

Guide to the ESPD

How to complete the ESPD in Digitale Udbud

1. INTRODUCTION

All economic operators interested in participating in the tender procedure must request for participation by submission of the ESPD. To do so, the contracting entity has prepared this step-by-step guide to the ESPD in respect of the required information in the Contract Notice which, from experience, may help ease the completion and submission of the ESPD:

Information regarding the following matters is addressed in this guide:

Content	Paragraph
How to open the electronic ESPD	2
The economic operator's form of participation	3
The economic operator's economic and financial capacity	4
The economic operator's technical and professional capacity	5
Reduction of the number of candidates	6
How to save and submit the electronic ESPD	89

Please note that paragraphs 4, 5 and 6 of this guide apply regardless of whether the information is completed by an economic operator who participates in the procedure i) on its own, ii) as part of a group of economic operators, e.g. a consortium, or iii) on its own but relies on the capacities of other entities.

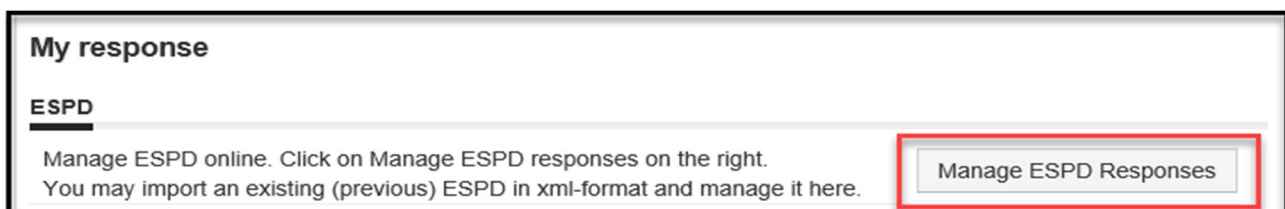
2. HOW TO OPEN THE ELECTRONIC ESPD

The ESPD is submitted via the following website:

<http://www.digitaleudbud.dk>

Here, the economic operator can create the ESPD on the basis of the ESPD provided by the contracting entity in the electronic tendering system under "**My responses**", the ESPD section.

Continue by clicking "**Manage ESPD Responses**":

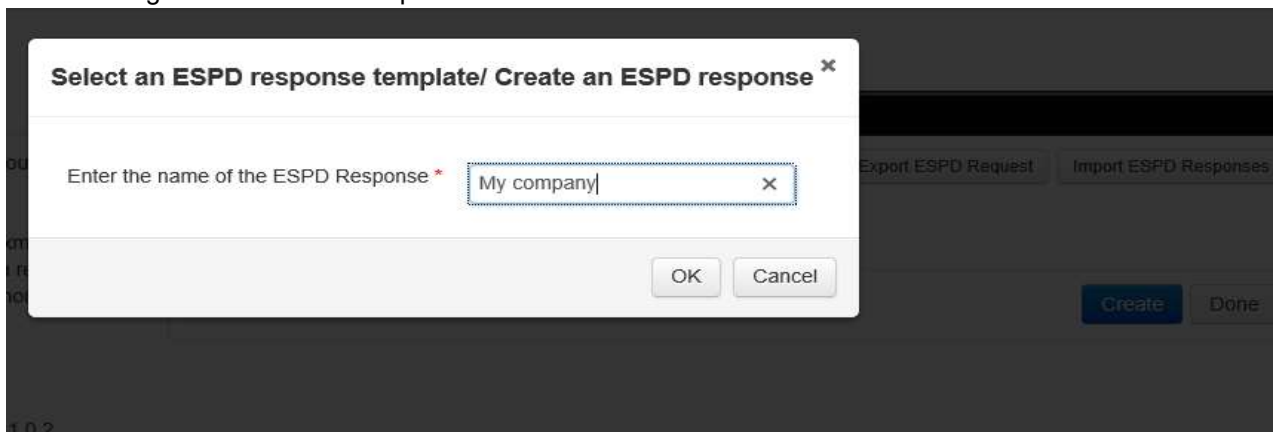


Here, the economic operator can either i) upload an existing ESPD as an XML file by clicking "**Import ESPD Responses**" or ii) directly fill in the contracting entity's template for the ESPD by clicking "**Create**":



As an candidate, it is possible to create templates for the ESPD which can be retrieved via the fold-down menu. If the candidate has no templates, a name should be indicated for the ESPD, for example the name of the tender procedure for which the ESPD is to be used or the name of the economic operator.

The following overview will then open:



ESPD Response
ESPD Response

ESPD Sections

- ✔ Part I: Procurement Info
- ✘ Part II: Economic Operator
- ✘ Part III: Exclusion Criteria
- ✘ Part IV: Selection Criteria
- ✘ Part V: Candidates Reduction
- ✘ Part VI: Concluding Statements

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:

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)

Identity of the procurer ▼

Official name: Myndighed Country: Denmark

Information about the procurement procedure ▼

Title: test nye ESPD formularer Short description: adfadgad

File reference number attributed by the contracting authority or contracting entity (if applicable):

The contracting entity's name, country and the title of the procurement procedure for which the response is submitted are automatically retrieved in the system.

Click "**Next**" to fill out the relevant information as needed according to the Contract Notice.

Once the ESPD has been completed via the tendering system and finalised, it will be accessible to the contracting entity after submission of the application upon the expiry of the deadline for submission of the application

3. INFORMATION CONCERNING THE ECONOMIC OPERATOR'S FORM OF PARTICIPATION


An economic operator may participate in the procurement procedure 1) on its own, 2) as part of a group of economic operators, e.g. a consortium, or 3) on its own, but by relying on the capacities of other entities, such as subcontractors or a parent company.

3.1 The economic operator participates on its own

If the economic operator participates on its own, only one ESPD must be submitted.


The economic operator must indicate in Part II.A of the ESPD that it participates on its own in the procedure by ticking "**No**"

EO participating in procurement procedure
 Is the economic operator participating in the procurement procedure together with others?

Your answer? Yes No 

In addition, the economic operator must indicate in Part II.C of the ESPD that it does not rely on the capacities of other entities by ticking "**No**".

EO relies capacities
 Does the economic operator rely on the capacities of other entities in order to meet the selection criteria set out under Part IV and the criteria and rules (if any) set out under Part V below?


Your answer? Yes No 

3.2 The economic operator participates as part of a group of operators (e.g. a consortium)

If a group of economic operators (e.g. a consortium) participates together in the procurement procedure, a separate ESPD must be submitted for each of the participating economic operators in the group (e.g. the consortium). Each economic operator's ESPD must include all the information required under the ESPD, including information about economic and financial capacity (see paragraph 4) and professional and technical capacity (see paragraph 5). Each operator in the group (the consortium) must indicate in its ESPD that the operator is part of the group of operators. This is done by ticking "**Yes**" in Part II.A of each economic operator's ESPD.

The information about the economic operator's role in the group of economic operators and the names of all economic operators in the group must also be completed in each economic operator's ESPD.

EO registered
 If applicable, is the economic operator registered on an official list of approved economic operators or does it have an equivalent certificate (e.g. under a national (pre)qualification system)?

Your answer? Yes No 

Please answer the remaining parts of this Section, Sections B and, where relevant, C of this Part, complete Part V, where applicable, and, in any case, fill in and sign Part VI.

a) Please provide the name of the list or certificate and the relevant registration or certification number, if applicable:

b) If the certificate of registration or certification is available electronically, please state:


c) Please state the references on which the registration or certification is based, and, where applicable, the classification obtained in the official list:

d) Does the registration or certification cover all of the required selection criteria? Yes No

In addition, each economic operator must indicate in its own ESPD whether the economic operator relies on the capacities of other entities. This is done by ticking either "Yes" or "No" in Part II.C of the ESPD.

C: Information about reliance on the capacities of other entities


EO relies capacities
Does the economic operator rely on the capacities of other entities in order to meet the selection criteria set out under Part IV and the criteria and rules (if any) set out under Part V below?

Your answer? Yes No 

If the economic operator relies on the capacities of other entities, each of the entities on which the economic operator relies on is requested to fill in and sign a separate ESPD. The entities are only to complete Part II, sections A and B, and Part III with the information requested as well as the relevant information in Parts IV and V, see paragraph 3.3.2.

C: Information about reliance on the capacities of other entities

EO relies capacities
Does the economic operator rely on the capacities of other entities in order to meet the selection criteria set out under Part IV and the criteria and rules (if any) set out under Part V below?

Your answer? Yes No 

Please provide a separate ESPD form setting out the information required under Sections A and B of this Part and Part III for each of the entities concerned, duly filled in and signed by the entities concerned.
Please note that this should also include any technicians or technical bodies, not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, the technicians or technical bodies upon whom the economic operator can call in order to carry out the work.
Insofar as it is relevant for the specific capacity or capacities on which the economic operator relies, please include the information under Parts IV and V for each of the entities concerned.

If the economic operator relies on the capacities of other entities, the economic operator is also requested to indicate in Part II, section B the entities on which the economic operator relies.

B: Information about representatives of the economic operator ▼

Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:

<p>First name</p> <input style="width: 95%;" type="text"/>	<p>Last name</p> <input style="width: 95%;" type="text"/>
<p>Date of birth</p> <input style="width: 95%;" type="text"/>	<p>Place of birth</p> <input style="width: 95%;" type="text"/>
<p>Street and number:</p> <input style="width: 95%;" type="text"/>	<p>E-mail:</p> <input style="width: 95%;" type="text"/>
<p>Postcode:</p> <input style="width: 95%;" type="text"/>	<p>Telephone:</p> <input style="width: 95%;" type="text"/>
<p>City:</p> <input style="width: 95%;" type="text"/>	<p>Position/Acting in the capacity of:</p> <input style="width: 95%;" type="text"/>
<p>Country:</p> <div style="border: 1px solid #ccc; padding: 2px;"> No value selected ▼ </div>	

If needed, please provide detailed information on the representation (its forms, extent, purpose ...):

3.3 The economic operator participates on its own but relies on the capacities of other entities


If an economic operator participates on its own but relies on the capacities of other entities, e.g., a subcontractor or a parent company, the economic operator must submit its own ESPD and a separate signed ESPD for the entities it relies on. This applies regardless of whether the economic operator relies on the economic and financial and/or technical and professional capacities of such entities.

3.3.1 The economic operator's own ESPD

The economic operator's own ESPD must include all the information required in the ESPD, including information about economic and financial capacity (see paragraph 4) and professional and technical capacity (see paragraph 5).

The economic operator is to indicate in Part II.A of the ESPD that it participates on its own in the procurement procedure by ticking "No":


EO participating in procurement procedure
Is the economic operator participating in the procurement procedure together with others?

Your answer? Yes No 

The economic operator must then indicate that it relies on other entities by ticking "Yes" in Part II.C of the ESPD:

C: Information about reliance on the capacities of other entities

EO relies capacities
Does the economic operator rely on the capacities of other entities in order to meet the selection criteria set out under Part IV and the criteria and rules (if any) set out under Part V below?

Your answer? Yes No 

Please provide a separate ESPD form setting out the information required under Sections A and B of this Part and Part III for each of the entities concerned, duly filled in and signed by the entities concerned.
Please note that this should also include any technicians or technical bodies, not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, the technicians or technical bodies upon whom the economic operator can call in order to carry out the work.
Insofar as it is relevant for the specific capacity or capacities on which the economic operator relies, please include the information under Parts IV and V for each of the entities concerned.

Each of the entities on which the economic operator relies must fill in a separate ESPD signed by the entities concerned. The entities are only to fill in Parts II.A, II.B and III with the information requested, as well as the relevant information in Parts IV and V, see paragraph 3.3.2 for further information.

The economic operator is also requested to indicate in Part II, section B the entities on which the economic operator relies.

B: Information about representatives of the economic operator ▼

Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:

First name	Last name
<input type="text"/>	<input type="text"/>
Date of birth	Place of birth
<input type="text"/>	<input type="text"/>
Street and number:	E-mail:
<input type="text"/>	<input type="text"/>
Postcode:	Telephone:
<input type="text"/>	<input type="text"/>
City:	Position/Acting in the capacity of:
<input type="text"/>	<input type="text"/>
Country:	
<input style="width: 100%;" type="text" value="No value selected"/> ▼	

If needed, please provide detailed information on the representation (its forms, extent, purpose ...):

3.3.2 **ESPD for the entities on which the economic operator relies**

Each of the entities on which the economic operator relies must fill in an ESPD with the following information:

- General information about the entity: name, address, VAT registration, etc. (ESPD, Part II.A)
- Information about the representatives of the entity (ESPD, Part II.A)
- Information as to whether the entity is subject to the exclusion grounds applicable to this tender as stated in the Contract Notice, section VI.3 (ESPD, part III)

In addition, the ESPD of each entity must include information about the entity's:

- economic and financial capacity, if the operator relies on the entity's economic and financial capacity (ESPD, part IV, B), and/or technical and professional capacity, if the operator relies on the entity's technical and professional capacity (ESPD, part IV, C).

For each entity on which the operator relies, the following must furthermore be indicated in the ESPD:

That the entity participates on its own in the procurement procedure by ticking **"No"** in Part II.A of the ESPD.

EO participating in procurement procedure

Is the economic operator participating in the procurement procedure together with others?

Your answer? Yes No



That the entity does not rely on the capacities of other entities by ticking "No" in Part II.C of the ESPD.

C: Information about reliance on the capacities of other entities

EO relies capacities

Does the economic operator rely on the capacities of other entities in order to meet the selection criteria set out under Part IV and the criteria and rules (if any) set out under Part V below?

Your answer? Yes No



The entity is also requested to indicate, in Part II.B in the "additional information" field, the name of the economic operator that relies on the entity's capacity.

B: Information about representatives of the economic operator

Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:

First name

Last name

Date of birth

Place of birth

Street and number:

E-mail:

Postcode:

Telephone:

City:

Position/Acting in the capacity of:

Country:

If needed, please provide detailed information on the representation (its forms, extent, purpose ...):

4. INFORMATION CONCERNING ECONOMIC AND FINANCIAL CAPACITY

The ESPD must contain information about the operator's economic and financial capacity as stated in section III.1.2) of the Contract Notice.

The examples below in this guide are of a general nature and are not adjusted for the specific tender. procedure

Example 1: The operator must fill in Part IV.B of the ESPD with the total annual turnover.

B: Economic and financial standing

Article 58(3) of Directive 2014/24/EU sets out the following selection criteria ?

General yearly turnover
Its general yearly turnover for the number of financial years required in the relevant notice, the procurement documents or the ESPD is as follows:

[National law and evidence information >>](#)

Amount	Currency	Start date	End date
<input type="text"/>	None <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	None <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	None <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	None <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	None <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>

Is this information available at no cost to the authorities from an EU Member State database? Yes No

If the information about the total annual turnover is not available for the entire period requested in the Contract Notice, please indicate the date when the economic operator was set up or started trading:

Set up of economic operator
In case the information concerning turnover (general or specific) is not available for the entire period required, please state the date on which the economic operator was set up or started trading:

[National law and evidence information >>](#)

Please specify

Example 2: The economic operator must indicate, in Part IV.B of the ESPD, its equity to total assets ratio in the field "**Financial ratio**". The economic operator must indicate its equity to total assets ratio by providing information of the "**assets**" and "**equity**" for the financial years required in section III.1.2) of the Contract Notice.

Financial ratio
Concerning the financial ratios specified in the relevant notice, the procurement documents or the ESPD, the economic operator declares that the actual values for the required ratios are as follows:

[National law and evidence information >>](#)

Ratio	Description
<input type="text" value="95000000"/>	<input type="text" value="Equity"/>
<input type="button" value="x Remove"/>	
<input type="text" value="6500000"/>	<input type="text" value="Assets"/>
<input type="button" value="x Remove"/>	

Is this information available at no cost to the authorities from an EU Member State database? Yes No

5. INFORMATION CONCERNING TECHNICAL AND PROFESSIONAL CAPACITY -

The requirements for technical and professional ability applicable to this tender are stated in the Contract Notice, section III.1.3). The economic operator must provide this information in the ESPD, part IV, C.

The example below in this guide are of a general nature and are not adjusted for the specific tender procedure.

Example 1: The economic operator must in Part IV.C of the ESPD indicate its references, see section III.1.3 of the Contract Notice. Further references may be added by clicking "+Add" and deleted by clicking "x Remove".

C: Technical and professional ability ▼

Article 58(4) of Directive 2014/24/EU sets out the following selection criteria [?](#)

For supply contracts: performance of deliveries of the specified type
For public supply contracts only: During the reference period, the economic operator has delivered the following principal deliveries of the type specified. Contracting authorities may require up to three years and allow experience dating from more than three years.

[National law and evidence information >>](#)

Description

Amount Currency ▼

Start date End date

Recipients

6. INFORMATION CONCERNING REDUCTION OF THE NUMBER OF CANDIDATES

The objective and non discriminatory criteria to be applied in order to limit the number of candidates that will be invited to tender applicable to this tender are stated in the Contract Notice, section II.2.9). The economic operator must provide this information in the ESPD, part V.

The examples below in this guide are of a general nature and are not adjusted for the specific tender procedure.

Example 1: (if the reduction of the number of candidates is based on references) The economic operator must tick "Yes" in Part V, and in the description field refer to the references in Part IV.C of the ESPD.

Part V: Reduction of the number of qualified candidates

The economic operator should only provide information where the contracting authority or contracting entity has specified the objective and non discriminatory criteria or rules to be applied in order to limit the number of candidates that will be invited to tender or to conduct a dialogue. This information, which can be accompanied by requirements concerning the (types of) certificates or forms of documentary evidence, if any, to be produced, is set out in the relevant notice or in the procurement documents referred to in the notice. For restricted procedures, competitive procedures with negotiation, competitive dialogue procedures and innovation partnerships only:

The economic operator declares that:

It meets the objective and non discriminatory criteria or rules to be applied in order to limit the number of candidates in the following way:

In case certain certificates or other forms of documentary evidence are required, please indicate for each whether the economic operator has the required documents:

If some of these certificates or forms of documentary evidence are available electronically, please indicate for each:

Your answer? Yes No

Please describe them

Please see references in ESPD, part IV.C

Is this information available at no cost to the authorities from an EU Member State database? Yes No

7. HOW TO SAVE AND SUBMIT THE ELECTRONIC ESPD

Once the ESPD is completed, click "**Part VI: Concluding statements**". The economic operator will then be able to review the filled in ESPD and state the date and place.

Requirements regarding the signing of the ESPD (part VI) are stated in the Contract Notice, section VI.3).

The ESPD is not to be printed and signed where the candidate/lead candidate is a group (e.g., a consortium). But for entities relied on and other members of the consortium, the ESPD must be printed and signed, where-upon the entity that applies via the electronic tendering system must upload the ESPD/ESPDs as part of the overall response.

Part VI: Concluding statements

The economic operator formally declares that the information stated under Parts II - V above is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declares to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:

a) The contracting authority or contracting entity has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge (on condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access), or

b) As of 18 October 2018 at the latest (depending on the national implementation of the second subparagraph of Article 59(5) of Directive 2014/24/EU), the contracting authority or contracting entity already possesses the documentation concerned.

The undersigned formally consent to [identify the contracting authority or contracting entity as set out in Part I, Section A], gaining access to documents supporting the information, which has been provided in [identify the Part/Section/Point(s) concerned] of this European Single Procurement Document for the purposes of [identify the procurement procedure: (summary description, reference of publication in the Official Journal of the European Union, reference number)].

Date

12/03/2019

Place

copenhagen

Finalize

To save the ESPD, click "**Finalize**" at the bottom of the overview document.

Part VI: Concluding statements

The economic operator formally declares that the information stated under Parts II - V above is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declares to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:

a) The contracting authority or contracting entity has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge (on condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access), or

b) As of 18 October 2018 at the latest (depending on the national implementation of the second subparagraph of Article 59(5) of Directive 2014/24/EU), the contracting authority or contracting entity already possesses the documentation concerned.

The undersigned formally consent to [identify the contracting authority or contracting entity as set out in Part I, Section A], gaining access to documents supporting the information, which has been provided in [identify the Part/Section/Point(s) concerned] of this European Single Procurement Document for the purposes of [identify the procurement procedure: (summary description, reference of publication in the Official Journal of the European Union, reference number)].

Date: 12/03/2019

Place: copenhagen

Unlock ESPD to edit

Back

The ESPD can then be printed as a PDF (at the top) or reopened if it needs to be edited. Click "**Back**" to go to the ESPD responses in the tendering system where the ESPD will appear with "**Finalized**" status.

ESPD Responses

Export ESPD Request Import ESPD Responses

<input type="checkbox"/>	Id	Name	Downloads	Edit	Status
<input type="checkbox"/>	1865	1			Finalized

Create Delete Done

The ESPD is submitted with the response when clicking "**Submit response**" in the tendering system.

Response not submitted

View/Print response form Cancel expression of interest **Submit response**