

CHAPTER II

Article 8 – Participation criteria and accreditation into the portal for the electronic call

The registration and accreditation into the portal SardegnaCAT is an essential requirement for the participation in this tendering procedure. With the first access to the portal (Section “Fornitori” available on the Home Page of the website) the tenderer is given the opportunity to fill out a registration survey; saving the data included in the survey the enterprise will receive a user-id and a password necessary to access the system. For this purpose, the tenderer must communicate, to the best of its knowledge, its own data and any other information necessary for its identification (registration data) in accordance with the procedure laid down in the document **“Annex 1 Instructions”**.

In case of participation of a consortium of companies, only the firm leading the consortium is required to register its credentials into the system.

Enterprises not already registered into the portal SardegnaCAT, wishing to participate in the tendering procedure, must complete the registration at least 48 hours before the deadline set out for the submission of the tenders.

For this purpose, the enterprises are recommended to make sure that, during the registration into the portal www.sardegna.cat.it, the correct time zone is selected (for enterprises established in Italy (GMT+1:00) CET(Central Europe Time), Brussels, Copenhagen, Madrid, Paris, Rome).

Below is the code category of Sardegna Cat referred to this tendering procedure: **AL68AB**.

Article 9 – Software features, instructions and clarifications

In order to participate in this tendering procedure the tenderer must have the following technical tools and softwares:

- a) digital signature referred to in the article 1, subparagraph 1, item s) of the legislative decree 82/2005;
- b) the minimum hardware e software features indicated in the homepage of the Portal at: <https://www.sardegna.cat.it/esop/common-host/public/browserenv/requirements.jsp>.

In this specification is included the document containing the operational instructions, in which are defined more detailed information about the use of the online platform and the procedure for the submission of the tender documentation.

The tenderers expressly relieve the contracting authority and its employees and collaborators of any responsibility from any software malfunctioning or defect relating to connectivity services necessary to access, through the public telecommunications network, the information system for the acquisition of the tenders.

Potential **requests for clarifications** and/or more information related to administrative or technical requirements of this tendering procedure, may be submitted, **only through the functionality “Messaggistica” by the company registered in the system, not later than 6:00 p.m. on February 13, 2018.**

Responses to queries shall be provided and published on the website www.sardegna.cat.it and in the section “bandi e gare” of the contracting authority profile within six days before the deadline

established for the receipt of tenders, as prescribed by the article 74, subparagraph 4, of the legislative decree 50/2016.

Request for clarifications should be only submitted in Italian.

To submit request for clarifications, related to technical-operatives procedures for the submission of the tenders into the system, may be contacted the electronic mail address mocsardegna@regione.sardegna.it or refer to the document "Annex 1 Instructions" attached to this procedure.

The contracting authority may send communications to one or more tenderers through the functionality of the platform (Messaggistica), which is accessible only to tenderers who completed the access to the tendering section.

This functionality is active during the tendering period.

A new message received in the tenderer personnel file is notified to the tenderer via e-mail.

Each tenderer may visualise the messages received in the section "Messaggi". Each tenderer must read the messages received. The functionality "Messaggi" shall be utilised by the contracting authority for all the communications and the requests during the tendering period.

Article 10 – Deadline and procedure for the submission of tenders

The procedure is entirely carried out on-line.

As explained below, the administrative documentation, the technical documentation and the technical tender shall be submitted in a digital format following the procedures set out below.

All the documents related to this tendering procedure, shall be submitted only electronically through the Portal SardegnaCAT, must be written in a digital format and signed, **under penalty of exclusion**, with digital signature referred to in the article 1, subparagraph 1, item s) of the legislative decree 82/2005.

The proposal, written in Italian, must be received no later than 23rd February 2018 at 12:00 a.m. Proposals received after this date will not be accepted.

The exact time and date of the receipt of tenders are established on the basis of the time zone of the system. All the documentation must be submitted in Italian or, if written in a foreign language, must be accompanied by a certified translation into Italian.

In case of any discrepancy between the two texts, the Italian text shall prevail, therefore it's the tenderer's responsibility to ensure that the text has been accurately translated.

The evaluation process for the admission of the tenders and the verification of the documentation submitted will be held on february 27, 2018 at 09:00 a.m. at the address of ASPAL – Servizio Sicurezza dei luoghi di lavoro, forniture, manutenzioni beni mobili ed immobili – piano terra -Via Is Mirrionis, 195 in Cagliari.

The tender must be submitted in the specific sections of the system related to this tendering procedure and must include the following documents:

1. Administrative Documentation – "Busta di qualifica" **Article 12** of this specification
2. Technical Tender – "Busta Tecnica" - **Article 13** of this specification
3. Financial Tender – "Busta Economica" - **Article 14** of this specification

In case of a participant applying to several tenders, the offer should be only one, structured as follows:

- Single Administrative Documentation, referred to in Article 12;

- Several Technical Tenders, referred to in following Article 13, as many as the lots participated;
- Several Financial Tenders, referred to in following Article 14, as many as the lots participated

In order to access the tendering section, the tenderer must:

1. Access the Portal www.sardegnaecat.it;
2. Insert the keys access (username e password) to access the restricted area;
3. Access the area "Gare in Busta chiusa (RdO)";
4. Access the section "Gare in Busta chiusa (RdO) per tutti";
5. Click on the event of interest;
6. Click on "Elenco RdO in busta digitale", to express the interest in submitting the administrative documentation and confirm by clicking on "OK";
7. Click on the lot for which the tenderer intends to present a tender;
8. Click on "Elenco RdO in busta digitale", to express the interest in submitting the proposal for the lot selected and confirm by clicking on "OK".

In case of participation in several lots, the tenderer must:

1. access to "RdO amministrativa" to implement the administrative documentation required;
2. access to the RDO section (Term of Reference) of Lot 1, to insert the tender, first the technical one and, then, in the section related to the Financial Tender; access then to the other Term of Reference in which the tenderer intends to participate and repeat the actions already followed for the Lot 1.

For a more comprehensive description of the registration procedure and implementation of the tender please refer to the document "**Annex 1 - Instructions**".

All the files constituting the Administrative Documentation must be digitally signed, must not exceed the maximum dimension of 10 MB file and must be inserted into the system.

All the files constituting the Technical Tender must be digitally signed, must not exceed the maximum dimension of 10 MB file and must be inserted into the system in the Technical Envelope.

All the files constituting the Financial Tender must be digitally signed, must not exceed the maximum dimension of 10 MB file and must be inserted into the system in the Financial Envelope.

The documentation required in each envelope must be submitted separately and not grouped in a compressed file (format zip or rar);

The tenderer can issue and submit into the Portal, in the restricted area designed for the submission of the tender documentation, one or more tenders in the period between the date and time of the start and the date and time of closure of the invitation to tender; subsequent offers replacing the previous already submitted into the system are admitted within the deadline established.

No repayment shall be made for the participation in the tendering procedure, even in the case it may be decided to make no award under the round.

In accordance with the article 32, subparagraph 4 of the legislative decree 50/2016 and any subsequent amendments and supplements, tenderers shall not submit more than one tender and, therefore, alternative offers are not admitted.

Article 11 – Electronic implementation of the tender documentation

Within the strict deadline set out for the submission of the proposal, tenderers must upload the tender documentation in the specific sections.

UNOFFICIAL TRANSLATION