



UNIVERSITY OF PADUA - ELECTRONIC MARKETPLACE

OPERATIONAL GUIDE FOR RESPONDING TO A DIRECT AWARD

Vers. 1.1 of 02/05/2024

1. Introduction and access to your reserved area	1
2. How to respond to an invitation to submit an offer	2

1. Introduction and access to your reserved area

The Economic operator authorised for the University of Padua's Electronic Marketplace or registered on the Portal may be invited to submit an offer through a direct award.

The notice informing that the Supplier has been invited to a direct award is sent by email and all relevant documents can be attached to the communication or published in the Supplier's Reserved area. **In any case, the economic operator must only use the Procurement Portal of the electronic platform for all communications relating to the awarding procedure (requests for clarification, sending of documents, submission of the offer, etc.).** This is because the email received at the operator's email address is generated by an uncontrolled automatic system and therefore the Administration does not manage the answers sent to the sending address.

The screenshot displays the top navigation bar with the date 24/04/2024 12:28, user information A - A - A | Graphics - Text - High contrast | Site map, and a search bar. Below the navigation bar, the breadcrumb 'You are here: Home' is visible. A blue arrow points to the 'Reserved area' menu item in the left sidebar. The main content area features two login sections: 'Login with username and password' and 'Login with external login system'. The first section includes fields for 'Username:' and 'Password:', a 'Login' button, and links for 'Sign in' and 'Forgot your password?'. The second section includes a 'Login' button with an external identity icon.

Enter your credentials to access the Reserved Area.

You are here: Home

Reserved area

Login

Informations

F.A.Q.

Accessibility

Helpdesk request

News

Login with username and password

If you have credentials for the portal you can login by filling username and password in the form.

Username:

Password:

Login

[Sign in](#) | [Forgot your password?](#)

2. How to respond to an invitation to submit an offer

The response methods vary depending on how the procedure has been set up by the Institution, and are generally specified in the notice calling for offers sent by certified email.

Method a)

Access the Services – Communications section

Take a look at the communications that you have received and not yet read

24/04/2024 12:31 A - A - A | Graphics - Text - High contrast | Site map Search:

You are here: Home » Access to the reserved area

Reserved area

Welcome *GAMBINO SAS* !

Personal area | Logout

Acts of contracting authorities and contracting entities separately for each procedure

Resolutions to contract or equivalent act

Tenders and procedures in progress

Expired tenders and procedures

Public announcements in progress

Expired public notices

Personal area

Profile


- Your data
- Change Password
- Enable access with external login system
- Download your data in M-XML format

Tender procedures of interest

- Call for tenders
- Offer requests
- Tender procedures at the awarding stage or completed

Orders

Services

Communications 

- 1 received communications (**1 unread**)
- 417 archived communications (**362 unread**)
- 48 sent communications

Helpdesk request

Economic operators lists

Warning: you are not yet subscribed to list of Economic Operators. Subscribe

Electronic market

Click on the subject of the relevant communication to view its content.

24/04/2024 12:31
A - A - A | Graphics - Text - High contrast | Site map

Search:

You are here: Home > Access to the reserved area

Reserved area

Welcome **GAMBINO SAS**!

Personal area | Logout

Acts of contracting authorities and contracting entities separately for each procedure

Resolutions to contract or equivalent act

Tenders and procedures

List of communications received

List of communications received by the Administration. To consult the details of a communication, select the subject of the communication of interest.

Your search returned 1 results.

Reference	Recipient	Subject	Received on	Status
PG0001204	GAMBINO SAS	request for quotation items "distruggidocumenti"	24/04/2024 12:17:41	Unread

[Back to personal area](#)

The details of the communication received and any attachments are shown. By clicking on an attachment, you can open and download it.

If the DGUE document in .xml format is available, the economic operator must access the <https://unipd.ubuy.cineca.it/m-dgue/>, portal, upload the xml file provided by the Institution and fill it in. Once it has been filled in and signed, the file must be sent back as an attachment to the communication, along with the remaining documents and the offer.

Reserved area

Welcome **GAMBINO SAS**!

Personal area | Logout

Acts of contracting authorities and contracting entities separately for each procedure

Resolutions to contract or equivalent act

Tenders and procedures in progress

Expired tenders and procedures

Public announcements in progress

Expired public notices

Award notices, results and assignments

Detail of communication received

The data of the communication received with any attached documents is shown below.

Detail

Recipient :	GAMBINO SAS
Subject :	request for quotation items "distruggidocumenti"
Message :	Si chiede di inviare vs offerta come indicato nelle condizioni di contratto e documenti allegati. Distinti saluti Il RUP Gambino Giulia NOTA BENE: Per rispondere utilizzare le funzioni previste a Portale Appalti o, qualora indicato, l'indirizzo mail/pec nel testo della comunicazione. Si prega di NON RISPONDERE direttamente all'indirizzo pec di questo messaggio in quanto la comunicazione è generata da un sistema automatico non controllato e pertanto l'Amministrazione non è responsabile per la mancata presa in carico delle comunicazioni inviate al presente indirizzo.
Date of sending :	24/04/2024 12:49:42
Protocol date :	24/04/2024 12:49:38
Protocol number :	2024-UNPD029-0000108
Date of reading :	24/04/2024 12:49:57
Attachments :	📎 Riepilogo comunicazione

[Reply](#)

By clicking on the Reply button, the system allows to add a text and any required attachments (offer, tender documents, etc...)

3

The screenshot shows the 'New communication' form in the 'Reserved area'. The left sidebar contains navigation links under 'Reserved area', 'Acts of contracting authorities and contracting entities separately for each procedure', and 'Electronic market'. The main content area has a breadcrumb trail: 'COMMUNICATION MESSAGE > ATTACHMENTS > SUMMARY'. A red-bordered box with an information icon contains the instruction: 'Enter the subject and the text of the communication.' Below this, it states 'Fields marked with (*) are mandatory.' The 'Message' section is a form with the following fields: 'Sender' (GAMBINO SAS), 'Subject' (RE: request for quotation items "distruiggidocumenti"), and 'Message' (a large empty text area). At the bottom right, there are 'Next >' and 'Cancel' buttons.

Enter the text of the communication, and click on Next

You are here: Home > Access to the reserved area

The screenshot shows the 'New communication' form with the 'ATTACHMENTS' tab selected. A red-bordered box with an information icon contains the instruction: 'Insert any attachments to the communication. To add documents to the list, first specify the "description" and then upload the related file by clicking on "Browse ...".' Below this is the 'Attached documents' section, which is a table with two columns: 'DESCRIPTION' and 'ATTACHMENT'. The 'DESCRIPTION' column has a text input field with the placeholder 'Enter a description to attach a document'. The 'ATTACHMENT' column has a button labeled 'Scegli file' and the text 'Nessun file selezionato'. Below the table, it states: 'You can upload an attachment with a maximum size of 2048 KB. You have uploaded documents for 0 KB, and you can upload documents up to 5120 KB.' At the bottom, there are '< Previous', 'Next >', and 'Cancel' buttons. A blue arrow points from the 'Scegli file' button to the instruction box above.

Enter the description of the file to be attached to the communication and then click on "Scegli file" (choose file). Repeat the operation for any other attachments. Click on "Next" (By clicking on "Previous" or "Cancel" you can edit or cancel the communication.)

24/04/2024 13:30

A - A - A | Graphics - Text - High contrast | Site map

Search:

You are here: Home » Access to the reserved area

The screenshot shows the 'New communication' form. On the left is a sidebar with a 'Reserved area' header and a list of menu items: 'Welcome GAMBINO SAS!', 'Personal area | Logout', 'Acts of contracting authorities and contracting entities separately for each procedure', 'Resolutions to contract or equivalent act', 'Tenders and procedures in progress', 'Expired tenders and procedures', 'Public announcements in progress', 'Expired public notices', and 'Award notices, results and assignments'. The main content area is titled 'New communication' and has a breadcrumb trail: 'COMMUNICATION MESSAGE > ATTACHMENTS > SUMMARY'. A red-bordered information box contains an 'i' icon and the text: 'Check the data entered and continue by confirming and sending the data using the "Send communication" button.' Below this is a 'Message' section with a table: Sender: GAMBINO SAS; Subject: RE: request for quotation items "distruggidocumenti"; Message: invio miglior offerta... Below the message is an 'Attachments' section with a table: Documents attached (1): Offerla.pdf. At the bottom of the form are three buttons: '< Previous', 'Send communication', and 'Cancel'.

Click on Send Communication.

The communication will be automatically recorded and the assigned protocol number can be viewed on the send screen.

24/04/2024 13:30

A - A - A | Graphics - Text - High contrast | Site map

Search:

You are here: Home » Access to the reserved area

The screenshot shows the 'Send new communication' confirmation screen. The sidebar is identical to the previous screenshot. The main content area is titled 'Send new communication' and displays the message: 'Request made successfully. Your request was sent on 24/04/2024 13:30:41 and is registered on date 24/04/2024 13:30:49 with year 2024 and number 2024-UNPD029-0000109.' Below the message is a red button labeled 'Back to previous step'.

Method b)

Click on “Offer requests” in the “Tender “procedure of interest” section to view the invitation to the direct award

Personal area | Logout

Acts of contracting authorities and contracting entities separately for each procedure

- Resolutions to contract or equivalent act
- Tenders and procedures in progress
- Expired tenders and procedures
- Public announcements in progress
- Expired public notices

Profile

- Your data
- Change Password
- Enable access with external login system
- Download your data in M-XML format

Tender procedures of interest

- Call for tenders
- Offer requests
- Tender procedures at the awarding stage or completed

Services

Communications

- 2 received communications (1 unread)
- 417 archived communications (362 unread)
- 49 sent communications
- Helpdesk request

Economic operators lists

Warning: you are not yet subscribed to list of Economic Operators. Subscribe

Orders

Electronic market

Information: In the personal area, once the user has logged-in, links for accessing specific functions are available, such as managing personal data, changing the password, accessing information for which he is registered or enabled, and access any communications received from the Administration.

Click on “View Detail” to view the direct award to which you wish to respond

Search criteria

Contracting authority :	-- Choose a contracting authority --
Title :	<input type="text"/>
CIG :	<input type="text"/>

➤ **Advanced search criteria**

Search **Reset**

Your search returned 1 results.

LAST UPDATE ON 24/04/2024

Contracting authority :	SERVIZIO ACQUISTI
Title :	Richiesta preventivo per la fornitura di n. 15 distruggidocumenti come da condizioni di contratto
Contract type :	Forniture
Tender amount :	15.000,00 €
Date of publication :	24/04/2024
Expiration date :	15/05/2024 by 16:00
Procedure reference :	PG0001204
Tender status :	In corso

View detail

The page viewed shows the details of the procedure.

To download the documentation, click on the name of the documents.

If you have a request from the DGUE, click on “Open with M-DGUE” at the bottom right of the page. The document can be downloaded in PDF format for consultation. Please access the <https://unipd.ubuy.cineca.it/m-dgue/> portal, upload the xml file provided by the Institution and fill it in. Once it has been filled in and signed, the file must be sent back as an attachment to the communication, along with the remaining documents and the offer.

<p>F.A.Q.</p> <p>Accessibility</p> <p>Helpdesk request</p> <p>News</p> <p style="background-color: #333; color: white; text-align: center; padding: 5px;">Acts of contracting authorities and contracting entities separately for each procedure</p> <p>Resolutions to contract or equivalent act</p> <p>Tenders and procedures in progress</p> <p>Expired tenders and procedures</p> <p>Public announcements in progress</p> <p>Expired public notices</p> <p>Award notices, results and assignments</p> <p>FAQ</p> <p>Rules, instructions, and manuals</p> <p style="background-color: #333; color: white; text-align: center; padding: 5px;">List of economic operators</p> <p>Introduction</p> <p>Announcements and notices of subscription archived</p> <p>Documents</p> <p>FAQ</p> <p>Instructions</p>	<p style="text-align: right;">LAST UPDATE ON 24/04/2024</p> <p>Contracting authority</p> <p>Name : SERVIZIO ACQUISTI</p> <p>Single procedure manager : Gambino Giulia</p> <p>General data</p> <p>Title : Richiesta preventivo per la fornitura di n. 15 distruggidocumenti come da condizioni di contratto</p> <p>Contract type : Forniture</p> <p>Procedure type : Affidamento diretto</p> <p>Tender base amount : 15.000,00 €</p> <p>Total value of the Contract : 15.000,00 €</p> <p>Date of publication : 24/04/2024</p> <p>Expiration date : 15/05/2024 by 16:00</p> <p>Procedure reference : PG0001204</p> <p>Tender status : In corso</p> <ul style="list-style-type: none"> ➔ Lots ➔ BDNCP open data ➔ Other acts and documents <p>Invitation documentation</p> <ul style="list-style-type: none"> 📄 dichiarazione conti correnti dedicati 📄 Condizioni particolari di contratto 📄 Documento di gara unico europeo (DGUE) <p>Communications from the contracting authority</p> <p>No communication from the contracting authority</p> <p>Confidential communications to the competitor</p> <p>2 communications received (1 unread)</p> <p>0 communications archived</p> <p>1 communications sent</p> <p>New communication</p>
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[Open with m-dgue]

[Back to the list](#)

The offer and the required documentation are sent via the offer detail sheet, in the “Confidential communications to the competitor” section.

Select "New communication"

List of economic operators

- Introduction
- Announcements and notices of subscription archived
- Documents
- FAQ
- Instructions

Documento di gara unico europeo (DGUE)

Communications from the contracting authority

No communication from the contracting authority

Confidential communications to the competitor

2 communications received (**1 unread**)


0 communications archived

1 communications sent

New communication

New communication

COMMUNICATION MESSAGE ▸ ATTACHMENTS ▸ SUMMARY

 Enter the subject and the text of the communication.

Fields marked with (*) are mandatory.

Message

Sender :	GAMBINO SAS
Subject : *	<input type="text"/>
Message : *	<div style="border: 1px solid gray; height: 200px; width: 100%;"></div>

Next > **Cancel**

Enter the subject of the communication (must be at least 30 characters)
Enter the text
Click on Next

New communication

COMMUNICATION MESSAGE ▸ ATTACHMENTS ▸ SUMMARY

i Insert any attachments to the communication.
To add documents to the list, first specify the "description" and then upload the related file by clicking on "Browse ...".

Attached documents

DESCRIPTION	ATTACHMENT
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Scegli file"/> Nessun file selezionato

You can upload an attachment with a maximum size of 2048 KB.
You have uploaded documents for 0 KB, and you can upload documents up to 5120 KB.

Enter the description of the file to be attached to the communication and then click on “Scegli file” (choose file). Repeat the operation for any other attachments.

Click on “Next”

(By clicking on “Previous” or “Cancel” you can edit or cancel the communication.)

Reserved area
Welcome GAMBINO SAS!
Personal area | Logout

Informations
F.A.Q.
Accessibility
Helpdesk request
News

Acts of contracting authorities and contracting entities separately for each procedure
Resolutions to contract or equivalent act

New communication

COMMUNICATION MESSAGE ▸ ATTACHMENTS ▸ SUMMARY

i Insert any attachments to the communication.
To add documents to the list, first specify the "description" and then upload the related file by clicking on "Browse ...".

Attached documents

DESCRIPTION	ATTACHMENT
offerta	<input type="button" value="Download"/> Offerta.pdf (371 KB) <input type="button" value="Remove"/>
DGUE	<input type="button" value="Download"/> PG0001204_eDGUE-IT.xml (307 KB) <input type="button" value="Remove"/>
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Scegli file"/> Nessun file selezionato

You can upload an attachment with a maximum size of 2048 KB.
You have uploaded documents for 678 KB, and you can upload documents up to 4442 KB.

Click on “Send communication” to send it to the system.

You are here: Home » Acts of contracting authorities and cont... » Offer requests

Reserved area

Welcome GAMBINO SAS!
Personal area | Logout

Informations

F.A.Q.
Accessibility
Helpdesk request
News

Acts of contracting authorities and contracting entities separately for each procedure

Resolutions to contract or equivalent act

New communication

COMMUNICATION MESSAGE ▸ ATTACHMENTS ▸ **SUMMARY**

i Check the data entered and continue by confirming and sending the data using the "Send communication" button.

Message	
Sender :	GAMBINO SAS
Subject :	Presentazione offerta e documentazione
Message :	Si invia offerta

Attachments	
Documents attached (2) :	Offerta.pdf PG0001204_eDGUE-IT.xml

[< Previous](#) [Send communication](#) [Cancel](#)

24/04/2024 13:56

A - A - A | Graphics - Text - High contrast | Site map

Search:

You are here: Home » Acts of contracting authorities and cont... » Offer requests

Reserved area

Welcome GAMBINO SAS!
Personal area | Logout

Informations

F.A.Q.
Accessibility

Send new communication

Request made successfully.

Your request was sent on 24/04/2024 13:56:28 and is registered on date 24/04/2024 13:56:34 with year 2024 and number 2024-UNPD0Z9-0000110.

[Back to previous step](#)

The communication will be automatically recorded and the assigned protocol number can be viewed on the send screen.