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DE INFRAESTRUCTURAS,
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DIRECCIÓN GENERAL
DE ARQUITECTURA,
VIVIENDA Y SUELO

RULES OF THE EUROSPAN SPAIN 16 JURIED DESIGN COMPETITION



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GENERAL PROVISIONS

1. SUBJECT-MATTER OF THE CONTRACT.

1.1.- These Rules aim to regulate the legal conditions that will govern the juried design Competition in order to select the proposal that, in the opinion of the jury, is the best and most appropriate for the sites proposed in Spain due to its adaptation, architectural quality and technical, economic and constructive feasibility, in the framework of the EUROPAN European competition.

EUROPAN is a European federation of national organizations that runs architectural competitions of urban architectural designs for architects under the age of 40 years old, followed by implementations or studies and launched simultaneously by several countries with a common theme, rules and objectives. The purpose of EUROPAN is to deepen knowledge and reflection on the housing and town-planning fields as well as to promote the exchanges of ideas among the different European countries.

The goal of EUROPAN is to help:

- Europe's young architecture, urban and landscape design professionals develop and promote their ideas in Europe and further afield; and
- public administrations and developers proposing sites to the competition to find innovative architectural and urban solutions to the problems they face.

The function of EUROPAN in participating countries is therefore to promote experimental projects in the urban-architectural field and to encourage the implementation of innovative urban processes.

This competition is supported since its inception by the Ministry of Transports, Mobility and Urban Agenda (Ministerio de Transportes, Movilidad y Agenda Urbana) as its purpose coincides with the Ministry's objectives of Promotion, Communication and Internationalization of Spanish Architecture. Spain has been involved in all the 15 editions held up to now. The organization of the competition by the Ministry of Transports, Mobility and Urban Agenda is justified in order to reinforce EUROPAN-Spain as an initiative of such Ministry and to help procurement of the proposals by Public Administrations as the essence of the Competition.

1.2.- Pursuant to section 99(3) of Public Contracts Act 9/2017, of 8 November (*Ley 9/2017, de 8 de noviembre, de Contratos del Sector Público* - hereinafter, LCSP) provisions shall be made to award a contract in the form of separate lots, wherever permitted by the nature or subject-matter of the contract.

Therefore, in the context of the EUROPAN European competition, those responsible for European urban policies propose sites through the EUROPAN national organizations being each proposed site an independent lot.

The division of the design competition into smaller size lots is grounded, within the regulatory framework of public procurement, in the subject-matter of the competition which does not seek a uniform solution but, on the contrary, to link the proposals with the location. It can therefore be concluded that those lots are likely to be used or exploited separately and are a functional unit.



Pursuant to section 99(4) LCSP, the number of lots each team can present is limited to one per country, so entrants can enter only one site in Spain, according to article 1.2 of the EUROSPAN 16 rules.

1.3.- The proposal that, in the opinion of the jury members, offers the best solution to the requirements of these rules as well as to those established in the www.europan-europe.eu website shall be deemed to be the best architectural proposal.

1.4.- EUROSPAN/SPAIN NATIONAL COMMITTEE

The National Committee is the authority that approves and coordinates the general aspects of EUROSPAN/Spain.

The EUROSPAN/Spain National Committee is made up of the Presidency and those members that, voluntarily and agreed by all other members, accept to participate in such Committee, and that are classified into Managing Members, Developer Members and Associate Members.

The person holding the General Secretariat and those well-known personalities in the EUROSPAN/Spain scope of action shall be members of the National Committee with voice but no vote if previously agreed by the other members.

The President of EUROSPAN/Spain is the Director General for Urban Agenda and Architecture, of the Ministry of Transports, Mobility and Urban Agenda.

The Presidency ensures continuity of the Competition and contributes to the EUROSPAN/Spain budget, as agreed by the National Committee.

The Ministry of Transports, Mobility and Urban Agenda shall represent EUROSPAN/Spain in the EUROSPAN European Council and shall appoint two out of the four representatives to the EUROSPAN European General Assembly.

The Superior Council of Orders of Architects of Spain (*Consejo Superior de los Colegios de Arquitectos de España*) is the Managing Member of EUROSPAN/Spain.

The Superior Council of Orders of Architects of Spain shall appoint a representative to be a member of the EUROSPAN/Spain National Committee.

Members of the National Committee are the Administrations of the Autonomous Regions and the Autonomous Cities of Ceuta and Melilla as well as those Local Administrations that so agree.

Associate Members are any Public Administration and Public Law entities with their own legal personality, linked or dependent on any of the public Administration. Likewise, Associate Members may be natural and legal persons related to the world of culture, architecture, urban planning, territory and research who, at the proposal of the Executive Committee or the members of the National Committee, and accepted by the latter, may perform permanent or occasional advisory, consultancy or management tasks to achieve the objectives of EUROSPAN/Spain.

The EUROSPAN/Spain National Committee has the following competencies:

- To approve and modify the EUROSPAN/Spain Internal Procedures at the proposal of the Executive Committee
- To approve the general budget of the organization and to be responsible for the monitoring and control of its implementation.



- To make known the competition sessions organized by EUROPAN/Spain and their results through publication in the Official Gazette of the Spanish State (*Boletín Oficial del Estado*) and the Official Public Tender Platform.
- To support and disseminate the sessions, announcements and general communiqués related to the organization of the competition, approving the schedule of activities and establishing the necessary contacts with the collaborating entities and personalities.
- To appoint, at the proposal of the Executive Committee, the full and alternate members of the jury that have to evaluate the projects submitted to the competitions and to render their decision, awarding the prizes leading to the subsequent implementations.
- To appoint, at the proposal of the Executive Committee, the Associate Members that do not have the status of Public Administration or Public Law Entity to form part of the EUROPAN/Spain National Committee.
- To appoint the Members of the EUROPAN/Spain Executive Committee.
- To appoint, at the proposal of the Executive Committee, the head of the EUROPAN/Spain General Secretariat.
- To decide on the accession of EUROPAN/Spain to the following editions of the EUROPAN Competition.
- To approve the activity report submitted by the EUROPAN/Spain Executive Committee.

The EUROPAN/Spain National Committee shall meet at least twice a year and when the Presidency so considers on its own initiative or at the request of the Executive Committee or the three Developer Members.

The Honorary President of the EUROPAN/Spain National Committee shall be the Ministry of Transports, Mobility and Urban Agenda while the General Director of Urban Agenda and Architecture of the Ministry of Transports, Mobility and Urban Agenda shall hold the Presidency.

Minutes of the meetings shall be drawn up by the head of the General Secretariat, approved at the beginning of the next meeting and signed by the National Committee members. The report by the General Secretariat shall be attached to the Minutes.

The decisions taken by the National Committee shall be effective provided that they are adopted by a simple majority of votes. Where votes are tied, the President shall have casting vote.

The Executive Committee is the body responsible for the administration and management of EUROPAN/Spain. It will be chaired by the President of EUROPAN/Spain and made up of the representative appointed by the Superior Council of Orders of Architects of Spain and the developer member appointed by the National Committee.

The head of the General Secretariat shall be also a member of the Executive Committee, with voice but no vote.

2. CONTRACTING BODY AND PERSON RESPONSIBLE FOR THE CONTRACT

2.1.- The contracting body, acting on behalf of the Ministry of Transports, Mobility and Urban Agenda, is the Secretary of State of Transports, Mobility and Urban Agenda, (*Secretario de Estado de Transportes, Movilidad y Agenda Urbana*). Where appropriate, it may, pursuant to section 61(2) LCSP, delegate its competencies and powers in this matter with compliance with the applicable rules and formalities. The operational unit for this contract shall be the Sub-



Directorate General for Coordination and Administrative Management (*Subdirección General de Coordinación y Gestión Administrativa*) of the Directorate General for Urban Agenda and Housing.

2.2.- Pursuant to section 62 LCSP, the Deputy Director General for Architecture and Building, of the Ministry of Transports, Mobility and Urban Agenda shall be responsible for the contract.

3. LEGAL REGIME

3.1.- This juried design competition shall take place in accordance with these Rules, with sections 183 to 187 LCSP and with all other applicable rules.

This juried design competition is organized in accordance with open procedure rules, in the form of Design Competition, as set out in section 183 LCSP, in the case referred to in paragraph 2(b), mode of “design competitions with prizes and/or payments to participants.”

For those matters that are not covered by these Rules, regulated rules and provisions for service contracts shall be applied to this design competition pursuant to LCSP, Royal Decree 817/2009, of 8 May (*Real Decreto 817/2009, de 8 de mayo*), which partially enacts the Public Contracts Act and the General Regulation of the Public Administration Contracts Act (*Reglamento General de la Ley de Contratos de las Administraciones Públicas* - hereinafter, RGLCAP) approved by Royal Decree 1098/2001 in those provisions that are not contrary to the above regulatory texts and as long as such General Regulation is in force.

3.2.- Procedure to be followed:

The Ministry of Transports, Mobility and Urban Agenda shall call for the EUROPEAN Competition in Spain, establishing its Rules by a bidding document that shall comply with the procedure of Juried Design Competitions as provided in section 183 *et seq.* LCSP. This will ensure compliance with the conditions established in the EUROPEAN Internal Procedures and in the aforementioned Act. Each site shall be a lot. The sites proposed for the competition are seven, so there will be seven lots.

In order to implement the winning proposals, General Operating Protocols shall be concluded between the Ministry of Transports, Mobility and Urban Agenda and the developers of the sites, generally Local Entities or Autonomous Regions.

These General operating Protocols will enable the developers of the sites to contract with all the guarantees and requirements established in public contracts regulation in accordance with the procedure below.

The Public Administrations that take part in the competition as members of the National Committee, or any other entity in which they may delegate (Local Entities, Autonomous Communities or, where appropriate, Public Law Entities) are recognised as contracting authorities, to proceed in each of the sites to award the service contract by means of a negotiated procedure, without prior publication, to the winner or one of the winners of the design contest. In the latter case, all the winners (winners and runners-up) must be invited to participate in the negotiations.

This Negotiated Procedure Without Prior Publication shall, pursuant to section 166 *et seq.* LCSP, serve for the procurement of urban planning projects or, in the case of building projects, the drawing up of the Basic Design and, where appropriate, also that of the Detailed Design and the Health and Safety Study, as well as the project management stage, or the missions concerned when the commissions after Competition are of a different nature (spatial or urban plans or any other).



Where runners-up and special mentions are also considered as winners, participation in the negotiated procedure shall be remunerated in an amount that shall be established according to the complexity of the work to be carried out in this stage.

4. ENTRANTS. TECHNICAL AND PROFESSIONAL ABILITY AND ECONOMIC AND FINANCIAL STANDING

4.1.- Spanish or foreign natural persons under 40 years old are eligible to take part in this competition provided that they, pursuant to sections 65 to 70 LCSP, have full capacity to act, can prove the technical and professional ability required and are not subject to any prohibition to contract set out in section 71 of the aforementioned Act on the closing date for the submission of entries nor on the date of the decision by the jury.

Participation of natural persons from non-EU countries shall be made in accordance with sections 68 and 84(3) LCSP, and section 10 of the Royal Decree 1098/2001, of 12 October (*Real Decreto 1098/2001, de 12 de octubre*) that approves the RGLCAP. If they receive the award of the public contract, they have to open a branch office in Spain, appointing proxies or representatives for their business operations, and to enter in the Companies Register. Non-Spanish companies from EU Member States (or signatories of the Agreement on the European Economic Area) must be subject to the provisions set out in section 67 LCSP.

Pursuant to section 87(4), the economic and financial standing required shall be proportionate to the subject-matter of the contract, as set out in section 74(2) LCSP. Therefore, and considering that the aim of this competition is to stimulate participation of young professionals, only the following technical and professional ability and economic and financial standing shall be required:

4.1.1.- Pursuant to sections 86 and 87 LCSP, economic and financial standing shall be proved by the existence of a professional risk liability insurance for an amount of 2,000 EUR or more which shall only be required to the successful tenderer of the subsequent Negotiated Procedure eventually called. This requirement shall be proved by a certificate drawn up by the insurance company including the insured amounts and risks and the due date of the insurance policy.

Accordingly, all participants in the EUROPAN 16 competition shall accept, by registering and as a previous step to provide proof of the existence of the aforementioned insurance, Attachment II of these Rules.

4.1.2.- Pursuant to section 90 LCSP, and as a proof of technical and professional ability, the representative of each team taking part in this competition must be an architect or must have the architect status under the laws of a European country.

4.2.- MINIMUM TECHNICAL TEAM

- Entrants

EUROPAN 16 is open to any team consisting, at least, of one architect in partnership, or not, with one or more professionals of the same or other disciplines of the urban, design and architectural fields (architects, urban planners, landscapers, engineers, artists...), associated or not with students graduated from a *Título de Grado* (Bachelor's degree) in the fields and disciplines mentioned above.

Every team member, whatever his/her profession, must be under the age of 40 years old on the closing date for submission of entries (see EUROPAN 16 calendar).



- Composition of the teams

The composition of the teams will count with at least one architect graduated from a university degree recognized by the Directive 2005/36/EC of the European Parliament and of the Council of 7 September 2005 on the recognition of professional qualifications, or with a degree recognized by the Architects's Professional Chamber in the country they are entering.

There is no limit to the number of participants per team. Multidisciplinary teams are strongly recommended with regard to the issues raised in the sites.

Each team member (associate and contributor) shall be registered as such on the team private area on the European website before the closing date for submissions.

The same team can only submit a project per site. The number of sites proposed by EUROPAN Spain each team can submit is limited to one, regardless of whether that team takes part in other sites of the EUROPAN 16 competition or not.

- Associates

Associates are considered to be as co-authors of the project and are credited as such in all national and European publications and exhibitions. If they are young professionals, they have to be graduated from a university degree recognized by the Directive 2005/36/EC of the European Parliament and of the Council of 7 September 2005 on the recognition of professional qualifications, in any of the relevant disciplines and regardless of their nationality of origin. The compulsory requirement is to hold such a degree. If they are students, they have to be associated with at least one architect holding a recognized university degree. For the purpose of the contract, only those associates holding the appropriate university degree shall be qualified to conclude the contract.

Membership in a European professional body (*Colegio* or Order of Architects) is optional, except for those associates without a European degree, who will have to submit the appropriate documentation.

- Contributors

Teams may include additional members of the same or different disciplines, called *contributors*. Contributors may be qualified or not but none of them shall be considered as an author of the project. Just like the associates, the contributors must be under the age of 40 years old on the closing date for submission of entries.

- Team Representative

Each team names one *Team Representative* among its associates. The Team Representative is the sole contact with the national and European secretariats during the whole competition. Furthermore, every communication shall be done with one email address, which shall remain the same during the whole competition.

4.3.- Regardless of the documents to be submitted with the proposals, the Ministry of Transports, Mobility and Urban Agenda reserves the right to check, at any time, compliance with the necessary requirements to take part in the Competition.

4.4.- Non-evidence of the requirements to take part in the Competition shall result in disqualification including, where appropriate, the loss of any right to receive the prize that may have been awarded.



5. NON-ELIGIBILITY AND DUTY OF ABSTENTION

5.1- Without prejudice to the provisions set out in the legislation in force, those persons fallen into the cases below shall not be eligible for the competition neither as team representatives nor as team members:

- Jury members and those responsible for the drawing up of the Technical Specifications Document.
- Those having with the foregoing within the fourth degree of consanguinity or the second degree of affinity.
- Those associated or maintaining service or professional collaboration with the jury members and with those responsible for the drawing up of the Technical Specifications Document.
- The organizers of the competition and those having with the foregoing within the fourth degree of consanguinity or the second degree of affinity on a site where they are involved. However, they can participate on another site in which they are not involved. Are considered as organizers: members of the EUROPAN structures; those employees or having any relationship with public administrations proposing sites in the current session, members of technical committees, observers, jury members and their employees.

No participant shall be allowed to establish any kind of professional relationship with the jury members during the competition.

5.2.- In Spain, in the event that any of the participants in the competition or a team member is an official, he/she must submit a 'comfort letter' (administrative approval) to pursue professional activities outside Public Administrations.

6. RESULTS AND PRIZES

6.1.- Results

The list of all the prize-winning teams in EUROPAN 16 (Winners, Runners-up and Special mentions) shall be available online from 20 December 2021, on the EUROPAN Association (<http://www.EUROPAN-europe.eu/>) in the "Results" section.

6.2.- Winners' prize

The authors of the Winner projects receive a prize money of €12,000 (all taxes included). The organizers undertake to abide by the decisions of the national juries and to pay the prize money within 90 days of the announcement of the results.

6.3.- Runners-Up's prize

The authors of the Runners-up projects receive a prize money of €6,000 (all taxes included). The organizers undertake to abide by the decisions of the national juries and to pay the prize money within 90 days of the announcement of the results.

6.4.- Special Mentions

A Special Mention can be granted to a project considered innovative although not completely adapted to the site. The authors of such proposals do not receive any prize money.

6.5.- The Ministry of Transports, Mobility and Urban Agenda is committed to request from the Ministry of Finance the exemption, of the EUROPAN competition prize,s from personal income tax, as well as to send to the Ministry the list of individuals receiving the prizes..



7. BUDGETARY CREDIT AND ESTIMATED VALUE OF THE COMPETITION

There is the necessary credit to comply with the economic obligations arising from the payment of the prizes referred to in rule 6 of these Rules, under budget item 1710.261O.783 of the Spanish State General Budget for 2021.

This design competition is financed 100% by the Ministry of Transports, Mobility and Urban Agenda's own funds.

Pursuant to section 183(4) LCSP, the estimated value of the competition is EUR 1,145,454.52 (net of VAT).

8. COMMUNICATION OF THE COMPETITION

8.1.- Events

- at the national scale of the organizing and associate countries:

Promotion is organized around the competition launch. After the first jury round, exhibitions or *online* publications of all the projects submitted can be organized, provided that they respect the anonymity of the teams. Such exhibitions or publications shall be correctly communicated beforehand by the organizing national structures and specified in the site brief.

After the announcement of the results, award ceremonies and result presentations and/or workshops shall be organized creating a first contact between the prize-winning teams and the site representatives.

- at the European scale:

A European event called INTER-SESSIONS FORUM is the link between a finishing session and the beginning of the new one. This forum gathers the winning teams and site representatives of the finishing session and the site representatives of the new one around the results and first implementation steps of the prize-winning projects.

8.2.- Publications

The competition results can be published in every organizing or associate country.

The European secretariat publishes a catalogue with the European results along with expert analyses. This catalogue is available either for free consultation or for sale on the European website.

8.3.- Websites

Websites are open by the national and European structures to promote the sessions, events and topics as well as those teams and projects that have received a prize in previous sessions.

9. PROCUREMENT OF THE PRIZE-WINNING PROPOSALS

9.1.- Prize-winners in each of the seven lots and/or those teams granted a special mention shall be entitled to opt for the award of the contract of urban planning projects or, in the case of building projects, the drawing up of the Basic Design and, where appropriate, the Detailed Design and the Health and Safety Study, as well as the project management stage, pursuant to sections 166 *et seq.* LCSP or the missions that have to be carried out when the commissions after competition are of a different nature (spatial or urban plans or any other). Evidence of technical and human resources in line with the nature of the commission shall be necessary.

As set out in section 3(2), fourth paragraph, of these rules, in order to award a public service



contract to the winner proposal in each lot, the contracting authorities are enable to establish a negotiated procedure, without prior publication and by direct award, to directly negotiate with the winner or to invite prize-winners and those granted a special mention to participate in the negotiation, in accordance with section 168 *et seq.* LCSP on economic and technical issues that shall be the subject of negotiations between the parties.

9.2.- The contracting body may require the winning team in each lot to submit those variants to the project that may have been suggested by the jury members or those programmatic or in detail variants that may be necessary to submit on the basis of the needs and objectives that by the time of awarding and in the opinion of the contracting authority are required by technical, economic or other reasons, provided that such variants do not substantially alter the winning concept.

Non-acceptance by the winning team in each lot of the variants set out by the contracting authority, shall give rise to withdrawal from the contract with no right to any kind of compensation.

9.3.- Procurement of urban planning projects or, in the case of building projects, the drawing up of the Basic Design and, where appropriate, the Detailed Design and the Health and Safety Study, as well as the project management stage or those missions that have to be carried out when the commissions after competition are of a different nature (spatial or urban plans or any other) shall be executed by the competent contracting authority within 12 months from the day following the jury decision of this design competition, in accordance with the General operating Protocol concluded with the Ministry of Transports, Mobility and Urban Agenda , except for unexpected cause duly justified and agreed by both parties.

The successful tenderer for the development of the project and for the project management stage in each lot shall not assign or subcontract such commissions.

9.4.- In the absence of negotiated procedure for the development of the project and, where appropriate, project management stage due to unexpected causes, whether economic, related to its adaptation to the planning or others, which make it impossible to continue such procedure in the opinion of the contracting administration, the successful tenderer shall not be entitled to receive any additional amount of money as compensation for loss of profits once the amount of the prize granted has been received.



II SELECTION OF WINNERS

10. EVALUATION OF THE PROPOSALS

In order to select the prize-winning projects, the jury shall take into account the following criteria with the weight given to each of them:

• relation between the project ideas and the site	12,5 points
• relevance of the project ideas with regard to the topic	12,5 points
• relevance of the program with regard to the objectives set for the site	12,5 points
• ability to form part of a urban process adapted to the built environment	12,5 points
• degree of innovation of the public spaces proposed	12,5 points
• relation between the different uses	12,5 points
• architectural and technical quality	12,5 points
• sustainability, adaptability and capacity criteria to reduce environmental impact	12,5 points
Total evaluation	100 points.

The criteria above listed will be weighted by the jury members for each of the shortlisted projects on a total evaluation of **100 points**.

11. REGISTRATION

Registration is done through the European website: www.european-europe.eu and implies the acceptance of the competition rules.

Submission of entries implies unconditional agreement by participants with the entire content of these Rules and of the EUROPAN 16 Internal Procedures.

Nevertheless, all doubts and queries participants may have during the whole competition may be directed to the following email address: contact@european-europe.eu.

In compliance with French Act No. 78-17 of 6 January 1978, on Information Technology, Data Files and Civil Liberties, the protection of personal data communicated during registration is guaranteed. The General Data Protection Regulation (GDPR), in force since 25 May 2018, ensures the right of access and modification, the right to limit, transfer personal files and eliminate the information affecting the participants in the competition (see rule 20 of these Rules).

11.1.- EUROPAN 16 website

Teams participating in the sixteenth session of the EUROPAN competition will have free access



to the EUROPAN website, at the url: www.europan-europe.eu, from the opening date of the competition.

The complete European rules for the EUROPAN 16 competition, the session theme, the synthetic and complete site files grouped geographically or by themes, the composition of the juries, and an organizational chart of all the EUROPAN structures can be accessed through the aforementioned website.

The registration of the teams and the complete digital submission of the projects shall be compulsorily done via the European website.

11.2.- Team registration

Registration to the competition is done through the European website (Registration section) and implies the electronic payment of a €100 fee to the EUROPAN Europe Association. There shall be no refund of the registration fee.

This fee includes one complete site folder and the printing of the panels on a rigid support by the national secretariats.

Payment is automatically confirmed on the website. The team can then access its personal area and download the complete site folder for the selected site, and the digital entry area.

Additional complete site folders can be acquired upon payment of €50 per folder.

12. INFORMATION AVAILABLE TO TEAMS

12.1.- Synthetic site file (available for free)

The synthetic site files, available on the European website, present a summary vision of the sites. They are available for free on the site presentation pages of the European website of EUROPAN and help the teams select their project site(s).

Synthetic site files are published in English and, occasionally, also in Spanish.

The synthetic site files provide:

- Good-quality iconographic documents:

- o 1 map of the city or conurbation identifying the location of the study site and giving the graphic scale
- o 1 aerial picture of the study site in its context identifying the location of the study site in red and the project site in yellow;
- o 1 oblique aerial picture (semi-aerial) of the study site;
- o 1 oblique aerial picture (semi-aerial) of the project site;
- o 1 map of the area identifying the study site and the graphic scale
- o 1 map of the area identifying the project site and the graphic scale;
- o 3 to 6 ground-level pictures showing the site's characteristic elements (topography, natural features, existing architectures);

- Written information:

- o the site scale -location-- theme group
- o the profile of the team representative: architect or professional of other urban



disciplines;

- names of the town and place; population of the town and conurbation; surface area of study and project sites; site representative(s); actor(s) involved; site owner(s); expected commission after the competition;
- objectives of the developers' site; strategic issues of the site; relation with the session topic, "Productive Cities 2".

12.2.- Briefs (available for free)

The Brief is a 20-to-25-page illustrated document aiming at providing a better understanding of the main elements to be taken into account for the project through the existing elements as well as through the site's mutation issues and its environment. It is available for free on the site presentation pages of the European website and includes the following elements:

- A SUMMARY of the main objectives pursued in the site;
- The SITE SPECIFICITIES (site representative(s); professional qualification of the team representative; expected skills in the team; follow-up after competition; expected professional commission);
- A DETAILED ANALYSIS OF THE REGIONAL AND URBAN CONTEXT, putting in perspective the transformations of the city and the region and including all the elements that may have a current or future influence on the site: mobility networks, ecological elements, urban structure, landscape, etc., within the general framework of the session topic, "Productive Cities 2".
- A DETAILED ANALYSIS OF THE STUDY SITE putting the transformation of the site and its environment in perspective and illustrating how the session topic is taken into account. The following information is also provided:
 - Role of the study site in the city policy, with details on the goals of the planning imagined by the municipality;
 - Programmatic framework: planned transportation networks; public and private spaces to build and/or upgrade, with assumptions about planned functions and/or dimensions; goals for public spaces and infrastructures; and detailed explanations of the different elements of the program.
- A DETAILED ANALYSIS OF THE PROJECT SITE putting in perspective the site transformation and. The programmatic framework is also detailed, with the spaces to build and/or regenerate, with functions and dimensions; the precise goals for public spaces and infrastructures; detailed explanations of the different elements of the program.
- THE MAIN ELEMENTS LINKED TO THE EUROPEAN 16 TOPIC, "Living cities": their implication on uses and flexibility of spaces (built and public), natural elements and implementation processes of the expected mutation.
- A DESCRIPTION OF THE SOCIOCULTURAL CONTEXT of the site, the city and the region and its evolution to help participants better understand the local urban lifestyles and the citizens' rhythms.
- A DESCRIPTION OF THE ECONOMIC CONTEXT of the site, the city and the region and its evolution.



This document is in English and, occasionally, also in the site language.

12.3.- Complete site folder (downloading available upon registration)

The complete site folders include detailed visual documents on the city, the site and its context: plans, pictures and any graphic document required for the design process.

They can be downloaded on the [site presentation pages](#) (after registration on the site and logging in to the website).

They include pictures, diagrams and graphics of the following scales:

Territorial Scale – Conurbation

- 1 aerial picture of the city;
- 1 map on territorial (urban geography) or urban scale (conurbation) with a graphic scale showing the major features structuring the area (buildings, networks, infrastructures, natural features).

Urban Scale – Study site

- 1 aerial picture;
- at least 1 semi-aerial picture;
- at least 5 ground-level pictures showing the characteristic features of the study site: topography, natural features, existing architecture, etc.;
- plans with an appropriate scale;
- characteristic features (infrastructure, existing and future plans, etc.)

Local Scale – Project site

- at least 3 semi-aerial pictures;
- at least 10 ground-level pictures showing the characteristic features of the project site: topography, natural features, existing architecture, etc.;
- plan(s) with an appropriate scale, showing:
 - the project site's location within the study site;
 - the plot divisions, constructions, natural elements, etc.;
- topographical map of the project site with an appropriate scale and, if necessary, characteristic features: buildings and natural features to be retained or not.

13. DOCUMENTATION TO BE SUBMITTED BY ENTRANTS

13.1.- Digital submission

Digital submission is compulsory. It includes 3 A1 panels (visual elements), 4 pages (max) illustrated text explaining the link between the project and the theme of the ongoing session as well as the implementation and building processes of the project, documents proving the eligibility of the team members and documents for the communication of the project.

The complete submissions shall be submitted **before midnight** (GMT+2) on September 17th 2021 on the European website (Entry section). The Permanent Secretariat of EUROPAN Spain shall, by September 23rd 2021, register the proposals submitted in a public register ensuring their anonymity.



Failure to comply with the hereunder-mentioned requirements may, if the jury so decides, result in the disqualification of the team.

The number of entries per site will be available on the European website on the [European map of the sites](#).

13.2.- Language

Panels shall be written either in English or in English and the site language.

13.3.- Items to submit by the participating teams

Submissions include documents divided as follows:

- 3 vertical A1 project panels composed of visual elements of the project;
- An illustrated text presenting the ideas of the project (4 pages max.);
- Documents proving the eligibility of the team members;
- Documents for communication (3 images + a text of 800 signs, spaces included)
- _For Winners and Runners-up: 1 communication video presenting the rewarded projects

Panels vertical A1 format

CONTENT:

The 3 panels must:

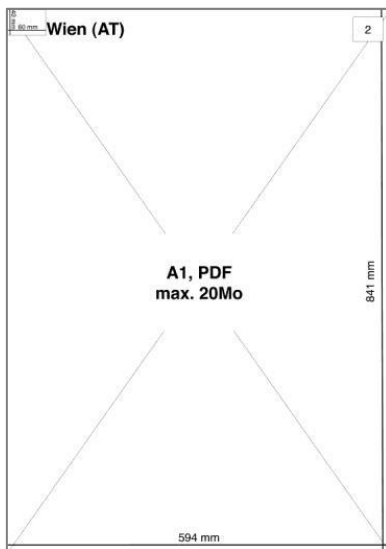
- explain the urban ideas developed in the project with regard to the site issues and the thematic orientations of the session;
- develop the project as a whole, highlighting the architectural solution of the project, and particularly the relationship between the new developments and the preexisting condition of the site, including three-dimensional representations of the project;
- develop the method foreseen for the implementation process of the project.

All graphic and descriptive documents must have a graphic scale.

TECHNICAL SPECIFICATIONS:

- o PDF format
- o Vertical A1 (L 594 mm x H 841 mm)
- o Maximum size: 20 Mb
- o One box (L 60 mm x H 40 mm) is left blank in the upper left corner for the automatic insertion of the code; the name of the site will be specified next to it
- o Panels numbered from 1 to 3 in the upper right corner
- o The team is free to decide on the positioning of the proposal title

Panel model



Text

CONTENT

This text must present the ideas of the project and its links with the theme of the session but also the process and periods of implementation.

Technical specifications:

- 4 pages (maximum) with limited visuals
- PDF format
- Vertical A4 (L 210mm x H 297mm)

Documents to prove the eligibility of the team members in accordance with the Internal Procedures

Documents for the disclosure of names and verification of the validity of the proposals shall be uploaded as PDFs on the European website.

Personal information includes:

1. **For the team:** the TEAM FORM and the DECLARATION OF AUTHOR- AND PARTNERSHIP AND OF ACCEPTANCE OF THE COMPETITION RULES. These documents are available online on the team's personal area and must be duly filled out and signed.
2. **For each member of the team:**
 - A copy of an ID DOCUMENT with a picture, providing evidence that they are under the age of 40 at the closing date for submission of entries (see calendar.)
 - A copy of their European DEGREE as an architectural, urban or landscape professional (architect, landscaper, urban planner, or others...) or proof of such a status under the law of a European country.
 - A copy of the *TÍTULO DE GRADO* (Bachelor's degree), for the students participating in the competition as associates.
3. **For each contributor:**



- i. A copy of an ID DOCUMENT with a picture, providing evidence that they are under the age of 40 at the closing date for submission of entries (see calendar.)

These personal documents must be compulsorily uploaded, before the deadline for submission, individually for each team member. The upload of one sole document with all the required information (copies of the IDs and degrees) will not be accepted.

Only team members that correctly registered and submitted their eligibility documents separately shall be considered within the team final composition.

Documents for communication

Each project must be summarized up as follows:

- o 1 text of 800 signs (spaces included) developing the project ideas;
- o 3 separate JPG images that symbolize the project, maximum size of 1Mb per image.

Communication video

Winners and Runners-up of the E16 session will make a communication video presenting their proposal and will be sent, after the announcement of the results on **Monday, December 20th, 2021**, to the European Secretariat before **January 16th, 2022**.

- o length: 3 minutes (maximum);
- o Format: MP4 video with the video CODEC H.264;
- o Language for the voice and/or texts: English;
- o Content: the videos will have to put in movement as a priority:
 - . the main ideas of the project linked to the theme of the session;
 - . the possible implementation process.

13.4- Control of the submissions by the teams

Each team can check the upload of their projects on their online personal area on the European website. They can also –if needed– modify these documents until the deadline for submissions.

A period of 6 days is left open after the deadline for submissions (see Calendar) for the European Secretariat to control the upload of each submission sent before the expiry of the deadline, as well as to correct the potential problems that might have appeared during the upload of the documents.

13.5.- When the deadline for submissions is over, all the material received shall be printed and prepared for examination by the jury by persons who are not related to such material.

The procurement file open for this purpose shall explicitly include certification of the proposals submitted including their motto and order reception number. This file shall be forwarded to the Jury, that will act in accordance to sections 187 *et seq.* LCSP.

14. ANONYMITY OF PROPOSALS

14.1.- Only anonymous submissions will be considered by experts and jury members. The site name and the project title must be displayed on every document: panels, illustrated text and communication documents.

A specific code will be automatically attributed to each project upon upload. The teams will not know this code, through which the jury members take note of the project. Once the competition is decided, anonymity is lifted by the jury and the teams' identities of the winning projects, runners-up and special mentions are revealed. Then the code and the team shall be



automatically linked on the European website projects database.

14.2.- Submission of proposals implies a commitment by entrants, either by the team representative or by any of the team members, to keep those proposals undisclosed before the decision of the jury in order to ensure anonymity and maintain the impartiality of the competition. Failure to breach this commitment shall result in immediate disqualification of the proposal.

14.3.- Participants will not be allowed to maintain communications concerning the competition with the jury members. Infringement of this clause shall result in the exclusion of the proposal.

14.4.- The material submitted must be prepared for jury examination, paying close attention to ensure the anonymity of the proposals, in accordance with rule 13(5).

15.- EUROSPAN/SPAIN JURY

The Jury shall be set up pursuant to section 187 LCSP. It shall be responsible for evaluating and classifying the proposals submitted in order to determine which is the best suitable for the competition purposes in accordance with the evaluation criteria of rule 10 of these Rules and the prizes established.

Jury members will act in accordance with these Rules and, suppletorily, to that set out for the collegial bodies in the Public Sector Legal Regime Act 40/2015, of 1 October (*Ley 40/2015, de 1 de octubre, de Régimen Jurídico del Sector Público*).

15.1.- Composition of the Jury

Jury members are appointed by the EUROSPAN/Spain National Committee at the proposal of its Executive Committee. The composition of the jury is approved by the European EUROSPAN Association. The jury will be made up of nine members, three of which will be foreign nationals. Among the 9 members:

- 3 of them will be representatives of the development, either public or private, with no relationship with the cities in which the sites are located;
- 5 of them will be architects, urban-planners or landscapers. At least 2 of them must be architects;
- 1 relevant personality in the field of architecture, urban-planning, landscape or competition-related issues.

The jury considers all the projects that comply with the competition rules and its decision is final. In the event of non-compliance with the rules, the jury has discretion whether or not to disqualify the entrant.

Jury members may consult those responsible for the sites and for the different public administrations, but on no account may they have voting rights for the final selection of winners, runners-up and special mentions.

15.2.- Functions of the Jury

The functions of the Jury shall be the following:

- Examination of the documents and final admission of the proposals received.
- Examination of the proposals submitted and their evaluation.
- Monitoring and compliance with the conditions of rigorous anonymity the documents must be examined.



- Preparation of the reasoned proposal for exclusion of those projects that have not been admitted. Such proposal shall be recorded in the minutes of the jury. Causes for exclusion may be the following:
 - Submission of proposals that do not comply with these Rules
 - Incomplete documentation for an adequate evaluation of the proposal.
 - Submission of published or communicated works, or the communication of the submitted proposals before the announcement of the results.
 - Existence of inaccuracies and evident contradictions in the proposal.
 - Any attempt, duly proved, to put pressure on the jury members.
 - Breach of anonymity by disclosure of names whatever means are employed or by communication or publication of the proposal before the decision of the jury under the terms established in paragraph 14(2) of these Rules.
- Preparation of the reasoned proposal of the final decision concerning the winning projects. This reasoned proposal shall be recorded in the minutes of the jury.

15.3.- Jury procedures. Working methods

The decisions of the jury are final in compliance with EUROPEAN rules. Before beginning to work the jury receives recommendations from the European EUROPEAN Association.

The jury meets in 2 separate sessions, according to the E16 Internal Procedures:

First round

At the beginning of this session, the jury members agree on their working method. Sites representatives can be integrated to this jury level and, in some countries, may participate to the selection of the shortlisted projects. The jury then studies the projects that do not comply with these rules and decides whether to disqualify them or not.

Later on, it assesses the projects on their conceptual content and the degree of innovation according to the EUROPEAN 16 topic and shortlists 10 to 20% maximum of the submitted projects.

Second round

During the second round the jury examines –on its own and independently– the shortlisted projects and points out the winners, runners-up and special mentions in accordance with the evaluation criteria set out in rule 10 of these Rules.

The jury finally draws up the minutes of its deliberations and makes it public. The reasons for the choice made in relation to the requirements of the competition and the concerned sites are recorded in the minutes.

The budget includes the equivalent of a Winner's and a Runner-Up's prize per site. Still, each entry is judged on its sole merits and the winning teams are not chosen on the basis of an equal distribution between sites. The jury can therefore distribute prizes among entries up to its will or decide not to award all the prizes. In this case, the reasons shall be made public.

The jury may single out projects for Special Mention. These projects are recognized by the jury as presenting innovative ideas, yet not sufficiently suitable for the site. The authors of such projects do not receive any prize money.

The jury can decide to replace a prize-winning project, if disqualified after the validation of competition participation, by another project provided that the quality is satisfactory.



16.- AWARDING OF PRIZES

16.1.- The contracting body shall award each competition lot in accordance with the jury proposal including, where appropriate, the necessary variants to ensure its feasibility always in agreement with the prize-winners. Effective granting of prizes shall be conditional upon inclusion of the required documents, which are to be accurate and clearly comply with the requirements of these Rules.

16.2.- In the event that rectifiable defects or omissions in the administrative documentation submitted by any of the prize-winning teams are noted by the contracting body, this latter shall inform those concerned in order to correct such defects within ten (10) working days.

16.3.- In the event that none of the prize-winners complies with the requirements demanded or the defects are not rectified, then the contracting body shall leave the jury's decision null and void and the competition shall be declared void.

16.4.- Without prejudice to paragraph 16(2) of these Rules, the contracting body shall require the prize-winners, within ten (10) working days from the day following receipt of the request, to submit the documents supporting compliance with the tax obligations and with the Social Security as set out in rule 17 of these Rules.

16.5.- Notice of the awarding must be given to participants and published, at the same time, on the Contracting Profile of the Ministry of Transports, Mobility and Urban Agenda.

17. ACCEPTANCE OF ATTACHMENTS I AND II BY REGISTRATION TO EUROPAN 16 AND DOCUMENTS TO BE FILLED OUT BY THE PRIZE-WINNERS (ATTACHMENT III AND ATTACHMENT IV: ESPD - EUROPEAN SINGLE PROCUREMENT DOCUMENT)

17.1.- All those teams wishing to take part in the EUROPAN 16 Spain Competition through the submission of a proposal, together with the ID document (Spanish ID Card, passport or *NIE* [Foreign Identification Number]) must submit an affidavit of compliance with the prerequisites established and their commitment to take out a professional risk liability insurance policy as set out in Attachments I and II of these Rules.

Attachment III ("Express declaration of consent for communication of works and acceptance of the Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons") shall be duly filled out by the prize winners once the decision of the jury has been made.

17.2.- Once the prizes have been decided, each prize-winning team or those granted a Special Mention in any of the sites of the competition shall fill out Attachment IV ("European Single Procurement Document-ESPD Form") to take part in the subsequent Negotiated Procedures and provide reliable proof in accordance with the requirements under paragraphs 17(2)(1), 17(2)(2) 17(3) and 17(4) of these Rules in the time limits indicated and as set out below.

17.2.1.- Proof of compliance with tax obligations shall be provided, pursuant to sections 13 and 15 RGLCAP, by submission of the following documents:

- * **Administrative certificate issued by the competent State Administration body** as for tax obligations to the State. This certificate must be submitted within ten (10) working days from the day following notice of request.

Those tenderers who are not obliged to submit all or some of the declarations or documents



corresponding to the tax obligations as listed in section 13 RGLCAP shall be obliged to prove lack of obligation by an affidavit.

17.2.2.- Proof confirming compliance with the **obligations to the Social Security** shall be provided by a certificate issued by the competent administrative authority within ten (10) working days from the day following notice of justification of such request.

Any exemption to be taken into account shall be attested by an affidavit.

17.2.3.- Accreditation of Attachment II (“Commitment to take out a professional risk liability insurance policy”) shall be made exclusively by the successful tenderer in the subsequent Negotiated Procedure.

17.3.- Certificates referred to in paragraphs 17.2.1 and 17.2.2 shall be issued in accordance with section 15 RGLCAP and, where appropriate, they should be sent to the contracting body by electronic means as set out in the applicable regulation in force on the subject.

17.4. Those foreigners who do not have a fiscal address in Spain shall submit a certificate issued by the competent authority of their home country, attesting compliance with the appropriate tax obligations. They shall also submit a certificate, issued by the competent authority, attesting compliance with the social obligations required in their home country. The documents listed in this paragraph shall refer to the last twelve months.

18. DISPUTES

18.1.- Acts listed in section 44 LCSP shall be subject to a special appeal with regard to procurement as set out in such section. This appeal shall be raised before filing contentious-administrative appeal within the time limits and with the requirements laid down in section 48 *et seq.* LCSP.

18.2.- Contentious-Administrative jurisdiction shall be competent to resolve any dispute that may arise during this competition. Where there is a dispute, the contracting body may request a report from the Council of the European EUROPEAN Association.

19. INTELLECTUAL PROPERTY AND DATA PROTECTION

19.1.- In accordance with the copyright regulation, those prize-winners that had given their consent by checking the pertinent box of Attachment II shall assign the Ministry of Transport, Mobility and Urban Agenda the exploitation, reproduction, exhibition and publication rights of those proposals submitted to the competition, both at national and international level and without time or means limits, including, where appropriate, those detailed and programmatic variants that may be necessary according to the needs and objectives of this Competition.

19.2.- The intellectual property rights of the projects submitted -authorship, originality of the project and the full exercise of those rights assigned and pointed out in these Rules- shall be retained by their authors. None of those projects, not even the prize-winning projects, shall be used for other purposes than those specified in these Rules, nor as material to draft other projects by architects or engineers other than their authors.

19.3.- In relation to personal data protection, twenty-fifth additional provision of the LCSP and consistent provisions shall apply.



19.4.- Tenderers shall identify the information to be considered as confidential in all the documents submitted, in accordance with rule 13 of these Rules and with that set out in section 133 LCSP.

19.5.- The Ministry of Transports, Mobility and Urban Agenda may make the communication it considers appropriate of all or part of the projects submitted to the Competition through exhibitions and publications, provided that their origin and authorship are cited and that their authors have given prior consent by ticking the pertinent checkbox of Attachment III (“Express declaration of consent for communication and acceptance of the Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)”).

Leaving the box of Attachment II unchecked implies the desire for anonymity in the case of not receiving any prize.

The Ministry of Transports, Mobility and Urban Agenda may publish on paper or digital support and even on internet all the projects submitted under the same conditions as those established for the exhibition.

20. PAYMENT OF PRIZES

20.1.- Payment of prizes of this competition shall be made for the amount set out in rule 6 of these Rules. A "Payment Certificate" will be issued for this purpose.

20.2.- Payment of prizes shall be made by the Administration within the time limit set out in EUROSPAN 16 Internal Procedures.

21. FINAL PROVISION

For those matters not regulated or not covered by these Rules, the design competition shall be governed by the rules of open procedure in those aspects that are not incompatible and also by the regulatory provisions for service contracts, in accordance with section 187(10) LCSP.

Madrid, _____ 2021

DIRECTOR GENERAL FOR
URBAN AGENDA AND ARCHITECTURE
(President of EUROSPAN/ESPAÑA)

Signed by: Iñáqui Carnicero Alonso Colmenares



ATTACHMENT I.- MAIN DOCUMENTATION SUPPORTING COMPLIANCE WITH THE PREREQUISITES DEMANDED

The natural person participating in the competition through the submission of the proposal and his/her ID document (Spanish ID Card, passport or NIE [Foreigner Identification Number]), **declares under his/her sole responsibility:**

1. Compliance with the conditions legally established to participate in the EUROPEAN 16 JURIED DESIGN COMPETITION/SPAIN that are required to be the successful tenderer of the procedure launched, in accordance with paragraph 4 of the General Provisions, committing himself/herself, in the case of being a prize-winner, to prove and provide the contracting authority with all the supporting documentation required by section 140 LCSP (through filling out of Attachment IV: "European Single Procurement Document Form").
2. That no member of the team he or she represents, nor the signatory nor any other legal person that may form part of the team, his/her administrators or legal representatives falls within the scope of any of the prohibitions and incompatibilities for contracting set out in section 71 of the Public Contracts Act 9/2017, of 8 November, (*Ley 9/2017, de 8 de noviembre, de Contratos del Sector Público*).
3. Compliance with his/her tax and Social Security obligations under the provisions in force, committing himself/herself to submit, in the case of being a prize-winner, the related supporting documents within the time limit of TEN WORKING DAYS from the day following notice of request.



ATTACHMENT II: “COMMITMENT TO TAKE OUT A PROFESSIONAL RISK LIABILITY INSURANCE POLICY”

The natural person participating in the competition, through the submission of the proposal and his/her ID document (Spanish ID Card, passport or NIE [Foreigner Identification Number]), **declares under his/her sole responsibility** his/her commitment to take out a professional risk liability insurance policy in the event of receiving the award of the subsequent negotiated procedure which may be held, in accordance with rule 4 of these Rules.



ATTACHMENT III.- “EXPRESS DECLARATION OF CONSENT FOR COMMUNICATION OF WORKS AND ACCEPTANCE OF THE REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL, OF 27 APRIL 2016 ON THE PROTECTION OF NATURAL PERSONS WITH REGARD TO THE PROCESSING OF PERSONAL DATA AND ON THE FREE MOVEMENT OF SUCH DATA, AND REPEALING DIRECTIVE 95/46/EC (GENERAL DATA PROTECTION REGULATION)””.

Name of the Team:

Name of the Team Representative:

ID Document (Spanish ID Card, passport or NIE [Foreigner Identification Number] of the Representative:

*Chosen site:

IT IS REQUIRED:

- Consent to the use of information for the EUROPEAN 16 Competition and its related activities, as well as for the exploitation and communication rights referred to in paragraphs 20(1) and 20(6) of these Rules. Pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), participants are requested to consent their personal data to be included and processed in a confidential manner in the competition file that is under the responsibility of the Ministry of Transport, Mobility and Urban Agenda . Checking this box implies express consent by the participants for the processing of their personal data. Participants shall also exercise at any time their right of access, their right to rectification, to erasure and to opposition guaranteed by law by writing a letter to the Secretariat of this Competition.

Place, date and signature



ATTACHMENT IV. “EUROPEAN SINGLE PROCUREMENT DOCUMENT FORM” (to be filled out only by prize-winning teams and those teams granted a special mention)

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 ESPD¹ service is used to generate and fill in the ESPD.

Reference of the relevant notice², 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): [.....]

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 procurer³</i>	<i>Answer:</i>
Name:	[]
<i>Which procurement is concerned?</i>	<i>Answer:</i>
Title or short description of the procurement ⁴	[]
File reference number attributed by the contracting authority or contracting entity (if applicable) ⁵ :	[]

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

¹ Commission Services will make the electronic ESPD-service available, free of charge, for contracting authorities, entities, economic operators, providers of electronic services and other interested parties.

² 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** or a **Notice on the Existence of a Qualification System**.

³ 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.

⁴ See points II.1.1 and II.1.3 of the relevant notice

⁵ See point II.1.1 of the relevant notice



Part II: Information concerning the economic operator

A: INFORMATION ABOUT THE ECONOMIC OPERATOR

1

Identification:	Answer:
Name:	[]
VAT-number, if applicable: If no VAT-number is applicable, please indicate another national identification number, if required and applicable	[] []
Postal address:	[.....]
Contact person or persons ⁶ Telephone: E-mail: Internet address (web address) (if applicable):	[.....] [.....] [.....] [.....]
General information:	Answer:
Is the economic operator a Micro, a Small or a Medium-Sized Enterprise ⁷ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Only in case the procurement is reserved⁸: is the economic operator a sheltered workshop, a 'social business'⁹ or will it provide for the performance of the contract in the context of sheltered employment programmes? If yes, what is the corresponding percentage of disabled or disadvantaged workers? If required, please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to?	<input type="checkbox"/> Yes <input type="checkbox"/> No [.....] [.....]
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)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
If yes: 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. (a) Please provide the name of the list or certificate and the relevant registration or	(a) [.....] (b) (web address, issuing authority or body,

⁶ Please repeat the information concerning contact persons as many times as needed.

⁷ 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.

⁸ See contract notice point III.1.5

⁹ I.e. its main aim is the social and professional integration of disabled or disadvantaged persons.



<p>certification number, if applicable: (b) <i>If the certificate of registration or certification is available electronically, please state:</i> (c) Please state the references on which the registration or certification is based, and, where applicable, the classification obtained in the official list¹⁰: (d) Does the registration or certification cover all of the required selection criteria?</p> <p>If no: <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> (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 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></p>	<p><i>precise reference of the documentation):</i> [.....][.....][.....][.....] (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><i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....][.....]</p>
<p>Form of participation:</p>	<p>Answer:</p>
<p>Is the economic operator participating in the procurement procedure together with others ¹¹?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><i>If yes, please ensure that the others concerned provide a separate ESPD form.</i></p>	
<p>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:</p>	<p>(a): [.....] (b): [.....] (c): [.....]</p>
<p>Lots</p>	<p>Answer:</p>
<p>Where applicable, indication of the lot(s) for which the economic operator wishes to tender:</p>	<p>[]</p>

¹⁰ The references and the classification, if any, are set out on the certification.

¹¹ Notably as part of a group, consortium, joint venture or similar.



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:

Representation, if any:	Answer:
Full name; accompanied by the date and place of birth, if required:	[.....].]
Position/Acting in the capacity of:	[.....]
Postal address:	[.....]
Telephone:	[.....]
E-mail:	[.....]
If needed, please provide detailed information on the representation (its forms, extent, purpose ...):	[.....]

C: INFORMATION ABOUT RELIANCE ON THE CAPACITIES OF OTHER ENTITIES

Reliance:	Answer:
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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 concerned¹².

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)

Subcontracting:	Answer:
Does the economic operator intend to subcontract any share of the contract to third parties?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.

¹² E.g. for technical bodies involved in quality control: Part IV, Section C, point 3:



Part III: Exclusion grounds

A: GROUNDS RELATING TO CRIMINAL CONVICTIONS

<p>Article 57, paragraph 1 of Directive 2014/24/EU sets the following reasons for exclusion:</p> <ol style="list-style-type: none"> 1. Participation in a criminal organization¹³: 2. Corruption¹⁴: 3. Fraud¹⁵: 4. Terrorist offences or offences linked to terrorist activities¹⁶: 5. Money laundering or terrorist financing¹⁷ 6. Child labour and other forms of trafficking in human beings¹⁸ 	
<p>Grounds relating to criminal convictions under national provisions implementing the grounds set out in Article 57(1) of the Directive:</p>	<p>Answer:</p>
<p>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?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</i></p> <p>[.....] [.....] [.....]¹⁹</p>
<p>If yes, please indicate ²⁰:</p> <p>(a) Date of conviction, specify which of points 1 to 6 is concerned and the reason(s) for the conviction,</p> <p>(b) Identify who has been convicted [];</p> <p>(c) Insofar as established directly in the conviction:</p>	<p>(a) Date: [], point(s): [], reason(s): []</p> <p>(b) [.....]</p> <p>(c) Length of the period of exclusion.[.....] and the point(s) concerned [1</p> <p><i>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</i></p> <p>[.....] [.....] [.....]²¹</p>
<p>In case of convictions, has the economic operator taken measures to demonstrate its</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

¹³ 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).

¹⁴ 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.

¹⁵ 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).

¹⁶ 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.

¹⁷ 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).

¹⁸ 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).

¹⁹ Please repeat as many times as needed.

²⁰ Please repeat as many times as needed.

²¹ Please repeat as many times as needed.



reliability despite the existence of a relevant ground for exclusion ²² ('Self-Cleaning')?	
If yes, please describe the measures taken ²³ :	[.....]

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

Payment of taxes or social security contributions:	Answer:	
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 [] No	
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 directly therein , the length of the period of exclusion: 2) by other means ? Please specify: 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?	Taxes	Social contributions
	(a) [.....] (b) [.....] (c1) [] Yes [] No – [] Yes [] No – [.....] – [.....] (c2) [.....] (d) [] Yes [] No If yes, please provide details: [.....]	(a) [.....] (b) [.....] (c1) [] Yes [] No – [] Yes [] No – [.....] – [.....] (c2) [.....] (d) [] Yes [] No If yes, please provide details: [.....]
If the relevant documentation concerning payment of taxes or social contributions is available electronically, please indicate:	(web address, issuing authority or body, precise reference of the documentation) ²⁴ : [.....] [.....] [.....]	

C: GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTERESTS OR PROFESSIONAL MISCONDUCT ²⁵

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.

Information concerning possible insolvency, conflict of interest or professional misconduct	Answer:
Has the economic operator, to its	[] Yes [] No

²² In accordance with national provisions implementing Article 57(6) of Directive 2014/24/EU.

²³ Taking into account the character of the crimes committed (punctual, repeated, systematic ...), the explanation should show the adequacy of the measures to taken.

²⁴ Please repeat as many times as needed.

²⁵ See Article 57(4) of Directive 2014/24/EU



<p>knowledge, breached its obligations in the fields of environmental, social and labour law ²⁶?</p>	<p>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: [.....]</p>
<p>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 ²⁷, or (e) That its assets are being administered by a liquidator or by the court, or (f) That its business activities are suspended? If yes: — Please provide details: — 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 circumstances²⁸? <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>
<p>Is the economic operator guilty of grave professional misconduct ²⁹? If yes, please provide details:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, [.....]</p> <p>If yes, has the economic operator taken self-cleaning measures? <input type="checkbox"/> Yes <input type="checkbox"/> No If it has, please describe the measures taken: [.....]</p>
<p>Has the economic operator entered into agreements with other economic operators aimed at distorting competition? If yes, please provide details:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No [.....]</p> <p>If yes, has the economic operator taken self-cleaning measures? <input type="checkbox"/> Yes <input type="checkbox"/> No If it has, please describe the measures taken: [.....]</p>

²⁶ 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.

²⁷ See national law, the relevant notice or the procurement documents.

²⁸ 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.

²⁹ Where applicable, see definitions in national law, the relevant notice or the procurement documents.



Is the economic operator aware of any conflict of interest ³⁰ due to its participation in the procurement procedure? If yes , please provide details:	[]Yes []No [.....]
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? If yes , please provide details:	[]Yes []No [.....]
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? If yes , please provide details:	[]Yes [] No [.....] If yes , has the economic operator taken self-cleaning measures? []Yes [] No If it has , please describe the measures taken: [.....]
Can the economic operator confirm that: (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, (b) It has not withheld such information, (c) It has been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity, and (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?	[]Yes [] No

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>	[]Yes [] No <i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....] [.....] [.....] ³¹
In case any of the purely national exclusion grounds apply , has the economic operator taken self-cleaning measures? If it has , please describe the measures taken:	[]Yes [] No [.....]

³⁰ As indicated in national law, the relevant notice or the procurement documents.

³¹ Please repeat as many times as needed.



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:*

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
(1) It is enrolled in the relevant professional or trade registers kept in the Member State of its establishment ³² : <i>If the relevant documentation is available electronically, please indicate:</i>	[.....] (web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....]
(2) For service contracts: 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? <i>If the relevant documentation is available electronically, please indicate:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify which and indicate whether the economic operator has it: [...] <input type="checkbox"/> Yes <input type="checkbox"/> No (web address, issuing authority or body, precise reference of the documentation): [.....][.....][.....]

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

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.



<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 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>(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 ratios³⁵ 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 y³⁶ -and the value): [.....] [.....]³⁷</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....]</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><i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....]</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><i>If the relevant documentation that may have been specified in the relevant notice or the procurement documents, is available electronically, please indicate:</i></p>	<p>[.....]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....]</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:
(1a) For public works contracts only: During the reference period ³⁸ , the	Number of years (this period is specified in the relevant notice or the procurement

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.



<p>economic operator has performed the following works of the specified type: <i>If the relevant documentation concerning satisfactory execution and outcome for the most important works is available electronically, please indicate:</i></p>	<p>documents):[.....] Works:[.....] <i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....]</p>								
<p>(1b) For public supply and public service contracts only: During the reference period³⁹, 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 private⁴⁰:</p>	<p>Number of years (this period is specified in the relevant notice or the procurement documents): [.....]</p> <table border="1" data-bbox="890 600 1437 719"> <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 bodies⁴¹, 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 checks⁴² 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>(8) The economic operator's average annual manpower and the number of</p>	<p>Year, average annual manpower: [.....],[.....],</p>								

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

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;



managerial staff for the last three years were as follows:	[.....], [.....], [.....], [.....], Year, number of managerial staff: [.....], [.....], [.....], [.....], [.....], [.....]
(9) The following tools, plant or technical equipment will be available to it for performing the contract:	[.....]
(10) The economic operator intends possibly to subcontract⁴³ the following proportion (i.e. percentage) of the contract:	[.....]
(11) For public supply contracts : 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; Where applicable, the economic operator furthermore declares that it will provide the required certificates of authenticity. <i>If the relevant documentation is available electronically, please indicate:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....] [.....] [.....]
(12) For public supply contracts : 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? If not , please explain why and state which other means of proof can be provided: <i>If the relevant documentation is available electronically, please indicate:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [.....] <i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....] [.....] [.....]

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:
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? If not , please explain why and specify which	<input type="checkbox"/> Yes <input type="checkbox"/> No [.....] [.....]

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.



<p>other means of proof concerning the quality assurance scheme can be provided: <i>If the relevant documentation is available electronically, please indicate:</i></p>	<p><i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....] [.....] [.....]</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? If not, please explain why and specify which other means of proof concerning the environmental management systems or standards can be provided: <i>If the relevant documentation is available electronically, please indicate:</i></p>	<p>[] Yes [] No</p> <p>[.....] [.....]</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....] [.....] [.....]</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: 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 documentary evidence are available electronically⁴⁴, please indicate for which:</i></p>	<p>[.....]</p> <p>[...] <input type="checkbox"/> Yes <input type="checkbox"/> No⁴⁵</p> <p><i>(web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....][.....]⁴⁶</p>

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 charge⁴⁷ or*
- b) as of 18 October 2018 at the latest⁴⁸ the contracting authority or contracting entity already possesses the documentation concerned.*

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

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

⁴⁴ Please indicate clearly, which item the answer relates to.

⁴⁵ Please repeat as many times as needed.

⁴⁶ Please repeat as many times as needed.

⁴⁷ 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.

⁴⁸ Depending on the national implementation of the second subparagraph of Article 59 (5) of Directive 2014/24/EU.