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Amministrazione statale centrale o periferica, scuola, ente locale, ente di servizio sanitario locale, ecc)** | | | | | | | | | | | | | | | | | | | | | **Qualificata (AUSA – Elenco ANAC)** | | | | | | **Comune non capoluogo di provincia**   * **Direttamente solo per forniture/servizi < 40.000 € e lavori < 150.000 €** * **Adesione a convenzione/accordo quadro di centrale di committenza o sogg. Aggregatore** * **Centrale di committenza o soggetto Aggregatore** * **Unione di Comuni costituita e qualificata come centrale di committenza** * **Associazione o consorzio in centrale di committenzaStazione Unica appaltante costituita presso gli enti di area vasta** | | | | | | | | | | | | | | | **SI - NO** | | |  | | | **Specificare quale tra quelle elencate** | | | | | | | | | | | | | | | **Oggetto dell’appalto** | | |  | | | | | | | | | | | | | | | | | | **Valore stimato**  **dell’appalto** | | | **Importo posto a base di gara** | **Importo contratto** | | **Codice CUP** | | | | | | **Aggiudicatario** | | | **Data decorrenza del contratto** | | **Data scadenza del contratto** | | | | € | | | € | € | | **Codice CIG** | | | | | |  | | |  | |  | | | | **1a modifica del contratto** | | | | | | | | | | | | | | | | | | | | | **N° e data dell’atto di approvazione della modifica del contratto** | | | | |  | | | | | | | | **Importo**  € | | |  | | | | | **2a modifica del contratto** | | | | |  | | | | | | | | | | | | | | | | **N° e data dell’atto di approvazione della modifica del contratto** | | | | |  | | | | | | | | **Importo**  € | | |  | | | | | **Ammontare erogato sottoposto a verifica** | | | | |  | | | | | | | |  | | | | | | | | **Natura dell'importo sottoposto a verifica:** | | | | | ANTICIPAZIONE | | | | ACCONTO | | | | | SAL | | | | SALDO | | |  | | | | | € | | | | € | | | | | € | | | | € | | |  | **APPROVAZIONE DEI PROGETTI A BASE DI GARA** | | | | | | | | | | | | | | | | | |  | | | | | **SI** | **NO** | | **N.A.** | ***Descrizione/Commenti*** | | | | | | | | | **1** | **Responsabile Unico del Procedimento** | | | | |  |  | |  |  | | | | | | | | | **1.1** | E' presente l'atto di nomina del RUP, con espressa dichiarazione di assenza di incompatibilità con l'incarico, nonché del possesso dei requisiti richiesti dall'art. 31 del d.lgs 50/2016 e dalle Linee Guida ANAC n. 3? | | | | |  |  | |  | *Fornire gli estremi dell’atto* | | | | | | | | | **1.2** | Il RUP è individuato nell'atto di adozione o aggiornamento dei programmi di cui all'art. 21, comma 6, (Programma biennale di forniture e servizi e i relativi aggiornamenti annuali) o nell'atto di avvio relativo ad ogni singolo intervento per le esigenze non incluse in programmazione? | | | | |  |  | |  |  | | | | | | | | | **1.3** | Nel caso in cui la stazione appaltante abbia affidato a soggetti esterni l’incarico di RUP o l’attività di supporto allo stesso, il dirigente competente ha attestato la carenza di organico della stazione appaltante, attraverso una ricognizione interna? | | | | |  |  | |  | *possibile se l'organico della stazione appaltante presenti carenze accertate o non comprenda nessun soggetto in possesso della specifica professionalità necessaria per lo svolgimento dei compiti di RUP* | | | | | | | | | **1.4** | I soggetti esterni incaricati, hanno dichiarato l'assenza di cause di incompatibilità di cui all'art. 24, c. 7 d.lgs. 50/2016? | | | | |  |  | |  | *Fornire gli estremi dell’atto* | | | | | | | | |  | **Iter di approvazine del progetto a base di gara** | | | | |  |  | |  |  | | | | | | | | | **2** | **In caso di appalto di servizi e forniture:** | | | | |  |  | |  |  | | | | | | | | | **2.1** | E’ stato predisposto un progetto a base di gara? | | | | |  |  | |  | *La progettazione di servizi e forniture è articolata, di regola, in un unico livello ed è predisposta dalle stazioni appaltanti, di regola, mediante propri dipendenti in servizio. In caso di concorso di progettazione relativa agli appalti, la stazione appaltante può prevedere che la progettazione sia suddivisa in uno o più livelli di approfondimento di cui la stessa stazione appaltante individua requisiti e caratteristiche*. | | | | | | | | | **2.2** | Per quanto attiene agli appalti di servizi, il progetto rispetta i contenuti stabiliti dall’art. 23 comma 15? | | | | |  |  | |  | *Indicare eventuali documenti assenti* | | | | | | | | |  | **In caso di appalto di lavori:** | | | | |  |  | |  |  | | | | | | | | | **2.3** | Sono stati realizzati i tre livelli di progettazione dell'opera (progetto di fattibilità tecnica ed economica, progetto definitivo e progetto esecutivo), nel rispetto dei contenuti previsti dall'art. 23 del d.lgs 50/2016? | | | | |  |  | |  | *Specificare i livelli di progettazione sviluppati* | | | | | | | | | **2.4** | In caso di omissione di uno o di entrambi i primi due livelli di progettazione, il livello successivo contiene tutti gli elementi previsti per il livello omesso (art. 23 comma 4)? | | | | |  |  | |  |  | | | | | | | | | **2.5** | Per gli interventi di manutenzione ordinaria fino a 2.500.000 euro, è stata realizzata la progettazione semplificata ex art. 23 comma 3 bis? | | | | |  |  | |  | *fino al 30 giugno 2023, i contratti di lavori di manutenzione ordinaria e straordinaria, ad esclusione degli interventi di manutenzione straordinaria che prevedono il rinnovo o la sostituzione di parti strutturali delle opere o di impianti, possono essere affidati, nel rispetto delle procedure di scelta del contraente, sulla base del progetto definitivo costituito almeno da una relazione generale, dall’elenco dei prezzi unitari delle lavorazioni previste, dal computo metrico-estimativo, dal piano di sicurezza e di coordinamento con l’individuazione analitica dei costi della sicurezza da non assoggettare a ribasso. L’esecuzione dei predetti lavori può prescindere dall’avvenuta redazione e approvazione del progetto esecutivo, ai sensi dell'art. 1, comma 6, della legge n. 55 del 2019 e dell'art. 52, comma 1, del decreto-legge n. 77 del 2021* | | | | | | | | | **2.6** | Prima dell'approvazione e in contraddittorio con il progettista, i soggetti di cui all'art. 26 comma 6 hanno effettuato la verifica di conformità del progetto esecutivo o definitivo (rispettivamente, al progetto definitivo o al progetto di fattibilità)? | | | | |  |  | |  | *per i lavori di importo inferiore alla soglia di cui all’articolo 35 e pari o superiore a un milione di euro, la verifica può essere effettuata dagli uffici tecnici delle stazioni appaltanti ove il progetto sia stato redatto da progettisti esterni o le stesse stazioni appaltanti dispongano di un sistema interno di controllo di qualità ove il progetto sia stato redatto da progettisti interni. Per i lavori di importo inferiore a un milione di euro, la verifica è effettuata dal RUP* | | | | | | | | | **2.7** | E' stato prodotto l'atto di validazione del progetto posto a base di gara, sottoscritto dal RUP, che riporti gli esiti della verifica e le eventuali controdeduzioni del progettista ? | | | | |  |  | |  | *estremi dell’atto* | | | | | | | | | **2.8** | All'esito della procedura di verifica e validazione, è stato prodotto l'atto di approvazione del progetto posto a base di gara? | | | | |  |  | |  | *estremi dell’atto* | | | | | | | | |  | **PROCESSO DA SOTTOPORRE A CONTROLLO: FASE DI AVVIO DELLA PROCEDURA DI AFFIDAMENTO** | | | | | | | | | | | | | | | | | |  | | | | | **SI** | **NO** | | **N.A.** | ***Descrizione/Commenti*** | | | | | | | | |  | **Sussistenza dei presupposti per il ricorso alla procedura negoziata senza previa pubblicazione di un bando di gara** | | | | |  |  | |  |  | | | | | | | | | **1** | La stazione appaltante ha accertato che ricorrano i seguenti presupposti per poter ricorrere legittimamemte a derogare alla regola dell’evidenza pubblica, ai sensi dell'art. 63? | | | | |  |  | |  |  | | | | | | | | | **1.1** | **Art. 63 comma 2 lett. a)** qualora non sia stata presentata alcuna offerta o alcuna offerta appropriata, né alcuna domanda di partecipazione o alcuna domanda di partecipazione appropriata, in esito all’esperimento di una procedura aperta o ristretta, purché le condizioni iniziali dell’appalto non siano sostanzialmente modificate | | | | |  |  | |  |  | | | | | | | | | **1.2** | **Art. 63 comma 2 lett.b)** quando i lavori, le forniture o i servizi possono essere forniti unicamente da un determinato operatore economico per una delle seguenti ragioni: 1) lo scopo dell’appalto consiste nella creazione o nell’acquisizione di un’opera d’arte o rappresentazione artistica unica | | | | |  |  | |  |  | | | | | | | | | 2) la concorrenza è assente per motivi tecnici (solo quando non esistono altri operatori economici o soluzioni alternative ragionevoli e l’assenza di concorrenza non è il risultato di una limitazione artificiale dei parametri dell’appalto) | | | | |  |  | |  |  | | | | | | | | | 3) la tutela di diritti esclusivi, inclusi i diritti di proprietà intellettuale (solo quando non esistono altri operatori economici o soluzioni alternative ragionevoli e l’assenza di concorrenza non è il risultato di una limitazione artificiale dei parametri dell’appalto) | | | | |  |  | |  |  | | | | | | | | | **1.3** | Art. 63 comma 2 lett. c) nella misura strettamente necessaria quando, per ragioni di estrema urgenza derivante da eventi imprevedibili dall’amministrazione aggiudicatrice, i termini per le procedure aperte o per le procedure ristrette o per le procedure competitive con negoziazione non possono essere rispettati. Le circostanze invocate a giustificazione non imputabili alle amministrazioni aggiudicatrici | | | | |  |  | |  |  | | | | | | | | |  | **In caso di appalti di forniture:** | | | | |  |  | |  |  | | | | | | | | | **1.4** | **Art. 63 comma 3 lett. a)** qualora i prodotti oggetto dell’appalto siano fabbricati esclusivamente a scopo di ricerca, di sperimentazione, di studio o di sviluppo, salvo che non si tratti di produzione in quantità volta ad accertare la redditività commerciale del prodotto o ad ammortizzare i costi di ricerca e di sviluppo | | | | |  |  | |  |  | | | | | | | | | **1.5** | **Art. 63 comma 3 lett. b)** nel caso di consegne complementari effettuate dal fornitore originario e destinate al rinnovo parziale di forniture o di impianti o all’ampliamento di forniture o impianti esistenti, qualora il cambiamento di fornitore obblighi l’amministrazione aggiudicatrice ad acquistare forniture con caratteristiche tecniche differenti, il cui impiego o la cui manutenzione comporterebbero incompatibilità o difficoltà tecniche sproporzionate; durata max tre anni | | | | |  |  | |  |  | | | | | | | | | **1.6** | **Art. 63 comma 3 lett. c)** per forniture quotate e acquistate sul mercato delle materie prime | | | | |  |  | |  |  | | | | | | | | | **1.7** | **Art. 63 comma 3 lett. d)** per l’acquisto di forniture o servizi a condizioni particolarmente vantaggiose, da un fornitore che cessa definitivamente l’attività commerciale oppure dagli organi delle procedure concorsuali | | | | |  |  | |  |  | | | | | | | | |  | **In caso di appalti di servizi:** | | | | |  |  | |  |  | | | | | | | | | **1.8** | **Art. 63 comma 4** l’appalto fa seguito ad un concorso di progettazione e deve, in base alle norme applicabili, essere aggiudicato al vincitore o ad uno dei vincitori del concorso di progettazione e debba essere aggiudicato al vincitore o ad uno dei vincitori del concorso. In quest’ultimo caso, tutti i vincitori devono essere invitati a partecipare ai negoziati | | | | |  |  | |  |  | | | | | | | | |  | **In caso di appalti di lavori e servizi:** | | | | |  |  | |  |  | | | | | | | | | **1.9** | **Art. 63 comma 5** nuovi lavori o servizi consistenti nella ripetizione di lavori o servizi analoghi, già affidati all’operatore economico aggiudicatario dell’appalto iniziale dalle medesime amministrazioni aggiudicatrici, a condizione che tali lavori o servizi siano conformi al progetto a base di gara e che tale progetto sia stato oggetto di un primo appalto aggiudicato secondo una procedura di cui all’art. 59, comma 1. Il ricorso a questa procedura è limitato al triennio successivo alla stipulazione del contratto dell’appalto iniziale. | | | | |  |  | |  |  | | | | | | | | | **2** | La stazione appaltante ha selezionato almeno cinque operatori economici, se sussistono in tale numero soggetti idonei? | | | | |  |  | |  |  | | | | | | | | | **3** | La stazione appaltante ha effettuato una selezione comparativa tra diversi operatori economici, nel rispetto dei principi di trasparenza, pubblicità e concorrenza? | | | | |  |  | |  |  | | | | | | | | | **4** | Gli operatori economici sono stati individuati attraverso indagine di mercato? | | | | |  |  | |  |  | | | | | | | | | **5** | Gli operatori economici sono stati individuati in appositi elenchi? | | | | |  |  | |  |  | | | | | | | | | **6** | E' stata prodotta la determina a contrarre, o atto equivalente, con i contenuti minimi previsti dalla normativa vigente, nonché la motivazione e la sussistenza dei presupposti specifici per questo tipo di procedura ex art. 63? | | | | |  |  | |  | *indicare estremi dell'atto* | | | | | | | | | **7** | Lo schema di lettera d'invito è stato approvato con la determina a contrarre, o atto equivalente? | | | | |  |  | |  |  | | | | | | | | | **8** | La determinazione a contrarre (o l'atto analogo) è stata correttamente pubblicata? | | | | |  |  | |  |  | | | | | | | | | **8.1** | 1- sul profilo del committente, nella sezione "Amministrazione trasparente"  iva) | | | | |  |  | |  |  | | | | | | | | | **8.2** | 2 - sul sito del Ministero delle Infrastrutture (tramite i sistemi informatizzati regionali) | | | | |  |  | |  |  | | | | | | | | | **8.3** | 3 - sulla piattaforma digitale istituita presso l'ANAC se operativa | | | | |  |  | |  |  | | | | | | | | |  | **Suddivisione in lotti/frazionamento artificioso** | | | | |  |  | |  | ***(art. 35 comma 6 e art 51 del d.lgs 50/2016)*** | | | | | | | | | **9** | L'appalto è stato suddiviso in lotti funzionali o prestazionali ai sensi dell'art.51 del d.lgs 50/2016? | | | | |  |  | |  | *art. 51 comma 1: Nel rispetto della disciplina comunitaria in materia di appalti pubblici, sia nei settori ordinari che nei settori speciali, al fine di favorire l'accesso delle microimprese, piccole e medie imprese, le stazioni appaltanti suddividono gli appalti in lotti funzionali ovvero in lotti prestazionali . Le stazioni appaltanti motivano la mancata suddivisione dell'appalto in lotti nel bando di gara o nella lettera di invito e nella relazione unica di cui agli articoli 99 e 139. E’ fatto divieto alle stazioni appaltanti di suddividere in lotti al solo fine di eludere l’applicazione delle disposizioni del presente codice, nonché di aggiudicare tramite l’aggregazione artificiosa degli appalti* | | | | | | | | | **10** | In caso di frazionamento, ai sensi dell'art. 35 comma 6, è stato verificato che lo stesso sia giustificato da ragioni oggettive e che scopo non fosse di eludere le norme sul calcolo del valore dell'appalto e scelta della procedura di gara? | | | | |  |  | |  |  | | | | | | | | |  | **Documenti di gara (Lettera d'invito/disciplinare/capitolato)** | | | | |  |  | |  |  | | | | | | | | | **11** | La Lettera d'invito contiene tutte le informazioni di cui all'allegato XV, Parte I, del d.lgs. 50/2016? | | | | |  |  | |  |  | | | | | | | | | **12** | E' stata applicata una corretta scadenza per la presentazione delle offerte? | | | | |  |  | |  | *Riportare: Data di invio lettera d'invito: Termine per il ricevimento delle offerte:* | | | | | | | | | **13** | E' rispettato il principio di non dicriminazione nella definizione dei requisiti di ammissione alla gara e di scelta del contraente? | | | | |  |  | |  |  | | | | | | | | | **14** | I requisiti richiesti riguardano esclusivamente i seguenti aspetti: l'insussistenza di motivi di esclusione previsti all'80 d.lgs. 50/2016 - il possesso di requisiti di l'idoneità professionale - la capacità economica e finanziaria - la capacità tecnica e professionale? | | | | |  |  | |  | *(per appalti di lavori di importo pari o superiore a 150.000 euro è obbligatoria l'attestazione SOA che prova il possesso dei suddetti requisiti)* | | | | | | | | | **15** | Nella documentazione di gara (bando/lettera d’invito) è prevista la possibilità di ricorso all’istituto del subappalto? | | | | |  |  | |  |  | | | | | | | | | **16** | Tale previsione rimanda all’art. 105 del codice dei contratti? | | | | |  |  | |  |  | | | | | | | | | **17** | Il limite di ricorso al subappalto è circoscritto al 40%? | | | | |  |  | |  |  | | | | | | | | | **18** | Tale limite è giustificato dalla stazione appaltante con apposita motivazione collegata allo specifico appalto?  ***L’Allegato 1 alla Decisione della Commissione Europea n. 3452/2019 del 14/5/2019 applica alla limitazione ingiustificata dei subappalti, un tasso di rettifica finanziaria del 5% - Tipo di irregolarità N. 13. Rif***[***sentenza 26 settembre 2019, causa C-63/18***](https://www.lavoripubblici.it/news/2019/09/LAVORI-PUBBLICI/22647/Corte-di-giustizia-europea-limiti-al-subappalto-contrari-alla-normativa-europea)***e***[***sentenza 27 novembre 2019, C-402/18***](https://www.lavoripubblici.it/normativa/20191127/Sentenza-Corte-di-Giustizia-UE-27-novembre-2019-C-402-18-19064.html)***.*** | | | | |  |  | |  |  | | | | | | | | | **19** | E’ presente un interesse transfrontaliero certo dell’operazione co-finanziata? | | | | |  |  | |  |  | | | | | | | | |  | **Selezione degli operatori economici da invitare a presentare offerta** | | | | |  |  | |  |  | | | | | | | | | **16** | E' stato rispettato il principio di rotazione? | | | | |  |  | |  | *verificare che l'affidamento e/o l'invito, non sia nei confronti del contraente uscente o dell’operatore economico invitato e non affidatario in una procedura lavori immediatamente precedente* | | | | | | | | | **17** | La stazione appaltante ha invitato contemporaneamente i candidati selezionati a presentare le rispettive offerte a mezzo posta elettronica certificata o strumento analogo negli altri Stati membri (o, in caso di impossibilità, tramite lettera)? | | | | |  |  | |  |  | | | | | | | | | **18** | E' stata correttamente comunicata l'eventuale proroga dei termini per la ricezione delle offerte, contestualmente a tutti i concorrenti invitati a presentare l'offerta? | | | | |  |  | |  |  | | | | | | | | |  | **Criteri di aggiudicazione** | | | | |  |  | |  |  | | | | | | | | | **19** | I criteri di valutazione sono stati indicati nella lettera d'invito? | | | | |  |  | |  |  | | | | | | | | | **20** | La lettera d'invito prevede i criteri di valutazione (ove necessario i sub criteri) e la relativa ponderazione (eventualmente i sub pesi e i sub punteggi)? | | | | |  |  | |  |  | | | | | | | | | **21** | Negli atti di gara è presente una netta distinzione tra i requisiti di ammissibilità dei proponenti rispetto ai criteri di valutazione ed attribuzione del punteggio delle offerte? | | | | |  |  | |  |  | | | | | | | | | **22** | Qualora sia stato scelto il criterio del **minor prezzo**, la stazione appaltante ha dato adeguata motivazione della scelta, con riferimento alla sussistenza di ipotesi previste dalla norma e purchè l'appalto non rientri nelle fattispecie escluse dall'art. 95? | | | | |  |  | |  |  | | | | | | | | | **23** | In caso di adozione del criterio dell'offerta economicamente più vantaggiosa, Il peso attribuito all'offerta economica rientra nei limiti previsti dalla norma al momento vigente? | | | | |  |  | |  |  | | | | | | | | | **24** | In caso do criterio dell'offerta economicamente più vantaggiosa, è stato verificato che non siano attribuiti punteggi per offerta di opere aggiuntive rispetto a quanto previsto nel progetto esecutivo a base di gara? | | | | |  |  | |  |  | | | | | | | | |  | **PROCESSO DA SOTTOPORRE A CONTROLLO: SVOLGIMENTO DELLA PROCEDURA DI GARA** | | | | | | | | | | | | | | | | | |  | | | | | **SI** | **NO** | | **N.A.** | ***Descrizione/Commenti*** | | | | | | | | |  | **Commissione di gara** | | | | |  |  | |  |  | | | | | | | | | **1** | E' stato nominato il seggio monocratico di gara? | | | | |  |  | |  | *Fornire gli estremi dell’atto* | | | | | | | | | **2** | E' stata nominata la Commissione di gara nel rispetto dell'art 77? | | | | |  |  | |  | *Aggiudicazione con criterio offerta economicamente più vantaggiosa, composizione da un numero dispari non superiore a 5, componenti scelti tra esperti iscritti all'albo ANAC, nomina dopo il termine fissato per la presentazione delle offerte.  Fornire gli estremi dell’atto* | | | | | | | | | **3** | E' stata verificata mediante autodichiarazione l'indipendenza tra i membri della Commissione e i soggetti proponenti ai sensi dell'art. 77 co.4 e 5? | | | | |  |  | |  | *Fornire gli estremi dell’atto e i nominativi dei commissari* | | | | | | | | | **4** | E' stata dichiarata ai sensi del DPR 445/2000 e smi, l'assenza di cause di incompatibilità e di conflitto di interessi? | | | | |  |  | |  | *Fornire gli estremi dell’atto e i nominativi dei commissari* | | | | | | | | |  | **Apertura delle offerte e verifiche preliminari** | | | | |  |  | |  |  | | | | | | | | | **5** | E' documentato il controllo da parte della Commissione di valutazione/seggio di gara, sulle autocertificazioni presentate dai proponenti ? | | | | |  |  | |  |  | | | | | | | | | **6** | Tutte le offerte sono state aperte alla data specificata nella lettera d'invito? | | | | |  |  | |  |  | | | | | | | | | **7** | Le offerte pervenute successivamente alla data prevista dalla lettera d'invito sono state escluse? | | | | |  |  | |  |  | | | | | | | | | **8** | All'apertura delle buste erano presenti i rappresentanti dei potenziali affidatari? | | | | |  |  | |  |  | | | | | | | | | **9** | L'intera procedura, la conformità formale, la valutazione tecnica e finanziaria e la scelta dell'appaltatore è stata documentata su appositi verbali? | | | | |  |  | |  |  | | | | | | | | | **10** | Il verbale di gara contiene i seguenti elementi? | | | | |  |  | |  |  | | | | | | | | | **10.1** | *- Numero di offerte presentate;* | | | | |  |  | |  |  | | | | | | | | | **10.2** | *- La presenza nelle buste contenenti dellla documentazione amministrativa, di tutti i documenti richiesti nella documentazione di gara* | | | | |  |  | |  |  | | | | | | | | | **10.3** | *- Eventuali ritiri delle offerte;* | | | | |  |  | |  |  | | | | | | | | | **10.4** | *- Esclusione;* | | | | |  |  | |  |  | | | | | | | | | **10.5** | *- Motivi di esclusione;* | | | | |  |  | |  |  | | | | | | | | | **10.6** | *- Registrazione delle offerte economiche* | | | | |  |  | |  |  | | | | | | | | | **11** | E' avvenuta la comunicazione di esclusione ai soggetti esclusi, nei termini previsti dalla normativa vigente? | | | | |  |  | |  |  | | | | | | | | |  | **Valutazione delle offerte** | | | | |  |  | |  |  | | | | | | | | | **12** | Sono state valutate tutte le offerte ammesse? | | | | |  |  | |  |  | | | | | | | | | **13** | I criteri utilizzati per valutare le offerte, sono conformi ai criteri indicati nella lettera d'invito? | | | | |  |  | |  |  | | | | | | | | | **14** | Le offerte pervenute sono garantite da cauzione o fidejussione come previsto dall'art 93? | | | | |  |  | |  |  | | | | | | | | | **15** | E' stata fatta comunicazione agli interessati, entro i termini prescritti, delle ulteriori informazioni dovute? | | | | |  |  | |  |  | | | | | | | | | **16** | Se l'aggiudicazione è stata fatta sulla base dell'**offerta economicamente più vantaggiosa**: | | | | |  |  | |  |  | | | | | | | | | **16.1** | - è stato rispettato il limite massimo per il punteggio economico previsto dalla normativa vigente? | | | | |  |  | |  |  | | | | | | | | | **16.2** | - la gamma ed il peso dei punteggi utilizzati in base ai vari criteri sono conformi alle specifiche? | | | | |  |  | |  |  | | | | | | | | | **16.3** | - è corretto il calcolo che somma i punteggi attribuiti per i vari criteri e sub-criteri? | | | | |  |  | |  |  | | | | | | | | | **16.4** | - i punteggi attribuiti in base ad ogni criterio sono stati registrati/documentati dalla commissione di valutazione? | | | | |  |  | |  |  | | | | | | | | | **16.5** | - l'importo di aggiudicazione è inferiore a quello posto a base di gara? | | | | |  |  | |  |  | | | | | | | | | **16.6** | - i verbali di valutazione contengono le decisioni assunte dalla commissione e sono adeguatamente giustificate e registrate? | | | | |  |  | |  |  | | | | | | | | | **17** | In caso di aggiudicazione dell'offerta con il criterio del **minor** **prezzo**: | | | | |  |  | |  |  | | | | | | | | | **17.1** | - è verificato che non si tratti di appalti di cui all'art. 95 comma 3 e 4 lett. b, per i quali è obbligatorio il criterio dell'offerta economicamente più vantaggiosa? | | | | |  |  | |  |  | | | | | | | | | **17.2** | - è corretto il calcolo ai fini della graduatoria? | | | | |  |  | |  |  | | | | | | | | | **17.3** | - l'importo di aggiudicazione è inferiore a quello posto a base di gara? | | | | |  |  | |  |  | | | | | | | | |  | **Offerte anomale** | | | | |  |  | |  |  | | | | | | | | | **18** | Si è proceduto all'individuazione delle offerte anomale e verifica della sostenibilità e congruità delle stesse (a partire dalla offerta nella prima posizione della graduatoria)? | | | | |  |  | |  |  | | | | | | | | | **19** | In caso di criterio del minor prezzo, l'offerta anormalmente bassa è stata determinata in base alla soglia di anomalia predeterminata tra i metodi previsti dall'art. 97 co 2 (e comma 2 bis per gli affidamenti successivi all'entrata in vigore della legge n. 55 del 2019)? | | | | |  |  | |  |  | | | | | | | | | **20** | Qualora la stazione appaltante si sia avvalsa della facoltà di esclusione automatica delle offerte anormalmente basse, ricorrevano i seguenti presupposti? | | | | |  |  | |  |  | | | | | | | | | **21** | 1 - il criterio di aggiudicazione è quello del prezzo più basso | | | | |  |  | |  |  | | | | | | | | | **22** | 2 - l'importo dell'appalto è inferiore alle soglie di cui all'art. 35 d.lgs. 50/2016 | | | | |  |  | |  |  | | | | | | | | | **23** | 3 - la facoltà di esclusione automatica è stata prevista nel bando di gara | | | | |  |  | |  |  | | | | | | | | | **24** | 4 - il numero di offerte ammesse è almeno pari a 10 | | | | |  |  | |  |  | | | | | | | | | **25** | In caso di criterio dell'offerta economicamente più vantaggiosa, la congruità delle offerte è valutata sulle offerte che presentano sia i punti relativi al prezzo, sia la somma dei punti relativi agli altri elementi di valutazione, nel rispetto dell'art. 97 comma 3? | | | | |  |  | |  |  | | | | | | | | | **26** | Nel caso l'offerta sia risultata anomala sono state richieste all'operatore, per iscritto, spiegazioni sul prezzo o sui costi proposti? | | | | |  |  | |  |  | | | | | | | | | **27** | La stazione appaltante ha proceduto alla valutazione delle spiegazioni fornite? | | | | |  |  | |  | *Specificare con quale documento si è proceduto a formalizzare le verifiche fatte dalla stazione appaltante* | | | | | | | | | **28** | La documentazione di gara evidenzia che sono stati garantiti la parità di trattamento fra tutti gli offerenti? | | | | |  |  | |  |  | | | | | | | | |  | **Verifica possesso dei requisiti speciali** | | | | |  |  | |  |  | | | | | | | | | **29** | E' presente il DGUE allegato alla documentazione amministrativa dei partecipanti? | | | | |  |  | |  |  | | | | | | | | | **30** | La Stazione appaltante ha effettuato la verifica della conformità amministrativa e la presenza della documentazione amministrativa attestante le capacità finanziarie, tecniche e professionali ex art. 83 dlgs n.50/16? | | | | |  |  | |  | *Verificare i verbali di gara* | | | | | | | | | **31** | In caso di richiesta di documentazione integrativa attraverso l'attivazione del soccorso istruttorio, è stato inserito nella comunicazione agli interessati il limite temporale per la consegna delle integrazioni? | | | | |  |  | |  | *verificare che la documentazione richiesta possa essere oggetto di soccorso istruttorio* | | | | | | | | | **32** | Il soccorso istruttorio si è concluso con esito positivo? | | | | |  |  | |  | *estremi del verbale di soccorso istruttorio* | | | | | | | | | **33** | In caso di esito negativo del soccorso istruttorio, si è proceduto all'esclusione del concorrente? | | | | |  |  | |  | *estremi del verbale di soccorso istruttorio* | | | | | | | | |  | **Avvalimento** | | | | |  |  | |  |  | | | | | | | | | **34** | Nel caso in cui l'aggiudicatario abbia fatto ricorso all'Avvalimento, sono stati rispettati i requisiti di cui all'art. 89 del D.Lgs. 50/2016? | | | | |  |  | |  |  | | | | | | | | |  | **PROCESSO DA SOTTOPORRE A CONTROLLO: FASE DI AGGIUDICAZIONE** | | | | | | | | | | | | | | | | | |  | | | | | **SI** | **NO** | | **N.A.** | ***Descrizione/Commenti*** | | | | | | | | |  | **Procedura di affidamento, comunicazione ai candidati** | | | | |  |  | |  |  | | | | | | | | | **1** | Sono stati effettuati i controlli sugli atti delle procedure di affidamento di cui all'art. 33 del D.Lgs. 50/2016? | | | | |  |  | |  | *(approvazione proposta di aggiudicazione ed eventuale approvazione contratto)* | | | | | | | | | **2** | Dopo la proposta di aggiudicazione da parte della Commissione, la stazione appaltante ha proceduto all'aggiudicazione definitiva con atto formale? | | | | |  |  | |  |  | | | | | | | | | **3** | La stazione appaltante ha comunicato l'aggiudicazione, immediatamente e comunque entro 5 giorni, ai seguenti soggetti? | | | | |  |  | |  | *Sono fatti salvi i casi in cui la divulgazione delle informazioni potrebbe recare danno ad uno degli interessi espressamente previsti al comma 4 dell'art. 76 d.lgs. 50/2016* | | | | | | | | | **3.1** | *all'aggiudicatario* | | | | |  |  | |  |  | | | | | | | | | **3.2** | *al concorrente che segue nella graduatoria* | | | | |  |  | |  |  | | | | | | | | | **3.3** | *a tutti i candidati che hanno presentato un'offerta ammessa* | | | | |  |  | |  |  | | | | | | | | | **3.4** | *a coloro la cui offerta sia stata esclusa se hanno proposto impugnazione avverso l'esclusione o sono in termini per presentare impugnazione* | | | | |  |  | |  |  | | | | | | | | | **3.5** | *a coloro che hanno impugnato la lettera di invito, se tali impugnazioni non siano state respinte con pronuncia giurisdizionale definitiva* | | | | |  |  | |  |  | | | | | | | | | **4** | La stazione appaltante ha comunicato immediatamente e comunque entro 5 giorni, l'esclusione ai candidati ed agli offerenti esclusi, con indicazione dei motivi di rigetto dell'offerta (aggiornato alle modifiche apportate dal d.lgs. 56/2017)? | | | | |  |  | |  |  | | | | | | | | | **5** | La stazione appaltante ha comunicato immediatamente e comunque entro 5 giorni a tutti i candidati, l'eventuale decisione di non aggiudicare l'appalto? | | | | |  |  | |  |  | | | | | | | | | **6** | La stazione appaltante ha comunicato immediatamente e comunque entro 5 giorni, la data di avvenuta stipulazione del contratto, ai soggetti di cui all'art. 76 comma 5 lett. a? | | | | |  |  | |  |  | | | | | | | | |  | **Pubblicazione esiti di gara e ricorsi** | | | | |  |  | |  |  | | | | | | | | | **7** | L'avviso di aggiudicazione è stato pubblicato nella piattaforma ANAC (ove operativa)? | | | | |  |  | |  | *Inserire la data di pubblicazione* | | | | | | | | | **8** | L'avviso di aggiudicazione è stato pubblicato sulla Gazzetta Ufficiale della Repubblica italiana (per appalti di importo pari o superiore a 500.000 euro)? | | | | |  |  | |  | *Inserire la data di pubblicazione* | | | | | | | | | **9** | L'avviso di aggiudicazione è stato pubblicato sulla Gazzetta Ufficiale dell'Unione Europea (per appalti di importo pari o superiore alle soglie indicate all'art. 35 d.lgs. 50/2016) ? | | | | |  |  | |  | *Inserire la data di pubblicazione* | | | | | | | | | **10** | Per appalti di importo inferiore a 500.000 euro,l'avviso di aggiudicazione è stato pubblicato sull'albo pretorio del comune dove si eseguono i lavori? | | | | |  |  | |  | *Inserire la data di pubblicazione* | | | | | | | | | **11** | Per appalti di importo pari o superiore a 500.000 euro e inferiore alla soglie europea, l'avviso di aggiudicazione è stato pubblicato per estratto su almeno 1 quotidiano a diffusione nazionale e su almeno 1 quotidiano a diffusione locale nel luogo dove si esegue il contratto? | | | | |  |  | |  | *Inserire la data di pubblicazione* | | | | | | | | | **12** | L'avviso di aggiudicazione è stato pubblicato profilo di committente della stazione appaltante (anche nella sezione "Amministrazione trasparente", ai sensi dell'art. 29 d.lgs. 50/2016? | | | | |  |  | |  | *Inserire la data di pubblicazione* | | | | | | | | | **13** | L'avviso di aggiudicazione è stato pubblicato piattaforma informatica del Ministero delle infrastrutture e dei trasporti (di cui al d.m. 6/4/2011, n. 20) tramite i sistemi informatizzati delle regioni ad essa collegati? | | | | |  |  | |  | *Inserire la data di pubblicazione* | | | | | | | | | **14** | Sono stati presentati ricorsi presso l'autorità appaltante? | | | | |  |  | |  | *In caso di risposta positiva, specificare quanti e i relativi effetti sulla graduatoria oltre agli esiti noti* | | | | | | | | |  | **PROCESSO DA SOTTOPORRE A CONTROLLO: STIPULA DEL CONTRATTO** | | | | | | | | | | | | | | | | | |  | | | | | **SI** | **NO** | | **N.A.** | ***Descrizione/Commenti*** | | | | | | | | |  | **Contratto - formalizzazione degli impegni** | | | | |  |  | |  |  | | | | | | | | | **1** | Prima della stipulazione, approvazione o autorizzazione dei contratti o dei sub contratti, è stata richiesta la documentazione antimafia (dichiarazione, informativa) prevista per i provvedimenti, gli atti ed i contratti il cui valore complessivo superi i 150.000 euro (salvo che non ricorrano altre condizioni di cui all'art. 83 comma 3 del d.lgs 159/2011)? | | | | |  |  | |  | *Specificare se la dichiarazione è stata anche acquisita* | | | | | | | | | **2** | Prima della stipula del contratto, la stazione appaltante ha effettuato la verifica dei requisiti ex art. 80 del d.lgs. 50/2016 per l'aggiudicatario, per l’impresa ausiliaria in caso di avvalimento e per i subappaltatori? | | | | |  |  | |  | *elenco delle verifiche effettuate* | | | | | | | | | **3** | Il contratto è stato stipulato dopo il termine di stand-still ex art. 32 comma 9 del d.lgs 50/2016? | | | | |  |  | |  | *Stand-still: Termine dilatorio per la stipula del contratto. L’art. 32, co 9 del D.lgs. 50 del 2016 prescrive che “il contratto non può comunque essere stipulato prima di trentacinque giorni dall'invio dell'ultima delle comunicazioni del provvedimento di aggiudicazione. ”. La norma ora in esame fa riferimento al c.d. stand still sostanziale e il termine di trentacinque giorni è stato coordinato con il termine di ricorso giurisdizionale di trenta, allo specifico fine di evitare la stipulazione del contratto in pendenza di giudizio.* | | | | | | | | | **4** | Nel caso in cui non sia stato rispettato il termine di stand still, ricorrevano i presupposti di cui all'art. 32 comma 10 del d.lgs 50/2016? | | | | |  |  | |  |  | | | | | | | | | **5** | Il contratto è stato stipulato nelle forme previste dalle norme vigenti? | | | | |  |  | |  | *Specificare con quale forma è stato stipulato l'atto (Atto pubblico notarile, forma elettronica)* | | | | | | | | | **6** | Il contratto è sottoscritto digitalmente da entrambe le parti? | | | | |  |  | |  |  | | | | | | | | | **7** | Il contratto corrisponde a quanto contenuto nella documentazione di gara, all'offerta aggiudicata e, se esistente, allo schema di contratto? | | | | |  |  | |  |  | | | | | | | | | **8** | L'importo di aggiudicazione e quello indicato nel contratto coincidono? | | | | |  |  | |  |  | | | | | | | | | **9** | E' stata acquisita la garanzia definitiva ex art. 103? | | | | |  |  | |  |  | | | | | | | | | **10** | E' indicata la data di decorrenza del contratto? | | | | |  |  | |  |  | | | | | | | | | **11** | E' indicata la durata del contratto? | | | | |  |  | |  |  | | | | | | | | | **12** | Il contratto contiene, a pena di nullità, la clausola relativa agli obblighi di tracciabilità dei flussi finanziari ex L. 136/2010? | | | | |  |  | |  |  | | | | | | | | | **13** | L'appaltatore ha inviato comunicazione del conto corrente dedicato, con indicazione dei soggetti autorizzati ad operarvi? | | | | |  |  | |  | *Se non resa al momento della stipula del contratto, verificare che la comunicazione di conto corrente dedicato sia avvenuta comunque prima dei pagamenti* | | | | | | | | |  | **PROCESSO DA SOTTOPORRE A CONTROLLO: esecuzione del contratto, varianti in corso d’opera** | | | | | | | | | | | | | | | | | |  | | | | | **SI** | **NO** | | **N.A.** | ***Descrizione/Commenti*** | | | | | | | | |  | **Esecuzione del contratto** | | | | |  |  | |  |  | | | | | | | | | **1** | In caso di appalto di lavori, è stato nominato il Direttore Lavori? | | | | |  |  | |  | *inserire estremi dell'atto di nomina* | | | | | | | | | **2** | In caso di appalto di servizi o forniture, è stato nominato il Direttore dell'Esecuzione? | | | | |  |  | |  | *inserire estremi dell'atto di nomina* | | | | | | | | | **3** | E' stata acquisita la dichiarazione di assenza di conflitti d'onteresse e cause di incompatibilità da parte del DL/DEC? | | | | |  |  | |  |  | | | | | | | | | **4** | L'esecuzione ha avuto inizio dopo la stipulazione del contratto, fatta salva l'esecuzione in via d'ugenza nei modi e alle condizioni previste dal comma 8, dell'art. 32 del d.lgs. 50/2016? | | | | |  |  | |  |  | | | | | | | | | **5** | E' stato regolarmente sottoscritto il verbale di consegna dei lavori, o di avvio delle attività in caso di servizi e forniture? | | | | |  |  | |  | *Obbligatorio nel caso di autorizzazione all'esecuzione anticipata della prestazione rispetto alla data di stipula del contratto* | | | | | | | | | **6** | Sono stati rispettati i termini di esecuzione del contratto? | | | | |  |  | |  |  | | | | | | | | | **6.1** | In caso negativo, la stazione appaltante ha attivato le clausole del contratto relative alle penali? | | | | |  |  | |  | *Fornire documentazione relativa alle eventuali penali* | | | | | | | | | **7** | Sono state ordinate sospensioni o concesse proroghe ? | | | | |  |  | |  |  | | | | | | | | | **8** | Sono stati prodotti SAL e relativi atti di approvazione ? | | | | |  |  | |  |  | | | | | | | | |  | **Subappalto** | | | | |  |  | |  |  | | | | | | | | | **9** | In caso di subappalto, si è verificato che il subappaltatore non abbia partecipato come offerente alla procedura di appalto? | | | | |  |  | |  |  | | | | | | | | | **10** | E' stato depositato il contratto di subappalto e la documentazione prevista al c. 7 dell'art. 105 d.lgs. 50/2016 nei termini di legge, da parte dell'affidatario presso la stazione appaltante? | | | | |  |  | |  |  | | | | | | | | | **11** | E' stato verificato che le prestazioni oggetto di subappalto non sono ulteriormente subappaltate? | | | | |  |  | |  |  | | | | | | | | | **12** | Nel caso in cui la stazione appaltante corrisponda gli importi direttamente al subappaltatore ex art. 105 comma13, ha provveduto al pagamento previa verifica della regolarità contributiva? | | | | |  |  | |  |  | | | | | | | | |  | **Modifica del contratto durante il periodo di efficacia - Varianti in corso d'opera** | | | | |  |  | |  |  | | | | | | | | | **13** | Sono state apportate modifiche al contratto durante il periodo di efficacia? | | | | |  |  | |  | *Fornire la documentazione relativa ad eventuali modifiche del contratto (a titolo esemplificativo rinnovi, proroghe, attivazione del quinto d’obbligo, altre variazioni contrattuali)  Fornire la documentazione relativa ad eventuali casi di recesso o risoluzione del contratto* | | | | | | | | | **14** | E' stata effettuata una Relazione relativa alla perizia di variante? | | | | |  |  | |  |  | | | | | | | | | **15** | Esiste un atto di approvazione della variante da parte della stazione appaltante? | | | | |  |  | |  |  | | | | | | | | | **16** | Esiste l'Atto di sottomissione debitamente sottoscritto dalle parti? | | | | |  |  | |  |  | | | | | | | | | **17** | Esiste il nuovo quadro economico? | | | | |  |  | |  |  | | | | | | | | | **18** | Le modifiche, nonché le varianti in corso di esecuzione del contratto sono autorizzate dal RUP? | | | | |  |  | |  |  | | | | | | | | | **19** | La modifica/variante, rientra nei casi dell'art. 106 comma 1 lett.a)? | | | | |  |  | |  | *le modifiche, a prescindere dal loro valore monetario, sono state previste nei documenti di gara iniziali in clausole chiare, precise e inequivocabili, che possono comprendere clausole di revisione dei prezzi* | | | | | | | | | **20** | Nel caso che la modifica/variante, rientri nei casi dell'art. 106 Comma 1 lett. b) - **Lavori/servizi/forniture supplementari:** | | | | |  |  | |  |  | | | | | | | | | **20.1** | b1 -si sono resi necessari e non erano inclusi nell'appalto iniziale? | | | | |  |  | |  |  | | | | | | | | | **20.2** | b2 - un cambiamento del contraente risultava impraticabile per motivi economici o tecnici ? | | | | |  |  | |  |  | | | | | | | | | **20.3** | b3 - un cambiamento del contraente comportava per la Stazione appaltante notevoli disguidi o una consistente duplicazione dei costi? | | | | |  |  | |  |  | | | | | | | | | **20.4** | b4 - le modifiche del contratto sono state comunicate all'ANAC entro trenta giorni dal loro perfezionamento? | | | | |  |  | |  |  | | | | | | | | | **21** | Nel caso che la modifica/variante, rientri nei casi dell'art. 106 Comma 1 lett.c) : **imprevisti :** | | | | |  |  | |  |  | | | | | | | | | **21.1** | c1 - la necessità di modifica è determinata da circostanze impreviste e imprevedibili perla Stazione appaltante? | | | | |  |  | |  |  | | | | | | | | | **21.2** | c2 **-** la modifica non altera la natura generale del contratto? | | | | |  |  | |  |  | | | | | | | | | **22** | Nel caso di variazioni di cui all'art. 106 comma 1 lett. b e c, l'eventuale aumento di prezzo non eccede il 50 per cento del valore del contratto iniziale? | | | | |  |  | |  |  | | | | | | | | | **23** | Nel caso di variazioni di cui all'art. 106 comma 1 lett. b e c, è stato pubblicato un avviso relativo alla modifica del contratto in ambito nazionale per i contratti di importo inferiore alla soglia europea? | | | | |  |  | |  |  | | | | | | | | | **24** | Nel caso che la modifica/variante, rientri nei casi dell'art. 106 Comma 1 lett. d): **sostituzione contraente,** per quale delle seguenti condizioni è avvenuta la sosituzione del contraente? | | | | |  |  | |  |  | | | | | | | | | **24.1** | d1 - una clausola di revisione inequivocabile in conformità alle disposizioni di cui alla lettera a) | | | | |  |  | |  |  | | | | | | | | | **24.2** | d2 - all'aggiudicatario iniziale succede, per causa di morte o vicende societarie, un altro operatore economico che soddisfi i criteri di selezione qualitativa stabiliti inizialmente, purché ciò non implichi altre modifiche sostanziali al contratto | | | | |  |  | |  |  | | | | | | | | | **24.3** | d3 - nel caso in cui la Stazione appaltante si assuma gli obblighi del contraente principale nei confronti dei suoi subappaltatori | | | | |  |  | |  |  | | | | | | | | | **24.4** | Nel caso che la modifica/variante, rientri nei casi dell'art. 106 Comma 1 lett. e, le modifiche possono ritenersi non sostanziali ai sensi del comma 4? | | | | |  |  | |  |  | | | | | | | | | **25** | Oltre a quanto previsto dall'art. 106 comma 1, nei casi di cui al comma 2 ricorrono tutti i seguenti presupposti? | | | | |  |  | |  |  | | | | | | | | | **25.1** | - il valore della modifica è al di sotto delle soglie fissate all'articolo 35? | | | | |  |  | |  |  | | | | | | | | | **25.2** | - il 10 per cento del valore iniziale del contratto per i contratti di servizi e fornitura, ovvero il 15 per cento del valore iniziale del contratto per i contratti di lavori | | | | |  |  | |  | *In caso di più modifiche successive, il valore è accertato sulla base del valore complessivo netto delle successive modifiche.* | | | | | | | | | **26** | La necessità di modificare il contratto non deriva da errori o da omissioni nel progetto esecutivo? | | | | |  |  | |  |  | | | | | | | | | **27** | Le modificazioni sono state comuicate all'ANAC entro trenta giorni dal loro perfezionamento? | | | | |  |  | |  |  | | | | | | | | | **28** | **Quinto d'obbligo (art. 106, comma 12)** Per la legittimità della variazione occorre che la risposta a tutte le condizioni di seguito indicate sia affermativa | | | | |  |  | |  |  | | | | | | | | | **28.1** | - l'aumento o la diminuzione delle prestazioni rientra nel quinto dell'importo del contratto? | | | | |  |  | |  |  | | | | | | | | | **28.2** | - sono state mantenute le condizioni del contratto originario? | | | | |  |  | |  |  | | | | | | | | | **29** | **Modifica della durata del contratto in corso di esecuzione (art. 106 comma 11).** E' prevista nel bando e nei documenti di gara una opzione di proroga? | | | | |  |  | |  |  | | | | | | | | |  | **PROCESSO DA SOTTOPORRE A CONTROLLO: COLLAUDO/REGOLARE ESECUZIONE** | | | | | | | | | | | | | | | | | |  | | | | | **SI** | **NO** | | **N.A.** | ***Descrizione/Commenti*** | | | | | | | | |  | **Verifica collaudo e regolare esecuzione** | | | | |  |  | |  |  | | | | | | | | | **1** | E' stato redatto il certificato di collaudo o, nei casi consentiti, il certificato di verifica di conformità o di regolare esecuzione? | | | | |  |  | |  | *estremi dell'atto* | | | | | | | | | **2** | Il certificato di collaudo o la verifica di conformità , sono stati emessi entro 6 mesi dalla ultimazione lavori, servizi o forniture? | | | | |  |  | |  |  | | | | | | | | | **3** | Il certificato di regolare esecuzione è stato emesso entro tre mesi dall'ultimazione dei lavori, servizi o forniture? | | | | |  |  | |  |  | | | | | | | | | **4** | E' stato effettuato il collaudo o svolta una verifica sulla regolare esecuzione della variante? | | | | |  |  | |  | *estremi dell'atto* | | | | | | | | | **5** | In caso di lavori, è stato approvato il conto finale? | | | | |  |  | |  |  | | | | | | | | | **6** | In caso di forniture, è presente documentazione di avvenuta consegna (ddt o bolla di consegna)? | | | | |  |  | |  | *estremi dell'atto* | | | | | | | | | **7** | Vi sono stati contenziosi con l'appaltatore? | | | | |  |  | |  | *decrizione e stato dell'eventuale contenzioso* | | | | | | | | | **ESITI DELLA VERIFICA** | | | | | | | | | | | | | | | | | | | **RILIEVI CON IMPATTO FINANZIARIO:** | | | | | | | | | | **Importo** | | | | | | | | |  | *1. descrizione - 1° Rilievo riscontrato :* | | | | | | | | |  | | | | | | | | |  | *2. descrizione - 2° Rilievo riscontrato :* | | | | | | | | |  | | | | | | | | |  | *n. descrizione n° Rilievo riscontrato :* | | | | | | | | |  | | | | | | | | | **RILIEVI SENZA IMPATTO FINANZIARIO:** | | | | | | | | | |  | | | | | | | | |  | *Descrizione:* | | | | | | | | | | | | | | | | | |  | *Descrizione:* | | | | | | | | | | | | | | | | | |  | *Descrizione:* | | | | | | | | | | | | | | | | | |