



SUPPLIER REGISTER

OF GOODS AND SERVICES

- Guidelines -

- 1. Requirements for the registration**
- 2. List of traded commodities**
- 3. Registration Form – Forms**

1. Requirements for the registration

Admission to the register may be required by subjects with the following requirements:

- Italian citizenship or citizen of an EU Member States;
- no judgment of conviction by a court, or rather sentence in a criminal proceeding on request under the art. 444 of the Code of Criminal Procedure, for any offense concerning the professional conduct or financial crimes;
- registration to the Registry of Businesses at the competent Chambers of Commerce, Industry, Agriculture and Crafts or rather at the professional registry of the Country of origin, with indication of the specific business activities;
- absence of bankruptcy, liquidation, temporary receivership, composition with creditors or any other equivalent circumstance according to the law of the State where they are established, or against whom there is an ongoing process for the declaration of one of these circumstances, or are in a state of suspended business activities;
- absence of ongoing proceedings for the application of one of the prevention measures according to the art. 3, law 27 December 1956, n. 1423, or one of the causes under the Article n.10, law 31 May 1965, n. 575;
- be up to date with payments of social security contributions in favour of the workers, according to the Italian legislation or that of the State where they are established;
- be up to date with taxes and fees payments, according to the Italian legislation or that of the State where they are established;
- absence of grave professional misconduct in the execution of their professional activity, proven by any form of evidence adduced by the contracting authority;
- be not guilty of false statements in supplying information relative to the general requirements, the economic-financial capacity and technical capability;
- compliance with the obligations concerning workplace safety provided for by the current legislation, with particular reference to Legislative Decree no. 19th September 1994, n. 626 and subsequent integrations and amendments;
- to be in compliance with the provisions provided for by the Law 12th March 1999, no 68.

2. List of traded commodities

Registration shall be admitted for the categories listed in Annex A.1.



The indication of the traded commodities should be made with reference to the codification specially designed and specified in the mentioned Annex. They should be reported to the realized activity declared to the Chamber of Commerce, Industry, Agriculture and Crafts by the applicant. Otherwise at whatever time, it will be possible to add one or more traded commodities by forwarding a certificate copy of the Chamber of Commerce proving the inclusion of the new activities. The upgrade will go into effect the next calendar year.

3. Registration Form

Application must be submitted using the form A.2, to be completed in type or in block letters in its entirety, specifying the categories for which registration is required, in compliance with all the information enclosed in these guidelines.

Application must be signed by the legal representative of the company.

Applications, with writing "Supplier Register" on the envelope, may be delivered or sent by registered post to the following address:

Centro di Geomorfologia Integrata per l'Area del Mediterraneo - CGIAM

Via F. Baracca, 175 - 85100 – Potenza

3.1 Attachments

The request for the register admission must be accompanied by the following documentation:

- a) citizenship certificate;
- b) residence certificate;
- c) summary report on the trader activities (optional).

The documentation referred to in points a) and b) can be supplied to CGIAM by self declaration, according to D.P.R. 28th December 2000, n. 445, drawn up with the attached modules (A.2).

It's in the power of the applicant to submit original documents or copies.

The documentation referred to in subparagraphs a) and b) must be submitted with reference to the following subjects:

- 1) to the holders of individual companies;
- 2) to all members in the case of partnerships; to all general partners for companies in limited partnership;
- 3) to all the administrators with representation power in the limited liability company, in limited company, in partnership limited by shares, in cooperatives and consortiums;
- 4) to any other person who may legally work in the name and/or on behalf of the above mentioned companies; to the special prosecutors expressly designated or appointed, attaching a copy of the minutes of conferment of the powers of attorney.

The report referred to in subparagraph c) must be signed by the legal representative and must contain the information relative to the equipment, number and professionalism of employees, economic reliability and quality of produced goods or services.



For the companies of the European Union, EU citizens and non-EU residents, the same indications arranged for the Italian companies and citizens must be applied, with the condition, however, to attach the Italian translation of any foreign-language documents.

In case the law of the foreign country does not provide for the issuance of one or more documents, among those above indicated, or if these do not contain all the required data the documents can be replaced by a declaration sworn before a competent judicial or administrative authority or rather before a notary or a public official who is authorized to receive and certify the authenticity according to the law of the foreign state.

In case the company is in possession of the quality certificates, it can state it in the mentioned report, or alternatively, attach a copy of the issued certificates.

CGIAM reserves to conduct verifications to ascertain the veracity of the contents in the self-declarations, using the cooperation relationships with the public offices delegated to issue the corresponding certificates and to require them, at any time, to the subjects enrolled in the Register:

- Certificate issued by the Registrar of Companies at the Chamber of Commerce, Industry, Agriculture and Crafts, or rather by the professional registers of the country of origin, with indication of the specific business activity, on the date not earlier than three months. The cooperatives and consortia of cooperatives must produce the certification required by law. The registration to the Chamber of Commerce must include the Certificate of Good Standing, i.e. declaring to not be in bankruptcy, liquidation or cessation of the activity and to not have bankruptcy proceedings, composition with creditors, temporary receivership, special receivership and other equivalent situations; otherwise, the Certificate of Good Standing must be attached separately and valid.

3.2 REGISTRATION AND DISBARRING

Satisfied the requirements, the registration becomes effective from the date of inclusion in the database. The registration will be communicated to the applicants.

The registration remains effective until the end of the third calendar year and may be renewed every three years, on condition that the company applies for the registration upkeep by the 30th November of the expiring year, accompanied by a self-certification attesting the permanence and possession of the requirements.

In the procurement procedures, criteria ensuring the rotation and competition between the firms included in each traded commodity will be guaranteed, without prejudice to any remedies, in the interest of CGIAM, in case of special professional performance or based on particular requirements. By necessity and urgency or convenience related to nature or specific features of the goods to be purchased or service to be performed, the invitation to tender may also be addressed to external subjects.

The subjects inserted in the register must punctually communicate and promptly transmit the documents relating to any change occurred in relation to the requirements, conditions and the information stated, within thirty days from their occurrence.

In addition to a specific request, it may be disbarred in the following cases:

- 1) failure to notify within 30 days any changes regarding the requirements, conditions and the information stated;
- 2) failure to submit the application for renewal;
- 3) three written warnings for partial negligence;
- 4) serious non-fulfillment, negligence or bad faith in performance;
- 5) loss or misrepresentation of one or more requirements (letters a - m of the general requirements).

The disbarring is communicated to the applicant. A new registration may be required:



- Not earlier than three months for the cases provided for in points 1 and 2;
- In a period between 1 and 2 years for all the other cases in relation to the negligence gravity. CGIAM reserves to require at any time to the registered subjects to document the existence and/or permanence of the necessary requirements, and provide for ascertaining the veracity of the contents of the self-declarations, by using collaborative relationships with government offices authorized to issue the corresponding certifications.

3.3 USE OF MY PERSONAL DATA

The data relative to the company and the personal data will be used by CGIAM for the registration management and for the purpose of any right or power owed to the Entity according to the contract with the recorded company. These data will be processed by IT tools and may be, in terms of the law, consulted by the interested parties, modified, integrated or deleted (Legislative Decree no. 196/2003).