

#### "SPAN-IT" SRL

str. 31 August 1989, 78, MD-2012, mun. Chisinau, Republic of Moldova IDNO: 1021600030638 Email: ssmigaliov@span.eu

Web: www.span.md

# 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. IN	FORMATION ON PUBLICATION	
	Number of the notice / invitation published in the Public	ocds-b3wdp1-
1A.1	Procurement Bulletin, and where applicable the number of	MD-
	the notice published in the Official Journal of the European Union	1712663760765
B. IDI	ENTITY OF THE CONTRACTING AUTHORITY /	ENTITY
		Secretariatul
1B.1	Name of the contracting authority / entity	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. INFORM	ATION 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	<u>www.span.md</u>
2A.7	Contact person or persons	Serghei Smigaliov
2A.7.1	Telephone	079 222555
2A.7.2	E-mail address	<u>ssmigaliov@span.eu</u>
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/ associate	es/ beneficial owner
2A.11.1	Names of shareholders / associates	"SPAN" d.d, Zagreb, (Croatia, EU)
2A.11.2	Name of the beneficial owner  [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]	Nikola Dujmovici
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
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	If Yes, what is the appropriate percentage of disabled or disadvantaged workers?	-
2A.13.2	Specify which category or which categories of disabled or disadvantaged workers belong to the employees concerned?	-
2A.14	Does the economic operator participate in the public procurement procedure together with other economic operators?	Yes
2A.14.1	If Yes, specify the role of the economic operator within the group (leader, responsible for performing specific tasks, etc.).	N/A
2A.14.2	Name the economic operators participating in the respective public procurement procedure.	N/A
2A.14.3	Specify the name of the participating group.	N/A

Note. If you answered Yes to question 2A.14, make sure that the economic operators mentioned submit a separate ESPD form.

В.	INFORMATION ON TH	E 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
	Position / acting as	Director of "SPAN-IT"
		SRL, acting as the
2B.2		economic operator
		authorized
		reprezentative
2B.3	Country	Moldova
2B.4	Phone	
ZD.4		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?	Yes
	rules set out in Chapter V below?	

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.

### 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.

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Position code	Requirements content	Response

A. REAS	ons on convictions by the final ju	JDGMENT OF A	
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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 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?	No	
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	No	

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	less than five years ago, or in which a period of exclusion	
	provided for directly in the conviction continues to apply?	
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	If Yes, describe these measures.	-
	ONS FOR THE PAYMENT OF TAXES AND / OR SITY CONTRIBUTIONS	SOCIAL
	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	If No, how was the obligation to pay taxes, fees and social security contributions established?	-
3B.1.2	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?	No
3B.1.3	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.	-
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	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?	-
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.	- - -
C. INCLU	ISION OF ECONOMIC OPERATORS IN THE PR	OHIBITION LIST
3C.1	Is the economic operator included in the prohibition list of economic operators?	No
3C.1.1	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?	-
3C.1.2	If Yes, describe these measures.	-
D. GROU	NDS RELATED TO INSOLVENCY, CONFLICTS	OF INTEREST
OR PR	OFESSIONAL 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	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?	-
3D.1.2	If Yes, describe these measures.	-
3D.2	Has the economic operator violated its social obligations in the last 3 years?	No
3D.2.1	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?	-
3D.2.2	If Yes, describe these measures.	
3D.3	Has the economic operator violated its labour obligations in the last 3 years?	No
3D.3.1	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?	-
3D.3.2	If Yes, describe these measures.	-
	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	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?	□Yes □No
3D.4.2	If Yes, describe these measures.	text
	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	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?	-
3D.5.2	If Yes, describe these measures.	-
	Economic activities are suspended	
3D.6	Are the economic activities of the economic operator suspended?	No
3D.6.1	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?	-
3D.6.2	If Yes, describe these measures.	-
	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	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?	-
3D.7.2	If Yes, describe these measures.	-
	Conflict of interests	
3D.8	Is the economic operator in a situation of conflict of interest that cannot be remedied?	No
3D.8.1	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?	-
3D.8.2	If Yes, describe these measures.	-
	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	No

	violated professional ethics or for committing a mistake in professional matters?	
3D.9.1	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?	-
3D.9.2	If Yes, describe these measures.	-
	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	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?	-
3D.10.2	If Yes, describe these measures.	-

# 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. ABI	LITY 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.  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)	Yes, Excerpt from the Stat Register of the Legal Entities
4A.1.2	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.	-

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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	If Yes, is the economic operator able to provide the document (s) proving the certification and / or authorization of its activity?	-
4A.2.3	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.	- -
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. EC	CONOMIC 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	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.	-
	Annual turnover (sales volume)  The economic operator is able to demonstrate an annual turnover, as follows:	-
4B.2	Value Period  Note. The contracting authority shall complete the amount and the period	_
4B.2.1	Specify the annual turnover, according to the data in the	-
4D.2.1	financial report.	-
	Average annual turnover  The economic operator is able to demonstrate an average annual turnover, as follows:	
4B.3	Value Period  Note. The contracting authority shall complete the amount	-
	and the period	
	Specify the turnover according to the data in the financial	<u>-</u>
4B.3.1	report.	-
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		-
		-
	Financial report	
	Is the economic operator able to provide the registered	
4B.4	financial report, extracted from the financial report?	-
		-
	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	
4B.5	verification.	
40.5	verification.	
	Vos	-
	Yes,	
	Financial statement	
	(according to point 16 of the participation notice)	
C. TEC	CHNICAL AND / OR PROFESSIONAL CAPACIT'	Y
	The economic operator is able to provide the documents	
	requested by the contracting authority / entity in the	
4C.1	contract notice, which demonstrates the technical and / or	Yes
40.1		
	professional capacity to perform the future contract.	
	la in Constant and American American	<del>-</del>
	Is information on technical and / or professional capacity	-
	available free of charge to the authorities, from a national	
	database? If Yes, specify the information that would allow	
4C.1.1	verification.	
		_
	Yes,	
	Presentation of documents certifying the right of delivery of	
	goods	
	(according to point 16 of the participation notice)	
	Technical installations and quality assurance measures	
	Is the economic operator able to provide details of the	
	technicians or technical bodies specified in the contract	
	notice / award documentation that the contracting	
4C.2	authority / entity may request, in particular those	Yes
	responsible for quality control in connection with this	
	public procurement exercise ?	
	Is the economic operator able to provide information on	
4C.3	the management and traceability systems used in the	Yes
40.3		163
	supply chain?	
	la the information qualified from a fall to the	=
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	

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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	-
40.0	the last three years of activity.	=
		-
		-
	Number of management staff members	
		2021
		1
4C.9	Indicate the number of management personnel of the	- - -
40.9	economic operator during the last three years.	
		-
	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?	-
		text
4C.11.1	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.	
	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?	-
		-
	If Yes, list them specifying the description of the deliveries,	-
	their value, the start date, the delivery date, the recipient	
4C.12.1	and other relevant information.  Yes,	_
	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)	
	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?	-
		-
	If Yes, list them specifying the description of the services,	-
4C.13.1	their value, execution time, start date, beneficiary and other	-
	relevant information.	_
		-
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. QU	ALITY 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
		-
	Is the information on quality assurance standards available	-
4D.2	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?	-

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	Is the information on environmental protection standards	-
4E.2	available free of charge to the authorities, from a national	-
	database? If Yes, specify the information that would allow verification.	-
F. AL	LOWING CONTROLS	
4F.1	Yes,	
	Does the economic operator allow the contracting	
	authority / entity to carry out verifications regarding the	Yes
	economic and financial, production or technical capacities	
	regarding the execution of the future public procurement	
	contract?	

# 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. FULFIL	LMENT OF ALL REQUIRED SELECTION	
CRITE	RIA	
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?  Deadline 3 days from request.  Note. The number of days shall be indicated by the contracting authority taking into account the quantity and character of the documents requested.	Yes
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. FULI	FILLMENT 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 (pachete software) (tender: ocds-b3wdp1-MD-1712663760765 dated as of 10.05.2024).

Name: Serghei Smigaliov Position: Administrator

Date: 10.05.24

Address: ssmigaliov@span.eu

Signature: see electronic qualified signature