



APPROVED
by Order
Minister of Finance
no. 72 of 30.06.2020

The standard form for the European Single Procurement Document

1. The European Single Procurement Document (hereinafter, ESPD) is a declaration on its own responsibility, by which the economic operator confirms the fulfillment of the qualification and selection criteria required in the public procurement procedures in the Republic of Moldova.
2. The form shall be completed, electronically signed and sent to the contracting authority upon submission of the tender.
3. A ESPD submitted by the economic operator in a previous public procurement procedure may be reused, provided that the information contained in the form is correct and valid at the time of its submission.
4. The tenderer who submits false information or supporting documents submitted in the ESPD does not confirm the information indicated in the submitted document is excluded from the public procurement procedure and / or may be liable in accordance with the law.
5. The ESPD form consists of 7 chapters, namely:
 - 1) Chapter I. Information on the public procurement procedure and the contracting authority / entity;
 - 2) Chapter II. Information on the economic operator;
 - 3) Chapter III. Reasons for exclusion from the public procurement procedure;
 - 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 public procurement contract award procedure;
 - 7) Chapter VII. Final statements.
6. Submission of the ESPD form upon submission of the tender that does not comply with the requirements set out in the Award Documentation will lead to the rejection of the tender.

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:

A.	Publishing information	
	The number of the ad / invitation published in PPB,	BAP nr.60 from 03.08.2021 ocds-b3wdp1-MD-1628182028051
B.	Identity of the procurer	
	Official name	PI "National Office for Vine and Wine", Republic of Moldova, Chisinau. 1013620012945
	Country	
	Unique identification number of the authority	



Part II: Information concerning the economic operator

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

A. Information about the economic operator	
Name	Westbury Communications Limited, 4, Briton Hill Road, South Croydon, Surrey CR2 0JL. United Kingdom www.westburycom.co.uk Sue.harris@westburycom.co.uk +44 7780 922127 Sue Harris Co Reg No: 01441537 VAT No: 440304304 Limited Company
Address:	
Postal code	
City	
Country	
Web address	
e-mail	
Telephone	
Contact person (s)	
Unique identification number (IDNO/IDNP), if applicable	
VAT-number, if applicable	
Legal status of the economic operator	
The economic operator is: <ul style="list-style-type: none"> • small enterprise • medium enterprise 	It is selected by economic operator Yes
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 No N/A
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:	No It is completed text Yes Certificate of Incorporation attached <input type="checkbox"/> No



	<ul style="list-style-type: none"> - Please provide the authorizations on which commercial activities are based, if applicable: - Does the registration or certification cover all the required selection criteria? 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes
	<i>Please fill in the missing information in Part II, Section A, B, C or D if applicable, ONLY if 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> <ul style="list-style-type: none"> - If the relevant documentation is available electronically, please indicate: 	<p>It is selected by economic operator</p> <input type="checkbox"/> Yes https://find-and-update.company-information.service.gov.uk/company/01441537
	Is the economic operator participating in the procurement procedure together with others?	<p>It is selected by economic operator</p> <p>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.):	N/A
	Please identify the other economic operators participating in the procurement procedure together:	N/A
	Where applicable, name of the participating group:	N/A
	Where applicable, indication of the lot(s) for which the economic operator wishes to tender:	N/A
B.	Information about representatives of the economic operator	
	<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: Sue	
	Name: Harris	
	Birth name: Harris	
	Birth place: United Kingdom	
	Street and number: 4 Briton Hill Road	
	Postal code CR2 0JL	
	City South Croydon	



	Country United Kingdom	
	--	
	e-mail: sue.harris@westburycom.co.uk	
	Telephone +44 7780 922127	
	Position/Acting in the capacity of: Managing Director	
	<i>If needed, please provide detailed information on the representation (its forms, extent, purpose ...):</i>	
C.	Information about reliance on the capacities of other entities	
	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?	It is selected by economic operator 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></p> <p><i>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.</i></p> <p><i>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.</i></p>	
D.	Information concerning subcontractors on whose capacity the economic operator does not rely	Answer It is completed by economic operator text
	<i>Section to be filled-in only if this information is explicitly required by the contracting authority or contracting entity.</i>	
	Does the economic operator intend to subcontract any share of the contract to third parties?	It is selected by economic operator No
	If yes and in so far as known, please list the proposed subcontractors.	N/A
	<i>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.</i>	



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.

A.	Grounds relating to criminal convictions	
	<p><i>Article 18 of the Law no.131 of 03.07.2015 establishes the following grounds for exclusion.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>Par. (6) Any bidder / candidate who is in one of the situations referred to in Article 18 (1) and</i></p> <p><i>(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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>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).</i></p>	
	Participation in a criminal organization <i>Text</i>	No
	Corruption <i>Text</i>	No
	Fraud <i>Text</i>	No
	Terrorist offences or offences linked to terrorist Activities <i>Text</i>	No
	Money laundering or terrorist financing <i>Text</i>	No
	Child labour and other forms of trafficking in human beings <i>Text</i>	No
B.	Grounds relating to the payment of taxes or social security contributions	



	<p>Article 18 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>	
	Payment of taxes text	Yes
	Is this breach of obligations established by means other than a judicial or administrative decision?	N/A
	<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></p> <p><i>In case of conviction, insofar as established directly therein, the length of the period of exclusion</i></p> <p><i>Describe what means have been used</i></p>	<p>N/A</p> <p>It is completed by economic operators text </p>
	<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></p> <p><i>Is this information available for authorities free of charge from a national database?</i></p>	<p>Yes</p> <p>Yes https://find-and-update.company-information.service.gov.uk/company/01441537 </p>
	Social insurance payment	
	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?	No
	Is this breach of obligations established by other means than a judicial or administrative decision?	N/A

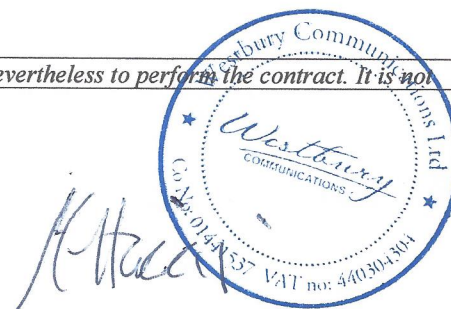


	<p>If this breach of obligations has been established by a judicial or administrative decision, is this decision final and binding?</p> <p><i>Please indicate the date of conviction</i></p> <p><i>In case of conviction, insofar as established directly therein, the length of the period of exclusion</i></p> <p><i>Describe what means have been used</i></p>	N/A
	<p>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?</p> <p><i>Please provide details</i></p> <p><i>Is this information available for authorities free of charge from a national database?</i></p>	<p>Yes</p> <p>https://find-and-update.company-information.service.gov.uk/company/01441537</p>
C.	Inclusion in the ban list of economic operators.	
	<p>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.</p>	No
D.	Grounds relating to insolvency, conflicts of interests or professional misconduct.	
	<p><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></p> <p><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></p> <p><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></p> <p><i>Letter. (d1) has violated applicable environmental, labor and social security obligations if the contracting authority demonstrates this by any appropriate means;</i></p> <p><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></p> <p><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></p> <p><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></p>	
	To the extent of his knowledge, did the economic Operator violated its	No

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	environmental obligations?	
	Did you take action to prove your reliability (self-correction)? <i>Please describe them</i>	N/A
	To the extent of his knowledge, did the economic operator violated his social obligations?	No
	Did you take action to prove your reliability (self-correction)? <i>Please describe them</i>	N/A
	To the extent of his knowledge, did the economic operator violated his obligations in the field of labor?	No
	Did you take action to prove your reliability (self-correction)? <i>Please describe them</i>	N/A
	Bankruptcy	
	Is the economic operator in bankruptcy? <i>Please describe them</i>	No
	<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>	
	<i>Is this information available for authorities free of charge from a national database?</i>	N/A
	Insolvency	
	Is the economic operator in a state of insolvency or liquidation? <i>Please describe them</i>	No
	<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>	
	<i>Is this information available for authorities free of charge from a national database?</i>	N/A
	Bankruptcy	
	Is the economic operator in a similar situation, such as bankruptcy, resulting from a similar procedure in national laws or regulations? <i>Please describe them</i>	No
	<i>Please indicate the reasons for being able nevertheless to perform the contract. It is not</i>	



	<i>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>	
	<i>Is this information available for authorities free of charge from a national database?</i>	N/A
	Assets managed by the liquidator	
	Are the assets administered by a liquidator or by the court? <i>Please describe them</i>	No
	<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>	
	<i>Is this information available for authorities free of charge from a national database ?</i>	N/A
	Economic activities are suspended	
	Is the economic operator's economic activities suspended? <i>Please describe them</i>	No
	<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>	
	<i>Is this information available for authorities free of charge from a national database?</i>	N/A
	Agreements with other economic operators aimed at distorting competition	
	Has the economic operator entered into agreements with other economic operators that have the object of distorting competition? <i>Please describe</i>	<input type="checkbox"/> No
	<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>	N/A
	Conflict of interest arising from participation in the procurement procedure.	
	Is an economic operator aware of any conflict of interest, as specified in	No



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	national law, the relevant notice or procurement documents arising from its participation in the procurement procedure? <i>Please, describe</i>	
	Direct or indirect involvement in the preparation of this procurement procedure.	
	Has the economic operator or an undertaking linked to it advised the contracting authority or contracting entity or otherwise participated in the preparation of the procurement procedure? <i>Please, describe</i>	No
	Early termination, damages or other comparable penalties.	
	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>	No
	You've taken action to prove your reliability (self-correction) <i>Please, describe</i>	N/A
	Guilty of misinterpretation, non-disclosure of information, inability to provide the necessary documents and obtain confidential information relating to this procedure.	
	The economic operator was in one of the following situations : a) He has not been guilty of misrepresentation in	No



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	<p>supplying the information necessary to verify the absence of grounds for exclusion or the fulfilment of the selection criteria;</p> <p>b) Has hidden such information;</p> <p>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</p> <p>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?</p>	No
	<p><i>Art.18 of the Law No.131 of din 03.07.2015 provides:</i></p> <p><i>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 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></p>	



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Part IV – Selection criteria

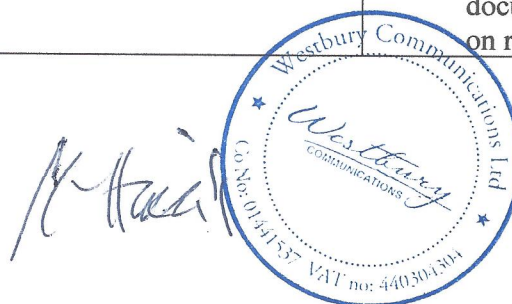
Part IV is completed online by the contracting authority, contracting entity and economic operators and includes.

A.	Meeting selection criteria	
	Art.21 of the Law no.131 of 03.07.2015 establishes the following reasons for selection:	
4A.1	Is the economic operator able to provide the document / documents that will prove its registration?	Yes
B.	Economic and financial standing	
4B.1	Article 20 (1) of Law 131 of 03.07.2018 on public procurement, establishes that, Prove of the economic and financial standing of the economic operator is achieved by presenting one or more relevant documents, such as	
	Bank statements	
	The economic operator will be in a position to provide bank statements or, where appropriate, evidence of professional risk insurance or to provide information enabling the contracting authority or the contracting entity to obtain this information directly by accessing a national database in any State, free of charge? <i>Please, describe</i>	Yes
C.	Technical and / or professional capacity	
4C.1	The economic operator is able to provide the documents requested by the contracting authority / entity in the contract notice, which demonstrates the technical and / or professional capacity to perform the future contract.	Yes
4C.2	Does the bidder have qualified staff in the company according to the requirements set out in the contract notice or in the award documentation?	Yes
4C.3	Is the economic operator able to provide information on the specialized staff proposed for the execution of the contract, according to the requirements set out in the contract notice and the award documentation?	Yes

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:	
5A.1	The economic operator will be in a position to provide the forms, certificates, endorsements and other documents indicated in the notice of participation file 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? Term 5 working days.	Yes
5A.2	<i>This information is available free of charge to the authorities, from a national database?</i>	We will share these documents on request



Chapter VI. Pre-selection of candidates for the procedure for awarding the public procurement contract. The sub-fund is requested by the contracting authority only in the context of public procurement procedures: restricted tendering, negotiation, competitive dialogue and innovation partnership.

Cod position	Content of the requirements	Answer
1	2	3
A. Fulfillment of all required selection criteria		
6A.1	The bidder/ candidate meets the selection criteria set out by the contracting authority in the contract notice and in the award documentation.	XYes
6A.2	The bidder / candidate has and is able to provide in the Automated Information System "State Register of Public Procurement" or by electronic means, or if necessary, on paper to the certified contracting authority or other forms of supporting documents, as is required in the contract notice and in the award documentation.	<input type="checkbox"/> Yes

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 European Single 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: Susan Harris
Position: managing director
Date: 15th September 2021
Place: London
Signature and Stamp :

