



1A, Rue Guimard
B-1040 Bruxelles -
Belgique
+32 2 3572611
www.versalis.eni.com

versalis international

TECHNICAL INSTRUCTIONS FOR PARTICIPATING IN THE TENDER

These Technical Instructions for Participating in the Tender (hereafter "Regulations") govern the electronic tender procedure (hereafter "Tender") through which Versalis International sa (hereafter "the Client") carries out the tenders for the award of works, goods and services by electronic procedure.

The invited Suppliers (hereafter "the Tenderer") participate in the Tender by connecting via the Internet to the eniSpace Platform of the Client (hereafter "Platform"), at the address <https://esupplier.eni.com/>, sending the bids electronically, in the manner indicated in these Regulations and in the Tender Documentation.

Access methods

The minimum requirements for hardware, software as well as internet access and the internet network required for the participation in the Tender, further instructions, manuals and demos are published on the Platform. The purchase, installation, configuration and management of hardware, software as well as access and the internet network are borne by and under the exclusive responsibility of the Competitor.

The Competitor authorizes the Client, pursuant to and for the purposes of EU Regulation 2016/679 («GDPR») to the processing of its personal data resulting from the participation in the Tender, as specified in the "Privacy Policy" available on the Platform for the purposes and with the methods indicated in the information itself.

The Service Operations Support can be contacted by the Competitor for any request for technical assistance, also during the course of the Tender, by telephone or e-mail published on the Platform in the FAQ / Contacts section.

Rules for using the System Password

The password assigned to the Users of the Competitor is automatically generated by the System and unknown to the Client's personnel.

Each User has the obligation to change the password at the first access to the Tender. To process further password changes the User shall contact the Service Operations Support.

The password assigned is unique, exclusive and not transferable to third parties. Each User is required to keep userId and password secret.

The User of the Competitor and the Competitor itself are responsible for the safekeeping and correct use of the userId and password and will be held responsible for any consequence deriving from their improper use, however occurred, even if in consequence of loss or theft.

The user can be revoked in case of non-compliance with these Regulations and / or violation of the operating methods of accessing the System.

If the password is lost, the User can reset it by contacting the Service Operations Support. In the event of password theft, the userId must be blocked immediately by contacting the Service Operations Support. The User and the Competitor will remain responsible for the use of the userId and password until the actual blocking of the user is notified by the Service Operations Support.

Tender Procedure

The Client activates the IT procedure on the System according to which the Tenderer must send the bids electronically, in the manner specified in the Tender Documentation and in the "Bidder EBidding Manual" available on the Platform.

The Tender begins with the sending of the email containing the notice of publication of the tender (hereafter "Notice") by the Client's System to the User selected for participation in the tender, and ends on the date and time indicated in the Notice itself.

The User accessing the System will have to confirm acceptance of the "Regulations"; failure to accept it will make it impossible to participate in the Tender itself.

In addition to the User of the Competitor identified by the Client for participation in the tender, only the person delegated by the Client to carry out the Tender can have access to the tender on the System. The name and number of the Tenderer is not visible to the other participants in the tender.

The bids must be formulated in the manner specified in the Tender Documentation present on the System.

The closing of the Tender is carried out automatically by the System and occurs simultaneously for all the Tenderer at the end of the bids submission deadline.

The Tender may be suspended due to unavailability or malfunction of the Platform or the System. In this case, the Client will evaluate how to proceed on the basis of the specific situation, giving appropriate communication to the Tenderer.

The User will not be able to enter his bid on the System after the expiry of the Tender.

The sending of information, of any notifications and notices to the Tenderer is made by the Client to the email address of the User of the Competitor identified for the participation in the tender, the only address that is valid for the purposes of official communications relating to the Tender. Collective communications are made by the Client through messages published on the System; in this case, the Tenderer will receive an alert, to the email address communicated, which informs of the presence of new collective communications on the System.

As regards with anything not expressly provided for in this document, the Tender procedures and the awarding criteria will follow the provisions of the Tender Documentation.

The maximum size of the individual documents that the Competitor can attach to its bid is 30 MB.

The bid documentation should preferably be digitally signed and prepared according to the models and indications given in the Tender Documentation.

ACCEPT