

European Single Procurement Document (ESPD)

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

Information about publication

Notice number in the OJS:

-

National Official Journal

-

Identity of the procurer

Official name:

SmartRecruiters Ltd

Country:

United Kingdom

Information about the procurement procedure

Type of procedure

Open procedure

Title:

SmartRecruiters ATS Rental

Short description:

Rental and development services of the recruitment management system SmartRecruiters / configuration services for the recruitment management information system SmartRecruiters

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:

SmartRecruiters

Street and number:

190a Bermondsey Street,

Postcode:

SE1 3TQ

City:

London

Country:

United Kingdom

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

- 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:

Street and number:

90a Bermondsey Street,

Postcode:

, SE1 3TQ,

City:

London

Country:

United Kingdom

- ..

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.

Part III: Exclusion grounds

A: Grounds relating to criminal convictions

Article 57(1) of Directive 2014/24/EU sets out the following reasons for exclusion

A1. Participation in a criminal organisation

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for participation in a criminal organisation, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

Your answer?

☐ Yes

☒ No

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

A2. Corruption

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for corruption, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator. "

Your answer?

☐Yes

☒No

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

A3. Fraud

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for fraud, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? Within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests (OJ C 316, 27.11.1995, p. 48).

Your answer?

☐Yes

☒No

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

A4. Terrorist offences or offences linked to terrorist activities

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for terrorist offences or offences linked to terrorist activities, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p. 3). This exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.

Your answer?

☐Yes

☒No

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

A5. Money laundering or terrorist financing

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for money laundering or terrorist financing, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

Your answer?

☐Yes

☒No

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

A6. Child labour and other forms of trafficking in human beings

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for child labour and other forms of trafficking in human beings, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15.4.2011, p. 1).

Your answer?

☐Yes

☒No

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

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

Article 57(2) of Directive 2014/24/EU sets out the following reasons for exclusion

A1. Payment of taxes

Has the economic operator breached its obligations relating to the payment of taxes, both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?

Your answer?

☐Yes

☒No

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

A2. Payment of social security

Has the economic operator breached its obligations relating to the payment social security contributions, both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?

Your answer?

☐Yes

☒No

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

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

Article 57(4) of Directive 2014/24/EU sets out the following reasons for exclusion

C1. Breaching of obligations in the field of environmental law

Has the economic operator, to its knowledge, breached its obligations in the field of environmental law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

Your answer?

☐ Yes

☒ No

C2. Breaching of obligations in the field of social law

Has the economic operator, to its knowledge, breached its obligations in the field of social law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

Your answer?

☐ Yes

☒ No

C3. Breaching of obligations in the fields of labour law

Has the economic operator, to its knowledge, breached its obligations in the field of labour law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

Your answer?

☐ Yes

☒ No

C4. Bankruptcy

Is the economic operator bankrupt? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

Your answer?

☐ Yes

☒ No

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

C5. Insolvency

Is the economic operator the subject of insolvency or winding-up?

Your answer?

☐Yes

☒No

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

C6. Arrangement with creditors

Is the economic operator in arrangement with creditors?

Your answer?

☐Yes

☒No

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

C7. Analogous situation like bankruptcy under national law

Is the economic operator in in any analogous situation like bankruptcy arising from a similar procedure under national laws and regulations?

Your answer?

☐Yes

☒No

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

C8. Assets being administered by liquidator

Are the assets of the economic operator being administered by a liquidator or by the court?

Your answer?

☐Yes

☒No

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

C9. Business activities are suspended

Are the business activities of the economic operator suspended?

Your answer?

☐Yes

☒No

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

C10. Agreements with other economic operators aimed at distorting competition

Has the economic operator entered into agreements with other economic operators aimed at distorting competition?

Your answer?

☐Yes

☒No

C11. Guilty of grave professional misconduct

Is the economic operator guilty of grave professional misconduct? Where applicable, see definitions in national law, the relevant notice or the procurement documents.

Your answer?

☐Yes

☒No

C12. Conflict of interest due to its participation in the procurement procedure

Is the economic operator aware of any conflict of interest, as indicated in national law, the relevant notice or the procurement documents due to its participation in the procurement procedure?

Your answer?

☐ Yes

☒ No

C13. Direct or indirect involvement in the preparation of this procurement procedure

Has the economic operator or an undertaking related to it advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure?

Your answer?

☐ Yes

☒ No

C14. Early termination, damages or other comparable sanctions

Has the economic operator experienced that a prior public contract, a prior contract with a contracting entity or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract?

Your answer?

☐ Yes

☒ No

C15. Guilty of misinterpretation, withheld information, unable to provide required documents and obtained confidential information of this procedure

Can the economic operator confirm that:

- a) It has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria,
- b) It has withheld such information,
- c) It has not been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity, and
- d) It has undertaken to unduly influence the decision making process of the contracting authority or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?

Your answer?

☐ Yes

☒ No

D: Purely national exclusion grounds

Purely national grounds of exclusion, which are specified in the relevant notice or in the procurement documents.

D1. Purely national exclusion grounds

Can the economic operator confirm that: For procurement procedures started on or after 2022-01-01: the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for criminal bankruptcy, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? For procurement procedures started before 2022-01-01 a) the economic operator does not meet the minimum reliable taxpayer criteria laid down in Article 40-1 (1) of the Law on Tax Administration of the Republic of Lithuania and is therefore deemed to have committed a serious professional breach? b) the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for criminal bankruptcy, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable?

Your answer?

☐ Yes

☒ No

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

Part IV: Selection criteria

A: Suitability

Article 58(2) of Directive 2014/24/EU sets out the following selection criteria

Enrolment in a relevant professional register

It is enrolled in relevant professional registers kept in the Member State of its establishment as described in Annex XI of Directive 2014/24/EU; economic operators from certain Member States may have to comply with other requirements set out in that Annex.

Your answer?

☒ Yes

☐ No

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

Enrolment in a trade register

It is enrolled in trade registers kept in the Member State of its establishment as described in Annex XI of Directive 2014/24/EU; economic operators from certain Member States may have to comply with other requirements set out in that Annex.

Your answer?

☒ Yes

☐ No

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

For service contracts: authorisation of particular organisation needed

Is a particular authorisation of a particular organisation needed in order to be able to perform the service in question in the country of establishment of the economic operator?

Your answer?

☒ Yes

☐ No

Please describe them

-

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

For service contracts: membership of particular organisation needed

Is a particular membership of a particular organisation needed in order to be able to perform the service in question in the country of establishment of the economic operator?

Your answer?

☒Yes

☐No

Please describe them

-

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

B: Economic and financial standing

Article 58(3) of Directive 2014/24/EU sets out the following selection criteria

General yearly turnover

Its general yearly turnover for the number of financial years required in the relevant notice, the procurement documents or the ESPD is as follows:

Amount

-

GBP (Pound Sterling)

Start date

01-01-2022

End date

31-12-2022

Amount

-

GBP (Pound Sterling)

Start date

01-01-2021

End date

31-12-2021

Amount

-

GBP (Pound Sterling)

Start date

01-01-2020

End date

31-12-2020

Amount

-

GBP (Pound Sterling)

Start date

01-01-2019

End date

31-12-2019

Amount

-

GBP (Pound Sterling)

Start date

01-01-2018

End date

31-12-2018

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

Average yearly turnover

Its average yearly turnover for the number of years required in the relevant notice, the procurement documents or the ESPD is as follows:

Number of years

-

Average turnover

-

GBP (Pound Sterling)

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

Specific yearly turnover

Its specific yearly turnover in the business area covered by the contract for the number of financial years required in the relevant notice, the procurement documents or the ESPD is as follows:

Amount

-

GBP (Pound Sterling)

Start date

01-01-2022

End date

31-12-2022

Amount

-

GBP (Pound Sterling)

Start date

01-01-2021

End date

31-12-2021

Amount

-

GBP (Pound Sterling)

Start date

01-01-2020

End date

31-12-2020

Amount

-

GBP (Pound Sterling)

Start date

01-01-2019

End date

31-12-2019

Amount

-

GBP (Pound Sterling)

Start date

01-01-2018

End date

31-12-2018

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

Specific average turnover

Its specific average yearly turnover in the business area covered by the contract for the number of years required in the relevant notice, the procurement documents or the ESPD is as follows:

Number of years

-

Average turnover

-

GBP (Pound Sterling)

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

Set up of economic operator

In case the information concerning turnover (general or specific) is not available for the entire period required, please state the date on which the economic operator was set up or started trading:

Please specify

-

Financial ratio

Concerning the financial ratios specified in the relevant notice, the procurement documents or the ESPD, the economic operator declares that the actual values for the required ratios are as follows:

Ratio

-

Description

-

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

Professional risk indemnity insurance

The insured amount in its professional risk indemnity insurance is the following:

Amount

-

GBP (Pound Sterling)

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

Other economic or financial requirements

Concerning the other economic or financial requirements, if any, that may have been specified in the relevant notice or the procurement documents, the economic operator declares that:

Please describe them

-

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

C: Technical and professional ability

Article 58(4) of Directive 2014/24/EU sets out the following selection criteria

For works contracts: performance of works of the specified type

For public works contracts only: During the reference period, the economic operator has performed the following works of the specified type. Contracting authorities may require up to five years and allow experience dating from more than five years.

Description

-

Amount

-

GBP (Pound Sterling)

Start date

-

End date

-

Recipients

-

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒No

For supply contracts: performance of deliveries of the specified type

For public supply contracts only: During the reference period, the economic operator has delivered the following principal deliveries of the type specified. Contracting authorities may require up to three years and allow experience dating from more than three years.

Description

-

Amount

-

GBP (Pound Sterling)

Start date

-

End date

-

Recipients

-

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

For service contracts: performance of services of the specified type

For public service contracts only: During the reference period, the economic operator has provided the following main services of the type specified. Contracting authorities may require up to three years and allow experience dating from more than three years.

Description

-

Amount

-

GBP (Pound Sterling)

Start date

-

End date

-

Recipients

-

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

Technicians or technical bodies for quality control

It can call upon the following technicians or technical bodies, especially those responsible for quality control. For technicians or technical bodies not belonging directly to the economic operator's undertaking but on whose capacities the economic operator relies as set out under Part II, Section C, separate ESPD forms must be filled in.

Please describe them

-

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

For works contracts: technicians or technical bodies to carry out the work

In the case of public works contracts, the economic operator will be able to call on the following technicians or technical bodies to carry out the work:

Please describe them

-

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

Technical facilities and measures for ensuring quality

It uses the following technical facilities and measures for ensuring quality and its study and research facilities are as follows:

Please describe them

-

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

Study and research facilities

It uses the following study and research facilities:

Please describe them

-

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

Supply chain management

It will be able to apply the following supply chain management and tracking systems when performing the contract:

Please describe them

-

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

Allowance of checks

For complex products or services to be supplied or, exceptionally, for products or services which are required for a special purpose: The economic operator will allow checks to be conducted on the production capacities or the technical capacity of the economic operator and, where necessary, on the means of study and research which are available to it and on the quality control measures? The check is to be performed by the contracting authority or, in case the latter consents to this, on its behalf by a competent official body of the country in which the supplier or service provider is established.

Do you allow checks?

☒Yes

☐No

Educational and professional qualifications

The following educational and professional qualifications are held by the service provider or the contractor itself, and/or (depending on the requirements set out in the relevant notice or the procurement documents) by its managerial staff.

Please describe them

-

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

Environmental management measures

The economic operator will be able to apply the following environmental management measures when performing the contract:

Please describe them

-

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

Number of managerial staff

The economic operator's number of managerial staff for the last three years were as follows:

Year

-

Number

-

Year

-

Number

-

Year

-

Number

-

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

Average annual manpower

The economic operator's average annual manpower for the last three years were as follows:

Year

-

Number

-

Year

-

Number

-

Year

-

Number

-

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

Tools, plant or technical equipment

The following tools, plant or technical equipment will be available to it for performing the contract:

Please describe them

-

Is this information available at no cost to the authorities from an EU Member State database?

☐Yes

☒No

Subcontracting proportion

The economic operator intends possibly to subcontract the following proportion (i.e. percentage) of the contract. Please note that if the economic operator has decided to subcontract a part of the contract and relies on the subcontractor's capacities to perform that part, then please fill in a separate ESPD for such subcontractors, see Part II, Section C above.

Please specify

-

For supply contracts: samples, descriptions or photographs without certification of authenticity

For public supply contracts: The economic operator will supply the required samples, descriptions or photographs of the products to be supplied, which do not need to be accompanied by certifications of authenticity.

Your answer?

☒ Yes

☐ No

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

For supply contracts: samples, descriptions or photographs with certification of authenticity

For public supply contracts: The economic operator will supply the required samples, descriptions or photographs of the products to be supplied and will provide certifications of authenticity where applicable.

Your answer?

☒ Yes

☐ No

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

For supply contracts: certificates by quality control institutes

Can the economic operator provide the required certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to the technical

specifications or standards, which are set out in the relevant notice or the procurement documents?

Your answer?

☒ Yes

☐ No

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

D: Quality assurance schemes and environmental management standards

Article 62 of Directive 2014/24/EU sets out the following selection criteria

Certificates by independent bodies about quality assurance standards

Will the economic operator be able to produce certificates drawn up by independent bodies attesting that the economic operator complies with the required quality assurance standards, including accessibility for disabled persons?

Your answer?

☒ Yes

☐ No

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

Certificates by independent bodies about environmental management systems or standards

Will the economic operator be able to produce certificates drawn up by independent bodies attesting that the economic operator complies with the required environmental management systems or standards?

Your answer?

☒ Yes

☐ No

Is this information available at no cost to the authorities from an EU Member State database?

☐ Yes

☒ No

Finish

Part VI: Concluding statements

The economic operator formally declare that the information stated under Parts II - V above is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation.

The economic operator formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:

- a) The contracting authority or contracting entity has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge (on condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access), or
- b) the contracting authority or contracting entity already possesses the documentation concerned.

The undersigned formally consent to the contracting authority or contracting entity as set out in Part I, gaining access to documents supporting the information, which has been provided in Part 3 and Part 4 of this European Single Procurement Document for the purposes of the procurement procedure as set out in part I.

Date, place and, where required or necessary, signature(s):

Date

25-10-2023

Place

London

Signature