

Documento Unico di Gara Europeo (DGUE) - IT

(ESPD – European Single Procurement Document) - EN

PART I: INFORMATION CONCERNING THE PROCUREMENT PROCEDURE AND THE CONTRACTING AUTHORITY OR CONTRACTING ENTITY

INFORMAZIONI SULLA PROCEDURA DI APPALTO

Identity of the procurer	Consulate General of Italy in Hong Kong
Whic procurement is concerned?	security service at the offices OF of the Consulate General of Italy
Title or short description of the procurement:	
File reference number attributed by the contracting authority or contracting entity	
CIG	CIG ZAF2AEAF4A

Documento Unico di Gara Europeo (DGUE) - IT

(ESPD – European Single Procurement Document) - EN

PART II: INFORMATION CONCERNING THE ECONOMIC OPERATOR

A: INFORMATION ABOUT THE ECONOMIC OPERATOR

Identification	Answer
Name:	[]
Business registration number: if no Business Registration is applicable, please indicate another national identification number	[] []
Postal address:	[.....]
Contact person or persons ⁽¹⁾ : Tel: PEC o e-mail: Internet Address (web address) (if applicable)	[.....] [.....] [.....] [.....]
General Information	Risposta:
Is the economic operator a Micro, a Small or a Medium Size Enterprise ⁽²⁾ ?	[] Y [] N _____
Only in case the procurement is reserved: is the economic operator a sheltered workshop, a social business ⁽³⁾ or will it provide for the performance of the contract in the context of sheltered employment programs? If yes, what is the corresponding percentage of disabled or disadvantaged workers? If required, please specify which category or categories of disabled or disadvantaged worker the employees concerned belong to	[] Y [] N [.....] [.....]
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)? If yes: Please answer the remaining parts of this section, section B and, where relevant, C of this part, fill in and sign Part IV a) Please provide the name of the list or certificate and the relevant registration or certification number, if applicable; b) If the certificate of registration or certification is available electronically, please state: c) Please, state the references on which the registration or certification is based, and, where applicable, the classification obtained in the official list ⁽⁴⁾ :	[] Y [] N [] Non applicabile a) [.....] b) (Web address, issuing authority or body, precise reference of the documentation: [.....][.....][.....][.....] c) [.....]

⁽¹⁾ Please repeat the information concerning contact persons as many times as needed.

⁽²⁾ Cfr. Commission Recommendation of, 6 May 2003, concerning the definition of Micro, Small and Medium-sized enterprises. This information is required for statistical purposes only.

Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 2 million

Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 10 million

Medium enterprises: enterprises which employ fewer than 250 persons and whose annual turnover not exceeding EUR 50 million and/or annual balance sheet total not exceeding EUR 43 million

⁽³⁾ I.E. its main aim is the social and professional integration of disabled or disadvantaged persons

⁽⁴⁾ The references and the classification, if any, are set out on the certification.

Documento Unico di Gara Europeo (DGUE) - IT

(ESPD – European Single Procurement Document) - EN

Form of participation:	Answer:
Is the economic operator participating in the procurement procedure together with others ⁽⁵⁾	<input type="checkbox"/> Y <input type="checkbox"/> N
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...):	a): [.....]
b) Please, identify the economic operators participating in the procurements procedure together:	b): [.....]
c) Where applicable, name of the participating group:	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:	[.....]; [.....]
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

Affidamento:	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 criteria and rules (if any) set out under Part V below?	<input type="checkbox"/> Y <input type="checkbox"/> N
If yes, please ensure that the others concerned provide a separate ESPD form	
If yes, please provide a separate ESPD form setting out the information required under Section 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 under taking, 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 body.	

⁽⁵⁾ notably as part of a group, consortium, joint venture or similar.

Documento Unico di Gara Europeo (DGUE) - IT

(ESPD – European Single Procurement Document) - EN

D: INFORMATION CONCERNING SUB CONTRACTORS 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? If yes and in so far as known: Please list the proposed subcontractors:	[]Y []N [.....] [.....]

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 Section A and B of this part and Part III for each of the (categories of) subcontractors concerned

Documento Unico di Gara Europeo (DGUE) - IT
(ESPD – European Single Procurement Document) - EN

PART III: EXCLUSION GROUNDS

A: GROUNDS RELATING TO CRIMINAL CONVICTIONS

Article 57 (1) of Directive 2014/24/EU sets out the following reasons of exclusion:	
1. Participation in a criminal organisation ⁽⁶⁾	
2. Corruption ⁽⁷⁾	
3. Fraud ⁽⁸⁾ ;	
4. Terroristic offences or offences linked to terrorist activities ⁽⁹⁾ ;	
5. Money laundering or terroristic financing ⁽¹⁰⁾ ;	
6. Child labour and other forms of trafficking in human beings ⁽¹¹⁾	
D.Lgs. 50/2016	
7. Any other crime which may give rise, as a corollary, the inability to contract with public administration;	
Grounds relating to criminal convictions under national provisions implementing the grounds set out in Art. 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?	<p>[]Y []N</p> <p>If the relevant documentation is available electronically, please indicate: (web address, issuing, authority or body, precise reference of the documentation)</p> <p>[.....][.....][.....][.....]</p>
<p>If yes, please indicate :</p> <p>a) Date and duration of conviction, specify which points 1 to 7 is concerned and the reason(s) for conviction</p> <p>b) Identify who has been convicted</p> <p>c) Insofar as established directly in the conviction:</p>	<p>a) Date: [], duration: [], point(s): [], reason: []</p> <p>b) [.....]</p> <p>c) Length of the period of exclusion [.....], and the points concerned [.....]</p> <p>If the relevant documentation is available electronically, please indicate: (web address, issuing, authority or body, precise reference of the documentation)</p> <p>[.....][.....][.....]</p>
In case of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ¹² ("Self-Cleaning")?	[]Y []N
If yes, please describe the measures taken¹³	[.....]

⁽⁶⁾ As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October on the fight against organised crime (OJ L 300 dell'11.11.2008, pag. 42).

⁽⁷⁾ As defined in Article 3 of the Convention on the fight against corruption involving officials of the EU Communities or official of EU Member States (OJ C 195 del 25.6.1997, pag. 1) and in Article 2(1) of Council Framework Decision 2003/568/GAI of 22 July 2003, on combatting corruption in the private sector (OJ L 192 del 31.7.2003, pag. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority or the economic operator.

⁽⁸⁾ Within the meaning of Article 1 of the Convention on the protection of the EU Communities' financial interests (OJ C 316 del 27.11.1995, pag. 48).

⁽⁹⁾ As defined in Articles 1 and 3 of Council Framework of 13 June 2002 on combating terrorism (OJ L 164 del 22.6.2002, pag. 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.

⁽¹⁰⁾ As defined in Article 1 of Directive 2005/60/CE 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 del 25.11.2005, pag. 15).

⁽¹¹⁾ As defined in Article 2 of Directive 2011/36/UE 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/GAI (OJ L 101 del 15.4.2011, pag. 1).

⁽¹²⁾ In accordance with national provisions implementing Article 57 (6), of Directive 2014/24/UE.

⁽¹³⁾ Taking into account the character of the crimes committed (punctual, repeated, systematic...), the explanation should show the adequacy of the measures to taken.

Documento Unico di Gara Europeo (DGUE) - IT

(ESPD – European Single Procurement Document) - EN

<p>situations?</p> <p>a. Bankrupt, or</p> <p>b. The subject of insolvency or winding-up proceedings or compulsory winding-up or</p> <p>c. In the arrangement with creditors, or</p> <p>d. Composition with creditors, or</p> <p>e. In any analogous situation arising from a similar procedure under national laws or regulation⁽¹⁵⁾, or</p> <p>f. That its business activities are suspended?</p> <p>- If yes, please provide details:</p> <p>- Please indicate the reasons for being able nevertheless to perform the contract, taking into account the applicable national rules and measures on the continuation of business in those circumstances?</p>	<p>[] Y [] N</p> <p>[] Y [] N</p> <p>[] Y [] N</p> <p>[] Y [] N</p> <p>[] Y [] N</p> <p>[] Y [] N</p> <p>[.....]</p> <p>[.....]</p>
<p>Is the economic operator guilty of grave professional misconduct ⁽¹⁶⁾</p> <p>If yes, please provide details:</p> <p>If yes, has the economic operator taken self-cleaning measures?</p> <p>If yes, please provide details:</p>	<p>[] Y [] N</p> <p>[.....]</p> <p>[] Y [] N</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>[] Y [] N</p> <p>[.....]</p>
<p>Is the economic operator aware of any conflict of interests ⁽¹⁷⁾ due to its participation in the procurement procedure?</p> <p>If yes, please provide details:</p>	<p>[] Y [] N</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>[] Y [] N</p> <p>[.....]</p>

⁽¹⁵⁾ See national law the relevant notice or the procurement documents.

⁽¹⁶⁾ Where applicable, see definitions in national law, the relevant notice or the procurement documents.

⁽¹⁷⁾ As indicated in national law, the relevant notice or the procurement documents.

Documento Unico di Gara Europeo (DGUE) - IT

(ESPD – European Single Procurement Document) - EN

<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>[] Y [] N</p> <p>[.....]</p>
<p>Can the economic operator confirm that?</p> <p>a) It has not been guilty of serious misrepresentation in supplying 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>	<p>[] Y [] N</p>

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

Grounds for exclusion foreseen from the Italian Law	Risposta:
<p>Has the economic operator never been involved in crimes of Mafia association?</p>	<p>[] Y [] N</p>
<p>Has the economic operator never concluded contracts of employment or self-employed and, in any case, assigned tasks to former employees of the contracting authority, who terminated their employment relationship for less than three years and that in the last three years of service have exercised authoritative or negotiating powers on behalf the same contracting against the same trader?</p>	<p>[] Y [] N</p>

Documento Unico di Gara Europeo (DGUE) - IT
(ESPD – European Single Procurement Document) - EN

PART IV: SECTION CRITERIA

A: SUITABILITY (Art. 83, Sub 1, letter a), of the Italian law - D.Lgs. 18 aprile 2016, n. 50)

Suitability	Answer
<p>1) It is enrolled in the relevant professional or trade registers kept in one of the EU's Member State or in the Hong Kong SAR⁽¹⁸⁾</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p>[.....]</p> <p>(web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p>

B: ECONOMIC AND FINANCIAL STANDING - (Art. 83, Sub 1, letter b), of Italian the Italian law D.Lgs. 18 aprile 2016, n. 50)

economic and financial standing	Answer:
<p>1. Its ("general") yearly turnover for the last three financial years, is at follows</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p>year: [.....] turnover: [.....] [.....] currency</p> <p>year: [.....] turnover: [.....] [.....] currency</p> <p>year: [.....] turnover: [.....] [.....] currency</p> <p>(web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p>
<p>2. Its yearly ("specific") turnover in the business area covered by the contract document for the best three years of the last five:</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p>year: [.....] turnover: [.....] [.....] currency</p> <p>year: [.....] turnover: [.....] [.....] currency</p> <p>year: [.....] turnover: [.....] [.....] currency</p> <p>(web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p>
<p>3. The insured amount in its professional risk indemnity insurance (art. 83, sub 4, letter c) D.Lgs. 18 aprile 2016, n.50):</p>	<p>[.....] [.....] currency</p>

C: TECHNICAL AND PROFESSIONAL ABILITY - (Art. 83, Sub 1, letter c), of Italian the Italian law D.Lgs. 18 aprile 2016, n. 50)

Technical and professional ability	Answer:
<p>1. The average annual number of technical personnel employed in the last three years, broken down as follows</p>	<p>[.....] number [.....] position</p> <p>[.....] number [.....] position</p> <p>[.....] number [.....] position</p>

⁽¹⁸⁾ As described in Annex XI of Directive 2014/24/EU, economic operators from certain Member States may have to comply with other requirements set out in that annex

Documento Unico di Gara Europeo (DGUE) - IT

(ESPD – European Single Procurement Document) - EN

<p>2. It uses the following technicians or technical bodies, especially those responsible for quality control:</p>	<p>[.....]</p>
<p>3. It uses the following technical facilities and measures for ensuring quality and its study and research facilities are as follow</p>	<p>[.....]</p>
<p>4. Detailed list of the main works related with the object of the contract (economic and technical feasibility, detailed planning and execution planning) of the past five years</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p>1) [.....] short description [.....] year [.....] amount [.....] customer</p> <p>2) [.....] short description [.....] year [.....] amount [.....] customer</p> <p>3) [.....] short description [.....] year [.....] amount [.....] customer</p> <p>4) [.....] short description [.....] year [.....] amount [.....] customer</p> <p>5) [.....] short description [.....] year [.....] amount [.....] customer</p> <p>6) [.....] short description [.....] year [.....] amount [.....] customer</p> <p>7) [.....] short description [.....] year [.....] amount [.....] customer</p> <p>(web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....]</p>

Documento Unico di Gara Europeo (DGUE) - IT

(ESPD – European Single Procurement Document) - EN

PART V: CONCLUDING STATEMENTS

The undersigned formally declare that the information stated under Part II, III and IV 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.

The undersigned formally consent to Consulate General of Italy in Hong Kong to exercise due diligence with relevant local authorities to verify the above information and possession of requirements, gaining access to documents supporting the information, which has been provided in this European Single Procurement Document for the awarding of the technical support service post to the Official Responsible of the procedures for awarding procedure for the security service at the offices of the Consulate General of Italy - CIG ZAF2AEAF4A

Date, place and authorised representative's signature _____

(Please attach a copy of the personal ID card)

(name in block letter) _____