



Annex 1

## SINGLE REQUIREMENTS DOCUMENT

**All required information must be entered by the economic operator, unless specifically indicated**

### **PART I: INFORMATION ON PROCUREMENT PROCEDURE AND CLIENT**

<b>Identity of the Client</b>	Embassy of Italy
Name:	Maria Chirilli Coordinator for Administrative Affairs
Title or brief description of the contract:	Exploratory notice of expression of interest for the conclusion of a contract for support to the Single Project Manager.

### **PART II: INFORMATION ON THE CONTRACTOR**

<b>A. Identification data of the Contractor</b>	
Name:	
National identification number, if applicable (Tax ID number, registration ...)	
Mailing address:	
Contact person: Phone: e-mail: (website) (if available):	

<b>B. : Any representatives of the economic operator</b>	
Complete name	
Date and place of birth	
: Position / title to act	
Mailing address:	
Phone:	
E-mail:	
If necessary, provide details on representation (form, scope, purpose):	

### **PART III: GROUNDS FOR EXCLUSION**

#### **A: Reasons related to criminal convictions**

Those who have been convicted, with a final penal sentence, in Italy or in the country where the contract is carried out are excluded from participation in the selection, for one or more of the following reasons: (1) participation in a criminal organization; (2) corruption; (3) fraud; (4) terrorist crimes or offenses related to terrorist activities; (5) money laundering or terrorist financing; (6) child labor and other forms of human trafficking; (7) any other offense resulting from the inability to contract with the public administration. The relevant situations for exclusion are those provided for by Italian law, as well as:

- - in the Member States of the European Union, the situations indicated in the internal legislation that transposed Article 57 of Directive 2014/24 / EU;
- - in countries not belonging to the European Union, the equivalent situations provided for by local criminal legislation.

Not excluded are the economic operator or a member of its management or supervisory bodies or whoever has powers of representation, decision or control who have not been condemned for one of the reasons indicated above, with a final judgment delivered no more than five years makes, or after which an exclusion period established in the sentence is still applicable.

#### **B: Reasons related to the payment of taxes or social security contributions**

The economic operator has fulfilled all the obligations related to the payment of taxes or social security contributions, in the country where it is established, in Italy and in the country where the contract is carried out.

#### **C: Reasons related to insolvency, conflict of interest or professional misconduct**

The economic operator has not violated, as far as it is aware, obligations concerning health and safety at work, environmental, social and labor law.

The economic operator is not in any of the following situations and is not subjected to a procedure for ascertaining one of the following situations:

- a) bankruptcy, insolvency proceedings, liquidation, arrangement with creditors or other similar situations

- b) has ceased its activities
- 3) The economic operator has not been guilty of serious professional misconduct
- 4) The economic operator has not entered into agreements with other economic operators intended to distort competition
- 5) The economic operator is not aware of any conflict of interest related to his participation in this assignment
- 6) The economic operator or a company connected to him has not provided a technical counsel to the Client or has otherwise participated in the preparation of the award procedure
- 7) The economic operator has not already had experience of early termination of a previous public tender, nor have any damages or other penalties already been imposed in relation to a previous public contract

8) The economic operator confirms:

- a) not to have been seriously guilty of false declarations in providing the information required to verify the absence of reasons for exclusion or the respect of the selection criteria,
- b) not having hidden such information,
- c) have been able to transmit without delay the additional documents requested by a Client,
- d) not to have attempted to unduly influence the decision-making procedure of a Client, not to have attempted to obtain confidential information that may give it undue advantages in the procedure, not to have provided misleading information that may have a significant influence on the decisions concerning the procedure of contract.

**D: Exclusion reasons provided for by Italian legislation and equivalent situations provided for by the law of the country where the contract is carried out**

The economic operator is not in any of the following situations:

- 1) there are grounds for forfeiture, suspension or prohibition envisaged by the antimafia legislation
- 2) is subject to infiltration of organized crime
- 3) was subject to the prohibition of the exercise of the activity or to another sanction that involves the prohibition to contract with the public administration
- 4) is registered in the computerized record kept by the Italian Anti-Corruption Authority for having presented false declarations or false documentation for the purpose of issuing the qualification certificate, for the period during which the registration continues;
- 5) violated the ban on fiduciary registration
- 6) respects the rules to the right to work of disabled people
- 7) if he has been the victim of extortion offenses committed by organized crime or by those who wanted to facilitate the activity of organized crime and does not have a case of necessity or self-defense, he reported the facts to the judicial authority
- 8) is in relation to another participant in this procedure, in a control situation or in any relationship, even de facto
- 9) has concluded employment or self-employment contracts and, in any case, has assigned tasks to former employees of the Client who have ceased their employment relationship for less than three years and who in the last three years of service have exercised authoritative or negotiating powers for the Client with respect to the same economic operator (pantouflage or revolving door)

#### **PART IV: SELECTION CRITERIA**

The economic operator meets all the selection criteria required in the documentation for the selection procedure

#### **PART V: FINAL DECLARATIONS**

The undersigned formally declares that the information reported in parts II to IV is true and correct and that the undersigned is aware of the consequences, including those of criminal nature, of a serious false declaration, provided for by Italian law and by local law.

The undersigned hereby certifies the absence of the reasons for exclusion set forth in Part III and the possession of the requirements referred to in Part IV.

The undersigned formally authorizes the Client, referred to in Part I, to carry out checks with the competent local authorities on the truthfulness of the declarations made regarding the requirements.

The undersigned accepts without reservation or exception the provisions and conditions contained in the letter of appointment and in Annex 1 of the same letter, which is an integral part of the same.

Washington DC,

(legal representative of the company)

---

**INFORMATION ON THE PROTECTION OF INDIVIDUALS WITH REFERENCE TO  
THE PROCESSING OF PERSONAL DATA (GENERAL DATA PROTECTION  
REGULATION (EU) 2016/17, ART. 13)**

The processing of personal data required will conform to the principles of lawfulness, correctness and transparency in order to protect the fundamental rights and freedoms of individuals.

To this end, the following information is provided:

1. The Joint Controller is the Ministry of Foreign Affairs and International Cooperation (MAECI) of the Italian Republic which, in this case, operates via the Italian Embassy in Washington, D.C., located in 3000 Whitehaven Street NW, 20008, Washington D.C., tel.: +1 (202) 612-4400 (switchboard), e-mail: [amministrativo.washington@esteri.it](mailto:amministrativo.washington@esteri.it); certified email: [amb.washington@cert.esteri.it](mailto:amb.washington@cert.esteri.it).
2. For inquiries or complaints, interested parties may contact the Ministry of Foreign Affairs and International Cooperation Head of Personal Data Protection (RPD) (mailing address: Ministry of Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 Rome, telephone 0039 06 36911 (switchboard), email: [rpd@esteri.it](mailto:rpd@esteri.it), certified email [pec]: [rpd@cert.esteri.it](mailto:rpd@cert.esteri.it)).
3. Personal data is necessary for the selection of the economic operator chosen for the tender.
4. Provision of this data is an Italian legal requirement, and any refusal to provide the requested data will lead to exclusion from the selection process.
5. Data processing will be carried out in both manual and automated modes by specially appointed personnel.
6. Data will be communicated to the internal and external control bodies of the Ministry of Foreign Affairs and International Cooperation. By signing this notice, the interested party acquiesces to the conveying of said data also to competent local authorities for their inspection, and to the publication of essential parts of the agreed contract on the contracting authority website, in accordance with Italian regulations on transparency of public contracts. Data shall be retained for a maximum period of five years starting from when the contractual relation ends, because its execution is complete or for other reasons, including termination for non-performance. This deadline is suspended in the event of the start of legal proceedings.
7. Interested parties may request access to their personal data and the correction of the same. In these cases, interested parties must submit a specific request to the addresses set out in point 1, and notify the MAECI Head of Personal Data Protection (address in point 2) of the same.
8. If you believe your rights have been violated, you may file a complaint with the MAECI RPD. Alternatively, you may contact the Garante per la Protezione dei Dati personali [Data Protection Authority] (Piazza di Monte Citorio 121, 00186 ROMA, telephone 0039 06 696771 (switchboard), email: [garante@gdpd.it](mailto:garante@gdpd.it), certified email: [protocollo@pec.gdpd.it](mailto:protocollo@pec.gdpd.it)) or to judicial authorities.

Washington DC,

(legal representative of the company)

---