

## Annex n. 1

### Operative guidelines for the application to the SardegnaCAT portal and access the tendering section

- a. Enterprises interested in tendering must first obtain the online accreditation into the portal SardegnaCAT in accordance to the procedure set out below.
- b. The access to the tendering section, needed to write the offer, is described under item j) of this annex.
- c. In order to participate in the tendering procedure, each enterprise must proceed with the online registration into SardegnaCAT portal and access the tendering section, as follows:
  - access the website: [www.sardegnaecat.it](http://www.sardegnaecat.it);
  - proceed with the registration into SardegnaCAT portal (button "Operatori Economici", then click on "Continua").

The enterprise must subscribe the privacy policy and fill out the online form "Dati di registrazione". During the completion of the online form, each enterprise will have the opportunity to choose an access key (user-id) while receiving, via e-mail, at the end of the compilation procedure, a password to access the information system.

- d. Enterprises already registered into the Portal SardegnaCAT will not need to repeat the process; however, they are required to login into the tendering section. If the access credentials have been lost, the participating enterprises are requested to contact the support service (at the number defined under section f)).

The system does not allow to access the tendering section after the deadline for the submission of the proposals.

- e. After the login into the tendering section, an e-mail containing the necessary information to submit the offer to the portal [www.sardegnaecat.it](http://www.sardegnaecat.it) will be sent to the registered email.
- f. If necessary, enterprises can contact the Support Service at 02/266 002 619, from Monday to Friday, from 9.00 a.m. to 6.00 p.m.
- g. The registration service, as well as the assistance and the support provided, is free of charge.
- h. The enterprise agrees not to disclose the log in details to any unauthorized person. Electronic communications will be sent from SardegnaCAT to the e-mail address given by the enterprise during the registration process as well as a system message in the company folder in the portal. The enterprise must immediately update its registered email address in case of changes.
- i. In case of participation of consortiums or EEIG, the documentation required for the accreditation into the portal and the access to the tendering section shall be sent:
  - by the Consortium, in case of Consortium between producers' and workers' cooperatives, Consortium between craft-based firms, stable Consortium and Consortium of competitors already established

- by the enterprise designated as agent of the group, in case of EEIG or Consortiums established or in the process of being established;
- enterprise member of the consortium which the requirements provided for the agent of the group in case of Consortium in the process of being established.

**j. Procedure for accessing the tendering procedure**

**In order to access the tendering section, enterprise must:**

1. Access the Portal: [www.sardegnaecat.it](http://www.sardegnaecat.it)
2. Insert the keys access (username and password) and enter the restricted area;
3. In the area "Bandi" access the section "Gare in Busta chiusa (RdO)";
4. Access the section "Gare in Busta chiusa (RdO) per tutti";
5. Click on the lot of interest;
6. Click on "Elenco gare in busta digitale (RdO)", to express the interest in participating the lot and confirm clicking on "OK";
7. Repeat the actions from 4 to 6 for all the lots of interest.

With the completion of the procedure above described the access to the tendering section is concluded; the tenderer can then enter the section for the configuration of the lot, the area Allegati, the section Messaggistica and the section for the implementation of the tender.

**OPERATIONAL INSTRUCTION FOR THE PRESENTATION OF THE TENDERS**

Tenderers, once the registration is completed, will have the opportunity to choose a key access (user-id) and they will be sent a password to access the information system. Each tenderer will have a personal folder where all the tendering documents will be attached.

The tenderer must carefully preserve the access key (user id) and the password, which must not be communicated or distributed to third parties nor allow third parties to access them.

The use of the identification codes for participating the on-line tender is only permitted to individuals who has the power to represent the tenderer. Electronic communications will be sent to the e-mail address given by the tenderer in the process of registration and to the personnel file available into the portal (system message). The tenderer must update promptly in his personnel file on the portal SardegnaCAT any change of the e-mail address provided.

The proposals submitted electronically by registered users are considered valid and final.

In order to participate in the tendering procedure, minimum technical equipment is needed as specified in the home page of the portal SardegnaCAT (minimum requirements of the system).

Portal SardegnaCAT works through solutions and services certified ISO/IEC 27001, worldwide reference standards in the field of safety, which certify that the confidential data of enterprises, which benefit from these solutions, are managed in compliance with the principles of confidentiality, integrity and availability of information.

Operational guidelines for the presentation of the administrative documentation and the Financial Offer are set out below.

**1. PRESENTATION OF THE ADMINISTRATIVE DOCUMENTATION**

**(to insert in the area "Risposta di qualifica" of the Term of Reference)**

Within the deadline stated in the tender documentation, the tenderer must provide the administrative documentation requested in a digitally sealed envelope.

In order to insert the documentation, the tenderer must:

- a) Access the Portal [www.sardegnaecat.it](http://www.sardegnaecat.it) with its keys access;
- b) Click on the RdO of interest to access the area "Mia risposta";

- c) Click on the link "Rispondi";
- d) Click on the link "Risposta di qualifica", placed in the section "Riassunto risposta", to insert the documentation required for the admission (or, alternatively, click on the link "Modifica risposta" in the section "Risposta di qualifica");
- e) Once the activities required are completed, click on "Salva e esci"
- f) In order to transfer the administrative response (RdO di Qualifica) click on the button "Invia Risposta";

## **2. PRESENTATION OF THE TECHNICAL TENDER**

### **(to insert in the area "Risposta tecnica" of the Term of Reference)**

In order to insert its Technical tender, the tenderer must:

- a) Access the portal [www.sardegnaecat.it](http://www.sardegnaecat.it) with its keys access;
- b) Click on the online RdO of interest (lot) to access the area "Mia risposta";
- c) Click on the "Risposta tecnica";
- d) Once the activities required are completed, click on "Salva e esci";
- e) In order to transfer the technical response click on the button "Invia Risposta";
- f) In case of tendering procedure consisting of several lots, the process shall be repeated for each lot of interest.

## **3. PRESENTATION OF THE FINANCIAL TENDER**

### **(to insert in the area "Risposta Economica" of the Term of Reference)**

In order to insert its financial tender, the tenderer must:

- a) Access the portal [www.sardegnaecat.it](http://www.sardegnaecat.it) with its keys access;
- b) Click on the online RdO of interest (Lot) to access the area "Mia risposta";
- c) Click on the link "Risposta economica";
- d) Once the activities required are completed, click on "Salva e esci"
- e) In order to transfer the financial response click on the button "Invia Risposta"
- f) In case of tendering procedure consisting of several lots, the process shall be repeated for each lot of interest.

## **4. PROCEDURE FOR THE IMPLEMENTATION OF THE DOCUMENTS IN THE Term of Reference**

In order to insert the documents into the portal the tenderer must:

- a) Access the area of interest (Risposta di qualifica, tecnica e economica) of the Term of Reference;
- b) For each parameter, click on the link "Carica";
- c) Select an option from the list "opzioni Allegati";
- d) Click on "Sfoggia" and select the document previously saved in the computer;
- e) Click on "Allega" to attach the file (or click on "Annulla" to go back to the previous screenshot);
- d) Click on "Conferma" to insert the document in the list of the attachments;
- f) For each document to attach, repeat the actions from item b) to item f) following the sequence number of the parameters;
- h) At the end of the activities click on "Salva e esci".

## **5. NOTES FOR THE IMPLEMENTATION OF THE DOCUMENTS INTO THE PORTAL**

In the areas Risposta (Qualifica, Economica) the tenderer must insert the information required and/or must attach the documents in the related Sections and parameters.

During the implementation of the document into the Portal, the following rules shall be followed:

- a) The documents must be implemented separately and not grouped (it is advisable not to upload compressed files as they may cause incompatibility issues with the digital signature);
  - b) The files should keep the original names (e.g. Declaration subjects article 80 D.Lgs. 50/2016\_Mario Rossi);
  - c) The files should be in a standard format (preferably pdf, word, xls, rtf);
  - d) Each attached file must not exceed the maximum dimension of 10 MB (recommended size).
- The documents for which is required the digital signature must be signed by persons authorised (please refer to the Tender Specifications).

It is not permitted to digitally sign a compressed folder containing a document without a digital signature (if requested).

Before transmitting a document, it is recommended to verify that the digital signature have been properly applied on it.

## **6. ELECTRONIC TRANSMISSION OF THE TENDER**

a) In order to transmit the response click on the button "Invia Risposta" to make it visible to the Administration after the deadline established for the presentation of the tenders.

b) After the confirmation, the tenderer will be able to visualise in its personnel file the publication of the tender publication and then the transmission of it. All the details of the tenders will be accessible by the Administration only after the deadline established for the presentation of the tenders.

c) The tenderers can prepare their tender using the button "Salva", in this case, the status of the tender is "Da pubblicare" and, therefore, not presented. In order to present the tenders, these tenderers must proceed, anyway, in accordance with the procedure set out in the previous paragraph.

d) The system does not accept the "publication" of a tender or the change of a tender already "published" after the strict deadline set out for the presentation of the tender in a digital sealed envelope.

e) The tenders not "published" shall not be visible to the Administration and they are considered not presented. The tenderer shall visualize in its personnel file the "publication" of the Offer (status "Trasmessa"). Each tenderer must verify within the deadline the status of its response and the completeness of its tender, both in terms of contents of the envelopes that make up the tender and as regards the digital signature of the envelopes, if requested.

f) The system sends automatically to the tenderer an e-mail notifying the "publication" of the tender.

g) The tenderers can modify the tender previously transmitted only within the strict deadline established through the button "Modifica risposta" and later confirming the change with the button "Conferma".

h) The digital upload of the necessary documents is a full responsibility of the applying enterprise; therefore, no complaints will be accepted in case of incomplete upload.

i) Enterprises are invited to start the implementation procedure far in advance of the established deadline in order to avoid an incomplete transmission or the non-transmission of the tender once that deadline has passed.

j) Each tenderer must verify the tender sent. The Administration shall only consider the last tender sent by the tenderer within the deadline established for the presentation.

k) The tenderer can withdraw its Offer previously "published" within the deadline established for the presentation using the button "Cancella la tua risposta". The tenderers shall later send a new tender within the closing time of the tender in accordance with the previous paragraphs.

l) Each tenderer must verify within the deadline established for the presentation of the tenders:

- the status of its response which must be "Pubblicata" in order to be presented to the Administration;
- the digital signature on the documents transmitted, if requested;
- the completeness and correctness of its tender "Pubblicata" in accordance with the procedure set out in the tender documentation and in the related annexes.

The tender publication implies an implicit acceptance of all the tender documentation by the tenderer, annexes included.

## **7. SUPPORT IN THE USE OF THE PORTAL AND MALFUNCTION**

a) For information on the implementation and transmission of the documentation required and, in case of need of technical support or malfunctioning (technological, operational and communication) of the Portal, the tenderers can contact the Support Service at 02/266 002 619, available from Monday to Friday, from 9.00 a.m. to 18:00 p.m.

b) Technical support is guaranteed until 2 hours before the deadline set out for the end of the tender. After the deadline the tenderers can contact the customer service anyway.

## **8. INFORMATION ON THE PARTICIPATION IN THE TENDERING PROCEDURE MESSENGER**

a) The functions "Messaggistica" and "Allegati" are active during the tendering period.

b) Each tenderer who completed the registration into the procurement Portal and the access to the tendering section, shall:

- visualise the messages received in the section "Messaggi"; a new received message in the company folder of the system is notified to the tenderer via e-mail;
- consult the documents in the area "Allegati"; an attachment in the tenderer personnel file is notified to the tenderer via e-mail;
- Each tenderer must read the messages and the tendering procedure annexes.

In order to send a request for information the tenderer must:

- access the RdO;
- click on the link "Messaggi" placed on the left side of the screen;
- click on "Crea messaggio";
- fill out the request;
- click on "Invia messaggio".

## **9. POTENTIAL MODIFICATIONS OF THE TENDERING PROCEDURE**

- a) The Administration reserves the right to modify/correct the tendering procedure within the legal deadlines. The changes/corrections shall be notified via e-mail to the tenderers who have completed the registration into the Portal SardegnaCAT e the access to the tendering Section.
- a) Each tenderer must read the messages and the tendering procedure annexes.

## **10. AWARD**

- a) After the evaluation of the tenders received, the Administration shall establish a rank of tenderers who have presented a tender in accordance with the award criteria set out in the tender documentation.
- b) Award into the system is subject to the evaluation of the fairness of the tender and the compliance with the requirements established in the tender documentation, other than the approval by the Administration department responsible for this purpose.

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