

Dear Sirs,

For foreign economic operators, both with head office registered in EU country or located outside EU, all the statements required at point 10 – Documentazione Amministrativa (Administrative documentation) of the Request of commercial offer are replaced by the completion of the **ESPD model (European Single Procurement Document)**.

The ESPD model will confirm the qualification requirements of point 6, first alinea – general requirement ex art.80 D.Lgs. 50/2016 for foreign economic operators.

The official updated version of ESPD model is available at the following link, it must be completed on line from Part1 to Part5, downloaded and signed by a legal representative and joint to the technical and economic commercial offer.

<https://espd.eop.bg/espd-web/response/eo/selection>

Only in case of positive evaluation of the offer, if necessary, equivalent certificates valid in the country of origin could be required directly to the economic operator.

The offer must be signed by a legal representative or by the person responsible of the branch acting as commercial agent for Italy. Identity document or passport of legal representative and person authorized to sign the offer must be joined to the commercial offer.

To complete Part1 and Part2 of the ESPD Model please see the following instructions.



The screenshot shows a web browser window displaying the ESPD service website. The URL in the address bar is <https://espd.eop.bg/espd-web/filter>. The page features the European Commission logo and the title "European Single Procurement Document (ESPD) Service to fill out and reuse the ESPD". A navigation bar includes links for "Legal Notice", "Cookies", "Contact", "About", and a language dropdown set to "English". Below the navigation bar, a breadcrumb trail reads "European Commission > Tools > European Single Procurement Document". A horizontal menu contains five steps: "Start", "Procedure", "Exclusion", "Selection", and "Finish". The main content area is titled "Welcome to the ESPD service" and contains the following text:

**1** European Single Procurement Document (ESPD) is a self-declaration of the businesses' financial status, abilities and suitability for a public procurement procedure. It is available in all EU languages and used as a preliminary evidence of fulfilment of the conditions required in public procurement procedures across the EU. Thanks to the ESPD, the tenderers no longer have to provide full documentary evidence and different forms previously used in the EU procurement, which means a significant simplification of access to cross-border tendering opportunities. From October 2018 onwards the ESPD shall be provided exclusively in an electronic form.

The European Commission provides a free web service for the buyers, bidders and other parties interested in filling in the ESPD electronically. The online form can be filled in, printed and then sent to the buyer together with the rest of the bid. If the procedure is run electronically, the ESPD can be exported, stored and submitted electronically. The ESPD provided in a previous public procurement procedure can be reused as long as the information remains correct. Bidders may be excluded from the procedure or be subject to prosecution if the information in the ESPD is seriously misrepresented, withheld or cannot be complemented with supporting documents.

For more information on ESPD, please [click here](#)

If you are interested in the answers to the most frequently asked questions about the ESPD, please have a look at the [FAQ leaflet](#)

https://espd.eop.bg/espd-web/filter

ESPD

File Modifica Visualizza Preferiti Strumenti ?

## Welcome to the ESPD service

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### Who are you? ⓘ

I am a contracting authority ⓘ

I am a contracting entity ⓘ

I am an economic operator ⓘ

⏪ Previous    ✖ Cancel    ⏩ Next

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09:35  
16/07/2020

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ESPD

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### Who are you? ⓘ

I am a contracting authority ⓘ

I am a contracting entity ⓘ

I am an economic operator ⓘ

### What would you like to do? ⓘ

Import ESPD

Merge two ESPDs

Create new ESPD

### Where is your company based? ⓘ

Select country

- ...
- Afghanistan
- Aland Islands
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria**
- Azerbaijan
- Bahrain
- Bangladesh
- Barbados
- Belarus
- Belgium
- Belize
- Benin
- Bermuda
- Bhutan
- Bolivia
- Bonaire, Saint Eustatius and Saba
- Bosnia and Herzegovina
- Botswana

is    ✖ Cancel    ⏩ Next

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16/07/2020

https://espd.eop.bg/espd-web/response/eo/procEDURE

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# European Single Procurement Document (ESPD)

Service to fill out and reuse the ESPD

European Commission > Tools > European Single Procurement Document

Start > Procedure > Exclusion > Selection > Finish

## Part I: Information concerning the procurement procedure and the contracting authority or contracting entity

### Information about publication

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 I will be automatically retrieved, provided that the electronic ESPD-service is used to generate and fill in the ESPD. Reference of the relevant notice published in the Official Journal of the European Union:

Notice number in the OJS:

OJS URL:

National Official Journal:  Please specify the national government official journal number

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GAZZETTA UFFICIALE – V SERIE SPECIALE CONTRATTI PUBBLICI N. 82 DEL 17/7/2020

Collegamenti | Detrazioni e deduzioni, tutti gli sconti d'imposta - Dichiarazione dei redditi - Tasse - Virgilio Economia (5)

09:37 16/07/2020

Please don't fill in the Notice number in the OJS and fill in only the Reference of the National Office Journal as follow:

GAZZETTA UFFICIALE – V SERIE SPECIALE CONTRATTI PUBBLICI N. 82 DEL 17/7/2020

### Information about the procurement procedure

Type of procedure:

Title:

Short description:

File reference number attributed by the contracting authority or contracting entity (if applicable):

BLANK

## Part II: Information concerning the economic operator

### A: Information about the economic operator

Name:

Street and number:

Postcode:

City:

E-mail:

Telephone:

Contact person or persons:

VAT number, if:

Fill with information of your company