



ITALIAN TRADE AGENCY

Office - Stockholm

**ITALIAN TRADE AGENCY - STANDARD FORM FOR THE ECONOMIC OPERATORS**

**Part 1**

**Information concerning the procurement procedure and the contracting authority or contracting entity**

|  |   |
|--|---|
| <b>Identity of the procurer</b>                      | <b>Answer:</b>                              |
| <b>Name:</b>   | ITALIAN TRADE AGENCY - STOCKHOLM            |
| <b>Title or short description of the procurement</b> | Supply of Temporary Workers and Recruitment |
| <b>CIG</b>   | 8118157316                                  |

*All other information in all sections of the ESPD is to be filled in by **the economic operator***

**Part II**

**Information concerning the economic operator**

|   |                |
|---|----------------|
| <b>Identification:</b>  | <b>Answer:</b> |
| <b>Name:</b>  |                |
| <b>VAT-number, if applicable:</b><br><b>If no VAT-number is applicable, please indicate another national identification number.</b> |                |
| <b>Postal address:</b>  |                |
| <b>Contact person or persons</b><br><b>Telephone:</b><br><b>E-mail:</b><br><b>Internet address (web address) (if applicable):</b>   |                |
| <b>Representative, if any:</b>  | <b>Answer:</b> |
| <b>Full name;</b>   |                |
| <b>date and place of birth, if required:</b>  |                |
| <b>Position/Acting in the capacity of:</b>  |                |
| <b>Postal address:</b>  |                |
| <b>Telephone:</b>   |                |
| <b>E-mail:</b>  |                |

**Part III  
Exclusion grounds**

**A: GROUNDS RELATING TO CRIMINAL CONVICTIONS**

Article 57, paragraph 1 of Directive 2014/24/EU sets the following reasons for exclusion:

1. *Participation in a criminal organization:*
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*

|   |  |
|---|--|
| <b><i>Grounds relating to criminal convictions under national provisions implementing the grounds set out in Article 57(1) of the Directive:</i></b>  | <b><i>Answer:</i></b>                                    |
| <b>Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for one of the reasons listed above, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**B: GROUNDS RELATING TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS**

|   |  |
|---|--|
| <b><i>Payment of taxes or social security contributions:</i></b>  | <b><i>Answer:</i></b>                                    |
| <b>Has the economic operator met all its obligations relating to the payment of taxes or social security contributions, both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**C: GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTERESTS OR PROFESSIONAL MISCONDUCT**

| <i>Information concerning possible insolvency, conflict of interest or professional misconduct</i>   | <i>Answer:</i>   |
|--|--|
| Has the economic operator, to its knowledge, breached its obligations in the fields of environmental, social and labour law <sup>1</sup> ?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the economic operator in any of the following situations:<br><b>(a) Bankrupt, or</b><br><b>(b) The subject of insolvency or winding-up proceedings, or</b><br><b>(c) In an arrangement with creditors, or</b><br><b>(d) In any analogous situation arising from a similar procedure under national laws and regulations <sup>2</sup>, or</b><br><b>(e) That its assets are being administered by a liquidator or by the court, or</b><br><b>(f) That its business activities are suspended?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the economic operator guilty of grave professional misconduct <sup>3</sup> ?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has the economic operator entered into agreements with other economic operators aimed at distorting competition?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

<sup>1</sup> As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

<sup>2</sup> See national law, the relevant notice or the procurement documents.

<sup>3</sup> Where applicable, see definitions in national law, the relevant notice or the procurement documents.

|   |   |
|---|---|
| <p>Is the economic operator aware of any conflict of interest<sup>4</sup> due to its participation in the procurement procedure?</p>  | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</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><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <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><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>Can the economic operator confirm that:</p> <p>(a) It has not been guilty of serious misrepresentation in supplying the 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><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>In case any of one of the previous exclusion grounds apply, has the economic operator taken self-cleaning measures?<br/>If it has, please describe the measures taken:</p>   | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

<sup>4</sup> As indicated in national law, the relevant notice or the procurement documents.

**D: OTHER EXCLUSION GROUNDS THAT MAY BE FORESEEN IN THE NATIONAL LEGISLATION OF THE CONTRACTING AUTHORITY'S OR CONTRACTING ENTITY'S MEMBER STATE**

|   |   |
|---|---|
| <b><i>Purely national exclusion grounds</i></b>                         | <b><i>Answer:</i></b>   |
| <b>Is the Operator aware of purely national grounds for exclusion ?</b> | <b>[ <input type="checkbox"/> ]Yes [ <input type="checkbox"/> ]No</b> |

**Part IV  
Selection criteria**

**Concerning the selection criteria (Section a or Sections A to D of this part), the economic operator declares that:**

|   |   |
|---|---|
| <b><i>Meeting all required selection criteria</i></b> | <b><i>Answer</i></b>  |
| <b>It satisfies the required selection criteria:</b>  | <b>[ <input type="checkbox"/> ]Yes [ <input type="checkbox"/> ]No</b> |

**Part V  
Concluding statements**

*The undersigned formally declare that the information stated under Parts II-V 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, except where:*

*a) the contracting authority or contracting entity has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge<sup>5</sup> or*

*b) as of 18 October 2018 at the latest<sup>6</sup> the contracting authority or contracting entity already possesses the documentation concerned.*

*The undersigned formally consent to the contracting entity gaining access to documents supporting the information which has been provided this European Single Procurement Document for the purposes of [identify the procurement procedure: (summary description, reference of publication in the Official Journal of the European Union, reference number)].*

<sup>5</sup> On condition that the economic operator has provided the necessary information (*web address, issuing authority or body, precise reference of the documentation*) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access.

<sup>6</sup> Depending on the national implementation of the second subparagraph of Article 59 (5) of Directive 2014/24/EU.

**PRIVACY POLICY PURSUANT TO ARTICLE 13 OF (EU) REGULATION NO. 679/2016  
("GDPR")**

In accordance to the provisions set out in articles 13 and subsequent of EU Regulation 679/2016 regarding the personal data protection of individuals, as referred to in art. 4 of above mentioned Regulation, we inform you that personal data are collected, treated, used and released solely for the institutional purposes of ICE-Agency, according to art. 14, paragraph 20, Decree Law 98/11 converted into Law 111/11 as replaced by art. 22 paragraph 6 Decree Law 201/11 converted into Law 214/11, and to this end the data will be loaded into the Central Data Bank of ICE.

The processing of personal data for marketing purposes is carried out only with the express consent of the interested party.

- regarding the processing of my personal data related to marketing activities (sending advertising material, direct selling, carrying out market research and commercial communication) and quality monitoring, including through remote communication techniques, whether automated (such as e-mail, text or instant messaging) or traditional (such as calls by operators) of ICE - Agency for the promotion and internationalization of Italian companies abroad

I consent

I do not consent

- regarding the disclosure of their personal data to third parties for purposes of commercial information, statistical analysis, market research and direct offers of products and services carried out through traditional and automated methods of contact

I consent

I do not consent

The consent given may be revoked at any time writing to the following e-mail addresses: [privacy@ice.it](mailto:privacy@ice.it), [stoccolma@ice.it](mailto:stoccolma@ice.it)

For any information about the processing of data you can contact: ICE, Via Liszt 21 00144 Rome or the data processor in charge at the Department for Marketing Coordination in Rome Headoffice.

**Place,**

**Date,**

**Signature**

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