

THE STANDARD FORM OF THE EUROPEAN SINGLE PROCUREMENT DOCUMENT

APPROVED

by the Order of Minister of Finance No. 72 of June 11, 2020
modified by Order No. 146 of November 26, 2020

- 1.** The European single procurement document (hereinafter, ESPD) is a declaration on personal responsibility, by which the economic operator confirms the fulfillment of the qualification and selection criteria necessary 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 offer.
- 3.** An 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 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 according to the legislation.
- 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 about the economic operator;
 - 3) Chapter III. Reasons for exclusion from the public procurement procedure;
 - 4) Chapter IV. Qualification and selection criteria of economic operators;
 - 5) Chapter V. General requirements for the selection criteria of economic operators;
 - 6) Chapter VI. Pre-selection of candidates for the procedure of awarding the public procurement contract;
 - 7) Chapter VII. Final statements.
- 6.** Submission of the ESPD form upon submission of the offer that does not comply with the requirements set out in the Award Documentation will lead to the rejection of the offer.

CHAPTER I. INFORMATION ON THE PUBLIC PROCUREMENT PROCEDURE AND THE CONTRACTING AUTHORITY / ENTITY

The section is filled in only by the contracting authority / entity.

Position code	Requirement content	Response
1	2	3
A. INFORMATION ON PUBLICATION		
1A.1	Number of the notice / invitation published in the Public Procurement Bulletin, and where applicable the number of the notice published in the Official Journal of the European Union	ocds-b3wdp1-MD-1783918546556
B. IDENTITY OF THE CONTRACTING AUTHORITY / ENTITY		
1B.1	Name of the contracting authority / entity	Secretariatul Parlamentului Republicii Moldova
1B.2	Unique identification number (IDNO) of the contracting authority / entity	1006601003762

CHAPTER II. INFORMATION ON THE ECONOMIC OPERATOR

The section is filled in only by the economic operators.

Position code	Requirements content	Response
1	2	3
A. INFORMATION ON THE ECONOMIC OPERATOR		
2A.1	Name of economic operator	„SPAN-IT” SRL
2A.2	Country	Republica Moldova
2A.3	Postcode	MD-2012
2A.4	City / Town	Chisinau
2A.5	Legal address	Str. 31 August 78
2A.6	Web page	www.span.md
2A.7	Contact person or persons	Serghei Smigaliiov
2A.7.1	Telephone	079 222555
2A.7.2	E-mail address	ssmigaliiov@span.eu
2A.8	Unique identification number (IDNO / IDNP)	1021600030638
2A.9	VAT code number	-
2A.10	Organizational-legal form of entrepreneurial activity	SRL – limited liability company
2A.11	Information on the names of the shareholders/ associates/ beneficial owner	
2A.11.1	Names of shareholders / associates	„SPAN” d.d, Zagreb, (Croatia, EU)
2A.11.2	Name of the beneficial owner	Nikola Dujmovici

	[beneficial owner – a natural person who ultimately owns or controls a natural or legal person or a beneficiary of an investment company or an administrator of the investment company, or a person in whose name an activity is carried out or a transaction is carried out and/or holding, directly or indirectly, property right or control of at least 25% off the shares or voting rights of the legal person or over assets under fiduciary administration]	
2A.11.3	Citizenship of the beneficial owner (permanent legal-political link of the natural person defined in heading 2A.11.2)	Croatia, EU
2A.12	The economic operator is: • small enterprise • medium enterprise • and others	small enterprise
2A.13	If the procurement is reserved: is the economic operator a secured workshop or a social enterprise, or will it ensure the fulfillment of the contract in the context of secured employment programs?	No
2A.13.1	<i>If Yes, what is the appropriate percentage of disabled or disadvantaged workers?</i>	-
2A.13.2	<i>Specify which category or which categories of disabled or disadvantaged workers belong to the employees concerned?</i>	-
2A.14	<i>Does the economic operator participate in the public procurement procedure together with other economic operators?</i>	No
2A.14.1	<i>If Yes, specify the role of the economic operator within the group (leader, responsible for performing specific tasks, etc.).</i>	N/A
2A.14.2	<i>Name the economic operators participating in the respective public procurement procedure.</i>	N/A
2A.14.3	<i>Specify the name of the participating group.</i>	N/A
<i>Note. If you answered Yes to question 2A.14, make sure that the economic operators mentioned submit a separate ESPD form.</i>		
B. INFORMATION ON THE REPRESENTATIVES OF THE ECONOMIC OPERATOR		
Indicate the name of the person (s) empowered to represent the economic operator for the purposes of this public procurement procedure.		
2B.1	Name and surname	Serghei Smigaliov
2B.2	Position / acting as ...	Director of „SPAN-IT” SRL, acting as the economic operator authorized representative
2B.3	Country	Moldova

2B.4	Phone	079 222555
2B.5	E-mail address	ssmigaliov@span.eu
C. INFORMATION ON THE USE OF THE CAPACITIES OF OTHER ENTITIES		
2C.1	Does the economic operator use the capacities of other entities 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?	No
<i>Note. If you answered Yes to question 2C.1, 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, duly completed and signed by the entities concerned. We draw attention to the fact that the technicians or technical bodies involved must also be included, whether or not they are part of the economic operator's enterprise, in particular those responsible for quality control and, in the case of public works contracts, technicians or technical bodies used by the economic operator in order to perform the works. To the extent relevant to the specific capacity (ies) used by the economic operator, include the information set out in Chapters IV and V for each of the entities concerned.</i>		
D. INFORMATION ON SUBCONTRACTORS ON WHOSE CAPACITIES THE ECONOMIC OPERATOR RELIES		
2D.1	Does the economic operator intend to subcontract any part of the contract with other economic operators?	No
2D.1.1	If Yes, list the proposed subcontractors.	-

CHAPTER III. REASONS FOR EXCLUSION FROM THE PUBLIC PROCUREMENT PROCEDURE

The section is filled in by the economic operators.

Position code	Requirements content	Response
A. REASONS ON CONVICTIONS BY THE FINAL JUDGMENT OF A COURT		
1	2	3
3A.1	Participation in a criminal organization. The economic operator itself or any person who is a member of its administrative, management or supervisory body or who is empowered for representation, decision or control within it has been convicted by a final judgment for participating in a criminal organization, by a conviction ruled less than five years ago or in which a period of exclusion provided for directly in the conviction continues to apply?	No
3A.2	Corruption. The economic operator itself or any person who is a member of his administrative, management or supervisory body or who is empowered for representation, decision or control within it has been the	No

	subject of a final conviction for corruption, by a conviction ruled less than five years ago or in which a period of exclusion provided for directly in the conviction continues to apply?	
3A.3	Fraud. The economic operator itself or any person who is a member of its administrative, management or supervisory body or who is empowered for representation, decision or control within it has been convicted of fraud by a final judgment, by a conviction ruled less than five years ago or in which a period of exclusion provided for directly in the conviction continues to apply?	No
3A.4	Terrorist crimes or crimes related to terrorist activities. The economic operator itself or any person who is a member of its administrative, management or supervisory body or who is empowered for representation, decision or control within it has been convicted of terrorist crimes or crimes related to terrorist activities, ruled by a final judgment, by a conviction ruled less than five years ago, or in which a period of exclusion provided for directly in the conviction continues to apply?	No
3A.5	Money laundering or terrorist financing. The economic operator itself or any person who is a member of its administrative, management or supervisory body or who is empowered for representation, decision or control within it has been convicted of terrorist crimes or crimes related to terrorist activities, ruled by a final judgment, by a conviction ruled less than five years ago, or in which a period of exclusion provided for directly in the conviction continues to apply?	No
3A.6	Child labour and other forms of human trafficking. The economic operator itself or any person who is a member of its administrative, management or supervisory body or who is empowered for representation, decision or control within it has been convicted by a final judgment for exploitation of child labour and other forms of trafficking in human beings, by a conviction ruled less than five years ago or in which a period of exclusion provided for directly in the conviction continues to apply?	No
3A.7	If the answer is Yes to at least one of questions 3A.1 to 3A.6, can you provide evidence that the measures taken are sufficient to demonstrate reliability, despite the existence of a ground for exclusion?	-
3A.7.1	<i>If Yes, describe these measures.</i>	-

B. REASONS FOR THE PAYMENT OF TAXES AND / OR SOCIAL SECURITY CONTRIBUTIONS

	Payment of taxes	
3B.1	Has the economic operator fulfilled its obligations regarding the payment of taxes, fees and social contributions in accordance with the legal provisions in force in the Republic of Moldova or in the country where it is established?	Yes
3B.1.1	<i>If No, how was the obligation to pay taxes, fees and social security contributions established?</i>	-
3B.1.2	<i>If the infringement concerning obligations to pay taxes, duties and social contributions has been established by a court or administrative decision, is that decision final?</i>	No
3B.1.3	<i>If the infringement with regard to the obligations relating to the payment of taxes, duties and social contributions has been established by a court or administrative decision, specify the date and number of the decision.</i>	-
3B.2	Does the economic operator benefit, in accordance with the law, from the staggering of the obligations to pay taxes, fees and social security contributions or other facilities for their payment, including late fees (penalties) and / or fines? Note: To be filled in only if you answered No, to question in 3B.1.	-
3B.2.1	<i>If Yes, is the economic operator able to provide the act on the staggering of the obligations to pay taxes, fees and social security contributions or other facilities in order to pay them?</i>	-
3B.3	Is the economic operator able to provide a certificate on the payment of taxes or to provide information on the fulfillment of tax obligations?	Yes
3B.4	Is the information on the absence / existence of arrears from the national public budget available free of charge to the authorities, by accessing a national database? If so, specify the information that would allow verification.	-
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C. INCLUSION OF ECONOMIC OPERATORS IN THE PROHIBITION LIST

3C.1	Is the economic operator included in the prohibition list of economic operators?	No
3C.1.1	<i>If the answer is Yes to question 3C.1, can you provide evidence that the measures taken are sufficient to demonstrate reliability, despite the existence of a ground for exclusion?</i>	-
3C.1.2	<i>If Yes, describe these measures.</i>	-

D. GROUNDS RELATED TO INSOLVENCY, CONFLICTS OF INTEREST OR PROFESSIONAL MISCONDUCT

	Applicable obligations in the field of environment, labour and social security	
3D.1	Has the economic operator breached its environmental obligations in the last 3 years?	No
3D.1.1	<i>If the answer is Yes to question 3D.1, can you provide evidence that the measures taken are sufficient to demonstrate reliability, despite the existence of a ground for exclusion?</i>	-
3D.1.2	<i>If Yes, describe these measures.</i>	-
3D.2	Has the economic operator violated its social obligations in the last 3 years?	No
3D.2.1	<i>If the answer is Yes to question 3D.2, can you provide evidence that the measures taken are sufficient to demonstrate reliability, despite the existence of a ground for exclusion?</i>	-
3D.2.2	<i>If Yes, describe these measures.</i>	-
3D.3	Has the economic operator violated its labour obligations in the last 3 years?	No
3D.3.1	<i>If the answer is Yes to question 3D.3, can you provide evidence that the measures taken are sufficient to demonstrate reliability, despite the existence of a ground for exclusion?</i>	-
3D.3.2	<i>If Yes, describe these measures.</i>	-
	Insolvency	
3D.4	Is the economic operator in a situation of insolvency or liquidation of the entrepreneurial activity as a result of a court decision?	No
3D.4.1	<i>If the answer is Yes to question 3D.4, can you provide evidence that the measures taken are sufficient to demonstrate reliability, despite the existence of a ground for exclusion?</i>	☐ Yes ☐ No
3D.4.2	<i>If Yes, describe these measures.</i>	
	Assets managed by the liquidator	
3D.5	Are the assets of the economic operator managed by a liquidator or a court?	No
3D.5.1	<i>If the answer is Yes to question 3D.5, can you provide evidence that the measures taken are sufficient to demonstrate reliability, despite the existence of a ground for exclusion?</i>	-
3D.5.2	<i>If Yes, describe these measures.</i>	-
	Economic activities are suspended	
3D.6	Are the economic activities of the economic operator suspended?	No

Public

3D.6.1	<i>If the answer is Yes to question 3D.6, can you provide evidence that the measures taken are sufficient to demonstrate reliability, despite the existence of a ground for exclusion?</i>	-
3D.6.2	<i>If Yes, describe these measures.</i>	-
	Agreements with other economic operators aimed at distorting competition	
3D.7	Has the economic operator, in the last 3 years, concluded agreements with other economic operators that have as object the distortion of competition, fact ascertained by decision of the competent body in this respect?	No
3D.7.1	<i>If the answer is Yes to question 3D.7, can you provide evidence that the measures taken are sufficient to demonstrate reliability, despite the existence of a ground for exclusion?</i>	-
3D.7.2	<i>If Yes, describe these measures.</i>	-
	Conflict of interests	
3D.8	Is the economic operator in a situation of conflict of interest that cannot be remedied?	No
3D.8.1	<i>If the answer is Yes to question 3D.8, can you provide evidence that the measures taken are sufficient to demonstrate reliability, despite the existence of a ground for exclusion?</i>	-
3D.8.2	<i>If Yes, describe these measures.</i>	-
	Professional ethics	
3D.9	Has the economic operator been convicted, in the last 3 years, by a final decision of a court, for an act that violated professional ethics or for committing a mistake in professional matters?	No
3D.9.1	<i>If the answer is Yes to question 3D.9, can you provide evidence that the measures taken are sufficient to demonstrate reliability, despite the existence of a ground for exclusion?</i>	-
3D.9.2	<i>If Yes, describe these measures.</i>	-
	Integrity	
3D.10	Has the economic operator, in the last 3 years, been guilty of a professional misconduct, which calls into question his integrity?	No
3D.10.1	<i>If the answer is Yes to question 3D.10, can you provide evidence that the measures taken are sufficient to demonstrate reliability, despite the existence of a ground for exclusion?</i>	-
3D.10.2	<i>If Yes, describe these measures.</i>	-

CHAPTER IV. QUALIFICATION AND SELECTION CRITERIA FOR ECONOMIC OPERATORS

The section is filled in by the contracting authority / entity (column no. 2) and the economic operators (column no. 3).

Position code	Requirements content	Response
1	2	3
A. ABILITY TO PERFORM PROFESSIONAL ACTIVITY		
4A.1	Is the economic operator able to provide the document / documents proving its registration?	Yes
4A.1.1	If Yes, indicate the documents of registration of the entrepreneurial activity and the type (s) 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>Yes, Certificate of registration of the enterprise/Excerpt from State Register of Legal Entities issued by the competent body in the tenderer's country of residence (according to point 16 of the participation notice)</i>	<i>Yes, Excerpt from the Stat Register of the Legal Entities</i>
4A.1.2	<i>Are the documents of registration of the entrepreneurial activity available free of charge to the authorities, from a national database? If Yes, specify the information that would allow verification.</i>	-
		-
		-
4A.2	Does the entrepreneurial activity have a certification and / or an equivalent authorization related to the object of the contract award procedure, within a national system?	No (Not applicable)
4A.2.1	<i>If Yes, is the economic operator able to provide the document (s) proving the certification and / or authorization of its activity?</i>	-
4A.2.3	<i>Are the certification or authorization documents available free of charge to the authorities, from a national database? If Yes, specify the information that would allow verification.</i>	-
		-
		-
4A.3	Do the types of activity, and / or certification, and / or authorization for entrepreneurial activity, cover the selection criteria imposed by the contracting authority / entity in the notice / invitation to participate?	-
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 requirements of the award documentation?	Yes
4B.1.1	<i>Is the information referred to in point 4B.1 available free of charge to the authorities, from a national database? If Yes, specify the information that would allow its verification.</i>	-
		-
		-

Public

	Annual turnover (sales volume)	-
4B.2	The economic operator is able to demonstrate an annual turnover, as follows: Value ____ Period ____ <i>Note. The contracting authority shall complete the amount and the period</i>	-
4B.2.1	<i>Specify the annual turnover, according to the data in the financial report.</i>	-
	Average annual turnover	
4B.3	The economic operator is able to demonstrate an average annual turnover, as follows: Value ____ Period ____ <i>Note. The contracting authority shall complete the amount and the period</i>	-
4B.3.1	<i>Specify the turnover according to the data in the financial report.</i>	-
		-
		-
		-
		-
		-
		-
	Financial report	
4B.4	Is the economic operator able to provide the registered financial report, extracted from the financial report?	-
4B.5	Is the information on the economic and financial situation available free of charge to the authorities, from a national database? If Yes, specify the information that would allow verification. Yes, <i>Financial statement</i> <i>(according to point 16 of the participation notice)</i>	-
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.1.1	<i>Is information on technical and / or professional capacity available free of charge to the authorities, from a national</i>	-
		-
		-

	database? If Yes, specify the information that would allow verification. <i>Yes,</i> Presentation of documents certifying the right of delivery of goods <i>(according to point 16 of the participation notice)</i>	
	Technical installations and quality assurance measures	
4C.2	Is the economic operator able to provide details of the technicians or technical bodies specified in the contract notice / award documentation that the contracting authority / entity may request, in particular those responsible for quality control in connection with this public procurement exercise ?	Yes
4C.3	Is the economic operator able to provide information on the management and traceability systems used in the supply chain?	Yes
4C.3.1	Is the information available free of charge to the authorities, from a national database? If Yes, specify the information that would allow verification.	-
		-
		-
	Machinery, installations and technical equipment	
4C.4	Does the economic operator have the machinery and equipment necessary for the proper fulfillment of the public procurement contract?	Yes
4C.5	Is the economic operator able to provide information on the specific endowments, machinery and equipment necessary for the performance of the contract, in accordance with the requirements set out in the contract notice and the award documentation?	Yes
	Professional training and qualification of staff	
4C.6	Does the economic operator have qualified staff in the company according to the requirements set out in the contract notice or in the award documentation?	Yes
4C.7	Is the economic operator able to provide information on the specialized personnel proposed for the execution of the contract, according to the requirements set out in the contract notice and the award documentation?	Yes
4C.8	Indicate the average annual number of staff employed in the last three years of activity.	-
		-
		-
		-
		-
	Number of management staff members	
4C.9		2021

Public

		1
		-
		-
		-
		-
	Samples, descriptions, photos	
4C.10	Is the economic operator able to provide samples (specimen), descriptions and / or photos of the products / services to be supplied / provided, according to the requirements set out in the award documentation?	No
	For public procurement contracts of works	
4C.11	During the reference period, did the economic operator perform works specific or similar to the procurement object indicated in the contract notice and in the award documentation?	-
4C.11.1	<i>If Yes, list them specifying the description of the works, their value, the start date, the date of the receipt at the end of the works, the beneficiary and other relevant information.</i>	text
	For public procurement contracts of goods	
4C.12	During the reference period, did the economic operator make deliveries specific to the procurement object indicated in the contract notice and in the award documentation?	-
4C.12.1	<i>If Yes, list them specifying the description of the deliveries, their value, the start date, the delivery date, the recipient and other relevant information.</i>	-
		-
		-
	Yes, <i>Statement regarding the list of the main deliveries / services made in the last 3 years of activity (according to point 16 of the participation notice)</i>	-
	For public procurement contracts of services	
4C.13	During the reference period, did the economic operator provide services similar to the procurement object indicated in the contract notice and in the award documentation?	-
4C.13.1	<i>If Yes, list them specifying the description of the services, their value, execution time, start date, beneficiary and other relevant information.</i>	-
		-
		-
		-
4C.14	If the answer is Yes to one of questions 4C.11 to 4C.13, can you provide evidence of the completion of the work, the	

	delivery of the goods, the provision of similar services in accordance with the requirements of the award documentation?	-
D. QUALITY ASSURANCE STANDARDS		
4D.1	Is the economic operator able to provide certificates issued by independent bodies certifying that the economic operator complies with the quality assurance standards according to the requirements set out in the contract notice and in the award documentation?	Yes
4D.2	Is the information on quality assurance standards available free of charge to the authorities, from a national database? If Yes, specify the information that would allow verification.	-
		-
		-
E. ENVIRONMENTAL PROTECTION STANDARDS		
4E.1	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 contract notice and in the award documentation?	-
4E.2	Is the information on environmental protection standards available free of charge to the authorities, from a national database? If Yes, specify the information that would allow verification.	-
		-
		-
F. ALLOWING CONTROLS		
4F.1	Yes, Does the economic operator allow the contracting authority / entity to carry out verifications regarding the economic and financial, production or technical capacities regarding the execution of the future public procurement contract?	Yes

CHAPTER V. GENERAL GUIDELINES FOR QUALIFICATION AND SELECTION CRITERIA

The section is filled in by the contracting authority / entity (column no. 2) and the economic operators (column no. 3).

Position code	Requirements content	Response
1	2	3
A. FULFILLMENT OF ALL REQUIRED SELECTION CRITERIA		
5A.1	Is the economic operator able to provide in the automated information system "State Register for Public Procurement" or by electronic means, or if necessary, on paper to the contracting authority: forms, certificates, notices and other documents indicated by the authority / the contracting entity in the contract notice and in the award documentation?	Yes

	Deadline 3 days from request. <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>	
5A.2	Is the information enabling the contracting authority / entity to obtain the documents indicated in the contract notice and in the award documentation free of charge and directly by accessing a national database in any State? If Yes, specify the information that would allow verification.	-
		-
		-

CHAPTER VI. PRE-SELECTION OF CANDIDATES FOR THE PROCEDURE OF AWARDING THE PUBLIC PROCUREMENT CONTRACT

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

Position code	Requirements content	Response
1	2	3
A. FULFILLMENT OF ALL THE REQUIRED SELECTION CRITERIA		
6A.1	The economic operator / candidate meets the selection criteria set out by the contracting authority in the contract notice and in the award documentation.	Yes
6A.2	The economic operator / 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 contracting authority certified or other forms of supporting documents, as it is required in the contract notice and in the award documentation.	Yes

CHAPTER VII. FINAL STATEMENTS

The economic operator declares that the information given in Chapters II to V (as the case may be II -V) is accurate and correct, and is fully aware of the consequences of serious cases of misrepresentation.

The economic operator formally declares that it may provide, at the request of the contracting authority / entity without delay, the required certificates and supporting documents, unless the contracting authority / entity has the possibility to obtain the supporting documents in question 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 do so and access to that information shall be granted, if necessary.

The economic operator formally declares that it agrees that **SECRETARIATUL PARLAMENTULUI REPUBLICII MOLDOVA**, as described in Chapter I, Section A, should have access to the supporting documents regarding the information it has provided in this ESPD for the purpose of conducting the procurement procedure **Licențe IT** (tender: **ocds-b3wdp1-MD-1783918546556** dated as of **05.08..2026**).

Name: Serghei Smigaliiov

Position: Administrator

Date: 05.08.26

Address: ssmigaliiov@span.eu

Signature: see electronic qualified signature