



Electronic European Single Procurement Document (eESPD) service



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Supplier ESPD FAQ

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

- A. The service will be activated on eTenders starting 28 January 2019 and can be included by CAs in RFT notices. Please refer to the ESPD guidance available by clicking [HERE](#).

2. Will the ESPD request be included in RFT notices 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. Suppliers will not need to respond via the electronic ESPD service on eTenders.

3. Can the ESPD be used for below threshold tenders

- A. It is only mandatory for above threshold competitions. However, the ESPD regulation provides discretion to CAs to include ESPD requests for below threshold competitions.

4. Can the main supplier add ESPD responses for their subcontractor(s)

- A. Yes, the main supplier can collect responses (Part II and PART III) from subcontractors via the eTenders platform and submit all as part for their responses. Please refer to the more detailed guidance material available under the eTenders System User Guides for Suppliers 'Supplier Completing ESPD Responses'

5. What happens where a mistake is identified by the supplier in their ESPD response before expiry of the closing deadline

- A. The supplier can unlock and edit the ESPD to correct and re-finalise. Where the tender has been submitted with an incorrect ESPD response and the closing deadline hasn't elapsed, the supplier should with-drawn their tender submission, correct the ESPD response and re-submit their tender.

6. 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 to the CA via eTenders. The CA has the discretion to exclude the supplier from the procurement competition where no ESPD response has been submitted before the closing deadline.





- 7. What happens where a partially completed ESPD response has been included by the supplier in the tender submission**
- A. The CA has the discretion to exclude the supplier from the competition or they may request the missing information from the supplier after the closing deadline.
- 8. Can a supplier reuse the ESPD response information for Part II and Part III**
- A. Yes, in keeping with the 'Once Only Principle', there is an ESPD template library available to suppliers to create responses which prefills information for Part II (economic operator information) and Part III (exclusion grounds). It is the responsibility of suppliers to review and confirm the ESPD response for each tender submission.
- 9. Will all exclusion grounds and selection criteria be included in the electronic ESPD**
- A. The CA can continue to use the selection criteria set-out in their existing RFT documents. Instructions will be provided to suppliers as to where they can locate the selection criteria within the RFT documentation. The supplier will be required to answer yes or no within their electronic ESPD response regarding their ability to satisfy selection criteria.
- 10. Can a supplier export an ESPD response for use on a different eTendering platform**
- A. Yes, there is an export facility for suppliers which will provides their ESPD in XML format. This is compatible with the EU data exchange model version 1.0.2.

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