

Guide to completion of the European Single Procurement Document (ESPD)

ESPD is to be completed via an interactive system. Link to the ESPD Service: <https://ec.europa.eu/growth/tools-databases/espd/filter?lang=da>

Please read the Danish Competition and Consumer Authority's guidance here: <http://www.kfst.dk/nyheder/kfst/ok-nyheder/2017/20173006-ny-vejledning-om-espd-nu-med-dokumentation-og-guide-til-e-certis/>

We recommend that the candidate/ tenderer follows this procedure when completing the ESPD:

1. Download the .xml file from the Supplier's Portal under Ongoing Tenders.
2. Please read the Danish Competition and Consumer Authority's guidance along with the completion.
3. The following fields are to be completed in connection with the Danish Road Directorate's tender:
Part I: Completed by the Danish Road Directorate.
Part II – Information about the economic operator:
Section A: Indicate the contact person, with whom the Danish Road Directorate shall communicate regarding request/tender and awarding.
Please note that Part II, Section A, Point e) are not to be completed by Danish tenderers, as no national database exists in Denmark. Cf. the Danish Competition and Consumer Authority's Guidance, page 22.
If the tender is subdivided into several lots, the sub-contracts should be specified for which the candidate/tenderer wishes to submit a tender.
Section B: Where relevant, indicate the person/ persons who shall sign the contract.
Section C: To be filled in.
Section D: Not applicable.
Part III – Exclusion grounds (cf. Procurement Specifications (BUT), Section 3.5.1):
Sections A and B to be completed.
Section C: Danish Road Directorate needs these fields to be completed:
 - "Bankruptcy",
 - "Insolvency",
 - "Arrangement with creditors",
 - "Analogous situation like bankruptcy under national law",
 - "Assets being administered by liquidator",
 - "Business activities are suspended",
 - "Conflict of interest due to its participation in the procurement procedure",

- “Direct or indirect involvement in the preparation of this procurement procedure” and,
- “Guilty of misinterpretation, withheld information, unable to provide required documents and obtained confidential information of this procedure”.

Of these, the three last-mentioned are mandatory exclusion grounds, cf. Section 136 under the Danish Public Procurement Act

Part IV – Selection criteria:

Section A is not applicable.

Section B: Total annual revenue shall be filled in, is required in the contract notices, point III.1.2.

Section C: References shall be described, if required in the contract notices, point III.1.3. Either directly in the ESPD or, with reference to appendices.

The remaining fields are not applicable.

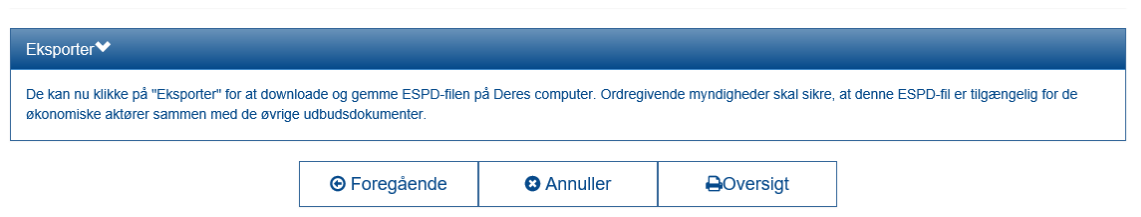
Part V – Reduction of the number of qualified candidates (only relevant to pre-qualification):

Not applicable.

Part VI – Concluding statements:

Please indicate date and place. No signatures are required.

4. The completed ESPD may be printed or saved upon reaching this screen prompt:



Click on Oversigt (Overview).

The document will then open in a new window. Scrolling down to the end of the document and clicking on Download you will get this screen prompt:



You may now save the document as an **xml file and pdf file** and, you may print the pdf file.

The xml file once exported is to be forwarded together with the request/tender and it is to be designated: <company name><tender no.>espd-response.xml

The Danish Road Directorate appreciates if it is also enclosed as a pdf file.