

Commission Implementing Regulation (EU) 2016/7 of 5
January 2016 establishing the standard form for the European
Single Procurement Document (Text with EEA relevance)

Changes to legislation: There are currently no known outstanding effects for the Commission Implementing Regulation (EU) 2016/7, Part IV: Selection criteria. (See end of Document for details)

ANNEX 2

STANDARD FORM FOR THE EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)

Part IV: Selection criteria

Concerning the selection criteria (Section α or Sections A to D of this part), the economic operator declares that:

α: GLOBAL INDICATION FOR ALL SELECTION CRITERIA

The economic operator should **only** fill in this field in case the contracting authority or contracting entity has indicated in the relevant notice or in the procurement documents referred to in the notice that the economic operator can limit itself to filling in Section α of Part IV without having to fill in any other Section of Part IV:

Meeting all required selection criteria	Answer
It satisfies the required selection criteria:	<input type="checkbox"/> Yes <input type="checkbox"/> No

A: SUITABILITY

The economic operator should **only** provide information where the selection criteria concerned have been required by the contracting authority or contracting entity in the relevant notice or in the procurement documents referred to in the notice.

Suitability	Answer
<p>(1) It is enrolled in the relevant professional or trade registers kept in the Member State of its establishment ⁽³²⁾:</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p>[.....]</p> <p>(web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p>
<p>(2) For service contracts:</p> <p>Is a particular authorisation or membership of a particular organisation needed in order to be able to perform the service in question in the country of establishment of the economic operator?</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify which and indicate whether the economic operator has it: [...] <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p>

B: ECONOMIC AND FINANCIAL STANDING

The economic operator should **only** provide information where the selection criteria concerned have been required by the contracting authority or contracting entity in the relevant notice or in the procurement documents referred to in the notice.

Economic and financial standing	Answer:
<p>(1a) Its ('general') yearly turnover for the number of financial years required in the relevant notice or the procurement documents is as follows:</p> <p>And/or,</p> <p>(1b) Its average yearly turnover for the number of years required in the relevant notice or the procurement documents is as follows ⁽³³⁾:</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p>year: [.....] turnover: [.....][...]currency</p> <p>year: [.....] turnover: [.....][...]currency</p> <p>year: [.....] turnover: [.....][...]currency</p> <p>(number of years, average turnover):</p> <p>[.....], [.....][...]currency</p> <p>(web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....]</p>

⁽³²⁾ As described in Annex XI of Directive 2014/24/EU; economic operators from certain Member States may have to comply with other requirements set out in that Annex

⁽³³⁾ Only if permitted in the relevant notice or the procurement documents.

Changes to legislation: There are currently no known outstanding effects for the Commission Implementing Regulation (EU) 2016/7, Part IV: Selection criteria. (See end of Document for details)

<p>(2a) Its yearly ('specific') turnover in the business area covered by the contract and specified in the relevant notice or the procurement documents for the number of financial years required is as follows:</p> <p>And/or,</p> <p>(2b) Its average yearly turnover in the area and for the number of years required in the relevant notice or the procurement documents is as follows ⁽³⁴⁾:</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p>year: [.....] turnover: [.....][...]currency year: [.....] turnover: [.....][...]currency year: [.....] turnover: [.....][...]currency</p> <p>(number of years, average turnover): [.....],[.....][...]currency</p> <p>(web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....]</p>
<p>(3) In case the information concerning turnover (general or specific) is not available for the entire period required, please state the date on which the economic operator was set up or started trading:</p>	<p>[.....]</p>
<p>(4) Concerning the financial ratios ⁽³⁵⁾ specified in the relevant notice or the procurement documents, the economic operator declares that the actual value(s) for the required ratio(s) is/are as follows:</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p>(identification of the required ratio – ratio between x and y ⁽³⁶⁾ — and the value): [.....],[.....] ⁽³⁷⁾</p> <p>(web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....]</p>
<p>(5) The insured amount in its professional risk indemnity insurance is the following:</p> <p>If this information is available electronically, please indicate:</p>	<p>[.....][...]currency</p> <p>(web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....]</p>
<p>(6) Concerning the other economic or financial requirements, if any, that may have been specified in the relevant notice or the procurement documents, the economic operator declares that:</p> <p>If the relevant documentation that may have been specified in the relevant notice or the procurement documents, is available electronically, please indicate:</p>	<p>[.....]</p> <p>(web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....]</p>

C: TECHNICAL AND PROFESSIONAL ABILITY

The economic operator should only provide information where the selection criteria concerned have been required by the contracting authority or contracting entity in the relevant notice or in the procurement documents referred to in the notice.

Technical and professional ability	Answer:
<p>(1a) For public works contracts only: During the reference period ⁽³⁸⁾, the economic operator has performed the following works of the specified type:</p> <p>If the relevant documentation concerning satisfactory execution and outcome for the most important works is available electronically, please indicate:</p>	<p>Number of years (this period is specified in the relevant notice or the procurement documents): [.....] Works: [.....]</p> <p>(web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....]</p>

⁽³⁴⁾ Only if permitted in the relevant notice or the procurement documents.

⁽³⁵⁾ E. g. the ratio between assets and liabilities.

⁽³⁶⁾ E. g. the ratio between assets and liabilities.

⁽³⁷⁾ Please repeat as many times as needed.

⁽³⁸⁾ Contracting authorities may require up to five years and allow experience dating from more than five years.

Changes to legislation: There are currently no known outstanding effects for the Commission Implementing Regulation (EU) 2016/7, Part IV: Selection criteria. (See end of Document for details)

<p>(1b) For public supply and public service contracts only: During the reference period ⁽³⁹⁾, the economic operator has delivered the following principal deliveries of the type specified or provided the following main services of the type specified: When drawing up the list, please indicate the amounts, dates and recipients, whether public or private ⁽⁴⁰⁾:</p>	<p>Number of years (this period is specified in the relevant notice or the procurement documents): [.....]</p> <table border="1" data-bbox="805 448 1308 526"> <thead> <tr> <th>Description</th> <th>amounts</th> <th>dates</th> <th>recipients</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Description	amounts	dates	recipients				
Description	amounts	dates	recipients						
<p>(2) It can call upon the following technicians or technical bodies ⁽⁴¹⁾, especially those responsible for quality control: In the case of public works contracts, the economic operator will be able to call on the following technicians or technical bodies to carry out the work:</p>	<p>[.....] [.....]</p>								
<p>(3) It uses the following technical facilities and measures for ensuring quality and its study and research facilities are as follows:</p>	<p>[.....]</p>								
<p>(4) It will be able to apply the following supply chain management and tracking systems when performing the contract:</p>	<p>[.....]</p>								
<p>(5) For complex products or services to be supplied or, exceptionally, for products or services which are required for a special purpose The economic operator will allow checks ⁽⁴²⁾ to be conducted on the production capacities or the technical capacity of the economic operator and, where necessary, on the means of study and research which are available to it and on the quality control measures?</p>	<p>[] Yes [] No</p>								
<p>(6) The following educational and professional qualifications are held by: (a) The service provider or the contractor itself, and/or (depending on the requirements set out in the relevant notice or the procurement documents) (b) Its managerial staff:</p>	<p>(a) [.....] (b) [.....]</p>								
<p>(7) The economic operator will be able to apply the following environmental management measures when performing the contract:</p>	<p>[.....]</p>								
<p>(8) The economic operator's average annual manpower and the number of managerial staff for the last three years were as follows:</p>	<p>Year, average annual manpower: [.....],[.....], [.....],[.....], [.....],[.....], Year, number of managerial staff: [.....],[.....], [.....],[.....], [.....],[.....]</p>								
<p>(9) The following tools, plant or technical equipment will be available to it for performing the contract:</p>	<p>[.....]</p>								
<p>(10) The economic operator intends possibly to subcontract ⁽⁴³⁾the following proportion (i.e. percentage) of the contract:</p>	<p>[.....]</p>								

⁽³⁹⁾ Contracting authorities may **require** up to three years and **allow** experience dating from **more** than three years.

⁽⁴⁰⁾ In other words, **all** recipients should be listed and the list should include both public clients and private clients for the supplies or services concerned.

⁽⁴¹⁾ For technicians or technical bodies not belonging directly to the economic operator's undertaking but on whose capacities the economic operator relies as set out under Part II, Section C, separate ESPD forms must be filled in.

⁽⁴²⁾ The check is to be performed by the contracting authority or, in case the latter consents to this, on its behalf by a competent official body of the country in which the supplier or service provider is established;

⁽⁴³⁾ Please note that if the economic operator **has** decided to subcontract a part of the contract **and** relies on the subcontractor's capacities to perform that part, then please fill in a separate ESPD for such subcontractors, see Part II, Section C above.

Changes to legislation: There are currently no known outstanding effects for the Commission Implementing Regulation (EU) 2016/7, Part IV: Selection criteria. (See end of Document for details)

<p>(11) For public supply contracts:</p> <p>The economic operator will supply the required samples, descriptions or photographs of the products to be supplied, which do not need to be accompanied by certifications of authenticity;</p> <p>Where applicable, the economic operator furthermore declares that it will provide the required certificates of authenticity.</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(web address, issuing authority or body, precise reference of the documentation): [.....] [.....] [.....]</p>
<p>(12) For public supply contracts:</p> <p>Can the economic operator provide the required certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to the technical specifications or standards, which are set out in the relevant notice or the procurement documents?</p> <p>If not, please explain why and state which other means of proof can be provided:</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....]</p> <p>(web address, issuing authority or body, precise reference of the documentation): [.....] [.....] [.....]</p>

D: QUALITY ASSURANCE SCHEMES AND ENVIRONMENTAL MANAGEMENT STANDARDS

The economic operator should only provide information where quality assurance schemes and/or environmental management standards have been required by the contracting authority or contracting entity in the relevant notice or in the procurement documents referred to in the notice.

Quality Assurance Schemes and Environmental Management Standards	Answer:
<p>Will the economic operator be able to produce certificates drawn up by independent bodies attesting that the economic operator complies with the required quality assurance standards, including accessibility for disabled persons?</p> <p>If not, please explain why and specify which other means of proof concerning the quality assurance scheme can be provided:</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....] [.....]</p> <p>(web address, issuing authority or body, precise reference of the documentation): [.....] [.....] [.....]</p>
<p>Will the economic operator be able to produce certificates drawn up by independent bodies attesting that the economic operator complies with the required environmental management systems or standards?</p> <p>If not, please explain why and specify which other means of proof concerning the environmental management systems or standards can be provided:</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....] [.....]</p> <p>(web address, issuing authority or body, precise reference of the documentation): [.....] [.....] [.....]</p>

Changes to legislation:

There are currently no known outstanding effects for the Commission Implementing Regulation (EU) 2016/7, Part IV: Selection criteria.