

How to complete European Single Procurement Document (ESPD) via prefilled form – file in .xml formatting

If the economic operator decides to prove meeting selection criteria via ESPD, there are three basic ways how to do it:

- download prefilled form of ESPD in .pdf formatting (file named ESPD_en.pdf), located in section “Documents” on profile of the Competitive Dialogue. Fulfill/complete ESPD scan the file and submit it as part of the request to participate, or
- download prefilled form of ESPD in .xml formatting (file named ESPD_en.xml), located in section “Documents” on profile of the Competitive Dialogue and fulfill/complete ESPD in electronic way via Slovak ESPD provider following this manual and submit it as part of the request to participate, or
- download prefilled form of ESPD in .xml formatting (file named ESPD_en.xml), located in section “Documents” on profile of the Competitive Dialogue and fulfill/complete ESPD in electronic way via national ESPD services – [list of ESPD providers](#) (more information on website of The European Commission [here](#)) and submit it as part of the request to participate.

1. Download the file ESPD_en.xml

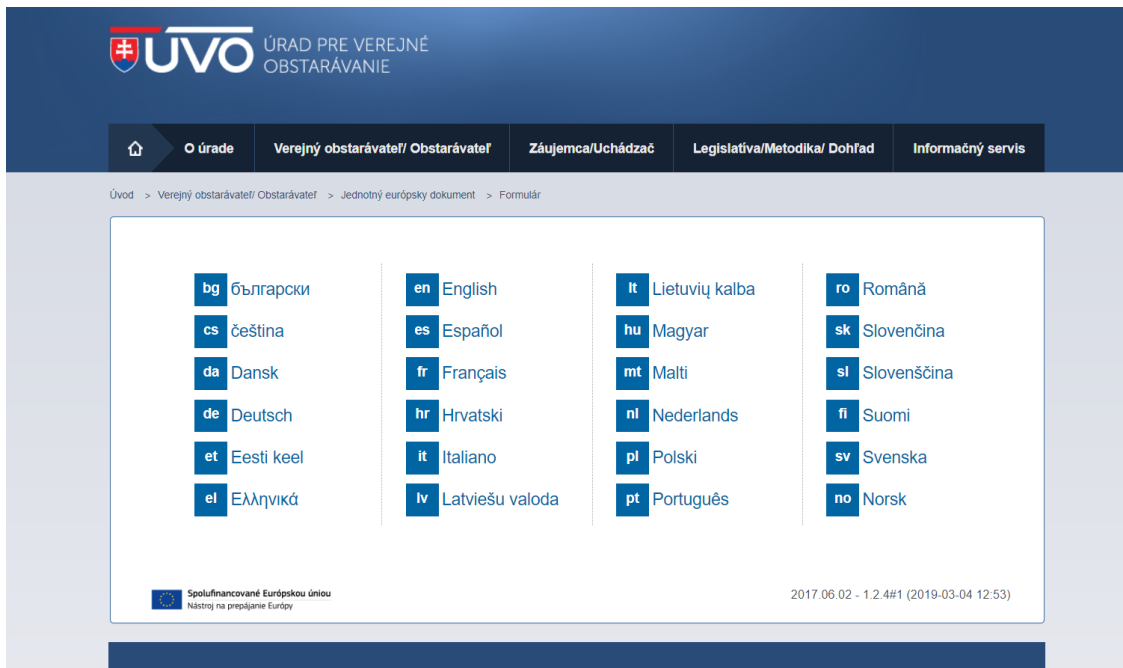
2. Open link

<https://www.uvo.gov.sk/jednotny-europsky-dokument-pre-verejne-obstaravanie-602.html>

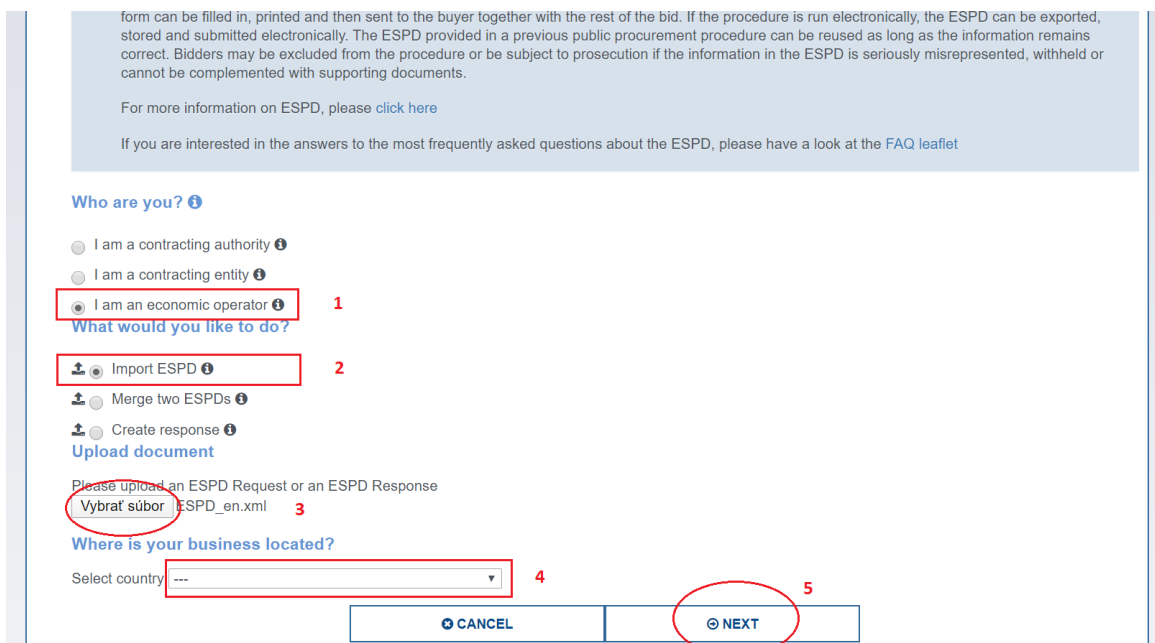
3. In the following web page click on the tab **JEDNOTNÝ EURÓPSKY DOKUMENT (JED)**

The screenshot shows the website of the Úrad pre verejné obstarávanie (UVO). The header includes the UVO logo and navigation links for 'Privátna zóna', 'Kontakty', and language options 'SK' and 'EN'. A search bar is present with the text 'Vyhľadať' and a 'HLADAŤ' button. Below the header is a navigation menu with tabs: 'O úrade', 'Verejný obstarávateľ/Obstarávateľ', 'Zúčemca/Uchádzač', 'Legislatíva/Metodika/Dohľad', and 'Informačný servis'. The main content area is titled 'Úvod > Jednotný európsky dokument pre verejné obstarávanie'. The page content is in Slovak and discusses the 'Jednotný európsky dokument pre verejné obstarávanie (JED)'. A red circle highlights the tab 'JEDNOTNÝ EURÓPSKY DOKUMENT (JED)' in the navigation menu. Below the text, there is a red button with the text 'JEDNOTNÝ EURÓPSKY DOKUMENT (JED)'. The page also mentions that the public procurer can add and modify the JED directly from their profile and provides a link to a manual.

4. In the following step you choose the English language. According to the Informative Document, the Contracting Authority will also accept ESPD in Czech and Slovak languages.



5. In the following step choose the option “I am economic operator”. You will then be asked “What would you like to do?”. Choose the option “Import ESPD”, then upload document/file ESPD_en.xml. In the following step select “Where is your business located” and click “NEXT”.



6. After then the ESPD form will display.

Start
Procedure
! Exclusion
Selection
Finish

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

Information about publication

Notice number in the OJS:	2019/S 237-581585
National Official Journal	Please specify the national government official journal number

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:	Hlavné mesto SR Bratislava	Country:	Slovakia
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Information about the procurement procedure

Type of procedure	Not specified
Title:	SNP Square and Kamenné Square, Bratislava Competitive Dialogue 2019 /2020
Short description:	The aim of the competitive dialogue is to find optimal and the best architectural quality solution for the territory in the center of Bratislava and the processor of all levels project documentation, performance of engineering activities and author supervision.

7. After completing ESPD form the following screen will display. In the following step choose “OVERVIEW”.

Part VI: 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)].

Date, place and, where required or necessary, signature(s):

Date	<input style="width: 80%;" type="text"/>
Place	<input style="width: 80%;" type="text"/>
Signature	<input style="width: 80%;" type="text"/>

Save

You can now click on 'Export' to download and save the ESPD file on your computer. Contracting authorities must ensure that this ESPD file is available to the economic operators alongside the other tender documents.

PREVIOUS

CANCEL

OVERVIEW

8. After click on “OVERVIEW” the completed ESPD form will display. In the end of ESPD form choose format in which you would like to download the ESPD (.pdf or .xml formatting).

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:

Your answer?
 Yes No

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

If some of these certificates or forms of documentary evidence are available electronically, please indicate for each:

Part VI: Concluding statements

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Date, place and, where required or necessary, signature(s):

Date

Place

Signature

XML FORMAT

PDF FORMAT

BOTH FORMATS

PREVIOUS CANCEL DOWNLOAD AS