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## USER GUIDE TO THE ELECTRONIC SYSTEM

To participate in this procedure, interested economic operators need to first register on the Portal, which will then provide access to the e-Procurement Platform. The instructions available in this 'User Guide to the Electronic System' (hereinafter the 'Guide'), Annex 2 to the Tender Provisions, need to be followed in this respect.

Tender documents can be accessed from the following address <https://ingate.invitalia.it/>

Participation in this procedure, and submission and drafting of a bid may only be performed via the aforementioned Portal, in accordance with the specifications set out in the aforementioned Guide.

## ARTICLE 1 - FEATURES OF THE E-PROCUREMENT PLATFORM AND IT SYSTEM REQUIREMENTS FOR PARTICIPATION IN THE PROCEDURE

The e-Procurement Platform used for this procedure has been created in compliance with the provisions of Article 58 of the Contracts Code, as well as in accordance with Italian Legislative Decree. no. 82 of 7 March 2005 (hereinafter, the 'Digital Administration Code' or 'CAD'), as well as in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC ('GDPR') and, in any event, in accordance with the principles of economy, effectiveness, timeliness, fairness, free competition, equal treatment, non-discrimination, transparency and proportionality.

The technical solutions and operating procedures of the e-Procurement Platform therefore ensure observance of the aforementioned principles, as well as provisions regarding EU regulations on electronic signatures (Regulation (EU) No. 910/2014 of the European Parliament and of the Council), as adopted with national legislation and relative implementing regulations.

The e-Procurement Platform ensures the secrecy of the transmitted documents, prevents changes or additions being made to the documents sent, guarantees the attestation and tracking of every operation performed on them and prevents changes to the system *logs* as computerised representations of the acts and operations performed, valid and relevant pursuant to the law.

Every operation performed via the e-Procurement Platform:

- a) is stored in the records of the relative IT system as a tool providing certification and traceability of all activities and/or actions performed;
- b) is considered to be performed at the time and date indicated by the records of the relative IT system.

The time used by the e-Procurement Platform is synchronised with Italian time via the UTC (IEN) time system, as per Italian Ministerial Decree No. 591 of 30 November 1993.

System *logs* regarding connections made to the e-Procurement Platform and related operations performed in the context of participation in this procedure are stored in the relative IT system and act as full, valid proof in relation to users of the e-Procurement Platform. These system *logs* are confidential and shall not be disclosed to third parties, except in response to orders of a judicial nature or from competent supervisory authorities or in the case of requests for access to documents under the terms of article 53 of the Italian Code for Public Procurement.

Records are made and stored in databases for the purposes of traceability, reliability and security of the system and the operations carried out therein, for as long as necessary for that purpose and for the purpose of fulfilling legal obligations therein.

By participating in the procedure, economic operators acknowledge and accept that these records represent full proof of the facts and circumstances regarding them with reference to the operations performed.

Participation in this digital procedure for selection of the contractor is open, following identification, to all interested operators in possession of the appropriate IT system requirements as indicated on the homepage of the e-Procurement Platform '**InGaTe** ---> **System Requirements**', as well as an email address.

It is recommended to upload single files smaller than 150 MB (Megabytes) to the e-Procurement Platform, bearing in mind that zipped folders should not exceed 600 MB (Megabytes) in size.

**Lastly, please note that for information or technical support regarding the entry and transmission of the documentation and the bid, economic operators may contact the e-Procurement Platform Assistance Service (tel. +39 02 12 41 21 304), available from Monday to Friday from 09:00 to 18:00 or by sending a support request through the link 'Request On-line Assistance'. The contact details of the Assistance Service are available by clicking the 'Contatti' (Contacts) link on the home page (top right).**



For information and/or clarifications, please follow what is expressly stated in the tender documents.

## ARTICLE 2 - DIGITAL PROCEDURE ACCESS

### ARTICLE 2.1 PORTAL REGISTRATION

In order to participate in the tender, interested economic operators must access the Portal with their credentials. If the economic operator is not in possession of access credentials, they must first register on the Portal at <https://ingate.invitalia.it/>, by accessing the section 'Registrati a InGaTe' (Register with InGaTe) and following the instructions contained in the attached document under the link 'Guida alla Registrazione' (Registration Guide) on the Portal's Home Page.

The screenshot shows the InGaTe portal homepage. At the top, there is a navigation bar with logos for INVITALIA, InGaTe, and various European Union and Italian government entities. Below the navigation bar, the main header reads "InGaTe – Invitalia Gare Telematiche" and "Benvenuto sulla piattaforma e-procurement per la gestione telematica delle procedure di gara di lavori, servizi e forniture curate da Invitalia, l'Agenzia per lo Sviluppo". The main content area is divided into three columns. The first column, "Bandi e Avvisi", contains the text "Consulta tutte le procedure di gara gestite da Invitalia". The second column, "Fornitori", contains the text "Iscriviti all'elenco degli Operatori Economici gestiti da Invitalia". The third column, "Accedi ai Servizi", contains a login form with fields for "username" and "password", and a blue "Accedi" button. Below the login form, there are links: "Registrati a InGaTe", "Non ricordi la password?", "Requisiti di sistema", and "Guida alla registrazione". A red box highlights the "Registrati a InGaTe" link, and a red arrow points to it from a text box that reads: "By clicking 'Registrati a InGaTe' (Register with InGaTe), the economic operator can start the process of creating their own user account on the portal."

Registration on the Portal is free of charge.

Operators are invited to complete their qualification activities by the deadline for bid submission.

To register on the Portal, the implementing party must read the **Data Protection Notice**, as explained below:

The screenshot shows the "Informativa in materia di protezione dei dati personali" page. The page title is "INFORMATIVA IN MATERIA DI PROTEZIONE DEI DATI PERSONALI AI SENSI DELL'ART. 13 DEL REGOLAMENTO (UE) 2016/679 (GDPR)". The page contains several sections of text, including "1. Accettazione delle norme di utilizzo", "2. Titolarità del trattamento e finalità del trattamento", and "Ulteriori informazioni in merito al trattamento dei dati acquisiti mediante l'utilizzo del sito www.invitalia.it sono forniti nella apposita sezione 'Privacy Policy'". Below the text, there is a section titled "Ho letto e accettato l'Informativa" with two radio buttons: "Accetto" and "Non accetto". The "Accetto" radio button is selected. A red box highlights the "Accetto" radio button, and a red arrow points to it from a text box that reads: "Click on the 'ACCETTO' (Accept) and then 'AVANTI' (Next)".

Fields marked with an '\*' are mandatory; therefore, failure to complete them will not allow the registration process to be completed

Fill in the required fields and then click on the button

Salva

**E-mail address:** this is the e-mail address used to receive all notifications from the Platform

**N.B.** It is possible to add a **second e-mail address** by entering the address in the 'e-mail' field preceded by the character '; '.

EXAMPLE: [name.surname@email.it](mailto:name.surname@email.it); [name.surname@pec.it](mailto:name.surname@pec.it)

Ripristina Chiudi Salva

▼ Informazioni Utente

|  |  |
|--|--|
| * Nome   | * Cognome  |
| <input type="text" value="SOGGETTO"/>  | <input type="text" value="ATTUATORE"/>   |
| * Email PEC <small>Inserire un indirizzo di Posta Elettronica Certificata abilitato alla ricezione anche di mail ordinarie. Questo indirizzo email verrà utilizzato quale indirizzo di destinazione di tutte le comunicazioni emesse dal Portale. Assicurarsi di aver inserito l'indirizzo corretto. Nel caso di più indirizzi, separarli con ";" (punto e virgola).</small> | * Telefono   |
| <input type="text" value="soggattuatore@mail.com"/>  | <input type="text" value="1234567891"/>  |
| Cellulare <small>(si prega di inserire "*" "codice paese" e "numero di cellulare" senza spazi)</small>   | * Username <small>(memorizzalo: ti servirà per accedere ai servizi disponibili. Si prega di inserire la username).</small> |
| <input type="text"/>   | <input type="text" value="soggetto.attuatore"/>  |
| * Lingua preferita   | * Fuso Orario  |
| <input type="text" value="Italiano"/>  | <input type="text" value="(GMT + 1:00) CET(Central Europe Time), Brussels, ..."/>  |

The **USERNAME** chosen must be memorised as it will be needed to access the platform

After completing their registration, economic operators will receive, 2 e-mails at the e-mail address provided during registration on the Portal from the address [noreply-committenzapubblica@postacert.invitalia.it](mailto:noreply-committenzapubblica@postacert.invitalia.it):

1. **ACCOUNT**, the user name chosen during registration;
2. **PASSWORD**, the temporary password to be changed on first access.



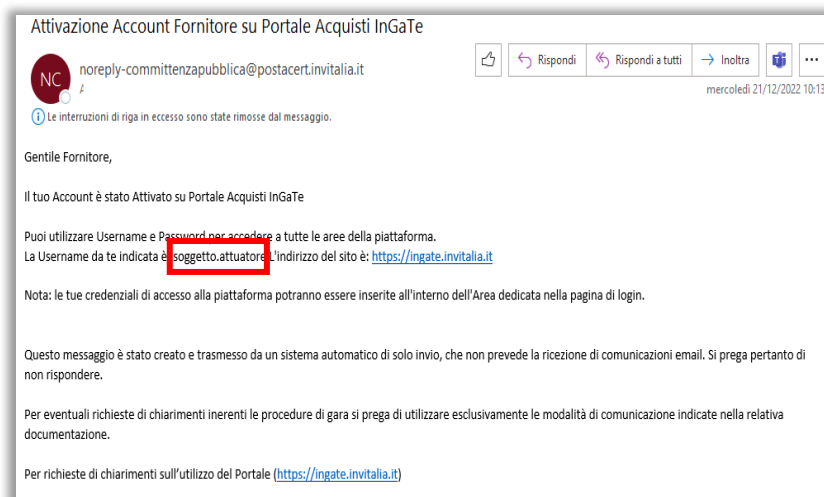
Check your SPAM mailbox

## 1. E-Mail ACCOUNT

- The subject of the e-mail is as follows:

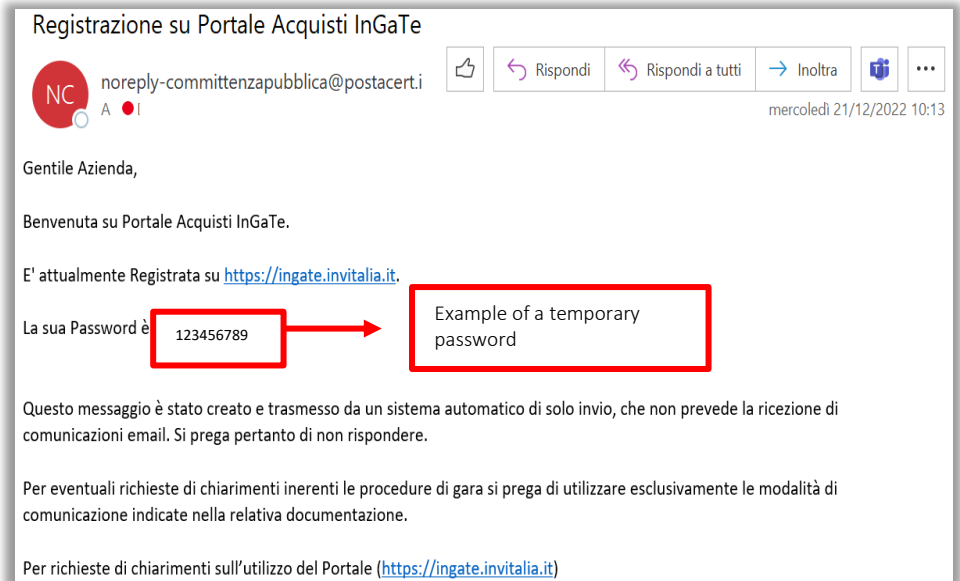
'Attivazione Account Fornitore su Portale Acquisti InGaTe'  
(Supplier Account Activation on InGaTe Procurement Portal)

- The body of the e-mail will contain the direct link to access the platform and the **USERNAME** chosen in the 'User Information' section.



## 2. E-Mail Temporary Password

- The subject of the e-mail is as follows:  
'InGaTe Procurement Portal Registration'
- The body of the e-mail will contain the direct link to access the platform and the **provisional password** that will only be used for the first access.



## Changing the temporary password

On first access, for security reasons, the system will request a change of password.

Please note that the new password field and password must match.

- the password must contain at least 8 characters;
- the password must be different from the login.

After entering the new password and confirming it, click 'Invia' (Send).

Inserire una nuova Password prima di continuare

Per ragioni di sicurezza è richiesta la modifica della vostra password. Digitate la vostra nuova password nelle caselle di testo sottostanti e premete sul bottone 'Invia'

La password deve contenere almeno 8 caratteri  
La password deve essere diversa dalla login!  
Attenzione! La nuova password deve essere diversa dalle 3 precedenti

Nuova password

Conferma password

Annulla Invia

It is the responsibility of the person authorised to use the Portal to keep all the data concerning their registration profile updated in a timely manner in their private area on the Portal.

**It is noted that the economic operator is solely responsible for the information and data entered on the e-Procurement Platform during registration. It is therefore recommended that the accuracy of all data entered be checked, particularly the email address provided. In the event of an error, communications sent via the Platform cannot be delivered to the aforementioned address.**

Messages will in any case always be visible in the appropriate area of the Portal and, therefore, the economic operator is advised to **systematically view the 'Messaggi' (Messages) area of this procedure**, also in order to monitor its progress. The operator remains responsible for monitoring procedure progress via the Platform.

**It is recommended to complete the registration on the Portal at least 24 hours before the deadline for the submission of bids.**

## ARTICLE 2.1 TENDER DOCUMENTATION AND ACCESSIBILITY

Once the aforementioned operations have been completed, in order to present their bid, the economic operators must:

- From the Portal's Home Page, enter your User name and Password in the 'Accedi ai servizi' (Access Services) box and click on 'Login' to enter the Portal's restricted area;

Accedi ai Servizi

username

.....

The tender documents are accessible in the 'Opportunità pubblicate' (Published Opportunities)' section



**CLICK ON THE TENDER OF INTEREST** to be redirected to the published notice, where you will be able to view all the published documents by clicking on each document, or alternatively, by clicking on '**Allega**' (Attach) to perform a **bulk download**: click on '**Seleziona e Scarica**' (Select and Download).

Allegati dell'Avviso

| Nome | Descrizione  | Commenti | Data ultima modifica |
|------|--|----------|----------------------|
| 1    | ALLEGATO C. MODALITA' DI PRESENTAZIO... (1.781 KB) |          | 06/11/2021 18:47     |

[Allega](#)

In the published notice you can see the lot for which you can **express interest** by clicking on the participate icon.

▼ Lotti Pubblicati

| NUMERO DI RIGA | COLONNA ICONA | CODICE  | TITOLO   | SCADENZA MANIFESTAZIONE D'INTERESSE | COLONNA AZIONE            |
|----------------|---------------|---------|--|-------------------------------------|---------------------------|
| 1              |               | rfq_896 | CdC per CSU DEPURAZIONE: SERVIZIO DI COLLAUDO STATICO CIG: 111111111 | 17/03/2022 12:00                    | <a href="#">Partecipa</a> |

Once you have clicked on that icon, you can express interest by clicking on the **Esprimi Interesse** (Express Interest) button.

RdO : rfq\_896 - CdC per CSU DEPURAZIONE: SERVIZIO DI COLLAUDO ST... In corso Decido Dopo Report Per Stampa [Esprimi Interesse](#)

→> Stato Della Risposta

> Dati Generali

▼ Attributi RdO

Tipologia RdO  
Gara senza modulo ANAC

| INFORMAZIONI INTEGRATIVE                        |                                   |           |
|---|-----------------------------------|-----------|
| ETICHETTA                                       | DESCRIZIONE                       | RISPOSTA  |
| Codice CIG                                      | Indicare il Codice CIG            | 111111111 |
| Costi per la sicurezza (non soggetti a ribasso) | Indicare i costi per la sicurezza | 0         |


- [only on the first access] select '**Mia Risposta**' (My Response) in the top left of the webpage;

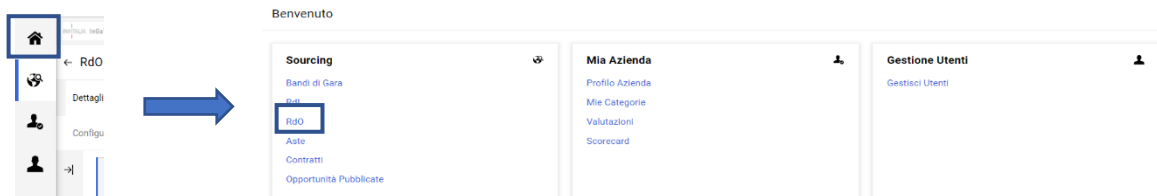
← RdO : rfq\_896 - CdC per CSU DEPURAZIONE: SERVIZIO DI COLLAUDO ST... In corso Seduta Pubblica Rifiuta [Intenzione Di Rispondere](#)

Dettagli RdO Messaggi (Non Letti 0)

Configurazione Allegati Buyer (0) [Mia Risposta](#) Utenti Associati

- [first-time access only] select the '**Intenzione di Rispondere**' link (Intention to respond) (on the right of the screen) to start the response process and follow the instructions in the following sections of this guide;
- To access the questionnaire and complete your Bid, **please refer to [Article 3 'Bid Submission via e-Procurement Platform'](#)**;

To return to the start page, click on the symbol  in the left-hand side menu



and click on the 'RdO' link (Calls for Tender) in the 'Sourcing' section

- click on the row corresponding to the RdO dedicated to this tendering procedure;
- access the digital tender procedure;

By accessing the 'RdO', each economic operator may:

- send requests for clarification in the manner described [in Article 4](#) below;
- submit the Bid.

The operator will receive notifications of clarifications to the e-mail addresses indicated during registration, it being understood that the same notifications will in any case be made available by publication on the e-Procurement Platform in the Notice in the public area or in the '**Allegati buyer**' (Buyers Annexes) section.

The procedures for registration and subsequent authorisation to use the e-Procurement Platform are regulated in the 'Contract for the use of the digital system' published on the Portal.

All communications shall be deemed to have been validly and effectively communicated by means of publication on the website <https://ingate.invitalia.it/> or via the 'Messages' area of the RdO.

All communications relating to the procedure shall be made, also pursuant to Article 76(6) of the Code, by certified electronic mail (or similar instrument in other Member States), by means of the 'Messages' area of the on-line RdO. By accessing the on-line RdO, each Tenderer automatically elects domicile in the 'Messages' area of the on-line RdO reserved for it.

In particular, with regards to the communications referred to in Article 76 (2 bis) and (5) of the Code, it should be noted that:

- ✓ the documents which are the subject of the communication will be deposited in the Portal;
- ✓ uploading as well as the exact location will be communicated to the Tenderers by Certified email via the Messages function of the on-line RdO (Call for Tender).

In case of:

- temporary groupings, EEIG, business networks or ordinary consortia, even if not yet formally constituted, the communication delivered to the agent shall be deemed validly delivered to all the grouped economic operators, networks or consortia.
- consortia referred to in Art. 45 (2) (b) and (c) of the Code, the communication delivered to the consortium shall be deemed validly delivered to all the consortia.



- [Any] pooling, the communication delivered to the Tenderer shall be deemed validly delivered to all auxiliary economic operators;
- [Any] sub-contracting, the communication delivered to the Tenderer shall be deemed validly delivered to all sub-contractors indicated.

## ARTICLE 3 - BID SUBMISSION VIA THE E-PROCUREMENT PLATFORM

The submission of a Bid must be made by using the e-Procurement Platform through the actions as described in the following paragraphs.

- A. Qualification Response, as indicated in Article 3.1 below;
- B. Technical Response, as indicated in Article 3.2 below;
- C. Economic Response, as indicated in Article 3.3 below.

Please also note that if the economic operator needs to provide additional information, statements and/or documents containing the aforementioned information can be uploaded in the General Attachments Area.

### ARTICLE 3.1 ADMINISTRATIVE DOCUMENTATION: Qualification Response

To upload the Qualification Response containing the administrative documentation to the e-Procurement Platform, the economic operator must:

1. log in, after registration, with the credentials (*user name* and *password*) to the Portal;
2. within the '**Risposta di Qualifica**' (Qualification Response) area of the RdO (Call for Tender) subject of this procedure:
  - i. add the required documents, within the RdO (Call for Tender) of qualification;
  - ii. fill in all the fields on the screen as mandatory;
3. click on 'Salva ed Esci' (Save and Exit) to save your entries and return to your page showing a summary of the bid.



The economic operator must present the documentation described below.

#### A. PARTICIPATION APPLICATION

The economic operator must attach, within the Administrative Documentation, the PARTICIPATION APPLICATION FORM, Annex 5 to the Tender Regulations, which must be:

- i. signed by the legal representative of the Tenderer;
- ii. accompanied by a valid copy of an ID document of the signing party;

furthermore, in the Participation Application, the activities to be performed by each member must be specified. Within the Participation Application, the Tenderer must also declare to be in possession of the requisites set out in the Tendering Rules.

**NOTE: FOR MULTI-PARTY TENDERERS, A SEPARATE PARTICIPATION APPLICATION MUST BE FILLED OUT AND SIGNED BY THE INDIVIDUAL ECONOMIC OPERATORS COMPOSING THE TENDERER**

#### B. PROXIES

If the Tenderer takes part in the tender procedure via a party other than its legal representative, the relative proxy certifying the powers conferred must be attached.

#### C. TENDER BOND

The Tenderer must attach the "TENDER BOND", using the form under annex 5 to the Tendering Rules, regarding provisional bank or insurance guarantee, that must be uploaded to the e-Procurement Platform as a copy in an image file, or a scan, of the hard-copy document:

- i. signed by the legal representative of the guarantor;
- ii. accompanied by a valid copy of an ID document of the signing party.

#### **D. ANAC (NATIONAL ANTI-CORRUPTION AUTHORITY) CONTRIBUTION**

Proof of payment of the contribution to the Italian National Anti-Corruption Authority (ANAC), as set out in the Tendering Rules, may be provided by scanning and uploading the payment/bank transfer receipt to the e-Procurement Platform, **also without signing**.

Specifically, it is possible to make payment via international bank transfer to current account no. 4806788 at the Monte dei Paschi di Siena bank (IBAN: IT 77 0 01030 03200 0000 04806788 - BIC: PASCITMMROM) in the name of the National Anti-Corruption Authority.

The description field for the payment should exclusively indicate the ID code used for tax purposes in the country of residence or offices of the participant (e.g. VAT number) and the Tender Identification Code (CIG) identifying the procedure to be participated in.

The Tenderer must attach the receipt of successful transfer to the offer.

#### **E. ADDITIONAL DOCUMENTATION [OPTIONAL]**

The tenderer may annex further documentation among the Generic annexes

**The contents of the Administrative Documentation are therefore summarised as follows:**

*Table no.1*

| DOCUMENT/STATEMENT   | SUBMISSION METHOD  | ATTACH/ATTACH ONLY<br>IN THE CASE<br>OF/COMPLETE ON<br>SCREEN |
|--|--|---|
| a. PARTICIPATION APPLICATION                                 | SINGLE-PARTY TENDERER: SIGNED BY<br>LEGAL REPRESENTATIVE OF THE<br>TENDERER                  | ATTACH  |
|  | MULTI-PARTY TENDERER: SIGNED BY<br>THE INDIVIDUAL ECONOMIC PARTIES<br>COMPOSING THE TENDERER |   |
| b. PROXIES   |  | ATTACH WHERE<br>APPLICABLE                                    |
| c. TENDER BOND   | SIGNED BY THE LEGAL<br>REPRESENTATIVE OF THE<br>GUARANTOR                                    | ATTACH  |
| d. ANAC (NATIONAL ANTI-CORRUPTION<br>AUTHORITY) CONTRIBUTION |  | ATTACH  |
| e. ADDITIONAL DOCUMENTATION                                  |  | ATTACH IF NECESSARY   |

**ONCE DOCUMENTS HAVE BEEN UPLOADED, PLEASE REOPEN THE FILES UPLOADED TO CHECK THAT THEY OPEN CORRECTLY. IN THE EVENT OF UPLOADING OF FILES THAT CANNOT BE OPENED OR READ, THE RESPONSIBILITY FALLS SOLELY WITH THE ECONOMIC OPERATOR.**

**NO REFERENCES TO THE TECHNICAL OR ECONOMIC OFFERS MUST BE INCLUDED AMONGST ADMINISTRATIVE DOCUMENTATION.**

To upload the Administrative Response containing the documentation required to the e-Procurement Platform, the

economic operator must,

- click on the pencil icon, namely on the **Risposta di Qualifica** (Qualification Response) in the **Riassunto Risposta** (Response Summary) box

| BUSTA |                                       | INFORMAZIONI SUI PARAMETRI                                      |   |
|-------|---------------------------------------|---|---|
| 1.    | <a href="#">Risposta di Qualifica</a> | Tutti i valori inseriti<br>Non sono presenti ulteriori allegati |   |
| 2.    | <a href="#">Risposta Economica</a>    | Compilare i campi obbligatori (1)                               | Prezzo totale (escluso sezioni facoltative) 0 |

Rispondere come Società singola o Gruppo di Offerta Impresa Singola

Valuta: €

**1. RISPONDI DI QUALIFICA (0 PARAMETRI)**

and follow the guided path provided by the on-line form, by answering the questions, the sections of interest will be activated:

**CLOSED SECTIONS ARE THEREFORE TO BE UNDERSTOOD AS 'INACTIVE' SINCE THEY ARE NOT RELEVANT TO WHAT WAS PREVIOUSLY DECLARED. THEY CAN ONLY BE ENABLED, IF NECESSARY, AFTER MODIFICATION OF THE ANSWERS PREVIOUSLY MADE.**

**For example:** in the case of a multi-party group, once the information and documentation required for the first Agent of the grouping has been completed, to access the section dedicated to the second Agent, simply select 'YES' when asked the question 'Do you intend to add an additional Agent to the grouping?'

|        |   |  |                                      |
|--------|---|--|--------------------------------------|
| 1.4.12 | [eventuale] FIRMA CONGIUNTA: ALTRI LEGALI RAPPRESENTATI | Indicare ULTERIORE LEGALE RAPPRESENTANTE dotato di FIRMA CONGIUNTA inserendo NOME COGNOME - CARICA - SE HA FIRMATO L'OFFERTA.<br>es: MARIO ROSSI - AMMINISTRATORE UNICO - SÌ, HA FIRMATO;<br>GIUSEPPE VERDI - DIRETTORE TECNICO - NO, NON HA FIRMATO | --                                   |
| 1.4.13 | ULTERIORI SOGGETTI ex art. 80, co. 3                    | Indicare gli ULTERIORI SOGGETTI di cui all'art. 80, co. 3 del D.Lgs. 50/2016<br>es: GIUSEPPE VERDI - DIRETTORE TECNICO - NO, NON HA FIRMATO<br>MARIO ROSSI - SOCIO - NO, NON HA FIRMATO  | Caratteri disponibili 2000           |
| 1.4.14 | PERSONA DI CONTATTO per la presente procedura           | Indicare NOME, COGNOME e TELEFONO DIRETTO della persona di riferimento per la presente procedura<br>[scrivere in MAIUSCOLO]<br>es: MARIO BIANCHI - CELL: 338/1234567   | Caratteri disponibili 2000           |
| 1.4.15 | A. DGUE   | Inserire il documento Allegato DGUE debitamente compilato e firmato digitalmente.  | + Aggiungi File Firmato Digitalmente |
| 1.4.16 | A.1 Documento d'identità                                | Inserire un documento di identità, in corso di validità, del/dei sottoscrittore/i  | + Clicca per allegare un file        |
| 1.4.17 | E. Procure  | Inserire le eventuali Procure  | + Aggiungi File Firmato Digitalmente |
| 1.4.18 | ULTERIORI MANDANTI                                      | S'intende aggiungere un'ulteriore mandante al raggruppamento?  | Sì/No                                |

1.5 RAGGRUPPAMENTO - MANDANTE 2 LAVORI - Sezione

Once you have completed the upload of the required documentation you must click on **Salva ed Esci (Save and Exit)**

Attenzione: Le Istruzioni per (2) Parametro/i non sono state scaricate, clicca sull'icona accanto al parametro per scaricare l'Allegato di Istruzioni

La tua risposta non è stata ancora inviata. Per renderla visibile al Buyer è necessario fare clic su "Invia risposta"

**Salva ed Esci** Salva e Continua Annulla

Valida Risposta

1. Risposta di qualifica (0 parametri)

Valida la Risposta senza salvarla

Once you click on Save and Exit, the Response to the Qualification Envelope will be saved and you can proceed to fill in further Envelopes.

### ARTICLE 3.2. TECHNICAL BID: TECHNICAL RESPONSE

The Technical Documentation must contain the technical offer. The technical offer must meet the minimum requirements established in the Tender Regulations.

The technical offer must be signed:

- for Single-Party Tenderers, **BY THE LEGAL REPRESENTATIVE OF THE ECONOMIC OPERATOR;**
- for Multi-Party Tenderers (e.g. temporary association of Economic Operators and/or Consortia), **BY THE LEGAL REPRESENTATIVE OF THE INDIVIDUAL ECONOMIC OPERATORS COMPOSING THE TENDERER.**

The technical offer must be composed of a single report divided into paragraphs and sections as described in the Tender Regulations that demonstrate the suitability of the offer and the methods proposed for performance of the work, on the basis of which scores will be assigned for the criteria indicated under Article 6 of the aforementioned Tender Regulations:

*Please note that it is possible to upload single files smaller than 150 MB (Megabytes) to the e-Procurement Platform, bearing in mind that zipped folders should not exceed 600 MB (Megabytes).*

### THE TENDERER MUST NOT INCLUDE REFERENCES TO THE ECONOMIC OFFER WITHIN THE DOCUMENTATION OF THE TECHNICAL OFFER.

To upload the Technical Response containing the technical bid onto the e-Procurement Platform, the economic operator must,

- click on the pencil icon, namely on the [Risposta Tecnica](#) (Technical Response) in the **Riassunto Risposta** (Response Summary) box and attach the Single Report

▼ Riassunto Risposta

| BUSTA |                                    | INFORMAZIONI SUI PARAMETRI        |   |
|-------|------------------------------------|-----------------------------------|---|
| 1.    | <a href="#">Risposta Tecnica</a>   | Valori obbligatori mancanti (1)   |   |
| 2.    | <a href="#">Risposta Economica</a> | Compilare i campi obbligatori (5) | Prezzo totale (escluso sezioni facoltative) 0 |

Rispondere come Società singola o Gruppo di Offerta Consultare la RdO di Sola Qualifica

Valuta: €

▼ 1. Risposta Tecnica (1 Parametri)



▼ 1.1 OFFERTA TECNICA - SEZIONE

| PARAMETRO | DESCRIZIONE | RISPOSTA |
|-----------|-------------|----------|
|-----------|-------------|----------|

Click on 'Salva ed Esci' (Save and Exit) to save your entries and return to your page showing a summary of the bid.

|         |                  |                      |
|---------|------------------|----------------------|
| Annulla | Salva E Continua | <b>Salva Ed Esci</b> |
|---------|------------------|----------------------|

### ARTICLE 3.3 ECONOMIC OFFER Economic Response

- i. under penalty of exclusion, enter the **SOLE PERCENTAGE REDUCTION OFFERED** in the relevant parameter Please note that the percentage discount must be indicated on the screen in figures using up to 5 decimal places and must be expressed in absolute value using a comma and NOT a point as decimal place separator. The score referred to in point F of Table 3 of the Tender Regulations will be assigned to this percentage reduction. Furthermore, the system will return the corresponding OFFERED PRICE, rounded to the fifth decimal place. The price that will be taken into consideration for the purposes of the contract will be rounded to the second decimal place;
- ii. provide the **"DECLARATIONS ACCOMPANYING THE OFFER"**, i.e. declare:
  1. to acknowledge and accept all special and general circumstances that may affect execution of the contract and to have taken into account such circumstances in determination of the office price, which is deemed to represent fair compensation;
  2. that its bid may not be withdrawn and remains unchangeable for 180 (one hundred and eighty) days from the deadline for the submission of bids;
  3. that its offer is in no way binding on Invitalia;
  4. to have formulated the offer only on the basis of its own qualitative and quantitative assessments, assuming the relative risks;
  5. to accept that, if specific Optional Services are assigned, the prices to be paid to the successful bidder will be determined by applying the overall offer discounting percentage, as described under the previous point i, to the amounts indicated in the Tender Specifications underlying the tender procedure for such Services.

The file generated automatically by the system must be signed:

- for Single-Party Tenderers, **BY THE LEGAL REPRESENTATIVE OF THE ECONOMIC OPERATOR**;
- for Multi-Party Tenderers (e.g. temporary association of Economic Operators and/or Consortia), **BY THE LEGAL REPRESENTATIVE OF THE INDIVIDUAL ECONOMIC OPERATORS COMPOSING THE TENDERER.**

To upload the [Economic Response](#) to the Online Platform, the operator must click on the pencil icon or click on Economic Response in the Response Summary box:

The screenshot shows a web interface with a header bar. On the right side of the header bar, there is a pencil icon inside a red square box. Below the header bar, there is a dropdown menu labeled "2. RISPOSTA ECONOMICA (ITEM: 1, PARAMETRI: 4)". Below this, there is another dropdown menu labeled "2.1 OFFERTA ECONOMICA - SEZIONE PREZZO".

**EXAMPLE: IF YOU INTEND TO OFFER A PERCENTAGE DISCOUNT OF 5.12345% THE ECONOMIC OPERATOR MUST ENTER THE NUMBER: 5,12345.**

The screenshot shows a web interface with a header bar. Below the header bar, there is a dropdown menu labeled "3. RISPOSTA ECONOMICA (ITEM: 1, PARAMETRI: 6)". Below this, there is another dropdown menu labeled "3.1 OFFERTA ECONOMICA - SEZIONE PREZZO". Below this, there is a table with the following structure:

| CODICE | DESCRIZIONE   | PREZZO BASE | SCONTO % | PREZZO |
|--------|---|-------------|----------|--------|
| 3.1.1  | <p>* Inserire qui il RIBASSO PERCENTUALE OFFERTO.</p> <p>Si precisa che il ribasso percentuale dovrà essere inserito a pena di esclusione ed indicato a video in cifre impiegando un massimo di 5 decimali e dovrà essere espresso in valore assoluto utilizzando come separatore delle cifre decimali la virgola e NON il punto.</p> | 1.000.000   | 5,12345  |        |

Once you click on "Update" or "Validate Answer"

Aggiorna

Valida Risposta

the system will return the corresponding offered price reduced by the discount % entered. The value will be considered rounded to two decimal places.

3. RISPOSTA ECONOMICA (ITEM: 1, PARAMETRI: 6)

3.1 OFFERTA ECONOMICA - SEZIONE PREZZO

| CODICE                | DESCRIZIONE   | PREZZO BASE | SCONTO % | PREZZO           |
|-----------------------|---|-------------|----------|------------------|
| 3.1.1                 | <p>* Inserire qui il RIBASSO PERCENTUALE OFFERTO.</p> <p>Si precisa che il ribasso percentuale dovrà essere inserito a pena di esclusione ed indicato a video in cifre impiegando un massimo di 5 decimali e dovrà essere espresso in valore assoluto utilizzando come separatore delle cifre decimali la virgola e NON il punto.</p> | 1.000.000   | 5,12345  | 948.765,5        |
| <b>Totale sezione</b> |   |             |          | <b>948.765,5</b> |

Once all the mandatory fields have been filled in and the required documentation has been uploaded, click on **Salva Ed Esci** to save what has been entered and return to your summary page of the "Response Summary" offer.

▼ Riassunto Risposta

| BUSTA                    | INFORMAZIONI SUI PARAMETRI  |  |
|--------------------------|---|--|
| 1. Risposta di Qualifica | Tutti i valori inseriti<br>Non sono presenti ulteriori allegati       |  |
| 2. Risposta Tecnica      | Valori opzionali mancanti (1)<br>Non sono presenti ulteriori allegati |  |
| 3. Risposta Economica    | Tutti i parametri sono stati quotati<br>Nessun Allegato aggiuntivo    | <p><b>Prezzo totale (escluso sezioni facoltative)</b></p> <p>948.765,5</p> |

to submit your bid click on **Conferma Risposta (Confirm Response)**

← RdO : rfq\_859 - OSAKA PM

In corso

Seduta Pubblica

Questionario Online In Excel

**Conferma Risposta**

Dettagli RdO

RdO Multi Lotto (3)

Messaggi (Non Letti 0)

**Please note that, once the bid has been transmitted, it must be signed digitally, namely with an analogue signature. To sign the Economic Bid, follow the instructions in the following article.**

The Economic Response must contain the economic bid completed and signed by the legal representative of the economic operator or by another person with the necessary powers, whose power of attorney was included in the Qualification Response containing the administrative documentation.

In the case of established temporary association of undertakings or ordinary consortia being formed, the economic bid must be signed by all the parties that will form the established temporary association of undertakings or ordinary consortium.

If one or more signatures on the Economic Documentation are found to be missing, given that Invitalia's use of a e-Procurement Platform ensures the provenance of the bids submitted, the economic offer will be checked to ensure that it can be traced back to the economic operator participating in the procedure, either individually or grouped. In the event of a negative outcome of this verification, the economic operator will be excluded from the procedure.

**Please note that the instructions in the following article must be followed to sign the Economic Bid.**

#### ARTICLE 3.4 SUBMISSION OF THE BID

Once the required documents have been uploaded and the necessary fields have been completed, in order to submit the Bid, the economic operator must:

- click on '**Conferma Risposta (Confirm Response)**'

Conferma Risposta

- click on 'OK' to confirm transmission;

The bid is transmitted before the signature is affixed (the transmission status will be '**Trasmessa – PDF firmato mancante (Transmitted - signed PDF missing)**'), to complete the signing process follow the instructions in the next paragraph.

### 3.4.1 SIGNING THE BID

Once the bid has been submitted, to complete the process and sign the Economic Bid, download the self-generated Pdf files from the system, sign these self-generated Pdf files and enter them on the Portal following the instructions displayed on the screen. Following any change in the response, it will be necessary to regenerate and upload the Pdf of the envelope again.

To sign your bid you must:

- download, within the 'Envelopes to be signed' section, the PDF of the **Busta – Offerta Economica (Envelope - Economic Bid)** (by clicking on 'Scarica il contenuto della busta per la firma' (Download Envelope Content for Signature));  
1 - Download and save the PDF of the data content of each envelope by clicking on '**Scarica il contenuto della busta per la firma (Download Envelope Content for Signature)**';

RdO : rfq\_896 - CdC per CSU DEPURAZIONE: SERVIZIO DI COLLAUDO ST...

In corso

Annulla

Salva Ed Invia PDF Firmati Caricati

#### BUSTE DA FIRMARE

##### Busta Di Qualifica

Busta di qualifica

Firma Digitale Busta di Qualifica Non Richiesta

##### Busta Tecnica

#### BUSTA TECNICA

Firma Digitale Busta Tecnica Non Richiesta

##### Busta Economica

Scarica Il Contenuto Della Busta Per La Firma

**(ATTENTION!! Save the system-generated Pdf file on your computer, without opening it first. Failure to follow this instruction could cause the system to create a different copy from the source file, which would not be recognised when uploaded to the Portal)**

- Sign the PDF relating to the Economic Bid;
- attach, in the 'Buste da Firmare' (Envelopes to Sign) section, the signed PDF by clicking on '**+ Aggiungi file firmato digitalmente**' (+ Add Digitally Signed File') to add the Signed file to the relevant Envelope and to complete the sending of the response to the buyer. **Ensure that the uploaded PDF attachment is a Signed File**

#### BUSTE DA FIRMARE

##### Busta Di Qualifica

Busta di qualifica

Firma Digitale Busta di Qualifica Non Richiesta

##### Busta Tecnica

#### BUSTA TECNICA

Firma Digitale Busta Tecnica Non Richiesta

##### Busta Economica

+ Aggiungi File Firmato Digitalmente

RIGENERA PDF Con Il Contenuto Della Busta Per La Firma

## ATTENTION

Do not worry about the alert '**Assicurarsi che l'allegato PDF caricato sia un File Firmato Digitalmente**' (Ensure that the uploaded PDF attachment is a digitally signed file' if the bid has been signed with an analogue signature; click on confirm and continue with the guided process.



Aggiungi Nuovi allegati

Annulla

Conferma

Assicurarsi che l'allegato PDF caricato sia un File Firmato Digitalmente

|   | NOME                     | DIMENSIONE FILE (BYTES) |
|---|--------------------------|-------------------------|
| 1 | PriceEnvelopeSummary.pdf | 44 KB                   |

4. Once the PDFs have been signed, click on '**salva ed invia PDF firmati caricati**' (save and send uploaded signed PDFs)'. **Salva Ed Invia PDF Firmati Caricati**

The economic operator will be able to view the successful transmission in their personal folder, under the column '*Stato della risposta*' (Response Status: '**Risposta Inviata (Response Sent)**' or '**Pubblicata (Published)**' or '**Trasmessa (Transmitted)**').

| CODICE | TITOLO  | CODICE BANDO DI GARA  | DATA CHIUSURA ↓ | STATO            | STATO DELLA RISPOSTA | RAGIONE SOCIALE |
|--------|---------|---|-----------------|------------------|----------------------|-----------------|
| 3      | rfq_896 | CdC per CSU DEPURAZIONE: SERVIZIO DI COLLAUDO STATICO CIG: 11111111 | tender_548      | 17/03/2022 12:00 | In corso             | Trasmessa       |

If the operator does not complete the aforementioned process with the digital signature (Response Status: **Trasmessa - PDF firmato mancante (Transmitted - signed PDF missing)**), verification will be carried out, given also Invitalia's use of an e-Procurement Platform that ensures the provenance of the bids submitted, to check the traceability of the bid to the economic operator participating in the procedure, either individually or grouped. In the event of a negative outcome of this verification, the economic operator will be excluded from the procedure

**Bids not sent or withdrawn will not be visible to the Contracting Authority and are therefore considered as not submitted.**


**The economic operator may amend, delete and re-send its bid within and not beyond the date and time fixed as final deadline for submission of the bid ('Data di chiusura RDO' (Call for Tender closing data')).**

The system does not accept the transmission of a bid or the modification of a bid already transmitted after the deadline. Beyond this deadline, therefore, the bid is inadmissible.

**It is noted again that operations for entry on the system of all documentation required, along with sending and confirmation, remain at the sole risk of the economic operator.**

No bid submitted other than by digital means will be considered valid.

The date and time of arrival will be the date and time of sending recorded by the Portal.

In the 'Dettagli' (Details) box, by clicking on the icon  on the left of the screen, it is possible to view the successful sending (Response Status: 'Ultima Risposta inviata il' (Last Response sent on), followed by the date and time of transmission).

| ~ Dettagli                          | ← |
|-------------------------------------|---|
| Bando di gara                       |   |
| tender_585 - Test_Multilotto_sconto |   |
| Data chiusura                       |   |
| 03/05/2022 09:00:00                 |   |
| Ultima Risposta inviata il          |   |
| 29/03/2022 16:22:58                 |   |

### **3.4.2 MODIFICATION AND WITHDRAWAL OF THE BID**

It is possible to change previously submitted data, no later than the deadline for submission of bids, by proceeding as follows:

- a) access the on-line RdO (Call for Tender) as well as the response area where the change is to be made;
- b) Click on 'Modifica risposta' (Edit Answer) under the envelope you wish to edit (qualification, technical, economic);
- c) make the changes;
- d) click on 'Salva le modifiche' (Save Changes);
- e) click on 'Invia modifiche' (Submit Changes).

Before this deadline, it is also possible to withdraw the data previously transmitted by clicking on the 'Cancella la tua risposta' (Cancel your response) button, which can be found in the area identified by three dots in the top right-hand corner.

### **3.4.3 FINAL RECOMMENDATIONS FOR THE BID TRANSMISSION**

Submission of the bid via the e-Procurement Platform is at the complete and sole risk of the economic operator, as is the failed or late receipt of the Bid by Invitalia, due (by way of example only) to faults of digital equipment used, connection and data-transmission difficulties, slow connection speeds or any other reason, releasing Invitalia from all responsibility in the event that the bid is not received by the specified final deadline due to any delay or technical issues or issues of any other nature or for any other reason.

Economic operators are therefore invited to launch these activities with ample time prior to final deadline in order to avoid incomplete and consequent failed transmission of the Bid after this deadline.

## ARTICLE 4 - INFORMATION AND COMMUNICATION

Economic operators may request any further information concerning this tendering procedure exclusively via the e-Procurement Platform in the '**Messaggi**' (**Messages**) area of the on-line RdO (Call for Tender).

To create a new message click on 'Crea Messaggio o Crea' (Create Message or Create)

The screenshot displays the 'Messaggi' (Messages) interface. At the top, there are tabs: 'Dettagli RdO', 'Messaggi (Non Letti 0)', 'Crea Messaggio', 'Messaggi Ricevuti', 'Messaggi Inviati', and 'Bozza Dei Messaggi'. The 'Crea Messaggio' tab is highlighted with a red box. Below the tabs, there is a 'Messaggi Inviati' section with a 'Crea' button highlighted in red. The main area shows a message form with a dropdown for 'Classificazione Messaggio' (set to 'Non Classificato'), a text field for 'Oggetto' (Subject), and a large text area for 'Messaggio'. Below this is an 'Allegati' (Attachments) section with a table and a red box highlighting the 'Allegati' button. The table has columns for 'NOME', 'DESCRIZIONE', and 'COMMENTI'. A status bar at the bottom indicates 'Nessun allegato presente'.

Fill in the subject field, the text field and, if you wish to transmit an attachment, click on the attachments button. The message can be saved as a draft or sent immediately to the attention of the Single Procedure Manager (RUP). To retrieve a message saved as a draft, click on 'Bozza dei Messaggi' (Draft Messages).

Requests for clarification received verbally, by telephone or after the expiry of the aforementioned deadlines shall not be considered.

The answers to the requests for clarification will also be provided by Invitalia in a single solution, notifying the economic operators of the publication of such answers through the e-Procurement Platform in the '**Allegati Buyer**' (Buyers Attachments) section or in the public area of the procedure.

Under the terms of Article 40, paragraph 1, of the Contracts Code, communications and exchanges of information with the economic operators shall take place by means of messaging on the e-Procurement Platform in the dedicated '**Messaggi**' (Messages) area, certified e-mail in accordance with the CAD, at the address indicated in the Tender Provisions, and in the event of objective unavailability of the e-Procurement Platform and the other above-mentioned means, by means of communication to the e-mail address **expoosaka@invitalia.it**. In this case, the economic operator is obliged to prove that the e-Procurement Platform is not functioning:

- by contacting the *call centre* and reporting the error blocking the system;
- sending a special statement, certifying the system blockage, accompanied by a '*screenshot*' showing the error that caused the blockage of the e-Procurement Platform.

Communications will be sent to the address declared by the economic operator when registering on the Portal. In the case of established temporary association of undertakings, these communications shall be sent to the address stated at the time of registration by the lead economic operator.

**Any changes to the certified email address associated with the user account used on the InGaTe Portal must be promptly made to the user account. The contracting authority declines all liability for late or non-delivery of communications in the event of failure to observe this indication.**