Use of the Platform:
Open Single Lot Procedure

1. How to apply for portal authorisation www.posteprocurement.it

In order to apply for access to the www.posteprocurement.it portal, the company concerned must:

a) complete the "Online Portal Registration Form" (accessible by clicking on the "register" link located on the portal home page, bottom left).

During the process of filling in the online Form, it will be possible to choose an access key (User ID). A temporary Password will be sent by e-mail following the online transmission of the aforementioned Form.

b) Download, complete and digitally sign the "Portal Registration Agreement".

c) Attach the "Portal Registration Agreement", duly completed and digitally signed, in the field provided in the "Additional Registration Data" section and complete the remaining fields therein.

User IDs and Passwords will be activated following entry in the appropriate field of the portal registration agreement (referred to in letter c) and positive verification of the aforementioned "Portal Registration Agreement".

The authorisation procedure shall be deemed completed upon activation of the User ID and Password by the support service.

Should the company need assistance to carry out the above-mentioned operations, it may contact the support service at the number indicated on the home page of the portal in the "Tender Assistance" section from Monday to Friday, from 9:00 a.m. to 6:00 p.m., or fill in and submit the online form available on the home page under the link "OnLine Assistance".

If a reply is not received within 24 hours of entering the required documentation (Portal Registration Agreement), contact the support service at the above-mentioned contact details.

The company is obliged not to disclose the access key, by means of which it will be identified by Poste Italiane, and the Password to third parties.

A company that is already authorised to access the portal does not need to apply for re-authorisation, without prejudice to its right to contact the support service (at the above-mentioned addresses) to communicate any changes in the registration data, or if the access codes (User ID and Password) have been lost.

Please note that Portal Enablement and Support are completely free of charge.

2. Using the portal www.posteprocurement.it and minimum technical equipment

2.1 Using the portal www.posteprocurement.it

In order to view the additional documentation of the online procedure, interested companies must first and obligatorily request access to the above-mentioned portal by proceeding as indicated in the preceding paragraph.

It should be noted that the use of the User ID and Password provided during registration on the portal shall unquestionably impute to the users and any parties represented, all manifestations of will, acts and facts performed within the online procedure.

The online bid shall be deemed to have been submitted by the legal representative or proxy indicated in Annex A ("Application for Admission and Single Declaration").

Transactions carried out within the computer system are referable to the authorised person and are deemed to have been carried out at the time and on the day resulting from the system records.

In particular, the System's time is synchronised to Italian time referring to the UTC (IEN) time scale.

Communications by electronic means concerning the procedure will be made by Poste to the e-mail address communicated by the company at the time of registration (or subsequently modified by the same) and in the personal folder available on the portal ("System Message").

The references entered during registration on the portal by the company (or subsequently modified by it) will therefore be used for sending all communications relating to the procedure.

It is the responsibility of the company to update in a timely manner in its personal folder on the portal www.posteprocurement.it any change in the e-mail address.

Please also note that in case of participation as a temporary association of enterprises or consortium (hereinafter referred to generically as Bidding Group), it must be:

- the principal or designated enterprise (in the case of participation as an incorporated or constituting temporary association of enterprises)
- the consortium itself [in the case of participation as a consortium under Art. 65(2)(b)(c) or (d) of Legislative Decree No. 36/2023, and as an ordinary consortium formed]
- one of the consortium companies (in case of participation as an ordinary consortium being formed)

who uses the system as the only entity authorised to operate through it to transmit electronic requests for clarification, the documentation required for admission and the technical/economic bid, it being understood that the European Single Procurement Document (ESPD) must be completed online and transmitted by each of the companies participating in the Bidding Group.

The remaining documentation must be signed, where required, not only by the principal company or by the consortium, but also by the other companies participating in the temporary association of enterprises or by the companies indicated by the consortium for the purpose of participating in the procedure, according to the methods described in the following paragraphs.

2.2 Minimum technical equipment

Minimum technical equipment for participation in this procedure

In order to take part in this procedure, the minimum technical equipment is required, which can be found at https://www.posteprocurement.it/esop/tlp-host/public/poste/web/dotazione_tecnica.jst

In order to sign the documents to be submitted for the purposes of participation, as well as to formulate the technical/economic bid, it is also **mandatory** (where expressly indicated) for the legal representative or proxy signing Annex A "Application for Admission" to possess a digital signature certificate, valid on the date the signature is affixed, issued by a body included in the public list of certifiers held by the Agency for Digital Italy (provided for by Article 29(1) of Legislative Decree No. 82/2005, as amended) generated by means of a device for the creation of a secure signature, pursuant to Article 38(2) of Presidential Decree No. 445/2000 and Art. 65 of Legislative Decree No. 82/2005, as amended.

Digital signature certificates issued by Certification Authorities operating on the basis of a licence or authorisation issued by a European Union Member State and in possession of the requirements provided for by the regulations in force are permitted.

Also admitted, in accordance with Article 21(4) of Legislative Decree No. 82/2005, as amended, are digital signature certificates issued by a certifier established in a non-EU Member State, when one of the following conditions is met:

a) the certifier meets the requirements of the applicable legislation and is accredited in a Member State;
b) the qualified certificate is guaranteed by a certifier established in the European Union that meets the requirements set out in the same legislation;
c) the qualified certificate, or the certifier, is recognised under a bilateral or multilateral agreement between the European Union and third countries or international organisations.

It shall be the company's responsibility to indicate to the Contracting Authority which of the above-mentioned options is applicable to the authority that issued the signature, enclosing supporting documentation, and also to indicate the instrument by means of which verification will be possible (software, links, etc.).

N.B. Please note that there is a digital signature verification tool on the portal that is able to check the validity of the signature if the file size is less than 25 MB.
Poste Italiane will verify the validity of the digital signatures using the automatic verification tool on the portal, and, in the event of negative verification, once the file(s) have been downloaded locally it will use the free software made available by the Italian Certification Authorities (as provided for by the relevant regulatory provisions).
It is therefore suggested that companies carry out prior verifications with such tools for digitally signed files.

For each digitally signed document, the digital signature certificate must be valid on the date the document is signed.

Please also note that in case of participation as a temporary association of enterprises or consortium, the digital signature must be possessed:

- by the legal representative or proxy of each company participating in the temporary association of enterprises or consortium, in the case of participation as a constituted and constituting temporary association of enterprises or as a constituting ordinary consortium;
- in the event of participation as an established ordinary consortium as well as a consortium pursuant to Art. 65(2)(b)(c) or (d) of Legislative Decree No. 36/2023, by the legal representative or proxy of the consortium as well as by the legal representative or proxy of each consortium member indicated by the consortium for the purpose of participating in this procedure.

N.B. Authorised persons must comply with all laws, regulations and contracts concerning the storage and use of digital signatures, and in particular with Article 32 of Legislative Decree No. 82/2005 and

any further instructions issued by the certifying body issuing the digital signature, and expressly release BravoSolution and Poste from any liability for prejudicial consequences of any nature or direct or indirect damages caused to them or to third parties by the use of the digital signature.

Deeds and documents signed by means of digital signatures shall not be considered valid and effective unless they are signed in the manner specified above.

3. Single-lot Procedure and Support

The procedure will take place through www.posteprocurement.it where sealed, digital envelopes will be collected (hereinafter also denoted "Online Invitation to Bid").

To take part in the procedure, an interested company shall:

a) upload to the "Qualification" area of the Online Invitation to Bid the administrative documents required for participation;
b) [if provided for in the tender procedure] formulate the Technical Bid in the manner set out in the tender procedure;
c) formulate the Economic Bid in accordance with the terms of the tender procedure;
d) transmit the reply online to the Online Invitation to Bid according to the methods described in the following paragraph "How to transmit your reply to the Online Invitation to Bid".

In particular, the company enabled to the portal, shall within the deadline for the submission of the Requests to Participate/Bids, access the Online Invitation to Bid related to this procedure (following the instructions in the paragraph "How to access the Online Invitation to Bid") and:

A. **access the "Qualification" area** as well as the different reply sections of the Online Invitation to Bid by following the instructions given in the paragraph "How to access the Online Invitation to Bid" and:
   - indicate the form of participation as described in the award procedure;
   - [if provided for in the letter of invitation] in case of participation as a temporary association of enterprises or consortium, follow what the indications contained in the paragraph "How to access the Online Invitation to Bid";
   - insert the documents required for participation in the manner described in the award procedure;

B. [where applicable] **access the "Technical Bid" area** as well as the different sections of the online tender procedure by following the instructions given in the paragraph "How to access the Online Invitation to Bid" and enter the documents required in the award procedure;

C. **access the "Economic Bid" area** as well as the different sections of the online tender procedure by following the instructions given in the paragraph "How to access the Online Invitation to Bid" and enter the documents required in the award procedure;

D. **transmit the reply online** to the Online Invitation to Bid, according to the methods described in the paragraph "How to transmit your reply to the Online Invitation to Bid".

The system does not accept applications/tenders submitted in any other way than those indicated above.

3.1 Support

For information on how to enter the required documentation on the portal or in the event of a breakdown in the technological, application and communication structure or for any other need for technical support relating to the use of the purchasing portal, the company shall be entitled to:

- contact BravoSolution's support service at the number indicated on the portal home page in the "Tender Assistance" section;
- use the references of the Assistance Service, as indicated in the "Contacts" section on the Portal's Home Page by sending a request for assistance via the "Request OnLine Assistance" link within which it is also possible to use the Chat mode by clicking on the button
- send a message from the Online Invitation to Bid of interest.

4. How to access the Online Invitation to Bid

For the first access to Online Invitations to Bid, the company must, within the portal www.posteprocurement.it:

a) enter its User ID and Password in the "Reserved Area" box;

b) click on "Send";

c) click on the "Online tenders" link;

d) click on the link "Digital sealed envelope bidding (Invitation to Bid)";

e) click on the "Invitation to Bid for all" section at the top left of the screen;

f) click on the description corresponding to the bid of interest;

g) [First access only] click on the "Login" button, located at the top right of the screen, and then on "OK" to complete the first access to the Online Invitation to Bid.

Once the action described at point g) above has been completed, the Online Invitation to Bid referring to this procedure will be automatically transferred from the "Invitation to Bid for all" area to the "My Invitation to Bid" area (it will no longer be necessary, therefore, to repeat the action described at point e) above in order to access the Online Invitation to Bid of interest).

[If participation of a Bidding Group is provided for in the tender procedure] **In order to enter the data relating to the participants in a temporary association of enterprises or a consortium, the company must proceed as indicated below:**

a) check in advance that all members of the Bidding Group are correctly enabled on the portal; in the event that some or all members are not enabled, it is necessary to have them proceed with the request for enablement;

b) select the type of reply in the "**Reply as an Individual Company or Bidding Group**" pop-up and then click on the symbol for editing;

c) select the role in the box on the right "Role";

d) on the next screen, click on the drop-down menu next to the "**Add User**" button;

e) enter the company name of the enterprise participating in the Bidding Group in the "*Company Name*" box, the e-mail address of the participating enterprise in the "*Mail*" box,

the role in the box, and an invitation message to join the grouping/consortium in the "*Invitation Message*" box;

f) once the entry is complete, click on the "Save" button at the top right of the screen;
g) repeat steps (b) to (e) for each participant in the Bidding Group.

Companies invited to the Bidding Group will receive an automatic e-mail from the portal containing the access link to the section of the tender allowing them to fill in and submit their European Single Procurement Document (ESPD).

Please note: the company (group leader) may only enter the share of the participants in the Bidding Group after they have accepted the invitation of the Group Leader (as per paragraph 6).

After the invitation has been accepted, the Group Leader may then return to the section on the Bidding Group and enter the share of the other companies in the respective boxes "*Share (expressed in absolute terms: e.g. 20) of participation (only in the case of temporary association of enterprises)*".

NB: in the case of participation of a consortium, the share of consortium members must be set to 0.

In order to view the additional documentation of the procedure, the company shall access the Online Invitation to Bid and click on the label "Attachments", located at the top left of the screen, within the section "Invitation to Bid Details" or click on the link "Attention you still have to read a Buyer's annex, click here to see it".

To start the process of replying to the Online Invitation to Bid, the company must click on the "My Reply" label and then on the "Intention to Reply" button (located to the right of the screen) and then confirm. This action should only be carried out on first access.

In order to access the "Qualification" area of the online tender, the company must click on the "Qualification" link, located within the "Reply Summary" section (alternatively, the company must click on the "Edit Reply" button located on the right of the screen, within the "Qualification" section). Once the required tasks have been completed, click on "Save and Exit".

[Where provided for in the tender procedure] **To access the "Technical Bid" area of the Online Invitation to Bid**, the company must click on the "Technical Bid" link located within the "Reply Summary" section (alternatively it may click on the "Edit Reply" button located on the right of the screen, under the "Technical Bid" section). Once the required tasks have been completed, click on "Save and Exit".

In order to enter its economic bid in the Online Invitation to Bid, the company must click on the link "**Economic Bid**", located in the "Reply Summary" section (alternatively, it may click on the button "Edit Reply", located on the right of the screen, under the section "Economic Bid"). Once the required tasks have been completed, click on "Save and Exit".

Once the required activities within each area have been completed, the company must click on "Save and Exit" and then on "OK" to confirm the saving.

In order to transmit the reply to the Invitations to Bid, the company shall follow the instructions given in the paragraph "How to transmit your reply to the Online Invitation to Bid".

5. How to use the messaging tool

5.1 How to send a message.

To send a message using the online messaging tool, the company must:

a) access the Online Invitation to Bid;

b) click on the "Messages" section at the top left of the screen;

c) click on the "Create Message" label;

d) possibly classify the message (see N.B. below);

e) fill in the request ("Subject" and "Message");

f) *[if applicable, only if the company has to attach accompanying documents]* click on "Add Attachments";

g) click on "Upload new file";

h) click on "Select file to upload" and select the document previously saved on your PC;

i) insert a short description of the attachment;

j) click on "Confirm" to attach the file (or click on "Cancel" to return to the previous screen);

k) for each document to be attached, click on "Upload new file" and repeat steps h) to j);

l) [*When you have finished uploading all documents*] click on "Save All" to add the document(s) to the list of attachments;

m) click on "Send Message" to transmit the message.

Note: Please note that message classification (activity described under d above) is only required for the following communications:

- **sending Requests for Clarification (in this case the company should select the classification "Requests for Clarification/Responses to Clarifications");**
- **reporting technological problems (in this case, the company must select the classification "Reporting technological problems").**

For all other communications, classification of the message is not required.

A company that has received a request for clarification/supplementation or that needs further clarification of a message received is obliged to use the "Reply" function within the message received.

5.2 How to reply to a message

To reply to a message, the company must:

1. access the Message received;
2. click on "Reply";
3. repeat steps (e) to (m) described above (no need to change the subject of the message).

6. Methods and notes for uploading documents in the portal

6.1 How to upload documents to the portal

In order to upload the documents required for admission, the company must:

a) access the "Qualification" area of the "Online Invitation to Bid";

b) at the "Attachment" type parameter in which the document is to be uploaded, click on the "Click to attach a file" link located to the right of the screen;

c) click on "Select a file to upload" and select the document previously saved on your PC;

d) [*Only for files that are not digitally signed, have a digital signature that is not recognised by the verification tool available on the portal, or reported as invalid by the portal*] [1] click on "Confirm";

e) click on "Confirm" to attach your document to the list of attachments (or click on "Cancel" to return to the previous screen);

f) if you wish to upload further attachments, click on "Save and Continue" and repeat steps b) to e);

g) once the documents have been attached, the company must click on "Save and Exit";

h) Click "OK" to confirm the entry or "Cancel" to return to the previous screen.

In order to enter the ESPD [if provided for in the tender procedure], **the company must:**

i) access the Invitation to Bid;

j) click on the "+" icon in the "ESPD with signed file" field;

k) in the "Manage ESPD Reply" pop-up, choose whether to attach a new ESPD or to upload a previously used one saved in xml format;

l) click on the "Create a new ESPD reply" button and fill in the fields in the screens proposed by the system;

m) [once you have filled in all the fields under (l)] click on the "Summary" button at the bottom of the page;

n) having checked the correct filling in of the ESPD on the screen, click on the "Download" button and choose the pdf version;

o) digitally sign the file saved locally;

p) return to the ESPD screen and click on the "Choose File" button at the end of the webpage;

q) click on the "Confirm" button.

The system will propose a window in which you can choose whether or not to save the ESPD you have just completed for use in any future tenders. If you wish to save it in your profile, select "*New Reply Template*" in the "*Save Data in Supplier Profile as:*" box and fill in the "*Template Name*" box with a subject.

[1] In this case, if the digital signature of the document is requested, it is necessary to check the presence of the digital signature and, if present, its validity, using the free software made available by the Italian Certification Authorities (in the case of a foreign signature, it is necessary to follow the instructions set out in the "Minimum technical equipment" section of this document.

Once all the operations have been completed, the ESPD will be visible in the "My Reply" area of the Invitation to Bid and it will be possible, until the deadline for submission of tenders, to delete or modify it using the appropriate icons to the right of the document.

In order to enter the documents relating to the Technical Bid [if provided for in the tender procedure] **the company must:**

a) access the "Technical Bid" area of the "Online Invitation to Bid";

b) at the "Attachment" type parameter in which the document is to be uploaded, click on the "Click to attach a file" link located to the right of the screen;

c) click on "Select a file to upload" and select the document previously saved on your PC;

d) [*Only for files that are not digitally signed, with a digital signature that is not recognised by the verification tool available on the portal or is reported as invalid by the portal*] [1] click on "Confirm";

e) click on "Confirm" to attach your document to the list of attachments (or click on "Cancel" to return to the previous screen);

f) if you wish to upload further attachments, click on "Save and Continue" and repeat steps b) to e);

g) once the documents have been attached, the company must click on "Save and Exit";

h) click "OK" to confirm the entry or "Cancel" to return to the previous screen.

In order to enter the documents relating to the Economic Bid, the company shall:

a) access the "Economic Bid" area of the "Online Invitation to Bid";

b) at the "Attachment" type parameter in which the document is to be uploaded, click on the "Click to attach a file" link located to the right of the screen;

c) click on "Select a file to upload" and select the document previously saved on your PC;

d) [*Only for files that are not digitally signed, with a digital signature that is not recognised by the verification tool available on the portal or is reported as invalid by the portal*] [1] click on "Confirm";

e) click on "Confirm" to attach your document to the list of attachments (or click on "Cancel" to return to the previous screen);

f) if you wish to upload further attachments, click on "Save and Continue" and repeat steps b) to e);

g) once the documents have been attached, the company must click on "Save and Exit";

h) click "OK" to confirm the entry or "Cancel" to return to the previous screen.

In order to enter additional documents to accompany the Economic Bid (Justifications, Substitute Declarations relating to cohabiting family members, etc.) the company must:

a) access the "Economic Bid" area of the "Online Invitation to Bid";

b) click on the "Add Attachments" button located to the right of the screen, in the "General Attachments Area" section;

c) click on "Upload new file";

d) insert a short description of the attachment;

e) click on "Select a file to upload" and select the document previously saved on your PC;

f) click on "Confirm" to attach the file (or click on "Cancel" to return to the previous screen);

g) for each document to be attached, click on "Upload new file" and repeat steps d) to f);

h) click on "Save all" to upload the document(s) in the list of attachments;

i) if you wish to insert other attachments, click on "Save and Continue" and repeat steps b) to f);

j) once the documents have been attached, the company must click on "Save and Exit";

k) click "OK" to confirm the entry or "Cancel" to return to the previous screen.

[If the tender procedure provides for the participation of a Bidding Group] **Insertion of ESPD for companies participating in a Bidding Group**

Companies participating in a Bidding Group which have received an invitation from the group leader to submit the ESPD must:

a) open the automatic invitation e-mail sent by the portal;

b) click on the first link if you are already enabled to the portal (otherwise click on the second link to start the enabling procedure and repeat these steps once enabled);

c) enter User ID and Password to access the portal on the web page that appears;

d) accept or reject the invitation to join the Bidding Group using the buttons at the top right of the screen (in the case of a rejection, it is mandatory to enter the reason in the "Comment" box);

e) [invitation accepted] click on the symbol ✎ to the right of the "ESPD" field;

f) in the "Manage ESPD Reply" pop-up, choose whether to attach a new ESPD or to upload a previously used one saved in xml format;

g) click on the "Create a new ESPD reply" button and fill in the fields in the screens proposed by the system;

h) [once all fields under g) have been filled in] click on the "Summary" button at the bottom of the page;

i) having checked the correct filling in of the ESPD on the screen, click on the "Download" button and choose the pdf version;

j) digitally sign the file saved locally;

k) return to the ESPD screen and click on the "Choose File" button at the end of the webpage;

l) click on the "Confirm" button.

The system will propose a window in which you can choose whether or not to save the ESPD you have just completed for use in any future tenders. If you wish to save it in your profile, select "*New Reply Template*" in the "*Save Data in Supplier Profile as:*" box and fill in the "*Template Name*" box with a subject.

Once all operations have been completed, the ESPD will be visible on the summary page and it will be possible, until the deadline for submission of tenders, to delete or modify it using the appropriate icons on the right of the document.

[The case of an Auxiliary Company] Click on the button "Activate ESPD as auxiliary". The system will register the ESPD as submitted by an Auxiliary Company.

6.2 Notes for uploading documents to the portal

In the "Qualification" Area as well as in the "Technical Bid" and "Economic Bid" Areas of the "Online Invitation to Bid" there are "Attachment" type parameters with a description corresponding to the documents requested by Poste Italiane in the tender procedure.

The company must attach the documents in the corresponding sections and parameters.

Please note that, with reference to the documents to be included in the "Qualification" area of the online tender, the following rules must be followed:

- the documents concerning the single or principal company or the consortium must be inserted in the section entitled "Single/Principal Company/Consortium Documents";
- the documents concerning the agent company or consortium member or consortium company must be included in the section (or sections, in the case of several agent companies, consortium members or consortium companies) entitled "Agent Company/Consortium Member/Consortium Company Documentation".

  At the end of each of the above sections there are parameters called "Other document" where it is possible to enter, again with reference to the subject for which documents have already been entered in the individual section, documents for which there is no exact correspondence or for which it was not possible, due to lack of space, to enter them in the other parameters of the same section (e.g. any other documents referring to subject A, for which the above-mentioned options apply, must be entered in the "Other document" parameters in the same section where documents for subject A have already been entered);
- documents not referring to a specific subject (Single/Principal Company/Consortium or Agent Company/Consortium Member/Consortium Company) for which there is no exact correspondence and documents for which it was not possible, due to lack of space, to include them in the "Other document" parameters in the above-mentioned sections, must be included in the section entitled "Other documents".

The following rules must be followed when uploading documents to the portal:

- they should be inserted separately and not grouped in a compressed folder;
- they must keep the original wording in the file name (e.g. Application for admission Rossi S.p.A.);
- they must be in commonly used formats (preferably pdf, word, xls);
- they shall not exceed the size of:
  - ✓ 10 MB for mass uploads (uploading several files at the same time);
  - ✓ 25 MB for digitally signed single file uploads;
  - ✓ 100 MB for uploading non digitally signed files.

Documents for which digital signatures are required must be signed individually by authorised persons.

It is not permitted to digitally sign a compressed folder containing a document without a digital signature (where required).

Each document, once digitally signed, will take on the additional extension "P7M" or "PDF" (if the "Acrobat" product is used), in accordance with the Agency for Digital Italy rules on digital signatures. It is therefore recommended to check the correct extension of the digitally signed file before sending the reply.

Please note that if a certified time stamp is associated with the digitally signed computer document, both the digitally signed file and the time stamp must be attached to the portal.

N.B. If the time stamp has the extension *.tsr*, the company must upload both the file with the extension *.tsr* and the digitally signed file to the portal.

It should also be noted that, when time-stamping a file, many software packages generate a single file containing the digitally signed document and the time stamp. In that case, it is not necessary to separate the file.

7. How to transmit your reply to the Online Invitation to Bid

7.1 Transmission of the reply to the Online Invitation to Bid

In order to transmit the reply to the "Online Invitation to Bid", the company must:

a) access the "Online Invitation to Bid";

b) click on "Transmit Reply";

c) click on "OK" to confirm transmission.

The system does not allow confirmation (and the subsequent online transmission of the reply to the "Online Invitation to Bid") after the deadline for submitting the reply to this tender procedure.

Documents not transmitted will not be visible to Poste Italiane at the end of the procedure.

The company will be able to view in its personal folder, under the column "Reply Status", the successful transmission (Reply Status: "Transmitted").

7.2 Further notes

The company may modify the data previously transmitted (deletion and/or insertion of new annexes, modification/replacement of the Technical Bid, modification/replacement of the Economic Bid, etc.), no later than the deadline set by Poste Italiane for the submission of the reply to this procedure, acting as indicated below:

a) access the Online Invitation to Bid as well as the reply area where the change is to be made;

b) make the change;

c) click on "Save Changes";

d) click on "Submit Changes".

Before this deadline, the company will also have the option of withdrawing the transmitted data by clicking on the icon with the three suspension dots in the top right-hand corner of the screen and selecting the link "Cancel your reply".

Data not transmitted or deleted will not be visible to Poste and will therefore be deemed not to have been submitted.

In the event that the company does not intend to submit a bid, it is invited, for the organisational purposes of Poste Italiane, to submit online, within the deadline set for the submission of the reply, its renouncement, indicating the reasons for the refusal and clicking on the "Refuse" button of the Online Invitation to Bid.

In the event of changes made by Poste to the reply areas and/or to the configuration parameters of the "Qualification" area and/or the "Technical Bid" area and/or the "Economic Bid" area of the "Online Invitation to Bid", the system will automatically withdraw any data transmitted by the companies.

In that case, it will be necessary, once you have modified your reply, if any, to repeat the transmission process described in the previous paragraph "How to transmit your reply to the Online Invitation to Bid".

8. How to submit the relaunch [only if provided for in the Rules for Participation/Invitation to Bid]

In order to transmit the relaunch, the company shall:

a) access the "Economic Bid" area of the online tender;

b) click on the icon representing two arrows forming a circle located in the reply column at the parameter containing the previous Bid Template;

c) click on "OK" to proceed or on "Cancel" to return to the previous screen;

d) click on "Select a file to upload" and select the document previously saved on your PC;

e) [*Only for files that are not digitally signed, have a digital signature that is not recognised by the verification tool available on the portal, or reported as invalid by the portal*] [2] click on "Confirm";

f) click on "Confirm" to enter the new document (or on "Cancel" to return to the previous screen);

g) click on "Save Changes";

h) click on "OK" to confirm or on "Cancel" to return to the previous screen;

i) click on "Transmit Relaunch".

The system does not allow transmission after the deadline for submitting the improved Economic Bid.

Within the deadline for submitting the improved offer, the company has the right to modify the previously transmitted relaunch by proceeding in the same manner as described for the submission of the Relaunch.

9. How to enter and transmit the required documentation

9.1 Insertion and transmission of the documents required for the agreement within

[2] (See Note 1)

the portal www.posteprocurement.it

In order to enter and submit the required documents, the company must:

a) enter its User ID and Password in the "Reserved Area" box;
b) click on "Send";
c) click on the "Online tenders" link;
d) click on the "Bid Folders" link;
e) access the "Bid Folder" with a description corresponding to the bid of interest;
f) click on the "My Events" label at the top left of the screen, within the "Folder Details" section;
g) click on the "Contracts" link;
h) click on the description corresponding to the bid of interest;
i) click on "Messages" and then on "Create Message";
j) enter subject and message text;
k) click on "Add Attachments";
l) click on "Upload new file";
m) click on "Select file to upload" and select the document previously saved on your PC;
n) insert a short description of the attachment;
o) click on "Confirm" to attach the file (or click on "Cancel" to return to the previous screen);
p) for each document to be attached, click on "Upload new file" and repeat steps m) to o);
q) [*When you have finished uploading all documents*] click on "Save All" to add the document(s) to the list of attachments;
r) click on "Send Message" to transmit the message.

9.2 Inserting the Contract/Commercial Letter digitally signed by the legal representative or proxy

In order to enter the contract/commercial letter in the dedicated box, the company must:

a) click on the label "Content Management" and then on the link "Additional Information";
b) click on the "Edit" button at the top right of the screen;
c) click on "Click to attach a file" under "Contract document signed by the successful bidder";
d) click on "Select file to upload" and select the document previously saved on your PC;
e) click on "Confirm" to add your document to the list of attachments (or on "Cancel" to return to the previous screen);
f) click on "Save" to confirm the entry or on "Cancel" to return to the previous screen.