



STUDIO AMICA

TECHNICAL RULES AND USER GUIDE

# TUTTOGARE 3

1

Version updated on March 31, 2025

STUDIO AMICA s.r.l.u. – P.IVA 01850570746

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## 1 OBJECT

This *User Guide* is a practical manual aimed at leading economic operators to:

- Register,
- Manage the pre-qualification operations,
- Participate in tenders.

on the e-procurement platform TuttoGare PA (hereinafter referred to as Platform or System), which hosts the public procurement process.

The use of e-procurement platforms, pursuant to articles 22 and 25 of D. Lgs.36/2023, ensures the full digitization of the entire life cycle of public contracts.

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## 2 SUBJECTS

The Subjects using the Platform for conducting their tenders operate through a back office equipped with the necessary powers to make their Administrations accountable of the acts conducted on the Platform.

The provider of the platform is the System Manager, appointed by the contracting authorities for managing the IT applications necessary to the functioning of the Platform. The System Manager verifies the main operating parameters of the Platform, reports any technical faults, is responsible for the computer, logical and physical security and is the Security Manager and System Administrator within the meaning of the related legislation. The System Manager is also responsible for taking all the measures laid down by D. Lgs.36/2023 and by Regulation (EU) 2016/679 regarding personal data processing.

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### 3 USE OF THE SYSTEM. EQUIPMENT

In order to use the Platform, you must have the necessary technical equipment, in particular:

- A stable Internet connection,
- An updated web browser. Google Chrome e Mozilla Firefox are recommended. High performance is not guaranteed on Internet Explorer,
- An ordinary and a certified e-mail address,

***Note:** if you are not Italian and you do not have a certified e-mail address you can enter an ordinary e-mail address while registering. In all other respects, please refer to the contracting authorities.*

- SPID (Sistema Pubblico di Identità Digitale): this tool is not mandatory, except for the cases provided for by the law. In these respects, please refer to the law and to the contracting authorities,
- A qualified electronic signature certificate complying with the provisions laid down in Regulation EU 2014/910 – eIDAS. CADES (extension .p7m) and PAdES (extension .pdf) formats are accepted.

***Note:** the use of a qualified electronic signature may not be mandatory in a single tender. In these respects, please refer to the contracting authorities.*

***The System indicates whether the qualified electronic signature is mandatory for each required document.***

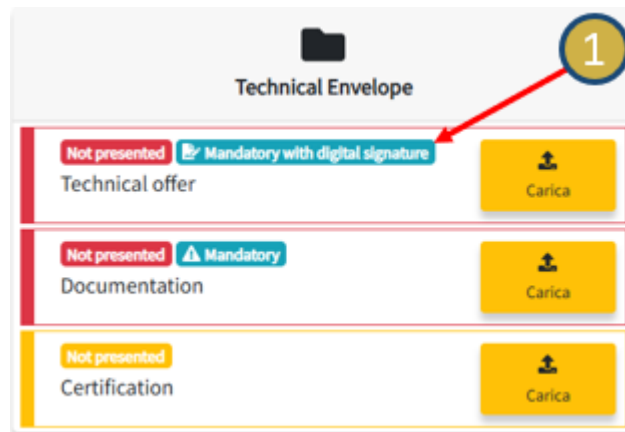
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*Note: As regards design contests, please refer to **paragraph 15.***

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*Technical remarks on the use of the applications:*

- Please use open-source software such as ZIP e 7-ZIP to compress files,
- Please pay attention to file names: you cannot use any ellipses and special characters.

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## 4 REGISTRATION OF THE ECONOMIC OPERATORS

You must click on **Register** on the home page and fill in the form. The mandatory fields have an asterisk.

*Note: The product categories are set up following the single classification system for public procurement, or CPV (Common Procurement Vocabulary), under Regulation EC No 213/2008.*

*Note: If you are not Italian and you do not have a certified e-mail address, you can enter an ordinary e-mail address in the PEC field. In all other respects, please refer to contracting authorities.*

Once all the mandatory fields are filled in and the data are saved, a confirmation link is sent to your e-mail address. After clicking on the link, you can log in for the first time using your credentials within the following 48 hours. If this deadline expires and you have not logged in, you will need a new confirmation link to access the platform.

The registration for the platform neither implies nor is equivalent to the registration on official lists of approved economic operators or any other pre-qualification processes. Please refer to the following paragraphs for information on those operations.

The registration for, access and use of the Platform imply the full acceptance of all the terms and conditions referred to in this User Guide as well as all the documents governing procurement, and

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more generally, everything which will be brought to your attention through the issue of notices on the System and/or through personal communications sent to your certified or non-certified e-mail address.

Note: The registration for one contracting authority will be valid for all the other contracting authorities which use the Platform for managing their tenders. You can use the credentials you already own in order to log into the chosen contracting authority's Platform.

The password must be at least eight characters long and must contain at least:

- An upper-case letter,
- A lower-case letter,
- A number,
- A special character (e.g. !?-\*).

If you do not use your account for more than six months, it will be automatically deactivated. You can reactivate your profile by clicking on the **Unlock** button which appears when you log in. After clicking on the button, a link is sent to the e-mail address you entered during the registration. After clicking on the link, you can unlock your profile within the following 48 hours. If this deadline expires and you have not logged in, you will need a new link to unlock your profile.

You can try logging in for five times – after five unsuccessful attempts, your profile will be blocked. You can reactivate your profile by clicking on the **Unlock** button which appears when you log in. After clicking on the button, a link is sent to the e-mail address you entered during the registration. After clicking on the link, you can unlock your profile within the following 48 hours. If this deadline expires and you have not logged in, you will need a new link to unlock your profile.

For safety reasons, the System requires you to change your password every three months.

Where it is provided for by the contracting authority, you can also log in using your SPID (Sistema Pubblico di Identità Digitale). This tool is not mandatory, except for the cases provided for by the law.

In these respects, please refer to the law and to contracting authorities.

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## 5 PROFILE COMPLETION

After registering and logging in, you can complete your profile by entering your company or professional information. In order to do that, you can click on your name or company name in the left column and fill in the forms.

The screenshot displays the 'TENDERER 3' profile completion interface. On the left, the 'Economic Operator Menu' is visible, with 'TENDERER 3' highlighted (1). The main area shows the 'TENDERER 3' profile status with a progress bar (2) and a warning 'Your profile is not complete'. Below is the 'General data' section with fields for 'Denomination \*\* (Required per company)' and 'PEC address \*' (3).

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You can choose to save only some of the data and fill in the forms at multiple steps.

**ATTENTION:** You may be required to complete your profile before starting a pre-qualification process, so you are strongly advised to complete it once you have registered.

The data entered can be updated at any time. The new data will be seen by the contracting authority, so they do not have to be communicated to it.

By way of example, if you change your certified e-mail address you do not have to communicate it to the contracting authority, but you only need to update it in your profile on the Platform.

**Note:** In order to communicate with the contracting authority, you elect both the "Messages" section on your profile and your certified e-mail address as your *domicilio digitale* ("digital domicile") pursuant to D. Lgs. 36/2023.

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## 6 USE OF CREDENTIALS AND ASSUMPTION OF RESPONSIBILITY

The credentials for logging into the System (user ID and password) are personal. You must keep them with the utmost care, not disclose or transfer them to third Parties and use them under their exclusive responsibility, in accordance with the principles of fairness and good faith, without prejudice to the System, the Users and third Parties.

To this end, you must adopt all the technical and organizational measures to guarantee the correct use of the credentials and undertake to communicate their theft, loss abuse or misuse to the System Manager immediately.

Please note that where third Parties know your credentials, they can access the System and conduct operations and legally binding acts which are directly attributable to you.

The contracting authorities and the System Manager are exempt from any responsibility, and you will assume all responsibility for:

- Claims for compensation and direct or indirect damages to the contracting authorities, the System Manager or third Parties as a consequence of any abuse, misuse or detrimental use of your credentials.
- Damages to you as a consequence of any misuse of your credentials.

You must reimburse the contracting authority and the System Manager for any damages they should suffer as a consequence of such events. In particular, you must bear the costs of legal proceedings in case of legal actions involving the contracting authorities or the System Manager.

Please note that the abuse, misuse, or detrimental use of your Account will lead to the immediate withdrawal of your registration.

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In any case of suspected disclosure or communication of your credentials to other Parties as well as in any case of suspected loss of confidentiality of your Account, you must immediately change your password as indicated on the Platform, provided that in any case all the acts carried out by using your credentials will be considered as legally binding and directly attributable to you.

In any case of suspected disclosure, theft, or loss of your Account you must communicate that to the System Manager immediately through the Help Desk service indicated on the Platform, which will conduct the appropriate verifications in order to identify you and suspend your Account. You must send the System Manager a copy of the police report you have filed within the following 48 hours.

The contracting authority and the System Manager reserve the right to modify your Account at any time, and in this event, they will communicate your new credentials to you.

The use of your Account credentials will unquestionably attribute to you all the expressions of will, and more generally all the actions, acts and facts implemented through the System, including the operations carried out within tender procedures, which are intended to have been carried out at the time and date resulting from the System logs, pursuant to point (u-ter) of the first paragraph of Article 1 of D. Lgs 82/2005 (Digital Administration Code).

The use of your Account does not exempt you from using a Digital Signature. Acts and documents for which a Digital Signature is required cannot be considered as valid and effective if they are not signed as requested.

You must comply with the legislative, regulatory, and contractual rules with regard to the conservation and use of your Digital Signature, and specifically with Article 28 of D.P.R. 445/2000 and Article 24 of D. Lgs. 82/2005 and any other regulations given by the Certification Body which has issued the Signature. The contracting authority and the System Manager are expressly exempt from any responsibility for detrimental consequences of any nature and for direct and indirect damages caused to you or to third Parties by reason of or in consequence of the use of your Digital Signature. For further details on the use of your Digital Signature please refer to **paragraph 3** of this User Guide.

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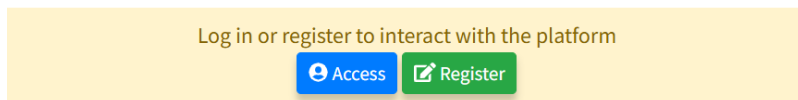


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## 7 PRE-QUALIFICATION PROCESS: APPLICATION SUBMISSIONS FOR REGISTERS OF SUPPLIERS AND PROFESSIONALS, ELECTRONIC MARKETPLACE AND D.P.S. (DYNAMIC PURCHASING SYSTEM)

If you want to submit your application you must register on the System first (and if the contracting authority has made that mandatory, complete your profile as indicated in **paragraph 5**).

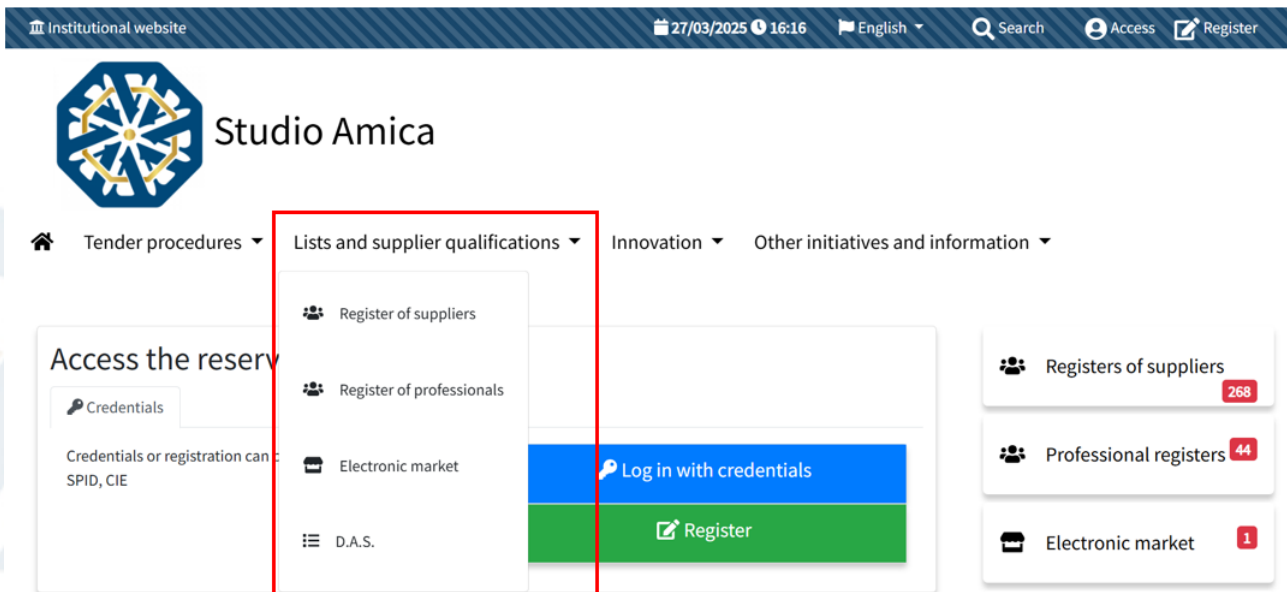
The System will propose you the following choice:



Click on the **Registers and qualifications of suppliers** button on the home page and choose one of the options on the drop-down menu:

- Register of suppliers,
- Register of professionals,
- D.P.S.,
- Electronic marketplace.

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You can submit your application for every register for which you meet the requirements. Enter the register and inspect the downloadable documentation in the register panel to learn if you meet the requirements for a given register.

Home / Registers of suppliers

### Registers of suppliers

Beneficiary body: All

Show 10 entries

ID	Object	Published	Beneficiary
751	Register test	27/03/2025	Studio Amica
750	List of suppliers test	21/03/2025	Studio Amica

Click on the details (the magnifying glass symbol ) to view the relevant information.

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You must log in to submit your application and fill in your *European Single Procurement Document* (if requested).

*Note: for further information on filling in the ESPD please refer to **paragraph 17** of this User Guide.*

Home / Registers of suppliers / Detail

Publicato

### List #751

#### Register test

Participate

Information

Description: Test Test

Published	Type	Project manager
27/03/2025	Register of suppliers	

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After clicking on **Participate**, you may find:

- **Requested questionnaires:** you can fill in the possible forms and upload the possible documents.

You will be notified of any “validation errors” if you have not filled in any mandatory fields. On the Panel page you can enter the form again and complete it.

- **Requested documents:** you can upload the documentation requested by the contracting authority in order to submit your application for the register.

Home / Registers of suppliers / Detail / Panel

### List #751 - Register test

Questionnaires required

Not compiled  
Questionnaire test

Upload

Requested documents

Not presented Mandatory  
Expression of interest

Upload

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Once you have completed the possible compilation and the upload of the requested documents, click on the **Submit** button and your application will be submitted.

You will see the **Application not yet submitted** alert until you complete the procedure.

Home / Registers of suppliers / Detail / Panel

### List #751 - Register test

Instance not sent

Send

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If you need to upload multiple files to a single slot, follow these steps:

- Sign the single files (if requested),
- Create a compressed file,
- Sign the compressed file (if requested),
- Upload the compressed file to the slot.

A status bar will show you the upload progress. After uploading the file, click on the **Upload** button.

The System:

- Checks the file integrity.
- Checks the formal validity of the digital signature if it is mandatory.
- Saves the file.

You can also simply save the file(s) and submit your application at a later time.

The System will verify that all the mandatory documents are present and send a confirmation of your submission to your email address as well as the **Messages** section in the Platform menu.

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- **Questionnaire test**
  - Hash imprint SHA256: `fcbcf165908dd18a9e49f7ff27810176db8e9f63b4352213741664245224f8aa`
- **Expression of interest**
  -  attachment-0-4.pdf
  - Hash imprint SHA256: `439b8e64c8e1ad8bd803b221775d94bf751daa57bcd91a31495f7cb184ba4c53`



**The application was successfully received**

A certified e-mail has been sent to confirm the operation

The System shows you the Hash code for every document you have uploaded to the Platform.

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Therefore, the operation is successfully completed when you can see the confirmation of your submission in the aforementioned sections.

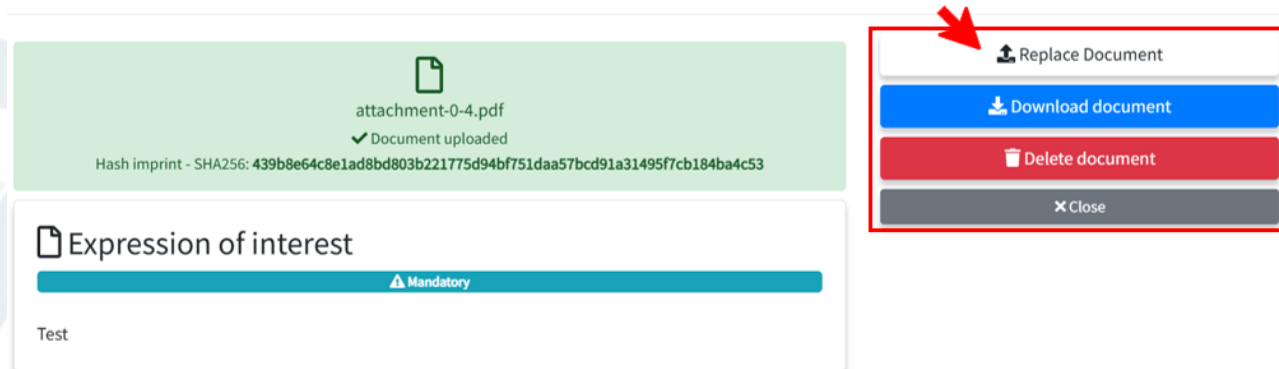
If you do not see any confirmation of your submission, please verify if your session has expired and, if so, conduct the operations again.

*Note: The System automatically suspends the session expiry time while uploading the documents.*

The submission of your application is your acceptance of the conditions laid down by this *User Guide* and the documents attached by the contracting authority.

After submitting your application and within its time limits you can click on the **Modify** button to:

- download the documents you have submitted,
- replace the documents you have submitted.



attachment-0-4.pdf  
✓ Document uploaded  
Hash imprint - SHA256: 439b8e64c8e1ad8bd803b221775d94bf751daa57bcd91a31495f7cb184ba4c53

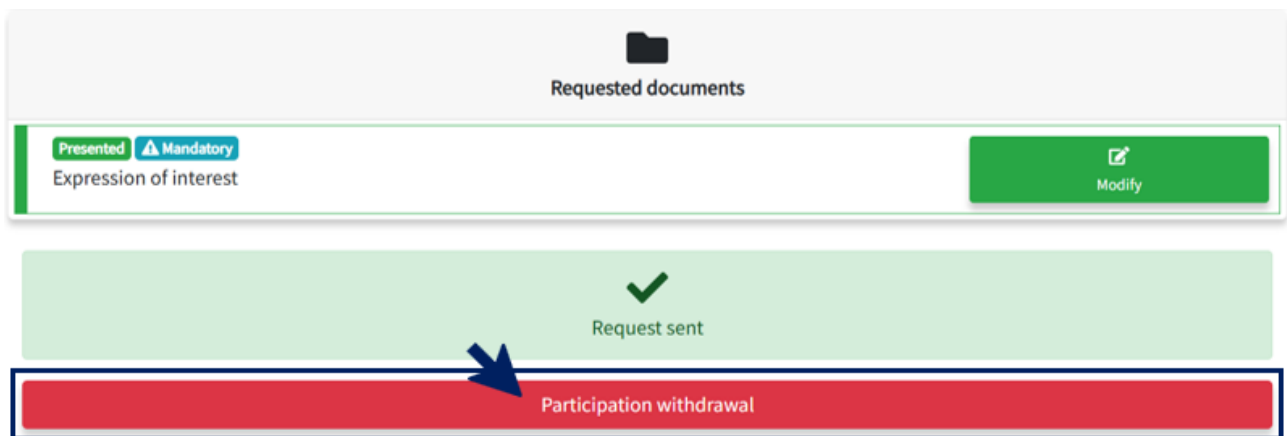
Expression of interest  
Mandatory  
Test

Replace Document  
Download document  
Delete document  
Close



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You can click on the **Cancel participation** button to withdraw your application. Again, the System will send you a confirmation of your withdrawal. Your submission will be therefore cancelled.



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The outcome of the evaluation will be communicated to you through the **Messages** section as well as your email inbox. If your application is rejected, the message will indicate the reasons for the rejection. You can submit another application within the time limits of the application.

If your application has been granted, you will receive some reminders for confirming or updating your data and documents starting from a month before your application expires.

It is your responsibility to periodically check that the information you have declared are still valid and update them if necessary.

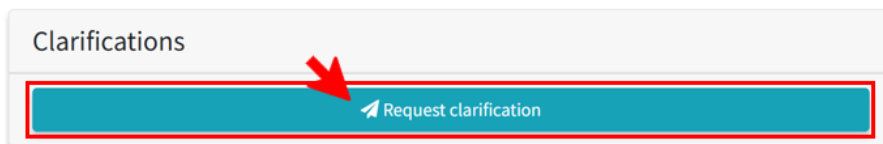
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## 7.1 REQUESTS FOR CLARIFICATION

Click on the **Request clarification** button in the lower part of the Panel page if you need to ask any questions to the contracting authority. You can also attach documents to your request.



*Note: The contracting authority may or may not activate the **Clarification** section at its own discretion. If it chooses not to, you will not be shown the button.*

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When the contracting authority replies to your request for clarification, a message will be sent to your **Messages** section as well as to your email inbox. The contracting authority may also publish your request and the related reply in the public area if it is considered to be of public interest.

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## 7.2 REQUESTS AND INTEGRATIONS


The contracting authority can request any supplementary information to you through the **Requests and supplements** section of the menu. If so, you will see a numerical alert in that section. An email will be sent to your address as well as the alert on the Platform.

Click on the **Requests and supplements** section to reply and send the requested documents.

The screenshot displays the 'Requests and integrations' page. The top navigation bar includes 'Tender procedures', 'Lists and supplier qualifications', 'Innovation', and 'Other initiatives and information'. The left sidebar menu lists 'TENDERER 1', 'Messages', 'User profile', 'Requests and integrations' (highlighted), 'ESPD', 'Committee registers', 'Evaluator panel', and 'Qualifications'. The main content area features a table with columns for 'Object', 'Request date', and 'Deadline'. A single entry is shown with a status of 'Active' and a magnifying glass icon in the right column.

	Object	Request date	Deadline
Active	Qualification of economic operators Administrative integration	27/03/2025 17:30	06/04/2025 14:00

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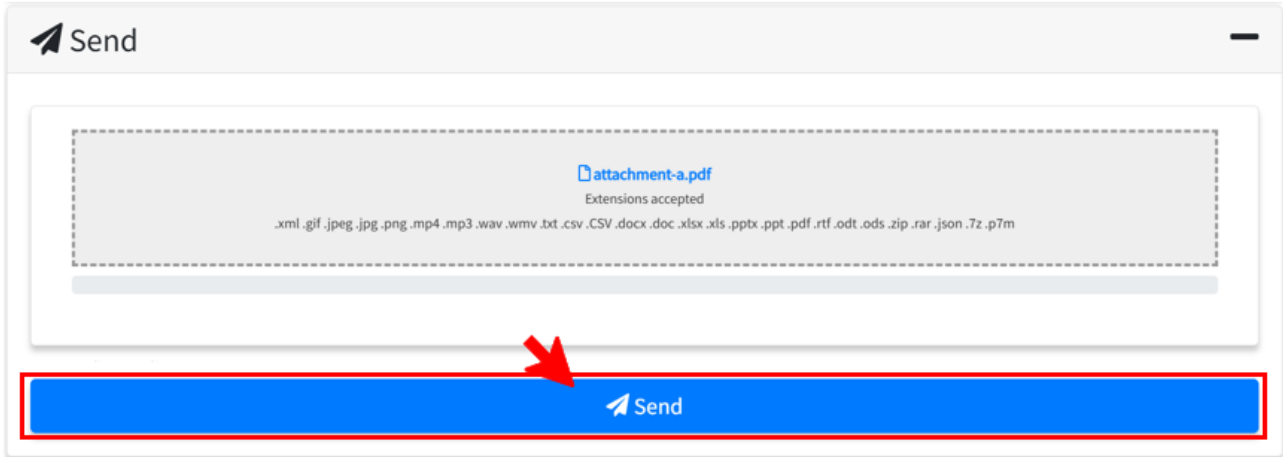
Click on the details (the magnifying glass symbol  ) to view the request and click on **Choose file** to upload the document(s).

Note: if you have been requested for multiple files, you can upload a compressed file.

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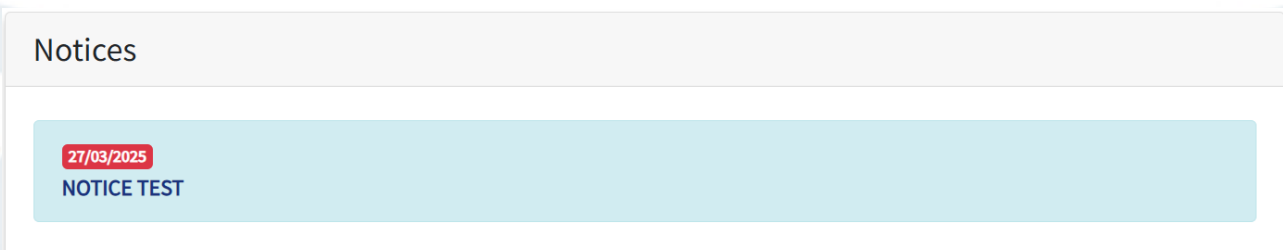


The System will send you a confirmation of your supplement to your email inbox as well as the **Messages** section in the Platform menu.

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### 7.3 NOTICES

Any messages and notices are published in the **Notices** section in the lower part of the Panel page.

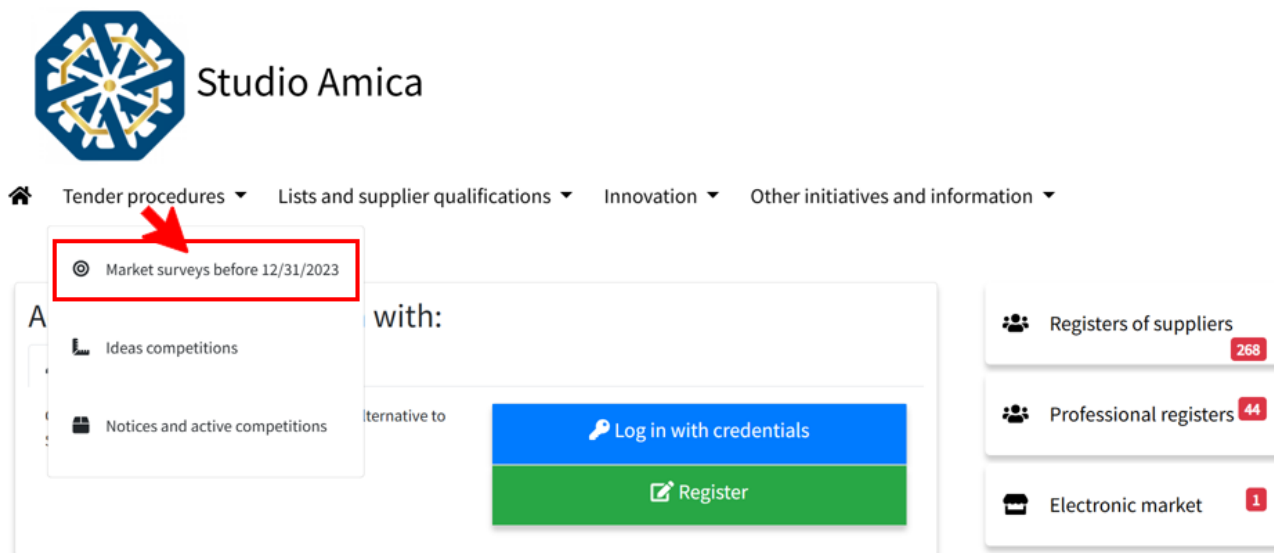


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## 8 EXPRESSIONS OF INTEREST

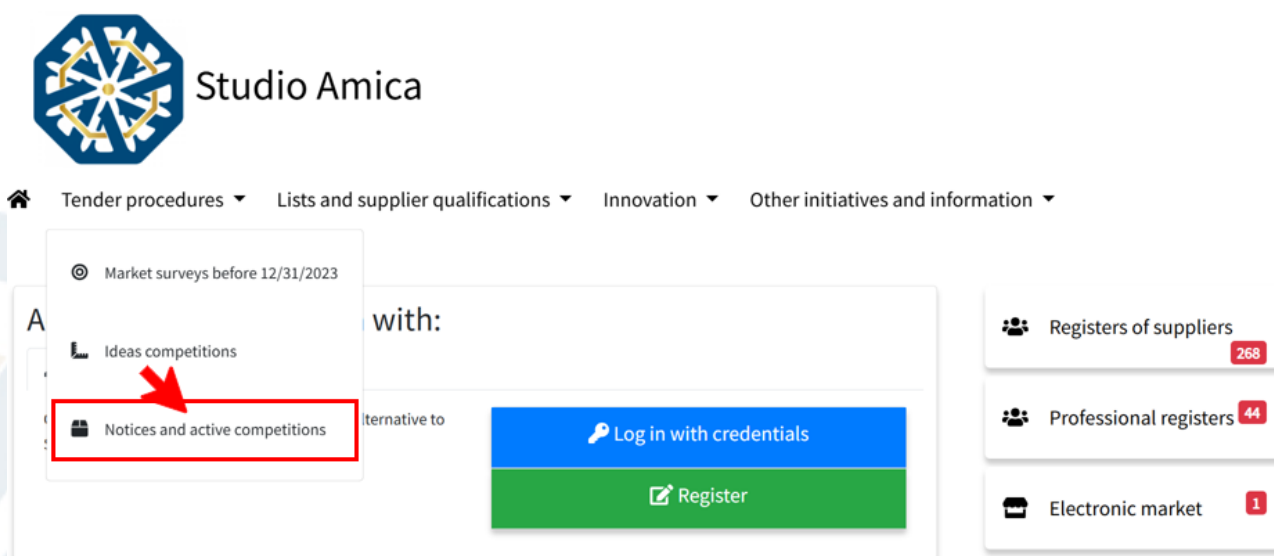
Click on **Tender procedures** in the home page to view the list of the expressions of interest published before 31.12.2023.



The screenshot shows the Studio Amica website interface. At the top left is the Studio Amica logo. Below it, a navigation bar contains several menu items: a home icon, 'Tender procedures', 'Lists and supplier qualifications', 'Innovation', and 'Other initiatives and information'. The 'Tender procedures' menu item is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there is a main content area with a search bar and a list of categories: 'Market surveys before 12/31/2023', 'Ideas competitions', and 'Notices and active competitions'. The 'Market surveys before 12/31/2023' category is highlighted with a red box. To the right of the search bar, there is a 'with:' section and a 'Log in with credentials' button. Below the search bar, there is a 'Register' button. On the right side of the page, there are three statistics cards: 'Registers of suppliers' with 268, 'Professional registers' with 44, and 'Electronic market' with 1.

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Click on **Tender procedures > Active Notices and Tenders** in the home page to view the expressions of interest published after 01.01.2024.



The screenshot shows the Studio Amica website interface. At the top left is the Studio Amica logo. Below it, a navigation bar contains several menu items: a home icon, 'Tender procedures', 'Lists and supplier qualifications', 'Innovation', and 'Other initiatives and information'. Below the navigation bar, there is a main content area with a search bar and a list of categories: 'Market surveys before 12/31/2023', 'Ideas competitions', and 'Notices and active competitions'. The 'Notices and active competitions' category is highlighted with a red box and a red arrow pointing to it. To the right of the search bar, there is a 'with:' section and a 'Log in with credentials' button. Below the search bar, there is a 'Register' button. On the right side of the page, there are three statistics cards: 'Registers of suppliers' with 268, 'Professional registers' with 44, and 'Electronic market' with 1.

You must be registered and logged in to participate in expressions of interest.



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## 9 STAGES FOLLOWING PRE-QUALIFICATION

The qualified economic operators in the phases referred to in the previous paragraphs are enabled to participate in the following phases as referred to in the following paragraphs, if they are invited to participate by the contracting authority in accordance with the sectorial legislation and what has been laid down by the contracting authority itself.

It should be noted that contracting authorities can resort to drawing of lots among the qualified economic operators in case of invitation-to-tender procedures (negotiated procedure, request of offer, direct award, etc.), applying a rotation system where necessary, in accordance with the sectorial legislation and what has been laid down by the contracting authority itself.

In any event, economic operators will be selected among those active and positively evaluated by the contracting authority.

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It should be specified that the completion of your company or professional profile and the qualifications to registers may be decisive in order to receive an invitation. Conversely, the contracting authority can directly select economic operators not yet registered on the Platform at its own discretion, regardless of registers or expressions of interest or any other types of pre-qualification on the Platform.

If you are invited to a tender, you will receive a notification in the **Messages** section as well as in your email inbox.

If you are not registered on the Platform yet, you will only receive a notification in your email inbox.

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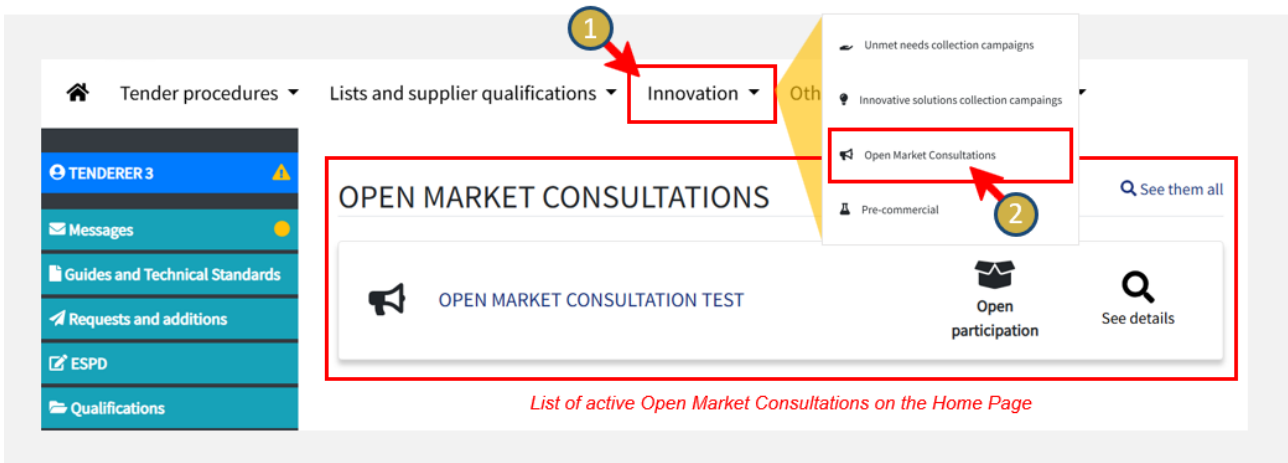
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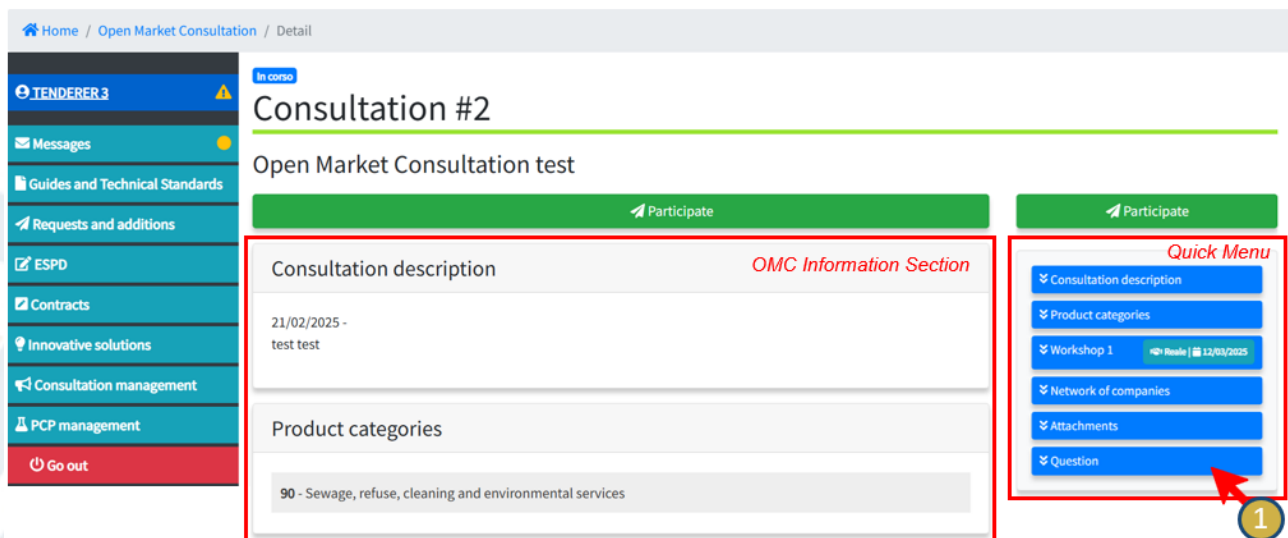


## 10 PARTICIPATION IN OPEN MARKET CONSULTATIONS

You can see the list of active OMCs on your homepage or by clicking on «**Innovation**» (1) and then on «**Open Market Consultations**» (2).



After logging in and clicking on an Open Market Consultation, you can view the Detail page of the consultation with all the information on the consultation, including the scheduled events and the companies that have authorized the publication of their data. You can also move along the Detail page through the dedicated «**Quick Menu**» (1).





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Within the Detail page, you can also view information about all the companies that are available to matchmaking/networking activities. In particular, you can have access to the companies' Area of interest, contact person, and contact information. Note: you will not view all the companies that are participating in the OMC, but only the ones that have authorized the publication of their data.

Within the Detail page, you can also ask questions to the Contracting Authority and view the questions that have been publicly answered. To ask a question, you can click on «**New question**» (1), then enter your question into the appropriate field and click on «**Send question**» (2). The Contracting Authority can either respond to your request in the Public Area or to you privately. In the latter case, you will view the response in the «**Messages**» section within the Economic Operator Menu (3).

Home / Open Market Consultation / Detail

**TENDERER 3**

**In corso**

## Consultation #2

### Open Market Consultation test

Participate

**Network of companies** *OMC matchmaking Section*

Status	Tax code	Denomination	Area of interest	Contact person	Telephone	E-mail	Links
IT	00000000007	TENDERER 7	test	07 Tenderer	tenderer.7@studioamica.it		
IT	00000000008	TENDERER 8	test	08 Tenderer	tenderer.8@studioamica.it		

List of Economic Operators participating in the consultation who authorized the publication of their name to encourage networking activities

**Question** *OMC question Section*

Question #3

Question test

Answer

Answer test

Inserisci il testo

Attachments

Send question

New question



## STUDIO AMICA

### Consultation #2

#### Open Market Consultation test

A screenshot of a consultation list. At the top is a green bar with a white arrow and the text 'Participate'. Below it is a card for 'Workshop 1'. Callout 1 points to a blue box containing 'Remote | 16/06/2025'. Callout 2 points to a blue button with a magnifying glass icon and the text 'Show details'.

Within the Detail page, you can also view the scheduled events (e.g. workshops, panels, etc.) of the consultation. For each event, the System displays its date and whether it is on site or remote (1). You can view more event information by clicking on «**Show details**» (2). In the individual event page, you can

view the agenda with the speakers involved (3), the accreditation deadline (4) and the event venue. If the event is on site, the System displays the address and the maximum number of accreditations per Economic Operator (5). You can get accreditation for the event by clicking on «**Register**» (6).

A screenshot of the 'Workshop 1' detail page. At the top is a green bar with a white arrow and the text 'Register', with callout 6 pointing to it. Below is a 'General informations' section with 'Event date' (Mercoledì - 12 Marzo 2025 - 09:00) and 'Mode' (Real). Callout 3 points to the 'Agenda' section, which has a table with columns 'Intervention' and 'Speakers'. The table shows '12/03/2025 10:00 - 11:00' for 'Speech 1' by 'Doe John'. Below is a 'How to participate' section with 'Remote participation' (Yes) and 'Accreditation deadline' (Mercoledì - 05 Marzo 2025 - 09:00), with callout 4 pointing to the deadline. At the bottom is an 'Address and other information' section with 'Address' (Studio Amica S.r.l., Via Bruno Giordano, San Donaci, BR, Italia) and 'Maximum credits per Economic Operator' (3), with callout 5 pointing to the credits.



STUDIO AMICA

You can enter the OMC Panel by clicking on one of the «Participate» buttons within the Detail page of the consultation (2).

Within the Participation panel page of the Open Market Consultation, you can:

- register for the scheduled **events**
- submit your **active participation** (Surveys or Attachment that could be useful for the Procurers).

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## Consultation #2 - Open Market Consultation test


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When you click on «**Register**» (1), you can enter the personal data of the person for whom you want to get accreditation and click on «**Register**» (2) to send your request. Once you have submitted your request, you can change your accreditation or get a new one by clicking on «**Manage**» (3): the System will display the requests already submitted (4) and the number of people for whom you can still get accreditation (5). You can delete your previous requests by clicking on the  icon and you can request a new one.


**Workshop 1** Accreditable subjects: 3

Name\*  Surname\*   
Name  Surname   
Email address  Telephone contact   
Email address  Telephone contact   
Role\*   
Role

Requests must be approved by the organizer

**Register**

**Workshop 1** Accreditable subjects: 2

Name	Surname	Email address	Telephone contact	Role
Mario	Rossi	mario.rossi@studioamica.it	1234567890	Economic Operator 





## STUDIO AMICA

Within the Participation panel page of the Open Market Consultation, you can submit your active participation by writing a brief description of your area of interest and other meaningful information that you want to share (1), entering your business information (2) and decide whether to authorize the publication of your data within the Detail page of the OMC (3) - [Procurers can decide to publish or not these information](#). Finally, you can click on «**Submit participation**» (4) to finalize your participation. After that, the System sends you a notification to the «**Messages**» section and to the e-mail address indicated during your registration on the Platform.

The screenshot shows the 'Active participation' form with the following elements:

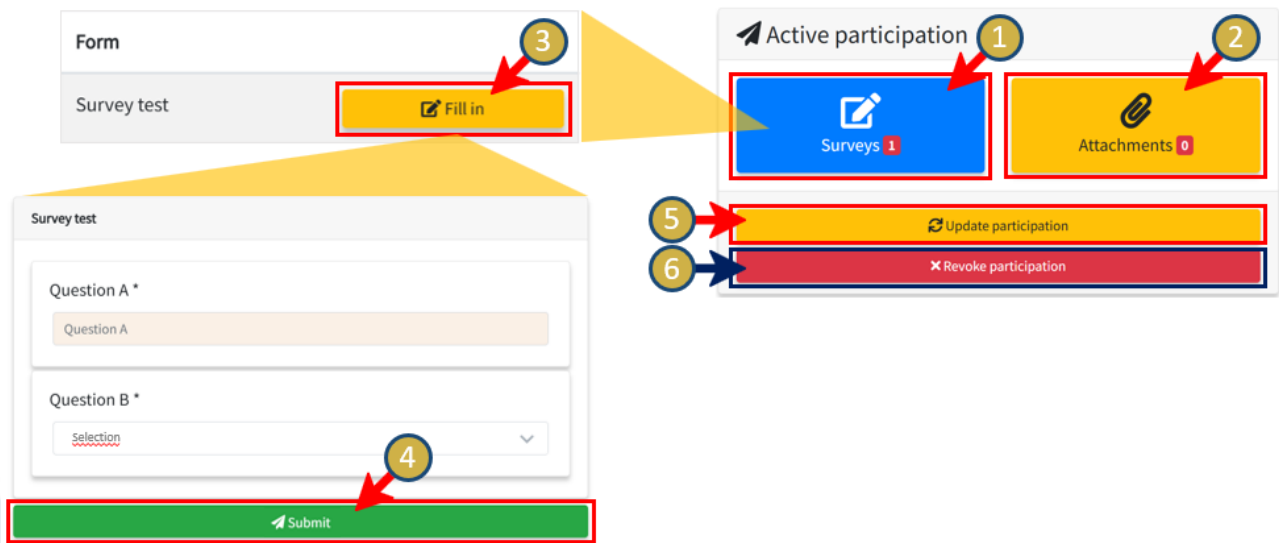
- 1**: A text area labeled 'Area of interest\*' with a placeholder 'Insert text' and a help icon. Below it is a note: 'Indicate for which areas of interest you will be able to help the contracting authority during the consultation'.
- 2**: A section for contact information with four input fields: 'Contact person' (containing '03 TENDERER'), 'E-mail' (containing 'tenderer.3@studioamica.it'), 'Telephone', and 'Links'.
- 3**: A checkbox labeled 'I authorize the publication of my data in the consultation networking area (Not required)'.
- 4**: A green button labeled 'Submit participation' with a right-pointing arrow.





STUDIO AMICA

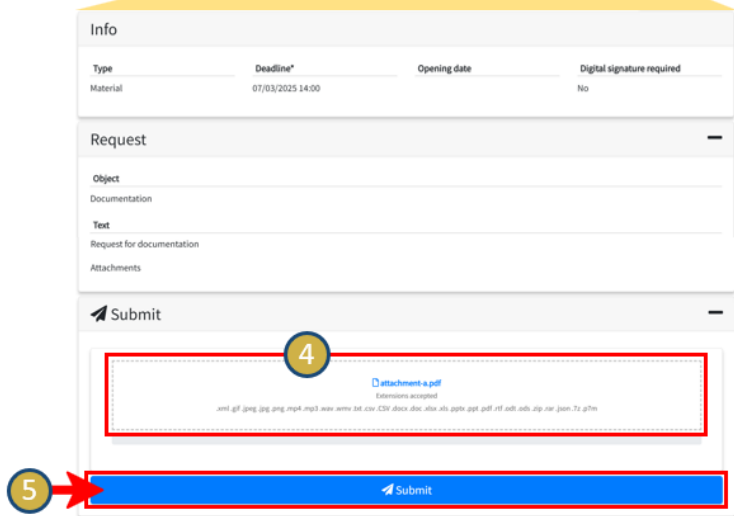
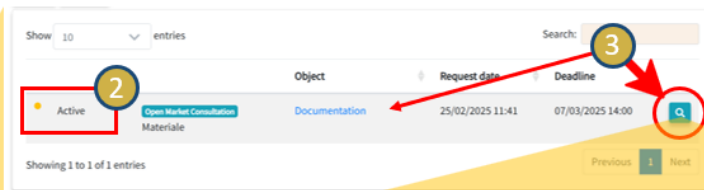
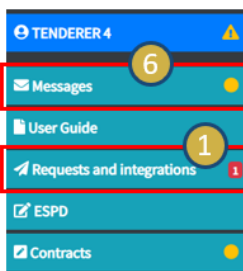
After submitting your participation, you can view the survey(s) set up by the Contracting Authority (if there are any) (1) and you can upload any document that may be useful for the consultation (if you have any) (2). To complete the survey, you can click on «**Surveys**» (1), then on «**Fill in**» (3), then answer all the mandatory questions in the survey and finally click on «**Submit**» (4). You can also click on «**Update participation**» (5) to change your description and your data, and you can click on «**Revoke participation**» (6) to delete all the data you have submitted.





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If the Contracting Authority sends you a request, you will receive it in the «**Requests and integrations**» within the Economic Operator menu (1), where you can also view a numeric notification. In this section, the requests which have not been processed yet are «Active» and are marked with a **yellow dot** (2). To respond to the request, you can click on the object of the request or the «**magnifying glass**» icon (3), upload the file in the upload window (4) and click on «**Submit**» (5). The successful transmission of the integration will be confirmed by a message that you receive in the «**Messages**» section of the Economic Operator menu (6).





## STUDIO AMICA

If the scheduled event is remote, or if the Contracting Authority has provided the option to attend remotely, on the date and at the time of the event, you can participate by clicking on «**Start conference call**» (1) or «**Event link**» (2) in the Panel page of the Open Market Consultation. At the end of the event, if the Contracting Authority has provided for it, you can watch the video of the event (3) in the Panel page of the Open Market Consultation.

The image displays three screenshots from the STUDIO AMICA interface. The first two screenshots, labeled 1 and 2, show the 'Events' panel for 'Workshop 1'. Both panels include a 'Manage' button, 'Event date' (25/02/2025 10:00), and 'Registration deadline' (23/02/2025 10:00). Panel 1 features a blue button labeled 'Start conference call', while panel 2 features a teal button labeled 'Event link'. The third screenshot, labeled 3, shows a 'Video of the event' player with a play button and a video icon, indicating that a video recording of the event is available.



STUDIO AMICA

## 11 PARTICIPATION IN CALL FOR TENDERS: OPEN PROCEDURE, NEGOTIATED PROCEDURE, DIRECT AWARD, PRE-COMMERCIAL PROCUREMENT

Participation in tender procedures on the TuttoGare Platform is conducted in accordance with this User Guide and the tender documents issued by the contracting authority with regard to the specific procedure.

You must register for the Platform following the procedure described in **paragraph 4** of this User Guide and log in to your member area if you intend to participate in tenders.

Click on **Tender procedures > Active notices and tenders** in the home page to view the list of procedures organised by the contracting authority.

Click on **Innovation->Pre-commercial** in the home page to view the list of **Pre-Commercial Procurement** organised by the contracting authority.

Institutional website 28/03/2025 10:04 English Search Access Register

Studio Amica

Home Tender procedures Lists and supplier qualifications Innovation Other initiatives and information

Market surveys before 12/31/2023

Ideas competitions

Notices and active competitions

with:

Alternative to SPID, CIE

Unmet needs collection campaigns

Innovative solutions collection campaigns

Open Market Consultations

Pre-commercial

Registers of suppliers 269

Professional registers 44

Electronic market 1

D.A.S. 1

ACTIVE TENDERS See them all




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Stage	ID	Procedure	Phase	Type	Value	Start Date	End Date	Company	Search
Published	2467	P000AC0C36	Procedure: Affidamento diretto / RDO	Phase: Richiesta di offerta	Forniture	5.000,00	27/03/2025 10:05	Studio Amica	🔍
Published	2465		Procedure: Affidamento diretto / RDO	Phase: Richiesta di offerta	Forniture	7.000,00	27/03/2025 15:46	Studio Amica	🔍
Sent result	2463	P000A8869	Procedure: Negoziati	Phase: Gara	Lavori	1.000.000,00	25/03/2025 11:30	Studio Amica	🔍
Contract award	2462	P000A66C3	Procedure: Affidamento diretto / RDO	Phase: Richiesta di offerta	Servizi	25.000,00	25/03/2025 10:31	Studio Amica	🔍
Published	2452		Procedure: Affidamento diretto / RDO	Phase: Richiesta di offerta	Forniture	10.000,00	20/03/2025 10:02	Studio Amica	🔍
Contract award	2450		Procedure: Affidamento diretto / RDO	Phase: Richiesta di offerta	Servizi	50.000,00	19/03/2025	A.S.L. Alfa	🔍

Each tender is identified by a unique ID and a “stage” with a coloured dot. Each colour represents a different stage of the tender procedure.

You can participate in tenders identified by a green dot , which means the tender is “published”.

on the details (the magnifying glass symbol ) to view the relevant information on the tender, which are:

- Tender information
- Product categories
- Lots
- Deadlines
- Attachments
- Notices

In the lower part of the page, you can view the following sections:

- **Clarification:** you can send requests for clarification to the contracting authority. Write your question and attach any documents if needed, then click on **Request clarification** and

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you will be sent a confirmation of your request to the **Messages** section as well as your email inbox. When the contracting authority replies to your request you will receive a notification in the **Messages** section as well as an email in your inbox. The list of replies for clarification will be published as FAQs in the detail page of the tender.

- **Inspection requests** (*possible – if set up by the contracting authority*): you can send a request for inspection, if provided for. Write your question and attach any documents if needed, then click on **Request an inspection** and you will be sent a confirmation of your request to the **Messages** section as well as your email inbox. When the contracting authority replies to your request you will receive a notification in the **Messages** section as well as an email in your inbox.

In the upper part of the page, you can view the following sections:

- **Fill in the ESPD** (European Single Procurement Document) (*possible – if set up by the contracting authority*). Please read **paragraph 17** of this *User Guide* to learn how to fill in the ESPD.

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Home / Tenders and assignments / Detail

### Tender #2408

Open procedure test

**Participate** (circled in red)

Fill in the ESPD

Published	Procedure	Type
21/02/2025	Aperta	Works
Total value	Project manager	
	€ 10,00	rossi gjada
Beneficiary	Studio Amica	

- ▼ Tender information
- ▼ Product categories
- ▼ Allotments
- ▼ Technical Evaluation Committee
- ▼ Deadlines
- ▼ Notices

- **Participate**. It should be noted that this button will only be visible until the term limits for submitting tender bids laid down by the contracting authority, after which it will no longer be possible to submit your bid or complete any operations that have already been started.


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 The System does not accept requests or bids submitted after the date and time laid down as the tender deadline. It should be specified that the deadline is at the first second after the time laid down, not at the following minute. For example: if the deadline is set for 12:00 PM, this time should be understood as 12:00:00 PM. Therefore, bids submitted after 12:00:01 PM are considered late and will not be accepted by the System.

### 11.1 TENDER PARTICIPATION PROCEDURE

After filling in the ESPD, if necessary, click on the **Participate** button to submit your bid. This button will be visible until the term limits for submitting tender bids; after this deadline, it will no longer be possible to submit your bid or complete any operations that have already been started.

It is essential, therefore, that the participation procedures are completed before the tender deadline.

 The System does not accept requests or bids submitted after the date and time laid down as the tender deadline. It should be specified that the deadline is at the first second after the time laid down, not at the following minute. For example: if the deadline is set for 12:00 PM, this time should be understood as 12:00:00 PM. Therefore, bids submitted after 12:00:01 PM are considered late and will not be accepted by the System.

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After clicking on the **Participate** button, you will view the following screen:

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STUDIO AMICA

Home / Tenders and assignments / Detail / Panel

**TENDERER 1**

- Messages
- User Guide
- Requests and integrations
- ESPD
- Committee registers
- Evaluator panel
- Qualifications
- Competition management
- Contracts
- Race management
- Catalogue
- Innovative solutions collection campaigns
- Consultation management
- PCP management

### Lot - Lot 1

#### Grouping

Country	Corporate Tax Code	Corporate name	Role
+ Add participant to the grouping			
Save			

In the case of participation in a business grouping, the responsibility for transmitting the documentation to the Platform lies solely with the Lead Economic Operator, who must first enter the member companies of the grouping into the system before submitting the documentation. Registration on the portal is mandatory for the Lead Economic Operator, while it is not required for the member Economic Operators."

#### Validation

Country	Corporate Tax Code	Corporate name	Role	Living room Reference
+ Add participant to endorsement				
Save				

In the case of avaliment, the responsibility for transmitting the documentation to the Platform lies solely with the Lead Economic Operator, who must first enter the member companies of the grouping into the system before submitting the documentation. Registration on the portal is mandatory for the Lead Economic Operator, while it is not required for the member Economic Operators."

**Administrative envelope**

Not presented **Mandatory** Administrative envelope **Upload**

Not presented Additional documentation **Upload**

**Technical Envelope**

Not presented **Mandatory** Technical envelope **Upload**

**Economic envelope**

Not presented **Mandatory** Economic envelope **Upload**

In multi-lot procedures, before viewing the screen, you will have to select the lot(s) you intend to participate in, based on the requirements laid down in the tender documents, and then enter a lot of interest as needed.

Home / Tenders and assignments / Detail / Panel

**TENDERER 1**

- Messages
- User Guide
- Requests and integrations
- ESPD
- Committee registers
- Evaluator panel
- Qualifications
- Competition management
- Contracts

### Choose the lot

Search

- Lot #1 Lot 1
- Lot #2 Lot 2
- Lot #3 Lot 3

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**STUDIO AMICA**

## 11.2 TEMPORARY ASSOCIATION OF COMPANIES OR CONSORTIUM PARTICIPATION

If you intend to participate in a Temporary Association of Companies (RTI) or in a consortium, enter the related structure by clicking on:

**+ Add participant to the Group**

and filling in the required fields:

- Country
- Corporate Tax Code
- Business name
- Role in the group/consortium: member company/consortium member

The System shows the following message:

*In the case of participation as a Group of economic operators, the responsibility for submitting the documentation to the Platform rests solely with the Lead Economic Operator, who must add the companies that are part of the group into the System before sending the documentation. Registration on the Platform is mandatory for the Lead Economic Operator, whereas it is not mandatory for the member companies of the group.*

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In any event, please refer to the requirements laid down in the tender documents.

Member companies of the group can also fill in the ESPD in the manner laid down in [paragraph 17 of this User Guide](#).

**ATTENTION: If you participate as a Group of economic operators you are advised to enter the group structure immediately. If you enter or modify it after uploading the Technical or Financial bid, the System will automatically cancel those bids and will require you to upload them again.**

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### 11.3 RELIANCE ON THE CAPACITY OF OTHERS

In the case of reliance on the capacity of others, pursuant to Article 104 of D. Lgs. 36/2023, the responsibility for submitting the documentation to the Platform rests solely with the Lead Economic Operator, who must add the auxiliary companies into the System before sending the documentation. Registration on the Platform is mandatory for the Lead Economic Operator, whereas it is not mandatory for the other companies.

**Grouping**

Country	Corporate Tax Code	Corporate name	Role
+ Add participant to the grouping			
Save			

In the case of participation in a business grouping, the responsibility for transmitting the documentation to the Platform lies solely with the Lead Economic Operator, who must first enter the member companies of the grouping into the system before submitting the documentation. Registration on the portal is mandatory for the Lead Economic Operator, while it is not required for the member Economic Operators."

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The economic operator can enter the data related to the possible auxiliary companies.

**Grouping**

Country	Corporate Tax Code	Corporate name	Role
Italia	Corporate Tax Code	Corporate name	Select
+ Add participant to the grouping			
Save			

In the case of participation in a business grouping, the responsibility for transmitting the documentation to the Platform lies solely with the Lead Economic Operator, who must first enter the member companies of the grouping into the system before submitting the documentation. Registration on the portal is mandatory for the Lead Economic Operator, while it is not required for the member Economic Operators."

**ATTENTION: In the case of reliance on the capacity of others you are advised to enter the group structure immediately. If you enter or modify it after uploading the Technical or Financial bid, the System will automatically cancel those bids and will require you to upload them again.**

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Below the Group and Reliance sections, you will see the telematic “**Envelops**”, where you can enter all the required tender documents. There can be two types of telematic “Envelops”, based on the award criterion laid down in the specific procedure.

For tenders with the “lowest price” criterion the Envelops are:

- **Administrative Envelope**
- **Economic Envelope**

For tenders with the “best price-quality ratio” criterion the Envelops are:

- **Administrative Envelope**
- **Technical Envelope**
- **Economic Envelope**

Note: The contracting authority may not create one or more types of Envelops (and bids). For example, in the case of fixed-price tenders, it may only create Envelops A and B.

### 11.4 UPLOADING THE TENDER DOCUMENTS

The methods for uploading the tender documents vary according to the configuration laid down by the contracting authority.

Where the Contracting Authority has provided for automatic access to documents on the platform, you can request the redaction of documents, for which please refer to **paragraph 21** of this User Guide.

#### 11.4.1 Method 1: uploading the envelopes WITHOUT A SLOT for each document

In this case you can upload a compressed file containing all the required documents. Therefore, you will click on the **Upload** button and upload **a single file** (.Zip, .Pdf, etc.) in each Envelope.

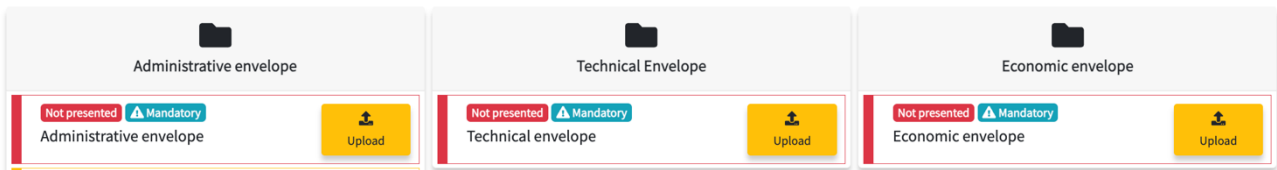
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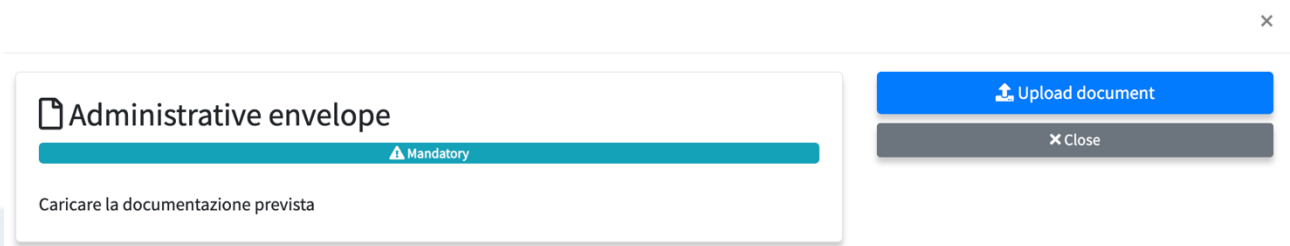
**Attention:** please refer to the documents laid down by the contracting authority for information on the signature of the single documents and the compressed file. In any event, it should be noted that the System indicates if the file is:

1. Non mandatory
2. Mandatory with a qualified digital signature
3. Mandatory without a qualified digital signature

*Note: for further information on the use of the digital signature please refer to **paragraph 3** of this User Guide.*

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After clicking on **Upload**, you will see the section where you can upload the document:



Click on **Upload document**, then click on **Choose file** and choose it directly from your device.

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The screenshot shows a web interface for creating an 'Administrative envelope'. On the left, there is a section titled 'Administrative envelope' with a teal bar and a 'Mandatory' warning icon. On the right, there is a file selection area with a dashed box containing a folder icon and the text 'Choose file...'. Below this, it lists 'Extensions accepted': .xml, .docx, .doc, .xlsx, .xls, .pptx, .ppt, .pdf, .rtf, .csv, .odt, .ods, .zip, .rar, .7z, .jpeg, .jpg, .png, .gif, and .p7m. Below the file selection is a 'Password' section with two input fields: 'Password' and 'Repeat Password'.

After uploading the document, choose and enter a **password**, which must be **at least twelve characters** long and must contain at least an uppercase letter, a lowercase letter, a number, and a symbol. This password is necessary for the encryption of the Envelope in order to protect its confidentiality and inviolability.

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After entering the password, click on **Upload**. The System will verify:

- The integrity of the file
- The formal validity of the digital signature on the file (*when required*)
- The encryption of the file
- The saving of the file

and will confirm the operation has been successfully completed.


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**Operation completed successfully**  
Hash SHA 256:089c05556e54a27ce973b2ab27cec33480f832567696f6f3a8d0218339558e26

[Return to the panel to continue operations](#)

Come back to the tender panel in order to upload the following Envelops. Repeat the operation for each Envelope.

#### 11.4.2 Method 2: uploading the envelopes WITH A SLOT for each document

Differently from the above paragraph, there may be more than one slot in a single Envelope, therefore one slot for each document which must be uploaded, as in the picture below.

Administrative envelope	Technical Envelope	Economic envelope
<p><b>Presented</b> <b>Mandatory</b></p> <p>Administrative envelope <span>Modify</span></p> <p><b>Not presented</b></p> <p>Additional documentation <span>Upload</span></p>	<p><b>Not presented</b> <b>Mandatory</b></p> <p>Technical envelope <span>Upload</span></p>	<p><b>Not presented</b> <b>Mandatory</b></p> <p>Economic envelope <span>Upload</span></p>

The System indicates the type of document to be uploaded to each slot and whether each slot is mandatory or non-mandatory.

Administrative envelope
<p><b>Presented</b> <b>Mandatory</b></p> <p>Administrative envelope <span>Modify</span></p> <p><b>Not presented</b></p> <p>Additional documentation <span>Upload</span></p>

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For each slot, click on **Upload** and follow the aforementioned instructions, which are summarized below:

Upload ->

Upload document ->

Choose file ->

Password ->

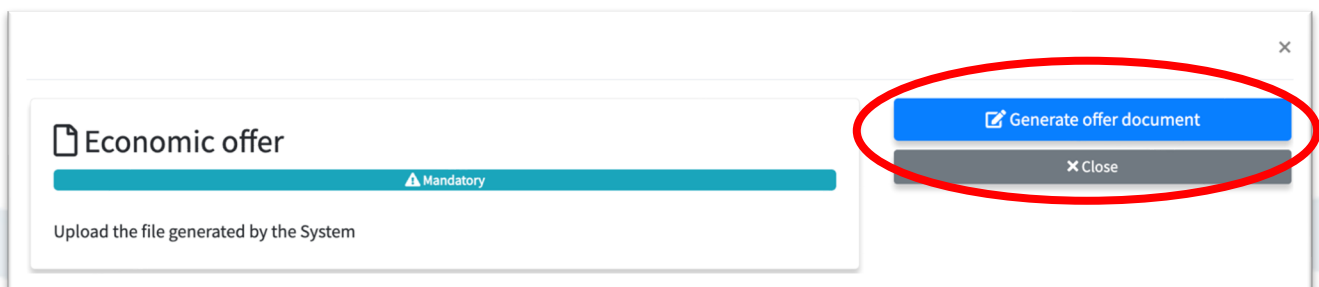
Upload ->

Return to panel to continue the operations

## 11.5 ONLINE BID GENERATION

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Differently from the administrative Envelope, the Technical and Financial Bid may be generated on-screen. In this case, click on **Upload**, then click on **Generate offer document** and fill in the form.



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Procedura aperta ex art. 40 - C. **ECONOMIC OFFER**

Prezzo a base d'asta: € 200.000,00  
Oneri per la sicurezza: € 0,00  
Azienda Dummy 27 - 0000000027

A seguito del bando di partecipazione alla procedura di gara in oggetto indicato, dopo aver preso piena conoscenza di tutti gli atti tecnici ed amministrativi e di tutte le

**PRESENTS THE FOLLOWING UNCONDITIONAL OFFER**

<b>Offerta economica</b> Ribasso percentuale sull'importo a base di gara. Formula applicata per il calcolo del punteggio: $P_{off} = 100 - O_{off}$
Offerta economica
<b>ONERI SICUREZZA AZIENDALE</b> (esprimere il valore in cifre al netto di IVA)
ONERI SICUREZZA AZIENDALE
<b>COSTO DELLA MANODOPERA</b> (esprimere il valore in cifre al netto di IVA)
email:27@studioamica.it
<b>Password</b>
Repeti Password
<b>Genera offerta</b>

This method only applies to “quantitative” criteria which imply an automatic offer evaluation. The System applies the formula selected by the contracting authority among the following ones (for any further details on the formulas please refer to *Linee Guida Anac n. 2* on the most economically advantageous tender):

1. Directly proportional
2. Inversely proportional
3. Price list
4. Quadratic
5. Bilinear
6. ON/OFF
7. Tabular

The formula applied for the calculation of the score is shown next to the online form you must fill in.

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PRESENTS THE FOLLOWING UNCUNDITIONAL OFFER

Economic Offer

Percentage discount on the tender base amount

Scoring formula

$$P_i = P_{\max} \times O_i / O_{\max}$$

Please note that the formula is exclusively selected by the contracting authority, and it is indicated in the tender documents.

In all cases where online bid generation is required, click on **Generate offer document** and fill in the form in accordance with the requirements laid down in the tender documents.

Note: You will always view the *Safety costs* field and the *Labour costs* field. Fill them in accordance with the requirements laid down by the sectoral regulations and the contracting authority. If the latter has not indicated these costs, fill in those fields with a zero (0).

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After uploading the document, choose and enter a **password**, which must be **at least twelve characters** long and must contain at least an uppercase letter, a lowercase letter, a number, and a symbol. This password is necessary for the encryption of the Envelope in order to protect its confidentiality and inviolability.

After entering the password, click on **Generate offer** and a .pdf/A file will be created with your online-generated bid.

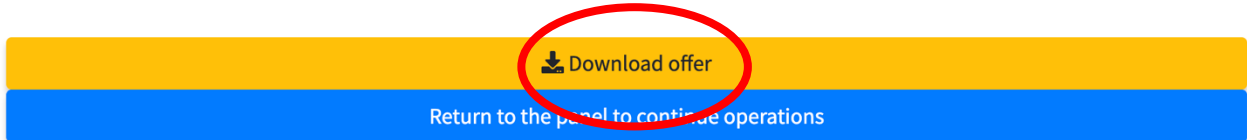
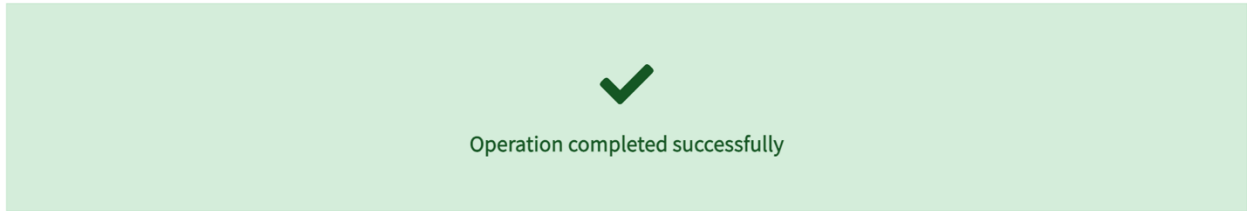
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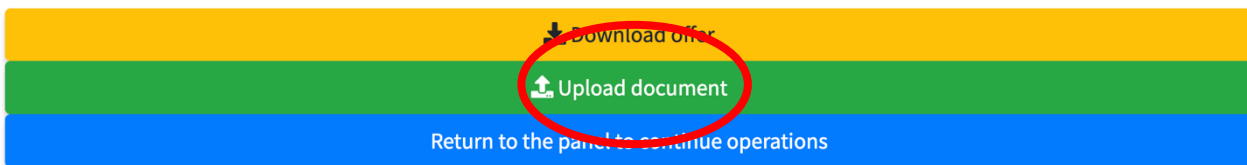
STUDIO AMICA



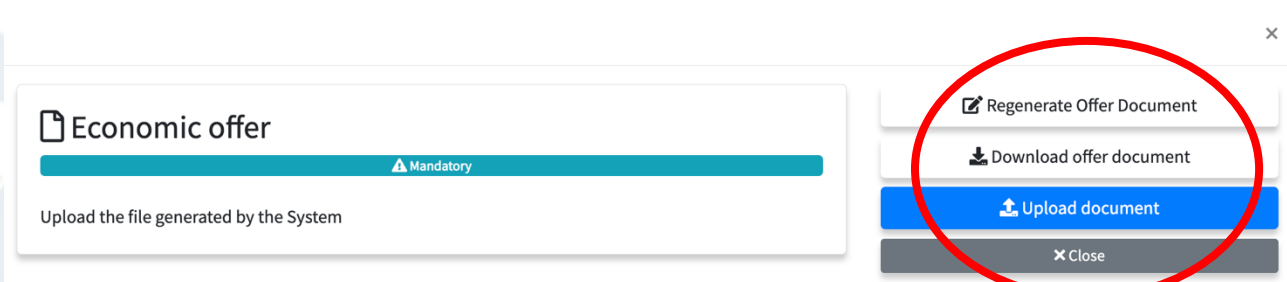
Then follow the steps below:

- Click on **Download offer** to download the file.
- Sign the document as required by the contracting authority.
- Click on **Upload document** to upload the signed file.

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Then the screen below will be displayed:



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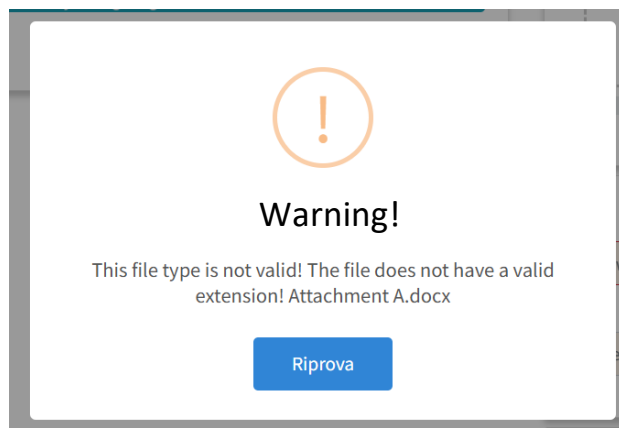
## STUDIO AMICA

- **Regenerate offer document:** you can fill in the form again.
- **Download offer document:** you can download the file again.
- **Upload document:** you can upload the offer file you have downloaded.

*Note: if you need to upload multiple documents to the Economic Envelope you can create a compressed file with all the required documents and sign them in accordance with the requirements laid down by the contracting authority.*

### WARNINGS

- If a slot is mandatory with a digital signature, you cannot upload .doc files. In this case you will see this error:



- If a slot is mandatory with a digital signature and the uploaded file is not digitally signed or is signed with a non-valid signature as referred to in **paragraph 3** of this *User Guide*, you will see this error:



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- If the uploaded file is different from the file generated on-screen (e.g. it is modified, even simply printed and scanned), you will see this error:



You are advised to follow the technical instructions below:

- The file generated on-screen must not be modified in any way. Any type of modification, even a simple print and scan, will modify the file's hash and jeopardise its recognition.

Please note that other factors may also jeopardise the file's recognition, e.g. sending the file by email and then uploading it from a different device from the one it has downloaded it.

***You are strongly advised to upload the file generated by the System from the same device to which the file has been downloaded.***

- Some types of file compressions may result in an error. The only accepted formats are .Zip, .Rar e .7Zip.

***You are strongly advised to compress files in the following manner:***

- Right mouse button
- "Send to"
- Compressed folder

- Any further errors may occur if a special character is in the name of the file.

***You are strongly advised to avoid special characters.***

Each time you complete the upload of a file, a positive feedback message is displayed:


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Operation completed successfully

Hash SHA 256:68081a0992dc149b40e02e5a95034ab9fd7befba9bbb3eb6dbe3910c1b5ca31b

[Return to the panel to continue operations](#)

Repeat the operation for each document required in the individual Envelops and for each telematic Envelope.

Click on the button below and go back to the tender panel.

[Return to the panel to continue operations](#)



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Where the contracting authority has provided for it, you can upload the necessary documents to justify labour costs in the appropriate slot, pursuant to Article 41 of D. Lgs 36/2023:

- User Guide
- Requests and Integrations 1
- ESPD
- Committee registers
- Evaluator panel
- Qualifications
- Competition management
- Contracts
- Race management

Country	Corporate Tax Code	Corporate name	Role
+ Add participant to the grouping			
Save			

In the case of participation in a business grouping, the responsibility for transmitting the documentation to the Platform lies solely with the Lead Economic Operator, who must first enter the member companies of the grouping into the system before submitting the documentation. Registration on the portal is mandatory for the Lead Economic Operator, while it is not required for the member Economic Operators."

**Administrative envelope**

Not presented **Mandatory** Upload

Additional documentation Upload

**Technical Envelope**

Not presented **Mandatory** Upload

**Economic envelope**

Not presented **Mandatory** Upload

Labor cost reduction justifications Upload



Choose file...

Extensions accepted

.xml .docx .doc .xlsx .xls .pptx .ppt .pdf .rtf  
.csv .odt .ods .zip .rar .7z .jpeg .jpg .png .gif  
.p7m

Password

Repeat Password

Does the document contain technical or commercial secrets for which you intend to request redaction?

Select...

By selecting yes, it will be mandatory to upload a copy of the document obscured in the parts subject to technical/commercial secrecy

Back

Close



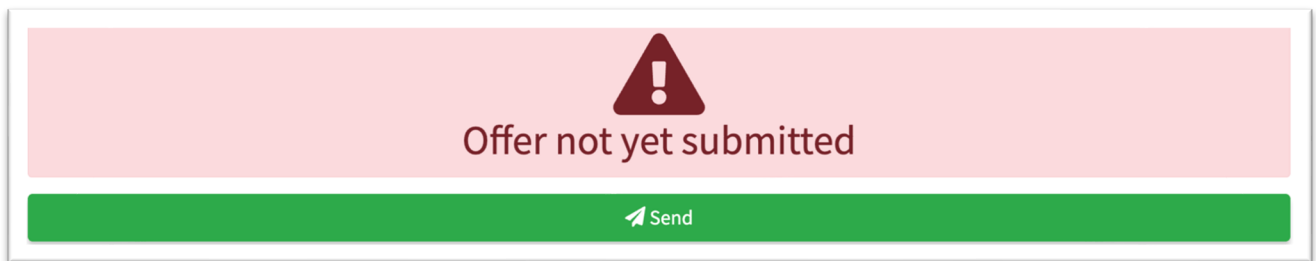


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## 11.6 SUBMISSION OF THE BID

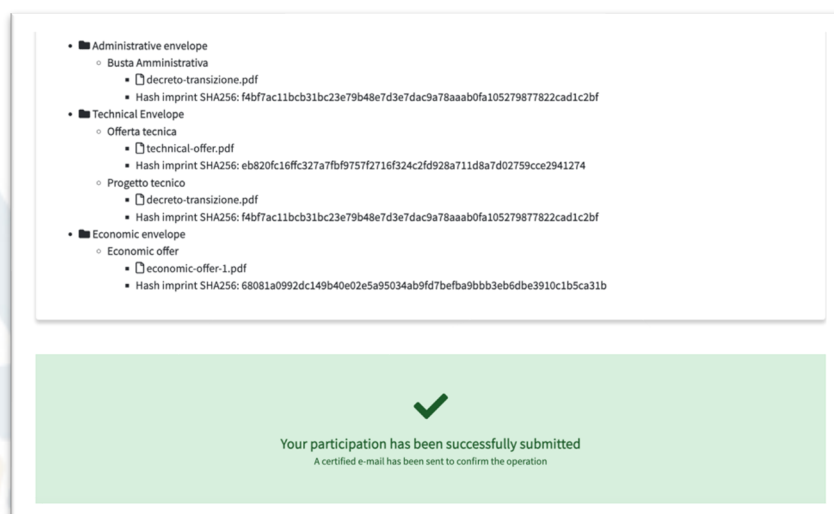
After uploading all the “Envelops” with the required documentation, click on the **SEND** button. The “*Bid not yet submitted*” alert warns that your bid has not been submitted yet.

Please note that merely uploading the documentation is not sufficient for participation. You will complete your submission of the bid only after sending your offer. If you do not click on SEND, your bid will not be submitted to the contracting authority.



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When you click on SEND, the System verifies that all the Envelops have been sent and all the mandatory documentation has been uploaded and it displays the following message:



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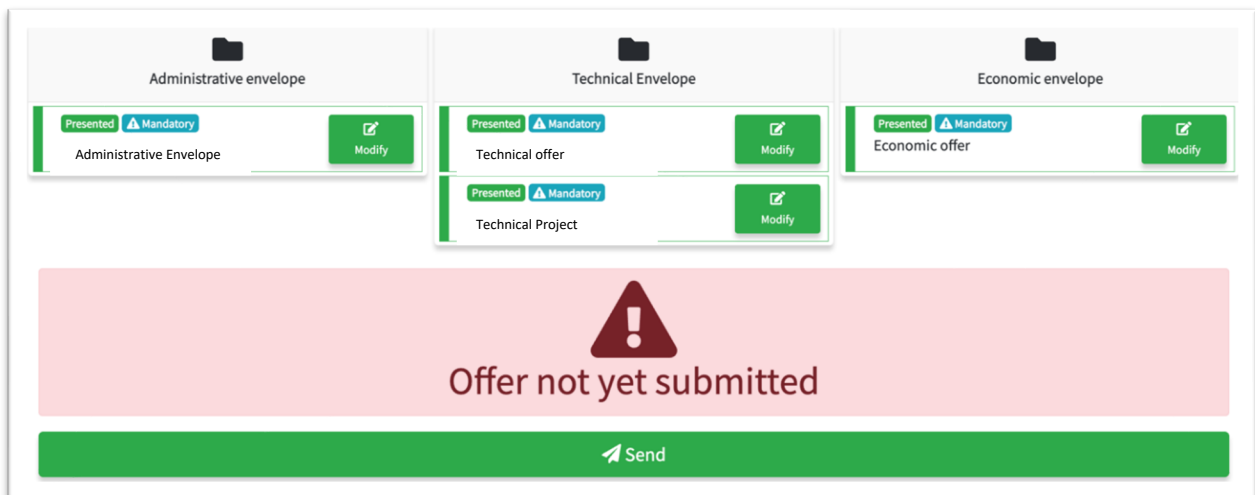
Via Vittoria Colonna, 29 - 20149 Milano (MI) – Italy



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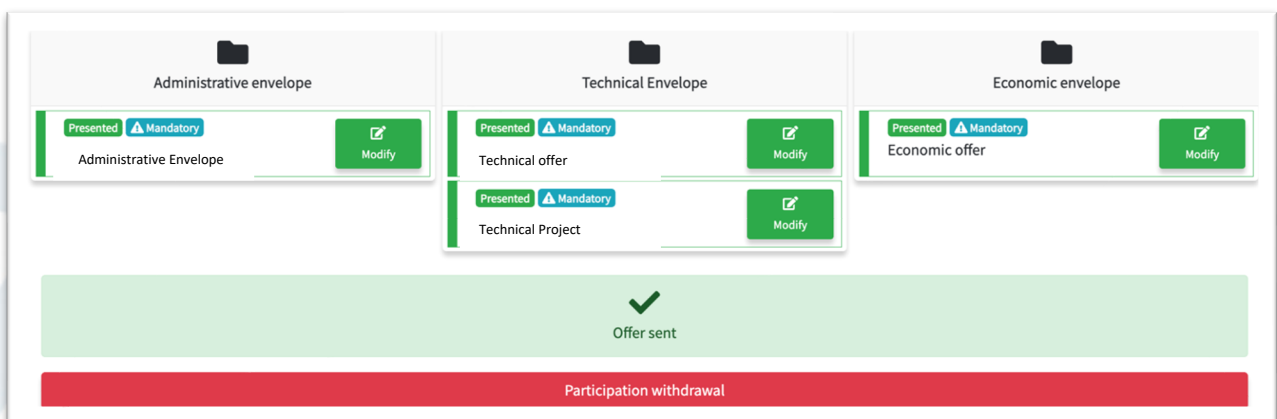
A notification will be sent to the **Messages** section as well as your email inbox when you have successfully submitted your bid.

You can consider your bid as submitted only after receiving such messages.



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Note: if you need to modify and/or replace an uploaded document, you can do it without completing your submission.



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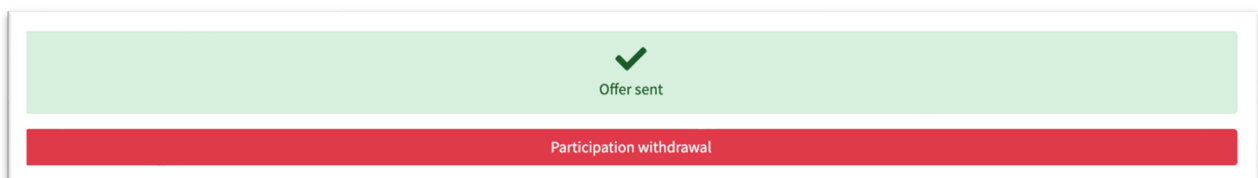
**STUDIO AMICA**

If you need to modify and/or replace an uploaded document after submitting your bid, within the tender deadline, you can conduct this operation, but the System will withdraw your bid, and you will need to submit it again.

Within the tender deadline you can:

- View the uploaded documentation,
- Replace the documentation you have already sent. The new files will entirely replace the previously sent ones,
- Regenerate the Technical or Financial bid. The new files will entirely replace the previously sent ones. **ATTENTION: the offer regeneration will result in the automatic withdrawal of your submission,**
- Modify the structure of the Group or the Reliance. **ATTENTION: the modification of the Group or Reliance sections will result in the automatic withdrawal of your submission,**
- withdraw your bid by clicking on the **Withdraw bid** within the tender deadline.

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In the case of withdrawal, a notification will be sent to the **Messages** section as well as your email inbox. The withdrawn bid will be deleted by the System and will not be submitted.

 **A new submission is compulsorily required each time an offer is regenerated or replaced.**


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 The System does not accept requests or bids submitted after the date and time laid down as the tender deadline. It should be specified that the deadline is at the first second after the time laid down, not at the following minute. For example: if the deadline is set for 12:00 PM, this time should be understood as 12:00:00 PM. Therefore, bids submitted after 12:00:01 PM are considered late and will not be accepted by the System.

 You are advised to submit your bid well in advance so that the contracting authority and/or the System Manager can assist you in the case you had any issues with the use of the platform due to your little experience of the Platform.

The bid submitted within the tender deadline is binding for the economic operator participating in the tender.

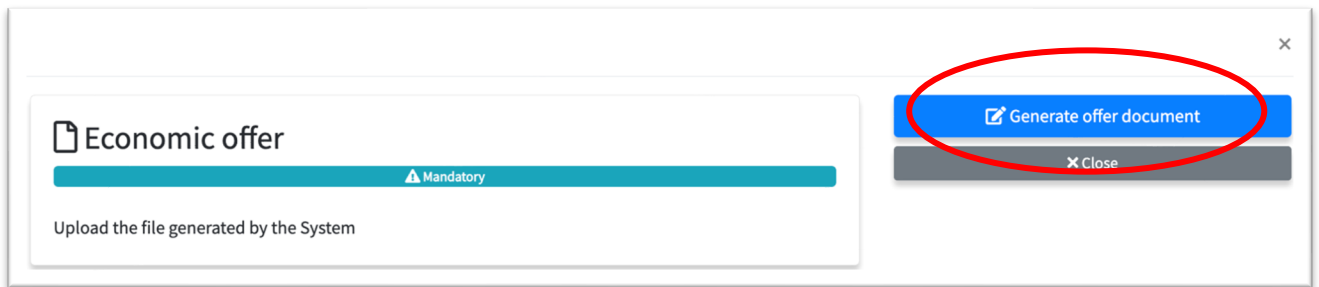
The submission of your bid is your acceptance of the conditions laid down by this *User Guide* and the documents attached by the contracting authority.



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## 12 SPECIFIC CHARACTERISTICS OF PARTICIPATION IN PRE-COMMERCIAL PROCUREMENT

### 12.1 ONLINE ECONOMIC OFFER COMPILATION



Regarding the online compilation of the economic offer, the economic operator must first generate the offer on screen by clicking on the eponymous command **Generate offer document** and fill in the form proposed by the System by filling in the fields:

- A. **"Actual price offered"** - the all-inclusive price offered for the execution of the services and for the completion of the Phase which takes into account the fact that the rights to exploit intellectual and/or industrial property, including ownership of R&D results, belong to the offering economic operator (which, in case of award, represents the consideration to be paid upon verification of the fulfillment of the phase services). The actual price offered cannot be an amount greater than the auction base

ACTUAL PRICE OFFERED (express the value in figures net of VAT and gross of safety costs)	Formula applied for scoring $P = \frac{P \times O}{i_{\max} \times i_{\min}}$
ACTUAL PRICE OFFERED	

- o of which **"Company safety costs"** - the company costs incurred in order to reduce the specific risks as an economic operator and as measures necessary to reduce risks in the work phases

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CORPORATE SAFETY COSTS (express the value in figures net of VAT)	Formula applied for scoring $P = \frac{P \times O}{i_{\max} \cdot i_{\min}}$
CORPORATE SAFETY COSTS	

- B. "Virtual price" - the all-inclusive value determined for the execution of the services and for the completion of the Phase, in the different theoretical hypothesis of exclusive development, in which the exploitation of intellectual and/or industrial property rights was maintained exclusively by the contracting administration.

VIRTUAL PRICE (express the value in figures net of VAT)	Formula applied for scoring $P = \frac{P \times O}{i_{\max} \cdot i_{\min}}$
150000	

The System will automatically calculate the amount of "Compensation" (B-A).

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At the end of the compilation, the System will ask for a "Password" composed of 12 characters, necessary for the encryption of the file, in order to protect its secrecy and inviolability. The same must be kept as, exceptionally, it may be requested by the Entity during the opening of the "Envelopes" to access the content of the documentation.

Once the password has been entered, the economic operator must click on "Generate offer" and the System will generate a file, containing the offer itself, which the economic operator must:

- A. download, by clicking on the Download offer button
- B. if requested by the Entity, digitally sign (for more details regarding the use of the Digital Signature, please refer to paragraph 11 of these Technical Rules)
- C. reload into the System, by clicking on the Upload document button.

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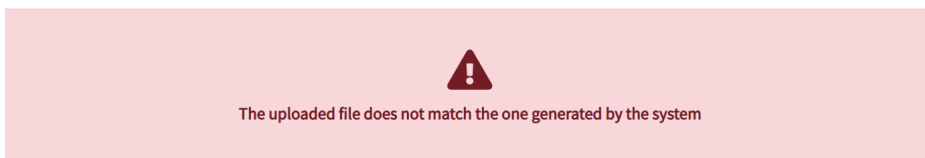
*N.B. In the event that the Notice provides for the transmission of further documents to be presented in support of the offer, the operator can create a compressed archive in which to insert both the file generated online and the additional documentation, all duly signed according to the indications provided by the Contracting Authority.*

### **WARNINGS**

- If the offer is required with a digital signature and the uploaded file is not digitally signed or is not signed with a valid signature as provided in **paragraph 3** of these Rules, the system issues the following error:



- If the uploaded file is not exactly the one generated by the system (e.g. it is modified, even simply printed and scanned), the following error is issued:



**It is recommended to follow the technical indications reported below:**

- The file generated by the System must not be modified in any way. Any type of modification, even a simple print and scan of the file, will lead to a change in its digital fingerprint, thus compromising its recognition.

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It is important to keep in mind that further factors could affect the recognition of the file, modifying it. By way of example and not exhaustive: sending the document by mail and subsequent uploading of the file to a workstation other than the one on which the download was carried out.

*It is strongly recommended to upload the offer file generated by the System from the same workstation on which the download was carried out.*

## 12.2 SHARING DELIVERABLES AND/OR DOCUMENTATION WITH THE CONTRACTING AUTHORITY WITHIN THE EXECUTION PHASES OF THE PRE-COMMERCIAL PROCUREMENT

Any requests for deliverables and/or project documentation related to the Execution phases of the Pre-Commercial Procurement are forwarded to the economic operator via email and, simultaneously, via a specific notice that the operator will receive in the Communications section of their reserved area.

For the management of requests for the production of deliverables and/or documentation requested by the Contracting Authority in the Execution phases of the Pre-commercial Procurement, please refer to **Paragraph 7.2**.

In addition, the Economic Operator can view the requests for deliverables received from the Contracting Authority also through the "**Execution Panel**" button within the Call For Tender detail page.

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The screenshot displays the STUDIO AMICA system interface. The top navigation bar includes a search icon and the text 'Tenderer panel'. Below this, there are several buttons: 'Fill in the ESPD', a code editor icon, and a link icon. A red circle highlights the 'Execution panel' button, which is located below the 'Requests from the Contracting Authority' button. A red arrow points from the 'Execution panel' button to a pop-up window titled 'Milestone A - Conclusion prediction:'. This window contains a table with the following data:

Deliverable A	Requests received
	1
Conclusion prediction	Next deadline
	06/03/2025 14:00

At the bottom of the pop-up window, there is a yellow button labeled 'Requests from the Contracting Authority'.

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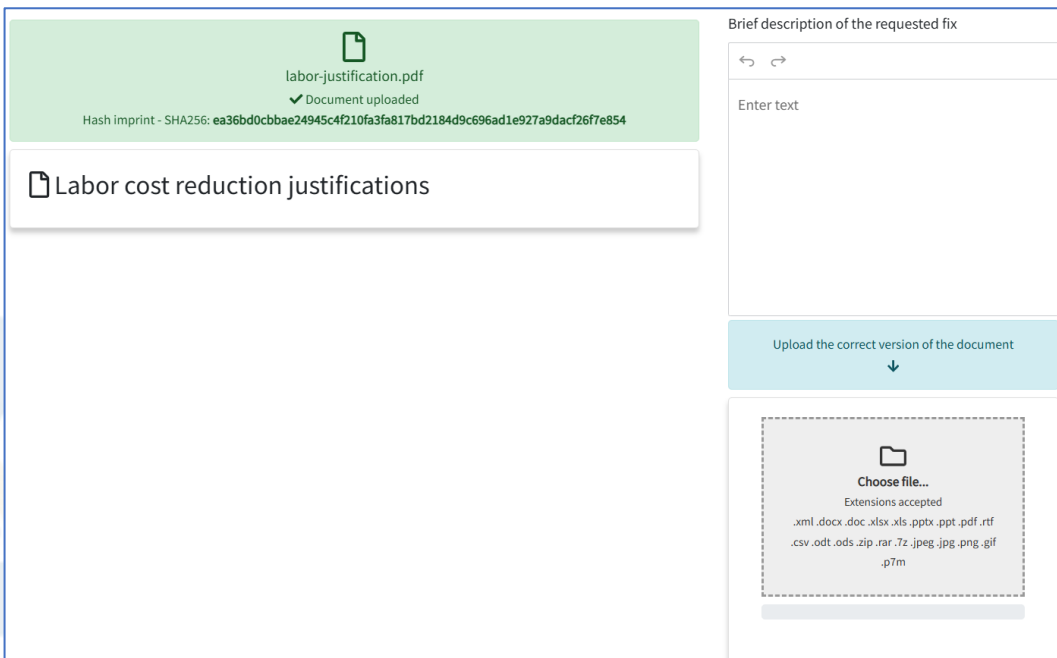
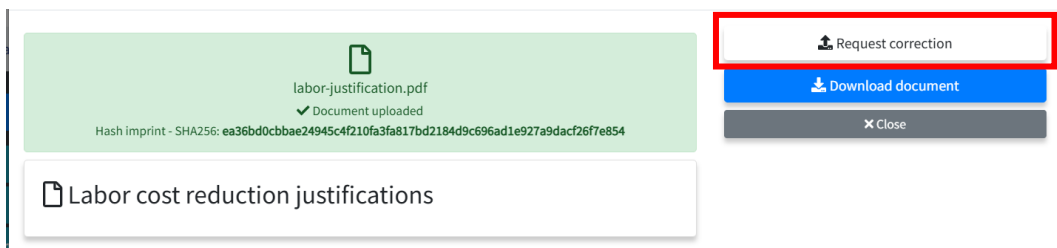
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### 13 OFFER AMENDMENT SYSTEM

You can request the correction of a material error in the Technical or Financial bid, which was discovered after the tender deadline, using the same procedure as for submitting your bid, up to the day set for the opening of the envelopes, pursuant to Article 101, paragraph 4 of the Italian Legislative Decree 36/2023.

The correction must not result in the submission of a new bid or in any way its substantial modification.

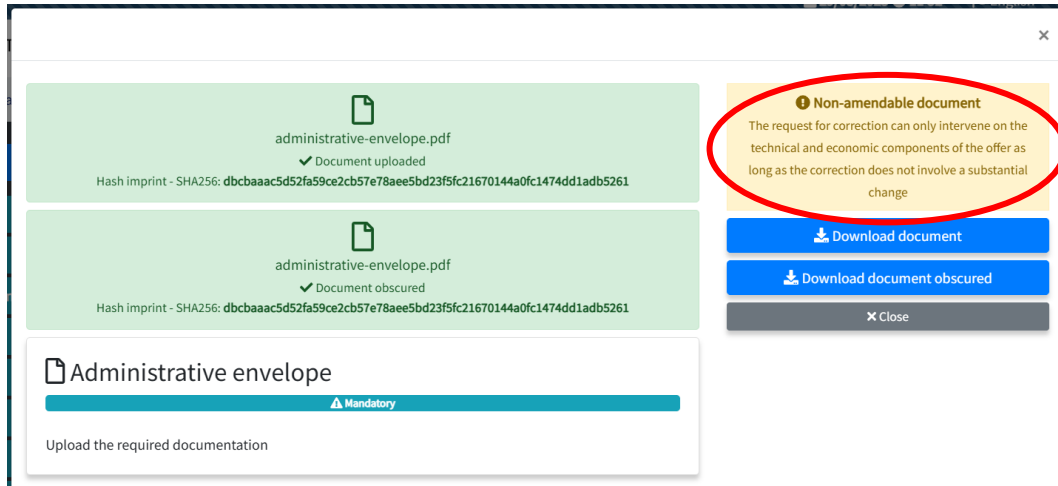
You can upload your correction in the tender Panel, if that has been provided for by the contracting authority:





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If it is not possible to correct the document under the Law, the System will not allow you to do that:



## 14 ELECTRONIC AUCTION

In the event that the contracting authority has provided to carry out an auction in the phase following the evaluation of offers and the preparation of the ranking, the competition is reopened among the remaining economic operators.

The auction only takes place after the identification of the best offer, once the Contracting Authority has finished verifying the documentation, evaluating the offers and related activities (such as requests for supplements, requests for justification for abnormal bids, requests for clarifications, etc.), and preparing the ranking.

The resulting best offer is the basis for conducting the following competition.

Each remaining operator receives the following information with regard to the auction in the **Messages** section as well as your email inbox:

- **Date and time of the beginning of the Auction,**
- **Date and time of the end of the Auction,**
- **Base time:** the period after which, if there is only one higher bid with no subsequent higher bids, the auction will close before its scheduled date and time. The base time only starts if there is at least one

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higher bid, beginning from the date and time that bid is submitted. If there are not any higher bids within the base time, the auction will close at the scheduled date and time.

*Note: the setting of the time base is at the absolute discretion of the contracting authority, which lays down whether the economic operators will have to submit their higher bids within a certain deadline for each auction.*

### **Practical example:**

Auction starts on 1.5.2022 at 15:00

Auction ends on 1.5.2022 at ore 17:00

Base time: 15 minutes.

The operator ALPHA COMPANY submits a higher bid at 15:30 and a 15-minute countdown (time base) starts at that time. If no other companies submit higher bids until 15:45, ALPHA COMPANY will win the auction.

Therefore, the auction closes:

- At the end of its natural deadline (17:00) if higher bids have been submitted during base time
- At the end of base time if no higher bids have been submitted during base time.
- **Minimum bid increase:** the minimum raise in percentage which each operator must make with respect to the best bid submitted during the tender.

**Practical example:** the operator ALPHA COMPANY is the best tenderer with a 10% reduction. The contracting authority will provide that each operator must make a 1% minimum bid increase during the auction. This means that each operator (including the best tenderer) must make at least a 1% bid reduction on the starting bid amount.

- **Ranking visibility:** the real-time visibility of the bids submitted by each tenderer. If it is not shown, each tenderer will only view the best bid (not the operator who submitted it) and their position in the ranking.

*Note: ranking visibility is at the absolute discretion of the contracting authority, which lays down whether the ranking must be visible or non-visible to the operators for each auction.*

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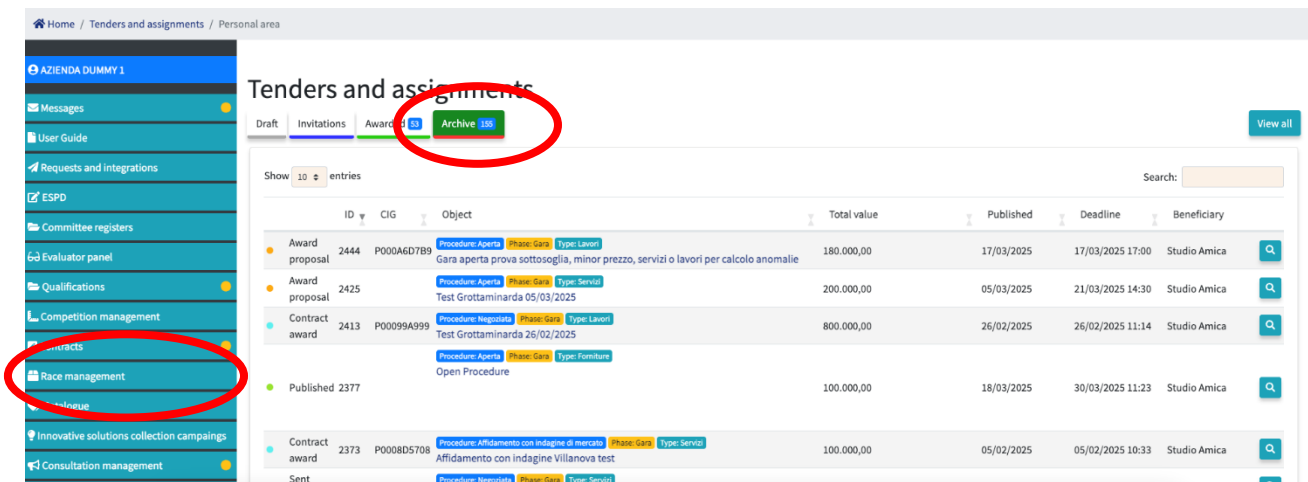
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## 14.1 METHODS FOR PARTICIPATING IN THE AUCTION

The auction only opens after all the tender operations referred to in **paragraph 11** have been completed.

After the ranking and the best bid have been determined, the aforementioned information on the auction process is sent to each operator's **Messages** section as well as their email inbox.

If you intend to participate in the auction, log in and click on **Tender manager** -> **Archive** and then click on the details (the magnifying glass ) of the tender procedure.



Home / Tenders and assignments / Personal area

AZIENDA DUMMY 1

Messages  
User Guide  
Requests and integrations  
ESPD  
Committee registers  
Evaluator panel  
Qualifications  
Competition management  
**Race management**  
Contracts  
Innovative solutions collection campaigns  
Consultation management

### Tenders and assignments

Draft Inventions Awarded **Archive 135** View all

Show 10 entries Search:

ID	CIG	Object	Total value	Published	Deadline	Beneficiary
Award proposal 2444	P000A6D7B9	Procedura Aperta Phase: Gara Type: Lavori Gara aperta prova sottosoglia, minor prezzo, servizi o lavori per calcolo anomalie	180.000,00	17/03/2025	17/03/2025 17:00	Studio Amica
Award proposal 2425		Procedura Aperta Phase: Gara Type: Servizi Test Grottaminarda 05/03/2025	200.000,00	05/03/2025	21/03/2025 14:30	Studio Amica
Contract award 2413	P00099A999	Procedura Negozata Phase: Gara Type: Lavori Test Grottaminarda 26/02/2025	800.000,00	26/02/2025	26/02/2025 11:14	Studio Amica
Published 2377		Procedura Aperta Phase: Gara Type: Forniture Open Procedure	100.000,00	18/03/2025	30/03/2025 11:23	Studio Amica
Contract award 2373	P0008D5708	Procedura Affidamento con indagine di mercato Phase: Gara Type: Servizi Affidamento con indagine Villanova test	100.000,00	05/02/2025	05/02/2025 10:33	Studio Amica
Sent		Procedura Negozata Phase: Gara Type: Servizi				

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Click on **Tenderer panel** and begin the operations for participating in the auction.

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Home / Gare e affidamenti / Dettaglio

Cognome Legale 10 Nome Legale 10

Proposta di aggiudicazione

## Gara #147

Demo Asta telematica

**Pannello partecipante**

Informazioni appalto

Publicazione	Procedura	Tipologia
16/05/2022	Aperta	Servizi
Valore complessivo	€ 100.000,00	RUP
		Tizia Pallina

Categorie merceologiche

03 - Prodotti dell'agricoltura, dell'allevamento, della pesca, della silvicoltura e prodotti affini

Esci

In the **Tenderer panel** you will see the bids submitted in the previous stage of the tender and the **Participate in the auction** button.

Asta in corso

**Participate in the auction**

Busta Amministrativa

Presentata  Obbligatorio con firma digitale

Busta Amministrativa

Visualizza

Busta Economica

Presentata  Obbligatorio con firma digitale

Offerta economica

Visualizza

Click on **Participate in the auction** and you will see the screen above, which contains the following information:

- **+ Make a higher bid:** you can place your counterbid here.
- **Deadline:** the countdown shows you the remaining time before the auction closes.

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- **Base Time:** this button is optional. It is only shown if laid down in the tender documents.

If provided for by the contracting authority, you will also see:

- the **ranking**
- the best bid
- the operator who submitted the best bid

Gara #147 - Demo Asta telematica  
Lotto - Demo Asta telematica

+ Make a higher bid

Deadline: 0 Hours, 39 Minutes, 28 Seconds

Base time: 30 Minutes

Minimum bid increment: 2.00 %

1	Azienda Dummy 21	24
2	AZIENDA DUMMY 12 - estero	22
3	Cognome Legale 10 Nome Legale 10	20

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If not provided for by the contracting authority, you will only see your position in the ranking, as in the following screen.

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Click on **Make a higher bid** to start the auction. You can be shown different screens, depending on the set up chosen by the contracting authority. There are two alternatives, as described below:

- A. Counterbid without a digital signature: in this event, you will only have to fill in the counterbid form and click on Make a higher bid to send it.

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- B. Counterbid with a digital signature: in this event, after filling in the counterbid form and clicking on **Make a higher bid** to send it, you will have to:

- Click on **Download bid** to download a .Pdf version of your counterbid,

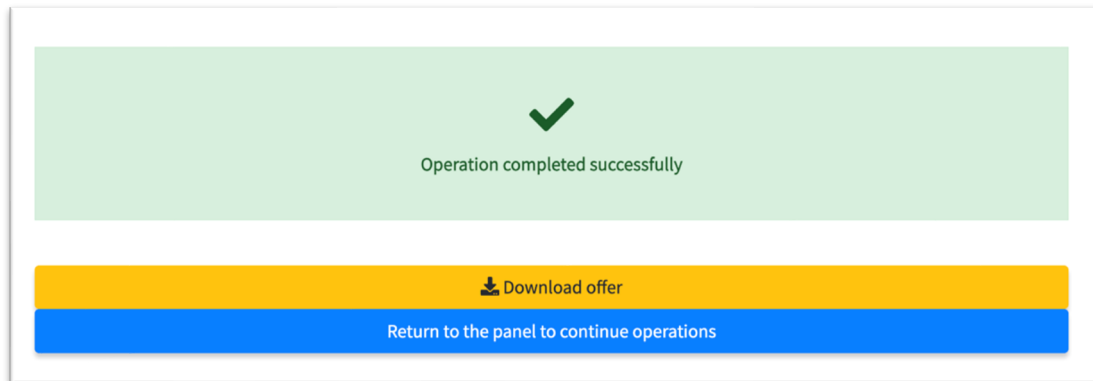
STUDIO AMICA s.r.l.u. – P.IVA 01850570746

Via Giordano, 56 - 72025 San Donaci (BR) – Italy

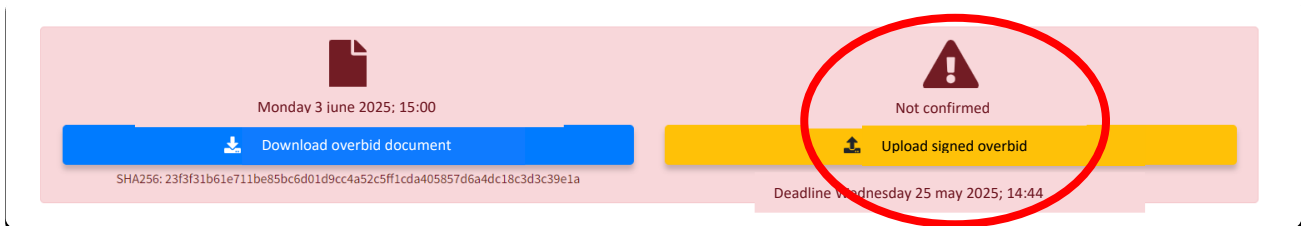
Via Vittoria Colonna, 29 - 20149 Milano (MI) – Italy



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- Digitally sign the downloaded file,
- Click on **Return to the panel to continue the operations**,
- Click on **Upload the signed overbid** to send the .Pdf file.



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**Attention:** in the event of a counterbid with a digital signature, you can upload the file and confirm your bid **within 1 hour** of the auction closure.

## 14.2 TECHNICAL SPECIFICATIONS FOR THE COUNTERBID STAGE


If you make a lower bid than the minimum threshold laid down by the contracting authority (**minimum higher bid**), the System automatically blocks you and shows you the following alert:

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Rilancio


  
Error saving the offer - #008


Percentage discount - does not exceed the minimum required bid increase

Return to the panel to continue operations

You can return to the panel and make a new counterbid with an accepted value within the auction deadline.

If you make a higher bid than the minimum one, you will be shown the following screen:

  
Operation completed successfully

 Download offer

Return to the panel to continue operations

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**Attention:** the minimum higher bid is the best bid at the time when you make your counterbid.

**Practical example:**

The provisional ranking is as follow:

- ALPHA company is first with a 30% reduction,
- BETA company is first with a 20% reduction,
- GAMMA company is first with a 10% reduction.

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A 2% minimum higher bid is provided within a 30-minute Time Base. During the auction, BETA company makes a 3% higher bid with a 33% reduction (30% best bid + 3% counterbid). GAMMA company makes its bid after BETA's company counterbid. In this event, GAMMA company must make at least a 2% higher bid than BETA's, therefore it must make at least a 35% reduction (33% best bid + 2% counterbid).

### ***Auction closure***

The auction closes when its natural deadline arrives, or at the end of **Base Time** without a new counterbid. From that time on, the System no longer allows any new counterbids.





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## 15 DESIGN CONTESTS

If you intend to participate in a design contest, log in to the Platform with your credentials (user ID and password) and click on **Tender procedures** > **Design contests** in the home page to view the list of design contests organised by the contracting authority.

Studio Amica

Tender procedures ▾ Lists and supplier qualifications ▾ Innovation ▾ Other initiatives and information ▾

- Market surveys before 12/31/2023
- Ideas competitions
- Notices and active competitions

Log in with credentials

Register

ACTIVE TENDERS [See them all](#)

Registers of suppliers 269

Professional registers 44

Electronic market 1

D.A.S. 1

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Each contest is identified by a unique ID and a “stage” with a coloured dot. Each colour represents a different stage of the contest.

You can participate in contests identified by a green dot , which means the contest is “published”.

Stage	ID	Procedure	Amount	Start Date	End Date	Contracting Authority
Published	2467	P000AC0C36 Tender test 3	5,000,00	27/03/2025	29/03/2025 10:05	Studio Amica
Published	2465	P000AA8869 Affidamento diretto test 26	7,000,00	27/03/2025	29/03/2025 15:46	Studio Amica
Sent result	2463	P000AA8869 Test ESA 25/03/2025	1,000,000,00	25/03/2025	25/03/2025 11:30	Studio Amica
Contract award	2462	P000AA6E3 Test ESA 25/03/2025	25,000,00	25/03/2025	25/03/2025 10:31	Studio Amica

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Status	ID	Code	Procedure	Phase	Type	Amount	Start Date	End Date	Time	Company	Action
Published	2467	P000AC0C36	Procedura affidamento diretto 100 Tender test 3	Phase 1/10/10/10/10	Type Furniture	5.000,00	27/03/2025	29/03/2025	10:05	Studio Amica	
Published	2465		Procedura affidamento diretto 100 Affidamento diretto test 26	Phase 1/10/10/10/10	Type Furniture	7.000,00	27/03/2025	29/03/2025	15:46	Studio Amica	
Sent result	2463	P000AAB809	Procedura negoziata Test ESA 25/03/2025	Phase 1/10/10/10/10	Type Lanes	1.000.000,00	25/03/2025	25/03/2025	11:30	Studio Amica	
Contract award	2462	P000AM6C3	Procedura affidamento diretto 100 Test ESA 25/03/2025	Phase 1/10/10/10/10	Type Lanes	25.000,00	25/03/2025	25/03/2025	10:31	Studio Amica	

Click on the details (the magnifying glass symbol  ) to view the relevant information on the contest, which are:

- Contest information
- Stage information
- Product categories
- Lots
- Deadlines
- Attachments
- Notices

Home / Ideas competitions / Detail

**TENDERER1**

Design contest test

[Participate](#) [Participate](#)

**Competition information**

Project manager: Rossi Mario

Prize: € 5.000,00

**Planned phases**

Phase 1  Phase 2

[Competition information](#)

In the lower part of the page, you can view the following sections:

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- **Clarification:** you can send requests for clarification to the contracting authority. Write your question and attach any documents if needed, then click on **Request clarification**. Your request will be anonymously sent to the contracting authority; therefore, it is your responsibility to verify whether your request has been replied. The list of replies to requests for clarification is published on the panel by the contracting authority.
- **Inspection requests** (*possible – if set up by the contracting authority*): you can send a request for inspection, if provided for. Your request will be anonymously sent to the contracting authority; therefore, it is your responsibility to verify whether your request has been replied.

In the upper part of the page, you can view the following sections:

- **Fill in the ESPD** (European Single Procurement Document) (*possible – if set up by the contracting authority*). Please read **paragraph 17** of this *User Guide* to learn how to fill in your ESPD.
- **Participate**. It should be noted that this button will only be visible until the term limits for submitting tender bids laid down by the contracting authority, after which it will no longer be possible to submit your bid or complete any operations that have already been started.

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### Contest participation

After filling in the ESPD, if necessary, click on the **Participate** button to submit your bid. This button will be visible until the term limits for submitting tender bids; after this deadline, it will no longer be possible to submit your bid or complete any operations that have already been started.

It is essential, therefore, that the participation procedures are completed well in advance of the contest deadline.

After clicking on the **Participate** button, you will view the following screen:

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Home / Ideas competitions / Detail / Panel

**TENDERER 1** ⚠️

- Messages
- User Guide
- Requests and integrations 1
- ESPD
- Committee registers
- Evaluator panel
- Qualifications
- Competition management
- Contracts
- Race management
- Catalogue

### Lot - Design contest

#### Grouping

Country	Corporate Tax Code	Corporate name	Role
+ Add participant to the grouping			
Save			

In the case of participation in a business grouping, the responsibility for transmitting the documentation to the Platform lies solely with the Lead Economic Operator, who must first enter the member companies of the grouping into the system before submitting the documentation. Registration on the portal is mandatory for the Lead Economic Operator, while it is not required for the member Economic Operators."

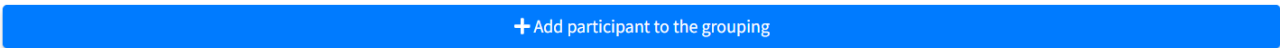
Technical Envelope

Not presented ▲ Mandatory  
relazione Upload

Administrative envelope

Not presented ▲ Mandatory with digital signature  
BUSTA A Upload

If you intend to participate in a Group of economic operators, enter the related structure by clicking on:



The System shows the following message:

*In the case of participation as a Group of economic operators, the responsibility for submitting the documentation to the Platform rests solely with the Lead Economic Operator, who must add the companies that are part of the group into the System before sending the documentation. Registration on the Platform is mandatory for the Lead Economic Operator, whereas it is not mandatory for the member companies of the group.*

Below the Group section, you will see the telematic “Envelops”, where you can enter all the required contest documents.

Technical Envelope

Not presented ▲ Mandatory  
relazione Upload

Administrative envelope

Not presented ▲ Mandatory with digital signature  
BUSTA A Upload

Two Envelops will be displayed:

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- Technical Envelope
- Administrative Envelope

### 15.1 UPLOADING THE TECHNICAL ENVELOPE

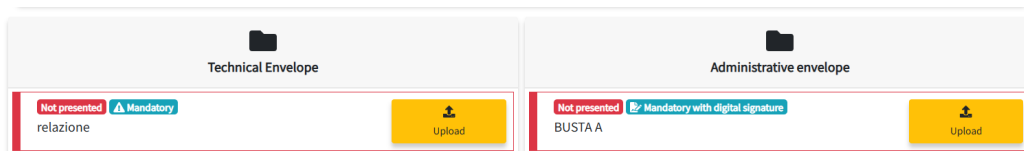
As for the previous procedures already described in this *User Guide*, the methods for uploading the tender documents vary according to the configuration laid down by the contracting authority.

**Note:** differently from other procedures, in Design contests, the Technical bid must not be signed by economic operators.

**Note:** differently from other procedures, in Design contests, the Technical bid must not be signed by economic operators.

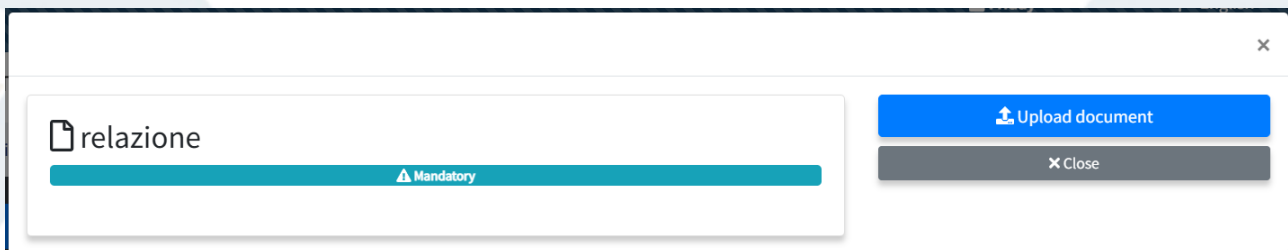
#### 15.1.1 Method 1: uploading the envelopes WITHOUT A SLOT for each document

In this case you can only upload a single file containing all the required documents, but it must not be a compressed file. Therefore, you cannot upload .Zip, .7Zip, .Rar files etc.



Click on **Upload document**, then click on **Choose file** and choose it directly from your device.

Click on Upload document, then click on Choose file and choose it directly from your device.





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relazione

▲ Mandatory

technical-offer.pdf

Extensions accepted

- .xml .docx .doc .xlsx .xls .pptx .ppt .pdf .rtf
- .csv .odt .ods .jpeg .jpg .png .gif .mp4 .mov
- .wmv .avi .webm .avchd .flv .f4v .swf .mkv
- .mpeg-2

Password


Repeat Password

Upload

Back

Close

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 **ATTENTION:** In order to protect the confidentiality of participation, you cannot upload digitally signed files (CADES format - .p7m extension, and PAdES format - .pdf extension). You are advised to pay close attention to any identifying marks or potentially identifying information about the contestant(s).

Note: In the event of an expired signature certificate, you will not be allowed to upload .p7m files, but you can upload .pdf files. Therefore, you are advised to pay close attention.

If you upload a valid digitally signed file, the following error will be displayed:

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**You cannot upload digitally signed files**

Proceed to upload unsigned files

Return to the panel to continue operations

Therefore, you must return to the panel and upload the correct document.

After uploading the document, choose and enter a **password**, which must be at least twelve characters long and must contain at least an uppercase letter, a lowercase letter, a number, and a symbol. This password is necessary for the encryption of the Envelope in order to protect its confidentiality and inviolability.

After uploading the document, choose and enter a **password**, which must be at least twelve characters long and must contain at least an uppercase letter, a lowercase letter, a number, and a symbol. This password is necessary for the encryption of the Envelope in order to protect its confidentiality and inviolability.

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After entering the password, click on **Upload**. The System will verify:

- The integrity of the file
- The encryption of the file
- The saving of the file

and will confirm the operation has been successfully completed.

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Operation completed successfully

Hash SHA 256:089c05556e54a27ce973b2ab27cec33480f832567696f6f3a8d0218339558e26

Return to the panel to continue operations

Come back to the tender panel in order to upload the Administrative Envelop.

### 15.1.2 Method 2: uploading the envelopes WITH A SLOT for each document

Differently from the above paragraph, there may be more than one slot in each Envelope, therefore one slot for each document which must be uploaded, as in the picture below.

Technical Envelope	Administrative envelope
<p>Not presented <b>Mandatory</b></p> <p>Document A</p> <p>Upload</p>	<p>Not presented <b>Mandatory with digital signature</b></p> <p>Offer document A</p> <p>Upload</p>
<p>Not presented <b>Mandatory</b></p> <p>Document B</p> <p>Upload</p>	<p>Not presented <b>Mandatory</b></p> <p>Offer document B</p> <p>Upload</p>

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The System indicates the type of document to be uploaded to each slot. In the Administrative Envelope, the System indicates whether each slot is mandatory or non-mandatory and whether it must be signed or not. In the Technical Envelope, the System only indicates whether each slot is mandatory or non-mandatory.

For each slot, click on **Upload** and follow the aforementioned instructions, which are summarized below:

Upload ->

Upload document ->

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**STUDIO AMICA**

Choose file ->

Password ->

Upload ->

Return to panel to continue the operations

## 15.2 ONLINE TECHNICAL BID GENERATION

Differently from the administrative Envelope, the Technical Bid may be generated on-screen. In this case, click on **Upload**, then click on **Generate offer document** and fill in the form.

Technical offer

Mandatory

Caricare il file generato dal sistema in merito alla compilazione dell'offerta tecnica

Generate offer document

Close

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This method only applies to “quantitative” criteria which imply an automatic offer evaluation. The System applies the formula selected by the contracting authority.

**Please note that the formula is exclusively selected by the contracting authority, and it is indicated in the contest documents.**

In all cases where online offer generation is required, click on **Generate offer document** and fill in the form in accordance with the requirements laid down in the contest documents.

After uploading the document, choose and enter a **password**, which must be **at least twelve characters** long and must contain at least an uppercase letter, a lowercase letter, a number, and a symbol. This password is necessary for the encryption of the Envelope in order to protect its confidentiality and inviolability.

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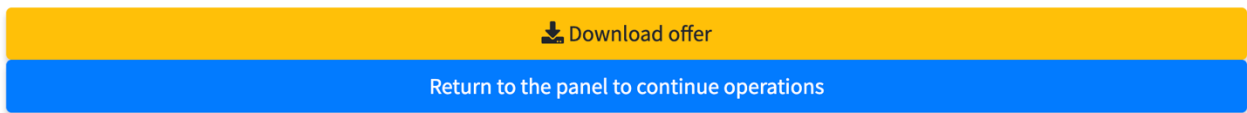
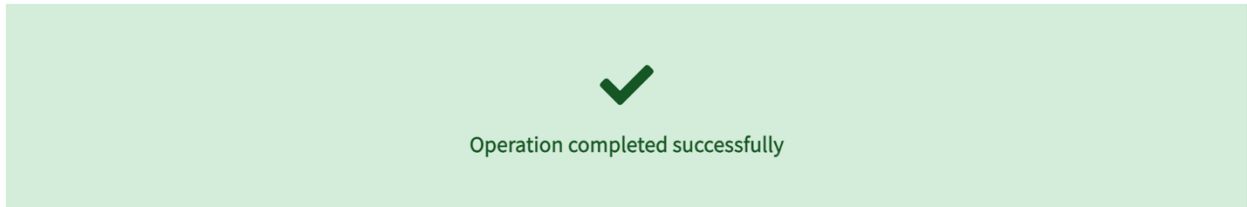
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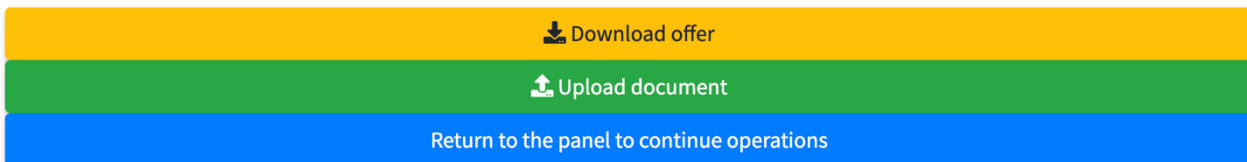
After entering the password, click on **Generate offer** and a .pdf/A file will be created with your online-generated bid.



Then follow the steps below:

- Click on **Download offer** to download the file,
- Click on **Upload document** to upload the signed file.

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Then the screen below will be displayed:


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×

 **Economic offer**


⚠ Mandatory

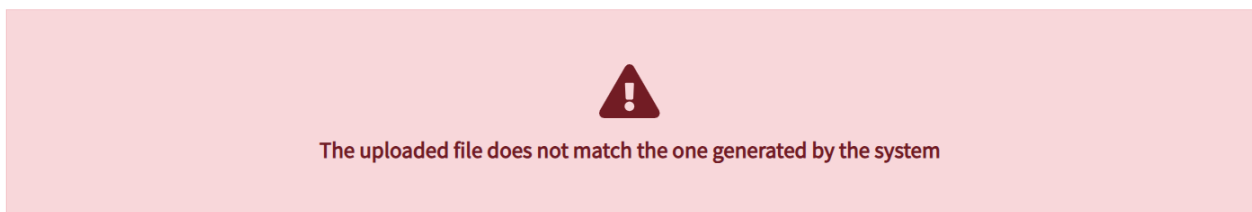
Upload the file generated by the System

Regenerate Offer Document

Download offer document

- **Regenerate offer document:** you can fill in the form again.
- **Download offer document:** you can download the file again.
- **Upload document:** you can upload the offer file you have downloaded.

 **ATTENTION:** If the uploaded file is different from the file generated on-screen (e.g. it is modified, even simply printed and scanned), you will see this error:



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**You are advised to follow the technical instructions below:**

- The file generated on-screen must not be modified in any way. Any type of modification, even a simple print and scan, will modify the file hash and jeopardise its recognition.

Please note that other factors may also jeopardise the file's recognition, e.g. sending the file by email and then uploading it from a different device from the one it has downloaded it.

***You are strongly advised to upload the file generated by the System from the same device to which the file has been downloaded.***

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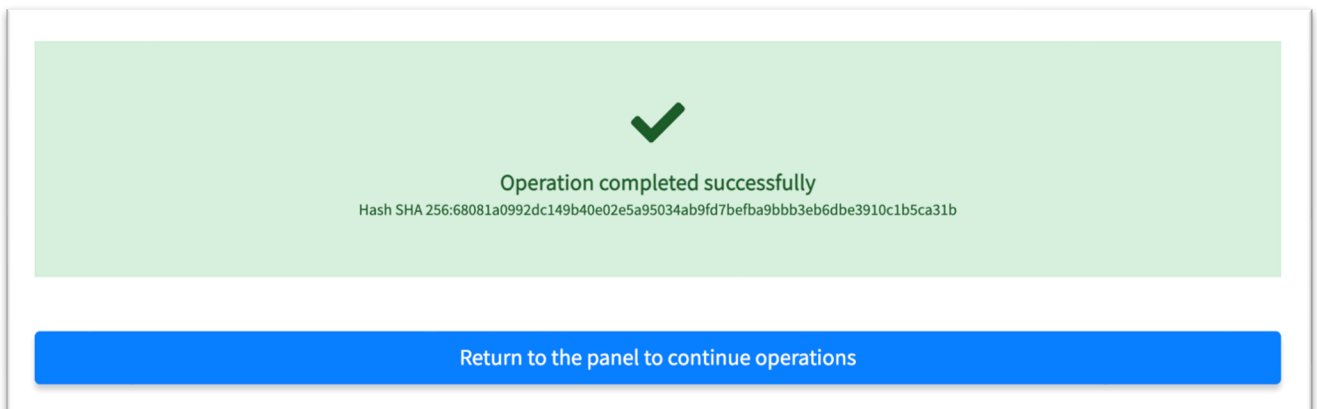


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- Any further errors may occur if a special character is in the name of the file.

*You are strongly advised to avoid special characters.*

Each time you complete the upload of a file, a positive feedback message is displayed:



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### 15.3 UPLOADING THE ADMINISTRATIVE ENVELOPE

In order to upload the Administrative Envelope, please refer to the provisions for the Technical bid, except for the differences detailed below.

Differently from the Technical bid, administrative documents do not have to be anonymous.

Therefore, it is specified that:

- If there is only a single slot, you can upload a compressed file containing all the required documents. Click on the **Upload** button and upload a single file (.Zip, .Pdf., etc.).
- You can also upload digitally signed files. Please refer to the contest documents to find information on the methods for signing the documents.

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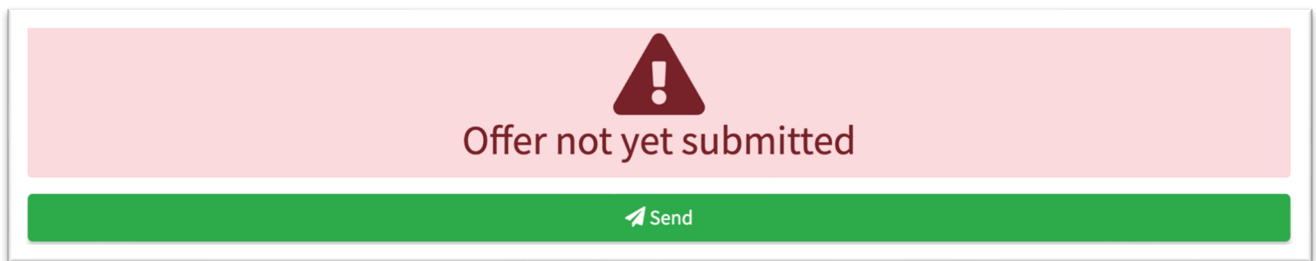


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#### 15.4 SUBMISSION OF THE BID

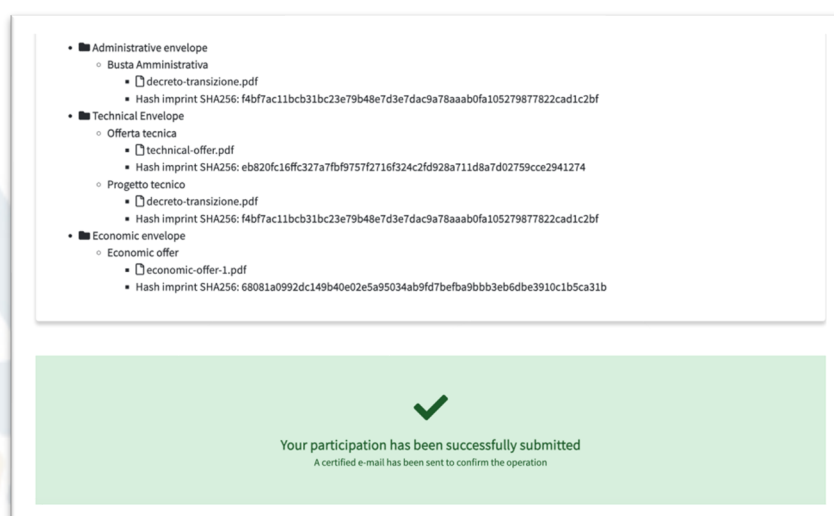
After uploading all the “Envelops” with the required documentation, click on the **SEND** button. The “*Bid not yet submitted*” alert warns that your bid has not been submitted yet.

Please note that merely uploading the documentation is not sufficient for participation. You will complete your submission of the bid only after sending your offer. If you do not click on SEND, your bid will not be submitted to the contracting authority.



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When you click on SEND, the System verifies that all the Envelops have been sent and all the mandatory documentation has been uploaded, and it displays the following message:



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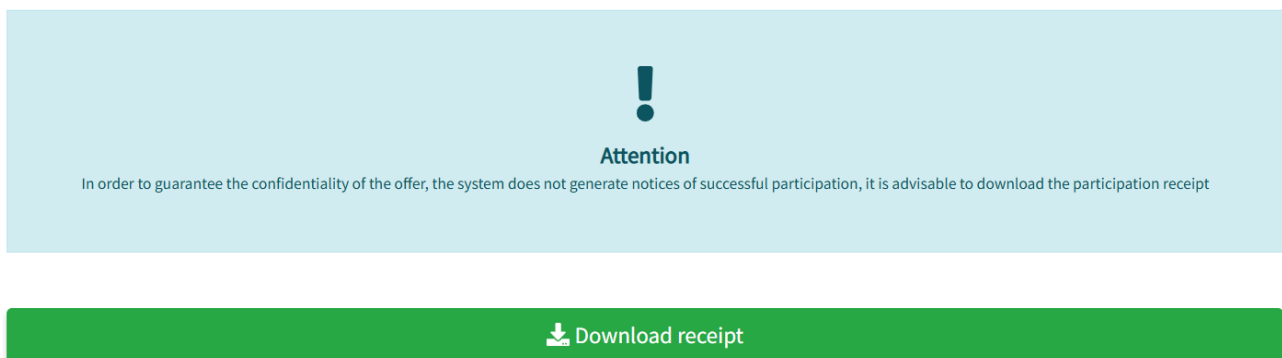
Via Vittoria Colonna, 29 - 20149 Milano (MI) – Italy



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As Design contests protect the anonymity of operators, no notification will be sent after you have submitted your bid.

For this reason, a message will be displayed to remind you that you need to download your participation receipt, as shown in the following picture:



You can consider your bid as submitted only after viewing such a message.

Within the contest deadline you can:

- View the uploaded documentation,
- Replace the documentation you have already sent. The new files will entirely replace the previously sent ones. **ATTENTION: the replacement of the documents will result in the automatic withdrawal of your submission,**
- Regenerate the Technical or Financial bid. The new files will entirely replace the previously sent ones. **ATTENTION: the offer regeneration will result in the automatic withdrawal of your submission,**
- Modify the structure of the Group or the Reliance. **ATTENTION: the modification of the Group or Reliance sections will result in the automatic withdrawal of your submission,**
- withdraw your bid by clicking on the **Withdraw bid** within the contest deadline.

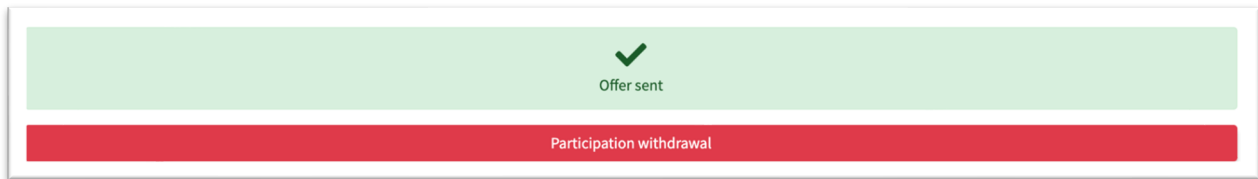
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The withdrawn bid will be deleted by the System and will not be submitted.

 A new submission is compulsorily required each time an offer is regenerated or replaced.

 The System does not accept requests or bids submitted after the date and time laid down as the contest deadline. It should be specified that the deadline is at the first second after the time laid down, not at the following minute. For example: if the deadline is set for 12:00 PM, this time should be understood as 12:00:00 PM. Therefore, bids submitted after 12:00:01 PM are considered late and will not be accepted by the System.

 You are advised to submit your bid well in advance so that the contracting authority and/or the System Manager can assist you in the case you had any issues with the use of the platform due to your little experience of the Platform.

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The bid submitted within the contest deadline is binding for the economic operator participating in the contest.

The submission of your bid is your acceptance of the conditions laid down by this *User Guide* and the documents attached by the contracting authority.

## 15.5 UPLOADING DOCUMENTS – TWO-STAGE CONTEST

If the contest documents make provisions for a two-stage process, you must first ensure that you have been admitted to the second stage of the process.

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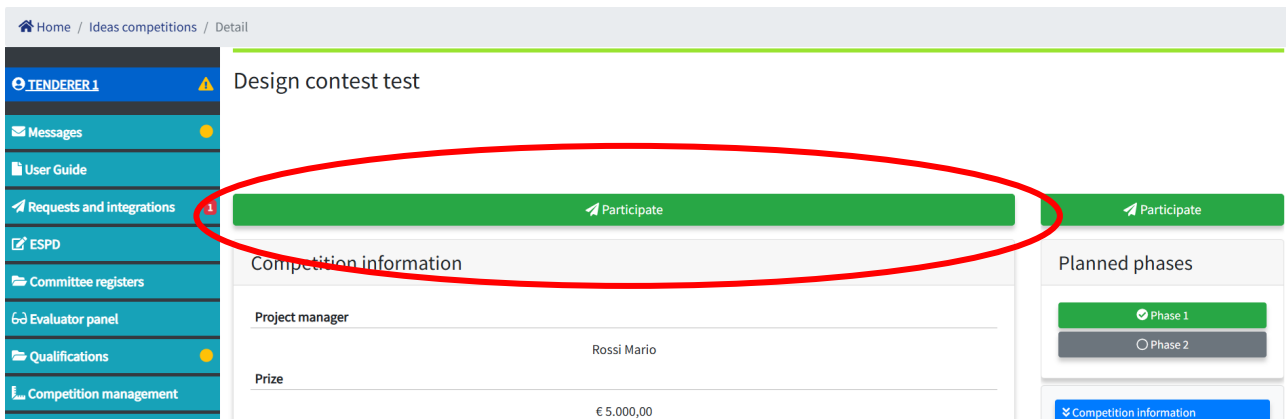
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You are strongly advised to monitor the contest panel daily in order to verify the possible notices and/or attachments published by the contracting authority.

Once you have been admitted, enter the panel again and click on **Participate**.



**Note:** the button is only available to admitted economic operators after the second stage has been initiated by the contracting authority.

In order to learn the methods for filling in, uploading and sending your bids please refer to the paragraph above.

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## 15.6 REQUESTS AND INTEGRATIONS

The contracting authority can request any supplementary information to you through the **Requests and integrations** section of the menu. If so, you will see a numerical alert in that section.

Click on the **Requests and integrations** section to reply and send the requested documents.



The System does not accept supplements submitted after the date and time laid down as the supplement deadline. It should be specified that the deadline is at the first second after the time laid down, not at the following minute. For example: if the deadline is set for 12:00 PM, this time should

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be understood as 12:00:00 PM. Therefore, bids submitted after 12:00:01 PM are considered late and will not be accepted by the System.

Click on the details (the magnifying glass symbol  ) to view the request and click on **Choose file** to upload the document(s).

Navigation: Home, Tender procedures, Lists and supplier qualifications, Innovation, Other initiatives and information

### Requests and integrations

Active Archive

Show 10 entries Search:

	Object	Request date	Deadline
Active	<a href="#">Qualification of economic operators</a> Administrative integration	Request - Register test 27/03/2025 17:30	06/04/2025 14:00

Showing 1 to 1 of 1 entries

Previous 1 Next

Procedure details

#### Info

Type	Deadline*	Opening date	Digital signature required
Technical integration request	07/04/2025 14:00		No

#### Request

**Object**  
Integration - Design contest test

**Text**  
test

Attachments

#### Send

[20241121-074917.pdf](#)  
Extensions accepted  
.xml .gif .jpeg .jpg .png .mp4 .mp3 .wav .wmv .txt .csv .CSV .docx .doc .xlsx .xls .pptx .ppt .pdf .rtf .odt .ods .zip .rar .json .7z .p7m

Eventuali note di accompagnamento

Answer


[Send](#)






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After you complete the upload of a file, a positive feedback message is displayed:



**Transmission successful**  
Friday - 28 March 2025 - 18:58



20241121-074917.pdf

SHA256: bed6c869a0cf1434e646b28ddec391d65f52ecaf6a43f1636af3014f0e87361c


Info			
Type	Deadline*	Opening date	Digital signature required
Technical integration request	07/04/2025 14:00		No

**Request** -

**Object**  
Integration - Design contest test

**Text**  
test

Attachments

 Replace +

You can consider your documentation as sent only after receiving such feedback message.

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Within the deadline for the request, you can:

- view the uploaded documentation,
- replace the documentation already sent by clicking on **Replace**. The new files entirely replace the previously sent ones.

### 15.7 OUTCOME OF THE CONTEST. RANKING

After completing the operations for participating in the contest as referred to in the contest documents, you can view all information (contestants, provisional ranking, final award, etc.) on the contest panel.

Note: It should be noted that the information on the contest panel are only those ones published by the contracting authority. If you need more information, please refer to the contracting authority.

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## 16 MULTI-LOT PROCEDURES

The method of participation in multi-lot procedures is determined exclusively by the contracting authority, which lays down whether you:

1. can freely participate in one or more lots,
2. can only participate in one lot,
3. must participate in all the lots.

In the case referred to in **point one** you will be shown the following screen in the panel:

Home / Tenders and assignments / Detail / Panel

TENDERER 1

Messages

User Guide

Requests and integrations

ESPD

Committee registers

Evaluator panel

Qualifications

Competition management

Contracts

### Choose the lot

Search

Lot #1	Lot 1
Lot #2	Lot 2
Lot #3	Lot 3

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In the case referred to in **point two** you will be shown the following screen in the panel:

### Choose the lot

Attention  
It will be possible to participate in only one lot

Search

Lot #1	Lotto 1
Lot #2	Lotto 2
Lot #3	Lotto 3

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In the case referred to in **point three** you will be shown the following screen in the panel:

Choose the lot

**Attention**  
To submit the participation it will be necessary to participate in all the tender lots

Search

- Lot #1 Lotto 1
- Lot #2 Lotto 2
- Lot #3 Lotto 3

## 17 COMPILATION OF THE ESPD – EUROPEAN SINGLE PROCUREMENT DOCUMENT

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The system is integrated with an online compiler for the European Single Procurement Document. The compiler is not always visible, as it is at the discretion of the contracting authority whether to activate it or not. If activated, you will see the ESPD button in the related tender panel, after logging in to your member area.

Home / Tenders and assignments / Detail

### Tender #2408

Open procedure test

Participate

Fill in the ESPD

Participate

Fill in the ESPD

#### Tender information

Published	Procedure	Type
21/02/2025	Aperta	Works
Total value	Project manager	
	€ 1.000.000,00	rossi giada
Beneficiary	Studio Amica	

- Tender information
- Product categories
- Allotments
- Technical Evaluation Committee
- Deadlines
- Notices

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After clicking on **Fill in the ESPD**, you will be shown three options:

- A. **New compilation:** you can enter the online compile as set up by the contracting authority,
- B. **Import XML:** you can import an ESPD in .XML format previously used for other tenders and duly modified for the related tender,
- C. **Import from list:** you can import an ESPD previously used for other tenders organised by the same contracting authority.

## ESPD compilation

3397 Open procedure test



### 17.1 NEW COMPILATION

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Click on the **New compilation** button and fill in the Document in accordance with the requirements laid down in the tender documents by the contracting authority.

The screenshot shows the 'ESPD compilation' interface for '3397 Open procedure test'. The breadcrumb trail is 'Home / Tenders and assignments / Details / ESPD'. A sidebar on the left contains navigation items: TENDERER 1, Messages, User Guide, Requests and integrations, ESPD, Committee registers, Evaluator panel, Qualifications, Competition management, Contracts, Race management, and Catalogue. The main form is titled 'Parte I - Procedura' and contains three input fields: 'Client name\*' (Studio Amica), 'Procedure\*' (Open procedure test<br />), and 'Description\*' (Open procedure test - Gara). A 'Save' button is at the top right. A dropdown menu is open, showing a list of options: Parte I - Procedura, Parte II - Operatore Economico, Parte III - Motivi di esclusione (Articoli da 94 a 98 del Codice), Parte IV - Criteri di selezione, Parte V - Riduzione del numero di candidati qualificati (Articolo 70 comma 6 del codice), and Dichiarazioni Finali. A 'Back to choice' button is also visible.

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You can save the information at any time and then complete the compilation at a later time.

Successful saving

The system does not check the data entered under the ESPD. Please check the statements made before sending the document

Continue compiling

Download PDF

XML download

As indicated on the Platform, the System does not verify whether the declarations you have made are complete or not. Therefore, please make sure that all fields have been completed in accordance with the instructions laid down by the contracting authority.

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After completing the compilation, you can download your ESPD in PDF or XML. Then you must:


1. download it in the format required by the contracting authority,
2. sign it in accordance with the requirements laid down by the contracting authority,
3. upload it to the Administrative Envelope.

If you participate in the form of a **Group of economic operators or Consortium**, the member companies can also use the compiler on the Platform.

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In the case of open procedures, member companies or consortium members can log in and enter the compiler. In the case of tenders by invitation, the Lead economic operator can share the ESPD link with the member companies by clicking on the button .

The screenshot shows the 'Tender #2408' page in the STUDIO AMICA platform. The page title is 'Tender #2408' and the subtitle is 'Open procedure test'. On the left, there is a navigation menu with items like 'TENDERER 1', 'Messages', 'User Guide', 'Requests and integrations', 'ESPD', 'Committee registers', 'Evaluator panel', 'Qualifications', 'Competition management', and 'Contracts'. The main content area has a 'Participate' button and a 'Fill in the ESPD' button. Below this is a table with 'Tender information'.

Published	Procedure	Type
21/02/2025	Aperta	Works
Total value	Project manager	
	€ 1.000.000,00	rossi giada
Beneficiary	Studio Amica	

On the right side, there is a sidebar with a 'Participate' button and a 'Fill in the ESPD' button, along with a list of filters: 'Tender Information', 'Product categories', 'Allotments', 'Technical Evaluation Committee', 'Deadlines', and 'Notices'.

The 'Share link' dialog box contains the following text:

Share the link to allow the other members of the grouping to fill in the ESPD

[https://studioamica.tuttogare3.it/dgue/edit.php?modulo=gare&codice\\_elemento=3464](https://studioamica.tuttogare3.it/dgue/edit.php?modulo=gare&codice_elemento=3464)

To fill in the ESPD it is necessary to log in to the platform in advance.  
It will always be the responsibility of the Parent Company to transmit the participation documents of all the members

It should be specified that the member companies or consortium members must be registered for the Platform in order to fill in the ESPD and the lead economic operator must also upload the member companies' ESPDs.



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## 18 REQUESTS FOR SUPPLEMENTS AND JUSTIFICATIONS FOR ABNORMAL BIDS

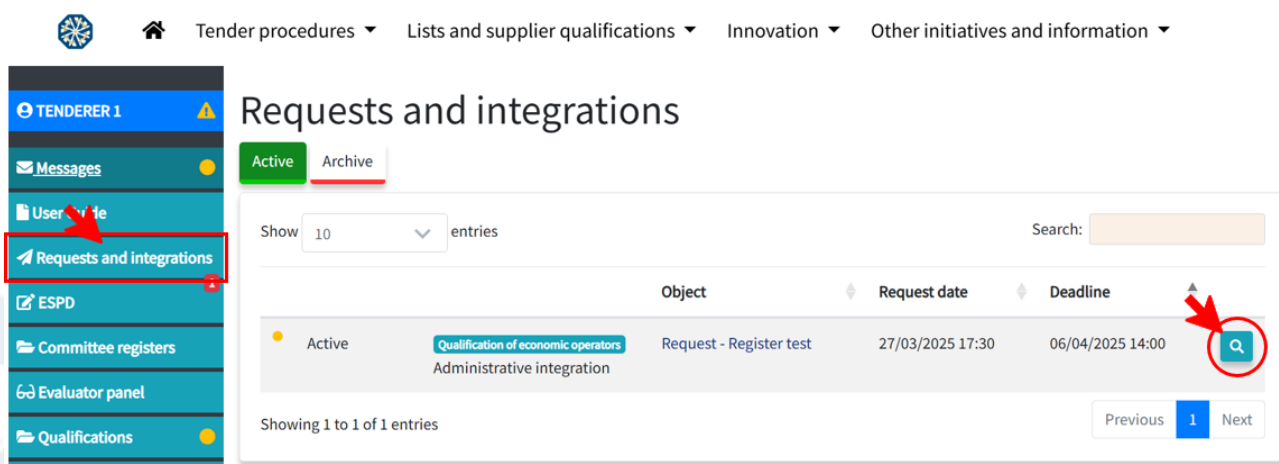
Any requests for supplements, clarifications, and justification for abnormal bids will be sent to the **Messages** section as well as your email inbox.

Any supplementary requests will also be sent to the **Requests and supplements** section of your menu. Therefore, each request must be replied to through such section, where you will see:

- The “**object**” of the request
- The date of the request
- the **deadline** for the request

Click on the details (the magnifying glass button ) to reply and send the documentation.

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TENDERER 1

Messages

User profile

Requests and integrations

ESPD

Committee registers

Evaluator panel

Qualifications

Home Tender procedures Lists and supplier qualifications Innovation Other initiatives and information

### Requests and integrations

Active Archive

Show 10 entries Search:

	Object	Request date	Deadline	
Active	Qualification of economic operators Administrative integration	Request - Register test	27/03/2025 17:30	06/04/2025 14:00

Showing 1 to 1 of 1 entries

Previous 1 Next





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[Procedure details](#)

---

**Info**

Type	Deadline*	Opening date	Digital signature required
Technical integration request	07/04/2025 14:00		No

---

**Request**

**Object**  
Integration - Design contest test

**Text**  
test

Attachments

---

**Send**

[20241121-074917.pdf](#)

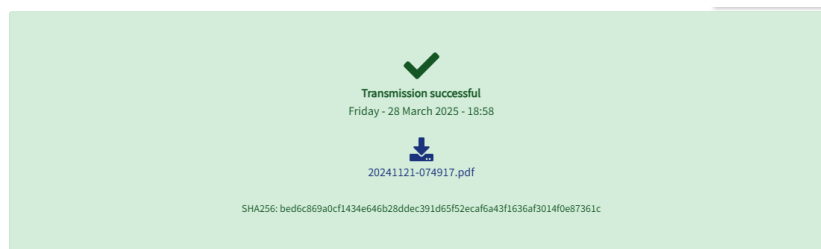
Extensions accepted  
.xml .gif .jpeg .jpg .png .mp4 .mp3 .wav .wmv .txt .csv .CSV .docx .doc .xlsx .xls .pptx .ppt .pdf .rtf .odt .ods .zip .rar .json .7z .p7m

Eventuali note di accompagnamento

Answer

[Send](#)

Then click on **Choose file**, select the document from your device and then click on **Send**. A positive feedback alert will be displayed:



Note: the contracting authority may request more than one document or file. In this case, upload the documentation through a compressed file. Therefore, you must upload **a single file** (.Zip, .P7m, .Rar). After sending your reply, a confirmation message will be sent to your **Messages** section as well as to your email inbox.

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You can consider your documentation as sent only after receiving such messages.

Within the deadline for the request, you can:

- view the uploaded documentation,
- replace the documentation already sent by clicking on **Replace**. The new files entirely replace the previously sent ones.

## 19 PUBLIC ONLINE SESSION

In order to access the public online session at the date and time indicated by the contracting authority, you must:

- log in with your credentials,
- click on **Tender manager** or **Tender procedures** in the home page and choose the tender of interest,
- click on **Tenderer panel**.

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Here you can view:

- the list of tenderers,
- the progress of the envelope opening,
- the date and time of opening of each envelope. In any event, a message will be sent to the **Messages** section as well as your email inbox,
- the Technical and Financial scores, if published by the contracting authority: it is at the discretion of each contracting authority to set up the tender procedure and choose what to publish,
- possible excluded economic operators.

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Administrative envelope		Economic envelope		
Presented <span>▲</span> Mandatory Administrative envelope		Presented <span>▲</span> Mandatory Economic offer		
View		View		
Public Session				
Status	Corporate name	Busta Amministrativa	Busta Economica	Economic Score
IT	TENDERER 1 - 00000000001	Opened 29/03/2025 10:58	Opened 29/03/2025 10:59	5
IT	TENDERER 2 - 00000000002	Opened 29/03/2025 10:59	Opened 29/03/2025 10:59	6
IT	TENDERER 3 - 00000000003	Opened 29/03/2025 10:59	Opened 29/03/2025 10:59	7

The possible following public sessions are communicated to the economic operators by certified email (or non-certified email, if you do not have a certified one).

*Note: You will view the information exclusively after the contracting authority opens the public session.*

### 19.1 PUBLIC SESSION VIA STREAMING

The Platform is integrated with Zoom Meetings in order to allow the management of virtual public sessions via streaming.

The management of the public session via streaming is at the exclusive discretion of the contracting authority, which lays down whether, when and how to open a public session for each individual procedure, in accordance with the sectorial regulations and the requirements laid down in the tender documents.

If the contracting authority has provided for participation via streaming, you will see the **Start streaming** button in your Tenderer panel.

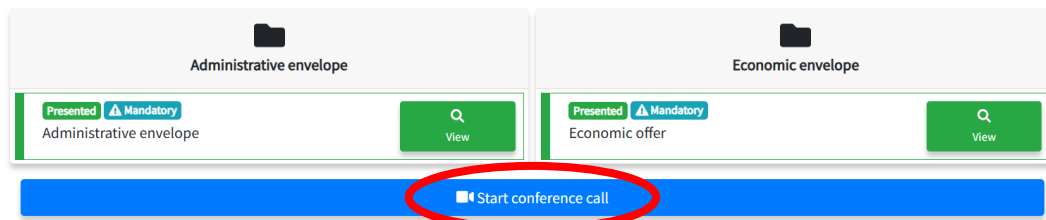
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After clicking on **Start streaming**, Zoom Meetings will open. The contracting authority's host user will manage the participation of the economic operators and all the related settings, such as:

- audio/video recording,
- screen sharing,
- chat activation,
- webcam activation/deactivation,
- microphone activation/deactivation.

It is your responsibility to equip yourself with the necessary technical tools for participating in the streaming session.

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## 20 OUTCOME OF THE TENDER PROCEDURE

At the time scheduled for the opening of the bids, the contracting authority verifies that all the tenderers have submitted all the documents requested in the tender documentation (declarations, provisional guarantee, TBG certificate of incorporation, etc.) and evaluate the bids.

If provided for by the contracting authority, you can click on **Tenderer panel** in order to view the tender scores.

On the basis of the scores achieved by each economic operator, the contracting authority drafts the proposal for award and publishes the provisional ranking as a tender attachment.

After verifying requirements provided for by the law and the tender documents, the contracting authority sends the outcome to the tenderers by email.

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## 21 ACCESS TO DOCUMENTS AND REDACTION OF DOCUMENTS

If access to documents through the Platform has been provided for by the contracting authority, each time you upload a document you must answer the following question:

“Does the document contain technical or commercial secrets for which you intend to request redaction?”

### Administrative envelope

**Mandatory**

Upload the required documentation

Choose file...

Extensions accepted

- .xml .docx .doc .xlsx .xls .pptx .ppt .pdf .rtf
- .csv .odt .ods .zip .rar .7z .jpeg .jpg .png .gif
- .p7m

### Password

Password

Repeat Password

Does the document contain technical or commercial secrets for which you intend to request redaction?

Select... ▾

By selecting yes, it will be mandatory to upload a copy of the document obscured in the parts subject to technical/commercial secrecy

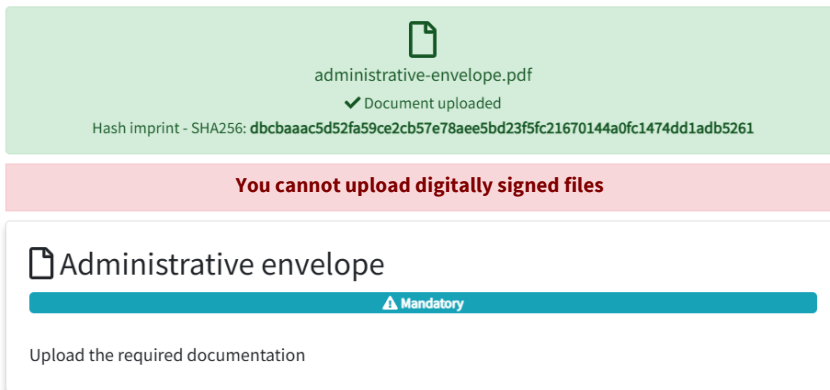
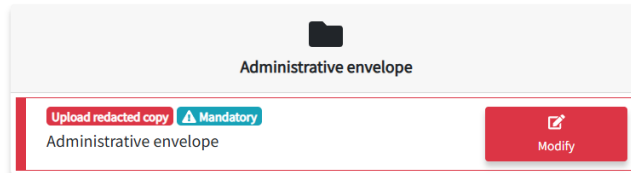
Back

Close



STUDIO AMICA

If the answer is affirmative, you must upload a redacted copy of the document, explaining why you are requesting the redaction.

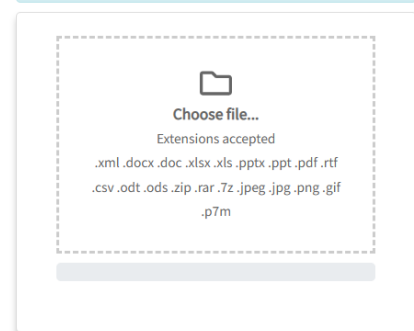


Reason why the offer is requested to be obscured

← →

Enter text

Upload the redacted version of the document  
↓



The contracting authority will evaluate your request for redaction during the envelope opening, and it will accept or reject your request.

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Once the procedure is completed, you can have access to the tender documents by following the steps below:

- log in with your credentials,
- click on **Tender manager** or **Tender procedures** in the home page to view the tender,
- click on **Tenderer panel**.

You can download and view the documents provided by the contracting authority. If you have ranked among the first five tenderers, you can also download and view the documents submitted by the other tenderers. If you have not ranked among the first five tenderers, you can only download and view the documents submitted by the successful tenderer.

### Atti lotto

 minutes.pdf	16.87 kB
SHA-256: a02e79869003be6133ee5185476df96c3b07bbdf5331eec88311bef3bd4756f1	
29/03/2025 11:39	

### Documenti partecipanti

Partecipante	Economic offer	Administrative envelope
TENDERER 2	<a href="#">Download</a>	<a href="#">Download</a>
TENDERER 3	<a href="#">Download</a>	<a href="#">Download</a>





**STUDIO AMICA**

## 22 TERMS AND CONDITIONS OF USE OF THE SYSTEM

The access to and participation through the System implies acceptance of all the terms and conditions of use and the warnings in this *User Guide* and the information published on the website of the contracting authority.

The contracting authority reserves the right to modify, at its sole and unquestionable discretion, the aforementioned terms, conditions and warnings at any time and without prior notice. It is your sole responsibility to constantly verify said terms, conditions and warnings.

The recording and storage of log files is provided for 12 months, pursuant to Order No. 300 of November 27, 2008, by the Data Protection Authority and subsequent amendments, in order to ensure security, data protection, and service continuity.

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## 23 RULES OF CONDUCT

You must use the System in good faith and exclusively for the purposes admitted by this *User Guide*.

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