Electronic European Single Procurement Document (eESPD) Service - Supplier Tutorial

Guidance for using the electronic ESPD (eESPD) as part of a tender response

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eESPD User Guide - Supplier

**Background, Introduction, Key Features & Component Parts**

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**Section 4 -** Supplier completes ESPD response

**Section 5 -** Supplier finalises ESPD response & submits to Buyer

**Section 6 -** Adding Subcontractor ESPD Responses

**Additional Supplier Guides**

- Creating ESPD response Template Libraries – Click [HERE](#)
- Creating and Sharing Sub-Contractor ESPD Responses – Click [HERE](#)
- Further assistance is available by emailing the eTenders Helpdesk at etenders@eu-supply.com
Background to the ESPD

- The **European Single Procurement Document** (ESPD) is a standard self-declaration used in OJEU level public procurement procedures by contracting authorities (buyers) and economic operators (suppliers) across the EU.

- Its purpose is to remove some of the barriers to participation in public procurement especially for small and medium sized enterprises.

- According to Regulation 59(7) of the Public Procurement directives the ESPD shall be provided exclusively in electronic format (eESPD).

- The eESPD consists of an ESPD request which is generated and issued by the buyers to which the suppliers submit an ESPD response.

- The eESPD will act as a “business passport” for companies bidding for tenders anywhere in the EU.

- The eESPD replaces paper versions of the form issued with procurement documents.
Introduction to the eTenders eESPD Service

- The Office of Government Procurement (OGP) with service partner, EU Supply, have developed the eESPD on the eTenders platform based on the EU Commission’s data exchange model.

- The eESPD will allow the buyer to create and reuse an ESPD request template determining the exclusion and selection criteria for a specific contract type.

- Suppliers can create an eESPD profile which can be maintained, customised and reused for ESPD responses, similarly the supplier can complete the eESPD response directly from within the tender response page. Please click [HERE](#) for ESPD template guide.

- The eESPD includes functionality which allows consortia to submit a joint response and for main contractors to comply with ESPD requirements where sub-contractors are used.
eESPD Key Features

• Integrated with supplier response pages on eTenders
• Auto prefilling of buyer, supplier and tender information within eESPD form
• Satisfies ‘Once Only Principle’ for supplier profile information and mandatory exclusion grounds - reuse of information
• Integrated with eCertis (a mapping tool used to identify and compare evidence required in public procurement procedures across the EU)
ESPD Component Parts

The ESPD includes the following Parts and Sections:

**Part I** - Information concerning the procurement procedure and the contracting authority

**Part II** - Information concerning the supplier (only displays in the supplier ESPD response)

**Part III** - Exclusion criteria
   - **Section A:** Six Grounds relating to criminal convictions (*Mandatory*)
   - **Section B:** Two Grounds relating to the payment of taxes or social security contributions (*Mandatory*)
   - **Section C:** Fifteen Grounds relating to insolvency, conflicts of interests or professional misconduct (*Optional*)

**Part IV** - Selection criteria (*All Optional*)
   - **Section A:** Four Suitability Questions
   - **Section B:** Eight Economic and financial standing
   - **Section C:** Eighteen Technical and professional ability
   - **Section D:** Two Quality assurance schemes and environmental management standards

**Part V** - Reduction of the number of qualified candidates (*Restricted two-step procedures only*)

**Part VI** - Concluding statements by supplier
eESPD Guidance - Supplier

Section 1 - Logging onto eTenders & amending supplier details
Section 1: Accessing the supplier details on eTenders

- The ESPD response is a legal document. As the supplier information is prefilled from details entered at eTenders registration, suppliers are encouraged to ensure that their legal entity details are correct before completing the ESPD response.
- This can be done by clicking the administration button and selecting company administration.
- Please note, the supplier user must have an administrator role permission to complete this task.
Section 1: Making changes to Supplier details

- The supplier will be presented with edit functionality to make the necessary changes and save to finalise the correct entity name. These updated details will prefill into the ESPD response (Part II A).

Company profile

Company details

Edit your company information and click on 'Save' when completed. Fields marked with (*) are required. Please note that changing company name will also change it in all previous tenders that you have published or submitted.

To see more information about the different membership levels (at the bottom of the page), click on the links.

You can test your email address and mobile phone number if you click on 'Test'. A message will be sent to verify that you have entered valid information.

If you would like to receive a copy of all invitations to a generic email address, click on 'Edit at the bottom and add the email address in the field 'A copy of invitations can be sent to this address.' You will then get a copy of all invitations to tenders to this email address regardless of which user within your company registration the contracting authority has chosen to send the invitation to.
ESPD Guidance - Supplier

Section 2 - Accessing and Accepting Tender Competitions
Section 2: Accessing and accepting an invite to a competition

- Following receipt of a business alert and once logged into eTenders, suppliers can access tenders via the Public RFTs link in the services panel.

Welcome Test User

To find a list of current tender opportunities or to express an interest in a specific tender opportunity, please click on the PUBLIC TENDERS link on the left-hand side.

Messages

- 13-12-2018 14:28 The Office of Government Procurement: 143899:1 Invitation to tender for ESPD Live Test
- 12-12-2018 14:15 The Office of Government Procurement: 143906:1 Invitation to tender for ESPD Test
- 29-11-2018 17:00 The Office of Government Procurement: 143368:1 Invitation to tender for ESPD Live Test
Section 2: Accessing & accepting competitions

- In order to access the competition the supplier must accept the invitation in the response homepage

### tender information

<table>
<thead>
<tr>
<th>Short description</th>
<th>TEST COMPETITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority</td>
<td>The Office of Government Procurement</td>
</tr>
<tr>
<td>Address</td>
<td>3A Mayor Street Upper Dublin 1</td>
</tr>
<tr>
<td>Ireland</td>
<td><a href="http://www.procurement.ie">http://www.procurement.ie</a></td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Supplies</td>
</tr>
<tr>
<td>Response deadline (CET)</td>
<td>2012/2013 13:30</td>
</tr>
<tr>
<td>Main CPV code</td>
<td>22000000-0 Printed matter and related products</td>
</tr>
<tr>
<td>Published notices</td>
<td>Contract notice (TED (v20))</td>
</tr>
<tr>
<td>Attached information</td>
<td>No documents attached to tender</td>
</tr>
</tbody>
</table>

**Accept**
ESPD Guidance - Supplier

Section 3 - Supplier accesses ESPD & creates ESPD response
Section 3: Accessing and responding to ESPD requests

• From the supplier’s response page they can access the ESPD by clicking the Manage ESPD responses button [Note: ESPD is mandatory for OJEU competitions]
Section 3: Accessing and responding to ESPD requests

- This will bring the supplier to the ESPD responses screen. To create the ESPD response, the supplier must click the ‘Answer ESPD Online’ button.

ESPD Responses

Instructions

Create, edit, view and delete ESPD response.

Please refer to the supplier guidance document for creating and managing ESPD responses which is available by clicking HERE.

eTenders is currently using ESPD schema version 1.0.2.
Section 3: Accessing and responding to ESPD requests

- This will generate a pop-up where the supplier will enter a name for their ESPD response. It is important to create a name that makes their ESPD response easily identifiable to the buyer. A suggested title is the RFT ID with supplier name. Click OK to continue.

- If the supplier has already created an ESPD response in their ESPD Template Library this can be selected by using the dropdown arrow. Please click [HERE](#) to access the guide for creating the library.

- A new name will still have to be assigned to the ESPD response for each new competition.
ESPD Guidance - Supplier

Section 4 - Supplier completes ESPD Response
Section 4: Supplier accesses ESPD response

- The supplier will be presented with Part I of the ESPD response. The information in Part I relates to the buyer and the tender, which is prefilled. Suppliers are not required to enter anything in Part I.

- The Parts to be completed and their status (green/red) can be seen in the ESPD sections panel.

- Click next to move to Part II.
Section 4: Completing the eESPD Template - Part II A

- Part II of the ESPD contains 4 sections relating to the supplier.
- Part II A is prefilled with details entered in the supplier profile details on eTenders.
- Information can be edited. In order to avoid the need to change again for future responses, the supplier should update their details as shown in slide 8 above.
Section 4: Completing the eESPD - Part II B

- Part II B refers to persons who are authorised to represent the supplier in relation to the procurement procedure.
- The system allows for multiple individuals to be included by clicking the "add" button.
- Similarly, entries can be deleted by clicking the remove button.

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business address:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postcode/Eircode:</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>City:</th>
<th>Position/Acting in the capacity of:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If needed, please provide detailed information on the representation (its forms, extent, purpose ...):

<table>
<thead>
<tr>
<th>Country:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No value selected</td>
</tr>
</tbody>
</table>

[Add button] [Remove button]
Section 4: Completing the eESPD - Part II C&D; Reliance on Others

- Part II C provides information on the reliance of others. Where the supplier relies on other entities they should select “yes” and fill out the box to include names. If there is no reliance, click “no”.

- Part II D refers to the subcontractors upon which suppliers do not rely. Suppliers should not complete Part II D unless the buyer has explicitly requested this information in the selection criteria.

- Please refer to the ESPD information note by clicking HERE for more details on reliance on others.
Section 4: Supplier completes ESPD response - Part III A & B: Mandatory Exclusion Grounds

- Part III contains all exclusion grounds selected by the buyer
- Part III A & B are mandatory and must be answered by the supplier (Yes/No). Part III C are discretionary grounds for the buyer
- Where information relating to the exclusion ground is available in an EU Member State database, the supplier can provide details here. This will not be available to suppliers registered in Ireland
- The ESPD service is integrated with eCertis (a mapping tool used to identify national law and evidence required in public procurement procedures across the EU)

Part III: Exclusion grounds

3.A: Grounds relating to criminal convictions

Article 57(1) of Directive 2014/24/EU sets out the following reasons for exclusion

3.A.1 Participation in a criminal organisation

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for participation in a criminal organisation, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 2 of Council Framework Decision 2003/565/JHA of 24 October 2008 on the fight against organised crime (OJ L 360, 11.11.2008, p. 45)

- National law and Evidence Information >>
- Your answer: Yes ☐ No ☐
- Is this information available at no cost to the authorities from an EU Member State database? Yes ☐ No ☐
- URL
- Reference/Code
- Issuer
Section 4: Supplier completes response with Yes to any exclusion ground

- Where the supplier selects Yes to any exclusion ground requested by the buyer (Part III A& B Mandatory and Part III C Discretionary), they are required to provide details of the conviction and what self-cleaning measures have been undertaken.

- Please refer to the ESPD information note by clicking HERE for more details on self cleaning measures.

- Click save and next to continue.
Section 4: Supplier completes ESPD response using selection criteria provided in tender documents (Part IV)

- The buyer has the option to use the ESPD selection criteria (Part IV) in the ESPD service or the selection criteria outlined in their own RFT documents.
- If the buyer has opted to use the RFT to identify selection criteria, then they will provide the supplier with instructions on where to find these within the tender documents. The wording in the free text field for ‘Tender document Reference Point’ is for illustration purposes only and can be updated by the buyer.
- The supplier is required to answer yes or no regarding their ability to satisfy selection criteria.
Section 4: Supplier completes ESPD response using selection criteria provided in the ESPD service Part IV

- Where the buyer has opted to use the ESPD selection criteria (Part IV) in the ESPD service, the supplier will be presented with the questions requiring a response (Yes or No)

- Where information relating to the selection criteria is available in an EU Member State database, the supplier can provide details here, by clicking **Yes** and completing the resulting input fields
Section 4: Supplier completes ESPD response – Part VI Concluding Statement

• The completed ESPD Response will then be presented for review. Please ensure that all responses are correct before selecting the date and location. Click the “finalise” to complete the ESPD Response.

Part VI: Concluding statements

The economic operator formally declares that the information stated above is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declares to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:

a) The contracting authority or contracting entity has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge (on condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access), or

b) As of 18 October 2018 at the latest (depending on the national implementation of the second subparagraph of Article 59(5) of Directive 2014/24/EU), the contracting authority or contracting entity already possesses the documentation concerned.

The undersigned formally consent to the contracting authority or the contracting entity as set out in Part I, gaining access to the documents supporting the information, which has been provided in this European Single Procurement Document for the purposes of this procurement procedure as set out in Part I.

Date: 27/11/2018
Place: Dublin

Finalise
Section 4: Supplier completes ESPD response – Review of complete response

- After the ESPD has been finalised, the supplier will be presented with an overview of the completed ESPD.
- The supplier can print the response or save to PDF for their own records.
- If there are any errors, the ESPD can be unlocked to allow for editing.
- If there are no issues, simply click back to return to the tender response overview page.

Note: The image presented here is a sample of the overall ESPD Response.
eESPD Guidance - Supplier

Section 5 - Supplier submits response to the Contracting Authority
Section 5: Supplier submits response to Contracting Authority

• In the tender response Page, the supplier will see that their ESPD Response has been successfully added.

• The system informs the supplier how much of their tender response has been completed by way of a progress bar.
Section 5: Supplier submits response to Contracting Authority

- When all tender response requirements, including the ESPD, have been addressed, the system will inform the supplier by displaying a red bar with 100% outlined on it.

- Before pressing the submit button, the supplier can view a listing of documents supplied as part of their response by clicking the View/Print Response Form, see the following slides for examples.
Section 5: Supplier submits response to Contracting Authority

- When the supplier is happy to submit, they must click the blue Submit Response button and a popup window will appear.
- The supplier will need to enter their login details and click the blue “send” button in order to finalise the submission.
Section 5: Supplier submits response to Contracting Authority

- When the upload is complete the system will display a message in another popup window.
- If the supplier clicks the Close Window button they will be returned to the Tender Response Page.
Section 5: Supplier submits response to Buyer

- Once submitted the system will notify you that the response has been successfully submitted and that the ESPD was also submitted.

- The progress bar will change to 100% green displaying a time and date stamp.

- The completion status is only a confirmation of the response submission which still has to be evaluated by the buyer.
eESPD Guidance - Supplier
Section 6 – Adding Subcontractor ESPD Responses
Section 6: Adding subcontractor ESPD Responses

• Suppliers, who are the main contractors in a tender response, can also include subcontractor ESPD responses with their tender submission

• The main contractor must provide their eTenders supplier ID with the subcontractor via telephone or email which enable the subcontractor share their ESPD response

• Further information sharing ESPD responses is outlined in separate guidance which can be found here
Section 6: Adding subcontractor ESPD Responses

- When the subcontractor has shared their ESPD response, the main contractor will see the subcontractor response in their ESPD Template library.
- The ESPD Template Library, which is accessed via the Administration tab on your company profile, will display any ESPD Templates created along with any subcontractor templates that have been shared by other suppliers.
Section 6: Adding subcontractor ESPD Responses

- **Section 3** outlines how to add a single ESPD Response.
- From the ESPD Responses page, after clicking the create button, the supplier will be given an option to select a main contractor template or a subcontractor template. Click “Select response template” to create the main contractor template and the supplier should give it an appropriate name.
- The ESPD will then appear, the supplier should complete as necessary and finalise.
- Click ‘Done’ to return to the Tender Response page.
Section 6: Adding subcontractor ESPD Responses

- The steps from Section 3 will need to be repeated to start the subcontractor ESPD.
- From the ESPD response page, after clicking the create button, the supplier will be given an option to select a main contractor template or a subcontractor template. Click “Subcontractor response template” to access the subcontractor template and provide an appropriate name.
- The finalised subcontractor ESPD will then appear, the supplier should review the content and click “back” to return to the ESPD responses page where both the main contractor and subcontractor ESPDs can be found.
- Repeat as necessary for further subcontractor ESPD responses if required.
- Click Done to return to the Tender response page.