



## *Presidenza del Consiglio dei Ministri*

COMMISSARIO STRAORDINARIO PER L'ATTUAZIONE E IL COORDINAMENTO  
DELLE MISURE DI CONTENIMENTO E CONTRASTO DELL'EMERGENZA  
EPIDEMIOLOGICA COVID-19

### **Annex 1**

#### **USER GUIDE TO THE ELECTRONIC SYSTEM**

To participate in this procedure, interested economic operators need to first register on the Portal, which will then provide access to the E-procurement Platform. The instructions available in this “**User Guide to the Electronic System**” (hereinafter the “Guide”), Annex 2 to the Tendering Rules, need to be followed in this respect.

The tendering documents are accessible at <https://gareappalti.initalia.it>; participation in this procedure, and the drafting and submission of a bid may only be made through the aforementioned Portal, in accordance with the requirements and specifications set out in the Guide.

#### **1. FEATURES OF E-PROCUREMENT PLATFORM AND IT SYSTEM REQUIREMENTS FOR PARTICIPATION IN PROCEDURE**

The e-Procurement Platform adopted for this procedure has been created in line with principles of privacy, economy, efficiency, speed, fairness, free competition, equal treatment, non-discrimination, transparency and proportionality.

The technical solutions and operating procedures of the e-Procurement Platform, therefore, guarantee observance of the aforementioned principles.

The e-Procurement Platform ensures the confidentiality of offers, impedes changes or additions to offer documents sent, guarantees certification and tracking of all operations performed through the system and prevents changes to system logs, which act as digital representations of operations and actions performed, and are valid for legal purposes.

Every operation performed via the e-Procurement Platform:

- a) is stored in the records of the relative IT system as a tool providing certification and traceability of all activities and/or actions performed;
- b) is considered to be performed at the time and date indicated by the records of the relative IT system.



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The time used by the e-Procurement Platform is the official time at which actions are performed via the e-Procurement Platform, and this is constantly indicated at the top right of each screen of the e-Procurement Platform.

The time used by the e-Procurement Platform is synchronised with Italian time via the UTC (IEN) time system.

System logs regarding connections made to the e-Procurement Platform and related operations performed in the context of participation in this procedure are stored in the relative IT system and act as full, valid proof in relation to users of the e-Procurement Platform. These system logs are confidential and shall not be disclosed to third parties, except in response to orders of a judicial nature or from competent supervisory authorities or in the case of legitimate requests for access to documents.

Records are stored and archived, also digitally, in compliance with the provisions of applicable legislation on storage and filing of electronic documents.

By participating in the procedure, economic operators acknowledge and accept that these records represent full proof of the facts and circumstances regarding them with reference to the operations performed.

Participation in this digital procedure for selection of the contractor is open, following identification, to all interested operators in possession of the appropriate IT system requirements as indicated in the section of the e-Procurement Platform “**SITE AND REFERENCES ---> SYSTEM REQUIREMENTS**” [SITO E RIFERIMENTI ---> REQUISITI DI SISTEMA], as well as an email address.

Please note that all paper (analogue) documents uploaded to the e-Procurement Platform must be first signed and then scanned.

**Please upload individual files smaller than 600 MB (megabyte) onto the e-Procurement Platform.**

**Please also choose compressed image formats without excessively high resolutions in order to avoid very large uploads.**

Finally, for information or support regarding entry or sending of offer documentation, economic operators may contact Sales & Customer Support (tel. +39 081.008401), from Monday to Friday, between the hours of 8.30 a.m. and 6.00 p.m.

### **2. DIGITAL PROCEDURE ACCESS**

To participate in the tender procedure, economic operators must first register on the Portal (<https://gareappalti.invitalia.it>) through which the e-Procurement Platform is accessed. To do so, they must



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follow the instructions on the Portal homepage, selecting the field "REGISTER ON THE PORTAL" [REGISTRAZIONE AL PORTALE].

## Accedi

Accesso utente

## Gare

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

## Sito e riferimenti

- » Regolamento
- » Requisiti di sistema
- » Contatti
- » Codice Etico di Invitalia
- » Note Legali
- » Privacy Policy
- » Informativa Privacy
- » Informativa sui cookie

## Operatori economici

- » Registrazione al Portale
- » Documentazione e Istruzioni

Accedi

Accesso utente

Gare

- » Bandi e avvisi
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Sito e riferimenti

- » Regolamento
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- » Informativa sui cookie

Operatori economici

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- » Documentazione e Istruzioni

Registrazione

INFORMATIVA IN MATERIA DI PROTEZIONE DEI DATI PERSONALI AI SENSI DELL'ART. 13 DEL REGOLAMENTO (UE) 2016/679 (GDPR)

- Dati per credenziali di accesso - Gentile Utente, per accedere alla piattaforma telematica occorre preliminarmente accettare il Regolamento per l'utilizzo del sistema telematico di acquisto dell'Agenzia nazionale per i contratti pubblici.
- Titolari del trattamento e finalità del trattamento - INVITALIA titolare del trattamento di dati personali necessari per la generazione e assegnazione delle credenziali di accesso e per la selezione degli Operatori Economici scelti dal contraente nonché per la partecipazione ai bandi di gara.
- Modalità - I dati personali forniti sono trattati con strumenti automatizzati per il tempo strettamente necessario per la fruizione della piattaforma telematica.
- A tali dati avranno accesso solo il personale di INVITALIA, come incaricato del trattamento, oppure incaricati del trattamento di aziende che svolgono servizi strumentali di manutenzione della piattaforma per conto di INVITALIA.
- Volontarietà - Il conferimento dei dati è necessario per consentire l'accesso alla piattaforma e in difetto non sarà possibile avvalersi di tale piattaforma, in tutto o in parte.
- Dati di navigazione - I sistemi informatici e le procedure software preposte al funzionamento di questa piattaforma telematica acquisiscono, nel corso del loro normale esercizio, alcune informazioni tecniche la cui trascrizione non sono raccolte per essere associate a interessati identificati, ma che per loro stessa natura potrebbero, attraverso elaborazioni ed associazioni con dati detenuti da terzi, permettere di identificare gli utenti. In questa categoria di dati rientrano gli indirizzi IP o i nomi a dominio dei computer utilizzati dagli utenti che si connettono al sito, gli indirizzi in notazione URI (Uniform Resource Identifier) delle risorse richieste, l'orario del file ottenuto in risposta, il codice numerico indicante lo stato della risposta data dal server (buon fine, errore, ecc.) ed altri parametri relativi al sistema operativo e all'ambiente informatico dell'utente. Questi dati vengono utilizzati al solo fine di assicurare il corretto funzionamento della piattaforma.
- Esercizio dei diritti - L'interessato potrà esercitare, con modalità compatibili alle norme speciali in materia di contratti pubblici, i seguenti diritti previsti dal GDPR:
  - diritto di revocare il consenso ai sensi dell'articolo 7 del GDPR, senza pregiudicare la liceità del trattamento basata sul consenso prestato prima della revoca o basata sulle altre condizioni di cui all'articolo 6 del GDPR;
  - diritto di proporre reclamo al Garante per la protezione dei dati personali ai sensi dell'articolo 77 del GDPR;
  - diritto di accesso ai sensi dell'articolo 15 del GDPR;
  - diritto di rettifica ai sensi dell'articolo 16 del GDPR;
  - diritto alla cancellazione ai sensi dell'articolo 17 del GDPR;
  - diritto di limitazione di trattamento ai sensi dell'articolo 18 del GDPR;
  - diritto alla portabilità dei dati ai sensi dell'articolo 20 del GDPR;
  - diritto di opposizione ai sensi dell'articolo 21 del GDPR.

A tal fine, l'interessato potrà rivolgersi direttamente al Servizio Assistenza di I-Faber S.p.A. (gestore del portale) al numero di telefono +39 081 0084010, all'indirizzo email [invitalia@i-faber.com](mailto:invitalia@i-faber.com), o, per il suo tramite, al Titolare dell'Informatica che precede, il sottoscritto:

DICHIARA DI ESSERE STATO CORRETTAMENTE INFORMATO in ordine all'esistenza e al trattamento dei dati personali ad esso relativi e dichiara di manlevare i Titolari per i danni derivati a terzi i cui dati personali l'Utente abbia

Confermo

SELECT "CONFIRM" [CONFERMO] TO CONTINUE WITH REGISTRATION

DICHIARA DI ESSERE STATO CORRETTAMENTE INFORMATO in ordine all'esistenza e al trattamento dei dati personali ad esso relativi e dichiara di manlevare i Titolari per i danni derivati a terzi i cui dati personali l'Utente abbia inserito su propria esclusiva iniziativa nella Richiesta di Adesione, nonché di esimersi da qualsiasi responsabilità i Titolari in ordine agli adempimenti richiesti dalla legge.\*

Il sottoscritto DICHIARA di aver preso visione della Privacy Policy di Invitalia, accessibile dalla sezione "Sito e Riferimenti" del presente portale.\*

Il sottoscritto DICHIARA di accettare il Codice Etico di Invitalia, disponibile nella sezione "Sito e Riferimenti" del presente portale.\*

Il sottoscritto DICHIARA di accettare il Regolamento di Utilizzo della piattaforma, disponibile nella sezione "Sito e Riferimenti" del presente portale.\*

Confermo

Confermo

Confermo

[https://gareappalti.invitalia.it/pleiade/comune/invitalia/documenti/CONTRATTO-PER-UTILIZZO-PIATTAFORMA\\_rev\\_26\\_ott.pdf](https://gareappalti.invitalia.it/pleiade/comune/invitalia/documenti/CONTRATTO-PER-UTILIZZO-PIATTAFORMA_rev_26_ott.pdf)

<https://www.invitalia.it/privacy-policy>

<https://gareappalti.invitalia.it/pleiade/comune/invitalia/documenti/codice-etico-di-invitalia.pdf>

TO VIEW THE CITED DOCUMENTATION, CLICK ON THE RELATIVE LINKS



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If the user does not possess an Italian Tax ID [codice fiscale], indicate name

Referente aziendale	
Codice fiscale: *	PROVA
Profilo utente:	Legale rappresentante ▾
Nominativo:	Cognome: * BARONE Nome: * GIUSEPPE
Procura:	Numero: del (gg/mm/aaaa):
Dati di nascita:	Data di nascita (gg/mm/aaaa): * 24/05/1975 Nazione: * Emirati arabi uniti Provincia: * Estero ▾ Città: * DUBAI
Residenza:	Provincia: * Estero ▾ Città: * DUBAI Indirizzo: * DUBAI n: * 1
Recapiti:	Telefono: * 009714-4345280 massimo 20 caratteri consentiti Fax: * 009714-4345280 massimo 20 caratteri consentiti Email: * PROVA@PROVA.COM Attenzione, questo indirizzo verrà utilizzato per tutte le comunicazioni PEC: * PROVA@PROVA.COM Indirizzo di Posta Elettronica Certificata

If the user does not have a certified email address (PEC), repeat the email provided in the previous field.

If the user does not possess a VAT no., indicate name

Dati impresa / Professionisti	
Codice fiscale: *	PROVA
Ragione o denominazione sociale: *	PROVA SPA
Partita IVA: *	ASDFGHJKL I Professionisti non in possesso di Partita IVA, compilino il campo con "000000000000"
Sede legale:	Nazione: * Emirati arabi uniti Provincia: * Estero ▾ CAP: * PROVA Città: * DUBAI Indirizzo: * DUBAI n: * 1

Select the category "Works" [Lavori], and click on "Continue" [Procedi]:

#
<input type="checkbox"/>
<input type="button" value="Indietro"/> <input type="button" value="Procedi"/>



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## Informativa in materia di protezione dei dati personali ai sensi del D.Lgs n.196 del 30.06.2003

- Dati per credenziali di accesso e Titolarità del trattamento** - Gentile Utente, per accedere alla piattaforma telematica occorre preliminarmente accettare il "Regolamento per l'utilizzo del sistema telematico di acquisto" dell'Agenzia nazionale per l'attrazione degli investimenti e lo sviluppo d'impresa S.p.A. (INVITALIA) con sede legale in Roma, via Calabria 46, licenziataria della piattaforma, nonché disporre di credenziali di accesso che vengono generate automaticamente dalla stessa. A tal fine, Invitalia, in qualità di titolare del trattamento, deve richiedere alcuni dati personali (nome, cognome, ...); tali informazioni saranno utilizzate solo per la generazione e l'assegnazione delle credenziali di accesso.
- Modalità** - I dati personali forniti sono trattati con strumenti automatizzati per il tempo strettamente necessario per la fruizione della piattaforma telematica.
- Ambito di circolazione dei dati** - A tali dati avranno accesso solo personale di Invitalia, come responsabile o incaricato del trattamento, oppure incaricati del trattamento di aziende che svolgono servizi strumentali di manutenzione della piattaforma per conto di Invitalia nonché incaricati del trattamento dati appartenenti a i-Faber S.p.A., con sede legale in Milano, Via Livio Cambi, n. 1, che agisce come Responsabile esterno del trattamento per le attività di gestione tecnica della medesima piattaforma. I predetti dati non saranno oggetto di diffusione (art. 4 c.1 lett. M del D.Lgs. 196/03).
- Volontarietà** - Il conferimento dei dati è necessario per consentire l'accesso alla piattaforma e in difetto non sarà possibile avvalersi di tale piattaforma, in tutto o in parte.
- Dati di navigazione** - I sistemi informatici e le procedure software preposte al funzionamento di questa piattaforma telematica acquisiscono, nel corso del loro normale esercizio, alcune informazioni tecniche la cui trasmissione è implicita nell'uso dei protocolli di comunicazione di Internet. Si tratta di informazioni che non sono raccolte per essere associate a interessati identificati, ma che per loro stessa natura potrebbero, attraverso elaborazioni ed associazioni con dati detenuti da terzi, permettere di identificare gli utenti. In questa categoria di dati rientrano gli indirizzi IP o i nomi a dominio dei computer utilizzati dagli utenti che si connettono al sito, gli indirizzi in notazione URI (Uniform Resource Identifier) delle risorse richieste, l'orario della richiesta, il metodo utilizzato nel sottoporre la richiesta al server, la dimensione del file ottenuto in risposta, il codice numerico indicante lo stato della risposta data dal server (buon fine, errore, ecc.) ed altri parametri relativi al sistema operativo e all'ambiente informatico dell'utente. Questi dati vengono utilizzati al solo fine di assicurare il corretto funzionamento della piattaforma.
- Esercizio dei diritti** - Potrà esercitare i diritti di cui all'art. 7 del D.Lgs. 196/03 (es. accedere ai Suoi dati personali, integrarli, aggiornarli, rettificarli), opporsi al loro trattamento per motivi legittimi, ecc.) rivolgendosi direttamente al Servizio Assistenza di i-Faber S.p.A. (gestore del portale) al numero di telefono +39 02 8683 8415, all'indirizzo email [info@iade@i-faber.com](mailto:info@iade@i-faber.com), o, per il suo tramite, all'azienda Invitalia Titolare.

Letta l'Informativa che precede, il sottoscritto:

DICHIARA DI ESSERE STATO CORRETTAMENTE INFORMATO in ordine all'esistenza e al trattamento dei dati personali ad esso relativi e dichiara di manlevare i Titolari per i danni derivati a terzi i cui dati personali l'Utente abbia inserito su propria esclusiva iniziativa nella Richiesta di Adesione, nonché di esimere da qualsiasi responsabilità i Titolari in ordine agli adempimenti richiesti dalla legge.

Accetto

## Identificazione

Utente: Fornitore3  
Password: Fornitore3  
Conferma password: Fornitore3

## Referente aziendale

Codice fiscale: 1234567895  
Profilo utente: Legale rappresentante

## Elenco categorie

#	Appalto	
1	Servizi	Servizi
2	Forniture	Forniture
3	Lavori	Lavori

Referente iscrizione: xxxx  
Luogo: roma  
Data (gg/mm/aaaa): 25/08/2016  
Procedi

Having completed registration, the economic operators will receive a message confirming successful registration to the email address provided (login details, consisting of *username and password*, will be those indicated by the Tenderer on the registration form) and the user will be registered to use the e-Procurement Platform.

Please note that the Tenderer is solely responsible for the information and data entered on the e-Procurement Platform during registration. It is therefore recommended that the accuracy of all data entered be checked, particularly the email address provided. In the event of an error, communications sent via the Platform cannot be delivered to the aforementioned address. Messages will, however, always be visible in the dedicated area of the Portal, and therefore it is recommended that the Tenderer regularly check the messages area relative to this procedure to monitor progress. The Tenderer remains responsible for monitoring procedure progress via the Platform.



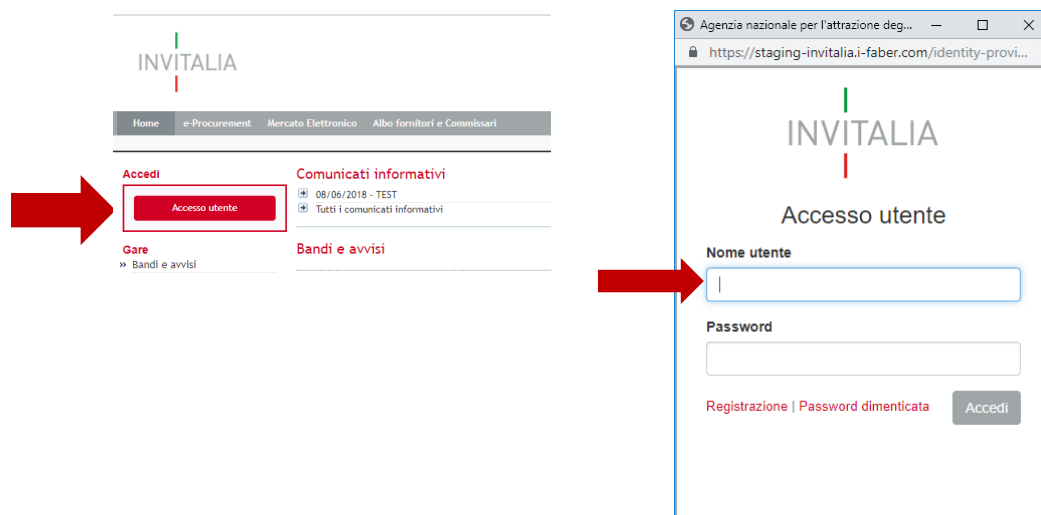
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**It is recommended to complete registration on the portal, leaving sufficient time before the final deadline for submission of offers.**

Once the aforementioned operations have been completed, in order to present their offer, the economic operators must:

- i. access the e-procurement tender by entering their credentials;



- ii. click on the button **"SUBMIT OFFER"** [PRESENTA OFFERTA], at the bottom right of the web page

Contratto escluso	No
Sequenza di apertura delle buste	Amministrativa - Tecnica - Economica
Soglia di rilevanza comunitaria	-

**PRESENTA OFFERTA**

and follow the "STEPS" described within the e-Procurement Platform:

- STEP 1 - DEFINE PARTICIPATION TYPE;
- STEP 2 - UPLOAD DOCUMENTATION;
- STEP 3 - SUBMIT OFFER.

also observing the instructions in the following paragraphs of this Procedure.



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With access to the section dedicated to this tender procedure, each Tenderer may also send requests for clarifications following the methods described in the following article.

The manager of the e-Procurement Platform (hereinafter “Manager”) will provide support to economic operators for access to the portal, registration generally, and use of the e-Procurement Platform, making the Sales & Customer Support service available to them as described in the aforementioned article, which can be contacted via the methods and at the times indicated above.

**By clicking on “SUBMIT OFFER” [PRESENTA OFFERTA], the Tenderer will also have the option to receive clarifications provided by this Contracting Authority regarding the procedure at the email addresses indicated by the former during registration. These messages will nevertheless be made available via publication on the e-Procurement Platform in the section “CLARIFICATIONS” [CHIARIMENTI].**

With access to the section dedicated to this tender procedure, each economic operator may also send requests for clarifications using the methods described in the following paragraph.

The Manager will provide support to economic operators for access to the portal, registration, and general use of the e-Procurement Platform, making the Sales & Customer Support service available to them as described in the previous paragraph, which can be contacted via the methods and at the times indicated above.

### **3. OFFER SUBMISSION VIA THE E-PROCUREMENT PLATFORM**

The offer is composed of:

- a) Administrative documentation, as per paragraph 3.1 below;
- b) Technical documentation, as per paragraph 3.2 below;
- c) Economic documentation, as per paragraph 3.3 below.

Submission of the offer via the e-Procurement Platform must occur by performing the actions described in the following paragraphs.

Prompt and complete sending of all documentation required within the final deadline indicated below is always the responsibility of the economic operators, taking into account that the e-Procurement Platform does not accept offers presented after the date and time established as final deadline for submission of offers (“**OFFER RECEIPT DEADLINE**” [FINE RICEZIONE OFFERTE]).

Submission of the offer via the e-Procurement Platform is at the complete and sole risk of the Tenderer, along with failed or late receipt of the offer by Invitalia, due (solely as an example) to faults of digital equipment used, connection and data-transmission difficulties, slow connection speeds or any other reason, releasing Invitalia





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from all responsibility in the event that the offer is not received by the specified final deadline due to any delay or technical issues or issues of any other nature or for any other reason.

Economic operators are therefore invited to launch these activities with ample time prior to final deadline in order to avoid incomplete and consequent failed transmission of the offer after this deadline.

**Please take the utmost care when uploading annexes within the relative sections and, in particular, to avoid indicating or providing data regarding the technical and economic offers in sections other than the dedicated sections.**

Please also note that, if the Tenderer needs to provide additional documents, these may be uploaded in any of the sections, via the specific option entitled “**ADDITIONAL DOCUMENTATION**” [ULTERIORE DOCUMENTAZIONE].

### 3.1 ADMINISTRATIVE DOCUMENTATION

To upload administrative documentation to the e-Procurement Platform, the Tenderer must:

1. access the digital tender procedure;



2. click on the button “**SUBMIT OFFER**” [PRESENTA OFFERTA], as indicated above;
3. in “**STEP 1 - DEFINE PARTICIPATION TYPE**”, leaving “yes” selected for the question “Same participation type for all lots?”

#	Operatore economico	Codice fiscale	Utente	Azioni
1	Fornitore 1	aaaaaa11a11a1111a	Rossi Mario	MODIFICA

4. define the type of participation in this tender procedure. Tenderers composed of more than one party may select either “Established TAU” [RTI costituito] or “TAU to be established” [RTI costituendo], where





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“TAU” stands for “temporary association of undertakings;

The screenshot shows a three-step process: PASSO 1 (DEFINISCI FORMA DI PARTECIPAZIONE), PASSO 2 (CARICA DOCUMENTAZIONE), and PASSO 3 (PRESENTA OFFERTA). The current step is PASSO 1. A dropdown menu is open for 'Forma di partecipazione', showing options like 'Impresa o Società', 'Consorzio stabile', etc. A table below shows a single lot with details: # 1, Operatore economico Fornitore 10, Codice fiscale BNCMRAB8R12H501V, Utente Mario Bianchi, and Azioni with a 'MODIFICA' button. A second table shows the selection of lots, with lot 1 selected (checkbox checked) and lot 2 unselected (checkbox unchecked). The lot description for lot 1 is '000081/2020 COMMISSARIO COVID - AVVISO PROCEDURA SEMPLIFICATA E DI MASSIMA URGENZA PER L'ACQUISIZIONE E LA DISTRIBUZIONE DI 2.000.000 KIT RAPIDI QUALITATIVI PER L'EFFETTUAZIONE DI TEST SERIOLGICI SULL'INTERO TERRITORIO NAZIONALE PRIORITARIA'. Buttons for 'ELIMINA BOZZA' and 'SALVA E PROCEDI >' are visible at the bottom.

5. Select the lots for which you intend to submit an offer

This screenshot shows the 'SCEGLI I LOTTI PER CUI VUOI PRESENTARE OFFERTA' section. It contains a table with columns for selection (checkbox), lot number (#), lot description (Lotti), CIG, and import (Importo). Lot 1 is selected with a checked checkbox. Lot 2 is unselected with an unchecked checkbox. Buttons for 'ELIMINA BOZZA' and 'SALVA E PROCEDI >' are at the bottom.

6. once the participation type has been defined and/or amended, click on “**SAVE AND CONTINUE**” [SALVA E PROCEDI] to access “**STEP 2 - UPLOAD DOCUMENTATION**” [PASSO 2 - CARICA DOCUMENTAZIONE];

7. in “**STEP 2 - UPLOAD DOCUMENTATION**” [PASSO 2 - CARICA DOCUMENTAZIONE], access the section “**ADMINISTRATIVE**” [AMMINISTRATIVA], by clicking on “**MANAGE**” [GESTISCI], enter the documents required and/or complete all fields indicated as mandatory on screen;



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Procedura	GESTIONE DELLA DOCUMENTAZIONE	STATO	
COMMISSARIO COVID BANCHI SCOLASTICI - ACQUISIZIONE E LA DISTRIBUZIONE DI BANCHI SCOLASTICI E SEDUTE ATTREZZATE SULL'INTERO TERRITORIO NAZIONALE	<b>Amministrativa</b> Totale richieste 4 Obbligatorie 3 Completate 0 Gestisci	INCOMPLETO	
#	Lotti	GESTIONE DELLA DOCUMENTAZIONE	STATO
1	Lotto A banchi scolastici monoposto nella tipologia tradizionale CIG :	<b>Tecnica</b> Totale richieste 2 Obbligatorie 2 Completate 0 Gestisci <b>Economica</b> Totale richieste 1 Obbligatorie 1 Completate 0 Gestisci	INCOMPLETO
2	Lotto B sedute scolastiche attrezzate di tipo innovativo CIG :	<b>Tecnica</b> Totale richieste 2 Obbligatorie 2 Completate 0 Gestisci <b>Economica</b> Totale richieste 1 Obbligatorie 1 Completate 0 Gestisci	INCOMPLETO

8. once uploading of documentation is complete, click on **“RETURN TO DOCUMENT MANAGEMENT”** [TORNA ALLA GESTIONE DELLA DOCUMENTAZIONE], at the top left, to save entry and go back to the offer summary page or pass directly to the technical and economic section.

The Tenderer must attach the following documentation:

**a. CERTIFICATION OF REQUIREMENTS ANNEX 3 - “CERTIFICATION OF REQUIREMENTS”**

To be filled out, signed and re-attached by the Tenderer in the dedicated section of annex 3 Certification of Requirements.

The annex must be produced with digital signature by the following persons, accompanied by a valid identity document for the signing party:

1. in the case of an individual economic operator, by the legal representative of the economic operator;
2. in the case of established temporary association of undertakings or ordinary consortiums, by the legal representative of the leader of the temporary association of undertakings;
3. in the case of temporary association of undertakings or ordinary consortiums under establishment, by the legal representative of the leader of the temporary association of undertakings, as well as by the legal representative of each member of the temporary association of undertakings;
4. in the case of permanent consortiums, consortiums of production and labour cooperative companies and consortiums of artisan enterprises, by the legal representative of the consortium.

AMMINISTRATIVA - RICHIESTA COMUNE A TUTTI I LOTTI

Attestazione Dei Requisiti Secondo Il Format Allegato Al Presente Avviso Sub Allegato 3- “Attestazione Requisiti”

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

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**CARICA DOCUMENTO**



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### b. PROXIES

If the Tenderer takes part in the tender procedure via a party other than its legal representative, the relative proxy certifying the powers conferred must be attached.

B. PROCURE / B. PROXIES

Modalità invio risposta: Invio telematico    Obbligatorietà documento: No    Invio multiplo: SI    Documento firmato digitalmente: Non richiesta    Firma congiunta: SI

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CARICA DOCUMENTO

### c. EXCEL FILE ANNEX 4 - "PARTICIPATION INFO"

To be filled out and re-attached by the Tenderer in the dedicated section of the Excel file Annex 4. "PARTICIPATION INFO".

File Excel Sub Allegato 4 - "Forma Di Partecipazione" Debitamente Compilato In Ogni Sua Parte

Modalità invio risposta: Invio telematico    Obbligatorietà documento: SI    Invio multiplo: No    Documento firmato digitalmente: Non richiesta    Firma congiunta: SI

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CARICA DOCUMENTO

### d. ANNEX 5 - "SPECIFIC CONDITIONS OF THE CONTRACT"

To be re-attached in the specific section of annex 5 "SPECIFIC CONDITIONS OF THE CONTRACT", signed, as indicated below, as a mark of acceptance by the Tenderer.

1. in the case of an individual economic operator, by the legal representative of the economic operator;
2. in the case of established temporary association of undertakings or ordinary consortiums, by the legal representative of the leader of the temporary association of undertakings;
3. in the case of temporary association of undertakings or ordinary consortiums under establishment, by the legal representative of the leader of the temporary association of undertakings, as well as by the legal representative of each member of the temporary association of undertakings;
4. in the case of permanent consortiums, consortiums of production and labour cooperative companies and consortiums of artisan enterprises, by the legal representative of the consortium.

Allegato 5 - "Condizioni Specifiche Di Contratto", Sottoscritto Per Accettazione

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

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CARICA DOCUMENTO



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**e. ADDITIONAL DOCUMENTATION [IF NECESSARY]**

The Administrative Documentation required can therefore be summarised as follows:

DOCUMENT/STATEMENT	SUBMISSION METHOD	ATTACH/ATTACH ONLY IN THE CASE OF/COMPLETE ON SCREEN
CERTIFICATION OF REQUIREMENTS ANNEX 3 - "CERTIFICATION OF REQUIREMENTS"	SIGNED BY LEGAL REPRESENTATIVE OF THE TENDERER	ATTACH
PROXIES		ATTACH WHERE APPLICABLE
EXCEL FILE ANNEX 4 - "PARTICIPATION INFO"	SIGNED BY LEGAL REPRESENTATIVE OF THE TENDERER	ATTACH
ANNEX 5 - "SPECIFIC CONDITIONS OF THE CONTRACT"	SIGNED BY LEGAL REPRESENTATIVE OF THE TENDERER	ATTACH
<b>c. ADDITIONAL DOCUMENTATION</b>		<b>[IF NECESSARY]</b>

Once the administrative documentation relevant has been uploaded, the status of the administrative section will be listed as **COMPLETE**

Procedura	GESTIONE DELLA DOCUMENTAZIONE	STATO
COMMISSARIO COVID BANCHI SCOLASTICI - ACQUISIZIONE E LA DISTRIBUZIONE DI BANCHI SCOLASTICI E SEDUTE ATTREZZATE SULL'INTERO TERRITORIO NAZIONALE	<b>Amministrativa</b>   Totale richieste 4   Obbligatorie 3   Completate 4   Gestisci	COMPLETE
#	Lotti	STATO
1	Lotto A banchi scolastici monoposto nella tipologia tradizionale CIG :	INCOMPLETO
	<b>Tecnica</b>   Totale richieste 2   Obbligatorie 2   Completate 0   Gestisci <b>Economica</b>   Totale richieste 1   Obbligatorie 1   Completate 0   Gestisci	
2	Lotto B sedute scolastiche attrezzate di tipo innovativo CIG :	INCOMPLETO
	<b>Tecnica</b>   Totale richieste 2   Obbligatorie 2   Completate 0   Gestisci <b>Economica</b>   Totale richieste 1   Obbligatorie 1   Completate 0   Gestisci	



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**PLEASE REOPEN THE FILES UPLOADED TO CHECK THAT THEY OPEN CORRECTLY. IF THE FILES UPLOADED CANNOT BE OPENED OR READ, THE RESPONSIBILITY FALLS SOLELY WITH THE TENDERER.**

**NO REFERENCES TO THE TECHNICAL OR ECONOMIC OFFERS MUST BE INCLUDED AMONGST ADMINISTRATIVE DOCUMENTATION.**

### 3.2. TECHNICAL OFFER

To upload technical documentation to the e-Procurement Platform, the Tenderer must:

1. access the Portal by entering their credentials;
2. in "**STEP 2 - UPLOAD DOCUMENTATION**" [PASSO 2 - CARICA DOCUMENTAZIONE], access the section "**TECHNICAL**" [TECNICA], by clicking on "MANAGE" [GESTISCI]

For each product selected previously, the Tenderer must click on manage and complete the **relevant technical/economic section**.

#	Lotti	GESTIONE DELLA DOCUMENTAZIONE	STATO										
1	Lotto A banchi scolastici monoposto nella tipologia tradizionale CIG :	<table border="1"><tr><td>Tecnica</td><td>Totale richieste 2</td><td>Obbligatorie 2</td><td>Completate 0</td><td>Gestisci</td></tr><tr><td>Economica</td><td>Totale richieste 1</td><td>Obbligatorie 1</td><td>Completate 0</td><td>Gestisci</td></tr></table>	Tecnica	Totale richieste 2	Obbligatorie 2	Completate 0	Gestisci	Economica	Totale richieste 1	Obbligatorie 1	Completate 0	Gestisci	INCOMPLETO
Tecnica	Totale richieste 2	Obbligatorie 2	Completate 0	Gestisci									
Economica	Totale richieste 1	Obbligatorie 1	Completate 0	Gestisci									
2	Lotto B sedute scolastiche attrezzate di tipo innovativo CIG :	<table border="1"><tr><td>Tecnica</td><td>Totale richieste 2</td><td>Obbligatorie 2</td><td>Completate 0</td><td>Gestisci</td></tr><tr><td>Economica</td><td>Totale richieste 1</td><td>Obbligatorie 1</td><td>Completate 0</td><td>Gestisci</td></tr></table>	Tecnica	Totale richieste 2	Obbligatorie 2	Completate 0	Gestisci	Economica	Totale richieste 1	Obbligatorie 1	Completate 0	Gestisci	INCOMPLETO
Tecnica	Totale richieste 2	Obbligatorie 2	Completate 0	Gestisci									
Economica	Totale richieste 1	Obbligatorie 1	Completate 0	Gestisci									

#### a. QUESTIONNAIRE TECHNICAL OFFER QUANTITATIVE ELEMENTS

Specifically, the Tenderer must click on **ACCESS QUESTIONNAIRE**.

**PLEASE FIND AN ENGLISH TRANSLATION OF THE ABOVE-MENTIONED QUESTIONNAIRE ATTACHED HERETO AS APPENDIX A.**

TECNICA	ECONOMICA
QUESTIONARIO OFFERTA TECNICA ELEMENTI QUANTITATIVI - CRITERI RELATIVA ALLA TABELLA DI CUI ALL'ARTICOLO 8 DELL'AVVISO - LOTTO A	
Modalità invio risposta: <input type="button" value="Invio telematico"/> Obbligatorietà documento: <input type="button" value="SI"/> Invio multiplo: <input type="button" value="No"/> Documento firmato digitalmente: <input type="button" value="Richiesto"/> Firma congiunta: <input type="button" value="SI"/>	
Operatore economico <input type="button" value="Fornitore 1"/>	
<input type="button" value="ACCEDI AL QUESTIONARIO"/>	<input type="button" value="CARICA DOCUMENTO"/>



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Fill out the questions with their offer.

QUESTIONARIO OFFERTA TECNICA ELEMENTI QUANTITATIVI

---

**A.2 banchi ad altezza variabile, senza pregiudizio della solidità costruttiva e della facilità d'uso \***

INDICARE LA PERCENTUALE DELLA PROPRIA FORNITURA PER LA QUALE VIENE GARANTITA L'ALTEZZA VARIABILE DEI BANCHI SENZA PREGIUDIZIO DELLA SOLIDITÀ COSTRUTTIVA E DELLA FACILITÀ D'USO

almeno il 95% dei banchi forniti ad altezza variabile

almeno 70% e fino al 94,99% dei banchi forniti

superiori al 50% e fino al 69,99%

almeno il 40% e il 49,99%

sotto 40% dei banchi forniti

---

**A.3 piani di lavoro e delle sedute in legno multistrato \***

INDICARE LA PERCENTUALE DELLA PROPRIA FORNITURA PER LA QUALE VIENE GARANTITA la realizzazione dei piani di lavoro e delle sedute in legno multistrato

Once all mandatory fields have been completed, click on “**SAVE AND CREATE PDF**” [SALVA E GENERA PDF]: the system generates the file “**TECHINICAL OFFER**” [OFFERTA TECNICA], which must be downloaded (clicking on “**DOWNLOAD**” [SCARICA]), signed by the party indicated below and re-uploaded (clicking “**UPLOAD DOCUMENT**” [CARICA DOCUMENTO]).

The files generated automatically by the system must be signed, as indicated below:

1. in the case of an individual economic operator, by the legal representative of the economic operator;
2. in the case of established temporary association of undertakings or ordinary consortiums, by the legal representative of the leader of the temporary association of undertakings;
3. in the case of temporary association of undertakings or ordinary consortiums under establishment, by the legal representative of the leader of the temporary association of undertakings, as well as by the legal representative of each member of the temporary association of undertakings;
4. in the case of permanent consortiums, consortiums of production and labour cooperative companies and consortiums of artisan enterprises, by the legal representative of the consortium.

### TECHNICAL OFFER - QUALITATIVE ELEMENTS

The Tenderer must attach a digitally-signed report giving all appreciable qualitative elements in accordance with the provisions of Annex 2 “Technical Specifications”.

OFFERTA TECNICA - ELEMENTI QUALITATIVI

Modalità invio risposta:  Obbligatorietà documento:  Invio multiplo:  Documento firmato digitalmente:  Firma congiunta:

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**THE TENDERER MUST NOT INCLUDE REFERENCES TO THE ECONOMIC OFFER WITHIN THE DOCUMENTATION OF THE TECHNICAL OFFER.**

DOCUMENT	SUBMISSION METHOD	ATTACH
Technical offer questionnaire to be filled out on screen - quantitative elements	SIGNED	Fill out on screen, sign and ATTACH
Technical offer - qualitative elements	SIGNED	ATTACH

### 3.3 ECONOMIC OFFER

The Economic Documentation must contain the economic offer, presented according to the guidelines below.

To upload the economic offer to the e-Procurement Platform, the Tenderer must:

1. access the Portal by entering their credentials; in **“STEP 2 - UPLOAD DOCUMENTATION”** [PASSO 2 - CARICA DOCUMENTAZIONE] access the section **“ECONOMIC”** [ECONOMICA], clicking on **“MANAGE”** [GESTISCI];

#	Lotti	GESTIONE DELLA DOCUMENTAZIONE	STATO										
1	Lotto A banchi scolastici monoposto nella tipologia tradizionale CIG :	<table border="1"><tr><td>Tecnica</td><td>Totale richieste 2</td><td>Obbligatorie 2</td><td>Completate 2</td><td>Gestisci</td></tr><tr><td>Economica</td><td>Totale richieste 1</td><td>Obbligatorie 1</td><td>Completate 0</td><td>Gestisci</td></tr></table>	Tecnica	Totale richieste 2	Obbligatorie 2	Completate 2	Gestisci	Economica	Totale richieste 1	Obbligatorie 1	Completate 0	Gestisci	INCOMPLETO
Tecnica	Totale richieste 2	Obbligatorie 2	Completate 2	Gestisci									
Economica	Totale richieste 1	Obbligatorie 1	Completate 0	Gestisci									
2	Lotto B sedute scolastiche attrezzate di tipo innovativo CIG :	<table border="1"><tr><td>Tecnica</td><td>Totale richieste 2</td><td>Obbligatorie 2</td><td>Completate 0</td><td>Gestisci</td></tr></table>	Tecnica	Totale richieste 2	Obbligatorie 2	Completate 0	Gestisci	INCOMPLETO					
Tecnica	Totale richieste 2	Obbligatorie 2	Completate 0	Gestisci									

#### 3.3.a ECONOMIC OFFER: PRICE OFFERED

The Tenderer must complete their offer on screen by accessing the economic section. Specifically, the Tenderer must click on **“ACCESS OFFER FORM”** [ACCEDI A SCHEMA DI OFFERTA] and:

OFFERTA ECONOMICA	
Importo offerto	<a href="#">ACCEDI A SCHEMA OFFERTA</a>
Oneri non soggetti a ribasso	





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- i. enter the value of € 1 only to continue the presentation of the offer; The compilation of this Section, although called in the "Economic offer" e-Procurement Platform, does not entail any assignment of the score provided for the economic offer;

- ii. ii.a **UNIT PRICE OFFERED FOR THE DESKS:**

ENTER the unit price offered for each desk, in the types and sizes indicated in the technical offer, including the price of the Complementary Service. Please note that the price must be indicated on screen in **figures**, indicating only two decimal places, using a comma to indicate decimals and NOT a decimal point, and must be expressed as an **absolute value**. **The score for the Economic Offer point h.1 will be assigned to this price;**

- ii.b **UNIT PRICE OFFERED FOR THE COMPLEMENTARY SEATING:**

ENTER the unit price offered for each chair, in the types and sizes indicated in the technical offer, including the price of the Complementary Service. Please note that the price must be indicated on screen in **figures**, indicating only two decimal places, using a comma to indicate decimals and NOT a decimal point, and must be expressed as an **absolute value**. **The score for the Economic Offer point h.2 will be assigned to this price;**

- ii.c **UNIT PRICE FOR THE ADDITIONAL SERVICE:**

if the Additional Service is available, the unit price offered for each desk/chair used in the Additional Service; Please note that the price must be indicated on screen in **figures**, indicating only two decimal places, using a comma to indicate decimals and NOT a decimal point, and must be expressed as an **absolute value**; If the Additional Service is not supplied, enter the number 0. **This price is not used in awarding the points of the economic offer as per article 8 of the notice;**

- iii. provide the **"STATEMENTS ACCOMPANYING THE OFFER"** [DICHIARAZIONI A CORREDO DELL'OFFERTA], i.e. declare:

1. to acknowledge and accept all special and general circumstances that may affect execution of the contract and to have taken into account such circumstances in determination of the office price, which is deemed to represent fair compensation;
2. that its offer may not be withdrawn and remains unchangeable for 180 (one hundred and eighty) days from the date of expiry of the period established for submission of offers;



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3. that its offer is in no way binding on *Contracting Authority*.

Once all mandatory fields have been completed, click on “**SAVE AND CREATE PDF**” [SALVA E GENERA PDF]: the system generates the file “**ECONOMIC OFFER**” [OFFERTA ECONOMICA], which must be downloaded (clicking on “**DOWNLOAD**” [SCARICA]), signed by the party indicated below and re-uploaded (clicking “**UPLOAD DOCUMENT**” [CARICA DOCUMENTO]).

OFFERTA ECONOMICA

Importo offerto € 1,00

ACCEDI A SCHEMA OFFERTA CANCELLA IMPORTO OFFERTO

Oneri non soggetti a ribasso -

Offerta Economica Con Schema Offerta

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

Operatore economico Fornitore 1

OffEcon\_572\_1\_18072020112714.pdf

Scarica

CARICA DOCUMENTO

The files generated automatically by the system must be signed:

1. in the case of an individual economic operator, by the legal representative of the economic operator;
2. in the case of established temporary association of undertakings or ordinary consortiums, by the legal representative of the leader of the temporary association of undertakings;
3. in the case of temporary association of undertakings or ordinary consortiums under establishment, by the legal representative of the leader of the temporary association of undertakings, as well as by the legal representative of each member of the temporary association of undertakings;
4. in the case of permanent consortiums, consortiums of production and labour cooperative companies and consortiums of artisan enterprises, by the legal representative of the consortium.

The documents composing the economic offer are listed in the following table.

DOCUMENT/STATEMENT	SUBMISSION METHOD	ATTACH/ATTACH ONLY FOR
ECONOMIC OFFER DOCUMENTATION	SIGNED	ATTACH



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Procedura		GESTIONE DELLA DOCUMENTAZIONE				STATO	
COMMISSARIO COVID BANCHI SCOLASTICI - ACQUISIZIONE E LA DISTRIBUZIONE DI BANCHI SCOLASTICI E SEDUTE ATTREZZATE SULL'INTERO TERRITORIO NAZIONALE		Amministrativa	Totale richieste 4	Obbligatorie 3	Completate 4	Gestisci	COMPLETO
#	Lotti	GESTIONE DELLA DOCUMENTAZIONE				STATO	
1	Lotto A banchi scolastici monoposto nella tipologia tradizionale CIG :	Tecnica	Totale richieste 2	Obbligatorie 2	Completate 2	Gestisci	COMPLETO
		Economica	Totale richieste 1	Obbligatorie 1	Completate 1	Gestisci	
2	Lotto B sedute scolastiche attrezzate di tipo innovativo CIG :	Tecnica	Totale richieste 2	Obbligatorie 2	Completate 0	Gestisci	INCOMPLETO
		Economica	Totale richieste 1	Obbligatorie 1	Completate 0	Gestisci	

Once the documentation required for each individual item of equipment, the associated STATUS will be COMPLETE

**THE SAME PROCEDURE MUST BE FOLLOWED FOR LOT B, IF CHOOSING TO ALSO SUBMIT AN OFFER FOR THAT LOT.**

**ONCE DOCUMENTS HAVE BEEN UPLOADED, PLEASE REOPEN THE FILES UPLOADED TO CHECK THAT THEY OPEN CORRECTLY. IF THE FILES UPLOADED CANNOT BE OPENED OR READ, THE RESPONSIBILITY FALLS SOLELY WITH THE TENDERER.**

#### 4. SENDING OFFER

Once required documents are uploaded and all fields completely filled out, the Tenderer must perform the following operation to send its digital offer: in **"STEP 2 – UPLOAD DOCUMENTATION"** [PASSO 2 – CARICA DOCUMENTAZIONE], once uploading status is **"COMPLETE"** [COMPLETO], click on **"CONTINUE"** [PROCEDI] to access **"STEP 3 – SUBMIT OFFER"** [PASSO 3 – PRESENTA OFFERTA].

COMMISSARIO COVID BANCHI SCOLASTICI - ACQUISIZIONE E LA DISTRIBUZIONE DI BANCHI SCOLASTICI E SEDUTE ATTREZZATE SULL'INTERO TERRITORIO NAZIONALE		Amministrativa	Totale richieste 4	Obbligatorie 3	Completate 4	Gestisci	COMPLETO
#	Lotti	GESTIONE DELLA DOCUMENTAZIONE				STATO	
1	Lotto A banchi scolastici monoposto nella tipologia tradizionale CIG :	Tecnica	Totale richieste 2	Obbligatorie 2	Completate 2	Gestisci	COMPLETO
		Economica	Totale richieste 1	Obbligatorie 1	Completate 1	Gestisci	
2	Lotto B sedute scolastiche attrezzate di tipo innovativo CIG :	Tecnica	Totale richieste 2	Obbligatorie 2	Completate 2	Gestisci	COMPLETO
		Economica	Totale richieste 1	Obbligatorie 1	Completate 1	Gestisci	

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



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In **STEP 3**, it is possible to view and check the list of documentation entered and click on “**SEND OFFER**” [INVIO OFFERTA]. The Portal confirms successful sending, presenting a specific confirmation message and a pop-up, indicating Name/Company Name of the Tenderer, date and time of offer submission.

As final confirmation, the Tenderer will receive an email at the address entered during registration.

**ONCE THE OFFER HAS BEEN SENT, PLEASE REOPEN THE FILES SENT TO CHECK THAT THEY OPEN CORRECTLY AND THAT THEY HAVE BEEN SIGNED, WHERE REQUIRED, BY THE PARTIES INDICATED IN THE RELATIVE SECTIONS OF THIS GUIDE.**

Offers not sent or withdrawn will not be visible to Invitalia and are therefore considered as not submitted.

The Tenderer may amend, delete and re-send its offer within and not beyond the date and time fixed as final deadline for submission of the offer “**OFFER RECEIPT DEADLINE**” [FINE RICEZIONE OFFERTE]). This operation may be performed, once the tender procedure has been selected, by clicking on the button “**VIEW OFFER**” [VISUALIZZA OFFERTA] at the bottom right. On the following screen, the operation must be confirmed by clicking on the button “**CANCEL OFFER SENDING**” [ANNULLA INVIO OFFERTA], at the bottom right. The Tenderer will be redirected straight to “**STEP 2 - UPLOAD DOCUMENTATION**” [PASSO 2 - CARICA DOCUMENTAZIONE].



Again, operations for entering all documentation required on the system, along with sending and confirmation, remain at the sole risk of the Tenderer.

**Tenderers are therefore asked to launch these activities with ample time prior to the deadline set in order to avoid incomplete and consequently failed sending of responses after this deadline.**



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## SYSTEM ACCESS AND EDITING DATA

Login from the Portal Homepage, clicking on the link **"User access"** [Accesso utente]:

Accedi



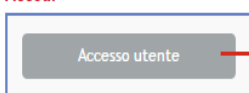
To edit data entered during the registration phase or change password, click on the relative link after logging in:

- "Edit details" [Modifica anagrafica]
- "Change password" [Cambio password]



## RECOVER LOGIN DETAILS

Accedi



Select

**"Forgotten password"**  
[Password dimenticata]

Enter the Username [Nome utente] and email for which the password is required and click on **"Send"** [Invia]

**An email will be sent to the indicated address containing instructions to set a new password for access to the system**



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**APPENDIX A**

## **A.2 variable height desks, without prejudice to the solidity of the construction and ease of use**

Indicate the percentage of the supply for which the variable height of the desks is guaranteed, without prejudice to construction solidity and ease of use

- at least 95% of the products supplied
- at least 70% and up to 94.99% of the products supplied
- at least 50% and up to 69.99% of the products supplied
- at least 40% and up to 49.99% of the products supplied
- less than 40% of the products supplied

## **A.3 desktops and chairs in multilayer wood**

Indicate the percentage of the supply for which the development of the desktops and chairs in multilayer wood is guaranteed

- at least 95% of the products supplied
- at least 70% and up to 94.99% of the products supplied
- at least 50% and up to 69.99% of the products supplied
- at least 40% and up to 49.99% of the products supplied
- less than 40% of the products supplied

## **b.1 quantities offered for the desks**

Indicate the quantities of desks required. Please remember that the minimum number of desks is at least 200,000 units

## **b.2 quantities offered for the chairs**

Indicate the quantities of chairs offered. Please remember that the minimum number of chairs is at least 93,200 units

## **c. territorial area: REGION OF ABRUZZO**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF ABRUZZO

- YES
- NO



---

**c. territorial area: REGION OF BASILICATA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF BASILICATA

- YES
- NO
- 

**c. territorial area: REGION OF CALABRIA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF CALABRIA

- YES
- NO
- 

**c. territorial area: REGION OF CAMPANIA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF CAMPANIA

- YES
- NO
- 

**c. territorial area: REGION OF EMILIA ROMAGNA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF EMILIA ROMAGNA

- YES
- NO
- 

**c. territorial area: REGION OF FRIULI VENEZIA GIULIA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF FRIULI VENEZIA GIULIA

- YES
- NO
- 

**c. territorial area: REGION OF LAZIO**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF LAZIO

- YES
- NO
- 

**c. territorial area: REGION OF LIGURIA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF LIGURIA

- YES
- NO
-

**c. territorial area: REGION OF LOMBARDY**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF LOMBARDY

- YES
  - NO
- 

**c. territorial area: REGION OF THE MARCHES**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF THE MARCHES

- YES
  - NO
- 

**c. territorial area: REGION OF MOLISE**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF MOLISE

- YES
  - NO
- 

**c. territorial area: REGION OF PIEDMONT**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF PIEDMONT

- YES
  - NO
- 

**c. territorial area: AUTONOMOUS PROVINCE OF BOLZANO**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE AUTONOMOUS PROVINCE OF BOLZANO

- YES
  - NO
- 

**c. territorial area: AUTONOMOUS PROVINCE OF TRENTO**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE AUTONOMOUS PROVINCE OF TRENTO

- YES
  - NO
- 

**c. territorial area: REGION OF APULIA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF APULIA

- YES
  - NO
-

**c. territorial area: REGION OF SARDINIA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF SARDINIA

- YES  
 NO
- 

**c. territorial area: REGION OF SICILY**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF SICILY

- YES  
 NO
- 

**c. territorial area: REGION OF TUSCANY**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF TUSCANY

- YES  
 NO
- 

**c. territorial area: REGION OF UMBRIA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF UMBRIA

- YES  
 NO
- 

**c. territorial area: REGION OF VALLE D'AOSTA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF VALLE D'AOSTA

- YES  
 NO
- 

**c. territorial area: REGION OF VENETO**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF VENETO

- YES  
 NO
- 

**d. percentage flexibility of the offer, with reference to the dimensions of the type of products covered by the supply contract or contracts**

Indicate the % flexibility of the offer with reference to the dimensional characteristics of the type of products concerned by the supply contract or contracts;  
please remember that the percentage offered must exceed the minimum required of 20%;  
enter the number as an absolute value, using a comma for decimals: e.g. if wanting to offer 25.50%, enter 25,50

**e. Extension of the warranty: extra points will be awarded for each additional year of warranty over and above the minimum of 5 years**

Indicate the additional number of years for which the warranty is to be offered, over and above the minimum of 5 years.

- 4 or more years of extra warranty over and above the 5 years envisaged as minimum
- 3 years of extra warranty over and above the 5 years envisaged as minimum
- 2 years of extra warranty over and above the 5 years envisaged as minimum
- 1 year of extra warranty over and above the 5 years envisaged as minimum
- no additional year over and above the 5 years envisaged as minimum

**f. willingness to collect the old desks and chairs and related conferral to public facilities for recovery/disposal for each Region/Autonomous Province for which cover is guaranteed**

Indicate the quantity of old chairs and desks that can be collected and duly conferred to facilities for recovery or disposal, without prejudice to the same territorial area for which the supply is to be made. No consideration will be given to any willingness to collect a larger number of desks/chairs than the number of products offered.

**g. Having already supplied school furniture to Italian educational institutions**

indicate if you have already supplied school furniture to Italian educational institutions

- yes
- No

### **i. Enter a value of €1 to continue with bid submission**

i. enter the value of €1 to continue with bid submission. Completion of this Section, although called the “Economic offer” in the e-Procurement Platform, does not entail any assignment of points envisaged for the economic offer;

Maximum value: € 1.00 - Minimum value: € 0.99

### **ii.a UNIT PRICE FOR THE DESKS (INCLUDING THE COMPLEMENTARY SERVICE)**

ENTER THE UNIT PRICE FOR THE DESKS in the types and sizes indicated in the technical offer, including the price of the Complementary Service. It is specified that the price must be indicated on screen in figures, using just two decimal places and a comma, rather than a point, to separate the decimals, and must be expressed as an absolute value. This price will come to

*The score provided by the call notice with reference to point h1 of the Economic Offer will be given to such a price*

### **ii.b UNIT PRICE OFFERED FOR THE COMPLEMENTARY CHAIR (INCLUDING THE COMPLEMENTARY SERVICE)**

ENTER THE UNIT PRICE OFFERED FOR EACH CHAIR, in the types and sizes indicated in the technical offer including the price of the Complementary Service; it is specified that the price must be indicated on screen in figures, using just two decimal places and comma, rather than a point, to separate the decimals, and must be expressed as an absolute value. This price will come to

*The score provided by the call notice with reference to point h2 of the Economic Offer will be given to such a price*

### **ii.c UNIT PRICE FOR THE ADDITIONAL SERVICE**

if willing to provide the Additional Service, the unit price offered for each old desk/chair covered by said Additional Service; if the Additional Service is not supplied, enter number 0. This price is not used in awarding the points for the economic offer as per article 8 of the notice;

### **iii.a STATEMENTS ACCOMPANYING THE OFFER**

- a) to acknowledge and accept all special and general circumstances that may affect execution of the contract and to have taken into account such circumstances in determination of the office price, which is deemed to represent fair compensation;

YES

### **iii.b STATEMENTS ACCOMPANYING THE OFFER**

- b) that its offer may not be withdrawn and remains unchangeable for 180 (one hundred and eighty) days from the deadline for the submission of bids;

YES

### **iii.c STATEMENTS ACCOMPANYING THE OFFER**

- c) that its offer is in no way binding on to the Contracting Authority

YES

### **a.2 resting on six wheels**

indicate if the products offered meet this requirement

- YES
- NO
- 

### **a.3 wheel lock**

indicate if the products offered meet this requirement

- YES
- NO
- 

### **a.4 variability of the height of the chair and desktop**

indicate if the products offered meet this requirement

- YES
- No
- 

### **a.5 availability in multiple pastel colours**

indicate if the products offered meet this requirement

- YES
- NO
- 

### **b. quantities offered**

indicate the quantities of products offered. Please remember that the minimum number is at least 200,000 units

### **c. territorial area: REGION OF ABRUZZO**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF ABRUZZO

- YES
- NO
- 

### **c. territorial area: REGION OF BASILICATA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF BASILICATA

- YES
- NO

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**c. territorial area: REGION OF CALABRIA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF CALABRIA

- YES
- NO
- 

**c. territorial area: REGION OF CAMPANIA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF CAMPANIA

- YES
- NO
- 

**c. territorial area: REGION OF EMILIA ROMAGNA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF EMILIA ROMAGNA

- YES
- NO
- 

**c. territorial area: REGION OF FRIULI VENEZIA GIULIA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF FRIULI VENEZIA GIULIA

- YES
- NO
- 

**c. territorial area: REGION OF LAZIO**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF LAZIO

- YES
- NO
- 

**c. territorial area: REGION OF LIGURIA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF LIGURIA

- YES
- NO
- 

**c. territorial area: REGION OF LOMBARDY**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF LOMBARDY

- YES
- NO



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**c. territorial area: REGION OF THE MARCHES**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF THE MARCHES

- YES
- NO
- 

**c. territorial area: REGION OF MOLISE**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF MOLISE

- YES
- NO
- 

**c. territorial area: REGION OF PIEDMONT**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF PIEDMONT

- YES
- NO
- 

**c. territorial area: AUTONOMOUS PROVINCE OF BOLZANO**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE AUTONOMOUS PROVINCE OF BOLZANO

- YES
- NO
- 

**c. territorial area: AUTONOMOUS PROVINCE OF TRENTO**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE AUTONOMOUS PROVINCE OF TRENTO

- YES
- NO
- 

**c. territorial area: REGION OF APULIA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF APULIA

- YES
- NO
- 

**c. territorial area: REGION OF SARDINIA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF SARDINIA

- YES
- NO

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**c. territorial area: REGION OF SICILY**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF SICILY

- YES  
 NO
- 

**c. territorial area: REGION OF TUSCANY**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF TUSCANY

- YES  
 NO
- 

**c. territorial area: REGION OF UMBRIA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF UMBRIA

- YES  
 NO
- 

**c. territorial area: REGION OF VALLE D'AOSTA**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF VALLE D'AOSTA

- YES  
 NO
- 

**c. territorial area: REGION OF VENETO**

INDICATE IF WISHING TO OFFER THE SUPPLY FOR THE REGION OF VENETO

- YES  
 NO
- 

**d. percentage flexibility of the offer, with reference to the dimensions of the type of products covered by the supply contract or contracts**

Indicate the % flexibility of the offer with reference to the dimensional characteristics of the type of products concerned by the supply contract or contracts;  
please remember that the percentage offered must exceed the minimum required of 20%;  
enter the number as an absolute value, using a comma for decimals: e.g. if wanting to offer 25.50%, enter 25,50

**e. Extension of the warranty: extra points will be awarded for each additional year of warranty over and above the minimum of 5 years**

Indicate the additional number of years for which the warranty is to be offered, over and above the minimum of 5 years.

- 4 or more years of extra warranty over and above the 5 years envisaged as minimum
  - 3 years of extra warranty over and above the 5 years envisaged as minimum
  - 2 years of extra warranty over and above the 5 years envisaged as minimum
  - 1 year of extra warranty over and above the 5 years envisaged as minimum
  - no additional year over and above the 5 years envisaged as minimum
- 

**f. willingness to collect the old desks and chairs and related conferral to public facilities for recovery/disposal for each Region/Autonomous Province for which cover is guaranteed**

indicate the quantity of old chairs and desks that can be collected and duly conferred to facilities for recovery or disposal, without prejudice to the same territorial area for which the supply is to be made. No consideration will be given to any willingness to collect a larger number of desks/chairs than the number of products offered.

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**g. Having already supplied school furniture to Italian educational institutions**

indicate if you have already supplied school furniture to Italian educational institutions

- yes
- No

**i. Enter a value of €1 to continue with bid submission**

i. Enter the value of €1 to continue with bid submission. Completion of this Section, although called the “Economic offer” in the e-Procurement Platform, does not entail any assignment of points envisaged for the economic offer;

Maximum value: € 1.00 - Minimum value: € 0.99

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**ii.a UNIT PRICE OFFERED (INCLUDING THE COMPLEMENTARY SERVICE) FOR INNOVATIVE EQUIPPED CHAIRS**

ENTER THE UNIT PRICE OFFERED (INCLUDING THE COMPLEMENTARY SERVICE) FOR THE INNOVATIVE EQUIPPED CHAIRS in the types and sizes indicated in the technical offer, including the price of the Complementary Service; To this price, the points will be attributed as per the Economic offer point **h**.

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**ii.b UNIT PRICE FOR THE ADDITIONAL SERVICE**

if willing to provide the Additional Service, the unit price offered for each old desk/chair covered by said Additional Service; if the Additional Service is not supplied, enter number 0. This price is not used in awarding the points for the economic offer as per article 8 of the notice;

---

**iii.a STATEMENTS ACCOMPANYING THE OFFER**

a) to acknowledge and accept all special and general circumstances that may affect execution of the contract and to have taken into account such circumstances in determination of the office price, which is deemed to represent fair compensation;

YES

---

**iii.b STATEMENTS ACCOMPANYING THE OFFER**

b) that its offer may not be withdrawn and remains unchangeable for 180 (one hundred and eighty) days from the deadline for the submission of bids;

YES

---

**iii.c STATEMENTS ACCOMPANYING THE OFFER**

c) that its offer is in no way binding on to the Contracting Authority

YES

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