**QUESTIONS/ANSWERS OF 26 MAY 2021**

**Q**. Physical Location for delivery of the tender documentation.-

"The envelope containing the offer, under penalty of exclusion, must be sealed and sent by registered mail or by courier or by hand delivery to the Fondazione/Foundation –Via Magliotto 2- 17100 - SAVONA, within 12:00 on 18/06/2021."

**A**.The tender documentations will be send to CIMA Foundation –Via Magliotto 2- 17100 – SAVONA (ITALY).

**Q.** Kindly share a file that we can open since the one shared is corrupt. "File xml per DGUE LOT 1"

**A**.

File is not corrupt. Following the procedure to open the file as written in the invitation letter point 12.2.

The tenderer must use the xml espd-request.xml file attached to this invitation letter (two files, one for lot 1 and one for lot 2), download and save this file on your personal computer. Subsequently, the competitor must connect to the link <https://espd.eop.bg/espd-web/filter?lang=it>, select "I am an economic operator" and must choose the option "import an ESPD" and upload the aforementioned .xml format file - The tenderer must select the country and click on next to fill in the document in electronic format. At the end of the compilation, the tendered proceeds to save and sign the document.

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# European Single Procurement Document (ESPD)

## Service to fill out and reuse the ESPD

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% Selection

$ Exclusion

# Procedure

Subsequently, the competitor must connect to the link in google or explorer <https://espd.eop.bg/espd-web/filter?lang=it>,

### Welcome to the ESPD service

**!** 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

## Who are you? !

I am a contracting authority !

I am a contracting entity !

I am an economic operator !



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I am a contracting entity !

select "I am an economic operator" and must choose the option "import an ESPD" and upload the aforementioned .xml format file

I am an economic operator !

## What would you like to do?

' Import ESPD !

' Merge two ESPDs ! ' Create response !

## Upload document

Caricare un file ESPD Request (richiesta di DGUE) o ESPD Response (DGUE di risposta)

Scegli file

nessun file selezionato



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Caricare un file ESPD Request (richiesta di DGUE) o ESPD Response (DGUE di risposta)

Scegli file

file-DGUE-LOT1.xml


## Where is your business located?

Select country ---

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Caricare un file ESPD Request (richiesta di DGUE) o ESPD Response (DGUE di risposta)

Scegli file

file-DGUE-LOT1.xml


## Where is your business located?

Select country Kenya

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Service to fill out and reuse the ESPD

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" Procedure

# Exclusion

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$ Selection

**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

In case 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 national level)

Please specify the national government oﬃcial journal number

[ ][ ][ ][ ]/S [ ][ ][ ]–[ ][ ][ ][ ][ ][ ]

Complete all pages of the format at the end of the compilation, the tendered proceeds to save press and sign the document.

Identity of the procurer

Oﬃcial name:

CENTRO INTERNAZIONALE IN

Country:

Italy

Information about the procurement procedure

Type of procedure Not specified

Title:

Fornitura, di hardware/software e arredi a ridotto impatto ambientale per il PROGETTO UNDRR – IGAD –

Short description:

LOTTO 1 CODICE CIG 8760734267 FORNITURA DI HARDWARE E SOFTWARE PER LA SALA SITUAZIONE IGAD IN NAIROBI KENYA

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

**Part II: Information concerning the economic operator**

A: Information about the economic operator

Name: E-mail:

Street and number: Telephone:

Postcode:

City: Country:

Kenya

Contact person or

persons:

VAT number, if applicable:

Internet address (web address) (if applicable):

If no VAT number is applicable, please indicate another national identification number, if required and

applicable

Is the economic operator a Micro, a Small or a Medium-Sized Enterprise? & Yes No

Only in case the procurement is reserved: is the economic operator a sheltered workshop, a 'social business' or will it provide for the performance of the contract

in the context of sheltered employment programmes?

Yes 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)?

Yes No

**&** 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

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?

Yes No

If the relevant documentation is available electronically, please indicate:

Is the economic operator participating in the procurement procedure together with

others?

Yes No

Where applicable, indication of the lot(s) for which the economic operator wishes

to tender:

B: Information about representatives of the economic operator #1 

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+

**&** 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:

First name Last name

Date of birth Place of birth

Street and number: E-mail:

Postcode: Telephone:

City: Country:

---

Position/Acting in the

capacity of:

If needed, please provide detailed information on the representation (its forms, extent, purpose

...):

C: Information about reliance on the capacities of other entities

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?

Yes No

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.)

Does the economic operator intend to subcontract any share of the contract to

third parties?

Yes No

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

\* Next

) Cancel

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