**ELECTRONIC TENDER SPECIFICATIONS**

This tender will be carried out electronically (in accordance with the provisions of art. 25 D.L.g.s n. 36/2023 through which the phases of submission of tenders and award will be managed, after qualitative evaluation of the technical offers submitted by an Judging Commission that will be subsequently appointed (if provided for) as well as the exchange of information and communications, as further specified in this Telematic Tender Specification. In order to participate in this procedure, the Economic Operator interested in submitting its best offer must therefore scrupulously follow the indications contained in the following paragraphs and in the “Tender Timing”.

Unless otherwise expressly provided for in the tender documentation, the competitors participate in this tender procedure through the System (accessible at the following link: <https://app.albofornitori.it/alboeproc/albo_infneproc>), in the manner and in the terms described in this Act and in the relevant Timing of the tender.

**ART. 1 - USEFUL DEFINITIONS FOR THE TELEMATIC PROCEDURE**

**Qualification:** result of the procedure that allows access and participation of Economic Operators qualified in the computer system for the execution of the telematic tender.

**Account:** set of personal identification codes consisting of e-mail and password, which allows Economic Operators to access the system and participate in the telematic tender.

**Digital signature:** is one of the requirements that the offer must possess in order to be legally relevant and to guarantee inviolability/integrity and provenance. It is the result of the computerized procedure (validation) based on qualified certification, issued by an accredited certifier and generated by a device for the creation of a secure signature, in accordance with the provisions of Legislative Decree no. 82/2005 (Code of the Digital Administration).

The digital signature is based on a system called “asymmetric key” system, that is two sets of alphanumeric characters, specially generated by the system: one key is known by the signatory alone (secret key), the other is knowable by anyone (public key). The secret key is necessary for the signing of documents. The public key is necessary for the verification of the actual provenance of the document by the holder. The security of such a system lies in the fact that each public key corresponds to only one secret key and that with the knowledge of only the public key it is impossible to tender the secret key**.**

In order to guarantee the correspondence between “public key” and “secret key”, as well as the ownership of the keys in the head of the petitioner, a certifying body is used, that is, a third party whose task is to guarantee the certainty of the ownership of the public keys (called "certificates") and to make it knowable to all public keys (through an electronic directory).

**The list of certifiers is available at** [http://www.agid.gov.it](http://www.agid.gov.it/)**.**

**It is necessary a smart card reader or a suitable device to apply the digital signature.**

The standard requirements of the accepted digital signature are CAdES (CMS Advanced Electronic Signatures) and, in the case of files with .pdf format only, also PAdES (PDF Advanced Electronic Signatures).

**Time stamping:** it is the result of the computer procedure that allows to give certainty to the time and the minute of “closing” of the offer. This procedure shall ensure the same level of inviolability as the tenders provided for in the traditional open tender procedure, giving certainty as to when the electronic tender is closed. It consists in the generation, through computer process, of a digital signature (even additional to that of the subscriber), to which is associated the information relative to a certain date and time. The time marking kit is available from the certification bodies referred to in the website of the Agency for Digital Italy [http://www.agid.gov.it](http://www.agid.gov.it/).

**Time Stamping Serial Number**: it is the code that uniquely identifies the time marking affixed to a computer document. Depending on the signature and brand software used, this code can be displayed, among the time stamp details, in decimal or hexadecimal format (the Net4market platform accepts both formats) and it is called in various ways (“Serial number”, “Timestamp serial”….).

**System operator**: Net4market - Csamed S.r.l. of Cremona (CR), used by the Contracting Authority for tender operations. **For problems related to the telematic part, the manager can be contacted at the telephone number: 0372 080708, from Monday to Friday, at the following times: 8.30-13.00 / 14.00-17.30, or by email at the following address:** [**imprese@net4market.com**](mailto:imprese@net4market.com)**.**

**System:** coincides with the server of the operator and it is the computer system for telematic purchasing procedures.

**Electronic envelope of financial bid** (***sealed bid****)*: Tender form completed by the competing Economic Operator. The content of the tender submitted by each competitor is not accessible to the other tenderers and the Tendering Authority. The system accepts only offers that cannot be modified, since they must carry a certified time mark prior to the sending period.

**Upload**: process of transfer and sending of data from the competitor’s computer system to a remote system, that is placed at a “distance”, by means of connection to the internet (in the appropriate environment dedicated to the Authority which is accessed using the e-mail chosen and the password previously assigned and in the tab in the “E-procurement” – “Purchasing proc.”).

**ART. 2 - COMPUTER EQUIPMENT**

To participate in this telematic procedure, the competing Economic Operators must have at their own expense, the following technical and necessary IT equipment:

**2.1 – Personal Computer connected to the Internet**

All the features available on the Platform albofornitori.it are available through a Personal Computer Standard equipped with a browser (among those indicated in point 2.2) and connected to the Internet.

An internet connection with a recommended bandwidth of at least 1024 Kb (1mb) is required.

If you are accessing the Internet through the corporate network, it is recommended that you consult your internal IT staff to verify bandwidth availability and access, based on proxy/firewall configurations. Minimum screen resolution 1280 x 720.

**2.2 – Web Browser** (program that allows you to connect to the Internet)

Google Chrome 10 e superiore;

Mozilla Firefox 10 e superiore;

Microsoft Edge;

Internet Explorer 9 e superiore;

Safari 5 e superiore;

Opera 12 e superiore.

**2.3 – Browser Configuration**

The default configuration is supported, as per standard installation, in particular with regard to security settings, javascript enabling, cookies storage and web page caching. You must disable the blocking of pop-up windows (if present).

**2.4 – Optional programs**

Depending on the functionalities used and the types of documents treated as attachments, additional programs are needed such as: zip format compression/decompression utility, pdf format viewers (Adobe Acrobat reader), office automation programs compatible with MS Excel 97 and MS Word 97, stand-alone programs for digital signature management and time marking (eg. DIKE di InfoCert).

**2.5 – Necessary tools**

A digital signature and a timestamp kit.

**(CAUTION: Windows XP and Windows 7 operating systems are no longer supported by Microsoft in terms of security updates and therefore do not recommend the use of the telematic platform with such S.O. as you may encounter problems not attributable to the application).**

**ART. 3 - WARNINGS**

The competing Economic Operators participating in this telematic procedure expressly raise the Contracting Authority, the System Manager and their employees and collaborators shall not be liable for any malfunction or defect related to the connectivity services necessary to reach the system through the public telecommunications network.

The competing Economic Operators undertake, also with regard to their employees, to take all the technical and organizational measures necessary to ensure the confidentiality and protection of the IT tools (e-mail and password) assigned.

The e-mail and password, necessary for access to the system and participation in the tender are personal. Competing Operators are required to keep them with the utmost diligence and to keep them secret, not to disclose them or in any case to sell them to third parties and to use them under their sole responsibility, in compliance with the principles of fairness and good faith, so as not to prejudice the system and in general third parties.

Bids submitted in the course of transactions with the allocated IT tools will be considered valid.

The competing Economic Operators undertake to indemnify the Contracting authority and the System Manager, indemnifying any damage, damage, cost and burden of any nature, including any legal costs that may be incurred by them due to violations of these rules and improper or incorrect use of the system.

The System Manager and the Contracting authority may in no case be held liable for any direct or indirect damage suffered by competitors or third parties due to or, in any case, in connection with access, use or failure of the system, its services and the appropriate digital signature and time marking procedures.

**All qualified entities are required to comply with the regulatory provisions, specifications and contractual on the conservation and use of the digital signature and time marking tool and any instruction given in the matter by the Certifier who issued the software equipment. Furthermore, the Contracting Authority and the System Manager are expressly exempted from any liability for any adverse consequences of any nature or direct or indirect damage caused to them or to third parties by the use of the tools in question.**

Failure and/or incorrect use of the appropriate IT tools, requested from time to time during the procedure, constitutes a violation of these rules and may result in the suspension or revocation of the rating, in addition to compensation for any damage caused.

**Terms of Suspension or Cancellation:** in case of a malfunction or defect of the hardware, software and telematic services used by the Contracting Authority and the Platform Manager, with the consequent verification of anomalies in the procedure, the contracting authority will take the measures of suspension and cancellation; the suspension and the cancellation are not expected in case of a malfunction of tools used by the single competitors.

**ART. 4 - PARTICIPATION REQUIREMENTS**

In this regard, please refer to what is defined in Tender request letter and its attachments.

**ART. 5 - METHOD OF PARTICIPATION**

Economic operators expressly invited by PEC (certified e-mail address) or by company email when PEC is not available, where interested will have to accept the invitation by clicking on the link - electronic link - contained in the text of the same, then they must enter the identification data required by the portal in order to participate.

To log back on to the tender form and provide for the filing, within the terms indicated below, of the financial bid and documentation, must connect to the website sito <https://app.albofornitori.it/alboeproc/albo_infneproc> and access to your profile by typing your e-mail address and password.

For the validity of participation in this tender procedure, the Economic Operator must send the tender, within the time limits specified in the specific sections below.

In the case of participation in the procedure of a consortium or group of undertakings, only the authorised representative/parent undertaking, or designated as such, will be invited to participate in the procedure and will carry out the loading operations on the platform.

Without prejudice to all the operations highlighted above, for the validity of participation in this tender procedure, the Economic Operator must send the offer within the peremptory deadline indicated in the tender schedule (TENDER TIMING under " Deadline for the offer submission").

The drawing up of the tender must follow the various successive phases of the procedure laid down by the system, which make it possible to prepare:

* administrative documentation;
* technical offer (if expected);
* financial bid.

Each document must then be uploaded to the System through the appropriate upload procedure, following the specific instructions given in the following paragraphs.

**N. B.: It is necessary to verify the correctness of the certified email address registered to system. The contracting authority will use - for the sending of communications from the platform - such certified email address. The insertion of the PEC (certified e-mail) address is indispensable for the correct reception of communications sent by the contracting authority. N.B. It is necessary that - during registration/certification - only a certified e-mail address is inserted in the space called “E-mail PEC”. The inclusion/confirmation - by the economic operator - of an incorrect PEC address or a non-pec address is outside the responsibility of the procuring authority arising from the failure to deliver the communications sent**.

**ART. 6 - ELECTRONIC FILING ADMINISTRATIVE DOCUMENTATION AND TECHNICAL OFFER (if expected)**

**ADMINISTRATIVE DOCUMENTATION**

Within the deadline provided by the TENDER TIMING, the competing Operator must deposit on the system (upload), connecting to its reserved area, in the appropriate space called “***TENDER DOC.- ADMINISTRATIVE***” the documents indicated in the tender Specifications.

All administrative documentation files must be contained in a folder. zip (it specifies that the only extension allowed for the compressed folder is .zip) and each of them must have format. pdf.

**N.B. Suppliers based in Italy must digitally sign the documents contained in the folder .zip.**

**In the case of foreign economic operators only, if it is not possible to use the digital signature, the offer can be signed with holographic signature on scanned document and accompanied by a copy of the identity document of the legal representative signed by the same.**

The .zip folder can have a maximum size of 100 Mb. If this size is not sufficient, it is possible to arrange more folders in the specified format (.zip) to be loaded in succession in the expected space.

To load the documentation in the system you will need to access the tender form from the section “E-procurement” – “Purchasing proc.”, click on the icon showing a magnifying glass and access the section “Tender Doc.” – “Administrative”. Click on the folder symbol at the justification entry. Inside the mask that will open – click on “Select File”, search for the .zip folder on your PC and click on “Start upload”. At the end of the process the system will show the successful loading and send a PEC of positive loading result. N.B. It is the economic operator’s responsibility to verify the correct loading directly on the platform. The correct loading does not depend on the receipt of the confirmation email but on compliance with the procedures provided for in this electronic tender Specifications.

In case of participation in Temporary Group of Companies and/ or Consortium the folder .zip containing the administrative documentation shall be uploaded to the system by the mandated undertaking. With regard to the subscription skills of each document contained within the folder, please refer to the tender Specification.

**N.B.:** In the production of documents in .pdf for which scanning is required, it is recommended to use a medium-low graphic resolution, in monochrome mode (or grayscale), which does not compromise the readability of the document but which, at the same time, does not produce files of excessive size that make it difficult to load.

**The Authority and the system operator disclaim any responsibility in the event of incorrect loading of documentation.**

For any additional information please refer to what is indicated in the tender Specifications.

**ART. 7 - PROCEDURE TO COMPLETE THE Financial bid**

The presentation of the telematic financial bid must take place as follows.

In the section “**Financial bid**” the competing operator will have to register its best offer following the steps specified below.

1. **Insert the offer values in the online form proposed by the platform (yellow cells):**
2. inside the yellow cell placed under the column “€ Offer “, the total price offered;

Please note:

- the values typed are automatically saved by clicking outside the compiled cell;

- cells must be filled in with the numerical value only (it is forbidden to insert e.g. the symbols % or € or -);

- the maximum number of decimal places that can be used for value formulation is 2 (two). In the case of values offered by the competitor with more than 2 (two) decimal places after the comma, the System will proceed in automatic rounding, and in particular the second decimal shall be rounded up to the next unit if the third decimal is equal to or greater than five;

**2. Take the steps indicated in the following sequence:**

**A. Generate and download the “Generated offer document” developed by the system.**

**B. Suppliers based in Italy must digitally sign the above document before uploading it (in this case, the “Not required” signal on the platform under the “Digital signature” column will not be valid).**

**In the case of only foreign economic operators, if it is not possible to use the digital signature, the offer can be signed with holographic signature on scanned document referred to in the letter. A. (please note that in this case it is essential to include - in the administrative documentation - a copy of the identity document of the legal representative signed by the same).**

**C. reload the document on the platform using the upload button on the same line.**

At the end of this process the system will generate a Pec (certified e-mail) of the successful loading.

N.B. It is the economic operator’s responsibility to verify the correct loading directly on the platform. The correct loading does not depend on the receipt of the confirmation email but on compliance with the procedures provided for in this electronic tender Specifications.

It remains the economic operator’s responsibility to verify the correctness of the content of the financial documentation uploaded to the platform and the presence of the digital signature for economic operators based in Italy only.

N.B. In case of a mismatch between the data entered in the online form and the values indicated in the “Generated offer document” signed digitally will be the latter to have the prevalence.

In case of participation in Temporary Group of Companies and/or Consortium:

- constituting: the “Generated offer document” must be signed with the digital/holographic signature (see above) both by the legal representative/prosecutor of the/and principal/s and by the legal representative/prosecutor of the agent. The undertaking designated as the future authorised representative/parent company will load the documentation into the system;

- constituted: the “Generated offer document” must be signed, with digital/holographic signature (see above), by the sole legal representative/prosecutor of the authorised undertaking, which will also load it to the system.

The .zip folder can have a maximum size of 100 Mb. If this size is not sufficient, you can arrange multiple folders in the specified format (.zip) to be loaded in succession in the space provided.

It remains the economic operator’s responsibility to verify the correctness of the content of the financial documentation uploaded to the platform.

N.B. In case of discrepancy between the data entered in the file “Generated offer document” and what it is reported in the additional financial documentation will prevent the content of the file “Generated offer document”.

To load the documentation in the system you will need to access the tender form from the section “E-procurement” – “Purchasing proc.”, click on the icon showing a magnifying glass and go to the “Financial bid” section. Click on the folder symbol at the justification entry (N.B. Be careful to use the correct space). Inside the mask that will open – click on “Select File”, search for the .zip folder on your PC and click on “Start upload”. At the end of the process the system will show the successful loading and send a PEC of positive loading result. N.B. It is the economic operator’s responsibility to verify the correct loading directly on the platform. The correct loading does not depend on the receipt of the confirmation email but on compliance with the procedures provided for in this electronic tender Specifications.

In case of participation in Temporary Group of Companies and/ or Consortium the folder .zip containing additional financial documentation shall be uploaded to the system by the mandated undertaking. With regard to the subscription skills of each document contained within the folder, please refer to the tender Specifications.

**3. Confirm the offer by clicking on the “Confirm offer” button located at the end of the screen.**

**N.B. The transaction referred to in point 3 above is essential for the offer validation. In its absence, the financial bid will not be submitted.**

At the end of this process, the System will generate a rescue confirmation PEC.

N.B. It is the economic operator’s responsibility to verify the correct execution of this passage directly on the platform. The correct presentation of tenders does not depend on the receipt of the confirmation email but on compliance with the procedures provided for in this electronic tender specification.

**Any change made to its financial bid, subsequent to the generation and insertion of the file created automatically by the system, digitally / holograph signed, involves the deletion of the latter from the page and the need, by the competitor, to regenerate the .pdf file, reload digitally signed and reconfirm the offer by clicking again on the button “Confirm offer”.**

Confirmation of the outcome of the tender shall be subject to subsequent scrutiny and detailed analysis of the documents relating to the financial bid.

For any additional information please refer to what is indicated in the tender Specifications.

ART. 8 - ELECTRONIC FILING FOR SUPPLEMENTARY DOCUMENTATION

Only companies admitted with reservation (specially notified by PEC (certified e-mail)) will have to load on the system in the appropriate space called “Tender doc. – Supplementary” the documentation that will be required for this purpose with specific communication, unless otherwise indicated.

All supplementary documentation files must be contained in a .zip folder (it specifies that the only extension allowed for the compressed folder is .zip) and each of them must have .pdf format.

**N.B. Suppliers based in Italy must digitally sign the documents contained in the folder.**

**In the case of foreign economic operators only, if it is not possible to use the digital signature, the offer can be signed with holographic signature on scanned document and accompanied by a copy of the identity document of the legal representative signed by the same.**

The .zip folder can have a maximum size of 100 Mb. If this size is not sufficient, it is possible to arrange more folders in the specified format (.zip) to be loaded in succession in the expected space.

To load the documentation in the system you will need to access the tender form the section “E-procurement” – “Purchasing proc.”, click on the icon showing a magnifying glass and access the section “Tender doc.” – “Supplementary”. Click on the folder symbol at the justification entry. Inside the mask that will open – click on “Select File”, search for the .zip folder on your PC and click on “Start upload”. At the end of the process the system will show the successful loading and send a PEC of positive loading result. N.B. It is the economic operator’s responsibility to verify the correct loading directly on the platform. The correct loading does not depend on the receipt of the confirmation email but on compliance with the procedures provided for in this electronic tender Specifications.

In case of participation in Temporary Group of Companies and/ or Consortium the .zip folder containing the supplementary documentation shall be uploaded to the system by the mandated undertaking. With regard to the subscription skills of each document contained within the folder, please refer to the tender Specifications.

N.B.: In the production of documents in .pdf for which scanning is required, it is recommended to use a medium-low graphic resolution, in monochrome mode (or grayscale), which does not compromise the readability of the document but which, at the same time, does not produce files of excessive size that make it difficult to load.

**The Authority and the system operator disclaim any responsibility in the case of incorrect loading of documentation.**

For any additional information please refer to what is indicated in the tender Specifications.

**ART. 9 - ELECTRONIC FILING OF DOCUMENTATION FOR CORRECTION OF CLERICAL ERROR - TECHNICAL OFFER (RETTIFICA TECNICA) (WHERE PRESENT)**

According to the art. 101, paragraph 4 of Legislative Decree n. 36/2023, until the day established for the opening of the technical offer, the Economic Operator can ask for the correction of a clerical error present in the offer of which has realized only after the deadline established for the presentation of the offers. In that case, companies must deposit on the system (upload), in the space called “Offer adjustment” – “technical” (Rettifica tecnica) present in the tender, a unique file including the relative request, provided that the adjustment does not involve the presentation of a new offer, or anyway its substantial modification.

The file must have .pdf format.

N.B. **Suppliers based in Italy must digitally sign the document.**

**In the case of foreign economic operators only, if it is not possible to use the digital signature, the offer can be signed with holographic signature on scanned document and accompanied by a copy of the identity document of the legal representative signed by the same.**

The file can have a maximum size of 100 Mb.

To upload the documentation in the system you will need to use the specific justifying form created into the section “Offer adjustment” – “Technical” (Rettifica tecnica). At the end of the process the system will show the successful loading and will send a PEC of positive loading result. N.B. It is the economic operator’s responsibility to verify the correct uploading directly on the platform. The correct loading does not depend on the receipt of the confirmation email but on compliance with the procedures provided for in this electronic tender Specifications.

N.B. In the production of documents in .pdf for which scanning is required, it is recommended to use a medium-low graphic resolution, in monochrome mode (or grayscale), which does not compromise the readability of the document but which, at the same time, does not produce files of excessive size that make it difficult to load.

In case of participation in Temporary Group of Companies and/ or Consortium the .zip folder containing the documentation for the correction of a clerical error shall be uploaded to the system by the mandated undertaking. With regard to the subscription skills of each document contained within the folder, please refer to the tender Specifications.

**The Authority and the system operator disclaim any responsibility in the case of incorrect loading of documentation.**

For any additional information please refer to what is indicated in the tender Specifications/Invitation Letter.

**ART. 10 - ELECTRONIC FILING OF DOCUMENTATION FOR CORRECTION OF CLERICAL ERROR - ECONOMIC OFFER (RETTIFICA ECONOMICA)**

According to the art. 101, paragraph 4 of Legislative Decree n. 36/2023, until the day established for the opening of the technical offer, the Economic Operator can ask for the correction of a clerical error present in the offer of which has realized only after the deadline established for the presentation of the offers. In that case, companies must deposit on the system (upload), in the space called “Offer adjustment” – “economic” (Rettifica economica) present in the tender, a unique file including the relative request, provided that the adjustment does not involve the presentation of a new offer, or anyway its substantial modification.

The file must have .pdf format.

N.B. **Suppliers based in Italy must digitally sign the document.**

**In the case of foreign economic operators only, if it is not possible to use the digital signature, the offer can be signed with holographic signature on scanned document and accompanied by a copy of the identity document of the legal representative signed by the same.**

The file can have a maximum size of 100 Mb.

To upload the documentation in the system you will need to use the specific justifying form created into the section “Offer adjustment” – “Economic” (Rettifica economica). At the end of the process the system will show the uploading and will send an email PEC with the successful uploading N.B. It is the economic operator’s responsibility to verify the correct uploading directly in the platform. The correct uploading does not depend from the receiving of the confirmation email but from the respect of the procedures indicated in the present tender Specifications.

N.B. In the production of documents in .pdf for which scanning is required, it is recommended to use a medium-low graphic resolution, in monochrome mode (or grayscale), which does not compromise the readability of the document but which, at the same time, does not produce files of excessive size that make it difficult to load.

In case of participation in Temporary Group of Companies and/ or Consortium the .zip folder containing the documentation for the correction of a clerical error shall be uploaded to the system by the mandated undertaking. With regard to the subscription skills of each document contained within the folder, please refer to the tender Specifications.

**The Authority and the system operator disclaim any responsibility in the case of incorrect loading of documentation.**

For any additional information please refer to what is indicated in the tender Specifications/Invitation Letter.

**ART. 12 - GROUNDS FOR EXCLUSION OF THE FINANCIAL BID**

Bids will be excluded in excess of the auction base.

Tenders which are conditional, contain reservations and/or are expressed indefinitely shall also be excluded, in such a way that the tenderer’s will cannot be certainty inferred.

**ART. 13 - ELECTRONIC FILING OF TENDER DOCUMENTATION**

The Contracting Authority reserves the right to request the contracting Undertakings to transmit the documentation relating to the award of the contract electronically.

In this case, all award documentation files must be contained in a .zip folder (it specifies that the only extension allowed for the compressed folder is .zip) and each of them must have .pdf format.

**N.B. Suppliers based in Italy must digitally sign the documents contained in the folder.**

**In the case of foreign economic operators only, if it is not possible to use the digital signature, the offer can be signed with holographic signature on scanned document and accompanied by a copy of the identity document of the legal representative signed by the same.**

The .zip folder can have a maximum size of 100 Mb. If this size is not sufficient, it is possible to arrange more folders in the specified format (.zip) to be loaded in succession in the expected space.

To load the documentation in the system you will need to access the tender form from the section “E-procurement” – “Purchasing proc.”, click on the icon showing a magnifying glass and access the section “Tender doc.” – “Award”. Click on the folder symbol at the justification entry. Inside the mask that will open – click on “Select File”, search for the .zip folder on your PC and click on “Start upload”.

At the end of the process the system will show the successful loading and send a PEC of positive loading result.

N.B. It is the economic operator’s responsibility to verify the correct loading directly on the platform. The correct loading does not depend on the receipt of the confirmation email but on compliance with the procedures provided for in this electronic tender Specifications.

In case of participation in Temporary Group of Companies and/ or Consortium the .zip folder containing the supplementary documentation shall be uploaded to the system by the mandated undertaking. With regard to the subscription skills of each document contained within the folder, please refer to the tender Specifications.

**ART 15 - ELECTRONIC FILING OF THE REQUEST OF ACCESS TO DOCUMENTS (ACCESSO AGLI ATTI)**

For proposition of possible request of access to documents it is created – selecting the procedure which is in question in the section “E-procurement” - “Purchasing proc.”- a specific section called “Access to documents” (Accesso agli atti).

This section will be available only after the qualification to the procedure and only after the expiry of the deadline set of the offer reception.

The Economic Operator will have to forward the request using the button “New request” present on the screen.

The answer given by the Contracting Authority will be likewise available in the same section and in correspondence of the request done.

The Contracting Authority could use the space “Access to documents” in order to answer to the requests received with alternative ways / to manage operations linked to the access to documents; in that case the Economic Operator will have available – directly on the screen – the button in order to visualize the content of the message and, consequently, to give answer.

ART. 16 - TENDER TIMING

The tender will follow the next phases:

|  |  |  |
| --- | --- | --- |
|  | DATE | TIME |
| **Deadline for the offer submission** | **29/11/2024** | **19:00** |