REGULATIONS FOR ELECTRONIC BIDDING

1. Electronic Bidding Procedure

1) Following all Suppliers’ completion of the tendering procedure for qualification during the “Tendering” stage, Eurospin may send Suppliers a notification of the acceptance of the pre-bidding documents, and an invitation to the subsequent “Electronic Bidding” stage, giving the starting and closing date and time for the Electronic Bidding Session.

2) All invited Suppliers are authorised to access the functions of the Pro-Q system using their usual credentials, at the time and date indicated and for the entire duration of the Bidding, in order to submit offers.

3) There are two alternative methods through which the Electronic Bidding may be carried out: “multiple bids” or “single-offer bidding”.

3.1) “Multiple bids”: the Supplier can submit one or more (decreasing) bids in real time from the online monitor, either freely choosing the value or choosing one within the minimum bid limits set by Eurospin and shown on the screen. The Pro-Q system will not allow bids to be made which are higher than the bidding baseline or outside of any minimum limits set by Eurospin.

3.2 The Pro-Q system will ensure that the bid ranking is updated in real time. Every Supplier will be able to see the latest best bid and know whether it is the best bidder.

3.3 Invited Suppliers acknowledge and accept that the system does not allow them to view the identity of the other invited Suppliers.

3.4 The Bidding may last for a set length of time, after which, if no fresh bid has been made on a previous offer, the Bidding is automatically concluded and assigned to the last offer received. It is also possible that the final 5 minutes may be “sealed”, i.e. during this time, the Supplier will be able to send one final bid, which must represent an improvement on the last best price shown during normal time, though not necessarily an improvement on the offers sent during the “sealed” period by other Bidders. The winning bid will not be visible; instead, a notification will be sent to the winner.

3.5 “Single-offer Bidding”: within a 30-minute session, the Supplier will have the opportunity to present a single financial offer, which will not be visible to other participants.

3.6 The presentation time for each bid is determined by the Pro-Q system in reference to the time at which the system has received and checked the validity of the offer submitted, i.e. the eligibility of the bid amount. The time is confirmed on the bidder’s workstation, along with the position it has attained in the ranking at that moment.

4) The bidding session ends when its indicated period of validity has expired.

5) Eurospin has a one-way communication tool for communications with participants in the Electronic Bidding.

6) Electronic communications shall be sent by Eurospin to the email address provided by the Suppliers at the time of registration.

7) During the final minutes of bidding, you are advised not to delay in making your bid as your screen “refresh time” may not allow you to correctly estimate the remaining time and therefore your bid may not reach the system in time. Eurospin will only consider bids actually received within the maximum deadline for bidding, in order of appearance.

8) No inappropriate behaviour or conduct inconsistent with the normal progress of Electronic Bidding will be allowed.

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2. Conclusion of the Electronic Bidding and provisional award

1) Once the Bidding has closed, the Pro-Q system will compile the provisional ranking, waiting for the best bidder to generate the required “confirm bid” document containing the final value offered during the Bidding session. If this confirmation document is not received in the 24 hours following the end of the Bidding, the Supplier’s bid will not be included for assessment by Eurospin. The Bidding session may be awarded to the second-best bidder.

2) Upon receiving the best bidder's bid confirmation, Eurospin will send confirmation to any pre-selected Supplier, where applicable, in relation to the awarding of the supply. In any case, the Electronic Bidding procedure is merely a system for analysing the market, and can in no way be considered as a proposal or promise to the public.

3) The Pro-Q system shall save and store the complete list of system records, i.e. the details of all activities carried out and any anomalies or errors encountered.

4) The Manager of the Electronic Bidding has the right to suspend and/or cancel Bidding at his/her sole discretion without making any award. This decision may also be taken after the conclusion of the Bidding.

3. Suspension due to technical problems

1) In the event of suspension due to technical problems, if the system cannot be restored within a short space of time, the Manager of the procedure shall postpone the Bidding to a later date, using the original starting price.