

THE MTENDER ESPD DECLARATION FOR REQUEST FOR QUOTATION

Part I: Information concerning the Client and the procurement

INFORMATION ABOUT THE PROCUREMENT

Unique Identification Number of the Client	Answer
Unique Identification Number of the Tender	Answer

Part II: Information concerning the Economic Operator

A: INFORMATION ABOUT THE ECONOMIC OPERATOR

ESPD Question Reference	Identification	Answer
2A.1	Name:	[text]
2A.2	VAT-number, if applicable:	[number]
2A.3	Unique National Identification Number, if applicable:	[text]
2A.4	Alternative Identification Number, if applicable:	[number]
2A.5.1	Postal address Line 1:	[text]
2A.5.2	Postal address Line 2:	[text]
2A.5.3	Postal address Town/City:	[text]

2A.5.4	Postal address Region:	[text]
2A.5.5	Postal address Postcode:	[text]
2A.5.6	Postal address Country:	[text]
2A.6	Contact person or persons:	[text]
2A.7	Telephone (including dialling code):	[number]
2A.8	Mobile (including dialling code):	[number]
2A.9	Email:	[number]
2A.10	Internet address (web address):	[text]
2A.11	Name of parent company (if applicable):	[text]
2A.12	Name of ultimate parent company (if applicable):	[text]
2A.13	Economic Operator Legal Status:	<input type="checkbox"/> Self-Employed/Sole Trader  <input type="checkbox"/> Private Limited Company  <input type="checkbox"/> Public Limited Company  <input type="checkbox"/> Partnership  <input type="checkbox"/> Other
2A.13.1	If you have answered 'Other' to question 2A.13 please provide details here:	[text]
<b>ESPD Question</b>	<b>Identification</b>	<b>Answer</b>

Reference		
2A.14	<b>For Small to Medium Sized Enterprises (SMEs) only,</b> please confirm the size of your organisation:	<input type="checkbox"/> Micro <input type="checkbox"/> Small <input type="checkbox"/> Medium
ESPD Question Reference	Identification	Answer
2A.16.3	Please state the references on which the registration or certification is based, and, where applicable, the classification obtained in the official list:	[text]
2A.16.5	<b>ONLY if this is required in the relevant Contract Notice or procurement documentation:</b> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2A.16.6	If the relevant documentation is available electronically, please state:	The web address: [text]
		The issuing authority or body: [text]
		The precise reference of the documentation: [text]
ESPD 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2A.17.1	<b>If yes:</b> Please indicate the role of the economic operator(s) in the group (leader, responsible for specific tasks):	[text]
2A.17.2	Please identify the other economic operator(s) participating in the procurement procedure	[text]

	together:	
2A.17.3	Where applicable, name of the participating group:	[text]
2A.17.4 IF YOU HAVE ANSWERED <b>YES</b> TO QUESTION 2A.17, PLEASE ENSURE THAT EACH PARTICIPANT LISTED ABOVE PROVIDES A SEPARATE ESPD FORM.		
<b>ESPD Question Reference</b>	<b>Lots</b>	<b>Answer</b>
2A.18	Where applicable, please indicate the lot(s) for which the economic operator wishes to tender:	[text]

**B: INFORMATION ABOUT REPRESENTATIVES OF THE ECONOMIC OPERATOR**

<b>ESPD Question Reference</b>	<b>Representation, if any</b>	<b>Answer</b>
2B.1	Full name;	[text]
2B.2	Date of birth:	[text]
2B.3	Place of birth:	[text]
2B.4	Position/Acting in the capacity of:	[text]
2B.5.1	Postal address Line 1:	[text]
2B.5.2	Postal address Line 2:	[text]
2B.5.3	Postal address Town/City:	[text]
2B.5.4	Postal address Region:	[text]
2B.5.5	Postal address Postcode:	[text]

2B.5.6	Postal address Country:	[text]
2B.6	Telephone:	[number]
2B.7	Mobile:	[number]
2B.8	Email:	[text]
2B.9	If needed, please provide detailed information on the representation (its forms, extent, purpose etc.:	[text]

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

ESPD 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**D: INFORMATION CONCERNING SUBCONTRACTORS WHO ARE NOT BEING RELIED ON TO MEET SELECTION CRITERIA**

ESPD Question Reference	Subcontracting	Answer
2D.1	Does the economic operator intend to subcontract any share of the contract to third parties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2D.1.1	If yes and in so far as known, please list the proposed subcontractors:	[text]

### Part III: Exclusion grounds

#### A: GROUNDS RELATING TO CRIMINAL CONVICTIONS

ESPD Question Reference	Grounds relating to criminal convictions under national provisions implementing the grounds set out in [ ] for above OJEU and grounds relating to criminal convictions under national provisions implementing the grounds set out in [ ] for below OJEU threshold.	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 final judgment within the last five years for one of the reasons listed above?	<input type="checkbox"/> Yes <input type="checkbox"/> No, I have not
3A.1	If the relevant documentation is available electronically, please indicate:	The web address: [text]
		The issuing authority or body: [text]
		The precise reference of the documentation: [text]
3A.2	If yes, please indicate: Date of conviction, specify which of points 1 to 8 is concerned and the reason(s) for the conviction,	Date of Conviction:[date]
		Point(s): [number]
		Reason(s) for the conviction:[text]
3A.3	Identify who has been convicted;	[text]
3A.4	If the relevant documentation is available electronically, please indicate:	The web address: [text]
		The issuing authority or body: [text]
		The precise reference of the documentation: [text]

3A.5	In case of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ("Self-Cleansing")?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3A.6	If <b>yes</b> , please describe the measures taken:	[text]

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

ESPD 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 the UK, and in the country in which it is registered, if that is not the UK?	Taxes	Social Security contributions
		<input type="checkbox"/> Yes, I have met all my obligations <input type="checkbox"/> No	<input type="checkbox"/> Yes, I have met all my obligations <input type="checkbox"/> No
3B.1.1	If <b>not</b> , please indicate:  Country or Member State concerned	Taxes	Social Security contributions
		[text]	[text]
3B1.2	What is the amount concerned?	[number]	[number]
3B.1.3	How has this breach of obligations been established:  Through a judicial or administrative decision:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3B.1.4	Is this decision final and binding?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

3B.1.5	Please indicate the date of conviction or decision.	[date]	[date]
3B.1.6	By other means? Please specify:	[text]	[text]
3B.1.7	Has the economic operator fulfilled or will it fulfil its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines?	<input type="checkbox"/> Yes , I have <input type="checkbox"/> No <b>If yes</b> , please provide details: [text]	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes</b> , please provide details: [text]
3B.1.8	If the relevant documentation concerning payment of taxes or social contributions is available electronically, please indicate:	The web address: [text] <hr/> The issuing authority or body: [text] <hr/> The precise reference of the documentation: [text]	

**C: BLACKLISTING**

ESPD Question Reference	Information concerning possible blacklisting	Answer
3C.1	Is the economic operator listed on the list of banned economic operators in accordance to Article ?	<input type="checkbox"/> Yes <input type="checkbox"/> No, I have not

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

ESPD Question Reference	Information concerning environmental, social and labour law	Answer
3D.1	Has the economic operator, to its knowledge, breached	



	its obligations in the fields of environmental law?	<input type="checkbox"/> Yes <input type="checkbox"/> No, I have not breached
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3D.2	Has the economic operator, to its knowledge, breached its obligations in the fields of social law?	<input type="checkbox"/> Yes <input type="checkbox"/> No, I have not breached
3D.3	Has the economic operator, to its knowledge, breached its obligations in the fields of labour law?	<input type="checkbox"/> Yes <input type="checkbox"/> No, I have not breached
<b>ESPD Question Reference</b>	<b>Information concerning insolvency</b>	<b>Answer</b>
3D.4	Is the economic operator in any of the following situations:  Bankrupt, or	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.5	The subject of insolvency or winding-up proceedings, or	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.6	In an arrangement with creditors, or	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.7	In any analogous situation arising from a similar procedure under national laws and regulations, or	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.8	That its assets are being administered by a liquidator or by the court, or	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.9	That its business activities are suspended?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.a	<b>If yes, please provide details:</b>	[text]
3D.b	<b>If yes, 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?</b>	[text]

3D.c	If the relevant documentation is available electronically, please indicate:	The web address: [text],
		The issuing authority or body: [text]
		The precise reference of the documentation: [text]
<b>ESPD Question Reference</b>	<b>Grave professional misconduct and conflicts of interest</b>	<b>Answer</b>
3D.10	Is the economic operator guilty of grave professional misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.10.1	<b>If yes</b> , date when it happened:	[text]
3D.10.2	<b>If yes</b> , please provide details:	[text]
3D.10.3	<b>If yes</b> , has the economic operator taken self-cleansing measures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.10.4	<b>If it has</b> , please describe the measures taken:	[text]
3D.11	<b>Has the economic operator</b> entered into agreements with other economic operators aimed at distorting competition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.11.1	<b>If yes</b> , please provide details:	[text]
3D.11.2	<b>If yes</b> , has the economic operator taken self-cleansing measures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.11.3	<b>If it has</b> , please describe the measures taken:	[text]
3D.12	<b>Is the economic operator aware of any</b> conflict of interest due to its participation in the procurement procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.12.1	<b>If yes</b> , please provide details:	[text]

3D.13	Has the economic operator or an undertaking related to it advised the organisation or contracting entity or otherwise been involved in the preparation of the procurement procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No, I nor others have been involved in this way
3D.13.1	If yes, please provide details:	[text]

ESPD Question Reference	Misrepresentation	Answer
3D.15.1	Can the economic operator confirm that:  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,	<input type="checkbox"/> Yes, I confirm that I have not  <input type="checkbox"/> No
3D.15..2	It has not withheld such information,	<input type="checkbox"/> Yes, I confirm that I have not  <input type="checkbox"/> No
3D.15.3	It has been able, without delay, to submit the supporting documents required by an organisation or contracting entity, and	<input type="checkbox"/> Yes, I have been able to  <input type="checkbox"/> No
3D.15.4	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?	<input type="checkbox"/> Yes, I confirm that I have not  <input type="checkbox"/> No

## Part IV: Qualification and Selection Criteria

### A: SUITABILITY

ESPD 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	[text]
4A.1.1	If the relevant documentation is available electronically, please indicate:	The web address: [text]
		The issuing authority or body: [text]
		The precise reference of the documentation: [text]
4A.2	<b>2) For service contracts:</b> Is it a requirement in the economic operator'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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
4A.2.1	<b>If yes</b> , please specify which authorisation or membership is required:	[text]
4A.2.2	Please indicate whether the economic operator has the required authorisation or membership (as named above):	<input type="checkbox"/> Yes <input type="checkbox"/> No
4A.2.3	If the relevant documentation is available electronically, please indicate:	The web address: [text]
		The issuing authority or body: [text]
		The precise reference of the documentation: [text]

## B: ECONOMIC AND FINANCIAL STANDING

ESPD Question Reference	Economic and financial standing	Answer
4B.1.1	The economic operator should provide its (“general”) yearly turnover for the number of financial years specified in the relevant Contract Notice:	Year: [number] Turnover: [number]
		Year: [number] Turnover: [number]
		Year: [number] Turnover: [number]
4B.6	Concerning any other economic or financial requirements, that may have been specified in the relevant Contract Notice, the economic operator declares that:	[text]
4B.6.1	If the relevant documentation that may have been specified in the relevant Contract Notice, is available electronically, please indicate:	The web address: [text]
		The issuing authority or body: [text]
		The precise reference of the documentation: [text]

## C: TECHNICAL AND PROFESSIONAL ABILITY

ESPD Question Reference	Technical and professional ability	Answer	Question Weighting
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4C.1	<p><b>For public works contracts only,</b> please provide relevant examples of works carried out in the past five years as specified in the Contract Notice:</p>	<p>Please provide your answer in the table below:</p>									
<table border="1"> <tr> <th>Description</th> <th>Amounts</th> <th>Dates</th> <th>Customer/Client</th> </tr> <tr> <td>[text]</td> <td>[text]</td> <td>[date]</td> <td>[text]</td> </tr> </table>				Description	Amounts	Dates	Customer/Client	[text]	[text]	[date]	[text]
Description	Amounts	Dates	Customer/Client								
[text]	[text]	[date]	[text]								
4C.1.1	<p>If the relevant documentation concerning satisfactory execution and outcome for the most important works is available electronically, please indicate:</p>	<p>The web address: [text]</p> <hr/> <p>The issuing authority or body: [text]</p> <hr/> <p>The precise reference of the documentation: [text]</p>									
4C.1.2	<p><b>For public supply and public service contracts only,</b> please provide relevant examples of supplies and/or services carried out during the last three years as specified in the Contract Notice:</p> <p>(Examples from both public and/or private sector customers and clients may be provided):</p>	<p>Please provide your answer in the table below:</p>									

Description		Amounts	Dates	Customer/Client
[text]		[text]	[date]	[text]
4C.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:	[text]		
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:	[text]		
4C.3	Please provide details of the technical facilities and measures for ensuring quality and the study and research facilities used:	[text]		
4C.4	Please provide a statement of the relevant supply chain management and/or tracking systems used:	[text]		
4C.6	The following educational and professional qualifications are held by the service provider or the contractor itself:	[text]		
4C.6.1	The following educational and professional qualifications are held by its managerial staff:	[text]		
4C.7	Please provide details of the environmental management measures which the economic operator will be able to use when performing the contract:	[text]		

4C.8.1	Please provide details of the average annual manpower for the last three years:	Year, average annual manpower:  Year 1: [Year],[number], Year 2: [Year],[number], Year 3: [Year],[number].	
4C.8.2	Please provide details of the number of managerial staff for the last three years:	Year, number of managerial staff:  Year 1: [Year],[number], Year 2: [Year],[number], Year 3: [Year],[number].	
4C.9	Please provide details of relevant tools, plant or technical equipment available to you in relation to this procurement exercise:	[text]	
4C.10	Please provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract:	[text]	
4C.11	<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:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4C.11.1	Where applicable, the economic operator furthermore declares that it will provide the required certificates of authenticity.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4C.11.2	If the relevant documentation is available electronically, please indicate:	The web address: [text] <hr/> The issuing authority or body: [text] <hr/> The precise reference of the documentation: [text]	



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 Contract Notice?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4C.12.1	<b>If not</b> , please explain why and state which other means of proof can be provided:	[text]	
4C.12.2	If the relevant documentation is available electronically, please indicate:	The web address: [text]	
		The issuing authority or body: [text]	
		The precise reference of the documentation: [text]	