



Guide to the ESPD

How to complete in Digitale Udbud

1. INTRODUCTION

All economic operators interested in participating in the tender procedure must apply for prequalification by submission of the ESPD. This guide is a step-by-step guide to the ESPD in respect of the information in the contract notice which, from experience, gives rise to a number of questions from the economic operators.

Information regarding the following matters is addressed in this guide:

- How to open the electronic ESPD (see paragraph 2 below).
- Information concerning the economic operator's form of participation (see paragraph 3 below).
- Information concerning the economic operator's economic and financial capacity (see paragraph 4 below).
- Information concerning reduction of the number of candidates (see paragraph 5 below).
- How to save and submit the electronic ESPD (see paragraph 6 below).

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

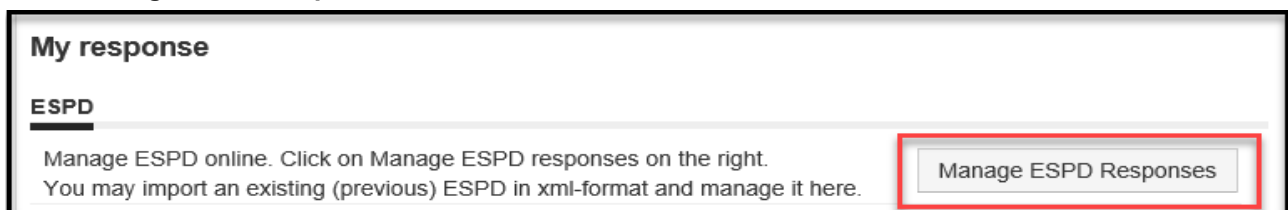
2. HOW TO OPEN THE ELECTRONIC ESPD

The ESPD is to be filled in and submitted via the website:

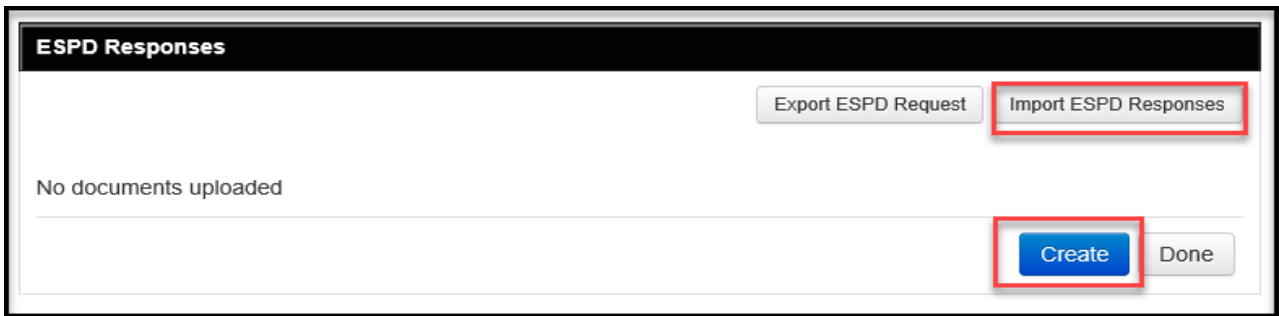
www.digitaleudbud.dk.

Here, the economic operator is to create the ESPD on the basis of the ESPD provided by the Danish Energy Agency ("the DEA") in the electronic tendering system under "**My responses**", the ESPD section.

Click "**Manage ESPD Responses**"

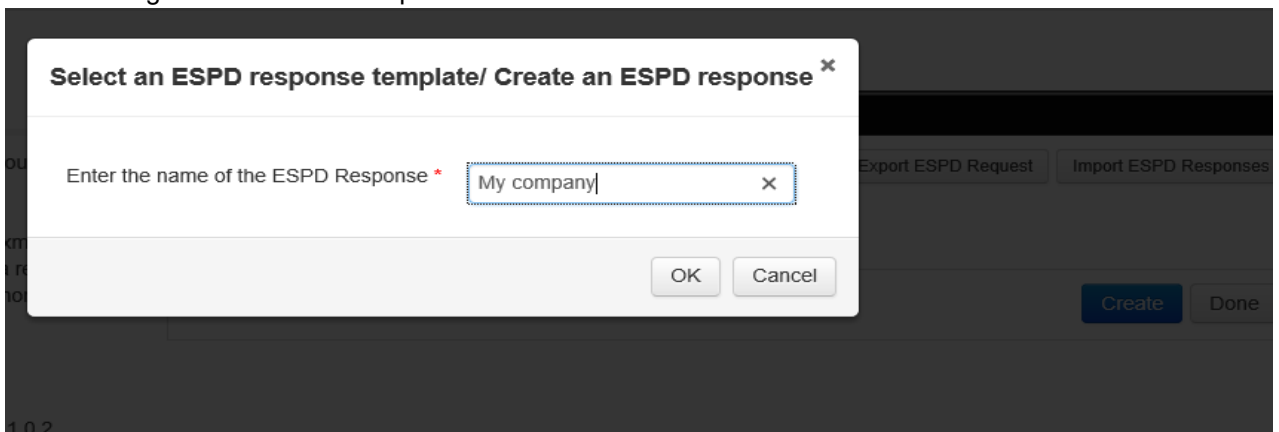


Here, the economic operator can either upload an existing ESPD as an XML file by clicking "**Import ESPD Responses**" or directly fill in the DEA's ESPD by clicking "**Create**".



As a 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 tendering 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, country and the title of the procurement procedure for which the response is submitted are automatically retrieved. Click "**Next**".

Once the ESPD has been completed via the tendering system and finalised, it will be accessible to the DEA after submission of application when the deadline for submission of application has expired.


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

An economic operator may participate in the procurement procedure as follows: i) on its own, ii) as part of a group, e.g. a consortium, and iii) alone, but relying on the capacities of other entities, such as sub-suppliers or a parent company.


3.1 Where the economic operator participates on its own

If the economic operator participates on its own, only one ESPD is to be given.

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 Where the economic operator participates as part of a group of operators (e.g. a consortium)

Where groups of economic operators (e.g. a consortium) participate together in the procurement procedure, a separate ESPD must be given 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 (e.g. 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 must indicate in its 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 other entities, each of the entities on which the economic operator relies is requested to fill in a separate ESPD. The entities are only to complete Part II, sections A and B, and Part III of the ESPD with the information requested as well as the relevant information in Parts IV and V of the ESPD, 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 of the ESPD 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

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 ...):

+ Add

✕ Remove

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


An economic operator participating on its own but relying on the capacities of other entities, e.g., a sub-supplier or a parent company, must ensure that the DEA receives its own ESPD **and** a separate ESPD for the entity/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 other 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. The entities are only to fill in Parts II.A, II.B and III of the ESPD with the information requested, as well as the relevant information in Parts IV and V of the ESPD, see paragraph 3.3.2.

If the economic operator relies on the capacities of other entities, the economic operator is also requested to indicate in Part II, section B of the ESPD 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.
- Information about the representatives of the entity
- Information as to whether the entity is subject to the grounds for exclusion that apply in the procedure

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, and/or
- technical and professional capacity, *if* the operator relies on the entity's technical and professional capacity.

For each entity on which the economic 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 of the ESPD 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:

No value selected

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 economic operator's economic and financial capacity as stated in the contract notice.

The economic operator must in Part IV.B of the ESPD in the field "**Other economic or financial requirements**" indicate its equity and the date of the statement of the equity. See example:

Other economic or financial requirements
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:

[More information >>](#)

Please describe them

Equity: DKK 1,000,000 as at 31 December 2024

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

5. 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 procedure are stated in the contract notice. The economic operator must provide this information in the ESPD, part V.

The economic operator must tick "**Yes**" in Part V of the ESPD and provide its descriptions in the description field .

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

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

6. 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.

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: Place:

[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