# PARTICIPATION REQUIREMENTS

**1.ESCOMAS Registration (Edison Stoccaggio IT Platform)**
The Applicant without access can follow the registration procedure available on the website at the link:
https://www.edisonstoccaggio.it/en/bussiness-and-services/escomas/

**2.Transportation Contract with Snam Rete Gas,** effective from 1 April 2021.

**3.All overdue amounts paid,** on the auction date.

**4.Storage Contract T.Y. 2021-2022 and Declarations** ("Dichiarazione di accesso informatico" and "Dichiarazione di titolarità poteri per la partecipazione all'asta").

**5.Financial Guarantee** (valid only for the bid).


# DECLARATIONS, CONTRACT and GUARANTEE

**The Applicant must necessarily and exclusively upload into Escomas:**


**1.Dichiarazione di accesso informatico**, signed by the Legal Representative.
**New**: This document will allow to create the AdminAste user, that will allow to download the contract and to insert the bid directly in Escomas, without downloading and uploading the signed bid (as in the past).
This document must be:
- downloaded from the Edison Stoccaggio website "Business and Services / Offer and Services / Forms" https://www.edisonstoccaggio.it/en/bussiness-and-services/offered-services/forms/;
- filled in and signed with a Digital Signature (in CAdES or PAdES mode) + Time Stamp;
- uploaded into Escomas in the section "BackOffice/Anagrafiche Shipper/Dichiarazione di Accesso Informatico" (**user: *AdminShipper***).

**2.Dichiarazione di titolarità poteri per la partecipazione all'asta**, signed by the Legal Representative.
This document must be:
- downloaded from the Edison Stoccaggio website "Business and Services / Offer and Services / Forms" https://www.edisonstoccaggio.it/en/bussiness-and-services/offered-services/forms/;
- filled in and signed with a Digital Signature (in CAdES or PAdES mode) + Time Stamp;
- uploaded into Escomas in "BackOffice/Anagrafiche Shipper/ Titolarità Poteri" (**user: *AdminShipper***).

**3.Contratto di Stoccaggio per l'anno termico 2021-2022** signed by the Legal Representative.
This document must be:
- downloaded from Escomas in "BackOffice/Anagrafiche Shipper/Gestione Contratti" (**user: *AdminAste***);
- completed and signed with a Digital Signature (in CAdES or PAdES mode) + Time Stamp;
- uploaded into Escomas in "BackOffice/Anagrafiche Shipper/Gestione Contratti" (**user: *AdminAste***).

**4. Financial guarantees covering only the Bid** (<u>**Guarantees valid only for the bid**</u> - in case of assignment, to cover the economic commitment, it will be necessary to present, with expiration date 30 September 2022: a new guarantee or an extension of the bank guarantee related to the contract T.Y. 20-21).

# FINANCIAL GUARANTEES TO COVER THE BID

**If the Applicant has the minimum rating, it must upload a declaration certifying the rating into Escomas in the section "BackOffice/Anagrafiche Shipper/Gestione Garanzie".**

**If the Applicant does not have the minimum rating, to cover the minimum amount for the bid, it can submit – with expiration date 30 June 2021:**

**1.Lettera di garanzia, only if the guarantor has the minimum rating.**
This document must be (**user: *AdminShipper***):
- downloaded from Escomas in the section "BackOffice/Anagrafiche Shipper/Gestione Garanzie";
- filled in, with the "Modulo di titolarità poteri per lettera di garanzia" downloaded from the Edison Stoccaggio website "Business and Services / Offer and Services / Forms" and signed with a Digital Signature (in CAdES or PAdES mode) + Time Stamp;
- uploaded in Escomas as one file in the section "BackOffice/Anagrafiche Shipper/Gestione Garanzie".

**2. Bank guarantee, only if the guarantor has the minimum rating.**
This document must be (**user: *AdminShipper***):
- downloaded from Escomas in the section "BackOffice/Anagrafiche Shipper/Gestione Garanzie";
- filled in by the Applicant's Bank;
- sent by the Applicant's Bank via Swift Code and uploaded by the Applicant into Escomas in the section "BackOffice/Anagrafiche Shipper/Gestione Garanzie";

or
- signed by the Applicant's Bank with a Digital Signature (in CAdES or PAdES mode) + Time Stamp and uploaded into Escomas in the section "BackOffice/Anagrafiche Shipper/Gestione Garanzie".

**3.Polizza assicurativa, only if the guarantor has the minimum rating.**
This document must be (**user: *AdminShipper***):
- downloaded from Escomas in the section "BackOffice/Anagrafiche Shipper/Gestione Garanzie";
- filled in by the Applicant's Insurance Company, signed with a Digital Signature (in CAdES or PAdES mode) + Time Stamp;
- uploaded into Escomas in the section "BackOffice/Anagrafiche Shipper/Gestione Garanzie".

**4. Cash Deposit.**
This document must be (**user: *AdminShipper***):
- uploaded into Escomas in the section "BackOffice/Anagrafiche Shipper/Gestione Garanzie".

# CLARIFICATIONS

**1. MINIMUM AMOUNT OF GUARANTEE FOR THE BID (Guarantee valid only for the bid)**

$$Importo = \left( \sum_{k=1} S_k \times PS_k \right) \times 25\%$$

where:
Sk: Space in the k-th Purchase Request of the Applicant for the storage service requested.
PSk: unit price of the Space k-th Purchase Request of the Applicant for the storage service requested.
The minimum space for every Purchase Request is equal to 5,000,000 kWh.

**2.SWIFT CODE**
Via SWIFT code the issuing Bank will send to BNL a message which **must necessarily contain the entire text, not changeable, of the bank guarantee** downloaded by Escomas.
Code Type of Message to formalize financial coverage through Swift code: **MT 760 Bank Guarantee**
**All different SWIFTs will be discarded and not considered in view of the related assignment process.**
Bank account:
Banca Nazionale del Lavoro
Dipendenza di Milano
Via Deruta 19, 20132 Milano
IBAN: IT45F0100501600000000006335
SWIFT: BNLIITRR

**3. CASH DEPOSIT**
The Applicant that will make use of the Security Deposit via bank transfer accepts, at the time the banking transaction is carried out, that Edison Stoccaggio uses said deposit for the purposes and according to the methods specified under point 5 of the Procedure.
**The cash deposit will have the value date prior or equal to the second working day before the auction date and have this description: "Deposito Cauzionale partecipazione asta Servizio di Stoccaggio 2021-2022".**
Bank account:
Società Edison Stoccaggio Spa
Banca Nazionale del Lavoro
Dipendenza di Milano
Via Deruta 19, 20132 Milano
Coordinate Bancarie:
IBAN: IT45F0100501600000000006335
SWIFT: BNLIITRR

**4. MINIMUM RATING**
See par. 5.2.1.1.1 del Codice di Stoccaggio di Edison Stoccaggio.

**5. POSSIBILITY OF DELIVERY PAPER DOCUMENTATION WITH HOLOGRAPH SIGNATURE**

Due to the pandemic situation, to avoid problems, It is preferable to send / receive all documentation in electronic mode (Digital Signature + Time stamp) only loading it on Escomas, but, **alternatively and temporarily for this year**, it is possible the delivery of paper documents with holograph signature.

The Applicant must:

- upload all documentation in Escomas. Two copies of the Contract have to be delivered initialed on every page and signed by the legal representative;
- deliver the originals no later than the day and the hour scheduled for the auction, which will be published in the Procedure.

Each document delivered in original must be identical to those uploaded in Escomas by the Applicant.

Edison Storage will not admit to the auction the Purchase Request of the Applicant whose documentation present in Escomas and delivered in original are not identical.

The envelope must be sent only by courier to the following address:

*Edison Stoccaggio S.p.A. – k.a. Ufficio Commerciale Stoccaggio - asta di conferimento 2021-2022*
*Via Illica 4 - 20121 Milano*

**6. DIGITAL SIGNATURE AND TIME STAMP**

**Digital Signature**

The Digital Signature allows to exchange documents with full legal validity, as established by the Regolamento UE n° 910/2014 – eIDAS.

The Digital Signature device is issued by accredited trust service providers.

*On the AGID (Agenzia per l'Italia digitale) web page, in the section **Prestatori di servizi fiduciari attivi in Italia,** it is possible to access the websites of the qualified certifiers and download the respective updated Operating Manuals*

There are two ways to use the Digital Signature:

- in "local": means the Digital Signature generated in an instrument in the physical possession of the holder, smartcard or token;
- by "remote": means the Digital Signature generated using authentication tools (typically user id + password + OTP) which allow the generation of the signature on a device guarded by the certifier.
  *The OTP devices for Remote Digital Signature using token or usb code generators have delivery times that vary between 5 and 15 days depending on the recognition method chosen when ordering.*
  *The OTP Mobile devices (smartphones generate codes) allow fast activation.*

**Time Stamp**

The Time Stamp allows to associate a certain and legally valid date and time to an IT document, allowing to indicate a time stamp. It can be easily purchased online. **(es. Aruba, Infocert, ecc).**

**Sign documents with Digital Signature (CAdES or PAdES) and Time Stamp**

**CAdES signature**

In the case of a digital signature affixed with CAdES mode, the signed document and the file with the digital signature are placed together in a folder. All files digitally signed with CAdES mode have a second extension .p7m.

Main characteristics:

- the CAdES mode allows to sign any type of document;
- a document signed with CAdES mode changes its name in the extension .p7m;
- to sign and to verify a digital signature with CAdES mode and to view the signed document, use one of the specific software such as Dike, ArubaSign, etc.

**PAdES signature**

In the case of digital signature affixed with PAdES modality, the file containing the digital signature is incorporated together with the document itself.

Main characteristics:

- the PAdES mode allows you to sign only documents in .pdf format;
- a document retains its name;
- to sign and to verify a digital signature with PAdES mode and to view the signed document, you can use Adobe Acrobat and any software for reading .pdf files such as, Dike, ArubaSign, ecc.

**To insert a digital signature and time stamp on a document is necessary:**

- a valid subscription certificate;
- a reader, correctly installed, if the certificate is on board a smart card;
- the protection PIN of the physical device or, alternatively, the personal codes for activating the remote signature;
- the Time Stamp;
- one or more IT documents to be signed;
- having installed on your workstation a software (eg Adobe Acrobat, DiKe, ArubaSign) that allows you to sign (with digital signature) and mark (with time stamp).

**7. PURCHASE REQUEST**

Since T.Y. 21-22, the Applicant can insert the bid directly into Escomas. Without: download, sign and upload the summary of the bid into Escomas.

The AdminAste will be the only user authorized to insert the bid into Escomas, and will must:

- Fill in the mask for the bid
- Save
- Confirm

After the confirm, the Applicant will receive an e-mail with the summary of the Purchase Request.
**The Purchase Request saved and not confirmed in Escomas will not be considered and will also delete the last confirmed request!**

**Only in case of joint signature:**

- AdminAste1 fill in the mask for the purchase offer
- AdminAste1 save
- AdminAste1 confirm
- AdminAste2, entering in the mask it must only to confirm the request confirmed by AdminAste1.

After that both AdminAste confirm the request into Escomas, they will receive an e-mail containing the summary of the confirmed purchase request.

**N.B.**: If AdminAste2 enters in the mask and click on save and confirm, it will modify the request created by AdminAste1 that will be cancelled, and so the AdminAste1 will must confirm the new request saved and confirmed by AdminAste2. On the contrary, if the AdminAste2 entering in the mask click only on confirm, the request will be on CONFIRMED state.