

INVITATION FOR EXPRESSION OF INTEREST TO PARTICIPATE IN ENAON'S SUPPLIER/ ECONOMIC OPERATOR/ CONTRACTOR QUALIFICATION SYSTEM

1st Edition



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1. INTRODUCTION

eEnaon (hereinafter referred to as the “Company”) is **a subsidiary of Italgas Group S.p.A.**

The Company has established and implements a Qualification and Vendor Management System (hereinafter referred to as the “Vendor List”).

- ❖ Hereby, the Company invites interested parties to apply for participation in the Supplier Qualification and Vendor Management System (hereinafter referred to as the “Invitation”), which is governed by the Operational Regulation of Company’s Qualification System which is attached hereto.
- ❖ This Invitation is governed by the principles of EU law and the applicable legislation in Greece, which applies to all relations between the Company and the participants regardless of their nationality at all stages of the tender as well as during the execution of contracts.
- ❖ The proposals for expression of interest will be evaluated in accordance with the Operational Regulation of Company’s Qualification System, the internal procedures of the Supplier Qualification and Management Unit and the specific provisions of the Qualification Documents.
- ❖ Proposals for expressions of interest shall be submitted in electronic form at any time during the period of validity of the system, via the procurement.ena-on.com.

2. DOCUMENT LIST

For the Participation in the Supplier Qualification Process, the interested party is informed of the following list of documents, completes and submits the documents required by the Invitation.

Available in the portal procurement.ena-on.com

-  *Qualification Questionnaire (to be completed)*
-  *List of qualification category groups*
-  *Operational Regulation of Company's Qualification System*
-  *Appendices to Special Requirements by Category Group (where applicable)*
-  *General and/or Special Conditions relating to Works & Services (where applicable)*
-  *Technical specifications of materials/goods (where applicable)*
-  *Ethics and Integrity Agreement*
-  *Suppliers Information on Personal Data Processing*
-  *Cybersecurity Awareness for Third Parties*

Available on the website www.ena-on.com

-  *Company's Code of Ethics*
-  *Suppliers Code of Ethics*
-  *Privacy Policy*
-  *Human Rights Policy*

3. SELECT A CATEGORY GROUP

The interested party selects the Category Group(s) for which he/she wishes to be registered in the Company's Vendor List (WORKS/GOODS/SERVICES).

Each Category Group corresponds to a specific level of complexity.

Smart: low complexity

Medium: medium complexity

Strong: high complexity

For each Category Group, *Special Requirements* may be specified and are included in a relevant Annex.

Based on the level of complexity of the selected Category Group, the interested party is invited to fill in the corresponding Qualification Questionnaire(s) and submit the required documents

4. COMPLETION OF REQUIRED QUALIFICATION QUESTIONNAIRE (1/3)

SMART level of complexity

The Smart level qualification questionnaire focuses on general questions to check Supplier's/ Economic Operator's/ Contractor's compliance with the minimum qualification requirements.

In addition, it is required to submit a short list of documents (legalization documents, solemn declarations, company profile, etc.).

MEDIUM level of complexity

The Medium level qualification questionnaire, in addition to the aforementioned requirements for the Smart Level, includes also questions related to HSQE, cyber security, ISO certifications and additional documents to be submitted.

STRONG level of complexity

The Strong level qualification questionnaire, in addition to the aforementioned requirements for Qualification at the Medium level, includes more specific questions on the same areas (HSQE, Cyber Security).



In the Strong Level category groups, *a mandatory on-site audit is carried out.*



For all levels of complexity, *it is mandatory* to submit an ESG Certification through the Synesgy platform.

4. COMPLETION OF REQUIRED QUALIFICATION QUESTIONNAIRE (2/3)

“SPECIAL SUPPLIER” CASE

The cases that fall under the category of “*Special Suppliers*” are the following:

1. Public Administrations or Public Bodies.
2. Professionals appointed by public administrations for testing or designated services.
3. State-recognized certification/accreditation bodies/organizations.
4. Law firms and notary offices and their professionals (e.g.: Party-Appointed Expert, professionals who can be entrusted to provide technical assistance before Tax Tribunals).
5. Natural persons.
6. Individual Companies.
7. Emission Carbon Credit’s Companies.
8. Companies producing and distributing Public Utility Services on an exclusive basis (e.g.: Integrated water service).
9. Italgas Group Companies.
10. Start-ups.
11. Innovative SMEs. (refers to the countries for which diversification with the start up’s exists by law).

The above types of Suppliers are required to submit only a simplified qualification questionnaire.

Important Note!

"Special Suppliers" are not required to submit a Sustainability Certification.

4. COMPLETION OF REQUIRED QUALIFICATION QUESTIONNAIRE (3/3)

CASE OF A COMMERCIAL AGENT or/and DISTRIBUTOR

Requests for Qualification from Commercial Agents or/ and Distributors of network/ service line construction materials will be accepted under the condition that the manufacturer of the proposed materials also undergoes the Company's qualification process, unless already registered in the Italgas Vendor Lists (proving documents will be submitted by the Commercial Agents or/ and Distributors).

It is clarified that the above requirement applies only to those categories of network/ service line construction materials for which there is a relevant reference in the Specific Requirements Annex or in the "Notes" field of the relevant Category Group.

If both results of Commercial Agents' or/ and Distributors' and Manufacturer's Qualification are positive, then the Manufacturer will be asked to submit a declaration of acceptance of his exclusion from the Company's Vendor List.

In case of Strong Level category groups, the on-site audit (mandatory for the qualification) will be carried out at the Manufacturer's premises



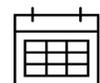
5. DOCUMENTS' SUBMISSION

The necessary documents to be submitted during the qualification process are indicated within the qualification questionnaire/es and the “*Special Requirements Annexes*” where available, following the instructions via the Company’s portal procurement.ena-on.com.

In the case of a request to participate in more than one Category Group:

- The evaluation procedure corresponding to the highest level of complexity shall be followed.
- Special Requirements documents (if any) are submitted for each Category Group separately in a zipped folder named “Special Requirements for CGxxxx” (insert the codification of the category group)

Important Note!



In certain types of documents, a validity end date is required to be filled!

The documents/supporting documents will be submitted:

- ✓ In pdf format and must, where required, be signed by the Legal Representative of the interested party with validation of the authenticity of the signature or digitally signed.
- ✓ In Greek or any other language of the European Union, accompanied by an official translation into either Greek or English, or by a simple translation in the case of internally produced documents or technical brochures.

6. HOW TO CONTACT US

Communication of any kind is handled via the Qualification System on the procurement.ena-on.com portal by selecting the “Messages” functionality

Indicatively, communication may concern:

- ✓ Provision of additional clarifications on the part of the Company regarding this Invitation to interested parties. In case of modification of terms hereof, additional information and clarifications are provided only on the amended provisions.
- ✓ Submission of questions or requests for clarifications or requests for additional information by interested parties who have received this Invitation, either on the Tender Issues or on the conduct of the present procedure.
- ✓ Request from the Company to an interested party for additional clarifications.
- ✓ Informing interested parties about the status of their evaluation (positive or negative). The information is provided by letter about the product of Category Group(s) that have expressed interest, about any areas of improvement identified during the evaluation process as well as the desired timetable for their implementation.

7. QUALIFICATION RENEWAL



The Qualification is in force:

- for **Smart Level** Category Groups **→ 60 months**
- for **Medium & Strong Level** Category Groups **→ 36 months**

Upon renewal, Vendor is required to submit updated documentation as anticipated by the requirements of the Qualification Process.

For the renewal of a Strong Level Category Group, the Technical Inspection (on-site inspection) is required to be repeated.

8. QUALIFICATION EXTENTION

A request to extend the Qualification for one or more new category(ies) may be submitted at any time by any interested party.

During the extension, the Supplier/ Economic Operator/ Contractor is not obliged to resubmit the questionnaire/s, unless the new category group corresponds to a stronger level of complexity.

However, it is required to submit all documents which may be envisaged as “special requirements” for the category group concerned.

For the rest, the provisions of the Qualification procedure will be applied.

9. PROVISION OF LEGAL PROTECTION

Any objections are submitted and adjudicated before the competent committees in accordance with the provisions of the document "*Operational Regulation of Company's Qualification System*".

The resolution of disputes arising from the conclusion and execution of contracts concluded on the basis of the Vendor List, no settled amicably, shall be resolved in accordance with the applicable Legislation by the competent civil courts of Athens, while recourse to the arbitration procedure is not excluded. In any case, the parties may, before resorting to ordinary justice or arbitration, attempt to resolve their disputes through mediation.

10. CONFIDENTIALITY OF THE VENDOR LIST

The Procurement Division maintains the Vendor Lists, which are accessible upon request to any interested party.

The sharing of the Vendor List consists of mentioning the name of each Supplier/ Economic Operator/ Contractor that has been qualified per Category Group, in order to protect the confidentiality of the other information transmitted by the Suppliers/ Economic Operators/ Contractors to the Company during their Qualification process.

For the rest, the information found in the *"Suppliers Information on Personal Data Processing"* document is applicable.