*Annex 1*

Standard form for the European Single Procurement Document (ESPD)

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

**For procurement procedures where 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 ([[1]](#footnote-2)) is used to generate and fill in the ESPD. Reference of the relevant notice or call for tenders ([[2]](#footnote-3)) published in the *Official Journal of the European Union*:**

**OJ EU 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 of a publication at national level): [….]**

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, this information must be filled in by the economic operator.**

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| **Identity of the procurer** ([[3]](#footnote-4)) | **Answer:** |
| Name:  Tax code | Consip S.p.A., single-member joint stock company  05359681003 |
| **Which procurement is concerned?** | **Answer:** |
| Title or short description of the procurement ([[4]](#footnote-5)): | [ ] |
| File reference number attributed by the contracting authority or contracting entity (if applicable) ([[5]](#footnote-6)): | [ ] |
| Tender Identification Code  Uniform Project Code (if applicable)  Project code (where the procurement is financed or co-financed with European funds) | [ ]    [ ]  [ ] |

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

Part II: Information concerning the economic operator

A: Information about the economic operator

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| **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 ([[6]](#footnote-7)):  Telephone:  Certified or standard e-mail address:  (website) (*if applicable*): | [……………]  [……………]  [……………]  [……………] |
| **General information:** | **Answer:** |
| Is the economic operator a micro, small or medium-sized enterprise ([[7]](#footnote-8))? | [ ] Yes [ ] No |
| **Only in case the procurement is reserved**([[8]](#footnote-9))**:** is the economic operator a sheltered workshop, a 'social business’ ([[9]](#footnote-10)), or will it provide for the performance of the contract in the context of sheltered employment programmes (article 112 of the Code)?  **If yes,**  what is the corresponding percentage of disabled or disadvantaged workers?  If required, please specify to which category or categories of disabled or disadvantaged workers the employees concerned belong to: | [ ] Yes [ ] No  [……………]  […………....] |
| If relevant: is the economic operator registered on an official list of entrepreneurs, suppliers or service providers or does it have a certificate issued by accredited bodies pursuant to article 90 of the Code?  **If yes**:  **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.**   1. 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 ([[10]](#footnote-11)):  d) Does the registration or certification cover all of the required selection criteria?  **If the answer to letter d) is no:**  **Complete the missing information in part IV, sections A, B, C, or D, as the case may be**  ***ONLY if this is required in the relevant notice or procurement documents:***  e) Will the economic operator be able to provide a certificate 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?  If the relevant documentation is available electronically, please indicate: | [ ] Yes [ ] No [ ] Not applicable   1. [………….…]   b) (web address, issuing authority or body, precise reference of the documentation):  [………..…][…………][……….…][……….…]  c) […………..…]  d) [ ] Yes [ ] No  e) [ ] Yes [ ] No     (web address, issuing authority or body, precise reference of the documentation)  [………..…][…………][……….…][……….…] |
| Where relevant: in case of public works contracts for amounts of more than EUR 150,000, is the economic operator in possession of a declaration issued by *Società Organismi di Attestazione* (Attestation Bodies – SOA), in accordance with article 84 of the Code (ordinary sectors)?  or,  is the economic operator in possession of a declaration issued within the context of the qualification systems indicated in article 134 of the Code and established for special sectors  **If yes**:   1. Indicate the details of the certification (name of the certification body or qualification system, certification number and date)   b) If the qualification certificate is available electronically, please indicate:  c) Please indicate the qualification categories to which the certification refers, where applicable:  d) Does the qualification certification cover all of the required selection criteria? | [ ] Yes [ ] No  [ ] Yes [ ] No   1. [………….…]   b) (web address, issuing authority or body, precise reference of the documentation):  [………..…][…………][……….…][……….…]  c) […………..…]  d) [ ] Yes [ ] No |
| Please note that any economic operators registered on the lists indicated in article 90 of the Code or in possession of an SOA qualification certificate (for works worth more than EUR 150,000), pursuant to article 84, or in possession of a declaration issued by qualification systems in accordance with article 134 of the Code, should not complete Sections B and C of Part IV. |
| **Form of participation:** | **Answer:** |
| Is the economic operator participating in the procurement procedure together with others ([[11]](#footnote-12))? | [ ] Yes [ ] No |
| **If yes**, please ensure that the others concerned provide a separate ESPD form. | |
| **If yes**:   1. Please indicate the role of the economic operator in the group, consortium, EEIG or network of companies pursuant to letters d), e), f) and g) of paragraph 2 of art. 45 and letters a), b), c), d) and e) of paragraph 1 of art. 46 of the Code (leader, responsible for specific tasks etc.):   b) Please identify the other economic operators participating in the procurement procedure together:  c) Where applicable, name of the participating group:  d) Where applicable, please indicate the name of the economic operators participating in a consortium pursuant to letters b) and c) of paragraph 2 of art. 45, or a professional partnership in accordance with paragraph 1f) of art. 46 who are providing the services under the contract. | a): […………..…]  b): […………..…]  c): […………..…]  d): […………….] |
| **Lots** | **Answer:** |
| Where applicable, indication of the lot(s) for which the economic operator wishes to tender: | [ ] |

B: Information about representatives of the economic operator

*Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure, including agents and proxies; if there are several legal representatives, repeat as many times as necessary.*

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

C: Information about reliance on the capacities of other entities (Article 89 of the Code - Recourse)

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| **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?  **If yes:**  Please indicate the names of the other economic operators who will be relied upon:  Please indicate the requirements entrusted: | [ ]Yes [ ]No  [………….…]  [………….…] |

***If yes***, please indicate the name of the economic operators to be relied upon and the requirements entrusted to them and provide a separate ESPD form setting out the information required under **sections A and B of this part, part III, part IV where relevant and part VI** for each auxiliary company concerned, duly filled in and signed by the entities concerned.

Please note 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.

D: Information concerning subcontractors on whose capacity the economic operator does not

rely (Article 105 of the Code – Subcontracting)

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

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| **Subcontracting:** | **Answer:** |
| Does the economic operator intend to subcontract any share of the contract to third parties?  **If yes:**  Please list the services or works which it intends to subcontract and the relevant share (expressed as a percentage) of the contractual amount:  Should the conditions in paragraph 6 of article 105 of the Code apply, please indicate the name of the proposed subcontractors: | [ ]Yes [ ]No  [……………….]  [……………….] |

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 must complete its own ESPD, providing the information required under sections A and B of this part, part III, part IV where relevant and part VI.

Part III: Exclusion grounds (Article 80 of the Code)

A: Grounds relating to criminal convictions

Article 57(1) of Directive 2014/24/EU sets out the following reasons for exclusion (Paragraph 1 of article 80 of the Code):

1. Participation in a criminal organisation ([[12]](#footnote-13))
2. Corruption([[13]](#footnote-14))
3. Fraud([[14]](#footnote-15));
4. Terrorist offences or offences linked to terrorist activities ([[15]](#footnote-16));
5. Money laundering and terrorist financing ([[16]](#footnote-17));
6. Child labour and other forms of trafficking in human beings([[17]](#footnote-18)).

CODE

1. Any other offence which generates, as an ancillary penalty, a ban on entering into contracts with the public administration (paragraph 1g) of article 80 of the Code)

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| **Grounds relating to criminal convictions under national provisions implementing the grounds set out in Article 57(1) of the Directive** (paragraph 1 of article 80 of the Code): | **Answer:** |
| Have the parties referred to in paragraph 3 of art. 80 of the Code been the **subject of a conviction by final judgement** or a penalty order that has become irrevocable or a judgement imposing the penalty requested pursuant to article 444 of the Code of Criminal Procedure for one of the reasons listed above, by a conviction rendered at the most five years ago or, irrespective of the date, in which an exclusion period set out directly in the conviction or that might be inferred in accordance with paragraph 10 of art. 80 continues to be applicable? | [ ] Yes [ ] No  If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):  […………….…][………………][……..………][…..……..…] ([[18]](#footnote-19)) |
| **If yes**, please indicate ([[19]](#footnote-20)):   1. date of conviction, penalty order that has become irrevocable or judgement imposing the penalty requested, the duration and the offence committed from among those listed in letters a) to g) of paragraph 1 of article 80 of the Code and the reason(s) for the conviction,   b) identify who has been convicted [ ];  c) insofar as established directly in the conviction: | a) Date:[ ], duration [ ], letter of paragraph 1 of article 80 [ ], reasons:[ ]  b) [……]  c) length of the period of exclusion [..…], letter of paragraph 1 of article 80 [ ], |
| In case of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion[[20]](#footnote-21) **(** ‘Self-Cleaning’, see paragraph 7 of article 80)**?** | [ ] Yes [ ] No |
| **If yes**, please indicate:  1) does the final conviction recognise the mitigating factor of cooperation, as defined by the individual offences?  2) Does the final conviction make provision for a custodial sentence no greater than 18 months?  3) if the answer to hypotheses 1) and/or 2) is yes, have the parties referred to in paragraph 3 of art. 80 of the Code:  - compensated the damage in full?  - formally undertaken to compensate the damage?  4) for hypotheses 1) and 2), has the economic operator adopted technical or organisational or personnel-related measures suitable for preventing further crimes or offences?  5) if the convictions were issued against parties who have left office pursuant to paragraph 3 of art. 80, indicate the measures which show complete and effective dissociation from the criminally sanctioned conduct: | [ ] Yes [ ] No  [ ] Yes [ ] No  [ ] Yes [ ] No  [ ] Yes [ ] No  [ ] Yes [ ] No  If yes, list the relevant documentation [ ] and, if available electronically, indicate: (web address, issuing authority or body, precise reference of the documentation):  [……..…][…….…][……..…][……..…]  [……..…] |

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

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| **Payment of taxes, duties or social security contributions** (Paragraph 4 of Article 80 of the Code): | **Answer:** | |
| Has the economic operator met all **its obligations relating to the payment of taxes, duties or social security contributions**, both in the country in which it is established and in the Member State of the contracting authority or contracting entity, if other than the country of establishment? | [ ] Yes [ ] No | |
| **If not**, please indicate:  a) Country or Member State concerned  b) What is the amount concerned?  c) How this breach of obligations has been established:  1) Through a judicial or administrative **decision**:   * Is this decision final and binding? * Please indicate the date of conviction or decision. * In case of a conviction, **insofar as established directly therein**, the length of the period of exclusion:   2) By **other means**? Please specify:  d) Has the economic operator fulfilled or will it fulfil 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, having paid or formalised such an arrangement before the expiry of the deadline for the submission of the application (final point of paragraph 4 of article 80 of the Code)? | **Taxes/duties** | **Social security contributions** |
| a) [………..…]  b) [……..……]   c1) [ ] Yes [ ] No  - [ ] Yes [ ] No  - [………………]  - [………………]  c2) [………….…]  d) [ ] Yes [ ] No  **If yes**, please provide details: [……] | a) [………..…]  b) [……..……]   c1) [ ] Yes [ ] No  - [ ] Yes [ ] No  - [………………]  - [………………]  c2) [………….…]  d) [ ] Yes [ ] No  **If yes**, please provide details: [……] |
| If the relevant documentation concerning the payment of taxes or social security contributions is available electronically, please indicate: | (web address, issuing authority or body, precise reference of the documentation)([[21]](#footnote-22)):  [……………][……………][…………..…] | |

C: grounds relating to insolvency, conflicts of interests or professional misconduct ([[22]](#footnote-23))

**Please note that, for the purpose of this procurement, some of the following exclusion grounds 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.**

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| **Information concerning possible insolvency, conflict of interest or professional misconduct** | **Answer:** |
| Has the economic operator, **to its knowledge**, breached its **obligations** in the fields of health and safety at the workplace, **environmental, social and labour law** ([[23]](#footnote-24)) pursuant to paragraph 5a) of article 80 of the Code?  **If yes**, has the economic operator taken measures to demonstrate its reliability, despite the existence of this ground for exclusion (  ‘Self-Cleaning’, see paragraph 7 of article 80)?  **If yes**, please indicate:  1) Has the economic operator:  - compensated the damage in full?  - formally undertaken to compensate the damage?  2) has the economic operator adopted technical or organisational or personnel-related measures suitable for preventing further crimes or offences? | [ ] Yes [ ] No |
| [ ] Yes [ ] No  [ ] Yes [ ] No  [ ] Yes [ ] No  [ ] Yes [ ] No  If yes, list the relevant documentation [ ] and, if available electronically, indicate: (web address, issuing authority or body, precise reference of the documentation):  [……..…][…….…][……..…][……..…] |
| Is the economic operator in any of the following situations or subject to a procedure for determining any of the following situations, according to paragraph 5b) of article 80 of the Code:     1. bankrupt   **If yes:**   * was the receiver authorised to operate on a provisional basis and authorised by the appointed judge to participate in procedures for the awarding of public contracts (paragraph 3a) of article 110 of the Code)? * was participation in the award procedure subject to using another economic operator, pursuant to paragraph 5 of art. 110?  1. the subject of insolvency or winding-up proceedings 2. in an arrangement with creditors 3. an agreement has been reached providing for the economic operator to continue as a going concern   **If the answer to letter d) is yes:**   * was it authorised by the appointed judge (paragraph 3a) of article 110 of the Code)? * was participation in the award procedure subject to using another economic operator, pursuant to paragraph 5 of art. 110? | [ ] Yes [ ] No  [ ] Yes [ ] No  If yes, please provide details of the measures  [……..…][…….…]  [ ] Yes [ ] No  If yes, please indicate the supporting company  [……..…]  [ ] Yes [ ] No  [ ] Yes [ ] No  [ ] Yes [ ] No  [ ] Yes [ ] No  [ ] Yes [ ] No  If yes, please indicate the supporting company  [……..…] |
| Is the economic operator guilty of **grave professional misconduct** ([[24]](#footnote-25)) pursuant to paragraph 5c) of art. 80 of the Code?  **If yes**, please provide details, specifying the type of offence: | [ ] Yes [ ] No  [………………] |
| **If yes**, has the economic operator taken self-cleaning measures?  **If yes**, please indicate:  1) Has the economic operator:  - compensated the damage in full?  - formally undertaken to compensate the damage?  2) has the economic operator adopted technical or organisational or personnel-related measures suitable for preventing further crimes or offences? | [ ] Yes [ ] No  [ ] Yes [ ] No  [ ] Yes [ ] No  [ ] Yes [ ] No  If yes, list the relevant documentation [ ] and, if available electronically, indicate: (web address, issuing authority or body, precise reference of the documentation):  [……..…][…….…][……..…][……..…] |
| Is the economic operator aware of any **conflict of interest([[25]](#footnote-26))** due to its participation in the procurement procedure (paragraph 5d) of article 80 of the Code)?  **If yes**, please provide details of how the conflict of interest was resolved: | [ ] Yes [ ] No  […] |
| Has the economic operator or an undertaking related to it **advised** the contracting authority or contracting entity or otherwise **been involved in the preparation** of the procurement procedure (paragraph 5e) of article 80 of the Code)?  **If yes**, please provide details about the measures taken to prevent possible distortions of competition: | [ ] Yes [ ] No  […………………] |
| Can the economic operator confirm that:  a) **it has not been** guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria**,**  b) it has not **withheld** such information? | [ ] Yes [ ] No  [ ] Yes [ ] No |

D: Other exclusion grounds that may be foreseen in the national legislation of the contracting authority’s or contracting entity’s Member State

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| **Purely national exclusion grounds** (paragraph 2 and letters f), g), h), i), l) and m) of paragraph 5 of article 80 of the Code and paragraph 16-*ter* of art. 53 of Italian Legislative Decree no. 165/2001) | **Answer:** |
| **Are there grounds for limitation, suspension or prohibition applicable to the economic operator, as laid down by** [**article 67 of Italian legislative decree no. 159 of 06 September 2011**](http://www.bosettiegatti.eu/info/norme/statali/2011_0159.htm#067) **or due to an attempted mafia infiltration in accordance with** [**paragraph 4 of article 84 of the same decree**](http://www.bosettiegatti.eu/info/norme/statali/2011_0159.htm#084)**, without prejudice to the provisions of** [**paragraph 4-*bis* of article 88**](http://www.bosettiegatti.eu/info/norme/statali/2011_0159.htm#088)**, and** [**paragraphs 2 and 3 of article 92 of Italian legislative decree no. 159 of 06 September 2011**](http://www.bosettiegatti.eu/info/norme/statali/2011_0159.htm#092)**, with reference to the anti-mafia notifications and information respectively (paragraph 2 of article 80 of the Code)?** | [ ] Yes [ ] No  If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):  […………….…][………………][……..………][…..……..…] ([[26]](#footnote-27)) |
| Is the economic operator in one of the following situations?   1. It is subject to the disqualification penalty, pursuant to [paragraph 2c) of article 9 of Italian legislative decree no. 231 of 8 June 2001](http://www.bosettiegatti.eu/info/norme/statali/2001_0231.htm#09), or other penalties which involve a prohibition on concluding contracts with the public administration, including the disqualification measures laid down in [article 14 of Italian legislative decree no. 81 of 09 April 2008](http://www.bosettiegatti.eu/info/norme/statali/2008_0081.htm#014) (paragraph 5f) of article 80); 2. It is listed on the electronic criminal record database kept by the ANAC (Italian National Anti-Corruption Authority) Monitoring Centre for having submitted false declarations or false documentation for the purposes of issuing a certificate of qualification, for the period during which such listing lasts (paragraph 5g) of article 80); 3. Is it in breach of the prohibition on trust companies pursuant to [article 17 of law no. 55 of 19 March 1990](http://www.bosettiegatti.eu/info/norme/statali/1990_0055.htm#17) (paragraph 5h) of article 80)?   If yes:   * indicate the date of the final determination and the issuing authority or body: * has the breach been rectified?  1. It complies with the regulations that govern disabled persons’ right to work in accordance with [law no. 68 of 12 March 1999](http://www.bosettiegatti.eu/info/norme/statali/1999_0068.htm#17)   (paragraph 5i) of article 80);   1. Has it been victim of the offences laid down and sanctioned by articles 317 and 629 of the Italian criminal code aggravated in accordance with article 7 of Italian decree law no. 152 of 13 May 1991, converted, with modifications, by law no. 203 of 12 July 1991?   If yes:   * were the facts reported to the judicial authorities? * do the cases provided for in paragraph 1 of article 4 of Law no. 689 of 24 November 1981 (paragraph 5l) of article 80) apply?  1. with regard to another operator participating in the same award procedure, is the economic operator in a situation of control pursuant to [article 2359 of the Italian civil code](http://www.bosettiegatti.eu/info/norme/statali/codicecivile.htm#2359) or in any relationship, including de facto, whereby the situation of control or relationship means that the bids are attributable to a single decision-making body (paragraph 5m) of article 80)? | [ ] Yes [ ] No If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation): [………..…][……….…][……….…]  [ ] Yes [ ] No If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation): [………..…][……….…][……….…]  [ ] Yes [ ] No  [………..…][……….…][……….…]  [ ] Yes [ ] No If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation): [………..…][……….…][……….…]  [ ] Yes [ ] No [ ] Not bound by the provisions of Law no. 68/1999  If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation): [………..…][……….…][……….…]  Should the operator not be bound by the provisions of Law no. 68/1999, please indicate the reasons for this:  (number of employees and/or other) [………..…][……….…][……….…]  [ ] Yes [ ] No  [ ] Yes [ ] No  [ ] Yes [ ] No  If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation): [………..…][……….…][……….…]  [ ] Yes [ ] No |
| In the cases shown in the previous box (Reasons for exclusion stipulated by paragraph 5, letters f), g), h), i), l) and m) of article 80 of the Code), if the answer is yes and if relevant, has the economic operator adopted ‘Self-Cleaning’ measures?  **If yes**, please describe the measures adopted: | [ ] Yes [ ] No  [………….…]  If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation): [………..…][……….…][……….…] |
| 1. Is the economic operator in the situation stipulated by paragraph 16-*ter* of art. 53 of Italian Legislative Decree no. 165/2001 (revolving door) insofar as it has entered into subordinate or independent contracts and, in any event, assigned tasks to former employees of the contracting authority who ended their working relationship within the last three years and who, within the last three-year period of service, exercised official or negotiating powers on behalf of the said contracting authority vis-à-vis the economic operator itself? | [ ] Yes [ ] No |

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 α of part IV without having to fill in any other section of part IV:**

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| **Meeting all required selection criteria** | **Answer** |
| It satisfies the required selection criteria: | [ ] Yes [ ] No |

A: Suitability (Paragraph 1a) of article 83 of the Code)

**The economic operator should only provide information where the selection criteria concerned have been required by the contracting authority or contracting entity in the relevant notice or in the procurement documents referred to in the notice.**

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| **Suitability** | **Answer** |
| 1. **It is enrolled in the relevant professional or trade registers kept in the Member State of its establishment** ([[27]](#footnote-28))   If the relevant documentation is available electronically, please indicate: | [………….…]   (web address, issuing authority or body, precise reference of the documentation):  […………][……..…][…………] |
| 1. **For service contracts:**   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: | [ ] Yes [ ] No  If yes, please specify which and indicate whether the economic operator has it: [ …] [ ] Yes [ ] No  (web address, issuing authority or body, precise reference of the documentation):  […………][……….…][…………] |

B: Economic and financial standing (paragraph 1b) of article 83 of the Code)

**The economic operator should only provide information where the selection criteria concerned have been required by the contracting authority or contracting entity in the relevant notice or in the procurement documents referred to in the notice.**

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| **Economic and financial standing** | **Answer:** |
| 1a) Its (‘general’) **yearly turnover** for the number of financial years required in the relevant notice or the procurement documents is as follows**:**  **and/or,**  1b) Its **average yearly turnover** **for the number of financial years required in the relevant notice or the procurement documents is as follows** (**[[28]](#footnote-29)**)**:**  If the relevant documentation is available electronically, please indicate: | year: [……] turnover: [……] […] currency year: [……] turnover: [……] […] currency year: [……] turnover: [……] […] currency   (number of years, average turnover)**:**  [……], [……] […] currency  (web address, issuing authority or body, precise reference of the documentation):  […….…][……..…][……..…] |
| 2a) Its yearly (‘specific’) **turnover** **in the business area covered by the contract** and specified in the relevant notice or the procurement documents for the number of financial years required is as follows:  **and/or,**  2b) Its **average annual turnover** **in the area and for the number of years required in the relevant notice or the procurement documents is as follows** ([[29]](#footnote-30))**:**  If the relevant documentation is available electronically, please indicate: | year: [……] turnover: [……] […]currency year: [……] turnover: [……] […]currency year: [……] turnover: [……] […]currency    (number of years, average turnover)**:**  [……], [……] […] currency  (web address, issuing authority or body, precise reference of the documentation):  [……….…][…………][…………] |
| 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: | [……] |
| 1. Concerning the **financial ratios** ([[30]](#footnote-31)) specified in the relevant notice or the procurement documents pursuant to paragraph 4b) of art. 83 of the Code, the economic operator declares that the actual value(s) for the required ratio(s) is/are as follows:   If the relevant documentation is available electronically, please indicate: | (identification of the required ratio – ratio between x and y ([[31]](#footnote-32)) – and the value) [……], [……] ([[32]](#footnote-33)) (web address, issuing authority or body, precise reference of the documentation):  [………..…][…………][……….…] |
| 1. The insured amount in its **professional risk indemnity insurance** is the following (paragraph 4c) of article 83 of the Code):     If this information is available electronically, please indicate: | [……] […] currency  (web address, issuing authority or body, precise reference of the documentation):  [……….…][…………][………..…] |
| 1. Concerning the **other economic or financial requirements, if any,** that may have been specified in the relevant notice or the procurement documents, the economic operator declares that:   If the relevant documentation that **may** have been specified in the relevant notice or the procurement documents is available electronically, please indicate: | [……]     (web address, issuing authority or body, precise reference of the documentation):  […………..][……….…][………..…] |

C: Technical and professional ability (paragraph 1c) of article 83 of the Code)

**The economic operator should only provide information where the selection criteria concerned have been required by the contracting authority or contracting entity in the relevant notice or in the procurement documents referred to in the notice.**

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| **Technical and professional ability** | **Answer:** |
| 1a) For **public works contracts** only, during the reference period([[33]](#footnote-34)) the economic operator **has performed the following works of the specified type**:  If the relevant documentation concerning satisfactory execution and outcome for the most important works is available electronically, please indicate: | Number of years (this period is specified in the relevant notice or the procurement documents): […] Works: [……]  (web address, issuing authority or body, precise reference of the documentation):  […………][………..…][……….…] |
| 1b) For ***public supply and public service contracts only***:  During the reference period, the economic operator has **delivered the following principal deliveries of the type specified or provided the following main services of the type specified:** When drawing up the list, please indicate the amounts, dates and recipients, whether public or private([[34]](#footnote-35)): | Number of years (this period is specified in the relevant notice or the procurement documents):  [……………..]   |  |  |  |  | | --- | --- | --- | --- | | Description | amounts | dates | recipients | |  |  |  |  | |
| 2) It can call upon the following **technicians or technical bodies**([[35]](#footnote-36)), especially those responsible for quality control:  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: | [……..……]    [……….…] |
| 3) It uses the following **technical facilities and measures for ensuring quality** and its **study and research facilities** are as follows: | [……….…] |
| 4) It will be able to apply the following **supply chain management and tracking systems** when performing the contract: | [……….…] |
| 5) **For complex products or services to be supplied or, exceptionally, for products or services which are required for a special purpose:**  The economic operator will **allow** **checks**([[36]](#footnote-37)) to be conducted on the **production** capacities or the **technical capacity** and, where necessary, on the **means of study and research** which are available to it and on the **quality control measures**? | [ ] Yes [ ] No |
| 6) The following **educational and professional qualifications** are held by:  a) the service provider or the contractor itself,  ***and/or*** (depending on the requirements set out in the relevant notice or the procurement documents)  b) members of the technical/operational structure/working groups: | a) [………..…]  b) [………..…] |
| 7) The economic operator will be able to apply the following **environmental management measures** when performing the contract: | […………..…] |
| 8) The economic operator’s **average annual manpower** the 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 **tools, plants or technical equipment** will be available to it for performing the contract: | […………] |
| 10) The economic operator **intends possibly to subcontract**([[37]](#footnote-38)) the following **proportion (i.e. percentage)** of the contract: | […………] |
| 11) For ***public supply contracts***:  The economic operator will provide 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 ***public supply contracts***:  Can the economic operator provide the required **certificates** drawn up by official **quality control institutes** 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?  **If not**, 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):  [………..…][………….…][………….…] |
| 13) Concerning **any other technical and professional requirements** specified in the notice or the procurement documents, the operator hereby declares that:  If the relevant documentation that **may** have been specified in the relevant notice or the procurement documents is available electronically, please indicate: | [……]  (web address, issuing authority or body, precise reference of the documentation):  [………..…][………….…][………….…] |

D: Quality assurance schemes and environmental management standards (Article 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.**

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| **Quality assurance schemes and environmental management standards** | **Answer:** |
| Will the economic operator be able to produce **certificates** drawn up by independent bodies attesting that the economic operator complies with the required **quality assurance standards**, including accessibility for disabled persons?  **If not**, please explain why and specify which other means of proof concerning the quality assurance scheme 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):  [……..…][…………][…………] |
| Will the economic operator be able to provide **certificates** drawn up by independent bodies attesting that it complies with the required **environmental management systems or** **standards**?  **If not**, please explain why and specify which other means of proof concerning the **environmental management systems** **or standards** 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):  […………][……..…][……..…] |

Part V: Reduction of the number of qualified candidates **(Article 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 a dialogue. This information, which can be accompanied by requirements concerning the (types of) certificates or forms of 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:**

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| **Reduction of numbers** | **Answer:** |
| It **meets** the objective and non-discriminatory criteria or 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:  If some of these certificates or forms of documentary evidence are available electronically ([[38]](#footnote-39)), please indicate for **each**: | […………….]   [ ] Yes [ ] No ([[39]](#footnote-40))  (web address, issuing authority or body, precise reference of the documentation):  [………..…][……………][……………]([[40]](#footnote-41)) |

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****, pursuant to article 76 of Italian Presidential Decree no. 445/2000.***

***Without prejudice to the provisions of articles 40 and 46 of Italian 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* ([[41]](#footnote-42))*, or*

*b) as of 18 April 2018 at the latest ([[42]](#footnote-43)), 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): [……………….……]

1. () Commission’s services will make the electronic ESPD-service available, free of charge, to contracting authorities, contracting entities, economic operators, providers of electronic services and other interested parties. [↑](#footnote-ref-2)
2. () 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**. [↑](#footnote-ref-3)
3. () *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. [↑](#footnote-ref-4)
4. () See points II.1.1. and II.1.3. of the relevant notice. [↑](#footnote-ref-5)
5. () See point II.1.1. of the relevant notice. [↑](#footnote-ref-6)
6. () Please repeat the information concerning contact persons as many times as needed. [↑](#footnote-ref-7)
7. () ***Cf.***Commission Recommendation of 06 May 2003 concerning the definition of micro, small and medium-sized enterprises (OJ L 124 of 20/05/2003, p. 36). This information is required for statistical purposes only.

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

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

   Medium-sized 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**. [↑](#footnote-ref-8)
8. () See contract notice point III.1.5. [↑](#footnote-ref-9)
9. () Its main aim is the social and professional integration of disabled or disadvantaged persons. [↑](#footnote-ref-10)
10. () The references and the classification, if any, are set out on the certification. [↑](#footnote-ref-11)
11. () Notably **as part of a group, consortium, joint venture or similar** [↑](#footnote-ref-12)
12. () 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 of 11/11/2008, p. 42). [↑](#footnote-ref-13)
13. () 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 of 25/06/1997, p. 1) and article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192 of 31/07/2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or of the economic operator. [↑](#footnote-ref-14)
14. () Within the meaning of Article 1 of the Convention on the protection of the European Communities’ financial interests (OJ C 316 of 27/11/1995, p. 48). [↑](#footnote-ref-15)
15. () As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164 of 22/06/2002, 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. [↑](#footnote-ref-16)
16. () 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 of 25/11/2005, p. 15). [↑](#footnote-ref-17)
17. **()** 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). [↑](#footnote-ref-18)
18. () Please repeat as many times as needed. [↑](#footnote-ref-19)
19. () Please repeat as many times as needed. [↑](#footnote-ref-20)
20. () In accordance with national provisions implementing article 57(6) of directive 2014/24/EU. [↑](#footnote-ref-21)
21. () Please repeat as many times as needed. [↑](#footnote-ref-22)
22. () See article 57(4) of Directive 2014/24/EU. [↑](#footnote-ref-23)
23. () 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. [↑](#footnote-ref-24)
24. () Where applicable, see national law, the relevant notice or the procurement documents. [↑](#footnote-ref-25)
25. **() As indicated in national law, the relevant notice or the procurement documents.** [↑](#footnote-ref-26)
26. () Please repeat as many times as needed. [↑](#footnote-ref-27)
27. () 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.** [↑](#footnote-ref-28)
28. () Only if permitted in the relevant notice or the procurement documents. [↑](#footnote-ref-29)
29. () Only if permitted in the relevant notice or the procurement documents. [↑](#footnote-ref-30)
30. () E.g. ratio between assets and liabilities. [↑](#footnote-ref-31)
31. () E.g. ratio between assets and liabilities. [↑](#footnote-ref-32)
32. () Please repeat as many times as needed. [↑](#footnote-ref-33)
33. () Contracting authorities may **require** up to five years and **allow** experience dating from **more** than five years. [↑](#footnote-ref-34)
34. () 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. [↑](#footnote-ref-35)
35. () 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 must be filled in. [↑](#footnote-ref-36)
36. () 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. [↑](#footnote-ref-37)
37. () 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. [↑](#footnote-ref-38)
38. () Please indicate clearly which item the answer refers to. [↑](#footnote-ref-39)
39. () Please repeat as many times as needed. [↑](#footnote-ref-40)
40. () Please repeat as many times as needed. [↑](#footnote-ref-41)
41. () 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.* [↑](#footnote-ref-42)
42. () Depending on the national implementation of the second subparagraph of Article 59(5) of Directive 2014/24/EU. [↑](#footnote-ref-43)