

APPROVED
by the Order of the Minister of Finance no. 72
as of 30.06.2020
(Amended by the Order of the Minister of
Finance no. 146 as of 24.11.2020)

**STANDARD FORM
FOR THE EUROPEAN SINGLE PROCUREMENT DOCUMENT**

1. The European Single Procurement Document (hereinafter ESPD) is a declaration on own responsibility, by which an economic operator confirms the fulfillment of the qualification and selection criteria required within public procurement procedures in the Republic of Moldova.
2. The form shall be filled in, electronically signed and sent to the contracting authority upon submission of the tender offer.
3. An ESPD submitted by the economic operator within a previous public procurement procedure may be reused, provided that the information contained in the form is correct and valid at the time of submission.
4. The tenderer who provides false information in the ESPD or the supporting documents submitted do not reflect/ confirm the information indicated in the submitted document shall be excluded from the public procurement procedure and/ or may be liable according to the provisions of the law.
5. The ESPD form consists of 7 chapters, namely:
 - 1) Chapter I. Information concerning the public procurement procedure and the contracting authority/ entity;
 - 2) Chapter II. Information concerning the economic operator;
 - 3) Chapter III. Exclusion grounds;
 - 4) Chapter IV. Qualification and selection criteria for economic operators;
 - 5) Chapter V. General indications for the selection criteria of economic operators;
 - 6) Chapter VI. Pre-selection of candidates for the procedure for awarding the public procurement contract;
 - 7) Chapter VII. Final statements.
6. Presentation of the ESPD form upon submission of the tender offer that does not comply with the requirements set out in the Standard documentation shall lead to the rejection of the tender offer.

Chapter I. Information concerning the public procurement procedure and the contracting authority/ entity

This Section shall be filled in only by the contracting authority/ entity.

Position code	Content of the requirement	Answer
1	2	3
A. Information concerning the publication		
1A.1	Number of the Procurement Notice/ Invitation published in the Public Procurement Bulletin, and, where applicable, the number of Notice published in the Official Journal of the European Union	For more information, please access SIA RSAP (MTender)
B. Name of the contracting authority/ entity		
1B.1	Name of the contracting authority/ entity	Public Institution “Public Services

		Agency”
1B.2	Unique identification number (IDNO) of the contracting authority/ entity	1002600024700

Chapter II. Information concerning the economic operator

This Section shall be filled in only by economic operators.

Position code	Content of the requirements	Answer
1	2	3
A. Information concerning the economic operator		
2A.1	Name of the economic operator	text
2A.2	Country	text
2A.3	Postal code	text
2A.4	City/ locality	text
2A.5	Legal address	text
2A.6	Web page	text
2A.7	Contact person or persons	text
2A.7.1	<i>Phone no.</i>	text
2A.7.2	<i>E-mail address</i>	/ text /
2A.8	Unique identification number (IDNO/IDNP)	number
2A.9	VAT code number	number
2A.10	Organizational and legal form of entrepreneurial activity	text
2A.11	Information on the names of the shareholders/ associates/ beneficial owner	
2A.11.1	Names of the shareholders/ associates	text
2A.11.2	Name of the beneficial owner <i>[beneficial owner is a natural person who holds or controls (as a last resort) a natural or legal person or a beneficiary of an investment society or an administrator of the investment society, or a person in whose name an activity or transactions are carried out and/ or holding, directly or indirectly, the ownership or control of at least 25% of the shares or voting rights of the legal person or of the assets under fiduciary administration]</i>	text
2A.11.3	Citizenship of the beneficial owner (<i>permanent political and legal connection of the natural person defined according to the position 2A.11.2</i>)	text
2A.12	The economic operator is: <ul style="list-style-type: none"> • a small-size enterprise • a medium-size enterprise • and others 	text
2A.13	In case the procurement is reserved: is the economic operator a sheltered workshop or a social enterprise, or will he/ she ensure the execution of the Contract in the context of sheltered employment programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2A.13.1	<i>If so, what is the appropriate percentage of disabled or disadvantaged workers?</i>	/ number /
2A.13.2	<i>Please specify, which category of disabled or disadvantaged workers the employees in question belong to?</i>	/ text /
2A.14	Does the economic operator participate within the	<input type="checkbox"/> Yes <input type="checkbox"/> No

	public procurement procedure together with other economic operators?	
2A.14.1	<i>If the answer is “Yes”, please specify the role of the economic operator within the group (leader, responsible for performing specific tasks, etc.).</i>	/ text /
2A.14.2	<i>Please name the economic operators participating in the respective public procurement procedure.</i>	/ text /
2A.14.3	<i>Please specify the name of the participating group.</i>	/ text /
<p><i>Note. If you answered “Yes” to the question from the Section 2A.14, please make sure that the economic operators in question submit a separate ESPD form. (In case of association, the tenderer shall fill in the Annex no. 11 to the Standard documentation approved by Order of the Minister of Finance no. 115 as of 15.09.2021, and submit the electronic copy of the hand-signed paper document without the application of the electronic signature or the document confirmed by electronic signature of the economic operator. (electronic signature recognized on the territory of the Republic of Moldova)</i></p>		
B. Information concerning the representatives of the economic operator		
Indicate the name of person (persons) empowered to represent the economic operator for the purposes of this public procurement procedure.		
2B.1	Name and surname	text
2B.2	Position/ acting as ...	text
2B.3	Country	text
2B.4	Phone no.	number
2B.5	E-mail address	text
C. Information concerning the use of capacity of other entities		
2C.1	Does the economic operator use the capabilities of other entities in order to meet the selection criteria set out in Chapter IV, as well as (if applicable) the criteria and rules set out in Chapter V below?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>Note. If you answered “Yes” to the question from the Section C.1, please submit a separate ESPD form containing the information required in Sections A and B of that Chapter and Chapter III for each of the entities concerned, correspondingly filled in and signed by the entities concerned. We draw attention to the fact that technicians or technical bodies involved shall also be included, whether or not they are part of the economic operator’s enterprise, in particular those responsible for quality control and, in case of public procurement contracts of works, technicians or technical bodies that can be used by the economic operator for carrying out works. To the extent relevant to the specific capacity (capacities) used by the economic operator, please include the information set out in Chapters IV and V for each of the entities concerned.</i></p>		
D. Information concerning the subcontractors whose capacity the economic operator relies on		
2D.1	Does the economic operator intend to subcontract any part of the contract with other economic operators?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2D.1.1	<i>If the answer is “Yes”, please enumerate the proposed subcontractors.</i>	/ text /

Chapter III. Grounds for exclusion from the public procurement procedure

This Section shall be filled in only by economic operators.

Position code	Content of the requirements	Answer
A. Grounds relating to convictions by final judgment of Court		
1	2	3
3A.1	Participation in criminal organization. Has the economic operator him-/ herself or any person	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<p>who is a member of his/ her management or supervisory body or who has power of representation, decision or control within it, been the subject of conviction by final judgment for participation in a criminal organisation, by conviction pronounced no more than five years ago or in which the period of exclusion directly provided for continues to be applied?</p>	
3A.2	<p>Corruption. Has the economic operator him-/ herself or any person who is a member of his/ her management or supervisory body or who has power of representation, decision or control within it been the subject of conviction by final judgment for corruption, by conviction pronounced no more than five years ago or in which the period of exclusion directly provided for continues to be applied?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3A.3	<p>Fraud. Has the economic operator him-/ herself or any person who is a member of his/ her management or supervisory body or who has power of representation, decision or control within it been the subject of conviction by final judgment for fraud, by conviction pronounced no more than five years ago or in which the period of exclusion directly provided for continues to be applied?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3A.4	<p>Terrorism crimes and terrorist-related offences. Has the economic operator him-/ herself or any person who is a member of his/ her management or supervisory body or who has power of representation, decision or control within it been the subject of conviction by final judgment for terrorism crimes and terrorist-related offences, by conviction pronounced no more than five years ago or in which the period of exclusion directly provided for continues to be applied?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3A.5	<p>Money laundering or terrorist financing. Has the economic operator him-/ herself or any person who is a member of his/ her management or supervisory body or who has power of representation, decision or control within it been the subject of conviction by final judgment for money laundering or terrorist financing crimes, by conviction pronounced no more than five years ago or in which the period of exclusion directly provided for continues to be applied?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3A.6	<p>Child labor and other forms of human trafficking. Has the economic operator him-/ herself or any person who is a member of his/ her management or supervisory body or who has power of representation, decision or control within it been the subject of conviction by final judgment for child labor and other forms of human trafficking, by conviction pronounced no more than five years ago or in which the period of exclusion directly provided for continues to be applied?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3A.7	<p>If the answer to at least one of questions from the Sections 3A.1-3A.6 is “Yes”, can you provide evidence that the measures taken are sufficient to demonstrate the reliability, despite the existence of exclusion grounds?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

3A.7.1	If the answer is "Yes", please describe these measures.	/ text /
B. Reasons for payment of taxes and/ or social security contributions		
	Payment of taxes	
3B.1	Has the economic operator fulfilled his/ her obligations regarding the payment of taxes, duties and social contributions in accordance with the legal provisions in force in the Republic of Moldova or the country where his/ her registered place of residence is located?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3B.1.1	If the answer is "No", how has the obligation to pay taxes, duties and social security contributions been established?	/ text /
3B.1.2	If the breach of obligations relating to the payment of taxes, duties and social security contributions has been established by a court or administrative decision, is this decision final?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3B.1.3	If the breach of obligations relating to the payment of taxes, duties and social security contributions has been established by a court or administrative decision, please specify the date and number of the decision.	/ text /
3B.2	Does the economic operator benefit, according to the law, from the installment of the obligations of taxes, fees, social security contributions or other facilities payment, including late fees (penalties) and/ or fines? Note: Shall be filled in only if the answer is "No" to the question from Section 3B.1.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3B.2.1	If the answer is "Yes", is the economic operator able to provide the document concerning the installment of the obligations of taxes, fees, social security contributions or other facilities payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3B.3	Is the economic operator able to provide a certificate concerning payment of taxes or to provide information on the fulfillment of tax obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3B.4	Is the information on the absence/ existence of arrears to the national public budget available free of charge to the authorities, by accessing a national database? If so, please specify the information that would allow the verification.	Internet address: text
		Issuing authority/ body: text
		Exact documentation reference: text
C. Inclusion of economic operators in the prohibition list		
3C.1	Is the economic operator included in the prohibition list of economic operators?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3C.1.1	If the answer to at least one of questions from the Sections 3A.1-3A.6 is "Yes", can you provide evidence that the measures taken are sufficient to demonstrate the reliability, despite the existence of exclusion grounds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3C.1.2	If the answer is "Yes", please describe these measures.	/ text /
D. Grounds related to insolvency, conflicts of interest or professional misconduct		

	Applicable obligations in the field of environment, labor and social security	
3D.1	Has the economic operator breached his/ her obligations in the field of environment in the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.1.1	<i>If the answer to at least one of questions from the Section 3D.1 is "Yes", can you provide evidence that the measures taken are sufficient to demonstrate the reliability, despite the existence of exclusion grounds?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.1.2	<i>If the answer is "Yes", please describe these measures.</i>	/ text /
3D.2	Has the economic operator breached his/ her obligations in the social field in the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.2.1	<i>If the answer to at least one of questions from the Section 3D.2 is "Yes", can you provide evidence that the measures taken are sufficient to demonstrate the reliability, despite the existence of exclusion grounds?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.2.2	<i>If the answer is "Yes", please describe these measures.</i>	/ text /
3D.3	Has the economic operator breached his/ her obligations in the labor field in the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.3.1	<i>If the answer to at least one of questions from the Section 3D.3 is "Yes", can you provide evidence that the measures taken are sufficient to demonstrate the reliability, despite the existence of exclusion grounds?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.3.2	<i>If the answer is "Yes", please describe these measures.</i>	/ text /
	Insolvency	
3D.4	Is the economic operator in the process of insolvency or liquidation of entrepreneurial activity as a result of the Court decision?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.4.1	<i>If the answer to at least one of questions from the Section 3D.4 is "Yes", can you provide evidence that the measures taken are sufficient to demonstrate the reliability, despite the existence of exclusion grounds?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.4.2	<i>If the answer is "Yes", please describe these measures.</i>	/ text /
	Assets managed by the liquidator	
3D.5	Are the assets of the economic operator managed by a liquidator or the Court?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.5.1	<i>If the answer to at least one of questions from the Section 3D.5 is "Yes", can you provide evidence that the measures taken are sufficient to demonstrate the reliability, despite the existence of exclusion grounds?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.5.2	<i>If the answer is "Yes", please describe these measures.</i>	/ text /
	Economic activities are suspended	
3D.6	Are the economic activities of the economic operator suspended?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.6.1	<i>If the answer to at least one of questions from the Section 3D.6 is "Yes", can you provide evidence that the measures taken are sufficient to demonstrate the reliability, despite the existence of exclusion grounds?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.6.2	<i>If the answer is "Yes", please describe these measures.</i>	/ text /
	Agreements with other economic operators aimed at the distortion of competition	
3D.7	Has the economic operator, in the last 3 years, concluded agreements with other economic operators that intend to distort the competition, fact ascertained by the decision of	<input type="checkbox"/> Yes <input type="checkbox"/> No

	the competent body in this respect?	
3D.7.1	<i>If the answer to at least one of questions from the Section 3D.7 is “Yes”, can you provide evidence that the measures taken are sufficient to demonstrate the reliability, despite the existence of exclusion grounds?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.7.2	<i>If the answer is “Yes”, please describe these measures.</i>	/ text /
	Conflict of interests	
3D.8	Is the economic operator in a situation of conflict of interest that cannot be remedied?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.8.1	<i>If the answer to at least one of questions from the Section 3D.8 is “Yes”, can you provide evidence that the measures taken are sufficient to demonstrate the reliability, despite the existence of exclusion grounds?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.8.2	<i>If the answer is “Yes”, please describe these measures.</i>	/ text /
	Professional ethics	
3D.9	In the last 3 years, has the economic operator been convicted, by a final court judgement, for an act that violated professional ethics or for committing a professional error?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.9.1	<i>If the answer to at least one of questions from the Section 3D.9 is “Yes”, can you provide evidence that the measures taken are sufficient to demonstrate the reliability, despite the existence of exclusion grounds?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.9.2	<i>If the answer is “Yes”, please describe these measures.</i>	/ text /
	Integrity	
3D.10	In the last 3 years, has the economic operator been guilty of a professional misconduct, which calls into question his integrity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.10.1	<i>If the answer to at least one of questions from the Section 3D.10 is “Yes”, can you provide evidence that the measures taken are sufficient to demonstrate the reliability, despite the existence of exclusion grounds?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3D.10.2	<i>If the answer is “Yes”, please describe these measures.</i>	/ text /

Chapter IV. Qualification and selection criteria for economic operators

The Section shall be filled in by the contracting authority/ entity (column no. 2) and the economic operators (column no. 3).

Position code	Content of the requirements	Answer
1	2	3
A. Capacity to exercise professional activity		
4A.1	<p>Is the economic operator able to provide any document (documents) proving his/ her registration?</p> <p>Legal entity registered in the country of origin.</p> <p>Copy of the supporting document issued by the competent body, any document considered to be edifying, in the country of origin or the country where his/ her registered place of residence is located or other equivalent documents issued by the competent authorities of that country.</p> <p>If the requested documents are not issued in the country of origin or the country where the tenderer's registered place</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<p><i>of residence is located, the contracting authority shall accept a declaration on own responsibility or, if that country has no legal provision for declaration on own responsibility, a declaration authenticated before a Notary, an administrative or judicial authority or a competent professional association (p. 27 of the Standard Documentation for the Public Procurement of Goods and Services approved by the Order of the Ministry of Finance no. 115 as of 15.09.2021).</i></p> <p><i>Electronic copy of the hand-signed paper document without the application of the electronic signature or the document confirmed by electronic signature of the economic operator (electronic signature recognized on the territory of the Republic of Moldova)</i></p>	
4A.1.1	<p><i>If the answer is “Yes”, please indicate the acts of registration of the entrepreneurial activity and the type (types) of activity determined by the legislation, related to the object of the Contract award procedure, based on which the company has the right to execute the future public procurement Contract.</i></p>	/ text /
4A.1.2	<p><i>Are the acts concerning the entrepreneurial activity registration available free of charge to authorities from the national database? If so, please specify the information that would allow the verification.</i></p>	<p><i>Internet address:</i> / text /</p> <p><i>Issuing authority or body:</i> / text /</p> <p><i>Exact documentation reference:</i> / text /</p>
4A.2	<p>Was the Certificate concerning the entrepreneurial activity issued and/ or an equivalent authorization related to the object of the Contract award procedure, within a national system?</p> <p>Not required</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4A.2.1	<p><i>If the answer is “Yes”, is the economic operator able to provide the document (documents) proving certification and/ or authorization of his/ her activity?</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4A.2.3	<p><i>Are certification or authorization documents available free of charge to authorities from a national database? If so, please specify the information that would allow the verification.</i></p>	<p><i>Internet address:</i> / text /</p> <p><i>Issuing authority or body:</i> / text /</p> <p><i>Exact documentation reference:</i> / text /</p>
4A.3	<p>Do the types of activity and/ or certification, and/ or authorization of the entrepreneurial activity cover the</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	selection criteria imposed by the contracting authority/ entity in the Notice/ Invitation for participation? <i>Not required</i>	
B. Economic and financial capacity		
	Bank statements	
4B.1	Is the economic operator able to provide bank statements or, where appropriate, evidence of occupational risk insurance in accordance with the Standard documentation requirements? <i>Not required</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4B.1.1	<i>Is the information referred to in Section 4B.1 available free of charge to the authorities from a national database? If so, please specify the information that would allow the verification.</i>	Internet address: / text / Issuing authority or body: / text / Exact documentation reference: / text /
	Annual turnover (sales volume)	
4B.2	The economic operator shall be able to demonstrate the annual turnover, as follows: <i>Not required</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4B.2.1	<i>Please, specify the turnover according to the data in the financial report.</i>	Value [number] Year / text /
	Average annual turnover	
4B.3	The economic operator shall be able to demonstrate an average annual turnover, as follows: Value _____ Period _____ <i>Not required</i> <i>Note. The value and period shall be filled in by the contracting authority</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4B.3.1	<i>Specify the turnover according to the data in the financial report.</i>	Value [number] Year / text / Value [number] Year / text / Value [number] Year / text / Total average value [number]
	Financial report	
4B.4	Is the economic operator able to provide the registered financial report, extracted from the financial report? <i>Not required</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4B.5	Is the information concerning economic and financial situation available free of charge to authorities from a	Internet address: text

	national database? If so, please specify the information that would allow the verification.	Issuing authority or body: text
		Exact documentation reference: text
C. Technical and/ or professional capacity		
4C.1	The economic operator shall be able to provide the documents requested by the contracting authority/ entity in the Procurement notice, which demonstrate his/ her technical and/ or professional capacity for the future contract execution. <i>Not required</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4C.1.1	Is the information concerning technical and/ or professional capacity available free of charge to authorities from a national database? If so, please specify the information that would allow the verification.	Internet address: text
		Issuing authority or body: text
		Exact documentation reference: text
Technical installations and quality assurance measures		
4C.2	Is the economic operator able to provide details concerning technicians or technical bodies specified in the Procurement notice/ Standard documentation that may be requested by the contracting authority/ entity, in particular those responsible for quality control regarding this public procurement exercise? <i>Not required</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4C.3	Is the economic operator able to provide information on the management and traceability systems used in the supply chain? <i>Not required</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4C.3.1	Is the information available free of charge to the authorities from a national database? If so, please specify the information that would allow the verification.	Internet address: text
		Issuing authority or body: text
		Exact documentation reference: text
Machinery, installations and technical equipment		
4C.4	Does the economic operator have the necessary machinery and equipment for the proper fulfillment of the Public procurement contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<i>Ownership of specialized equipment for the manufacture of eguter roll (metal roll) used in the process of manufacturing special offset paper)</i>							
4C.5	<p>Is the economic operator able to provide information concerning the specific machinery and equipment necessary for this Contract execution, in accordance with the requirements set out in the Procurement notice and the Standard documentation?</p> <p><i>Declaration on the specific endowment, machinery and equipment necessary for the proper implementation of the contract, filled out in accordance with Annex no. 13 to the Standard documentation approved by the Order of the Minister of Finance no. 115 as of 15.09.2021.</i></p> <p><i>Electronic copy of the hand-signed paper document without the application of the electronic signature or the document confirmed by electronic signature of the economic operator (electronic signature recognized on the territory of the Republic of Moldova)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No						
	Professional training and qualification of staff							
4C.6	<p>Does the economic operator have qualified staff within the company according to the requirements set out in the Procurement notice or in the Standard documentation?</p> <p><i>Not required</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No						
4C.7	<p>Is the economic operator able to provide information concerning the specialized personnel proposed for the Contract execution, in accordance with the requirements set out in the Procurement notice and the Standard documentation?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No						
4C.8	<p>Indicate the average annual number of employees in the last three years.</p> <p><i>Not required</i></p>	<table border="1"> <tr><td>Year text </td></tr> <tr><td>Employees [number]</td></tr> <tr><td>Year text </td></tr> <tr><td>Employees [number]</td></tr> <tr><td>Year text </td></tr> <tr><td>Employees [number]</td></tr> </table>	Year text	Employees [number]	Year text	Employees [number]	Year text	Employees [number]
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	Number of management staff members							
4C.9	<p>Please specify the number of management staff members of the economic operator during the last three years.</p> <p><i>Not required</i></p>	<table border="1"> <tr><td>Year text </td></tr> <tr><td>Persons [number]</td></tr> <tr><td>Year text </td></tr> <tr><td>Persons [number]</td></tr> <tr><td>Year text </td></tr> <tr><td>Persons [number]</td></tr> </table>	Year text	Persons [number]	Year text	Persons [number]	Year text	Persons [number]
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	Samples, descriptions, photographs							
4C.10	<p>Is the economic operator able to provide samples, descriptions and/ or photographs of the products/ services to</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No						

	be delivered/ provided in accordance with the requirements set out in the Standard documentation?	
	Not required	
	For public procurement contracts of works	
4C.11	Did the economic operator carry out works specific or similar to the object of the procurement indicated in the Procurement notice and the Standard documentation during the reference period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4C.11.1	<i>If the answer is “Yes”, please enumerate them specifying the description of deliveries, their value, start date, date of the reception report at the moment of the works’ completion, beneficiary and other relevant information.</i>	/ text /
	For public procurement contracts of goods	
4C.12	Did the economic operator carry out deliveries specific to the object of the procurement indicated in the Procurement notice and the Standard documentation during the reference period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Specific experience in the delivery of similar goods (art. 22 para. (1) (a) Law 131/2015 on public procurement)	
4C.12.1	<i>If the answer is “Yes”, please enumerate them specifying the description of deliveries, their value, execution period, start date, beneficiary and other relevant information.</i>	/ text /
	Declaration on the list of main deliveries / supplies made in the last 3 years of activity, completed according to Annex no. 12 to the Standard documentation approved by the Order of the Minister of Finance no. 115 as of 15.09.2021.	
	The delivery of goods is confirmed by certificates / documents issued or countersigned by the recipients/beneficiaries of goods/deliveries.	
	Electronic copies of the hand-signed paper documents without the application of the electronic signature or the documents confirmed by electronic signature of the economic operator (electronic signature recognized on the territory of the Republic of Moldova)	
	For public service contracts	
4C.13	Did the economic operator provide services similar to the object of the procurement indicated in the Procurement notice and the Standard documentation during the reference period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Not required	
4C.13.1	<i>If the answer is “Yes”, please enumerate them specifying the description of services, their value, execution period, start date, beneficiary and other relevant information.</i>	/ text /
4C.14	If the answer to one of the questions from Sections 4C.11-	

	4C.13 is “Yes”, can you provide evidence of the completion of works, delivery of goods or provision of similar services as required by the Standard documentation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
D. Quality assurance standards		
4D.1	<p>Is the economic operator able to provide certificates issued by independent bodies certifying that the economic operator complies with quality assurance standards in accordance with the requirements set out in the Procurement notice and the Standard documentation?</p> <p><i>Compliance with the quality management system ISO 9001</i></p> <p><i>Electronic copy of the hand-signed paper document without the application of the electronic signature or the document confirmed by electronic signature of the economic operator (electronic signature recognized on the territory of the Republic of Moldova)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4D.2	Is information on quality assurance standards available to authorities free of charge from a national database? If so, please specify the information that would allow the verification.	<div>Internet address: text </div> <div>Issuing authority or body: text </div> <div>Exact documentation reference: text </div>
E. Environmental protection standards		
4E.1	<p>Is the economic operator able to provide certificates issued by independent bodies certifying that the economic operator complies with environmental protection standards in accordance with the requirements set out in the Procurement notice and the Standard documentation?</p> <p><i>Compliance with the environmental management system according to ISO 14001 - Electronic copy of the hand-signed paper document without the application of the electronic signature or the document confirmed by electronic signature of the economic operator (electronic signature recognized on the territory of the Republic of Moldova)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4E.2	Is information on environmental standards available free of charge to authorities from a national database? If so, please specify the information that would allow the verification.	<div>Internet address: text </div> <div>Issuing authority or body: text </div> <div>Exact documentation reference: text </div>
F. Allowing controls		
4F.1	Does the economic operator allow the contracting authority or contracting entity to carry out verifications regarding the economic and financial, production or technical capacities regarding the execution of the future public procurement contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Not required	
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Chapter V. General guidelines for qualification and selection criteria

The Section shall be filled in by the contracting authority/ entity (column no. 2) and the economic operators (column no. 3).

Operators (continue):					
Position code	Content of the requirements	Answer			
1	2	3			
A. Fulfillment of all required selection criteria					
5A.1	<p>Is the economic operator able to submit to the Automated Information System “State Register of Public Procurement” or by electronic means, or if necessary, on paper to the contracting authority: forms, certificates, notices and other documents indicated by the contracting authority/ contracting entity in the Procurement notice and Standard documentation?</p> <p>Deadline 7 calendar days from the date of request.</p> <p><i>Note. The number of days shall be indicated by the contracting authority taking into account the quantity and character of the documents requested.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5A.2	<p>Is the information enabling the contracting authority/ contracting entity to obtain the documents indicated in the Procurement notice and the Standard documentation available free of charge and directly by accessing a national database in any State? If so, please specify the information that would allow the verification.</p>	<table><tr><td>Internet address: text </td></tr><tr><td>Issuing authority or body: text </td></tr><tr><td>Exact documentation reference: text </td></tr></table>	Internet address: text	Issuing authority or body: text	Exact documentation reference: text
Internet address: text					
Issuing authority or body: text					
Exact documentation reference: text					

Chapter VI. Pre-selection of candidates for the procedure for awarding the public procurement contract

This section is requested by the contracting authority only in context of public procurement procedures: restricted tendering procedure, negotiation, competitive dialogue and innovation partnership.

Position code	Content of the requirements	Answer
1	2	3
A. Fulfillment of all required selection criteria		
6A.1	The economic operator/ candidate shall meet the selection criteria set out by the contracting authority in the Procurement notice and the Standard documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6A.2	The economic operator/ candidate has and is able to submit to the Automated Information System “State Register of Public Procurement” or by electronic means, or if necessary, on paper to the contracting authority certified (or in any other form) supporting documents, as is required in the Procurement notice and the Standard documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Chapter VII. Final statements

The economic operator declares that the information presented in Chapters II-V (as the case may be II- VI) is accurate and correct, being fully aware of the severe consequences of false declarations. The economic operator shall formally declare that he/ she may provide, at the request of the contracting authority/ contracting entity without delay, the requested certificates and supporting documents, unless the contracting authority/ contracting entity has the possibility to obtain the supporting documents directly by accessing a relevant database, which is available free of charge, provided that the economic operator has provided the necessary information (internet address, issuing authority or body, exact reference of the documentation) to enable the contracting authority or contracting entity to carry out the aforementioned and the access to such information shall be granted if necessary.

The economic operator shall formally declare that he/ she agrees that the **Public Institution “Public Service Agency”** as described in Chapter I, Section A, obtains access to the supporting documents regarding the information he/ she has provided in this ESPD for the purpose of the procurement procedure: **open tendering procurement procedure – Special offset paper for the period 2023 – 2025.**

(Shall be filled in and signed by the economic operator)

Name: [text]

Position: [text]

Date: [date]

Address: [text]

Signature