

Rome, July 19, 2017

Ref. no. 18699/2017

Sent by e-mail

FAO

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Negotiated procedure pursuant to paragraph 2 letter b.3) of art. 63 of Italian Legislative Decree no. 50/2016, for the purposes of the conclusion of a contract for IGM CREDIT PACKAGE FOR TREASURY DEPARTMENT.

CIG (Tender Identification Code): 7146174955

Request for Proposals.

By means of a suitable Agreement concluded on 12 April 2013, Sogei S.p.A. has entrusted Consip S.p.A. with the activities related to the procurement process for the acquisition of goods and services, including any ancillary and instrumental activities.

This Company has declared, by means of notice dated 06/04/2017 that it has exclusive rights for the following services/products IGM Credit Package which are relevant to the Contract in question.

By means of this Request for Proposals, Consip S.p.A. intends to award the Contract – the subject of which is detailed below:

- a) IGM credit package for Treasury Department from 1st of July 2017 to 30th of June 2018.

By signing this Contract, the successful company is undertaking to provide the service(s) and or goods referred to above. The Contract will be entered into by Sogei S.p.A.

The Contract will not contain an arbitration clause.

In accordance with art. 31 of Italian Legislative Decree 50 of 18 April 2016, Ms Floriana Milisenda is appointed as the person responsible for the procedure.

Consip S.p.A., single-member joint stock company

Registered Office: Via Isonzo 19/E – 00198 Rome

T +39 06 85449.1 – F +39 06 85449 281 – www.consip.it

Fully paid-in share capital of €5,200,000.00 Tax Code and VAT no. 05359681003

Listed on the Companies' Register at the Chamber of Commerce, Industry, Trades and Agriculture of Rome under no. 05359681003 - REA (Economic and Administrative Index) no. 878407



Registration on the AVCpass System and use of the National Public Contracts Database (*Banca Dati Nazionale Contratti Pubblici*).

By virtue of the provisions of par. 13 of art. 216 of Italian Legislative Decree no. 50/2016, until the entry into force of the decree referred to in par. 2 of art. 81 of the aforementioned Italian Legislative Decree no. 50/2016, the contracting authorities and economic operators shall use the AVCPass database kept by the Italian National Anti-Corruption Authority (ANAC).

In view of the above, pending the entry into force of the aforementioned decree, the previous regulations are still applicable: the documentation proving possession of the general and technical/organisational and economic/financial requirements for participating in public calls for tenders must be acquired exclusively through the National Public Works Database (*Banca Dati Nazionale Contratti Pubblici*) (hereinafter, in short, the BDNCP) kept by the National Anti-Corruption Authority (art. 6-bis of Italian Legislative Decree no. 163/2006 as subsequently amended and supplemented, as introduced by paragraph 1a) of art. 20 of Law no. 35 of 04 April 2012).

In accordance with the provisions of art. 6-bis of Italian Legislative Decree no. 163/2006 as subsequently amended and supplemented, the AVCP (now ANAC) issued Resolution no. 111 of 20 December 2012 which identified, among other things, *“data concerning participation in tender procedures and the assessment of bids to be inserted into the BDNCP to enable contracting authorities/contracting entities to verify possession of the requirements applicable to economic operators for the awarding of public contracts”*.

Art. 9 of the aforementioned Resolution, with the modifications taken during the meetings of 08 May and 05 June 2013, states that the obligation to carry out a check exclusively through use of the AVCPASS system runs from *“01 January 2014 for contracts with an initial value equal to or greater than EUR 40,000.00”*.

The company must register on the AVCpass System according to the operating instructions as well as the terms and technical regulations for the capture, updating and consultation of data present on the www.avcp.it website.

Once the economic operator has registered for the AVCPASS service and identified the procedure in which it wishes to participate, it obtains a “PassOE” code which must be inserted into the e-mail containing the documentation requested for participation in the procedure, according to the procedures described below.

In accordance with the provisions of art. 6-bis of Italian Legislative Decree no. 163/2006 as subsequently amended and supplemented, of AVCP (now ANAC) Resolution no. 111 of 20 December 2012 and of conversion law no. 15 of 27 February 2014, as well as with the provision of the aforementioned art. 216 (par. 13) of Italian Legislative Decree no. 50/2016, Consip shall conduct a compliance check of the requirements relating to this initiative exclusively through the BDNCP.

Lastly, it should be noted that failure to register with the AVCpass service, or to send the PassOE code, will not entail, in itself and unless otherwise stipulated, exclusion from this procedure. By means of a suitable notification, Consip shall undertake to assign a suitable time frame for conducting the activities indicated above.



Sogei reserves the right to negotiate the payment terms with the successful bidder, pursuant to and in accordance with paragraph 4 of art. 4 of Italian Legislative Decree no. 231/02 as subsequently amended and supplemented. You are kindly invited to take this into consideration when formulating the bid.

* * * *

In view of the considerations above, the company is therefore required to send Consip S.p.A., **by July 30, 2017** its Bid Declaration, complete with all the documentation indicated hereinafter to the e-mail addresses: **floriana.milisenda@consip.it** and **lucia.magliocco@consip.it**.

Please note that, for the sending of the documentation indicated hereinafter, necessary for participating in the procedure, a certified e-mail address attributable to the economic operator must be used.

In particular, the competing company must insert the following data into the subject line of the e-mail:

“Initiative no. 230/2016 - Purchase request no. 47796– attn. Floriana Milisenda”

The e-mail containing the bid must contain the following:

a) Annex 1 - ESPD – European Single Procurement Document of the competing company drafted in accordance with the form attached to this Request for Proposals digitally signed by the legal representative of the competing company vested with the powers necessary to commit the company in this procedure.

The ESPD must be completed in accordance with the Guidelines issued by the Ministry of Infrastructure and Transport (MIT), as well as any guidelines adopted by the ANAC or, potentially, the following instructions.

By means of this document, the competing company must, among other things, issue a self-declaration, pursuant to Italian Presidential Decree no. 445/2000, declaring:

- registration in the Business/Companies' Register and the requirements laid down in art. 80 of Italian Legislative Decree no. 50/2016,
- the non-applicability of the grounds for incompatibility stipulated in par. 16-ter of art. 53 of Italian Legislative Decree no. 165/2001 vis-à-vis the contracting authority (Consip S.p.A.);

As regards the (anti-mafia) hypotheses set forth in paragraph 2 of art. 80, the reference to the parties provided for by Italian Legislative Decree no. 159/2011 must be indicated in the relevant box in the ESPD (Part III, section D).

The grounds for exclusion pursuant to art. 80 of Italian Legislative Decree no. 50/2016 do not apply to companies or businesses subject to seizure or confiscation in accordance with article 12-sexies of Italian Legislative Decree no. 306/1992, converted, with amendments, by Law no. 356/1992 or arts. 20 and 24 of Italian Legislative Decree no. 159/2011, and entrusted to a custodian or court-appointed receiver or liquidator, solely for the period preceding the aforementioned award.

- All the declarations concerning the absence of the grounds for exclusion, in accordance with paragraph 1 of art. 80 of Italian Legislative Decree no. 50/2016, must be submitted by the legal representative of the competing company or a person with suitable powers for all



the parties holding the offices in accordance with paragraph 3 of art. 80 of Italian Legislative Decree no. 50/2016 (i.e. the owner or technical director, if a single-member company; the partners or technical director, if a partnership; the managing partners or technical director, if a limited partnership; the members of the board of directors vested with powers of legal representation, management or supervision or parties vested with powers of representation, management or control, the technical director or the sole natural person shareholder, or the majority natural person shareholder in the case of a company with fewer than four shareholders, if another type of company or consortium, persons who left office during the year preceding the date of publication of the call for tenders and, in any event until the submission of the bid).

- Please note that, in the event of sale/lease of a business or a business unit, incorporation or merger during the year before the date of publication of the call for tenders and, in any event, until the date of submission of the bid, the declarations set forth in art. 80 of Italian Legislative Decree no. 50/2016 must also be issued with reference to the parties indicated by the said article who have been working at the assignor/lessor, incorporated or merged companies during the year preceding the publication of the call for tenders and, in any event, until the date of submission of the bid and those who left office during the same period, who must be considered “parties who have left office” by the competing company.
- Lastly, please note that, in case of a company with only two natural person shareholders, each of whom holds fifty per cent (50%) of the company share capital, the declarations referred to in art. 80 of Italian Legislative Decree no. 50/2016 must be made by each of them.

In the event that the ESPD contains declarations of convictions or conflicts of interest or situations concerning resolutions or other circumstances likely to affect the integrity or reliability of the competing company (pursuant to paragraphs 1 and 5 of art. 80 of Italian Legislative Decree no. 50/2016, based on the information issued in the ANAC guidelines) and that self-cleaning measure have been adopted, all the relevant documents (including any convictions) must be submitted to enable the contracting authority, Consip, to carry out a suitable assessment.

In addition to the above, the Competing Company must submit:

b) Annex 2 - the “Procurement Procedure Participation Document” in accordance with the attached form.

The participation document must be signed digitally by the legal representative of the competing company vested with the powers necessary to commit the company in this procedure.

The document contains declarations regarding the data of the party who signs the declaration, data concerning the competing company and the form of participation, acceptance of the procedure process and any further information provided therein, including that relating to:

- the non-applicability of the grounds for incompatibility pursuant to par. 16-ter of art. 53 of Italian Legislative Decree no. 165/2001 vis-à-vis the Procurer;
- knowledge of the **Integrity Agreement (Annex 3)** attached to this Request for Proposals and a commitment to sign it when entering into the contract;



- c) a copy of the special power of attorney in case of a declaration made by a Special Attorney, whose name and powers are not filed with the Business/Companies' Register;
- d) **the Bid declaration (Annex 4)**, which, in accordance with the facsimile attached to this Request for Proposals, must specify the maximum overall contractual consideration and all fixed and variable payments, which must not exceed the maximum amount of EUR 48.588,00. In addition to indicating the maximum overall contractual consideration, the Bid must specify the individual payments which comprise this and, in particular, those specified in the appended Bid Declaration facsimile. This must be submitted in electronic format, complete with the digital signature of the legal representative of the competing company, or, in any event, a party vested with proven signatory powers;

The Bid Declaration must also contain a specific indication of the **company's costs associated with compliance with the provisions governing health and safety in the workplace** for the performance of this contract, in accordance with paragraph 10 of art. 95 of Italian Legislative Decree no. 50 of 18 April 2016.

- e) Declaration attesting the identification data of the current account(s) dedicated, even if not exclusively, to this contract, as well as the particulars (name and surname) and Tax Code of the persons appointed to conduct transactions on the said account(s), in accordance with the provisions of paragraph 7 of art. 3 of Law no. 136/2010, **(Annex 5)**;
- f) should this company have already been registered, the same e-mail must contain a document attesting to the allocation of the **"PassOE" code by the AVCPASS service**. To this end, the competing company may submit the PassOE code in the following forms: a) an electronic document bearing the digital signature of the legal representative or party vested with proven signatory powers of the competing company; or b) an electronic copy of the original paper copy of the PassOE code, complete with a certification of compliance with the original, digitally signed by the legal representative or party vested with proven signatory powers of the competing company.

More specifically, in this case, Consip shall allocate a time limit to the competing company, no greater than ten days, for the issuing, completion or regularisation of the said declarations, indicating the content and the parties which must issue them, at the same time as a document proving payment of the penalty (under pain of exclusion). In the event that the competing company should fail to produce what is requested within the allotted time frame, Consip will exclude it. Moreover, in case of multiple violations, a single penalty will be applied only in cases where the said violations concern the conduct of the same company.

In accordance with paragraph 9 of art. 83 of Italian Legislative Decree no. 50/2016 as subsequently amended and supplemented, should the administrative documentation be missing, incomplete or irregular, excluding that which refers economic offer, the competing company will be invited to complete or submit what was requested within a final deadline no greater than ten days, upon application of the financial penalty of Euro 48,58 as well as the consequences stipulated in par. 9 of art. 83.



Please note that the competing company must submit, together with the documentation necessary for the regularisation, the documentation certifying the payment.

Failure to pay within the allotted time limit will result in exclusion from the procurement procedure.

In the event that the competing company should fail to produce what is requested within the allotted time frame, Consip will **exclude** it and will not apply any penalty.

In case of multiple incomplete/irregular/missing declarations, a single penalty will be applied only in cases where the said violations concern the conduct of the same company.

In case of formal irregularities, or missing or incomplete non-essential declarations, the contracting authority will ask the competing company to regularise them within ten days, but will not apply any penalty.

Should this deadline elapse without the due regularisation, the competing company will be excluded from the procedure.

Yours sincerely,

Mr Sante Dotto
Goods and Services Sourcing Department
(the Head of Department)
Digital signature

Annexes:

Annex 1 – ESPD

Annex 2 – Participation document

Annex 3 – Integrity agreement

Annex 4 – Facsimile of Bid Declaration

Annex 5 – Declaration regarding the traceability of financial flows

Annex 6 – Contractual addendum