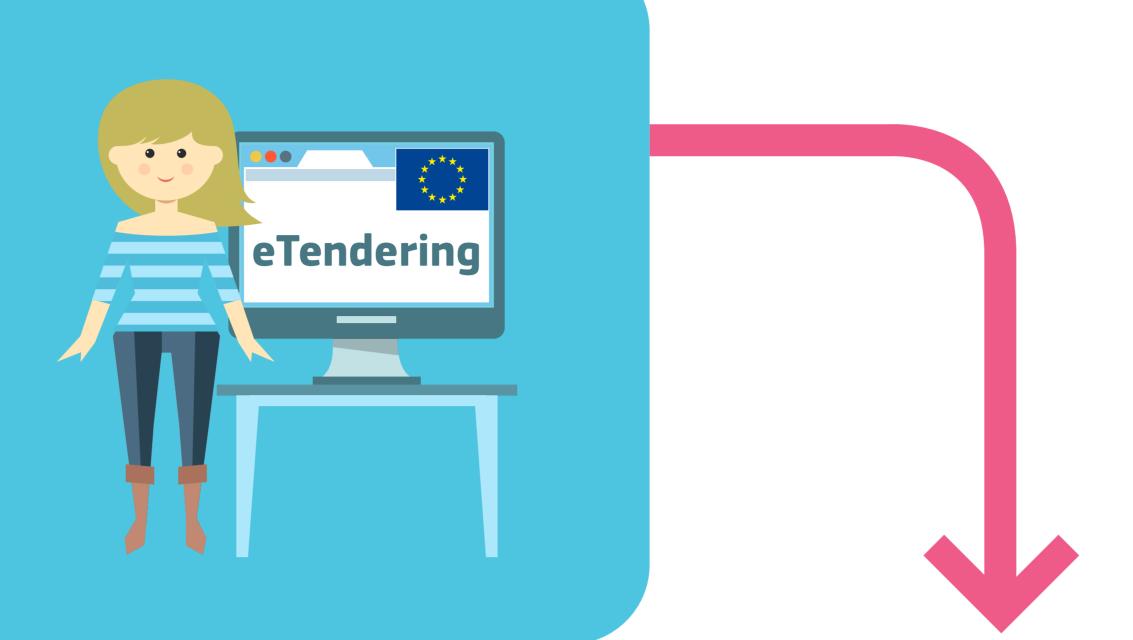


Qualifying with the European Single Procurement Document (ESPD)

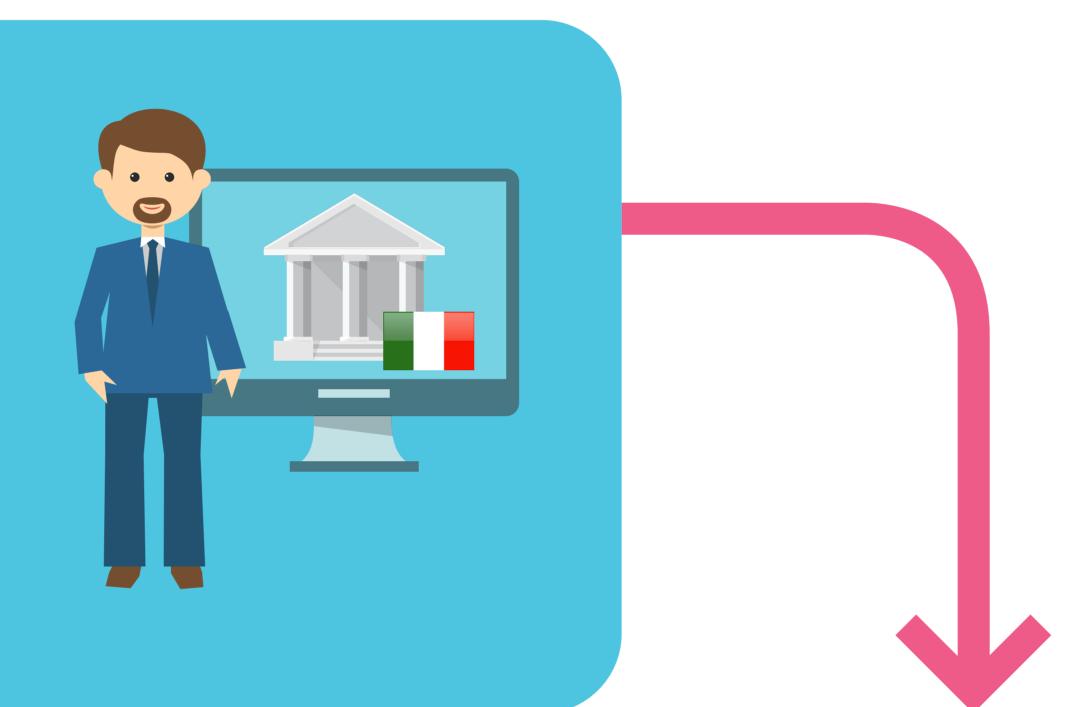
1. Tarja works for a Finnish public authority. She wants to buy new furniture for their offices. With their eTendering system, she prepares the call documents including an ESPD, outlining the criteria on which the bidders will be evaluated.



2. The procurement documents are submitted for publication on the national Finnish journal of public procurement. The call is also automatically submitted to **TED**.



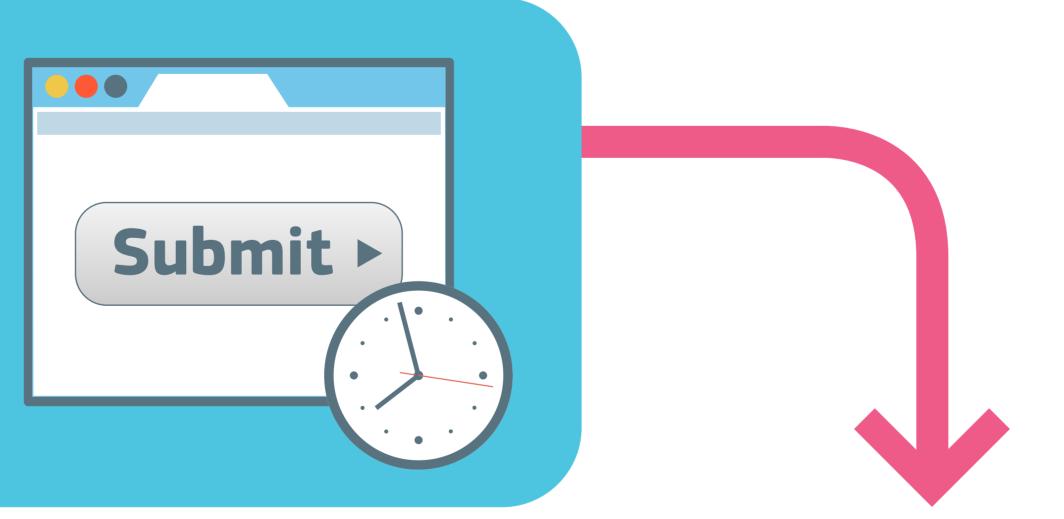
3. Marco, owner of an Italian furniture company, finds the call in the national Italian portal, which is linked to TED. He downloads all the documents including the ESPD.

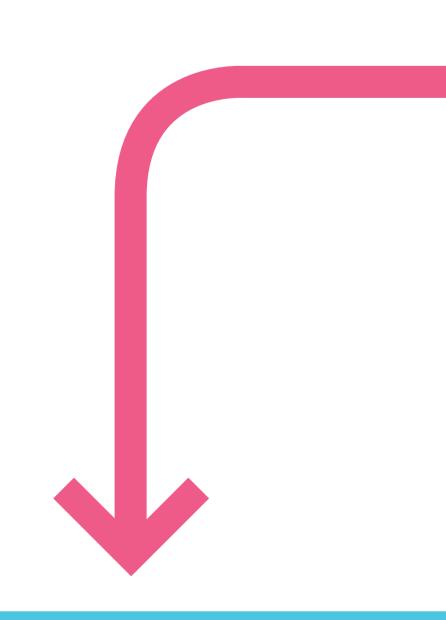


4. Marco can either fill in the ESPD manually or he can have the ESPD filled out automatically by a prequalification system (including links to registers where Tarja can check the original evidence).

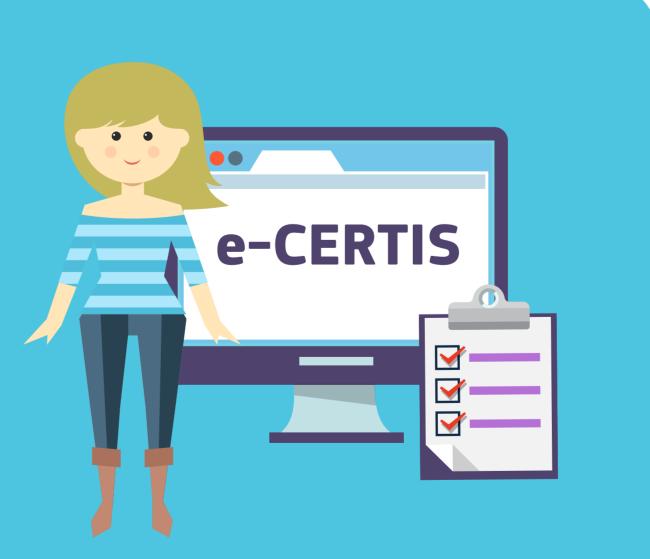


5. Having **saved a lot of time** thanks to the **ESPD**, Marco has more time to work on the actual tender. When he is satisfied with the result, he submits it.





6. Tarja easily evaluates all the **ESPDs** received from bidders to see who **qualifies for the call**. She uses **e-Certis** to compare the Italian and Finnish certification requirements to prove that the bidder is eligible to participate in the tender.



7. Tarja evaluates the offers of all qualified bidders and awards the contract to the bidder with the best offer. The ESPD has simplified the procurement process for buyers and bidders by making the preparation, submission and evaluation of tenders much easier.



European Single Procurement Document (ESPD):

a self-declaration form used in procurement procedures across the EU that companies can use to declare that they fulfil the exclusion and selection criteria of a tender.

https://ec.europa.eu/espd

Tenders Electronic Daily (TED):

an online service operated by the EU Publications Office for public procurement notices: www.ted.europa.eu

Prequalification systems:

services which store information about businesses. Sometimes they are linked to national registers to reduce the need to submit evidence multiple times.

e-Certis:

an online service that allows both buyers and bidders to identify and compare the certificates required as evidence of eligibility for public procurement procedures across the EU.

https://ec.europa.eu/ecertis