

MANUAL EUROPEAN SINGLE PROCUREMENT DOCUMENT

Introduction

The European Commission has decided that a self-declaration, according to a European standard, has to be used for public procurement procedures.

This self-declaration is called the European Single Procurement Document (ESPD) which in the Netherlands has to be used both above and below the threshold.

This ESPD is used as a self-declaration of the candidate/tenderer in which it declares whether the exclusion grounds apply or not and if candidate/tenderer meets the suitability requirements and whether the candidate/tenderer meets the selection criteria. The ESPD is used as preliminary evidence.

SVP wants their candidates/tenderers to use the online ESPD-tool of the European Commission to ensure the most up to date version is used.

Who shall complete the ESPD-form?

- The candidate's or the tenderer's organization;
- In case candidate/tenderer is a consortium: each member of the consortium individually;
- All third parties on whose capacities the candidate or the tenderer relies (recourse): each third party individually.

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1 Step-by-step instruction for the ESPD in relation to Tendered:



- In the folder "documenten" (Documents), you will find a ".xml-zip-file". Download the file to your computer by clicking on the button "download";
- When the file has been downloaded you will see programming. Now click on "file save as", please add your organization's name to the existing filename and save the file on your computer;
- Go to the web site <https://ec.europa.eu/tools/espd?lang=eng> and select a language;
- At the question: "Who are you?": select "I am an economic operator";
- At the question: "What do you want to do?": select "Import ESPD".
Note: do not select the alternative "Create response".
- Upload the abovementioned ".xml-zip-file" (step 2) into the system by pushing the "browse" (in Dutch: "bladeren") button.
- Select the country in which your organization is based.
- Click "Next".
- Fill in the ESPD.

Please note:

- the instructions below and the instructions in the ESPD itself;
- "open" fields have to be filled in the language: Dutch and/or English.

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2 Part I: Information concerning the procurement procedure and the contracting authority or contracting entity

Part I is (to be) filled in by SVP.

3 Part II A: Information concerning the economic operator

Start completing the form starting from Part II A.

Part II: Information concerning the economic operator

A: Information about the economic operator

Name:		E-mail:	
Street and number:		Telephone:	
Postcode:		Contact person or persons:	
City:		VAT number, if applicable:	
Country:	--- ☐	If no VAT number is applicable, please indicate another national identification number, if required and applicable:	
Internet address (web address) (if applicable):			
Is the economic operator a Micro, a Small or a Medium-Sized Enterprise? ☐		☐ Yes ☒ No	
Only in case the procurement is reserved: is the economic operator a sheltered workshop, a 'social business' or will it provide for the performance of the contract in the context of sheltered employment programmes?		☐ Yes ☒ No	
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)?		☐ Yes ☒ No	
1 In addition, please complete the missing information in Part IV, Sections A, B, C or D as the case may be ONLY if this is required in the relevant notice or procurement documents			
e) Will the economic operator be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the contracting authority or contracting entity to obtain it directly by accessing a national database in any Member State that is available free of charge?		☐ Yes ☒ No	
If the relevant documentation is available electronically, please indicate:			
Is the economic operator participating in the procurement procedure together with others?		☐ Yes ☒ No	
Where applicable, indication of the lot(s) for which the economic operator wishes to tender:			

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Please note the question: *"Is the economic operator participating in the procurement procedure together with others?"*.

If your organization is participating in the procurement procedure together with others or other organizations as a consortium, you have to tick the box "Yes" and have to answer the sub-questions.

Each member of the group/consortium has to fill in and answer the relevant questions, sign and upload/submit (via the candidate/tenderer) a separate ESPD form.

Please note: if a candidate/tenderer intends to use a subcontractor see Part II (C or D).

4 Part II B: Information about representatives of the economic operator #1

B: Information about representatives of the economic operator #1 ▼

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 ...):			

In this part the candidate/tenderer can fill in the name(s) of the empowered representative(s) for the procurement procedure. In case there is more than one (1) representative please add those via the "+" -button in the upper right corner: a new field will be added.

Please note: this part concerns the personal details of the legally authorised representative(s), not the *contact* person, whom is to be indicated in Part II A.

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5 Part II C: Information about reliance on the capacities of other entities

C: Information about reliance on the capacities of other entities ▼

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? ☐ Yes ☒ No

If a candidate/tenderer intends to rely on the financial and/or economic standing and/or technical capacities and/or professional capacities of other entities ("third party(-ies) ") in order to meet one or more suitability requirements and/or selection criteria, you have to tick the box "Yes". In this case each third party has to fill in, sign and upload/submit (via the candidate/tenderer) a separate ESPD form.

Please note: a third party is every other legal entity than the candidate/tenderer, whatever the legal nature of the link between itself and the other entit(y)(ies) is/are.

6 Part II D: Information concerning subcontractors on whose capacity the economic operator does not rely

D: Information concerning subcontractors on whose capacity the economic operator does not rely ▼

(Section to be filled-in only if this information is explicitly required by the contracting authority or contracting entity.)

Does the economic operator intend to subcontract any share of the contract to third parties? ☐ Yes ☐ No

If the contracting authority or contracting entity explicitly requests this information in addition to the information under Part I, please provide the information required under Sections A and B of this Part and Part III for each of the (categories of) subcontractors concerned.

⬅ Previous

✖ Cancel

➡ Next

In case candidate/tenderer wants to make use of subcontractors during the execution of the contract, but does not rely on the capacities of the subcontractors in order to meet the set procurement requirements candidate/tenderer can answer the question with "Yes".

In case candidate/tenderer shall not make use of subcontractors you can fill in "No".

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7 Part III A, B and C: Exclusion grounds

- A: Grounds relating to criminal convictions;
- B: Grounds relating to the payment of taxes or social security contributions;
- C: Grounds relating to insolvency, conflicts of interests or professional misconduct.

In this Part the exclusion grounds of SVP are stated.

Candidate/Tenderer has to answer each question. In case candidate/tenderer answers a question with "Yes" additional fields are opened which candidate/tenderer needs to fill with the requested information.

8 Part III D: Purely national exclusion grounds

D: Purely national exclusion grounds ▼	
Article 57(4) of Directive 2014/24/EU sets out the following reasons for exclusion	
Purely national exclusion grounds Other exclusion grounds that may be foreseen in the national legislation of the contracting authority's or contracting entity's Member State. Has the economic operator breached its obligations relating to the purely national grounds of exclusion, which are specified in the relevant notice or in the procurement documents?	Your answer? ☐ Yes ☒ No Is this information available at no cost to the authorities from an EU Member State database? ☐ Yes ☒ No

In case this question appears it does not have to be answered.

9 Part IV: Selection Criteria α; global indication for all selection criteria

Part IV: Selection criteria
Contracting authorities must indicate which selection criteria will be applied by 'ticking' the checkbox placed before the relevant criterion. Do you want to use the selection criteria from A to D? ☐ Yes ☒ No
α: Global indication for all selection criteria ▼ Concerning the selection criteria the contracting authority declares that ⓘ ☒ It satisfies all the required selection criteria indicated in the relevant notice or in the procurement documents referred to in the notice.

Selection criteria are, in the Netherlands, to be understood as suitability requirements, which are stated in pre-qualification document. Candidate/tenderer has to declare whether the selection criteria (suitability requirements) are met. This can be done by ticking the box.

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10 Part V: Reduction of the number of qualified candidates

Part V: Reduction of the number of qualified candidates ▼

i 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:
More information >>

Your answer? ☐ Yes ☒ No

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

Part V "Reduction of the number of qualified candidates" does not have to be answered.

This means the answer as already filled in by the tool can be left at "No".

In case SVP has set criteria in pre-qualification document to be applied in order to limit the number of candidates to be invited for the tender, candidate is requested to answer the respective questions and to upload the requested documents.

11 Part VI: Concluding statements

Part VI: Concluding statements ▼

The economic operator formally declare 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 declare 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 and, where required or necessary, signature(s):

Date

Place

Signature

Finally, candidate/tenderer has to fill in the date and place. A signature on the ESPD is not required. In the Letter of Application, which Candidate has to submit with its Application, Candidate declares that the truthfully completed ESPD is part of its Application. The signature on the Letter of Application is to be regarded as the signature on the submitted ESPD.

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13 What's next?

As stated at the start of this manual, the ESPD is used as preliminary evidence that a candidate/tenderer fulfills the set requirements. Whether the candidate/tenderer really meets the set requirements will be checked by SVP. SVP shall ask the selected/qualified candidate(s) or the tenderer that will be awarded the tender to submit documentary evidence prior to the definitive selection/qualification or awarding, in order to ensure the candidate/tenderer indeed meets the set requirements.

14 Links and further information:

Further information can be found on:

- a) EU-directives on public procurement:
<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2014:094:TOC>
- b) EU-regulation establishing the standard form for the European Single Procurement Document:
http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:JOL_2016_003_R_0004
- c) European Commission's service to fill out and reuse the ESPD:
<http://ec.europa.eu/growth/espd>
- d) PIANOo, the Dutch Public Procurement Expertise Centre
<https://www.pianoo.nl/regelgeving/gewijzigde-aanbestedingswet-2012/uniform-europees-aanbestedingsdocument-uea-0>