

**PARTICIPATION NOTICE**  
**for the open tender procedure**  
**regarding the purchase of special paper for the year 2026**

**1. Name of the contracting authority:** *Public Institution "Center for Information Technologies in Finance"*

**2. IDNO (fiscal code):** 1005600036924

**3. Address:** Chisinau Municipality, C. Tanase Street, No. 7

**4. Phone/Fax number:** 022-822-021; 067381138

**5. Email address and official website of the contracting authority:** [ctif@ctif.gov.md](mailto:ctif@ctif.gov.md); [www.ctif.gov.md](http://www.ctif.gov.md)

**6. Email address or official website for accessing the tender documentation:** *the tender documentation is attached to the procedure in the SIA RSAP system.*

**7. The type of contracting authority and the main activity (if applicable, mention that the contracting authority is a central purchasing authority or that the acquisition involves another form of joint procurement):** *Public Institution, Information Services.*

**8. The buyer invites interested economic operators who can meet its requirements to participate in the procurement procedure for the delivery/performance/execution of the following goods/services/works:**

| Lot No. | CPV Code   | Description of Services     | Unit of Measure | Quantity | The full required technical specification, reference standards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Estimated Value (Excluding VAT) |
|---------|------------|-----------------------------|-----------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 1       | 22420000-0 | Special paper with hologram | kg              | 6300     | <ul style="list-style-type: none"> <li>• Paper without its own UV luminescence, on one side of the sheet (holographic strip side).</li> <li>• Yellow colored paper in the table.</li> <li>• Paper with the implantation of at least 3 types of security fibers (6.7/5 mm 20 -30 pcs dm<sup>3</sup>).</li> <li>• Unpositioned bitonal filigree paper with the inscription "ACCIZ RM", which has UV luminescence on one side of the sheet (holographic strip face).</li> <li>• Paper density - 70 gr./m<sup>2</sup> +/- 3 kg 6200 g/m<sup>2</sup></li> <li>• The length of a sheet - 340 mm.</li> <li>• The width of a sheet - 410 mm.</li> <li>• On each sheet must be applied 2 holographic strips with a width of 5 mm, with two levels: level 1 - to include text "EXCISE" and level 2 includes text "REPUBLIC OF MOLDOVA", with a minimum revolution of 4000 dpi (non-positional inscription).</li> <li>• The holographic strip with a width of 5 mm must be rigidly applied to the face of the paper, on which the unpositioned bitonal filigree has UV luminescence, the side edges of the strip must be in the form of straight lines (it must be made by cutting).</li> <li>• Sheets packed in pallets, to be sealed by the manufacturer. (Note: Seals will be provided by the contracting authority).</li> </ul> | 2 362 500,00                    |

|                                            |  |                                |    |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |              |
|--------------------------------------------|--|--------------------------------|----|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|
|                                            |  | Special paper without hologram | kg | 13000 | <ul style="list-style-type: none"><li>• UV-free luminescent paper on one side of the sheet.</li><li>• Yellow colored paper in the mass;</li><li>• Paper with implantation of at least 3 types of security fibers (6.7 / 5 mm 20-30 pcs / dm3).</li><li>• Unpositioned bitonal watermark paper with the inscription "ACCIZ RM", which has UV luminescence on one side of the sheet.</li><li>• Paper density - 70 gr./m²+/- 3 g/m².</li><li>• The length of a sheet - 480 mm.</li><li>• The width of a sheet - 700 mm.</li><li>• Sheets packed in pallets, to be sealed by the manufacturer. (Note: Seals will be provided by the contracting authority).</li></ul> | 1 612 000,00 |              |
| Total estimated value, MDL (Excluding VAT) |  |                                |    |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              | 3 974 500,00 |

**9. In the case of pre-selection procedures, the minimum number of candidates and, if applicable, the maximum number:** *not applicable.*

**10. If the contract is divided into lots, an economic operator may submit an offer (select one):**  
*For a single lot.*

**11. Acceptance or prohibition of alternative offers:** *alternative offers will not be accepted.*

**12. Requested terms and conditions for delivery/performance/execution:** *The supplier will ensure the delivery and handover of the goods under INCOTERMS 2020 DDP conditions, at the Buyer's headquarters located at Chisinau municipality, Constantin Tănase str. no. 6 or will deliver and hand over the goods to the warehouse of the manufacturer selected by the Buyer. The first delivery will be made within 60 (sixty) days, calculated from the date of signing the contract, in the quantities and assortment requested by the Buyer based on the written order. Subsequent orders will be delivered within up to 15 (fifteen) days from the moment of submission of the written order by the Buyer, in the quantities and assortment requested. The beneficiary reserves the right to reduce the contracted quantities according to production needs.*

**13. Contract validity term:** *until December 31, 2026.*

**14. Procurement contract reserved for protected workshops or to be executed only within protected employment programs (if applicable):** *no.*

**15. The provision of the service is reserved for a specific profession based on legislative or administrative acts (if applicable):** *no.*

**16. Brief description of eligibility criteria for economic operators that may result in their exclusion and selection criteria; minimum level(s) of requirements, if imposed; requested information (ESPD, documentation):**

| No. | Qualification and selection criteria (Description of the criterion/requirement)                                 | Methods of demonstrating compliance with the criterion/requirement:                                                                        | Minimum level / Mandatory |
|-----|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1   | Demonstration of eligibility (in accordance with Article 19 of Law no. 131 of 03.07.2015 on public procurement) | <i>Submission of the ESPD form (European Single Procurement Document) electronically signed by the economic operator's representative.</i> | <b>Mandatory</b>          |
| 2   | Technical proposal                                                                                              | <i>Completed as per Annex no. 22 of the Standard Documentation, electronically signed by the economic operator's representative.</i>       | <b>Mandatory</b>          |
| 3   | Financial proposal                                                                                              | <i>Completed as per Annex no. 23 of the Standard Documentation, electronically signed by the economic operator's representative.</i>       | <b>Mandatory</b>          |
| 4   | Bid guarantee of 1% of the offer value (excluding VAT)                                                          | <i>The offer must include a Bid Guarantee: issued by a commercial</i>                                                                      | <b>Mandatory</b>          |

|    |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                           |
|----|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
|    |                                                                                                           | <p>bank, as per Annex no. 9 of the Standard Documentation, electronically signed by the economic operator's representative,<br/>Or, via transfer to the contracting authority's account, using the following banking details:</p> <ul style="list-style-type: none"> <li>- Payment Beneficiary: Public Institution "Center for Information Technology in Finance"</li> <li>- IBAN Code: MD86TRPCCC518430A01338AA</li> <li>- Bank Code: TREZMD2X</li> <li>- Bank: Ministry of Finance – State Treasury</li> </ul> <p>Tax Code: 1005600036924<br/>Confirmed via a Payment order electronically signed by the economic operator's representative.</p>       |                                                           |
| 5  | Performance guarantee for the contract in the amount of 5% of the total contract value.                   | <p>Performance guarantee of the contract: issued by a commercial bank, as per Annex no. 9 of the Standard Documentation, electronically signed by the economic operator's representative,<br/>Or via transfer to the contracting authority's account, using the following banking details:</p> <p>Payment Beneficiary: Public Institution "Center for Information Technology in Finance"</p> <ul style="list-style-type: none"> <li>- IBAN Code: MD86TRPCCC518430A01338AA</li> <li>- Bank Code: TREZMD2X</li> <li>- Bank: Ministry of Finance – State Treasury</li> <li>- Tax Code: 1005600036924, accompanied by the original payment order.</li> </ul> | <b>Mandatory<br/>(for the bidder declared the winner)</b> |
| 6  | Participation Request                                                                                     | Completed according to Annex no. 7 of the Standard Documentation, electronically signed by the economic operator's representative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Mandatory</b>                                          |
| 7  | Declaration on the Validity of the Offer                                                                  | Completed according to Annex no. 8 of the Standard Documentation, electronically signed by the economic operator's representative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Mandatory</b>                                          |
| 8  | Proof that the product (paper) meets environmental protection requirements (sustainability criteria).     | Presentation of certificates such as: EU Ecolabel, Blue Angel, Nordic Swan, FSC and PEFC or equivalent, signed electronically by the representative of the economic operator                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Mandatory</b>                                          |
| 9  | Certificate ISO 27001, 14001 and other existing certificates certified for the special paper manufacturer | Valid certified copy, electronically signed by the economic operator's representative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Mandatory</b>                                          |
| 10 | Evaluation of special paper quality                                                                       | Presentation of special paper samples, within a maximum of 3 working days,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Mandatory</b>                                          |

|    |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                             |
|----|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
|    |                                                                                                                       | <i>after the date of opening of offers in SIA RSAP</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                             |
| 11 | The manufacturer of special paper must be a member of the International Association of Hologram Manufacturers (IAHM). | <i>Document confirming the manufacturer's membership of the IHMA association, electronically signed by the economic operator's representative</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Mandatory</b>                                                                            |
| 12 | Confirmation of the identity of beneficial owners                                                                     | <i>Declaration confirming the identity of the beneficial owners and their non-enforcement of convictions for participation in the activities of a criminal organization or group, for corruption, fraud and/or money laundering, completed according to the form approved by MF ORDER No. 145 of 24.11.2020, electronically signed by the economic operator's representative</i>                                                                                                                                                                                                                                                         | <b>Mandatory<br/>(for the bidder declared the winner)</b>                                   |
| 13 | Demonstration of experience in delivering similar goods                                                               | <i>Completion of Annex No. 12 of the Standard Documentation, electronically signed by the economic operator's representative</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Mandatory, upon submission of the offer</b>                                              |
|    |                                                                                                                       | <i>Demonstration of experience by presenting at least 3 executed contracts for the delivery of similar goods (delivery of goods (paper) with special regime (secured)) for the period 2023-2025 (each separate contract shall demonstrate the delivery of similar goods as object and value, delivery period and beneficiaries). At the same time, confirmation of deliveries on the contracts presented will serve the presentation of issued documents (invoices, acts of delivery and receipt of goods) countersigned by the beneficiary of the delivered goods), electronically signed by the economic operator's representative</i> | <b>Presented at the request of the CA, by e-mail, at the tenderer's qualification stage</b> |
| 14 | *Special requirements submitted for the bidder's storage space                                                        | <i>Letter of guarantee or declaration on your own responsibility regarding the layout and compliance of the storage space with the requirements requested and set out in Chapter I of Annex No. 1 to the Tender Notice, electronically signed by the economic operator's representative</i>                                                                                                                                                                                                                                                                                                                                              | <b>Mandatory</b>                                                                            |
| 15 | Special requirements for process, regulatory documents and confidentiality                                            | <i>Letter of guarantee or declaration on your own responsibility regarding the assurance of the conditions requested and set out in Chapter II-III of Annex no. 1 to the Participation Notice, electronically signed by the representative of the economic operator</i>                                                                                                                                                                                                                                                                                                                                                                  | <b>Mandatory</b>                                                                            |

**(Note:** In accordance with art. 65 paragraph (4) of the Law on Public Procurement no. 131 of 03.07.2015, the submission of the offer requires the submission of the technical proposal, the financial proposal, the DUAE form and the offer guarantee in a common set. At the same time, according to art. 33 paragraph (14) letter i) of Law no. 131/2015 on public

procurement and point 121 of the Regulation on the method of keeping the State Register of Public Procurement formed by the Automated Information System "State Register of Public Procurement" (MTender), approved by Government Decision no. 986 of 10.10.2018, the electronic signature is mandatorily applied to electronic offers).

**17. Bid guarantee:** amounting to 1% of the bid value excluding VAT.

**18. Performance guarantee of the contract:** amounting to 5% of the total contract value.

**19. Reason for Accelerated Procedure (in cases of open, restricted, or negotiated procedures) if applicable:** not applicable.

**20. Specific award techniques and tools (if applicable, specify whether a framework agreement, dynamic purchasing system, or electronic auction will be used):** an electronic auction will be used, conducted in three rounds, with a minimum step of 0.5%.

**21. Special conditions upon which the fulfillment of the contract depends (if applicable):**

- The buyer reserves the right to reduce or increase the contracted quantities according to needs;
- If, by the expiration of the term of validity of the Contract, the quantity of goods delivered by the Supplier is less than the quantity provided for in the Contract, the Supplier will not claim payment of the unexecuted difference.

**22. Currency for Submitting Bids:** National currency (MDL).

**23. Evaluation Criterion for Contract Award:** lowest price.

**24. Evaluation Factors for the Most Economically Advantageous Bid and Their Weights:** not applicable.

**25. Deadline for Submission/Opening of Bids:**

- **until:** as per SIA RSAP Mtender data.
- **on date:** as per SIA RSAP Mtender data.

**26. Address for Submitting Bids or Participation Requests:**

*Bids or participation requests must be submitted electronically via SIA RSAP.*

**27. Validity Period of Bids:** 45 days.

**28. Place for Opening Bids:** SIA RSAP Mtender.

*Late bids will not be accepted.*

**29. Authorized Persons to Attend the Bid Opening:**

*Bidders or their representatives may participate in the bid opening, except when bids are submitted via SIA "RSAP."*

**30. The language or languages in which the offers or participation requests must be drafted:** Romanian.

**31. The respective contract refers to a project and/or program funded by European Union funds:** no.

**32. The name and address of the competent body for handling complaints:** *National Agency for Solving Complaints*

*Address: mun. Chisinau, Stefan cel Mare si Sfanta Blvd., no. 124 (4th floor), MD 2001*

*Tel/Fax/Email: 022-820 652, 022-820 651, contestatii@ansc.md*

**33. The date(s) and reference(s) of previous publications in the Official Journal of the European Union regarding the contract(s) to which the respective notice refers (if applicable):** *Edition No.: OJ S 177/2025, Publication No.: 604332-2025 of 12/09/2025.*

**34. For Periodic Procurement, Estimated Schedule for Future Notices:** -----

**35. The date of publication of the notice of intention or, if applicable, the statement that no such notice was published:** *published in BAP no. 73 of 19.09.2025.*

**36. Date of submission of participation notice for publication:** *as per SIA RSAP Mtender data.*

**37. Within the public procurement procedure, the following will be used/accepted:**

| Name of the electronic instrument                       | Will be used/accepted or not |
|---------------------------------------------------------|------------------------------|
| Electronic submission of bids or participation requests | Yes                          |
| Electronic ordering system                              | No                           |
| Electronic invoicing                                    | Yes                          |
| Electronic payments                                     | Yes                          |

**38. The contract is subject to the World Trade Organization Government Procurement Agreement (only in the case of announcements sent for publication in the Official Journal of the European Union): yes.**

**39. Other Relevant Information:**

39.1. *The bidder whose offer is designated as the winning one must sign the public procurement contract within 10 days from the date it was sent for signature;*

39.2. *Payment for delivered orders will be made by the Buyer, by bank transfer to the Supplier's settlement account, within a maximum period of 30 (thirtieth) calendar days from the date of presentation of the tax invoice;*

39.3. *\* Ownership of the arranged warehouse located in the city of Chisinau. Compliance with the qualification requirements set out in sub-item 14 of item 16 of the Tender Notice will be examined by the Evaluation Commission, delegated by the contracting authority. By submitting the offer, the bidders express their agreement to allow the Evaluation Commission to examine and inspect the storage spaces. **The bidder at the stage of examination by the Evaluation Commission must demonstrate compliance with all the requirements required for the storage spaces.** The Evaluation Commission, within 20 days from the date of opening the offers in the system, will inspect, on site, the bidders' compliance with the qualification and selection criteria. The evaluation committee, following the on-site verification, will draw up a sheet with the special requirements submitted to the storage spaces and personnel of the bidders participating in the procedure for the purchase and delivery of special paper (hereinafter - the requirements), related to the compliance or non-compliance of the bidders with the submitted criteria. The requirements are attached to the award documentation. Only qualified bidders will be accepted at the stage of evaluation and comparison of the technical and financial offers.*

**Acting Director,**

**Chairwoman of the Procurement**

**Working Group:**

\_\_\_\_\_ **Elena SAHARNEAN**

## ***Special Requirements for the Storage Facilities and Staff of the Bidders***

### ***I. Requirements for the bidder's storage facility:***

1. Possession of a properly equipped warehouse located in the city of Chişinău;
2. Physical security across the entire perimeter of the facility;
3. Restricted access of unauthorized persons to the storage facility, by equipping it with an access control system and 24/7 video surveillance. The recordings from the mentioned systems must be kept for at least 6 months;
4. No storage of other goods of the bidder in the space designated for keeping the special paper (the warehouse must be empty);
5. The door of the warehouse where the special paper is stored must be sealed;
6. Equipping the storage facility with technical means for security—fire alarms and fire extinguishing equipment (extinguishers);
7. The storage facility designated for keeping the special paper must be equipped with a device for measuring temperature and humidity;
8. Ensuring the optimal microclimate parameters in the storage facility:
  - temperature:  $23^{\circ}\text{C} \pm 1^{\circ}\text{C}$ ;
  - relative humidity:  $50\% \pm 5\%$ .

### ***II. Requirements for processes, regulatory documents, and confidentiality:***

1. The tenderer must guarantee the signing of a bilateral agreement on the delivery of special paper according to the stated technical specifications, only exclusively for the contracting authority, in order to exclude the production and marketing of these types of special paper for other consumers.
2. If the tenderer is the official representative of a foreign special paper producer, the tenderer must guarantee the signing of a trilateral agreement with the special paper producer, on the production of special paper according to the stated technical specifications, only exclusively for the contracting authority, in order to exclude the production and marketing of these types of special paper for other consumers.
3. If the tenderer is the official representative of a foreign special paper producer, the tenderer will ensure the contracting authority the right to direct interactions with the foreign special paper producer, including the possibility of traveling, in the interest of service, to the production site, for the entire duration of the contract.
4. The successful bidder, at the stage of signing the contract, will sign a confidentiality agreement with the contracting authority to guarantee the respect of confidential data obtained in the process of executing the contract.
5. If the bidder is the official representative of a foreign special paper manufacturer, it will ensure the signing of a trilateral confidentiality agreement with the foreign special paper manufacturer to ensure the respect of confidential data obtained in the production process.
6. The successful bidder, at the stage of signing the contract, will ensure the signing of the confidentiality declaration with each employee who will be involved in the process of executing the contract.
7. The bidder, by joint order of the bidder and the contracting authority, must establish the list of persons who have the right of access to the storage space.

8. The tenderer shall guarantee the agreement for the performance of unannounced checks by the contracting authority on the operation of the validity of the contract, in order to verify compliance with the specified requirements.
9. The warehouse, where the special paper is kept, must be sealed and unsealed with the participation of the contracting authority's representative.

### **III. Requirements for delivery:**

1. The bidder shall ensure, with its own transport, the delivery of goods to the Depositary designated by the contracting authority, while the contracting authority shall ensure the security of the transportation process from the bidder to the Depositary.
2. The bidder must guarantee the security and integrity of the special paper until delivery to the contracting authority (Depositary).
3. The pallets with special paper must be mandatorily packed and sealed (on all sides) at the manufacturer's plant and must include a pallet passport. The pallet passport for the special paper must contain the following information:
  - Batch number;
  - Pallet number;
  - Number of sheets on the pallet;
  - Gross weight;
  - Net weight.

**Acting Director,**

**Chairwoman of the Procurement**

**Working Group:**

\_\_\_\_\_ **Elena SAHARNEAN**