

FAQ ECONOMIC OPERATORS REGISTER, JOB AND PLANNING SERVICES

GENERAL QUESTIONS

We would like to know how long it will take to have an evaluation of our subscription request to the portal.

With regard to the deadline for the registration of the economic operators of the Friuli Venezia Giulia Region, pursuant to article 12 of the relevant regulation, the deadline within which the Autonomous Region Friuli Venezia Giulia shall conclude the registration or refusal procedure is 30 calendar days from the date of submission of the application. If Autonomous Region Friuli Venezia Giulia considers that the procedure cannot be completed within the deadline, Autonomous Region Friuli Venezia Giulia may use, one time only, an extension period of additional 30 calendar days by communicating such decision to the economic operators through the system, stating the reasons for the extension of the deadline and the date by which the application will be accepted or rejected.

If the documents presented should result incomplete or not exhaustive the above proceedings shall be deemed interrupted.

With the subscription to the portal can we take part in the events of interest?

From the moment of registration to the eAppaltiFVG portal, the economic operators are entitled to take part in all the tenders concerning the categories of interest.

In case of change of the sole administrator should we renew the application?

In the case of a new administrator the statement given by the previous administrator must be renewed by the new administrator who, acting as legal representative, has to assume responsibility for the truthfulness of said statement. The same, as provided for in art. 13 of the regulations of the operator's register, must be updated requiring the release of forms through the message area of the evaluation.

I cannot find the reference category to which I should subscribe to. How do I proceed?

To be noted that the supplier list on the platform is not exhaustive and therefore does not include all product categories.

The economic operators section of the eAppaltiFVG Portal publishes a list of product categories (annex 1 to the regulation) to which operators can subscribe. Common expenditure categories are not yet available.

In the absence of the product category of interest we advise the consultation of the open public procedures published on the platform, in order to be selected, according to the regulations of law, in the invitation procedures based on market surveys and direct award.

In case we have a high-ranking category, do we still have to fill in the lower ranking categories?

If operators are interested in being invited to the negotiated procedures for which qualification in the lower ranking categories is required, they must also register to the before-mentioned ranking. If not, simply select the category of interest.

I have received an email saying that the possibility of updating the data relating to my subscription to the supplier register of eAppaltiFVG has been blocked. What does this mean? Has a mistake been made in filling in the form? Am I registered and authorized with eAppalti?

There was no error in the compilation. With the automatic mail generated by the system, this operator is informed that, pending evaluation of the application, no modifications or updates can be requested. The registration will be completed only following the examination of the documentation produced. Communication about the evaluation will be given through the message area every now and again.

How can I eliminate some categories that have already been approved by the evaluation group or that have been selected by error in the subscription phase? Can you eliminate them?

The system does not allow the economic operators to eliminate the categories already approved by the evaluation group or wrongly selected by the economic operators during the subscription phase. In this case you will need to ask the evaluation group to delete the categories and unlock the forms through the messaging area. Then economic operators can proceed to delete them from their profile using the function "Remove category" located in the drop-down menu that is accessed by the button... (three dots) within the single category being deleted.

How will I be notified that my subscription has expired?

Before the expiration of the subscription (about 15/30 days before, according to the evaluator's choice) the system transmits, via certified e-mail (PEC), an automatic message that indicates that the subscription is about to expire. Subsequently, if the evaluator ascertains, after a reasonable period, that the economic operators have not yet completed the subscription renewal, a reminder will be sent through the message area. To be noted that the "expired" state does not allow the economic operators to be invited to negotiation procedures.

How can we renew an expired subscription?

The expired subscription can only be renewed by the evaluation group. If the economic operators do not have to make changes or updates to the claims and/or information and/or data within the selected categories, it will be sufficient to communicate it through the message area of the evaluation. In case of changes / updates, it will be necessary to request the unblocking of the forms, through the message area. The form update, transmitted by the "Send form to the evaluator" command, will automatically block the new form.

Following the confirmation or changes to the form communicated by the operator, the evaluator will be able to renew the subscription.

SUPPLIERS REGISTER APPLICATION DOCUMENTS

In the "Instance of telematic registration" there is a field indicating "user profile no. " What does this mean?

It is the Username with which the economic operators register to the portal.

Concerning the concession of works, services and supplies (economic operators ex art. 45 of D. Lgs. 50/2016 and subsequent changes and additions.) the document does not contain all categories (the subjects at the letters d, e, f, g are missing), what is the reason? Are there limitations foreseen for the participation of these subjects?

When you sign up for the list, simply sign up as "individual applicants". That provided for in art. 48 comma 11 of D. L.Gs. remains firm. 50/2016 and subsequent changes and additions.

In the registration application what should be indicated if I intend to participate as a Limited Liability company.

In the application the economic operators must select the boxes proposed according to the activities carried out and according to the legal form of the company.

For the entrusting of works, services and supplies, the economic operators must select one of the boxes proposed for art. 45 of D. LGs. 50/2016.

For the entrusting of performances related to the preliminary, definitive and executive design of works, as well as to the direction of the works, economic operators must select one of the boxes proposed for art. 46 of D. LGs. 50/2016.

In the ESPD, at the point "contact persons," should I put the data of the partner who is compiling it? And what should I indicate in the section eventual representatives?

The term "contact persons" refers to the names of the persons to be contacted in case of requests for clarification.

In the section "eventual representatives" indicate, if relevant, subjects with power of representation.

In the ESPD, if the company is composed of two partners, should the second partner be indicated? If yes, where and how?

In the event that the company consists of only two partners, each in possession of 50%, the declaration must be signed by both partners and the relative name indicated in the section "eventual representatives" within which both names can be entered.

In the ESPD on page 1 "If applicable: The economic operators are entered in an official list of economic operators". Should the details of the registration to the Chamber of Commerce be indicated?

As indicated within the ESPD on Page 1, it is specified that the reference is to the lists referred to in art. 90 of D. LGs. 50/2016 and subsequent changes and additions.

The Chamber of Commerce should be indicated in part IV –Selection criteria-section A –suitability.

In the ESPD on page 10, "The economic operators may submit certificates issued by independent bodies to certify that certain quality assurance rules are complied with" or "the economic operators may submit certificates issued by Independent bodies to certify certain systems or standards of environmental management are respected." What does it mean?

When filling in part IV (d) the economic operators shall provide the information required concerning the possession of the certifications referred to in article 87 of the Legislative Decree. 50/2016 and subsequent changes and additions which may be of interest to the selection of the economic operators to be invited if the possession of the certifications is a requirement of participation.

The data relating to certifications is mandatory, so if the answer is negative there will be no need to attach any certification.

CHAMBER OF COMMERCE/CONSORTIUM/NATIONAL SECURITY INSTITUTE (INPS)/ INSTITUTE AGAINST ACCIDENTS AT WORK (INAIL)/CONSTRUCTION FUND/BULLETIN BOARDS

What is meant by "professional eligibility requirement"?

In order to meet professional eligibility requirement, as provided for by art. 6 of the regulation on the management of the economic operators register, one needs to be registered in the Business and Commercial Registry in the Chamber of Commerce, Industry, crafts and agriculture (C.C.I.A.A) or in the

register of provincial commissions for crafts, or to the appropriate professional orders. These economic operators must enter the requested data online and, if necessary, enclose the relevant registration document.

ECONOMIC-FINANCIAL-STANDING CERTIFICATIONS/BUSINESS CERTIFICATIONS

"Financial economic standing requirements", what does it mean and/or entail? Is there a form or a diagram that indicates what and how to formulate this document?

There is no form/diagram. The fields relating to the "financial standing requirements" section relate mainly to services and supplies. If the applicant requests the registration to the categories relating to work, the fields of this section do not have to be filled in and a value of zero can be entered. For the categories concerning planning services, the applicant should enhance the fields relating to revenue, for the other fields of the same section it will be sufficient to enter a value of zero.

How should the field "indicate the credit institutions dealt with most in the last three years" be completed?

The declaration on banking institutions is not required for the product categories related to work and planning services. However, as it is a compulsory field, it must be filled in by indicating, if deemed appropriate, the credit institution or by entering a value of zero.

The system asks "declared social capital " and "paid share capital," two entries which are not relevant to an associated study or a freelancer. How can the subscription be completed?

Some items are mandatory because the format of the portal is prepared for all types of tenders including services and supplies.

If the items "Social capital declared " and "paid share capital" are mandatory but are not relevant, "0 " can simply be indicated.

What is intended by revenue? The revenue for VAT purposes or the production value as per voice A of EU budget statement?

The total revenue of a company is to be interpreted as the global turnover realized by the economic operators through the various activities constituting the social object of the company. The term revenue or turnover are synonymous: both indicating the total amount of supply of goods and services, carried out during a calendar year, valid for the purposes of value added tax. It is a definition taken from art. 20 of the single text on VAT (D.P.R. no 633/1972), according to which " revenue of the taxpayer means the total amount of supply of goods and services carried out by the same, registered or subject to registration with reference to a solar year. "

In short, it refers to the < actual activity performed> by the taxpayer (cf. Civil cassation, SEZ. Trib., January 18, 2006, No. 912 and Cass. No 235/1999), as resulting from the VAT declarations (i.e. the company's budgets).

I am unable to complete the registration related to the section "My categories" as it requires as mandatory (red asterisk) all entries related to "financial economic capacity" and "certifications". As a freelancer why am I asked for information, that does not apply?

Some items are mandatory because the format of the portal is prepared for all types of tenders including services and supplies.

If the financial economic capacity and certification entries are mandatory but not relevant, simply indicate "0" or "NO".

MORE INFORMATION

In the section my categories of the portal a "Technical equipment description" is required. Since it is a mandatory field, what does it consist in?

In the field "technical equipment description" It is necessary to indicate the technical equipment owned with reference to the product categories for which the subscription is requested.

Main customers: Should the main customers who have paid sums in the last financial year be indicated?

It is not a mandatory field and is relative to the main customers in decreasing order according to the amount and % of turnover in the last approved budget.

PROFESSIONAL CV/SOA/CCIAA

We are a construction company, we have enrolled in eAppaltiFVG but we have the following difficulties:

We selected the work categories and in the " Suppliers Register Application Documents" at Form Named: 2 –Stec –CVs of professionals, we are asked as mandatory to attach the designers' CVs.

As we are a construction company that doesn't carry out the design phase, we do not have CVs of designers. Why is this requested?

These economic operators have selected the categories concerning architecture and engineering services.

If these economic operators are not subjects belonging to the list referred to in art. 46 of the code, these categories must not be selected, but the categories relating to work instead.

OPERATIONAL HEADQUARTERS AND RELATIVE INFORMATION

Among the categories there is "Previous Contractual Experiences". What should be indicated?

If present, indicate previous contractual experiences accrued with the procuring entity (generically understood) as defined in art. 3 of D. Lgs. 50/2016 and subsequent changes and additions. in the absence of litigation, having performed the work in accordance with the contractual deadlines, without anticipated resolutions of the contract and/or applications of penalties.

INFORMATION FIRST / SECOND / THIRD JOB

Within the category in the field "job list/services" What jobs should be entered? The last ones? Of which amount?

It is not a mandatory category. Indicate the works considered more significant in relation to the category indicated. There is no amount limit.

I have noticed that filling in the various categories, for each category, no. 3 works performed are required, indicating the amounts, dates, igc, etc. Is it mandatory to list at least three jobs or can one or two be listed?

No, this field is not mandatory because, in the absence of a red asterisk, it is not a mandatory field. It is therefore up to the operator to evaluate which and how many jobs/services to list.

Is there a time frame in years to consider a job valid?

There is no time frame.

Are jobs carried out as subcontractors for companies awarded public works valid?

Yes, in relation to the part of subcontracted work.

If an enterprise has just opened, starting from scratch and does not have a history of executed works can it become qualified or will it never be able to obtain work for public authorities?

It can be obtained as the field is not mandatory.

Which procuring entities do you refer to?

With the term procuring entity the subjects indicated in art. 3 letter o) of the D.lgs. 50/2016 and subsequent changes and additions are referred to.