

## Submission of Password Protected Purchase Proposals

### I. SUBMISSION BY E-MAIL

Password Protected submission allows economic operators to submit Purchase Proposals electronically to the dedicated e-mail address indicated in the Sale of Assets documents in a secured way, ensuring the confidentiality and integrity of the Purchase Proposals.

**Make sure you submit your Purchase Proposal on time: you are advised to start completing your Purchase Proposal early. To avoid any complications regarding late receipt/ non receipt of Purchase Proposal within the deadline, please ensure that you submit your Purchase Proposal several hours before the deadline. A Purchase Proposal received after the deadline indicated in the Sale of Assets documents will be rejected.**

#### 1. How to submit your password protected Purchase Proposal

- Please prepare and fill in all your documents, in particular those referred to in the Potential Buyer's checklist.
- Open the document "**Purchase Proposal Form**". Click the File menu, select the Info tab, and then select the Protect Document button. Click Encrypt with Password. Enter your password then click OK.
- The password to your Purchase Proposal shall be sent **within the 24h after the submission deadline**, to the same dedicated e-mail address.
- Purchase Proposals received without password **will be rejected** as their integrity and confidentiality cannot be ensured.

**Make sure that all necessary documents are included in the e-mail. Failure to submit any documents may lead to the rejection of your Purchase Proposal.**

#### 2. Reasons for rejection of the Purchase Proposals at the opening stage

- Purchase Proposals may be rejected if:
  - they are received after the deadline;
  - the password submitted does not allow to open the encrypted Purchase Proposal;
  - they are not password protected;
  - the password is received before the submission deadline.

#### 3. Re-submission or alternative Purchase Proposal

After submitting a Purchase Proposal, but within the time limit for receipt of Purchase Proposal, you may still submit a new version of your Purchase Proposal.

You must formally notify the Contracting Authority by email that the previous Purchase Proposal is withdrawn.

The notification must be sent to the dedicated email address of the Procedure, indicated in the Sale of Assets documents.

**If you submit a new Purchase Proposal you must include all documents again, as only the latter submission will be considered.**

#### **4. Withdrawal of Purchase Proposal**

If, after submitting a Purchase Proposal, you wish to completely withdraw it, you must formally notify the Contracting Authority to the dedicated e-mail address of the Procedure (indicated in the Sale of Assets documents), that you wish to withdraw.

This withdrawal notification must be signed by the same natural person/authorised legal representative(s) who previously signed the Purchase Proposal in question.

#### **5. Deadline for receipt of Purchase Proposal**

The **Purchase Proposal** (including all documents) must be fully received before the deadline for receipt of **Purchase Proposals** indicated in the Invitation to Submit Purchase Proposals.

**Please note that you are responsible to ensure that your full Purchase Proposal reaches the destination in due time.**

The time it takes to protect the Purchase Proposal file with password and send the documents may vary considerably depending on the size of your file and the type of internet service you are using.

If the Contracting Authority detects technical faults in the functioning of its infrastructure dedicated to submitting and receiving Purchase Proposals, due to which it is impossible to electronically submit and receive Purchase Proposals, you will be informed of the extension of the time limit by the Contracting Authority.

#### **6. Contact the Contracting Authority**

For information with regards contacts during the procurement procedure please refer to the Invitation to Submit Purchase Proposals. When communicating, state the reference of the procedure.