



Oifig um Sholáthar Rialtais
Office of Government Procurement

eu-supply.com

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

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



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

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Delivering Sustainable Procurement Solutions



eESPD User Guide - Supplier

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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' and then save the form at the bottom. 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.

Company details	
Membership	
Select membership *	
Click on the links for more information.	
☒ Supplier Read More Preview	
Type of Organisation *	Type of Business Activity *
Sole Trader	K. Financial and insurance ac
DUNS number:	
DUNS number is a unique digit, recognized as the universal standard for identifying and keeping track of companies.	
Company information	
Company trading name *	Region/Division
OGPTEST	
Main office address *	
Bishops Square	
County *	City *
Dublin 2	Dublin
Country *	
Ireland	

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

The screenshot displays the eTenders portal interface. At the top is a blue navigation bar with the 'ETENDERS' logo, home, email, and user icons, and links for Administration, Test, Help, and Log out. Below the bar, the main content area is titled 'Welcome Test User'. On the left, a 'Services' panel contains links for 'Public RFTs' (highlighted with a red box), 'My Request for Tenders' (0 New Invitations, 12 Ongoing, 7 Closed), 'Contracts' (0 Active, 0 Pending, 0 expired, 0 Closed), and 'Documents' (Manage company and personal documents). To the right of the Services panel, a text instruction reads: '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.' Below this is a 'Messages' section showing a list of three messages from 'The Office of Government Procurement' regarding 'Invitation to tender for ESPD Live Test' and 'Invitation to tender for ESPD Test', each with a date, time, and a link to 'RFT'. At the bottom of the messages section, it indicates '11 Unread messages' and provides a link to 'All messages'. In the top right corner, there is a European Union flag logo and text stating 'Electronic ESPD service – Co-financed by the Connecting Europe Facility'.

Section 2: Accessing & accepting competitions

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

Accept

Below you find information regarding this tender. To be able to work on a response for the buyer you have to be registered and logged in.

tender information		
Short description Test Competition	Authority The Office of Government Procurement	[contact] John Smith
Detailed description Test Competition	3A Mayor Street Upper Dublin 1	http://www.procurement.ie
Type of Contract: Supplies	Ireland	
Response deadline (CET) 20/12/2018 13:30	Currency EUR	View profile
Main CPV code 22000000-0 Printed matter and related products		
CPV codes		
Published notices Contract notice (TED (v209))	Date of Dispatch	Publishing status Published
Packages  Test Competition	Attached information  No documents attached to tender	
Close window		

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]

Home / My tenders / tender 34204

tender 34204 - Test Competition

Instructions

To submit response:
Please allow some time for sending of your response.
After clicking 'Submit response' you will be required to verify yourself by entering your user name and password.

[Detailed instructions](#)

Response not submitted (Scroll down to submit)

Time left: 23:35:40

My Response Contracts Messaging Audit trail

tender

[View tender](#) [Access documents](#) [Questions and answers](#) [Assign user access](#)

Dates (CET)
Publication of notice 19/12/2018 13:00
Response deadline 20/12/2018 13:30

My response

ESPD

Export request and import complete ESPD response

Manage ESPD Responses

Test Competition

Total quote (EUR)
Compliant quote:-

Additional response documents
0 document(s) attached in this section

Progress

ESPD response not imported!

Percent complete

Enter response sum...

Attach documents...

Response not submitted

[View/Print response form](#) [Cancel expression of interest](#) [Submit response](#)

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.

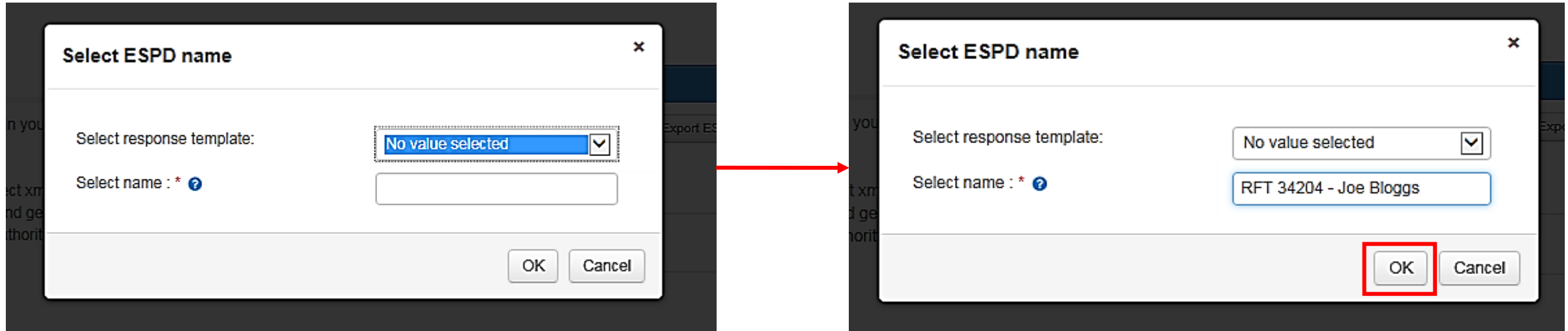
Please refer to the supplier guidance document for creating and managing ESPD responses which is available by clicking [HERE](#)

eTenders is currently using ESPD schema version 1.0.2.

ESPD Responses					
☐	Id	Name	Downloads	Edit	Status
☐	1530	OGP			In progress
				Answer ESPD Online	Delete Done

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

Home / My tenders / Tender 34204 / ESPD Responses / Edit /

ESPD Response

ESPD Sections

- ✓ Part I: Procurement Info
- ✗ Part II: Economic Operator
- ✗ Part III: Exclusion Criteria
- ✗ Part IV: Selection Criteria
- ✗ Part VI: Concluding Statements

ESPD Response

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: 2018/S 251-615262

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)

Identity of the procurer

Official name: The Office of Government Procurement | Country: Ireland

Information about the procurement procedure

Title: Test Competition | Short description: Test Competition

File reference number attributed by the contracting authority or contracting entity (if applicable):

Next

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

Response Template

Part II: Information concerning the economic operator

A: Information about the economic operator

Official name: ESPD TEST COMPANY	Email: joebloggs@test.ie
Business address: 1 High Street , Dublin 1	Telephone: +353 761000000
Postcode/Eircode: 000 0000	Contact person or persons: Joe Bloggs
City: Dublin	Vat Number: 248810D
Country: Ireland	Companies Registration Office No. (or other applicable alternative no.)

URL

Is the economic operator a Micro, a Small or a Medium-Sized Enterprise? ⓘ
Yes ☐ No ☐

Procurement reserved ⓘ
Only in case the procurement is reserved: is the economic operator a sheltered workshop, a 'social business' or will it provide for the performance of the contract in the context of sheltered employment programmes?
Your answer? Yes ☐ No ☐

EO registered
If applicable, is the economic operator registered on an official list of approved economic operators or does it have an equivalent certificate (e.g. under a national (pre)qualification system)?
Your answer? Yes ☐ No ☐

EO participating in procurement procedure
Is the economic operator participating in the procurement procedure together with others?
Your answer? Yes ☐ No ☐

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

B: Information about representatives of the economic operator ▼

Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:

First name	Last name
Business address:	Email:
Postcode/Eircode:	Telephone:
City:	Position/Acting in the capacity of:
Country:	
No value selected	☐

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

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

C: Information about reliance on the capacities of other entities

EO relies capacities
Does the economic operator rely on the capacities of other entities in order to meet the selection criteria set out under Part IV and the criteria and rules (if any) set out under Part V below?

Your answer? Yes ☒ No ☐

If yes, please list the other entities:

Please provide a separate ESPD form setting out the information required under Sections A and B of this Part and Part III for each of the entities concerned, duly filled in and signed by the entities concerned.
Please note that this should also include any technicians or technical bodies, not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, the technicians or technical bodies upon whom the economic operator can call in order to carry out the work.
Insofar as it is relevant for the specific capacity or capacities on which the economic operator relies, please include the information under Parts IV and V for each of the entities concerned.

D: Information concerning subcontractors on whose capacity the economic operator does not rely

(Section to be filled-in only if this information is explicitly required by the contracting authority or contracting entity.)

Subcontractors:
Does the economic operator intend to subcontract any share of the contract to third parties?

Your answer? Yes ☐ No ☐

If the contracting authority or contracting entity explicitly requests this information in addition to the information under Part I, please provide the information required under Sections A and B of this Part and Part III for each of the (categories of) subcontractors concerned.

Save Save and next

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 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

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

Save Save and next

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.

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 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

[National law and Evidence Information >>](#)

Your answer? Yes ☒ No ☐

Date of conviction

Reason

Length of the period of exclusion

Who has been convicted

Have you taken measures to demonstrate your reliability ("Self-Cleaning") Yes ☒ No ☐

Please describe them

+ Add

✕ Remove

Save

Save and next

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

ESPD Response

ESPD Sections

- ✓ Part I: Procurement Info
- ✓ Part II: Economic Operator
- ✓ Part III: Exclusion Criteria
- ✗ Part IV: Selection Criteria**
- ✗ Part VI: Concluding Statements

ESPD Response

Part IV: Selection criteria

4.a: Global indication for all selection criteria

Concerning the selection criteria the economic operator declares that ⓘ
It satisfies all the required selection criteria

Tender Document Reference Point*
Please refer to the appropriate section of the RFT Documentation for further information.

Your answer? Yes ☒ No ☐

Save Save and next

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

Part IV: Selection criteria

Contracting authorities must indicate which selection criteria will be applied by 'ticking' the checkbox placed before the relevant criterion. Do you want to use the selection criteria from A to D? ☒ Yes ☐ No

4.A: Suitability

Article 58(2) of Directive 2014/24/EU sets out the following selection criteria ?

4.A.1 Enrolment in a relevant professional register

It is enrolled in relevant professional registers kept in the Member State of its establishment as described in Annex XI of Directive 2014/24/EU; economic operators from certain Member States may have to comply with other requirements set out in that Annex.

[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

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

27/12/2018

Place

Dublin

Finalize

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

Print

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 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

National law and Evidence Information >>

Supplier answered? ☐ Yes ☒ No

Is this information available at no cost to the authorities from an EU Member State database? ☐ Yes ☒ No

3.A.2 Corruption

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 corruption, 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 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 24.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator

National law and Evidence Information >>

Supplier answered? ☐ Yes ☒ No

Is this information available at no cost to the authorities from an EU Member State database? ☐ Yes ☒ No

Unlock ESPD to edit

Back

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

CTM Home / My tenders / tender 34204

Operator: 36 | Unit: 4281 | User: 21604
Language: 18 | Role: 8 | Username: conorsupplier2

Administration | Conor | Help | Log out

tender 34204 - Test Competition

Instructions

To submit response:
Please allow some time for sending of your response.
After clicking 'Submit response' you will be required to verify yourself by entering your user name and password.

[Detailed instructions](#)

Response not submitted (Scroll down to submit)

Time left: 7:00:41

My Response Contracts Messaging Audit trail

tender

View tender Access documents Questions and answers Assign user access

Dates (CET)
Publication of notice: 19/12/2018 13:00
Response deadline: 02/01/2019 18:00

My response Progress

ESPD

Export request and import complete ESPD response [Manage ESPD Responses](#)

Test Competition

Total quote (EUR)
Compliant quote:- [Enter response sum...](#)

Additional response documents
0 document(s) attached in this section [Attach documents...](#)

ESPD response uploaded
27/12/2018 16:38 (CET)

Percent complete
50%

Response not submitted

[View/Print response form](#) [Cancel expression of interest](#) [Submit response](#)

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

The screenshot displays the CTM (Contracting Tender Management) system interface for tender 34204 - Test Competition. The top navigation bar includes the CTM logo, home, mail, and user icons, along with user information: Operator: 36 | Unit: 4281 | User: 21604, Language: 18 | Role: 8 | Username: conorsupplier2. The main content area is titled "tender 34204 - Test Competition" and includes a "Instructions" section with a red bar indicating "Response not submitted (Scroll down to submit)" and a "Time left: 6:35:47" timer. The "My Response" section shows the tender details, including the ESPD (Export request and import complete ESPD response) and the Test Competition details (Total quote (EUR) 250,000.00). The "Progress" section shows the ESPD response uploaded on 27/12/2018 16:38 (CET) and a "Percent complete" bar at 100%. The bottom section includes a "View/Print response form" button, a "Cancel expression of interest" button, and a "Submit response" button. A red box highlights the "View/Print response form" button and the "Percent complete" bar.

CTM

Operator: 36 | Unit: 4281 | User: 21604
Language: 18 | Role: 8 | Username: conorsupplier2

Administration

Conor

Help

Log out

Home / My tenders / tender 34204

tender 34204 - Test Competition

Instructions

To submit response:

Please allow some time for sending of your response.
After clicking 'Submit response' you will be required to verify yourself by entering your user name and password.

Detailed instructions

Response not submitted (Scroll down to submit)

Time left: 6:35:47

My Response

Contracts

Messaging

Audit trail

tender

View tender

Access documents

Questions and answers

Assign user access

Dates (CET)

Publication of notice 19/12/2018 13:00

Response deadline 02/01/2019 18:00

My response

ESPD

Export request and import complete ESPD response

Manage ESPD Responses

Progress

ESPD response uploaded 27/12/2018 16:38 (CET)

Percent complete

100%

Test Competition

Total quote (EUR)

Compliant quote: 250,000.00

Enter response sum...

Additional response documents

0 document(s) attached in this section

Attach documents...

View/Print response form

Cancel expression of interest

Submit response

Response not submitted

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

The screenshot displays the CTM (Contracting Authority) interface for tender 34204 - Test Competition. The main page shows instructions for submitting a response, including a 'Submit response' button. A red box highlights this button, and a red arrow points from it to a popup window titled 'tender 34204 - Internet Explorer'. The popup window contains a 'Submit response' section with the text: 'You are submitting on behalf of this supplier: CONOR SUPPLIER 2 (1357911F). In order to submit a response you need to enter your user name and password.' Below this is a 'Verification' section with fields for 'User name' and 'Password', both highlighted with red boxes. A red box also highlights the 'Send' button in the bottom right corner of the popup. At the bottom of the main page, there is a 'Submit response' button, also highlighted with a red box, and a 'Response not submitted' message.

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

The screenshot shows the CTM (Contracting Authority) interface. The top navigation bar includes links for Home, My tenders, tender 34204, and tender 34204 - Test Competition. The main content area displays instructions for submitting a response, including a 'To submit response:' section with a 'Submit response' button. A popup window titled 'tender 34204 - Internet Explorer' is overlaid on the main page. The popup contains the message 'Response successfully sent to the buyer!' and a 'Close window' button. Red arrows point from the list items to the 'Submit response' button and the 'Close window' button. The background page also shows a 'My response' section with a 'View tender' button and a 'Test Competition' section with a 'Total quote (EUR)' of 250,000.00.

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

CTM | Home / My tenders / tender 34204

Operator: 36 | Unit: 4281 | User: 21604
Language: 18 | Role: 8 | Username: conorsupplier2

Administration | Conor | Help | Log out

tender 34204 - Test Competition

Instructions

To submit response:

Please allow some time for sending of your response. After clicking 'Submit response' you will be required to verify yourself by entering your user name and password.

[Detailed instructions](#)

Response submitted: 02/01/2019 11:41

Time left: 6:13:02

My Response | Contracts | Messaging | Audit trail

tender

[View tender](#) | [Access documents](#) | [Questions and answers](#) | [Assign user access](#)

Dates (CET)

Publication of notice	19/12/2018 13:00
Response deadline	02/01/2019 18:00

My response

ESPD

Export request and import complete ESPD response | [Manage ESPD Responses](#)

Test Competition

Total quote (EUR)
Compliant quote: 250,000.00

[Enter response sum...](#)

Additional response documents

0 document(s) attached in this section | [Attach documents...](#)

Progress

ESPD response uploaded 27/12/2018 16:38 (CET)

Percent complete

100%

Response submitted: 02/01/2019 11:41

[View/Print response form](#) | [Withdraw response](#) | [Submit response](#)

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

ESPD templates			
☐	#	Template name	Edit
☐	52	espdsupplier1 - Main Contractor ESPD	✎
CreateDeleteDone			

Subcontractor ESPD Templates	
Create subcontractor template	

Templates shared by the subcontractor		
#	Template name	Name of the supplier who has shared their subcontractor response
53	espdsupplier2 - Subcontractor Template	ESPD Test Co

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

Select an ESPD response template/ Create an ESPD response ×

Select response template: espsupplier1 - Main Contrac ▼

Subcontractor response templates: No value selected ▼

Enter the name of the ESPD Response * ? espsupplier1 - Main Contractor I

OK Cancel

ESPD Responses					
			Export ESPD Request	Import ESPD Responses	
☐	Id	Name	Downloads	Edit	Status
☐	1650	espsupplier1 - Main Contractor ESPD	⌚	✎	Finalized
			Create	Delete	Done

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

Select an ESPD response template/ Create an ESPD response ✕

Select response template: No value selected ▼

Subcontractor response templates: espdsupplier2 - Subcontractor ▼

Enter the name of the ESPD Response * espdsupplier2 - Subcontractor ES

OK Cancel

ESPD Responses

Export ESPD Request Import ESPD Responses

☐	Id	Name	Downloads	Edit	Status
☐	1650	espdsupplier1 - Main Contractor ESPD	Ⓢ		☑ Submitted
☐	1651	espdsupplier2 - Subcontractor ESPD	Ⓢ		☑ Submitted

Create Delete **Done**



Oifig um Sholáthar Rialtais
Office of Government Procurement



An Roinn Caiteachais Phoiblí
agus Athchóirithe
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Expenditure and Reform



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