

# eTenders

## Supplier User Guides

### **Create ESPD Response** (Template in EO Profile)



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<b>Office of Government Procurement</b>	<b>1.0</b>	<b>November 2024</b>

## 1. Information Note

Please note that the content provided in this guidance document serves as a general reference and is intended to offer an overview of the relevant topics. For detailed, technical specifications, and more in-depth explanations on the processes and requirements, users should refer to the official manuals provided by European Dynamics, which are located within the 'Short User Guides' section of the platform.

## 2. Who should use this guidance

This guidance on how to create an ESPD Response (template) on eTenders:

- Is intended for Supplier Organisation users.
- is relevant to procurements conducted on eTenders, [www.etenders.gov.ie](http://www.etenders.gov.ie)

### 3. ESPD Background:

The European Single Procurement Document (ESPD) is a self-declaration form introduced under the 2016 Regulations which is designed to provide preliminary evidence, instead of certificates issued by public authorities or third parties, that a tenderer is not in one of the situations in which it shall or may be excluded from a competition and that it meets the relevant Selection Criteria for a particular competition. All public bodies must now issue and accept the ESPD form for all procurement exercises above the [EU threshold](#). In its electronic format, the ESPD is known as eESPD.

*The ESPD consists of the following parts:*

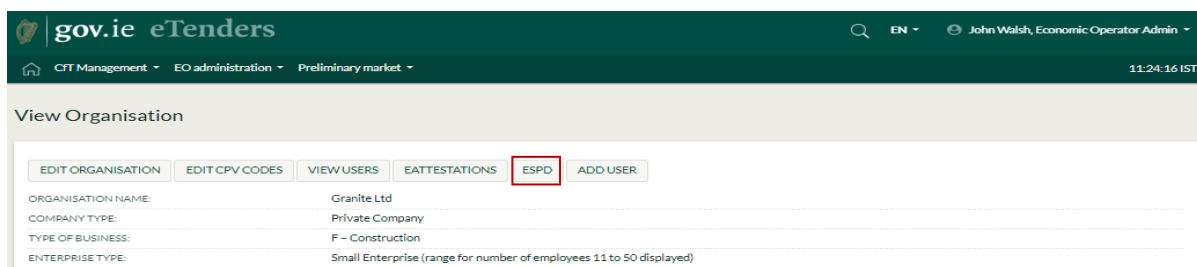
- Part I – Information concerning the procurement procedure and the contracting authority or contracting entity.
- Part II – Information concerning the economic operator.
- Part III – Covers a self-declaration on Exclusion grounds.
- Part IV – Covers a self-declaration on Selection criteria in respect of their financial standing and technical capacity.
- Part V – Reduction of the number of qualified candidates.
- Part VI – Concluding Statements.

Contracting authorities will set out their Exclusion and Selection criteria, including any minimum standards and methods for shortlisting, in their contract notice and/or procurement documents. They will then issue an ESPD which is relevant to their procurement exercise and make it available for Suppliers interested in bidding for their contract.

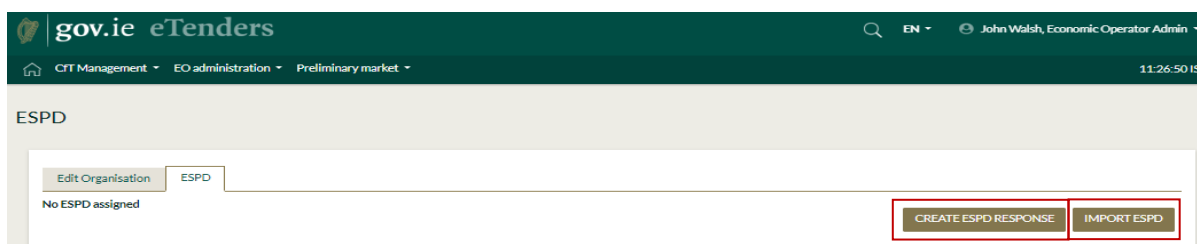
Potential suppliers will complete and submit their ESPD response to the buyer, who will assess bidders' suitability against the selection and exclusion criteria.

#### ESPD within the Supplier Profile

- On the eTenders platform, the supplier admin user can interact with the ESPD functionality by navigating to the **'EO Management'** page and then selecting the **'ESPD'** tab.



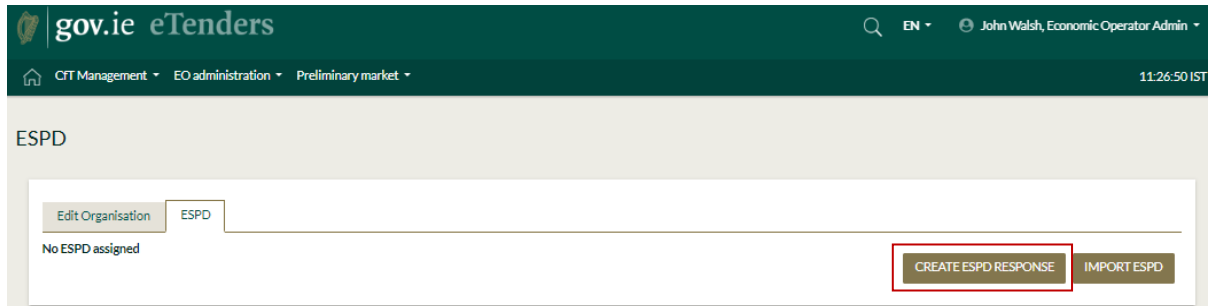
- From there they will be directed to the ESPD page where they will have the option of interacting with the two tabs in the ESPD section **'Create ESPD Response'** and **'Import ESPD'**.



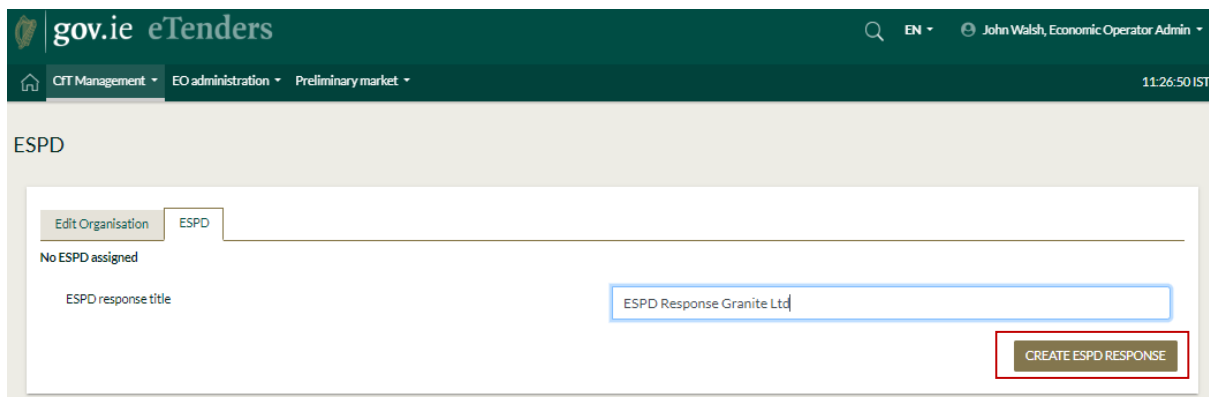
## 4. How to Create an ESPD Response (Template):

### Creating an ESPD Response

- In order to create an ESPD Response, the user will select the **'Create ESPD Response'** button.



- The system will prompt the user to create a title for their new ESPD form. Once the user has done this, they will click on **'Create ESPD Response'**.



*Note: Please ensure that the ESPD name is easily identifiable to your organisation as well as the Contracting Authorities that you are sending it to.*

After selecting **'Create ESPD Response'**, the user will then be directed to the ESPD form itself as per screen shot below. As referenced previously, the ESPD form itself consists of six parts:-

**Part I:** Information concerning the procurement procedure and the contracting authority or contracting entity.

**Part II:** Information concerning the economic operator.

**Part III:** Exclusion grounds.

**Part IV:** Selection criteria.

**Part V:** Reduction of the number of qualified candidates.

**Part VI:** Concluding Statements.

# European Single Procurement Document (ESPD)

Service to fill out and reuse the ESPD

Start

Procedure

Exclusion

Selection

Finish

## Part I: Information concerning the procurement procedure and the contracting authority or contracting entity

### Information about publication

For procurement procedures in which a call for competition has been published in the Official Journal of the European Union, the information required under Part I will be automatically retrieved, provided that the electronic ESPD-service is used to generate and fill in the ESPD. Reference of the relevant notice published in the Official Journal of the European Union:

Notice number in the OJS:

OJS URL

National Official Journal

In case publication of a notice in the Official Journal of the European Union is not required, please give other information allowing the procurement procedure to be unequivocally identified (e. g. reference of a publication at national level)

## Part II: Information concerning the economic operator

### A: Information about the economic operator

Name:

E-mail:

Street and number:

Telephone:

Postcode:

Contact person or persons:

City:

VAT number, if applicable:

Country:

If no VAT number is applicable, please indicate another national identification number, if required and applicable

Internet address (web address) (if applicable):

Role

- Once you have completed each page/part, click **'Next'** at the bottom of the page.

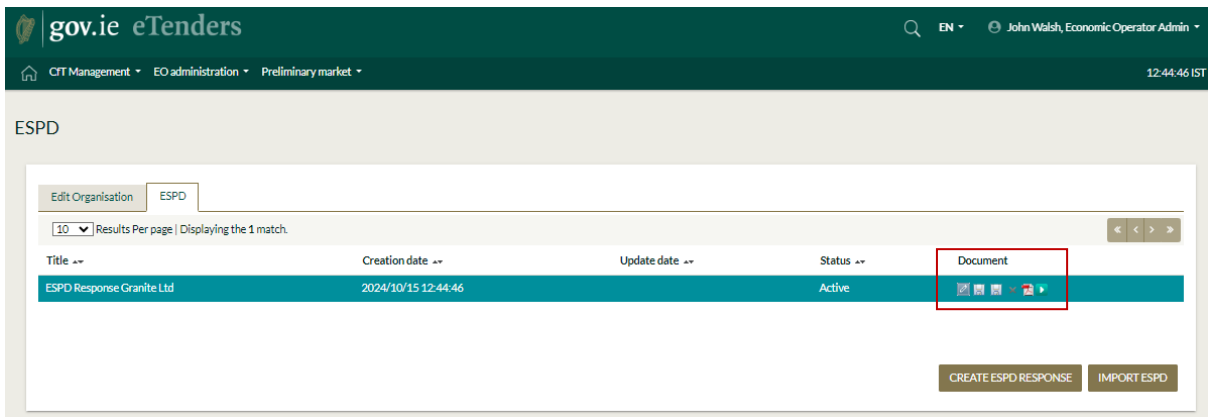
Previous	Cancel	Next
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- Once you reach the final page, the 'next' option changes to **'Preview and Save'**.

Previous	Cancel	Preview&Save
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- Review the information you have entered and click **'Save'**. Your ESPD form has now been created.

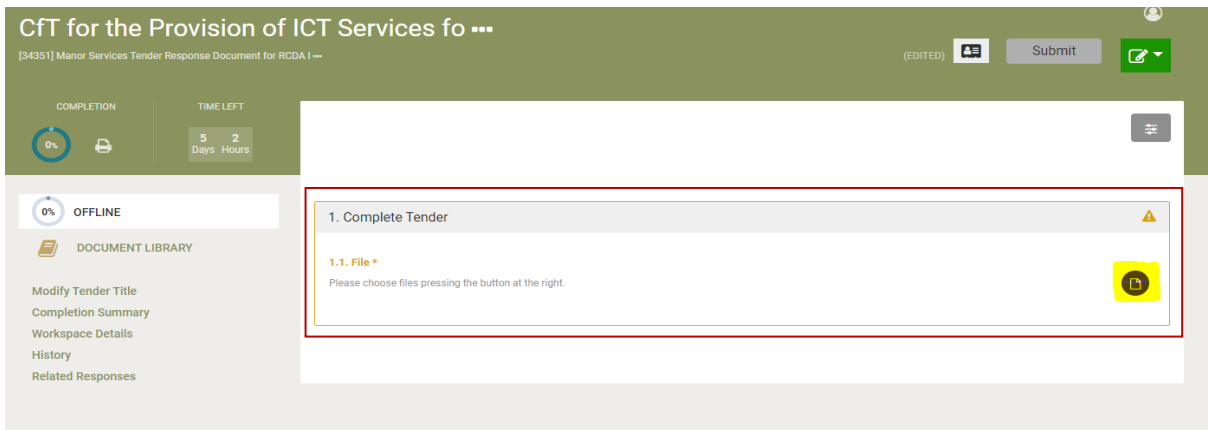
Cancel
Save



- Your finished ESPD response will now list on the eTenders platform with the ESPD title, creation date & status. There are also options represented by icons to edit, delete and download as highlighted in the red box.

### Downloading ESPD form and submitting as part of tender response

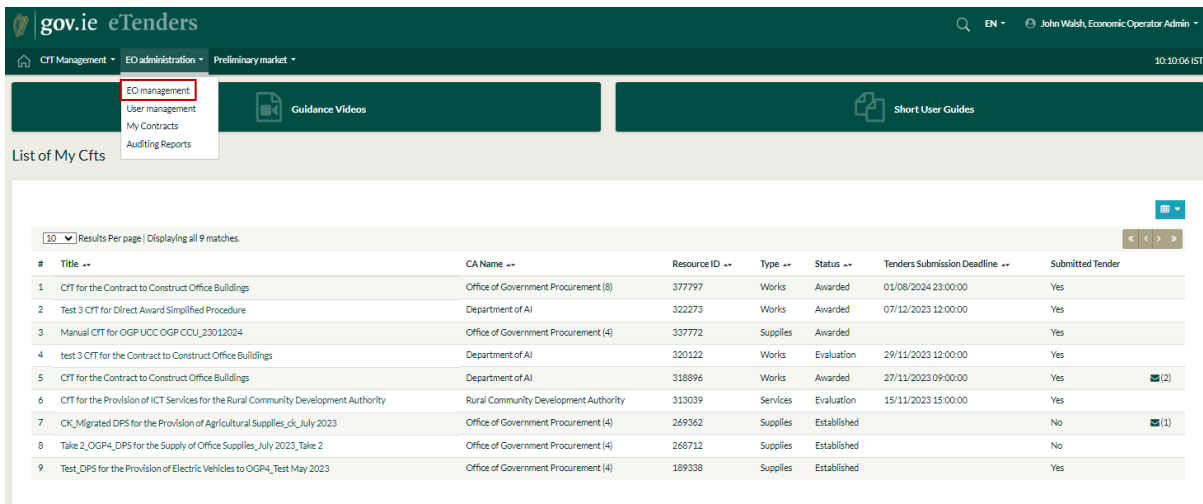
- When creating and submitting a tender response through the Web TPT function of the Cft workspace, the user has the ability to upload the completed ESPD form as part of the tender response, if the Contracting Authority has deemed this a requirement.
- This is done by simply downloading a PDF version of the completed ESPD in the EO profile and then following the steps outlined when uploading the form and the other tender response documents in the **'1. Complete Tender'** section of the Web TPT in the Cft workspace.



## 5. How to import an ESPD form into eTenders:

### Importing an ESPD response

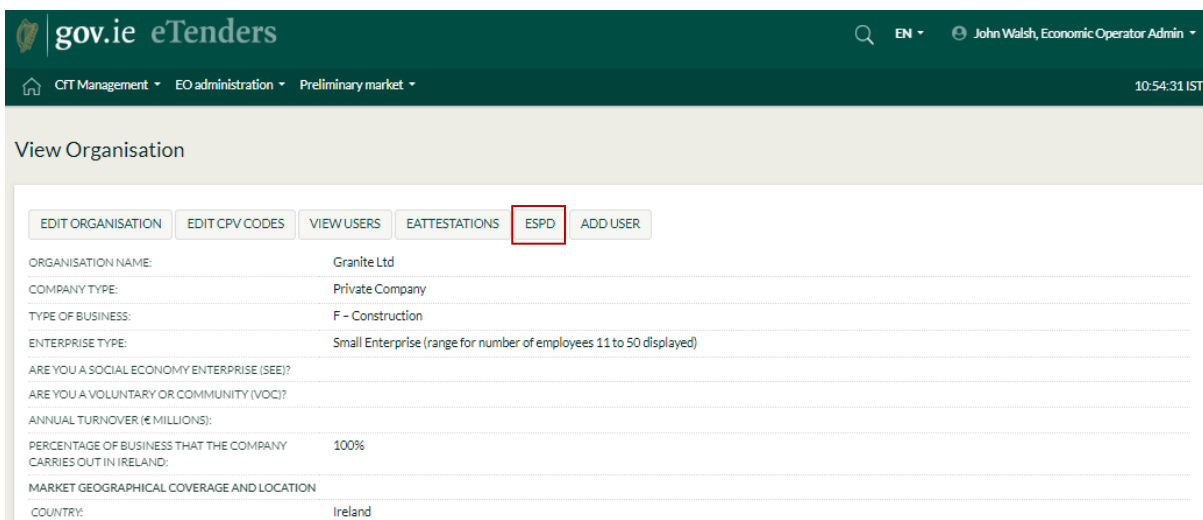
- If you already have a pre-created ESPD response from another service, it can be uploaded to the eTenders site, provided it is an .XML document.
- Using your supplier credentials, log in to eTenders. Click on **'EO administration'**, and then select **'EO management'**.



The screenshot shows the 'EO management' page in the gov.ie eTenders system. The page has a dark green header with the gov.ie logo and 'eTenders' text. Below the header, there are navigation tabs: 'CFT Management', 'EO administration', and 'Preliminary market'. The 'EO administration' tab is active, and a sub-menu is open showing 'EO management' (highlighted with a red box), 'User management', 'My Contracts', and 'Auditing Reports'. Below the navigation, there are sections for 'Guidance Videos' and 'Short User Guides'. The main content area is titled 'List of My Cfts' and contains a table with 9 rows of data. The table has columns for '#', 'Title', 'CA Name', 'Resource ID', 'Type', 'Status', 'Tenders Submission Deadline', and 'Submitted Tender'. The data in the table is as follows:

#	Title	CA Name	Resource ID	Type	Status	Tenders Submission Deadline	Submitted Tender
1	CFT for the Contract to Construct Office Buildings	Office of Government Procurement (8)	377797	Works	Awarded	01/08/2024 23:00:00	Yes
2	Test 3 CFT for Direct Award Simplified Procedure	Department of AI	322273	Works	Awarded	07/12/2023 12:00:00	Yes
3	Manual CFT for OGP UCC OGP CCU_23012024	Office of Government Procurement (4)	337772	Supplies	Awarded		Yes
4	test 3 CFT for the Contract to Construct Office Buildings	Department of AI	320122	Works	Evaluation	29/11/2023 12:00:00	Yes
5	CFT for the Contract to Construct Office Buildings	Department of AI	318896	Works	Awarded	27/11/2023 09:00:00	Yes (2)
6	CFT for the Provision of ICT Services for the Rural Community Development Authority	Rural Community Development Authority	313039	Services	Evaluation	15/11/2023 15:00:00	Yes
7	CK_Migrated DPS for the Provision of Agricultural Supplies_ek_July 2023	Office of Government Procurement (4)	269362	Supplies	Established		No (1)
8	Take 2_OGP4_DPS for the Supply of Office Supplies_July 2023_Take 2	Office of Government Procurement (4)	268712	Supplies	Established		No
9	Test_DPS for the Provision of Electric Vehicles to OGP4_Test May 2023	Office of Government Procurement (4)	189338	Supplies	Established		Yes

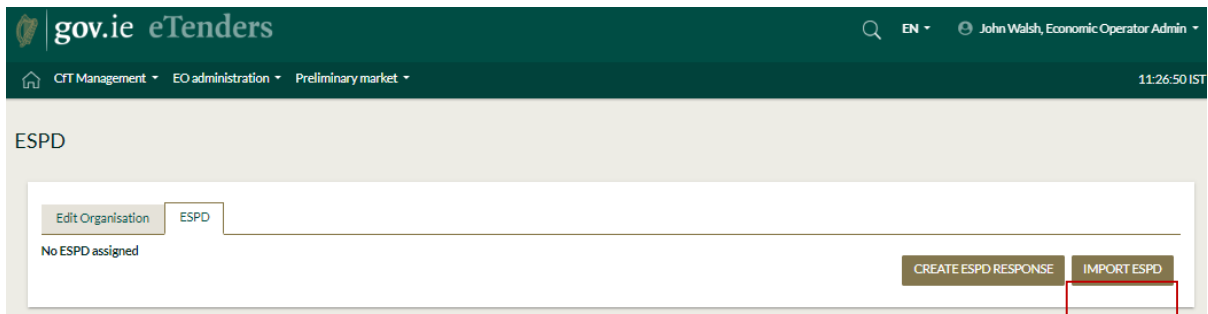
- Within **'EO management'**, there are six tabs under the **'View Organisation'** title. Click on the fifth tab – **'ESPD'**.



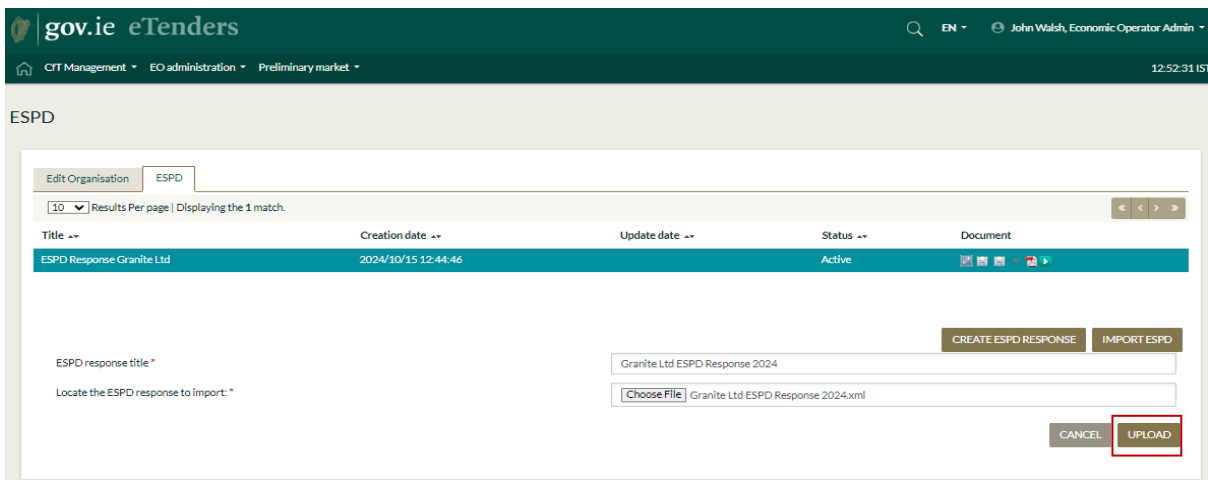
The screenshot shows the 'View Organisation' page in the gov.ie eTenders system. The page has a dark green header with the gov.ie logo and 'eTenders' text. Below the header, there are navigation tabs: 'CFT Management', 'EO administration', and 'Preliminary market'. The 'EO administration' tab is active, and a sub-menu is open showing 'EO management' (highlighted with a red box), 'User management', 'My Contracts', and 'Auditing Reports'. Below the navigation, there are sections for 'Guidance Videos' and 'Short User Guides'. The main content area is titled 'View Organisation' and contains a form with several tabs: 'EDIT ORGANISATION', 'EDIT CPV CODES', 'VIEW USERS', 'EATTESTATIONS', 'ESPD' (highlighted with a red box), and 'ADD USER'. The form fields are as follows:

ORGANISATION NAME:	Granite Ltd
COMPANY TYPE:	Private Company
TYPE OF BUSINESS:	F - Construction
ENTERPRISE TYPE:	Small Enterprise (range for number of employees 11 to 50 displayed)
ARE YOU A SOCIAL ECONOMY ENTERPRISE (SEE)?	
ARE YOU A VOLUNTARY OR COMMUNITY (VOC)?	
ANNUAL TURNOVER (€ MILLIONS):	
PERCENTAGE OF BUSINESS THAT THE COMPANY CARRIES OUT IN IRELAND:	100%
MARKET GEOGRAPHICAL COVERAGE AND LOCATION	
COUNTRY:	Ireland

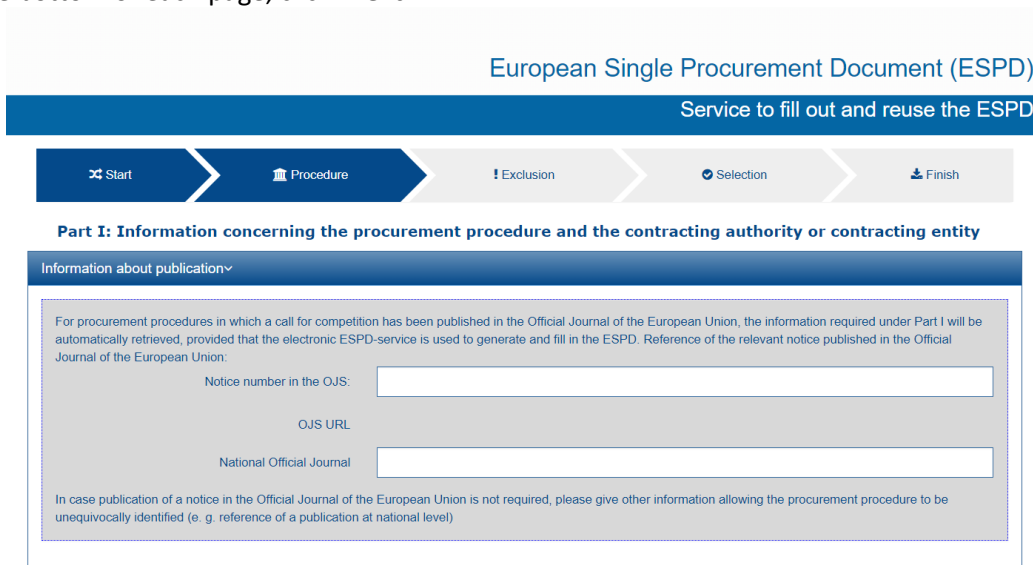
- Click on the **'Import ESPD'** button. The page will prompt you to enter an ESPD response title, and there is a browse button to locate the file on your computer which is to be uploaded. **The file format must be an .XML file.**



- Once you have entered a title and selected the file, click **'Upload'**.



- You will be directed to the ESPD form. The information in the .XML file you have uploaded will be pre-filled in this form. Read through it to ensure its accuracy, editing where necessary and at the bottom of each page, click **'Next'**.



- On the last page, click **'Preview and Save'**.



gov.ie eTenders




EN John Walsh, Economic Operator Admin 13:05:29 IST

CFT Management EO administration Preliminary market

### ESPD

Edit Organisation ESPD

10 Results Per page | Displaying the 1 match

Title	Creation date	Update date	Status	Document
ESPD Response Granite Ltd	2024/10/15 12:44:46		Active	  

CREATE ESPD RESPONSE IMPORT ESPD

- Your finished ESPD response will now list on the eTenders platform with the ESPD title, creation date and status. There are also options represented by icons highlighted below to edit, delete and download. Hover over each icon to see its function.