

**FRANCIGENA SERVICE S.r.l.
NOTICE FOR THE CREATION OF THE SUPPLIER LIST**

Francigena Service S.r.l. was established by the European Association of the Vie Francigene (EAVF), sole shareholder of the same, *réseau porteur* of the Via Francigena for the Council of Europe, with the aim to flank institutional activities with promo-commercial action and supply of services addressed to the users of the Via.

This has been introduced and considered by the Francigena Service S.r.l

INDEX OF THE PRESENT NOTICE

for the institution and the holder of the supplier list of heritage and services utilised by the Francigena Service S.r.l. and for the EAVF

**ART. 1
SUBJECT**

Francigena Service S.r.l, with the present notice, establishes the list of suppliers for the entrustment of services.

**ART. 2
OBJECTIVE**

The list will be utilised as a tool to identify the economic operators qualified to supply heritage and services if they fulfill all conditions. The authority of the Francigena Service S.r.l. remains secure when dealing with suppliers and services which, for the particular subject or the requested specialisation, does not render the use of the list possible, that is to say, if on the basis of its own knowledge of the market it believes it would be useful to widen competitiveness as opposed to the listed suppliers, to invite or consult other entities considered to be suitable, as well as those registered in the section pertinent to the self-same.

Moreover, Francigena Service S.r.l. reserves the right to select suppliers considered suitable even if they are not registered on the supplier list in the case of commodity-related categories for which an economic operator has not been registered or the number of enrolees are scarce or operators that registered which, of the unquestionable opinion of Francigena Service S.r.l., for technical, financial, organisational characteristics (with particular reference to the execution time of works and/or the completion of services), are not able to guarantee the execution of the supply requested.

The registration to the list does not require any obligation for Francigena Service S.r.l, who will be able to decide, in its unquestionable opinion, without the enrolee of the supplier list expressing exceptions, or contesting the lack of appeal to the category of which it is registered.

ART. 3
CATEGORIES

Francigena Service S.r.l reserves the right to integrate or modify the under-mentioned categories, if necessary, using the most suitable forms of publicity. The choice of category on the part of the economic operator must find validation in the social subject, as well as the activity undertaken and declared to the CCIAA of belonging, or to the professional register.

The commodity-related categories of interest for Francigena Service S.r.l. activities are as follows:

1. CREATION, REGISTRATION, PROTECTION AND MANAGEMENT OF TRADEMARK
2. ROUTE:
 1. 2.1 PREPARATION AND INSTALLATION OF SIGNAGE.
 2. 2.2 VARIANTS AND SURVEYING OF ROUTES.
 3. 2.3 MAPS AND GUIDEBOOKS.
 4. 2.4 MAINTENANCE AND SIGNAGE VERIFICATION.
 5. 2.5 MANAGEMENT OF VIE / REST-STOPPS.
3. PILGRIM PASSPORTS, SERVICE CHARTER, *SMART CARDS*.
4. COMMUNICATION:
 - . 4.1 PRESS OFFICE
 - . 4.2 *LEAFLET, BROCHURE*, TOURISTIC MAPS, EDITORIAL SPECIALS
 - . 4.3 TRIP-EVENT AND EVENT ORGANISATION, *MEETINGS*, CONFERENCES
 - . 4.4 WEBSITES AND APPLICATIONS
 - . 4.5 PROMO-COMERCIAL PLACES ON THE WEBSITE WITH BANNERS AND SPONSORSHIP
5. VALUING OF TYPICAL PRODUCTS.
6. TRAINING AND INSTRUCTIONAL TRIPS.
7. PLANNING AND REGIONAL, NATIONAL, EUROPEAN ANNOUNCEMENTS.
8. CONSULTATION FOR THE DEVELOPMENT OF THEMATIC ROUTES, NEW EUROPEAN ROUTES AND STRATEGIC DEVELOPMENT PLANS.
9. STUDIES, DETAILED STUDIES AND PUBLICATIONS.
10. ORGANISATION OF TRIPS / TOUR OPERATING.

ART.4

REQUISITES REQUESTED FOR REGISTRATION

Those who may register for the list of suppliers include: individual entrepreneurs, artisans, societies, cooperatives, consortiums, or groupings of the aforementioned, as well as professionals. The subjects must have experience in the requested commodity-related category and, in the moment they present their request, they must be in possession of the following requisites:

- requisite of professional eligibility;
- requisite of economic-financial ability;
- requisite of technical-professional ability.

The economic operator attests that, under their own responsibility, the possession of the aforementioned requisites, utilising, under penalty of exclusion, the *fac-simile* attached (Attachment1) to the current notice.

The registration in the aforementioned list does not exclude the possibility of, during market research, the request of documents considered useful or updated even if they are already in the possession of Francigena Service S.r.l.

ART. 5

MANNER OF REGISTRATION

The economic operators which intend to register themselves to the list must address their application and a signature of legal representation exclusively utilising the *fac-simile* attached to be compiled in every respect.

The application, equipped with the documentation specified therein, must be sent exclusively via email to the following address: segreteria@viefrancigene.org

The subject of the email must be written as follows: **“Contiene istanza per iscrizione all’elenco fornitori qualificati.”**

Under no circumstances will an application be accepted by hand, by post, fax or other means of transmission other than that indicated in the present notice.

Regarding non-attained applications due to telematic error, Francigena Service S.r.l. will not be accountable and it will remain the senders responsibility to verify the arrival of said application.

ART. 6

GRANTING THE REQUEST

The applications attained and presented in accordance with the process described will be instructed by the responsible for compliance and procedure who, if necessary, will request additional integration, clarifications or documentation. Once the subsistence of the requested requisites have been verified, the responsible for compliance and procedure will prepare the supplier list which will be approved by the EAVF Executive Board.

The supplier register will be made exclusively public through the publication in the dedicated page on the website www.viefrancigene.org and such a form of publicity constitutes a notice for all legal purposes.

ART. 7 MOTIVES FOR EXCLUSION

Applications will be rejected if:

- they do not respect the requisites requested in Art.4 of the present notice
- they present incomplete documentation in regards to that which is requested in Attachment 1;

ART. 8 VALIDATION OF ENROLMENT TO THE SUPPLIER REGISTER AND RELATIVE UPDATES

The companies and professionals will remain registered on the list of suppliers until the possible cancellation.

ART. 9 CANCELLATION OF THE FROM THE SUPPLIER LIST

Francigena Service S.r.l will arrange cancellation from the list, besides upon the request of the registered supplier, in the following cases:

- loss of or false declaration in regards to one or more requested requisites;
- lack of supply of goods and/or services commissioned in the absence of verified impediments of force majeure;
- non-fulfillment of supply of goods and/or services commissioned or quantitative/qualitative discrepancy of the supply and/or service;
- lack of presentation of the offer in the face of two consecutive invitations without suppliers in respect to written motivation.

ART. 10 TREATMENT OF PERSONAL DATA

In accordance with D.L. 196/03 and s.m.i. "safeguarding of people and other subjects regarding the treatment of personal data", the personal data supplied by the economic operators will be regarded solely for the management of the present notice and for registration to the supplier list and kept with the administration of the Francigena Service S.r.l. The treatment of such data is compulsory in the evaluation of participation requisites, the penalty being the exclusion for the selection process. Those interested will be able to practice their right to art.13 of the aforementioned law, among which illustrates the right to access to data which concerns them, as well as other complimentary rights among which the right to rectify, update, complete or delete inaccurate or incomplete data, or data collected in non-compliance with the law.

ART. 11
PUBLICIZING

The present notice will be published in full on the website of the EAVF-Francigena Service S.r.l. (www.viefrancigene.org) and passed to the EAVF associates.

ART. 12
TRANSITIONAL AND FINAL PROVISIONS

With the current notice there shall be no insolvency procedure and no classifications, award or scoring system or other.

The potential appointments will be bestowed in conformity with the existing legislation, proceeding on each occasion to the selection of single economic operators on the basis of independent decision of Francigena Service S.r.l., which is not for that matter bound to proceed to the above commitments.

The application for participation is only to demonstrate the availability for a potential appointment of supplying goods or services and determines the acceptance of the conditions present in the notice.

For all not explicitly provided in the present notice, the arrangements provided by the laws in effect are valid, where applicable. Francigena Service S.r.l. reserves the right, in its unquestionable opinion, to suspend or abolish the notice at any moment and in any case nothing can object, request and inquire on behalf of the competitor or the adjudicatory, for any title or any reason especially not for the potential expenses paid to participate in the notice.

All information may be requested by sending an email to Francigena Service S.r.l. at the email address: segreteria@viefrancigene.org. The group is available of the website www.viefrancigene.org.

ART. 13
RESPONSIBLE FOR THE PROCEEDINGS

The responsible for the compliance and procedure connected to the present notice is Dr Luca Bruschi, EAVF Director.

Fidenza, 19/02/2017

Responsible
for compliance and procedure
(Dr Luca Bruschi)

REQUEST TO PARTICIPATE IN THE ESTABLISHMENT OF A SUPPLIER LIST

To Francigena Service S.r.l
Piazza Duomo 16
I-43036 Fidenza (PR)
segreteria@viefrancigene.org

SUBJECT: Request to participate in the establishment of a Supplier List

The undersigned _____

Born in _____ the _____

resident of _____

address _____

e-mail _____ Tel _____

mob. _____

Fiscal code and/or VAT reg. no. _____

Independent or as a legal representative of the company (business name and legal status)

address _____

e-mail _____ Tel _____

Fiscal code and/or VAT reg. no. _____

CCIAA _____

REQUESTS:

To be admitted to the list of Suppliers in support of the activities of the Francigena Service s.r.l. For this purpose in accordance with D.P.R. 445/2000, under their own personal responsibility, aware of the relevant penal sanctions in the event of falsehood and misleading declarations,

DECLARES:

to read and accept in full the 'Notice for the creation of the Supplier List';
to share the objectives described in art.2 of the notice;
to possess the admission requirements provided in art. 4 of the notice;

Additionally declares to state their candidacy for/in the following THEMATIC/SECTOR AREAS indicated in **order of preference** (ref. Art. 3 of the manifestation of interest):

- 1° _____
2° _____
3° _____

The undersigned requests that all communication regarding their participation is sent to the following address (if different from residence address)

Address.....
Postcode..... tel. mob.
e-mail:

The undersigned with regards to their personal data on which the management objective acknowledges to have been duly informed, upon the agreement of the contents of art. 10 of the manifestation of interest expresses their consent to the treatment of said data in accordance with and for the effects specified in D.Lgs. n. 196/2003.

The undersigned, aware of the penal sanctions provided from D.P.R. 28 December 2000 n. 445 in the case of misleading declarations, falsehood regarding documents, usage or exhibition of false documents or contained data which does not comply with the truth, declares under their own responsibility that which is reported in the present application and in the attached CV duly given and signed, is in accordance with the truth.

Attach the following documents:

6. a detailed company profile and/or CV in European format signed on every page and dated on the final page, reporting the specific declaration in accordance with art. 76 of DPR 445/2000 attested the veracity and authenticity of the data and information reported;
7. a double-sided photocopy of a valid identification document with signature.

Date _____

Signed