Master Brand Sp. z o.o.

ul. Cegłowska 29 01-809 Warszawa NIP: 527-264-33-70



Annex No.1 Order No.177 of October 9, 2018 Ministry of Finance

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:

A.	Publishing information			
	The number of the ad / invitation published in PPB,	ocds-b3wdp1-MD- 1586266294907		
B.	Identity of the procurer			
	Official name	PI "National Office for		
	Country	Vine and Wine",		
	Unique identification number of the authority	Republic of Moldova, Chisinau.		
C.	Information about the procurement procedure			
	Type of the procedure	Public bidding.		
	Unique identification number of the authority	Promotional services on		
	The date of opening the offers	Social Media channels		
	Name of the procurement object	related to the country		
	Short description	brand Wine of Moldova for 2020 events in Poland.		

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	Mater Brand Sp z o.o.	
	Address:	Ul. Ceglowska 29 01-809 Warsaw, PL	
***************************************	Postal code		
	City	IDNO 527-26-43-370	
	Country	Łukasz Chrzanowski	
	Web address	CEO	
	e-mail	Lukasz.chrznowski@masterbrand.pl	
	Telephone	+48 515254050	
	Contact person (s)	-	
	Unique identification number (IDNO/IDNP),	-	
	if		
	applicable		
	VAT-number, if applicable		
	Legal status of the economic operator		
parameter and the second	The economic operator is:	It is selected by economic operator	
		77.7	
	small enterprise	Yes X No	
	medium enterprise	X Yes No	
	Only if the procurement is reserved:	It is selected by economic operator	
	Is the economic operator a sheltered		
	workshop or a "social enterprise" or will it	□Yes XNo	
	ensure the execution of the contract in the		
	context of sheltered employment programs?	It is completed text	
	- What is the appropriate proportion of		
	disabled or	It is completed text	
	disadvantaged employees?		
	- If necessary, please specify to which		
	categories of		
	disabled or disadvantaged workers belong		
	to the		
	employees concerned?		
	Where appropriate, is registered the	It is selected by economic operator	
	economic		
	operator's business activity or have		
	equivalent	□Yes XNo	
	certification within a national system		
	of economic	It is completed text	
	activities that it carries out?	□Yes □No	
	- Please provide constituent documents, if	□Yes □No	
	applicable:		
		It is completed text	
	- If the constitution or certification acts are	□Yes □No	
	available in		
	electronic format, please specify:	□Yes □No	
	- Please provide the authorizations on		



	which commercial activities are based, if applicable:	
	 Does the registration or certification cover all the 	
	required selection criteria?	
	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 notic	ce or documents
	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	It is selected by economic operator X Yes □No It is selected by economic operators: The web address, the Issuing authority or the issuing body.
	accessing a national database in any Member State that is available free of charge? If the relevant documentation is available electronically, please indicate:	Exact reference Of the documentation.
	Is the economic operator participating	It is selected by economic operator
	in the	□Yes X No
	procurement procedure together with others?	l les Ano
	Please ensure that the others concerned provide	e a separate ESPD form
	Please indicate the role of the	It is completed text
	economic operator in the group (leader, responsible for specific tasks, etc.):	
	Please identify the other economic operators	It is completed text
	participating in the procurement procedure together:	
	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.	Information about representatives of	the economic operator
	Where applicable, please indicate the name(s) a	and address(es) of the person(s) empowered
	to represent the economic operator for the purp	
	First name	Lukasz Chrznowski CEO
	Name	Ul. Cegłowska 29
	Birth name	01-809 Warsaw PL
	Birth place	Lukasz.chrzanowski@masterbrand.pl
	Street and number	+48 515254050
	Postal code	
	City	
	Country	
	e-mail	
	Telephone	



	Position/Acting in the capacity of:	
	If needed, please provide detailed information on the purpose):	he representation (its forms, extent,
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 ☐ Yes X No
	Please provide a separate ESPD form setting out the B of this Part and Part III for each of the entities entities concerned. Please note that this should also include any tech directly to the economic operator's undertaking, espand, in the case of public works contracts, the tech economic operator can call in order to carry out the Insofar as it is relevant for the specific capacity or relies, please include the information under Pacconcerned.	concerned, duly filled in and signed by the hinicians or technical bodies, not belonging pecially those responsible for quality control hinicians or technical bodies upon whom the work.
D.	Information concerning subcontractors on whose capacity the economic operator does not rely	Answer It is completed by economic operato text
	Section to be filled-in only if this information is expl authority or contracting entity.	licitly required by the contracting
	Does the economic operator intend to subcontract any share of the contract to third parties?	It is selected by economic operator ☐Yes ☐No
	If yes and in so far as known, please	PR – KERRIS GROUP
	list the proposed subcontractors.	THE REMAINS GROOT

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
	Article 18 of the Law no.131 of 03.07.2015 establishes the following grounds for exclusion 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. 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. Par. (6) Any bidder / candidate who is in one of the situations referred to in Article 18 and
	(2) of Law 131 / 03.07.2018 on public procurement, provides evidence that the measure



	taken by him are sufficient to prove his reliability despite exclusion. If the contracting authority considers such sufficient candidate concerned is not excluded from the public procurent Par. (7) In the context of paragraph (6), the tenderer / candidate undertaken to pay compensation in respect of any misconduct, has fully clarified the facts and circumstances is authorities competent to investigate the case and has under technical, organizational and personnel level, appropriate a deviations. Par. (8) The measures taken by the tenderer / candidate of the gravity and offense or irregularity. If it considers that the measures taken authority shall inform the tenderer / candidate of the reasons, Par. (9) A tenderer / candidate who has been excluded by a participation in the procurement procedures is not entitled provided in paragraph (6) - (8).	ficient evidence, the ment procedure. idate proves that he damage caused by actively cooperative taken concrete measured by new andidate within the different prevent are insufficient, the for the exclusion.	has paid or y crime or ing with the sures at the offenses or meaning of ances of the contracting
	Participation in a criminal organization Text	□Yes	xNo
	Corruption Text	□Yes	xNo
	Fraud Text	□Yes	xNo
	Terrorist offences or offences linked to terrorist Activities Text	□Yes	xNo
	Money laundering or terrorist financing Text	□Yes	xNo
	Child labour and other forms of trafficking in human beings Text	□Yes	xNo
В.	Grounds relating to the payment of taxes or social security contributions		
	Article 18 of the Law no.131 of 03.07.2015 establishes the for Par. (2) The contracting authority has the obligation to exclude any tenderer or candidate who is in any of the following situat Letter. (b) has not fulfilled its obligations to pay taxes, so security contributions in accordance with the legal provision Moldova or in the country where it is established. Par. (22) By way of derogation from paragraph 2 b) the tender from the award procedure if he / she enjoys, under the law, the social security contributions or other facilities for payment, in and / or fines.	de from the award protions: social security taxes ons in force in the larer / candidate is not e staggered payment	and social Republic of excluded of taxes,
	Payment of taxes text	Yes	XNo
	Is this breach of obligations established by means other than a judicial or administrative decision?	□Yes	XNo
	If this breach of obligations has been established by a judicial or administrative decision, is this	□Yes	XNo
	decision final and binding? Please indicate the date of conviction or decision In case of conviction, insofar as established directly therein, the length of the period of exclusion Describe what means have been used	It is comp economic text	
	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?	XYes	□No



	Please provide details Is this information available for authorities free of charge from a national database?	☐ Yes XNo It is completed by economic operators: text web address, issuing authority or body, precise reference of the documentation.
	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?	□Yes xNo
	Is this breach of obligations established by other means than a judicial or administrative decision?	□Yes xNo
	If this breach of obligations has been established by a judicial or administrative decision, is this decision final and binding? Please indicate the date of conviction In case of conviction, insofar as established directly therein, the length of the period of exclusion Describe what means have been used	□Yes xNo
	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? Please provide details Is this information available for authorities free of charge from a national database?	☐ Yes ☐ No It is completed by economic operators: text web address, issuing authority or body, precise reference of the documentation.
C.	Inclusion in the ban list of economic operators.	une documentation
	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.	□Yes xNo
D.	Grounds relating to insolvency, conflicts of interests or professional misconduct.	
	Art. 18 par. 2 of the Law no.131 of 03.07.2015 establish exclusion. Letter. (a) are in insolvency proceedings follow Letter. (c) has been convicted in the last 3 years by the final juring offense concerning professional ethics or for committing and Letter. (d) presented false information or failed to submit the contracting authority for the purpose of demonstrating that criteria were met; Letter. (d1) has violated applicable environmental, labor and contracting authority demonstrates this by any appropriate medical tester. (d2) is guilty of a professional misconduct which contracting authority demonstrates, by any appropriate means Letter. (d3) has entered into agreements with other economic of competition, if this is determined by a decision of the body empleter. (d4) is in a situation of conflict of interest that can not measures provided by art. 74. To the extent of his knowledge, did the economic operator violated its environmental obligations?	wing court order; adgment of a court of law for an error in professional matters; ae information requested by the the qualification and selection social security obligations if the eans; questions its integrity if the s, that fact; operators aimed at distorting powered to do so;
	Did you take action to prove your reliability (self-correction)? Please describe them	□Yes xNo



To the extent of his knowledge, did the economic	□Yes	xNo
operator violated his social obligations?	1.00	
Did you take action to prove your reliability (self-		
correction)?	□Yes	xNo
Please describe them		
To the extent of his knowledge, did the economic		
operator violated his obligations in the field	□Yes	xNo
of labor?		
Did you take action to prove your reliability (self-		
correction)?	□Yes	xNo
Please describe them		
Bankruptcy	11	
Is the economic operator in bankruptcy?		NI.
Please describe them	□Yes	xNo
Please indicate the reasons for being able nevertheless to pery necessary to provide this information if the exclusion of economi become mandatory under the applicable national law without a where the economic operator is still able to execute the contract.	c operators in thi ny possibility of	is case has derogation
Is this information available for authorities free of charge from a national database?	Yes	xNo
	It is comp economic of text web address authority of precise refer the document	operators : ss, issuing r body, erence of
Insolvency		
Is the economic operator in a state of insolvency		
or liquidation? Please describe them	□Yes	xNo
Please indicate the reasons for being able nevertheless to pery necessary to provide this information if the exclusion of economi become mandatory under the applicable national law without a where the economic operator is still able to execute the contract.	c operators in th	is case has
Is this information available for authorities free of charge from a national database?	Yes	xNo
	It is compeconomic of text web address authority of precise refet the documents.	operators : ss, issuing r body, erence of
Bankruptcy		
Is the economic operator in a similar situation,		
such as bankruptcy, resulting from a similar		NI
procedure in national laws or regulations? Please describe them	□Yes	xNo
Please indicate the reasons for being able nevertheless to per necessary to provide this information if the exclusion of economic become mandatory under the applicable national law without a where the economic operator is still able to execute the contract.	ic operators in th my possibility of	is case has derogation
Is this information available for authorities free of charge from a national database?	Yes	xNo
from a national database.		
from a national database.	It is comp	
from a national database.	It is compeconomic	



	web address, authority or b precise refere the document	oody, ence of
Assets managed by the liquidator		
Are the assets administered by a liquidator or by the court? Please describe them	□Yes	xNo
Please indicate the reasons for being able nevertheless to pery necessary to provide this information if the exclusion of economi become mandatory under the applicable national law without as where the economic operator is still able to execute the contract.	c operators in this	case has
Is this information available for authorities free of charge from a national database?	Yes It is complete economic operate web address, authority or be precise reference the document	issuing body, ence of
Economic activities are suspended		
Is the economic operator's economic activities suspended? Please describe them	□Yes	xNo
Please indicate the reasons for being able nevertheless to pery necessary to provide this information if the exclusion of economic become mandatory under the applicable national law without a where the economic operator is still able to execute the contract.	c operators in this	case has
Is this information available for authorities free of charge from a national database?	□Yes	xNo
	It is complete economic operated by text web address, authority or be precise reference the document	issuing body, ence of
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? Please describe	□Yes	xNo
Specify the reasons why you may still be able to execute the con- provide this information if the exclusion of economic operator mandatory under the applicable national law without any possibi economic operator is still able to execute the contract.	rs in this case has	become
You've taken action to prove your reliability (self-correction)? Please, describe	□Yes	xNo
Conflict of interest arising from participation		
in the procurement procedure.		
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? Please, describe	□Yes	xNo
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? Please, describe	□Yes xNo
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: Please, describe	□Yes xNo
You've taken action to prove your reliability (self-correction) Please, describe	□Yes xNo
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 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	□Yes xNo
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?	
Art.18 of the Law No.131 of din 03.07.2015 provides: Paragraph (3)The contracting authority shall extract the inf the existence or non-existence of the circumstances describe the available databases of public authorities or third para contracting authority has the obligation to accept as sufficie that the tenderer / candidate does not fall into any of the site (1) and (2) any document deemed to be edifying from this origin or in the country where the bidder / candidate is estab records or other equivalent documents issued by the comp	d in paragraph (1) and (2) from ties. If this is not possible, the ent and relevant to demonstrate wations referred to in paragrap point of view in the country of lished, such as certificates, lego



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.

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:		
	The tenderer will confirm the professional experience of at least 3 years in Poland (between 2016-2019), PR and digital promotion of tourism destinations. The economic operator will present contracts and / or invoices for each year of experience, in original or copies authenticated by signature and stamp and / or electronic signature, from 2016-2019.	xYes	□No
	The economic operator will demonstrate experience, by means of confirmatory documents / documents, regarding the development of at least 3 international online campaigns in the last year.	xYes	□No
	Demonstration of experience, by means of demonstrative documents / documents, in the organization of at least 2 presstours, from 2017-2019.	xYes	□No
	The economic operator will demonstrate experience and access to technology, advertising platforms, research systems and development opportunities. NOTE! The economic operator must use tools that allow us to reach at least 80% of the internet users on the Polish market.	□xes	□No
	The economic operator will demonstrate at least one year's experience in running campaigns using marketing automation tools.	xYes	□No
B.	Economic and financial standing		
	Article 20 (1) of Law 131 of 03.07.2018 on public procurement, est Prove of the economic and financial standing of the econom presenting one or more relevant documents, such as Bank statements	ablishes that, ic operator is a	chieved l
	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? Please, describe	xYes	□No



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? Term 3 working days.	xYes □No
	This information is available free of charge to the authorities, from a national database?	☐ Yes xNo It is completed by economic operators : text web address, issuing authority or body, precise reference of the documentation.

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:	YES
The economic operator declares that: It has certificates or other forms of supporting documents, as required by the relevant contract notice:	YES
This information is available free of charge to the authorities, from a national database?	☐ Yes ☐ 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: Łukasz Chrznowski

Position: CEO Date: 11.05.2020 Place: Warsaw

Signature and Stamp:

Marcin

Łukasz

Elektronicznie

podpisany przez Marcin Łukasz Chrzanowski

Data: 2020.05.10

Chrzanowski 21:45:54 +02'00'