

REGULATION CONCERNING THE MANAGEMENT OF THE REGISTER OF SUPPLIERS

Introduction

This regulation has the purpose to define the procedure referred to the management of the Register of Suppliers, as well as to guarantee the full transparency of BioGeM Scarl (“BioGeM”) in matter of the definition of the parties that can be invited to take part in the selection procedure for the purchase of goods, services and activities to satisfy the personal organization and working needs.

Art. 1 - Object

The Register of Suppliers is a list of economic operators considered by BioGeM as trusted and interesting. They are selected on the base of technical, economic and managerial evaluations as well as the evaluations concerning the quality of goods and services offered.

Art. 2 – Scope of application

This regulation is referred to procedures and deadline concerning the registration on BioGeM Register of Suppliers. It does not affect the right of BioGeM to ask for supplies to other companies not registered on the Register while carrying out the above mentioned selection procedure, in order to guarantee the values of full transparency, alternation and equal treatments.

Considering the above mentioned elements, the request for registration on the Register of Suppliers, the declarations and the documents as well as other additional elements given by the interested parties have the only purpose to show the intention of the interested party to be registered on the Register of Suppliers with no obligation involving BioGeM, to grant any selection of the above mentioned parties.

Art. 3 - Qualifications required

In order to be registered on the Register of Suppliers it is necessary to hold the following general requirements:

1. Registration on the Business Register of the “Chamber of Commerce” of the Country of residence related to the commodity categories for which the registration is required, with a notice of the business starting date;
2. Fulfillment of fiscal, social security and welfare obligations as provided for by the relative regulations in force;

The company also has to certify the following special order requisites:

- a) List of the main supplies, services and activities realized by the company during the last three years;
- b) Indication of the company’s annual average number of employees concerning the last three years;
- c) Company’s total turnover concerning the last three financial years;
- d) Possible quality certifications and statements held by the company.

The registered companies can be invited at any moment to testify their compliance with the requisites mentioned in this article.

BioGeM reserves the right to verify the declarations given.

Art. 4 - Application for registration by the interested party

The request for registration on the Register of Suppliers must be sent to: BioGeM Scarl – Via Camporeale – Area PIP – 83031 Ariano Irpino. The documents mentioned in the following art. 6 are to be enclosed. Please, copy on the envelope the following words: **Iscrizione Albo Fornitori** (Registration on the Register of Suppliers).

The above-mentioned documents can also be sent by fax, at the following number: +39 0825 881812.

It is possible to collect the paper documents needed for registration at BioGeM's head office or to download them from the website www.biogem.it :

1. Sample of the registration application form (Enclosure 1);
2. Sample of the declaration of technical and financial capacities (Enclosure 2);
3. Regulation for the management of the Register of Suppliers;

Art. 5 – Request for registration on the effort of BIOGEM

BioGeM Purchasing Department can invite a supplier to apply for the registration on the Register of Suppliers, after the evaluation of a specific interest.

Art. 6 - Application form and enclosures

The parties interested in the registration on the Register of Suppliers must submit the following documents:

1. Application form for the registration on BioGeM Register of Suppliers written on headed paper as reported on the sample (Enclosure 1);
2. Technical-professional capacity and economical-financial capacity declaration as reported on the sample (Enclosure 2);
3. List of the commodity categories for which the registration is required;
4. Certificate of registration on the Business Register of the “Chamber of Commerce” of the Country of residence or self-certification according to art. 46 of DPR “Decree of the President of the Italian Republic” 445/200 with enclosed ID of the subscriber.

It is possible for the supplier to present any further document useful to introduce the company.

BioGem Purchasing Department has the power to require the submission of a currently valid DURC certificate “Single Declaration of Regularity of Contributions”.

Art. 7 - Registration on the Register and validity

During the examination process, in case of incomplete application forms the Purchase Department shall invite the company to complete the above within a maximum of 20 days.

If the missing forms, documents or declarations required in order to complete the application forms are not submitted within the given time, the company will be considered as not registered.

The same way, the parties that do not satisfy the criteria required in art. 3 of this regulation will not be registered.

The registration on the Register of Suppliers does not expire, except in the circumstance of possible exclusion due to the cases provided for by art. 8.

The owners or the legal representatives of the companies registered on the Register, have the duty to promptly communicate any change or updating concerning the self-certified data, the declarations or the certificates submitted.

The Register is constantly updated on the base of the requests and the declarations received from the companies.

Art. 8 - Cancellation from the list of suppliers

The registration on the Register of Suppliers will lapse if even one of the following conditions occurs at the expenses of the submitted party:

- a) Severe lack of attention or disloyalty in the fulfillment of the services BioGeM required in the past, or severe mistake in the practice of professional activity confirmed through any kind of evidence by BioGeM;
- b) Lack of submission of offers, when invited to do it, repeated 3 times in a year time (in this case, the cancellation occurs with reference to the commodity category for which the invitation has been done);
- c) Closure of business;
- d) Request for cancellation submitted by the interested party;
- e) Lack of updating of documents/information required during the phase of submission of the registration on the Register.

The interested economic operator must be informed of the cancellation due to expiry of the applicable time limits.

Art. 9 - Management of the Register of Suppliers.

The management of the Register of Suppliers lies within the competence of BioGeM Purchase Department.

The request for information shall be sent to:

BIOGEM Scarl - Via Camporeale Area PIP – 83031 Ariano Irpino or handed to the PURCHASE DEPARTMENT at the above-mentioned address.

Art.10 - Privacy policy

Any treatments of the data transmitted by the interested parties will be carried out in observance to provisions of the Italian Legislative Decree No.196/03 according to art. 13 concerning personal data protection.