Oifig um Sholáthar Rialtais
Office of Government Procurement

Guidance for Economic Operators - ESPD

Contents

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'.

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

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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.

- 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

- 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 - European Single Procurement Document (ESPD) (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.

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'.

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

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View Organisation

| EDIT ORGANISATION | EDIT CPV CODES | VIEW USERS | EATTESTATIONS | ESPD | ADD USER |

ORGANISATION NAME:	Sam Supplier
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- 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.**

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

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| ⊕ 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.

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.

- 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.

- 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.