

**SINGLE DOCUMENT OF REQUIREMENTS FOR NEGOTIATED PROCEDURES BELOW THE EUROPEAN
COMMUNITY THRESHOLD**

**All required information must be entered by the economic operator, except where expressly
stated**

**PART I
INFORMATION ON PROCUREMENT PROCEDURE AND CONTRACTOR**

Identity of the Customer	Answer:
Name:	ICE – ITALIAN TRADE AGENCY
Title or brief description of the contract:	STAFF OUTSOURCING AND PAYROLL MANAGEMENT
CIG	8312410

PART II: INFORMATION ON THE ECONOMIC OPERATOR

A. Identification data of the economic operator	Answer:
Denomination:	[.....]
National identification number, if provided (tax code, VAT number, registration....)	[.....]
Postal address:	[.....]
Contact persons:	[.....]
Telephone:	[.....]
PEC or e-mail:	[.....]
(website) (<i>where existing</i>):	[.....]

B. Any representatives of the economic operator:	Answer:
Full name	[.....]
Date and place of birth	[.....]
Position/Title to Act:	[.....]
Postal address:	[.....]
Telephone:	[.....]
Email:	[.....]
If necessary, provide details on representation (form, scope, purpose):	[.....]

PART III: GROUNDS FOR EXCLUSION

A: Grounds for exclusion linked to criminal convictions

Those who have been convicted, by final criminal judgment, in Italy or in the country where the contract takes place, for one or more of the following reasons, are excluded from participation in the selection: (1) participation in a criminal organization; (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 crime resulting in the inability to bargain with the public administration. The situations relevant to the 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 legislation that has transposed Article 57 of Directive 2014/24 / EU;
- in states outside the European Union, the equivalent situations provided for by local criminal law.

A. Grounds for criminal convictions	Answer:
(1) Has the economic operator or a member of its management or supervisory bodies or any person who has powers of representation, decision or control in the economic operator been convicted on one of the grounds set out above by a final judgment delivered no more than five years ago or after which a period of exclusion laid down in the judgment is still applicable?	[] Yes [] No
2) If yes, indicate (repeating for the necessary times): (a) the date of conviction, such as points between 1 to 7 and the grounds for conviction; (b) identification data of convicted persons; (c) the duration of the exclusion period laid down in the conviction.	(a) Date: [.....], Duration of sentence: [.....] Reasons: [.....] b) [.....] (c) the duration of the exclusion period [.....]
(3) In the case of convictions, what measures has the economic operator taken to demonstrate its reliability(<i>self-cleaning</i>)?	[Indicate measures taken]

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

B. Payment of taxes, fees or contributions	Answer:
1) Has the economic operator fulfilled all the 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 takes place?	[] Yes [] No
2. If not, please indicate: (a) the State where the non-compliance occurred; (b) the amount; (c) how the non-compliance was established; (d) measures taken to remedy this;	a) [.....] b) [.....] (c) [.....] (d) [.....]

C: Grounds for exclusion related to insolvency, conflict of interest or professional misconduct

C. Information on possible situations of insolvency, conflict of professional interests or wrongdoing	Answer:
(1) Has the economic operator breached, to the best of its knowledge, obligations relating to health and safety at work, environmental, social and labour law?	[] Yes [] No
(2) The economic operator is in one of the following situations or is subject to proceedings for the determination of one of the following situations: (a) Bankruptcy, insolvency proceedings, liquidation, arrangement with creditors, receivership or other similar situation? (b) has ceased its activities?	a) [] Yes [] No b) [] Yes [] No
(3) Has the economic operator been guilty of serious professional misconducts?	[] Yes [] No
(4) Has the economic operator entered into agreements with other economic operators intended to distort competition?	[] Yes [] No
(5) Is the economic operator aware of any conflict of interest related to its participation in the procurement procedure?	[] Yes [] No
(6) Has the economic operator or an undertaking connected with him advised the Principal or otherwise participated in the preparation of the award procedure?	[] Yes [] No
(7) Has the economic operator already had experience of early termination of a previous public contract or has damages or other penalties already been imposed on it in relation to a previous public contract?	[] Yes [] No
(8) Is the economic operator in one of the following situations? a) Have you 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) has he concealed this information? c) Have you been able to transmit without delay the additional documents requested by a Customer? d) has attempted to unduly influence the decision-making process of a Contracting Authority, not attempted to obtain confidential information which may confer undue advantages on it in the procurement procedure, not provided misleading information which may have a significant influence on decisions concerning the procurement procedure?	a) [] Yes [] No b) [] Yes [] No c) [] Yes [] No d) [] Yes [] No
(9) <u>If any of the questions in this Section C are answered in the affirmative</u> , indicate the situations that have occurred and what measures the economic operator has taken to demonstrate its reliability(<i>self-cleaning</i>)	[Indicate measures taken]

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

D. Grounds for exclusion provided for by Italian law	Answer:
Is the economic operator in one of the following situations?	
1) Are there grounds for revocation, suspension or prohibition provided for by anti-mafia legislation against you?	1) [] Yes [] No
2) is it subject to infiltration by organized crime?	2) [] Yes [] No
3) has it been subject to a ban on the exercise of the activity or to another sanction that entails the prohibition of contracting with the public administration?	3) [] Yes [] No
4) is it registered in the electronic record kept by the National Anti-Corruption	

Authority for having submitted false declarations or false documentation for the purpose of issuing the qualification certificate, for the period during which the registration continues?	4) <input type="checkbox"/> Yes <input type="checkbox"/> No
5) has violated the prohibition of fiduciary header?	5) <input type="checkbox"/> Yes <input type="checkbox"/> No
6) does it comply with the rules on the right to work of disabled people?	6) <input type="checkbox"/> Yes <input type="checkbox"/> No
7) if you were a victim of the crimes of bribery and extortion committed by organised crime or by those who wanted to facilitate the activity of organised crime and there is no case of necessity or self-defence, have you reported the facts to the judicial authority?	7) <input type="checkbox"/> Yes <input type="checkbox"/> No
8) is in relation to another participant in the same award procedure, in a control situation or in any relationship, even in fact, if the control situation or the relationship means that the tenders are attributable to a single decision-making center?	8) <input type="checkbox"/> Yes <input type="checkbox"/> No
9) has concluded employment or self-employment contracts and, in any case, has assigned tasks to former employees of the Client who have terminated their employment relationship less than three years ago and who in the last three years of service have exercised authoritative or negotiating powers on behalf of the Client towards the same economic operator(<i>pantouflage</i> or <i>revolving door</i>)?	9) <input type="checkbox"/> Yes <input type="checkbox"/> No

PART IV: SELECTION CRITERIA

	Answer
Does the economic operator meet all the selection criteria required in the procurement documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part V: FINAL DECLARATIONS

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

The undersigned herein and I hereby certify 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 authorizes/formally authorizes the Customer, indicated in Part I, to carry out checks with the competent local authorities on the veracity of the declarations made on the requirements.

The undersigned accepts without reservation or exception the provisions and conditions contained in the letter of invitation and in Annexes 1 and 2 to the same letter, which are an integrated part thereof.

[Place and date]

[Name, surname and capacity of the signatory(s)]

ATTACH A COPY OF THE IDENTITY DOCUMENT OF EACH SIGNATORY.

***IF REQUIRED BY LOCAL LAW TO GIVE THE DECLARATION THE EFFECTIVENESS OF AN AFFIDAVIT,
THE DECLARATION MUST CONTAIN THE ATTESTATION THAT HAS BEEN MADE BEFORE THE
COMPETENT LOCAL AUTHORITY.***

**INFORMATION ON THE PROTECTION OF NATURAL PERSONS
WITH REGARD TO THE PROCESSING OF PERSONAL DATA
*Regulation (EU) 2016/679, art. 13***

The processing of personal data is based on principles of lawfulness, correctness and transparency to protect the fundamental rights and freedoms of natural persons. To this end, the following information shall be provided:

1. The data controller is the ICE – Agency for the promotion abroad and the internationalization of Italian companies (hereinafter only ICE-Agency) which, in the specific case, operates through the Office of..... [name of the office abroad, address, e-mail, telephone].
2. The ICE – Agency has a personal data protection officer who, in case of questions or complaints, can be contacted at the following addresses: ICE – Agency for the promotion abroad and internationalization 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 service covered by the contract will be entrusted.
4. The provision of data is an obligation provided for by Italian law and any refusal to provide the requested data will result in exclusion from the selection procedure or from the assignment.
5. The processing will be carried out in manual or computerized mode by specially appointed personnel.
6. The data will be communicated to the internal and external control bodies of the ICE-Agency. By signing this information, 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 contract stipulated on the client's website in accordance with the Italian legislation on the transparency of public contracts.
7. The data are kept for a minimum period of 5 years from the moment the contractual relationship ends due to completion of the execution or for other reasons, including termination for non-fulfilment. This period is suspended in the event of the initiation of legal proceedings.
8. The interested party 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 for information the data protection officer of the ICE-Agency at the addresses indicated in point 2.
9. If the data subject considers that his or her rights have been violated, he or she may lodge a complaint with the data protection officer of the ICE-Agency. Alternatively, you can contact the 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.

[Place, date]

Signature of the interested party for acknowledgment and
acceptance

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