



Oifig um Sholáthar Rialtais
Office of Government Procurement

Guidance for Economic Operators - ESPD



OGP.GOV.IE

Delivering Sustainable Procurement Solutions

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Version	Date	Author
1.0	May 2023	eProcurement Team

Creating an ESPD form on eTenders

- Using your supplier credentials, log in to eTenders. Click on 'EO administration', and then select 'EO management'.

The screenshot shows a web browser window with the URL <https://irish-acc.euodyn.com/epps/getTaskList.do>. The browser's address bar and tabs are visible at the top. The page header includes the logo of the Office of Government Procurement (Oifig um Sholáthar Rialtais) and the user's name, Sam Cantwell, Economic Operator Admin. The main navigation bar shows 'CfT Management', 'EO administration', and 'Preliminary market'. The 'EO administration' menu is open, displaying options: 'EO management', 'User management', 'My Contracts', and 'Auditing Reports'. The 'Task List' section on the left shows 'No results found'. The footer contains links for 'Latest CfTs', 'Public procurement legislation', 'Interactive walkthroughs', 'Statistics', 'Calendar', 'Electronic public procurement', 'News', 'Relevant links', 'FAQ', 'Legislation on Threshold', 'Help', 'About', and 'Contact us'. The copyright notice at the bottom states 'Copyright © European Dynamics - Last update: 24 May 2023'.

Task List

No results found

EO management
User management
My Contracts
Auditing Reports

Latest CfTs
Public procurement legislation
Interactive walkthroughs
Statistics
Calendar

Electronic public procurement
News
Relevant links
FAQ
Legislation on Threshold

Help
About
Contact us

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<https://irish-acc.euodyn.com/epps/prepareViewEOOrganisation.do?id=1014&selectedItem=prepareViewEOOrganisation.do%3Fid%3D1014>

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



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Office of Government Procurement



CfT Management ▾ EO administration ▾ Preliminary market ▾

View Organisation

[EDIT ORGANISATION](#)[EDIT CPV CODES](#)[VIEW USERS](#)[EATTESTATIONS](#)[ESPD](#)[ADD USER](#)

ORGANISATION NAME: Sam Supplier

COMPANY TYPE: Sole Trader

TYPE OF BUSINESS: Q – Human Health and Social Work Activities

ENTERPRISE TYPE: Small Enterprise (range for number of employees 11 to 50 displayed)

ARE YOU A SOCIAL ECONOMY ENTERPRISE (SEE)? No

ARE YOU A VOLUNTARY OR COMMUNITY (VOC)? No

ANNUAL TURNOVER (€ MILLIONS): 1000000

- There are two tabs on this page. The system will default you to the 'ESPD' tab. Within this page, click on the 'Create ESPD Response' button.



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Office of Government Procurement



EN ▾





CfT Management ▾ EO administration ▾ Preliminary market ▾

09:55:11 IST

ESPD

Edit Organisation

ESPD

No ESPD assigned

CREATE ESPD RESPONSE

IMPORT ESPD

- The system will prompt you to name your new ESPD form. Once you have done this, click on 'Create ESPD Response'. Please ensure that the ESPD name is easily identifiable to you and Contracting Authorities that you are sending it to



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 EN 

 Cft Management ▾ EO administration ▾ Preliminary market ▾ 09:55:11 IST

ESPD

Edit Organisation

ESPD

No ESPD assigned

ESPD response title

ESPD Response 2023/2024

CREATE ESPD RESPONSE

- You will then be brought to the ESPD site. From here, complete the applicable fields. Once you have completed each page, click 'next' at the bottom of the page. Once you reach the final page, the 'next' option changes to 'preview and save'. Review the information you have entered and click 'Save'. Your ESPD form has now been created.
- Guidance on completing the ESPD form can be found at the following address: [gov.ie](http://www.gov.ie) - [European Single Procurement Document \(ESPD\)](http://www.gov.ie) (www.gov.ie)

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)

- Once you reach the final page, the 'next' option changes to 'preview and save'. Review the information you have entered and click 'Save. Your ESPD form is now created.

 Previous	 Cancel	 Next
--	--	--

 Previous	 Cancel	 Preview&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. Hover over each icon to see its function.

The screenshot shows a web browser window with the URL <https://irish-acc.eurodyn.com/epps/espd/prepareView...>. The browser's address bar and tabs are visible. The website header includes the logo of the Office of Government Procurement (Oifig um Sholáthar Rialtais) and navigation links for CFT Management, EO administration, and Preliminary market. The main content area is titled "ESPD" and features a tabbed interface with "Edit Organisation" and "ESPD" tabs. Below the tabs, there is a table displaying the ESPD response list. The table has columns for Title, Creation date, Update date, Status, and Document. A single row is visible, showing "ESPD Response 2023/2024" with a creation date of "2023/05/24 10:15:51" and a status of "Active". To the right of the row are icons for editing, deleting, and downloading. At the bottom of the page, there are two buttons: "CREATE ESPD RESPONSE" and "IMPORT ESPD".

European Dynamics - ESPD

<https://irish-acc.eurodyn.com/epps/espd/prepareView...>

New eTenders Admin eTenders ED EDU eTenders eDocs NSSO Admin Tools Other favourites

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Office of Government Procurement

EN

CfT Management EO administration Preliminary market 10:15:53 IST

ESPD

Edit Organisation ESPD

10 Results Per page | Displaying the 1 match.

Title	Creation date	Update date	Status	Document
ESPD Response 2023/2024	2023/05/24 10:15:51		Active	   

CREATE ESPD RESPONSE IMPORT ESPD

Importing an ESPD form into eTenders

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

The screenshot shows a web browser window with the URL <https://irish-acc.eurodyn.com/epps/getTaskList.do>. The page header includes the logo of the Oifig um Sholáthar Rialtais (Office of Government Procurement) and the user name Sam Cantwell, Economic Operator Admin. The main navigation bar shows 'CFT Management', 'EO administration', and 'Preliminary market'. The 'EO administration' menu is open, displaying options: 'EO management', 'User management', 'My Contracts', and 'Auditing Reports'. The 'Task List' section shows 'No results found'. The footer contains links for 'Latest CFTs', 'Public procurement legislation', 'Interactive walkthroughs', 'Statistics', 'Calendar', 'Electronic public procurement', 'News', 'Relevant links', 'FAQ', 'Legislation on Threshold', 'Help', 'About', and 'Contact us'. The copyright notice at the bottom states 'Copyright © European Dynamics - Last update: 24 May 2023'.

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



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Office of Government Procurement



CfT Management ▾ EO administration ▾ Preliminary market ▾

View Organisation

EDIT ORGANISATION

EDIT CPV CODES

VIEW USERS

EATTESTATIONS

ESPD

ADD USER

ORGANISATION NAME: Sam Supplier

COMPANY TYPE: Sole Trader

TYPE OF BUSINESS: Q – Human Health and Social Work Activities

ENTERPRISE TYPE: Small Enterprise (range for number of employees 11 to 50 displayed)

ARE YOU A SOCIAL ECONOMY ENTERPRISE (SEE)? No

ARE YOU A VOLUNTARY OR COMMUNITY (VOC)? No

ANNUAL TURNOVER (€ MILLIONS): 1000000

- 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.**

The screenshot shows a web browser window with the URL <https://irish-acc.eurodyn.com/epps/espd/prepareViewESPDRespons...>. The page header includes the logo of the Office of Government Procurement (Oifig um Sholáthar Rialtais) and navigation links for 'CfT Management', 'EO administration', and 'Preliminary market'. The current time is 10:18:38 IST. The main content area has two tabs: 'Edit Organisation' and 'ESPD'. The 'ESPD' tab is active, showing a message 'No ESPD assigned'. There are two buttons at the top right: 'CREATE ESPD RESPONSE' and 'IMPORT ESPD'. Below these, there is a form with two fields: 'ESPD response title *' and 'Locate the ESPD response to import: *'. The 'Locate the ESPD response to import: *' field has a 'Choose File' button and the text 'No file chosen'. At the bottom right, there are 'CANCEL' and 'UPLOAD' buttons.

European Dynamics - ESPD

<https://irish-acc.eurodyn.com/epps/espd/prepareViewESPDRespons...>

New eTenders Admin eTenders ED EDU eTenders eDocs NSSO Admin Tools Directives Other favourites

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Office of Government Procurement

EN

CfT Management EO administration Preliminary market 10:18:38 IST

Edit Organisation ESPD

No ESPD assigned

CREATE ESPD RESPONSE IMPORT ESPD

ESPD response title *

Locate the ESPD response to import: *

Choose File No file chosen

CANCEL UPLOAD

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

The screenshot shows a web browser window with the URL <https://irish-acc.eurodyn.com/epps/espd/prepareViewESPDRespons...>. The page header includes the logo of the Office of Government Procurement (Oifig um Sholáthar Rialtais) and navigation links for New eTenders, Admin eTenders, ED, EDU eTenders, eDocs, NSSO, Admin Tools, Directives, and Other favourites. The main navigation bar shows CFT Management, EO administration, and Preliminary market. The current page is titled 'Edit Organisation' and 'ESPD'. It displays 'No ESPD assigned' and provides buttons for 'CREATE ESPD RESPONSE' and 'IMPORT ESPD'. The form includes fields for 'ESPD response title *' (containing '2023 ESPD Response') and 'Locate the ESPD response to import: *' (with a 'Choose File' button and the filename 'ESPD_RESPONSE_Sa...r_1684919750083.xml'). At the bottom right of the form are 'CANCEL' and 'UPLOAD' buttons.

European Dynamics - ESPD

<https://irish-acc.eurodyn.com/epps/espd/prepareViewESPDRespons...>

New eTenders Admin eTenders ED EDU eTenders eDocs NSSO Admin Tools Directives Other favourites

Oifig um Sholáthar Rialtais
Office of Government Procurement

CFT Management EO administration Preliminary market 10:18:38 IST

Edit Organisation ESPD

No ESPD assigned

CREATE ESPD RESPONSE IMPORT ESPD

ESPD response title * 2023 ESPD Response

Locate the ESPD response to import: * Choose File ESPD_RESPONSE_Sa...r_1684919750083.xml

CANCEL 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'.

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)

⬅️ Previous

✕ Cancel

💾 Preview&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. Hover over each icon to see its function.

The screenshot shows a web browser window with the URL <https://irish-acc.eurodyn.com/epps/espd/prepareView...>. The page header includes the logo of the Office of Government Procurement (Oifig um Sholáthar Rialtais) and navigation links for ePPS, New eTenders, Admin eTenders, ED, EDU eTenders, eDocs, NSSO, Admin Tools, and Other favourites. The main navigation bar shows 'Cft Management', 'EO administration', and 'Preliminary market'. The page title is 'ESPD'. Below the title, there are tabs for 'Edit Organisation' and 'ESPD'. A dropdown menu shows '10' Results Per page | Displaying the 1 match. The table below lists the ESPD response:

Title	Creation date	Update date	Status	Document
ESPD Response 2023/2024	2023/05/24 10:15:51		Active	   

At the bottom of the page, there are two buttons: 'CREATE ESPD RESPONSE' and 'IMPORT ESPD'.

Attach your ESPD Document to a Tender Response

- Once your ESPD response has been created/uploaded (picking one of the two ways above), you can download it in a human-readable format using the .PDF icon.

Edit Organisation

ESPD

10 ▾ Results Per page | Displaying the 1 match.

« < > »

Title ▴ ▾	Creation date ▴ ▾	Update date ▴ ▾	Status ▴ ▾	Document
ESPD 0949	2023/05/29 09:50:37	2023/05/29 09:51:34	Active	      

CREATE ESPD RESPONSE

IMPORT ESPD



- This .PDF ESPD response can be uploaded as part of your suite of tender response documents by clicking on the 'document library' button in the left-hand menu, and then clicking on the 'upload document' icon on the right hand side.

The screenshot displays a web application interface for tender management. The header section includes the title "Competiton for" (note the typo) and a subtitle "[22887] Vodafone Response Fri 26 May 2023". On the right side of the header, there are icons for a user profile, a chat bubble, and a document with a checkmark. Below the header, there are two status boxes: "COMPLETION" showing a 0% progress circle and a printer icon, and "TIME LEFT" showing a timer for 1 month and 14 days. A red button with a list icon is located to the right of these boxes. The left-hand menu contains several options: "OFFLINE" (with a 0% circle), "DOCUMENT LIBRARY" (highlighted with a red rectangle and a document icon), "Modify Tender Title", "Completion Summary", "Workspace Details", "History", and "Related Responses". The main content area is titled "1. Complete Tender" and contains a section "1.1. File *" with the instruction "Please choose files pressing the button at the right." A red rectangle highlights a circular button with a document icon in the top right corner of this section. At the bottom of the interface, there is a blue information banner that reads "Info 'Edit' the tender in order to edit it." with a close button (X) on the right. The footer contains links for "HELP" and "LEGAL NOTICE".

- Using the 'comment' box, you can give your ESPD .PDF document a relevant name.

Select Reference Files For

×

Only files associated with one or more criteria will be submitted

File

☐	Filename	Title	Comment
☒	ESPD_RESPONSE_vodafone_1685350293894.pdf	N/A	ESPD

[Upload a new file](#)

Cancel

Save

- Once the tender response deadline has been reached, the contracting authority can download your suite of documents, including your ESPD response as a ZIP.



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EN


sam Cantwell, CAPC


CfT Creation
CfT Management
CA administration
Coll. of Requirements
Preliminary market
10:24:16 IST

Cycle 1

i Note: All prices must be provided in EUR. If the prices you wish to submit are in another currency please convert them in EUR first.

SORT: ECONOMIC OPERATOR NAME (A-Z)

Economic Operator Name	T/P receipt ID	Original uploaded file	Printer-friendly tender	Score	Approve/Reject
vodafone	000001702				Approve



SAVE AS DRAFT
SAVE AS FINAL