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

OGP.GOV.IE | Delivering Sustainable Procurement Solutions

eESPD User Guide - Supplier

Background, Introduction, Key Features & Component Parts

Section 1 - Logging onto eTenders & amending supplier details

Section 2 - Supplier accesses & accepts competition invitation

Section 3 - Supplier accesses ESPD & creates ESPD response

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

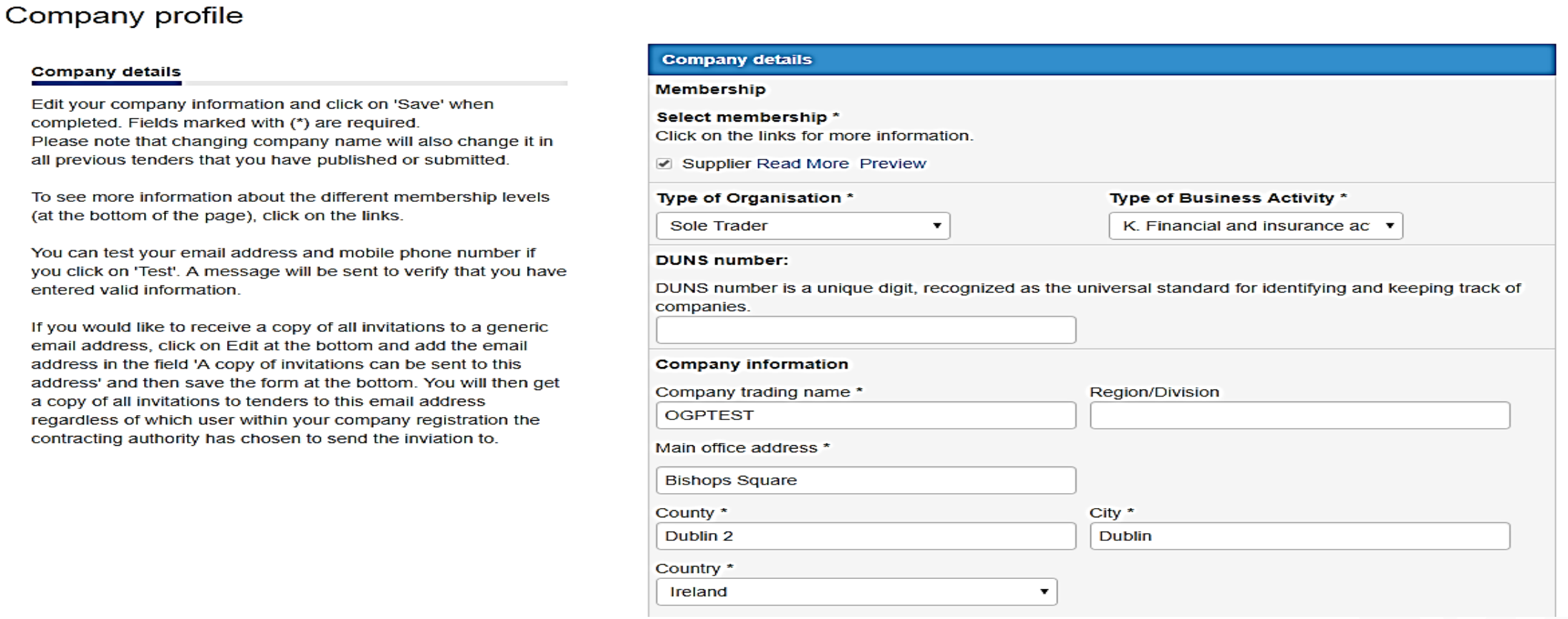
Section 1: Accessing the supplier details on eTenders

- 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)

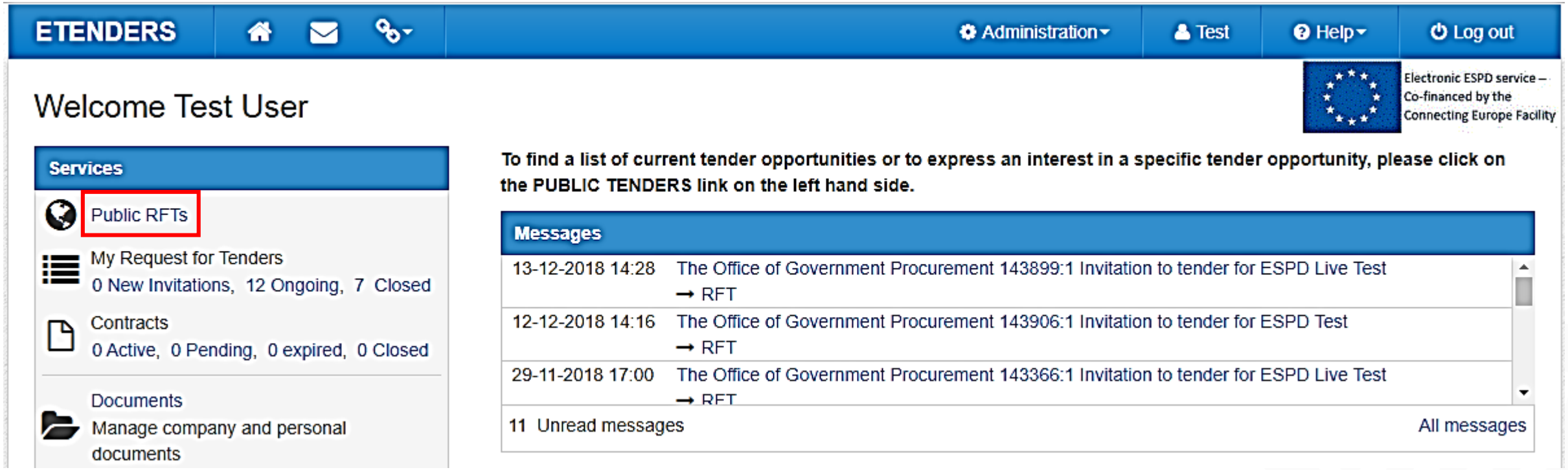


ESPD Guidance - Supplier

Section 2 - Accessing and Accepting Tender Competitions

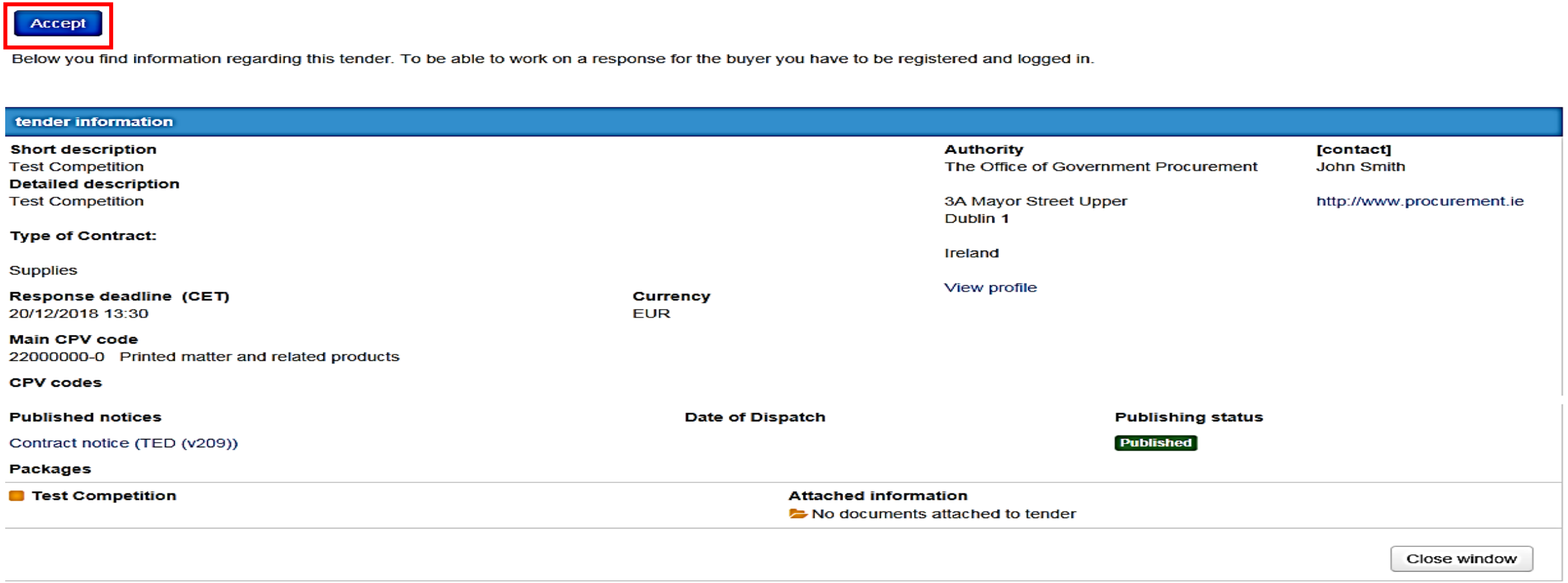
Section 2: Accessing and accepting an invite to a competition

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



Section 2: Accessing & accepting competitions

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

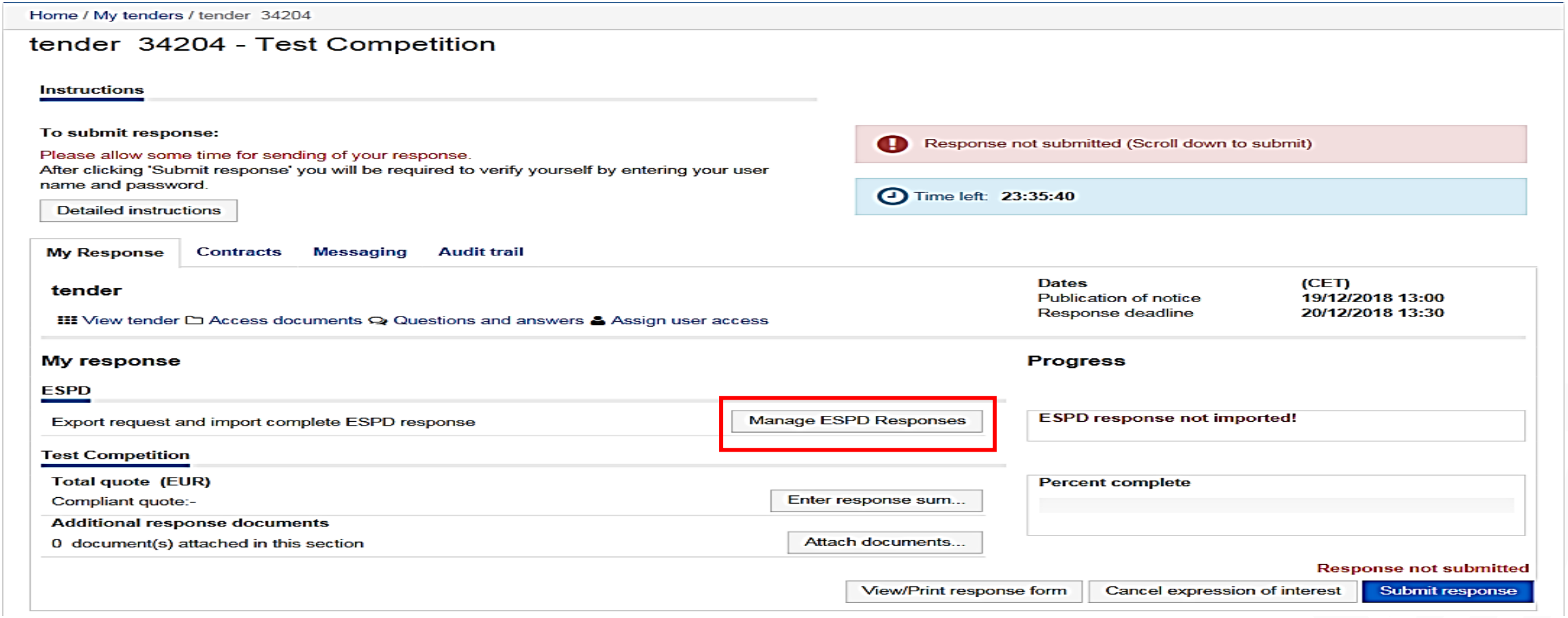


ESPD Guidance - Supplier

Section 3 - Supplier accesses ESPD & creates ESPD response

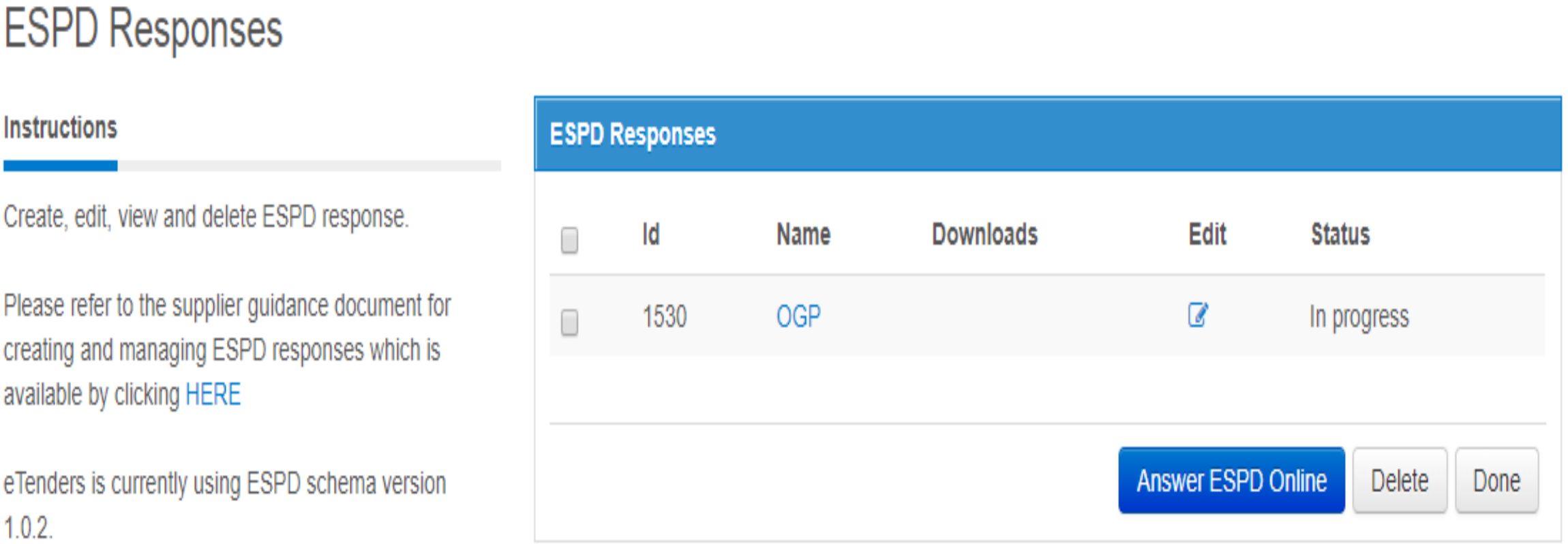
Section 3: Accessing and responding to ESPD requests

- 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]



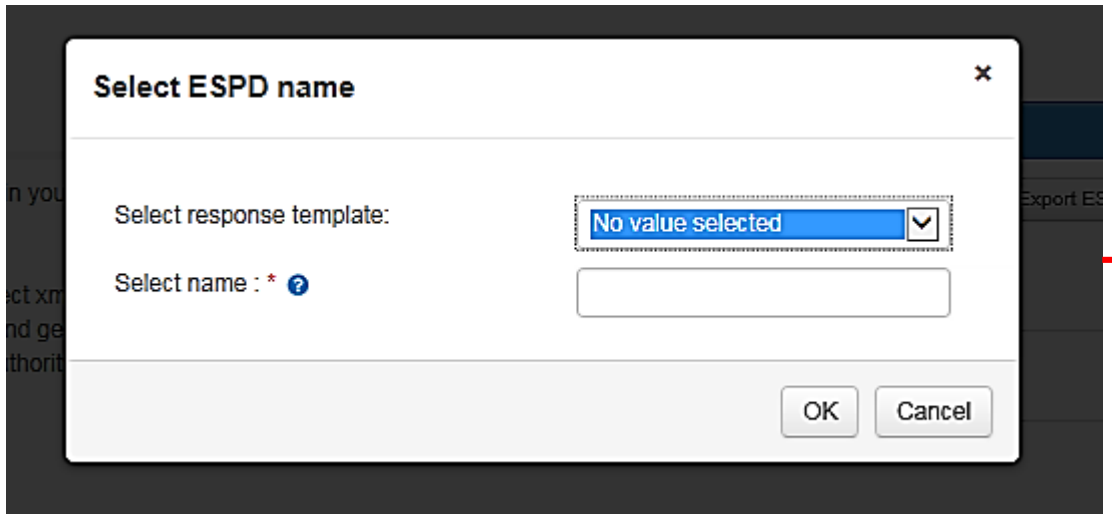
Section 3: Accessing and responding to ESPD requests

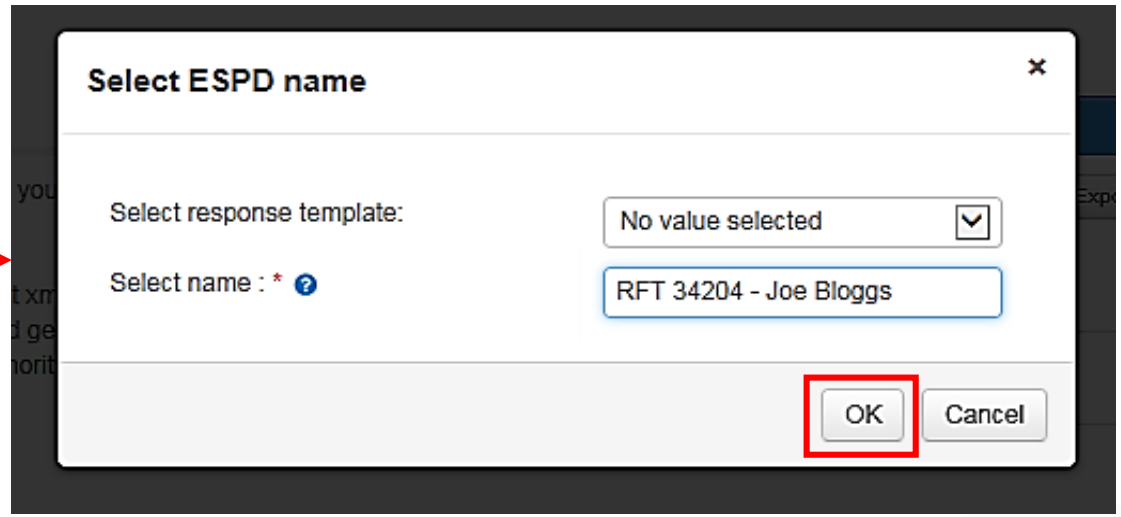
- This will bring the supplier to the ESPD responses screen. To create the ESPD response, the supplier must click the '***Answer ESPD Online***' button



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





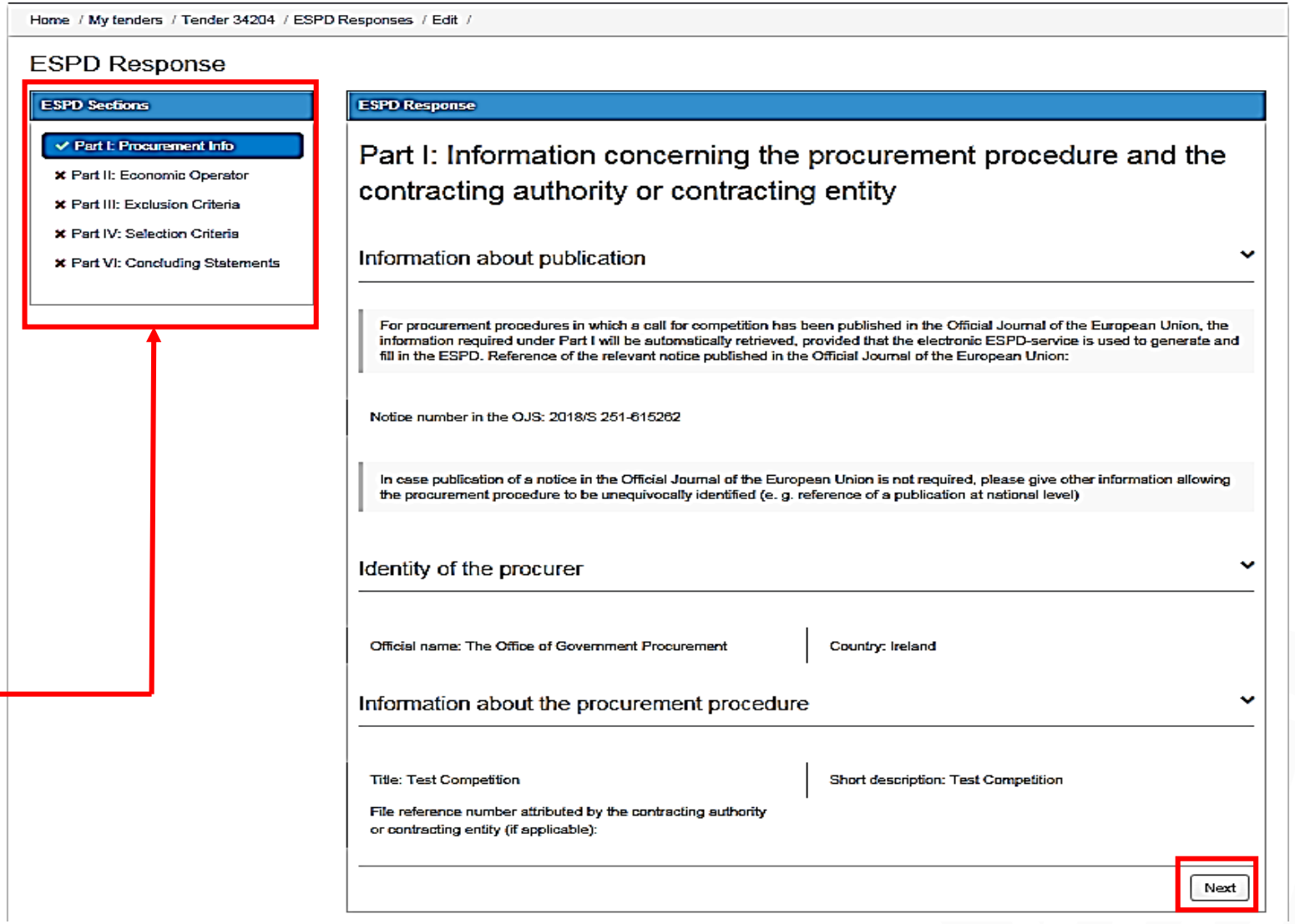
- If the supplier has already created an ESPD response in their ESPD Template Library this can be selected by using the dropdown arrow. Please click **HERE** to access the guide for creating the library
- A new name will still have to be assigned to the ESPD response for each new competition

ESPD Guidance - Supplier

Section 4 - Supplier completes ESPD Response

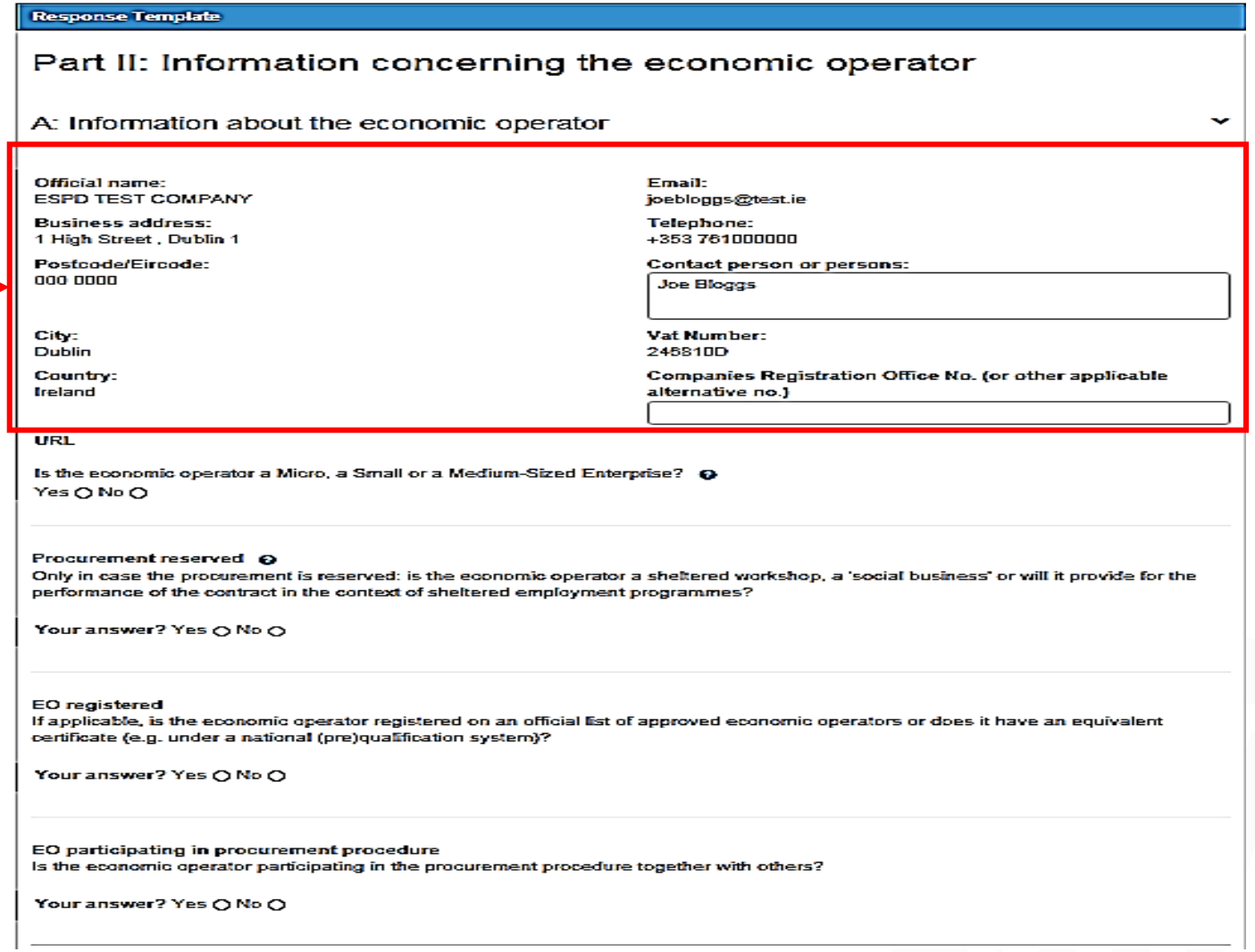
Section 4: Supplier accesses ESPD response

- 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



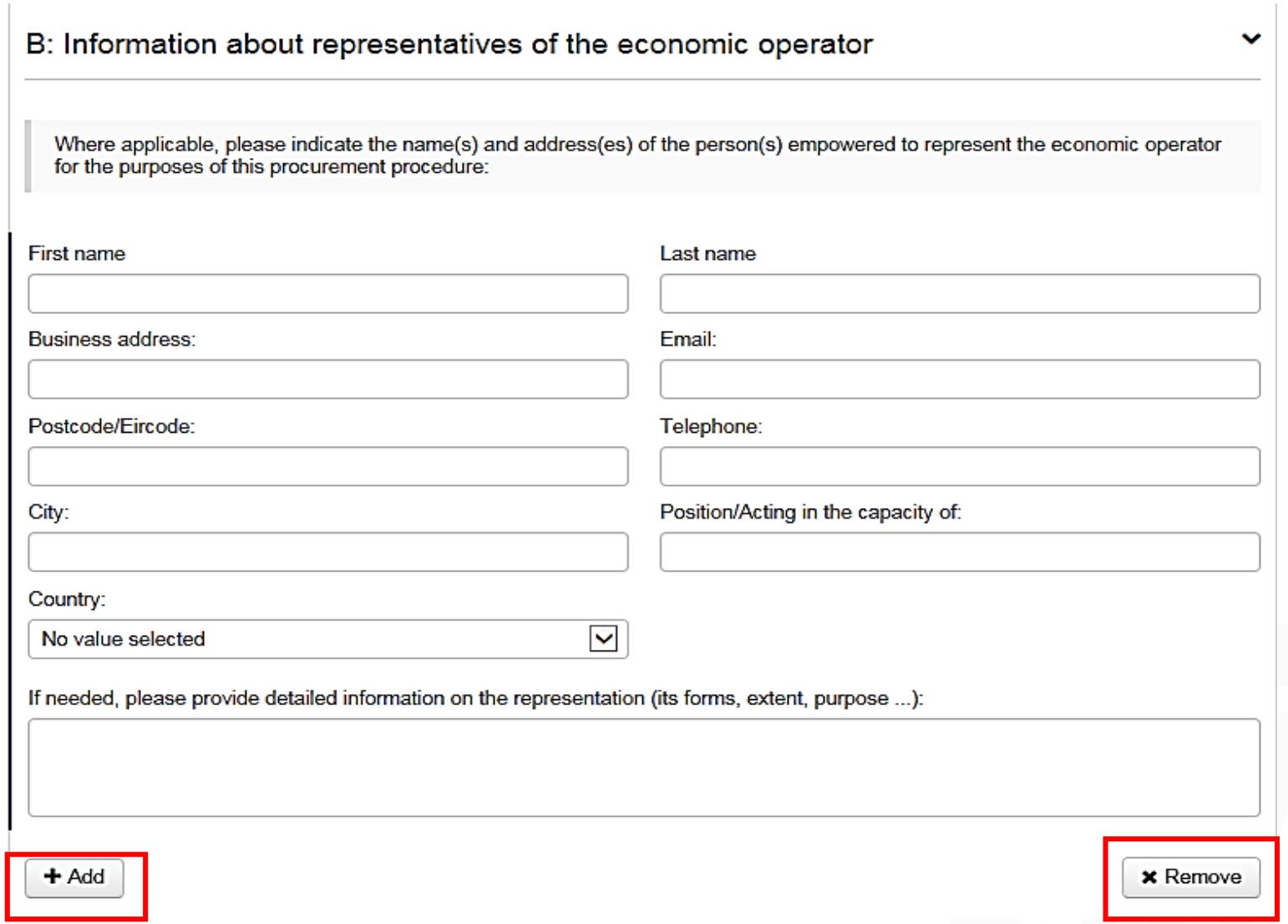
Section 4: Completing the eESPD Template - Part II A

- 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



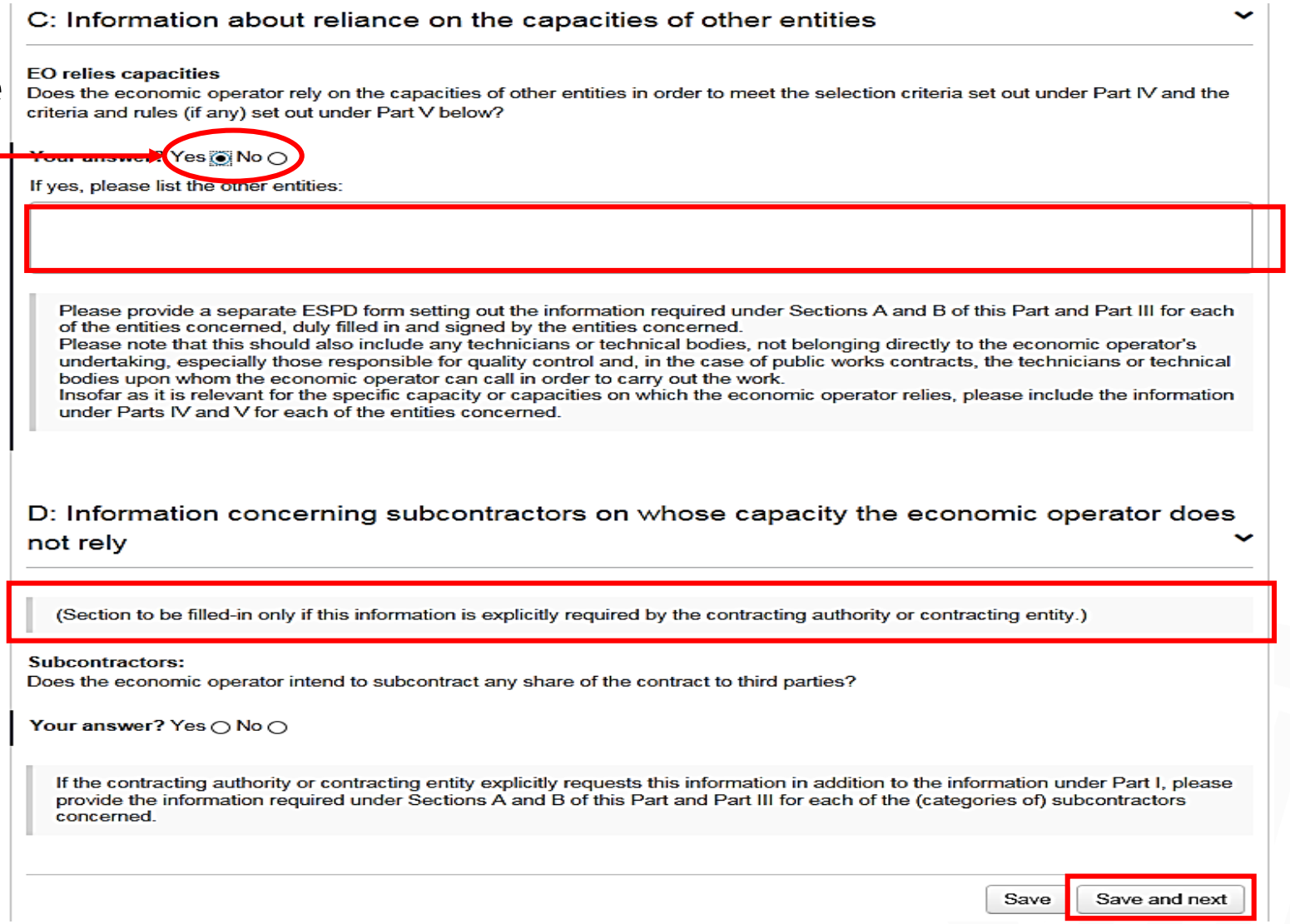
Section 4: Completing the eESPD - Part II B

- 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



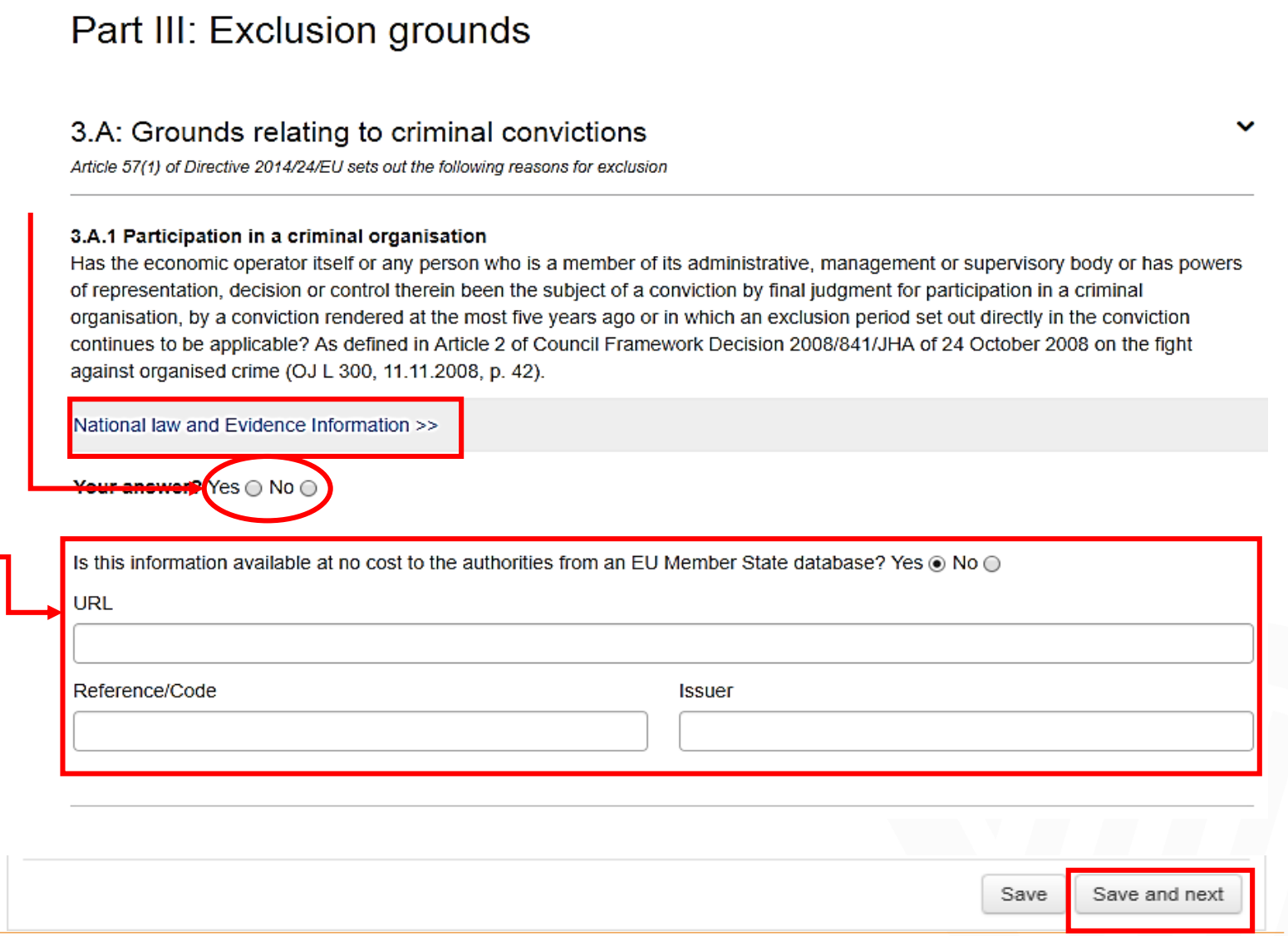
Section 4: Completing the eESPD - Part II C&D; Reliance on Others

- 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



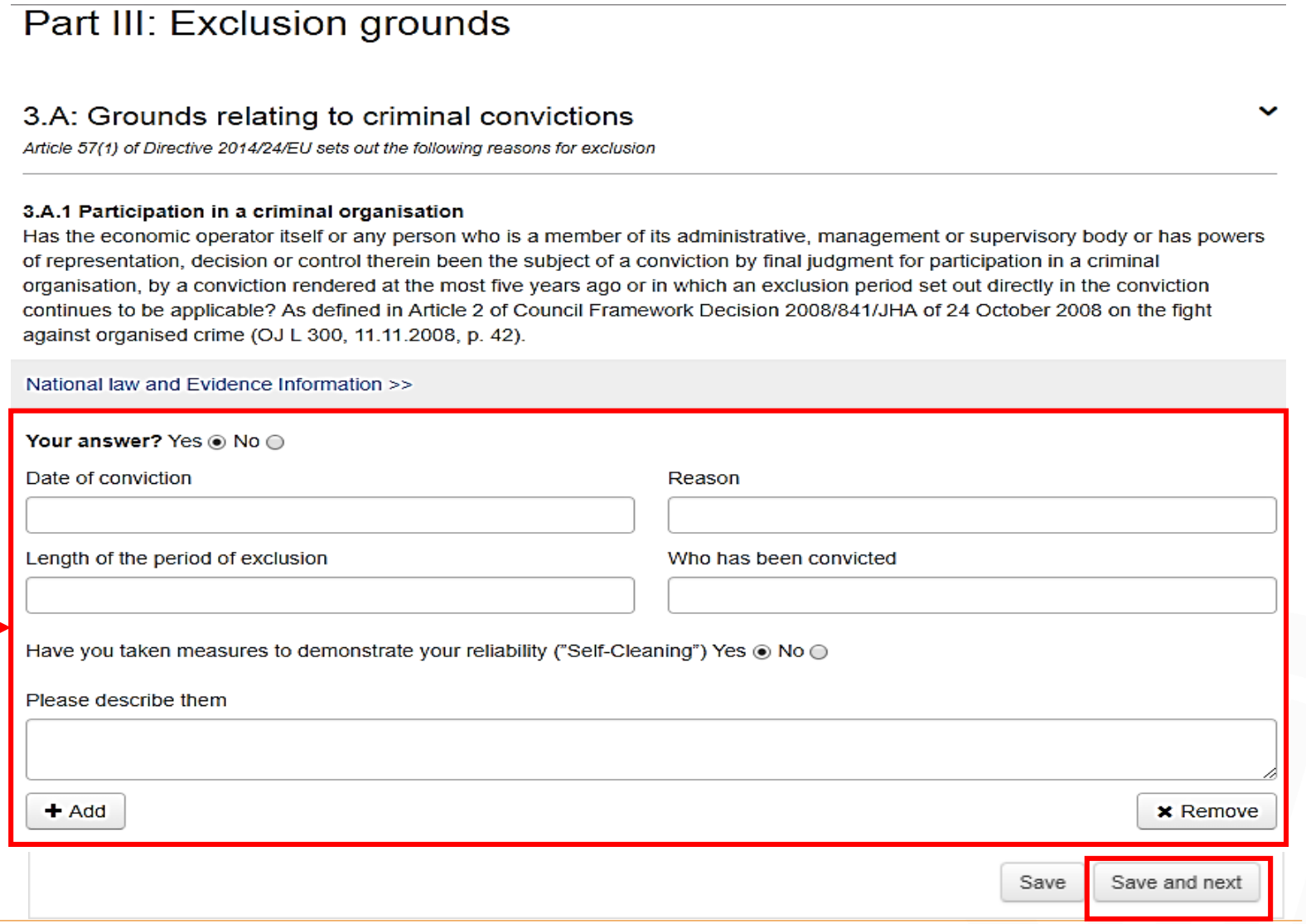
Section 4: Supplier completes ESPD response - Part III A & B: Mandatory Exclusion Grounds

- 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)



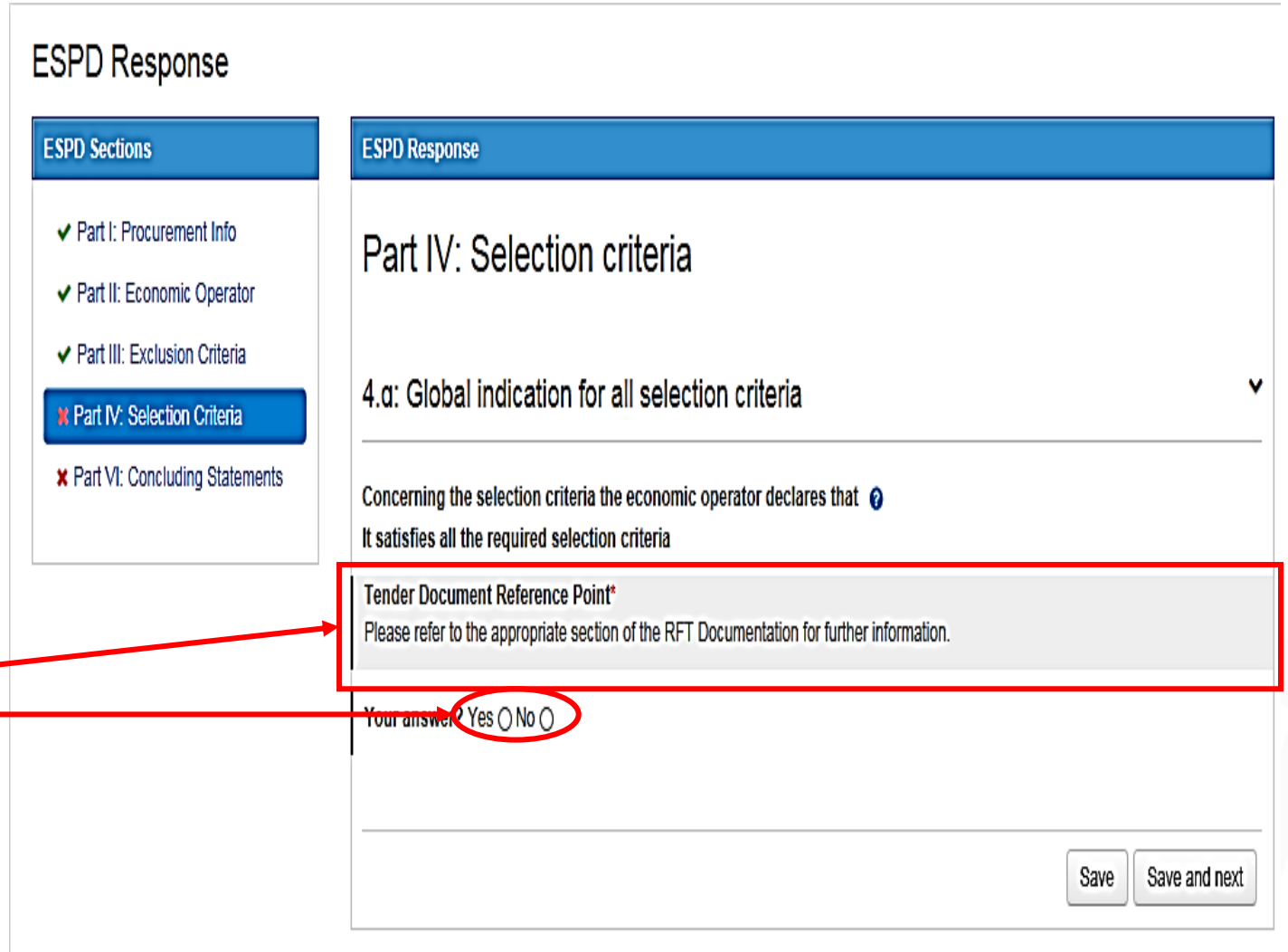
Section 4: Supplier completes response with Yes to any exclusion ground

- 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.



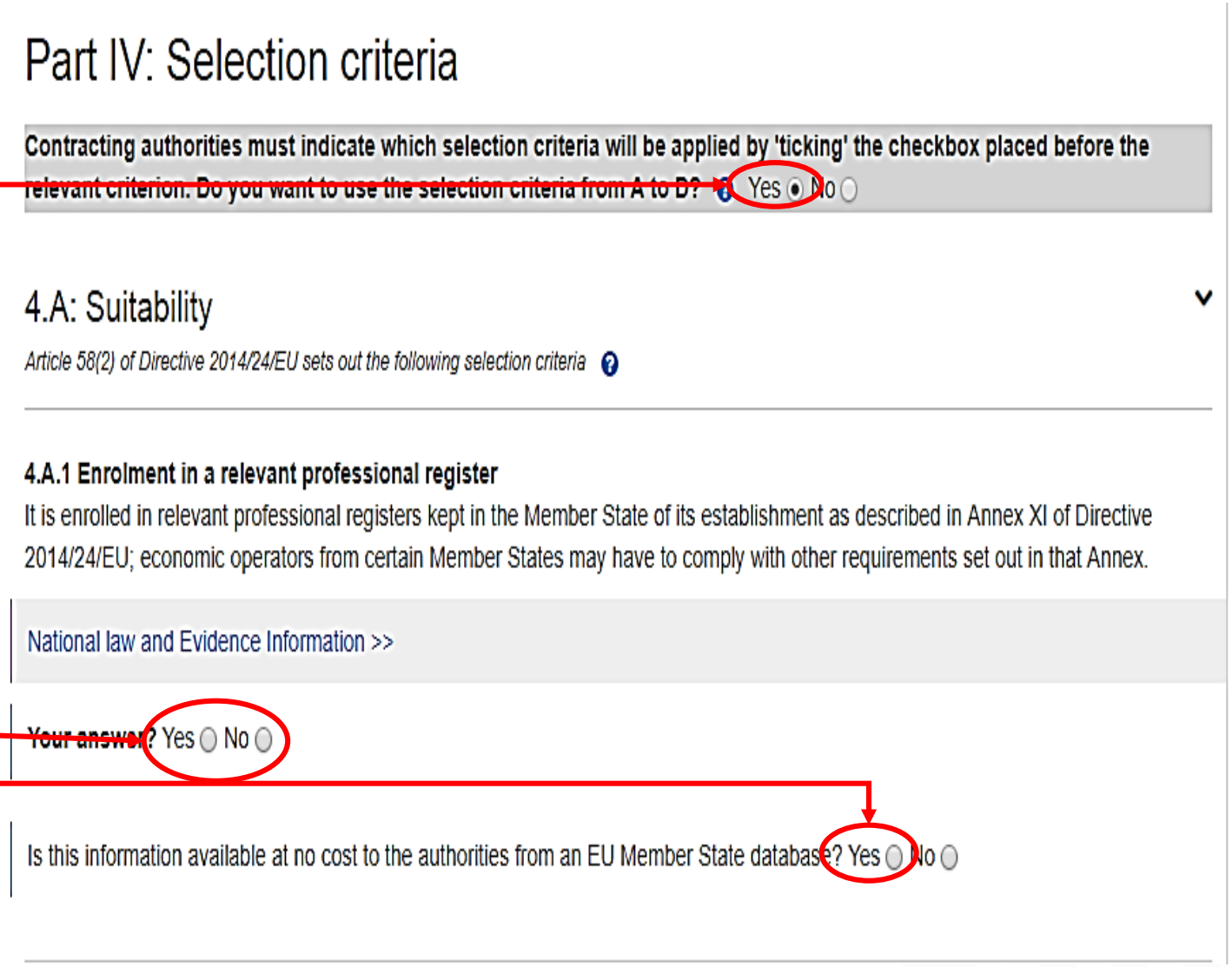
Section 4: Supplier completes ESPD response using selection criteria provided in tender documents (Part IV)

- 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



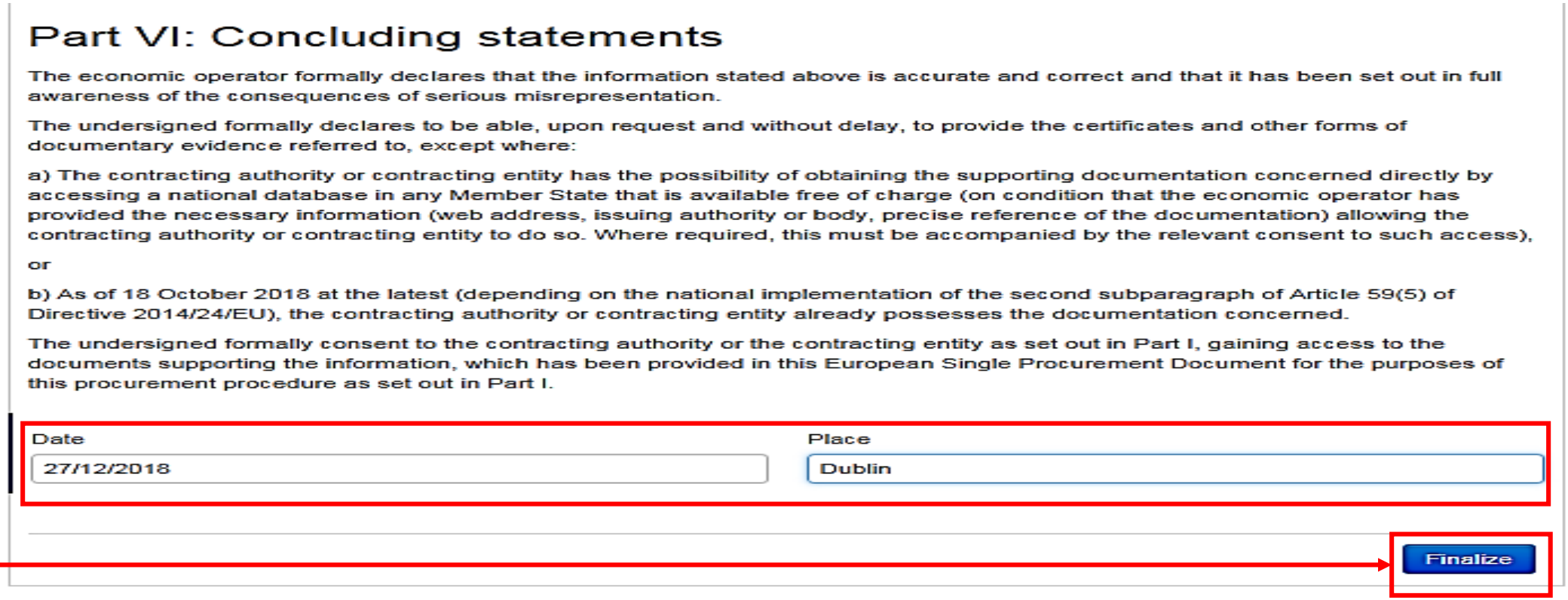
Section 4: Supplier completes ESPD response using selection criteria provided in the ESPD service Part IV

- 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

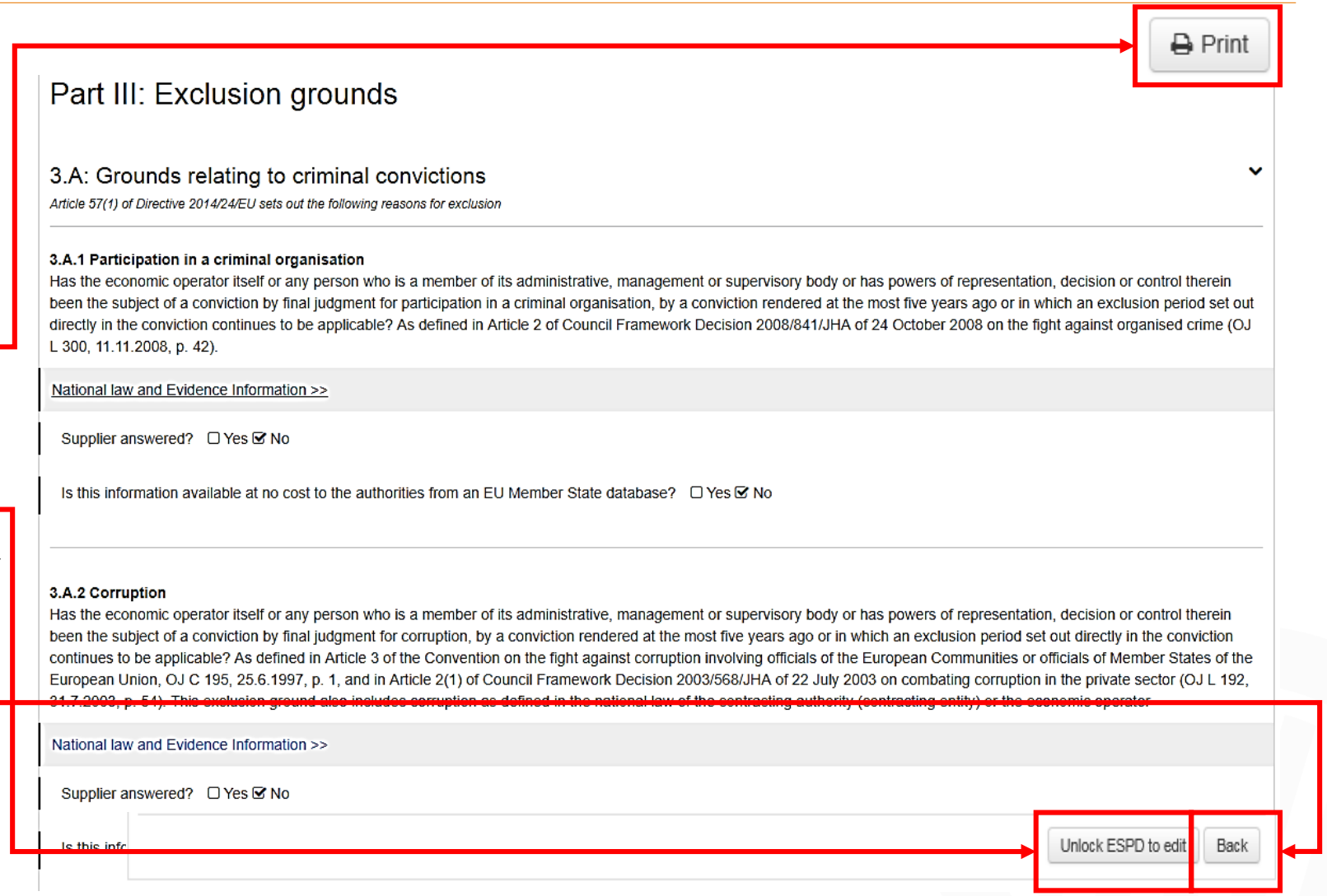
- The completed ESPD Response will then be presented for review. Please ensure that all responses are correct before selecting the date and location. Click the “finalise” to complete the ESPD Response.



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

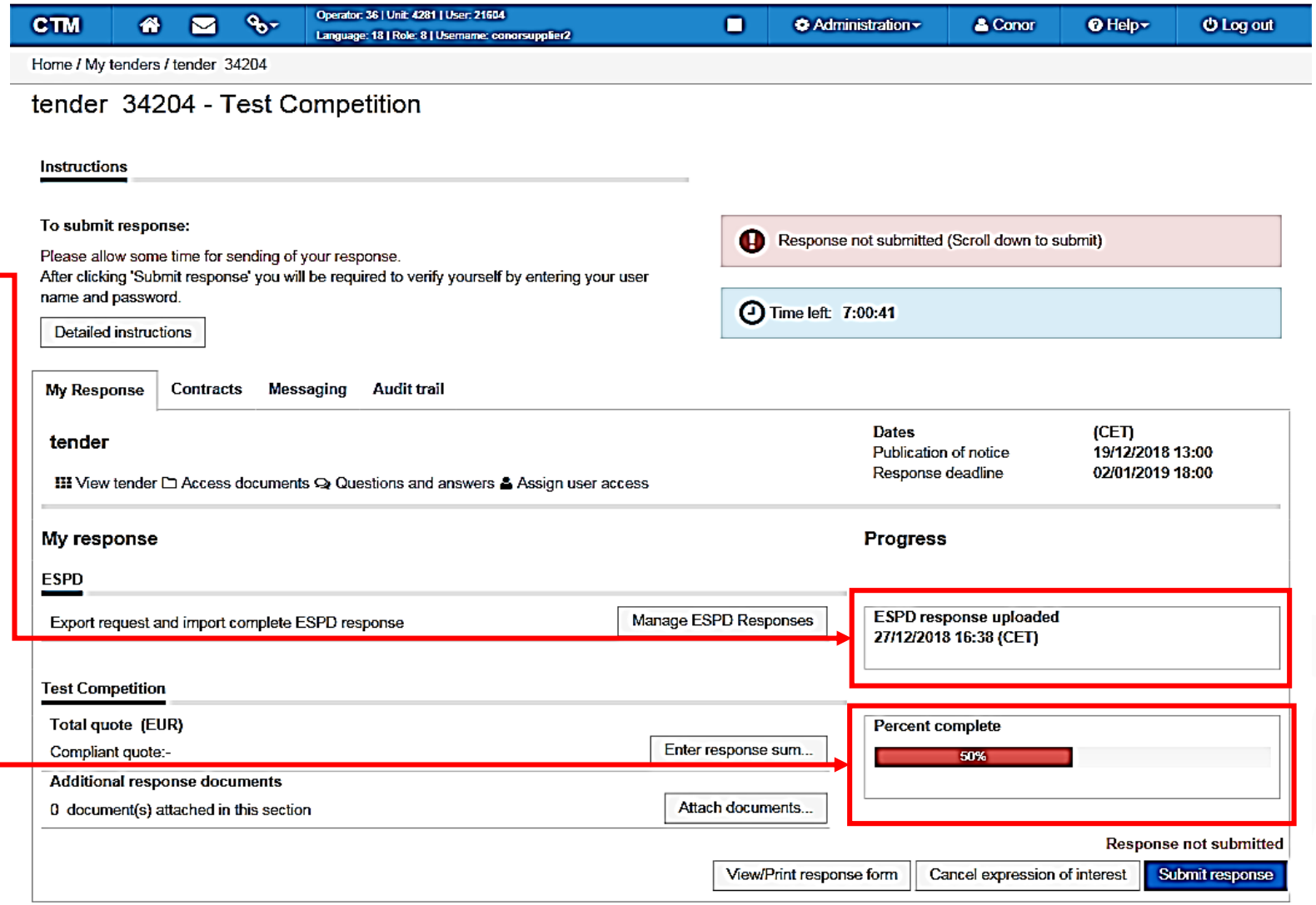


eESPD Guidance - Supplier

Section 5 - Supplier submits response to the Contracting Authority

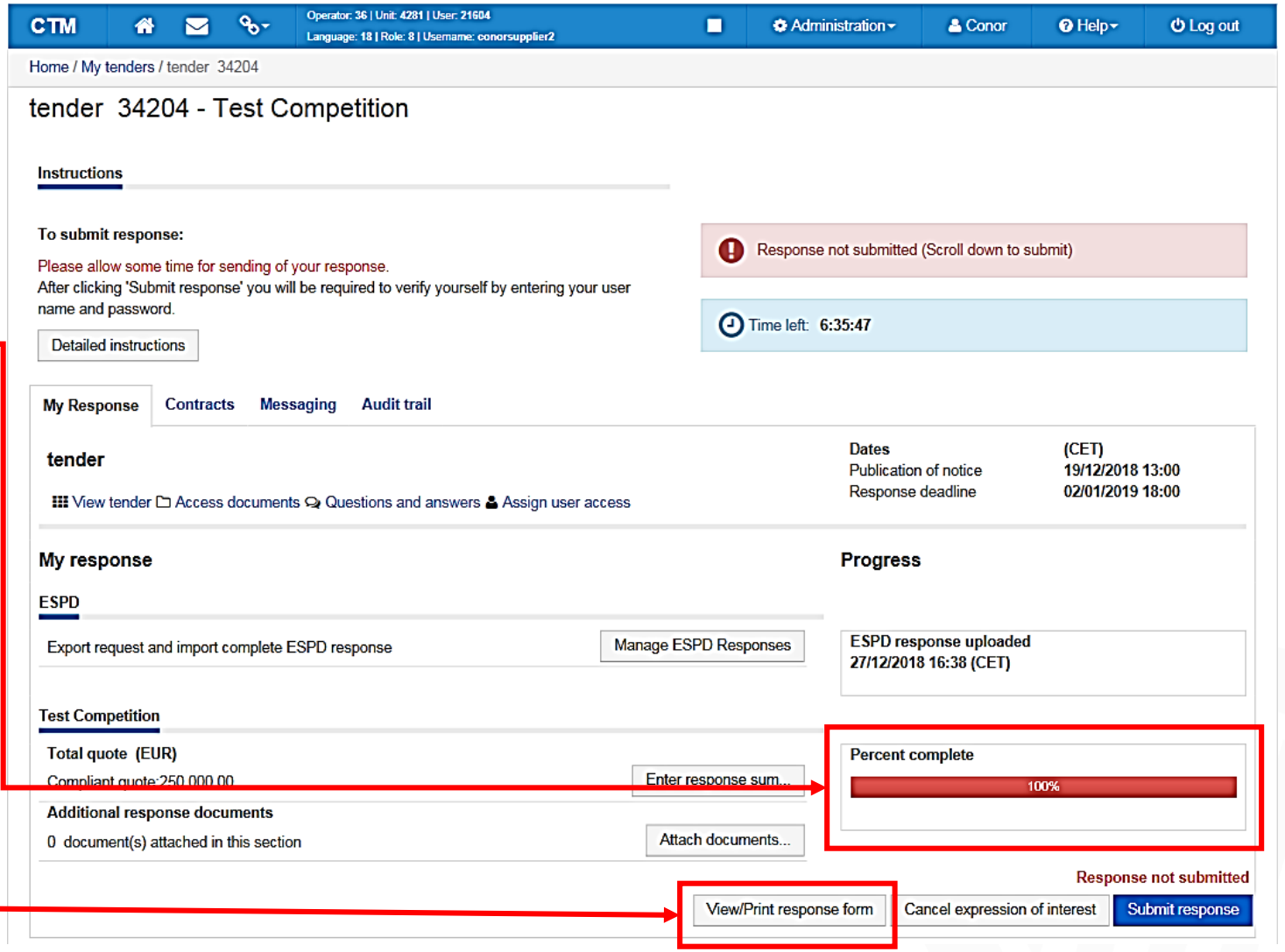
Section 5: Supplier submits response to Contracting Authority

- 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



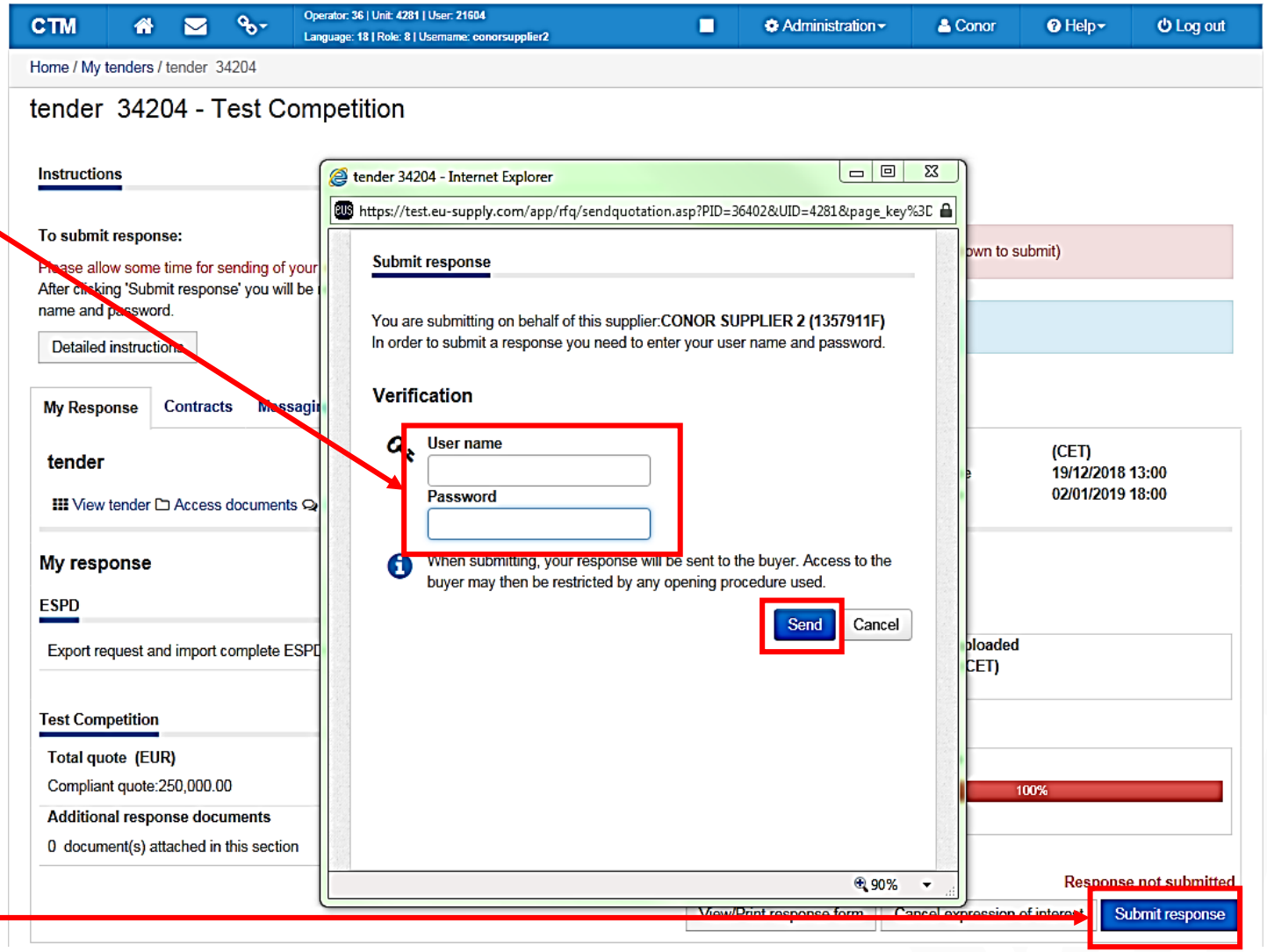
Section 5: Supplier submits response to Contracting Authority

- 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



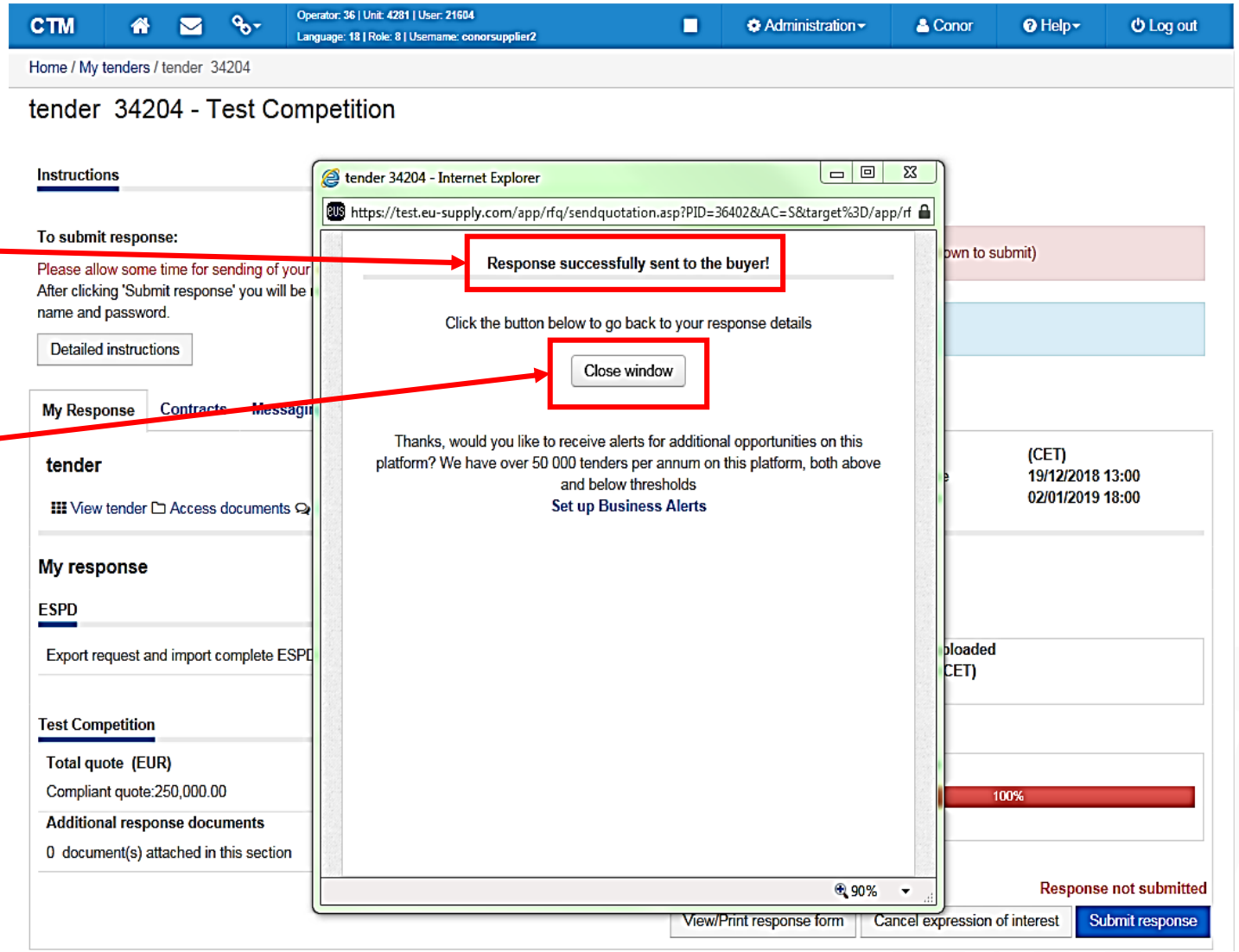
Section 5: Supplier submits response to Contracting Authority

- 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



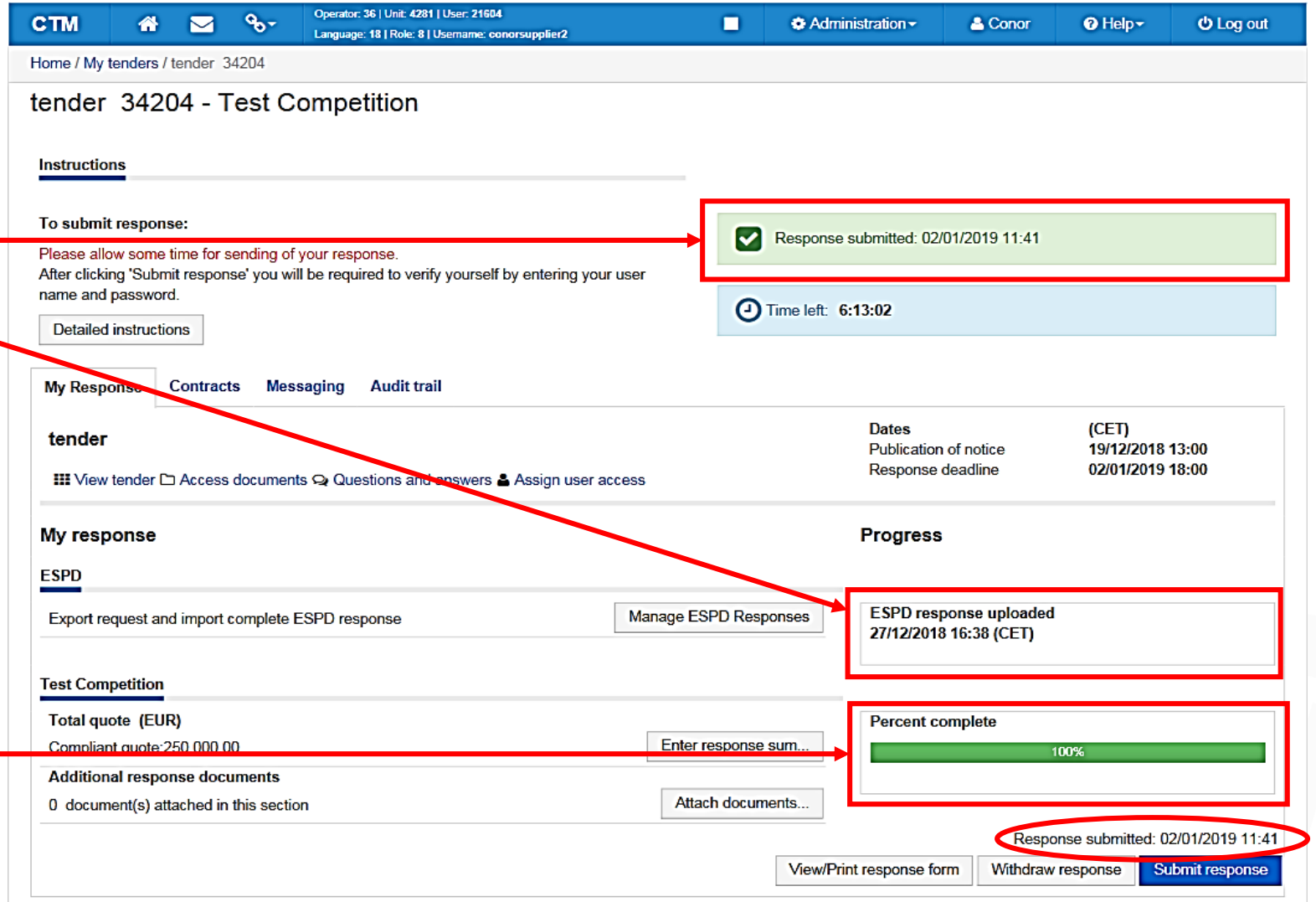
Section 5: Supplier submits response to Contracting Authority

- 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

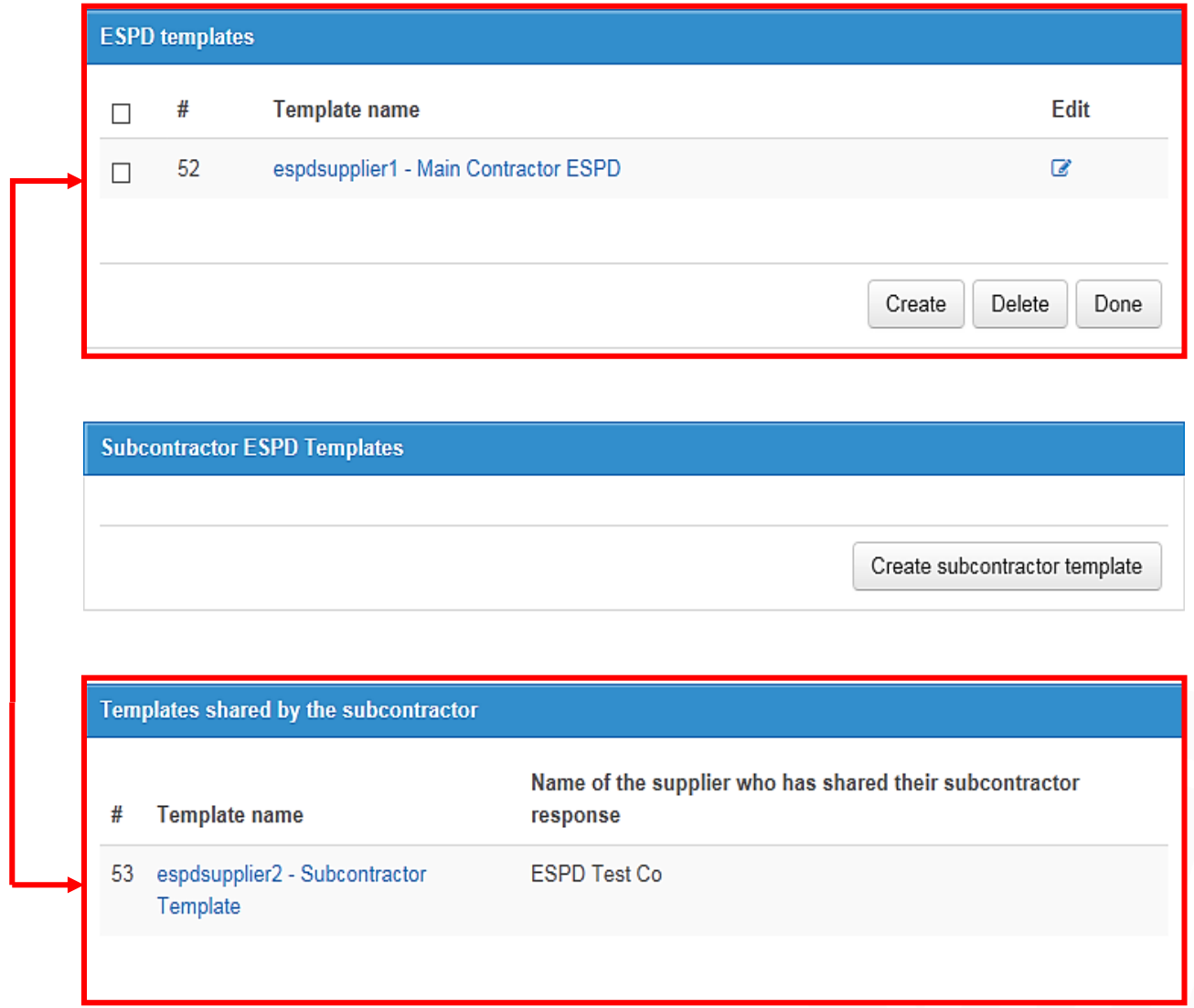
Section 6 – Adding Subcontractor ESPD Responses

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

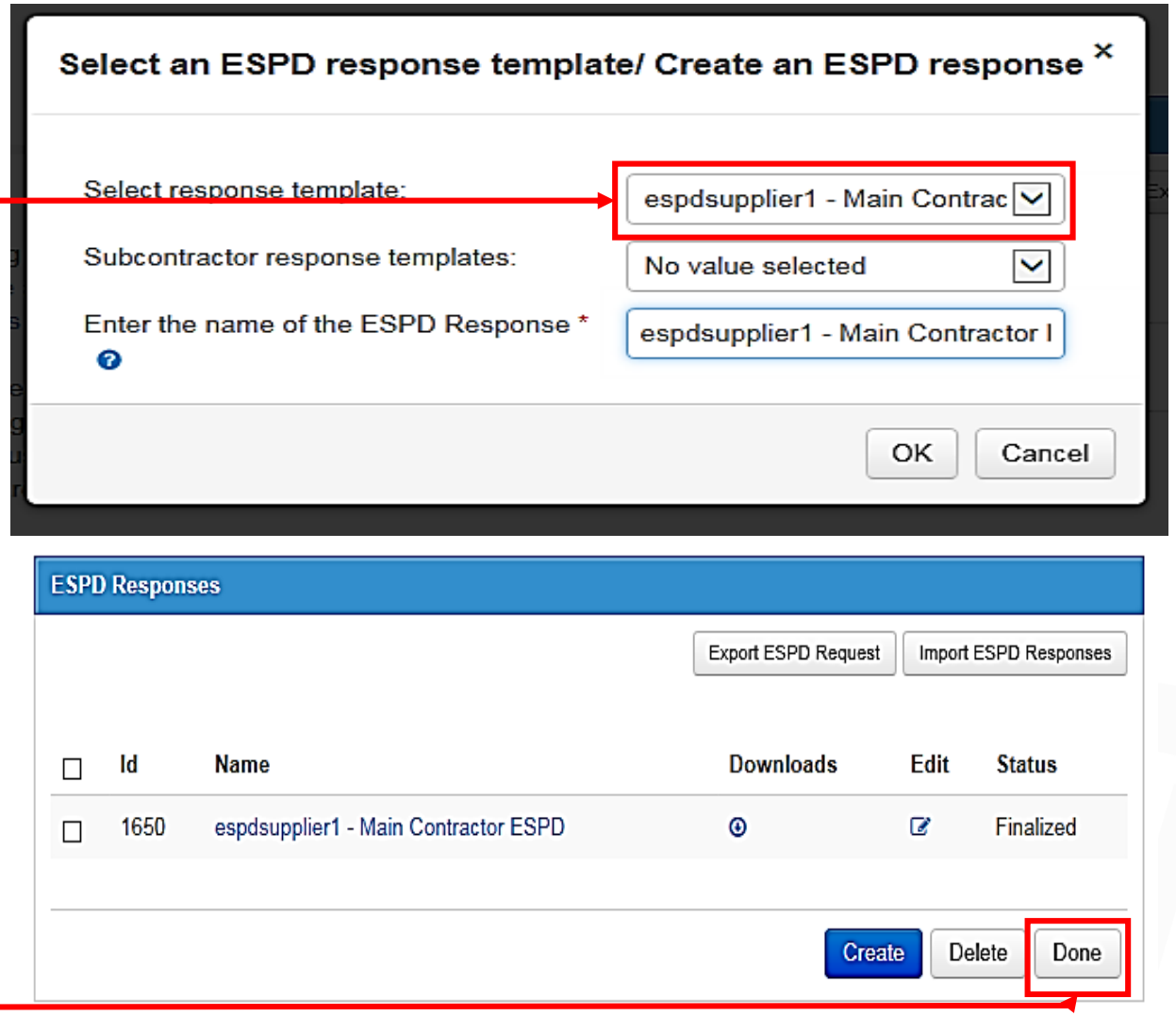
Section 6: Adding subcontractor ESPD Responses

- 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



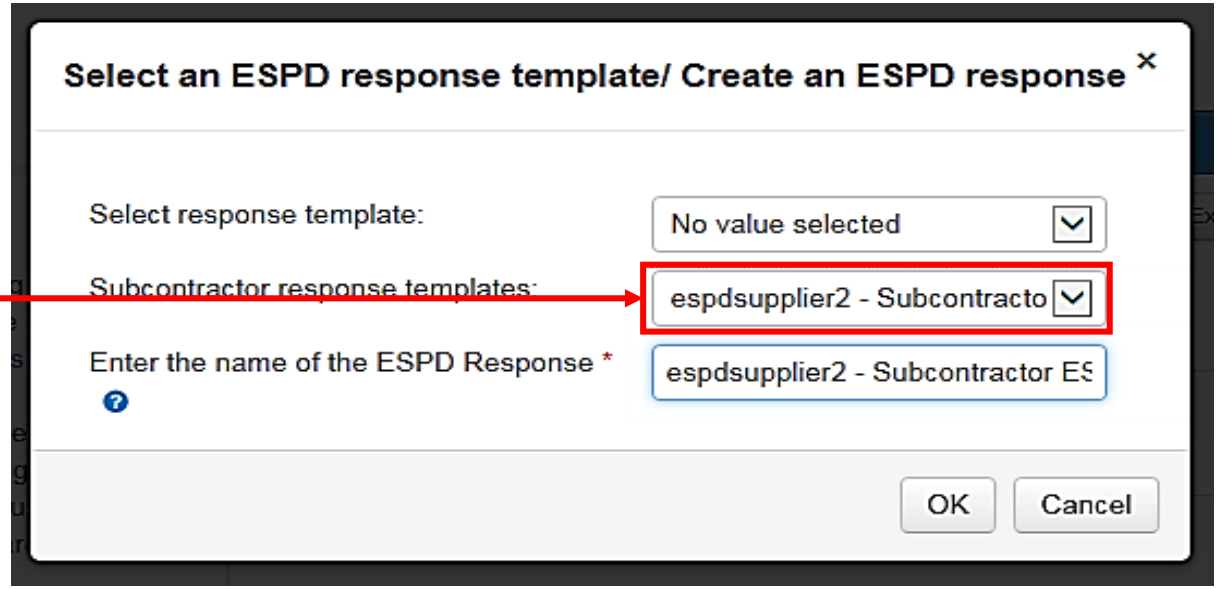
Section 6: Adding subcontractor ESPD Responses

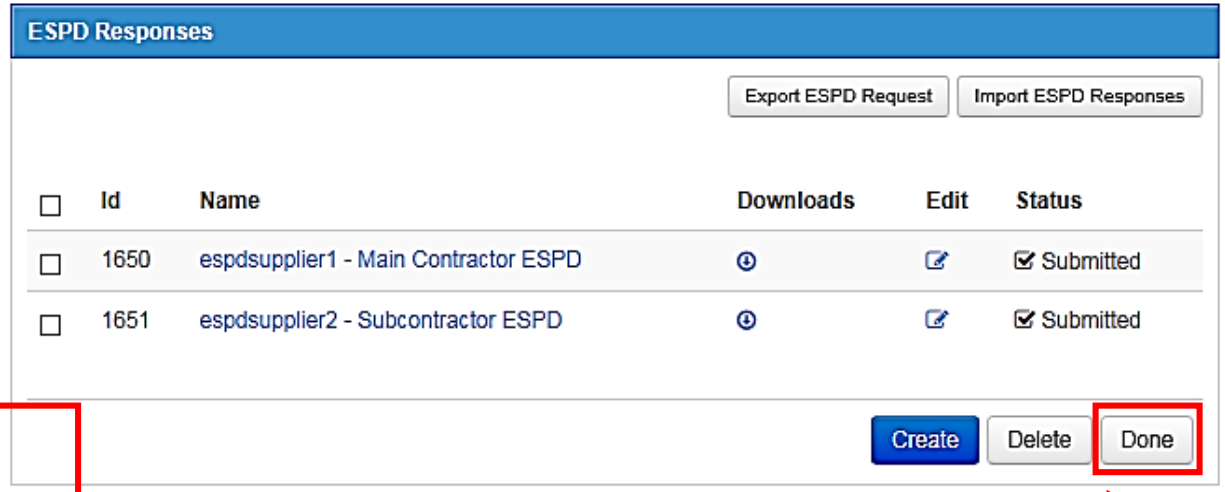
- Section 3 outlines how to add a single ESPD Response
- From the ESPD Responses page, after clicking the create button, the supplier will be given an option to select a main contractor template or a subcontractor template. Click “Select response template” to create the main contractor template and the 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





Oifig um Sholáthar Rialtais
Office of Government Procurement







An Roinn Caiteachais Phoiblí
agus Athchóirithe
Department of Public
Expenditure and Reform

Rialtas na hÉireann
Government of Ireland

Delivering Sustainable Procurement Solutions

ogp.gov.ie support@ogp.gov.ie +353 76 100 8000 @procurement_ie