

## ANNEX

### STANDARD FORM FOR THE EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)

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

For procurement procedures in which a call for competition has been published in the *Official Journal of the European Union*, the information required under Part I will be automatically retrieved provided that the electronic ESPD service <sup>(1)</sup> is used to generate and fill in the ESPD. Reference of the relevant notice <sup>(2)</sup> published in the *Official Journal of the European Union*:

OJEU S number [], date [], page [],

Notice number in the OJ S: [ ][ ][ ][ ]/S [ ][ ][ ]-[ ][ ][ ][ ][ ][ ][ ][ ][ ]

If there is no call for competition in the OJEU, then the contracting authority or contracting entity must fill in the information allowing the procurement procedure to be unequivocally identified:

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 to a national publication): [....]

#### INFORMATION ABOUT THE PROCUREMENT PROCEDURE

The information required under Part I will be automatically retrieved provided that the electronic ESPD service is used to generate and fill in the ESPD. If not, these details must be filled in by the economic operator.

Identity of the procurer <sup>(3)</sup>	Answer:
Name:	[ ]
Tax number	[ ]
Which procurement is concerned?	Answer:
Title or short description of the procurement <sup>(4)</sup> :	[ ]
File reference number attributed by the contracting authority or contracting entity (if applicable) <sup>(5)</sup> :	[ ]
CIG (Tender Identification Code):	[ ]
CUP (Unique Project Code) (if applicable)	[ ]
Project code (where the procurement is financed or co-financed by EU funds)	[ ]

All other information in all sections of the ESPD is to be filled in by the economic operator

<sup>(1)</sup> Commission Services will make the electronic ESPD-service available, free of charge, for contracting authorities, contracting entities, economic operators, providers of electronic services and other interested parties.

<sup>(2)</sup> For **contracting authorities**: either a **Prior Information Notice** used as a means of calling for competition or a **Contract Notice**. For **contracting entities**: a **Periodic Indicative Notice** used as a means of calling for competition, a **Contract Notice** or a **Notice on the Existence of a Qualification System**.

<sup>(3)</sup> Information to be copied from Section I, Point I.1, of the relevant notice. In case of joint procurement, please indicate the names of all involved procurers.

<sup>(4)</sup> See points II.1.1 and II.1.3 of the relevant notice.

<sup>(5)</sup> See point II.1.1 of the relevant notice.

## Part II: Information concerning the economic operator

### A: INFORMATION ABOUT THE ECONOMIC OPERATOR

Identification	Answer:
Name:	[ ]
VAT number, if applicable: If no VAT-number is applicable, please indicate another national identification number, if required and applicable	[ ] [ ]
Postal address:	[.....]
Contact person or persons <sup>(6)</sup> : Phone: Certified e-mail (PEC) or e-mail: (Internet address or website) (if applicable):	[.....] [.....] [.....] [.....]
General information:	Answer:
Is the economic operator a Micro, a Small or a Medium-Sized Enterprise <sup>(7)</sup> ?	[ ] Yes [ ] No
<b>Only in case the procurement is reserved <sup>(8)</sup>:</b> is the economic operator a sheltered workshop, a 'social business' <sup>(9)</sup> or will it provide for the performance of the contract in the context of sheltered employment programmes (section 112 of the Code)?  <b>If yes,</b>  what is the corresponding percentage of disabled or disadvantaged workers?  If required, please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to:	[ ] Yes [ ] No  [.....]  [.....]
If applicable, is the economic operator registered on an official list of approved economic operators or does it have an equivalent certificate (e.g. under a national (pre)qualification system)?  <b>If yes:</b>  <b>Please answer the remaining parts of this Section, Sections B and, where relevant, C of this Part, complete Part III, Part V, where applicable, and, in any case, fill in and sign Part VI.</b>  a) Please provide the name of the list or certificate and the relevant registration or certification number, if applicable:  b) If the certificate of registration or certification is available electronically, please state:  c) Please state the references on which the registration or certification is based, and, where applicable, the classification obtained in the official list <sup>(10)</sup> :	[ ] Yes [ ] No [ ] Not applicable  a) [.....]  b) (web address, issuing authority or body, precise reference of the documentation):  [.....][.....][.....][.....]  c) [.....]

<sup>(6)</sup> Please repeat the information concerning contact persons as many times as needed.

<sup>(7)</sup> Cf. Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises, (OJ L 124, 20.5.2003, p. 36). This information is required for statistical purposes only.

**Micro enterprises:** enterprise which employs fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 2 million.

**Small enterprises:** enterprise which employs fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 10 million.

**Medium enterprises:** enterprises which are neither micro nor small and which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.

<sup>(8)</sup> See contract notice point III.1.5.

<sup>(9)</sup> The main aim of a 'social business' is the social and professional integration of disabled or disadvantaged persons.

<sup>(10)</sup> The references and the classification, if any, are set out on the certification.

<p>d) Does the registration or certification cover all of the required selection criteria?</p> <p><b>If the answer to d) is no:</b></p> <p><b>In addition, please complete the missing information in Part IV, Sections A, B, C or D as the case may be</b></p> <p><b>ONLY if this is required in the relevant notice or procurement documents:</b></p> <p>e) Will the economic operator be able to provide a <b>certificate</b> with regard to the payment of social security contributions and taxes or provide information enabling the contracting authority or contracting entity to obtain it directly by accessing a national database in any Member State that is available free of charge?</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p>d) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>     <p>e) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....][.....]</p>
<p>If applicable: in the case of public works contracts worth more than EUR 150,000, is the economic operator in possession of certification issued by Certification Bodies (SOA) pursuant to section 84 of the Code (ordinary sectors)?</p> <p>or</p> <p>is it in possession of certification issued under the terms of Qualification Systems for special sectors as specified by section 134 of the Code?</p> <p><b>If yes:</b></p> <p>a) Specify details of the certification (name of Certification Body or Qualification System, Certificate number and date):</p> <p>b) If qualification certification is available electronically, please state:</p>   <p>c) Where applicable, specify which qualification categories the certification covers:</p> <p>d) Does qualification certification cover all requested selection criteria?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>   <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>a) [.....]</p> <p>b) (web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....][.....]</p> <p>c) [.....]</p> <p>d) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>It should be noted that economic operators enrolled in the lists mentioned under section 90 of the Code or in possession of SOA qualification certification (for works whose cost exceeds 150,000 euro) as specified under section 84 or in possession of certification issued by Qualification Systems pursuant to section 134 of the Code are not required to complete Sections B and C of Part IV.</b></p>	
<p><b>Form of participation:</b></p>	<p><b>Answer:</b></p>
<p>Is the economic operator participating in the procurement procedure along with others <sup>(11)</sup>?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>If yes, please ensure that the others concerned provide a separate ESPD form.</b></p>	
<p><b>If yes:</b></p> <p>a) Please indicate the role of the economic operator in the group, i.e. consortium, EEIG, business network as specified under section 45, subsection 2 d), e), f) and g) and section 46, subsection 1 a), b), c), d) and e) of the Code (lead company, in charge of specific tasks, etc.):</p> <p>b) Please identify the other economic operators jointly participating in the procurement procedure:</p> <p>c) Where applicable, please give the name of the participating group:</p> <p>d) Where applicable, please give the name of the economic operators belonging to a consortium pursuant to section 45, subsection 2, b) and c), or a firm of professionals pursuant to section 46, subsection 1 f), performing the services covered by the contract.</p>	<p>a): [.....]</p> <p>b): [.....]</p> <p>c): [.....]</p> <p>d): [.....]</p>
<p><b>Lots</b></p>	<p><b>Answer:</b></p>
<p>Where applicable, indicate the lot(s) for which the economic operator wishes to tender:</p>	<p>[ ]</p>

<sup>(11)</sup> Notably as part of a group, consortium, joint venture or similar.

## B: INFORMATION ABOUT REPRESENTATIVES OF THE ECONOMIC OPERATOR

*Where applicable, please indicate the name(s) and address(es) of the person(s), including agents or attorneys, empowered to represent the economic operator for the purposes of this procurement procedure; where multiple authorised representatives are appointed, repeat these details as many times as needed.*

Representation, if any:	Answer:
Full name; accompanied by the date and place of birth, if required:	[.....]; [.....]
Position/Acting in the capacity of:	[.....]
Postal address:	[.....]
Phone:	[.....]
E-mail:	[.....]
If needed, please provide detailed information on the representation (form, extent, purpose, joint signature):	[.....]

## C: INFORMATION ABOUT RELIANCE ON THE CAPACITIES OF OTHER ENTITIES (Section 89 of the Code - Reliance on the capacities of other entities)

Reliance:	Answer:
Does the economic operator rely on the capacities of other entities in order to meet the selection criteria set out under Part IV and the criteria and rules (if any) set out under Part V below?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes:</b>  Please state the name(s) of economic operator(s) on which reliance is to be placed:	[.....] [.....]
Specify the requirements on which reliance is to be placed:	[.....]
<p><b>If yes</b>, please state the name(s) of economic operator(s) on which reliance is to be placed, the requirements on which reliance is to be placed and provide a separate ESPD for each auxiliary undertaking, duly completed and signed by the entities concerned, setting out the information required under <b>sections A and B of this part, part III, part IV and, where applicable, part VI</b>.</p> <p>Please note that this should also include any technicians or technical bodies, not belonging directly to the economic operator's undertaking, especially those responsible for quality control, and, in the case of public works contracts, the technicians or technical bodies upon whom the economic operator can call in order to carry out the work.</p>	

## D: INFORMATION CONCERNING SUBCONTRACTORS ON WHOSE CAPACITY THE ECONOMIC OPERATOR DOES NOT RELY (SECTION 105 OF THE CODE - SUBCONTRACTING)

**(Section to be filled in only if this information is explicitly required by the contracting authority or contracting entity).**

Subcontractor:	Answer:
Does the economic operator intend to subcontract any share of the contract to third parties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes:</b>  Please list the services or work to be subcontracted and the respective percentage of the total contractual amount:	[.....] [.....]
Where the conditions specified under section 105, subsection 6, of the Code are applicable, please provide the name(s) of the proposed subcontractor(s):	[.....]

**If the contracting authority or contracting entity explicitly requests this information in addition to the information under this section, each of the (categories of) subcontractors concerned shall complete its own ESPD, providing the information required under Sections A and B of this Part, Part III, Part IV, where applicable and Part VI.**

### PART III: EXCLUSION GROUNDS (Section 80 of the Code)

#### A: GROUNDS RELATING TO CRIMINAL CONVICTIONS

Article 57(1) of Directive 2014/24/EU sets the following reasons for exclusion (Section 80, subsection 1, of the Code):	
1.	Participation in a criminal organization <sup>(12)</sup> ;
2.	Corruption <sup>(13)</sup> ;
3.	Fraud <sup>(14)</sup> ;
4.	Terrorist offences or offences linked to terrorist activities <sup>(15)</sup> ;
5.	Money laundering or terrorist financing <sup>(16)</sup> ;
6.	Child labour and other forms of trafficking in human beings <sup>(17)</sup> ;
CODE	
7.	Any other offence whose penalty also leads to a ban on contracting with public authorities (section 80, subsection 1 g), of the Code).

<b>Grounds relating to criminal convictions under national provisions implementing the grounds set out in Article 57(1) of the Directive</b> (section 80, subsection 1, of the Code):	<b>Answer:</b>
Have the parties mentioned under section 80, subsection 3, of the Code been the subject of a conviction that has the force of res judicata or a penal order against which no appeal lies, or been the subject of a judgment imposing a penalty at the specific request of the parties, as provided for by section 444 of the Code of Criminal Procedure for one of the reasons listed above, by a conviction received no more than five years ago or, regardless of conviction date, in which an exclusion period set out directly in the conviction or inferable pursuant to section 80, subsection 10, continues to be applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No  If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):  [.....][.....][.....][.....] <sup>(18)</sup>
<b>If yes, please indicate <sup>(19)</sup>:</b>  a) Date of conviction, penal order or judgment imposing a penalty at the specific request of the parties, its length and which offence from amongst those specified under section 80, subsection 1 a) to g), of the Code has been committed and the reason(s) for the conviction;  b) The identity of the convicted parties [ ];  c) Insofar as the length of the additional penalty is established directly in the conviction, please indicate:	a) Date: [ ], length [ ], letter of section 80, subsection 1 [ ], reasons: [ ]  b) [.....]  c) Length of the period of exclusion [.....], letter of section 80, subsection 1 [ ]

<sup>(12)</sup> As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

<sup>(13)</sup> As defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator.

<sup>(14)</sup> Within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests (OJ C 316, 27.11.1995, p. 48).

<sup>(15)</sup> As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p. 3). This exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.

<sup>(16)</sup> As defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

<sup>(17)</sup> As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15.4.2011, p. 1).

<sup>(18)</sup> Please repeat as many times as needed.

<sup>(19)</sup> Please repeat as many times as needed.

In case of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion <sup>20</sup> ('Self-Cleaning', see section 80, subsection 7)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>If yes</b>, please advise:</p> <p>1) Does the conviction having the force of res judicata recognise the mitigating factor of cooperation as specified for each particular offence?</p> <p>2) Does the conviction having the force of res judicata carry a term of imprisonment not exceeding 18 months?</p> <p>3) If yes in the case of 1) and/or 2), have the parties mentioned under section 80, subsection 3, of the Code:</p> <ul style="list-style-type: none"> <li>- redressed the damage in full?</li> <li>- given a formal undertaking to redress the damage?</li> </ul> <p>4) In the case of 1) and 2), has the economic operator implemented suitable measures of a technical or organisational nature and as regards staff such as to prevent additional offences or crimes?</p> <p>5) Where convictions have been received by persons no longer in office pursuant to section 80, subsection 3, specify the measures demonstrating full and effective distancing from the conduct that has been criminally prosecuted:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list the relevant documentation [ ] and, if available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....][.....]</p> <p>[.....]</p>

**B: GROUNDS RELATING TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS**

<b>Payment of taxes or social security contributions</b> (Section 80, subsection 4, of the Code):	<b>Answer:</b>	
Has the economic operator met all its <b>obligations relating to the payment of taxes or social security contributions</b> , both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>If not</b>, please indicate:</p> <p>a) Country or Member State concerned</p> <p>b) What is the amount concerned?</p> <p>c) How has this breach of obligations been established:</p> <p>1) Through a judicial or administrative <b>decision</b>:</p> <ul style="list-style-type: none"> <li>- Is this decision final and binding?</li> <li>- Please indicate the date of conviction or decision.</li> <li>- In case of conviction, <b>insofar as established directly therein</b>, the length of the period of exclusion:</li> </ul>	<p><b>Taxes</b></p> <p>a) [.....]</p> <p>b) [.....]</p> <p>c1) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>- <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>- [.....]</li> <li>- [.....]</li> </ul> <p>c2) [.....]</p>	<p><b>Social security contributions</b></p> <p>a) [.....]</p> <p>b) [.....]</p> <p>c1) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>- <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>- [.....]</li> <li>- [.....]</li> </ul> <p>c2) [.....]</p>

<sup>(20)</sup> In accordance with national provisions implementing Article 57(6) of Directive 2014/24/EU.

2) By <b>other means</b> ? Please specify:	d) <input type="checkbox"/> Yes <input type="checkbox"/> No	d) <input type="checkbox"/> Yes <input type="checkbox"/> No
d) Has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines, as long as payment has been made or binding agreement formalized before the deadline for submission of the request (section 80, subsection 4, final sentence, of the Code)?	<b>If yes</b> , please provide details: [.....]	<b>If yes</b> , please provide details: [.....]
If the relevant documentation concerning payment of taxes or social security contributions is available electronically, please indicate:	(web address, issuing authority or body, precise reference of the documentation) <sup>(21)</sup> : [.....][.....][.....]	

C: GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTERESTS OR PROFESSIONAL MISCONDUCT <sup>(22)</sup>

**Please note that, for the purpose of this procurement, some of the following exclusion grounds may have been defined more precisely, in national law, in the relevant notice or the procurement documents. Thus, national law may for instance provide that the notion of 'grave professional misconduct' may cover several different forms of conduct.**

Information concerning possible insolvency, conflict of interest or professional misconduct	Answer:
Has the economic operator, <b>to its knowledge</b> , breached its <b>obligations</b> in the fields of occupational health and safety, <b>environmental, social and labour law</b> , <sup>(23)</sup> as specified under section 80, subsection 5 a), of the Code?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>If yes</b>, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ('Self-Cleaning', see section 80, subsection 7)?</p> <p><b>If yes</b>, please advise:</p> <p>1) Whether the economic operator</p> <ul style="list-style-type: none"> <li>- has redressed the damage in full?</li> <li>- has given a formal undertaking to redress the damage?</li> </ul> <p>2) Has the economic operator implemented suitable measures of a technical or organisational nature and as regards staff such as to prevent additional offences or crimes?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list the relevant documentation [ ] and, if available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....][.....]</p>
<p>Is the economic operator in any of the following situations or subject to proceedings aimed at determining the existence of one of the following situations pursuant to section 80, subsection 5 b), of the Code:</p> <p>a) bankruptcy</p> <p><b>If yes:</b></p> <ul style="list-style-type: none"> <li>- Has an interim receiver been appointed and authorised by the court to participate in public procurement procedures (section 110, subsection 3 a), of the Code)?</li> <li>- Pursuant to section 110, subsection 5, is participation in the procurement procedure subject to reliance on the capacity of another economic operator?</li> </ul>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please give details of the proceedings [.....] [.....]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please identify the auxiliary undertaking</p>

<sup>(21)</sup> Please repeat as many times as needed.

<sup>(22)</sup> See Article 57(4) of Directive 2014/24/EU.

<sup>(23)</sup> As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

<p>b) compulsory winding up</p> <p>c) arrangement with creditors</p> <p>d) is operating under a Company Voluntary Arrangement</p> <p><b>If yes in the case of d):</b></p> <ul style="list-style-type: none"> <li>- Has the court granted permission pursuant to section 110, subsection 3 a), of the Code?</li> <li>- Pursuant to section 110, subsection 5, is participation in the procurement procedure subject to reliance on the capacity of another economic operator?</li> </ul>	<p>[.....]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please identify the auxiliary undertaking [.....]</p>
<p>Has the economic operator been found guilty of <b>serious professional misconduct</b> <sup>(24)</sup> pursuant to section 80, subsection 5 c), of the Code?</p> <p><b>If yes</b>, please provide details, specifying the type of misconduct:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....]</p>
<p><b>If yes</b>, has the economic operator taken self-cleaning measures?</p> <p><b>If yes</b>, please indicate:</p> <p>1) Whether the economic operator:</p> <ul style="list-style-type: none"> <li>- has redressed the damage in full?</li> <li>- has given a formal undertaking to redress the damage?</li> </ul> <p>2) Has the economic operator implemented suitable measures of a technical or organisational nature and as regards staff such as to prevent additional offences or crimes?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list the relevant documentation [ ] and, if available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....][.....]</p>
<p><b>Is the economic operator aware of any conflict of interest</b> <sup>(25)</sup> due to its participation in the procurement procedure (section 80, subsection 5 d), of the Code)?</p> <p><b>If yes</b>, please provide details as to how the conflict of interest has been resolved:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....]</p>
<p>Has the economic operator or an undertaking related to it <b>advised</b> the contracting authority or contracting entity or otherwise been <b>involved in the preparation</b> of the procurement procedure (section 80, subsection 5 e), of the Code)?</p> <p><b>If yes</b>, please provide details of the steps taken to prevent any distortion of competition:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....]</p>
<p>Can the economic operator confirm that:</p> <p>a) <b>It has not been guilty</b> of serious <b>misrepresentation</b> in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria?</p> <p>b) <b>It has not withheld</b> such information?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<sup>(24)</sup> Where applicable, see national law, the relevant notice or the procurement documents.

<sup>(25)</sup> As indicated in national law, the relevant notice or the procurement documents.



D: OTHER EXCLUSION GROUNDS THAT MAY BE FORESEEN IN THE NATIONAL LEGISLATION OF THE CONTRACTING  
AUTHORITY OR CONTRACTING ENTITY'S MEMBER STATE

<p><b>Purely national exclusion grounds</b> (section 80, subsection 2 and subsection 5 f), g), h), i), l), m), of the Code and section 53, subsection 16 b), of Legislative Decree No. 165/2001</p>	<p><b>Answer:</b></p>
<p>Has the economic operator been issued with forfeiture, suspension or prohibition orders pursuant to section 67 of Legislative Decree No. 159 dated 6 September 2011 or the subject of an attempt at organised crime infiltration pursuant to section 84, subsection 4, therein, without prejudice to the provisions of sections 88, subsection 4 a), and 92, subsections 2 and 3, of Legislative Decree No. 159 dated 6 September 2011, as regards, respectively, anti-Mafia declarations and anti-Mafia disclosures (Section 80, subsection 2, of the Code)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....][.....] <sup>(26)</sup></p>
<p>Is the economic operator in any of the following situations?</p> <ol style="list-style-type: none"> <li>Has received a ban pursuant to section 9, subsection 2 c), of Legislative Decree No. 231 dated 8 June 2001, or another ban on contracting with public authorities, including the bans specified under section 14 of Legislative Decree No. 81 dated 9 April 2008 (Section 80, subsection 5 f);</li> <li>It is on the computerised register kept by ANAC (National Anti-Corruption Authority), Procurement Monitoring Centre after submitting false statements or false documentation in order to obtain qualification certification, throughout the period in which this matter appears on the register (Section 80, subsection 5 g));</li> <li>Has breached the ban on the use of trusts pursuant to section 17 of Act No. 55 dated 19 March 1990 (Section 80, subsection 5 h))</li> </ol> <p>If yes:</p> <ul style="list-style-type: none"> <li>Give the date of final determination and the issuing authority or body:</li> <li>Has the breach been eliminated?</li> </ul> <ol style="list-style-type: none"> <li>Complies with regulations governing the right of persons with disabilities to work pursuant to Act No. 68 dated 12 March 1999 (Section 80, subsection 5 i));</li> <li>Has been the victim of the crimes specified and punished by sections 317 and 629 of the Italian Criminal Code aggravated pursuant to section 7 of Decree Law No. 152 dated 13 May 1991, enacted with amendments by Act No. 203 dated 12 July 1991;</li> </ol>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> It is not subject to the provisions of Act No. 68/1999</p> <p>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p> <p>If the operator is not subject to the regulations laid down in Act No. 68/1999, please clarify the reasons:</p> <p>(number of employees and/or another reason)</p> <p>[.....][.....][.....]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<sup>(26)</sup> Please repeat as many times as needed.

<p>If yes:</p> <ul style="list-style-type: none"> <li>- Has the matter been reported to the police/public prosecutor?</li> <li>- Do the circumstances specified by section 4, subsection one, of Act No. 689 dated 24 November 1981 apply (section 80, subsection 5 l))?</li> </ul> <p>6. A control situation exists with another bidder in the same procurement procedure pursuant to section 2359 of the Italian Civil Code or any other, even informal, relationship whereby the control situation or relationship means that the bids originate from a single decision-making centre (section 80, subsection 5 m))?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7. The economic operator finds itself in the situation provided for by section 53, subsection 16 b), of Legislative Decree No. 165/2001 (pantouflage or revolving doors) in that it has hired persons as employees or consultants and, in any event, awarded assignments to former employees of the contracting authority who terminated their employment less than three years ago and in the final three years of service exercised powers of authority and negotiating powers on behalf of said contracting authority in dealings with said economic operator?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

## Part IV: Selection criteria

Concerning the selection criteria (Section α or Sections A to D of this part), the economic operator declares that:

α: GLOBAL INDICATION FOR ALL SELECTION CRITERIA

**The economic operator should only fill in this field in case the contracting authority or contracting entity has indicated in the relevant notice or in the procurement documents referred to in the notice that the economic operator can limit itself to filling in Section a of Part IV without having to fill in any other Section of Part IV:**

Meeting all required selection criteria	Answer
It satisfies the required selection criteria:	<input type="checkbox"/> Yes <input type="checkbox"/> No

A: SUITABILITY (SECTION 83, subsection 1 a), of the Code)

**This Section only needs to be completed where such information has been specifically requested by the contracting authority or contracting entity in the relevant notice or in the procurement documents referred to in the notice.**

Suitability	Answer
<b>1) It is enrolled in the relevant professional or trade registers</b> kept in the Member State of its establishment <sup>(27)</sup>  If the relevant documentation is available electronically, please indicate:	[.....]  (web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....]
<b>2) For service contracts:</b>  Is a particular authorisation or membership of a particular organisation (lists, registers, etc.) needed in order to be able to perform the service in question in the country of establishment of the economic operator?  If the relevant documentation is available electronically, please indicate:	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please specify which documentation and advise whether the economic operator has it: [ ... ] <input type="checkbox"/> Yes <input type="checkbox"/> No  (web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....]

<sup>(27)</sup> As described in Annex XI of Directive 2014/24/EU; economic operators from certain Member States may have to comply with other requirements set out in that Annex.

B: ECONOMIC AND FINANCIAL STANDING (Section 83, subsection 1 b), of the Code)

**This Section only needs to be completed where such information has been specifically requested by the contracting authority or contracting entity in the relevant notice or in the procurement documents referred to in the notice.**

Economic and financial standing	Answer:
<p>1a) The economic operator's ('general') <b>yearly turnover</b> for the number of financial years required in the relevant notice or the procurement documents is as follows:</p> <p><b>and/or,</b></p> <p>1b) The economic operator's <b>average yearly turnover for the number of years required in the relevant notice or the procurement documents is as follows</b> <sup>(28)</sup>:</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p>year: [.....] turnover: [.....] [...] currency  year: [.....] turnover: [.....] [...] currency  year: [.....] turnover: [.....] [...] currency</p> <p>(number of years, average turnover):  [.....], [.....] [...] currency</p> <p>(web address, issuing authority or body, precise reference of the documentation):  [.....][.....][.....]</p>
<p>2a) The economic operator's yearly ('specific') <b>turnover in the business area covered by the contract</b> and specified in the relevant notice or the procurement documents for the number of financial years required is as follows:</p> <p><b>and/or,</b></p> <p>2b) The economic operator's <b>average yearly turnover in the area and for the number of years required in the relevant notice or the procurement documents is as follows</b> <sup>(29)</sup>:</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p>year: [.....] turnover: [.....] [...] currency  year: [.....] turnover: [.....] [...] currency  year: [.....] turnover: [.....] [...] currency</p> <p>(number of years, average turnover):  [.....], [.....] [...] valuta</p> <p>(web address, issuing authority or body, precise reference of the documentation):  [.....][.....][.....]</p>
<p>3) In case the information concerning turnover (general or specific) is not available for the entire period required, please state the date on which the economic operator was set up or started trading:</p>	<p>[.....]</p>
<p>4) Concerning the <b>financial ratios</b> <sup>(30)</sup> specified in the relevant notice or the procurement documents pursuant to section 83, subsection 4 b), of the Code, the economic operator declares that the actual value(s) for the required ratio(s) is/are as follows:</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p>(identification of the required ratio—ratio between x and y <sup>(31)</sup>— and the value)  [.....], [.....] <sup>(32)</sup></p> <p>(web address, issuing authority or body, precise reference of the documentation):  [.....][.....][.....]</p>
<p>5) The sum insured in its <b>professional risk indemnity insurance</b> is the following: (section 83, subsection 4 c), of the Code):</p> <p>If this information is available electronically, please indicate:</p>	<p>[.....] [...] currency</p> <p>(web address, issuing authority or body, precise reference of the documentation):  [.....][.....][.....]</p>
<p>6) Concerning the <b>other economic or financial requirements</b>,</p>	<p>[.....]</p>

<sup>(28)</sup> Only if permitted in the relevant notice or the procurement documents.

<sup>(29)</sup> Only if permitted in the relevant notice or the procurement documents.

<sup>(30)</sup> E.g. the ratio between assets and liabilities.

<sup>(31)</sup> E.g. the ratio between assets and liabilities.

<sup>(32)</sup> Please repeat as many times as needed.

<p><b>if any</b>, that may have been specified in the relevant notice or the procurement documents, the economic operator declares that:</p> <p>If the relevant documentation that <b>may</b> have been specified in the relevant notice or the procurement documents is available electronically, please indicate:</p>	<p>(web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p>
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C: TECHNICAL AND PROFESSIONAL ABILITY (SECTION 83, subsection 1 c), of the Code)

**This Section only needs to be completed where such information has been specifically requested by the contracting authority or contracting entity in the relevant notice or in the procurement documents referred to in the notice.**

Technical and professional ability	Answer:								
<p>1a) For <b>public works contracts</b> only, during the reference period <sup>(33)</sup> the economic operator <b>has performed the following works of the specified type</b>:</p> <p>If the relevant documentation concerning satisfactory execution and outcome for the most important works is available electronically, please indicate:</p>	<p>Number of years (this period is specified in the relevant notice or the procurement documents): [...]</p> <p>Works: [.....]</p> <p>(web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p>								
<p>1b) For <b>public supply and public service contracts</b> only:</p> <p>During the reference period, the economic operator has <b>delivered the following principal deliveries of the type specified or provided the following main services of the type specified</b>: When drawing up the list, please indicate the amounts, dates and recipients, whether public or private <sup>(34)</sup>:</p>	<p>Number of years (this period is specified in the relevant notice or the procurement documents):</p> <p>[.....]</p> <table border="1"> <thead> <tr> <th>Description</th><th>amounts</th><th>dates</th><th>recipients</th></tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Description	amounts	dates	recipients				
Description	amounts	dates	recipients						
<p>2) It can call upon the following <b>technicians or technical bodies</b> <sup>(35)</sup>, (give specific mention to those responsible for quality control):</p> <p>In the case of public works contracts, the economic operator will be able to call on the following technicians or technical bodies to carry out the work:</p>	<p>[.....]</p> <p>[.....]</p>								
<p>3) It uses the following <b>technical facilities and measures for ensuring quality and its study and research facilities</b> are as follows:</p>	<p>[.....]</p>								
<p>4) It will be able to apply the following <b>supply chain management and tracking systems</b> when performing the contract:</p>	<p>[.....]</p>								
<p>5) <b>For complex products or services to be supplied or, exceptionally, for products or services which are required for a special purpose</b>:</p> <p>Will the economic operator allow <b>checks</b> <sup>(36)</sup> to be conducted on the <b>production capacities or the technical capacity</b> of the economic operator and, where necessary,</p>	<p>[ ] Yes [ ] No</p>								

<sup>(33)</sup> Contracting authorities may **require** up to five years and **allow** experience dating from **more** than five years.

<sup>(34)</sup> In other words, **all** recipients should be listed and the list should include both public clients and private clients for the supplies or services concerned.

<sup>(35)</sup> For technicians or technical bodies not belonging directly to the economic operator's undertaking but on whose capacities the economic operator relies as set out under Part II, Section C, separate ESPD forms must be filled in.

<sup>(36)</sup> The check is to be performed by the contracting authority or, in case the latter consents to this, on its behalf by a competent official body of the country in which the supplier or service provider is established.

on <b>the means of study and research</b> which are available to it and on the <b>quality control measures</b> ?	
6) The following <b>educational and professional qualifications</b> are held by: a) The service provider or the contractor itself, <b>and/or</b> (depending on the requirements set out in the relevant notice or the procurement documents) b) The members of the technical and operations team/workgroups:	a) [.....]  b) [.....]
7) The economic operator will be able to apply the following <b>environmental management measures</b> when performing the contract:	[.....]
8) The economic operator's <b>average annual manpower</b> and the number of managerial staff for the last three years were as follows:	Year, average annual manpower: [.....],[.....], [.....],[.....], [.....],[.....], Year, number of managerial staff [.....],[.....], [.....],[.....], [.....],[.....]
9) The following <b>tools, plant or technical equipment</b> will be available to economic operator for contract fulfilment:	[.....]
10) If possible, the economic operator <b>wishes to subcontract</b> <sup>(37)</sup> the following <b>proportion (i.e. percentage)</b> of the contract:	[.....]
11) For <b>public supply contracts</b> :  The economic operator will supply the required samples, descriptions or photographs of the products to be supplied, which do not need to be accompanied by certifications of authenticity;  Where applicable, the economic operator furthermore declares that it will provide the required certificates of authenticity.  If the relevant documentation is available electronically, please indicate:	[ ] Yes [ ] No  [ ] Yes [ ] No  (web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....]
12) For <b>public supply contracts</b> :  Can the economic operator provide the required <b>certificates</b> drawn up by official <b>quality control institutes</b> or agencies of recognised competence attesting the conformity of products clearly identified by references to the technical specifications or standards, which are set out in the relevant notice or the procurement documents?  <b>If not</b> , please explain why and state which other means of proof can be provided:  If the relevant documentation is available electronically, please indicate:	[ ] Yes [ ] No  [.....]  (web address, issuing authority or body, precise reference of the documentation):

<sup>(37)</sup> Please note that if the economic operator **has** decided to subcontract a part of the contract **and** relies on the subcontractor's capacities to perform that part, then please fill in a separate ESPD for such subcontractors, see Part II, Section C above.

	[.....][.....][.....]
<p>13) Concerning the <b>other technical or professional requirements, if any</b>, that may have been specified in the relevant notice or the procurement documents, the economic operator declares that:</p> <p>If the relevant documentation that <b>may</b> have been specified in the relevant notice or the procurement documents is available electronically, please indicate:</p>	<p>[.....]</p> <p>(web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p>

D: QUALITY ASSURANCE SCHEMES AND ENVIRONMENTAL MANAGEMENT STANDARDS (SECTION 87 OF THE CODE)

**The economic operator should only provide information where quality assurance schemes and/or environmental management standards have been required by the contracting authority or contracting entity in the relevant notice or in the procurement documents referred to in the notice.**

<b>Quality Assurance Schemes and Environmental Management Standards</b>	<b>Answer:</b>
<p>Will the economic operator be able to produce <b>certificates</b> drawn up by independent bodies attesting that the economic operator complies with the required <b>quality assurance standards</b>, including accessibility for disabled persons?</p> <p><b>If not</b>, please explain why and specify which other means of proof concerning the quality assurance scheme can be provided:</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p>[ ] Yes [ ] No</p> <p>[.....] [.....]</p> <p>(web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p>
<p>Will the economic operator be able to produce <b>certificates</b> drawn up by independent bodies attesting that the economic operator complies with the required <b>environmental management systems or standards</b>?</p> <p><b>If not</b>, please explain why and specify which other means of proof concerning the <b>environmental management systems or standards</b> can be provided:</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p>[ ] Yes [ ] No</p> <p>[.....] [.....]</p> <p>(web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p>

## Part V: Reduction of the number of qualified candidates (SECTION 91 OF THE CODE)

The economic operator should only provide information where the contracting authority or contracting entity has specified the objective and non-discriminatory criteria or rules to be applied in order to limit the number of candidates that will be invited to tender or to conduct dialogue. This information, which can be accompanied by requirements concerning the (types of) certificates or forms or documentary evidence, if any, to be produced, is set out in the relevant notice or in the procurement documents referred to in the notice.

For restricted procedures, competitive procedures with negotiation, competitive dialogue procedures and innovation partnerships only:

The economic operator declares that:

Reduction of numbers	Answer:
<p>It <b>meets</b> the objective and non-discriminatory criteria or rules to be applied in order to limit the number of candidates in the following way:</p> <p>In case certain certificates or other forms of documentary evidence are required, please indicate for <b>each</b> whether the economic operator has the required documents:</p> <p>I some of these certificates or forms of documentary evidence are available electronically <sup>(38)</sup>, please indicate for <b>each</b>:</p>	<p>[.....]</p> <p>[ ] Yes [ ] No <sup>(39)</sup></p> <p>(web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....](<sup>(40)</sup>)</p>

## Part VI: Concluding statements

Pursuant to section 76 of Presidential Decree No. 445/2000, 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.

Without prejudice to the provisions of sections 40, 43 and 46 of Presidential Decree No. 445/2000, 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 <sup>(41)</sup>, or

b) as of 18 April 2018 at the latest <sup>(42)</sup>, 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): [.....]

<sup>(38)</sup> Please indicate clearly which item the answer relates to.

<sup>(39)</sup> Please repeat as many times as needed.

<sup>(40)</sup> Please repeat as many times as needed.

<sup>(41)</sup> 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.

<sup>(42)</sup> Depending on the national implementation of the second subparagraph of Article 59(5) of Directive 2014/24/EU.