

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?	Execution of the extraordinary maintenance works in the premises 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 ZB329288F1

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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⁾ ?	<input type="checkbox"/> Y <input type="checkbox"/> 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	<input type="checkbox"/> Y <input type="checkbox"/> 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⁾ :	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> 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.

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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 from 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.

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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:	<input type="checkbox"/> Y <input type="checkbox"/> 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

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<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> <ul style="list-style-type: none"> - If yes, please provide details: - 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>[] 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.

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<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>

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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

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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 execution of the extraordinary maintenance works in the premises of the Consulate General of Italy in Hong Kong.

Date, place and authorised representative's signature _____

(Please attach a copy of the personal ID card)

(name in block letter) _____