



## The standard form for the European Single Procurement Document

The European Single Procurement Document, thereafter the ESPD, is a self-declaration that provides preliminary evidence and replaces certificates issued by public authorities or third parties. It is available in the State language and English and is used as a preliminary proof of fulfilling the necessary conditions in the public procurement procedures in the Republic of Moldova. Due to the ESPD, bidders are no longer required to provide full documentation in different formats as previously used in public procurement procedures, which is a significant simplification of access to cross-border bidding opportunities. Starting in October 2018, ESPD will be available exclusively in electronic form.

The Ministry of Finance provides a free web service for buyers, bidders and other interested parties to complete ESPD in electronic format. The online form can be completed, printed and then sent to the buyer along with the rest of the offer. If the procedure is conducted electronically, the ESPD may be exported, stored and filed electronically. An ESPD filed under an earlier public procurement procedure may be reused, with the condition that provided information remains accurate. Tenderers may be excluded from the procurement procedure or may be prosecuted if information from the ESPD is false, undisclosed or can not be substantiated by supporting evidence.

### **Part I. Information concerning the procurement procedure and the contracting authority or contracting entity.**

Part I of the ESPD form is completed online only by the contracting authority or the contracting entity and includes the following information:

<b>A. Publishing information</b>		
	The number of the ad / invitation published in PPB,	<b>ocds-b3wdp1-MD-1555328258411, RSAP M-tender</b>
<b>B. Identity of the procurer</b>		
	Official name	PI "National Office for Vine and Wine", Republic of Moldova, Chisinau.
	Country	
	Unique identification number of the authority	
<b>C. Information about the procurement procedure</b>		
	Type of the procedure	Acquisition of PR and media relations services on international markets.
	Unique identification number of the authority	
	The date of opening the offers	
	Name of the procurement object	
	Short description	

### **Part II: Information concerning the economic operator**

**SARL VINCONNEXION**  
8, Avenue de la Pelouse  
78600 Maisons-Laffitte France  
Tél. 33(0)1 39 12 28 02

Part II of the ESPD form is completed online only by economic operators and includes the following information.

<b>A. Information about the economic operator</b>	
PIRON Michèle	<b>Answer</b>  text  (it completed by economic operator)
8 avenue de la Pelouse	
78600	
Maisons-Laffitte	
France	
www.vinconnexion.com	
michelepiron@vinconnexion.com	
33 6 07 41 77 36	
Piron Michèle	
Unique identification number 344581525	
FR92 440 256 287	
SARL	
The economic operator is: <ul style="list-style-type: none"> <li>• small enterprise</li> <li>•</li> </ul>	It is selected by economic operator  <input checked="" type="checkbox"/> <b>Yes</b>
Only if the procurement is reserved: Is the economic operator a sheltered workshop or a "social enterprise" or will it ensure the execution of the contract in the context of sheltered employment programs?  - What is the appropriate proportion of disabled or disadvantaged employees? - If necessary, please specify to which categories of disabled or disadvantaged workers belong to the employees concerned?	It is selected by economic operator  <input type="checkbox"/> <b>No</b>  It is completed  text   It is completed  text
Where appropriate, is registered the economic operator's business activity or have equivalent certification within a national system of economic activities that it carries out?  - Please provide constituent documents, if applicable:  - If the constitution or certification acts are available in electronic format, please specify:  - Please provide the authorizations on which commercial activities are based, if applicable:  - Does the registration or certification cover all the required selection criteria?	It is selected by economic operator  <input type="checkbox"/> <b>Yes</b>  It is completed  text  <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  It is completed  text  <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<i>Please fill in the missing information in Part II, Section A, B, C or D if applicable, ONLY if</i>	

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	<i>it is requested in the relevant procurement notice or documents</i>	
	<p>Will the economic operator be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the contracting authority or contracting entity to obtaining it directly by accessing a national database in any Member State that is available free of charge?</p> <p>- If the relevant documentation is available electronically, please indicate:</p>	<p>It is selected by economic operator  <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>It is selected by economic operators :  The web address, the Issuing authority or the issuing body.  Exact reference  Of the documentation.</p>
	Is the economic operator participating in the procurement procedure together with others?	<p>It is selected by economic operator</p> <p><input type="checkbox"/> No</p>
	<i>Please ensure that the others concerned provide a separate ESPD form.</i>	
	Please indicate the role of the economic operator in the group (leader, responsible for specific tasks, etc.):	It is completed
	Please identify the other economic operators participating in the procurement procedure together:	It is completed  text
	Where applicable, name of the participating group:	It is completed  text
	Where applicable, indication of the lot(s) for which the economic operator wishes to tender:	It is completed  text
<b>B.</b>	<b>Information about representatives of the economic operator</b>	
	<i>Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:</i>	
	First name	It is completed by economic operator:  text
	Name	
	Birth name	
	Birth place	
	Street and number	
	Postal code	
	City	
	Country	
	--	
	e-mail	
	Telephone	
	Position/Acting in the capacity of:	
	<i>If needed, please provide detailed information on the representation (its forms, extent, purpose ...):</i>	
<b>C.</b>	<b>Information about reliance on the capacities of other entities</b>	
	Does the economic operator rely on the capacities of other entities in order to meet the selection criteria set out under Part IV and the criteria and rules (if any) set out under Part V below?	<p>It is selected by economic operator</p> <p><input checked="" type="checkbox"/> No</p>
	<i>Please provide a separate ESPD form setting out the information required under Sections A and B of this Part and Part III for each of the entities concerned, duly filled in and signed by the entities concerned.</i>	

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	<p>Please note that this should also include any technicians or technical bodies, not belonging directly to the economic operator's undertaking, especially those responsible for quality control, and, in the case of public works contracts, the technicians or technical bodies upon whom the economic operator can call in order to carry out the work.</p> <p>Insofar as it is relevant for the specific capacity or capacities on which the economic operator relies, please include the information under Parts IV and V for each of the documents concerned.</p>	
<b>D.</b>	<b>Information concerning subcontractors on whose capacity the economic operator does not rely</b>	<b>Answer</b> It is completed by economic operator  text
	Section to be filled-in only if this information is explicitly required by the contracting authority or contracting entity.	
	Does the economic operator intend to subcontract any share of the contract to third parties?	It is selected by economic operator  <input type="checkbox"/> <input type="checkbox"/> <b>No</b>
	If yes and in so far as known, please list the proposed subcontractors.	
	If the contracting authority or contracting entity explicitly requests this information in addition to the information under this section, please provide the information required under Sections A and B of this Part and Part III for each of the (categories of) subcontractors concerned.	

### Partea III – Exclusion grounds

Part III of the ESPD form is completed online only by the contracting authority, the contracting entity and the economic operators.

<b>A.</b>	<b>Grounds relating to criminal convictions</b>	
	<p>Article 18 of the Law no.131 of 03.07.2015 establishes the following grounds for exclusion.</p> <p>Par. (1) The contracting authority has the obligation to exclude from the award procedure any tenderer or candidate who is aware that during the last 5 years he has been convicted by the final decision of a court for participation in the activities of an organization or criminal groups, for corruption, fraud and / or money laundering, terrorist offenses or offenses related to terrorist activities, terrorist financing, child labor and other forms of trafficking in human beings.</p> <p>Par. (11) The obligation to exclude the tenderer / candidate shall also apply if the person convicted by a final judgment of a court for the offenses referred to in paragraph 1 is a member of the administration, management or control body within the court.</p> <p>Par. (6) Any bidder / candidate who is in one of the situations referred to in Article 18 (1) and</p> <p>(2) of Law 131 / 03.07.2018 on public procurement, provides evidence that the measures taken by him are sufficient to prove his reliability despite the existence of a reason for exclusion. If the contracting authority considers such sufficient evidence, the tenderer / candidate concerned is not excluded from the public procurement procedure.</p> <p>Par. (7) In the context of paragraph (6), the tenderer / candidate proves that he has paid or has undertaken to pay compensation in respect of any damage caused by crime or misconduct, has fully clarified the facts and circumstances by actively cooperating with the authorities competent to investigate the case and has undertaken concrete measures at the technical, organizational and personnel level, appropriate to prevent any new offenses or deviations. Par. (8) The measures taken by the tenderer / candidate within the meaning of para. (7) shall be assessed taking into account the gravity and particular circumstances of the offense or irregularity. If it considers that the measures taken are insufficient, the contracting authority shall inform the tenderer / candidate of the reasons for the exclusion.</p> <p>Par. (9) A tenderer / candidate who has been excluded by a final judgment of a court from participation in the procurement procedures is not entitled to make use of the possibility provided in paragraph (6) - (8).</p>	
	Participation in a criminal organization Text	<b>xNo</b>
	Corruption Text	<b>xNo</b>

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	Fraud <i>Text</i>	<b>x No</b>
	Terrorist offences or offences linked to terrorist Activities <i>Text</i>	<b>x No</b>
	Money laundering or terrorist financing <i>Text</i>	<b>xNo</b>
	Child labour and other forms of trafficking in human beings <i>Text</i>	<b>x No</b>
<b>B.</b>	<b>Grounds relating to the payment of taxes or social security contributions</b>	
	<p><b>Article 18</b> of the Law no.131 of 03.07.2015 establishes the following grounds for exclusion.</p> <p>Par. (2) The contracting authority has the obligation to exclude from the award procedure any tenderer or candidate who is in any of the following situations:</p> <p>Letter. (b) has not fulfilled its obligations to pay taxes, social security taxes and social security contributions in accordance with the legal provisions in force in the Republic of Moldova or in the country where it is established.</p> <p>Par. (22) By way of derogation from paragraph 2 b) the tenderer / candidate is not excluded from the award procedure if he / she enjoys, under the law, the staggered payment of taxes, social security contributions or other facilities for payment, including late payment (penalties) and / or fines.</p>	
	<b>Payment of taxes</b> text	<b>X No</b>
	Is this breach of obligations established by means other than a judicial or administrative decision?	<input type="checkbox"/> <input type="checkbox"/> No
	<p>If this breach of obligations has been established by a judicial or administrative decision, is this decision final and binding?</p> <p><i>Please indicate the date of conviction or decision</i> <i>In case of conviction, insofar as established directly therein, the length of the period of exclusion</i> <i>Describe what means have been used</i></p>	<input type="checkbox"/> <input type="checkbox"/> No  It is completed by economic operators [text]
	<p>Has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines?</p> <p><i>Please provide details</i> <i>Is this information available for authorities free of charge from a national database?</i></p>	<input type="checkbox"/> Yes xNo  <input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No It is completed by economic operators : [text] web address, issuing authority or body, precise reference of the documentation.
	<b>Social insurance payment</b>	<b>xNo</b>
	Has the economic operator violated its obligations regarding the payment of social security contributions both on the territory of the Republic of Moldova and in other states?	<b>xNo</b>
	Is this breach of obligations established by other	<b>xNo</b>

	means than a judicial or administrative decision?	
	If this breach of obligations has been established by a judicial or administrative decision, is this decision final and binding? <i>Please indicate the date of conviction</i> <i>In case of conviction, insofar as established directly therein, the length of the period of exclusion</i> <i>Describe what means have been used</i>	<b>xNo</b>
	Has the economic operator fulfilled its obligations to pay taxes or social security contributions owed or by making a binding including, where appropriate, any accumulated interest or fines? <i>Please provide details</i> <i>Is this information available for authorities free of charge from a national database?</i>	<b>xNo</b> It is completed by economic operators :  text  web address, issuing authority or body, precise reference of the documentation.
<b>C.</b>	<b>Inclusion in the ban list of economic operators.</b>	
	It is the economic operator included in the list of prohibition of economic operators in accordance with Article 18 of par. e) of the Law no.131 of 03.07.2015 on public procurement.	<b>xNo</b>
<b>D.</b>	<b>Grounds relating to insolvency, conflicts of interests or professional misconduct.</b>	
	<i>Art. 18 par. 2 of the Law no.131 of 03.07.2015 establishes the following grounds for exclusion. Letter. (a) are in insolvency proceedings following court order;</i> <i>Letter. (c) has been convicted in the last 3 years by the final judgment of a court of law for an offense concerning professional ethics or for committing an error in professional matters;</i> <i>Letter. (d) presented false information or failed to submit the information requested by the contracting authority for the purpose of demonstrating that the qualification and selection criteria were met;</i> <i>Letter. (d1) has violated applicable environmental, labor and social security obligations if the contracting authority demonstrates this by any appropriate means;</i> <i>Letter. (d2) is guilty of a professional misconduct which questions its integrity if the contracting authority demonstrates, by any appropriate means, that fact;</i> <i>Letter.(d3) has entered into agreements with other economic operators aimed at distorting competition, if this is determined by a decision of the body empowered to do so;</i> <i>Letter. (d4) is in a situation of conflict of interest that can not be effectively remedied by the measures provided by art. 74.</i>	
	To the extent of his knowledge, did the economic operator violated its environmental obligations?	<b>xNo</b>
	Did you take action to prove your reliability (self-correction)? <i>Please describe them</i>	<b>xNo</b>
	To the extent of his knowledge, did the economic operator violated his social obligations?	<b>xNo</b>
	Did you take action to prove your reliability (self-correction)? <i>Please describe them</i>	<b>xNo</b>
	To the extent of his knowledge, did the economic operator violated his obligations in the field of labor?	<b>xNo</b>
	Did you take action to prove your reliability (self-correction)? <i>Please describe them</i>	<b>xNo</b>
	<b>Bankruptcy</b>	

	<p>Is the economic operator in bankruptcy? Please describe them</p>	<b>xNo</b>
	<p>Please indicate the reasons for being able nevertheless to perform the contract. It is not necessary to provide this information if the exclusion of economic operators in this case has become mandatory under the applicable national law without any possibility of derogation where the economic operator is still able to execute the contract..</p>	
	<p>Is this information available for authorities free of charge from a national database?</p>	<p><input type="checkbox"/> <input type="checkbox"/> No</p> <p>It is completed by economic operators :  text  web address, issuing authority or body, precise reference of the documentation.</p>
	<p><b>Insolvency</b></p>	
	<p>Is the economic operator in a state of insolvency or liquidation? Please describe them</p>	<b>xNo</b>
	<p>Please indicate the reasons for being able nevertheless to perform the contract. It is not necessary to provide this information if the exclusion of economic operators in this case has become mandatory under the applicable national law without any possibility of derogation where the economic operator is still able to execute the contract.</p>	
	<p>Is this information available for authorities free of charge from a national database?</p>	<p><input type="checkbox"/> <input type="checkbox"/> No</p> <p>It is completed by economic operators :  text  web address, issuing authority or body, precise reference of the documentation</p>
	<p><b>Bankruptcy</b></p>	
	<p>Is the economic operator in a similar situation, such as bankruptcy, resulting from a similar procedure in national laws or regulations? Please describe them</p>	<b>x No</b>
	<p>Please indicate the reasons for being able nevertheless to perform the contract. It is not necessary to provide this information if the exclusion of economic operators in this case has become mandatory under the applicable national law without any possibility of derogation where the economic operator is still able to execute the contract.</p>	
	<p>Is this information available for authorities free of charge from a national database?</p>	<p><input type="checkbox"/> <input type="checkbox"/> No</p> <p>It is completed by economic operators :  text  web address, issuing authority or body, precise reference of the documentation</p>
	<p><b>Assets managed by the liquidator</b></p>	
	<p>Are the assets administered by a liquidator or by the court? Please describe them</p>	<b>X No</b>

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	<i>Please indicate the reasons for being able nevertheless to perform the contract. It is not necessary to provide this information if the exclusion of economic operators in this case has become mandatory under the applicable national law without any possibility of derogation where the economic operator is still able to execute the contract.</i>	
	Is this information available for authorities free of charge from a national database ?	<input type="checkbox"/> Yes <input type="checkbox"/> No It is completed by economic operators :  text  web address, issuing authority or body, precise reference of the documentation
	<b>Economic activities are suspended</b>	
	Is the economic operator's economic activities suspended? <i>Please describe them</i>	<b>X No</b>
	<i>Please indicate the reasons for being able nevertheless to perform the contract. It is not necessary to provide this information if the exclusion of economic operators in this case has become mandatory under the applicable national law without any possibility of derogation where the economic operator is still able to execute the contract.</i>	
	Is this information available for authorities free of charge from a national database?	<input type="checkbox"/> Yes <input type="checkbox"/> No  It is completed by economic operators :  text  web address, issuing authority or body, precise reference of the documentation
	<b>Agreements with other economic operators aimed at distorting competition</b>	
	Has the economic operator entered into agreements with other economic operators that have the object of distorting competition? <i>Please describe</i>	<b>X No</b>
	<i>Specify the reasons why you may still be able to execute the contract. It is not necessary to provide this information if the exclusion of economic operators in this case has become mandatory under the applicable national law without any possibility of derogation where the economic operator is still able to execute the contract.</i>	
	You've taken action to prove your reliability (self-correction)? <i>Please, describe</i>	<input type="checkbox"/> No
	<b>Conflict of interest arising from participation in the procurement procedure.</b>	
	Is an economic operator aware of any conflict of interest, as specified in national law, the relevant notice or procurement documents arising from its participation in the procurement procedure? <i>Please, describe</i>	<b>X No</b>
	<b>Direct or indirect involvement in the preparation of this procurement procedure.</b>	
	Has the economic operator or an undertaking linked	<b>X No</b>



	to it advised the contracting authority or contracting entity or otherwise participated in the preparation of the procurement procedure? <i>Please, describe</i>	
	<b>Early termination, damages or other comparable penalties.</b>	
	The economic operator was in a situation where a previous public procurement contract, a previous contract concluded with a contracting entity or previous concession contract was made in advance or other damages or other comparable penalties were imposed in relation to that previous contract: <i>Please, describe</i>	<b>x No</b>
	You've taken action to prove your reliability (self-correction) <i>Please, describe</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Guilty of misinterpretation, non-disclosure of information, inability to provide the necessary documents and obtain confidential information relating to this procedure.</b>	
	The economic operator was in one of the following situations : a) He has not been guilty of misrepresentation in supplying the information necessary to verify the absence of grounds for exclusion or the fulfilment of the selection criteria;  b) Has hidden such information;  c) It was not in a position to provide without delay the supporting documents requested by the contracting authority or by the contracting entity and  d) Has attempted to unduly influence the decision-making process of the contracting authority or the contracting entity, to obtain confidential information that could give it undue advantage in the public procurement procedure, or to provide inadvertently false information that may have a significant influence on the decisions on exclusion, selection and award?	<b>X No</b>
	<i>Art.18 of the Law No.131 of din 03.07.2015 provides: Paragraph (3)The contracting authority shall extract the information necessary to ascertain the existence or non-existence of the circumstances described in paragraph (1) and (2) from the available databases of public authorities or third parties. If this is not possible, the contracting authority has the obligation to accept as sufficient and relevant to demonstrate that the tenderer / candidate does not fall into any of the situations referred to in paragraph (1) and (2) any document deemed to be edifying from this point of view in the country of origin or in the country where the bidder / candidate is established, such as certificates, legal records or other equivalent documents issued by the competent authorities of the country concerned. Paragraph (4) As regards the situations referred to in paragraph (2), in accordance with the national law of the country in which the bidders / candidates are established, the provisions of paragraph (3) refers to natural and legal persons, including, where applicable, company directors or any person with the power to represent, decide or</i>	

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	<i>control the bidder / candidate. Paragraph (5) If in the country of origin or in the country where the bidder / candidate is established no documents of the nature specified in par. (3) are issued or these documents do not cover all the situations provided in paragraph (1) and (2), the contracting authority is required to accept a declaration on its own responsibility or, if there are no legal provisions on the declaration on its own responsibility, a genuine declaration given to a notary, an administrative or judiciary authority or a professional association with competence in this respect.</i>
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#### Part IV – Selection criteria

Part IV is completed online by the contracting authority, contracting entity and economic operators and includes.

A.	Meeting selection criteria	
	Art.21 of the Law no.131 of 03.07.2015 establishes the following reasons for selection:	
1	Presentation of the company and expertise. The company presentation which will include company's profile, clients, best case studies	<b>x YES</b>
2	Confirmed experience of PR services and international media relations in one of the markets (France, UK, USA, Belgium, Denmark, Canada, Germany, Holland, Switzerland) in the last 5 years (2014-2018), at least 2 signed contracts, in original or copy authenticated by signature and stamp, with a total equivalent value of minimum 10.000 euro per contract	<b>X Yes</b>
3	Journalist, influencers, MW data base. The list of internationally known and recognized journalist, influencers, MW that the Agency has contacts with.	<b>X Yes</b>
4	Copywriting skills. Proven experience of writing press releases in 2 languages mandatory – english and french (at least 2 press-releases in each mentioned language, for campaigns in markets - France, UK, USA, Belgique, Denmark, Canada, Germany, Netherlands, Switzerland	<b>X Yes</b>

#### Part V- General guidelines for all selection criteria

Part V - shall be completed online by the contracting authority, the contracting entity and the economic operators and shall include.

A.	Meeting all selection criteria:	
	The economic operator will be in a position to provide the forms, certificates, endorsements and other documents indicated in the contract notice or to provide information enabling the contracting authority or the contracting entity to obtain these documents directly by accessing a national database any state, available free of charge?  <b>Term: 3 working days.</b>	<b>X Yes</b>
	<i>This information is available free of charge to the authorities, from a national database?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No It is completed by economic operators :  text

		web address, issuing authority or body, precise reference of the documentation.
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**Part VI - Preselection of qualified candidates for the restricted procedure, negotiation, competitive dialogue and partnership for innovation**

Part VI shall be completed online by the contracting authority, the contracting entity and the economic operators and shall include.

The economic operator declares that: It meets the applicable objective and non-discriminatory criteria or rules for limiting the number of candidates in the following way:	<b>X Yes</b>
The economic operator declares that: It has certificates or other forms of supporting documents, as required by the relevant contract notice:	<b>X Yes</b>
<i>This information is available free of charge to the authorities, from a national database?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No It is completed by economic operators : [text] web address, issuing authority or body, precise reference of the documentation.

**Part VII- Concluding statements**

*The economic operator states that the information presented in Parts II to VI above is accurate and correct and that it was provided by knowing in full the consequences of serious cases of false statements. The undersigned officially declares to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:*

1. The contracting authority or the contracting entity shall have the opportunity to obtain the supporting documents concerned directly by accessing a relevant database which is available free of charge and shall be granted access to that information if necessary.

The economic operator officially declares that it agrees that **PI “National Office for Vine and Wine”**, as described in Part I, Section A, will have access to the supporting documents on the information it has provided in this Single European Procurement Document for the purpose of [ SINGLE CODE IDENTIFICATION OF THE PROCUREMENT PROCEDURE AND PUBLICATION REFERENCE IN THE OFFICIAL JOURNAL OF THE EUROPEAN UNION (REFERENCE NUMBER), IF APPROPRIATE].

**Name: PIRON Michèle**  
**Position: Manager**  
**Date: 27 April 2019**  
**Place: Paris**  
**Signature and Stamp :**



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