

**The ESPD includes the following parts and sections:**

- 1. Instructions**
- 2. Part I. Information concerning the procurement procedure and the public body**
- 3. Part II. Information concerning the bidder.**
  - a. A: Information about the bidder.**
- 4. Part III. Exclusion criteria:**
  - a. A: Grounds relating to criminal convictions.**
  - b. B: Grounds relating to the payment of taxes or social security contributions.**
  - c. C: Blacklisting.**
  - d. D: Grounds relating to insolvency, conflicts of interests or professional misconduct.**
- 5. Part IV. Selection criteria**
  - a. Suitability.**
  - b. Economic and financial standing.**
  - c. Technical and professional ability.**
  - d. Quality assurance schemes and environmental management standards.**
  - e. Global indication for all selection criteria.**
- 6. Part V. Reduction of the number of qualified candidates.**
- 7. Part VI. Concluding Statements**

## **Instructions to Economic Operators**

### **Introduction**

The ESPD replaces the requirement for economic operators to provide up-front evidence or certificates by allowing them to self-declare that they:

- do not fall within a ground for exclusion or blacklisting as established under part VI of the Public Procurement Regulations (or, if they do, they can demonstrate that they have taken self-cleaning measures);
- meet the relevant selection criteria

The introduction of the ESPD is intended by the European Commission to reduce the administrative burden on economic operators and to remove some of the barriers to participation in public procurement, especially for small to medium-sized enterprises (SMEs).

The ESPD is a generic document, used across all EU Members States, hence the questions in the ESPD cannot be amended.

Economic operators are required to fill in this ESPD in order to indicate whether or not they comply with the minimum standards and any other requirements established in the procurement documents.

## Key points for economic operators

Economic operators:

- May reuse information that has been provided in an ESPD response which has already been used in a previous procurement procedure as long as the information remains correct and continues to be pertinent;
- Must submit an ESPD response as part of the selection process when requested to do so in the procurement documents;
- Should not provide any certificates or supporting documentation as part of the ESPD response unless specifically requested during the evaluation process or as detailed in the procurement document;;
- Must provide a separate ESPD response from subcontractors;
- Must replace a subcontractor which verification has shown that any of the mandatory grounds for exclusion / blacklisting apply;
- An economic operator participating on its own and which does not rely on the capacities of other entities in order to meet the selection criteria must fill in one ESPD;
- Must submit a separate ESPD response from each member of a consortium to ensure all members meet the exclusion / blacklisting criteria and relevant selection criteria;
- Will be required to provide the relevant evidence and certificates prior to awarding the contract, if they are the recommended economic operator;
- Should provide the web address where contracting authorities can access the relevant supporting documentation / certificates if freely and publicly available online. If the supporting documents / certificates are not available electronically, economic operators must provide them separately, when requested by the Contracting Authority;
- Where procurements are divided into lots and selection criteria vary from lot to lot an ESPD should be filled in for each lot (or group of lots with same selection criteria);
- It is not necessary to sign the ESPD document considering it is being transmitted as part of a set of documents whose authenticity and integrity is ensured through the e-authentication process of the public procurement platform.

## Glossary

Throughout this document:

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

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

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

**Standard form for  
the European Single Procurement Document (ESPD)**

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

For tenders which have been published in the OJEU	
OJEU number:	Not Applicable
Date:	
Page:	

**INFORMATION ABOUT THE PROCUREMENT PROCEDURE**

Details of public body	Answer
Name:	As per procurement document
Which procurement is concerned?	Answer
Title or short description of the procurement:	As per procurement document
File reference number attributed by the public body:	As per procurement document

**All following sections of the ESPD should be filled in by the economic operator.**

**Part II: Information concerning the economic operator**

**A: INFORMATION ABOUT THE ECONOMIC OPERATOR**

**Instructions to the Economic Operators**

This section seeks background information about the economic operator. If the information to be submitted hereunder has already been submitted when registering with EPPS, the economic operator in question is to leave the relevant field blank.

Question Reference	Identification	Answer
2A.1	Name:	
2A.2	VAT number, if applicable:	
2A.3	If no VAT number is applicable, please indicate another National Identification No (if required and applicable):	
2A.4	Company number, if applicable:	

Question Reference	Identification	Answer
2A.5.1	Postal address Line 1:	
2A.5.2	Postal address Line 2:	
2A.5.3	Postal address Town / City:	
2A.5.4	Postal address Region:	
2A.5.5	Postal address Postcode:	
2A.5.6	Postal address Country:	
2A.6	Contact person or persons:	
2A.7	Telephone (including dialling code):	
2A.8	Mobile (including dialling code):	
2A.9	Email:	
2A.10	Internet address (web address) (if applicable):	
2A.11	Name of parent company (if applicable):	
2A.12	Name of ultimate parent company (if applicable):	
2A.13	Economic Operator's Legal Status:	
2A.13.1	If you have answered 'Other' to the above question please provide details here:	

Question Reference	General Information	Answer
2A.14	Please confirm the size of your organisation:	
2A.15	<p><b><u>Section 2A.15 is to be Filled in only in case the procurement is reserved;</u></b></p> <p>Is your organisation a supported business or will it provide for the performance of the contract in the context of supported employment programmes?</p>	

Question Reference	General Information	Answer
2A.15.1	<p><b>If you have answered yes</b> to the previous question, what is the corresponding percentage of disabled or disadvantaged workers?</p>	
2A.15.2	<p><b>If you have answered yes</b> to question 2A.15, please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to?</p>	
2A.16	<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><b>If yes:</b></p> <p><b><u>Please answer the remaining parts of this Section, Sections B and, where relevant, C and D of this Part, complete Part V, where applicable, and, in any case, fill in Part VI.</u></b></p>	
2A.16.1	<p>a) Please provide the name of the list or certificate and the relevant registration or certification number, if applicable:</p>	
2A.16.2	<p>b) If the certificate of registration or certification is available electronically, please state:</p>	<p>Web address:</p> <p>Issuing authority or body:</p> <p>Precise reference of the documentation:</p>
2A.16.3	<p>c) Please state the references on which the registration or certification is based, and, where applicable, the classification obtained in the official list:</p>	

Question Reference	General Information	Answer
2A.16.4	d) Does the registration or certification cover all of the required selection criteria?  If no: <b><u>In addition, please complete the missing information in Part IV, Sections A, B, C or D as the case may be</u></b>	
2A.16.5	<b>ONLY if this is required in the relevant Contract Notice or procurement documentation:</b> 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 public body or contracting entity to obtaining it directly by accessing a national database in any Member State that is available free of charge?	
2A.16.6	If the relevant documentation is available electronically, please indicate:	Web address:
		Issuing authority or body:
		Precise reference of the documentation:

Question Reference	Form of participation (Notably as part of a group, consortium, joint venture or similar)	Answer
2A.17	Is the economic operator participating in the procurement procedure together with others?	
2A.17.1	<b>If yes:</b> a) Please indicate the role of the economic operator(s) in the group (leader, responsible for specific tasks ...):	

Question Reference	Form of participation (Notably as part of a group, consortium, joint venture or similar)	Answer
2A.17.2	b) Please identify the other economic operator(s) participating in the procurement procedure together:	
2A.17.3	c) Where applicable, name of the participating group:	

**IF YOU HAVE ANSWERED YES TO QUESTION 2A.17, PLEASE ENSURE THAT EACH PARTICIPANT LISTED ABOVE PROVIDES A SEPARATE ESPD RESPONSE.**

Question Reference	Lots	Answer
2A.18	Where applicable, indication of the lot(s) for which the economic operator wishes to tender:	

**WHERE PROCUREMENTS ARE DIVIDED INTO LOTS AND SELECTION CRITERIA VARY FROM LOT TO LOT AN ESPD SHOULD BE FILLED IN FOR EACH LOT (OR GROUP OF LOTS WITH SAME SELECTION CRITERIA)**

## B: Information about representatives of the economic operator

### Instructions for Economic Operators

Where applicable, please indicate the name(s) and address(s) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:

Question Reference	Representation, if any	Answer
2B.1	Full name:	
2B.2	Date of birth:	
2B.3	Place of birth:	
2B.4	Position / Acting in the capacity of:	
2B.5.1	Postal address Line 1:	
2B.5.2	Postal address Line 2:	
2B.5.3	Postal address Town / City:	
2B.5.4	Postal address Region:	
2B.5.5	Postal address Postcode:	
2B.5.6	Postal address Country:	
2B.6	Telephone:	
2B.7	Mobile:	
2B.8	Email:	
2B.9	If needed, please provide detailed information on the representation (its forms, extent, purpose ...):	

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

Question Reference	Reliance	Answer
2C.1	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?	

### Instructions for Economic Operators

**If yes to the above question**, please provide a separate ESPD response 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 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 entities concerned (e.g. for technical bodies involved in quality control: Part IV, Section C, point 3).

**D: INFORMATION CONCERNING SUBCONTRACTORS ON WHOSE CAPACITY THE  
ECONOMIC OPERATOR DOES NOT RELY**

<b>Question Reference</b>	<b>Subcontracting</b>	<b>Answer</b>
2D.1	Does the economic operator intend to subcontract any share of the contract to third parties?	
2D.1.1	<b>If yes and in so far as known,</b> please list the proposed subcontractors:	

**Please provide a separate ESPD response (Sections A and B of this Part and Part III) for each subcontractor.**

## Part III: Exclusion grounds

### Instructions for economic operators

**Failure to disclose information relevant to this section or misrepresentation in relation to the information disclosed may result in exclusion of the economic operator from this procurement process or the termination of any subsequent contract that is be awarded to them.**

The economic operator may be asked to provide the relevant documentation or to state where the extract from the relevant register, for example judicial records, is available electronically to the contracting authority so that it may retrieve this information. **By indicating this information, the economic operator agrees that the contracting authority may retrieve the documentation subject to what is stated in the data protection act or the respective national rules implementing Directive 95/46/EC on the processing of personal data, and in particular of special categories of data such as on offences, criminal convictions or security measure.**

The economic operator uses the ESPD response as a self-declaration that they do not fall under any of the exclusion and blacklisting grounds under Part VI of the public procurement Regulations and that they meet the relevant selection criteria. For further information please refer to **SL174.04**.

### **A: GROUNDS RELATING TO CRIMINAL CONVICTIONS**

**Regulation 192 of The Public Procurement Regulations** sets out grounds for exclusion of economic operators from procurement procedures. These are:

1. **Participation in a criminal organisation;** as defined in Article 2 of Council Framework Decision 2008/841/JHA or an equivalent offence under Maltese law or as defined in the national law of the economic operator;
2. **Corruption;** 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 and Article 2(1) of Council Framework Decision 2003/568/JHA or an equivalent offence under Maltese law or as defined in the national law of the economic operator;
3. **Fraud;** within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests or an equivalent offence under Maltese law or as defined in the national law of the economic operator;
4. **Terrorist offences or offences linked to terrorist activities;** as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision or an equivalent offence under Maltese law or as defined in the national law of the economic operator;

5. **Money laundering or terrorist financing;** as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council or an equivalent offence under Maltese law or as defined in the national law of the economic operator;

6. **Child labour and other forms of trafficking in human beings;** as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council or an equivalent offence under Maltese law or as defined in the national law of the economic operator.

Question Reference	Grounds relating to criminal convictions under the provisions of Maltese law (Regulation 192 of the Public Procurement Regulations).	Answer
3.A	Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by <i>res judicata</i> (final judgment) within the last five (5) years for one of the reasons listed above?	
3A.1	If the relevant documentation is available electronically, please indicate:	Web address:
		Issuing authority or body:
		Precise reference of the documentation:
3A.2	<b>If yes</b> , please indicate: a) Date of conviction, specify which of grounds 1 to 6 is concerned and the reason(s) for the conviction:	Date:
		Ground(s):
		Reason(s):
3A.3	b) Identify who has been convicted:	

Question Reference	Grounds relating to criminal convictions under the provisions of Maltese law (Regulation 192 of the Public Procurement Regulations).	Answer	
3A.4	c) Insofar as established directly in the conviction indicate:	Ground(s):	
		Length of exclusion:	
3A.5	If the relevant documentation is available electronically, please indicate:	Web address:	
		Issuing authority or body:	
		Precise reference of the documentation:	
3A.6	In case of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion (“Self-Cleaning”)?		
3A.7	<b>If yes</b> , please describe the measures taken:		

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

Question Reference	Payment of taxes or social security contributions	Answer	
3B.1	Has the Economic Operator met all its obligations relating to the payment of taxes or social security contributions, both in Malta, and in the country in which it is established (registered), if that is not Malta?	<b>Taxes</b>	<b>Social Security contributions</b>

Question Reference	Payment of taxes or social security contributions	Answer	
		Taxes	Social Security contributions
3B.1.1	<b>If not</b> , please indicate: a) Country or Member State concerned:		
3B.1.2	b) What is the amount concerned?		
3B.1.3	c) How has this breach of obligations been established:  1) Through a judicial or administrative decision:		
3B.1.4	a) Is this decision final and binding?		
3B.1.5	b) Please indicate the date of conviction or decision:		
3B.1.6	2) By other means? Please specify:		
3B.1.7	c) 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?	<b>If yes</b> , please provide details:	<b>If yes</b> , please provide details:
<b>Taxes</b>			
<b>Social Security contributions</b>			

Question Reference	Payment of taxes or social security contributions	Answer
3B.1.8	If the relevant documentation concerning payment of taxes or social contributions is available electronically, please indicate:	<p data-bbox="999 315 1442 421">Web address:</p> <p data-bbox="999 421 1442 539">Issuing authority or body:</p> <p data-bbox="999 539 1442 689">Precise reference of the documentation:</p>

**C: GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTERESTS OR PRIOR INVOLVEMENT  
IN THE PREPARATION OF THE PROCUREMENT PROCEDURE**

**Instructions for Bidders**

Please note that for the purpose of this procurement the following exclusion shall apply.

For further information please refer to Regulation 194 of the Public Procurement Regulations.

<b>Question Reference</b>	<b>Information concerning insolvency</b>	<b>Answer</b>
3C.1	Is the bidder in any of the following situations:  a) Bankrupt, or	
3C.2	b) The subject of insolvency or winding-up proceedings, or	
3C.3	c) In an arrangement with creditors, or	
3C.4	d) In any analogous situation arising from a similar procedure under national laws and regulations, or	
3C.5	e) That its assets are being administered by a liquidator or by the court, or	
3C.6	f) That its business activities are suspended?	
3C.6a	<b>If yes</b> , please provide details:	
3C.6b	<b>If yes</b> , 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?	
3C.6c	If the relevant documentation is available electronically, please indicate:	Web address:

Question Reference	Information concerning conflicts of interest	Answer
3C.7	Is the bidder aware of any conflict of interest due to its participation in the procurement procedure?	
3C.7.1	<b>If yes</b> , please provide details:	
3C.8	Has the bidder or an undertaking related to it advised the organisation or contracting entity or otherwise been involved in the preparation of the procurement procedure?	
3C.8.1	<b>If yes</b> , please provide details:	

#### D: BLACKLISTING

Question Reference	Information concerning possible blacklisting related to labour law	Answer
3D.1	Has the Economic Operator, been declared guilty by a court or tribunal of an offence relating to employment law including those related to the Employment and Industrial Relations Act or any subsidiary legislation published under that Act?	
3D.1.1	<b>If yes</b> , when did the breach occur?	
3D.1.2	<b>If yes</b> , please give details about the breach:	
3D.1.3	<b>If yes</b> , has the Director of Contracts communicated its intention to blacklist the Economic Operator?	
3D.1.3.1	<b>If yes</b> , has the Economic Operator been declared Blacklisted by the Commercial Sanctions Tribunal / Court of Appeal?	

Question Reference	Information concerning possible blacklisting related to professional misconduct	Answer
3D.2	Is the economic operator guilty of grave professional misconduct?	
3D.2.1	<b>If yes</b> , date when it happened:	
3D.2.2	<b>If yes</b> , please provide details:	
3D.2.3	<b>If yes</b> , has the Director of Contracts communicated its intention to blacklist the Economic Operator?	
3D.2.4	<b>If yes</b> , has the Economic Operator been declared Blacklisted by the Commercial Sanctions Tribunal / Court of Appeal?	
3D.3	Has the economic operator entered into agreements with other economic operators aimed at distorting competition?	
3D.3.1	<b>If yes</b> , please provide details:	
3D.3.2	<b>If yes</b> , has the Director of Contracts communicated its intention to blacklist the Economic Operator?	
3D.3.3	<b>If yes</b> , has the Economic Operator been declared Blacklisted by the Commercial Sanctions Tribunal / Court of Appeal?	

Question Reference	Information concerning possible blacklisting related to Early termination	Answer
3D.4	Has the Economic Operator experienced that a prior public contract, a prior contract with a contracting entity or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract?	

Question Reference	Information concerning possible blacklisting related to Early termination	Answer
3D.4.1	<b>If yes</b> , please provide details:	
3D.4.2	<b>If yes</b> , has the Director of Contracts communicated its intention to blacklist the Economic Operator?	
3D.4.3	<b>If yes</b> , has the Economic Operator been declared Blacklisted by the Commercial Sanctions Tribunal / Court of Appeal?	

Question Reference	Information concerning possible blacklisting related to Misrepresentation	Answer
3D.5.1	Can the Economic Operator confirm that:  a) It has not been declared guilty by a Court or Tribunal 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,	
3D.5.2	b) It has not withheld such information,	
3D.5.3	c) It has been able, without delay, to submit the supporting documents required by an organisation or contracting entity, and	
3D.5.4	<b>If yes</b> , has the Director of Contracts communicated its intention to blacklist the Economic Operator?	
3D.5.5	<b>If yes</b> , has the Economic Operator been declared Blacklisted by the Commercial Sanctions Tribunal / Court of Appeal?	

Question Reference	Information concerning possible blacklisting related to undue influence on the decision making process	Answer
3D.6	Can the Economic Operator confirm that it has not undertaken to unduly influence the decision making process of the organisation 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?	
3D.6.1	<b>If no,</b> has the Director of Contracts communicated its intention to blacklist the Economic Operator?	
3D.6.2	<b>If no,</b> has the Economic Operator been declared Blacklisted by the Commercial Sanctions Tribunal / Court of Appeal?	
3D.7	<p><b>Has the Economic Operator or any person who represents that economic operator been blacklisted by the Commercial Sanctions Tribunal or Court of Appeal of:</b></p> <ul style="list-style-type: none"> <li>a) failing to provide his employees with a written contract of service; or</li> <li>b) failing to provide his employees with a detailed pay slip containing all relevant details including amount paid, normal hours worked, overtime hours, hours worked on Sundays and public holidays, hours availed of a leave or sick leave, a breakdown of bonuses and allowances as well as deductions made; or</li> <li>c) failing to deposit wages or salaries by direct payment in the employee's bank account; or</li> <li>d) failing to provide the relevant bank statements of wages and salaries' deposit and copies of the detailed payslips, which are to be made available as and when required by the Director of Industrial and Employment Relations; or</li> <li>e) sub-contracting a public contract to another person employing the same employees of the principal contractor to carry out the same or similar duties for the execution of the said public contract.</li> </ul>	

Question Reference	Information concerning possible blacklisting related to undue influence on the decision making process	Answer
3D.7.1	<b>If yes</b> , date when it happened:	
3D.7.2	<b>If yes</b> , please provide details:	

## Part IV: Selection criteria

Concerning the selection criteria (Sections A to D of this part), the bidder declares that:

### A: SUITABILITY

#### Instructions for Economic Operators

The Economic Operator should **only** provide information where the selection criteria concerned have been required by the Contracting Authority in the relevant Procurement documents.

Question Reference	Suitability	Answer
4A.1	<b>1) The economic operator is enrolled in the relevant professional or trade registers</b> kept in the Member State of its establishment:	
4A.1.1	If the relevant documentation is available electronically, please indicate:	Web address:
		Issuing authority or body:
		Precise reference of the documentation:
4A.2	<b>2) For service contracts:</b> Is it a requirement in the bidder's country of establishment to hold a particular <b>authorisation or membership</b> of a particular organisation needed in order to be able to perform the service in question:	
4A.2.1	<b>If yes</b> , please specify which authorisation or membership is required:	
4A.2.2	Please indicate whether the economic operator has the required authorisation or membership (as named above):	

Question Reference	Suitability	Answer
4A.2.3	If the relevant documentation is available electronically, please indicate:	Web address:
		Issuing authority or body:
		Precise reference of the documentation:

### B: ECONOMIC AND FINANCIAL STANDING

The Economic Operator should **only** provide information where the selection criteria concerned have been required by the Contracting Authority in the relevant Procurement documents.

Question Reference	Economic and financial standing	Answer
4B.1	1a) The economic operator should provide its ("general") yearly turnover for the number of financial years specified in the relevant procurement documents:	Year: Turnover:
		Year: Turnover:
		Year: Turnover:
4B.1.1	<b>Or,</b> 1b) The economic operator should provide its average yearly turnover for the number of years specified in the relevant procurement documents:	Number of years:
		Average turnover:
4B.1.2	If the relevant documentation is available electronically, please indicate:	Web address:
		Issuing authority or body:
		Precise reference of the documentation:

Question Reference	Economic and financial standing	Answer
4B.2	2a) The economic operator should provide its yearly (“specific”) turnover in the business area(s) covered by the contract and specified in the relevant procurement documents:	Year: Turnover: <hr/> Year: Turnover: <hr/> Year: Turnover:
4B.2.1	<b>Or,</b> 2b) The economic operator should provide its average yearly turnover in the area and for the number of years specified in the relevant procurement documents:	Number of years: <hr/> Average turnover:
4B.2.1.1	If the relevant documentation is available electronically, please indicate:	Web address: <hr/> Issuing authority or body: <hr/> Precise reference of the documentation:
4B.3	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:	
4B.4	4) The economic operator confirms the name, value and / or range of the financial ratios specified in the relevant procurement documents are as follows:	Confirm ratio name, range and value:
4B.4.1	If the relevant documentation is available electronically, please indicate:	Web address: <hr/> Issuing authority or body: <hr/> Precise reference of the documentation:

Question Reference	Economic and financial standing	Answer
4B.5	5) The economic operator confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in the relevant procurement documents	<div data-bbox="1074 311 1441 483" style="background-color: #cccccc;">Business Liability Insurance</div> <div data-bbox="1074 483 1441 524" style="background-color: #ffffff;"> </div> <div data-bbox="1074 524 1441 734" style="background-color: #cccccc;">All other types of insurance listed in the procurement documents</div>
4B.5.1	If this information is available electronically, please indicate:	<div data-bbox="1074 752 1441 860" style="background-color: #ffffff;">Web address:</div> <div data-bbox="1074 860 1441 981" style="background-color: #ffffff;">Issuing authority or body:</div> <div data-bbox="1074 981 1441 1137" style="background-color: #ffffff;">Precise reference of the documentation:</div>
4B.6	6) Concerning any other economic or financial requirements, that may have been specified in the relevant procurement documents, the economic operator declares that:	
4B.6.1	If the relevant documentation that may have been specified in the relevant procurement documents, is available electronically, please indicate:	<div data-bbox="1074 1373 1441 1480" style="background-color: #ffffff;">Web address:</div> <div data-bbox="1074 1480 1441 1601" style="background-color: #ffffff;">Issuing authority or body:</div> <div data-bbox="1074 1601 1441 1753" style="background-color: #ffffff;">Precise reference of the documentation:</div>

**C: TECHNICAL AND PROFESSIONAL ABILITY**

The Economic Operator should **only** provide information where the selection criteria concerned have been required by the Contracting Authority in the relevant Procurement documents.

Question Reference	Technical and professional ability	Answer												
4C.1	<b>1a) For public works contracts only</b> , please provide relevant examples of works carried out as specified in the procurement documents:	Please provide your answer in the table below:												
<table border="1"> <thead> <tr> <th data-bbox="188 857 684 927">Description</th> <th data-bbox="684 857 874 927">Amounts</th> <th data-bbox="874 857 1064 927">Dates</th> <th colspan="2" data-bbox="1064 857 1430 927">Customer / Client</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 927 684 1576"></td> <td data-bbox="684 927 874 1576"></td> <td data-bbox="874 927 1064 1576"></td> <td colspan="2" data-bbox="1064 927 1430 1576"></td> </tr> </tbody> </table>					Description	Amounts	Dates	Customer / Client						
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4C.1.1	If the relevant documentation concerning satisfactory execution and outcome for the most important works is available electronically, please indicate:	<table border="1"> <tr> <td data-bbox="1075 1621 1441 1727">Web address:</td> </tr> <tr> <td data-bbox="1075 1727 1441 1854">Issuing authority or body:</td> </tr> <tr> <td data-bbox="1075 1854 1441 1982">Precise reference of the documentation:</td> </tr> </table>			Web address:	Issuing authority or body:	Precise reference of the documentation:							
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Question Reference	Technical and professional ability	Answer									
4C.1.2	<p><b>1b) For public supply and public service contracts only,</b> please provide relevant examples of supplies and / or services carried out as specified in the procurement documents:</p> <p>(Examples from both public and / or private sector customers and clients may be provided):</p>	Please provide your answer in the table below:									
<table border="1"> <thead> <tr> <th data-bbox="177 703 684 781">Description</th> <th data-bbox="684 703 874 781">Amounts</th> <th data-bbox="874 703 1064 781">Dates</th> <th data-bbox="1064 703 1444 781">Customer / Client</th> </tr> </thead> <tbody> <tr> <td data-bbox="177 781 684 1442"></td> <td data-bbox="684 781 874 1442"></td> <td data-bbox="874 781 1064 1442"></td> <td data-bbox="1064 781 1444 1442"></td> </tr> </tbody> </table>				Description	Amounts	Dates	Customer / Client				
Description	Amounts	Dates	Customer / Client								
4C.2	2) Please provide details of the technicians or technical bodies the economic operator can call upon, especially those responsible for quality control in relation to this procurement exercise:										
4C.2.1	<b>In the case of public works contracts,</b> the economic operator will be able to call on the following technicians or technical bodies to carry out the work:										

Question Reference	Technical and professional ability	Answer
4C.3	3) Please provide details of the technical facilities and measures for ensuring quality and the study and research facilities used:	
4C.4	4) Please provide a statement of the relevant supply chain management and / or tracking systems used:	
4C.5	5) <b>For complex products or services to be supplied or, exceptionally, for products or services which are required for a special purpose:</b> Will the economic operator allow checks by the public body or any competent official body from their country, to be conducted on the production capacities or the technical capacity of the bidder and, where necessary, on the means of study and research which are available to it and on the quality control measures?	
4C.6	6) The following educational and professional qualifications are held by:  a) The service provider or the contractor itself:	
4C.6.1	and / or (depending on the requirements set out in the relevant procurement documents):  b) Its managerial staff:	
4C.7	7) Please provide details of the environmental management measures which the economic operator will be able to use when performing the contract:	

Question Reference	Technical and professional ability	Answer
4C.8	8a) Please provide details of the average annual manpower for the last three years:	Year, average annual manpower:  Year 1:                   ,                   ; Year 2:                   ,                   ; Year 3:                   ,                   .
4C.8.1	8b) Please provide details of the number of managerial staff for the last three years:	Year, number of managerial staff:  Year 1:                   ,                   ; Year 2:                   ,                   ; Year 3:                   ,                   .
4C.9	9) Please provide details of relevant tools, plant or technical equipment available to you in relation to this procurement exercise:	
4C.10	10) Please provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract:	
4C.11	11a) <b>For public supply contracts</b> the economic operator will supply the required samples, descriptions or photographs of the products to be supplied, which do not need to be accompanied by certifications of authenticity:	
4C.11.1	11b) Where applicable, the economic operator furthermore declares that it will provide the required certificates of authenticity:	

Question Reference	Technical and professional ability	Answer
4C.11.2	11c) If the relevant documentation is available electronically, please indicate:	<div data-bbox="930 320 1441 432">Web address:</div> <div data-bbox="930 432 1441 555">Issuing authority or body:</div> <div data-bbox="930 555 1441 703">Precise reference of the documentation:</div>
4C.12	12) <b>For public supply contracts:</b> 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 procurement documents?	
4C.12.1	<b>If not</b> , please explain why and state which other means of proof can be provided:	
4C.12.2	If the relevant documentation is available electronically, please indicate:	<div data-bbox="930 1626 1441 1727">Web address:</div> <div data-bbox="930 1727 1441 1827">Issuing authority or body:</div> <div data-bbox="930 1827 1441 1951">Precise reference of the documentation:</div>

## D: QUALITY ASSURANCE SCHEMES AND ENVIRONMENTAL MANAGEMENT STANDARDS

### Instructions for Bidders

The Economic Operator should **only** provide information where the selection criteria concerned have been required by the Contracting Authority in the relevant Procurement documents.

Question Reference	Quality Assurance Schemes and Environmental Management Standards	Answer
4D.1	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?	
4D1.1	<b>If not</b> , please explain why and specify which other means of proof concerning the quality assurance scheme can be provided:	
4D1.2	If the relevant documentation is available electronically, please indicate:	Web address:
		Issuing authority or body:
		Precise reference of the documentation:
4D.2	Will the economic operator be able to produce certificates drawn up by independent bodies attesting that the economic operator complies with the required environmental management systems or standards?	

Question Reference	Quality Assurance Schemes and Environmental Management Standards	Answer
4D.2.1	<p><b>If not</b>, please explain why and specify which other means of proof concerning the environmental management systems or standards can be provided:</p>	
4D.2.2	<p>If the relevant documentation is available electronically, please indicate:</p>	Web address:
		Issuing authority or body:
		Precise reference of the documentation:

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

**Instructions for Economic Operators**

The economic operator should **only** provide information where the public body 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 procurement documents.

Question Reference	Reduction the numbers of candidates	Answer
5B	<p><b>The economic operator declares that:</b> 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:</p>	
5B.1	<p><b>The economic operator declares that:</b> It has all relevant certificates or other forms of documentary evidence as required in the relevant procurement documents:</p>	
5B.2	<p>If some of these certificates or forms of documentary evidence are available electronically, please indicate for each:</p>	<p>Web address:</p> <hr/> <p>Issuing authority or body:</p> <hr/> <p>Precise reference of the documentation:</p>

## Part VI: Concluding statements

### **Instructions for Economic Operators**

The economic operator must fill in the grey coloured sections in the brackets below with the relevant information before submitting the contract to the public body or before uploading it to the relevant online sites.

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 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. 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.

The undersigned formally gives consent to the final beneficiary (as per procurement document), in gaining access to documents supporting the information which has been provided in this European Single Procurement Document response for the purposes of this tendering procedure.

Name:

Position:

Date: