

## DRAFT

A request for documentation for the information in the ESPD will be made for each individual tender. Text marked with yellow is to be filled in in each individual tender. Please notice that the draft can be adjusted in an individual tender.

[Participant in the DPS]

[Address]

[Att: Contact person]

**Request for documentation for the information stated in the European Single Procurement Document in relation to Dynamic Purchasing System (DPS) for civilian small unmanned aerial vehicle (CSUAV) - tender for Category xx “Name of Category” – name of tender**

The Danish Ministry of Defence Acquisition and Logistics Organisation (“DALO”) is grateful that you have taken the time and effort to participate in the tender procedure.

DALO has reviewed the received offer and is currently evaluating it on the basis of the requirements and the award criteria stated in the Invitation to submit tender.

In order for DALO to proceed with the evaluation, you must submit documentation for the information stated in the European Single Procurement Document (hereafter “ESPD”), cf. section 151 (1) of the Public Procurement Act (Act no. 1564/2015, as amended, in Danish: “Udbudsloven”).

### **1. Documentation requirements**

#### **1.1 Documentation for the information regarding exclusion grounds**

You are asked to submit documentation that you are not subject to any of the grounds for exclusion stated in section 135 of the Public Procurement Act.

In this respect the documentation must establish that:

- The participant in the DPS has not been convicted or fined by final judgment in respect of the circumstances set out in section 135 (1) of the Public Procurement Act; and
- Any person who is a member of the participant in the DPS’ board, management or supervisory committee as referred to in section 135 (2) of the Public Procurement Act has not been convicted or fined by final judgment in respect of the circumstances set out in section 135 (1) of the Public Procurement Act; and

- The participant in the DPS does not have unpaid overdue debt of DKK 100,000 or more to public authorities regarding taxes, duties or social security contributions as referred to in section 135 (3) of the Public Procurement Act

DALO shall in accordance with section 153 in the Public Procurement Act accept one or more of the following as proof that none of the exclusion grounds apply to you:

1. An extract from the relevant register or an equivalent document issued by a competent judicial or administrative authority in your country stating that you are not subject to the exclusion grounds stipulated in section 135 (1).
2. A certificate issued by the competent authority in your country as documentation that you are not subject to the exclusion grounds stipulated in section 135 (3).

The documentation in paragraph 1 must be suitable to demonstrate that you have not been subject to an exclusion ground in section 135 (1) of the Public Procurement Act within the last 5 years by conviction or fine by final judgment. A private criminal record issued by the Danish police authorities does not include fines when two or more years have elapsed from the date of the conviction or fine by final judgment. Such a criminal record will therefore not in itself constitute sufficient documentation.

The documentation must state that none of the cases specified above apply.

Where your country does not issue such documents or certificates, or where these do not cover all the cases specified in the ESPD, they may be replaced by a declaration under oath or, in Member States or countries where there is no provision for declarations under oath, by a solemn declaration made by the person concerned before a competent judicial or administrative authority, a notary or a competent professional organisation in the country where you are registered.

For information about the precise documentation accepted, please see e-Certis at <http://ec.europa.eu/markt/ecertis/login.do>.

If you are a Danish enterprise the documentation may be in the form of a valid service certificate (in Danish "Serviceattest") from the Danish Business Authority ("Erhvervsstyrelsen").

If you submit documentation that, in DALO's opinion, is inadequate to establish that that you have not been subject to an exclusion ground in section 135 (1) and (3) and section 137, (1), item 2 or 6, of the Public Procurement Act, e.g. in the form of an incomplete service certificate (Serviceattest) or a Danish, private criminal record, you will initially be asked to provide a complete service certificate (Serviceattest) with confirmation from the Danish Business Authority (Erhvervsstyrelsen), the Danish Courts (Danmarks Domstole), the Police (Politiet), ATP and the Tax Authorities (Skat).

Alternatively you can asked to provide other or supplementary documentation.

Further information about the service certificate and the procedure for requesting the service certificate is available at the Danish Business Authority's website: <http://erhvervsstyrelsen.dk/anmodning-om-serviceattest>.

Service certificates are not issued to enterprises that are not Danish and they must therefore submit other documentary proof in accordance with section 153 of the Public Procurement Act as described above.

Other documentation can, for example, consist of a solemn declaration made by the person concerned before a competent judicial or administrative authority, a notary or a competent professional organisation in the country where you are registered.

## **2. SUBMISSION DEADLINE**

The documentation must be submitted as soon as possible and not later than [date of submission]. If you are not able to submit the documentation before this deadline, you must give notice thereof as soon as possible.

If the documentation below contains personal data, the documentation may not be uploaded via ETHICS. In that case, the documentation must be submitted in hard copy to DALO marked:

The Danish Ministry of Defence Acquisition and Logistics Organisation (DALO)  
Lautrupbjerg 1 - 5  
DK-2750 Ballerup  
Denmark  
Contact person: Name of Contact person  
May not be opened by the internal mail department

If the documentation has not been provided within the time limit, you may be excluded from the tender procedure.

DALO is looking forward to receiving the documentation.

Yours sincerely,

[Contact person]

The Danish Ministry of Defence Acquisition and Logistics Organisation