eESPD
e(European Single Procurement Document)

I.Contents

II. Basic principles of ESPD

What are the ESPD and the eESPD?

The ESPD is a self-declaration of suitability, financial status and abilities of companies participating in public procurement used as preliminary evidence in all procedures above the EU threshold.

The self-declaration enables the participating companies or other economic operators to prove that they are not in one of the situations in which they may be excluded from the procedure and that they meet the relevant exclusion and selection criteria.

The certificates normally requested as evidence by public buyers will only have to be submitted by the winner, or if available, retrieved by the buyer directly from the respective registers. This will significantly reduce the administrative burden related to proving the eligibility of participants.

The eESPD is the electronic version of this self-declaration, provided as a web-form by the European Commission.

Where can I find the ESPD and the eESPD?

The act implementing the ESPD can be found here: europa.eu/!QF36uD. According to the new public procurement directives, it shall be provided exclusively in an electronic form. To allow for the transition in all Member States, both electronic and paper versions of the ESPD may co-exist in the interim period until 18 April 2018. As a result, the ESPD is available in a paper form, as a functionality embedded directly into the national e-procurement solutions or via a web-service (the eESPD).

As for the eESPD, the European Commission provides a free eESPD web-service (https://ec.europa.eu/growth/espd). It enables:

- The buyer to design and reuse an ESPD template with the exclusion and selection criteria;
- The participating companies to fill in, refill, download and print the ESPD for a given procedure.

III. How to use the eESPD?

Is the eESPD accessible via all internet browsers?

Yes. The eESPD works with the latest version of commonly available browsers such as Chrome, Internet Explorer, Firefox, Safari and Opera. To avoid potential problems, it is recommended to use these browsers in their most recent version. Please be aware that some functionalities such as file download do not work on smartphones and tablets.

How to create, import and download an eESPD?

The ESPD web-service enables the public buyers to create an ESPD template (or reuse a template used in a previous procedure). It will then be made electronically available together with other tender documents. The participating company will import this template, fill in the necessary data (or have them pre-filled via the respective e-procurement tool in use), download, print it if needed and submit the ESPD with other tender documents.

Is it possible to download an eESDP in PDF format?

In Microsoft Windows the eESPD can be downloaded by using Chrome as it comes with a build-in PDF printer. Otherwise you can use any PDF-creator freely available online. On Mac OSX or Linux, the eESPD can be printed from any browser.

How to sign an eESPD?

If the buyer requests it, the eESPD must be signed accordingly. In practice this means that the participating company needs to first download the XML file and then use its e-signature tool to sign it. If it is not possible, the ESPD should be printed as a PDF and signed manually.

How to print an eESPD?

The participating company can print out the eESPD from the final page of the web service. The eESPD form appears after clicking on the "Print" button. You can then select the print function in your browser.

Does the buyer need to fill in data on the procedure in part I. of the eESPD?

No. The eESPD web service provided by the European Commission can automatically retrieve this information. This is preconditioned by the following steps: when the buyer submits the notice to TED (Tender Electronic Daily); it receives an e-mail with an ID that needs to be entered into the eESPD service. Subsequently this information is automatically inserted into part 1 of the relevant eESPD.

Can the ESPD be reused?

Yes. The eESPD web service enables both buyers and participating companies to reuse the eESPD form used in previous procurement procedures. The form can be reused as long as the data remain correct and pertinent.

Do the participating companies have to provide the original evidence?

According to the winner-only principle, only the winner of the procurement procedure will be requested to submit the original evidence. Nonetheless, the buyer still has the right at any moment of the procedure to ask also other participating companies to submit evidence in order to ensure a proper conduct of the procedure.

Equally importantly, where (parts of) the evidence is available in a relevant national database, free of charge, the participating company can state where the requested evidence can be found (i.e. the name of the repository, website, identification of the file etc.). If this is the case, the buyer must retrieve it directly from the indicated source. By indicating this information, the participating company (or person concerned) agrees that the buyer may retrieve the documentation (subject to the relevant rules on personal data processing).

IV. Technical aspects related to the eESPD

Is it possible to integrate the eESPD into an e-procurement system?

Yes. The ESPD data model is at the disposal of all providers of e-procurement services here: https://joinup.ec.europa.eu/asset/isaedocuments/description. Funding is available via calls for grants from the Connecting Europe Facility mechanism for the parties interested to embed the data model into their e-procurement solutions.

Is the eESPD going to be open source?

Yes, the eESPD service will be made available as open source during the second quarter of 2016. The code will be published on Joinup (https://joinup.ec.europa.eu/).

Which other functionalities will eESPD provide in the future?

Currently available version of the eESPD service is still subject to modifications. In the future, it will be possible:

- For the participating company to see directly in the eESPD, which evidences it can use to fulfil a specific criterion without going to e-Certis.
- For the public buyer to upload all received ESPDs from the participating companies in order to generate an overview of the submitted self-declarations.

V. Where to find more information

http://ec.europa.eu/growth/single-market/public-procurement/new/index_en.htm