



SINGLE REQUIREMENTS DOCUMENT

All information requested must be entered by the economic operator, except where expressly indicated otherwise

PART I

INFORMATION ON THE BIDDING PROCESS AND THE CONTRACTING AUTHORITY

Identity of the Contracting Authority	Response:
Name:	<i>Embassy of Italy in Washington D.C.</i>
Title or brief description of the contract:	<i>OPEN BID PROCEDURE FOR THE AWARDING OF HEALTH INSURANCE PLAN FOR LOCALLY HIRED EMPLOYEES UNDER CONTRACT WITH ITALIAN DIPLOMATIC MISSIONS, CONSULAR OFFICES, CULTURAL INSTITUTES, AND RELATED FAMILY MEMBERS IN THE U.S.A.</i>
CIG	<i>BCF3B4A0AD</i>

PART II: INFORMATION ON THE ECONOMIC OPERATOR

A. Identification data of the economic operator	Response:
Name/Company name:	
National identification number, if applicable (tax code, VAT number, registration...)	
Postal address	
Contact persons Telephone E-mail Website	

B. Representatives of the economic operator <i>[add as many lines as needed]:</i>	Response:
Full name	
Date and place of birth	
Position/Title to act:	
Postal address:	
Telephone:	
E-mail:	
If necessary, provide details on the representation (form, scope, purpose):	
Full name	
Date and place of birth	
Position/Title to act:	
Postal address:	
Telephone:	
E-mail:	
If necessary, provide details on the representation (form, scope, purpose):	
Full name	
Date and place of birth	
Position/Title to act:	
Postal address:	
Telephone:	
E-mail:	
If necessary, provide details on the representation (form, scope, purpose):	

PART III: GROUNDS FOR EXCLUSION

A: Grounds relating to criminal convictions

Excluded from participation in the selection are those who have been convicted, by final criminal judgment, in Italy or in the USA, for one or more of the following reasons: (1) participation in a criminal organization; (2) corruption; (3) fraud; (4) terrorist offences or offences linked to terrorist activities; (5) money laundering of proceeds from criminal activities or terrorist financing; (6) child labour and other forms of human trafficking; (7) any other offence resulting in incapacity to contract with public administrations. The situations relevant for exclusion are those provided for:

- in the Member States of the European Union, the situations indicated in the internal legislation that transposed Article 57 of Directive 2014/24 / EU and under art. 94 and 95 of Italian law D. Lgs. 36/2023;
- in countries not belonging to the European Union, the equivalent situations provided for by local criminal legislation.

The economic operator, or a member of its administrative, management or supervisory bodies, or any person having powers of representation, decision-making or control within the economic operator, has not been convicted for one of the grounds indicated above by a final judgment issued no more than five years ago, or following which a period of exclusion set out directly in the judgment is still applicable.

B: Grounds relating to payment of taxes or social security contributions

The economic operator has fulfilled all obligations relating to the payment of taxes, duties or social security contributions, in the country where it is established, in Italy, and in the USA, the country where the contract is performed.

C: Grounds relating to insolvency, conflicts of interest or professional misconduct

1) To the best of its knowledge, the economic operator has not violated obligations in the fields of health and safety at work, environmental, social and labour law.

2) The economic operator is not in any of the following situations and is not subject to proceedings to establish any of the following situations:

- a) bankruptcy, insolvency proceedings, liquidation, arrangement with creditors, administration, or any similar situation;
- b) it has ceased its activities;
- 3) The economic operator has not been guilty of grave professional misconduct.
- 4) The economic operator has not entered into agreements with other economic operators aimed at distorting competition.
- 5) The economic operator is not aware of any conflict of interest related to its participation in the contract award procedure.
- 6) Neither the economic operator nor a company related to it has provided advice to the Contracting Authority, or otherwise participated in the preparation of the award procedure.
- 7) The economic operator has not previously experienced the early termination of a prior public contract, nor has it previously been subject to damages or other penalties in connection with a prior public contract

8) The economic operator confirms that it:

- a) has not been guilty of serious misrepresentation in supplying the information required to verify the absence of grounds for exclusion or the fulfilment of the selection criteria,
- b) has not withheld such information,

c) has been able to submit without delay the supporting documents requested by a Contracting Authority,

d) has not attempted to unduly influence the decision-making process of a Contracting Authority, has not attempted to obtain confidential information that may confer undue advantages in the contract award procedure, and has not provided misleading information that may have a material influence on decisions concerning the contract award procedure.

D: Grounds for exclusion provided for under Italian legislation and equivalent situations under U.S.A. law.

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

- 1) grounds for forfeiture, suspension or prohibition provided for under anti-mafia legislation exist against it;
- 2) it is subject to infiltration by organized crime;
- 3) it has been subject to a ban on carrying out its activity or to any other penalty entailing a prohibition on contracting with public administrations;
- 4) it is listed in the computerized register kept by the National Anti-Corruption Authority for having submitted false statements or false documentation for the purposes of obtaining a qualification certificate, for the period during which such listing remains in effect;
- 5) it has violated the prohibition on fiduciary ownership;
- 6) it does not comply with the rules on the right to work of persons with disabilities;
- 7) if it has been the victim of the offences of extortion by a public official or extortion committed by organized crime, or by anyone seeking to facilitate the activity of organized crime, and no case of necessity or self-defence applies, it has reported the facts to the judicial authority;
- 8) it is, with respect to another participant in the same award procedure, in a situation of control or in any relationship, including a *de facto* one, where such situation of control or relationship results in the offers being attributable to a single decision-making centre;
- 9) it has entered into employment or self-employment contracts and, in any case, has assigned tasks to former employees of the Contracting Authority who ceased their employment relationship less than three years ago and who, in their last three years of service, exercised authoritative or negotiating powers on behalf of the Contracting Authority towards the same economic operator (*pantouflage* or *revolving door*).

PART IV: SELECTION CRITERIA

The economic operator meets all the special requirements as specified in Section 8.2 of the ITT.

Part V: FINAL DECLARATIONS

The undersigned formally declare(s) that the information provided in Parts II to IV is true and correct, and that the undersigned is/are aware of the consequences, including criminal consequences, of a serious false declaration, as provided for under Italian law and local law (State/Federal).

The undersigned hereby certify/certifies the absence of the grounds for exclusion set out in Part III and possession of the requirements referred to in Part IV.

The undersigned hereby formally declare(s) that the tenderer is able to produce, upon request and without delay, the certificates and other forms of documentary evidence supporting the above statements formally and authorize(s) the Contracting Authority referred to in Part I to carry out checks with the competent local authorities on the truthfulness of the declarations made regarding the requirements.

Place and date

Signature of
Authorized Officer or Legal Representative
(and sealed d by a Notary Public)

Printed Name

Title

Company Name