



Electronic European Single Procurement Document (eESPD) service

- Implemented on eTenders



Co-financed by the Connecting Europe
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Information about the ESPD

The ESPD is a self-declaration form used in public procurement procedures by contracting authorities and economic operators (suppliers) across the EU. Before the introduction of the ESPD, suppliers were required to submit various documents to prove that they fulfilled the exclusion and selection criteria of a tender, for example that they had paid taxes and had not been convicted of criminal activity. Now, suppliers are able to meet these obligations with a single ESPD self-declaration form.

Member States had the option to postpone implementation of the electronic form of the ESPD for a transition period during which a paper version could be used. The ESPD shall now be provided exclusively in electronic form. Contracting authorities have the discretion to select all questions for inclusion in the ESPD request apart from eight mandatory exclusion grounds.

An information note containing more details on the revised process and how the ESPD is to be used is available by clicking [HERE](#).

Moving from paper ESPD form to the electronic version on eTenders (eESPD) from 28 January 2019.

The integrated electronic ESPD service now available on eTenders meets the requirements of European legislation and will replace the paper ESPD. The eESPD will allow buyers to issue an ESPD request form as part of an above threshold (OJEU) procedure and enable suppliers to submit an ESPD response.

The eTenders guide to using eESPD for **buyers** can be accessed by clicking [HERE](#) and for **suppliers** is available by clicking [HERE](#). Further assistance is available by contacting the eTenders helpdesk by email: etenders@eu-supply.com.

Change over to the eESPD service

A contracting authority who has an OJEU competition in the market or has commenced preparation of documents for an OJEU tender competition using the old version of the OGP RFT templates with the paper ESPD does not need to change over to the electronic version for those competitions. All future OJEU tender competitions will require an eESPD.

The electronic ESPD will be available on eTenders from **28 January 2018** and will be available automatically within the tender checklists. A prefilled ESPD request template will be associated with all OJEU procedures as it is a mandatory requirement.

Benefits of the eESPD

- A fully digitised request and response capability for public procurement competitions
- Automatic prefiling of buyer, supplier and tender details into the ESPD request and response
- Prefiling of OJS notice number within the electronic ESPD form (Part I) once the tender notice has been published on OJEU (after 48 hours)





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- Buyer can choose a global indication tick box for selection criteria (Part IV) which allows them to continue to use selection criteria in their tender template documents
- An ESPD request template library can be created within the buyer's profile on eTenders allowing customisation for different contract types i.e. Goods, Services and Works
- Allows suppliers to reuse Part II and III of their ESPD response
- ESPD service can cater for subcontractor responses where required by buyers

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