

**DOCUMENT ON THE REQUIREMENTS FOR PROCUREMENT PROCEDURES BELOW
THE EU THRESHOLDS**

All requested information must be provided by the economic operator, unless otherwise specified.

PART I

**INFORMATION ON THE CONTRACTING AUTHORITY AND THE AWARD
PROCEDURE**

Identity of the principal	Answer
Name:	ICE-Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane / ICE-Italian Agency for Foreign Trade - Athens Office
Title or description of the award procedure:	
CIG	<i>(to be entered by the principal)</i>

PART II: INFORMATION ON THE ECONOMIC OPERATOR

A. Identification data of the economic operator:	Response:
Company:	
VAT ID:	
Postal address:	
Contact person:	
Phone:	
E-mail:	
Website (if available):	

B. Legal representative of the economic operator:	Response:
First name and surname:	
Date and place of birth:	
Function:	
Postal address:	
Phone:	
E-mail:	
If necessary, please specify the power of representation:	

PART III: GROUNDS FOR EXCLUSION

A. Grounds for exclusion in connection with criminal convictions

Excluded from participation in the selection are those who have been convicted with a final penalty in Italy or in the country where the contract is executed for one or more of the following reasons: (1) participation in a criminal organisation; (2) corruption; (3) fraud; (4) terrorist offences or offences related to terrorist activities; (5) money laundering or terrorist financing; (6) child labour and other forms of trafficking in human beings; (7) any other offence that results in an inability to contract with the public administration. The relevant situations for exclusion are those provided for in Italian law and:

- in the Member States of the European Union, the situations referred to in the national legislation implementing Article 57 of Directive 2014/24/EU;

A. Grounds for exclusion in connection with criminal convictions	Response:
1) Has the economic operator or a member of its management or supervisory bodies or a person with powers of representation, decision-making or control over the economic operator been convicted by a final judgment rendered not more than five years previously or on the basis of which a preclusive period provided for in the judgment is still applicable?	[] Yes [] No
2) If yes, please explain (in case of multiple convictions, please list on a separate sheet, if applicable): a) Date of conviction, on which of the above points between 1 and 7 and duration as well as reasons for the conviction; (b) identification data of the sentenced persons; (c) exclusion period specified in the judgment.	a) b) c)
3) In the case of final convictions: what measures has the economic operator taken to prove its trustworthiness (self-cleaning)?	

B: Grounds for exclusion in connection with the payment of taxes or social security contributions

B. Payment of taxes or social security contributions	Response:
1) The economic operator has fulfilled all obligations relating to the payment of taxes, duties or social security contributions in the country where he is established, in Italy and in the country where the contract is performed.	[] Yes [] No
2) <u>If not</u> , please explain: a) Country in which the obligation was not fulfilled; b) Amount; (c) how the non-compliance was determined; (d) measures taken to remedy the situation;	

C: Grounds for exclusion in connection with insolvency, conflicts of interest or professional misconduct

C. Insolvency, conflicts of interest or professional misconduct	Response:
1) The economic operator has - if known - breached obligations with regard to health and safety at work, environmental law, social law and labour law.	
2) The economic operator is in one of the following situations or is subject to a procedure to determine one of the following situations: a) Bankruptcy, insolvency proceedings, with creditors, liquidation, settlement receivership or other similar situation; b) has ceased its activity.	[] Yes [] No [] Yes [] No
3) The economic operator has committed serious professional misconduct.	[] Yes [] No
4) The economic operator has concluded agreements with other economic operators signed in order to distort competition.	[] Yes [] No
5) The economic operator is aware of any conflicts of interest in connection with its participation in the procurement procedure.	[] Yes [] No
6) The economic operator or an associated undertaking has advised the customer or otherwise participated in the preparation of the The contracting authority is involved in the procurement procedure.	[] Yes [] No
7) The economic operator has already had experience of early termination of a previous public contract and has received claims for damages or other sanctions in connection with a previous public contract.	[] Yes [] No
8) The economic operator: (a) has been guilty of serious misrepresentation in providing the information necessary to verify that there are no grounds for exclusion or compliance with the selection criteria; b) has concealed information in this regard; (c) is unable to provide the additional documents requested by the contracting authority without undue delay; (d) has attempted to unduly influence a procurer's decision-making process; has attempted to obtain confidential information that could give it an undue advantage in the procurement process; has attempted to provide misleading information that could have a material influence on decisions about the procurement process.	[] Yes [] No [] Yes [] No [] Yes [] No [] Yes [] No
9) <u>If any of the questions in this section C have been answered with "yes", please explain the facts and the measures taken by the economic operator to prove its trustworthiness (<i>self-cleaning</i>):</u>	

D: Exclusion grounds under Italian law and equivalent situations under the law of the country where the contract is performed.

D. Grounds for exclusion under Italian or local law	Response:
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The economic operator is in one of the following situations:

1) There are grounds for revocation, suspension or interdiction against him under the Anti-Mafia Act;	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) It is exposed to infiltration by organised crime;	<input type="checkbox"/> Yes <input type="checkbox"/> No
3) He has been subjected to the prohibition to exercise the activity or to another sanction involving the prohibition to conclude contracts with the public administration;	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) He is currently registered in the register kept by the National Anti-Corruption Agency for having provided false information or false documents for the purpose of issuing the qualification certificate;	<input type="checkbox"/> Yes <input type="checkbox"/> No
5) He has violated a prohibition on trusteeship;	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) He has violated the regulations on the right to work of persons with disabilities;	<input type="checkbox"/> Yes <input type="checkbox"/> No
7) If he has been the victim of extortion or extortion offences committed by organised crime or by persons who intended to facilitate the activities of organised crime and if there is no case of necessity or legitimate defence, he has concealed these facts from the judicial authorities;	<input type="checkbox"/> Yes <input type="checkbox"/> No
8) It is located in relation to another participant in the same Procurement procedure in a control situation or other relationship, including de facto relationships, where the control situation or relationship implies that tenders are attributable to a single decision-making centre are;	<input type="checkbox"/> Yes <input type="checkbox"/> No
9) He has concluded employment contracts or contracts with self-employed persons and in doing so has delegated tasks to former employees of the principal which her have terminated employment less than three years previously and who have been employed in the last have exercised authority or negotiating powers on behalf of the contracting authority with the same economic operator for three years of service (pantouflage/turning door).	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART IV: SELECTION CRITERIA

	Response:
The economic operator shall meet all the criteria set out in the documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART V: DATA PROTECTION

<p>Italian Law No. 33/2013 obliges, among others, Italian diplomatic missions abroad (embassies, consulates, ICEs, consular agencies and cultural institutes) to publish the following information on their websites, regardless of the value of the contract:</p> <p>Subject of the contract Total amount paid Payee VAT identification number Link to the contract text as pdf</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you consent to the publication of such information in the official website of the abovementioned Italian authorities?	
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Part VI: CONCLUSIONS

The undersigned formally declares that the information provided in Parts II to IV is true and correct and that he/she is aware of the consequences of serious misrepresentation provided for by Italian and local law, including those of a criminal nature.

I, the undersigned, hereby certify that none of the grounds for exclusion set out in Part III apply to me and that I meet the requirements set out in Part IV.

I, the undersigned, expressly authorise the contracting authority indicated in Part I to carry out a verification of the truthfulness of the declarations concerning the above requirements with the competent local authorities.

.....
[Place and date]

.....
Signature of legal representative

.....
[First name, surname and function of the signatory (-
ies)] A COPY OF THE IDENTITY CARD OF EACH SIGNATORY MUST BE ENCLOSED

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

Regulation (EU) 2016/679, Art. 13

The processing of personal data shall be based on the principles of lawfulness, fairness and transparency in order to protect the rights and fundamental freedoms of individuals. For this purpose, the following information shall be provided:

1. The data controller is ICE - Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane (hereinafter only ICE-Agenzia), represented in this case by the **Athens ICE office**: ICE-Italian Agency for Foreign Trade, Didotou, 9 10680, Athens, email atene@ice.it, telephone +30/2100090663.

2. The ICE - Agency has a Data Protection Officer who can be contacted at the following addresses in case of questions or complaints: 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 subject matter of the contract is entrusted.

4. The provision of data is an obligation under Italian law and any refusal to provide the requested data will lead to exclusion from the selection procedure or the contract.

5. The treatment is carried out in manual or computer-assisted mode by specially designated staff.

6. The data will be transmitted to the internal and external control bodies of the ICE Agency. By signing this declaration, the interested party agrees that the aforementioned data will also be transmitted to the competent local authorities for verification and that the essential elements of the contract, as set out on the contracting authority's website in accordance with Italian legislation on the transparency of public contracts, will be published.

7. The data will be stored for a period of at least 5 years from the date of termination of the contractual relationship for the provision of the service or for other reasons, including termination for non-performance. This period will be suspended if legal proceedings are initiated.

8. The data subject may request access to and rectification of his/her personal data. In this case, the data subject must send a request to the addresses mentioned in point 1 and take note of the ICE Agency's Data Protection Officer at the addresses mentioned in point 2.

9. If the data subject finds that his/her rights have been infringed, he/she may lodge a complaint with the Data Protection Officer of the ICE Agency. Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your residence, place of work or the place of the alleged infringement, if you consider that the processing of personal data relating to you infringes the GDPR.

The supervisory authority to which the complaint has been lodged shall inform the complainant of the status and outcome of the complaint, including the possibility of a judicial remedy under Article 78 GDPR.

Alternatively, you can contact the Italian Guarantor for the Protection of Personal Data (Piazza di Monte Citorio 121, 00186 Rome, tel. 0039 06 696771 (switchboard), e-mail: garante@gpdp.it, pec: protocollo@pec.gpdp.it) or the judicial authority.

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[Place and date]

.....
Signature
of the legal representative indicated on page 1 to the
knowledge and acceptance