



User Guide

TUTTOGARE PA®

Important preliminary information



Please note that subcontractors and members of consortia that will not be Lead Tenderers (Lead Contractors if awarded the contract) can also register in the Platform but are not mandated to do so. In any case, they must not submit any tender documentation. That responsibility remains within the Lead Tenderer only, as each tenderer may submit no more than one tender (alone, as Lead Tenderer, as part of a Consortium, or as subcontractor). This means that the tenderer may only submit a bid on his own or in one (temporary) Consortium. It also means that an economic operator or affiliated entity can participate as a subcontractor in one tender only. Failure to do so leads to the automatic exclusion of all bids in which they take part.

Abbreviations & Clarifications

Abbreviation	Description
EO	Economic Operator: Any natural or legal person or public entity or group of such persons and/or entities, including any temporary association of undertakings, which offers the execution of works and/or a work, the supply of products or the provision of services on the market.
PCP	Pre-Commercial Procurement: An approach to procuring R&D services governed by Communication from the European Commission 799/2007 (https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2007:0799:FIN:EN:PDF).
PBG	Public Buyers Group
Actual Price	The “actual” price is the price that takes into account the fact that the Tenderers (Economic Operators) do keep ownership of the Intellectual Property Rights attached to the results under PCP, in accordance with the provisions of the contracts, and that they can exploit these results.
Virtual Price	The “virtual” price is the price that Economic Operator would have quoted if all Intellectual Property Rights, including the ownership of results under the PCP, would be fully retained by the Buyers Group and tenderers would not have the possibility to exploit the results.

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- 4 Participation in Pre-Commercial Procurement
- 5 Terms of Service and Rules of Conduct
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1



Necessary Equipment for System Use

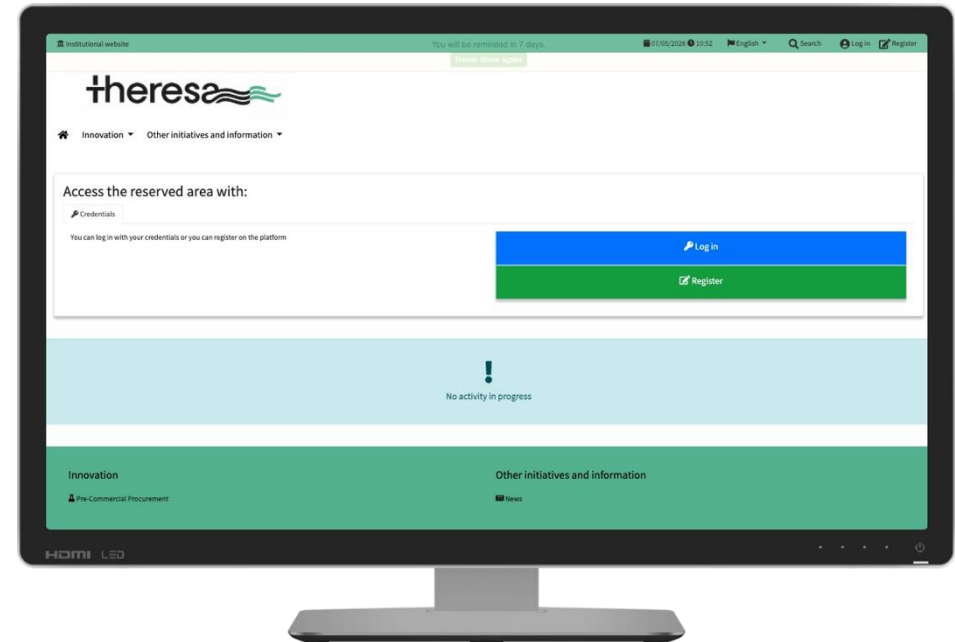
Necessary Equipment for System Use

To use the Platform, you must provide the following at your own expense and responsibility:

-  A stable internet connection.
-  An up-to-date web browser (Google Chrome and Mozilla Firefox are recommended; high performance is not guaranteed with Microsoft Edge).
-  A valid email address.

Technical Guidelines for Application Use:

-  **File Compression:** We strongly recommend using open-source tools such as 7-Zip to create .zip or .7z archives.
-  **File Naming:** Please ensure file names are clear and concise. Avoid using ellipses (...), spaces, or special characters (e.g., #, \$, %) to ensure cross-platform compatibility.



2

Economic Operator Registration

Home page

To participate in the Pre-Commercial Procurement, first register on the platform (<https://theresapcp.tuttogare.it/>) by clicking **Register** on the homepage (1).

The screenshot shows the homepage of the Tuttosare PA Pre-Commercial Procurement Module. The header is green and contains navigation links: Institutional website, 07/05/2026 09 47, English, Search, Log in, and Register. The main area is white and features the 'theresa' logo. The sidebar is white and contains a 'Credentials' tab. A red box highlights the 'Register' button in the top right corner, and a red arrow points from a yellow circle with the number '1' to it. Another red box highlights the 'Register' button in the bottom right corner, with a red arrow pointing from the same yellow circle to it.

theresa

Access the reserved area with:

Credentials

You can log in with your credentials or you can register on the platform

Log in

Register

Registration form

After clicking **Register**, complete the form with the required information. Fields marked with an asterisk (*) are mandatory.

Once you save your details, a confirmation email will be sent to your registered address. To complete your registration and activate your account, click the verification link within **48 hours**. If the link expires, you will need to restart the registration process.

!

Pre-registration allows you to enter the minimum data required to generate credentials for the platform's registration process.

Upon saving, you will receive an email (at your provided address or certified email, if applicable) containing a confirmation link. Your account will be enabled for login only after you click this link to verify your registration.

Credentials

Email address *

Email address

! Indicate the ordinary mail address, any certified mailbox will be inserted later

Repeat e-mail address*

Repeat e-mail address

Password*

Password

Repeat the password*

Repeat the password

Credentials

Contact data

Supplier's data

Product Categories

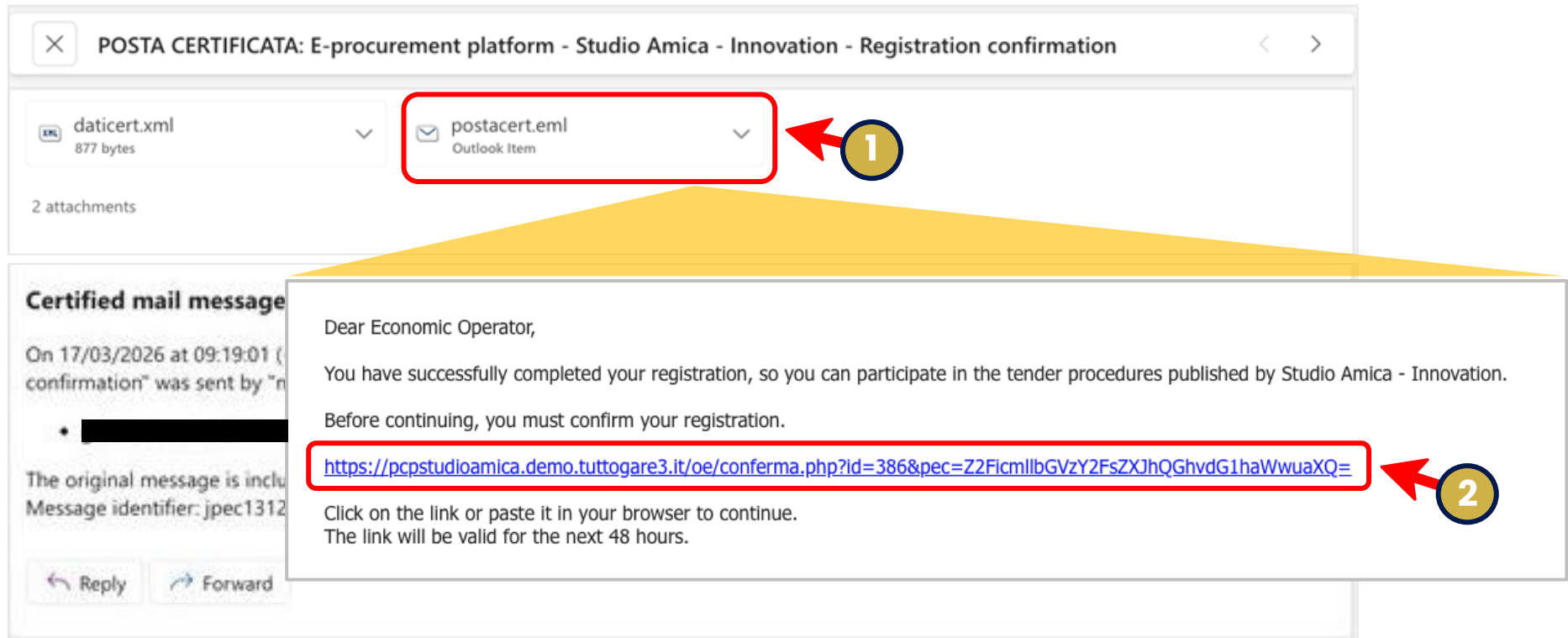
Privacy Policy

Product categories are classified according to the Common Procurement Vocabulary (CPV), the standardized classification system for public contracts adopted by EC Regulation No. 213/2008.

By registering, you acknowledge that you have read and understood the Platform User Guide.

E-mail confirmation

Be aware that some email providers may deliver your verification link inside an attached **.eml file (1)**. To activate your account, simply open the attachment and click the link **(2)** within **48 hours**. If the link expires, you will need to restart the registration process.



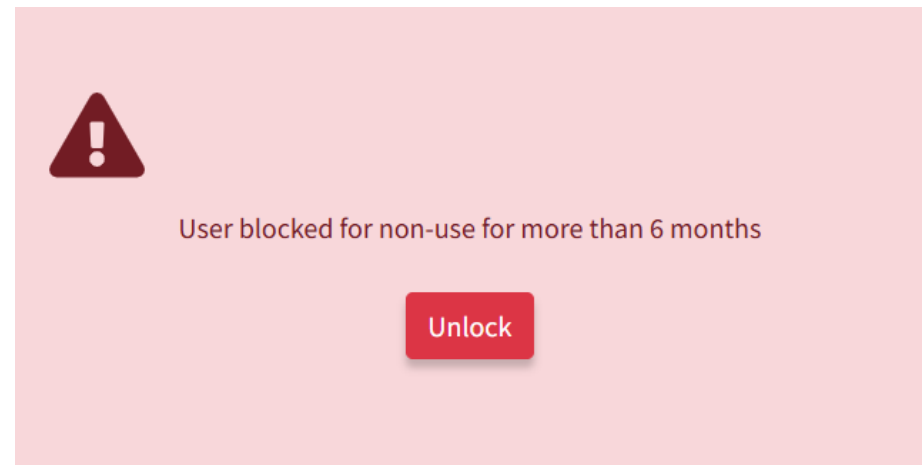
Account Security: Access, Locks, and Passwords

Your account will be automatically deactivated if it remains inactive for more than six months. Additionally, your profile will be locked after **five unsuccessful login attempts**.

To reactivate your account, click the **Unlock** button that appears on the login page. A reactivation link will be sent to your registered email address. You must click this link to unlock your profile within **48 hours**. If the link expires before you log in, you will need to request a new one.

Your password must be at least **12 characters** long and include at least one of each of the following :

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



Your registration, access, and use of the Platform constitute your full acceptance of and compliance with the Terms and Conditions outlined in this User Guide.

3

Credentials and assumption of responsibility

Credentials and Assumption of Responsibility

1

Login credentials (User ID and password) are strictly personal. You must maintain them with the utmost confidentiality and must not disclose or transfer them to any third party. You assume exclusive responsibility for their use, which must be conducted in good faith and without prejudice to the System, other Users, or third parties.

2

You must implement all necessary technical and organizational measures to ensure the secure use of your credentials. You also undertake to immediately notify the System Manager of any theft, loss, unauthorized disclosure, or misuse of your account.

3

Should unauthorized third parties gain access to your credentials, they may access the System to perform operations and legally binding acts that will be directly attributable to you.

4

The Contracting Authority and the System Manager are exempt from all liability. You assume sole responsibility for: (a) any claims for compensation or direct and indirect damages incurred by the Contracting Authority, the System Manager, or third parties resulting from the misuse or unauthorized use of your credentials; and (b) any damages you may suffer as a consequence of such misuse.

5

You agree to indemnify and reimburse the Contracting Authority and the System Manager for any damages incurred as a result of such events. Specifically, you shall bear all legal costs and expenses arising from any legal actions involving the Contracting Authority or the System Manager related to your account.

6

Any abuse, misuse, or detrimental use of your account will result in the immediate termination of your registration.

7

If you suspect that your credentials have been disclosed to third parties or that the confidentiality of your Account has been compromised, you must immediately change your password. Please note that, notwithstanding any such change, all actions performed using your credentials shall remain legally binding and directly attributable to you.

8

In the event of suspected disclosure, theft, or loss of your credentials, you must immediately notify the System Manager via the Platform's Help Desk. Following identity verification, the System Manager will suspend your account. The Contracting Authority and the System Manager reserve the right to reset your account and issue new credentials at any time. Additionally, you should provide a copy of any filed police report to the System Manager within 48 hours.

9

The use of your account credentials shall conclusively attribute to you all declarations of intent and all actions, acts, or transactions performed within the System. This includes all operations carried out during tender procedures, which shall be deemed to have occurred at the specific date and time recorded in the System logs.

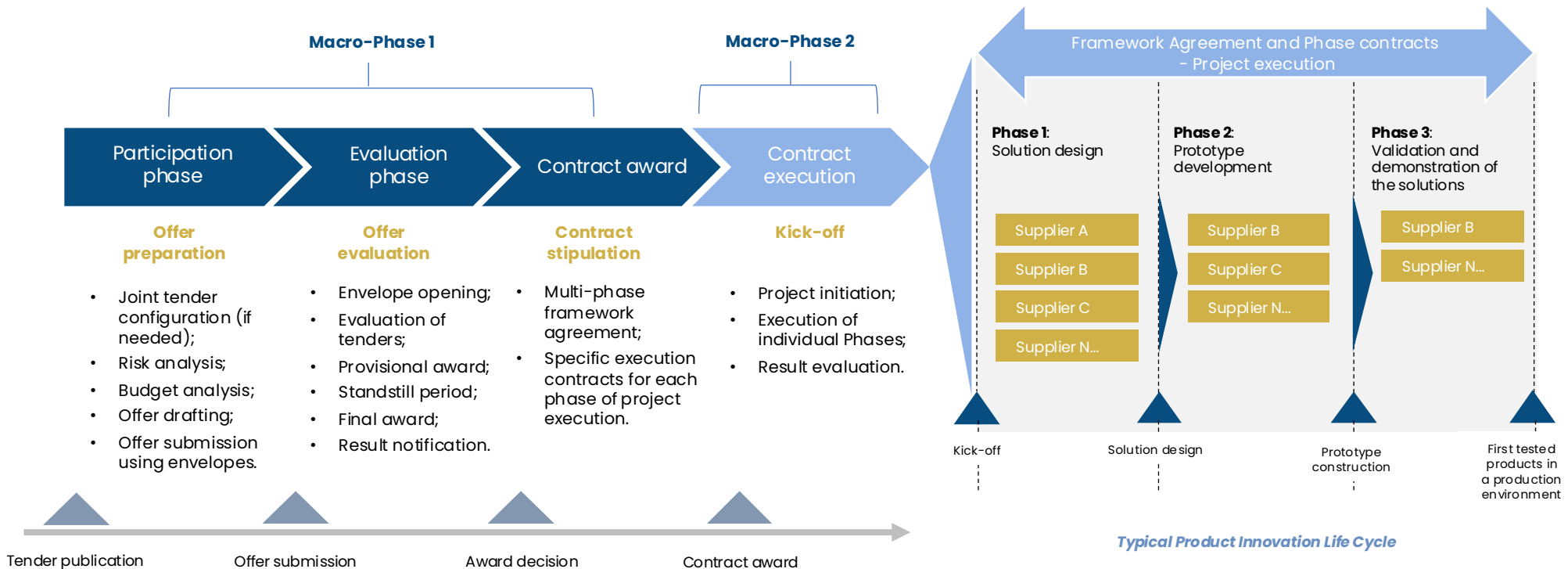
4

Participation in Pre-Commercial Procurement

Participation process in Pre-Commercial Procurement

Pre-Commercial Procurement (PCP) is a competitive process consisting of three distinct phases. Following the Tendering stage (**Macro-Phase 1**), selected providers are awarded Framework Agreements and Phase 1 contracts. During the Contract Execution stage (**Macro-Phase 2**), providers may be awarded subsequent contracts for Phase 2 and Phase 3, contingent upon the successful completion of the preceding phase.

For detailed information regarding the PCP process and the specific requirements for Phases 1, 2, and 3, please refer to **Tender Documents**.



Access to the Portal and overview of the Pre-Commercial Procurement Request for Tenders

The platform for participating in the Pre-Commercial Procurement (PCP) launched by THERESA PCP is accessible at: <https://theresapcp.tuttogare.it/>.

The screenshot displays the THERESA PCP portal interface. On the left, a sidebar contains navigation links: 'TENDERER 01', 'Messages', 'User Guide', 'Requests', and 'ESPD'. The main header features a navigation bar with 'Tender procedures' and a dropdown menu. The 'Innovation' dropdown is highlighted with a red box and a yellow circle labeled '1'. A red arrow points from this box to a secondary dropdown menu that lists 'Unmet needs collection campaigns', 'Innovation campaign management', 'Open Market Consultations', and 'Pre-commercial'. The 'Pre-commercial' option is highlighted with a red box and a yellow circle labeled '2'. Below the navigation bar, the section 'ACTIVE PRE-COMMERCIAL TENDERS' is visible, with a 'See them all' link. A red box highlights a specific tender card titled 'PRE-COMMERCIAL PROCUREMENT FOR THE CUSTOMISATION/PRE-OPERATIONALIZATION OF WATER MANAGEMENT INNOVATIONS FROM SPACE FOR EUROPEAN CLIMATE RESILIENCE'. The card includes a flask icon, a red 'EXAMPLE' label, a clock icon labeled 'Deadline', and a 'See details' button.

List of active PCP tenders on the Home Page

You can view the list of active PCP tenders on your homepage or by navigating to **Innovation** (1) and selecting **Pre-Commercial** (2).

NOTE: THE DESCRIPTION OF PROCESSES AND FUNCTIONALITIES ON THE FOLLOWING PAGES APPLIES THROUGHOUT THE ENTIRE PROCUREMENT PROCEDURE, FROM PARTICIPATION TO ALL THE PHASES OF PROJECT EXECUTION.

Log in to the Platform

After registering and confirming your email address, you can access your private area by clicking **Log in** on either the homepage (1) or the tender detail page (2). If you have forgotten your password, select **Reset password** (3) to receive a recovery link via email.



Home Innovation Other initiatives and information

Access the reserved area with:

Credentials

You can log in with your credentials or you can register on the platform

Log in

Register

Home / Pre-Commercial Procurement / Detail

Published

PCP #20

Pre-Commercial Procurement to save patient lives in intensive care

Log in or register to interact with the platform

Log in

Register

Log in or register to interact with the platform

Log in

Register

< Come back

Email address

Email address

Password

Password

Log in

Register

You can't log in

Reset password Regenerate confirmation PEC

Detail page of the PCP Request for Tenders: overview of the sections and features

Once logged in, you can access the **Detail page** to review preliminary information, download documentation (such as the Tender Rules and Technical Specifications), and submit your participation for the procedure.

Home / Pre-Commercial Procurement / Detail

TENDERER 01

Messages

User Guide

Requests

ESPD

Contracts

Tender management

Innovation campaign management

OMC management

Published

PCP #17

Pre-Commercial Procurement to cut costs and increase efficiency of building management

Participate

Tender information

PCP Information Section

Published	Total budget
07/08/2025	€ 5.000.000,00

Product categories

Planned phases

1

Phase 1

Phase 2

Phase 3

PCP Phase Navigator

Tender information

Product categories

Phase information

Milestones and Deliverables

Deadlines

Attachments

Questions

2

3

Participate

On the **Detail page**, you can navigate between the different PCP tender phases using the **PCP Phase Navigator** (1). You may also browse the tender's information sections via the **Quick Menu** (2) or click **Participate** to enter the **Tender Panel** (3).

Detail page of the PCP Request for Tenders: questions and answers

You may **submit questions** via the **Detail page** prior to the deadline set by the Contracting Authority. Simply enter your inquiry and click **Submit a question** (1). The system also allows you to attach supporting documents or images.

The screenshot shows the 'Detail' page for 'PCP #17'. The left sidebar contains a menu with 'TENDERER 01' at the top, followed by 'Messages' (highlighted with a red box and a yellow circle with the number 2), 'User Guide', 'Requests', 'ESPD', 'Contracts', 'Tender management', 'Innovation campaign management', and 'OMC management'. The main content area shows 'Published' status, 'PCP #17', and the title 'Pre-Commercial Procurement to cut costs and increase efficiency'. A green 'Participate' button is visible. Below this, a 'Deadlines' section lists: 'Deadline for questions' at '21/08/2025 12:00', 'Deadline for submission of tenders' at '22/08/2025 12:00', and 'Opening of tenders' at '25/08/2025 12:00'. A blue 'Submit a question' button is highlighted with a red box and a yellow circle with the number 1. A red arrow points from this button to a callout box on the right. The callout box contains a text input field labeled 'Enter text' and an 'Attachments' button. A yellow arrow points from the 'Submit a question' button to the 'Messages' menu item in the sidebar.

The Contracting Authority may respond to your inquiry either publicly or privately. In the case of a private response, you will find the answer under **Messages** in the Economic Operator Menu (2).

The screenshot shows the 'Questions' section with the title 'Answer to question: Public Area' and a 'Phase 1' indicator. It displays a question titled 'Question #2' with a timestamp of '20/08/2025 10:20'. Below the question is an 'Answer' section with a timestamp of '20/08/2025 10:20'.

Joint Tenders

When participating as a group of economic operators, only the **Lead Tenderer** is authorized to register the group. **IF YOU ARE NOT THE LEAD TENDERER, YOU MUST NOT SUBMIT A DIRECT PARTICIPATION VIA THE PLATFORM.** To declare a group, select **Participate** on the **Detail page (1)** to enter the **Participation Area**. From there, click **Add a participant to the group (2)** to input the required member data. These provisions apply to the initial tender as well as the tendering processes in **Execution Phase 2** and **Execution Phase 3**.

PCP #17

Pre-Commercial Procurement to cut costs and improve efficiency

Participate

Please note that subcontractors must be declared within the relevant **Tender Documents** inside the submission envelopes, as specified in the tender requirements. This action cannot be performed through any other platform functionality.

Group of economic operators

Country

Corporate Tax
Code

Corporate name

Role

+ Add a participant to the group

Save

Please note that subcontractors and members of consortia that will not be Lead Contractors (if selected) can also register on the platform but are not mandated to do so. In any case, they must not submit any tender documentation. That responsibility remains within the Lead Contractor.

Group of economic operators

Country

Corporate Tax
Code

Corporate name

Role

Italia

Corporate Tax Code

Corporate name

Select

✓ Select

Joint tenderer

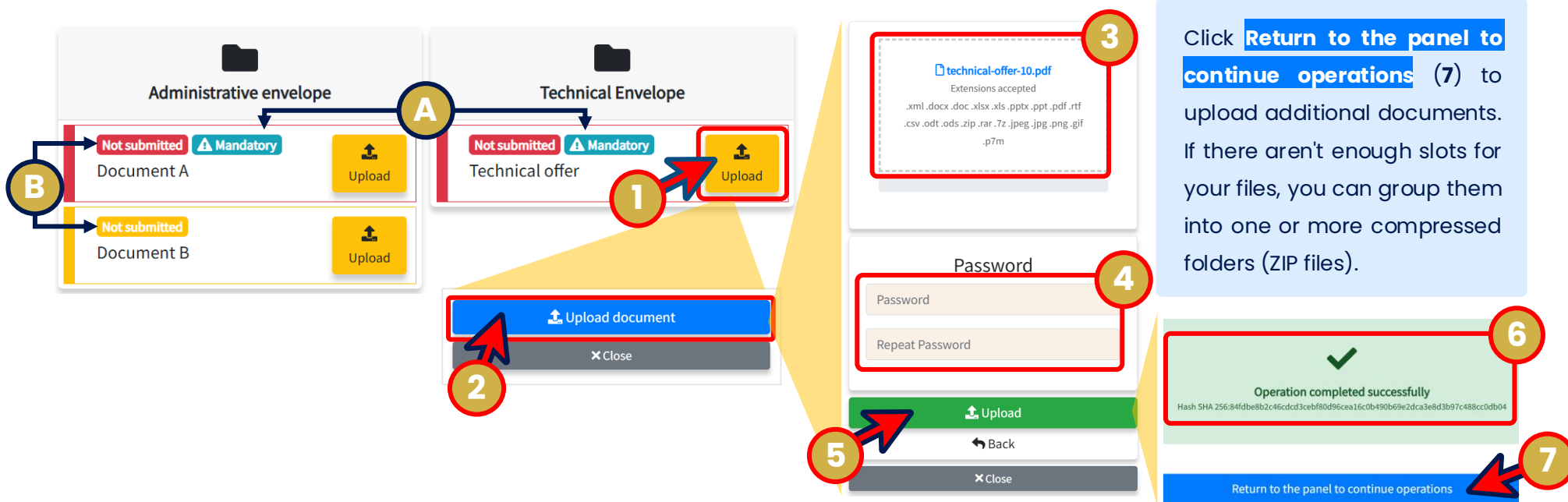
Consortium

member

For each group member, you must provide their country of origin, Company Tax Code, and Company Name. Please select the role **Joint Tenderer** (for the purposes of this PCP procedure, do not use the role **Consortium Member**).

Tender and document upload

You can view and manage your Envelopes directly within the **Participation Area**. For every available slot, the System indicates whether the file is **Mandatory** or optional (**A**). Before any files are uploaded, mandatory slots are marked as **Not submitted**, whereas non-mandatory slots are labeled as **Not submitted** (**B**). To begin an upload, click on **Upload** (**1**), then select **Upload document** (**2**). You can then click the **Choose file** (**3**) slot, to select a document from your device, or simply drag and drop the file into the designated area. Once the file is selected, you must enter and confirm a **password** (**4**) to encrypt the data. This password must be at least 12 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one special character. After setting the password, click **Upload** (**5**) to finish. The System will then display a confirmation message to indicate the **successful outcome** of your submission (**6**).



Preview of the Envelopes

Below is the list of documents required for each envelope, along with a preview of how they will appear on the platform.

List of documentation requested by the Contracting Authority

ENVELOPE A ADMINISTRATIVE ENVELOPE	ENVELOPE B TECHNICAL ENVELOPE	ENVELOPE C FINANCIAL ENVELOPE
Documentation regarding enrolment in a trade register	TD8. Technical form	Financial offer
CVs		TD9. Financial form
Documentation regarding proof of availability of testing facilities and necessary materials and/or equipment		
TD10. ESPD		
TD11. CONSORTIA STATEMENT		

Preview of the e-Procurement Platform's interface

Administrative envelope

Not submitted Mandatory

Documentation regarding enrolment in a trade register

Upload

Not submitted Mandatory

CVs

Upload

Not submitted Mandatory

Documentation regarding proof of availability of testing facilities and necessary materials and/or equipment

Upload

Not submitted Mandatory

TD10. ESPD

Upload

Not submitted Mandatory

TD11. CONSORTIA STATEMENT

Upload

Technical Envelope

Not submitted Mandatory

TD8. Technical form

Upload

Financial envelope

Not submitted Mandatory

TD9. Financial form

Upload

Not submitted Mandatory

Financial offer

Upload

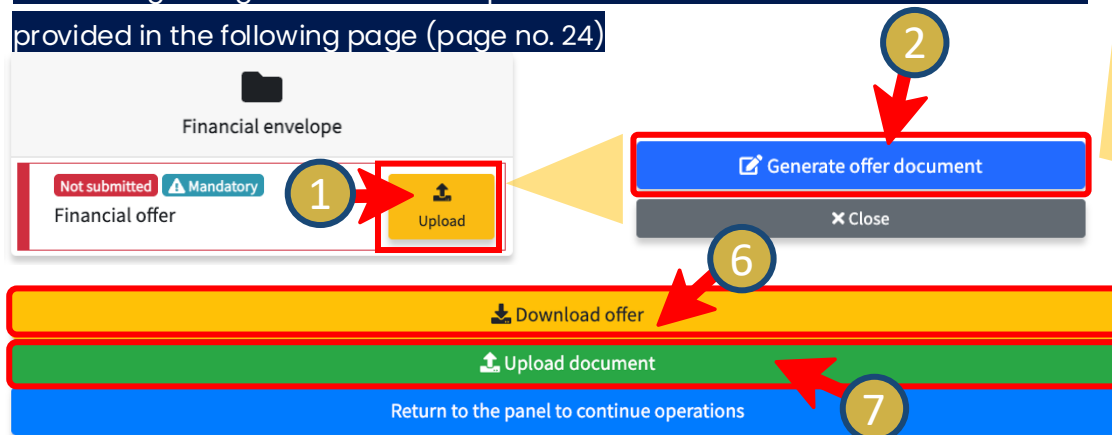
Please note that the actual platform interface may vary from the preview shown.

Financial offer generation

Within the Financial Envelope (Financial Section), in addition to uploading TD 9 (Financial Offer & Cost Breakdown) as defined in TD 1 (Request For Tenders), **participants must generate the Financial Offer within the system.**

The Financial offer is generated directly on screen. Click «**Upload**» (1), then select «**Generate offer document**» (2), fill in the offer details **into the Financial form** (3), enter and confirm a password (which must be at least 12 characters long and include an upper-case letter, a lower-case letter, a number, and a special character) (4) and click «**Generate offer**» (5). Then, click «**Download offer**» to save the document to your device (6), and click «**Upload document**» to submit the generated file (7). **Please note:** The system verifies that the uploaded document matches the one generated by the system; otherwise, it will notify the user with an error message.

Details regarding the online completion of the Financial offer form will be provided in the following page (page no. 24)



PRE-COMMERCIAL PROCUREMENT TENDER TEST - Financial offer

FINANCIAL OFFER

PHASE

PRE-COMMERCIAL PROCUREMENT TENDER TEST
TENDERER 01 - 00000000001

DECLARES:

To satisfy all the requirements set forth in the Tender Documents related to this Pre-Commercial Procurement procedure, the following prices constitute the FINANCIAL OFFER:

A) ACTUAL PRICE OFFERED: The all-inclusive price offered for the execution of services and the completion of each Phase of the Pre-Commercial Procurement "PRE-COMMERCIAL PROCUREMENT TENDER TEST". This price accounts for the fact that the intellectual and/or industrial property rights (IPRI), including ownership of the R&D results, belong to the offering economic operator. In the event of an award, this represents the actual consideration to be paid upon verification of the fulfillment of the phase services. The actual price offered cannot exceed the phase budget per contractor set forth in the Tender Documents.

Formula applied for scoring

$$P_i = \left[\left(\frac{P_{max} - P_{actual}}{P_{max} - P_{min}} \right) \right] \cdot P_i + \left[\left(\frac{P_{max} - P_{actual}}{P_{max} - P_{min}} \right) \right] \cdot P_{max}$$

ACTUAL PRICE OFFERED: Phase 1 Development of the concept and design of the innovative solution
(express the value in figures net of VAT and gross of safety costs)

ACTUAL PRICE OFFERED: Phase 2 Development of a prototype and laboratory tests
(express the value in figures net of VAT and gross of safety costs)

B) EXCLUSIVE DEVELOPMENT PRICE: The all-inclusive price determined for the services of each Phase of the Pre-Commercial Procurement "PRE-COMMERCIAL PROCUREMENT TENDER TEST" under the theoretical alternative of exclusive development. In this scenario, the exploitation of intellectual and/or industrial property rights would be retained exclusively by the Contracting Authority.

VIRTUAL PRICE: Phase 1 Development of the concept and design of the innovative solution
(express the value in figures net of VAT)

VIRTUAL PRICE: Phase 2 Development of a prototype and laboratory tests

C) COMPENSATION (B-A): The difference between the "Exclusive Development Price" and the "Actual Price Offered." This value is justified by the lower remuneration for R&D services compared to the exclusive development scenario. It reflects the market value of the benefits received (and risks assumed) by the competitor entitled, in the event of an award, to commercially exploit the research results, due to the Contracting Authority waiving exclusive ownership of the intellectual and/or industrial property rights.

[AUTOMATICALLY CALCULATED]

Password

Password

Repeat Password

Generate offer

Financial form completion

ACTUAL PRICE

Total price with shared IPR (IPR owned by tenderers – Excl. VAT).

To complete the financial offer form, **first enter the “Actual price” for each of the three phases indicated under TD9.**

The “**Actual price**” is the “**total price**” (indicated under TD9 per phase as: Total price with shared IPR (owned by tenderers) (Excl. VAT)) offered for the execution of services and the completion of each Phase of the Pre-Commercial Procurement. **This price accounts for the fact that the intellectual and/or industrial property rights (IPR),** including ownership of the R&D results, **belong to the offering economic operator (contractor).** The actual price cannot exceed the phase budget per contractor.

ACTUAL PRICE OFFERED: Phase 1 Development of the concept and design of the innovative solution
(express the value in figures net of VAT and gross of safety costs)

$$P_i = \left\{ \left[\frac{(P_{max} - P_{min} - \Delta P_i)}{P_{max} - P_{min}} \right] \cdot P + \left[\frac{(P_{max} - P_{min} - \Delta P_i)}{P_{max} - P_{min}} \right] \cdot P_{Est} \right\}$$

Formula applied for scoring

ACTUAL PRICE OFFERED: Phase 1 Development of the concept and design of the innovative solution

ACTUAL PRICE OFFERED: Phase 2 Development of a prototype and laboratory tests
(express the value in figures net of VAT and gross of safety costs)

ACTUAL PRICE OFFERED: Phase 2 Development of a prototype and laboratory tests

ACTUAL PRICE OFFERED: Phase 3 Experimentation in a real operational context
(express the value in figures net of VAT and gross of safety costs)

ACTUAL PRICE OFFERED: Phase 3 Experimentation in a real operational context

VIRTUAL PRICE

Total price with exclusive development (IPR owned by PBG – Excl. VAT).

After filling in the Actual Price, **then enter the “Virtual price” for each of the three phases indicated under TD9 as: Total price with exclusive development (IPR owned by PBG) (Excl. VAT).**

The “**Virtual price**” is the price that would have been quoted if IPR ownership were transferred to the PBG (Public Buyers Group). In this scenario, the exploitation of intellectual and/or industrial property rights would be retained exclusively by the Public Buyers Group (PBG). The system will calculate price compensation automatically.

VIRTUAL PRICE: Phase 1 Development of the concept and design of the innovative solution
(express the value in figures net of VAT)

VIRTUAL PRICE: Phase 1 Development of the concept and design of the innovative solution

VIRTUAL PRICE: Phase 2 Development of a prototype and laboratory tests
(express the value in figures net of VAT)

VIRTUAL PRICE: Phase 2 Development of a prototype and laboratory tests

VIRTUAL PRICE: Phase 3 Experimentation in a real operational context
(express the value in figures net of VAT)

VIRTUAL PRICE: Phase 3 Experimentation in a real operational context

Tender submission and withdrawal

TENDER SUBMISSION

Once you have uploaded all required documents, the system will alert you that **your tender has not yet been submitted** (1). To complete your submission, click **Submit** (2). You will then receive a confirmation on-screen, as well as a notification in your **Messages** section and via the email address used during registration.

The screenshot shows the tender submission interface. At the top, there are three tabs: 'Administrative documentation', 'Technical offer', and 'Economic offer'. Each tab has a 'Submitted' status, a 'Mandatory' indicator, and a 'Modify' button. Below the tabs, a red-bordered box contains a warning icon and the text 'Tender not yet submitted' (1). A green 'Submit' button (2) is located below the warning box. Below the 'Submit' button, a green box with a checkmark and the text 'Your participation has been successfully submitted' is shown, along with a note: 'A certified e-mail has been sent to confirm the operation'.

TENDER WITHDRAWAL

Once your offer is sent, you may withdraw your participation at any time before the submission deadline. To do so, navigate to the **Tender Details** page and click **Participation withdrawal** (3). The system will then confirm that your offer has been **withdrawn** and send a notification to both your **Messages** section and your registered email address. Please note that you can resubmit your tender at any time until the official deadline.

The screenshot shows the tender withdrawal interface. At the top, there are three tabs: 'Administrative envelope', 'Technical Envelope', and 'Economic envelope'. Each tab has a 'Submitted' status, a 'Mandatory' indicator, and a 'Modify' button. Below the tabs, a green box with a checkmark and the text 'Offer sent' is shown. Below the 'Offer sent' box, a red box with the text 'Participation withdrawal' (3) is shown, with a red arrow pointing to it.

Management of clarification & additional evidence by the Contracting Authority

If the Contracting Authority sends a request for clarification or additional evidence, you will find it under **Requests** in the **Economic Operator** menu (1). A **numerical notification** will also appear there. In this section, any unprocessed requests will show an **Active** status and be marked with a **yellow dot** (2). To respond, click on either the request subject or the **magnifying glass** icon (3). From there, you can upload the required file (4), add any accompanying notes, and click **Submit** (5). A confirmation of your submission will then be sent to the **Messages** section of the Economic Operator menu (6).

Info

Type	Deadline*	Opening date	Digital signature required
Clarification	30/08/2025 14:00		No

Request

Object

Clarification - Pre-Commercial Procurement

Text

test

Attachments

Submit

4

response.pdf

Extensions accepted

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

Additional accompanying notes

Answer

5

Submit

Object

Request date

Deadline

Active

Pre-Commercial Procurement

Clarification

Clarification - Pre-Commercial Procurement

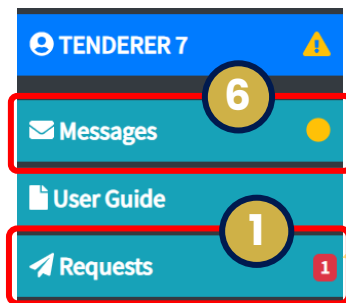
20/08/2025 12:45

30/08/2025 14:00

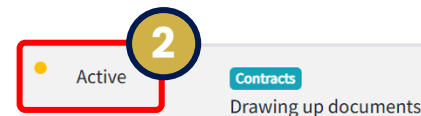
3

Contract Management – Framework Agreement and Specific Contracts

Following the contract award, the Contracting Authority may send the contract for your signature via the platform. You will find it under **Requests** in the **Economic Operator** menu (1), accompanied by a **numerical notification**. Any pending contracts will appear as **Active** and be marked with a **yellow dot** (2). To return the signed document, click on the request subject or the **magnifying glass** icon (3). Upload the file (4), include any necessary notes, and click **Submit** (5). A confirmation message will then appear in your **Messages** section (6).



Show 10 entries



Type	Deadline*	Opening date	Digital signature required
Drawing up documents	30/08/2025 14:00		No

Request

Object
Contract documents - test

Text
test

Attachments

Submit

4

contract.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

Additional accompanying notes

Answer

5

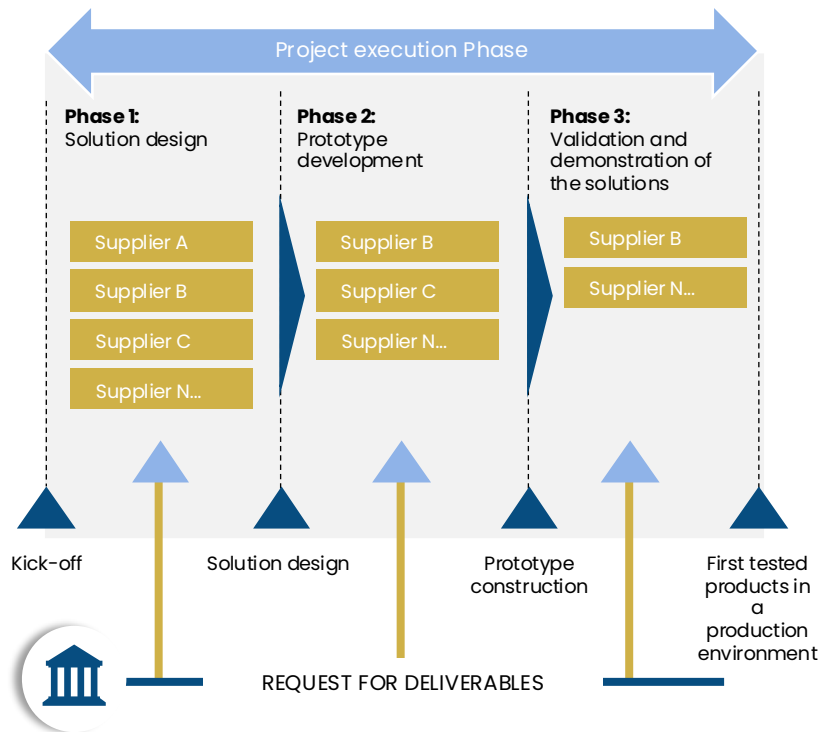
Submit

3

Object	Request date	Deadline
Contract documents - test	20/08/2025 15:16	30/08/2025 14:00

Participation in the Execution Phase (1 of 2)

In Pre-Commercial Procurement, the Contracting Authority will request the necessary R&D project deliverables during each execution phase. You will receive these requests under **Requests** in the **Economic Operator** menu (1). To view and manage a specific request, click on the request subject or the **magnifying glass** icon (2). Please note that requests may include a specific deadline. The submission process follows the same steps as the section for **clarification requests and additional evidence**.



The screenshot shows the TENDERER.03 interface. The **Requests** menu item is highlighted with a red box and a red arrow pointing to it, labeled with a circled '1'. Below the menu, the **Requests** table is displayed. A red arrow points to the magnifying glass icon in the table, labeled with a circled '2'.

Object	Request date	Deadline
Deliverable - Pre-Commercial Procurement	20/08/2025 13:10	30/08/2025 14:00

The details for the selected request are shown below:

Info

Type	Deadline*	Opening date	Digital signature required
Deliverable	30/08/2025 14:00		No

Request

Object	Text	Attachments
Deliverable - Pre-Commercial Procurement	test	

Submit

During the **Project Execution Phases**, you can also view and manage deliverable requests from the Contracting Authority by clicking on the **Execution panel** within the **Tender Details** page.

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Terms of Service and Rules of Conduct

Terms of Service and Rules of Conduct

TERMS OF SERVICE

- Accessing and participating through the System implies full acceptance of the Terms and Conditions of use, the warnings outlined in this User Guide, and any information published on the Contracting Authority's website. Furthermore, users acknowledge and accept all Tender Documents as published.
- The Contracting Authority reserves the right to modify these terms, conditions, and warnings at any time without prior notice. It is the user's sole responsibility to regularly review these updates.
- In accordance with Data Protection Authority Order No. 300 (November 27, 2008) and subsequent amendments, log files are recorded and stored for 12 months to ensure security, data protection, and service continuity.

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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Help Desk and Support Contact Information

Help Desk and Support Contact Information



For support in case of any issue about your personal data, your credentials and the use of TUTTOGARE PA®, you can write to the following address. If you need to be called back by our Customer Support, you can specify your telephone number in your message.



assistenza@tuttogare.it