



Electronic European Single Procurement Document (eESPD) service



Co-financed by the Connecting Europe
Facility of the European Union

Buyer ESPD FAQ

1. When will the electronic ESPD service be available on eTenders.

A. The service will be activated for contracting authorities (CAs) on 28 January 2019.

2. Must CAs start using the ESPD service immediately after 28 January 2019

A. Where CAs have commenced preparation of RFT documents which includes a paper version of the ESPD, PQQ or Suitability Assessment Questionnaire (SAQ), they can continue with the publication after the 28 January without using the electronic ESPD service.

3. Can the ESPD be used for below threshold tenders

A. The ESPD regulation provides discretion to CAs to include ESPD requests for below threshold competitions. It is only mandatory for above threshold competitions.

4. What happens where a mistake is identified by the CA in the ESPD request after publication of the notice

A. The CA can unlock and edit the ESPD within the RFT checklist to correct. Suppliers will be prompted about the updated ESPD request. The CA must also broadcast a clarification to all suppliers who have expressed an interest. Where suppliers have commenced the preparation of their ESPD response or submitted already, they should be instructed in the clarification broadcast to delete and re-submit.

5. Will the supplier be stopped submitting their tender where the ESPD hasn't been provided

A. No. suppliers will still be able to submit their tender. The CA has the discretion to exclude the supplier from the procurement competition where no ESPD response has been submitted before the closing deadline.

6. What happens where the CA receives a partially completed ESPD response after tender opening

A. The CA has the discretion to exclude the supplier from the procurement competition or they may request the missing information from the supplier after the closing deadline.





- 7. Can the CA make changes to the ESPD request template i.e. remove discretionary exclusion grounds (Part III C)**
- A. Yes, the CA can edit the ESPD request template to remove exclusion grounds. Please refer to the guidance for CAs - 'Create ESPD Requests'.
- 8. Can the CA continue to use the selection criteria which are already included in their existing RFT documents**
- A. Yes, the CA must select 'No' for the Global Indication in Part IV. There is a free-text field where the CA can instruct the suppliers where to locate their selection criteria within the RFT documents. The default text under RFT Document Reference Point can be edited/overwritten.
- 9. Should the CA also include exclusion grounds in their existing RFT documents where an electronic ESPD has been used in the RFT**
- A. No. the CA must update their RFT documents to remove exclusion grounds otherwise this will duplicate the effort for suppliers. The RFT templates developed by the OGP (for Goods and Services) have been updated to cater for the electronic ESPD service. These templates are available at <https://ogp.gov.ie/templates-2/>.
- 10. Can the CA save or print the ESPD responses after tender opening**
- A. Yes, the CA has the option to save a copy of the ESPD response or print the document if required.

Office of Government Procurement
January 2019

