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Guidance for Contracting Authorities - ESPD



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Creating Your ESPD

- During creation of a competition which requires ESPD (above threshold), a task is generated called “Define Tender Structure”. It is from within this task that ESPD can be created.

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Search EN sam Cantwell, CAPC

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Task List

10 Results Per page | Displaying: 1-10 | 51 results in total. < < Page 1 > >

Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
FW for Miscellaneous Supplies for Central Government	238931	Define Tender Structure	Draft	1	No deadline is associated with this task	1,000,000	
FW for Miscellaneous Supplies for Central Government	238931	Associate PO/OS and PO/ES	Draft	1	No deadline is associated with this task	1,000,000	
FWA 2 Supplier Mini Comp Test	193484	Accept code of conduct	Established	1	No deadline is associated with this task	5,000,000	

- As a contracting authority, you can create the ESPD form you wish your suppliers to complete as part of their tender response. To start this process, click on the 'Create ESPD Request' button.

Tender Structure

CFT: FW FOR MISCELLANEOUS SUPPLIES FOR CENTRAL GOVERNMENT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED

Show CFT Menu

Import Template (XML/Excel):

No Yes

Tender will be packed in:

One Envelope Two Envelopes

POES access to tender sections:

Full access Incremental access

ESPD

No ESPD assigned

CREATE ESPD REQUEST

IMPORT ESPD

NEXT

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- The ESPD form is now displayed. It is not possible to edit pre-filled mandatory fields.

European Single Procurement Document (ESPD)

Service to fill out and reuse the ESPD

Part III: Exclusion grounds

A: Grounds relating to criminal convictions

Article 57(1) of Directive 2014/24/EU sets out the following reasons for exclusion

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).

[More information »](#)

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, 25.8.1997, 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, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator. "

[More information »](#)

Fraud

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 fraud, 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? Within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests (OJ C 316, 27.11.1995, p. 46).

[More information »](#)

Terrorist offences or offences linked to terrorist activities

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 terrorist offences or offences linked to terrorist activities, 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 Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p. 3). This exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.

[More information »](#)

Money laundering or terrorist financing

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 money laundering or terrorist financing, 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 1 of Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

[More information »](#)

Child labour and other forms of trafficking in human beings

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 child labour and other forms of trafficking in human beings, 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 Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/829/JHA (OJ L 101, 15.4.2011, p. 1).



- At the bottom of each page, there is a 'cancel' and 'next' button. To navigate through the form click on the 'next button'.

 Cancel	 Next
--	--

- Once you reach the end of the form, click on 'preview&save' to view the form.

 Previous	 Cancel	 Preview&Save
--	--	---

- Once you have previewed the form and are happy with the contents, click on 'save'.

 Cancel
 Save

- Your previously created ESPD is now listed under the tender structure options. The ESPD can be managed through the icons under the 'document' column header. Hovering over each icon shows a label explaining its function. To move forward to the creation of other criteria, click on the 'next' button. The ESPD creation is now complete.

Tender Structure

CFT: FW FOR MISCELLANEOUS SUPPLIES FOR CENTRAL GOVERNMENT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED Show CFT Menu


Import Template (XML/Excel):
 No Yes



Tender will be packed in:
 One Envelope Two Envelopes

POES access to tender sections:
 Full access Incremental access

ESPD NEXT

10 Results Per page | Displaying the 1 match.

Title	Creation date	Update date	Status	Document
espdRequest-238931	2023/06/06 10:03:07	2023/06/06 10:03:07	Final	



- Within the tender structure, there is a tab labelled 'eligibility criteria'. Here are options that were included with the ESPD.

Tender Structure

CFT: FW FOR MISCELLANEOUS SUPPLIES FOR CENTRAL GOVERNMENT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED Show Cft Menu

Eligibility Criteria Technical Financial UPLOAD EVALUATION GUIDANCE

IMPORT FROM XML/EXCEL MATRIX

● Exclusion Criteria [10000]	Weight:	Threshold:	▼ ▲
● ▶ A: Grounds relating to criminal convictions[1686042691742]	Weight:	Threshold:	▼ ▲
● ▶ B: Grounds relating to the payment of taxes or social security contributions[1686042691743]	Weight:	Threshold:	▼ ▲
● ▶ C: Grounds relating to insolvency, conflicts of interests or professional misconduct[1686042691744]	Weight:	Threshold:	▼ ▲

EXPORT IN VALIDATE SAVE DRAFT SAVE FINAL

Supplier Perspective

- Suppliers have the ability to see the ESPD within the 'Notice and Contract Documents' section of the competition.

Notice & Contract Documents

CFT: FW FOR MISCELLANEOUS SUPPLIES FOR CENTRAL GOVERNMENT Show CfT Menu

Notices **Contract Documents**

10 Results Per page | Displaying all 4 matches. << < > >>

Addendum ID	Title	File	Description	Lang.	Document Versions	Actions
N/A	Tender Structure XML - Cycle 1	c4t_238931_1.xml	N/A	EN		
N/A	Full ESPD request (National criteria)	espdRequest-238931.xml		EN		
N/A	Extended ESPD request	espdRequest-238931.xml		EN		
N/A	ESPD request pdf	espdRequest-238931.pdf		EN		

- When creating a tender response, suppliers have three sections at the side; 'Eligibility Criteria (ESPD)', 'Technical' and 'Financial'. It is from the 'Eligibility Criteria' section that a supplier can complete their ESPD response.

The screenshot displays a tender response interface. At the top, a green header bar contains 'COMPLETION' with a 0% progress indicator and a printer icon, and 'TIME LEFT' showing 1 month and 27 days. A red button with a list icon is in the top right. The left sidebar lists sections: 'ELIGIBILITY CRITERIA' (0%), 'TECHNICAL' (100%), 'FINANCIAL' (0%), and 'DOCUMENT LIBRARY'. Below these is a 'Modify Tender Title' field. The main content area shows a question under '1. Exclusion Criteria vodafone':

1.1. A: Grounds relating to criminal convictions

1.1.1. 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).

1.1.1.1. Participation in a criminal organisation

1.1.1.1.1. Your answer?

Yes Select one option

No

- There are mandatory tickboxes within the form. When checked, they turn green as shown below.

My replies are in accordance with the specific requirements

Threshold: 1 EUR
Additional Information: 1

1.2.1.3. Your answer?

Yes

Select one option

No

My replies are in accordance with the specific requirements

Threshold: 1 EUR
Additional Information: 1

1.2.1.3. Your answer?

Yes

Select one option

No

Viewing a Suppliers Completed ESPD

- Once a competition deadline has passed and the tenderbox has been opened, it is possible to view the ESPD response. Within the 'Show CFT Menu' menu, select 'Offline Evaluation Results'. The ESPD can be viewed by clicking on the .PDF icon in the 'Printer-friendly Tender' column.

Offline evaluation results

CFT: FW FOR MISCELLANEOUS SUPPLIES FOR CENTRAL GOVERNMENT (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show CFT Menu

Cycle 1

Economic Operator Name	T/P receipt ID	Original uploaded file	Printer-friendly tender	Score	Ap
vodafone	000001806			1.0000	Ap

Offline evaluation results

- The printer friendly PDF version includes the responses submitted by the supplier for each ESPD question.

e.g. when **yes** was selected as a response it is highlighted in yellow:

- Section Description: Participation in a criminal organisation

- Criterion Description: Your answer?

- Criterion type: list

- **Yes**

- No

e.g.2 when a **date** or a **text** was provided it appears in EO value:

- Criterion Description: Date of conviction

- Criterion type: date

- Eo Value: 01/06/2023

- Criterion Description: Please describe them

- Criterion type: area

- Eo Value: All suppliers are VAT Compliant within the EU.