

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 ESPD¹ service is used to generate and fill in the ESPD. Reference of the relevant notice², published in the Official Journal of the European Union: OJEU S number[], date [], page[],

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

If there is no call for competition in 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.

Identity of the procurer³	Answer:
Name:	CONSORZIO PER LA RICERCA SANITARIA VIA N. GIUSTINIANI N. 2 35128 PADOVA [02714420284]
Which procurement is concerned?	Answer
Title or short description of the procurement ⁴	[Affidamento diretto della fornitura del servizio di abbonamento annuale alla banca dati ricercatori Web of Science per il Consorzio per la Ricerca Sanitaria.]
File reference number attributed by the contracting authority or contracting entity (if applicable) ⁵ :	CIG: ZA638BEE8B

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

¹ 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.

² For **contracting authorities**: either a **Prior Information Notice** used as a means of calling for competition or a **Contract Notice**.

For **contracting entities**: a **Periodic Indicative Notice** used as a means of calling for competition, a **Contract Notice** or a **Notice on the Existence of a Qualification System**.

³ 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.

⁴ See points II.1.1 and II.1.3 of the relevant notice

⁵ See point II.1.1 of the relevant notice

Part II: Information concerning the economic operator

A: INFORMATION ABOUT THE ECONOMIC OPERATOR

Identification:	Answer:
Name:	[]
VAT-number, if applicable: If no VAT-number is applicable, please indicate another national identification number, if required and applicable	[] []
Postal address:	[.....]
Contact person or persons ⁶ Telephone: E-mail: Internet address (web address) (if applicable):	[.....] [.....] [.....][..]
General information:	Answer:
Is the economic operator a Micro, a Small or a Medium-Sized Enterprise ⁷ ?	[] Yes [] No
Only in case the procurement is reserved⁸: is the economic operator a sheltered workshop, a 'social business'⁹ or will it provide for the performance of the contract in the context of sheltered employment programmes? If yes, what is the corresponding percentage of disabled or disadvantaged workers? If required, please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to?	[]Yes [] No [.....] [.....]
If applicable, is the economic operator registered on an official list of approved economic operators or	[] Yes []No [] Not applicable

⁶ Please repeat the information concerning contact persons as many times as needed.

⁷ 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.

⁸ See contract notice point III.1.5

⁹ I.e. its main aim is the social and professional integration of disabled or disadvantaged persons.

<p>does it have an equivalent certificate (e.g. under a national (pre)qualification system)?</p>	
<p>If yes:</p> <p><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></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 list¹⁰:</p> <p>(d) Does the registration or certification cover all of the required selection criteria?</p> <p><u>If no:</u></p> <p><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></p> <p>(e) Will the economic operator be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the contracting authority or contracting entity to obtaining it directly by accessing a national database in any Member State that is available free of charge? <i>If the relevant documentation is available electronically, please indicate:</i></p>	<p>(a) [.....]</p> <p>(b) (web address, issuing authority or body, precise reference of the documentation): [.....] [.....] [.....] [.....]</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> <p>(web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....][.....]</p>
<p>Form of participation:</p>	<p>Answer:</p>

¹⁰ The references and the classification, if any, are set out on the certification.

Is the economic operator participating in the procurement procedure together with others ¹¹ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please ensure that the others concerned provide a separate ESPD form.	
If yes: (a) Please indicate the role of the economic operator in the group (leader, responsible for specific tasks ...): (b) Please identify the other economic operators participating in the procurement procedure together: (c) Where applicable, name of the participating group:	(a): [.....] (b): [.....] (c): [.....]
Lots	Answer:
Where applicable, indication of the lot(s) for which the economic operator wishes to tender:	[]

B: INFORMATION ABOUT REPRESENTATIVES OF THE ECONOMIC OPERATOR

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

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

C: INFORMATION ABOUT RELIANCE ON THE CAPACITIES OF OTHER ENTITIES

Reliance:	Answer:
Does the economic operator rely on the capacities of other entities in order to meet the selection criteria set out under Part IV and the criteria and rules (if any) set out under Part V below?	<input type="checkbox"/> Yes <input type="checkbox"/> No

¹¹ Notably as part of a group, consortium, joint venture or similar.

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 concerned¹².

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)

Subcontracting:	Answer:
Does the economic operator intend to subcontract any share of the contract to third parties?	[]Yes []No If yes and in so far as known, please list the proposed subcontractors: [...]

If the contracting authority or contracting entity explicitly requests this information in addition to the information under this section, please provide the information required 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 organization¹³:*
2. *Corruption¹⁴:*
3. *Fraud¹⁵:*
4. *Terrorist offences or offences linked to terrorist activities¹⁶:*
5. *Money laundering or terrorist financing¹⁷*

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

¹³ 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).

¹⁴ 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.

¹⁵ 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).

¹⁶ 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.

¹⁷ 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).

6. **Child labour and other forms of trafficking in human beings¹⁸**

Grounds relating to criminal convictions under national provisions implementing the grounds set out in Article 57(1) of the Directive:	Answer:
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 final judgment for one of the reasons listed above, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</i> [.....] [.....] [.....] ¹⁹
If yes, please indicate ²⁰: (a) Date of conviction, specify which of points 1 to 6 is concerned and the reason(s) for the conviction, (b) Identify who has been convicted []; (c) Insofar as established directly in the conviction:	(a) Date: [], point(s): [], reason(s): [] (b) [.....] (c) Length of the period of exclusion.[.....]] and the point(s) concerned [1 <i>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</i> [.....] [.....] [.....] ²¹
In case of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ²² ('Self-Cleaning')?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe the measures taken²³ :	[.....]

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

Payment of taxes or social security contributions:	Answer:
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¹⁸ 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).

¹⁹ Please repeat as many times as needed.

²⁰ Please repeat as many times as needed.

²¹ Please repeat as many times as needed.

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

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

<p>Has the economic operator met all its obligations relating to the payment of taxes or social security contributions, 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?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>If not, 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 decision:</p> <p>– Is this decision final and binding?</p> <p>– Please indicate the date of conviction or decision.</p> <p>– In case of conviction, insofar as established directly therein, the length of the period of exclusion:</p> <p>2) by other means? 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>Taxes</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: [.....]</p>	<p>Social contributions</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: [.....]</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)²⁴:</i></p> <p>[.....][.....][.....]</p>	

C: GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTERESTS OR PROFESSIONAL MISCONDUCT

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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.

²⁴ Please repeat as many times as needed.

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

Information concerning possible insolvency, conflict of interest or professional misconduct	Answer:
<p>Has the economic operator, to its knowledge, breached its obligations in the fields of environmental, social and labour law ²⁶?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, has the economic operator taken measures to demonstrate its reliability despite the existence of this ground for exclusion ('Self-Cleaning')? <input type="checkbox"/> Yes <input type="checkbox"/> No If it has, please describe the measures taken:[.....]</p>
<p>Is the economic operator in any of the following situations:</p> <p>(a) Bankrupt, or</p> <p>(b) The subject of insolvency or winding-up proceedings, or</p> <p>(c) In an arrangement with creditors, or</p> <p>(d) In any analogous situation arising from a similar procedure under national laws and regulations ²⁷, 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>If yes:</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 circumstances²⁸?</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> [.....][.....][.....]</p>
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No,</p>

²⁶ 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.

²⁷ See national law, the relevant notice or the procurement documents.

²⁸ 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 grave professional misconduct ²⁹?</p> <p>If yes, please provide details:</p>	<p>[.....]</p> <p>If yes, 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>Has the economic operator entered into agreements with other economic operators aimed at distorting competition?</p> <p>If yes, please provide details:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....]</p> <p>If yes, 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 conflict of interest ³⁰ due to its participation in the procurement procedure?</p> <p>If yes, please provide details:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....]</p>
<p>Has the economic operator or an undertaking related to it advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure?</p> <p>If yes, 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 terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract?</p> <p>If yes, please provide details:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....]</p> <p>If yes, has the economic operator taken self-cleaning measures?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If it has, please describe the measures taken:</p>

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

³⁰ As indicated in national law, the relevant notice or the procurement documents.

	[.....]
<p>Can the economic operator confirm that:</p> <p>(a) It has not been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria,</p> <p>(b) It has not withheld 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>	[] Yes [] No

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

Purely national exclusion grounds	Answer:
<p>Do the purely national grounds of exclusion, 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>[] Yes [] No</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....]³¹</p>
<p>In case any of the purely national exclusion grounds apply, has the economic operator taken self-cleaning measures?</p> <p>If it has, please describe the measures taken:</p>	<p>[] Yes [] No</p> <p>[.....]</p>

Part IV: Selection criteria

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

⟨: GLOBAL INDICATION FOR ALL SELECTION CRITERIA

³¹ Please repeat as many times as needed.

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

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

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 charge³² or

b) as of 18 October 2018 at the latest³³ the contracting authority or contracting entity already possesses the documentation concerned.

The undersigned formally consent to [identify the contracting authority or contracting entity as set out in part I, Section A] gaining access to documents supporting the information which has been provided in [identify the Part/Section /Point(s) concerned] of this European Single Procurement Document for the purposes of [identify the procurement procedure: (summary description, reference of publication in the Official Journal of the European Union, reference number)].

Date, place and, where required or necessary, signature (s): [.....]

³² 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.

³³ Depending on the national implementation of the second subparagraph of Article 59 (5) of Directive 2014/24/EU.