

File No. MAD-Area1/21

**TENDER SPECIFICATIONS GOVERNING THE QUALIFICATION OF BIDDERS IN
THE BID FOR THE CREATION OF A JOINT VENTURE WITH AENA, FOR
CARRYING OUT LOGISTICS ACTIVITIES IN LAND WITHIN THE SERVICE AREA
OF THE MADRID-BARAJAS ADOLFO SUÁREZ AIRPORT (AREA 1)**

October 2021

NOTICE REGARDING THE TRANSLATED DOCUMENT (ENGLISH VERSION)

This document is provided for information purposes only, and aims to facilitate the understanding for non- spanish-speaking persons. The contents of this document have no contractual value.

In the event of divergence between the contents of the english version and the spanish original, the spanish version shall prevail.

1. INTRODUCTION

Today, the evolution of the airport concept is an undeniable reality and extends beyond its traditional scope. It requires increased additional activities in airport services areas, in order to develop modern, attractive, and profitable airports - without increasing aeronautical fees - that can compete with leading international players that have already undertaken this transition.

AENA (hereinafter "**Aena**") has extensive land available at the Adolfo Suárez - Madrid Barajas Airport (hereinafter "**Madrid Airport**") with high development potential for the implementation of activities complementary to those strictly airport-related. Activities that can contribute to increasing air traffic, to providing a comprehensive, cutting-edge and quality service to the various airport users, and specifically to consolidating its position as benchmark for airports at the European and global level.

Therefore, to achieve the objective of maximising the value of the land used for such activities, which complement those strictly relating to airports, Aena has deemed it necessary to join a specialised partner. With this objective, the land has been divided into separate Areas, considering, among other factors, their location and the planned uses for them, following completion of urban paperwork, which may be required in each case.

In order to accomplish this goal, Aena, as the owner of the land in the Madrid Airport service area, has foreseen that over certain areas in which the land has been grouped, surface rights must be granted to new companies that will be incorporated together with partners selected after the corresponding tendering process. Said joint ventures will be the holders of the surface rights that, once the conditions to which, where appropriate, their incorporation will be subject, have been met, they will enable the construction, management and operation of each area of the land. The land must, in any case, be used for the activities specified in each tendering process, which are necessarily associated with airport activities.

Multiple studies have revealed that there is a lack of land suitable for logistics activities (especially those related to *e-commerce*) in the airport service area, and that this arrangement provides an appropriate basis for increasing the growth (or at least maintenance) of air traffic present at a large airport such as Madrid Airport.

This is the context within which the proposed tendering process ("**Tender**") is to be viewed, in particular with respect to the selection by Aena of an investor and specialist, capable of providing the required expertise and solvency, in order to establish a joint venture responsible for optimising, via the methods indicated, the value of the land identified by the generic name of Area 1 of the Madrid Airport (that includes both logistics land and green land), as detailed in the documentation attached to these Tender Specifications.

There will be two stages to the Tendering process, and these Tendering Criteria ("**Tender Specifications**") will serve as the terms and conditions of the first of these stages, with the objective of qualifying the potential bidders interested in developing the Project, according to criteria such as capacity, suitability and financial solvency.

2. SUBJECT MATTER

1. These Tender Specifications regulate the first stage of the Tender, the selection of a specialised partner ("**Awardee**" or "**Investor**") with whom Aena will establish a company in the form of a Public Limited Company ("**Joint Venture**" or "**Superficiary**") for the optimisation of the value of the land at Madrid Airport, designated as Area 1, which contains land suitable for logistics activities and land to be allocated for a green area. The technical and urban characteristics of the land in Area 1, the subject matter of this tender, are indicated in the documentation attached to these Tender Specifications, which can be found in Appendix 1.
2. Following the selection of the Awardee, the joint venture to be established between them and Aena will hold a surface right ("the **Surface Right**") that Aena will establish for a period of 75 years on the lands of Area 1, subject to certain conditions.
3. Aena's initial stake in the Joint Venture will be, in any case, 35%.
4. Contributions to the Joint Venture and the constitution of the Surface Right will be outlined in the following stages:
 - (i) First stage. This will take place immediately after the conclusion of the Tender with the selection of the Awardee. At this stage, after the Awardee has provided the necessary documentation for Aena to process the planning, the agreement and relationships between the partners will be established and the Joint Venture will be incorporated with a minimum initial share capital of sixty thousand euros (60,000 euros). In accordance with their respective stake percentages, Aena and the Awardee will contribute the said capital through direct cash contributions.

Aena and the Awardee will sign an agreement (the "**Private Surface Agreement**") immediately following the incorporation of the Joint Venture to establish a Surface Right on Area 1, formalised in a public notarised document once all conditions have been met.

In the Private Surface Agreement, Aena and the Joint Venture will agree that the Canon of the Surface Right (that is, the consideration for the creation of the Surface Right) creates, at the moment the deed constituting the Surface Right is granted, a Credit Right ("**Credit Right**") in favour of Aena for an amount equal to the valuation of the aforementioned Surface Right included in the tender.

This Credit Right is to be paid in full by the Joint Venture through the delivery of shares of the Company itself, in return for its capitalisation in the capital increase discussed in section (iii) below.

(ii) Second Stage. Corresponds to the fulfilment of the following conditions ("**Conditions Precedent**") to which the creation of the Surface Right will be subject:

- (a) An Expert Report corroborating the reasonableness of the valuation of the Surface Right included in the winning bid, as commissioned by the commercial registrar pursuant to article 72 of the Capital Companies Act.
- (b) Approval of urban planning instruments necessary for the management of the land subject of the Tender, under the project proposal developed by the Awardee on the basis of the White Paper, developed by AENA. Therefore, and in accordance with the documentation submitted by the Awardee in support of its proposal, Aena will be responsible for processing the urban planning instruments for the development of the land necessary for the implementation of the Awardee's project according to the provisions of the current urban planning law. Aena will only assume the costs of preparing the necessary planning instruments in accordance with PESGAM-B (i.e. Detailed Study, Planning Project). During the urban paperwork procedures, the Awardee is required to provide technical support until the approval of those instruments.
- (c) Execution of Enabling infrastructures by Aena. According to the terms set out in the governing Tender Specifications for the award stage, Aena will assume the costs of executing the Enabling Infrastructures specified in Appendix 1 of these Tender Specifications.

(iii) Third Stage. As soon as all the above conditions have been met in compliance with the Tender Specifications of the award stage, as well as the other documentation attached thereto, the Surface Right will be created by means of a public deed and its corresponding registration. Said Surface Right will be configured on the basis of the definitive urban parameters applicable to the lands after the completion of the pertinent urban paperwork procedures according to the Awardee's proposal.

Upon creation of the Surface Right, a capital increase will be conducted in the Joint Venture in which the Awardee and Aena will contribute the following amounts in exchange for shares of the Joint Venture:

- (i) According to the investment agreement that will be signed between the parties ("**Investment Agreement**"), the Awardee will subscribe 100% of the capital of all funds committed in its bid for the execution of the investment required to construct the buildings, contributing at least 25% of the total capital at this point.

- (ii) Aena must transfer the Credit Right to the Joint Venture, derived from the Surface Right Fee to which it is entitled after the Surface Right is created and which will be automatically extinguished.

Aena's contribution to the Joint Venture will therefore be limited to said Credit Right. Consequently, during the development period financed by the Investor, the Awardee assumes the risk and venture of the execution of the works, for which they will assume the commitment to make all the contributions that are necessary to defray all expenses and construction costs and start-up of the type of building or construction in question, until it is suitable for being leased according to its use (without prejudice to the existence of a disbursement schedule that allows them to be contributed over time). On the other hand, if the actual costs of construction and commissioning are lower than estimated in the bid, the Awardee shall be obliged, in any case, to contribute the amounts committed in the bid.

The total contribution pledged by the Awardee will be the sum of the capital required by the Joint Venture for the development of the project ("**Capital Contribution Commitment**") and, where appropriate, the additional monetary contributions to balance the shareholding distribution of the Joint Venture. In the event that the valuation of the Surface Right carried out by the Investor (percentage of Aena's stake in the Company) and the development costs (percentage of Investor's stake) results in a higher percentage of stake for Aena than that foreseen in the Tender Specifications (35%), the Investor will make an additional contribution to the Joint Venture to balance its shareholding distribution in accordance with the commitment in their bid.

Taking into account the stake percentages of Aena and the Investor in the Joint Venture established in these Tender Specifications, the Awardee must satisfy the additional economic contribution committed in their bid ("**Additional Contribution**") in order to ensure that the Capital Increase carried out, in the terms indicated above, maintains the stake of the parties in the Joint Venture in the same proportion established in this Tender Specifications.

3. AWARD BODY

1. The Aena Board of Directors is the body in charge of awarding this Tender.
2. However, Aena reserves the right to surrogate, without notice, to any other company in the Group - existing or newly created - the rights and obligations arising from this Tender and the subsequent award. The Awardee is required to accept the decision, in this sense, communicated by Aena, and to formalise all the documents required for this subrogation to be effective. Participation in the Tender implies the express acceptance of Aena's reservation of the aforementioned right.

4. TERM OF SURFACE RIGHT

In accordance with the provisions of clause 2 above, the term of the Surface Right to be created will be 75 years from the date of granting the Surface Right deed, subject to compliance with the Conditions Precedents, for a maximum of twenty-one (21) months from the date of signing the Investment Agreement, that can be extended for up to six (6) months, at the request of Aena and with the consent of the Investor.

5. STAGES OF THE SELECTION PROCEDURE

This procedure will be carried out in two stages:

1. Qualifying Stage ("**Qualifying Stage**"): Aena will select bidders ("**Bidder**" or "**Bidders**") who, having submitted an application to participate in response to the Tender call and after accrediting to meet the requirements for capability, suitability and solvency in these Tender Specifications, can participate in the award stage ("**Candidate**" or "**Candidate**").
2. Award Stage (the "**Award Stage**"): Aena will determine, from among the Candidates, which one has submitted the best bid and, consequently, with which Candidate the Joint Venture will be formed, by means of the Surface Right to be granted in its favour by Aena, over the land of Area 1 (for logistics activities and green area) located in the service area of Madrid Airport (Area 1).

6. QUALIFYING STAGE

6.1 General Provisions

1. The tender notice will be published in:
 - the Official Journal of the European Union.
 - the State Contracting Platform (general link): <https://contrataciondelestado.es/>
 - the Aena Contracting Portal available at <https://empresas.aena.es/empresas-contratacion/>
 - the specific Airport Cities Portal: <http://www.airportcitiesaena.es/>
2. The Qualifying Stage will begin with the publication of the tender notice by Aena in the Official Journal of the European Union (the "**Qualifying Stage Start Date**").
3. Bidders are required to submit their application to participate by 11:59 p.m. CET on the deadline for submission of applications ("**Application Submission Deadline**"), by exclusively electronic means, through the electronic platform enabled for this purpose. Bidders will access the platform through the following link: <https://share.aena.es/index.php/s/NVD9sGWMsXt0SoF>

The deadline for receiving applications to participate ("**Application Submission Deadline**") will be 30 calendar days following "Qualifying Stage Start Date".

4. Within this period, Bidders must submit their application to participate, following the form attached as Appendix 2, which will be accompanied by the documentation required, in accordance with the provisions of section 6.5 of these Tender Specifications.
5. The required documentation will be examined and evaluated by the Selection Committee referred to in Clause 6.7, according to the established selection criteria.
6. Aena will determine the Bidders who will be invited to participate in the Award Stage, based on their qualifications and at the recommendation of the Selection Committee.

6.2 Documentation Available to Bidders

Aena will make this Tender Specifications available to Bidders, as well as the documentation listed in Appendix 1 of this Tender Specifications at:

- the State Contracting Platform (general link): <https://contrataciondelestado.es/>
- the Aena Contracting Portal available at <https://empresas.aena.es/empresas-contratacion/>
- the specific Airport Cities Portal: <http://www.airportcitiesaena.es/>

Likewise, it will publish on said portals the questions and queries raised by the Bidders, as well as the clarifications and answers to them and any other information or documentation that, in accordance with these Tender Specifications or by decision of the Selection Committee, must be made public.

6.3 Queries to the Tender Specifications

1. Bidders may submit queries on the governing Tender Specifications of the Qualifying Stage up to 10 calendar days from the Qualifying Stage Start Date.
2. Queries will be addressed in writing to the Selection Committee, through the email address Area1MAD@aena.es, stating in your email, a contact person, post address, and email.
3. Responses will be published in the manner indicated in Clause 6.2. Responses will be published up to ten (10) calendar days before the Application Submission Deadline.

6.4 Criteria for Participation in the Qualifying Stage

1. Individuals or legal entities, Spanish or foreign, who have full capacity to act, are not involved in any or some of the prohibitions to contract expressed in article 71 of Law 9/2017, of 8 November, on Public Sector Contracts ("LCSP") may participate in this stage of the Tender. Additionally, they must meet the conditions of suitability and economic, financial, and technical or professional solvency outlined in these Tender Specifications.

Individuals or legal entities may submit their proposals individually or jointly with others, without the need, however, of any legal form of association between them until the award takes place, without prejudice to the provisions of section 6.6 (v) following.

2. Legal entities may only be selected as contractors when the purposes, subject matter or scope of activity that, according to their Articles of Association or founding rules, enable them to carry out the activities inherent to the subject matter of the Tender.
3. They are required to be able to contract non-Spanish companies from the Member States of the European Union or from the States that are signatory to the Agreement on the European Economic Area and which, under the legislation of the State in which they are established, are authorised to perform the activity in question. When the law of the State in which these companies are established requires a special authorisation or membership in a particular organisation to perform the activity in question, they must demonstrate compliance with this requirement.
4. Non-EU companies must comply with the requirements set forth in article 68 of the LCSP, proving that their State of origin permits the participation of Spanish companies in contracting with public entities that are comparable to those listed in article 3 of the LCSP in a substantially similar manner. The report will be prepared by the appropriate Economic and Commercial Office of Spain abroad and will be included with the documentation.
5. The documents listed in section 6.5 below will be submitted in order to prove the legal personality, the capacity to act, the suitability, and the solvency of the company.
6. Likewise, it must be taken into account that the circumstances related to the capacity and the absence of contracting prohibitions must exist by the Tender Submission Deadline and prevail at the time of completion of the Private Surface Agreement. Accordingly, the foregoing is understood without prejudice to the adherence and commitment to the Anticorruption and Antifraud Clause included in Appendix 3 to these Tender Specifications, a breach of which can result in termination of the agreement.

7. Bidders are not permitted to submit more than one application. In addition, tendering companies cannot sign up for joint participation proposals with other companies if they have done so separately. Furthermore, they cannot participate in more than one group. Violation of these rules will result in the inadmissibility of all their application to participate submitted or presented.
8. The submission of different applications to participate by related companies can result in the effects determined in relation to the application of the system of bids with abnormal or disproportionate values as envisaged in the Tender Specifications of the Award Stage. Related companies are those within the meaning of Article 42 of the Commercial Code.

6.5 Formal requirements for submitting applications to participate

1. Applicants should complete the participation form attached as Appendix 2 of these Tender Specifications, with all mandatory documentation as specified in clauses 6.6.1 to 6.6.11 of these Tender Specifications. Bids shall be submitted electronically via Aena's electronic platform for submitting PPO bids until the deadline indicated in clause 6.1.3 for submitting applications. Bidders can access the PPO platform to submit applications to participate by visiting the following link: <https://share.aena.es/index.php/s/NVD9sGWMsXt0SoF>

Please note that the electronic platform is compatible with the following browsers:

- Internet Explorer 11+
- Chrome 18+
- Firefox 14+
- Safari 5+

For files to be included in the PPO electronic platform, the following considerations must be taken into account:

- All documents must be submitted in pdf format, a widely accepted standard format for creating and viewing documents.
- To prepare the SP file for the **application to participate**, all the files that constitute the **application to participate** of the Bidder must be compressed and combined. We strongly recommend the use of WinRAR (version 5.5 or higher).

When using other types of compression applications other than WinRAR (such as .ZIP and .7Z), Aena is not responsible for any technical problems that may arise when opening a file.

2. Documentation will be submitted in Spanish. In the case of foreign companies, the documentation must be translated into Spanish.
3. It is the Bidder's responsibility to ensure that all documents submitted are originals or considered authentic in accordance with current laws. It is necessary for electronic documents to be original documents electronically signed by the legal representative or attorney-in-fact of the entity issuing the document, using a qualified electronic signature certificate, or be considered as authentic according to current laws.
4. Applications to participate must be duly signed by the legal representative or attorney-in-fact of each Bidder, by means of a qualified electronic signature certificate issued by qualified trusted electronic service providers, established by the Ministry of Economic Affairs and Digital Transformation.
5. Upon entering the electronic platform for the presentation of PPO bids, Bidders will upload the files which comprise their application to participate ("*SP*" file).
6. Applications to participate submitted after the established deadline will not be accepted under any circumstances.
7. Once submitted to the electronic platform, electronic documents that are part of the Bidder's application to participate will be considered definitive documents. From that moment forward, the document will be considered delivered and the bidder will not be able to alter or remove it from the platform.

When bidders submit files on the PPO electronic platform, they will be able to view the files they sent and submitted in the "uploaded files" section. In order to avoid possible issues with their bids, it is extremely important that bidders refrain from uploading duplicate files, either in the same session or in different sessions. Within the deadline for submitting bids, if there is any doubt or need for rectification regarding the files submitted to the PPO electronic platform, bidders must contact the support centre, through the following email address: aena.soporte.PPO@aena.es

8. For each type of document that makes up a Bidder's application to participate, a single file will be admitted. The submission of more than one application to participate by the same company will not be accepted, whether the company is bidding individually or as part of a joint venture.
9. In general, it is recommended that all electronic documents integral to the application to participate be sent and submitted in the same session of connection to the PPO platform. In any case, the entire process of sending all files to the

platform should not take longer than 24 hours from the point at which the first file is uploaded.

10. It is the responsibility of each Bidder to ensure that they have adequate technical means in order to avoid situations that make it difficult or impossible to connect to the electronic platform. In no event will Aena be responsible for technical difficulties resulting from incorrect configuration of the Bidder's equipment, or problems with Internet connections, security configurations, or other technical difficulties that cannot be attributed to Aena's electronic bid submission platform.

Therefore, bidders are advised to send and submit electronic documents via the electronic platform sufficiently in advance of the due date for submitting bids. In this way, problems that may arise at the last minute will not affect the submission process. The bidders should always use adequate bandwidth or ensure that the upload of the files is performed correctly.

11. In the event that technical or functional difficulties arise during the electronic submission of the documents, Bidders may contact the support centre via the following email address: aena.soporte.PPO@aena.es with a copy to Area1MAD@aena.es sufficiently in advance and, in any case, before 24 hours prior to the deadline for submitting applications to participate. Aena cannot guarantee to be able to answer technical or functional questions related to the use of the platform if this period is not observed.

If the PPO electronic platform is not operational on the last day for submitting bids for reasons attributable to Aena, bids may be submitted in hard copy and in their corresponding envelopes. In this case, the deadline for submitting bids is extended until 1:30 p.m. the following day.

6.6 Identification and content of the SP File (“Applications to Participate”)

Bidders are required to submit their application to participate in accordance with the form attached as Appendix 2 to these Tender Specifications, which must be accompanied by the pertinent documentation, indicated in this section.

The SP file corresponding to the application for participation must be named as follows: *SP_MAD-Area1/21_name of the bidding company*.

This SP file for requesting participation must include Appendix 2 and the rest of the documentation required in sections 6.6.1 to 6.6.11 below.

If two or more companies submit a joint application to participate, they must each submit the documents described in sections 6.6.1 to 6.6.11 below.

6.6.1 Documents establishing legal capacity and legal personality:

- (i) In the case of legal entities, it may be necessary for the company to submit an authorised copy or notarial certificate of the deed or other document of incorporation or amendment, as appropriate, registered in the Commercial Register, when this requirement is enforceable under the applicable commercial legislation. For the case of individuals, articles of association or a founding deed that sets forth the rules which govern their activity, legally registered, according to the type of legal person, in the appropriate Public Register. The corporate purpose of the Bidders should include the development of the activities that are the subject of the Tender.
- (ii) Individual entrepreneurs must submit the National Identity Document or, where appropriate, the equivalent document.
- (iii) The legal capacity of foreign companies nationals of a member state of the European Union, or of a country that is a signatory to the Agreement on the European Economic Area, will be proved by registration in the appropriate professional or commercial register, as required by the laws of the State in which it is situated, or by a sworn statement or a certificate in accordance with article 9 of the Law of Public Administration Contracts.
- (iv) The legal capacity of the remaining foreign, non-EU companies, will be accredited by means of a report from the Permanent Diplomatic Mission or Consular Office in whose territorial scope the domicile of the company is located. It must state, upon accreditation by the company, that they are registered in the local professional, commercial or similar register or, failing that, it must state that they regularly act in local traffic in the scope of activities included in the subject matter of the Tender.

In such cases, in addition, a report from the Permanent Diplomatic Mission of Spain or the General Secretariat of Foreign Trade of the Ministry of Economy and Finance by condition of the State signatory of the Agreement on Government Procurement by the World Trade Organization must be attached. Alternatively, the reciprocity report in terms of article 68 of the LCSP.

- (v) In the event that two or more natural or legal entities submit a joint tender bid, without prejudice to the previous documentation necessary for each to prove their personality and capacity to act, they must also provide a commitment that expressly reflects their willingness to jointly attend the Bid and appoint a representative until formalisation. The companies will also include their commitment to establishing a vehicle company in the event that their bid is awarded. If necessary, the said company will create the Joint Venture with Aena, as its specialised partner, and assume the rights and obligations inherent to the said condition as well as the Surface Rights to be granted to the Joint Venture.

6.6.2 Documentation Certifying Legal Representation

- (i) Any individual or entity appearing or signing an application or any of the documents required in these Tender Specifications on behalf of another shall submit a notarised or administratively certified copy of the supporting documentation of legal representation, duly registered in the commercial register or equivalent register.
- (ii) Any individual with sufficient powers for representation purposes must also submit a notarised or administrative certified copy of their National Identity Document.

6.6.3 Statement of submission to arbitration

For all companies, national and foreign, an express statement will be submitted expressing their willingness to submit to arbitration proceedings all incidents, directly or indirectly, which occur as a result of the agreement, waiving, where appropriate, the jurisdiction that may correspond to the Bidder.

6.6.4 Declaration of not being subject to any prohibition to enter into contracts

An Affidavit of Liability must be submitted to a notary public or a qualified professional body, or to a judicial authority in those cases legally allowed, on the following points:

- (i) Be exempt from a contracting ban in compliance with article 71 of the LCSP.
- (ii) Be in compliance with all tax obligations, as well as with the Social Security requirements imposed under current law, without prejudice to the fact that supporting documentation will subsequently be required.
- (iii) In addition, it must include a favourable report issued by Aena's Finance department, in which the bidder proves that it has paid all of the obligations it may have with the Aena group.

Said report will be requested using the following link: <https://empresas.aena.es/empresas-home/>, "Financial Department Area, file download" and must be sent to the email address corrientesdepagocomerciales@aena.es from the same application form.

- (iv) For the purpose of issuing the report outlined above, any companies of which, due to the people governing it or other circumstances, it may be assumed are a continuation or derivation, due to transformation, merging or succession, of other companies in which the former have occurred must be taken into consideration.
- (v) It shall not be involved with any of the cases referred to in Law 3/2015, of 30 March, on the exercise of senior positions in the General State Administration or

in Law 53/1984, of 26 December, on Potential Incompatibilities of Public Servants.

6.6.5 Suitability requirements: Affidavit of Liability of adherence to the Anti-Corruption and Anti-Fraud Clause.

Bidders must include an Affidavit of Liability in which they express their adherence and commitment to the Anti-Corruption and Anti-Fraud Clause in Appendix 3. Said Affidavit of Liability will be included in the Application to Participate, in the terms set out in Appendix 2.

6.6.6 Declaration on confidentiality of documents.

Bidders must submit a statement stating which documents or parts of documents are confidential if they believe any of the documents included in their request are classified as confidential.

Aena may not disclose information considered confidential by the Bidder, without prejudice to existing legislation regarding access to public information.

In addition, each Bidder must provide a signed Affidavit of Liability in which they undertake to respect the confidentiality of all documentation and information provided to them to prepare their application to participate, as well as that documentation and information to which they are granted access for the execution of the agreement.

The duty of confidentiality may not extend to the entire content of the bid, or the entire content of the reports and documentation that Aena generates directly or indirectly during the course of this tender. It can only be extended to documents with a restricted distribution, and in no case to documents open to the public. Therefore, the declaration of confidentiality must be necessary and proportionate to the purpose or interest to be protected, and must expressly and justifiably identify the documents and/or data that are considered confidential.

Regardless of this, it will be the responsibility of the Selection Committee to determine whether the classification of confidential documentation is appropriate and, accordingly, decide on the possibility of accessing or viewing said documentation, after hearing from the affected Bidders.

The documents and data included in the bid may be considered confidential if they contain industrial, technical, commercial, and/or intellectual property secrets and their dissemination to third parties may be detrimental to their legitimate commercial interests. Those that may adversely affect fair competition within the sector; or, when their processing may violate the provisions of the regulations for the protection of personal data. Likewise, the principle of confidentiality applies to any other information with a content that may be distorting to competition, whether in this procedure or others.

6.6.7 A comprehensive list of companies related to each of the Bidders.

Bidders are required to include a statement of participation in a business group, if they are in any of the categories of article 42 of the Commercial Code, stating the relationship (stake percentages) between related companies.

6.6.8 Email for notification purposes.

Bidders must provide an email address for notification purposes.

6.6.9 Document proving financial and economic solvency.

Both national and foreign Bidders must demonstrate their economic and financial solvency by providing the following documents. For a corporate groups, all members must submit the following documentation:

- 1) Presentation of the annual accounts of the Bidder (or, in the case of a grouping, of each of its members), for the last completed financial year, duly audited, approved and registered, showing that the Bidder or each of the companies in the grouping, where applicable, is not in a state of dissolution.
- 2) A payment commitment signed by the legal representative of the Bidder or, in the case of a corporate group, of each of its companies, to make the necessary contributions for the capital increase and to undertake the project investments, and/or letter of support from the financial institution, for an amount equal to or greater than 125% of the estimated initial investment (which for merely estimating purposes has been foreseen at one hundred seven million one hundred thousand euros (€ 107,100,000.00)).

Alternatively, the Bidder (or, in the case of a grouping, each of its members) may submit the annual accounts of its shareholders for the last completed financial year, duly audited, approved and registered, showing that each of the Bidder's shareholders has not been declared bankrupt, together with a sworn statement signed by the legal representative of each of the shareholders with the commitment to provide the necessary resources to the company to make the contributions required for the capital increase and to undertake the investments of the project, for an amount equal to or greater than 125% of the estimated initial investment.

6.6.10 Documentation Certifying Technical Solvency.

In order to evaluate technical and professional solvency, both Spanish and foreign Bidders will be evaluated, as well as groupings of companies interested in participating in the Bid together, through the requirement of experience in carrying out and managing projects of similar characteristics. However, in the case of corporate groups, it will be enough for one of the members to present and prove technical solvency in the manner and means described in this clause.

An Affidavit of Liability must accompany the accreditation of experience in accordance with Appendix 4. Documentation proving technical and professional solvency will be provided by the Candidates during the Award Stage. Aena may, however, ask Bidders to submit part or all of the supporting documents in advance when they consider that there are reasonable doubts about the validity or reliability of the documents or when it is necessary for the proper development of the procedure.

Technical and professional solvency will be deemed to be accredited when the following requirements are met:

- (a) Bidders and, in the event of a corporate group, at least one of the members must certify having experience in designing and marketing real estate for logistics of at least three hundred thousand square meters (300,000 m²) built in the past fifteen (15) years. Developments must meet the conditions set forth in Appendix 4.
- (b) Bidders and, in the event of a corporate group, at least one of the members must certify they have a minimum of five years of experience in the management of logistics real estate assets of at least three hundred thousand square meters (300,000 m²) built in the last fifteen (15) years. The management of logistics assets must comply with the conditions specified in Appendix 4.

6.6.11 Third-party confirmation of solvency: commitment to put at disposal.

In order to prove financial and technical or professional solvency, entrepreneurs may rely on the solvency of other entities, and the means available to them, regardless of the legal nature of their connection with those entities, as long as they prove that during the entire period of the agreement, they will have that solvency and means, and the entity to which they resorts is not banned from entering into the agreement.

Under the same conditions, entrepreneurs who submit joint bids, with the commitment to establish a company if their bids are successful, in accordance with section 6.5.1 of these Tender Specifications, may resort to the capacities of third-party entities, subject to the same condition.

Regardless of whether Bidder rely on the solvency of third parties to meet the solvency requirements, they must present a written commitment, dated and signed by the Bidder and the entities with whose resources they intend to meet the solvency requirements, as regards the provision of the necessary resources for the execution of the agreement, on which Bidders would have based their economic, financial, technical, and professional solvency.

If a company uses the capacities of other entities with respect to the requirements of economic and financial solvency, the company and said entities on which the Bidder based its economic and financial solvency, will be jointly and severally liable for the correct execution of the agreement.

6.7 Selection Committee:

1. The Selection Committee will be in charge of examining and evaluating the Bidders' applications to participate.

The Selection Committee will be made up of the members appointed for this purpose by the Board of Directors:

- Chair: Commercial and Real Estate Director General, Ms. M.^a José Cuenda Chamorro.
- Members:
 - Director of the Chair, Regulation and Public Policies Office, Mr Ángel Luis Sanz Sanz.
 - Economic-Financial Director, Mr José Leo Vizcaíno.
 - Director of Airport Planning and Regulatory Control, Ms
 - Corporate Secretary General, Mr Juan Carlos Alfonso Rubio.
- Secretary: Director of International Legal Advice and Compliance, Ms M.^a de los Reyes Escrig Teigeiro.

The Secretary will participate in the meetings of the Selection Committee with a voice, but not a vote. In her absence, the younger Member will perform her duties.

The Board of Directors may at any time modify the members of the Selection Committee, publishing the new members, in accordance with the provisions of clause 6.2.

At the invitation of the Chair, the members of the Proposing Unit and the Evaluation Unit may also attend meetings as well as any directors, technicians, or advisers required by the Selection Committee.

2. For the valid constitution of the Selection Committee, the attendance of three (3) of its five (5) members will be required. Meetings will be chaired over by the oldest Member when the Chair is not present.

Attendance at the Selection Committee may be done by video conference or multi-conference.

3. The Selection Committee will adopt its agreements by a majority vote of its members.

The Secretary will draw up minutes of the actions and agreements of the Selection Committee, which, after approval by the Selection Committee, will be signed by the Chair and the Secretary.

4. The Selection Committee will have the following responsibilities:
 - Examine the documentation corresponding to each of the procedures in each stage of the procedure.
 - Determine the Bidders to whom the invitation to participate in the Award Stage will be sent.
 - Examine and evaluate the Bids in accordance with the criteria and methodology specified in the Tender Specifications of the Award Stage and on the basis of the Selection Proposal submitted by the Proposing Unit.
 - Sort the bids submitted in descending order. In order to carry out the aforementioned classification, the award criteria indicated in the Tender Specifications of the Award Stage will be followed, with the possibility of requesting as many technical reports as deemed relevant.
 - Submit to the Board of Directors the proposal for the selection of the Awardee.
 - Determine all other issues that may arise during the Bid, as well as resolve any incidents that may occur.
5. The Selection Committee may request - whether on its own initiative or at the request of the Evaluation Units - clarifications or additional information from Bidders in regard to the documentation submitted.
6. The Selection Committee may request the collaboration of the Evaluation Units, as defined below, in order to clarify any doubts regarding the content of the documentation submitted. It may also require as many reports and assistance as it deems necessary and relevant to the subject matter of the Bid.

6.8 Communications Between the Selection Committee and Bidders

1. To contact the Selection Committee, Bidders should use the following email address Area1MAD@aena.es, unless the Tender Specifications stipulate that it should be carried out otherwise.
2. In addition, the Selection Committee must communicate with Bidders through the email address designated by them, without prejudice to the publications made under the terms in these Tender Specifications.
3. The Selection Committee will not be obliged to attend to the request to send Tender Specifications and additional documentation when these are accessible through the Aena Contracting Portal or any electronic, computerised or telematic means indicated in the tender specifications.

6.9 Proposing Unit and Evaluation Units

6.9.1 Proposing Unit

The Proposing Unit is Aena's Real Estate Management Division.

In this Stage, it is the responsibility of the Selection Committee to issue the Qualifying Proposal (“**Qualifying Proposal**”), in which the Bidders who have accredited meeting the capacity, suitability and solvency requirements demanded in the Governing Document of the qualifying stage to take part in the Award Stage.

6.9.2 Evaluation Units

1. The Evaluation Units (“**Evaluation Units**”) are responsible for evaluating the documentation submitted in the procedure. Three Evaluation Units are established in this Stage, each of which will evaluate the documentation based on its subject matter:

- Technical Evaluation Unit (“**Technical Unit**”): The Technical Unit will be Aena's Real Estate Management Division. In this Stage:
 - i. They will evaluate technical documentation or information submitted by Bidders in the Qualifying Stage. The Technical Unit will issue a report with the results of its evaluation and the resulting qualifying proposal (“**Technical Qualifying Report**”).
 - ii. Provide support and advice to the Selection Committee on the issues raised.

The technical qualifying report will be signed by the Head of Aena's Real Estate Management Department.

- Financial Evaluation Unit (“**Financial Unit**”): The Financial Unit will be Aena's Management of Airport Regulation and Analysis of Non-Airport Investments. In this Stage:
 - i. They will evaluate financial documentation or information submitted by Bidders in the Qualifying Stage. The Financial Unit will issue a report with the results of its evaluation and the resulting qualifying proposal (“**Financial Qualifying Report**”).
 - ii. Provide support and advice to the Selection Committee on the issues raised.

The financial qualifying report will be signed by Aena's Manager of Airport Regulation and Analysis of Non-Airport Investments.

- Legal Evaluation Unit (“**Legal Unit**”): The Legal Unit will be Aena's Real Estate and Commercial Legal Advice Division. In this Stage:

- i. They will evaluate legal documentation or information submitted by Bidders in the Qualifying Stage. The Legal Unit will issue a report with the results of its evaluation and the resulting qualifying proposal (“**Legal Qualifying Report**”).
- ii. Provide support and advice to the Selection Committee on the issues raised.

The Legal Qualifying Report will be signed by the Head of Aena's Real Estate and Commercial Legal Advice Division.

2. As a part of the Qualifying Reports, the Evaluation Units must describe the requirements and documentation analysed, the application of the criterion set forth in this Tender Specifications, and the results of such application. Additionally, they must include a list of Bidders that have met the requirements to participate in the Award Stage.

The Evaluation Units may request the Selection Committee to formulate requests for clarifications or additional information for use in evaluating the documentation.

3. The Proposing Unit will submit the Qualifying Proposal (“**Qualifying Proposal**”) to the Selection Committee, indicating the list of selected Bidders and the list of Bidders who have not qualified, and the reasons why they did not qualify.

The Proposing Unit will make the Qualifying Proposal based on the documentation submitted by the Bidders and the Qualifying Reports prepared by the Evaluation Units. Only those Bidders who, in the technical, financial and legal Qualifying Reports, they have been found to meet all requirements.

The Qualifying Proposal will be signed by the Head of Aena's Real Estate Management Division.

6.10 Document Qualification

1. Once the Deadline for submission of applications has ended, the corresponding person in charge of Aena will issue a certificate with the number of applications received or, where appropriate, of the absence of Bidders, and will forward it to the Secretary of the Selection Committee. Once the period for applications has ended, the Chair of the Selection Committee will order access to the documentation submitted electronically by the Bidders and the Secretary of the Selection Committee will certify the list of documents in the file, in accordance with the provisions of sections 6.6.1 to 6.6.11 above.
2. The Evaluation Units will evaluate the documentation submitted in accordance with Clause 6.9.2.

3. The Selection Committee will notify Bidders via email if any remediable defects or omissions are observed in the documentation, providing a period of no more than seven (7) calendar days in which to correct the defects or omissions. The said communication will inform them of the form of submission. If there is an absence of one or more of the requirements, the defect will not be corrected. Those that refer to the mere absence of accreditation of said requirements will be considered to be corrected.
4. Further, the Selection Committee may ask Bidders for clarifications on the documentation submitted. In this case, Bidders will have a period of seven (7) calendar days for submission.
5. As soon as the actions provided for in sections 3 and 4 of this clause have been carried out, the Evaluation Units will issue the corresponding Qualifying Reports, on which the Proposing Unit will issue the Qualifying Proposal.
6. The proceedings will be recorded in the minutes, which must necessarily be issued.

6.11 Rejection of Participants

Participants will be disqualified if their bids do not meet the specified requirements, any required documents are missing, substantial defects or material deficiencies, which cannot be corrected, are observed in said documents or, if correction is needed, it is not performed within the time period stipulated for this purpose.

6.12 Selection of Bidders and Invitation

1. Once the content of the documentation submitted by the Bidders, as well as the Qualifying Reports and the Qualifying Proposal, has been analysed, the Selection Committee, within an estimated term of one (1) month from the Deadline for submission of applications, (i) will select all those bidders who, having submitted their application to participate together with the required documentation, prove compliance with the suitability, capacity and solvency requirements set forth in these Tender Specifications, inviting them, simultaneously and in writing, to participate in the Award Stage, and (ii) will determine the companies excluded, as well as, where appropriate, the reasons for exclusion.
2. Invitation letters will be sent via email, accompanied by instructions on how to obtain the administrative and technical clauses corresponding to the second Award Stage, with detailed information on the project and on the partner and investment agreements, as well as on the rest of the material related to the project.

7. CONTRACT-AWARD STAGE

1. Only those Bidders who, having taken part in the Qualifying Stage, are invited by Aena, in accordance with the provisions of the previous clause, may participate in

this stage. Bidders selected for the Award Stage will confirm receipt of the invitation within ten (10) business days after receiving it, without, however, obliging them to submit the bid.

2. Candidates must participate under the same conditions under which they submitted their applications and were selected to participate in the Award Stage.
3. For participation in this stage, Candidates must submit a provisional guarantee in the form and amount described in the Tender Specifications of the Award Stage.
4. Candidates must submit, within the time line indicated in the Tender Specifications of the Award Stage, their technical and financial proposals.
5. In any case, bids submitted after the deadline indicated in the Tender Specifications of the Award Stage will not be accepted.
6. The evaluation of the economic and technical proposals will be divided into two stages:
 - a. Technical evaluation sub-stage: technical proposals will be evaluated first. The score obtained in this sub-stage by application of the minimum technical quality criteria will have the exclusive purpose of selecting the Candidates who can continue in the Tender and move on to the following sub-stage of economic evaluation.

Technical proposals, once opened, will be evaluated according to the following minimum quality criteria

Assessment Criteria	Max Score
Urban and Technical Preliminary Project	30 points
Business Plan	70 points
<i>Total Technical Proposal</i>	<i>100 points</i>

To proceed to the next sub-stage of economic evaluation, Candidates must have obtained a minimum score of seventy (70) points in total, provided that, in addition, in each section subject to evaluation they obtain at least fifty percent (50 %) of the points assigned to each of them.

- b. Economic evaluation sub-stage: in this sub-stage, the Awardee will be selected by application of economic selection criteria.

7. Before the opening of financial bids and for the purpose of facilitating the comparison between the technical bids submitted, Candidates may be required to submit New Technical Requirements of Mandatory Compliance that, where appropriate, will be requested from all the Candidates presented in equal terms. In this case, they will be granted a reasonable period of time for this purpose, leaving the envelopes of the initially submitted financial bids unopened, which will be replaced by the new financial bids adapted by the Bidder accordingly to the new technical requirements.
8. Once the previous process has been completed, the financial bids of all candidates who have achieved the minimum technical score will be opened. As part of the formulation of financial bids, a mandatory minimum value of the Surface Right will be established (set at fifty-seven million six hundred forty-nine thousand two hundred sixty-four euros (€ 57,649,264)). Bids that fail to respect this value will automatically be excluded.
9. The award will be given to the most advantageous financial bid, based on the following formula:

NPV Capital Contribution Commitment + 2x Additional Contribution Commitment
--

The date considered for the calculation of the NPV will be 01/01/2024 and the discount rate to be used will be 5%.

10. Candidates who (i) submit bids that do not agree with the documentation examined and accepted; (ii) those who submit bids that do not comply with the conditions for submitting bids; (iii) those who submit bids that do not respect the amounts indicated for the purposes of preparing bids; (iv) those who submit bids with factual errors in the amount of their proposal; (v) those who submit bids with errors or inconsistencies in their bids making them infeasible, and (vi) those who submit bids that do not comply with the requirements of the contractual documentation will be excluded from the Bid, by means of a reasoned resolution.

The existence of errors in the financial proposals of candidates will be grounds for their exclusion from the Tender, since the principle of equality may be affected, in the event of errors that make it difficult to determine with certainty what is the price offered by the Candidates and, therefore, prevent the evaluation of the offers.

8. DATA PROTECTION

Both Aena and the bidder undertake to comply with current regulations in force at all times regarding the Protection of Personal Data, specifically, to comply with the provisions of the Organic Law 3/2018, of December 5, of Protection of Personal Data and the guarantee of digital rights and Directive (EU) 2016/679 of the

European Parliament and of the Council, of April 27, 2016, regarding the protection of individuals with regard to the processing of personal data and to the free circulation of said data and by repealing the Directive 95/46/CE (RGPD), in the context of this bidding procedure and any other personal data treatment which, if appropriate, arise therefrom.

APPENDIX 1**LIST OF DOCUMENTATION AVAILABLE TO BIDDERS**

1. Description Area 1 and General Plan (.pdf)
2. Infrastructure and networks plans (.pdf)
 - Accesses and roads
 - Current networks / services concerned
 - Projected networks
3. Planning Note (.pdf)
4. Infrastructure Situation Report (.pdf)
 - Accesses and roads
 - Services and supplies.
 - Infrastructure easements/services concerned
 - Adjoining green areas/streams.
5. White Paper (.pdf)
6. Land situation (.pdf)
 - Register situation
 - Cadastral file of the area linked to the EMS.
 - Relevant burdens or easements

Bidders may access this documentation at the following link:

<https://acf.aena.es/index.php/s/otwvWEbcZ4GOTGb>

If you experience any difficulty accessing the link, please contact us by email at aena.soporte.PPO@aena.es and at Area1MAD@aena.es.

APPENDIX 2
APPLICATION FORM

Mr/Ms/Mrs [*], with ID [DNI] number [*], in the name and on behalf of [**name of the company*], with Tax ID [NIF] number [*] and email and postal address, for the purposes of notifications [*], as accredited by [*], attached to this document,

RECITALS

One.- I hereby submit my application to participate in the tender called by Aena for the “Selection of a partner for the creation of a joint venture with *Aena for logistics activities in certain lands located in the service area of the Adolfo Suárez - Madrid Barajas Airport (Area 1)*”, with the file number [.....].

Two.- For this purpose, I declare under my responsibility that [** name of the company*] meets the requirements set forth in the Tender Specifications for qualifying those interested in participating in the tender, as evidenced by the accompanying documentation to this application to participate, in accordance with the provisions of clause 6.5 therein.

Three.- I am fully conversant with and accept the clauses of the Tender Specifications of the Qualifying Stage of the aforementioned Bid, submitting myself to it in its entirety.

Four.- I acknowledge and fully accept the provisions of the Anticorruption and Antifraud Clause in Appendix 3 of the Tender Specifications of the qualifying stage, submitting myself to them in their entirety and certifying under my responsibility that [**company name*] is compliant.

In [**Place*] on [**Date*].

Signed [*]

APPENDIX 3

ANTI-CORRUPTION AND FRAUD CLAUSE

In order to fulfil the obligations outlined in this Tender, all Bidders and Candidates, as well as their managers, representatives, employees and any other third parties hired or subcontracted by them, are expected to comply with any applicable legislation and regulations. For the purposes of this Tender, at no time will they participate or collaborate in the commission of any conduct punishable under the applicable legislation, both nationally and internationally.

Additionally, the Bidders and Candidates state they will neither directly nor indirectly provide any unjustified benefit or advantage to any authority or public official, or to any third party in connection with any business opportunity that is the subject matter of this Tender. Any request for improper delivery shall be immediately reported to Aena if it is received.

The performance by Bidders and Candidates, or any of the individuals who are members or dependants of them, of any conduct that may be classified as improper or illegal, leading to criminal responsibility, will constitute a breach of contract and be grounds for exclusion from this Tender, giving rise to the compensation that may be appropriate in damages.

APPENDIX 4

FORM FOR ACCREDITATION OF TECHNICAL SOLVENCY DOCUMENTATION

Mr./Ms., with ID [DNI/NIE] number on behalf of the company, with Tax ID [NIF] number acting as, concerning the file number

HEREBY DECLARES:

That this Entity has the technical solvency necessary to execute the Project, having the minimum solvency means required, and in particular:

A) Accreditation of technical solvency in design and development:

That the Bidder has international or national experience in the design and development of at least 300,000 m² of logistics assets during the last fifteen (15) years from the Qualifying Stage Start Date. In addition, the following will be essential:

- At least 50% of the 300,000 m² have been active in the extended EU (EU + UK + Norway and Switzerland).
- At least 60,000 m² of the 300,000 m² have been experience in cross-docking warehouses.
- At least 3 big box buildings (> 60,000 m²) have been developed.

EXPERIENCE NO.	ACCREDITING COMPANY	PROJECT ¹	LOCATION	TYPE OF WAREHOUSE ²	DEVELOPED AREA (m ²) ³	DEVELOPMENT START DATE	DEVELOPMENT END DATE ⁴
1	[indicate]	[indicate]	[indicate]	[indicate]	[indicate]	[indicate]	[indicate]
(...)	[indicate]	[indicate]	[indicate]	[indicate]	[indicate]	[indicate]	[indicate]
TOTAL	N/A	N/A	N/A	N/A	[indicate]	N/A	N/A

1. Indicate the name and purpose of the Project.
2. Indicate the type (logistics distribution warehouse, big box, cross-docking, etc.).
3. In each experience, indicate the m² developed/built according to the agreement and/or supporting document. Indicate at the bottom of the column, the total sum of the amount of all the supporting documents indicated, which may not be less than three hundred thousand square meters (300,000 m²) in at least one of the members in the case of corporate groups.
4. Applicants should only submit bids for agreements that have been completed in the past fifteen years and/or whose construction has advanced more than 50% of the original plan.

B) Accreditation of Technical Solvency in Management:

Bidders provide international or national experience in the management of at least 300,000 m² of logistics assets for a minimum period of time in each of them of five (5) years in the last fifteen (15) years since the Qualifying Stage Start Date. In addition, the following will be essential:

- At least 50% of the 300,000 m² have been active in the extended EU (EU + UK + Norway and Switzerland).
- At least 60,000 m² of the 300,000 m² have been experience in cross-docking warehouses.
- At least 3 big box buildings (> 60,000 m²) have been developed.

EXPERIENCE NO.	ACCREDITING COMPANY	ASSETS MANAGED ¹	SURFACE MANAGED (m ²) ²	MANAGEMENT START DATE	MANAGEMENT END DATE ³	MANAGING YEARS ⁴
1	[indicate]	[indicate]	[indicate]	[indicate]	[indicate]	[indicate]
(...)	[indicate]	[indicate]	[indicate]	[indicate]	[indicate]	[indicate]
TOTAL	N/A	N/A	[indicate]	N/A	N/A	N/A

1. Indicate the name and location of the Project.
2. In each experience, assets under management in m² according to the agreement and/or supporting document. Indicate at the bottom of the column, the total sum of the amount of all the supporting documents indicated, which may not be less than three hundred thousand square meters (300,000 m²) in at least one of the members in the case of corporate groups.
3. If asset management continues, only the time frame until date of completion of this appendix can be entered.
4. Enter the number of years (or months) during which the management has been performed (it must be calculated by subtracting the management start date from the management end date).



ELECTRONIC PLATFORM FOR OFFER PRESENTATION (PPO)

ANNEX FOR *BIDDING USER*



1. How the PPO platform works

When the bidder opens the web link that is indicated in the file specifications, they access the platform and specific screen, where they must present all the files that make up their proposal:

The moment you access the platform, the following screen and information is displayed:

1

Estimado licitador:

A continuación puede proceder a la presentación de su proposición correspondiente al expediente 'VIT-20-2021 OBRA PARA INSTALACIÓN Y ADQUISICIÓN DE NUEVOS LETREROS LADO AIRE'.
En este expediente, tenga en cuenta que el acceso a la plataforma electrónica PPO para la presentación de documentos, quedará bloqueado a partir del día 16/06/2022 a las 00:00:00 horas.

rde que, de acuerdo a lo estipulado en el Pliego de Cláusulas Particulares del expediente, es imprescindible que todos los ficheros que forman parte de su proposición estén firmados electrónicamente de forma previa a su presentación en esta plataforma electrón el fichero OE de la oferta económica debe estar encriptado por parte de licitador antes de su incorporación en la plataforma electrónica PPO. El incumplimiento de este requisito será motivo de exclusión de la oferta del proceso de adjudicación.

vez que haya enviado y presentado los ficheros en la plataforma electrónica PPO, puede visualizarlos en el apartado de "archivos subidos" dentro de esta pantalla. Para evitar problemas operativos en la presentación de su oferta, es muy importante que evite la u ficheros no cargándolos más de una vez, en la misma sesión o sesiones distintas.

2

📁 Clique aquí y seleccione e incorpore los ficheros definitivos de su proposición

3

Apartado exclusivo para la recepción del acuse de recibo

Cuando haya terminado de cargar los ficheros, cumplimente la dirección de correo electrónico en la que desea recibir el acuse de recibo de los ficheros que ha incorporado en la plataforma PPO y pulse el botón "Enviar acuse de recibo". El acuse incorpora la relación de los ficheros cargados en la plataforma PPO y el código digital de autenticidad e integridad de cada uno de ellos.

Tenga en cuenta que puede tardar unos minutos en recibirlo y que NO debe volver a subir y presentar los ficheros que ya ha incorporado. Ante cualquier necesidad relativa a los ficheros presentados, contacte por favor a través de la siguiente dirección de correo electrónico: aena.sopORTE.PPO@aena.es

It is important that the bidder carefully read and take into consideration all the content that is displayed on the platform screen before starting to upload the files that make up his request for participation:

- 1** The code and the title of the file in which the participation request is to be submitted is displayed. The exact date and time is specified, in which the platform closes the access for the presentation of the request for participation by the bidders, for the specific file.
- 2** The section for the uploading of files appears at the centre of the screen. The bidder will upload the documents by "dragging" the files from the directory to the dotted box or click inside the dotted central box and select the files.

The bidder must be especially rigorous when submitting and uploading the files corresponding to their proposal on the PPO electronic platform, since these will be considered final documents at the same time they are uploaded and deposited in the PPO. From this moment on, the document will be considered as delivered and will not be able to be altered nor eliminated by the bidder from the platform.

However, if necessary, the bidder may send a communication to the aena.sopORTE.ppo@aena.es email address (which is included in section 3 of this document: "Communication of errors and request for help and support with platform use"), clearly and expressly requesting the deletion of certain erroneous files and the possible adding of new files of your request for participation.



As the files that are part of the bidder's request for participation are being uploaded, the name of the files presented in the PPO will be displayed in the central section of this page:

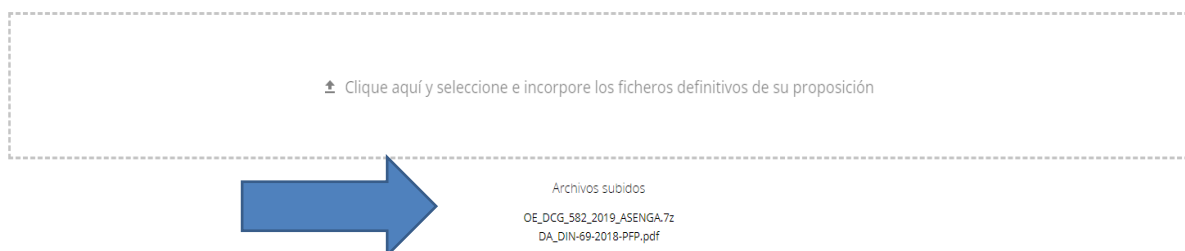
Estimado licitador:

A continuación puede proceder a la presentación de su proposición correspondiente al expediente 'DCG-999-2018 SERVICIO DE APOYO PARA LA IMPLANTACIÓN DEL SISTEMA DE LICITACIÓN ELECTRÓNICA EN AENA'.

En este expediente, tenga en cuenta que el acceso a la plataforma electrónica PPO para la presentación de documentos, quedará bloqueado a partir del día 19/05/2022 a las 00:00:00 horas.

Recuerde que, de acuerdo a lo estipulado en el Pliego de Cláusulas Particulares del expediente, es imprescindible que todos los ficheros que forman parte de su proposición estén firmados electrónicamente de forma previa a su presentación en esta plataforma electrónica. Además, el fichero OE de la oferta económica debe estar encriptado por parte de licitador antes de su incorporación en la plataforma electrónica PPO. El incumplimiento de este requisito será motivo de exclusión de la oferta del proceso de adjudicación.

Una vez que haya enviado y presentado los ficheros en la plataforma electrónica PPO, puede visualizarlos en el apartado de "archivos subidos" dentro de esta pantalla. Para evitar problemas operativos en la presentación de su oferta, es muy importante que evite la duplicidad de ficheros no cargándolos más de una vez, en la misma sesión o sesiones distintas.



Apartado exclusivo para la recepción del acuse de recibo

Cuando haya terminado de cargar los ficheros, cumplimente la dirección de correo electrónico en la que desea recibir el acuse de recibo de los ficheros que ha incorporado en la plataforma PPO y pulse el botón "Enviar acuse de recibo". El acuse incorpora la relación de los ficheros cargados en la plataforma PPO y el código digital de autenticidad e integridad de cada uno de ellos.

Tenga en cuenta que puede tardar unos minutos en recibirlo y que NO debe volver a subir y presentar los ficheros que ya ha incorporado. Ante cualquier necesidad relativa a los ficheros presentados, contacte por favor a través de la siguiente dirección de correo electrónico: aena.soporte.PPO@aena.es.

Correo electrónico Enviar acuse de recibo

Once they have uploaded all the files that make up their proposal, the bidder must enter an email address where they will subsequently receive an acknowledgement of receipt regarding their presentation of files on Aena's PPO electronic platform and press the button "Send acknowledgement of receipt".

IMPORTANT:

Every time the bidder clicks the "Send acknowledgement of receipt" button, they will receive an acknowledgement of receipt with the list of the files submitted in that login session and which are shown in the submitted files section. For this reason, it is recommended not to press the "Send acknowledgement of receipt" button until all the files that are part of your request for participation have been uploaded, and you must first view them on the PPO electronic platform screen before closing your application. connection session in which the files were uploaded.

Even though the bidder does not have to submit the request for participation uninterruptedly in a single connection session to the platform, it is preferable that the presentation is made in the same session of connection to the platform. In any case, the complete delivery of all files must not exceed a the 24 hour period from the moment the first file is uploaded on the platform.

The bidder will receive an email confirming the submission of the electronic documents submitted to the PPO, with



express reference to each of their names.

The following is a screen shot example of the acknowledgement of receipt:

Aena. Acuse de recibo de presentación de proposición al expediente 1DTC-111-2018_DOCUMENTACIÓN DEL LICITADOR

A modo de acuse de recibo, se envía el presente correo electrónico a la dirección kdaal@macsar.es para informar de que los siguientes archivos han sido enviados y presentados en la plataforma electrónica de Aena. Se incluye el código digital de autenticidad e integridad de cada uno de ellos.

Nombre del archivo	Código de autenticidad e integridad
DA_DTC-111-2018_Macsar.pdf	SHA1:bc331d0358cf5083dc7bc1e52b9888af92dbaacf MD5:f95bb660437482db07eee09e3a6d0125 ADLER32:98c8f03e
DT_DTC-111-2018_Macsar.pdf	SHA1:6c356ff6334aa58e94c98162c28780c1cc98624f MD5:fd3150c4daab364ecf09128c0a9402e8 ADLER32:619b2b5b
GP_DTC-111-2018_Macsar.pdf	SHA1:5de32e01f5b9247c22e8522dfba86256ed1266ba MD5:14cdeba3ed8566abfd04eaf7cf4299 ADLER32:91fa7850
OE_DTC-111-2018_Macsar.rar	SHA1:eed6f8d207a1dd14ddbca8a3cf193305d4043b30 MD5:65f78f931d4c865ec79c0835defde4ff ADLER32:fde9be96

Once the actions described above have been carried out, the process for submitting the request for participation by the bidder has ended.

IMPORTANT:

DO NOT attempt another presentation of documents. It is very important for the bidder to avoid duplicating files, not uploading them more than once, either in the same session or in different sessions.

The PPO platform does NOT allow the bidder to modify or delete the documents once they have been sent. In the event of detecting any error in the delivery, content or format of the files, the bidder may send a communication to the aena.soporte.pppo@aena.es email address (which is included in section 3 of this document: "Communication of errors and request for help and support with platform use"), specifying the problems in uploading files and/or requesting the deletion of erroneous files and the possible incorporation of new files. This communication must be sent sufficiently in advance and in any case, within 24 hours prior to the expiration of the deadline for submitting the application for participation. Otherwise, Aena does not guarantee being able to proceed with the bidder's request before the expiration of the deadline for submitting the request for participation in the file.

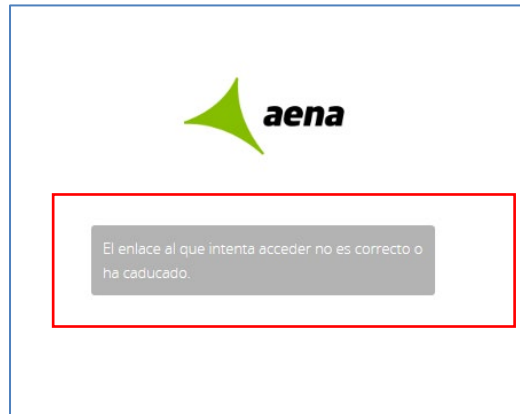
2. Deadline expiration for submitting the application for participation

As soon as the deadline for submitting the application to participate in the file has expired, the bidders' access to the PPO platform is automatically blocked, so the PPO platform will not be available once the final date and time for submitting the application for participation for each file has expired,

It is recommended that the bidders carry out the sending and presentation of the electronic documents on the electronic platform sufficiently in advance of the expiration date of the submission of the request for participation, thus avoiding possible problems that may occur at the last minute with the available bandwidth or the efficiency in uploading the files, or other technical incidents not related to the operation or availability of the platform.



If a bidder tries to access the platform after the deadline for submitting the request for participation has expired, the system will display the following notice:



3. Communication of errors and request for help and support with the PPO platform use

If there were to be any technical difficulty or if there were to be any functional queries concerning the electronic submission of the documents, the bidder may send a communication to the aena.sopORTE.ppo@aena.es email address sufficiently in advance and always before the 24 hours prior to the expiration of the deadline for submitting the request for participation.

Specifically and if necessary, the bidder can send a communication to aena.sopORTE.ppo@aena.es email address, requesting the deleting of the erroneous files that have been submitted and the possible incorporation of new files, always within the deadline for submitting the request to participate in the file.

You must take into account that with these types of communications that no file that is part of the request for participation by the bidder must be sent, as these can only be presented on the PPO electronic platform.

In general, Aena receives and responds to requests for technical assistance and assistance within the regular hours of the corresponding contracting unit, for which the bidders must send their communications sufficiently in advance and in any case, before 24 hours prior to the expiration of the deadline for submitting the application for participation. Otherwise, Aena does not guarantee responding to technical or functional issues related with use of the platform.

If you experience problems in the preparation or presentation of the request for participation, indicate in your email the express reference to the number and complete title of the file, as well as your NIF, business name and the specific problem or error you have to report. Send as much evidence as you can that can help solve your problem. For example:

From: PEREZ PEREZ, PEDRO [<mailto:pperezp@supplierexample.com>]



Send: Monday, 9th July 2018, 14:44

To: AENA.SOPORTE.PPO@AENA.ES <aena.soporte.ppo@aena.es>

Subject: XRY65/2018 File error. We cannot access the website link.

Good morning,

Error to report: We have just tried this link and cannot access the website link.

File data/Company:

File Number: XRY-65/2018

File title: JÉREZ AIRPORT MAINTENANCE SERVICE

Company Business Name: EMPRESA PEDRO PEREZ, S.A.