

TECHNICAL SPECIFICATION FOR BENCHMARKING SERVICES OF GAS TRANSMISSION SYSTEM OPERATORS

Scope of Work

1.0 Scope of Work

Below is a description of the scope of work for the following 6 key activities:

- Facilitation, consultation and administration support
- Data collection and validation
- Data analysis, report compilation and results reporting
- Complexity Factor assessment
- On-site Survey & Managers' Conference
- Facilitation of WG2 activities

1.1 Facilitation, Consultation and Administration Support

1.1.1 Steering Group, WG1 and WG2 Meetings

- 1.1.1.1 Benchmarking executor will attend all Steering Group meetings (up to a maximum of 3 per annum) and all WG1 Meetings (up to a maximum 4 per annum). Meetings will be held in such a way to optimize time and cost efficiency (e.g. by means of WebEx, teleconference or other web-based virtual meeting). It is assumed that in most instances, attendance would be by a single Consultant, who would attend all meetings, in order to maintain continuity and consistency and maximize the benefits of a team approach. However, there may be occasions where additional input from Benchmarking executor is appropriate, depending upon the meeting topic. In such instances, with the formal agreement of either the Steering Group or WG1 (as appropriate), additional consultant resources may also be asked to participate, for which Benchmarking executor may charge an additional fee.
- 1.1.1.2 Benchmarking executor will support the Chairperson through facilitation of these meetings and, where appropriate, contribute through the provision of best practice advice and guidance to assist in the development of metrics, data collection, data normalization, analysis, results reporting and best practice identification. Ongoing support in this respect will also be provided via email / telephone.
- 1.1.1.3 In addition, Benchmarking executor will prepare and circulate (via email or secure website) all meeting agendas and associated agenda reports / attachments and will prepare and circulate all meeting notes. All administration will be conducted from Benchmarkings' executor offices.
- 1.1.1.4 WG2 meetings will be scheduled according to the activities of the working group in any given year, with the prior approval of the Steering Group. Wherever feasible, meetings will be held remotely via teleconference or internet meeting.
- 1.1.1.5 Benchmarking executor will support continuous improvement and development throughout the study and will manage the collection of suggestions and changes to the study for discussion mainly during the study review stage.

1.1.2 Solicitation of New Participants

- 1.1.2.1 If agreed by the members of the Steering Group, Benchmarking executor will assist the Steering Group in the solicitation of new participants through the identification of potential new participants, developing appropriate documentation to support the solicitation process, delivering presentations to interested parties and administering the subsequent enrolment of new participants. There will be no additional charge for these services.

1.2 Data Collection and Validation

1.2.1 Data Collection

1.2.1.1 Benchmarking executor will develop a revised draft of the Data Collection Document (DCD), incorporating any changes agreed at the Kick-off Meeting. The document will also be reviewed by Benchmarking executor to identify areas where automated checks can be made an integral part of the document, which can be designed in such a way that it is easy to populate and has a number of in-built validation checks, thereby maximizing data quality and minimizing errors. The in-built automated error checks aim to prevent the input of spurious data and enable the user to conduct their own first-pass manual check of the data prior to submission. Thorough initial checking by the users themselves significantly reduces the time and effort required for subsequent validation.

1.2.1.2 Benchmarking executor will issue the DCD to appointed focal points in all participants by email or by uploading it to the Juran Benchmarking Secure Members Website. Routine documents will be issued by email and reports will be uploaded to the Benchmarking executor Secure Members Website. Wherever appropriate, documents will be uploaded to the Benchmarking executor Secure Members Website.

1.2.1.3 Prior to the agreed data submission deadline, Benchmarking executor will approach all participants to ensure that they are on course to submit their data on time. Those participants who may be at risk of missing the deadline will be identified and actions taken in concert with the Steering Group to proactively drive out any emerging issues in order to minimize the impact on the project schedule.

1.2.2 Data Validation

1.2.2.1 Upon receipt, all data will be validated by Benchmarking executor according to a 3-step data validation process:

- Data Completeness
- Data Integrity
- Data Consistency

1.2.2.2 Submissions will be first checked to ensure that the data is complete, that is to say that all data cells in the document which should have been completed, have indeed been completed. Validation will include consistency checks against previous year's data submissions. Where possible additional validation of the integrity of the data will be carried out by comparing KPI submissions made against the results expected for corresponding Network and Compressor Station Technical Metrics submitted. Finally, a range of intelligent triangulation checks will be conducted on cost and non-cost data to ensure that there is consistency between data provided and with previous year's submissions.

1.2.2.3 Any discrepancies identified will be raised with the relevant participant to determine the accuracy of the data and, where appropriate, ascertain the reason for significant changes from previous results. Upon completion, validated data will be returned by the participant focal point for data analysis, with an accompanying written report providing a commentary on the reasons for any discrepancies from previous submissions.

1.2.3 Help Desk Support

1.2.3.1 To facilitate the data submission and validation process, Benchmarking executor will set up a help desk that is available for the entire project duration. The desk will provide professional advice on how to fill the data collection document, answers questions related to specific programme related matters (e.g. interpretation of definitions used) send queries for validation. This support will be in the form of email and telephone correspondence with a dedicated resource to address any emerging issues or answer any queries participants may have. The objective is to provide a swift response to participants so not to delay them in the data collection process and Benchmarking executor guarantees to respond within one working day to all queries received. A list of “Frequently Asked Questions” will also be developed and forwarded to all participants as new issues arise

1.3 Data Analysis, Report Compilation and Results Reporting

1.3.1 Data Analysis

1.3.1.1 Following validation, KPI data from each participant will be analyzed and results presented in a normalized graphical format, comparing performance between each participant wherever appropriate.

1.3.2 Report

1.3.2.1 A report will be compiled in each benchmarking year that will:

- Provide an analysis of efficiency and effectiveness performance and associated best practices
- Integrate all GTBI activities into a single enhanced report, including:
 - Member questions & answers relating to observed changes in participant performance
 - Overviews of best practice presentations
 - Summaries and learning points of ad-hoc surveys
 - Summary of output from WG2 working practices activities
 - Key information from the organizational outlook presentations
 - Relevant output from the on-site survey (if conducted)
 - Key messages from the Managers’ Conference (if conducted)

1.3.2.2 The report will show the graphical representation of the results, including comparisons with previous year’s results. The report will include a commentary of the results, indicating key interpretations as well as an overview of the analysis techniques used and an indication of the best performing participants in each of the key performance-driver areas examined.

1.3.2.3 The final report structure and content will be developed following the data analysis and agreed with the WG1.

1.3.2.4 The table below provides an indication of the main content of the report:

Report Section	Indicative Content
Executive Summary	Overview of key findings and recommendations including radar chart analyses of key performance driver areas
Introduction	<ul style="list-style-type: none">• Preface• Leading Performers• The Complexity Factor• Metrics Models• Report Overview

Data Analysis and Results	<ul style="list-style-type: none"> • Data will be analyzed for each of the key performance areas of the study: • Efficiency • Spending • Staffing • Effectiveness • Network & Compressor Performance • Health & Safety • Quality of Service • Environment & Incidents • Findings will be presented as charts and tables and supported by a commentary describing results • Trends for the current and previous years will be conducted. • Where possible more detailed analyses of the relationship between KPIs should also be carried out to provide better insight.
Performance Gap Analysis	<p>This section of the report will be unique for each participant. The gaps between each participant and the leading performers will be identified as far as possible for each performance area. A variety of analytical methods will be employed including Pareto analyses. Performance trends for each participant will be considered and strengths and weaknesses identified within the context of the business environment of each participant, with high level recommendations for improvement.</p>
Integrated Content	<p>The output from other GTBI activities will be integrated into the annual report where most appropriate (to be determined) in order to provide an enhanced report. This content is expected to include:</p> <ul style="list-style-type: none"> • Summary of any WG2 studies completed • Key messages from the Managers' Conference (if conducted) • Incorporation of relevant findings from the on-site survey (if conducted) • Consideration of differences in working practices • Inclusion of differences in organizational structures and processes

	<ul style="list-style-type: none"> • Summaries and key learning points of any ad-hoc surveys conducted • Overview of best practice forum presentations with summary of business impact • Incorporation of participant Questions & Answers to explain findings where relevant
Appendices	<ul style="list-style-type: none"> • Participant Information • Extraordinary Expenditure • Metric Definitions • Charts • Other supplementary information as required

1.3.2.5 The GTBI Steering Group will determine the extent to which data is anonymized in the reports.

1.3.2.6 Overall results will also be summarized and presented to the WG1 and Steering Group by Benchmarking executor at one of the meetings referred to above.

1.4 Complexity Factor Assessment

1.4.1 The Complexity Factor® (CF) has been established as the primary method for data normalization by the GTBI. The CF is calculated for each part of the transmission system (network, compressors etc.) and as a whole network.

1.4.2 The CF will be calculated for each new participant when they join the GTBI.

1.4.3 Each participant has the option of having the CF for their system review by Benchmarking executor every 3 years. This is highly recommended to ensure any changes to the system are captured in the CF calculation.

1.4.4 If in the intervening period between scheduled full reviews of the CF, changes are made to a participant's gas transmission system that may impact significantly on the CF of the system, then the participant may request Benchmarking executor to update the CF calculation (see Clause 1.7.1.2).

1.4.5 Complexity Factor Calculation

1.4.5.1 A CF questionnaire will be issued to and completed by each participant and returned to Benchmarking executor for validation. Benchmarking executor will then develop an inventory of modules of equipment which make up the transmission system. Each item in the inventory will be assigned a Weight Factor taken from the Library and the CF of the system will be calculated as the sum of the Weight

Factors of its individual items. Once the CF has been calculated, it will be reviewed and agreed by the relevant participant and then form the basis for subsequent normalization of performance data.

1.4.5.2 No changes will be made to the CF methodology as it is applied to the GTBI without the prior agreement of the Steering Group.

1.5 On-site Survey

1.5.1 In 2019 Benchmarking executor will conduct a survey of all participants pertaining to a subject area identified by the Steering Group as being important to the GTBI. The purpose of the survey will be to gain an in-depth insight into how each participant addresses the subject being surveyed and provide an objective analysis of learning points to be shared amongst all participants.

1.5.2 Benchmarking executor will work in conjunction with the Steering Group to develop an outline scope for the survey and prepare a survey question set. Benchmarking executor will visit each participant and over a 2 day period conduct structured interviews with staff (selected by each participant) who are key stakeholders in the subject area being survey. Findings will be compiled by Benchmarking executor into a report which will be shared with all participants.

1.5.3 Managers' Conference

1.5.3.1 In 2019 the normal annual best practice forum will be modified to transform it into a Managers' Conference. The detailed scope, will be determined by the Steering Group but it will be a one-day event, based upon the subject matter of the on-site survey. The intention is to engage relevant managers from all participants in the activities of the GTBI, allowing them to network, share their knowledge and experiences and help form the strategic focus of the GTBI going forward.

1.6 Facilitation of WG2 Activities

1.6.1 Benchmarking executor will administer and program-manage the activities of WG2. This will include:

- Managing the program and reporting progress to the Steering Group
- Liaising with project sponsors to ensure project progress is on track
- Circulating meetings minutes / communications via email / secure website to participants
- If required, facilitation support to the WG2 project sponsor at any WG2 project meetings but this support falls outside of the current works cope and would be subject to terms negotiated separately.

1.7 Costs per Participant

1.7.1 The annual fee (in British Pounds - GBP) in each year:

Support Service	2019	2020	2021
WG1 and Steering Group Support	£37,150	£37,150	£37,150
WG2 Support	£2,450	£2,450	£2,450
Complexity Factor Assessment	£7,400	-	-
On-Site Survey and Senior Management Conference	£8,900	-	-
Introductory Training Workshop	£4,000	-	-
Estimate of Expenses	£3,000	£1,500	£1,500
Total Fee	£62,900	£41,100	£41,100

Fee Reduction for AB Amber Grid	(£20,300)	-	-
Total Fee - with Discount	£42,600	£41,100	£41,100

1.7.3 Exclusions

1.7.3.1 All travel and subsistence costs are excluded and will be charged in line with the invoicing schedule. All efforts will be made to keep expenses to a minimum by optimal planning of site visits (with the co-operation of the participants). Benchmarking executor will submit itemized expenses.

1.7.3.2 All above fees are exclusive of VAT.

2.0 Payment

2.1 Payment and invoicing principles are outlined below:

2.1.1 Participants will be invoiced individually by Benchmarking executor.

2.1.2 Each invoice will equate to 50% of the total fee payable by the participant and sent out in line with the invoicing schedule.

2.1.3 All invoices will summarize work carried out to date.

2.1.4 Payment will be due within 30 days of the date of invoicing.

2.1.5 Invoices will be submitted to the named Invoicing Contact for each participant

2.1.6 Travel and subsistence costs will be invoiced as a supplement to the main invoice on the Invoicing Schedule and a full break down of costs and will be issued in line with the schedule.

2.1.7 Benchmarking executor will ensure all invoices are valid for VAT or any other local tax requirements.

2.2 Invoicing Schedule

2.2.1 The first invoice will be issued following the release and acceptance of the metrics data collection document. This is expected to occur during March of each year.

2.2.2 The second invoice will be issued following the release and acceptance of the study analysis and reporting. This is expected to occur between November and December of each year.

Annex 2 to the Conditions of Procurement

Registered Address

Phillip Townsend Associates Limited
1st Floor,
West Davidson House,
Forbury Square
Reading
Berkshire
RG1 3EU

AB Amber Grid

INITIAL TENDER FOR PROCUREMENT OF BENCHMARKING SERVICES OF GAS TRANSMISSION SYSTEM OPERATORS

26 February 2019

Lochleven Mills, Kinross, KY13 8DH United Kingdom

Name and code of the supplier (<i>in the case of a group of economic operators, the names and codes of all the economic operators shall be included</i>)	Phillip Townsend Associates Limited
Address of the supplier (<i>in the case of a group of economic operators, the addresses of all the economic operators shall be included</i>)	Lochleven Mills Kinross, KY13 8DH United Kingdom
Full name of the person in charge of the tender	Bradbury Wood
Telephone number	+44 131 564 0610
Fax number	+44 131 564 0611
E-mail address	bwood@juranbenchmarking.com

1. We hereby state that we accept all procurement conditions laid down in:
 - 1.1. conditions of the negotiated procedure;
 - 1.2. other contract documents.
2. By submitting the present tender, we hereby confirm – guarantee that:
 - 2.1. in view of the terms and conditions laid down in the procurement documents we are ready, in a qualitative manner and in compliance with the requirements set in the procurement documents and our tender, to provide the goods as intended to be purchased;
 - 2.2. *The present initial tender is valid for the time established in the procurement documents or until 19 March 2019, if the latter period is longer than the one established in the procurement documents. / The final tender shall be valid at least until the expiry of the validity period established in the initial tender, or until 19 March 2019, if the later period is longer than the one established in the initial tender;*

3. We propose the following goods:

Item No	Procurement object	Price for 2019, excl. VAT	Price for 2020, excl. VAT	Price for 2021, excl. VAT	Total price, excl. VAT
1	WG1 and Steering Group Support	£37,150	£37,150	£37,150	£111,450
2	WG2 Support	£2,450	£2,450	£2,450	£7,350
3	Complexity Factor Assessment	£7,400	-	-	£7,400
4	On-Site Survey and Senior Management Conference	£8,900	-	-	£8,900
5	Introductory Training Workshop	£4,000	-	-	£4,000
6	Estimate of Expenses	£3,000	£1,500	£1,500	£6,000
7	Total Fee	£62,900	£41,100	£41,100	£145,100
9	Fee Reduction for AB Amber Grid	(£20,300)	-	-	(£20,300)
Total price of tender, excl. VAT:				£124,800	

Total price of the tender, VAT excl. = One Hundred and Twenty Four Thousand, Eight Hundred **British Pounds, (£124,800 GBP)**.

(in words and numbers)

This sum includes all expenses and all charges, except 21% VAT.

4. We will use the services of the following sub-suppliers for performance of the contract (include the sub-suppliers whose capacity the supplier relies on when participating in the Negotiated Procedure, **and other presently known sub-suppliers**; the table must be completed if the supplier intends to use the services of sub-suppliers for performance of the contract):

Item No.	Name of sub-supplier (if known at the time of submitting the tender)	The part of the procurement object for which the sub-supplier is to be involved (the information must be included even if specific sub-suppliers have not yet been identified)	The part of obligations (in per cent) for which sub-supplier is to be involved
	None		
	Other sub-suppliers not yet identified at the time of submitting the tender	<i>/specify the parts of the Procurement object to be implemented with the assistance of sub-suppliers, although specific sub-suppliers have not yet been identified at this time/</i>	<i>/specify the part of the obligations (in per cent) to be implemented with the assistance of sub-suppliers, although specific sub-suppliers have not yet been identified at this time/</i>

5. The following documents shall accompany the tender:

Item No.	Title of submitted documents	Number of pages in the document
1	Form of Agreement November 2018 Amber Grid	3
2	GTBI Contract November 2018 Amber Grid	34

6. This tender contains the following confidential information (documents containing confidential information are provided separately in CPP IS system (uploaded as a separate file); the table should be completed only provided the tender contains confidential information of the supplier)¹:

Item No.	Title of submitted document	The document is uploaded to the present line of the PPO IS tender window (Documents attached)
	None	

¹ The table contains information on confidentiality of the information referred to in the tender. The supplier shall indicate whether its tender contains confidential information and which information provided in the tender is confidential. The entire tender of the supplier may not be considered confidential information.

In the event where the table or its individual rows are not filled in, the Contracting Entity shall deem that this information of the tender or a relevant part thereof is not considered confidential.

We hereby note that according to the Law on Procurement by Contracting Authorities Operating in the Water, Energy, Transport and Postal Services Sectors (the "Law on Procurement"), information which is compliant with the characteristics and conditions established in Article 32(2) of the Law on Procurement may not be regarded confidential, and where the Contracting Entity has doubts about the confidentiality of information contained in the supplier's tender, it shall request the supplier to provide the justification for confidentiality. Where the supplier (within a time limit set by the Contracting Entity which may not be shorter than 5 working days) fails to provide such evidence or provides inadequate evidence, it shall be considered that such information provided in the tender is not confidential.

7. When submitting this tender by means of CPA IS, I hereby confirm that the digital copies of the documents are genuine.

Note: The supplier must provide all information requested above when completing this form. If the supplier leaves paragraphs 4 and 6 blank or deletes them, it shall be deemed that it will not use any sub-suppliers for the performance of the contract/there is no confidential information in the tender.

Name: Bradbury Wood

Signature:



ESPD form

STANDARD FORM FOR THE EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)**Part 1: Information concerning the procurement procedure and the contracting authority or contracting entity**

For procurement procedures in which a call for competition has been published in the Official Journal of the European Union, the information required under Part 1 will be automatically retrieved, provided that the electronic ESPD² service is used to generate and fill in the ESPD. Reference of the relevant notice ³, published in the Official Journal of the European Union: OJEU S number[], date [], page[], Notice number in the OJ S: [] [] [] [] /S [] [] [] - [] [] [] [] [] []

If there is no call for competition in OJEU, the contracting authority or contracting entity must fill in the information allowing the procurement procedure to be unequivocally identified.

In case the publication of a notice in the Official Journal of the European Union is not required, please give other information allowing the procurement procedure to be unequivocally identified (e.g. reference of a publication at a national level): Only supplier of this service.

INFORMATION ABOUT THE PROCUREMENT PROCEDURE

The information required under Part I will be automatically retrieved, provided that the above-mentioned electronic ESPD-service is used to generate and fill in the ESPD. If not, this information must be filled in by the economic operator.

<i>Identity of the procurer⁴</i>	<i>Answer: Amber Grid</i>
Name:	
<i>Which procurement is concerned?</i>	<i>Answer: Amber Grid Gas Transmission Services Benchmarking</i>
Title or short description of the procurement ⁵	Benchmarking Services of Gas Transmission System Operators]
File reference number attributed by the contracting authority or contracting entity (if applicable) ⁶ :	

All other information in all sections of the ESPD is to be filled in by the economic operator

² Commission Services will make the electronic ESPD-service available, free of charge, for contracting authorities, contracting entities, economic operators, providers of electronic services and other interested parties.

³ For **contracting authorities**: either a **Prior Information Notice** used as a means of calling for competition or a **Contract Notice**.

For **contracting entities**: a **Periodic Indicative Notice** used as a means of calling for competition, a **Contract Notice** or a **Notice on the Existence of a Qualification System**.

⁴ Information to be copied from Section I, Point 1.1, of the relevant notice. In case of joint procurement, please indicate the names of all involved procurers.

⁵ See points II.1.1 and II.1.3 of the relevant notice

⁶ See point II.1.1 of the relevant notice

Part II: Information concerning the economic operator

A: INFORMATION ABOUT THE ECONOMIC OPERATOR

Identification:	Answer:
Name:	<i>Phillip Townsend Associates Limited</i>
VAT-number, if applicable: If no VAT-number is applicable, please indicate another national identification number, if required and applicable	178750566GB
Postal address:	Phillip Townsend Associates Limited, Lochleven Mills, Kinross, KY13 8DH, United Kingdom
Contact person or persons ⁷ Telephone: E-mail: Internet address (web address) (if applicable):	Dr Bradbury Wood +44 (0) 131 564 0610 bwood@juranbenchmarking.com www.juranbenchmarking.com
General information:	Answer:
Is the economic operator a Micro, a Small or a Medium-Sized Enterprise ⁸ ?	Yes - Small
Only in case the procurement is reserved ⁹ : is the economic operator a sheltered workshop, a 'social business' ¹⁰ or will it provide for the performance of the contract in the context of sheltered employment programmes? If yes,	No [.....] [.....]

⁷ Please repeat the information concerning contact persons as many times as needed.

⁸ Cf. Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises, (OJ L 124, 20.5.2003, p. 36). This information is required for statistical purposes only. **Micro enterprises:** enterprise **which employs fewer than 10 persons** and whose annual turnover and/or annual balance sheet total **does not exceed EUR 2 million**.

Small enterprises: an enterprise **which employs fewer than 50 persons** and whose annual turnover and/or annual balance sheet total **does not exceed EUR 10 million**;

Medium enterprises, enterprises which are neither micro nor small and which **employ fewer than 250 persons** and which have **an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million**.

⁹ See contract notice point III.1.5

¹⁰ I.e. its main aim is the social and professional integration of disabled or disadvantaged persons.

<p>what is the corresponding percentage of disabled or disadvantaged workers?</p> <p>If required, please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to?</p>	
<p>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)?</p>	<p>Not applicable</p>
<p>If yes:</p> <p><u>Please answer the remaining parts of this Section, Sections B and, where relevant, C of this Part, complete Part V, where applicable, and, in any case, fill in and sign Part VI.</u></p> <p>(a) Please provide the name of the list or certificate and the relevant registration or certification number, if applicable:</p> <p>(b) <i>If the certificate of registration or certification is available electronically, please state:</i></p> <p>(c) Please state the references on which the registration or certification is based, and, where applicable, the classification obtained in the official list¹¹:</p> <p>(d) Does the registration or certification cover all of the required selection criteria?</p> <p><u>If no:</u></p> <p><u>In addition, please complete the missing information in Part IV, Sections A, B, C or D as the case may be ONLY if this is required in the relevant notice or procurement documents:</u></p> <p>(e) 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</p>	<p>(a) [.....]</p> <p>(b) (web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....][.....]</p> <p>(c) [.....]</p> <p>(d) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(e) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....][.....]</p>

¹¹ The references and the classification, if any, are set out on the certification.

entity to obtaining it directly by accessing a national database in any Member State that is available free of charge? <i>If the relevant documentation is available electronically, please indicate:</i>	
<i>Form of participation:</i>	<i>Answer:</i>
Is the economic operator participating in the procurement procedure together with others ¹² ?	No
<i>If yes, please ensure that the others concerned provide a separate ESPD form.</i>	
If yes: (a) Please indicate the role of the economic operator in the group (leader, responsible for specific tasks ...): (b) Please identify the other economic operators participating in the procurement procedure together: (c) Where applicable, name of the participating group:	(a): [.....] (b): [.....] (c): [.....]
<i>Lots</i>	<i>Answer:</i>
Where applicable, indication of the lot(s) for which the economic operator wishes to tender:	[]

B: INFORMATION ABOUT REPRESENTATIVES OF THE ECONOMIC OPERATOR

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:

<i>Representation, if any:</i>	<i>Answer:</i>
Full name; accompanied by the date and place of birth, if required:	Bradbury Wood
Position/Acting in the capacity of:	Managing Director
Postal address:	Lochleven Mills, Kinross, KY13 8DH, UK
Telephone:	+44 131 564 0610
E-mail:	bwood@juranbenchmarking.com
If needed, please provide detailed information on the representation (its forms, extent, purpose ...):	[.....]

¹² Notably as part of a group, consortium, joint venture or similar.

C: INFORMATION ABOUT RELIANCE ON THE CAPACITIES OF OTHER ENTITIES

<i>Reliance:</i>	<i>Answer:</i>
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?	No

If yes, 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 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.

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 documents concerned¹³.

D: Information concerning subcontractors on whose capacity the economic operator does not rely

(Section to be filled-in only if this information is explicitly required by the contracting authority or contracting entity)

<i>Subcontracting:</i>	<i>Answer:</i>
Does the economic operator intend to subcontract any share of the contract to third parties?	No If yes and in so far as known, please list the proposed subcontractors: [...]

If the contracting authority or contracting entity explicitly requests this information in addition to the information under this section, please provide the information required under Sections A and B of this Part and Part III for each of the (categories of) subcontractors concerned.

Part III: Exclusion grounds

A: GROUNDS RELATING TO CRIMINAL CONVICTIONS

Article 57, paragraph 1 of Directive 2014/24/EU sets the following reasons for exclusion:

¹³ E.g. for technical bodies involved in quality control: Part IV, Section C, point 3:

1. *Participation in a criminal organization*¹⁴;
2. *Corruption*¹⁵;
3. *Fraud*¹⁶;
4. *Terrorist offences or offences linked to terrorist activities*¹⁷;
5. *Money laundering or terrorist financing*¹⁸
6. *Child labour and other forms of trafficking in human beings*¹⁹

Grounds relating to criminal convictions under national provisions implementing the grounds set out in Article 57(1) of the Directive:	Answer:
Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for one of the reasons listed above, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable?	No <i>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....] ²⁰
If yes , please indicate ²¹ : (a) Date of conviction, specify which of points 1 to 6 is concerned and the reason(s) for the conviction, (b) Identify who has been convicted []; (c) Insofar as established directly in the conviction:	(a) Date: [], point(s): [], reason(s): [] (b) [.....] (c) Length of the period of exclusion.[.....] and the point(s) concerned [1

¹⁴ As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

¹⁵ As defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator.

¹⁶ Within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests (OJ C 316, 27.11.1995, p. 48).

¹⁷ As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p. 3). This exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.

¹⁸ As defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

¹⁹ As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15.4.2011, p. 1).

²⁰ Please repeat as many times as needed.

²¹ Please repeat as many times as needed.

	<i>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</i> [.....] [.....] [.....] ²²
In case of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ²³ ('Self-Cleaning')?	[] Yes [] No
If yes , please describe the measures taken ²⁴ :	[.....]

B: GROUNDS RELATING TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS

<i>Payment of taxes or social security contributions:</i>	<i>Answer:</i>	
Has the economic operator met all its obligations relating to the payment of taxes or social security contributions , both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?	Yes	
If not , please indicate: a) Country or Member State concerned; b) what is the amount concerned; c) How has this breach of obligations been established: 1) through a judicial or administrative decision: — Is this decision final and binding? — Please indicate the date of conviction or decision. — In case of conviction, insofar as established <u>directly</u> therein , the length of the period of exclusion: 2) by other means ? Please specify:	Taxes	Social contributions
	(a) [.....] (b) [.....] (c1) [] Yes [] No — [] Yes [] No — [.....] — [.....] (c2) [.....]	(a) [.....] (b) [.....] (c1) [] Yes [] No — [] Yes [] No — [.....] — [.....] (c2) [.....]

²² Please repeat as many times as needed.

²³ In accordance with national provisions implementing Article 57(6) of Directive 2014/24/EU.

²⁴ Taking into account the character of the crimes committed (punctual, repeated, systematic ...), the explanation should show the adequacy of the measures to taken.

d) 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?	(d) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details: [.....]	(d) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details: [.....]
<i>If the relevant documentation concerning payment of taxes or social contributions is available electronically, please indicate:</i>	<i>(web address, issuing authority or body, precise reference of the documentation)²⁵:</i> [.....][.....][.....]	

C: GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTERESTS OR PROFESSIONAL MISCONDUCT ²⁶

Please note that, for the purpose of this procurement, some of the following exclusion grounds may have been defined more precisely, in national law, in the relevant notice or the procurement documents. Thus, national law may for instance provide that the notion of ‘grave professional misconduct’ may cover several different forms of conduct.

<i>Information concerning possible insolvency, conflict of interest or professional misconduct</i>	<i>Answer:</i>
Has the economic operator, to its knowledge, breached its obligations in the fields of environmental, social and labour law ²⁷ ?	No
	If yes , has the economic operator taken measures to demonstrate its reliability despite the existence of this ground for exclusion ('Self-Cleaning')? <input type="checkbox"/> Yes <input type="checkbox"/> No If it has , please describe the measures taken:[.....]
Is the economic operator in any of the following situations: (a) Bankrupt , or (b) The subject of insolvency or winding-up proceedings, or (c) In an arrangement with creditors , or (d) In any analogous situation arising from a similar procedure under national laws and regulations ²⁸ , or	No

²⁵ Please repeat as many times as needed.

²⁶ See Article 57(4) of Directive 2014/24/EU

²⁷ *As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.*

²⁸ *See national law, the relevant notice or the procurement documents.*

<p>(e) That its assets are being administered by a liquidator or by the court, or</p> <p>(f) That its business activities are suspended?</p> <p>If yes:</p> <p>— Please provide details:</p> <p>— Please indicate the reasons for being able nevertheless to perform the contract, taking into account the applicable national rules and measures on the continuation of business in those circumstances²⁹?</p> <p><i>If the relevant documentation is available electronically, please indicate:</i></p>	<p>— [.....]</p> <p>— [.....]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i></p> <p>[.....][.....][.....]</p>
<p>Is the economic operator guilty of grave professional misconduct 30?</p> <p>If yes, please provide details:</p>	<p>No,</p> <p>[.....]</p> <p>If yes, has the economic operator taken self-cleaning measures? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If it has, please describe the measures taken:</p> <p>[.....]</p>
<p>Has the economic operator entered into agreements with other economic operators aimed at distorting competition?</p> <p>If yes, please provide details:</p>	<p>No</p> <p>[.....]</p> <p>If yes, has the economic operator taken self-cleaning measures? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If it has, please describe the measures taken:</p> <p>[.....]</p>

²⁹ This information **needs not** be given if exclusion of economic operators in one of the cases listed under letter a to f 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.

³⁰ **Where applicable, see definitions in national law, the relevant notice or the procurement documents.**

<p>Is the economic operator aware of any conflict of interest³¹ due to its participation in the procurement procedure?</p> <p>If yes, please provide details:</p>	<p>No</p> <p>[.....]</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?</p> <p>If yes, please provide details:</p>	<p>No</p> <p>[.....]</p>
<p>Has the economic operator experienced that a prior public contract, a prior contract with a contracting entity or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract?</p> <p>If yes, please provide details:</p>	<p>No</p> <p>[.....]</p>
	<p>If yes, has the economic operator taken self-cleaning measures?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If it has, please describe the measures taken:</p> <p>[.....]</p>
<p>Can the economic operator confirm that:</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 not withheld such information,</p> <p>(c) It has been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity, and</p> <p>(d) It has not 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>Yes</p>

³¹ *As indicated in national law, the relevant notice or the procurement documents.*

D: OTHER EXCLUSION GROUNDS THAT MAY BE FORESEEN IN THE NATIONAL LEGISLATION OF THE CONTRACTING AUTHORITY'S OR CONTRACTING ENTITY'S MEMBER STATE

<i>Purely national exclusion grounds</i>	<i>Answer:</i>
Do the purely national grounds of exclusion, which are specified in the relevant notice or in the procurement documents, apply? <i>If the documentation required in the relevant notice or in the procurement documents is available electronically, please indicate:</i>	No <i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....] ³²
In case any of the purely national exclusion grounds apply, has the economic operator taken self-cleaning measures? <i>If it has, please describe the measures taken:</i>	[] Yes [] No [.....]

Part IV: Selection criteria

Concerning the selection criteria (Section a 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 a of Part IV without having to fill in any other Section of Part IV:

<i>Meeting all required selection criteria</i>	<i>Answer</i>
It satisfies the required selection criteria:	Yes

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.

<i>Suitability</i>	<i>Answer</i>
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³² Please repeat as many times as needed.

<p>(1) It is enrolled in the relevant professional or trade registers kept in the Member State of its establishment ³³:</p> <p><i>If the relevant documentation is available electronically, please indicate:</i></p>	<p>[.....]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i></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><i>If the relevant documentation is available electronically, please indicate:</i></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: [...]</p> <p><input type="checkbox"/>Yes <input type="checkbox"/> No</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i></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.

<i>Economic and financial standing</i>	<i>Answer:</i>
<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><u>And/or,</u></p> <p>(1b) Its average yearly turnover for the number of years required in the relevant notice or the procurement documents is as follows³⁴ () :</p> <p><i>If the relevant documentation is available electronically, please indicate:</i></p>	<p>year:[.....]turnover:[.....][...]currency year:[.....]turnover:[.....][...]currency year:[.....]turnover:[.....][...]currency</p> <p>(number of years, average turnover): [.....],[.....][.....]currency</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....]</p>
<p>(2a) Its yearly ('specific') turnover in the business area covered by the</p>	<p>year:[.....]turnover:[.....][...]currency year:[.....]turnover:[.....][...]currency</p>

³³ 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**

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

<p>contract and specified in the relevant notice or the procurement documents for the number of financial years required is as follows:</p> <p><u>And/or,</u></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 follows³⁵ :</p> <p><i>If the relevant documentation is available electronically, please indicate:</i></p>	<p>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 ratios³⁶ 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><i>If the relevant documentation is available electronically, please indicate:</i></p>	<p>(identification of the required ratio- ratio between x and y³⁷ -and the value): [.....] [.....]³⁸</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><i>If this information is available electronically, please indicate:</i></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>[.....]</p> <p>(web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....]</p>

³⁵ Only if permitted in the relevant notice or the procurement documents.

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

³⁷ E. g. the ratio between assets and liabilities.

³⁸ Please repeat as many times as needed.

If the relevant documentation that **may** have been specified in the relevant notice or the procurement documents, is available electronically, please indicate:

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:</p> <p>During the reference period³⁹, the economic operator has performed the following works of the specified type:</p> <p><i>If the relevant documentation concerning satisfactory execution and outcome for the most important works is available electronically, please indicate:</i></p>	<p>Number of years (this period is specified in the relevant notice or the procurement documents):[.....]</p> <p>Works:[.....]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....]</p>								
<p>(1b) For public supply and public service contracts only:</p> <p>During the reference period⁴⁰, 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 private⁴¹:</p>	<p>Number of years (this period is specified in the relevant notice or the procurement documents): [.....]</p> <table border="1"> <thead> <tr> <th>Description</th> <th>amount</th> <th>dates</th> <th>recipient</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Description	amount	dates	recipient				
Description	amount	dates	recipient						
<p>(2) It can call upon the following technicians or technical bodies⁴², especially those responsible for quality control:</p> <p>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>[.....]</p>								

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

⁴⁰ Contracting authorities may **require** up to three years and **allow** experience dating from **more** than three years.

⁴¹ 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.

⁴² 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.

(3) It uses the following technical facilities and measures for ensuring quality and its study and research facilities are as follows:	[.....]
(4) It will be able to apply the following supply chain management and tracking systems when performing the contract:	[.....]
<p>(5) <i>For complex products or services to be supplied or, exceptionally, for products or services which are required for a special purpose:</i></p> <p>The economic operator will allow checks 43 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>	[] Yes [] No
<p>(6) The following educational and professional qualifications are held by:</p> <p>(a) The service provider or the contractor itself, <i>and/or</i> (depending on the requirements set out in the relevant notice or the procurement documents)</p> <p>(b) Its managerial staff:</p>	<p>(a) [.....]</p> <p>(b) [.....]</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>(10) The economic operator intends possibly to subcontract⁴⁴ the following proportion (i.e. percentage) of the contract:</p>	[.....]

⁴³ 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;

⁴⁴ 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.

<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><i>If the relevant documentation is available electronically, please indicate:</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....]</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><i>If the relevant documentation is available electronically, please indicate:</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....]</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.

<i>Quality Assurance Schemes and Environmental Management Standards</i>	<i>Answer:</i>
<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><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[.....][.....]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i></p>

<p>If not, please explain why and specify which other means of proof concerning the quality assurance scheme can be provided:</p> <p><i>If the relevant documentation is available electronically, please indicate:</i></p>	<p>[.....][.....][.....]</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><i>If the relevant documentation is available electronically, please indicate:</i></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>[.....][.....][.....]</p>

Part V: Reduction of the number of qualified candidates

The economic operator should only provide information where the contracting authority or contracting entity has specified the objective and non-discriminatory criteria or rules to be applied in order to limit the number of candidates that will be invited to tender or to conduct dialogue. This information, which can be accompanied by requirements concerning the (types of) certificates or forms or documentary evidence, if any, to be produced, is set out in the relevant notice or in the procurement documents referred to in the notice.

For restricted procedures, competitive procedures with negotiation, competitive dialogue procedures and innovation partnerships only:

The economic operator declares that:

Reduction of numbers	Answer:
<p>It meets the objective and non-discriminatory criteria or rules to be applied in order to limit the number of candidates in the following way:</p> <p>In case certain certificates or other forms of documentary evidence are required, please indicate for each whether the economic operator has the required documents: <i>if some of these certificates or forms of</i></p>	<p>[.....]</p> <p>[...] <input type="checkbox"/> Yes <input type="checkbox"/> No⁴⁶</p> <p>(web address, issuing authority or body, precise reference of the documentation):</p> <p>[.....][.....][.....][.....]⁴⁷</p>

⁴⁶ Please repeat as many times as needed.

⁴⁷ Please repeat as many times as needed.

<i>documentary evidence are available electronically⁴⁵, please indicate for which:</i>	
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Part VI: Concluding statements

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

The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:

a) the contracting authority or contracting entity has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge⁴⁸ or

b) as of 18 October 2018 at the latest⁴⁹ the contracting authority or contracting entity already possesses the documentation concerned.

The undersigned formally consent to [identify the contracting authority or contracting entity] 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)].

Date, place and, where required or necessary, signature (s): [.....]

⁴⁵ Please indicate clearly, which item the answer relates to.

⁴⁸ On condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access.

⁴⁹ Depending on the national implementation of the second subparagraph of Article 59 (5) of Directive 2014/24/EU.