



Oifig um Sholáthar Rialtais  
Office of Government Procurement

# Guidance for Economic Operators - ESPD



OGP.GOV.IE

Delivering Sustainable Procurement Solutions

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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'.

The screenshot shows a web browser window with the URL <https://irish-acc.euodyn.com/epps/getTaskList.do>. The browser's address bar and tabs are visible at the top. The page header includes the logo for 'Oifig um Sholáthar Rialtais / Office of Government Procurement' and the user name 'Sam Cantwell, Economic Operator Admin'. The main navigation bar shows 'CfT Management', 'EO administration', and 'Preliminary market'. A dropdown menu is open under 'EO administration', listing 'EO management', 'User management', 'My Contracts', and 'Auditing Reports'. The 'Task List' section below the menu displays 'No results found'. The footer contains a grid of links: 'Latest CfTs', 'Public procurement legislation', 'Interactive walkthroughs', 'Statistics', 'Calendar', 'Electronic public procurement', 'News', 'Relevant links', 'FAQ', 'Legislation on Threshold', 'Help', 'About', and 'Contact us'. The footer also includes the copyright notice 'Copyright © European Dynamics - Last update: 24 May 2023' and the URL <https://irish-acc.euodyn.com/epps/prepareViewEOOrganisation.do?id=1014&selectedItem=prepareViewEOOrganisation.do%3Fid%3D1014>.

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



Oifig um Sholáthar Rialtais  
Office of Government Procurement



CfT Management ▾ EO administration ▾ Preliminary market ▾

## 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.



EN ▾



CfT Management ▾

EO administration ▾

Preliminary market ▾

09:55:11 IST

## ESPD

Edit Organisation

ESPD

**No ESPD assigned**

CREATE ESPD RESPONSE

IMPORT ESPD

- 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

The screenshot shows the user interface of the Office of Government Procurement. At the top left is the logo and name: "Oifig um Sholáthar Rialtais Office of Government Procurement". To the right are search, language (EN), and user profile icons. A dark navigation bar contains a home icon, "CfT Management", "EO administration", and "Preliminary market" with dropdown arrows, and the time "09:55:11 IST". The main content area is titled "ESPD" and features a tabbed interface with "Edit Organisation" and "ESPD" tabs. Below the tabs, it states "No ESPD assigned". There is a text input field for "ESPD response title" containing "ESPD Response 2023/2024" and a "CREATE ESPD RESPONSE" button.

- 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 \(ESPD\)](http://www.gov.ie) ([www.gov.ie](http://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.

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 Previous	 Cancel	 Next
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 Previous	 Cancel	 Preview&Save
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- 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.

The screenshot shows a web browser window with the URL <https://irish-acc.eurodyn.com/epps/espd/prepareVie...>. The page header includes the logo for 'Oifig um Sholáthar Rialtais / Office of Government Procurement' and navigation menus for 'CfT Management', 'EO administration', and 'Preliminary market'. The time is 10:15:53 IST.

## ESPD

Navigation tabs: Edit Organisation | **ESPD**

10 Results Per page | Displaying the 1 match.

Title	Creation date	Update date	Status	Document
ESPD Response 2023/2024	2023/05/24 10:15:51		Active	    

Buttons: CREATE ESPD RESPONSE | IMPORT ESPD

## 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'.

The screenshot shows a web browser window with the URL <https://irish-acc.eurodyn.com/epps/getTaskList.do>. The page is titled 'Task List' and displays 'No results found'. A dropdown menu is open under 'EO administration', showing options: 'EO management', 'User management', 'My Contracts', and 'Auditing Reports'. The page header includes the logo of the Office of Government Procurement and the user name 'Sam Cantwell, Economic Operator Admin'. The footer contains a copyright notice: 'Copyright © European Dynamics - Last update: 24 May 2023'.

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



Oifig um Sholáthar Rialtais  
Office of Government Procurement



CfT Management ▾ EO administration ▾ Preliminary market ▾

## 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

- 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.**

The screenshot shows a web browser window with the URL <https://irish-acc.euodyn.com/epps/espd/prepareViewESPDRespons...>. The page header includes the logo for 'Oifig um Sholáthar Rialtais / Office of Government Procurement' and navigation menus for 'CfT Management', 'EO administration', and 'Preliminary market'. The current time is 10:18:38 IST. The main content area has two tabs: 'Edit Organisation' and 'ESPD'. Under the 'ESPD' tab, it states 'No ESPD assigned'. There are two buttons: 'CREATE ESPD RESPONSE' and 'IMPORT ESPD'. Below these, there is a form with two fields: 'ESPD response title \*' and 'Locate the ESPD response to import: \*'. The second field contains a 'Choose File' button and the text 'No file chosen'. At the bottom right of the form are 'CANCEL' and 'UPLOAD' buttons.

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

The screenshot shows a web browser window with the URL <https://irish-acc.eurodyn.com/epps/esp/prepareViewESPDRespons...>. The browser's address bar and tabs are visible. The website header includes the logo for 'Oifig um Sholáthar Rialtais / Office of Government Procurement' and navigation links for 'New eTenders', 'Admin eTenders', 'ED', 'EDU eTenders', 'eDocs', 'NSSO', 'Admin Tools', 'Directives', and 'Other favourites'. The main navigation bar shows 'CfT Management', 'EO administration', and 'Preliminary market' with a timestamp of '10:18:38 IST'. The main content area has two tabs: 'Edit Organisation' and 'ESPD'. Below the tabs, it states 'No ESPD assigned' and provides two buttons: 'CREATE ESPD RESPONSE' and 'IMPORT ESPD'. The 'IMPORT ESPD' section contains a form with two fields: 'ESPD response title \*' with the value '2023 ESPD Response' and 'Locate the ESPD response to import: \*' with a file selection button labeled 'Choose File' and the filename 'ESPD\_RESPONSE\_Sa...r\_1684919750083.xml'. At the bottom right of the form are 'CANCEL' and 'UPLOAD' buttons.

- 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)

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)

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⏪ Previous✖ Cancel💾 Preview&Save

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- 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.

The screenshot shows a web browser window with the URL <https://irish-acc.eurodyn.com/epps/espd/prepareView...>. The page header includes the logo for 'Oifig um Sholáthar Rialtais / Office of Government Procurement' and navigation menus for 'CFT Management', 'EO administration', and 'Preliminary market'. The current time is 10:15:53 IST.

### ESPD

Navigation: Edit Organisation | **ESPD**

10 Results Per page | Displaying the 1 match.

Title	Creation date	Update date	Status	Document
ESPD Response 2023/2024	2023/05/24 10:15:51		Active	   

Buttons: CREATE ESPD RESPONSE | IMPORT ESPD

## 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.

The screenshot shows a web interface with a navigation bar at the top containing 'Edit Organisation' and 'ESPD' tabs. Below the navigation bar is a search and pagination area showing '10 Results Per page | Displaying the 1 match.' with navigation arrows. The main content is a table with the following columns: Title, Creation date, Update date, Status, and Document. The table contains one row with the following data: Title: ESPD 0949, Creation date: 2023/05/29 09:50:37, Update date: 2023/05/29 09:51:34, Status: Active, and Document: [edit icon] [print icon] [download icon] [PDF icon] [play icon]. The PDF icon is highlighted with a red box, and a red arrow points to it from below. At the bottom right of the interface are two buttons: 'CREATE ESPD RESPONSE' and 'IMPORT ESPD'.

Title ▲▼	Creation date ▲▼	Update date ▲▼	Status ▲▼	Document
ESPD 0949	2023/05/29 09:50:37	2023/05/29 09:51:34	Active	[edit] [print] [download] [PDF] [play]

CREATE ESPD RESPONSE    IMPORT ESPD



- 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.

The screenshot displays a web interface for tender completion. At the top, the title "Competiton for" is shown with the subtitle "[22887] Vodafone Response Fri 26 May 2023". The interface includes a completion progress indicator at 0% and a time left of 1 month and 14 days. A left-hand menu contains options such as "DOCUMENT LIBRARY", "Modify Tender Title", and "Completion Summary". The main content area shows a step "1. Complete Tender" with a sub-section "1.1. File \*" and the instruction "Please choose files pressing the button at the right." A red box highlights the "DOCUMENT LIBRARY" menu item, and another red box highlights the "upload document" icon (a document with a plus sign) in the main content area. A blue information banner at the bottom right states "Info 'Edit' the tender in order to edit it."

- 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

<input type="checkbox"/>	Filename	Title	Comment
<input checked="" type="checkbox"/>	ESPD_RESPONSE_vodafone_1685350293894.pdf	N/A	<input type="text" value="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.





EN ▾
👤 sam Cantwell, CAPC ▾


🏠 CfT Creation ▾ CfT Management ▾ CA administration ▾ Coll. of Requirements ▾ Preliminary market ▾
10:24:16 IST

Cycle 1

**i** Note: All prices must be provided in EUR. If the prices you wish to submit are in another currency please convert them in EUR first.

SORT: ECONOMIC OPERATOR NAME (A-Z) ▾

Economic Operator Name ⇅	T/P receipt ID ⇅	Original uploaded file ⇅	Printer-friendly tender ⇅	Score ⇅	Approve/Reject ⇅
vodafone	000001702			<input type="text"/>	Approve ▾



SAVE AS DRAFT
SAVE AS FINAL