

SINGLE REQUIREMENTS DOCUMENT FOR DIRECT AWARDS BELOW THE €40,000.00 THRESHOLD

All required information must be provided by the economic operator, unless otherwise expressly indicated.

PART I

Contracting Authority Identity	Response:
Name:	(TO BE PRE-FILLED BY THE CONTRACTING AUTHORITY)
Title or brief description of the contract:	(TO BE PRE-FILLED BY THE CONTRACTING AUTHORITY)
CIG	(TO BE PRE-FILLED BY THE CONTRACTING AUTHORITY)

PART II: INFORMATION ON THE ECONOMIC OPERATOR

A. Identification details of the economic operator	Response:
Name/Company name:	[...]
National identification number, if applicable (tax code, VAT number, registration...):	[...]
Postal address:	[...]
Contact persons / Telephone / PEC or e-mail / Website (if any):	[...] / [...] / [...] / [...]

B. Any representatives of the economic operator:	Response:
Full name / Date and place of birth:	[...] / [...]
Position/Capacity to act:	[...]
Postal address:	[...]
Telephone:	[...]
E-mail:	[...]
If necessary, provide details on the representation (form, scope, purpose):	[...]

PART III: GROUNDS FOR EXCLUSION

A: Grounds relating to criminal convictions

Excluded from participation in the selection are those who have been convicted, by a final criminal sentence, in Italy or in the country where the contract is performed, for one or more of the following reasons: (1) participation in a criminal organisation; (2) corruption; (3) fraud; (4) terrorist offences or offences linked to terrorist activities; (5) money laundering or terrorist financing; (6) child labour and other forms of trafficking in human beings; (7) any other offence resulting in incapacity to contract with public administration.

The relevant exclusion situations are those provided under Italian law, as well as:

- in EU Member States, the situations indicated in the national legislation transposing Article 57 of Directive 2014/24/EU;
- in non-EU countries, equivalent situations provided under local criminal law.

The economic operator, or a member of its administrative, management or supervisory body, or any person having powers of representation, decision or control within the economic operator, has not been convicted for any of the above reasons by a final judgment rendered no more than five years ago, or following which an exclusion period established in the judgment is still applicable.

B: Grounds relating to payment of taxes or social security contributions

The economic operator has fulfilled all obligations relating to the payment of taxes, duties or social security contributions, in the country where it is established, in Italy, and in the country where the contract is performed.

C: Grounds relating to insolvency, conflicts of interest or professional misconduct

1) The economic operator has not violated, to the best of its knowledge, obligations in the fields of occupational health and safety, environmental, social and labour law.

2) The economic operator is not in any of the following situations and is not subject to proceedings for the determination of any of the following situations:

a) bankruptcy, insolvency proceedings, liquidation, arrangement with creditors, receivership or any analogous situation;

b) has ceased its activities.

3) The economic operator has not been guilty of grave professional misconduct.

4) The economic operator has not entered into agreements with other economic operators aimed at distorting competition.

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

6) The economic operator or a company linked to it has not provided consultancy to the Contracting Authority nor otherwise participated in the preparation of the award procedure.

7) The economic operator has not previously experienced early termination of a public contract, nor has it been ordered to pay damages or had other sanctions imposed in relation to a previous public contract.

8) The economic operator confirms that it:

a) has not been seriously guilty of making false statements in providing the information required to verify the absence of grounds for exclusion or compliance with selection criteria;

b) has not concealed such information;

c) has been able to submit without delay the supporting documents requested by a Contracting Authority;

d) has not attempted to unduly influence the decision-making process of a Contracting Authority, has not attempted to obtain confidential information that could confer undue advantages in the procurement procedure, and has not provided misleading information that could have a material influence on decisions concerning the procurement procedure.

D: Grounds for exclusion provided under Italian legislation and equivalent situations under the law of the country where the contract is performed

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

- 1) grounds for forfeiture, suspension or prohibition under anti-mafia legislation apply to it;
- 2) it is subject to infiltration by organised crime;
- 3) it has been subject to prohibition of business activities or any other sanction entailing a ban on contracting with public administration;
- 4) it is registered in the computerised register maintained by the National Anti-Corruption Authority (ANAC) for having submitted false declarations or false documentation for the purpose of obtaining a qualification certificate, for the duration of such registration;
- 5) it has violated the prohibition of fiduciary assignment;
- 6) it complies with rules on the right to employment of persons with disabilities;
- 7) if it has been the victim of extortion or aggravated extortion committed by organised crime or by those intending to facilitate organised criminal activity, and no case of necessity or legitimate defence applies, it has reported the facts to the judicial authority;
- 8) it is in a situation of control or any other relationship, including de facto, with another participant in the same award procedure, where such a situation of control or relationship results in offers attributable to a single decision-making centre;
- 9) it has entered into employment or self-employment contracts, or has otherwise assigned tasks to former employees of the Contracting Authority who left its employment less than three years ago and who, during the last three years of service, exercised authoritative or negotiating powers on behalf of the Contracting Authority vis-à-vis the same economic operator (revolving door).

PART IV: SELECTION CRITERIA

The economic operator meets all selection criteria required in the documentation relating to the selection.

PART V: FINAL DECLARATIONS

The undersigned formally declare(s) that the information provided in Parts II to IV is truthful and correct, and that the undersigned is/are aware of the consequences, including criminal liability, of a serious false declaration under Italian law and local law.

The undersigned hereby certify/certifies the absence of the grounds for exclusion set out in Part III and the fulfilment of the requirements referred to in Part IV.

The undersigned formally authorise(s) the Contracting Authority referred to in Part I to carry out verifications with the competent local authorities regarding the truthfulness of the declarations made on the requirements.

The undersigned accepts without reservation or exception the provisions and conditions contained in the letter of appointment and in Annex 1 thereof, which forms an integral part of the same.

[Place and date]

[Name, surname and capacity of the signatory/signatories]

ATTACH A COPY OF THE IDENTITY DOCUMENT OF EACH SIGNATORY.

IF REQUIRED UNDER LOCAL LAW FOR THE DECLARATION TO HAVE THE EFFECT OF A SWORN STATEMENT, THE DECLARATION MUST CONTAIN AN ATTESTATION THAT IT WAS MADE BEFORE THE COMPETENT LOCAL AUTHORITY.

NOTICE ON THE PROTECTION OF NATURAL PERSONS WITH REGARD TO THE PROCESSING OF PERSONAL DATA

Regulation (EU) 2016/679, Article 13

The processing of personal data is carried out in accordance with the principles of lawfulness, fairness and transparency, in order to protect the fundamental rights and freedoms of natural persons. To this end, the following information is provided:

1. The data controller is ICE – Agency for the promotion abroad and internationalisation of Italian companies (hereinafter "ICE Agency"), which, in this specific case, acts through its Office of [name of the overseas office, address, email, telephone].
2. ICE Agency has a Data Protection Officer who, in case of queries or complaints, can be contacted at the following address: ICE – Agency for the promotion abroad and internationalisation of Italian companies – Via Liszt, 21 – 00144 Rome; e-mail: privacy@ice.it.
3. The personal data requested are necessary for the selection of the economic operator to whom the contract will be awarded.
4. The provision of data is an obligation required under Italian law, and any refusal to provide the requested data will result in exclusion from the selection procedure or from the award.
5. Processing will be carried out manually or electronically by specifically appointed staff.
6. Data will be communicated to internal and external control bodies of ICE Agency. By signing this notice, the data subject gives consent to the communication of the aforementioned data to the competent local authorities for verification purposes, and to the publication of the essential elements of the contract concluded on the contracting authority's website, in accordance with Italian legislation on transparency in public contracts.
7. Data is retained for a minimum period of 5 years from the date on which the contractual relationship ends, whether by completion of performance or for any other reason, including termination for non-performance. This period is suspended in the event of judicial proceedings.
8. The data subject may request access to their personal data and their rectification. In such cases, the data subject must submit a specific request to the contacts indicated in point 1, informing the ICE Agency Data Protection Officer at the contacts indicated in point 2.
9. If the data subject believes that their rights have been violated, they may lodge a complaint with the ICE Agency Data Protection Officer. Alternatively, they may contact the Italian Data Protection Authority (Garante per la protezione dei dati personali – Piazza di Monte Citorio 121, 00186 Rome, tel. +39 06 696771, e-mail: garante@gpdp.it, PEC: protocollo@pec.gpdp.it) or the judicial authority.

[Place and date]

Signature of the data subject for acknowledgement and acceptance

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