



Submission of Offers

Economic Operator Handbook

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1. Preamble

1.1. Purpose of the document

This document aims to describe the operating procedures of the Platform in support of the Economic Operators and, in particular, to reference the following main topics:

- Provide an overview of how the Platform works and how to access it
- Functionality to support the process of participation in tenders launched by the Commissioning Body and in which the Economic Operator intends to participate, whether public or by invitation-only

1.2. Precautions

Although this manual is periodically updated to incorporate all significant changes, it is possible that the templates included in this manual differ from those used by the application.

This manual describes all functionalities involved. However, it is not possible to detail all specific instances that may occur when using the application in this document.

2. SYSTEM OVERVIEW

By accessing the Platform from their web browser, an unregistered general user can browse through the public functionalities available without entering login credentials.

In particular they can navigate between the following sections:

- **Home** → to access all public information relating to tenders, documents and regulations required for accreditation and participation in tenders via the platform
- **Suppliers' Register** → to access, if registered, the Qualification Systems (Suppliers' Register) reserved for Economic Operators

The **e-Procurement** section, although visible in the system, can only be consulted after logging in by entering your access credentials in the appropriate section.

From the home page (**Home** section) the user will be able to access a framework of different functionalities depending on the authorisation status, in other words, a public view (Public Homepage) will be shown to a generic user or a private view (Private Homepage) for an accredited/registered user. The following paragraphs explain the main differences between the two modes.

The Homepage of the Platform can be divided into four distinct areas as shown in the figure below.

(cont.)

The screenshot displays the Platform Homepage with the following structure:

- AREA1 (Header):** Includes the Aeroporti di Roma logo, navigation links (Home, e-Procurement, Albo fornitori), a welcome message, and the date/time (Giovedì, 03 Ottobre 2019 14:48:00).
- AREA2 (Left Sidebar):** Contains a login section ('Accedi'), a list of links under 'Gare' (Bandi e avvisi, Aggiudicazioni ed affidamenti, Corrispettivi e compensi), 'Sito e riferimenti' (Regolamento, Requisiti di sistema, Privacy Policy), and 'Operatori economici' (Registrazione al Portale, Documentazione e Istruzioni, Piattaforma gare, Documentazione Albo fornitori, Manuale per l'iscrizione agli Elenchi Commissari).
- AREA3 (Main Content Area):** Features a section for 'Comunicati informativi' (nessun comunicato pubblicato), 'Bandi e avvisi' with a dropdown menu set to 'Tutte', and a search bar.
- AREA4 (Table of Tenders):** A table listing various tenders with columns for Oggetto, Tipo di appalto, CIG, Importo, Stato, and Data di pubblicazione.

Oggetto	Tipo di appalto	CIG	Importo	Stato	Data di pubblicazione
I-Faber S.p.A. 000100/2019 100039372_G0003 Negoziata senza bando PPB PL2ALL <i>Negoziata</i>	Forniture	n/a	€ 25.579,06	Non iniziata	09/09/2019
I-Faber S.p.A. 000099/2019 Gara con listino <i>Aperta</i>	Servizi	6785644545	€ 67.000,00	Aggiudicata	06/09/2019
I-Faber S.p.A. 000097/2019 [MG] - Retest NEXT-8356 <i>Aperta</i>	Servizi	n/a	€ 569.000,00	Scaduta	06/09/2019
I-Faber S.p.A. 000091/2019 Secondo doc di gara <i>Aperta</i>	Servizi	5676543234	-	Aggiudicata	28/08/2019
I-Faber S.p.A. 000090/2019 Retest ristretta <i>Ristretta</i>	Servizi	n/a	€ 67.000,00	Aggiudicata	28/08/2019

Figure 1 - Platform Homepage

- **Area 1 - Apex and Modules:** remains visible on any page you navigate within the platform. Area 1 shows the official date and time and the different accessible modules of the platform.
- **Area 2 - Left frame:** the various functionalities relating to each module are indicated. In the Homepage this functionality is divided into the following subsections:
 - Login: to access the system or retrieve your credentials
 - Tenders: to view all public tenders and published tender results
 - Website and references: to view documents such as Regulations, Code of Ethics, and access the contact section for technical support
 - Economic operators: to proceed with registration and view user manuals
- **Area 3 - Information releases:** to view published information releases. The most recent releases are visible immediately. To have visibility of all published releases, click on 'All releases'.
- **Area 4 - Tenders:** to view and search all public tender procedures.

2.1. Public Homepage

The general user will be shown the list of functionalities in the menu on the left of the Homepage and are grouped as follows:

- **User Access** → allows the user to login by entering username and password.
- **Tenders** → here you can view the list of all types of procedures (tenders, awards and contracts, fees, and remunerations) for which public visibility has been given (not restricted) to registered users only. The view also shows the current status of the procedures ("In Progress", "Expired", "Under Consideration", ...).
- **Site and References** → allows one to consult documents present on the Platform or linked to the Institutional site without restrictions. These documents support the user to:
 - Identify the system requirements for the use of the Platform
 - Consult the policies adopted by ADR in relation to privacy
- **Economic Operators** → allows the user to access the specific functions to start collaboration activities, as suppliers, with ADR and in particular:
 - Demonstrates how to register for the Platform
 - Access to the identification of the Customer Support contact details
 - Access to documentation and instructions relating to the operation of the Tender Platform
 - Access to the ADR-specific product category list

Home e-Procurement Albo fornitori

Bienvenuto nel portale acquisti di Aeroporti di Roma S.p.A.

Martedì, 05 Novembre 2019 14:21:49

Accedi

Accesso utente

Comunicati informativi

Nessun comunicato pubblicato

Bandi e avvisi

Tutte

Gare

- » Bandi e avvisi
- » Aggiudicazioni ed affidamenti
- » Corrispettivi e compensi

Sito e riferimenti

- » Regolamento
- » Requisiti di sistema
- » Contatti
- » Codice Etico di ADR
- » Note Legali
- » Privacy Policy

Operatori economici

- » Registrazione al Portale
- » Documentazione e istruzioni
- » Piattaforma gare
- » Documentazione Albo fornitori
- » Manuale per l'iscrizione agli Elenchi Commissari

Oggetto	Tipo di appalto	CIG	Importo	Stato	Data di pubblicazione
New Tenant - CDM 000155/2019 test utente 2 Aperto	Servizi	n/a	€ 100.000,00	Scaduta	23/10/2019
New Tenant - CDM 000149/2019 test Aperto	Lavori pubblici	n/a	-	Pubblicato	18/10/2019
I-Faber S.p.A. 000146/2019 acquisto macchine rx Aperto	Forniture	n/a	-	Pubblicato	18/10/2019
New Tenant - CDM 000145/2019 Copia di Copia avanzata di Fornitura sedute Bistretta	Servizi	n/a	€ 100.000,00	Ammissione	17/10/2019
I-Faber S.p.A. 000144/2019 manifestazione Bistretta	Forniture	n/a	-	Pubblicato	17/10/2019
New Tenant - CDM 000143/2019 manifestazione d'interesse	Forniture	n/a	-	Pubblicato	17/10/2019

Figure 2 - Public Homepage

2.2. Private Homepage

Registered users will be able to access the platform by entering their credentials via the User Login button.

Home e-Procurement Albo fornitori

Aeroporti di Roma

Accesso utente

Nome utente

AAAPPALTI

Password

Registrazione | Password dimenticata

Accedi

Modulo di registrazione

durata di registrazione all'indirizzo.

one delle nuove procedure bandite sulle categorie merceologiche da Lei selezionate come di interesse.

Aeroporti di Roma S.p.A. - Società soggetta a

e di Roma 13032990155 - P. IVA 06572251004 Capitale sociale 62.224.743,00 int. vers. - Sede legale
+39 06 65951

Figure 3 - Portal Authorisation

Once you have logged in you can view the following items in the upper section:

- Home
- e-Procurement
- Suppliers' Register

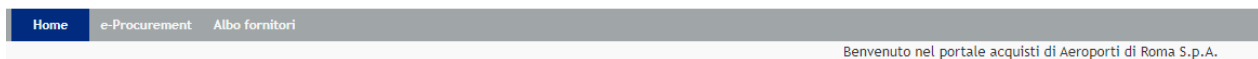


Figure 1 - OE Menu

2.3. E-Procurement

In the "**e-Procurement**" section it is possible to view the information related to the user identified during the authentication phase and the list of activities carried out and grouped in the menu on the left of the screen called "Tenders", as shown in the figure below:



Figure 5 - E-Procurement

2.3.1. Offers of Composition

In this section, the platform will display to the user the list of tenders for which, the user has previously initiated the submission of the offer but has not yet fully subscribed to it.

The user identifies the tender with whose information they wish to retrieve and selects it by clicking on said person's name. The Platform will show the user the page where the details of the tender and the attached documentation are available.

2.3.2. Invitations Received and Tenders of Interest

In this section, the user will be able to view a summary of the tenders to which they have been invited, including:

- Tender phase - identifies the operational status of the tender for the Commissioning Body (e.g. Under consideration, Closed, ...)
- State - identifies the activities that can be carried out by the Economic Operator
- Tender commencement - identifies the date and time of the start of the Tender phase
- Tender deadline - identifies the date and time for submission of tenders

Aeroporti di Roma

Home e-Procurement Albo fornitori Altre gare Martedì, 05 Novembre 2019 14:52:55

Valerio Rossi
Legale rappresentante
ROSSI SRL
Logout
Modifica anagrafica
Cambio password

Gare

- » Offerte in composizione
- » Inviti ricevuti e gare di interesse
- » Altre gare

Altre gare a cui potete partecipare

#	Gara	Tipo	Fase di gara	Stato	Inizio gara	Scadenza gara	Rilanci
1	Servizi Pulizia	Gara	Invio offerte	In corso	05/11/2019 14:52	05/11/2019 15:14	
2	[FSP] - Test gara	Gara	Invio offerte	In corso	15/01/2019 13:44	15/01/2020 13:41	
3	[gm] - Test	Gara	Invio offerte	In corso	04/02/2019 12:56	04/02/2020 12:00	
4	Copia di [AP] - Gara Aperta - Test registro attività - Edit 1	Gara	Invio offerte	In corso	10/02/2019 18:10	29/02/2020 12:00	
5	Copia di Copia avanzata di Fornitura sedute	Gara	In esame	Chiusa	17/10/2019 17:58	17/10/2019 18:03	
6	Fornitura sedute	Gara	In esame	Chiusa	15/10/2019 15:52	15/10/2019 15:55	
7	test ristretta	Gara	In esame	Chiusa	28/08/2019 12:36	28/08/2019 12:38	
8	[AM] prova ristretta	Gara	In esame	Chiusa	28/08/2019 10:07	28/08/2019 10:12	
9	[MG] - Test gara ristretta 2	Gara	In esame	Chiusa	23/08/2019 15:02	23/08/2019 15:06	
10	[MG] - Test gara ristretta	Gara	In esame	Chiusa	23/08/2019 14:31	23/08/2019 14:36	

Figure 2- Invitations Received and Tenders of Interest

Depending on the stage the tender is in, different statuses can be displayed next to the tender name:

- **Not Started:** The process of publishing the tender has been successfully completed. The tender has been published but it is not yet possible to submit offers.
- **Ongoing:** the tender is in the bidding period.
- **Expired:** bidding period closed
- **Under Review:** the envelopes have been opened
- **Under Contract:** in the evaluation stage of the offers
- **Awarded:** the final successful bidder has been designated

By means of the "Tender Search" function located at the top of the table in the figure above, the user can access the tender search functionality to easily identify a tender of interest among those that are ongoing or completed.

By pressing "Tender Search", the Platform shows the user a menu similar to the one presented in the figure below and where the user is given the option of defining the search parameters among:

- Name of the tender
- Type - select the type of tender from; *Open, Negotiated, Restricted*
- Type of procedure - select between Tender with sealed envelope, Tender with bids, Expression of interest
- Conduct of the tender - i.e., *Telematic or Traditional*
- Start and Deadline - to identify date and time of start and/or end of tender submission
- Date/Period of publication - to identify the date of publication of the tender

After setting one or more search parameters, the user can start the search by pressing the "Search" button or delete the parameters set by pressing the "Reset" button.

Aeroporti di Roma

Home e-Procurement Albo fornitori Martedì, 05 Novembre 2019 14:44:35

Inviti ricevuti e gare di interesse

Valerio Rossi
Legale rappresentante
ROSSI SRL
Logout
Modifica anagrafica
Cambio password

Ricerca gare

Denominazione:

Tipo:

Tipo procedimento:

Svolgimento della gara:

Inizio:

Scadenza:

Data/periodo di pubblicazione:

Cerca Reset

#	Gara	Tipo	Fase di gara	Stato	Inizio gara	Scadenza gara	Rilanci
1	Copia avanzata di Fornitura sedute	Gara	In esame	Chiusa	15/10/2019 16:15	15/10/2019 16:20	
2	Copia avanzata di Fornitura sedute	Gara	In esame	Chiusa	15/10/2019 15:58	15/10/2019 16:03	
3	gara ristretta	Gara	In esame	Chiusa	15/10/2019 10:26	15/10/2019 10:30	

Figure 3 - OE Search Tenders

The list of tenders visible to the user is set at 10 per page, so it will be possible to navigate between the pages using the navigation feature at the bottom of the page and represented by numbers (e.g., 1, 2, 3 ...) or arrows ("<<", ">>").

The user identifies the tender in which he wishes to participate and then selects it by clicking on its name.

The Platform will show the user the page where the details of the tender and the attached documentation are available.

3. TENDER PARTICIPATION

By accessing the details of the tender, the platform shows the user the information related to the tender and the accessible functionalities for managing the participation phase as shown in the following figure:

Figure 4 - Tender Details

The functionality has a completely new look. The top menu is dedicated to navigating through the main modules of the system, the module highlighted in light grey indicates which section you are in.

The bottom menu shows the functions available within the module you are using.

In the top right-hand corner, you can see the user and the logout button to close the session.

In the box below you will find the information and details of the tender for which you wish to bid.

“TAB” ORGANISATION - The participation section of the Platform is organised in “TABs” (sections grouping together standardised information) in which the user may consult the information contained therein and/or fill in the data required for participation in the tender by the Commissioning Body in a free form and without following a predefined order, by clicking on the appropriate “tab”: “General Information”; “Classification”; “Participation Requirements”; “List of lots”; “Clarifications”.

The user will be able to navigate and view the details of the tender via the various “tabs” that follow the details of the ‘Tender’ header. The following sections can be found:

- General Information
- Classification
- Participation Requirements
- List of Lots
- Invitations
- Clarifications

The details of the "Tender header" are available by selecting the "Details" button. In this regard, the Platform expands the box containing the details of the process:

DETTAGLIO GARA		COMUNICAZIONI		martedì 5 novembre 2019 14:54:29	
Procedura aperta				Fine ricezione offerte tra 19 minuti e 29 secondi	
000160/2019 > Servizi Pulizia <i>In corso</i>				SCADENZA PROCEDURA 05/11/2019 15:14	
Settore:	Speciale	Modalità di esecuzione:	Telematica		
Tipo di appalto:	Servizi	Data pubblicazione:	05/11/2019 14:50		
Scelta del contraente:	Procedura aperta	Svolgimento:	Gara in busta chiusa		
Importo di gara (comprensivo di oneri di sicurezza):	€ 100.000,00	Responsabile attuale:	New Tenant - ADR		
Dettagli					

Figure 5 - Details of the "Tender header".

Selecting "Details" again will "minimise" the window and hide the information just displayed.

3.1. Submission of Offers

Once the user has accessed the tender in which they wish to participate, at the bottom of the "General Information" section they will be able to select the "Submit Offer" button with which they will activate the tender participation function, as shown in the figure below:


ALTRE INFORMAZIONI			
Modalità di realizzazione	Contratto d'appalto		
Contratto escluso	No		
Sequenza di apertura delle buste	Amministrativa - Tecnica - Economica		
PRESENTA OFFERTA			

Figure 6 - Submit a Bid

Once the submission process has begun, the user is shown a panel summarising the steps to be taken to complete the submission, as shown in the figure below:

The workflow includes:

- Step 1 - Defining the form of participation
- Step 2 - Uploading the documents required for the tender procedure
- Step 3 - Presentation of the offer



Valerio Rossi
 LOGOUT

[HOME](#)
[E-PROCUREMENT](#)
[ALBO FORNITORI](#)

[DETTAGLIO GARA](#)
[COMPLETA OFFERTA](#)
[COMUNICAZIONI](#)

martedì 5 novembre 2019 14:56:45

Procedura aperta
 000160/2019 > Servizi Pulizia *In corso*
[Dettagli](#)

Fine ricezione offerte tra 17 minuti e 15 secondi
 SCADENZA PROCEDURA 05/11/2019 15:14:00

PASSO 1
 DEFINISCI FORMA DI PARTECIPAZIONE

PASSO 2
 CARICA DOCUMENTAZIONE

PASSO 3
 PRESENTA OFFERTA

SCEGLI FORMA DI PARTECIPAZIONE

Forma di partecipazione

Impresa o Società

#	Operatore economico	Codice fiscale	Utente	Azioni
1	ROSSI SRL	RSSVLR80A01H501Q	Valerio Rossi	MODIFICA

SCEGLI I LOTTI PER CUI VUOI PRESENTARE OFFERTA

#	Lotti	CIG	Importo
1	lotto 1		€ 100.000,00

[ELIMINA BOZZA](#)
[SALVA E PROCEDI >](#)

Figure 7 - Form of Participation

The panel displays the steps on which the user is working in dark grey, those that have already been completed in green, and those which have not yet been completed in light grey.

The panel is always available at the top of the page, at any stage of the bidding process, and allows you to switch from one step to another, allowing you to return to the previously completed steps to make any changes.

3.1.1. Defining the Form of Participation

At this stage the user selects the form of participation with which they intend to participate in the tender and can choose whether to use the same form of participation for all lots or not, then select the lots they intend to participate in.

Figure 8 - Selection of form of participation

3.1.2. Uploading the documentation required for the tender process

At this stage, the user enters the documentation required for the tender and the relevant lots in which they intend to participate into the platform. The platform allows the user to navigate and enter the documentation without any sequence constraints and therefore the operator can freely decide the order of data entry without a predefined order.

In any case, the Platform will ensure that certain criteria are met, such as the presentation of mandatory documentation, the economic offer, etc.

In this scenario, the user is free to manage the data loading process autonomously but is subject to certain constraints in order to avoid errors during compilation.

When accessing the documentation upload area, the user is shown a window summarising, in quantitative terms, the requests from the Commissioning Body and subdivided by type and obligation:

- Tender procedure
 - Administrative documentation required
- For each lot
 - Administrative documentation for a specific lot
 - Technical documentation
 - Financial documentation

The user is then shown the status of the tasks (Incomplete/ Complete) to support them in managing the data entry operations.

Procedura aperta
000019/2018 > [TM] gara aperta prova 0512 *In corso*
Dettagli

Fine ricezione offerte tra 1 giorni
SCADENZA PROCEDURA 07/12/2018 12:00:00

PASSO 1
DEFINISCI FORMA DI PARTECIPAZIONE

PASSO 2
CARICA DOCUMENTAZIONE

PASSO 3
PRESENTA OFFERTA

MARIOROSI FORMA DI PARTECIPAZIONE IMPRESA O SOCIETÀ

Procedura	GESTIONE DELLA DOCUMENTAZIONE				STATO	
[TM] gara aperta prova 0512	Amministrativa	Totale richieste 1	Obbligatorie 1	Completate 0	Gestisci	INCOMPLETO

#	Lotti	GESTIONE DELLA DOCUMENTAZIONE				STATO	
1	lotto1 CIG : Importo comprensivo di oneri di sicurezza : € 60.000,00	Amministrativa	Totale richieste 1	Obbligatorie 1	Completate 0	Gestisci	INCOMPLETO
		Tecnica	Totale richieste 1	Obbligatorie 1	Completate 0	Gestisci	
		Economica	Totale richieste 2	Obbligatorie 2	Completate 0	Gestisci	

ELIMINA BOZZA PROCEDI >

Figure 9 - Uploading documents

To access requests, simply click on 'Manage' at the end of each request summary section.

[TM] gara aperta prova 0512	Amministrativa	Totale richieste 1	Obbligatorie 1	Completate 0	Gestisci	INCOMPLETO
-----------------------------	----------------	--------------------	----------------	--------------	----------	------------

Figure 10 - Request Management

A description of the characteristics for returning documentation is available for each request:

- Method of sending a reply
- Obligation
- Multiple submission
- Mandatory digital signature
- Joint/separate signature

For requests sent separately, the portal indicates which company in the group they refer to.

PASSO 1
DEFINISCI FORMA DI PARTECIPAZIONE

PASSO 2
CARICA DOCUMENTAZIONE

PASSO 3
PRESENTA OFFERTA

Torna alla gestione della documentazione >

AMMINISTRATIVA - RICHIESTA COMUNE A TUTTI I LOTTI

ALLEGATO A - Domanda Di Partecipazione

Modalità invio risposta: **Invio telematico** | Obbligatorietà documento: **Sì** | Invio multiplo: **No** | Documento firmato digitalmente: **Richiesto** | Firma congiunta: **No**

Operatore economico Fornitore 2
CARICA DOCUMENTO

Operatore economico Fornitore 1
CARICA DOCUMENTO

Figure 11 - Characteristics for returning documentation

Click on the **"Upload Document"** button to upload the requested file, at the end of which the platform will display the details of the document, indicating:

- File name
- File size
- Uploading User
- Date and time of upload
- Signature verification outcome

#	Documento caricato	Dimensione	Caricato da	Data di caricamento	Firma digitale	Azioni
1	carta_intestata.pdf.p7m Scarica	41.56 KB	Bianchi Mario	02/09/2016 12:42:52	Nessun problema riscontrato Dettagli	CANCELLA

Figure 12 - Summary of uploaded document data

The uploading of documents to the portal can take place simultaneously. This means that in the event of a slow connection, you can work on other requests while uploading a file.

In some cases, you may be asked to complete online questionnaires, which automatically generate a PDF template that must be downloaded, digitally signed and attached.

Click on **"Access the Questionnaire"** and fill in the required fields, then click on **"Save and Generate PDF"**. A notice in the bottom right-hand corner will confirm that the PDF has been generated:

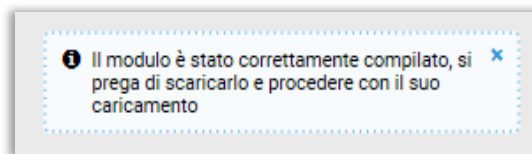


Figure 13 - Completion of the questionnaire for the generation of the PDF

Operatore economico Fornitore 2

Allegato_A_Fornitore 2_02092016124234.pdf

Scarica

CREA CARICA DOCUMENTO

Figure 14 - Document upload/download procedure

It is always possible to modify the information entered in the questionnaire, even after the file has been generated; this action will result in the loss of the data previously entered.

The **Financial Offer** is managed by the portal by filling in a special form from which a PDF template is generated, which then must be downloaded, digitally signed and re-attached.

In the field titled "**Amount Offered**" the offer must be entered in euros or in percentage discount, as defined in the tender documents.

AMMINISTRATIVA ECONOMICA

OFFERTA ECONOMICA

Importo offerto: % 5,00

L'offerta inserita si intende comprensiva degli oneri di sicurezza afferenti l'impresa e dei costi di manodopera

CANCELLA IMPORTO OFFERTO

di cui oneri di sicurezza afferenti l'impresa € 10.000,00

di cui costi di manodopera € 75.000,00

Figure 15 - Financial offer - Amount

A summary with the main details of your bid is immediately available, some of which are calculated automatically by the platform (e.g., percentage discount compared to the auction base).

In the "**Financial Offer**" section you will find the PDF file generated by the system, click on "**Download**" to download the file. Then click on "**Upload Document**" to attach the digitally signed version.

Offerta Economica

Modalità invio risposta: Invio telematico Obbligatorietà documento: Sì Invio multiplo: No Documento firmato digitalmente: Richiesto Firma congiunta: Sì

Operatore economico ROSSI SRL

OffEcon_4862_1_05112019150208.pdf

Scarica

CARICA DOCUMENTO

Figure 16 - Financial Offer

Once the documents have been uploaded, click on **"Back to documentation management"** to return to the table summarising the requested documentation:



Figure 17 - Documentation Management

Once you have completed all the requirements at lot-level, following the instructions provided above, all sections will show the **"completed"** status and you can proceed to "Step 3" by clicking on the **"Proceed"** button:



Figure 18 - Completion of Data Upload

3.1.3. Submission of the Offer

In this phase, the platform displays the summary of the documents submitted by the user, showing the results of the verification of the digital signature on each document if requested by the Commissioning Body.

Next to each request for documentation, you will find the corresponding attached document. For each of these documents, you can download the file to check its content by clicking on the appropriate icon at the side.

Up to this point, the Platform regards the entire submission as a "draft" and displays two options at the bottom of the page:

- "Delete draft", to completely delete the content of the entered information and attached documents
- "Send offer", to confirm the content of the information entered and the documents attached, then submit the offer to the Commissioning Body

PASSO 1
DEFINISCI FORMA DI PARTECIPAZIONE

PASSO 2
CARICA DOCUMENTAZIONE

PASSO 3
PRESENTA OFFERTA

MARIOROSI FORMA DI PARTECIPAZIONE IMPRESA O SOCIETÀ

RICHIESTE COMUNI A TUTTI I LOTTI

#	Documentazione richiesta	Documentazione presentata	Firma digitale
1	richieste amministrativa AMMINISTRATIVA	<div> <div>allegato prova.docx</div> <div>Documento caricato il 05/12/2018 19:13:45 da mariorossi</div> <div>13.09 KB</div> </div>	

LOTTO1

#	Documentazione richiesta	Documentazione presentata	Firma digitale
1	Offerta Economica ECONOMICA	<div> <div>allegato prova.docx</div> <div>Documento caricato il 05/12/2018 19:14:57 da mariorossi</div> <div>13.09 KB</div> </div>	Il file non risulta firmato digitalmente!
2	richiesta amministrativa AMMINISTRATIVA	<div> <div>allegato prova (1).docx</div> <div>Documento caricato il 05/12/2018 19:13:59 da mariorossi</div> <div>13.09 KB</div> </div>	
3	richiesta tecnica TECNICA	<div> <div>allegato prova (2).docx</div> <div>Documento caricato il 05/12/2018 19:14:11 da mariorossi</div> <div>13.09 KB</div> </div>	
4	richiesta economica ECONOMICA	<div> <div>allegato prova (2).docx</div> <div>Documento caricato il 05/12/2018 19:15:03 da mariorossi</div> <div>13.09 KB</div> </div>	

ELIMINA BOZZA

INVIA OFFERTA

Figure 19 - Bid Presentation

3.1.4. Consultation of Submitted Offer and Withdrawal of Offer

Following the submission of an offer, the user is always entitled to consult the documentation submitted and, if necessary, cancel the bid.

To access the details of the tender you wish to consult, in the menu at the top of the page you will find the function "View Offer" which will take you to the summary screen of the data entered.

In this scenario, the user can download the submitted documents by clicking on the appropriate icon at the side of the submitted document and check the digital signature again via the "Details" command.

At the bottom of the page, you will find the "Cancel submission of offer" option which will allow you to withdraw the submitted offer.

In the event that a user decides to withdraw the bid they have submitted, the Platform will ask them to confirm their newly expressed intention in order to prevent any "errors". The user is then asked to confirm their intention by selecting "Yes" on the pop-up presented.

A confirmation message appears showing that the offer has been cancelled, and the system automatically sends an email to the address entered during registration.

DETTAGLIO GARA VISUALIZZA OFFERTA COMUNICAZIONI mercoledì 5 dicembre 2018 19:25:13

Procedura aperta
000019/2018 > [TM] gara aperta prova 0512 *In corso*
[Dettagli](#) ▼

Fine ricezione offerte tra 1 giorni
SCADENZA PROCEDURA 07/12/2018 12:00:00

Offerta sottomessa da Base Vendor il 05/12/2018 19:23:22

MARIOROSI FORMA DI PARTECIPAZIONE IMPRESA O SOCIETÀ

RICHIESTE COMUNI A TUTTI I LOTTI			
#	Documentazione richiesta	Documentazione presentata	Firma digitale
1	richieste amministrativa AMMINISTRATIVA	allegato prova.docx Documento caricato il 05/12/2018 19:13:45 da mariorossi	

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4	richiesta economica ECONOMICA	allegato prova (2).docx Documento caricato il 05/12/2018 19:15:03 da mariorossi	

ANNULLA INVIO OFFERTA

Figure 20 - Consultation and withdrawal of offer