Attachment 1

**SINGLE DOCUMENT OF THE REQUIREMENTS FOR DIRECT AWARD OF CONTRACTS WITH A VALUE OF LESS THAN EUR 40.000**

**All the information required must be supplied by the contractor, except where specifically mentioned**

**PART I**

**INFORMATION ON PROCUREMENT PROCEDURE AND CONTRACTOR/BUYER**

|  |  |
| --- | --- |
| **Identity of the Contractor/Buyer** | **Answer:** |
| Name: | ITALIAN TRADE AGENCY – JAKART OFFICE, TRADE PROMOTION OFFICE OF THE ITALIAN EMBASSY**MENARA KARYA, 20TH FLOOR , JL.H.R.RASUNA SAID, BLOCK X-5, KAV. 1-2,  12950  JAKARTA SELATAN** |
| Title or brief description of the contract: |   |
| CIG |   |

**PARTE I: INFORMATION ON THE ECONOMIC OPERATOR**

|  |  |
| --- | --- |
| **A. Identification data of the economic operator** | **Answer:** |
| Name: | [………] |
| National identification number, if required (tax code, VAT number, registration ...) | [………] |
| Mailing address: | [………] |
| Contact Persons:Telephone:E-mail:(Web site) (*if available*): | [………][………][………][………] |

|  |  |
| --- | --- |
| **B. Any representatives of the economic operator:** | **Answer:** |
| Full nameDate and Place of Birth | [………][………] |
| Position / Title to act: | [………] |
| Mailing address: | [………] |
| Telephone: | [………] |
| E-mail: | [………] |
| If needed, [please provide](https://context.reverso.net/traduzione/inglese-italiano/please%2Bprovide)detailed information [on the representation (its forms, extent, purpose](https://context.reverso.net/traduzione/inglese-italiano/on%2Bthe%2Brepresentation%2B%28its%2Bforms%2C%2Bextent%2C%2Bpurpose)*):* | [………] |

**PART II: GROUNDS FOR EXCLUSION**

**A: Reasons related to criminal convictions**

Are excluded from participation in the selection those ones who have been convicted, with a final criminal sentence, in Italy or in the country where the contract takes place, for one or more of the following reasons: (1) participation in a criminal organization; (2) corruption; (3) fraud; (4) terrorist offenses or crimes related to terrorist activities; (5) money laundering or terrorist financing; (6) child labor and other forms of trafficking in human beings; (7) any other crime that results in the inability to negotiate with the public administration. The relevant situations for exclusion are those provided for by Italian law, as well as:

* in the Member States of the European Union, the situations indicated in the internal regulations that have transposed Article 57 of Directive 2014/24 / EU;
* in non-EU countries, equivalent situations provided for by local criminal law.

The economic operator or a member of its management or supervisory bodies or any person in the economic operator with powers of representation, decision or control has not been convicted for one of the reasons set out above with a definitive sentence handed down less than five years ago or after which an exclusion period established in the sentence is still applicable.

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

 The economic operator has satisfied all the obligations related to the payment of charges, taxes or social security contributions, in the country where it is established, in Italy and in the country where the contract takes place.

**C: Reasons related to insolvency, conflict of interests or professional misconducts**

1) The economic operator has not violated, to the best of his knowledge, obligations regarding health and safety at work, environmental, social and labor law.

2) The economic operator is not in any of the following situations and is not subject to a procedure for ascertaining one of the following situations:

a) bankruptcy, insolvency proceedings, liquidation, arrangement with creditors, receivership or other similar situation

b) has ceased its activities

3) The economic operator has not been guilty of serious professional misconducts

4) The economic operator has not signed agreements with other economic operators to distort competition

5) The economic operator is not aware of any conflict of interest related to its participation in the procurement procedure

6) The economic operator or a company connected to it did not provide advice to the client or have otherwise participated in the preparation of the award procedure.

7) The economic operator has not already experienced the early termination of a previous public contract or has already been ordered to pay damages or other penalties in relation to a previous public contract

8) The economic operator confirms:

a) not having been seriously guilty of misrepresentation in providing the information required to verify the absence of grounds for exclusion or compliance with the selection criteria,

b) not to have concealed this information,

c) have been able to transmit without delay the additional documents requested by a Contractor/Buyer,

d) have not attempted to unduly influence the decision-making process of a Contractor/Buyer, have not attempted to obtain confidential information that may confer undue advantages in the procurement procedure, not provide misleading information that may have a significant influence on the decisions concerning the contract procedure.

**D: Reasons for exclusion provided for by Italian legislation and equivalent situations provided for by the law of the country where the contract takes place**

The economic operator is not in any of the following situations:

1. there are grounds for revocation, suspension or prohibition provided for by anti-mafia legislation
2. is subject to infiltration by organized crime
3. has been subject to the interdiction of the exercise of the activity or to another sanction that involves the prohibition of contracting with the public administration
4. is registered in the computerized repository kept by the National Anti-Corruption Authority for having submitted false declarations or false documentation for the issue of the qualification certificate, for the period during which the registration persists;
5. violated the prohibition of fiduciary registration
6. respects the rules on the right to work of disabled people
7. if he was the victim of extortion and extortion crimes committed by organized crime or by those wishing to facilitate the activity of organized crime and does not make use of a case of necessity or self-defense, he denounced the facts to the judicial authority
8. is in relation to another participant in the same custody procedure, in a control situation or in any relationship, even in fact, if the control situation or the report implies that the tenders are attributable to a single decision-making center
9. has concluded employment or self-employment contracts and, in any case, has assigned tasks to former employees of the Client who have ceased their working relationship for less than three years and who have exercised authoritative or negotiating powers for the last three years of service the Client's account towards the same economic operator (pantouflage or revolving door)

**PART IV: SELECTION CRITERIA**

The economic operator fulfills all the selection criteria required in the documentation related to the selection

**Part V: FINAL DECLARATIONS**

The undersigned / undersigned formally declares / declare that the information set our in parts II to IV is true and correct and that the undersigned / undersigned is / are aware / aware of the consequences, including criminal ones, of a serious false declaration, provided for by Italian law and local law.

The undersigned / I undersigned hereby certifies the absence of the grounds for exclusion provided for in Part III and the possession of the requirements set out in Part IV.

The undersigned / undersigned formally authorizes / authorize the Contractor/Buyer, as per part I, to carry out the checks with the competent local authorities on the veracity of the declarations made on the requirements.

The undersigned accepts without reservations or exceptions the provisions and conditions contained in the letter of contract award and in Attachment 1 of the same letter, which is an integrated part thereof.

[*Place and date*]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*name, family name and quality of the signatory / signatories*]

***ATTACH COPY OF THE IDENTITY DOCUMENT OF EACH SIGNATORY***

**STATEMENT ON THE PROTECTION OF INDIVIDUALS WITH REGARD TO THE PROCESSING OF PERSONAL DATA**

***Regulation (EU) 2016/679, art. 13***

The processing of personal data is based on the principles of lawfulness, fairness and transparency to protect the fundamental rights and freedoms of individuals. To this end, the following information is provided:

1. The data controller is the Italian Trade Agency (hereinafter only ITA) which, in this specific case, operates through the ITA Jakarta Office, Trade Promotion Office of the Italian Embassy, Menara Karya, 20th Floor, Jl.H.R. Rasuna Said, Block X-5, Kav. 1-2,  12950  Jakarta Selatan,– Indonesia, tel. +62 21 5713560, fax.+62 21 5713561, e-mail: giacarta@ice.it
2. The ITA has a person responsible for the protection of personal data that, in case of questions or complaints, can be contacted at the following addresses: ITA - Via Liszt, 21 – 00144 Roma (Italy); e-mail: privacy@ice.it.
3. The personal data requested are necessary for the selection of the economic operator to whom the goods/services that are object of the contract will be entrusted.
4. The provision of data is an obligation under Italian law and any refusal to provide the requested data will result in exclusion from the selection procedure or the award.
5. The treatment will be carried out manually or electronically by specially appointed personnel.
6. The data will be communicated to the internal and external control bodies of the ITA. By signing this statement, the interested party gives his consent to the communication of the aforementioned data also to the competent local authorities for their verification and to the publication of the essential elements of the concluded contract on the contractor’s/buyer’s website in accordance with Italian law on the transparency of public contracts.
7. Data shall be kept for a minimum period of 5 years from the moment when the contractual relationship ends due to completion of the execution or for any other reason, including termination due to non-compliance. This deadline is suspended in the event of the commencement of a prosecution.
8. The data subject may request access to their personal data and their correction. In these cases, the interested party must submit a specific request to the addresses indicated in point 1, informing the data protection officer of the ICE-Agency for information at the addresses indicated in point 2.
9. If you believe that your rights have been violated, you can file a complaint with the ITA’s Data Protection Officer. Alternatively, you can contact the Data Protection Authority (Piazza di Monte Citorio 121, 00186 Roma (Italy), tel. 0039 06 696771 (switchboard), e-mail: garante@gpdp.it, pec: protocollo@pec.gpdp.it) or to the judicial authority.

*[Place, date]*

Signature of the interested party for acknowledgment and acceptance

………………….…………………………………………………….