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English version

Business Interoperability Interfaces for Public Procurement in Europe - E-Tendering - Part 110: Profile BII41 European Single Procurement Document

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CEN-CENELEC Management Centre: Avenue Marnix 17, B-1000 Brussels

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European foreword

CWA 17027-110, **Profile BII41 - European Single Procurement Document** was developed in accordance with CEN-CENELEC Guide 29 “CEN/CENELEC Workshop Agreements – The way to rapid agreement” and with the relevant provisions of CEN/CENELEC Internal Regulations - Part 2. It was agreed on 2015-12-02 in a Workshop by representatives of interested parties, approved and supported by CEN following a public call for participation made on 2013-02-20. It does not necessarily reflect the views of all stakeholders that might have an interest in its subject matter.

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- Agency for public Management and eGovernment (DIFI), NO
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- Bundesverband Materialwirtschaft, Einkauf und Logistik e.V, DE
- Cloudia Oy, FI
- Columbus Denmark A/S (resigned per 2015-08-01), DK
- Consorzio CBI (resigned per 2014-11-17), IT
- Danish Agency for Digitisation (DIGST), DK
- Department of Health, UK
- Direction de l'information légale et administrative (DILA), FR
- Electronic Signatures and Infrastructures (ESI) TC (Iason)
- Flowcanto, NL
- GS 1 in Europe
- Highjump Software (Former Evenex), DK
- ICEPRO, ISA
- Infoterm - International Information Centre for Terminology on behalf of CEN/WS/eCAT (Iason)
- Invinet Sistemas 2003, ES
- Laszlo Ketszeri, HU
- Nets Norway AS, NO
- Nexus IT, ES
- Phast, FR

- PIANOo, NL
- Poste Italiane, IT
- Publications Office of the European Union (LU)
- Single face To Industry (SFTI), SE
- SOGEI (former Consip), IT
- Statens og Kommunernes Indkøbs Service A/S (SKI A/S), DK
- University of Koblenz-Landau, DE
- University of Piraeus Research Center (UPRC), GR
- Western Norway Regional Health Authority, NO

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This CEN Workshop Agreement (CWA) has been drafted and approved by the Workshop on **Business Interoperability Interfaces for Public procurement in Europe (BII)**, phase 3 – CEN WS/BII 3.

CWA 17027 is part of a set of CWAs prepared by CEN WS/BII 3¹:

- CWA 17025:2016 Methodology and Architecture
- CWA 17026:2016 Notification profiles and transactions
- CWA 17027:2016 Tendering profiles and transactions
- CWA 17028:2016 Catalogue profiles and transactions
- CWA 17029:2016 Post-award profiles and transactions

CWA 17027 consists of the following Parts:

Profiles:

- CWA 17027-1 E-Tendering overview
- CWA 17027-101 Profile BII11 Advanced Qualification
- CWA 17027-102 Profile BII12 Advanced Tendering
- CWA 17027-103 Profile BII22 Advanced Call for Tenders
- CWA 17027-104 Profile BII34 Advanced Call for Tenders with Pre-award Catalogue Request
- CWA 17027-105 Profile BII35 Advanced Tendering with Pre-award Catalogue
- CWA 17027-106 Profile BII37 Open Procedure
- CWA 17027-107 Profile BII38 Advanced Invitation to Tender
- CWA 17027-108 Profile BII39 Restricted Procedure
- CWA 17027-109 Profile BII40 Advanced Invitation to Tender with Pre-award Catalogue Request
- CWA 17027-110 Profile BII41 European Single Procurement Document

¹ In order to ease the reading the CWAs provided by the CEN BII initiative, they are also made available on <http://www.cenbii.eu> together with explanatory notes and supporting material. The official version is however the version as published by CEN.

CWA 17027-111 Profile BII46 Subscribe to Procedure
 CWA 17027-112 Profile BII47 Call for Tenders
 CWA 17027-113 Profile BII48 Call for Tenders Questions and Answers
 CWA 17027-114 Profile BII49 Qualification
 CWA 17027-115 Profile BII50 Tender Clarification
 CWA 17027-116 Profile BII51 Qualification Rejection
 CWA 17027-117 Profile BII52 Invitation to Tender
 CWA 17027-118 Profile BII53 Tender Withdrawal
 CWA 17027-119 Profile BII54 Tendering
 CWA 17027-120 Profile BII56 Virtual Company Dossier
 CWA 17027-121 Profile BII58 Notify Awarding
 CWA 17027-122 Profile BII59 Contracting
 CWA 17027-123 Profile BII60 Tender Status Inquiry

Transaction syntax implementation guidelines (UBL):

CWA 17027-201 UBL Syntax Implementation Guideline for Trdm040 Advanced Call for Tenders
 CWA 17027-203 UBL Syntax Implementation Guideline for Trdm042 Qualification Reception Confirmation
 CWA 17027-204 UBL Syntax Implementation Guideline for Trdm044 Advanced Tender
 CWA 17027-205 UBL Syntax Implementation Guideline for Trdm045 Tender Reception Notification
 CWA 17027-212 UBL Syntax Implementation Guideline for Trdm083 Call for Tenders
 CWA 17027-215 UBL Syntax Implementation Guideline for Trdm087 Qualification Rejection
 CWA 17027-216 UBL Syntax Implementation Guideline for Trdm083 Call for Tenders
 CWA 17027-218 UBL Syntax Implementation Guideline for Trdm090 Tender
 CWA 17027-221 UBL Syntax Implementation Guideline for Trdm094 Awarding Notification
 CWA 17027-224 UBL Syntax Implementation Guideline for Trdm105 Call for Tenders with Pre-award Catalogue Request
 CWA 17027-227 UBL Syntax Implementation Guideline for Trdm108 Advanced Invitation to tender
 CWA 17027-228 UBL Syntax Implementation Guideline for Trdm109 Advanced invitation to tender with Pre-award Catalogue Request

The CEN Workshop members who have contributed to the development of this document are:

Name	Affiliation	Country
Ansgar Mondorf	University of Koblenz-Landau	DE
Maria Wimmer	University of Koblenz-Landau	DE
Kornelis Drijfhout	PIANOo	NL
Chander Khoenkhoen	PIANOo	NL
Veit Jahns	BME and University of Duisburg-Essen	DE
Frank-Dieter Dorloff	BME and University of Duisburg-Essen	DE
Kerstin Wiss-Holmdahl	SFTI/SALAR	SE
Thomas Pettersson	SFTI	SE
Magnus Matts	SFTI/Swedish Competition Authority	SE
Giovanni Paolo Sellitto	ANAC	IT
Ana Estelrich	Phast	FR
Cécile Guasch	DIGIT - European Commission	BE
Marius Juganaru	DIGIT - European Commission	BE
Marc Christopher Schmidt	DG GROWTH - European Commission	BE
Ole Madsen	DIGST	DK
Are Berg	Difi	NO
Jan Maeroe	Difi	NO
Pål Røynesdal	WNRHA	NO
Jerry Dimitriou	UPRC	GR
Panagiotis Nicolaou	UPRC	GR
Isabella Rapisarda	Consip	IT
Samuel Dupont	DILA	FR

Name	Affiliation	Country
Sacha Lauzanne	DILA	FR
Natalie Muric	The Publications Office of the European Union	LU
Claire Noël	The Publications Office of the European Union	LU
Christoph Karich	eVergabe	DE
Tom Hombergs	eVergabe	DE
Laszlo Ketszeri	KELER	HU

This document was edited by:

Name	Role	Country
Oriol Bausa	Technical Editor	ES
Georg Birgisson	Technical Editor	IS
Jostein Frømyr	Vice-Chair CEN/BII	NO
Fred van Blommestein	Technical Editor	NL
Yildiray Kabak	Technical Editor	TR
Edmund Gray	Technical Editor	EI
Carmen Ciciriello	Technical Editor	IT

Introduction

The first CEN BII Workshop was established in May 2007 with the objective of harmonising electronic procurement in Europe. The CEN BII initiative, which now comprises a further two CEN Workshops, is a standardisation activity within CEN (European Committee for Standardisation). It provides a framework for interoperability in pan-European electronic transactions expressed as a set of technical specifications.

During the second phase of the initiative (CEN WS/BII 2) a set of technical specifications – “CEN BII Profiles” – were documented and published as five CEN Workshop Agreements (CWAs), which are currently used across Europe. The profiles are designed to facilitate effective public e-procurement based on a modular approach for implementation, with a focus on global interoperability.

The CEN BII profiles can be seen as “agreements” on message contents and business processes. The profile descriptions focus on core information elements that typically cater to the majority of user requirements applicable across Europe and lower the need for detailed bilateral agreements between the trading partners.

In its third phase (CEN WS/BII 3), which began in March 2013 with the approval of the business plan, the Workshop has focused on ensuring that all relevant aspects of e-procurement are covered, including additional business requirements coming from the new Public Procurement Directives² and alignment to other standardization efforts in the area of electronic invoicing, as well as ensuring wider recognition and adoption of its deliverables.

More information about the CEN BII initiative can be found on www.cenbii.eu.

² Directive 2014/24/EU on public procurement – replaces Directive 2004/18/EC (“classic Directive”), Directive 2014/25/EU on procurement by entities operating in the water, energy, transport and postal services sectors – replaces Directive 2004/17/EC (“utilities Directive”), and Directive 2014/23/EU on the award of concession contracts (new)

1 Scope

1.1 Introduction

Profile BII41 European Single Procurement Document describes a process providing electronic messaging support for requesting and providing a European Single Procurement Document (ESPD). As stated in Art. 59 of the directive 2014/24/EU of the European Parliament and of the Council, the ESPD is a self-declaration by economic operators providing preliminary evidence replacing the certificates issued by public authorities or third parties. Its objective is to reduce the administrative burden arising from the requirement to produce a substantial number of certificates or other documents related to exclusion and selection criteria. It is for the business process of tendering in a pre-awarding phase. The ESPD may be requested by a contracting authority of the economic operator, by a (potential) main contractor of its subcontractors or partner contractors in a consortium, or by a contractor to be generated by an ESPD service provider.

The key aspects covered by this profile are:

- A contracting authority can use this profile to request the ESPD of an economic operator.
- An economic operator can use this profile to request the ESPD of subcontractors or of other economic operators in a consortium according to specifications in Call for Tender documents.
- The profile can be used by an economic operator to request a service provider to assemble its ESPD according to specifications in Call for Tender documents.
- The ESPD transactions are specific to a particular call for tenders.
- The ESPD can be used for qualification in a restricted procedure or for tendering in an open procedure. Qualification through providing a Virtual Company Dossier or through other Qualification profiles containing the necessary evidence documents, as well as tendering are out of the scope of this profile.

The open procedure is described in profile BII37, the restricted procedure in profile BII39.

This profile is identified in the transactions by the ProfileID
 urn:www.cenbii.eu:profile:bii41:ver3.0

1.2 Goals

The main business benefits to be gained by implementing this profile are:

ID	Description
G41-001	The ESPD allows the contracting body to install a systematic qualification process, with considerable simplification for the benefit of both contracting authorities and economic operators.
G41-002	Economic operators can automatically generate an ESPD with the support of an ESPD service according to the criteria set out in a call for tender.
G41-003	Main contractors can easily request subcontractors or partner contractors in consortia to provide their ESPDs.
G41-004	The ESPD allows for a semi-automated and simple process to prove qualification of economic operators in tendering procedures through self-declarations.

1.3 Business environment

1.3.1 Introduction

The intended scope for this profile includes public procurement, but the profile may also be used in Business to Business (B2B) relations.

This profile is intended to support transmission of electronic documents for processing in (semi-)automated processes. The legal requirements that were taken into account are requirements from European legislation, in particular the EU directives, mentioned in section 5 of this profile.

The transactions, specified in this profile are intended to be exchanged between the tendering systems of economic operators and contracting bodies. This means that it is expected that the parties have connected their systems to the internet, and that they have middleware in place to enable them to send and receive the transactions in a secure way, using an agreed syntax.

The content model of the transactions can also be used in procurement platforms or portals, so that these platforms as well as procurement systems of economic operators and contracting bodies are based on the same information and process models, which makes them more interoperable. Even if platforms are not technically interoperable, the content model facilitates understanding the tendering documents and to participate in the tendering process.

1.3.2 Tendering procedures

Individual pre-award processes can be put in place using different procedures, depending on the value and the type of the contract to be awarded, on the legal nature of the contracting body and on specific member state national legislation (Directive 2014/24/EU art. 26). In open procedures, any economic operator can access the tender documents (including the call for tenders) and submit a tender before the time expires, without subscribing for interest and without any previous assessment of their capabilities. In restricted and negotiated procedures and in a competitive dialogue the interested economic operators must submit a request to participate in order to be invited in the tendering process by the contracting body. When the contracting body has published a notice, the interested economic operators may subscribe to obtain tendering information using profile BII46. Negotiated procedures require sending the invitation to tender (profile BII52) to identified candidates.

Article 26 to 32 from Directive 2014/24/EU and article 43 to 50 from Directive 2014/25/EU describe the different tendering procedures that can be used by contracting bodies. For the purpose of electronic tendering, some of these procedures have been described in BII profiles BII37 (open procedure) and BII39 (restricted procedure). These profiles are included in CWA 17027-106 and CWA 17027-108.

Official notification through publishing bodies is part of many procedures. eNotification covers the electronic transfer of electronic notices for publication and dissemination services with the ultimate aim of opening market opportunities. Profiles BII14 Prior Information Notice, BII10 Contract Notice and BII43 Contract Award Notice describe the exchange of a notice between a contracting body or his representative and a publisher. Profile BII61 describes the exchange of notices between publishers. The process by which notices can be searched for on a given platform are described in profiles BII62 Exchange of Notice Metadata and BII45 Search Notices. These profiles are included in CWA 17026.