APPENDIX No. 5 to TOr (Terms of reference)

**Guidelines for completing the European Single Procurement Document.**

1. The editable version of the Single European Procurement Document (ESPD) constitutes Appendix No. 5 to the TOR. This file comes from the website of the Public Procurement Office. The Ordering Party slightly changed the formatting of the document, introducing more detailed numbering of individual questions and issues.
2. The ordering party has completed Part I of the ESPD: Information regarding the contract award procedure and the contracting authority or contracting entity.
3. As an attachment to the TOR, the Ordering Party publishes instructions for completing the ESPD, also from the website of the Public Procurement Office.
4. The contractor is obliged to submit the original ESPD together with the offer, as well as the ESPD of subcontractors and entities on whose resources he will rely (see instructions for completing the ESPD, provisions of the TOR).
5. **The contractor is obliged to complete the ESPD only in the following scope:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Part II**  **Information concerning contractors** | **Part III**  **Grounds for exclusion** | **Part IV**  **Qualification criteria** | **Part VI** |
| **A.1**  **A.2.1.**  **A.2.3.**  **A.3**  **B.1**  **C.1**  **D.1** | **A.1.**  **B.1.**  **C.1.1**  **C.1.4**  **C.1.6**  **D.1.** | **α** | **whole** |

Standard form for the European Single Procurement Document

Part I: Information regarding the procurement procedure and the contracting authority or ordering party

***In the case of procurement procedures in which a call for offers has been published in the Official Journal of the European Union, the information required in Part I will be automatically retrieved provided that the electronic service dedicated to the Single European Procurement Document is used to create and complete the European Single Procurement Document[[1]](#footnote-1).* Publication address of the relevant announcement*[[2]](#footnote-2)* in the Official Journal of the European Union:**

**………………….**

**Notice number in the Journal of Laws ………………….**

**If no call for competition has been published in the OJ, the contracting authority or contracting entity must complete information enabling the procurement procedure to be clearly identified:**

**Where publication of the notice in the Official Journal of the European Union is not required, please provide other information enabling the procurement procedure to be clearly identified (e.g. publication address at national level): [….]**

Information on the procurement procedure

**The information required in Part I will be retrieved automatically, provided that the above-mentioned European Single Procurement Document electronic service is used to create and complete this document**. **Otherwise, this information must be completed by the contractor.**

|  |  |
| --- | --- |
| **Identity of the ordering party*[[3]](#footnote-3)*** | **Answer:** |
| Name: | Medical University of Bialystok |
| ***What order does this document apply to?*** | ***Answer:*** |
| Title or short description of the contract being awarded[[4]](#footnote-4): : | Service in the field of effective recruitment of students for a 6-year MD programme, conducted in English at the Medical University of Bialystok according to the six-year programme in force in the European Union, for three consecutive academic years, from the following areas: Lebanon, Saudi Arabia, Great Britain, USA, Egypt, United Arab Emirates and others. |
| File reference number assigned by the contracting authority or contracting entity (if applicable)[[5]](#footnote-5): | AZP.25.2.1.2025 |

**All other information in all sections of the European Single Procurement Document should be completed by the contractor.**

Part II: Information about the contractor

A: Information about the CONTRACTOR

|  |  |
| --- | --- |
| **A.1 Identification:** | **Answer:** |
| Name: | [ ] |
| VAT number, if applicable:  If a VAT number is not applicable, please provide another national identification number if required and applicable. | [ ]  [ ] |
| Postal address: | [……] |
| The person or persons designated as contacts[[6]](#footnote-6): :  Telephone:  E-mail address:  Internet address (www address) (if applicable): | [……]  [……]  [……]  [……] |
| **A.2 General information:** | **Answer:** |
| A.2.1.Whether the contractor is a micro, small or medium-sized enterprise[[7]](#footnote-7)? | [] Yes[] No |
| **A.2.2. Only if the order is reserved[[8]](#footnote-8):** whether the contractor is a sheltered workshop or a "social enterprise"[[9]](#footnote-9)or will it perform the contract under sheltered employment schemes? If so, what is the appropriate percentage of disabled or disadvantaged workers? If required, please specify which category or categories of disabled or disadvantaged workers the workers fall into. | [] Yes[] No  […][….] |
| A.2.3. If applicable, is the contractor included on an official list of approved contractors or holds an equivalent certificate (e.g. under a national (pre)qualification system)? | [] Yes [] No [] Not applicable  **Polish contractors select the "Not applicable" option in this subsection and leave the rest of the subsection blank.** |
| **if so**:  **Please respond in the remaining parts of this section, in section B and, where applicable, section C of this part, complete part V (where applicable) and in each case complete and sign part VI.**   1. Please provide the name of the list or certificate and the relevant registration number or certificate number, if applicable: 2. If the certificate of entry on the list or certificate issuance is available in electronic form, please provide it: 3. Please provide the reference data on which the entry on the list or certificate is based issuance of the certificate and, where applicable, the classification given in the official list   [[10]](#footnote-10):d) Does the entry in the list or the issued certificate cover all the required qualification criteria? If not:   **Please additionally complete the missing information in Part IV in sections A, B, C or D, as applicable.**   **ONLY if required in the relevant notice or procurement documents:** e) Will the contractor be able to provide a certificate relating to the payment of social security contributions and taxes or provide information that will enable the contracting authority or contracting entity to obtain this certificate directly via a free national database in any Member State? If the relevant documentation is available in electronic form, please indicate: | a) [……]  b) (web address, issuing office or body, precise reference data of the documentation):[……][……][……][……]  c) [……]   1. [] Yes [] No 2. [] Yes [] No   (web address, issuing office or body, precise reference data of the documentation):[……][……][……][……] |
| **A.3 Type of participation:** | **Answer:** |
| Whether the contractor participates in the contract award procedure together with other contractors[[11]](#footnote-11)? | [] Yes No |
| If so, please ensure that the other participants submit separate ESPDs. | |
| **if so**: a) Please indicate the role of the contractor in the group (leader, responsible for specific tasks, etc.)  :b) Please indicate the other contractors participating jointly in the procurement procedure:  c) If applicable, name of the participating group: | a): [……]  b): [……]  c): [……] |
| **A.4 Parts** | **Answer:** |
| Where applicable, indication of the part of the contract for which the contractor intends to submit a proposal . | [ ] |

B: Information about the contractor's representatives

*Where applicable, please provide the name(s) and address(es) of the person(s) authorized to represent the contractor for the purposes of this procurement procedure:*

|  |  |
| --- | --- |
| **B.1 Persons authorized to represent, if any:** | **Answer:**  This section should include the names, surnames and addresses of persons authorized to represent the contractor for the purposes of the contract award procedure, as well as the scope of the powers of attorney granted.  The term "representation" used in the form should be understood broadly, as a representative office or power of attorney within the meaning of the Civil Code.  If the scope of the granted power of attorney is specified in detail in this field and a declaration of will is submitted in this respect in the content of the ESPD and the correct signing of the ESPD document (in accordance with the rules of representation), it is not necessary to create and attach a separate document to the offer or application to participate in the proceedings. power of attorney document. If the data contained in this item have only informative value and the power of attorney has been granted separately, the power of attorney should be attached to the offer or application to participate in the proceedings. |
| Name and surname, together with date and place of birth, if required: | [……],  [……] |
| Position/Operating as: | [……] |
| Postal address: | [……] |
| Telephone: | [……] |
| E-mail address: | [……] |
| If necessary, please provide detailed information about the representation (its form, scope, purpose, etc.): |  |

C: Information about reliance on the capabilities of other entities

|  |  |
| --- | --- |
| **C.1 Dependence on other entities:** | **Answer:** |
| Does the contractor rely on the capacity of other entities to meet the selection criteria set out in Part IV below and the (possible) criteria and principles set out in Part V below? | [] Yes [] No |

**if so**, please provide, for each of the entities concerned, a separate European Single Procurement Document form containing the information required in Sections A and B of this Part and in Part III, duly completed and signed by the entities concerned. It should be noted that this also applies to all technical staff or technical services not directly belonging to the contractor's enterprise, in particular those responsible for quality control and, in the case of public works contracts, those to whom the contractor will be able to turn to perform construction works. Insofar as this is relevant to the specific capabilities relied upon by the contractor, please include, for each entity concerned, the information required in Parts IV and V[[12]](#footnote-12).

D: Information regarding subcontractors on whose abilities the contractor does not rely

(Section to be completed only if the contracting authority or contracting entity specifically requests it.)

|  |  |
| --- | --- |
| **D.1 Subcontracting:** | **Answer:** |
| Does the contractor intend to subcontract any part of the contract to third parties? | [] Yes [] No  If yes and if known, please provide a list of proposed subcontractors:  […] |

If the contracting authority or contracting entity expressly requests this information in addition to the information required in this Section, please provide, for each subcontractor (category of subcontractors) concerned, the information required in Sections A and B of this Part and in Part III.

Part III: Grounds for exclusion

A: Grounds relating to criminal convictions

In art. 57 section 1 of Directive 2014/24/EU sets out the following grounds for exclusion:

1. participation in a criminal organization**[[13]](#footnote-13)**;
2. **corruption[[14]](#footnote-14)**;
3. **financial abuse[[15]](#footnote-15)**;
4. **terrorist offenses or offenses related to terrorist activities****[[16]](#footnote-16)**
5. **money laundering or terrorist financing[[17]](#footnote-17)**
6. **child labour and other forms of human trafficking[[18]](#footnote-18).**

|  |  |
| --- | --- |
| **A.1 Grounds relating to criminal convictions under national provisions implementing the grounds set out in Article 57 section 1 of the mentioned directive:** | **Answer:** |
| Has a final judgment been issued against the contractor itself or against any person who is a member of the contractor's administrative, management or supervisory bodies or who has representation, decision-making or control powers in the contractor's enterprise on one of the above-mentioned grounds, by a judgment dating back no more than five years or during which the exclusion period specified directly in the judgment still applies? | [] Yes [] No  If the relevant documentation is available electronically, please indicate: (web address, issuing office or body, precise reference details of the documentation):[……][……][……][……] [[19]](#footnote-19) |
| **if so**, please specify[[20]](#footnote-20):   1. the date of the judgment, specify which of points 1-6 it concerns and state the reason(s) for the conviction; 2. b) indicate who was convicted [ ]; 3. c) to the extent this is directly established in the judgment: | a) date: [ ], point(s): [ ], reason(s): [ ]  b) [……]  c) length of the exclusion period [……] and point(s) to which ) it concerns.  If the relevant documentation is available electronically, please indicate: (web address, issuing office or body, precise reference details of the documentation): [……][……][……][……][[21]](#footnote-21) |
| If convicted, whether the contractor has taken measures to demonstrate its reliability despite the existence of an appropriate basis for exclusion[[22]](#footnote-22)(“self-cleaning”)? | [] Yes [] No |
| **if so**, please describe the measures taken[[23]](#footnote-23): : | [……] |

B: Basics related to the payment of taxes or social security contributions

|  |  |  |
| --- | --- | --- |
| **B.1 Payment of taxes or social security contributions:** | **Answer:** | |
| Has the contractor fulfilled all obligations relating to the payment of taxes 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 different from that in which it is established? | [] Yes No | |
| **If not**, please indicate:   1. the country or Member State concerned; 2. what amount does it concern? 3. how was this breach of obligations established:   1) by judicial or administrative decision:   * Is this decision final and binding? * Please provide the date of the judgment or decision. * In the case of a judgment, if directly specified therein, the length of the exclusion period:   2) in another way? Please specify how:  (d) Has the contractor complied or will fulfil its obligations by paying any taxes or social security contributions due or by entering into binding arrangements to repay those liabilities, including, where applicable, accrued interest or fines? | **Taxes** | **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 for the payment of taxes or social security contributions is available electronically, please indicate: | (web address, issuing office or body, precise reference data of the documentation):[[24]](#footnote-24) [……][……][……] | |

C: Grounds relating to insolvency, conflict of interest or professional misconduct[[25]](#footnote-25)

**It is important to note** that for the purposes of this contract some of the following grounds for exclusion may be defined more precisely in national law, in the relevant notice or in the procurement documents. Thus, national law may, for example, provide that the concept of 'serious professional misconduct' may cover several different forms of conduct constituting misconduct.

|  |  |
| --- | --- |
| **C.1 Information regarding possible insolvency, conflict of interest or professional misconduct** | **Answer:** |
| C.1.1 Whether the contractor, to the best of his knowledge, has breached his obligations in the field of environmental law, social law and labour law**[[26]](#footnote-26)**? | [] Yes [] No |
| **If yes**, has the contractor taken measures to demonstrate its reliability despite the existence of an appropriate ground for exclusion ("self-cleaning")?[] Yes [] No  **If yes**, please describe the measures taken: [……] |
| C.1.2 Is the contractor in one of the following situations:   1. bankrupt; or 2. it is subject to bankruptcy or liquidation proceedings; or 3. has entered into an arrangement with creditors; or 4. is in another similar situation arising from a similar procedure under national laws and regulations [[27]](#footnote-27); or 5. its assets are administered by a liquidator or a court; or 6. his business activity is suspended.   **If yes:**   * Please provide detailed information: * Please provide the reasons which, despite the above situation, make it possible to complete the contract, taking into account the applicable national rules and measures relating to the continuation of the business activity[[28]](#footnote-28).   If the relevant documentation is available electronically, please indicate: | [] Yes [] No   * [……] * [……]   (web address, issuing office or body, precise reference data of the documentation): [……][……][……] |
| C.1.3 Whether the contractor is guilty of grave professional misconduct**[[29]](#footnote-29)**?  **If yes,** please provide details on this: | [] Yes [] No  [……] |
| **If yes**, has the contractor taken self-cleaning measures? [] Yes [] No  **If yes**, please describe the measures taken: [……] |
| C.1.4 Whether the contractor has entered into agreements with other contractors to distort competition  **If so**, please provide details of this: | [] Yes [] No  […] |
| **If yes**, has the contractor taken self-cleaning measures? [] Yes [] No  **If yes**, please describe the measures taken: [……] |
| C.1.5 Is the contractor aware of any conflict **of interest[[30]](#footnote-30)**caused by his participation in the procurement procedure?  **If so**, please provide details on this: | [] Yes []No  […] |
| C.1.6 Is the contractor or has an undertaking associated with the contractor **advised** the contracting authority or contracting entity or was otherwise **involved in the preparation** of the procurement procedure?  **If so**, please provide details on this: | [] Yes [] No  […] |
| C.1.7 Has the contractor been in a situation where a prior public procurement contract, a prior contract with a contracting entity or a prior concession agreement has been **terminated prematurely**, or where damages or other comparable sanctions have been imposed in connection with that prior contract? If yes, please provide details on this: | [] Yes [] No  […] |
| If yes, has the contractor taken self-cleaning measures? [] Yes [] No  **If yes**, please describe the measures taken: [……] |
| C.1.8 Can the contractor confirm that he: is not guilty of serious misrepresentation in supplying the information required to verify the absence of grounds for exclusion or to verify compliance with the selection criteria;  b) didn’t **conceal** this information;  c) is able to produce without delay the supporting documents required by the contracting authority or contracting entity; and  d) has not taken steps to unlawfully influence the decision-making process of the contracting authority or contracting entity, to obtain confidential information which may give it an undue advantage in the procurement procedure or to negligently submit misleading information which may have material impact on exclusion, selection or award decisions? | [] Yes [] No |

D: Other grounds for exclusion which may be provided for in the national law of the Member State of the contracting authority or contracting entity

|  |  |
| --- | --- |
| **D.1 Purely national grounds for exclusion** | **Answer:** |
| Do purely **national exclusion** grounds set out in the relevant notice or procurement documents apply?  If the documentation required in the relevant notice or procurement documents is available electronically, please indicate: | [] Yes [] No  (web address, issuing office or body, precise reference data of the documentation):[……][……][……][[31]](#footnote-31) |
| Where any of the purely domestic exclusion grounds apply, has the contractor taken self-cleaning measures?  **If yes**, please describe the measures taken: | [] Yes [] No  [……] |

Part IV: Eligibility criteria

With regard to the qualification criteria (sectionor sections A-D of this part), the contractor declares that:

: General statement regarding all eligibility criteria

**The contractor should only complete this field where the contracting authority or contracting entity has indicated in the relevant notice or in the procurement documents referred to in the notice that the contractor may limit itself to completing section **in **Part IV and need not complete any of the other sections in Part IV:**

|  |  |
| --- | --- |
| **Meeting all required qualification criteria** | **Answer** |
| Meets the required qualification criteria: | [] Yes [] No |

A: Competence

The contractor should only provide information where the contracting authority or contracting entity requires the selection criteria in question in the relevant notice or in the procurement documents referred to in the notice.

|  |  |
| --- | --- |
| **A.1 Competencies** | **Answer** |
| 1. **Registered in the relevant professional or trade register** conducted in the Member State of establishment of the contractor[[32]](#footnote-32):   If the relevant documentation is available electronically, please indicate: | […]  (web address, issuing office or body, precise reference data of the documentation): [……][……][……] |
| **2) With regard to public service contracts:** Is it necessary to have a specific authorization or be a member of a specific organization to be able to provide the service in question in the contractor's country of establishment? If the relevant documentation is available electronically, please indicate: | [] Yes [] No  If yes, please specify which authorization or membership status is concerned and whether the contractor has it: [ …] [] Yes [] No  (web address, issuing office or body, precise reference details of the documentation) : [……][……][……] |

B: Economic and financial situation

**The contractor should only provide information where the contracting authority or contracting entity requires the data** selection criteria in the relevant notice or in the procurement documents referred to in the notice.

|  |  |
| --- | --- |
| **B.1 Economic and financial situation** | **Answer:** |
| 1a) Its ("overall") annual turnover over the specified number of financial years required in the relevant notice or procurement documents is as follows: and/or  1b) Its **average** annual **turnover over the specified number of years required in the relevant notice or procurement documents is as follows[[33]](#footnote-33)():**  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 office or body, precise reference data of the documentation): [……][……][……] |
| 2a) Its annual ("specific") turnover in the business area covered by the contract and specified in the relevant notice or contract documents over the required number of financial years is as follows: and/or  2b) Its average annual turnover in the area concerned and over the specified number of years required in the relevant notice or procurement documents is as follows**[[34]](#footnote-34): :** 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 office or body, exact documentation reference data): [……][……][……] |
| 3) Where information on turnover (general or specific) is not available for the entire required period, please provide the date on which the contractor's establishment or commencement of business is established: | [……] |
| 1. Regarding **financial indicators[[35]](#footnote-35)** specified in the relevant notice or procurement documents, the contractor declares that the current value(s) of the required indicator(s) is (are) as follows:   If the relevant documentation is available in electronic form, please indicate: | (determination of the required indicator – the ratio of X to Y[[36]](#footnote-36)– and value):[……], [……] [[37]](#footnote-37) (web address, issuing office or body, precise reference data of the documentation): [……][……][……] |
| 1. Under **occupational risk insurance,** the contractor is insured for the following amount:   If the information is available in electronic form, please indicate: | [……] […] currency  (web address, issuing office or body, precise reference data of the documentation):  [……][……][……] |
| 6) With regard to **other possible economic or** **financial requirements** which may have been specified in the relevant notice or procurement documents, the contractor declares that If the relevant documentation which may have been specified in the relevant notice or procurement documents is available in electronic form, please indicate : : | [……]  (web address, issuing office or body, precise reference data of the documentation): [……][……][……] |

C: Technical and professional capacity

**The contractor should provide information only in the footnote except where the contracting authority or contracting entity requires the selection criteria in question in the relevant notice or in the procurement documents referred to in the notice.**

|  |  |
| --- | --- |
| **C.1 Technical and professional capacity** | **Answer:** |
| 1a) Only in relation to public works contracts: During the reference period[[38]](#footnote-38)the contractor has carried out the following construction works of the specified type:  If relevant documentation of satisfactory performance and result for the main construction works is available in electronic form, please indicate: | Number of years (this period was indicated in the relevant notice or contract documents): […]  Construction works: [……]  (web address, issuing office or body, precise reference data of the documentation): [……][……][… …] |
| 1b) For **public supply contracts and public service contracts** only: During the reference period[[39]](#footnote-39)the contractor **has made the following main supplies of a specified type or provided the following main services of a specified type:**  When compiling the list, please indicate the amounts, dates and recipients, both public and private[[40]](#footnote-40): : | Number of years (this period is indicated in the relevant notice or procurement documents): […]   |  |  |  | | --- | --- | --- | | Description – subject of the service | Dates of execution | Entities for which the services were provided | |  |  |  | |  |  |  | |  |  |  | |
| 2) May use the services of the f**ollowing technical staff or technical services[[41]](#footnote-41)**, in particular those responsible for quality control: In the case of public works contracts, the contractor will be able to request the following technical employees or technical services to perform the works: | Names and surnames of persons directed to complete the order  1. …………………………  2. ……………………………… |
| 3) Uses the following **technical equipment and measures to ensure quality**, and its **scientific and research facilities** are as follows: | [……] |
| 4) During the execution of the order, he will be able to use the following **supply chain management** and supply chain tracking systems: | [……] |
| 1. **In relation to products or services of a complex nature to be supplied or, exceptionally, in relation to products or services with a specific purpose:** Will the contractor **allow** the inspection?**[[42]](#footnote-42)** its **production or technical capacity** and, where necessary**, the scientific and research resources** available to it as well as **quality control measures?** | [] Yes [] No |
| 1. The following **education** and p**rofessional qualifications** shall be held by: 2. the service provider or contractor itself: **or** (depending on the requirements specified in the relevant notice or procurement documents):   b) its management staff: | a) [……]  b) [……] |
| 7) During the execution of the order, the contractor will be able to apply the following **environmental management measures**: | [……] |
| 8) The **average annual employment** size of the contractor and the number of managerial staff in the last three years are as follows | Year, average annual employment:  [……], [……]  [……], [……]  [……], [……]  Year, number of managerial staff:  [……], [……]  [… …], [……]  [……], [……] |
| 9) It will have the following **tools, plant equipment and technical devices** at its disposal for the purpose of executing the order: | [……] |
| 10) The contractor **intends to subcontract[[43]](#footnote-43)**the following **part (percentage)** of the order: | [……] |
| 1. In relation to **public supply contracts:**   The contractor shall provide the required samples, descriptions or photographs of the products to be supplied and which do not need to be accompanied by a certificate of authenticity. The contractor further declares that he will provide the required certificates of authenticity where appropriate. If the relevant documentation is available in the electronic form , please indicate: | [] Yes [] No  [] Yes [] No  (web address, issuing office or body, precise reference data of the documentation): [……][……][……] |
| 1. For **public supply contracts**:   Can the contractor provide the required **certificates** drawn up by official quality control institutes or agencies of recognized competence, attesting to the conformity of the products by express reference to the technical specifications or standards that are set out in the relevant notice or procurement documents?  **If not**, please explain why and indicate what other means of evidence may be provided: If the relevant documentation is available electronically, please indicate: | [] Yes [] No  […]  (web address, issuing office or body, precise reference data of the documentation): [……][……][……] |

D: Quality assurance systems and environmental management standards

**The contractor should only provide information where the contracting authority or contracting entity requires quality assurance systems or environmental management standards in the relevant notice or in the procurement documents referred to in the notice**.

|  |  |
| --- | --- |
| **D.1 Quality assurance systems and environmental management standards** | **Answer:** |
| 1. Will the contractor be able to provide **certificates** from independent bodies attesting to the contractor's compliance with the required **quality assurance standards**, including accessibility for people with disabilities?   **If not**, please explain why and specify any other means of evidence regarding the quality assurance system can be presented: If the relevant documentation is available electronically, please indicate: | [] Yes [] No  [……] [……]  (web address, issuing office or body, precise reference data of the documentation): [……][……][……] |
| 1. Will the contractor be able to provide **certification** from independent bodies attesting that the contractor has met the requirements of **specific environmental management systems or standards?**   **If not,** please explain why and what other means of evidence regarding **environmental management systems or standards** can be provided:  If the relevant documentation is available electronically, please indicate: | [] Yes [] No  [……] [……]  (web address, issuing office or body, precise reference data of the documentation): [……][……][……] |

Part V: Limiting the Number of Eligible Applicants

**The contractor should only provide information where the contracting authority or contracting entity has specified objective and non-discriminatory criteria or rules to be applied in order to limit the number of candidates who will be invited to submit a tender or conduct a dialogue. This information, which may be accompanied by requirements regarding (types of) certificates or types of documentary evidence that may need to be provided, is specified in the relevant notice or in the procurement documents referred to in the notice. It applies only to restricted procedure, competitive procedure with negotiation, dialogue competitive and innovation partnership:**

**The Contractor declares that:**

|  |  |
| --- | --- |
| **Limiting the number of candidates** | **Answer:** |
| It **satisfies** in the following manner the objective and non-discriminatory criteria or rules to be applied to limit the number of candidates: Where specific certificates or other types of documentary evidence are required, please indicate for **each of them** whether the contractor has the required documents:  If some of these certificates or types of documentary evidence are available electronically,[[44]](#footnote-44) please indicate for **each of them**: | [….]  [] Yes[] No[[45]](#footnote-45)      (web address, issuing office or body, precise reference data of the documentation): [……][……][……][[46]](#footnote-46) |

Part VI: Closing statements

*The undersigned(s) officially declare that the information given above in Parts II to V is accurate and correct and has been presented in full awareness of the consequences of serious misrepresentation.*

*The undersigned(s) officially declare that he/she is able, upon request and without delay, to produce certificates and other forms of documentary evidence, except in cases where:*

*(a) the contracting authority or contracting entity is able to obtain the relevant supporting documents directly via a free national database in any Member State*[[47]](#footnote-47)*, or*

*b) from April 18, 2018, at the latest,*[[48]](#footnote-48) *the contracting authority or contracting entity has already possessed the relevant documentation*.

*The undersigned formally consents to [indicate the contracting authority or contracting entity referred to in Part I, Section A] being granted access to documents supporting the information , which are set out in [indicate the part/section/point(s) concerned] of this European Single Procurement Document, for the purposes of*[specify the procurement procedure: (short description, publication address in the Official Journal of the European Union, reference number)].

1. The Commission services will provide contracting authorities, contracting entities, contractors, electronic service providers and other interested parties with a free electronic service on the European Single Procurement Document. [↑](#footnote-ref-1)
2. In case of **contracting authorities**: **prior information notice** used as a call for competition or a **contract notice**. For **contracting entities**: **a periodic indicative notice** used as a call for competition, **a contract notice** or **a notice of the existence of a qualification system.** [↑](#footnote-ref-2)
3. This information should be copied from point I.1 of section I of the relevant notice*.* In case of joint procurement, please provide the names of all participating purchasers. [↑](#footnote-ref-3)
4. See points II.1.1 and II.1.3 of the relevant announcement. [↑](#footnote-ref-4)
5. See point II.1.1 of the relevant announcement. [↑](#footnote-ref-5)
6. Please repeat the information about your contact persons as many times as necessary. [↑](#footnote-ref-6)
7. See Commission Recommendation of 6 May 2003 on 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-enterprise: enterprise which employs fewer than 10 persons and whose annual turnover or annual balance sheet total does not exceed EUR 2 million.

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

   Medium-sized enterprises: enterprises that are neither micro nor small enterprises and which employ fewer than 250 persons and whose annual turnover does not exceed EUR 50 million or whose annual balance sheet total does not exceed EUR 43 million. [↑](#footnote-ref-7)
8. See contract notice, point III.1.5. [↑](#footnote-ref-8)
9. I.e. an enterprise whose main goal is the social and professional integration of disabled or disadvantaged people. [↑](#footnote-ref-9)
10. The reference data and classification, if any, are specified on the certificate. [↑](#footnote-ref-10)
11. Especially within a group, consortium or company *joint venture* or similar entity. [↑](#footnote-ref-11)
12. E.g. for technical services involved in quality control: part IV, section C, point 3. [↑](#footnote-ref-12)
13. In accordance with the definition contained in Art. 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organized crime (OJ L 300, 11.11.2008, p. 42). [↑](#footnote-ref-13)
14. In accordance with the definition contained in Art. 3 of the Convention against corruption of officials of the European Communities and officials of the Member States of the European Union (OJ C 195, 25/06/1997, p. 1) and Art. 2 section 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 ground for exclusion also covers corruption as defined in the national law of the contracting authority (contracting entity) or contractor. [↑](#footnote-ref-14)
15. Within the meaning of Art. 1 of the Convention on the protection of the financial interests of the European Communities (OJ C 316, 27/11/1995, p. 48). [↑](#footnote-ref-15)
16. In accordance with the definition contained in Art. 1 and 3 of the Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p. 3). This basis for exclusion also includes incitement to commit a crime, aiding and abetting, complicity or attempting to commit a crime referred to in Art. 4 of that Framework Decision. [↑](#footnote-ref-16)
17. In accordance with the definition contained in Art. 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 purposes of money laundering and terrorist financing(OJ L 309, 25/11/2005, p. 15). [↑](#footnote-ref-17)
18. In accordance with the definition contained in Art. 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 victims, replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15.4.2011, p. 1). [↑](#footnote-ref-18)
19. Please repeat as many times as necessary. [↑](#footnote-ref-19)
20. Please repeat as many times as necessary. [↑](#footnote-ref-20)
21. Please repeat as many times as necessary. [↑](#footnote-ref-21)
22. In accordance with national provisions implementing Art. 57 section 6 of Directive 2014/24/EU. [↑](#footnote-ref-22)
23. Taking into account the nature of the offenses committed (one-off, repeated, systematic, etc.), the explanation should demonstrate the appropriateness of the measures taken. [↑](#footnote-ref-23)
24. Please repeat as many times as necessary. [↑](#footnote-ref-24)
25. See art. 57 section 4 of Directive 2014/24/EC. [↑](#footnote-ref-25)
26. Referred to, for the purposes of this contract, in national law, in the relevant notice or procurement documents or in Article 18 section 2 of Directive 2014/24/EU. [↑](#footnote-ref-26)
27. See national regulations, relevant notice or procurement documents. [↑](#footnote-ref-27)
28. This information does not need to be provided if the exclusion of contractors in one of the cases listed in point points (a) to (f) have become mandatory under applicable national law without any possibility of derogation where contractors are nevertheless able to perform the contract. [↑](#footnote-ref-28)
29. Where applicable, see definitions in national law, the relevant notice or procurement documents. [↑](#footnote-ref-29)
30. Indicated in national law, the relevant notice or procurement documents. [↑](#footnote-ref-30)
31. Please repeat as many times as necessary. [↑](#footnote-ref-31)
32. As described in Annex XI to Directive 2014/24/EU; contractors from certain Member States may be required to meet other requirements set out in this Appendix. [↑](#footnote-ref-32)
33. Only if permitted in the relevant notice or procurement documents. [↑](#footnote-ref-33)
34. Only if permitted in the relevant notice or procurement documents. [↑](#footnote-ref-34)
35. For example, the ratio of assets to liabilities. [↑](#footnote-ref-35)
36. For example, the ratio of assets to liabilities. [↑](#footnote-ref-36)
37. Please repeat as many times as necessary. [↑](#footnote-ref-37)
38. Contracting authorities may **require** for this period to amount to up to five years and to allow for experience of more than five years to be presented. [↑](#footnote-ref-38)
39. Contracting authorities may **require** for this period to amount to up to three years and to allow for experience of more than three years to be presented. [↑](#footnote-ref-39)
40. In other words, **all** recipients must be specified and the list should include both public and private customers for the supplies or services concerned. [↑](#footnote-ref-40)
41. In the case of technical staff or technical services not belonging directly to the contractor's undertaking, but on whose abilities the contractor relies, as set out in Section C of Part II, separate European Single Procurement Document forms must be completed. [↑](#footnote-ref-41)
42. The inspection is to be carried out by the contracting authority or, if the contracting authority agrees, on its behalf, by the competent official body of the country in which the supplier or service provider is established. [↑](#footnote-ref-42)
43. It should be noted that if the contractor **has decided to** subcontract part of the contract and relies on the capacity of the subcontractors to perform that part, a separate ESPD must be completed for these subcontractors (see above, Part II, Section C). [↑](#footnote-ref-43)
44. Please indicate clearly which item your answer refers to. [↑](#footnote-ref-44)
45. Please repeat as many times as necessary. [↑](#footnote-ref-45)
46. Please repeat as many times as necessary. [↑](#footnote-ref-46)
47. Provided that the contractor has provided the necessary information (web address, details of the issuing office or body, precise reference details of the documentation) to enable the contracting authority or contracting entity to do so. Where necessary, this must be accompanied by appropriate consent to obtain such access. [↑](#footnote-ref-47)
48. Depending on the implementation of Article 59 (1) in a given country. second paragraph of Article 5 of Directive 2014/24/EU. [↑](#footnote-ref-48)