



SEA SUPPLIER REGISTER
and
QUALIFICATION SYSTEMS SQ-UE
ENROLMENT REGULATION
Rev.6 - May 2024

1. BACKGROUND

- 1.1. Società per Azioni "Esercizi Aeroportuali – S.E.A." (hereinafter "SEA") with registered office in Segrate (MI), Milan Linate Airport, n.c., tax code and VAT no. 00826040156, registered with the Milan Companies' Register under no. 93894 (Court of Milan) is the owner of the IT Platform "SEA Suppliers Portal" accessible at [Collaborate with SEA \(https://milanairports.com/en/supplier-portal/collaborate-with-sea\)](https://milanairports.com/en/supplier-portal/collaborate-with-sea).
- 1.2. SEA has set up a Suppliers' Register, managed through the aforementioned Platform, within which to select Economic Operators to be invited to negotiation events aimed at the awarding of works, services and supply contracts, falling within the scope of application of the regulations on public contracts, (i) for amounts below the EU thresholds, (ii) as well as events of a private nature. It is specified that Economic Operators registered in the EU SQ Qualification Systems must also register in the Supplier Platform Register List and to them is reserved the invitation to (iii) Negotiation Events within the EU SQ systems.

2. SCOPE OF REGULATION

- 2.1. The purpose of this document (infra "Regulations") is to establish the terms and conditions under which Economic Operators must comply with the requirements to apply for qualification in the Register of Suppliers and/or registration to the EU-SQ systems
- 2.2. The right to register in the SEA Supplier Register is reserved for Economic Operators who carry out business activities. Economic Operators can be qualified on Suppliers Register if, following a specific request, are in possession of the general, sustainability, economic and financial, as well as technical and professional requirements, are therefore considered suitable for the awarding of contracts by SEA.
- 2.3. The Suppliers Register is divided into business categories and qualification in them lasts three years. It remains still, within this period, each Economic Operator bears the burden of timely updating of the data and any supporting documentation.
- 2.4. A necessary condition for registration in the EU SQ systems is a prior qualification in the Register. While completing the registration process for the EU SQ SEA, SEA reserves the right to suspend any qualification in the Supplier Register of the Economic Operator prior to this process.
- 2.5. Operational details related to qualification in the Supplier Register and registration in the EU SQ (Qualification Systems) are described in detail in the following paragraphs 4,5,6.
- 2.6. Participation into Negotiation events organized by SEA requires that the Economic Operators are qualified in the Supplier Register, with the exception of European community tenders issued for values above threshold that do not derive from the EU-SQ qualification systems, for which the successful tenders awarded suppliers



are in any case invited to proceed with the qualification in the Supplier Register before signing a contract. Please note that for the invitation to participate in EU-SQ systems Negotiating Events, registration in the selected categories of the specific EU-SQ system will also be necessary.

3. METHODS OF REGISTRATION IN THE SUPPLIERS REGISTER LIST AND EU-SQ SYSTEM

- 3.1. Interested Economic Operators, meeting the general requirements provided for by the regulations on public contracts, may apply for :
 - a) qualification in the Supplier Register for the business category with reference to which they possess adequate economic-financial, technical-professional and sustainability capacities and skills
 - b) registration in the EU SQ system for the specific business category selected. In this case it will be necessary also the prior qualification in the Register, in the same category
- 3.2. Qualification or registration into a EU SQ system for one or more categories of the Suppliers' Register in the form of a Temporary Consortium is not contemplated. Registration and Qualification is therefore requested to consortium based companies and executing works consortium members companies (identified each time into a single negotiation event). The possibility of competing into negotiation events bidding will be described and permitted by the relevant *lex specialis* of each negotiation event. Foreign Economic Operators interested in enrolling in the Suppliers Register must produce the required documentation in Italian language or accompanied by a sworn translation.
- 3.3. Enrolment and Qualification in the Suppliers' Register does not exempt Economic Operators from proving, upon invitation to a negotiation event, or as a result of the award of a contract, the continued fulfilment of the requirements of a general order and of economic and technical-professional capacity and EU SQ system qualification based requirements, represented upon registration.

4. QUALIFICATION OF ECONOMIC OPERATORS

The qualification process of Economic Operators for the Register involves the evaluation by SEA of the data and documents submitted by the Applicant when enrolling.

The process is divided into the following statuses, which are visible in Portal:

- a. **In Evaluation:** indicates that the process of verifying the data and documents entered by the economic operator is underway.
- b. **Qualified (Albo Fornitori):** indicates that the verification process, for the requested categories, has been successfully concluded, and the Economic Operator has been enrolled for the selected categories on Supplier Register
- c. **Qualified (SQ):** indicates that the verification process, for the requested categories related to EU SQ system, has been successfully concluded, and the Economic Operator has been enrolled for the selected categories on EU SQ system Supplier Register, for which categories is also present as Qualified (Albo Fornitori).
- d. **Suspended:** indicates that the Economic Operator is in one of the suspension conditions referred to in Article 6 below.
- e. **Excluded:** indicates that the Economic Operator has forfeited its previously obtained qualified status for the reasons set out in Article 6 below.



- f. **Not Qualified:** indicates that the application to obtain a Qualification was rejected
- g. **Expired:** indicates that the Economic Operator has lost his qualified status due to natural expiry

Each Economic Operator will be notified of the final outcome of its application.

5. INVITATION OF ECONOMIC OPERATORS

SEA identifies, among those registered and qualified into the Supplier Register, the Economic Operators to be invited on negotiating events described on previous paragraphs 1.2 letter (i) and (ii), furthermore registered to EU SQ on the basis of principles indicated at letter (iii), according to criteria inspired by respect for competition and nondiscrimination between potential competitors, transparency of conduct in all competition and negotiation phases and the efficiency and effectiveness of company action.

6. SUSPENSION / FORFEITURE OF SUPPLIER REGISTRATION

SEA reserves the right to **suspend** a supplier from the Supplier Register in the following cases:

- a. the Economic Operator does not fulfil, when requested by SEA, the duty to perform an update of his/her data or documents
 - b. the Economic Operator does not sign the contract it has been awarded.
 - c. the Economic Operator engages in behaviour that is contrary to the guiding principles set forth in the "Code of Conduct for SEA Suppliers"
 - d. the Economic Operator suffers a serious deterioration in its overall reliability in relation to the sector average of the economic indices based on data provided by official databases and/or companies specialized in business information.
 - e. according to SEA's reasoned assessment, the relationship of trust with the Economic Operator within the scope of the existing business relations has been lost.
 - f. the Economic Operator has requested the registration into a Qualification System (EU SQ) that requires the mandatory registration of a new qualification into Suppliers Register
- In the case referred to in point a. above, SEA reserves the right to **exclude** the supplier from the Register if the Economic Operator fails, within 60 days of SEA's request, to update the data, or to adequately justify its failure to respond to the invitations.
 - In the case of point b., the suspension shall last for the period deemed useful by SEA and, if appropriate, may lead to the subsequent exclusion of the Economic Operator.
 - In the cases referred to in paragraph c. above, the exclusion of the Economic Operator shall take place if the conflicting conduct does not cease as soon as possible, depending on its nature, and may lead to the subsequent **exclusion** of the Economic Operator.
 - In the cases referred to in section and point d. above, SEA reserves the right to **exclude** the supplier if the serious negative situation continues.
 - In the cases referred to in section and point e. above, SEA reserves the right to **exclude** the supplier if the divergence that has arisen is completely evident and irremediable.



- In the cases referred to in section and point f. above, SEA reserves the right to **suspend** the Qualification in the Register in the phase of completion of registration in the Qualification System (EU SQ). Where registration in the EU SQ system will not have a positive outcome, Qualification in status “Albo Fornitori” in the Supplier Register will be permitted provided that the relevant checks give a positive result.

SEA shall **exclude** Economic Operators previously qualified in the Register in the following cases, notifying them about exclusion:

- Failure to continue to meet one of the general order requirements provided for in the legislation on public contracts (in particular in the case of serious breach of contract) as well as definitively established commission of the offences provided for in Legislative Decree 231/01 in respect of SEA;
- Cessation of activity;
- Removal request submitted by the Operator concerned;
- Negative ex-post rating by SEA (negative final ratings following contract performance);
- Cases governed by sections a., c., d., e. reported above.

In such cases, the excluded Economic Operator may only be readmitted if the application process is successfully repeated.

7. DIGITAL SIGNATURE AND ELECTRONIC EMAIL ADDRESS

- 7.1. In connection with the digitalization of tender documents, SEA invites Economic Operators to equip themselves with digital signatures. Possession by the Legal Representative of a valid digital signature certificate issued by a Certification Authority operating under a licence or authorisation issued by a Member State of the European Union, is required. Extra Economic Operators UE must also have a digital signature with equivalent characteristics
- 7.2. SEA requires Economic Operators to indicate, at the time of first registration on the Platform, of a Certified Electronic Mail (PEC) address, which must be adapted and/or replaced with an address compliant with the Electronic Mail Register (REM) in the terms established by the EU.

8. VENDOR RATING

A Vendor Rating system has been established by SEA for Economic Operators qualified in the Suppliers Register which aims to assess the characteristics of the Economic Operator, in relation to the feedback provided in respect of the various qualification profiles investigated in the qualification questionnaire, as well as at assessing and monitoring the performance of the services rendered by the operators and the reliability of the products supplied, together with the conduct of the Economic Operator in the performance of the contractual services.

The Economic Operator's evaluation is of a confidential nature and may be disclosed to the Operator at SEA's sole discretion.

Courtesy translation: in case of discrepancy between the Italian language original text and the English language translation, the Italian version shall prevail