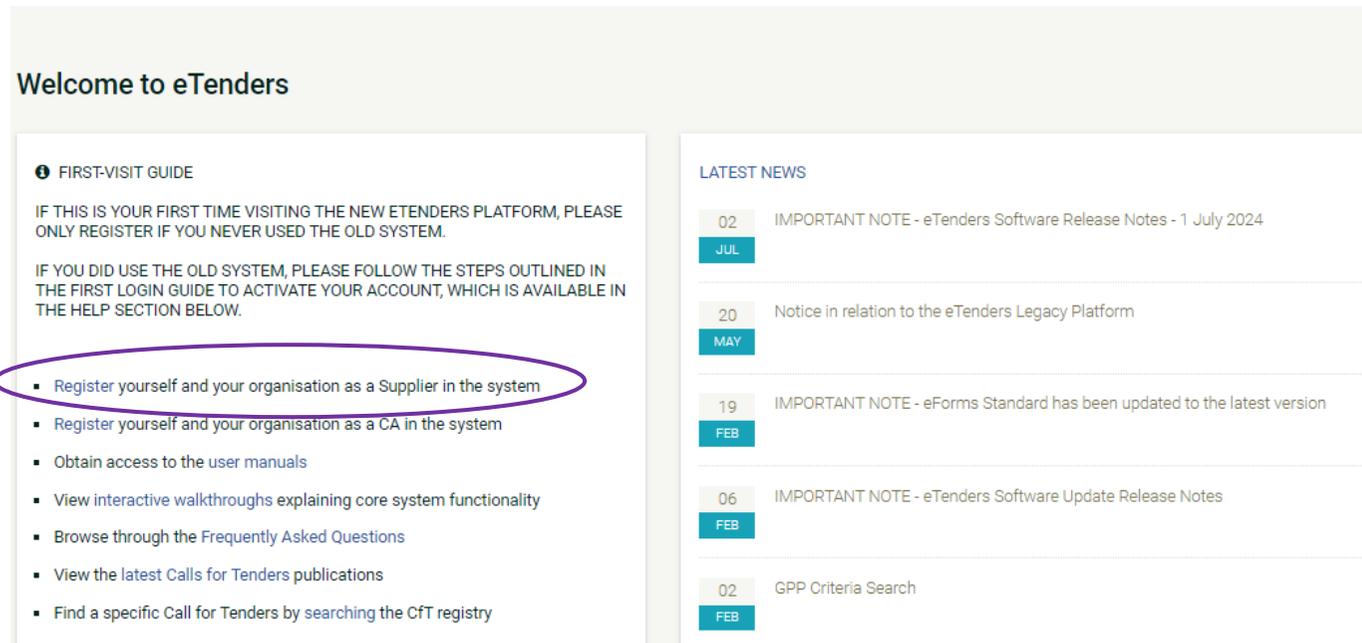
Chapter 1 ~ Background Information

Registering on eTenders

A new eTenders platform was launched by the Office of Government Procurement in 2023. If you want to respond to calls for competition (tender opportunities) via eTenders you must ensure you register your business on the platform. There are different processes for registering on the new platform depending on whether it is your first time to register or whether you were previously registered on the old eTenders platform.

If you were previously registered go to the log-in pack, put in your old username and click on forgot your password – this will bring you a section to set up a new username and password.

To set up a new registration (registering for the very first time) on the home screen click on the Register yourself and your organisation as a Supplier in the system.



Welcome to eTenders

FIRST-VISIT GUIDE

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 IS AVAILABLE IN THE HELP SECTION BELOW.

- Register yourself and your organisation as a Supplier in the system
- Register yourself and your organisation as a CA in the system
- Obtain access to the [user manuals](#)
- View [interactive walkthroughs](#) explaining core system functionality
- Browse through the [Frequently Asked Questions](#)
- View the [latest Calls for Tenders](#) publications
- Find a specific Call for Tenders by [searching the CfT registry](#)

LATEST NEWS

- 02 JUL IMPORTANT NOTE - eTenders Software Release Notes - 1 July 2024
- 20 MAY Notice in relation to the eTenders Legacy Platform
- 19 FEB IMPORTANT NOTE - eForms Standard has been updated to the latest version
- 06 FEB IMPORTANT NOTE - eTenders Software Update Release Notes
- 02 FEB GPP Criteria Search

Complete the Organisation Form

Complete the Organisation Details form. Any problems contact the helpdesk.

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 *

Company type *

Enterprise type *

Type of Business *

The eTenders Helpdesk

Any queries on how to access the eTenders platform or other technical issues should be addressed to the eTenders Helpdesk.

- Email: irish-eproc-helpdesk@eurodyn.com
- Phone: +353 818001459

Phone and online support are available between 9.00 am and 5.00 pm Monday to Friday.

eTenders Terminology

The new eTenders platform operates in a different manner to the old system. Below we outline some key terminology relevant to the platform.

Term	Meaning
Associate	This is a step which ensures your firm is associated with the competition. Suppliers must be associated with a competition to be able to participate in it, receive messages and upload a tender submission. This is accessed by logging-in to the platform – therefore you must be registered.
CfT	Call for Tenders – relates to the creation of a new competitive process whether advertised or limited to those invited to submit a response to a quotation or mini competition.
CPV Codes	<p>A coding system used by the European Commission to codify the types of contracts which may be awarded. There are over 9,000 codes which are broken down as follows:</p> <ul style="list-style-type: none"> • 01000000 to 44000000 and 480000 – covering supplies. • 45000000 – covering works. • 50000000 to 99000000– covering services. <p>It is essential to ensure you enter CPV codes of interest to your business to get email alerts of contract opportunities which might be of interest to you. See appendix 1 of this document for a summary of the key headline CPV code categories.</p>
Contracting Authority	<p>The term for public bodies in Ireland, i.e. the buying organization.</p> <p>Cavan County Council is a local authority and also a Contracting Authority.</p>
NUTS Codes	A coding system to identify the location of contracting authorities, areas for delivery of contracts and the location of successful tenderers.

Procedures	<p>This relates to published tender competitions and covers the following:</p> <p>Single stage procedure:</p> <ul style="list-style-type: none"> • Open - whereby anyone who wishes can submit a tender; <p>Multistage procedures where the first stage entitles anyone who is interested to submit an application (via a questionnaire)</p> <ul style="list-style-type: none"> • Restricted – applications are assessed and top 5 invited to tender, subject to that number qualifying. • Competitive procedure with negotiation – applications are assessed and top 3 invited to submit a tender, with the contracting authority having the right to make a direct award, or to invite some or all to a negotiation meeting, followed by submission of a Best and Final Offer. • Competitive Dialogue – applications are assessed and top 3 are invited to a dialogue meeting to discuss requirements – those evaluated as offering a suitable solution are invited to tender based on their specific solution offering. • Innovation Partnership – applications are assessed and top 3 are invited to submit a tender and those deemed eligible are invited to participate in a pilot development phase which may involve assessment at milestones. Only used where there is no readily available market solution.
Procurement Type	<p>The types of procurement being awarded. They may involve:</p> <ul style="list-style-type: none"> • Supplies – also known as goods or products. • Works – generally relating to construction, civil and building and related contracts – exclude engineering and related professional services. • Services – covers all other contract types. <p>Concessions – for works (e.g. toll road) or services (e.g. café or vending machines), where the successful concession operator earns the income primarily or in total from users of the service whether public or staff, based on the concessionaire exploiting the opportunity and taking the commercial risk.</p>
Resource ID	<p>The system generates a unique ID for each CfT created by the Contracting Authority – a key number to use to find specific competitions.</p>
Simplified Procedure	<p>Creation of a quotation process whereby only those invited are chosen to submit a response by the Contracting Authority. This process generally applies to:</p> <ul style="list-style-type: none"> • Supplies and services less than €50,000 (excl. VAT) • Works less than €200,000 (excl. VAT)
Submit	<p>The button which is essential to press in order to submit a response to any competition.</p>

Chapter 2 ~ Getting the Tender Documentation

Accessing Tenders of Interest – Associate your company with the competition

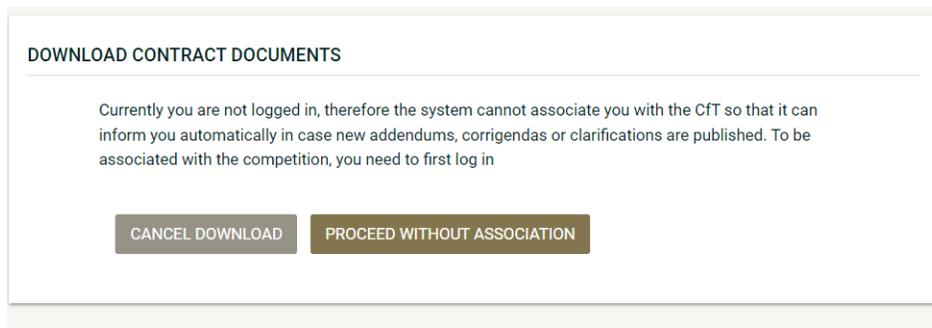
There are multiple ways to find the tender competitions you are interested in, however:

IT IS A MANDATORY REQUIREMENT TO LOG IN AND ENSURE YOU ASSOCIATE YOUR COMPANY WITH THE COMPETITION IN ORDER TO BE ABLE TO....

- Raise and receive clarifications.
- Submit your tender response.

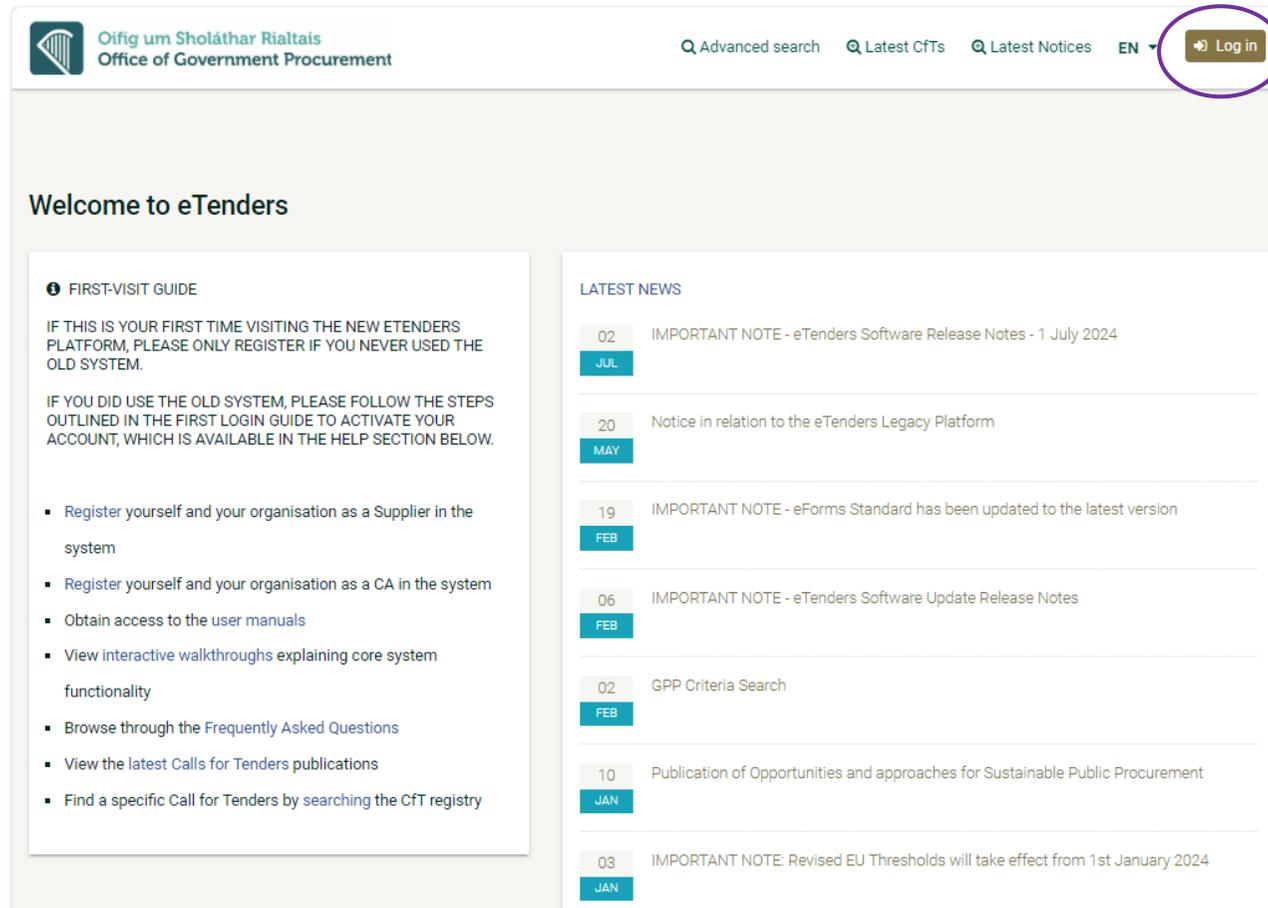
If you access the tender documents without logging in, i.e., if you download without association, you will not be able to raise questions, receive queries or submit your tender.

Do not download by clicking on PROCEED WITHOUT ASSOCIATION, log in and locate the procurement via the Advanced Search option.



How to Associate your Organisation with a Call for Tender (CFT)

Go to the home screen via <https://etenders.gov.ie> and log-in.



Oifig um Sholáthar Rialtais
Office of Government Procurement

Advanced search Latest CfTs Latest Notices EN **Log in**

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- 06 FEB IMPORTANT NOTE - eTenders Software Update Release Notes
- 02 FEB GPP Criteria Search
- 10 JAN Publication of Opportunities and approaches for Sustainable Public Procurement
- 03 JAN IMPORTANT NOTE: Revised EU Thresholds will take effect from 1st January 2024

Finding a Tender

It is recommended to always be logged in when you are looking for tender opportunities.

Once logged in click on **search icon** and proceed to the Advanced search.

On the initial screen you can search by Calls for Tenders, Organisations or Contracts. However, you can't associate your company with the company via this search. It is recommended to use the '**Advanced Search**' function to get more details and to associate with the competition.

The screenshot displays the 'Office of Government Procurement' website. The top navigation bar includes the logo, the text 'Ofiġum Sholáthar Rialtais Office of Government Procurement', a search icon circled in purple, and the user role 'Economic Operator Admin'. Below the navigation bar, there are breadcrumb links: 'CfT Management', 'EO administration', and 'Preliminary market consultations'. The main content area shows a 'Task List' with 'No results found'. A dark overlay is positioned over the bottom right, containing a search dropdown menu with the following options: 'Contract', 'Select', 'Calls for Tenders', 'Organisation', and 'Contract'. To the right of the dropdown is a search input field with an orange search button. Below the input field are two links: 'Advanced search' and 'Latest CfTs'.

Using the Advanced Search Tab to Associate

Advanced search

CFT Organisation

CFT Resource ID ⓘ	<input type="text"/>	Title ⓘ	<input type="text"/>
CFT CA Unique ID ⓘ	<input type="text"/>	Name of Contracting Authority ⓘ	<input type="text"/>
Description ⓘ	<input type="text"/> <small>Maximum characters: 50000.</small>	Workspace Status ⓘ	<input type="text" value="-Select Workspace Status-"/>
Procurement Type ⓘ	<input type="text" value="-Select Procurement Type-"/>	Procedure ⓘ	<input type="text" value="-Select Procedure-"/>
Publication date ⓘ	From: <input type="text"/> <input type="calendar"/> To: <input type="text"/> <input type="calendar"/>	Deadline for tender submission ⓘ	From: <input type="text"/> <input type="calendar"/> To: <input type="text"/> <input type="calendar"/>
CPV codes ⓘ	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="X"/>	NUTS codes ⓘ	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="X"/>
Estimated value (EUR) ⓘ	Min: <input type="text"/> Max: <input type="text"/>	Tenders Opening Date ⓘ	From: <input type="text"/> <input type="calendar"/> To: <input type="text"/> <input type="calendar"/>

Use any of these fields to search for the competition, the most relevant being:

- Name of Contracting Authority – e.g. Cavan County Council
- CfT Resource ID – this is the unique competition reference number
this is the 7 digit Resource ID code relevant to the competition
- Enter a key word in Title box.

Once you press the Search tab a list of competitions will appear in the next section of the screen.

Overleaf is list of tender opportunities based on a sample search using Cavan County Council in the organisation appear at the bottom of the search screen. This is for information only as the result sheet will change on a regular basis.

Click on the hyperlink of chosen competition.

10 Results Per page | Displaying: 1-10 | 54 results in total. < < Page 1 > >

#	Title	Resource ID	CA	Info	Date published	Tenders Submission Deadline	Procedure	Status	Notice PDF	Award date	Estimated value	Cycle
1	TEN2400223 - Request for Tender for an Engineer Lead Design Team for the Development of Virginia Harbour, Virginia, Co. Cavan for Cavan County Council.	4467080	Cavan County Council		09/10/2024 16:16:03	31/10/2024 12:00:00	Open	Tender Submission				1
2	TEN2400219 - RFT to establish a schedule of rates for the Refurbishment of Cavan County Council Mobile Welfare Units (Securi-cabin T, U and M Style units) for Cavan County Council	4417559	Cavan County Council		01/10/2024 12:36:20	22/10/2024 12:00:00	Open	Tender Submission				1
3	TEN2400221 - Tender for WW1 Trenches Rehabilitation Works at Museum, Ballyjamesduff, Co. Cavan - Re-Issue, for Cavan County Council	4406002	Cavan County Council		30/09/2024 10:26:58	22/10/2024 12:00:00	Open	Tender Submission				1
4	TEN2400164 - Tender for 13 No. fully serviced dwelling Units at Chapel Lane, Munnilly, Cootehill Co. Cavan for Cavan County Council.	4330438	Cavan County Council		27/09/2024 12:21:59	25/10/2024 12:00:00	Open	Tender Submission				1
5	TEN2400197 - Request for Tender to Establish a Multi-Party Framework Agreement for the provision of Training Services under each Lot for the Local Enterprise Office Cavan	4259605	Cavan County Council		04/09/2024 16:19:02	02/10/2024 12:00:00	Open	Evaluation				1
6	TEN2400195 - Request for Tender for provision, installation and servicing of textile banks in County Cavan. (Concession Service) for Cavan County Council. - Reissue	4222490	Cavan County Council		29/08/2024 11:45:13	19/09/2024 12:00:00	Open	Evaluation				1
7	TEN2400185 - Tender for ALDT for Proposed Construction Works Stages (i) to (v) - min.18 units consisting of 2 sites at Crossdoney Rd, Ballinagh (Site 1- 16 units, Site 2 - 2 Units for Cavan Co Council	4115278	Cavan County Council		14/08/2024 07:51:03	16/09/2024 12:00:00	Open	Evaluation				1

Call for Tender (CfT) Workspace

You are now in the CfT Workspace. The CfT Workspace provides an overview of the competition and further actions related to the competition, e.g. messaging, documents, etc.

View CfT Workspace

i By not expressing an interest your organisation will not receive notification of amendments or updates ✕

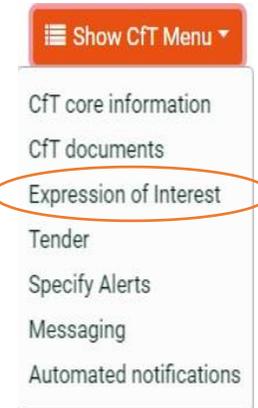
CFT: TEN2400223 - REQUEST FOR TENDER FOR AN ENGINEER LEAD DESIGN TEAM FOR THE DEVELOPMENT OF VIRGINIA HARBOUR, VIRGINIA, CO. CAVAN FOR CAVAN COUNTY COUNCIL. Show CfT Menu ▾

WORKAREA:	Community and Enterprise
TENDER SUBMISSION DEADLINE IN (DAYS/HOURS):	17/4
NAME OF CONTRACTING AUTHORITY:	Cavan County Council
TITLE:	TEN2400223 - Request for Tender for an Engineer Lead Design Team for the Development of Virginia Harbour, Virginia, Co. Cavan for Cavan County Council.
CFT CA UNIQUE ID:	TEN2400223
EVALUATION MECHANISM:	Best Price-Quality Ratio
DESCRIPTION:	TEN2400223 - Request for Tender for an Engineer Lead Design Team for the Development of Virginia Harbour, Virginia, Co. Cavan for Cavan County Council. Please refer to Tender Documents for further details.

Click on Show CfT Menu



This drop-down menu presents you with a list of actions. Click on **Expression of Interest** or **Tender**



- Expression of Interest – register your firm against the competition and access the documents;
- Tender if you want to register your firm, access the documents and submit the tender response.

Expressing an Interest / Association with CFT

It is advisable to select Option 1 - Associate all users of my Economic Operator with this CfT and then click on Accept and Confirm All of the Above.

This way all communications will be received by all registered users within your organisation.

View Tenders

CFT: TEN2400223 - REQUEST FOR TENDER FOR AN ENGINEER LEAD DESIGN TEAM FOR THE DEVELOPMENT OF VIRGINIA HARBOUR, VIRGINIA, CO. CAVAN FOR CAVAN COUNTY COUNCIL.

Show Cft Menu ▾

1. Type of association

- 1. Associate all users of my Economic Operator with this CfT
- 2. Associate only myself with this CfT

2. Confirm the validity of your user details

Name

Last Name

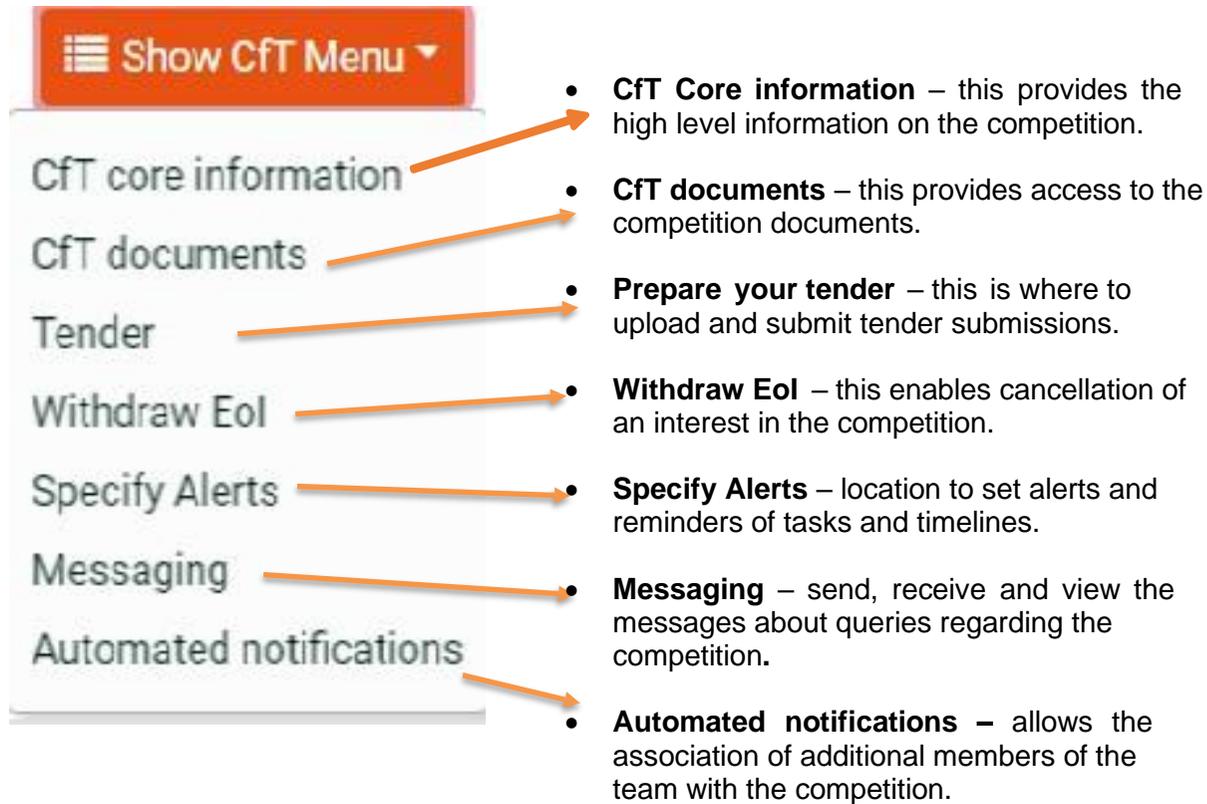
Username

ACCEPT & CONFIRM ALL OF THE ABOVE

CANCEL

Functionality for Supplier Associated with a Competition

On the CfT drop-down menu you can access the following ...

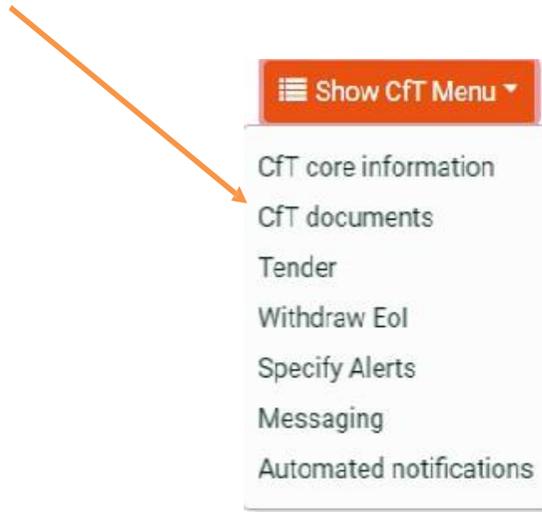


The image shows a screenshot of a software interface. At the top is a red button labeled "Show CfT Menu" with a hamburger menu icon. Below it is a white drop-down menu with the following items: "CfT core information", "CfT documents", "Tender", "Withdraw EoI", "Specify Alerts", "Messaging", and "Automated notifications". To the right of the menu items is a list of seven bullet points, each with an orange arrow pointing from the corresponding menu item to the text.

- **CfT Core information** – this provides the high level information on the competition.
- **CfT documents** – this provides access to the competition documents.
- **Prepare your tender** – this is where to upload and submit tender submissions.
- **Withdraw EoI** – this enables cancellation of an interest in the competition.
- **Specify Alerts** – location to set alerts and reminders of tasks and timelines.
- **Messaging** – send, receive and view the messages about queries regarding the competition.
- **Automated notifications** – allows the association of additional members of the team with the competition.

Accessing the Tender Documents

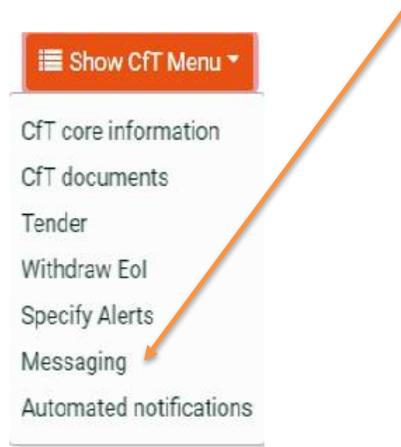
Select 'CfT documents' on the Show CfT Menu



Go to 'Contract Documents' tab. Download the documents individually under the file tab or using the Download Zip File.

To Access Messaging

Select 'Messaging' on the **Show Cft Menu** to see or issue messages between you and the Contracting Authority.



Always use relevant/logical reference in the SUBJECT box when raising queries. In the BODY write your query.

Attach any documents relevant to the question, however if the question is short insert in message tab.

THIS IS NOT THE TENDER SUBMISSION AREA!!!!

You may mark your question as Confidential – this does not necessarily mean the answers will not be shared with all the tenderers

You will receive emails when messages are published – to access go to Messaging Tab (above)

CREATE MESSAGE

Subject: *

Body: *

Attachment 1:

Choose File

No file chosen

Attachment 2:

Choose File

No file chosen

Confidential: *

Yes No

BACK

SAVE AS DRAFT

SEND

Chapter 3 ~ Submitting your Tender Response

Responding to a Tender

This is an overview of the key steps to upload a tender response.

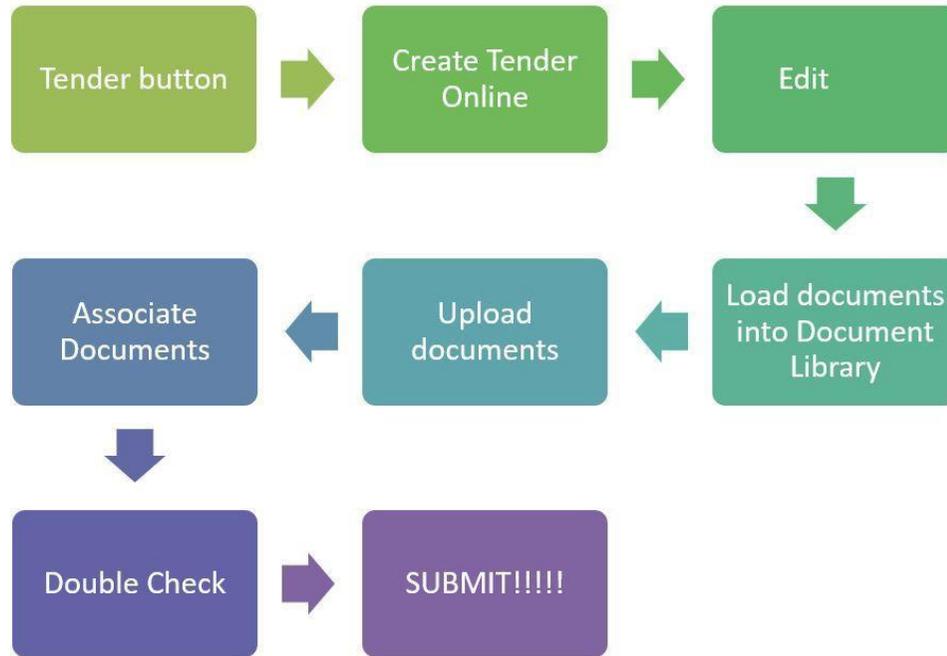


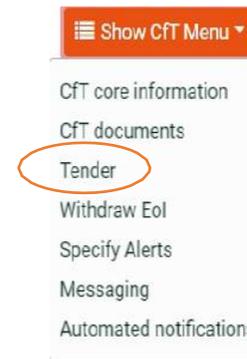
Figure 1 Overview of Important Actions to Respond to a Tender

Preparing to Respond

Login (see above)

To find the competition, which you have previously associated with, click on List of my CFTs

#	Title	CA Name	Resource ID	Type	Status	Tenders Submission Deadline	Submitted Tender
1	TEN2400223 - Request for Tender for an Engineer Lead Design Team for the Development of Virginia Harbour, Virginia, Co. Cavan for Cavan County Council.	Cavan County Council	4467080	Works Related Services	Tender Submission	31/10/2024 12:00:00	No



Click on the competition hyperlink to get to the relevant competition
– in the Core CfT Information click on **Tender**....

Checking before you Upload

Once all your documents are ready ensure you:

- Check all documents for completeness – ensure you have completed all relevant sections.
- Ensure file names are logical.
- Check that you followed the font size / page limits and other instructions.
- Make sure you took account of all Queries/Answers provided by the Contracting Authority.
- You are now ready to submit a response.
- **You are required to upload as a zip file to protect the integrity of file names.**
- It is advisable to give plenty of time.
- We recommend at least the day before the closing date if possible.

NOTE: No late tenders will be considered.

You must complete the full upload prior to the submission deadline (date and time) – to this before the deadline time to avoid disappointment and also to access the Helpdesk if you encounter a problem.

Starting the Response Upload

Click on the Green Button 'Create Tender Online'

View Tenders

Tender submission is now open. ✕

CFT: TEN2400223 - REQUEST FOR TENDER FOR AN ENGINEER LEAD DESIGN TEAM FOR THE DEVELOPMENT OF VIRGINIA HARBOUR, VIRGINIA, CO. CAVAN FOR CAVAN COUNTY COUNCIL. Show CFT Menu ▾

[Create Tender Online](#)

Cycle 1

List of submitted Tenders

#	Submitted By	Name	View Tender	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P conformance	Status	D/P match result	Recei on Tin
---	--------------	------	-------------	----------------	---------------------	----------------	---------------------	-----------------	--------	------------------	--------------

VIEW REMOVE

✔ All items submitted/Hash match | ⚠ Additional items will be needed | ❌ Missing items/Hash mismatch/Late Submission

▶ List of draft Tenders

Create the Response

It is recommended to include your firm's name in the title with a reference to the subject of the competition and/or also the Contracting Authority.

Create Response

TEN2400223 - Request for Tender for an Engineer Lead Design Team for the Development of Virginia Harbour, Virginia, Co. Cavan for Cavan County Council. Please refer to Tender Documents for further details.

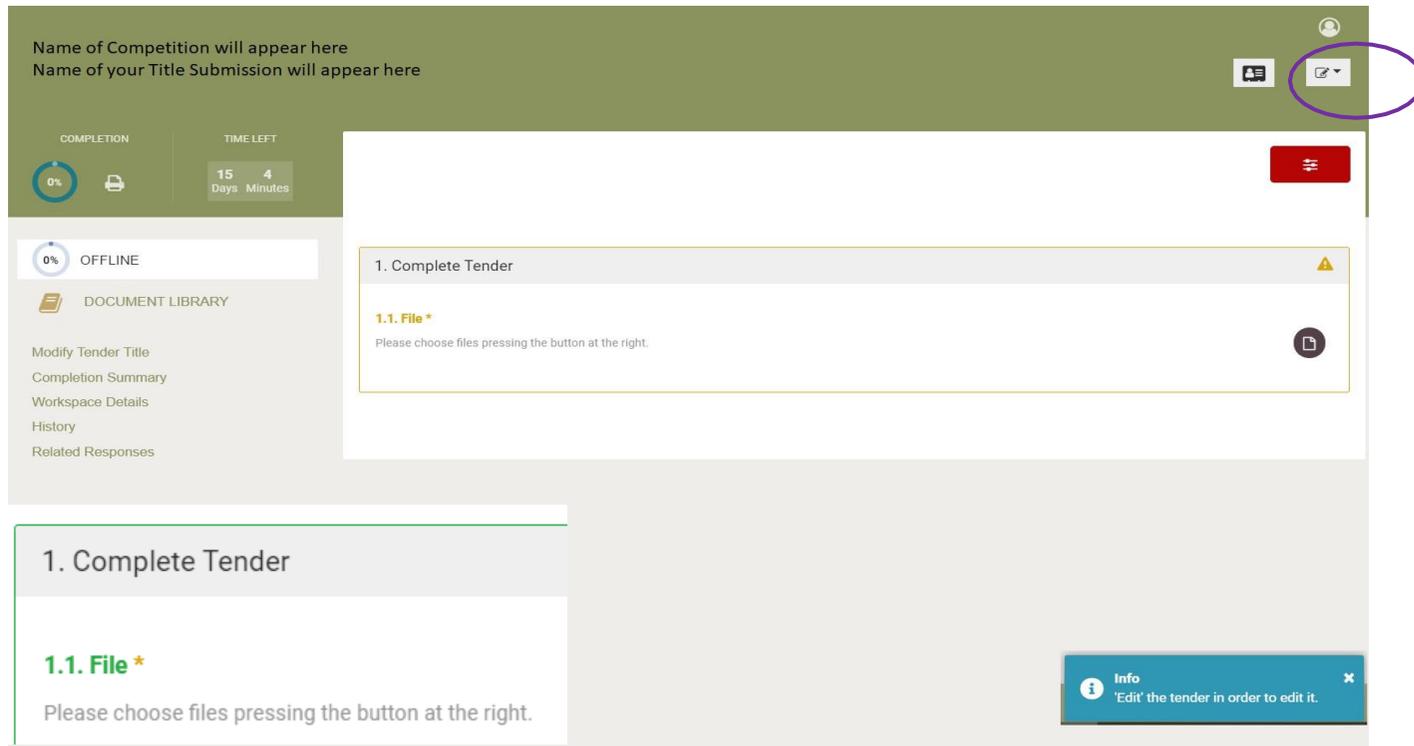
Create Response *

Provide a meaningful title that describes your response. The title will not be visible to the Buyer, it will help you navigate efficiently and distinguish between multiple tender submissions.

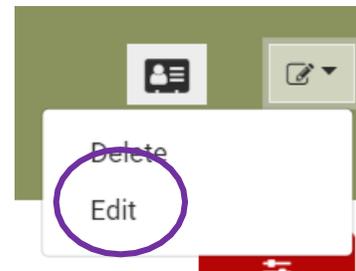
Save

Press **Save**.

You will be taken to the following screen.



You must select Edit to be able to upload documents.... This is available by clicking the little pen box on the right under your log-in logo:

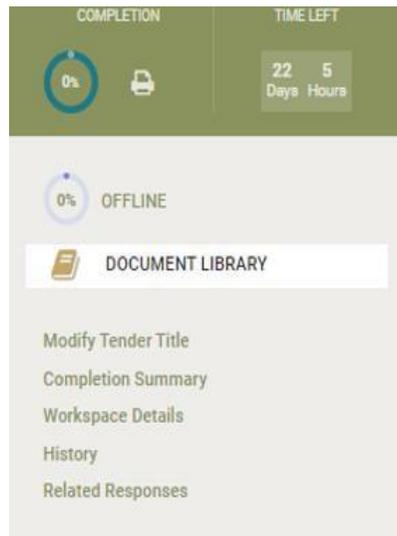


The success button will appear, and the text will change to green



Uploading the documents

Click on the **Document Library** to load your documents.



Use the **Choose Files** or **Drag & Drop button** to source documents from your own computer in order to get them to the Queue. You are requested to upload your documents as a Zip file to protect the integrity of file names. In the example below there is now 1 Zipped file in the upload queue, you need to press Upload to get it to 100% progress and for it to appear in the uploaded files list.

Your documents are not available to submit yet. You still have another task to do to complete the upload

Only files associated with one or more criteria will be submitted.
 If you see "OFFLINE" at the left of the page instead of "Eligibility/Technical/Financial", then please upload a single zip file, with all your tender documents.

Upload Files ⓘ
 File size Limit: 250 MB | Total space per response 500 MB

Choose Files Choose Files or drag & drop here

Upload queue ⓘ
 Queue length: 1

Name	Size	Progress	Status	Actions
Zipped file for test No. 1.zip	19 KB	0%		

Queue progress:

Upload Cancel Remove

Uploaded Files ⓘ
 0%

Uploaded 0 bytes of the 500 MB allowed for this response.

Filename	Title	Size	Remove

Upload queue ⓘ
 Queue length: 1

Name	Size	Progress	Status	Actions
Zipped file for test No. 1.zip	19 KB	100%		

Queue progress:

Upload Cancel Remove

Uploaded Files ⓘ
 0%

Uploaded 19 KB of the 500 MB allowed for this response.

Filename	Title	Size	Remove
Zipped file for test No. 1.zip	N/A	19 KB	

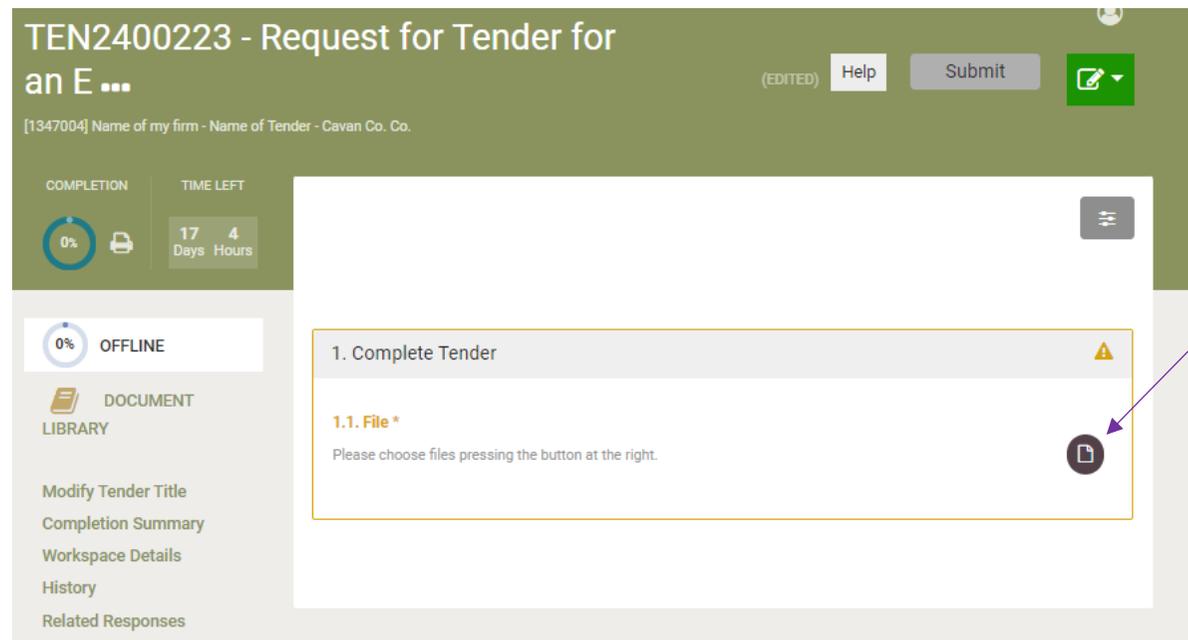
Moving from Queue to Uploaded

The documents have to be associated. To access this screen, click on the 0% Offline button on the left.



YOU MUST NOW **ASSOCIATE** YOUR DOCUMENTS WITH RELEVANT CRITERIA

You are now back at the Complete Tender window – you can see that there are no files associate. Click on the page icon.



TEN2400223 - Request for Tender for an E ...

(EDITED) Help Submit

[1347004] Name of my firm - Name of Tender - Cavan Co. Co.

COMPLETION 0%  TIME LEFT 17 Days 4 Hours

0% OFFLINE

DOCUMENT LIBRARY

Modify Tender Title
Completion Summary
Workspace Details
History
Related Responses

1. Complete Tender 

1.1. File * 

Please choose files pressing the button at the right.

Click the relevant files, enter a comment if applicable and press **save**.

Select Reference Files For



Only files associated with one or more criteria will be submitted.
If you see "OFFLINE" at the left of the page instead of "Eligibility/Technical/Financial", then please upload a single zip file, with all your tender documents.

File

<input type="checkbox"/>	Filename	Title	Comment
<input checked="" type="checkbox"/>	Zipped file for test No. 1.zip	N/A	Full Tender Pack Response

[Upload a new file](#)

Cancel

Save

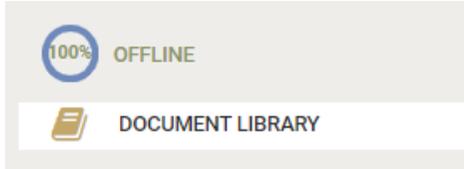
The following will tell you all the files have now been associated:

Success

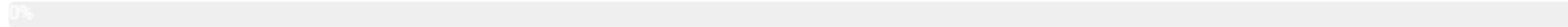
The associated files has been updated

Tender Response Documents Associated or not Associated?

If you need to add further documents, click back on the Document Library tab.



Uploaded Files i



Uploaded **30 KB** of the **500 MB** allowed for this response.

Filename		Title	Size	Remove
Zipped file for test No. 1.zip		N/A	19 KB	
Test 2 Doc.docx		N/A	12 KB	

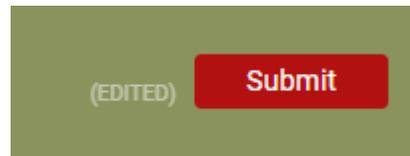
In the example above the Test 2 Doc is not associated as the page icon is greyed. Go to 100% Offline button, click on the page icon in the Complete Tender file to associate the second document.

Final Step – Submitting

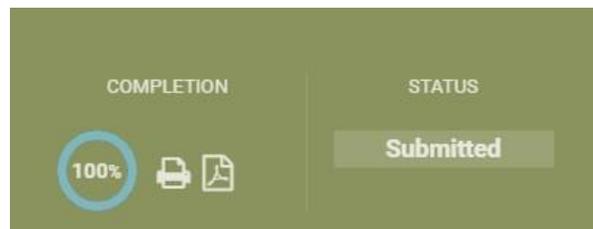
Once you are satisfied that all the files are correct, you can submit.

NOTE: Do not press submit until you are fully satisfied that all documents required have been uploaded, as adding additional documents after you have submitted is more complicated.

When documents have been associated, the submit button will change from grey to red. You can now click on the RED Submit button



ONLY WHEN SUBMITTED APPEARS HAVE YOU ACTUALLY SUBMITTED....



You will receive an email telling you that you have submitted a response.

BEST OF LUCK