



Guide for tenderers

May 2022

Table of Contents:

Information.....	2
Version	2
Purpose	2
References	2
Definitions – acronyms – glossary	2
1 How to access the digital platform.....	3
1.1 Browsing the Platform	4
2 Tender procedures.....	6
2.1 Participate in a public tender procedure	6
2.2 Reserved procedure	8
3 Requests for clarifications.....	10
3.1 Reply to requests for clarifications.....	13
4 Submit the offer.....	14
4.1 Compilation of the offer	15
4.1.1 Submit the offer as a temporary grouping of operators	18
4.1.1 Change form of participation.....	20
4.2 Prepare the administrative envelope.....	21
4.2.1 Uploading files following a plain list of documents.....	23
4.3 Prepare the technical envelope	27
4.3.1 Compiling the technical envelope by entering values and uploading documents.....	28
4.3.1 Compiling the technical envelope only by uploading documents	32
4.4 Prepare the economic envelope	34
4.4.1 Compiling the offer entering values and uploading documents	35
4.4.1 Compilation of the offer by uploading documents	48
4.5 Summary of the offer and corrections	50
4.6 Confirmation and submission of the offer	52
5 Checking submitted data and documents	54
6 Cancel and resubmit the offer (when submitted)	56
7 Tenders with multiple lots.....	58
7.1 Offers list.....	59
7.2 Submission of the offer: choosing the lots.....	60
7.3 Envelopes in tenders with lots	62
7.4 Summary of separate offers (for each lot).....	64
7.5 Submitting the offer in different forms in a tender divided in lots	64
8 Communications between the Contracting Authority and Economic Operators	68
9 Tender completion.....	73
10 Tender results.....	76
11 Information Security.....	78
12 Technical support	79

Information

Version

Version	Date	Text Edited
1.0	20/04/2016	First version of the document
2.0	13/10/2017	Example tabs updated and typing errors are corrected. Mandatory field "Labour costs" (in submission economic envelope) is added. Tag "Contracts summary" modified: in a contract detail the tag "Invited operators list" changes in "Operators list". "Rectification tender deadlines" tab is added in the procedure details (if there are any rectifications). In the personal area, the possibility to reply a communication is added.
2.1	18/12/2017	The example tabs are updated. To upload a document just click on "Browse..." and the it will be uploaded automatically.
3.0	16/05/2019	The paragraph "4.3.1 Compiling the technical envelope by entering values and uploading documents" for is extended for what it concerns most economically advantageous tenders compiled by entering values and uploading documents. The paragraph "9. Tender completion" is extended. Example images are updated (the "Save" button is deleted).
3.1	31/03/2020	Spelling corrections and notes are added.
4.0	01/07/2020	Paragraph "1.1 Browsing the platform" is added
5.0	01/03/2021	Paragraph "7.1 Offers list" is added. Paragraph "7.5 Submit the offer in different forms in a tender divided in lots" is added

Purpose

This document aims to describe how to use the platform "Appalti&Contratti e-Procurement" for the submission of telematic offers in response to public and reserved tender procedures.

References

References
1. Technical procedures for using the electronic platform and access the reserved area

Definitions – acronyms – glossary

Terms – acronyms	Meaning
Procurement Platform	The system (software and hardware) through which it is possible to carry out tender procedures entirely managed digitally in compliance with the provisions of the "Codice dei contratti pubblici" (Dlgs 50/2016)
Errore. L'origine riferimento non è stata trovata.	Explicit reference to the name of the Contracting Authority digital platform
Digital, telematic Platform	Synonym of "Procurement platform"
Procurement Portal	A procurement platform component offering specific functions for economic operators
Economic operator	Please refer to the definition given in "Codice degli appalti pubblici" (Dlgs 50/2016)
Tender, procedure	Tenders, public or reserved, published and completed on the procurement platform
User	The economic operator "user" of the telematic, digital platform

1 How to access the digital platform

To know the technical procedures, how to sign in and access the telematic platform **Appalti&Contratti e-Procurement**, please refer to the "Technical procedures for using the electronic platform and access the reserved area" manual.

Appalti&Contratti e-Procurement is the name of the telematic platform used to complete the electronic tender procedures. In particular, in this document we refer to the part dedicated to economic operators, the Procurement Portal.


Below you can see the portal home page:

04/05/2022 21:00 A A A GRAPHICS TEXT HIGH CONTRAST SITE MAP SEARCH: OK

You are here: Home

- Reserved Area
- Login
- Information
- Access to reserved area
- Instructions and manuals
- F.A.Q.
- Accessibility
- Cookies
- Helpdesk request
- News
- Information On Individual Procedures In Tabular Format**
- Annual reports (art. 1, p. 32, L.190)
- Contracts summary
- Acts Of Contracting Authorities And Contracting Entities Separately For Each Procedure**

List of calls for tenders

 In this section it is possible to consult the tender announcements according to the deadlines set by the contracts legislation. The obligation to publish the contract notices is provided by the art. 29 of Legislative Decree 50/2016. Detailed data on public procedures can be consulted by selecting the "View detail" link.

Search criteria

Contracting authority :

Title :

CIG :

Contract type :

Date of publication : from: to: (dd/mm/yyyy)

Expiration date : from: to: (dd/mm/yyyy)

Extreme urgency :

Lines per page:

SEARCH

In the following instructions please consider synonyms: procurement portal, digital platform, electronic platform.

1.1 Browsing the Platform

To navigate contents and pages use contextual instructions, functions and menus:

- Acts Of Contracting Authorities And Contracting Entities Separately For Each Procedure
- Resolutions to contract or equivalent act
- Tenders and procedures in progress
- Expired tenders and procedures
- Public notices in progress
- Expired public notices
- Award notices, results and assignments
- Economic Operators List**
- Announcements and notices for registration
- Award results

Tender base amount : 1.250.000,00 €
Date of publication : 21/04/2022
Expiration date : 01/07/2022 by 17:00
Procedure reference : G00627
Tender status : In progress

[Lots](#)

[Acts and documents \(art.29 c.1 Legislative Decree 50/2016\)](#)

Tender documentation

[Bando di gara](#)
[Capitolato](#)

Documentation required to competitors

Administrative envelope

[Istanza di partecipazione](#)
atto costitutivo

Economic envelope

Offerta economica

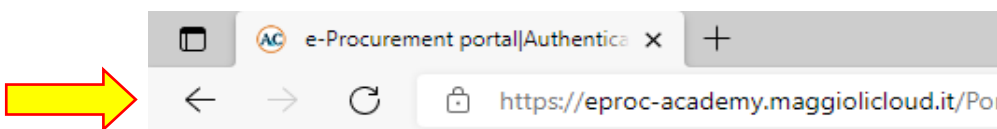
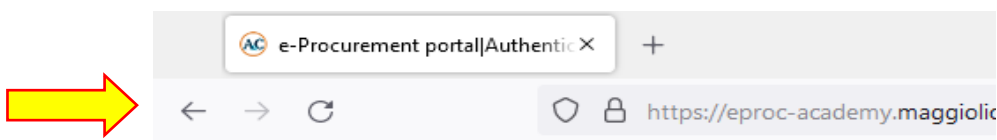
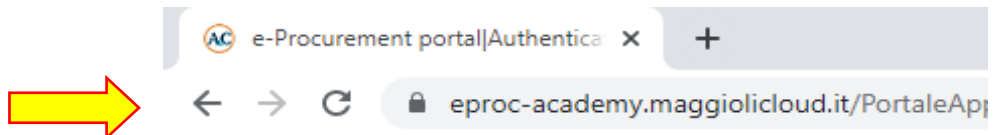
Communications from the contracting authority

Published on 03/05/2022
Risposta chiarimenti n. 1 - Si allegano i chiarimenti n. 1

[Chiarimenti n. 1](#)

[Back to the list](#)

It is recommended to **not use** directional arrows in your browser:



If you use a directional arrow (or a built-in browser function) to perform back and forward actions through the pages, it will trigger an error page like shown below:

Operation or navigation of the application is not allowed

For safety reasons some operations cannot be done, in particular:

1. using the browser's "Back" button: navigation must take place exclusively using the application links
2. using the browser's "Update" / "Reload current page" (or F5) command: a request already sent will be discarded if sent again
3. double click on the buttons (save, send, etc...): similar to the previous case
4. opening of new "Navigation Tabs" on the platform: navigation must take place in the only page open on the platform

See further details in the user manuals.

In case you view this page, navigation must restart from the homepage.



In this case, click on "Go to the home page" and after that you will be able to browse the site again.

Please, consider as well to **not** duplicate browser tabs neither opening more than one at a time; always browse web contents **in a single browser tab**, even after logging in.

The screenshot shows a web browser window with the URL 'e-Procurement portal|Home'. A context menu is open over the browser tabs, with the 'Duplica' option highlighted by a black arrow. The page content includes the 'Maggioliacademy Piattaforma eProcurement' header, a search bar, and a 'List of calls for tenders' section with a search criteria form. The browser tabs at the bottom are circled in red, showing two identical tabs for the same page.

List of calls for tenders

i In this section it is possible to consult the tender announcements according to the deadlines set by the contracts legislation. The obligation to publish the contract notices is provided by the art. 29 of Legislative Decree 50/2016. Detailed data on public procedures can be consulted by selecting the "View detail" link.

Search criteria

Contracting authority:

Title:

2 Tender procedures

Tender procedures can be public or reserved:

- Public procedures are visible to everyone. Anyone can access the tender documentation and any interested economic operator possessing specific requirements for participation can submit an offer, prior registration.
- Reserved procedures and their tendering notices are visible only to a restricted number of operators invited to submit an offer.

2.1 Participate in a public tender procedure

The section "Acts of contracting authorities and contracting entities separately for each procedure" shows all public tender notices that can be freely consulted.

The screenshot displays the user interface of a tender portal. On the left is a vertical sidebar menu with various navigation options. The main content area is titled "List of calls for tenders" and includes a search criteria form, a search button, and a list of search results. A yellow arrow labeled "1" points to the menu item "Acts Of Contracting Authorities And Contracting Entities Separately For Each Procedure". Another yellow arrow labeled "2" points to the "View detail" link in the search results.

Reserved Area

Welcome *Test ltd.* !

Personal area | Logout

Information

Access to reserved area

Instructions and manuals

F.A.Q.

Accessibility

Cookies

Helpdesk request

News

Information On Individual Procedures In Tabular Format

Annual reports (art. 1, p. 32, L.190)

Contracts summary

Acts Of Contracting Authorities And Contracting Entities Separately For Each Procedure

Resolutions to contract or equivalent act

Tenders and procedures in progress

Expired tenders and procedures

Public notices in progress

Expired public notices

Award notices, results and assignments

List of calls for tenders

i In this section it is possible to consult the tender announcements according to the deadlines set by the contracts legislation. The obligation to publish the contract notices is provided by the art. 29 of Legislative Decree 50/2016. Detailed data on public procedures can be consulted by selecting the "View detail" link.

Search criteria

Contracting authority : -- Choose a contracting authority --

Title :

CIG :

Contract type : -- Choose a contract type --

Date of publication : from: to: (dd/mm/yyyy)

Expiration date : from: to: (dd/mm/yyyy)

Extreme urgency :

Lines per page: 10

SEARCH

LAST UPDATE ON 09/05/2022

Your search returned 3 results.

Contracting authority : Comune di Springfield
Title : Vehicles maintenance
Contract type : Services
Tender amount : 100.000,00 €
Date of publication : 09/05/2022
Expiration date : 10/05/2022 by 13:00
Procedure reference : G00643
Tender status : In progress

[View detail](#)

From the list of tenders, you can access the tender with the function "View detail" (see arrow 2). The most significant elements are highlighted, including the "Tender documentation".

Procedure detail



This feature allows you to view the data of the selected procedure, including the documents related to the announcement, or related to the documents that are required to competitors. Click on "Lots" you can view the detailed information on the lots included in the procedure.

LAST UPDATE ON 09/05/2022

Contracting authority

Name : Comune di Springfield

Tender manager (RUP) : Bonaparte Napoleone

General data

Title : Vehicles maintenance

Contract type : Services

Procedure type : Public procedure

Award criteria : Lowest price

Tender base amount : 100.000,00 €

Date of publication : 09/05/2022

Expiration date : 10/05/2022 by 13:00

Procedure reference : G00643

Tender status : In progress



Lots



Acts and documents (art.29 c.1 Legislative Decree 50/2016)

Among the information available, the one relating to the deadline for submitting the offer is fundamental.

Tender documentation

[Tender document](#)

This section contains all the tender documentation useful for the economic operator in order to participate.

Documentation required to competitors

Administrative envelope

[Company certificate](#)

Economic envelope

[Tender offer](#)

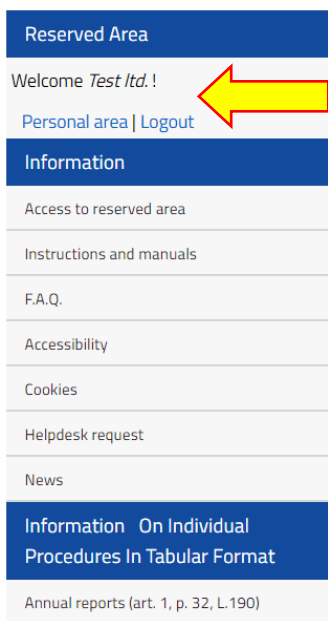
After consulting the "Tender Documentation", if you intend to participate, you must access the reserved area of the portal (see instructions in document 1 "Procurement platform technical procedures and access the reserved area ") to find the functions to submit the offer (described in paragraph [4](#)).

2.2 Reserved procedure

In case of reserved procedures, the Contracting Authority communicates to the economic operator - in a reserved form - the request for an offer (RDO) and the invitation. The Contracting Authority sends the invitation both on the platform and by email/PEC (Certified email). However, the economic operator must use the Procurement Portal for all the communications relating to the procedure (requests for clarifications, sending documents, offer submission, etc.). Please refer to the tender regulation for further details on communicating with the Contracting Authority.

If you receive an invitation, you must access the portal reserved area (see instructions in document "Technical procedures for using the electronic platform and access the reserved area") to find the features useful to submit the offer (described in paragraph 4).

Note that after logging in to the reserved area, in the "Personal Area" section, you can find the invitation letter received via email/PEC (Certified email) in the section "Communications" among the "Received communications", as shown in the following example.



Reserved Area

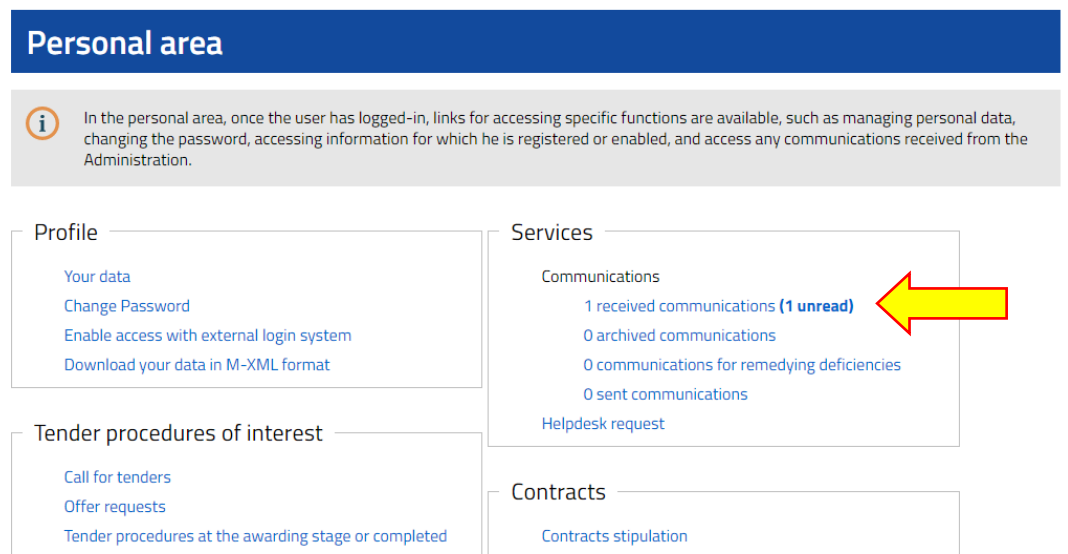
Welcome *Test Ltd.* | [Personal area](#) | [Logout](#)

Information

- Access to reserved area
- Instructions and manuals
- F.A.Q.
- Accessibility
- Cookies
- Helpdesk request
- News

Information On Individual Procedures In Tabular Format

Annual reports (art. 1, p. 32, L.190)



Personal area

i In the personal area, once the user has logged-in, links for accessing specific functions are available, such as managing personal data, changing the password, accessing information for which he is registered or enabled, and access any communications received from the Administration.

Profile

- Your data
- Change Password
- Enable access with external login system
- Download your data in M-XML format

Services

- Communications
 - 1 received communications (**1 unread**)
 - 0 archived communications
 - 0 communications for remedying deficiencies
 - 0 sent communications
 - Helpdesk request

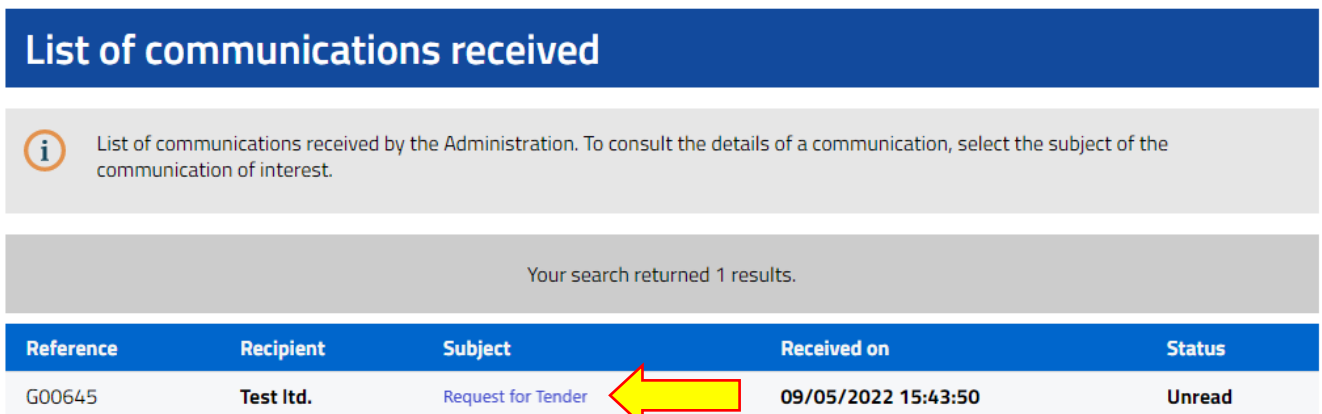
Tender procedures of interest

- Call for tenders
- Offer requests
- Tender procedures at the awarding stage or completed

Contracts

- Contracts stipulation

Click on "received communications" to list them, as shown below:



List of communications received

i List of communications received by the Administration. To consult the details of a communication, select the subject of the communication of interest.


Your search returned 1 results.

Reference	Recipient	Subject	Received on	Status
G00645	Test Ltd.	Request for Tender	09/05/2022 15:43:50	Unread


[Back to personal area](#)


Click on the title of the communication to open it: details and attachments will appear, as shown below:

Detail of communication received

 The data of the communication received with any attached documents is shown below.

Detail

Recipient :	Test ltd.
Subject :	Request for Tender
Message :	we hereby notice an invitation to tender for the procedure described in the attached documents. Kind regards. PLEASE DO NOT REPLY TO THIS EMAIL AS IT HAS BEEN GENERATED BY AN AUTOMATIC SYSTEM.
Date of sending :	09/05/2022 15:43:50
Date of reading :	09/05/2022 16:05:57
Attachments :	 Tender invitation

OPEN PROCEDURE 

[Back to the list](#)

The "Open procedure" button opens the detailed page of the procedure. This page is accessible as well from the "Personal Area" via "Offer requests".

Contracting authority

Name : Comune di Springfield

Tender manager (RUP) : Bonaparte Napoleone

General data

Title : Renovation works for Springfield school

Contract type : Works

Procedure type : Reserved procedure without prior publication

Award criteria : Lower price

Tender base amount : 325.000,00 €

Date of publication : 09/05/2022

Expiration date : 11/05/2022 by 15:00

Procedure reference : G00645

Tender status : In progress

➔ Lots

➔ Acts and documents (art.29 c.1 Legislative Decree 50/2016)

The documentation attached to the email/PEC (certified email) of the invitation, visible in the detail of the communication is also available in the "Invitation documentation" section.

Invitation documentation

 [Tender invitation](#)

Documentation required to competitors

Administrative envelope

Company certificate

Economic envelope

Offerta economica

Communications from the contracting authority

No communication from the contracting authority

Confidential communications to the competitor

To proceed with the submission of the offer, please refer to paragraph [4](#).

3 Requests for clarifications

If you need to ask the Contracting Authority questions regarding the procedure, you must use the communication features included in the Procurement Portal.

Requests for clarifications or questions must be placed within the deadlines set by the tender regulations or the invitation letter and in any case within the deadlines set by Legislative Decree 50/2016.

1. Access the reserved area;

2. Identify the procedure of interest:


- if you look for a public call for tender, scroll the page "Tenders and procedures in progress" until

you find the one of your interests, then click on "View details", as described in the previous paragraph [2.1](#).

- if you look for a reserved procedure, from your "Personal Area" click on "Offer requests", scroll the page until you find the procedure of your interest, then "View details" to get to the "Procedure details" tab described at the end of the previous paragraph [2.2](#).

3. Scroll down the procedure detail page; at the bottom you'll find the section "**Confidential Communication to the competitor**" as shown below; then click on "**New communication**".

Confidential communications to the competitor

1 communications received
0 communications archived
0 communications for remedying deficiencies
0 communications sent
New communication 


SUBMIT TENDER OFFER

[Back to received communications](#)

4. **Fill in the data** by entering the subject of the request, then the body of the message (or refer to a possible attachment - see next step).

New communication

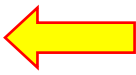
[Communication message](#) > [Attachments](#) > [Summary](#)

 Enter the subject and the text of the communication.

Fields marked with (*) are mandatory.

Message

Sender :	Test ltd.
Subject : *	<input type="text" value="Request for clarification"/>
Message : *	<div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"><p>Could you please explain why in the document "Tender doc1.pdf" there are not materials details?</p></div>



NEXT > **CANCEL**

5. Proceed with "Next"; the "Attachments" tab allows **you to attach one or more files to the message**, providing a description for each. To insert an attachment, refer to the instructions in the following image:

New communication

Communication message > **Attachments** > Summary

1. Enter a **description**, i.e. a descriptive title of the document you are about to attach (required)

2. press **Browse...** and select the file to attach from your PC (preferably use **PDF** format files). The document is uploaded automatically by the system.

Description	Attachment
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Browse..."/> No file selected

You can upload an attachment with a maximum size of **2048** KB.
You have uploaded documents for **0** KB, and you can upload documents up to **5120** KB.

< PREVIOUS NEXT > CANCEL

6. Proceed with "Next"; the "Summary" tab allows you to check the text of the message and the files attached before sending it to the Contracting Authority; after this check, click on "**Send communication**" to complete.

New communication

Communication message > Attachments > **Summary**

i Check the data entered and continue by confirming and sending the data using the "Send communication" button.

Message

Sender : Test ltd.
Subject : Request for clarification
Message : Could you please explain why in the document "Tender doc1.pdf" there are not materials details?

Attachments

Documents attached : No document.

< PREVIOUS **SEND COMMUNICATION** CANCEL

- The process ends with a notification that the communication has been sent, tracing date and time of the operation (and if applicable, also with the reference to the protocol number assigned to the communication by the Contracting Authority). The notification of the transmission is also sent to the economic operator via email/PEC (Certified email).

Send new communication

Request made successfully.

Your request was sent on 09/05/2022 16:41:28 .

[BACK TO PREVIOUS STEP](#)

3.1 Reply to requests for clarifications

The replies to requests for clarifications are published on the Procurement Portal and are visible in the detail page of the procedure in a section located under the tender documentation.

In particular, they are included in the "**Communications from the Contracting Authority**" section (see example in the following image) and are publicly visible in the case of public procedures, or visible only to the economic operators invited to submit an offer in the case of reserved procedures.

Communications concerning answers to clarifications are published within the deadlines set by the tender regulations or by the invitation letter and in any case within the deadlines set by Italian Legislative Decree 50/2016.

The screenshot displays the Procurement Portal interface. On the left, a sidebar menu includes 'Economic Operators List' (highlighted in blue). The main content area shows the following details:

- Procedure reference : G00645
- Tender status : In progress
- Navigation links: Lots, Acts and documents (art.29 c.1 Legislative Decree 50/2016)
- Section: Invitation documentation
- Sub-sections: Tender invitation, Documentation required to competitors
- Administrative envelope: Company certificate
- Economic envelope: Offerta economica
- Communications from the contracting authority** (highlighted with a red box and a yellow arrow pointing to it)
- Published on 09/05/2022
- R: Request for clarification - Public clarifications
- Example link
- Confidential communications to the competitor

At the bottom, a summary of communication statistics is provided:

- 2 communications received
- 0 communications archived
- 0 communications for remedying deficiencies
- 2 communications sent
- New communication

A blue button labeled 'SUBMIT TENDER OFFER' is located at the bottom right of the page.

4 Submit the offer

To submit the offer in response to a call for tender or a letter of invitation, you must:

1. Access the reserved area;

2. Identify the procedure of interest:

- if you look for a public call for tender, scroll the page "Tenders and procedures in progress" until you find the one of your interests, then click on "View details", as described in the previous paragraph [2.1](#).
- if you look for a reserved procedure, from your "Personal Area" click on "Offer requests", scroll the page until you find the procedure of your interest, then "View details" to get to the "Procedure details" tab described at the end of the previous paragraph [2.2](#).

Scroll down the procedure detail page; at the bottom of the page there is a function called "Submit tender offer": click on it to proceed with the next steps.

Public notices in progress
Expired public notices
Award notices, results and assignments
Economic Operators List
Announcements and notices of subscription
Outcomes of assignments


Procedure reference : G00645

Tender status : In progress

 [Lots](#)

 [Acts and documents \(art.29 c.1 Legislative Decree 50/2016\)](#)

Invitation documentation

 [Tender invitation](#)

Documentation required to competitors

Administrative envelope

Company certificate

Economic envelope

Offerta economica

Communications from the contracting authority

Published on 09/05/2022

R: Request for clarification - Public clarifications

 [Example](#)

Confidential communications to the competitor

[2 communications received](#)

[0 communications archived](#)

[0 communications for remedying deficiencies](#)

[2 communications sent](#)

[New communication](#)

SUBMIT TENDER OFFER



4.1 Compilation of the offer

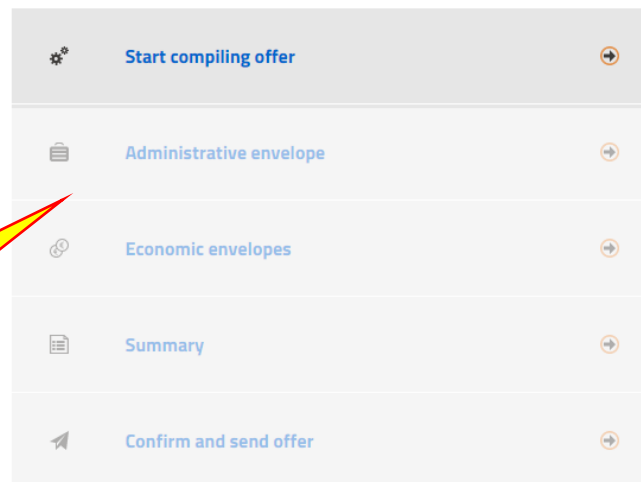
After clicking on "Submit tender offer" shown above, you will access the "Sending offer telematic envelopes" page (menu below), which shows all the steps that you need to do to submit the offer: initially all the steps are disabled, except the first: "Start compiling offer".

Sending telematic offer envelopes



The system provides for the uploading of files in several "digital envelopes" in a manner conceptually similar to the traditional paper handling. Only after completion the operator can proceed with the sending of the offer, i.e. the "digital envelope" containing all the "digital envelopes" is transmitted. Therefore to proceed with the sending of the electronic envelopes for the offer it is necessary to proceed as follows:

- select "Start compiling offer" to set some basic information for the envelopes to be sent, such as the method of participation and any tender lots of interest, where applicable; with confirmation at the end of the procedure the envelopes provided for the tender are activated
- select each envelope provided to attach and save the related documentation
- check the data and documents collected by the procedure in the summary
- select "Confirm and send offer" to proceed with the actual sending of the data; in case of lots tenders, the offer can be sent only when the data and documents have been completely entered



Further steps will be available after completing the first one.

[Back to the procedure](#)

1. Proceed by clicking on "Start compiling offer": you'll see the summary of your personal data in order to verify if they are updated correctly; by clicking on "Edit" it is possible to view and/or update all the personal data. (For further details on updating personal data, please refer to the specific document: 1"Technical procedures for using the telematic platform and access the reserved area")

Submission of the offer

Master data ▶ Form of participation ▶ Lots ▶ Summary



The master data of the economic operator are presented below. To change the personal data or view the details, click on "Edit". In case of incomplete operator data, access to the next step is blocked as long as the operator data is not completely updated.

Economic operator's main data

Company name :	Test ltd.
Company type :	Impresa (art.45 c.2/a DLgs 50/2016)
Legal status :	Società a responsabilità limitata
Geographical area :	Operatore economico UE (non italiano) o extra UE
Country :	Regno unito
Foreign tax ID :	GB123456789
Registered office :	Abbey Rd. 123, London - Regno unito
Email:	PEC : example01@email.it
Legal representatives :	Black John from 05/06/2018
Technical directors :	n.d.



EDIT

NEXT >

CANCEL

- By clicking on "Next" you will have to specify the "form of participation" in the procedure, that can be as a "single economic operator" or as a "temporary grouping of economic operators (RTI)"; in case you have to participate in the form of a temporary group, see the instructions in paragraph [4.1.1](#) below.

Consider at the moment the case of participation as a single economic operator, thus leaving the answer "No" to that question, as illustrated below.

Submission of the offer

Master data ▶ **Form of participation** ▶ Summary



If applicable by the tender announcement, it is possible to present an offer as a temporary grouping. In this case it is necessary that the data entry operations on this website are carried out by the grouping company specifying "Yes" in the box below and indicating the name.

Fields marked with (*) are mandatory.

Form of participation

The company participates as an agent for the temporary grouping * YES NO



< PREVIOUS

NEXT >

CANCEL

- By clicking on "Next" you will get to the "Summary" step, where you can confirm the personal data and the form of participation.

- Click on "Confirm" to complete the operations and return to the starting page entitled "Sending offer telematic envelopes".

Submission of the offer

Master data ▶ Form of participation ▶ **Summary**



To present the offer, confirm the following data first.

Summary

Subject	Vehicles maintenance
Economic operator	Test ltd.
Legal representatives	Black John from 05/06/2018
Technical directors	n.d.
Participates as an agent of a RTI	NO



< PREVIOUS

CONFIRM

CANCEL

Proceed then with the preparation of the administrative envelope as described in paragraph [4.2](#).

4.1.1 Submit the offer as a temporary grouping of operators

If you intend to submit the offer as a temporary grouping of economic operators (RTI), it is necessary that only the "group leader" or "agent" of the group operates on the platform.

He will have to do the same steps described in the previous paragraph 4.1 up to point 2, reaching the "Form of participation" page (see below). Here he has to indicate "Yes" to the question "The company participates as an agent for the temporary grouping?".

The "agent" must specify a conventional name attributed to the grouping in the field "Name of temporary grouping" (which will be used by the Contracting Authority to quickly identify the grouping during the tender phase, without affect the composition and the representation duties of the agent company).

Submission of the offer

Master data > Form of participation > Grouping components > Summary

i If applicable by the tender announcement, it is possible to present an offer as a temporary grouping. In this case it is necessary that the data entry operations on this website are carried out by the grouping company specifying "Yes" in the box below and indicating the name.

Fields marked with (*) are mandatory.

Form of participation

The company participates as an agent for the temporary grouping * YES NO

Temporary grouping name : *

< PREVIOUS NEXT > CANCEL

By clicking on "Next", the "Composition of the grouping" page will open. Here he must indicate the personal data and participation fees of each member of the grouping.

Submission of the offer

Master data > Form of participation > Grouping components > Summary

i Enter the agent's participation fee and the data relating to all the principals participating in the temporary grouping.

Group leader/agent

Company name :	Test ltd.
Geographical area :	Operatore economico UE (non italiano) o extra UE
Country :	Regno unito
Foreign tax ID :	
Participation fee : *	<input type="text" value="60"/>

To enter the personal data of the principal economic operators it is necessary to fill in the section entitled "New" and click on the "Add" button as shown in the figure below.

List of principals

Company name	Social Security Number	VAT number	Quota	Actions
--------------	------------------------	------------	-------	---------

Fields marked with (*) are mandatory.

New

Company name : *

Company type : *

Geographical area : *

Country : *

Foreign tax ID : *

Participation fee : *

Fill in the personal data of all the principal operators of the group. Enter the data of each operator and click on "Add" to add it to the list.

For each master data added, the list of main companies will be populated as shown below.

Submission of the offer

Master data > Form of participation > **Grouping components** > Summary

Enter the agent's participation fee and the data relating to all the principals participating in the temporary grouping.

Group leader/agent

Company name : Test ltd.

Geographical area : Operatore economico UE (non italiano) o extra UE

Country : Regno unito

Foreign tax ID :

Participation fee : *

If you need to check or change the personal data of one of the principals, click on the edit icon. Use the delete icon to delete the registry

List of principals

Company name	Social Security Number	VAT number	Foreign tax ID	Quota	Actions
Working Company Ltd.			GB9876542	20.0	
Alias S.p.A			GB6845312	20.0	

Once the grouping principals have been listed, proceed with "Next" and complete the insertion by clicking on "Confirm".
Proceed then with the preparation of the administrative envelope as described in the paragraph [4.2](#).

Submission of the offer

Master data > Form of participation > Grouping components > Summary



To present the offer, confirm the following data first.

Summary

Subject	Vehicles maintenance
Economic operator	Test Ltd.
Legal representatives	Black John from 05/06/2018
Technical directors	n.d.
Participates as an agent of a RTI	YES, on behalf of Test Group

< PREVIOUS

CONFIRM

CANCEL



4.1.1 Change form of participation

If you decide to change the form of participation from a single operator to a grouping of economic operators or vice versa, just go back to the "Start compiling offer" step and repeat the operations.

ATTENTION: in this case all the data and documents previously uploaded will be destroyed by the system and it will not be possible to recover them (also because they will have to be revised due to the new single or aggregate form of participation that has been chosen)!

Before doing this, make sure you have a copy of the files on your PC!

4.2 Prepare the administrative envelope

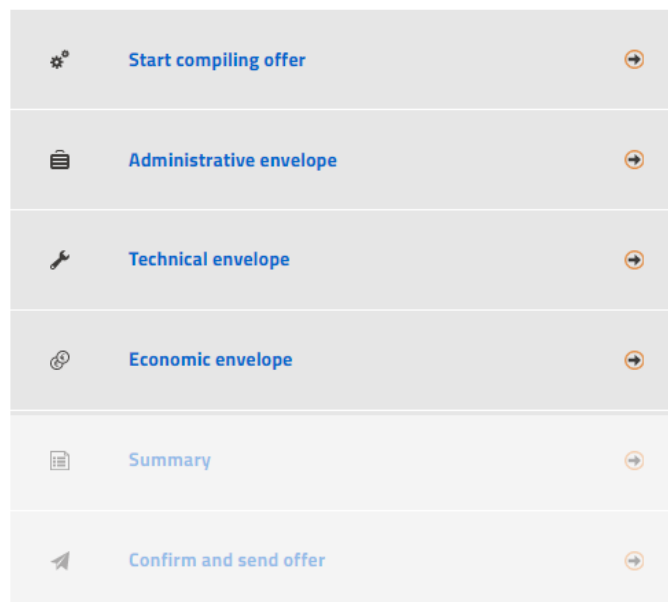
After completing the preliminary operations described above in the "Start compiling offer" step, you can proceed with filling in the "**Administrative envelope**" by clicking on it.

Sending telematic offer envelopes



The system provides for the uploading of files in several "digital envelopes" in a manner conceptually similar to the traditional paper handling. Only after completion the operator can proceed with the sending of the offer, i.e. the "digital envelope" containing all the "digital envelopes" is transmitted. Therefore to proceed with the sending of the electronic envelopes for the offer it is necessary to proceed as follows:

- select "Start compiling offer" to set some basic information for the envelopes to be sent, such as the method of participation and any tender lots of interest, where applicable; with confirmation at the end of the procedure the envelopes provided for the tender are activated
- select each envelope provided to attach and save the related documentation
- check the data and documents collected by the procedure in the summary
- select "Confirm and send offer" to proceed with the actual sending of the data; in case of lots tenders, the offer can be sent only when the data and documents have been completely entered




[Back to the procedure](#)

The administrative envelope can include a predefined list of documents required. In this case, please refer to paragraph [4.2.1](#) that explains the specific modalities for uploading files for each item.

If there are not items listed, you will find a page similar to the one illustrated below. Here you can attach all the documentation required in the tender/tender invitation letter.

Administrative envelope documents

 Attach the documentation required for the administrative envelope.
To upload files related to any documents already on the list, click on "Browse...".
To add documents to the list, you must first specify the "description" and then upload the related file by clicking on "Browse...".
ATTENTION: the competitor MUST ALWAYS refer to the instructions of the call for tenders or the invitation letter and attach ALL the documentation required!

Please pay attention to the maximum size of the single document you can upload and the size of the sum of the files of the administrative envelope.
N.B.: the dimensions indicated in this image are an example, they change depending on the platform

The documents marked with (*) are mandatory to send the request.

Description	Fac-simile	Attachment
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Browse..."/>	No file selected


You can upload an attachment with a maximum size of **30720** KB.

You have uploaded documents for **0** KB, and you can upload documents up to **102400** KB.

[< BACK TO THE MENU](#)

1. Prepare the document required starting from the fac-simile provided by the Contracting Authority and present in the section "Tender documentation" if available (see paragraph [2.1](#)) or in the invitation letter (see paragraph [2.2](#)). If required by the system, by the tender notice/regulation or by the invitation letter, create the file in PDF format (or in the format required) and digitally sign it.
2. Fill in the "Description" field with the title of the file you are going to upload, then click on "Browse..." to choose the file to upload.

Administrative envelope documents

 Attach the documentation required for the administrative envelope.
To upload files related to any documents already on the list, click on "Browse...".
To add documents to the list, you must first specify the "description" and then upload the related file by clicking on "Browse...".
ATTENTION: the competitor MUST ALWAYS refer to the instructions of the call for tenders or the invitation letter and attach ALL the documentation required!

The documents marked with (*) are mandatory to send the request.

Documents

Description	Fac-simile	Attachment
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Browse..."/>	No file selected

You can upload an attachment with a maximum size of **30720** KB.

You have uploaded documents for **0** KB, and you can upload documents up to **102400** KB.

[< BACK TO THE MENU](#)

3. The document will upload automatically. Wait for the uploading to complete.

ATTENTION: do not exceed the maximum size indicated for every single file and for the total files to upload highlighted in this page!

4. Once the upload is complete, you will see the name of the attached file, the size and an icon to delete the file in case of error, then you can repeat the upload. It is also possible to download the file by clicking on its name (for example to make sure you have uploaded the correct file, to check that it is not corrupted, etc.).

The screenshot shows a 'Documents' section with a table of uploaded files. Callouts provide instructions: 'Description of the uploaded file' points to the 'Description' column; 'Click on the trash bin to delete the uploaded file' points to the trash icon; 'Name of the uploaded file and its size. Click on it to download' points to the file name and size. Below the table is a form to attach a new document, with a callout 'It is displayed the total space occupied and the remaining space for the upload' pointing to the status text at the bottom.

Description	Fac-simile	Attachment
Example 2022		Tender ex1 .pdf (29 KB)
Document 2022		Tender doc1.pdf (29 KB)

Enter a description to attach a document No file selected

You can upload an attachment with a maximum size of **30720** KB.
You have uploaded documents for **58** KB, and you can upload documents up to **102342** KB.

It is displayed the total space occupied and the remaining space for the upload

[< BACK TO THE MENU](#)

5. Proceed in the same way with the other attachments.

4.2.1 Uploading files following a plain list of documents

The Contracting Authority can set a list of documents that you must upload in the administrative envelope.

ATTENTION: the precompiled list of the required documentation can be partial!
For example, it may contain only documents valid for all operators regardless of which their form of participation is, or certain documents for which the Contracting Authority wishes to make a specific fac-simile available or check the format of the uploaded file, etc.

You must always refer to the indications of the tender notice/regulation or the invitation letter and attach all the required documentation!

If the Contracting Authority has predefined the list of required documents, you will see a page similar to the one shown below.

Administrative envelope documents



Attach the documentation required for the administrative envelope.

To upload files related to any documents already on the list, click on "Browse...".

To add documents to the list, you must first specify the "description" and then upload the related file by clicking on "Browse...".

ATTENTION: the competitor MUST ALWAYS refer to the instructions of the call for tenders or the invitation letter and attach ALL the documentation required!

The documents marked with (*) are mandatory to send the request.

Documents

Description	Fac-simile	Attachment
Administrative doc *		<input type="button" value="Browse..."/> No file selected
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Browse..."/>	No file selected

You can upload an attachment with a maximum size of **30720** KB.

You have uploaded documents for **0** KB, and you can upload documents up to **102400** KB.

[< BACK TO THE MENU](#)

The following image highlights the particularities of the list of predefined documents required by the Contracting Authority.

Administrative envelope documents



Attach the documentation required for the administrative envelope.

To upload files related to any documents already on the list, click on "Browse...".

To add documents to the list, you must first specify the "description" and then upload the related file by clicking on "Browse...".

ATTENTION: the competitor MUST ALWAYS refer to the instructions of the call for tenders or the invitation letter and attach ALL the documentation required!

The documents marked with (*) are mandatory to send the request.

Documents

Description	Fac-simile	Attachment
Administrative doc *		Administrative.pdf (29 KB)
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Browse..."/>	No file selected

You can upload an attachment with a maximum size of **30720** KB.

You have uploaded documents for **29** KB, and you can upload documents up to **102371** KB.

[< BACK TO THE MENU](#)


The presence of the icon provides information on the file format (P7M, PDF, etc.). If the icon is not displayed, the system accepts different formats among those provided. Always refer to the tender regulation or to the invitation letter regarding the format of the files to be attached.

The asterisk (*) means that the document is mandatory and must be attached.

The icon indicates that a fac-simile prepared by the Contracting Authority is available. It is always advisable to use the fac-similes of the Contracting Authority.

To upload a required default document into the administrative envelope, refer to the instructions below.

1. If available, download the facsimile prepared by the Contracting Authority (see image)

Description	Fac-simile	Attachment
[PDF] Administrative		<input type="button" value="Browse..."/> No file selected

2. Fill in the fac-simile or prepare the document with your word processor tools. If required by the system, by the tender notice/regulation or by the invitation letter, produce the file in PDF format (or in the required format) and digitally sign it. Then click on "Browse ..." to select the file to upload.

Description	Fac-simile	Attachment
[PDF] Administrative doc *		<input type="button" value="Browse..."/> No file selected

3. Once the upload is complete, you will see the name of the attached file, the size and an icon to delete the file in case of error, then you can repeat the upload. It is also possible to download the file by clicking on its name (for example to make sure you have uploaded the correct file, to check that it is not corrupted, etc.).







Description	Attachment
[PDF] Administrative doc *	  Administrative.pdf (29 KB) 

Name of the uploaded file and its size. Click on it to download

Click on the trash bin if you want to delete the uploaded file and to repeat the upload operation

4. Proceed in the same way with the other attachments.

Documents

Description	Fac-simile	Attachment
Example 2022		 Tender ex1 .pdf (29 KB) 
Document 2022		 Tender doc1.pdf (29 KB) 

No file selected

You can upload an attachment with a maximum size of **30720** KB.
 You have uploaded documents for **58** KB, and you can upload documents up to **102342** KB.

For each file uploaded, the system highlights the total space occupied for the envelope, which must not exceed the pre-established and highlighted limits.

[< BACK TO THE MENU](#)

-
5. To upload a document which is not listed but required by the tender regulation or by the invitation letter, scroll the list (with the scroll-bar, if exists) to the bottom of the page, enter the **description** of the document, press "**Browse...**" to select the file and wait for it to upload.

Documents

Description	Fac-simile	Attachment
Example 2022		Tender ex1 .pdf (29 KB)
Document 2022		Tender doc1.pdf (29 KB)
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Browse..."/>	No file selected

You can upload an attachment with a maximum size of **30720** KB.
You have uploaded documents for **58** KB, and you can upload documents up to **102342** KB.

[< BACK TO THE MENU](#)

4.3 Prepare the technical envelope

If provided by the procedure, on the page “**Sending offer telematic envelopes**” there is the “Technical envelope” section as shown below.

The envelope will be accessible only after having passed the “Start compiling offer” step described in the previous paragraph.

Sending telematic offer envelopes



The system provides for the uploading of files in several "digital envelopes" in a manner conceptually similar to the traditional paper handling. Only after completion the operator can proceed with the sending of the offer, i.e. the "digital envelope" containing all the "digital envelopes" is transmitted. Therefore to proceed with the sending of the electronic envelopes for the offer it is necessary to proceed as follows:

- select "Start compiling offer" to set some basic information for the envelopes to be sent, such as the method of participation and any tender lots of interest, where applicable; with confirmation at the end of the procedure the envelopes provided for the tender are activated
- select each envelope provided to attach and save the related documentation
- check the data and documents collected by the procedure in the summary
- select "Confirm and send offer" to proceed with the actual sending of the data; in case of lots tenders, the offer can be sent only when the data and documents have been completely entered

	Start compiling offer	
	Administrative envelope	
	Technical envelope	
	Economic envelope	
	Summary	
	Confirm and send offer	



[Back to the procedure](#)

By clicking on “Technical envelope” the telematic platform will display the page “Technical envelope documents” similar to the one shown below. Here you can upload the documents required in the tender/tender invitation letter.

The operations are the same described in the previous paragraphs 4.2 and 4.2.1, in the following paragraph you can find the instructions summarized in a few steps.

4.3.1 Compiling the technical envelope by entering values and uploading documents

If required, you have to enter the technical offer by compiling each evaluation criterion independently.

Technical offer

Evaluation criteria > Download offer > Documents

i Enter the technical offer by inserting values for each required evaluation criterion.

Fields marked with (*) are mandatory.

Tender procedure details

Title : Renovation works for Springfield school

Technical offer

Raw materials : * (indicate an integer, from 0,00 to 10,00) ←

Tools : * (maximum 2 decimals) ←

Certification requested : * -- Choose a value -- ▾ ←

NEXT > **CANCEL**

You can fill in the blanks by entering the values manually or by selecting them from a drop-down menu, if available.

Technical offer

Evaluation criteria > Download offer > Documents



Enter the technical offer by inserting values for each required evaluation criterion.

Fields marked with (*) are mandatory.

Tender procedure details

Title : Renovation works for Springfield school

Technical offer

Raw materials : * (indicate an integer, from 0,00 to 10,00)

Tools : * (maximum 2 decimals)

Certification requested : *



NEXT >

CANCEL

Once you have entered all the requested values, you will be able to access the next step of the procedure by clicking on "**Next**". In this page you can proceed to the automatic generation of the "Technical Offer" in PDF format.

Technical offer

Evaluation criteria > **Download offer** > Documents



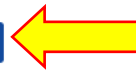
Download the PDF file containing the technical offer that must be digitally signed and uploaded in the next step ("Documents").

Download offer

List of valid subjects with the right to sign. Select the signatory :

Black John (Legal representative)

GENERATE PDF TECHNICAL OFFER



< PREVIOUS

NEXT >

CANCEL

By clicking on "**GENERATE PDF TECHNICAL OFFER**" you will be asked to download the offer in PDF format, with a summary of the values entered.

Informazioni riepilogative dell'offerta tecnica

OFFERTA TECNICA RELATIVA A :	
Codice richiesta di offerta	G00649
Oggetto	Renovation works for Springfield school

STAZIONE APPALTANTE TITOLARE DEL PROCEDIMENTO	
Stazione appaltante	Comune di Springfield
Codice Fiscale	06983211217
Indirizzo ufficio	Via del Carpino n. 8, 47822 SANTARCANGELO DI
Telefono	
Fax	
RUP	Bonaparte Napoleone
E-mail	

DATI ANAGRAFICI DEL CONCORRENTE	
Ragione Sociale	Test ltd.
Partita IVA	GB123456789
Codice Fiscale dell'impresa	GB123456789
Indirizzo sede legale	Abbey Rd. n. 123, null London (null)
Telefono	00441234567
Fax	
PEC	example01@email.it
Tipologia societaria	Società a responsabilità limitata
Provincia sede registro imprese	Agrigento
Numero iscrizione registro imprese	04456
Settore produttivo del CCNL applicato	
Offerta sottoscritta da	Black John

Raw materials	9
Tools	15.5
Certification requested	Yes

ATTENZIONE: QUESTO DOCUMENTO NON HA VALORE SE PRIVO DELLA
SOTTOSCRIZIONE A MEZZO FIRMA DIGITALE

11/05/2022 15:28:17

Pagina 1 di 1

Then, you have to click on "**Next**" again to be able to insert and attach the technical offer document using the "**Browse...**" button:

Technical offer

Evaluation criteria > Download offer > Documents



Attach the documentation required for the technical envelope, **including the PDF file digitally signed in the previous step.**
To upload files related to documents already in the list, click on "Browse...".
To add documents to the list, first specify the "description" and then upload the related file by clicking on "Browse...".
ATTENTION: the competitor MUST ALWAYS refer to the indications of the call for tenders/tender or letter of invitation and attach ALL the documentation required!

Fields marked with (*) are mandatory.

Documents

Description	Fac-simile	Attachment
[📄] Technical offer *	<input type="button" value="Browse..."/>	No file selected
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Browse..."/>	No file selected

You can upload an attachment with a maximum size of **30720** KB.
You have uploaded documents for **0** KB, and you can upload documents up to **102400** KB.

< PREVIOUS

< BACK TO THE MENU

After uploading the digitally signed PDF file, you can return to the main menu to continue with the next step: the Economic Offer.

Documents

Description	Fac-simile	Attachment
[📄] Technical offer *		📄 OffertaTecnica.pdf (34 KB) 🗑️
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Browse..."/>	No file selected

You can upload an attachment with a maximum size of **30720** KB.
You have uploaded documents for **34** KB, and you can upload documents up to **102366** KB.

< PREVIOUS

< BACK TO THE MENU

ATTENTION: if you want to change the technical values already entered, you will need to repeat the entire process: enter the values in the first page, generate a new PDF of the technical offer (which is required to be digitally signed) and upload the new file.

4.3.1 Compiling the technical envelope only by uploading documents

Technical offer

Evaluation criteria > Download offer > Documents



Attach the documentation required for the technical envelope, **including the PDF file digitally signed in the previous step.**
To upload files related to documents already in the list, click on "Browse...".
To add documents to the list, first specify the "description" and then upload the related file by clicking on "Browse...".
ATTENTION: the competitor MUST ALWAYS refer to the indications of the call for tenders/tender or letter of invitation and attach ALL the documentation required!

Fields marked with (*) are mandatory.

Documents

Description	Fac-simile	Attachment
[] Technical offer *		<input type="button" value="Browse..."/> No file selected
<input type="text" value="Enter a description to attach a document"/>		<input type="button" value="Browse..."/> No file selected

You can upload an attachment with a maximum size of **30720** KB.
You have uploaded documents for **0** KB, and you can upload documents up to **102400** KB.

[< PREVIOUS](#)

[< BACK TO THE MENU](#)

Prepare the required documents using any fac-similes available in the "Tender Documentation" or in the list of required documents on the "Documents of the Technical Envelope" shown above. Where required, save the documents in PDF format (or in the required format) and digitally sign them.

Upload the documents that correspond to the listed items (in the example shown below there is only the item "Technical offer") with the function "Browse ..." and wait for the document to upload.

Technical offer

Evaluation criteria > Download offer > Documents



Attach the documentation required for the technical envelope, **including the PDF file digitally signed in the previous step.**
To upload files related to documents already in the list, click on "Browse...".
To add documents to the list, first specify the "description" and then upload the related file by clicking on "Browse...".
ATTENTION: the competitor MUST ALWAYS refer to the indications of the call for tenders/tender or letter of invitation and attach ALL the documentation required!

Fields marked with (*) are mandatory.

Documents

Description	Fac-simile	Attachment
[📄] Technical offer *	↓	↓ Technical offer.pdf (34 KB) 🗑️
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Browse..."/>	No file selected

You can upload an attachment with a maximum size of **30720** KB.

You have uploaded documents for **34** KB, and you can upload documents up to **102366** KB.

< PREVIOUS

< BACK TO THE MENU

Attach any other documents required by adding additional items writing their "Description", then "Browse..." to upload documents.

Always pay attention to the size limits of the single files and of the sum of all files attached to the Technical Envelope (highlighted at the bottom of the page).

4.4 Prepare the economic envelope

The "Economic envelope" will be available only after the step "Start compiling offer" described in the paragraph [4.1](#) is completed.

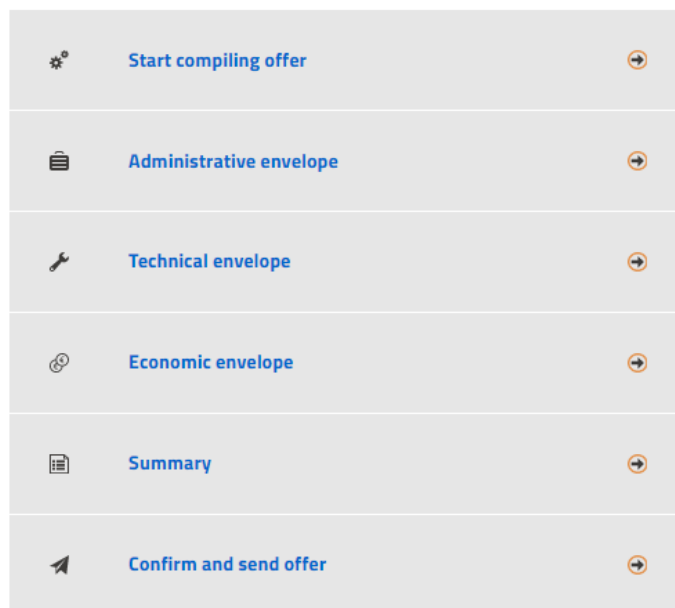
To access the economic envelope, simply click on the item highlighted in the following figure.

Sending telematic offer envelopes



The system provides for the uploading of files in several "digital envelopes" in a manner conceptually similar to the traditional paper handling. Only after completion the operator can proceed with the sending of the offer, i.e. the "digital envelope" containing all the "digital envelopes" is transmitted. Therefore to proceed with the sending of the electronic envelopes for the offer it is necessary to proceed as follows:

- select "Start compiling offer" to set some basic information for the envelopes to be sent, such as the method of participation and any tender lots of interest, where applicable; with confirmation at the end of the procedure the envelopes provided for the tender are activated
- select each envelope provided to attach and save the related documentation
- check the data and documents collected by the procedure in the summary
- select "Confirm and send offer" to proceed with the actual sending of the data; in case of lots tenders, the offer can be sent only when the data and documents have been completely entered



[Back to the procedure](#)

The telematic platform allows you to compile the economic offer also in two different ways:

1. **Enter values and upload documents:** you have to enter the discount, the amount or the unit prices on the platform; then you have to download the offer PDF file after its automatic generation. Finally, you have to sign and upload it adding any additional documents;
2. **Upload of documents only:** the platform will provide the list of the required documents to be attached in the Economic Envelope;

Since the choice of method is exclusively up to the Contracting Authority, you will be automatically guided by the telematic platform to compile the offer according to the preferences expressed by the Contracting Authority: both methods are described below.

4.4.1 Compiling the offer entering values and uploading documents

The compilation of the offer in interactive mode, in accordance with the provisions of the tender procedure, allows the economic operator to enter:

1. the **percentage of discount** offered on the tender base amount or on the tender base price list;
2. the **amount** offered;
3. **unit prices** and any detail information on the offer;

Once the values have been entered, the telematic platform will generate the "Economic Offer" document automatically. It is a standardized PDF file containing the values listed above.

You must download the PDF file of the Economic Offer, digitally sign it and upload it, adding, if necessary, any additional documents required.

The steps summarized so far are described in detail in the following paragraphs.


4.4.1.1 Offer expressed through a discount offered on the tender base amount or on a tender base price list

If the offer has to be expressed through a discount offered on the tender base amount, it will be displayed a page similar to the one shown below. Here you can enter:

- the **percentage discount** offered;
- the **company safety costs** (in €, not as a percentage) concerning the fulfilment of the provisions on health and safety in the workplace;
- **labour costs** (in €, not as a percentage)

Economic offer

Offer > Download offer > Documents

 Enter the overall offer with the required information and, if applicable, company safety and labour costs.


Fields marked with (*) are mandatory.

Tender procedure details

Title :	Renovation works for Springfield school
Tender base amount :	150.000,00 €

Economic offer


Max price : *	<input type="text" value="123000.00"/>	€ (maximum 2 decimals)
Tools price : *	<input type="text" value="456.78"/>	€ (maximum 2 decimals)
Company safety costs : *	<input type="text" value="1000.50"/>	€
Labour costs : *	<input type="text" value="203.87"/>	€

 [NEXT >](#) [CANCEL](#)

Proceed with "**Next**", select the **signatory** of the offer and click on "**Generate PDF offer**". In case of grouping, see paragraph [4.4.1.1.1](#).

Economic offer


Offer > **Download offer** > Documents

 Download the PDF file containing the economic offer that must be digitally signed and uploaded in the next step ("Documents").


Download offer

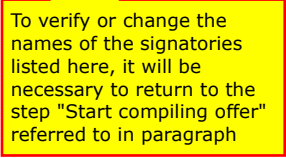
List of valid subjects with the right to sign. Select the signatory :

Black John (Legal representative)

GENERATE PDF OFFER 

< PREVIOUS **NEXT >** **CANCEL**



 To verify or change the names of the signatories listed here, it will be necessary to return to the step "Start compiling offer" referred to in paragraph


The generation of the PDF is mandatory and you cannot proceed without first downloading it using the dedicated button (as suggested by the alert below).

Economic offer

The following errors have been detected:

- To continue with the insertion of documents download the PDF of the economic offer summary.

Offer > **Download offer** > Documents

 Download the PDF file containing the economic offer that must be digitally signed and uploaded in the next step ("Documents").

The offer generated in PDF format will be similar to the one shown below:

Informazioni riepilogative dell'offerta economica

OFFERTA ECONOMICA RELATIVA A :	
Codice richiesta di offerta	G00649
Oggetto	Renovation works for Springfield school
Criterio di aggiudicazione	Offerta economicamente più vantaggiosa
Importo base di gara	150.000,00 €

STAZIONE APPALTANTE TITOLARE DEL PROCEDIMENTO	
Stazione appaltante	Comune di Springfield
Codice Fiscale	06983211217
Indirizzo ufficio	Via del Carpino n. 8, 47822 SANTARCANGELO DI
Telefono	
Fax	
RUP	Bonaparte Napoleone
E-mail	

DATI ANAGRAFICI DEL CONCORRENTE	
Ragione Sociale	Test ltd.
Partita IVA	GB123456789
Codice Fiscale dell'impresa	GB123456789
Indirizzo sede legale	Abbey Rd. n. 123, null London (null)
Telefono	00441234567
Fax	
PEC	example01@email.it
Tipologia societaria	Società a responsabilità limitata
Provincia sede registro imprese	Agrigento
Numero iscrizione registro imprese	04456
Settore produttivo del CCNL applicato	
Offerta sottoscritta da	Black John

Max price	123.000.000000 €
Tools price	456.78000 €

OFFERTA

11/05/2022 12:30:34

Pagina 1 di 2

Numero giorni di validità offerta	
Oneri della sicurezza aziendale	1.000,50 €
Costi manodopera	203,87 €

ATTENZIONE: QUESTO DOCUMENTO NON HA VALORE SE PRIVO DELLA SOTTOSCRIZIONE A MEZZO FIRMA DIGITALE

11/05/2022 12:30:34

Pagina 2 di 2

Check that all the data in the PDF file is correct, in case of errors or need for modification:

- for the "Competitor's personal data" it is necessary to return to the "Start compiling offer" step referred to in paragraph [4.1](#).
- for the data relating to the "Offer", simply click on "Back" and repeat the operations described above.

Digitally sign the document. The signature must be of the same indicated as the signatory selected on the "Download offer" page illustrated above and reported in the PDF file under "Offer signed by".

Proceed with "**Next**" and upload the digitally signed PDF file to the "**Documents**" page; attach any additional files required in the tender/tender regulations or in the invitation letter.

Documents

Description	Fac-simile	Attachment
[🔒] Economic offer *		📄 OffertaEconomica (2).pdf (35 KB) 🗑️
<input type="text" value="Enter a description to attach a document"/> <input type="button" value="Browse..."/> No document selected		

You can upload an attachment with a maximum size of **30720** KB.
 You have uploaded documents for **35** KB, and you can upload documents up to **102365** KB.

< PREVIOUS

< BACK TO THE MENU

4.4.1.1.1 Signatories and PDF offer generation in case of grouping

In case of participation in the form of a grouping of economic operators (see previous paragraph [4.1.1](#)) the "Download offer" page will present the list of members of the grouping as in the example shown below.

Economic offer

Offer > **Download offer** > Documents

i Select the signatory for the group leader/agent and enter the signatory for each principal. Once all the signatories have been entered, save the data. After saving, the "Generate pdf offer" button will appear to download the PDF file containing the economic offer that must be digitally signed and uploaded in the next step ("Documents").

Participants in the temporary grouping

Company name	Signatory	Actions
Test ltd.		
Working Company ltd.		

< PREVIOUS **NEXT >** **CANCEL**

The economic operator who is submitting the offer (which must be the agent/group leader) must indicate the respective signatory for each member of the grouping.

Click on the edit icon in the "**Actions**" column corresponding to the name of the agent/group leader (see image below).

You will be asked to select the name of the signatory among those present in the registry.

Conclude by clicking on "**Update**".

To verify or change the names of the signatories listed here, it is necessary to return to the step "Start compiling offer" seen in paragraph **Errore**.

Economic offer

Offer > **Download offer** > Documents

i Select the signatory for the group leader/agent and enter the signatory for each principal. Once all the signatories have been entered, save the data. After saving, the "Generate pdf offer" button will appear to download the PDF file containing the economic offer that must be digitally signed and uploaded in the next step ("Documents").

Participants in the temporary grouping

Company name	Signatory	Actions
Test ltd.		
Working Company ltd.		

Signatory Test Ltd.

List of valid subjects with the right to sign. Select the signatory :

- Black John (Legal representative)
- Red Toby (Technical director)

UPDATE

< PREVIOUS **CANCEL**



Then proceed for each of the members of the grouping by filling in the registry of the signatory.

Click on the edit icon in the "Actions" column corresponding to the name of the principal operator of the group (see following image).

You will be asked to fill in the personal data sheet and to indicate the assignment.

Conclude by clicking on "**Update**".

Participants in the temporary grouping

	Company name	Signatory	Actions
✓	Test ltd.	Black John	
	Working Company Ltd.		

Signatory Working Company Ltd.

Company name : Working Company Ltd.

Company type : Impresa (art.45 c.2/a DLgs 50/2016)

Social Security Number :

VAT number :

Nominative : Last name : * Name : *

Birth date : Born on (dd/mm/yyyy) : * in : *
Province : -- Choose a province --

Social Security Number : *

Registered residence : Address : * n : *
Postal Code : * City : *
Province : -- Choose a province --
The province MUST be filled in ONLY FOR Italy.

Country : * Italia


Assignment : Qualification : *
-- Choose a subject type --

UPDATE

< PREVIOUS CANCEL

Once the data has been entered, click on "**Save**" and then "**Generate PDF offer**" button will be displayed. Click on it to download the PDF file, that must be signed by all the signatories previously entered.

Participants in the temporary grouping

	Company name	Signatory	Actions
✓	Test ltd.	Black John	
✓	Working Company Ltd.	White Bill	

< PREVIOUS **SAVE** NEXT > CANCEL

Economic offer

Offer > **Download offer** > Documents



Select the signatory for the group leader/agent and enter the signatory for each principal. Once all the signatories have been entered, save the data. After saving, the "Generate pdf offer" button will appear to download the PDF file containing the economic offer that must be digitally signed and uploaded in the next step ("Documents").

Participants in the temporary grouping

	Company name	Signatory	Actions
✓	Test ltd.	Black John	
✓	Working Company ltd.	White Bill	

GENERATE PDF OFFER

< PREVIOUS

NEXT >

CANCEL

Finally, continue, as in the case of a single operator, with **"Next"** and upload the digitally signed PDF file to the "Documents" page; attach any additional files required in the tender/tender regulations or in the invitation letter. When the upload is completed, you can go **"Back to the menu"**.

Documents

Description	Fac-simile	Attachment
[🔒] Economic offer *		↓ OffertaEconomica (2).pdf (35 KB)

Enter a description to attach a document No document selected

You can upload an attachment with a maximum size of **30720** KB.

You have uploaded documents for **35** KB, and you can upload documents up to **102365** KB.

< PREVIOUS

< BACK TO THE MENU


4.4.1.2 Offer expressed as a total amount

If the procedure requires an offer in form of a total amount, a page similar to the one illustrated below will be displayed. Here you can enter:

- the **total amount** offered;
- **company safety costs** (in €, not as a percentage) concerning the fulfilment of the provisions on health and safety in the workplace;
- **labour costs** (in €, not as a percentage)

Economic offer

Offer > Download offer > Documents

 Enter the overall offer with the required information and, if applicable, company safety and labour costs.

Fields marked with (*) are mandatory.

Tender procedure details

Title :	Vehicles renovation for Springfield's School - CIG : #000000053
Tender base amount :	170.000,00 €

Economic offer

Amount offered : *	<input type="text" value="160000"/>	€ (Indicate a maximum of 5 decimals)
The amount offered :		
▪ cannot be greater than 170.000,00 €		
Company safety costs : *	<input type="text" value="1000"/>	€
Labour costs : *	<input type="text" value="520"/>	€

NEXT > **CANCEL**

Proceed, then, with "**Next**", select the signatory of the offer and click on "**Generate PDF offer**".

In case of a temporary grouping, see paragraph [4.4.1.1.1](#).

Economic offer

Offer > **Download offer** > Document



Download the PDF file containing the offer. The offer must be digitally signed and uploaded in the next step ("Documents").

To verify or change the names of the signatories listed here, it is necessary to return to the "Start compiling offer" step referred to in the previous paragraph **Errore.**

Download offer

List of valid subjects with the right to sign. Select the signatory :

- Black John (Legal representative)
- Red Toby (Technical director)



GENERATE PDF OFFER

< PREVIOUS

NEXT >

CANCEL



You will be asked to generate and to download the offer in PDF format. It will be similar to the following:

Informazioni riepilogative dell'offerta economica

OFFERTA ECONOMICA RELATIVA A :	
Codice richiesta di offerta	G00655
Oggetto	Vehicles renovation for Springfield's School
CIG	#000000053
Criterio di aggiudicazione	Prezzo più basso
Importo base di gara	170.000,00 €

STAZIONE APPALTANTE TITOLARE DEL PROCEDIMENTO	
Stazione appaltante	Comune di Springfield
Codice Fiscale	06983211217
Indirizzo ufficio	Via del Carpino n. 8, 47822 SANTARCANGELO DI
Telefono	
Fax	
RUP	Bonaparte Napoleone
E-mail	

DATI ANAGRAFICI DEL CONCORRENTE	
Ragione Sociale	Test ltd.
Partita IVA	GB123456789
Codice Fiscale dell'impresa	GB123456789
Indirizzo sede legale	Abbey Rd. n. 123, null London (null)
Telefono	00441234567
Fax	
PEC	example01@email.it
Tipologia societaria	Società a responsabilità limitata
Provincia sede registro imprese	Agrigento
Numero iscrizione registro imprese	04456
Settore produttivo del CCNL applicato	
Offerta sottoscritta da	Black John

OFFERTA	
Numero giorni di validità offerta	
Importo offerto in Euro (in cifre)	160.000,00 €
Importo offerto in Euro (in lettere)	centosessantamila/00

12/05/2022 13:03:09

Pagina 1 di 2

Oneri della sicurezza aziendale	1.000,00 €
Costi manodopera	520,00 €

ATTENZIONE: QUESTO DOCUMENTO NON HA VALORE SE PRIVO DELLA SOTTOSCRIZIONE A MEZZO FIRMA DIGITALE

12/05/2022 13:03:09

Pagina 2 di 2

Check that all the data in the PDF file is correct, in case of errors or need for modification:

- for the "Competitor's personal data" it will be necessary to return to the "Start compiling offer", see paragraph [4.1](#).
- for the data relating to the "Offer", simply click on "Back" and repeat the operations described above

Digitally sign the document. The signature must be the name indicated as the signatory selected on the "Download offer" page illustrated above, and then reported in the PDF file under the heading "Offer signed by".

Proceed with "**Next**" and upload the digitally signed PDF file to the "**Documents**" page; attach any additional files required in the tender/tender regulations or in the invitation letter.

Documents

Description	Fac-simile	Attachment
[📎] Economic offer *		📄 OffertaEconomica (2).pdf (35 KB)
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Browse..."/>	No document selected

You can upload an attachment with a maximum size of **30720** KB.
 You have uploaded documents for **35** KB, and you can upload documents up to **102365** KB.

< PREVIOUS

< BACK TO THE MENU

4.4.1.3 Offer expressed through unit prices

If the procedure requires an offer expressed through unit prices, a similar page to the one illustrated below will be displayed. Here you can see the items related to the offer:

Economic offer

Unit prices > Offer > Download offer > Documents

i Enter the unit prices offered for each item in the list below using the "Edit" button. The total amount of the offer will be automatically reported in the following step.

Offer prices

Item	Description	Extended description	Unit of measure	Quantity	Price	Amount
Settings			per body	2,00		
Annual fee			days	10,00		
Amount for each day			each	50,00		

Total amount : 0,00 €

EDIT **NEXT >** **CANCEL**

To enter the offer, you must click on "**Edit**": it will be displayed a form for entering unit prices as shown below.

The fields show in real time the amount of each item, obtained from the product of the unit price offered for the expected quantity. It will be displayed also the total amount of the offer, obtained from the sum of the products of each line.

Once the unit prices have been entered, conclude by clicking on "**Save**".

i Some changes have not been saved yet. Use the "Save" command to avoid losing your changes.

The columns marked with (*) are mandatory.

Item	Description	Extended description	Unit of measure	Quantity	Price (*)	Amount
Settings			per body	2,00	200	400 €
Annual fee			days	10,00	1500	15000 €
Amount for each day			each	50,00	102.5	5125 €

Total amount : 20.525,00 €

Save **Cancel**

And Contracting Entities

Pay attention to the vertical and horizontal scroll-bar that appear if the monitor space is not sufficient for the presentation of the entire information grid

ATTENTION: the Contracting Authority can add any attributes to the unit prices required. You must compile them following the information provided in the tender documentation or in the invitation letter (see image below). Always pay attention to the vertical and horizontal scroll-bar that appear if the monitor space is not sufficient for the presentation of the entire information grid.

Once the unit prices (and any additional information) have been entered, you can proceed by clicking on "**Next**" and go to the "**Offer**" page, where the **amount offered** will be automatically displayed (obtained from the sum of the products of the different items).

Then the value of the **company safety costs** must be entered (in €, not as a percentage) relating to the fulfilment of the provisions on health and safety in the workplace.

The value of the labour costs also must be entered (in €, not as a percentage).

Economic offer

Unit prices > **Offer** > Download offer > Documents



Enter the overall offer with the required information and, if applicable, company safety and labour costs.

Fields marked with (*) are mandatory.

Tender procedure details

Title : Vehicles renovation for Springfield's School - CIG : #000000054
Tender base amount : 150.000,00 €

Economic offer

Amount offered : 20.525,00 €

The amount offered :
▪ cannot be greater than 150.000,00 €

Company safety costs : * 1000.50 €

Labour costs : * 134.45 €

< PREVIOUS NEXT > CANCEL

Proceed then with "Next", select the **signatory** of the offer and click on "**Generate PDF offer**".

In case of temporary grouping, see paragraph [4.4.1.1.1](#).

Economic offer

Per verificare o modificare i nominativi dei firmatari qui elencati sarà necessario ritornare al passo "Inizia compilazione offerta" di cui al precedente paragrafo

Load offer Documents

containing the economic offer that must be digitally signed and uploaded in the next step ("Documents").

Download offer

List of valid subjects with the right to sign. Select the signatory :

- Black John (Legal representative)
 Red Toby (Technical director)

GENERATE PDF OFFER

< PREVIOUS

NEXT >

CANCEL

You will be asked to generate and download the offer in PDF format, as shown in the image below.

Informazioni riepilogative dell'offerta economica

OFFERTA ECONOMICA RELATIVA A :	
Codice richiesta di offerta	G00656
Oggetto	Vehicles renovation for Springfield's School
CIG	#000000054
Criterio di aggiudicazione	Prezzo più basso
Importo base di gara	150.000,00 €

STAZIONE APPALTANTE TITOLARE DEL PROCEDIMENTO	
Stazione appaltante	Comune di Springfield
Codice Fiscale	06983211217
Indirizzo ufficio	Via del Carpino n. 8, 47822 SANTARCANGELO DI
Telefono	
Fax	
RUP	Bonaparte Napoleone
E-mail	

DATI ANAGRAFICI DEL CONCORRENTE	
Ragione Sociale	Test ltd.
Partita IVA	GB123456789
Codice Fiscale dell'impresa	GB123456789
Indirizzo sede legale	Abbey Rd. n. 123, null London (null)
Telefono	00441234567
Fax	
PEC	example01@email.it
Tipologia societaria	Società a responsabilità limitata
Provincia sede registro imprese	Agrigento
Numero iscrizione registro imprese	04456
Settore produttivo del CCNL applicato	
Offerta sottoscritta da	Black John

16/05/2022 09:41:04

Pagina 1 di 2

LAVORAZIONI E FORNITURE					
Voce	Descrizione	UM	Qtà	Prezzo Unitario	Totale (IVA escl.)
Annual fee	Total days for annual fee	giorni	300,00	250 €	75.000 €
Amount for each day	Specify price	cad	50,00	102,5 €	5.125 €

LAVORAZIONI E FORNITURE NON SOGGETTE A RIBASSO					
Voce	Descrizione	UM	Qtà	Prezzo Unitario	Totale (IVA escl.)
Settings	Settings for hardware and software	a corpo	2,00	1.000 €	2.000 €

OFFERTA	
Numero giorni di validità offerta	
Importo offerto in Euro (in cifre)	80.125,00 €
Importo offerto in Euro (in lettere)	ottantamila duecentocinquante/00
Oneri della sicurezza aziendale	1.500,00 €
Costi manodopera	600,00 €

ATTENZIONE: QUESTO DOCUMENTO NON HA VALORE SE PRIVO DELLA SOTTOSCRIZIONE A MEZZO FIRMA DIGITALE

16/05/2022 09:41:04

Pagina 2 di 2

Check that all the data in the PDF file is correct, in case of errors or need for modification:

- for the "Competitor's personal data" it will be necessary to return to the "Start compiling offer", see paragraph [4.1](#).
- for the data relating to the "Offer", simply click on "Back" and repeat the operations described above.

Digitally sign the document. The signature must be of the same indicated as the signatory selected on the "Download offer" page illustrated above, and then reported in the PDF file under "Offer signed by".

Proceed with "**Next**" and upload the digitally signed PDF file to the "**Documents**" page; attach any additional files required in the tender/tender regulations or in the invitation letter.

Documents

Description	Fac-simile	Attachment
[📎] Economic offer *		📄 ⬇️ OffertaEconomica (5).pdf (39 KB) 🗑️
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Browse..."/>	No file selected

You can upload an attachment with a maximum size of **30720** KB.
You have uploaded documents for **39** KB, and you can upload documents up to **102361** KB.

[< PREVIOUS](#)

[< BACK TO THE MENU](#)

4.4.1 Compilation of the offer by uploading documents

The compilation of the offer by uploading documents requires the economic operator to prepare the offer file on the basis of the indications or any fac-simile present in the tender documentation, and then to upload it with any other attached documents.

On the page "**Sending offer telematic envelopes**" shown below, click on "**Economic envelope**".

Sending telematic offer envelopes



The system provides for the uploading of files in several "digital envelopes" in a manner conceptually similar to the traditional paper handling. Only after completion the operator can proceed with the sending of the offer, i.e. the "digital envelope" containing all the "digital envelopes" is transmitted. Therefore to proceed with the sending of the electronic envelopes for the offer it is necessary to proceed as follows:

- select "Start compiling offer" to set some basic information for the envelopes to be sent, such as the method of participation and any tender lots of interest, where applicable; with confirmation at the end of the procedure the envelopes provided for the tender are activated
- select each envelope provided to attach and save the related documentation
- check the data and documents collected by the procedure in the summary
- select "Confirm and send offer" to proceed with the actual sending of the data; in case of lots tenders, the offer can be sent only when the data and documents have been completely entered

	Start compiling offer	
	Administrative envelope	
	Economic envelope	
	Summary	
	Confirm and send offer	



[Back to the procedure](#)

You will see the page where you can upload the offer. If a fac-simile is available, download it and use the fac-simile to fill in the offer file. Then attach the file clicking on "**Browse...**" and wait for it to upload.

Economic envelope documents



Attach the documentation required for the economic envelope.

To upload files related to any documents already on the list, click on "Browse...".

To add documents to the list, you must first specify the "description" and then upload the related file by clicking on "Browse...".

ATTENTION: the competitor MUST ALWAYS refer to the instructions of the call for tenders or the invitation letter and attach ALL the documentation required!

The documents marked with (*) are mandatory to send the request.

Documents

Description	Attachment
Tender offer *	<input type="button" value="Browse..."/> No file selected
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Browse..."/> No file selected

You can upload an attachment with a maximum size of **30720** KB.

You have uploaded documents for **0** KB, and you can upload documents up to **102400** KB.

[< BACK TO THE MENU](#)

4.5 Summary of the offer and corrections

From the "Sending offer telematic envelopes" page, after completing the administrative envelope, any technical envelope and the economic envelope, before sending the offer to the Contracting Authority, it is possible to access the "**Summary**" page to make a quick check of all attached documentation.

Sending telematic offer envelopes



The system provides for the uploading of files in several "digital envelopes" in a manner conceptually similar to the traditional paper handling. Only after completion the operator can proceed with the sending of the offer, i.e. the "digital envelope" containing all the "digital envelopes" is transmitted. Therefore to proceed with the sending of the electronic envelopes for the offer it is necessary to proceed as follows:

- select "Start compiling offer" to set some basic information for the envelopes to be sent, such as the method of participation and any tender lots of interest, where applicable; with confirmation at the end of the procedure the envelopes provided for the tender are activated
- select each envelope provided to attach and save the related documentation
- check the data and documents collected by the procedure in the summary
- select "Confirm and send offer" to proceed with the actual sending of the data; in case of lots tenders, the offer can be sent only when the data and documents have been completely entered

	Start compiling offer	
	Administrative envelope	
	Technical envelope	
	Economic envelope	
	Summary	
	Confirm and send offer	



Offer summary



Summary of entered data and uploaded attachments. Attention: the data are saved but not sent to the Administration yet.

Economic operator details

Subject :	Renovation works for Springfield school
Economic operator :	Test ltd.
Legal representatives :	Black John from 05/06/2018
Technical directors :	Red Toby from 12/05/2020
Participates as an agent of a RTI :	YES, on behalf of Test Group

Administrative envelope

Documents attached (1) :	• Administrative doc (Administrative.pdf)
Missing mandatory documents :	✓

List of files attached to the envelope

Technical envelope

Documents attached (1) :	• Offerta tecnica (OffertaTecnica.pdf)
Missing mandatory documents :	✓

Economic envelope

Documents attached (1) :	• Offerta economica (OffertaEconomica (3).pdf)
Missing mandatory documents :	✓

[Back to the menu](#)

4.6 Confirmation and submission of the offer

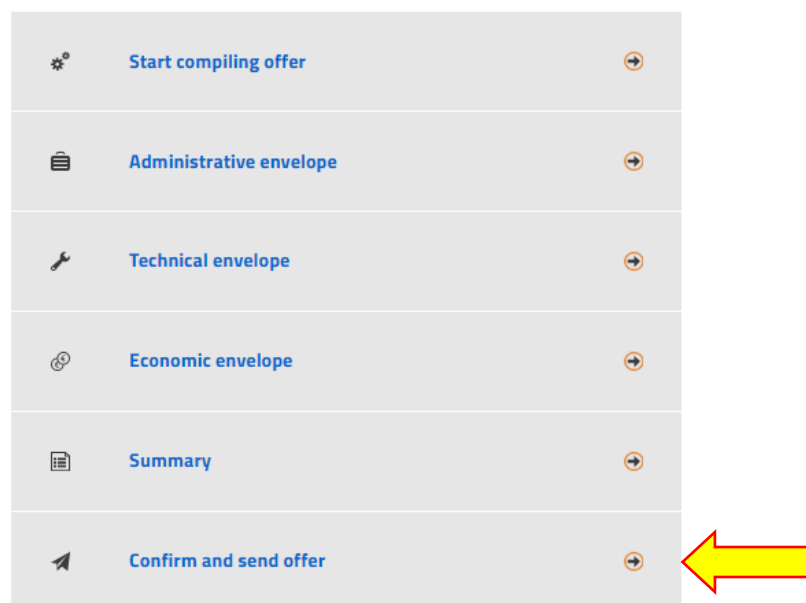
Once all the documentation has been uploaded into the different envelopes, it's possible to confirm everything and send the offer to the Contracting Authority by clicking on "**Confirm and send offer**".

Sending telematic offer envelopes



The system provides for the uploading of files in several "digital envelopes" in a manner conceptually similar to the traditional paper handling. Only after completion the operator can proceed with the sending of the offer, i.e. the "digital envelope" containing all the "digital envelopes" is transmitted. Therefore to proceed with the sending of the electronic envelopes for the offer it is necessary to proceed as follows:

- select "Start compiling offer" to set some basic information for the envelopes to be sent, such as the method of participation and any tender lots of interest, where applicable; with confirmation at the end of the procedure the envelopes provided for the tender are activated
- select each envelope provided to attach and save the related documentation
- check the data and documents collected by the procedure in the summary
- select "Confirm and send offer" to proceed with the actual sending of the data; in case of lots tenders, the offer can be sent only when the data and documents have been completely entered



You will be asked to confirm the submission:

Confirm offer submission

Are you sure you want to proceed with the request for send offer?



By confirming, the "**electronic envelope**" containing data and documents of the administrative, technical and economic envelopes will be sent to the Contracting Authority. The operation may take a few minutes to process, depending on the size of the files contained in the different envelopes.

The process ends with the notification of the outcome of the "Offer submission" operation, with evidence of the date and time recorded at the time of confirmation (and if applicable, also with the protocol number assigned to the "electronic envelope" from the Contracting Authority). The notification of transmission is sent also to the economic operator via email/PEC (Certified email).

Send offer

Request made successfully.

Your request was sent on 12/05/2022 11:51:21 .



[Back to the procedure](#)

ATTENTION: the telematic platform **does not allow** the economic operator to send the offer **beyond the deadline.**

5 Checking submitted data and documents

After submitting the offer to the Contracting Authority (see paragraph [4.6](#)), if necessary, you can access the procedure details to check the list of transmitted files.

Proceed by following the instructions below:

1. Access the reserved area;

2. Identify the tender of interest:

- if the deadline for submitting offers has passed, in your "Personal Area", click on "Tender procedures at the awarding stage or concluded", scroll the page until you find the procedure of your interest, then "View details" to see the "Procedure details" tab.

Otherwise, if the terms are still in progress:

- if it is a public call for tender, scroll the page "Tenders and procedures in progress" until you find the one of your interests, then click on "View details", as described in the previous paragraph [2.1](#)
- if it is a reserved procedure, from your "Personal Area" click on "Offer requests", scroll the page until you find the procedure of your interest, then "View details" to get to the "Procedure details" tab described at the end of the previous paragraph [2.2](#)

3. When the procedure details are displayed, scroll down: at the bottom of the page there is the "Offer summary" button as shown below. Click on it to proceed.

Invitation documentation

 [Tender invitation](#)

Documentation required to competitors

Administrative envelope

 [Administrative doc](#)

Technical envelope

[Offerta tecnica](#)

Economic envelope

[Offerta economica](#)

Communications from the contracting authority

No communication from the contracting authority

Confidential communications to the competitor

[1 communications received \(1 unread\)](#)

[0 communications archived](#)

[0 communications for remedying deficiencies](#)

[0 communications sent](#)

[New communication](#)



You'll see the summary of your offer, which is the list of the attached documentation for each envelope. Here you can see:

- Description or title of the document
- Attached file name

Offer summary



Summary of the data entered with the possibility of checking the information loaded in the envelopes of the offer submitted. If the deadline for submitting the offer is still open and the application sent is incorrect, it is possible to cancel the submission made and reinsert the correct data/attachments using the "Cancel and resubmit offer" button.

Economic operator details

Subject :	Renovation works for Springfield school
Economic operator :	Test ltd.
Legal representatives :	Black John from 05/06/2018
Technical directors :	Red Toby from 12/05/2020
Participates as an agent of a RTI :	YES, on behalf of Test Group

Attached documentation

Attachments summary :	Download attachment
Administrative envelope :	• Administrative doc (Administrative.pdf)
Technical envelope :	• Offerta tecnica (OffertaTecnica.pdf)
Economic envelope :	• Offerta economica (OffertaEconomica (3).pdf)

CANCEL AND RESUBMIT OFFER

N.B: in the summary of the offer, you can view the uploaded files, but not download or open any of them. You can download only the attachment summary.

6 Cancel and resubmit the offer (when submitted)

If the offer has been sent to the Contracting Authority (see previous paragraph [4.6](#)**Errore. L'origine riferimento non è stata trovata.**), but the deadline for submitting the offer have not passed yet, the platform allows you to cancel and resubmit the entire offer.

It should be noted that **by proceeding with this operation, the previous offer sent will be deleted from the system, so it will not be possible to retrieve any data.** Therefore, if you don't submit another one **within the deadline**, you **will not be able to participate** in the assignment procedure.

To cancel the offer already sent:

1. **Access the reserved area;**
2. **Identify the tender of interest:**
 - if it is a public call for tender, scroll the page "Tenders and procedures in progress" until you find the one of your interests, then click on "View details", as described in the previous paragraph [2.1](#)
 - if it is a reserved procedure, from your "Personal Area" click on "Offer requests", scroll the page until you find the procedure of your interest, then "View details" to get to the "Procedure details" tab described at the end of the previous paragraph [2.2](#)
3. When the procedure details are displayed, scroll down: at the bottom of the page there is the **"Offer summary"** button as shown below. Click on it to proceed.

Invitation documentation

 [Tender invitation](#)

Documentation required to competitors

Administrative envelope

 [Administrative doc](#)

Technical envelope

[Offerta tecnica](#)

Economic envelope

[Offerta economica](#)

Communications from the contracting authority

No communication from the contracting authority

Confidential communications to the competitor

[1 communications received \(1 unread\)](#)

[0 communications archived](#)

[0 communications for remedying deficiencies](#)

[0 communications sent](#)


[New communication](#)



OFFER SUMMARY

4. At the bottom of the "Offer Summary" page there is the "Cancel and resubmit offer" button as shown below. Click on "Cancel and resubmit offer" to delete the offer sent.

Offer summary

 Summary of the data entered with the possibility of checking the information loaded in the envelopes of the offer submitted. If the deadline for submitting the offer is still open and the application sent is incorrect, it is possible to cancel the submission made and reinsert the correct data/attachments using the "Cancel and resubmit offer" button.

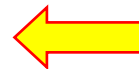
Economic operator details

Subject :	Renovation works for Springfield school
Economic operator :	Test ltd.
Legal representatives :	Black John from 05/06/2018
Technical directors :	Red Toby from 12/05/2020
Participates as an agent of a RTI :	YES, on behalf of Test Group

Attached documentation

Attachments summary :	Download attachment
Administrative envelope :	• Administrative doc (Administrative.pdf)
Technical envelope :	• Offerta tecnica (OffertaTecnica.pdf)
Economic envelope :	• Offerta economica (OffertaEconomica (3).pdf)

CANCEL AND RESUBMIT OFFER



5. The system will ask for confirmation: by clicking on "YES" the previously submitted offer will be deleted and it will be necessary to repeat the operations described in paragraph 4 within the deadline set by the tender/tender regulations or the invitation letter.

Correction of the submitted offer

You have requested the cancellation of the offer previously sent.

This operation will definitively cancel the sending of the previous offer, therefore it will be necessary to proceed again with the insertion and the sending of the data.

Do you really want to cancel the previous submission to submit a new offer?

YES

NO

7 Tenders with multiple lots

Nel caso di procedure di affidamento suddivise in lotti è possibile prendere visione dei lotti oltre che dalla documentazione anche dalla scheda di dettaglio della procedura:

1. Access the reserved area;

2. Identify the tender of interest:

- if it is a public call for tender, scroll the page "Tenders and procedures in progress" until you find the one of your interests, then click on "View details", as described in the previous paragraph [2.1](#).
- if it is a reserved procedure, from your "Personal Area" click on "Offer requests", scroll the page until you find the procedure of your interest, then "View details" to get to the "Procedure details" tab described at the end of the previous paragraph [2.2](#).

3. When the procedure details are displayed, scroll down: at the bottom of the page there is the "Submit Tender Offer" button as shown below. Click on it to proceed.

Separately For Each Procedure

- Resolutions to contract or equivalent act
- Tenders and procedures in progress
- Expired tenders and procedures
- Public announcements in progress
- Expired public notices
- Award notices, results and assignments

List Of Economic Operators

- Announcements and notices of subscription
- Outcomes of assignments

Procedure reference : G0064/5

Tender status : In corso

Lots

Acts and documents (art.29 c.1 Legislative Decree 50/2016)

Invitation documentation

Tender invitation

Documentation required to competitors

Administrative envelope
Company certificate


Economic envelope
Offerta economica

Communications from the contracting authority

Published on 09/05/2022
R: Request for clarification - Public clarifications
Example

Confidential communications to the competitor

- 1 communications received
- 0 communications archived
- 0 communications for remedying deficiencies
- 1 communications sent
- New communication

 **SUBMIT TENDER OFFER**

In case of procedures divided into lots, in the tender regulation or in the invitation letter you'll find:

- the requirements for participation in each lot
- if it is possible to participate in only one, only a few or all lots

You can choose which lots to participate in and then upload all the documentation required for each lot. You can also decide whether to submit an offer to one or more lots in a single form and/or in associated form as an agent of a temporary grouping of companies (RTI).

In the paragraph below you can find the particularities of the presentation of the offer in a procedure divided in lots, differently from what explained in the paragraph [4](#).

7.1 Offers list

When you access the platform, you can compile the offer as a "single company" or as group leader/agent of a temporary grouping of companies (RTI).

In tenders divided into lots it is also possible to participate in different forms in different lots. It is possible to submit only one offer, as a single or on behalf of the RTI, for one or more lots. For example, it is possible to submit an offer as a single company to a lot or more and as an RTI to another lot or more. It is also possible to participate as another RTI in another lot or more.

After clicking on "Submit tender offer" shown in the previous screen, you will see the "Offers list" page shown in the image below, containing the list of the envelopes being compiled or already sent.

ATTENTION: For **reserved procedures**, the system sets the offer entry by default "as a single": if you want to continue with this form click on the edit symbol (pencil). Otherwise, to submit an offer in associated form as an agent of a RTI, click on "Add offer in RTI".

Submit tender offer



The economic operator who has access to the platform can fill in the offer form either as a "single economic operator" or as a group leader/agent on behalf of a temporary grouping of companies "RTI".
In lots tenders it is possible to compete in different forms in different lots. It is possible to submit a single request, as a single or on behalf of the same RTI, for one or more lots. For example, it is possible to participate as a single company in a lot (or more) and as a RTI in another lot (or more). It is also possible to participate as another a RTI in another lot (or more).
A "digital envelope" linked to the competitor (single or RTI) for one or more lots is then created.
ATTENTION: in case of reserved procedures, the digital envelopes for each invitation request received will be always displayed.

Offers list

#	Competitor	Partecipation mode	Lots	Offer status	Actions
1	Test ltd.	Single	Lot 1 Lot 2	In editing	

ADD OFFER IN RTI

[Back to the procedure](#)

In case of an open procedure the system will ask you to choose to add the offer "as a single" or "in RTI", as shown below.

Submit tender offer



The economic operator who has access to the platform can fill in the offer form either as a "single economic operator" or as a group leader/agent on behalf of a temporary grouping of companies "RTI".
In lots tenders it is possible to compete in different forms in different lots. It is possible to submit a single request, as a single or on behalf of the same RTI, for one or more lots. For example, it is possible to participate as a single company in a lot (or more) and as a RTI in another lot (or more). It is also possible to participate as another a RTI in another lot (or more).
A "digital envelope" linked to the competitor (single or RTI) for one or more lots is then created.
ATTENTION: in case of reserved procedures, the digital envelopes for each invitation request received will be always displayed.

Offers list

#	Competitor	Participation form	Lots	Offer status	Actions
---	------------	--------------------	------	--------------	---------

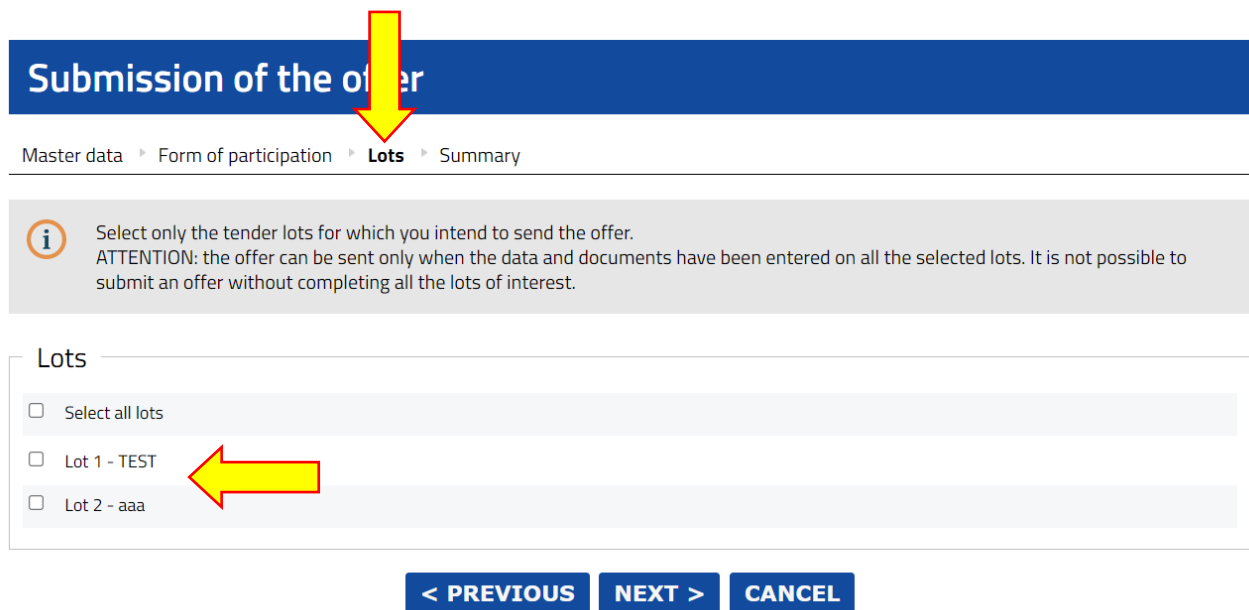
ADD OFFER AS SINGLE

ADD OFFER IN RTI

[Back to the procedure](#)

7.2 Submission of the offer: choosing the lots

In the phase of "Start compiling offer" (already described in paragraph 4.1), there is a step in which it is possible to choose which lots you intend to participate in. The following figure highlights this step.



Submission of the offer

Master data ▶ Form of participation ▶ **Lots** ▶ Summary

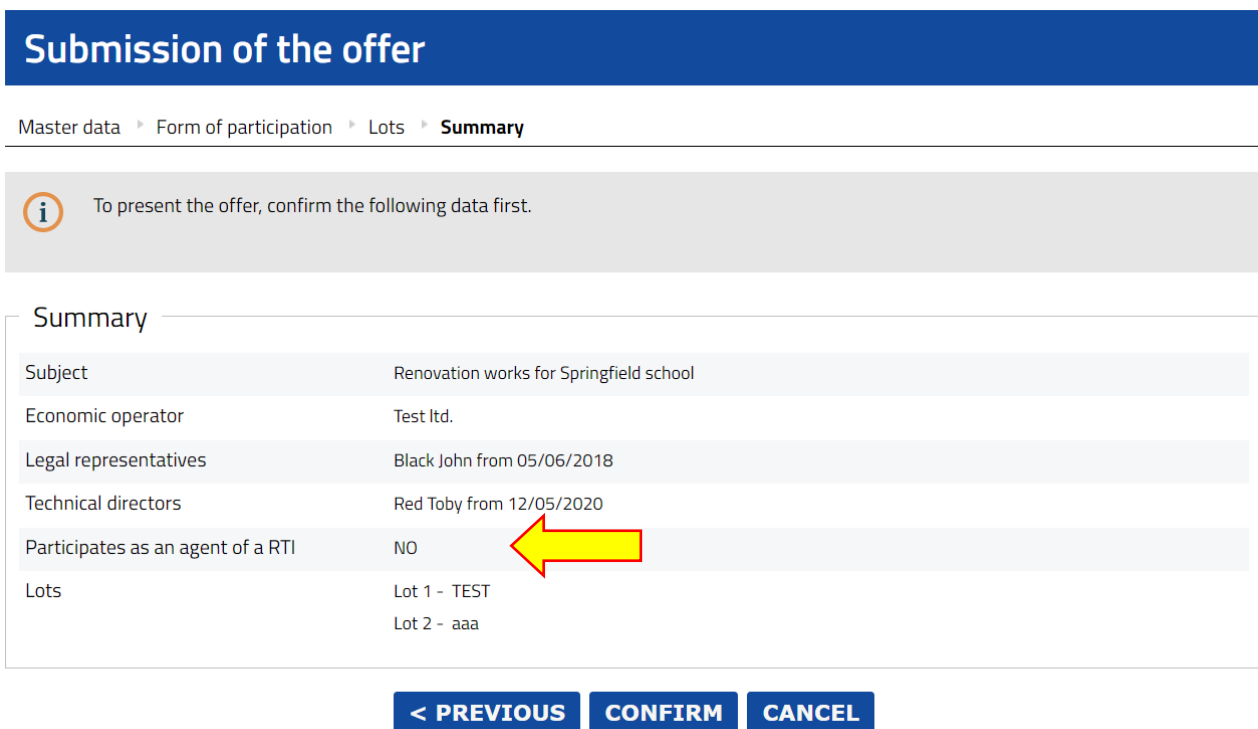
i Select only the tender lots for which you intend to send the offer.
ATTENTION: the offer can be sent only when the data and documents have been entered on all the selected lots. It is not possible to submit an offer without completing all the lots of interest.

Lots

- Select all lots
- Lot 1 - TEST
- Lot 2 - aaa

< PREVIOUS NEXT > CANCEL

ATTENTION: In contrast to what is described in paragraph 4.1, in case of a tender divided into lots, if the offer is presented as single, you cannot choose the "Form of participation", as this choice has already been made previously by clicking on "Add offer as single". Only by clicking on "Add offer in RTI" it will be possible to define in detail the name and the composition of the group.



Submission of the offer

Master data ▶ Form of participation ▶ Lots ▶ **Summary**

i To present the offer, confirm the following data first.

Summary

Subject	Renovation works for Springfield school
Economic operator	Test ltd.
Legal representatives	Black John from 05/06/2018
Technical directors	Red Toby from 12/05/2020
Participates as an agent of a RTI	NO
Lots	Lot 1 - TEST Lot 2 - aaa

< PREVIOUS CONFIRM CANCEL

Once you have chosen the lots you want to participate in, in the technical envelope (when applicable for each lot) and in the economic envelope it will be possible to enter data and upload documents only for the selected lots (as illustrated in the following paragraph 7.3).

ATTENTION: after choosing the lots, if you have uploaded documents in the administrative, technical or economic envelopes, if you want to change the lots to participate in, you will need to repeat the step "Start compiling offer". In this case, **all the data and documents uploaded in the different envelopes will be eliminated** and you will have to re-entered everything for the new lots chosen.

7.3 Envelopes in tenders with lots

In case of tenders with lots, after choosing the lots you want to participate in, you can proceed with the preparation of administrative, technical (when at least one lot requires it) and economic envelopes.

The **administrative envelope is unique for the entire tender**, so all the required documentation must be attached together, exactly as in the case of the single lot described in paragraph 4.2.

With regard to the **technical envelope** and the **economic envelope**, on the other hand, the platform will present the list of the selected lots. The economic operator will have to complete the operations explained in paragraph 4.3 for each lot among those chosen which includes the technical envelope, and the operations explained in paragraph 4.4 for each lot chosen.

Below you can find, for example, the compilation of the economic offer of a tender divided into lots. The steps that are different from the compilation of a single lot tender are highlighted with yellow arrows.

By accessing the "Economic envelope" (see paragraph 4.4) the platform will present the list of the selected lots as described in paragraph 7.1.

In the "Ready to send" column a check mark will be displayed after you have filled in the offer of each lot, in order to easily keep in evidence which lot has been completed or not.

Economic envelopes : Lots list



List of selected lots for which the economic envelope is required. Select the link on the lot to activate the uploading of the related documentation and the economic offer. Once all the documentation required for a specific lot has been entered and saved, a check appears in the "Ready to send" column.

List of lots

Subject	Ready to send
Lot 1 - TEST	
Lot 2 - aaa	

[Back to the menu](#)

By clicking on the title of the lot, you will continue filling in the offer for that lot (see following image), in the same way as described in the previous paragraph 4.4.1.

Economic offer

Offer > Download offer > Documents



Enter the overall offer with the required information and, if applicable, company safety and labour costs.

Fields marked with (*) are mandatory.

Tender procedure details

Title : Renovation works for Springfield school
Lot : 1 - TEST
Tender base amount : 170.000,00 €

Economic offer

Percentage discount : * (Indicate a maximum of 2 decimals)
Company safety costs : * €
Labour costs : * €

NEXT > **CANCEL**

Once the offer has been entered, you will return to the list of lots and the check mark will appear in the "Ready to send" column.

Economic envelopes : Lots list



List of selected lots for which the economic envelope is required. Select the link on the lot to activate the uploading of the related documentation and the economic offer. Once all the documentation required for a specific lot has been entered and saved, a check appears in the "Ready to send" column.

List of lots

Subject	Ready to send
Lot 1 - TEST	✓
Lot 2 - aaa	

[Back to the menu](#)

7.4 Summary of separate offers (for each lot)

The summary page (see previous paragraph [4.5](#)) will display all the attached documents grouped by lot.

Summary of separate offers



Summary of entered data and uploaded attachments. Attention: the data are saved but not sent to the Administration yet.

Economic operator details

Subject :	Renovation works for Springfield school
Economic operator details :	Test ltd.
Legal representatives :	Black John from 05/06/2018
Technical directors :	Red Toby from 12/05/2020
Participates as an agent of a RTI :	NO

Administrative envelope

Documents attached (1) :	• Company certificate (Administrative.pdf)
Missing mandatory documents	✓



Lot 1

Subject :	TEST
-----------	------

Economic envelope

Documents attached (1) :	• Economic offer (OffertaEconomica (6).pdf)
Missing mandatory documents	✓

Lot 2

Subject :	aaa
-----------	-----

Economic envelope

Documents attached (1) :	• Economic offer (OffertaEconomica (7).pdf)
Missing mandatory documents	✓

7.5 Submitting the offer in different forms in a tender divided in lots

As indicated in the last part of paragraph [7.1](#), by starting from "Submit tender offer" in the "Offers list" page it is possible to indicate if you want to submit an offer in different forms for one or more tender lots, as a single or as an agent of a temporary grouping (RTI).

Depending on whether an offer has already been submitted in single form or in associated form, the offers already sent or in compilation will be displayed in the "Offers list" page, as in the example shown below:

Submit tender offer



The economic operator who has access to the platform can fill in the offer form either as a "single economic operator" or as a group leader/agent on behalf of a temporary grouping of companies "RTI".
In lots tenders it is possible to compete in different forms in different lots. It is possible to submit a single request, as a single or on behalf of the same RTI, for one or more lots. For example, it is possible to participate as a single company in a lot (or more) and as a RTI in another lot (or more). It is also possible to participate as another a RTI in another lot (or more).
A "digital envelope" linked to the competitor (single or RTI) for one or more lots is then created.
ATTENTION: in case of reserved procedures, the digital envelopes for each invitation request received will be always displayed.

Offers list

#	Competitor	Participation form	Lots	Offer status	Actions
1	Test Group	Principals : ▪ Working Company Ltd.	Lot 2	Sent	

ADD OFFER AS SINGLE

ADD OFFER IN RTI

[Back to the procedure](#)

Submit tender offer



The economic operator who has access to the platform can fill in the offer form either as a "single economic operator" or as a group leader/agent on behalf of a temporary grouping of companies "RTI".
In lots tenders it is possible to compete in different forms in different lots. It is possible to submit a single request, as a single or on behalf of the same RTI, for one or more lots. For example, it is possible to participate as a single company in a lot (or more) and as a RTI in another lot (or more). It is also possible to participate as another a RTI in another lot (or more).
A "digital envelope" linked to the competitor (single or RTI) for one or more lots is then created.
ATTENTION: in case of reserved procedures, the digital envelopes for each invitation request received will be always displayed.


Offers list

#	Competitor	Participation form	Lots	Offer status	Actions
1	Test Group	Principals : ▪ Working Company Ltd.	Lot 2	Sent	
2	Test Ltd.	Single	Lot 1	In editing	

ADD OFFER IN RTI

[Back to the procedure](#)

To submit an offer with a different method of participation, click on "Add offer as a single" (present only if the offer has already been submitted in an associated form) or on the "Add offer in RTI" (present if the offer has already been submitted as a single, or if you want to submit an offer again in an associated form, but with a different temporary grouping - RTI).

Offers in status "In editing" can be cancelled by clicking on  in the "Actions" column

Offers in status "Sent" can be cancelled before the deadline for submitting the offer has expired by

clicking on the description of the economic operator who sent the offer. You will be redirected to the details of the offer submitted, and at the bottom of the page you can click on "Cancel and resubmit offer", as shown in the image below.

Summary of separate offers



Summary of the data entered with the possibility of checking the information loaded in the envelopes of the offer submitted.
If the deadline for submitting the offer is still open and the application sent is incorrect, it is possible to cancel the submission made and reinsert the correct data/attachments using the "Cancel and resubmit offer" button.

Economic operator details

Subject :	Vehicles renovation for Springfield's School
Economic operator :	Test Ltd.
Legal representatives :	Black John from 05/06/2018
Technical directors :	Red Toby from 12/05/2020
Participates as an agent of a RTI :	NO

Attached documentation

Attachments summary :	Download attachment
Administrative envelope :	<ul style="list-style-type: none">Document 2022 (Administrative.pdf)

Lotto 1

Subject :	Vehicles supply
Economic envelope :	<ul style="list-style-type: none">Economic offer (OffertaEconomica (8).pdf)

CANCEL AND RESUBMIT OFFER

ATTENTION: it will not be possible to submit an offer for the same tender lots both individually and in associated form; for example, if you try to submit an offer as a single for a tender lot for which an offer has already been submitted as an agent of a temporary grouping, a notification will appear.

Submit tender offer



The economic operator who has access to the platform can fill in the offer form either as a "single economic operator" or as a group leader/agent on behalf of a temporary grouping of companies "RTI". In lots tenders it is possible to compete in different forms in different lots. It is possible to submit a single request, as a single or on behalf of the same RTI, for one or more lots. For example, it is possible to participate as a single company in a lot (or more) and as a RTI in another lot (or more). It is also possible to participate as another a RTI in another lot (or more). A "digital envelope" linked to the competitor (single or RTI) for one or more lots is then created. ATTENTION: in case of reserved procedures, the digital envelopes for each invitation request received will be always displayed.

Warning:

Lot 1 was selected for more than one offer (#2,#3).

Offers list

#	Competitor	Participation form	Lots	Offer status	Actions
1	Test Group	Principals : ▪ Working Company Ltd.	Lot 2	Sent	
2	Test Ltd.	Single	Lot 1	Sent	
3	Test Group2	Principals : ▪ YMCA	Lot 1	In editing	

ADD OFFER IN RTI

[Back to the procedure](#)

8 Communications between the Contracting Authority and Economic Operators

All communications between the Contracting Authority and the Economic Operator take place electronically on the Procurement Portal and via mail/PEC (Certified email) notifications.


Communications are all those made during the lifetime of a tender, such as:

- communication of the public opening of the offers
- request for clarifications or for documents for remedying deficiencies
- communication of the exclusion of competitors
- communication of the draw of the competitors and of the request for documents to prove requirements
- communication of the final award and release of the provisional deposit to the companies not awarded
- communication of the date of conclusion of the contract
- etc.

On the Procurement Portal, you can view all the communications of the Contracting Authority, answer directly or send your own communications regarding the procedure.

In the tender details page (see paragraphs [2.1](#) and [2.2](#)), in the section "**Confidential communications to the competitor**" it is possible to view the communications **received** (read or unread), view the communications already sent to the Contracting Authority and **send new ones**. There is also a list of **archived** communications (the telematic platform moves communications from received to archived automatically by default after 30 days).

Invitation documentation

 [Tender invitation](#)

Documentation required to competitors

Administrative envelope

Company certificate

Economic envelope

Offerta economica

Communications from the contracting authority

Published on 09/05/2022

R: Request for clarification - Public clarifications

 [Example](#)

Confidential communications to the competitor

 [1 communications received](#)

[0 communications archived](#)

[0 communications for remedying deficiencies](#)

[1 communications sent](#)

[New communication](#)


SUBMIT TENDER OFFER

[Back to the list](#)

By clicking on "communications received" you access the list where the communication that haven't been read yet are highlighted.

By clicking on the subject of the communication, you can access the details to read it entirely.

List of communications received

 List of communications received by the Administration. To consult the details of a communication, select the subject of the communication of interest.


Your search returned 2 results.

Recipient	Subject	Received on	Status
Test Ltd.	Request for clarifications	16/05/2022 12:04:50	Unread
Test Ltd.	Request for offer	09/05/2022 15:43:50	Read


[Back to the procedure](#)


In the detail tab, in addition to the text, you can find also any attachments (see following image). Furthermore, if provided (depending on the type of communication), you can also use the "Reply" button to reply directly to any requests from the Contracting Authority.

Detail of communication received

 The data of the communication received with any attached documents is shown below.

Detail

Recipient :	Test Ltd.
Subject :	Request for clarifications
Message :	We hereby ask the competitor to...
Date of sending :	16/05/2022 12:04:50
Date of reading :	16/05/2022 12:06:36
Attachments :	 Communication summary

 [REPLY](#)

[Back to the list](#)

When replying, the communication subject is predefined. You can enter the body of the message in the "Message" field (see image below).



Enter the subject and the text of the communication.

Fields marked with (*) are mandatory.

Message

Sender :	Test Ltd.
Subject : *	RE: Request for clarifications
Message : *	Please <u>find attached the information required</u>

NEXT > **CANCEL**

In the "Attachments" page you can upload one or more attachments: always pay attention to the file size limits highlighted at the bottom of the text.

New communication

Communication message > Attachments > Summary



Insert any attachments to the communication.
To add documents to the list, first specify the "description" and then upload the related file by clicking on "Browse ...".

Attached documents

Description	Attachment
Document 2022	Tender ex1 .pdf (29 KB)
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Browse..."/> No file selected

You can upload an attachment with a maximum size of **2048** KB.
You have uploaded documents for **29** KB, and you can upload documents up to **5091** KB.

[< PREVIOUS](#) [NEXT >](#) [CANCEL](#)

Finally, you can preview the message with the list of its attachments and then complete the operation by clicking on "**Send communication**".

New communication

Communication message > Attachments > Summary



Check the data entered and continue by confirming and sending the data using the "Send communication" button.

Message

Sender : Test ltd.
Subject : RE: Request for clarifications
Message : Please find attached the information required

Attachments

Documents attached (1) : Tender ex1 .pdf

[< PREVIOUS](#) [SEND COMMUNICATION](#) [CANCEL](#)

The communication is sent with tracking of the date and time of sending (and if applicable, also with the reference to the protocol number assigned to the communication by the Contracting Authority). The notification of transmission is also sent to the economic operator via email/PEC.

Send new communication

Request made successfully.

Your request was sent on 16/05/2022 12:13:51 .

[BACK TO PREVIOUS STEP](#)

9 Tender completion

It is possible to follow the activities of completion of the tenders directly from the platform, step by step. In the case of electronic tenders, in the procedure's details (see paragraph [2](#)) you can find the section "Tender completion" and the relative link "View the phases of the call for tenders", as illustrated below.

Documentation required to competitors

Administrative envelope

 [Administrative doc](#)



Technical envelope

[Offerta tecnica](#)

Economic envelope

[Offerta economica](#)

Tender completion

 [View the tender phases](#) 

Communications from the contracting authority

No communication from the contracting authority

Confidential communications to the competitor

1 communications received (**1 unread**)

0 communications archived

0 communications for remedying deficiencies

0 communications sent

[New communication](#)

OFFER SUMMARY

[Back to the list](#)

By clicking on "View the tender phases" it is possible to access the completion phases of the tender, from the opening of the administrative envelopes to the ranking.

Tender completion



The various phases of the tender procedure are presented below. Select the phase of interest to access the information published to the participating economic operators.

	Administrative doc. opening	
	Technical evaluation	
	Economic offers	
	Ranking	

[Back to the procedure](#)

For each phase, you can find the list of competitors, the opening status of the envelope, the admission/exclusion of the competitor in that phase and other specifics (for example the score, the amount offered, etc.).

Technical evaluation



List of envelopes received containing offers submitted by economic operators admitted to the technical assessment phase. For each envelope, the economic operator or grouping, the status of the technical envelope and the phase completed, the admission to the next phase are listed. By selecting the single envelope, it is possible to access the detailed data.
Attention: in case of the technical documentation opening phase still in progress, the "Refresh" button is available to request an update of the displayed list.

Envelope number	Lot code	Social Security Number	Company name	Technical envelope	Technical score	Admission	Actions
1			Test Group	Opening	70,00	Yes	

[Back](#)

It is also possible to view the list of the attached files and what's in the envelope (it is not possible to download the files, you can only verify if the files uploaded are consistent with those required).

Technical evaluation



Detail of the technical envelope relative to the selected envelope, showing the data of the economic operator or the composition of the group, the list of attached documents and in the case of OEPV only the technical score.

Envelope number :	1									
RTI name	Test Group									
Grouping composed of:	<table><thead><tr><th>Social Security Number</th><th>Company name</th><th>Group leader/agent</th></tr></thead><tbody><tr><td>GB123456789</td><td>Test Ltd.</td><td>YES</td></tr><tr><td>GB6845312</td><td>Working Company Ltd.</td><td>NO</td></tr></tbody></table>	Social Security Number	Company name	Group leader/agent	GB123456789	Test Ltd.	YES	GB6845312	Working Company Ltd.	NO
Social Security Number	Company name	Group leader/agent								
GB123456789	Test Ltd.	YES								
GB6845312	Working Company Ltd.	NO								
Attached documents :	Offerta tecnica (OffertaTecnica.pdf)									
Total technical score :	70,00									
Admission :	Yes									

[Back](#)

The last phase shows the final ranking.

Ranking



List of economic operators admitted to the ranking. For each envelope the economic operator or the grouping, the value of its offer and the ranking are listed.
Attention: if the ranking is not completed yet, the "Refresh" button is available to request an update of the displayed list.

Envelope number	Social Security Number	Company name	Total score	Ranking
1		Test Group	100,00	First classified company

UPDATE

[Back](#)

10 Tender results

The progress and the result of the tender are notified to the economic operator through the communications seen in paragraph 8.

The result of the procedure is also published in the public area of the procurement portal as required by Italian Legislative Decree 50/2016.

- Reserved Area
 - Welcome *Test ltd.*
 - Personal area | Logout
- Information
 - Access to reserved area
 - Instructions and manuals
 - F.A.Q.
 - Accessibility
 - Cookies
 - Helpdesk request
 - News
- Information On Individual Procedures In Tabular Format
 - Annual reports (art. 1, p. 32, L.190)
 - Contracts summary
- Acts Of Contracting Authorities And Contracting Entities Separately For Each Procedure
 - Resolutions to contract or equivalent act
 - Tenders and procedures in progress
 - Expired tenders and procedures
 - Public notices in progress
 - Expired public notices
 - Award notices, results and assignments
- Economic Operators List

Tender results list



In this section it is possible to consult the results of tenders according to the deadlines set by the contracts legislation. The obligation to publish the tender results is provided by the art. 29 of Legislative Decree 50/2016. Detailed data on public procedures can be consulted by selecting the "View detail" link.

Search criteria

Contracting authority :

Title :

CIG :

Contract type :

Tender results date of publication : from : to : (dd/mm/yyyy)

Extreme urgency :

Lines for page :

SEARCH

LAST UPDATE ON 16/05/2022

Your search returned 1 results.

Contracting authority : Comune di Springfield
Title : Renovation works for Springfield school
Contract type : Lavori
Tender results date of publication : 16/05/2022
Procedure reference : G00649
Tender status : Concluded - Awarded



[View detail](#)



Tender result detail



This feature allows you to view the detailed data of the selected tender result, including the documents. Clicking on "Lots" you can view the detailed information on the tender lots, while clicking on "Call for tenders" you can access the call for tender detail associated to this tender result

LAST UPDATE ON 16/05/2022

Contracting authority

Name : Comune di Springfield

Tender manager (RUP) : Bonaparte Napoleone

General data

Title : Renovation works for Springfield school

Contract type : Lavori

Tender results date of publication : 16/05/2022

Tender status : Conclusa - Aggiudicata

Procedure reference : G00649



[Lots](#)



[Acts and documents \(art.29 c.1 Legislative Decree 50/2016\)](#)

Tender result documentation

 [Awarding document](#)



[Back to the list](#)

11 Information Security

In order to guarantee high standards of information security, the telematic system is equipped with a series of measures concerning the infrastructural and application system.

Some significant elements are listed below.

To ensure the secrecy of offers, the data (discounts and amounts) and digital documents uploaded through the "Procurement Portal" are encrypted (using an asymmetric key system with session key) and stored only in the database of the system.

The encryption operations are carried out in a "transparent" way directly from the software without requiring special hardware/software devices.

The software does not allow the decryption of data and documents before the deadline for the submission of offers or the opening of envelopes, adopting the official date and time of the national service as the system date and time, using the NTP protocol.

When the offer is sent, the system records the official date and time (hh:mm:ss), displays and automatically sends the economic operator a PEC (Certified email) notification containing the references of the tender, the date and time of sending of the offer (in case of integration with the Administration protocol system, also the protocol officer number is indicated).

The competitor, after having sent the offer, has always the possibility to view its "Summary" with the list of attached documents. For each of these, it is indicated the hash code that can be compared with that of his own files, in order to ensure the correct and complete upload of the documents.

All critical operations (in particular login/logout, presentation of envelopes, release of decryption keys, opening of envelopes, etc.) are tracked and stored in the system logs.

Control systems are adopted to ensure that the offer in PDF format generated by the system (when required) is uploaded, and that it is consistent with the discount/amount/unit price data entered "on screen".

The elements indicated above concern only the application and intrinsic functionalities of the "Appalti & Contratti e-Procurement" application software, adding infrastructural devices, procedures and related security measures (administration and monitoring of the system, periodic vulnerability tests, anti-virus system adoption, firewall, backup, disaster recovery, clustering/HA, monitoring and storage of log files, ssl/https certificate use, base systems updates, etc.).

12 Technical support

In case of technical problems or malfunctions of the telematic platform, it is possible to obtain technical support by going to the "Helpdesk request" section of the Procurement Portal, or from the "Helpdesk request" personal area.

Methods of provision of the service and other available channels are described in the document "Procurement platform technical procedures and access the reserved area".

For requests for clarification and support on the award procedures, use the functions described in the previous paragraph [3](#).