Manual for completing the ESPD and uploading the ESPD to your profile

How can I create my eESPD?

The ESPD web-service enables the candidates for Open Call to create an ESPD template (or reuse a template used in a previous procedure).

Download the file 'ESPD_Request_EN' on the website of the Flemish Government Architect

The participating company will import this template on the website https://uea.publicprocurement.be/filter?lang=en , select '**I am an economic operator**' and '**Create an ESPD-Response**'. Fill in the necessary data and download the ESPD in .xml or .pdf format.

How should I export the eESPD and what shall I do with the file?

The advantage of exporting the eESPD as a computable file is that buyers and companies can reuse it for other procedures in the future (see also the question on the reuse of ESPD below).

The XML file exported by the buyers is called "espd-request.xml". The XML file exported by the participating companies is called "espd-response.xml". Buyers will be able to use the review function of the service to view the XML response file submitted by the companies.

For companies

As a company, you can find the eESPD for the Open Call on the website you can use the eESPD service to fill it in. Once done, you can submit it on your 'My Open Call'.

If you wish so, you can also print out the ESPD and submit it in 'My Open Call'

How do I print an eESPD?

The participating company and buyers can print out the eESPD from the final page of the web service. The eESPD form appears after clicking on the "Print" button (as a PDF file). In Microsoft Windows the eESPD can be downloaded as PDF by using the Chrome Browser (it already includes a functionality to print PDFs). Otherwise you can use any PDF-creator freely available online. On Mac OSX or Linux, the eESPD can be printed from any browser.

The XML file exported by the buyers is called "espd-request.xml". The XML file exported by the participating companies is called "espd-response.xml". Buyers will be able to use the review function of the service to view the XML response file submitted by the companies.

How do I sign an eESPD?

Companies doesn't have to sign the eESPD for participating at the Open Call.