

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

**Part 1: Information concerning the procurement procedure and the  
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 1 will be automatically retrieved, provided that the electronic ESPD<sup>1</sup> service is used to generate and fill in the ESPD. Reference of the relevant notice<sup>2</sup>, published in the Official Journal of the*  
the European Union:  
OJEU S number[], date [], page[],  
Notice number in the OJ S: [ ][ ][ ][ ]/S [ ][ ][ ]-[ ][ ][ ][ ][ ][ ]

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

In case the 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 a national level): [.....]

**INFORMATION ABOUT THE PROCUREMENT PROCEDURE**

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

|  |                |
|--|----------------|
| <i>Identity of the procurer<sup>3</sup></i>  | <i>Answer:</i> |
| Name:  | [ ]            |
| <i>Which procurement is concerned?</i>   | <i>Answer:</i> |
| 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> : | [ ]            |

**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 1.1, of the relevant notice. In case of joint procurement, please indicate the names of all involved procurers.

<sup>4</sup> See points III.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

| <i>Identification:</i>  | <i>Answer:</i>  |
|---|---|
| Name:   | [ ]   |
| VAT-number, if applicable:<br>If no VAT-number is applicable, please indicate another national identification number, if required and applicable  | [ ]<br>[ ]  |
| Postal address:   | [.....]   |
| Contact person or persons <sup>6</sup><br>Telephone:<br>E-mail:<br>Internet address (web address) (if applicable):  | [.....]<br>[.....]<br>[.....]<br>[.....]                                |
| <b>General information:</b>   | <b>Answer:</b>  |
| Is the economic operator a Micro, a Small or a Medium-Sized Enterprise <sup>7</sup> ?   | <input type="checkbox"/> Yes <input type="checkbox"/> No                |
| <b>Only in case the procurement is reserved<sup>8</sup>: 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? If yes,</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[.....] |

<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:** an 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> I.e. its main aim is the social and professional integration of disabled or disadvantaged persons.

|  |  |
|--|--|
| <p>what is the corresponding percentage of disabled or disadvantaged workers?</p> <p>If required, please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to?</p>  | <p>[.....]</p>   |
| <p>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)?</p>  | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p>  |
| <p><b>If yes:</b></p> <p><b><u>Please answer the remaining parts of this Section, Sections B and, where relevant, C of this Part, complete Part V, where applicable, and, in any case, fill in and sign Part VI.</u></b></p> <p>(a) Please provide the name of the list or certificate and the relevant registration or certification number, if applicable:</p> <p>(b) <i>If the certificate of registration or certification is available electronically, please state:</i></p> <p>(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>:</p> <p>(d) Does the registration or certification cover all of the required selection criteria?</p> <p><b><u>If no:</u></b></p> <p><b><u>In addition, please 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:</u></b></p> <p>(e) Will the economic operator be able</p> | <p>(a) [.....]</p> <p>(b) <i>(web address, issuing authority or body, precise reference of the documentation):</i><br/>[.....][.....][.....][.....]</p> <p>(c) [.....]</p> <p>(d) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(e) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

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

|   |   |
|---|---|
| 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 obtaining it directly by accessing a national database in any Member State that is available free of charge?<br><i>If the relevant documentation is available electronically, please indicate:</i> | (web address, issuing authority or body, precise reference of the documentation):<br>[.....][.....][.....][.....] |
| <b>Form of participation:</b>   | <b>Answer:</b>  |
| Is the economic operator participating in the procurement procedure together with others <sup>11</sup> ?  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| <b>If yes, please ensure that the others concerned provide a separate ESPD form.</b>  |   |
| <b>If yes:</b><br>(a) Please indicate the role of the economic operator in the group (leader, responsible for specific tasks ...):<br>(b) Please identify the other economic operators participating in the procurement procedure together:<br>(c) Where applicable, name of the participating group:   | (a): [.....]<br>(b): [.....]<br>(c): [.....]  |
| <b>Lots</b>   | <b>Answer:</b>  |
| 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:*

|                                      |                |
|--------------------------------------|----------------|
| <b>Representation, if any:</b>       | <b>Answer:</b> |
| Full name;                           | [.....]        |
| accompanied by the date and place of | [.....]        |

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

|  |         |
|--|---------|
| birth, if required:  |         |
| Position/Acting in the capacity of:  | [.....] |
| Postal address:  | [.....] |
| Telephone:   | [.....] |
| E-mail:  | [.....] |
| If needed, please provide detailed information on the representation (its forms, extent, purpose ...): | [.....] |

**C: INFORMATION ABOUT RELIANCE ON THE CAPACITIES OF OTHER ENTITIES**

| <b>Reliance:</b>  | <b>Answer:</b>   |
|---|--|
| 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 |

*If yes, please provide a separate ESPD form setting out the information required under Sections A and B of this Part and Part III for each of the entities concerned, duly filled in and signed by the entities concerned.*

*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.*

*Insofar as it is relevant for the specific capacity or capacities on which the economic operator relies, please include the information under Parts IV and V for each of the documents concerned<sup>12</sup>.*

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

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

| <b>Subcontracting:</b>   | <b>Answer:</b>   |
|--|--|
| Does the economic operator intend to subcontract any share of the contract to third parties? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes and in so far as known, please list the proposed subcontractors:<br>[...] |

***If the contracting authority or contracting entity explicitly requests this information in addition to the information under this section, please provide the information required***

<sup>12</sup> E.g. for technical bodies involved in quality control: Part IV, Section C, point 3:

under Sections A and B of this Part and Part III for each of the (categories of) subcontractors concerned.

### Part III: Exclusion grounds

#### A: GROUNDS RELATING TO CRIMINAL CONVICTIONS

Article 57, paragraph 1 of Directive 2014/24/EU sets the following reasons for exclusion:

1. *Participation in a criminal organization*<sup>13</sup>;
2. *Corruption*<sup>14</sup>;
3. *Fraud*<sup>15</sup>;
4. *Terrorist offences or offences linked to terrorist activities*<sup>16</sup>;
5. *Money laundering or terrorist financing*<sup>17</sup>
6. *Child labour and other forms of trafficking in human beings*<sup>18</sup>

|  |   |
|--|---|
| <b>Grounds relating to criminal convictions under national provisions implementing the grounds set out in Article 57(1) of the Directive:</b>  | <b>Answer:</b>  |
| Has <b>the economic operator</b> itself or any <b>person</b> who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of <b>a conviction</b> by final judgment for one of the reasons listed above, by a conviction | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</i><br>[ ..... ][ ..... ][ ..... ] <sup>19</sup> |

<sup>13</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>14</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>15</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>16</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>17</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>18</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>19</sup> Please repeat as many times as needed.

|  |  |
|--|--|
| rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable?   |  |
| <p><b>If yes, please indicate</b> <sup>20</sup>:</p> <p>(a) Date of conviction, specify which of points 1 to 6 is concerned and the reason(s) for the conviction,</p> <p>(b) Identify who has been convicted [ ];</p> <p>(c) <b>Insofar as established directly in the conviction:</b></p> | <p>(a) Date: [ ], point(s): [ ], reason(s): [ ]</p> <p>(b) [.....]</p> <p>(c) Length of the period of exclusion.[..... ] and the point(s) concerned [ 1</p> <p><i>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</i><br/>[ ..... ][ ..... ][ ..... ]<sup>21</sup></p> |
| In case of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion <sup>22</sup> ('Self-Cleaning')?  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>If yes, please describe the measures taken</b> <sup>23</sup> :  | [ ..... ]  |

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

|  |   |              |                             |
|--|---|--------------|-----------------------------|
| <b><i>Payment of taxes or social security contributions:</i></b>   | <b><i>Answer:</i></b>   |              |                             |
| Has the economic operator met all <b>its 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  |              |                             |
|  | <table border="1"> <tr> <td><b>Taxes</b></td> <td><b>Social contributions</b></td> </tr> </table> | <b>Taxes</b> | <b>Social contributions</b> |
| <b>Taxes</b>   | <b>Social contributions</b>   |              |                             |

<sup>20</sup> Please repeat as many times as needed.

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

<sup>22</sup> In accordance with national provisions implementing Article 57(6) of Directive 2014/24/EU.

<sup>23</sup> Taking into account the character of the crimes committed (punctual, repeated, systematic ... ), the explanation should show the adequacy of the measures to taken.

|   |   |   |
|---|---|---|
| <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 <u>directly therein</u></b>, the length of the period of exclusion:</li> </ul> <p>2) by <b>other means</b>? Please specify:</p> <p>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?</p> | <p>(a) [ ..... ]</p> <p>(b) [ ..... ]</p> <p>(c1) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>– <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>– [ ..... ]</p> <p>– [ ..... ]</p> <p>(c2) [ ..... ]</p> <p>(d) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details:<br/>[ ..... ]</p> | <p>(a) [ ..... ]</p> <p>(b) [ ..... ]</p> <p>(c1) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>– <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>– [ ..... ]</p> <p>– [ ..... ]</p> <p>(c2) [ ..... ]</p> <p>(d) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details:<br/>[ ..... ]</p> |
| <p><i>If the relevant documentation concerning payment of taxes or social contributions is available electronically, please indicate:</i></p>   | <p><i>(web address, issuing authority or body, precise reference of the documentation)<sup>24</sup>:</i></p> <p>[ ..... ][ ..... ][ ..... ]</p>   |   |

**C: GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTERESTS OR PROFESSIONAL MISCONDUCT <sup>25</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.*

|   |   |
|---|---|
| <p><b>Information concerning possible insolvency, conflict of interest or professional misconduct</b></p> | <p><b>Answer:</b></p>   |
| <p>Has the economic operator, <b>to its knowledge, breached its obligations</b> in</p>                    | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes</b>, has the economic operator taken</p> |

<sup>24</sup> Please repeat as many times as needed.

<sup>25</sup> See Article 57(4) of Directive 2014/24/EU



|  |  |
|--|--|
| <p>the fields of <b>environmental, social and labour law</b> <sup>26</sup>?</p>  | <p>measures to demonstrate its reliability despite the existence of this ground for exclusion ('Self-Cleaning')?<br/> <input type="checkbox"/> Yes <input type="checkbox"/> No<br/> <b>If it has</b>, please describe the measures taken: [ .....]</p> |
| <p>Is the economic operator in any of the following situations:</p> <p>(a) <b>Bankrupt</b>, or</p> <p>(b) The <b>subject of insolvency</b> or winding-up proceedings, or</p> <p>(c) In an <b>arrangement with creditors</b>, or</p> <p>(d) In any analogous situation arising from a similar procedure under national laws and regulations <sup>27</sup>, or</p> <p>(e) That its assets are being administered by a liquidator or by the court, or</p> <p>(f) That its business activities are suspended?</p> <p><b>If yes:</b></p> <p>— Please provide details:</p> <p>— Please indicate the reasons for being able nevertheless to perform the contract, taking into account the applicable national rules and measures on the continuation of business in those circumstances<sup>28</sup>?</p> <p><i>If the relevant documentation is available electronically, please indicate:</i></p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>— [ ..... ]</p> <p>— [ ..... ]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i><br/> [ ..... ][ ..... ][ ..... ]</p>                 |

<sup>26</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.

<sup>27</sup> See national law, the relevant notice or the procurement documents.

<sup>28</sup> This information **needs not** be given if exclusion of economic operators in one of the cases listed under letter a to f has been made **mandatory** under the applicable national law **without any possibility of derogation** where the economic operator is nevertheless able to perform the contract.

|  |  |
|--|--|
| <p>Is the economic operator guilty of <b>grave professional misconduct</b> <sup>29</sup>?</p> <p><b>If yes</b>, please provide details:</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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If it has</b>, please describe the measures taken:</p> <p>[.....]</p> |
| <p>Has the economic operator entered into <b>agreements</b> with other economic operators aimed at <b>distorting competition</b>?</p> <p><b>If yes</b>, please provide details:</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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If it has, please describe the measures taken:</p> <p>[.....]</p>         |
| <p>Is the economic operator aware of any <b>conflict of interest</b><sup>30</sup> due to its participation in the procurement procedure?</p> <p><b>If yes</b>, please provide details:</p>   | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....]</p>   |
| <p>Has <b>the economic operator</b> or an undertaking <b>related</b> to it <b>advised</b> the contracting authority or contracting entity or otherwise been <b>involved in the preparation</b> of the procurement procedure?</p> <p><b>If yes</b>, please provide details:</p>   | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....]</p>   |
| <p>Has the economic operator experienced that a prior public contract, a prior contract with a contracting entity or a prior concession contract was <b>terminated early</b>, or that damages or other comparable sanctions were imposed in connection with that prior contract?</p> <p><b>If yes</b>, please provide details:</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><input type="checkbox"/> Yes <input type="checkbox"/> No</p>   |

<sup>29</sup> Where applicable, see definitions in national law, the relevant notice or the procurement documents.

<sup>30</sup> As indicated in national law, the relevant notice or the procurement documents.

|   |   |
|---|---|
|   | <p><b>If it has</b>, please describe the measures taken:</p> <p>[.....]</p> |
| <p>Can the economic operator confirm that:</p> <p>(a) It has not been guilty 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) It has <b>not withheld</b> such information,</p> <p>(c) It has been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity, and</p> <p>(d) It has not undertaken to unduly influence the decision making process of the contracting authority or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?</p> | <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>               |

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

| <b><i>Purely national exclusion grounds</i></b>  | <b><i>Answer:</i></b>   |
|--|---|
| <p>Do the <b>purely national grounds of exclusion</b>, which are specified in the relevant notice or in the procurement documents, apply?</p> <p><i>If the documentation required in the relevant notice or in the procurement documents is available electronically, please indicate:</i></p> | <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i><br/> [..... ][..... ][.....]<sup>31</sup></p> |
| <p><b>In case any of the purely national exclusion grounds apply</b>, has the economic operator taken self-cleaning</p>  | <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[.....]</p>  |

<sup>31</sup> Please repeat as many times as needed.

|   |  |
|---|--|
| measures?<br>If it has, please describe the measures taken: |  |
|---|--|

#### Part IV: Selection criteria

Concerning the selection criteria (Section a 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:*

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

#### A: SUITABILITY

*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.*

| <i>Suitability</i>   | <i>Answer</i>  |
|--|--|
| <p>(1) <b>It is enrolled in the relevant professional or trade registers</b> kept in the Member State of its establishment<sup>32</sup>:</p> <p><i>If the relevant documentation is available electronically, please indicate:</i></p> | <p>[ ..... ]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i></p> <p>[ ..... ][ ..... ][ ..... ]</p>  |
| <p>(2) <b>For service contracts:</b></p> <p>Is a particular <b>authorisation or membership</b> of a particular organisation needed in order to be able to perform the service in question in the country of</p>                        | <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If yes, please specify which and indicate whether the economic operator has it:</p> |

<sup>32</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*

|  |   |
|--|---|
| <p>establishment of the economic operator?</p> <p><i>If the relevant documentation is available electronically, please indicate:</i></p> | <p>[...]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i></p> <p>[ ..... ] [ ..... ] [ ..... ]</p> |
|--|---|

## B: ECONOMIC AND FINANCIAL STANDING

*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.*

| <b><i>Economic and financial standing</i></b>  | <b><i>Answer:</i></b>   |
|--|---|
| <p>(1a) Its ('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><u>And/or,</u></b></p> <p>(1b) Its <b>average yearly turnover for the number of years required in the relevant notice or the procurement documents is as follows</b><sup>33</sup> ( ) :</p> <p><i>If the relevant documentation is available electronically, please indicate:</i></p> | <p>year:[.....]turnover:[.....][...]currency<br/> year:[.....]turnover:[.....][...]currency<br/> year:[.....]turnover:[.....][...]currency</p> <p>(number of years, average turnover):<br/> [.....],[.....][.....]currency</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i><br/> [ ..... ] [ ..... ] [ ..... ]</p> |
| <p>(2a) Its 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><u>And/or,</u></b></p> <p>(2b) Its <b>average yearly turnover in the area and for the number of years required in the relevant</b></p>  | <p>year:[.....]turnover:[.....][...]currency<br/> year:[.....]turnover:[.....][...]currency<br/> year:[.....]turnover:[.....][...]currency</p> <p>(number of years, average turnover):<br/> [.....],[.....][.....]currency</p>  |

<sup>33</sup> Only if permitted in the relevant notice or the procurement documents.

|  |  |
|--|--|
| <p><b>notice or the procurement documents is as follows<sup>34</sup> :</b></p> <p><i>If the relevant documentation is available electronically, please indicate:</i></p>   | <p><i>(web address, issuing authority or body, precise reference of the documentation):</i><br/>[.....][.....][.....]</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>35</sup> specified in the relevant notice or the procurement documents, the economic operator declares that the actual value(s) for the required ratio(s) is/are as follows:</p> <p><i>If the relevant documentation is available electronically, please indicate:</i></p>   | <p>(identification of the required ratio- ratio between x and y<sup>36</sup> -and the value):<br/>[ ..... ] [ ..... ]<sup>37</sup></p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i><br/>[ ..... ] [ ..... ] [ ..... ]</p> |
| <p>(5) The insured amount in its <b>professional risk indemnity insurance</b> is the following:</p> <p><i>If this information is available electronically, please indicate:</i></p>  | <p>[ .....],[..... ][...]currency</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i><br/>[ ..... ] [ ..... ] [ ..... ]</p>  |
| <p>(6) Concerning the <b>other economic or financial requirements, if any</b>, that may have been specified in the relevant notice or the procurement documents, the economic operator declares that:</p> <p><i>If the relevant documentation that <b>may</b> have been specified in the relevant notice or the procurement documents, is available electronically, please indicate:</i></p> | <p>[ ..... ]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i><br/>[ ..... ] [ ..... ] [ ..... ]</p>   |

<sup>34</sup> Only if permitted in the relevant notice or the procurement documents.

<sup>35</sup> E. g. the ratio between assets and liabilities.

<sup>36</sup> E. g. the ratio between assets and liabilities.

<sup>37</sup> Please repeat as many times as needed.

## C: TECHNICAL AND PROFESSIONAL ABILITY

*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.*

| <b>Technical and professional ability</b>  | <b>Answer:</b>  |             |           |       |           |  |  |  |  |
|--|---|-------------|-----------|-------|-----------|--|--|--|--|
| <p>(1a) For <b>public works contracts</b> only:</p> <p style="padding-left: 20px;">During the reference period<sup>38</sup> , the economic operator <b>has performed the following works of the specified type:</b></p> <p><i>If the relevant documentation concerning satisfactory execution and outcome for the most important works is available electronically, please indicate:</i></p>   | <p>Number of years (this period is specified in the relevant notice or the procurement documents):[.....]</p> <p>Works:[.....]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i><br/>[ ..... ][ ..... ][ ..... ]</p>  |             |           |       |           |  |  |  |  |
| <p>(1b) For <b>public supply and public service contracts</b> only:</p> <p style="padding-left: 20px;">During the reference period<sup>39</sup> , the economic operator has delivered <b>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>40</sup> :</p> | <p>Number of years (this period is specified in the relevant notice or the procurement documents):<br/>[.....]</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 2px 5px;">Description</th> <th style="padding: 2px 5px;">amount</th> <th style="padding: 2px 5px;">dates</th> <th style="padding: 2px 5px;">recipient</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | Description | amount    | dates | recipient |  |  |  |  |
| Description  | amount  | dates       | recipient |       |           |  |  |  |  |
|  |   |             |           |       |           |  |  |  |  |
| <p>(2) It can call upon the following <b>technicians or technical bodies</b><sup>41</sup> , especially those responsible for quality control:</p> <p style="padding-left: 20px;">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>   |             |           |       |           |  |  |  |  |

<sup>38</sup> Contracting authorities may **require** up to five years and **allow** experience dating from **more** than five years.

<sup>39</sup> Contracting authorities may **require** up to three years and **allow** experience dating from **more** than three years.

<sup>40</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>41</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.

|   |   |
|---|---|
| <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) <i>For complex products or services to be supplied or, exceptionally, for products or services which are required for a special purpose:</i></p> <p>The economic operator will allow <b>checks<sup>42</sup></b> to be conducted on the <b>production capacities or the technical capacity</b> of the economic operator and, where necessary, on <b>the means of study and research</b> which are available to it and on the <b>quality control measures</b>?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>   |
| <p>(6) The following <b>educational and professional qualifications</b> are held by:</p> <p>(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)</p> <p>(b) Its managerial staff:</p>   | <p>(a) [.....]</p> <p>(b) [.....]</p>   |
| <p>(8) <b>The economic operator's average annual manpower</b> and the number of managerial staff for the last three years were as follows:</p>  | <p>Year, average annual manpower:<br/> [.....],[.....],<br/> [.....],[.....],<br/> [.....],[.....],<br/> Year, number of managerial staff:<br/> [.....],[.....],<br/> [.....],[.....],<br/> [.....],[.....]</p> |
| <p>(9) The following <b>tools, plant or technical equipment</b> will be available to it for performing the contract:</p>  | <p>[.....]</p>  |

<sup>42</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;



|   |   |
|---|---|
| <p>(10) The economic operator <b>intends possibly to subcontract</b><sup>43</sup> the <b>following proportion (i.e. percentage)</b> of the contract:</p>  | <p>[.....]</p>  |
| <p>(11) For <b>public supply contracts</b>:</p> <p>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;</p> <p>Where applicable, the economic operator furthermore declares that it will provide the required certificates of authenticity.</p> <p><i>If the relevant documentation is available electronically, please indicate:</i></p>   | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i><br/> [..... ][..... ][..... ]</p> |
| <p>(12) For <b>public supply contracts</b>:</p> <p>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?</p> <p><b>If not</b>, please explain why and state which other means of proof can be provided:</p> <p><i>If the relevant documentation is available electronically, please indicate:</i></p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[..... ]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i><br/> [..... ][..... ][..... ]</p>   |

## D: QUALITY ASSURANCE SCHEMES AND ENVIRONMENTAL MANAGEMENT STANDARDS

***The economic operator should only provide information where quality assurance schemes and/or environmental management standards have been required by the contracting***

<sup>43</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.

*authority or contracting entity in the relevant notice or in the procurement documents referred to in the notice.*

| <b><i>Quality Assurance Schemes and Environmental Management Standards</i></b>   | <b><i>Answer:</i></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><i>If the relevant documentation is available electronically, please indicate:</i></p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....][.....]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i><br/>[.....][.....][.....]</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><i>If the relevant documentation is available electronically, please indicate:</i></p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....][.....]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i><br/>[.....][.....][.....]</p> |

**Part V: Reduction of the number of qualified candidates**

*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:**

| <b><i>Reduction of numbers</i></b>   | <b><i>Answer:</i></b>   |
|--|---|
| <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 each whether the economic operator has the required documents: <i>if some of these certificates or forms of documentary evidence are available electronically<sup>44</sup>, please indicate for which:</i></p> | <p>[.....]</p> <p>[...] <input type="checkbox"/> Yes <input type="checkbox"/> No<sup>45</sup></p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i><br/>[.....][.....][.....][.....]<sup>46</sup></p> |

#### **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.*

*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>47</sup> or*

*b) as of 18 October 2018 at the latest<sup>48</sup> the contracting authority or contracting entity already possesses the documentation concerned.*

*The undersigned formally consent to [identify the contracting authority or contracting entity ass et 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>44</sup> Please indicate clearly , which item the answer relates to.

<sup>45</sup> Please repeat as many times as needed.

<sup>46</sup> Please repeat as many times as needed.

<sup>47</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>48</sup> Depending on the national implementation of the second subparagraph of Article 59 (5) of Directive 2014/24/EU.