



TRASPARE
certified eProcurement platform

EPROCUREMENT GUIDELINES

Traspire® platform
<https://www.traspire.com>

Foreword

This manual describes the participation to and management of the online public procurement procedure with the following features:

Award Criterion	Most Economically Advantageous Offer
Telematic mode	No Time Stamp

Art. 1 - Participation Requirements

This procedure is open to all parties registered to the "TRASPARE" Portal. In order to log in to the Portal, it is necessary to carry out the Portal registration procedure by accessing the "Suppliers Area". The user must fill in the Activation Form and confirm the registration procedure.

Art. 2 - Definitions useful for the online procedure - glossary

The meaning of the main terms indicated in the following articles is given below:

Registration: the result of the procedure allowing access and participation of the Economic Operators to the eProcurement platform.

Account: set of personal identification codes -i.e. User ID (e-mail) and password - which allows authorised companies to access the system and participate in the electronic tender.

Digital signature: this is one of the requirements that the offer must possess in order to be legally relevant and to guarantee its inviolability/integrity and origin. It is the result of an online procedure (validation) that provides a qualified certification issued by an accredited certifier. The signature is generated by a device for the creation of a secure signature pursuant to Article 38, paragraph 2 of Presidential Decree No. 445/2000.

The digital signature is based on a so-called 'asymmetric keys' system. This consists in the use of two sets of alphanumeric characters, specially generated by the system: one key is known only to the signatory (secret key), the other knowable by anyone (public key). The secret key is needed to sign documents. The public key is needed to verify that the documents originated from the owner. The security of such a system lies in the fact that each public key corresponds to one secret key, and that, with knowledge of the public key alone, it is impossible to trace back the secret key.

In order to guarantee the correspondence between the public key and the secret key, as well as the ownership of the keys by the signatory, the platforms refers to a certifying body, i.e. a third party whose task is to guarantee the certainty of ownership of public keys (through so-called 'certificates') and to make public keys known to all (through an online list).

The list of certifiers is available at <http://www.agid.gov.it>

System operator: L&G Solution S.r.l., whose services are used by the Entity for eProcurement operations.

System/Platform: IT system for online purchasing procedures pursuant to Art. 25 of Legislative Decree 36/2023.

Tender Dossier: Computer folder containing the documents required for participation in the tender. The content of the bid submitted by each participant is not visible to other participants and to the Entity.

Upload: the process of transferring and sending data from the Competitor's computer system to a remote system, i.e. "remotely", by means of an Internet connection.

Hash MD5: MD5 is a cryptographic hash function. Calculating the MD5 of a file means generating a unique character fingerprint (technically hash) of that file.

Art. 3 - Computer equipment and warnings

To participate in eProcurement procedures, competing companies must equip themselves, at their own expense, with the following technical and computer equipment required:

1) Personal computer connected to Internet.

All the functionalities available on the Platform can be used by means of a Standard Personal Computer equipped with a Browser (among those indicated in point 2) and connected to the Internet.

An ADSL or corporate Internet connection is recommended.

Note: If Internet access is via the corporate network, it is recommended to consult internal IT staff to check bandwidth availability and accessibility according to proxy/firewall configurations. Minimum screen resolution 1024 x 768.

2) Web Browser (programme enabling connection to Internet).

In order for the eProcurement Platform to function properly, it is necessary to use the following web browsers:

Mozilla Firefox;

Google Chrome.

3) Browser Configuration.

The platform supports the browser default configuration, as per standard installation, in particular for what concerns security settings, enabling javascript, storing cookies and caching web pages.

4) Required programs.

Depending on the functions used and the types of documents handled as attachments, additional programs are required, such as: zip/rar format compression/decompression utilities, pdf format viewers (Adobe Acrobat reader), stand-alone programs for digital signature management (e.g. DIKE by InfoCert).

5) Tools needed.

A digital signature (see definitions).

All economic operators participating in tenders through the use of the eProcurement Platform, expressly exonerate the Entity, the System Administrator and their employees and collaborators from any liability relating to any malfunctioning or defect of the connectivity services necessary to reach the system through the public telecommunications network as well as resulting from the non-use of the web browsers indicated in point 2 of this article.

Participating companies must undertake, also vis-à-vis their employees, to adopt all necessary technical and organisational measures to ensure the confidentiality and protection of the IT tools assigned.

The account and password required to access the system and participate in the competition are personal.

Competing companies are obliged to be diligent and keep these credentials secret, to not disclose or in any way transfer them to third parties and to use them under their sole responsibility in accordance with the principles of fairness and good faith, so as not to prejudice the system and third parties in general.

The participating companies undertake to indemnify and hold harmless the Entity and the System Administrator against any prejudice, damage, costs and charges of any kind, including any legal fees

that they may incur as a result of violations of these rules and incorrect or improper use of the system.

Under no circumstances may the System Administrator and the Entity be held liable for any kind of direct or indirect damage suffered by competitors or third parties as a result of, or in connection with, access to, use of, or failure to operate the system, its services and the digital signature procedures.

All authorised individuals are required to comply with the laws, regulations and contractual provisions on the preservation and use of the digital signature tool and any with instructions issued on the subject by the Certification Authority that issued the software. They also expressly exonerate the Entity and the System Operator from any liability for prejudicial consequences of any kind or for direct or indirect damage caused to them or to third parties by the use of the tools in question.

Failure to properly use the computer tools required in the course of the procedure constitutes a violation of these rules, which may result in the suspension or revocation of the authorisation, as well as compensation for any damage caused.

Art. 4 - Modalities of participation in the online tender

To participate in a tender, companies will have to access the Portal (Suppliers' reserved area) by entering their credentials (e-mail and password). After completing this step and all additional administrative formalities, the companies will be able to participate in the tender.

Participants must digitally **sign** all the documents required for participation in the tender, place them in digitally signed computer folder and upload them to the system within the deadline specified in the tender documents.

ONLINE SUBMISSION OF THE OFFER:

STEP 1 - Creation of computer folder and digital signature

The documents required to participate in the tender must be digitally signed and placed in special computer folder (.zip/.rar file format). Participants must also digitally sign the folder by the deadline of the tender.

STEP 2 - Upload and Online Submission of Administrative and Financial Documents

Within the deadline specified in the tender documents, the companies interested in bidding must access the Platform using their credentials and participate in the tender procedure using the TENDER module.

Once a tender contract has been selected, the company can complete the participation process via the PARTICIPATE function:

1) Upload of Administrative Documents: the participating company must upload the digitally signed computer folder containing the administrative documents to the "**ADMINISTRATIVE DOSSIER**" entry.

2) Upload of Technical Dossiers: the participating company must upload the digitally signed computer folder containing the digitally signed technical documents to the "**TECHNICAL ENVELOPE**" entry.

3) Upload of Economic Offer: the participating company must upload the digitally signed computer folder containing the digitally signed documents relating to the economic offer in the special "**ECONOMIC DOSSIER**" entry.

4) Submission of Offer: once the steps described in the previous points have been completed, the bidding company, within the deadline of the tender, will be able to send all the documents previously uploaded through the special function "**SEND OFFER**". At the end of the SENDING process, the system will automatically produce a document called "**TENDER DOSSIER**" containing a summary of all the documents uploaded.

In any case, in order to meet the deadline for submitting offers and to prevent possible malfunctions, it is advisable to upload the required documents well in advance of the deadline for uploading.

Warnings

The documents entered in the computer files must be digitally signed by the deadline of the tender. The digital signature must necessarily be affixed to the computer files (.zip/.rar file format) by the deadline of the tender.

The submission of the tender is completed when the System displays a message to the participant with confirmation of the correct receipt of the tender and the time of registration. The Economic Operator will also receive the same information through a REM (Registered Electronic Mail) notification automatically sent by the System to the REM address declared at the time of registration.

The "**TENDER DOSSIER**" contains, for each file uploaded by the supplier, **the MD5 hash** calculated on the file saved by the platform following its upload.

Therefore, the supplier, in order to verify the correct forwarding of the "**TENDER DOSSIER**", is required to check the correspondence between the md5 hashes indicated in the "**TENDER DOSSIER**", and those calculated on the computer files uploaded to the system.

N.B. Should the supplier find a mismatch between the aforementioned **md5 hashes** within the tender deadline, he may withdraw the submitted offer and repeat the "**SEND OFFER**" operation.

Submission of documents in case of participation in a Temporary Group of Enterprises (RTI), Temporary Association of Enterprises (ATI) or Consortium

The administrative documents and the economic offer required for participation in the tender must be digitally signed by all subjects indicated in the tender documents.

The mandated company only will upload the tender dossiers onto the system within the indicate deadline and following the procedure described in this Manual as well as in the tender document prepared by the Contracting Authority. The mandated company will receive all tender notices (clarifications, preliminary aid, request for justifications, etc.) by e-mail.

Art. 5 - Request for Clarification

The economic operator may submit requests for clarifications through the "**CLARIFICATIONS REQUEST**" function within the deadlines set out in the tender documentation. The function is available in the reserved area, accessible through the operator's credentials (username and password).

Responses to clarifications requests will be notified to the Economic Operator's REM address and will also be displayed in the tender details under the "clarifications" tab.

Questions and answers to clarifications will also be published in the clarification space.

Article 6 - Preliminary Remedy

In the event of a request for supplementary material the participant will receive at his REM address a request to provide additional documents – called Letter of Supplementary Documents - which can also be viewed in the tender details under the tab "Documents".

In such case, the Entity will grant the participant a deadline to provide additional declarations or supplement and regularise the existing ones. The Entity will indicate their content and the subjects who must provide them.

In order to comply with the integrations requested by the Entity, the participant must access the Platform using its credentials (username and password) and submit the documents requested in the Letter of Supplementary Documents through the function "**INTEGRATION**" present in the tender details. All the documents transmitted must be digitally signed.

The System does not accept supplementary documents submitted after the date and time established as the deadline and communicated by the Entity to the competitors' REM. The submission of the supplementary documents is complete when the Economic Operator receives a message from the System indicating confirmation of correct receipt and the time of registration. The competitor will also receive the same information through a REM notification automatically sent by the System to the REM address declared at the time of registration.

Art. 7 - Request for justification

In the event of an anomalous tender, in the cases provided for by the regulations in force, the participant will receive a request for justifications at the REM address, which can also be viewed in the tender details in the "Documents" tab.

In that case, the Entity will grant the participant a given period to provide the requested justifications.

In order to comply with this obligation imposed by the Entity, the participant must access the Platform using their credentials (username and password) and submit the required documents via the "**SEND ANOMALOUS OFFER**" function in the tender details. All transmitted documents must be digitally signed.

The System does not accept documents submitted after the date and time established as the deadline and communicated by the Entity to the tenderer's REM. The submission of justifications is complete when the Economic Operator receives a message from the System indicating confirmation of correct receipt and the time of registration. The competitor will also receive the same information through a REM notification automatically sent by the System to the REM address declared at the time of registration.

Art. 8 - Inspection Request

If the Contracting Entity has assigned the management of inspection requests to the Traspere platform, the economic operator may submit the request through the "**REQUEST FOR INSPECTION**" function within the deadlines set out in the tender documents. The function is available in the reserved area, accessible through the operator's credentials (username and password).

The reply to the on-site inspection request and the certificate of the on-site inspection carried out will be sent to the Economic Operator's REM address. They will also be available in the tender details in the "on-site inspection" tab.

Art. 9 - Correction of a material error on an economic offer

Until the day fixed for the first review of the economic offer, the economic operator may request the correction of a material error contained therein of which he has become aware after the submission deadline, provided that the correction does not lead to the submission of a new offer or, in any event, to the substantial modification of the existing offer.

Should it be necessary, by means of the "Correct economic offer" button available by accessing its reserved area through its credentials (username and password), the economic operator may, until the day fixed for the review, correct the documents contained in its economic dossier.