

# ESPD module in PCS

## Supplier User Guide

Version 0.4

March 2018

Note - This document is intended as practical information and guidance for users of the ESPD module within Public Contracts Scotland. If you have a query relating to a specific procurement exercise, you should contact the buyer in the first instance. This user guide is not a substitute for legal advice, which users are advised to seek if they have any queries regarding the processes and procedures described.

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## Introduction

The ESPD Scotland module on Public Contracts Scotland follows an easy-to-use process, allowing buyers to choose which questions they'd like answered in an electronic format. As the ESPD module is self-contained, it means that buyers no longer need to enter the selection criteria in the contract notice and can enter it beside the relevant selection question.

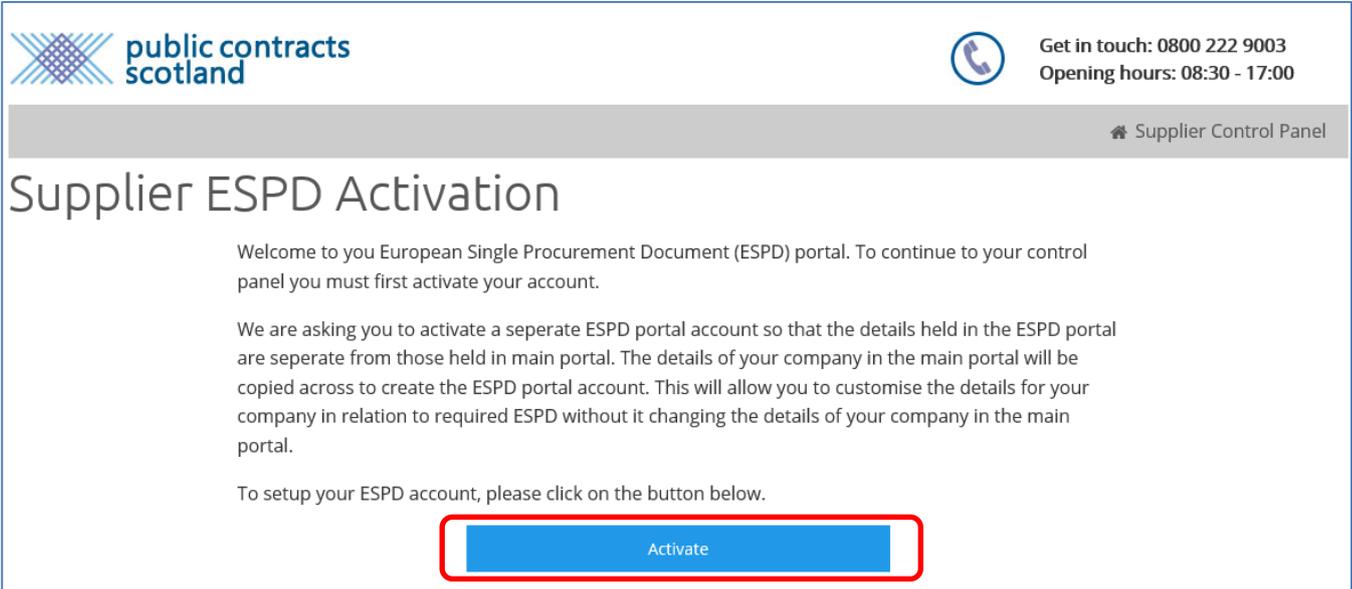
Buyers will be able to link their ESPD request to the electronic postbox and this will allow you to complete the ESPD response electronically. Functionality will also allow you to recall answers from your supplier profile to reduce duplication of effort.

Your ESPD response will then be submitted to the buyer via the postbox. The new functionality also allows buyers to request relevant ESPD evidence or means of proof electronically.

You can access your ESPD module through the [Supplier Control Panel](#).

## ESPD Module Activation

The first time you access the ESPD (Scotland) you will be asked to activate your account, which you can do by selecting "Activate".



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Get in touch: 0800 222 9003  
Opening hours: 08:30 - 17:00

Supplier Control Panel

## Supplier ESPD Activation

Welcome to you European Single Procurement Document (ESPD) portal. To continue to your control panel you must first activate your account.

We are asking you to activate a seperate ESPD portal account so that the details held in the ESPD portal are seperate from those held in main portal. The details of your company in the main portal will be copied across to create the ESPD portal account. This will allow you to customise the details for your company in relation to required ESPD without it changing the details of your company in the main portal.

To setup your ESPD account, please click on the button below.

**Activate**

## Respond to an ESPD Request

Once you have expressed interest in a particular contract notice, you will be able to access the ESPD document through your [Postbox Response Workspace](#). Find the relevant contract notice in your list, and click **Create** to start a new response.

<p><b>sand</b> Published By: CR Council Deadline: 08/03/2018 12:00</p>	Not Dispatched	<a href="#">Edit/Dispatch</a> <a href="#">Delete</a>
<p><b>ESPD Test Notice</b> Published By: CR Council Deadline: 13/03/2018 12:00</p>	Not Created	<b>Create</b>
<p><b>Supply of Guitars</b> Published By: Scottish Government Deadline: 30/03/2018 12:00</p>	Not Dispatched	<a href="#">Edit/Dispatch</a> <a href="#">Delete</a>

Within the Create Postbox Response page you'll find the **Generate new ESPD Response** button.

### Create Postbox Response

Please complete the following sections listed below before submitting your response to the postbox.

- Contact Details
- ESPD Response
- Supporting Documentation
- Further Comments
- Save and Dispatch
- \* Required information.

Contact Details

Your contact details are automatically copied from the information you provided in your registration. If you wish to edit these details please do so below.

* Organisation: <input type="text" value="DD Cleaning Services"/>	* Contact: <input type="text" value="Duncan dot Dallas"/>
Department: <input type="text"/>	* Address Line 1: <input type="text" value="10 Queens Road"/>
Address Line 2: <input type="text"/>	* Town: <input type="text" value="Aberdeen"/>
Postal Code: <input type="text" value="AB25 2QD"/>	Country: <input type="text" value="United Kingdom (GB)"/>
Telephone: <input type="text" value="+44 1224750739"/>	Fax: <input type="text"/>
* Email Address: <input type="text" value="duncan.dallas@millstream.eu"/>	

ESPD Response

Please create your ESPD Response using the button below. Once created, you will be able to edit the Response up until you lock it, at which point it will be deemed completed, and you will be able to Dispatch your postbox response. On dispatching your Postbox response, a PDF version of the ESPD response will be added to the collection of supporting documents.

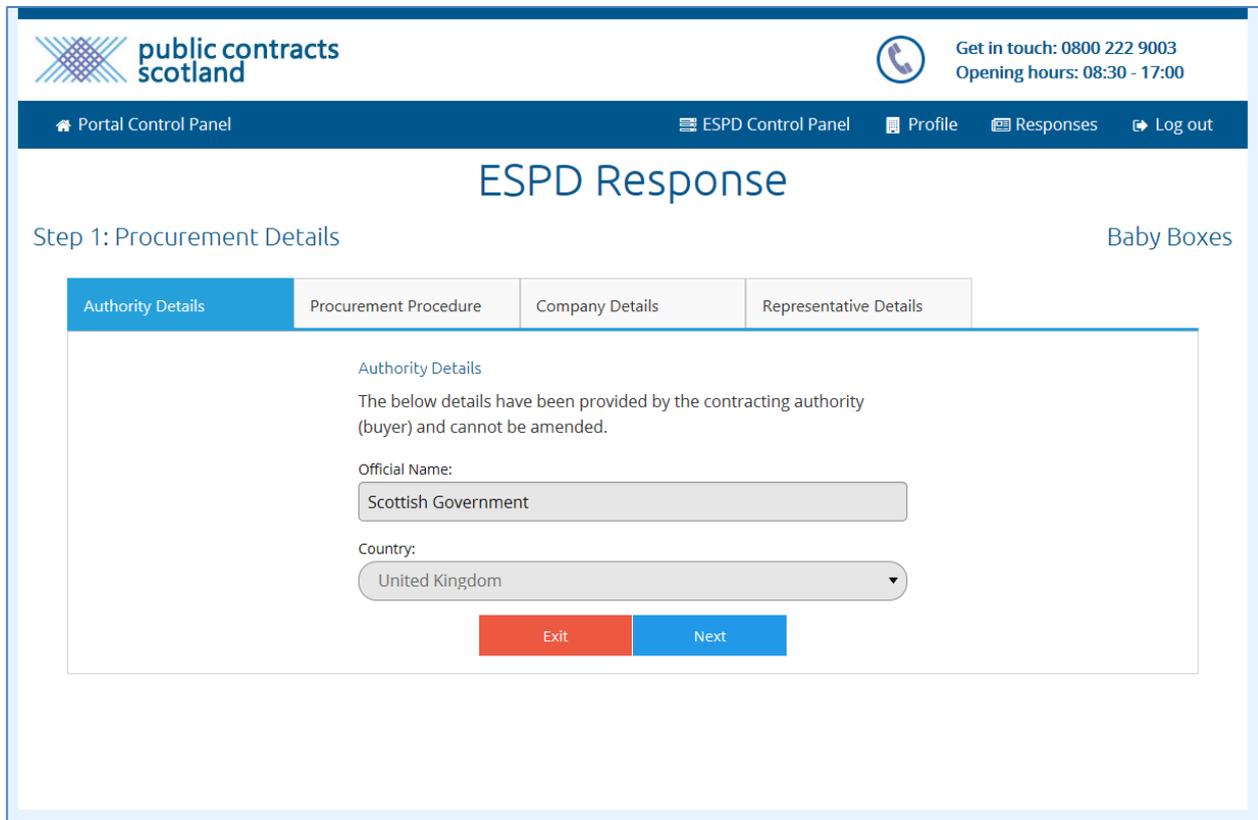
**Generate New ESPD Response**

## Create your ESPD Response

Creating an ESPD response involves completing 3 main steps, each divided into relevant sections.

### Step 1: Procurement Details

This is broken down in to 4 sections. Clicking **NEXT** saves the current section and progresses you to the next section. Step 1 provides you with information as to who is running the procurement exercise, the procedure chosen, and the details of your company and the representative details.



The authority details and procurement procedure areas will be completed by the buyer. The company details are prepopulated from your PCS profile but you can update them if required.

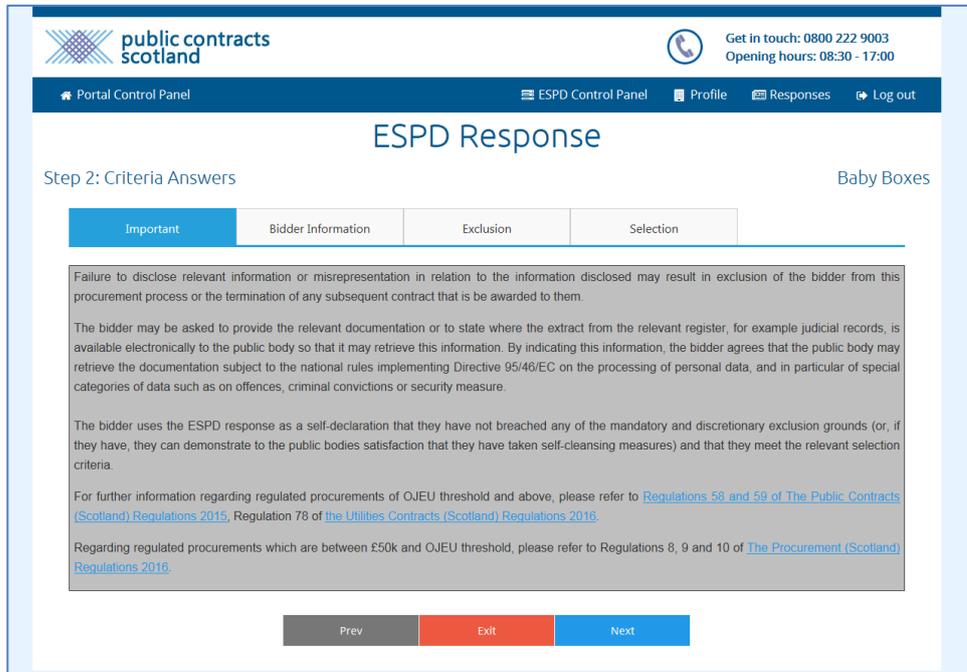
The next step requires you to select your supplier representative, if applicable. If required, you can add new representatives using the Create New Representative option and completing the relevant fields. Further information on this can be found on page 13 of this guide.

The screenshot shows the 'ESPD Response' interface. At the top, there is a navigation bar with 'Portal Control Panel', 'ESPD Control Panel', 'Profile', 'Responses', and 'Log out'. A contact number '0800 222 9003' and opening hours '08:30 - 17:00' are also visible. The main heading is 'ESPD Response', with 'Step 1: Procurement Details' and 'Baby Boxes' on either side. Below this is a tabbed interface with four tabs: 'Authority Details', 'Procurement Procedure', 'Company Details', and 'Representative Details' (which is active). The 'Representative Details' section contains a text block explaining that a representative is a person empowered to represent the organization and provides instructions on how to add them. Below the text are two columns: 'Available Representatives' (listing 'William Gould' and 'Mickey Mouse') and 'Selected Representatives' (which is empty). Between these columns are four arrow buttons: a right-pointing arrow, a left-pointing arrow, a double right-pointing arrow, and a double left-pointing arrow. At the bottom of the section is a 'Create New Representative' link and three buttons: 'Prev', 'Save and Exit', and 'Next'.

## Step 2

Step 2 is broken down into 4 sections, each with its own subsection. Clicking **NEXT** saves the current section and progresses you to the next question.

## Procedure



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Portal Control Panel ESPD Control Panel Profile Responses Log out

### ESPD Response

Step 2: Criteria Answers Baby Boxes

**Important** Bidder Information Exclusion Selection

Failure to disclose relevant information or misrepresentation in relation to the information disclosed may result in exclusion of the bidder from this procurement process or the termination of any subsequent contract that is awarded to them.

The bidder may be asked to provide the relevant documentation or to state where the extract from the relevant register, for example judicial records, is available electronically to the public body so that it may retrieve this information. By indicating this information, the bidder agrees that the public body may retrieve the documentation subject to the national rules implementing Directive 95/46/EC on the processing of personal data, and in particular of special categories of data such as on offences, criminal convictions or security measure.

The bidder uses the ESPD response as a self-declaration that they have not breached any of the mandatory and discretionary exclusion grounds (or, if they have, they can demonstrate to the public bodies satisfaction that they have taken self-cleansing measures) and that they meet the relevant selection criteria.

For further information regarding regulated procurements of OJEU threshold and above, please refer to [Regulations 58 and 59 of The Public Contracts \(Scotland\) Regulations 2015](#), Regulation 76 of [the Utilities Contracts \(Scotland\) Regulations 2016](#).

Regarding regulated procurements which are between £50k and OJEU threshold, please refer to Regulations 8, 9 and 10 of [The Procurement \(Scotland\) Regulations 2016](#).

Prev Exit Next

This contains important information from the buyer regarding the ESPD and should be read before proceeding. If the procurement exercise involves lots, you will also be able to answer questions regarding this.

### Bidder Information

Each question within the section should be completed.

### Collaborative Bidding

The ESPD system only allows for one ESPD document to be submitted per bidder. If you are required to submit ESPD responses on behalf of other organisations - such as sub-contractors, consortia members or organisations on which you will rely to carry out the contract – you must download the ESPD file in Excel format and ask your partner organisations to complete the relevant sections and return it to you offline. You should then attach their ESPD responses as additional documents within your postbox response. Further details on the postbox functionality can be found in the [Postbox User Guide](#).

The option to download the Excel file will be provided against the questions relating to Form of Participation, Reliance and Sub-Contracting.

Selecting the 'Download ESPD' link will allow you to download the ESPD into Excel. You should then instruct your partners on which sections they need to complete and submit back to you.

**[2A17] Form of participation**

Is the bidder participating in the procurement procedure together with others?

(Notably as part of a group, consortium, joint venture or similar)

**Your answer**

Yes     No

Name of the economic operator in the group	ID of the economic operator (please write N/A if not applicable)	Activity of the economic operator (for this specific procedure)
You have not added any information		

**Name of the economic operator in the group**

**ID of the economic operator (please write N/A if not applicable)**

**Activity of the economic operator (for this specific procedure)**

[Add](#)

**Please Note:** If you have answered yes, please ensure that each participant listed provides a separate ESPD response.

A blank ESPD can be downloaded, sent other participants for completion offline and then attached in the postbox.

[Download ESPD](#)

### Exclusion

Complete each question as required. If the information is available electronically, you will be able to enter further details such as the name and URL. If you need to add information to a question, make sure to click **Add** to add this data to your response.

<ul style="list-style-type: none"> <li>contributions</li> <li>Blacklisting</li> <li>Information concerning environmental, social and labour law</li> <li>Information concerning insolvency</li> <li>Grave professional misconduct</li> <li>Conflicts of Interest</li> </ul>	<p><b>[3A1] The Common Law Offence of Conspiracy</b></p> <p>Has the bidder itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment within the last five years for the common law offence of conspiracy; where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime or an offence under sections 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010, or any other offence within the meaning of Article 57(1)(a) of the Directive as defined by the law of any EEA state or any part thereof?</p>	<p><b>Your Answer</b></p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <table border="1"> <thead> <tr> <th>Date of conviction</th> <th>Reason</th> <th>Who has been convicted</th> <th>Length of the period of exclusion</th> </tr> </thead> <tbody> <tr> <td colspan="4">You have not added any information</td> </tr> </tbody> </table> <p><b>Date of conviction</b></p> <p>07/11/2016 <input type="text"/></p> <p><b>Reason</b></p> <p>Your Reason here</p> <p><b>Who has been convicted</b></p> <p>Persons Names</p> <p><b>Length of the period of exclusion</b></p> <p>From: 08/11/2016 <input type="text"/> To: 31/01/2018 <input type="text"/></p> <p><b>Add</b></p> <p>If yes, has the bidder taken measures to demonstrate its reliability despite the existence of this ground for exclusion ("Self-Cleansing")?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>If the relevant documentation is available electronically, please indicate:</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	Date of conviction	Reason	Who has been convicted	Length of the period of exclusion	You have not added any information			
Date of conviction	Reason	Who has been convicted	Length of the period of exclusion							
You have not added any information										

**Selection**

Complete each question, paying attention to any criteria provided by the Authority. After adding information to the Criteria text boxes, make sure to click **Add** to add this data to your response (If the Add button is not present, make sure you have entered a response in the text field provided).

Turnover	<p><b>[4C.1/4C1.2] Relevant Examples</b></p> <p>1) For public works contracts only, please provide relevant examples of works carried out in the past five years as specified:</p> <p>or</p> <p>2) For public supply and public service contracts only, please provide relevant examples of supplies and/or services carried out during the last three years as specified (Examples from both public and/or private sector customers and clients may be provided):</p> <p><b>Requirement</b> Examples should be related to refurbishment of commercial premises</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>Weighting type</b> Points</p> <p><b>The general method used to score and evaluate the weighted criteria</b> 0 - Unacceptable 1 - Poor 2 - Acceptable 3 - Good 4 - Excellent</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>Weight allocated to this criteria</b> 50</p> <p><b>Complementary information for the evaluation of this criteria</b> 0 - Unacceptable, examples do not meet requirements 1 - Poor, examples are partially relevant but limited details 2 - Acceptable, examples are relevant but lack certain details 3 - Good, examples are sufficiently detailed 4 - Excellent, examples are completely relevant and excellent overall.</p> </div>	References
Economic and Financial Standing		<p><b>Description of relevant examples</b></p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>
<b>Technical and Professional Ability</b>		<p><b>Confidential</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Quality Assurance		<p><b>Is this information available online?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Environmental Management		

### Step 3: Finish

The **Summary** section provides an overview of all information provided by you in the process of creating your ESPD.

The **Concluding Statements** section highlights the electronically signed declaration that all suppliers will have to electronically sign upon completing an ESPD response.

## ESPD Response

Step 3: Finish Baby Boxes

Export

Previous
Save and Exit
Export XML
Export PDF
Export Word
Export Excel

You can now click on one of the 'Export' options to download and save the ESPD file on your computer.

Summary

Concluding Statements

**Concluding statements**

The undersigned 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.

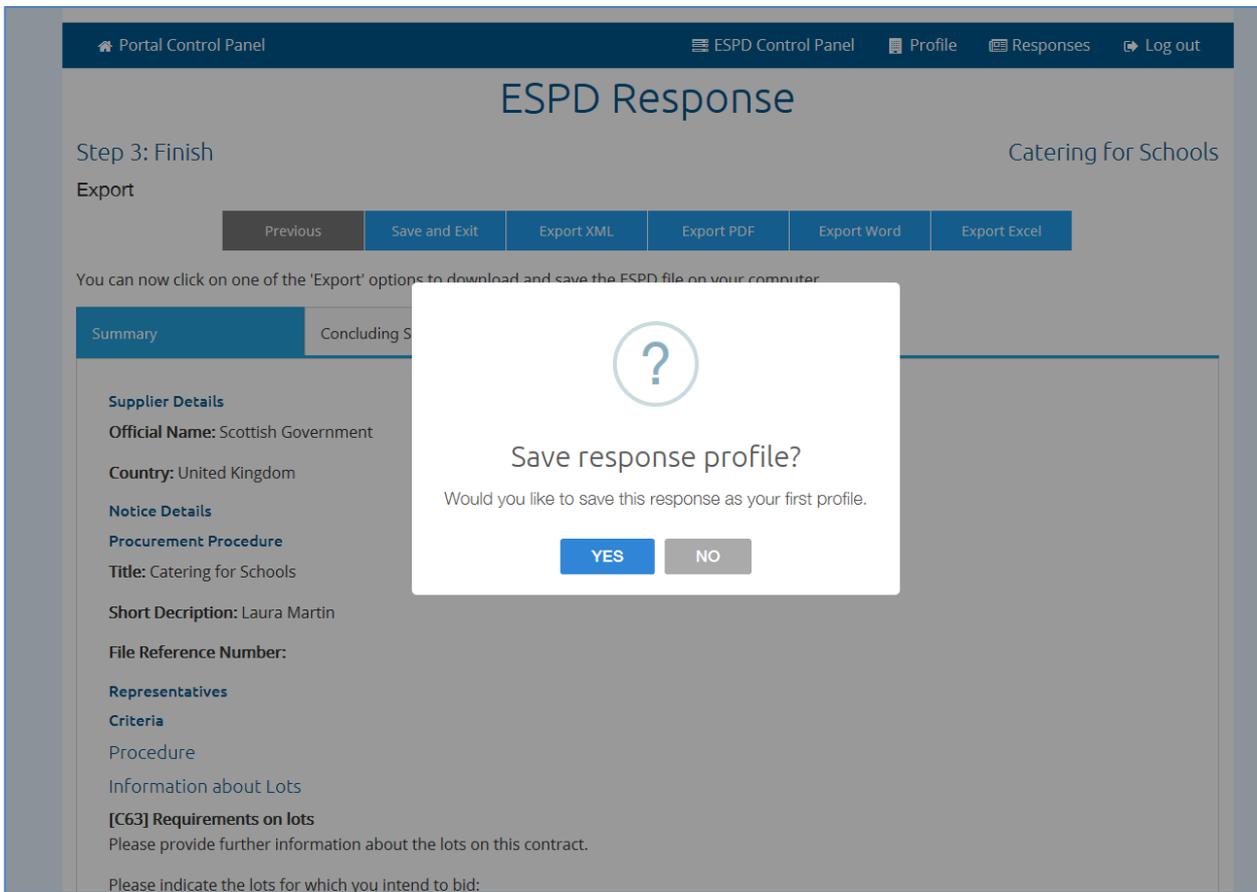
The undersigned formally consent to [identify the contracting authority or contracting entity as set out in Part I, Section A], gaining access to documents supporting the information, which has been provided in [identify the Part/Section/Point(s) concerned] of this European Single Procurement Document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

I declare that these concluding statements are true and accurate.

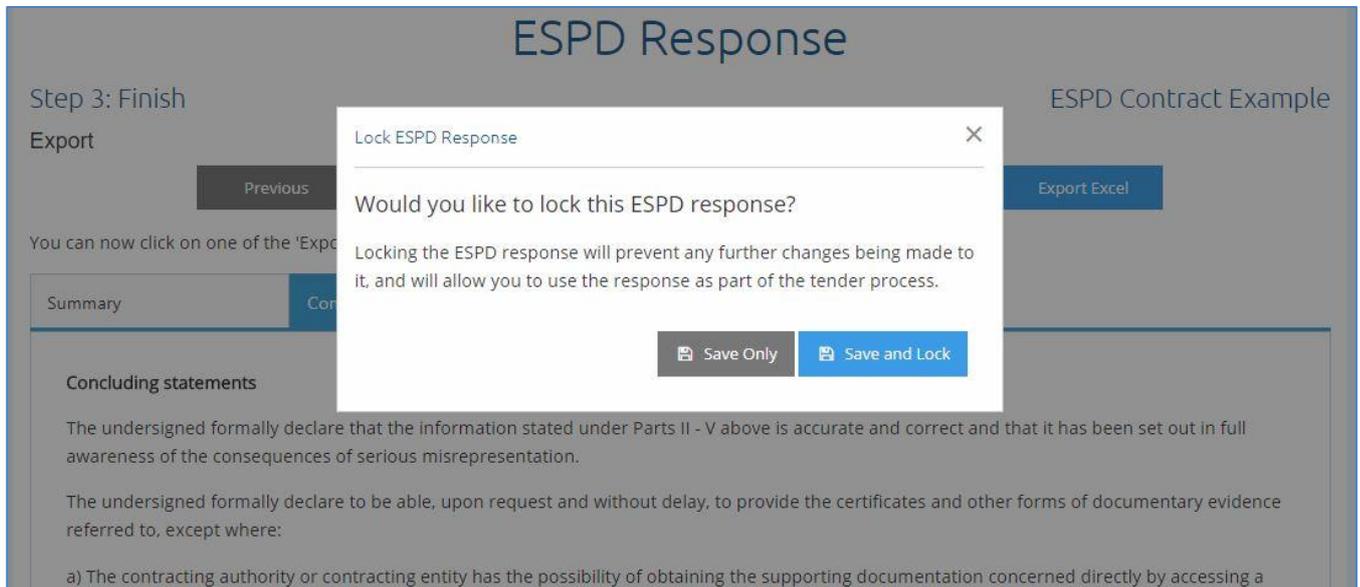
Name:  ✕

At this point you may export your ESPD response to one of *MS Word, XML, MS Excel or PDF formats*.

If this is your first ESPD response, you are also able to save this as a supplier profile. This will enable you to reuse these answers in a future response.



Once you have completed your ESPD, You can **Save** or **Save & Lock** the document. Saving the ESPD at this point will allow you to edit it at a later point. **Save & Lock** will allow you to attach the completed document to your Postbox response, after which you will no longer be able to edit the ESPD response.



**ESPD Response**

Step 3: Finish

Export

Previous

Export Excel

You can now click on one of the 'Export' buttons to download the response as a PDF or Excel file.

Summary

Concluding statements

The undersigned 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

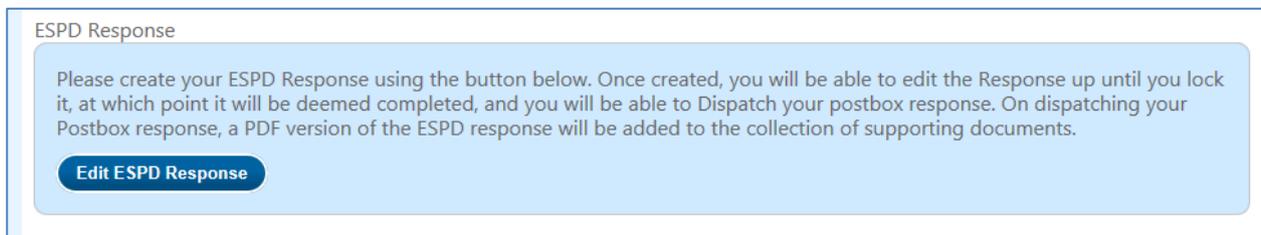
Lock ESPD Response

Would you like to lock this ESPD response?

Locking the ESPD response will prevent any further changes being made to it, and will allow you to use the response as part of the tender process.

Save Only Save and Lock

If you need to edit the ESPD response before attaching it to your postbox, you are able to access it via the Supplier ESPD Control panel or via your postbox response.



ESPD Response

Please create your ESPD Response using the button below. Once created, you will be able to edit the Response up until you lock it, at which point it will be deemed completed, and you will be able to Dispatch your postbox response. On dispatching your Postbox response, a PDF version of the ESPD response will be added to the collection of supporting documents.

Edit ESPD Response

## Submit ESPD Evidence

Evidence or means of proof can be submitted in in two ways:

- The first option is to provide a hyperlink to a website where the information is stored electronically in your ESPD response, or to upload a document directly into the response. Select **Yes** and you will be provided with options to include this information.

**[3A1] The Common Law Offence of Conspiracy**

Has the bidder itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment within the last five years for the common law offence of conspiracy; where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime or an offence under sections 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010, or any other offence within the meaning of Article 57(1)(a) of the Directive as defined by the law of any EEA state or any part thereof?

**Your Answer**

Yes  No

**If the relevant documentation is available electronically, please indicate:**

Yes  No

**Evidence Details**

Confidential

**Name / Verification Code**

**URL**

Or

Upload

- The second option is for the buyer to request it directly from you at the relevant stage of the process. The buyer will select the relevant evidence required and you will be informed via email, what information is required.

You will then be able to upload relevant evidence and submit it to the buyer electronically.

**ESPD Profile – Edit/Update**

The first ESPD response you create can be saved as an ESPD profile this will enable you to reuse the response answers in future ESPD responses. You are also able to create a new profile from your Supplier ESPD Control Panel or edit existing profiles, for example, if you wanted to have separate profiles for different areas of your business.



Creating & editing existing ESPD profiles can be done through the Response Profiles option. Selecting this will take you to your existing profiles, each of which can be edited by clicking on the name of the Response.

To create a new profile, click on the **Create Profile** button. This will allow you to answer all ESPD Scotland questions which can then be used to auto-populate ESPD responses when required.

Portal Control Panel    ESPD Control Panel    Profile    Responses    Log out

## Supplier ESPD Response Profiles

The table below lists the ESPD response profiles that have been previously created. From here, you can view or edit profiles that already exist, or upload a new ESPD response profile.

[Create Profile](#)

Show  entries    Search:

Name	Created Date	
<a href="#">Standard Profile</a>	<a href="#">16/01/2018 17:08</a>	<a href="#">Delete</a>
<a href="#">Structural Engineer Profile</a>	<a href="#">06/02/2018 15:05</a>	<a href="#">Delete</a>

Showing 21 to 22 of 22 entries    [Previous](#) 1 2 **3** [Next](#)

## Supplier Representatives – Edit/Update

Supplier Representatives are those people that are empowered to legally represent the company when submitting an ESPD response.

Clicking on the representatives' name will allow you to edit that persons details. Selecting Create representative will allow you to add another representative.

## Supplier ESPD Representatives

The table lists the people you have empowered to represent your company. You can also edit, change or create additional representatives from here.

[+ Create Representative](#)

Show  entries    Search:

Full Name	Position
<a href="#">Mickey Mouse</a>	CEO
<a href="#">William Gould</a>	Consultant

Showing 1 to 2 of 2 entries    [Previous](#) **1** [Next](#)

## Further information

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If you have any queries or feedback regarding the ESPD module please contact the Public Contracts Scotland helpdesk on 0800 222 9003 or [support@publiccontractsscotland.gov.uk](mailto:support@publiccontractsscotland.gov.uk)

For information related to the specific procurement exercise, please contact the contracting authority who issued the ESPD. Their contact details can be found in the contract notice.