

Guide to the ESPD

How to complete the ESPD in Digitale Udbud

CONTRACT ON SUBSIDY FOR NEGATIVE EMISSIONS CARBON CAPTURE,
TRANSPORT AND STORAGE

1. INTRODUCTION

The DEA 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:

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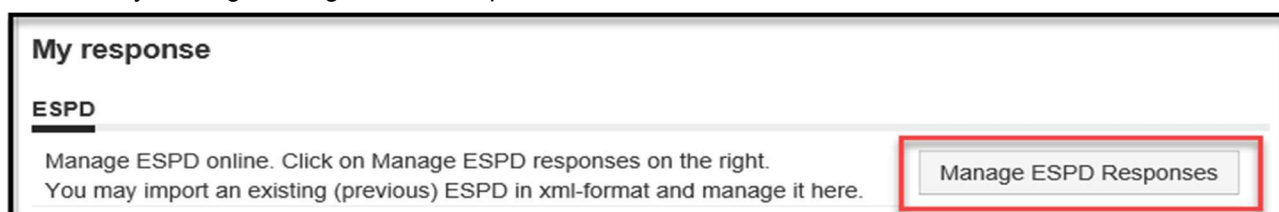
2. HOW TO OPEN THE ELECTRONIC ESPD

The ESPD is to be 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 DEA 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 DEA's template for the ESPD by clicking "Create":



As a tenderer, it is possible to create templates for the ESPD which can be retrieved via the fold-down menu. If the tenderer 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 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

ESPD Response

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 DEA's name, country and the title of the tender 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 DEA after submission of the offer upon the expiry of the deadline for submission of the offer.

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


An economic operator may participate in the tender procedure 1) on its own, or 2) as part of a group of economic operators, e.g. a consortium.

The ESPD allows for a form of participation where the economic operator participates on its own but relies on the capacities of other entities. Due to the nature of the minimum requirement regarding economic and financial standing in the contract notice, section III.1.3), this form of participation is not relevant in this tender procedure.


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

<p>EO participating in procurement procedure Is the economic operator participating in the procurement procedure together with others?</p> <p>Your answer? Yes <input type="radio"/> No <input checked="" type="radio"/> </p>

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


<p>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?</p> <p>Your answer? Yes <input type="radio"/> No <input checked="" type="radio"/> </p>
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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 tender 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, however with regard to information about economic and financial capacity see paragraph 4.

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

Your answer? Yes No 

Please ensure that the others concerned provide a separate ESPD form.

a) Please indicate the role of the economic operator in the group (leader, responsible for specific tasks...):


b) Please identify the other economic operators participating in the procurement procedure together:

c) Where applicable, name of the participating group:

Where applicable, indication of the lot(s) for which the economic operator wishes to tender:

In addition, each economic operator is to indicate in its own ESPD in Part II.C 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 

4. INFORMATION CONCERNING ECONOMIC AND FINANCIAL CAPACITY

The ESPD must contain information about the tenderer's economic and financial capacity as stated in section III.1.2) of the contract notice.

The tenderer must submit the ESPD, part IV, section B, with the following information:

- A statement that the tenderer has obtained a declaration of intent regarding a performance and warranty guarantee from a bank or insurance company

The statement is to be provided in “Other economic or financial requirements” of the ESPD, part IV, section B.

<p>Other economic or financial requirements</p> <p>Concerning the other economic or financial requirements, if any, that may have been specified in the relevant notice or the procurement documents, the economic operator declares that:</p> <p>More information »</p>	<p>Please describe them</p> <div data-bbox="979 383 1517 459" style="border: 1px solid black; height: 34px; width: 337px;"></div> <p>Is this information available at no cost to the authorities from an EU Member State database? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
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If the tenderer is a group of operators (e.g. a consortium), only the tenderer heading the group is to be provide the statement in the ESPD, part IV, section B.

Note that the declaration of intent regarding performance and warranty guarantee shall be submitted with the offer, see the contract notice section III.1.2), the Tender specifications and Appendix C, Declaration of intent regarding a performance and warranty guarantee.

5. 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).

It is not necessary for the tenderer to print and sign the ESPD document. For groups of economic operators (e.g. a consortium), a separate ESPD must be submitted for each participating operator, and the ESPD must be printed and signed by each operator. The tenderer heading the group and submitting the offer is not required to print and sign its ESPD document. The tenderer heading the group 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**