



Annex no. 1

to the Order

No. 177 of October 09, 2018

The Ministry of Finance

### Standard form of the European Single Procurement Document (ESPD)

The European Single Procurement Document, hereinafter ESPD, is a declaration on its own responsibility, which presents preliminary evidence and replaces the certificates issued by public authorities or third parties. It is available in the state and English languages and is used as a preliminary proof of the fulfillment of the necessary conditions in the procurement procedures in the Republic of Moldova. Due to the ESPD, bidders no longer have to provide complete documentary evidence in different formats, as previously used in public procurement procedures, which represents a significant simplification of access to cross-border bidding opportunities. Starting from October 2018, ESPD will be available exclusively in electronic form.

The Ministry of Finance offers a free web service for buyers, bidders and other interested parties completing ESPD in electronic form. The online form can be completed, printed and then sent to the buyer along with the rest of the offer. If the procedure is performed electronically, ESPD can be exported, stored and deposited in electronic form. An ESPD deposited in a previous public procurement procedure may be reused, provided that the information remains correct. Bidders may be excluded from the public procurement procedure or may be prosecuted if the information in the ESPD is false, undisclosed or cannot be supported by supporting documents.

#### Part I: Information concerning the public procurement procedure and the contracting authority or the 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. Information about publication</b>	
Received notice number/ notice number in the OJS/ OJS URL	ocds-b3wdp1-MD-1592559143759
<b>B. Identity of the procurer</b>	
Official name	The Free Economic Zone "Bălți" Republic of Moldova
Country	
Authority identification unique number	
<b>C. Information about the procurement procedure</b>	
Procedure type	LP
Unique identification number of the procurement procedure	According to SIA
Date of opening of tenders	RSAP (Mtender)
Title	According to SIA
Short description	RSAP (Mtender) Consulting services

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

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

A.	Information about the economic operator	
	Name	IPOL GmbH
	Legal address:	Muchlenstrasse 25
	Postcode	98693
	City	Ilmenau
	Country	Germany
	Web address	<a href="http://www.ipol.eu">www.ipol.eu</a>
	e-mail	<a href="mailto:info@ipol.eu">info@ipol.eu</a>
	Telephone	+49-3677-7613500
	Contact person or persons:	Dr. Holm Fischaeder
	Unique identification number, as applicable	DUNS-No. 551355964
	VAT number, if applicable	DE251972879
	The legal status of the economic operator:	Limited liability company
	The name of the founders	Dr. Holm Fischaeder Dr. Thomas Ruecker
	The economic operator is: <ul style="list-style-type: none"> <li>• small business</li> <li>• medium-sized enterprise</li> </ul>	It is selected by the economic operators  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
	Only in case the procurement is reserved: is the economic operator a sheltered workshop, a 'social business' or will it provide for the performance of the contract in the context of sheltered employment programs?  - What is the corresponding percentage of disabled or disadvantaged workers? - If required, please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to?	It is selected by the economic operators  <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No  The percentage of disabled workers is 6%. (severe disability)
	If applicable, is the economic operator registered on an official list of approved economic operators or does it have an equivalent certificate (e.g. under a national (pre)qualification system)?  - Please provide the certificate of registration or certification, if applicable:  - If the certificate of registration or certification is available electronically, please state:  - Please provide the authorizations on which the commercial activities are based, if applicable:  - Does the registration or certification cover all the selection criteria required?	It is selected by the economic operators  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  To be completed  text  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  To be completed  text  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<i>In addition, please complete the missing information in Part II, Sections A, B, C or D as the case may be ONLY if this is required in the relevant notice or procurement 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 the economic operators</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>to be completed by the economic operator: web address, the issuing authority. Exact reference of the documentation.</p>
<p>Is the economic operator participating in the procurement procedure together with others?</p>	<p>To be selected by the economic operator</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<i>Please ensure that the others concerned provide a separate ESPD form.</i>	
<p>Please indicate the role of the economic operator in the group (leader, responsible for specific tasks, etc.):</p>	To be completed  text
<p>Please identify the other economic operators participating in the procurement procedure together:</p>	To be completed  text
<p>Where applicable, name of the participating group:</p>	To be completed  text
<p>Where applicable, indication of the lot(s) for which the economic operator wishes to tender:</p>	To be completed  text
<b>B. Information about representatives of the economic operator</b>	
<p>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:</p>	
First name	Daniel
Last name	Naegelein
Date of birth	12.08.1988
Place of birth	Fuerth, Germany
Street and number	Weimarer Straße 23
Postcode	98693
City	Ilmenau
Country	Germany
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E-mail	<a href="mailto:Daniel.naegelein@ipol.eu">Daniel.naegelein@ipol.eu</a>
Telephone	+49 162 13 22 181
Position/Acting in the capacity of	Head of Business Unit Lean Administration & Process Management
<i>If needed, please provide detailed information on the representation (its forms, extent, purpose ...):</i>	
<b>C. Information about reliance on the capacities of other entities</b>	
<p>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>	<p>To be selected by the economic operator</p> <p><input type="checkbox"/> Yes</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. Please note that this should also include any technicians or technical bodies, not belonging directly to the economic</i>	

<p><i>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 entities concerned.</i></p>	
<b>D.</b>	<p><b>Information concerning subcontractors on whose capacity the economic operator does not rely</b></p> <p><b>Answer</b>   text   (to be completed by the economic operator)</p>
<p><i>Section to be filled-in only if this information is explicitly required by the contracting authority or contracting entity.</i></p>	
Does the economic operator intend to subcontract any share of the contract to third parties?	<p>To be selected by the economic operator</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
If yes and in so far as known, please list the proposed subcontractors:	<p>Business Intelligence Services S.R.L © 53/4 A. Bernardazzi Street Chisinau, Moldova MD-2012 IDNO 1002600016596</p>
<p><i>If the contracting authority or contracting entity explicitly requests this information in addition to the information under Part I, 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></p>	

### Part III: Exclusion grounds

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

<b>A.</b>	<p><b>Grounds relating to criminal convictions</b></p> <p><i>has the right to make use of the possibility provided in par. (6) - (8).</i></p>
Participation in a criminal organisation <i>Text</i>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
Corruption <i>Text</i>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
Fraud <i>Text</i>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
Terrorist offences or offences linked to terrorist activities <i>Text</i>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
Money laundering or terrorist financing <i>Text</i>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
Child labour and other forms of trafficking in human beings <i>Text</i>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p><b>Grounds relating to the payment of taxes or social security contributions</b></p>	
<p><b>Payment of taxes</b> See the documents "Unbedenklichkeitsbestätigung"</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
Has this breach of obligations been established by means other than a judicial or administrative decision?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

	<p>If this breach of obligations was established through a judicial or administrative decision, was this decision final and binding?  <i>Please indicate the date of conviction or decision</i>  <i>In case of a conviction, insofar as established directly therein, the length of the period of exclusion</i>  <i>Please describe which means were used</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No  To be completed by the economic operator  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?  <i>Please describe them</i>  <i>Is this information available electronically?</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  See the documents "Unbedenklichkeitsbestätigung"</p>
	<b>Payment of social security</b>	
	<p>Has the economic operator breached its obligations relating to the payment social security contributions, both in the Republic of Moldova as well as in other states?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
	<p>Has this breach of obligations been established by means other than a judicial or administrative decision?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>If this breach of obligations was established through a judicial or administrative decision, was this decision final and binding?  <i>Please indicate the date of conviction or decision</i>  <i>In case of a conviction, insofar as established directly therein, the length of the period of exclusion</i>  <i>Please describe which means were used</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</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?  <i>Please describe them</i>  <i>Is this information available electronically?</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  See the documents "Unbedenklichkeitsbestätigung"</p>
	<b>C. Inclusion in the ban list of economic operators.</b>	
	<p>Is the economic operator included in the ban list of economic operators in accordance with Article 18 a. e) of Law no. 131 of 03.07.2015 on public procurement?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
	<b>D. Grounds relating to insolvency, conflicts of interests or professional misconduct</b>	
	<p>To the best of his knowledge, has the economic operator breached his environmental obligations?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
	<p>Have you taken steps to prove your reliability (self-correction)?  <i>Please describe them</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>To the best of his knowledge, has the economic operator breached his social obligations?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

Have you taken steps to prove your reliability (self-correction)? <i>Please describe them</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
To the best of his knowledge, has the economic operator breached his obligations in the labour field?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you taken steps to prove your reliability (self-correction)? <i>Please describe them</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Bankruptcy</b>	
Is the economic operator bankrupt? <i>Please describe them</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Specify the reasons why you may still be able to execute the contract This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.</i>	
Is this information available free of charge to authorities from a national database?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No See the documents “Unbedenklichkeitsbestätigung”
<b>Insolvency</b>	
Is the economic operator the subject of insolvency or winding-up? <i>Please describe them</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Specify the reasons why you may still be able to execute the contract This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.</i>	
Is this information available free of charge to authorities from a national database?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No See the documents “Unbedenklichkeitsbestätigung”
<b>Bankruptcy</b>	
Is the economic operator in any analogous situation like bankruptcy arising from a similar procedure under national laws and regulations? <i>Please describe them</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Specify the reasons why you may still be able to execute the contract This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.</i>	
Is this information available free of charge to authorities from a national database?	<input type="checkbox"/> Da <input type="checkbox"/> Nu To be completed by the economic operator: [text] web address, the issuing authority, Exact reference of the documentation.
<b>Assets administered by the liquidator</b>	
Are the assets of the economic operator administered by a liquidator or a court? <i>Please describe them</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Specify the reasons why you may still be able to execute the contract This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.</i>	

<p>Is this information available free of charge to authorities from a national database?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No To be completed by the economic operator: [text] web address, the issuing authority. Exact reference of the documentation
<p><b>Economic activities are suspended</b></p>	
<p>Are the economic activities of the economic operator suspended? Please describe them</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <input type="checkbox"/> No
<p><i>Specify the reasons why you may still be able to execute the contract This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.</i></p>	
<p>Is this information available free of charge to authorities from a national database?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No To be completed by the economic operator: [text] web address, the issuing authority. Exact reference of the documentation.
<p><b>Agreements with other economic operators aimed at distorting competition</b></p>	
<p>Has the economic operator entered into agreements with other economic operators whose purpose is to distort competition? Please describe them</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p><i>Specify the reasons why you may still be able to execute the contract This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.</i></p>	
<p>Have you taken steps to prove your reliability (self-correction) Please describe them</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Conflict of interest due to its participation in the procurement procedure</b> Conflict of interest due to its participation in the procurement procedure</p>	
<p>Is the economic operator aware of any conflict of interest, as indicated in national law, the relevant notice or the procurement documents due to its participation in the procurement procedure? Please describe them</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p><b>Direct or indirect involvement in the preparation of this procurement procedure</b></p>	
<p>Has the economic operator or an undertaking related to it advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure? Please describe them</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p><b>Early termination, damages or other comparable penalties</b></p>	
<p>The economic operator was in a situation where a previous public procurement contract, a previous contract concluded with a contracting entity or a previous concession contract was made in advance or similar damages or other penalties were imposed in relation to the respective previous contract: Please describe them</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Have you taken steps to prove your reliability (self-correction) Please describe them</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<b>Guilty of misinterpretation, withheld information, unable to provide required documents and obtained confidential information of this procedure</b>	
	<p>The economic operator was in one of the following situations:</p> <p>a) It has not been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria,</p> <p>b) It has withheld such information,</p> <p>c) It has not been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity, and</p> <p>d) It has undertaken to unduly influence the decision-making process of the contracting authority or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>

#### Part IV: Selection criteria

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

<b>A.</b>	<b>Technical and/ or professional capacity</b>	
	Art.21 of Law no.131 of 03.07.2015 sets out the following selection criteria	
	The economic operator will be able to provide the documents requested by the contracting authority or the contracting entity in the contract notice, which demonstrate the technical and / or professional capacity for the execution of the future contract, or provide information that will allow the contracting authority or the contracting entity to obtain this information directly by accessing a national database in any state, freely available?	<p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p>
	<i>Is this information available free of charge to authorities from a national database?</i>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>The documents will be attached at the tender. The information is not available at a national database.</p>
	<i>If the contracting authority or the contracting entity requests in the contract notice the submission of forms containing information on technical or professional capacity, please provide the forms requested in the contract notice.</i>	
	For contracts for the purchase of goods, services: execution of deliveries, services of the specified type	
	Only for public procurement of goods and services: during the reference period, the economic operator made the following deliveries, main services of the type specified in the participation notice. Contracting authorities may request experience of up to three years and may accept experience gained over three years. <i>Please describe them</i>	IPOL has consulted the company regarding the optimization of processes in supply chain management, planning, production, and IT.
	Value	2,4 Mio Euro
	Start date	01.04.2016
	Closing Date	30.06.2020



	<b>Beneficiaries</b>	Liebherr Aerospace GmbH
	<i>Is this information available free of charge to authorities from a national database?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No The documents will be attached at the tender. The information is not available at a national database.
<i>If the contracting authority or the contracting entity requests the submission of forms in the tender notice, please provide the forms requested in the tender notice.</i>		
	<b>Allowing controls</b>	
	For the complex products or services to be provided or, exceptionally, for the products or services required for a particular purpose. Will the economic operator allow verification of the production capacities or of the technical capacity of the economic operator and, if necessary, of the available means of study and research and of the quality control measures? Please note that if the economic operator has decided to subcontract part of the contract and relies on the subcontractor's capabilities to perform that part, you must complete a separate ESPD for such subcontractors. <i>Allow checks</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Diplomas of studies and professional qualifications</b>	
	The following educational and professional qualifications are held by the service provider or the contractor himself and / or according to the requirements set out in the participation notice or in the documents of the procurement procedure by his management staff.	
	<i>Is this information available free of charge to authorities from a national database?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The documents are
<i>If the contracting authority or the contracting entity requests the submission of forms in the tender notice, please provide the forms requested in the tender notice.</i>		
	<b>Number of management staff members</b>	
	The number of management personnel of the economic operator for the last three years was as follows.	The year 2017 Number 18 The year 2018 Number 17 The year 2019 Number 19
	<b>For the procurement of goods/ services: samples, descriptions or photos, without certificates of authenticity</b>	
	For public procurement of goods/ services: the economic operator will provide the requested samples, descriptions or photographs of the products/ services to be provided/ provided, which must not be accompanied by certificates of authenticity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<i>Is this information available free of charge to authorities from a national database?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No The documents will be attached – there is no such national database in Germany.
<i>If the contracting authority or the contracting entity requests the submission of forms in the tender notice, please provide the forms requested in the tender notice.</i>		

## Part V - General information for all selection criteria

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

<b>A.</b>	<b>Îndeplinirea tuturor criteriilor de selecție impuse:</b>	
	The economic operator will be able to provide the forms, certificates, notices and other documents indicated in the contract notice, or to provide information that allows the contracting authority or the contracting entity to obtain these documents, information directly by accessing a national database in any state, available for free?  Term – 3 days	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<i>Is this information available free of charge to authorities from a national database?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No The documents will be attached – there is no such national database in Germany.

## Part VII - Concluding statements

The economic operator declare that the information stated under Parts II - VI above is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation.

The economic operator formally 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 contracting entity has the possibility of obtaining the supporting documentation concerned directly by accessing a national database that is available free of charge and access to the mentioned information, if this is necessary.

The economic operator formally consent to [identify the contracting authority or contracting entity as set out in Part I, Section A], gaining access to documents supporting the information, which has been provided in [identify the Part/Section/Point(s) concerned] of this European Single Procurement Document for the purposes of [identify the procurement procedure: (summary description, reference of publication in the Official Journal of the European Union, reference number)].

Name: Holm Fischäder

Position: Managing Director

Date: 22.07.2020

Place: Ilmenau

Signature



**IPOL**  
LEAN OPERATIONS

**IPOL GmbH**  
Mühlenstraße 25  
D 98693 Ilmenau

Mail [info@ipol.eu](mailto:info@ipol.eu)  
Web [ipol.eu](http://ipol.eu)

Fon +49 3677 7613 500  
Fax +49 3677 7613 509