

Runway to the Future

Application Guide
3rd Global Call for Startups

Last review – February the 6th



Program Highlights

Here you will find everything you need to apply for the acceleration program that will scale your business.

Requirements

*Startups no older than **10 years**
Revenue not exceeding **10 million***

Tender

*Not a typical form but **a tender to have the opportunity to unlock up to €2 million commercial rollout.***

Challenge

The tender is divided into lots corresponding to the challenges of the call for startups:

- Lot 1 – Smart Operations & Processes*
- Lot 2 – Infrastructure Management & Development*
- Lot 3 – Passenger Experience*
- Lot 4 – NetZero Target & Sustainability*
- Lot 5 – Commercial Opportunities*
- Lot 6 – Disruptive Solutions*

Evaluation Criteria

*Startups present a project proposal (**PDF file based on their pitch deck**) according to the quality criterion and on the basis of the evaluation elements indicated below:*

1. Organization

- 1.1 - Company Profile – Mission and Vision of the Company*
- 1.2 - References and Projects already developed*

2. Project Description

- 2.1 - Project description: explain the use case(s) you'd like to propose us*
- 2.2 – Technology behind the solution*
- 2.3 - Proposed team structure for project management*

3. Market

- 3.1 - Market and Scalability of the Solution*
- 3.2 - Competition*

4. Additional Elements

- 4.1 - Potential Impacts on ADR's Sustainability Values*
- 4.2 - Diversity, Gender Equality, and UN WEP (Women's Empowerment Principles)*



Are you ready to take off?

In this document, you will find all the relevant information to support you in the application of your solution and to bring your solution to Aeroporti di Roma.

Signing up in our platform will allow you to be qualified for a potential commercial roll out.

Let's start

1

Please go [on our Supplier platform.](#)

SUPPLIER GATE | **THE CAREPORT** | **Aeroporti di Roma**

IT EN

Supplier Login

Username

Password

Username and Password recovery

New registration
[Download the registration and use manual of the platform](#)

Policies and Documents

Regulation	Operational
<ul style="list-style-type: none">Procurement policyCode of EthicsDiversity, Equality and Inclusion PolicyAnti-Corruption Group PolicyH&S guidelinesPolitica Sistema IntegratoADR Sustainable Supply Chain Strategy	<ul style="list-style-type: none">User ManualSystem RequirementsLegal noticesPrivacyFAQs

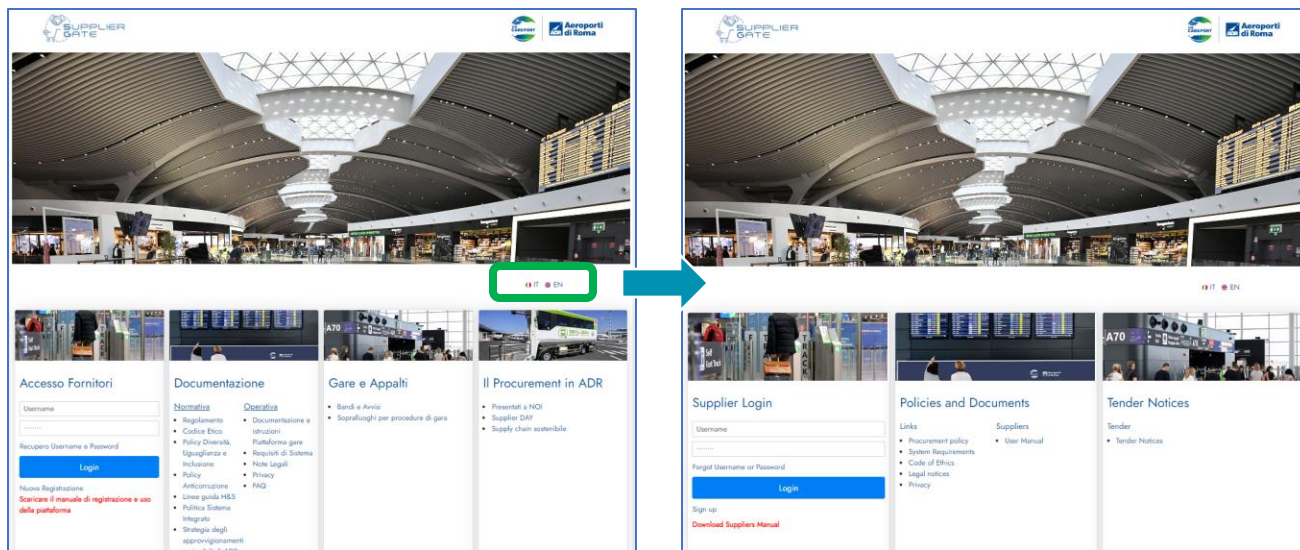
Tender Notices

- Public tenders
- Inspection for tenders

ADR Procurement

- Become a supplier
- Supplier DAY
- Sustainable supply chain

ADR Supplier website guide - Login



Welcome to [our Supplier platform](#)
[Switch the language](#) as you prefer.

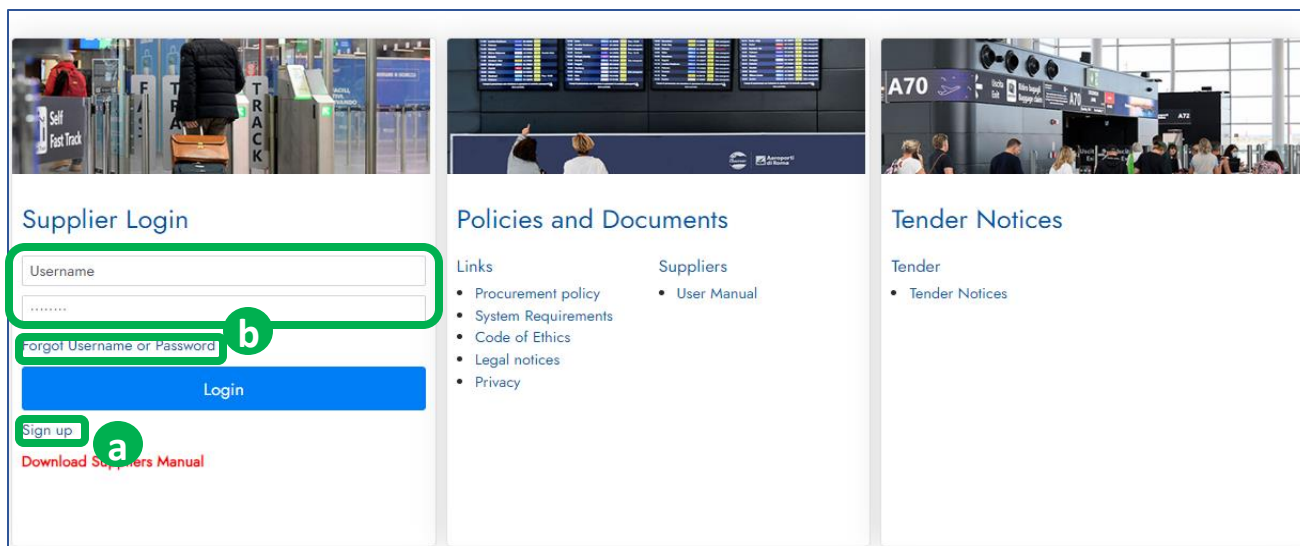
Click on the button related to your status

a

FIRST REGISTRATION

b

ALREADY REGISTERED*
Go directly to slide 11



**If you have forgotten your credentials,
click on "Forgot Password".
Then you are going to receive an email
in 5 minute.*



ADR Supplier website guide – Terms & Conditions

You land on the Terms & Conditions page. Agree the conditions and then click **“Next”**

Inside the page, you need to fill in the info of your startup. After completing all the mandatory fields marked with an (*), click on “Save” at the top right to proceed to the next page

You need to fill only the box that has ().
You are going to see the (*) based on the different country that you choose.*

User Agreement

Adobe PDF File Close

General Terms and Conditions

1. PROTECTION OF PERSONAL DATA
1.1 The Supplier declares to have full ownership and availability of the data, contents and information provided to Aeroporti di Roma.
1.2 The Supplier accepts that the data and information provided to Aeroporti di Roma will be included in a database set up by the latter and owned exclusively by the latter. The use of personal data provided or collected through the Portal shall take place exclusively in compliance with the applicable legislation on the protection and safeguarding of personal data, as set out in the General Data Protection Regulation (GDPR) EU 2016/679 and Legislative Decree No. 196 of 30 June 2003, as amended.
1.3 To this end Aeroporti di Roma and the supplier declare that the personal data provided will be processed with adequate guarantees of computer security and confidentiality, in compliance with the provisions of the regulations in force.
1.4 The owner of the data acquired through the portal and its management is Aeroporti di Roma. BRAVOSOLUTION ITALIA S.p.A. is responsible for the data processing pursuant to Article 28. GDPR.
2. 231 MODEL ANTI-CORRUPTION POLICY AND CODE OF ETHICS
2.1 The Supplier declares that he is informed that ADR has adopted and implements its own "Organisation, management and control model" in compliance with the provisions of Legislative Decree no. 231/2001 and subsequent amendments and additions. ("Decree") can be found on the website: www.adr.it under the Corporate Governance section.
2.2 The Supplier declares that it is informed that ADR has adopted the Atlantia Group's Code of Ethics and Anti-Corruption Policy; both documents are available on the website www.adr.it in the Corporate Governance area.
2.3 The Supplier acknowledges that all contractual counterparties of Aeroporti di Roma are required to comply with the Code of Ethics and the Anti-Corruption Policy of the Atlantia Group and sign specific contractual commitments and remedies.
2.4 The Supplier declares that he has read the information material published on the website www.adr.it in the Corporate Governance area on the subject of the commitment to prevent and combat corruption directed to third parties that have or intend to have relations with Aeroporti di Roma.

I HAVE READ THE GENERAL TERMS AND CONDITIONS

I have read and agree to the General Terms and Conditions

I agree **1**

I don't agree

Information on the processing of personal data

According to current privacy legislation (European Regulation 2016/679 'GDPR' and D. Legislative Decree no. 196/03 and subsequent amendments and additions), the following information is provided regarding the registration, access and use of the Aeroporti di Roma suppliers' register/portal.

1. DATA CONTROLLER
Aeroporti di Roma S.p.A. (ADR) with registered office at Via Pier Paolo Racchetti, 1 - 00054 Fiumicino (Rome).

2. DATA PROTECTION OFFICER
ADR has appointed a Data Protection Officer (DPO), who can be contacted at the following email address: dpo@adr.it for the exercise of data subjects' rights under Articles 15 to 21 of the GDPR.

3. PURPOSE AND LEGAL BASIS OF THE PROCESSING
As part of the administration of the supplier portal, ADR processes personal data on representatives/employees of suppliers who register and provide company identification and contact data (names, email and telephone numbers). Registration results in creating an account on the portal with access via username and password.
Suppliers may also qualify to participate in certain types of selection by filling in a detailed questionnaire requesting only corporate information about the legal entity and the indication of a contact person (personal and contact details). The data entered will be processed by ADR to ensure registration in the supplier register and the related services requested. Therefore, data are processed in the execution of pre-contractual measures (Art. 6(1)(b) GDPR).
The provision of personal data and processing of such data is essential for the provision of the Register/Purchasing Portal service. All data collected as part of the processing are necessary and strictly functional for the provision of the service itself. Therefore, failure to provide the data would make it impossible to provide the Register/Purchasing Portal service and carry out subsequent activities.
If personal data referring to other persons is included in the registration, ADR collects the data from these persons under Article 14 of GDPR. By taking note of this Information Notice, the person who registers through the appropriate "form" declares: (i) to undertake to duly inform the persons concerned about the communication of data to ADR for the request in question and to inform them about the content of this notice.

I have read and agree to the Information on the processing of personal data

I agree **2**

I don't agree

Next **3**



Registration Data

Close External Call SD Key **Save**

Index → Organisation Details

Main Organisation Data

Registration Data

Onboarding Pages

My Category Selection

Registration Confirmation

* Country
UNITED KINGDOM

* Organisation Name

* Organisation Legal Structure

* Company Registration Number

* VAT Number

Dun & Bradstreet code

* Address

Address (Administrative)

* Postal Code

* City

* State/Country

Web site

External Unique Code

User Details

* First Name

* Last Name

* Primary Email Address (Email is used as Username. Only one email address is allowed).

* Telephone

* Mobile (please enter "*" country code and "your mobile phone number" with no spaces)

* Preferred Language

* Time Zone
BST/GMT - Greenwich Mean Time (Europe/Lor)



ADR Supplier website guide – Page company profile

You don't need to attach anything, click on **"Confirm"** to continue your application.

Begin Vendor Registration

Index

- Main Organisation Data
 - Registration Data
- Onboarding Pages
 - PRESENTAZIONE
 - GENERAL INFORMATION
- My Category Selection
 - Select Categories: 0
- Registration Confirmation
 - Status Summary

PRESENTAZIONE

PRESENTAZIONE

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company Profile	Allegare file di presentazione (video, pdf, Power Point).	Supplier

You have to click on the drop-down menu and choose: i) **"Company"** in the first line and ii) answer **"No"** for the second line and then click on **"Confirm"**

Begin Vendor Registration

Index

- Main Organisation Data
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- Onboarding Pages
 - PRESENTAZIONE
 - GENERAL INFORMATION
- My Category Selection
 - Select Categories: 0
- Registration Confirmation
 - Status Summary

GENERAL INFORMATION

GENERAL INFORMATION

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company type	Indication of whether Company (Partnership, Corporation, Sole Proprietorship) or Freelancer or Associated Firm	Supplier
2	Subject to withholding tax/Provider	Please indicate if subject to withholding tax/lender	Supplier

Here you have to click on **C06 – Open Innovation** –, tick all the boxes (from C0601 to C0607) and click **Confirm**

Begin Vendor Registration

Index

- Main Organisation Data
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 - PRESENTAZIONE
 - GENERAL INFORMATION
- My Category Selection
 - Select Categories: 0
- Registration Confirmation
 - Status Summary

Search or Navigate the Tree

Selected Items: 7

- CD607 - Transformation of corporate processes X
- CD605 - Airport Automation X
- CD606 - Revenue Opportunities X
- CD604 - Total Passenger Information X
- CD603 - Seamless Travel&VAS X
- CD602 - Energy, Green Transition & Sustainability X
- CD601 - Reliable & Data Driven Airport Management X

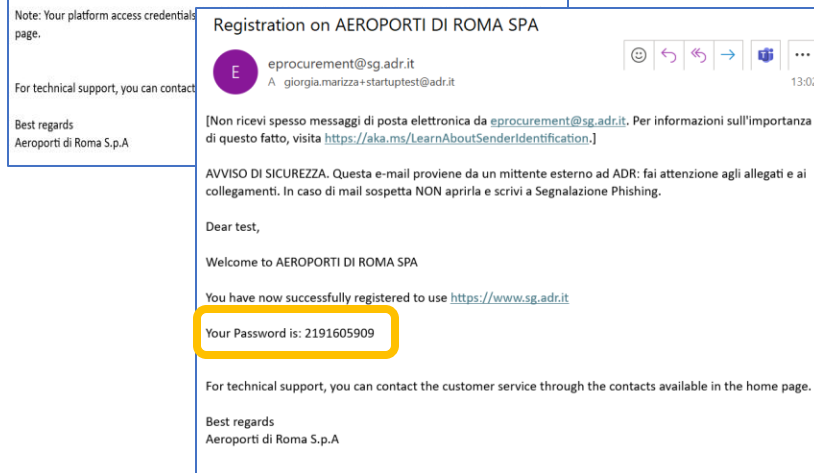
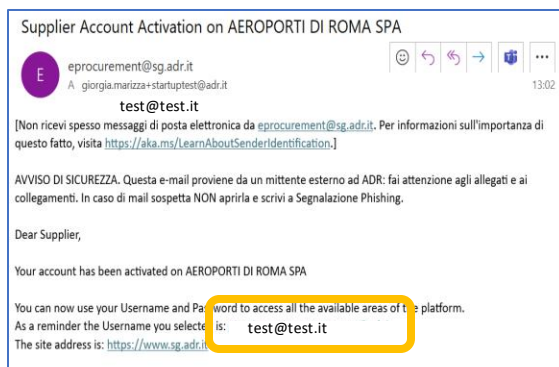
Categories

- CD1 - FURNITURE
- CD2 - MOTOR VEHICLES
- CD3 - OFFICE PRODUCTS
- CD4 - FUELS AND LUBRICANTS
- CD5 - CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT (PPE)
- CD6 - OPEN INNOVATION (INNOVATIVE START-UPS AND SMES)
 - CD601 - Reliable & Data Driven Airport Management
 - CD602 - Energy, Green Transition & Sustainability
 - CD603 - Seamless Travel&VAS
 - CD604 - Total Passenger Information
 - CD605 - Airport Automation
 - CD606 - Revenue Opportunities
 - CD607 - Transformation of corporate processes

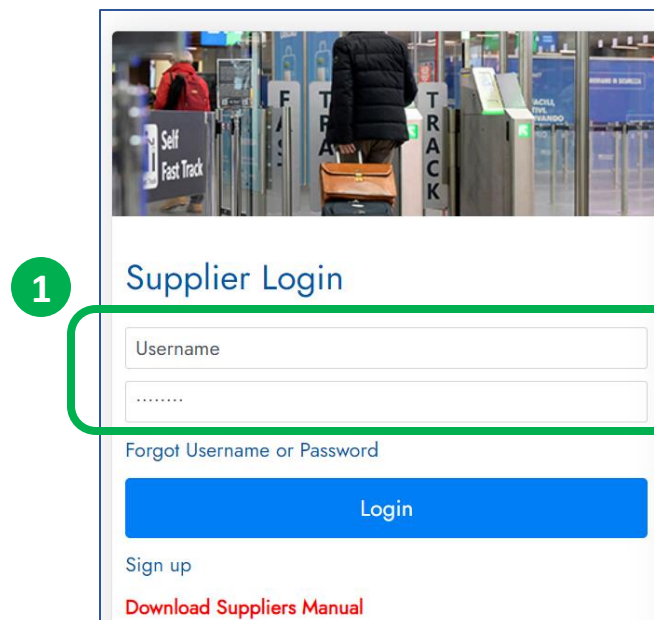


ADR Supplier website guide – First mail to activate your account

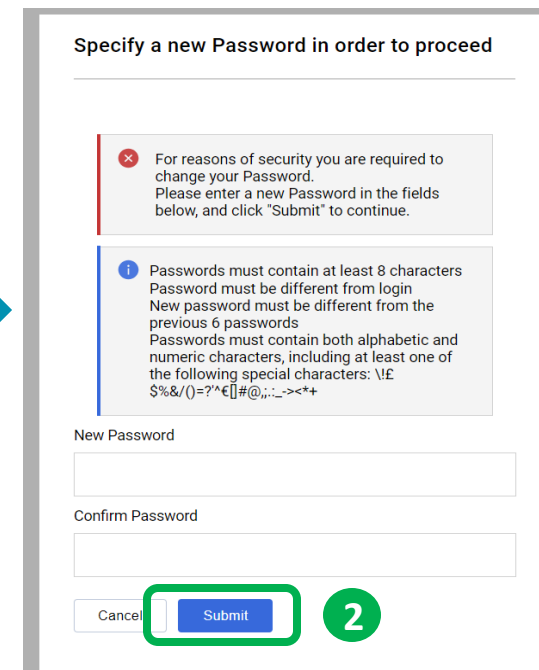
You are going to receive **two e-mails**, where you can find your **username and temporary password** for the first login.



In the Supplier Login box, fill it with your **username (which is your email)** and in the second box write your temporary password



Set the new password, and then click on **Submit**



In the “Quick Links” click on “**Published Opportunities**” to view our Calls for Startup.

The screenshot shows the 'Main Dashboard' with a sidebar on the left containing icons for home, messages, and user profile. The main content area is divided into three sections: 'NEW MESSAGES (LAST 30 DAYS)' with 'No Unread Messages', 'MY RFQS WITH PENDING RESPONSES' with 'No RFQs to display', and 'MY RFIS WITH PENDING RESPONSES' with 'No RFIs to display'. A 'QUICK LINKS' panel on the right lists 'STANDARD LINKS' including 'Published Opportunities', which is highlighted with a green box and a circled '1'.

Click on “**Runway to the future – 3rd Global Call for Startups**” to access the relevant details and apply your solution.

The screenshot shows a table of 'Published Opportunities'. The table has columns for 'OPER ORGANISATION', 'PROJECT TITLE', 'WORK CATEGORY', and 'LISTING DEADLINE'. The third row is highlighted with a green box and a circled '2'.

OPER ORGANISATION	PROJECT TITLE	WORK CATEGORY	LISTING DEADLINE ↑		
Aeroporti di Roma S.p.A.	Procedura aperta ad evidenza Pubblica Comunitaria per l'affidamento del servizio di copertura assicurativa "All Risks Property & Business Interruption" per gli aeroporti Leonardo da Vinci di Fiumicino e G.B. Pastine di Ciampino" CIG A043DE3AF1	Services	12/02/2024 11:00		
2	Eu-Open	Aeroporti di Roma S.p.A.	Servizi di raccolta, trasporto e smaltimento/recupero dei rifiuti e dei servizi di pulizia e supervisione delle aree di deposito rifiuti, di conferimento degli scarti alimentari all'impianto di compostaggio. Aeroporto di Fiumicino	Services	16/02/2024 11:00
3	Eu-Open	Aeroporti di Roma S.p.A.	Runway to the Future - 3rd Global Call for Startups	Services	22/03/2024 11:00

ADR Supplier website guide – Challenge / Lots selection

← Project: Procedura_510 - Runway to the Future - 3rd Global Call for Startups

Details

Published Opportunity

Project Details

Project Code: Procedura_510
Project Title: Runway to the Future - 3rd Global Call for Startups

Opportunity Details








Description: Call for Startups n.1/2024 avente ad oggetto lo sviluppo di Proof of Concept nell'ambito del Programma di Accelerazione presso l'Aeroporto Internazionale "Leonardo da Vinci" di Fiumicino.
Call for Startups No. 1/2024 concerning the development of a Proof of Concept within the Acceleration Program at Leonardo da Vinci International Airport in Fiumicino.

Notes

Work Category: Services
Procurement Route: Eu-Open


Listing Deadline: 22/03/2024 11:00

Published Lots

ROW NUMBER	ICON COLUMN	CODE	TITLE	TIME LIMIT TO EXPRESS INTEREST	ACTION COLUMN
1	RFQ	RdO_649	Lotto 1 - Smart Operations & Processes: Rethinking airport operations to build a smart and interconnected ecosystem	22/03/2024 11:00	 
2	RFQ	RdO_651	Lotto 2 - Infrastructure Management & Development: Identifying solutions that support the continuous improvement of our airport through the management and development of infrastructure	22/03/2024 11:00	
3	RFQ	RdO_652	Lotto 3 - Passenger Experience: Improving the passenger experience to ensure an increasingly pleasant and smooth journey for passengers	22/03/2024 11:00	
4	RFQ	RdO_653	Lotto 4 - NetZero Target and Sustainability: Contributing to the NetZero goal through technology, process management and social sustainability	22/03/2024 11:00	
5	RFQ	RdO_654	Lotto 5 - Commercial Opportunities: Identifying new business opportunities for passengers by exploiting new technologies and customising the offer	22/03/2024 11:00	
6	RFQ	RdO_655	Lotto 6 - Disruptive Solutions: Innovative, radical, and technologically advanced solutions capable of generating significant value for the airport and its stakeholders	22/03/2024 11:00	

Select the lot you want to apply for.
Each lot corresponds to our challenges.

We remind you that you can apply to more than one lot.

Click on the icon  related to the lot for which you want to apply your solution.

ADR Supplier website guide – Specific Call for Startups section

RFQ: RdO_649 - Lotto 1 - Smart Operations & Processes: Rethinkin... Running Decide Later Printable View **Express Interest To View The Tender Details And To Stay Updated**

Response Status
No Response Prepared

Overview

Code
RdO_649

Title
Lotto 1 - Smart Operations & Processes: Rethinking airport operations to build a smart and interconnected ecosystem

Description
Sviluppare soluzioni smart per la facilitazione dei processi passeggeri ed operatori attraverso l'impiego di:
- robotica a supporto degli operatori aeroportuali;
- sistemi autonomi per la gestione di attività tecniche aeroportuali;
- soluzioni di intelligenza artificiale per la gestione e ottimizzazione delle operations;
- soluzioni per la mobilità integrata;
- soluzioni per il settore aerospazio;
- soluzioni di business intelligence e management dei processi aziendali.

Supplier Access
RFQ Open to All Suppliers

1

Click the blue button “Express interest to view the tender details and stay updated”.
Click on **Confirm** in the Pop-up.

Information

Warning! You have Expressed Interest in the current RFQ Lot, but your Multi Lot Response will only be complete when the Qualification Only RFQ of this Multi Lot Project has been 'Submitted to the Buyer' along with all other Lots you are bidding for.

You will find details of the Multi Lot RFQs and the Qualification Only RFQ in the 'Multi Lot RFQs' area.

Cancel **Confirm**

2



ADR Supplier website guide – Specific Call for Startups section

1

The screenshot shows the ADR Supplier website interface. A green box labeled '1' highlights the home icon in the left sidebar. The main content area shows a 'Main Dashboard' with several sections: 'NEW MESSAGES (LAST 30 DAYS)' with 'No Unread Messages', 'MY RFQS WITH PENDING RESPONSES' (containing a table with two rows), and 'MY RFIS WITH PENDING RESPONSES' with 'No RFIs to display'. A green box labeled '2' highlights the first row in the 'MY RFQS WITH PENDING RESPONSES' table.

TITLE	BUYER ORGANISATION	TIME TO CLOSE	CLOSING DATE	R S
Lotto 5 - Commercial Opportunities: Identifying new business opportunities for passengers by exploiting new technologies and customising the offer	Aeroporti di Roma S.p.A.	1 Months	22/03/2024 12:00	N
Lotto 4 - NetZero Target and Sustainability: Contributing to the NetZero goal through technology,	Aeroporti di Roma S.p.A.	1 Months	22/03/2024 12:00	F T C T

Come back on the Homepage and you will find there the lots which you have expressed interest

a IT'S YOUR FIRST SESSION

b REJOINING AFTER SESSION INTERRUPTION
Go directly to slide 14



ADR Supplier website guide – Specific Call for Startups section

1

Click on "Multi Lot RFQs"

2

Click on "Runway to the future – 3rd Global Call for Startups"

3

Click on "Attachments (10)" to the see the documentation.



ADR Supplier website guide – Specific Lot section

Click on the **folder** corresponding to your language

FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE
1 Documentazione gara (ITA) (5)		23/01/2024 11:15:17
2 Documents related to the bid (ENG) (5)		23/01/2024 11:16:32

Click on **“Mass download”** to download all the documents to read and fill

FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE
1 01_Call 2024 - Attachment - Administrative Declaration (ENG).docx	Document to be filled out to attest your compliance with the standards required for suppliers of Aeroporti di Roma	
2 02_Call 2024 - Attachment - Project proposal (ENG).docx	The project proposal for the PoC of your solution.	
3 03_Call 2024 - Attachment - ADR Acceleration Contract (ENG).pdf	This document will be evaluated to select startups for the 3rd batch of the program.	
4 04_Call 2024 - Attachment - Risk Disclosure.pdf		23/01/2024 11:15:49
5 Call 2024 - Tender Regulations (ENG)_signed.pdf	The set of rules, regulations, and provisions established to guide and regulate the tender process.	

Click on the **Icon Home**

- My Project Objects (1) ▾
 - RFIs (0)
 - RFQs (1)
 - Auctions (0)

Click on **“My Project Objects”** and then to **“RFQ’s”**

ADR Supplier website guide – Specific Lot section

Click on the **Lot** you have selected and for which you have expressed interest.

Project: Procedura_510 - Runway to the Future - 3rd Global Call for Startups

RFQs (1)

CODE	TITLE	PROJECT CODE	CLOSING DATE	STATUS	RESPONSE STATUS
RdO_649	Lotto 1 - Smart Operations & Processes: Rethinking airport operations to build a smart and interconnected ecosystem	Procedura_510	22/03/2024 12:00	Running	No Response Prepared

Click on “**Intend To Respond**” and you are going to receive an email that confirm you this action

RFQ: RdO_649 - Lotto 1 - Smart Operations & Processes: Rethinking airport operations to b...

Intend To Respond

1. QUALIFICATION RESPONSE (QUESTIONS: 4)

1.1 DOCUMENTAZIONE AMMINISTRATIVA - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1 Iscrizione registro delle imprese/registri commerciali / Proof that the company is established by law	* Per le società italiane: caricare una prova di iscrizione nel Registro delle Imprese/Albo delle Imprese Artigiane (ad esempio, certificato CCIAA, visura, dichiarazione sostitutiva del certificato CCIAA) Foreign companies (not based in Italy): proof of registration in one of the professional or commercial registers required in their own country, through a sworn declaration or in accordance with the procedures in force in the state where they are established, including also: company name, registered office, VAT number.	(no file attached)
1.1.2 Dichiarazione Amministrativa / Administrative Declaration	* Allegare il documento "01_Call 2024 - Allegato - Dichiarazione amministrativa (ITA)" scaricabile (nella sezione allegati del portale) e compilarlo, con firma digitale dal legale rappresentante/Procuratore speciale con poteri dell'impresa. Attach the document "01_Call 2024 - Attachment- Administrative Declaration (ENG)" available for download (in the attachment section of the portal) and to be filled, submitted and	(no file attached)



Now click on the **Pen icon** to go to the document upload section

RFQ: RdO_649 - Lotto 1 - Smart Operations & Processes: Rethinking airport operations to build a smart and in...

Settings Buyer Attachments (0) My Response Associated Users

1 Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

ENVELOPE	INFO PARAMETERS
1. Qualification Response	Missing mandatory responses (4)
2. Technical Response	Missing mandatory responses (1)

1. QUALIFICATION RESPONSE (QUESTIONS: 4)

1.1 DOCUMENTAZIONE AMMINISTRATIVA - QUESTION SECTION

1

Now you can upload the different documents

RFQ: RdO_649 - Lotto 1 - Smart Operations & Processes: Rethinking airport operations to build a smart and interconnected ecosys...

Running Save And Continue Cancel Save And Return

Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 4)

1.1 DOCUMENTAZIONE AMMINISTRATIVA - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE	
1.1.1	Iscrizione registro delle imprese/registri commerciali / Proof that the company is established by law	* Per le società italiane: caricare una prova di iscrizione nel Registro delle Imprese/Albo delle Imprese Artigiane (ad esempio, certificato CCIAA, visura, dichiarazione sostitutiva del certificato CCIAA) Foreign companies (not based in Italy): proof of registration in one of the professional or commercial registers required in their own country, through a sworn declaration or in accordance with the procedures in force in the state where they are established, including also: company name, registered office, VAT number.	Drop File or Browse
1.1.2	Dichiarazione Amministrativa / Administrative Declaration	* Allegare il documento '01_Call 2024 - Allegato - Dichiarazione amministrativa (ITA)' scaricabile (nella sezione allegati del portale) e compilarlo, con firma digitale dal legale rappresentante/Procuratore speciale con poteri dell'impresa. Attach the document '01_Call 2024 - Attachment- Administrative Declaration (ENG)' available for download (in the attachment section of the portal) and to be filed, submitted and signed by the legal representative/person with powers to sign on behalf of the company.	Drop File or Browse
1.1.3	Poteri di firma / Signatory Powers	* Documento idoneo ad attestare i poteri di firma del Legale Rappresentante/Procuratore Speciale (a titolo esemplificativo: certificato CCIAA, procura speciale, verbale di assemblea...) del partecipante. An appropriate document confirming the signatory powers of the Legal Representative/Proxy (e.g.: CCIAA certificate, special power of attorney, minutes of shareholders' meetings, etc.) of the participant.	Drop File or Browse
1.1.4	Documento di identità / ID card - Identity Document	* Copia del documento/i di identità del/degli soggetto/i che ha/hanno firmato la documentazione amministrativa. Copy (copies) of the identity document(s) of the person(s) who signed the administrative declaration.	Drop File or Browse

2

When you have uploaded all the required administrative documents, you can click on **“Save and return”**
Please note that you can interrupt the document upload at any time and continue later by clicking on “Save and Continue”

QUESTION	DESCRIPTION	RESPONSE
1.1.1	Iscrizione registro delle imprese/registri commerciali / Proof that the company is established by law	Company by law.pdf 26 KB
1.1.2	Dichiarazione Amministrativa / Administrative Declaration	Administrative Declaration.pdf 26 KB
1.1.3	Poteri di firma / Signatory Powers	Signatory powers.pdf 26 KB
1.1.4	Documento d'identità / ID card - Identity Document	Identity Document.pdf 26 KB

1

Upload either the certificate of establishment of your company or any proof that confirms that your company was established

By filling and signing this document you are going to declare that your company is compliant with your local administrative, Health & Safety laws

Even a self declaration (signed by the CEO of the startup) which states that the person who is filling the application has the right to do so on behalf of the company

Upload a photo of your ID

3

Now, you need to do the same process for the Project Proposal

www.sg.adr.it dice

The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

Click "OK" to save or click "Cancel" to discard any unsaved changes.

IMPORTANT:
In order to make your response visible to the buyer you must submit it.

2

OK Annulla



When you finish to upload all the documents click on **“Submit Response”** and press **OK** on the pop up

The screenshot shows the ADR Supplier website interface. At the top, there is a navigation bar with the ADR logo and the text 'Aeroporti di Roma'. Below this, the main header displays the RFQ title: 'RFQ: RdO_649 - Lotto 1 - Smart Operations & Processes: Rethinking airport operations to build a smart and interconne...'. The status is 'Running'. A blue button labeled 'Submit Response' is highlighted with a green box and a red circle containing the number '1'. A large blue arrow points from this button down to a confirmation pop-up window. The pop-up window contains the text: 'IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".' The pop-up has two buttons: 'OK' (highlighted with a green box and a red circle containing the number '2') and 'Annulla'.

	ENVELOPE	INFO PARAMETERS
1.	Qualification Response	Missing mandatory responses (4)
2.	Technical Response	Missing mandatory responses (1)

After you submit your application, you are going to receive an **email** that confirm you this action

Successful Submission of Response to RFQ - Request for Quotation Code RdO_649 on AEROPORTI DI ROMA SPA

E eprocurement@sg.adr.it



When you finish the application to a lot, in the homepage you will no longer find the lot in the "MQ FQS" section. If you applied for multiple lots and have not yet completed the application process, you will find the lots still uncompleted.

a

Main Dashboard

NEW MESSAGES (LAST 30 DAYS)

No Unread Messages

MY RFQS WITH PENDING RESPONSES

No RFQs to display

MY RFIS WITH PENDING RESPONSES

No RFIs to display

b

Main Dashboard

NEW MESSAGES (LAST 30 DAYS)

No Unread Messages

MY RFIS WITH PENDING RESPONSES

No RFIs to display

MY RFQS WITH PENDING RESPONSES

TITLE	BUYER ORGANISATION	TIME TO CLOSE	CLOSURE DATE
Lotto 3 - Passenger Experience: Improving the passenger experience to ensure an increasingly pleasant and smooth journey for passengers	Aeroporti di Roma S.p.A.	1 Months	22/03/2023 11:00
Lotto 2 - Infrastructure Management & Development: Identifying solutions that support the	Aeroporti di Roma S.p.A.	1 Months	22/03/2023 11:00