

## PROCUREMENT NOTICE

### Procurement of Specialized equipment for personalizing polycarbonate cards through the open tendering procurement procedure

1. **Name of the contracting authority:** Public Services Agency (PSA)
2. **IDNO:** 1002600024700
3. **Address:** 42, A. Puskin street, Chisinau municipality, Republic of Moldova,
4. **Telephone / fax number:** tel.: 022 504714; fax: 022 212259
5. **E-mail and internet address of the contracting authority:** [asp@asp.gov.md](mailto:asp@asp.gov.md); [www.asp.gov.md](http://www.asp.gov.md)
6. **E-mail or internet address where the access to the procurement documentation can be obtained:** *the procurement documentation is attached to the SIA RSAP procedure or can be accessed at the link <http://www.asp.gov.md/ro/transparenta/achizitii-publice>*
7. **Type of contracting authority and the main object of activity (where applicable, the reference that the contracting authority is a central procurement authority or that the procurement involves another form of joint procurement):** *Public institution with financial autonomy.*
8. **The procedure was included in the public procurement plan of the contracting authority (Yes / No):** *Yes*; **Link to the published public procurement plan:** according to the **Public Procurement Plan for 2023, modified and updated:** <https://www.asp.gov.md/sites/default/files/transparenta/achizitii/plan-anual/2023/precizat/Planul-Precizat-2023.signed.pdf>
9. **The buyer invites the interested economic operators that can satisfy its needs, to participate at the procurement procedure for the delivery/supply of the following goods/services:**

No	CPV code	Name: of goods/ services	Mea su rement unit	Qua nti ty	The full technical specification required, reference standards	Estimated value in MDL without VAT, ( <i>indicated for each lot separately</i> )
1	22520 000-1	<b>Specialized equipment for personalizing polycarbonate cards</b>	set	5	<p>According to the technical requirements specified in Annex to the Procurement Notice</p> <p>In accordance with ISO, ICAO, NIST and BioAPI international standards on the methodology for the production of biometric identification documents.</p>	21 497 795,00

- 10. In case of pre-selection procedures, the minimum number of candidates and, where appropriate, their maximum number shall be indicated: *not applicable.***
- 11. In case the contract is divided into lots, an economic operator can bid (will be selected): *for one lot.***
- 12. Admission or prohibition of alternative bids: *not allowed.***
- 13. Terms and conditions of delivery/supply requested: *according to the attached model contract.***
- *The Supplier shall deliver the Goods within 180 calendar days from the date of signature of the Contract, in accordance with the technical requirements and quantity specified in the Annex to the Announcement of Participation.*
  - *Support services for the integration/adaptation of the integrated operating system to the existing system as required by the Buyer for the commissioning of the Goods and training of the Buyer's staff will be provided at the Buyer's premises and/or remotely (as applicable) within a period of up to 45 calendar days after delivery of the Goods. Proof of delivery, installation, integration/adaptation and commissioning of the Equipment, including training of staff, shall be confirmed by the parties' signature of the Act of Handover and Acceptance of the Goods and its acceptance without objection by the Buyer.*
  - *Place of delivery of Goods to the Buyer: according to INCOTERMS 2020 rules - DAP , 42 A. Pushkin str., Chisinau municipality, Moldova.*
  - *Transport of goods is provided by the Supplier*
  - *The Preventive Factory Acceptance Test (FAT) shall be carried out at the Supplier's premises and shall include functionality, completeness and performance tests. The equipment must be capable of performing all processes and performances specified in the technical offer. Material required for testing shall be provided by the Buyer. The factory pre-acceptance shall be confirmed by signing the Factory Acceptance Report (FAT) by both parties.*
- 14. The validity of the contract: *31.12.2024.***
- 15. Procurement contract reserved for protected workshops or it can only be executed in the framework of protected employment programs (where applicable): *not applicable.***
- 16. For a particular profession, the service is provided based on documents with legal power or certain administrative documents (where applicable): *not applicable.***
- 17. Brief description of criteria regarding eligibility of economic operators that can determine their elimination and of selection/pre-selection criteria; the minimum level (s) of requirements eventually imposed; mention the required information (DUAE, documentation) :**

No.	Qualification and selection criteria (description of the criterion/requirement)	Way of demonstrating the fulfilment of the criterion/requirement	Minimum level/Obligation
1.	ESPD/DUAE <i>(if the economic operator is participating in the procurement procedure together with other economic operators, all participants must complete the DUAE separately)</i>	Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator. <i>(electronic signature recognized on the territory of the Republic of Moldova)</i>	Mandatory

2.	Offer - technical specifications and price ( <i>according to Annexes no. 22 and no. 23 to the Standard documentation approved by the Order of the Minister of Finance no. 115 as of 15.09.2021</i> )	Electronic copies of the hand-signed paper documents without the application of the electronic signature <b>or</b> the documents confirmed by electronic signature of the economic operator. ( <i>electronic signature recognized on the territory of the Republic of Moldova</i> )	Mandatory
3.	Bid security 2%	a) Bid security form issued by a bank, according to Annex no. 9 to the Standard documentation approved by the Order of the Minister of Finance no. 115 as of 15.09.2021, <i>or</i> b) Transfer to the account of the contracting authority (payment order)  Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator ( <i>electronic signature recognized on the territory of the Republic of Moldova</i> )	Mandatory
4.	Confirmation of the identity of the actual beneficiaries and their non-qualification in the situation of conviction for participation in the activities of a criminal organization or group, for corruption, fraud and/or money laundering ( <i>the Declaration form will be published on the SIA "RSAP "(MTender)</i> )	Self-declaration provided by the winning bidder to the contracting authority and Public Procurement Agency, <u>within 5 days after the date the results of public procurement procedure are announced</u>  Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator ( <i>electronic signature recognized on the territory of the Republic of Moldova</i> )	Mandatory
5.	Intention to participate in the procurement procedure	Application for participation filled in according to Annex no. 7 to the Standard documentation approved by the Order of the Minister of Finance no. 115 as of 15.09.2021.  Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator. ( <i>electronic signature recognized on the territory of the Republic of Moldova</i> )	Mandatory
6.	Maintain the validity of the bid for a duration of <b>100 days</b>	Declaration on the validity of the bid, filled in according to Annex no. 8 to the Standard documentation approved by	Mandatory

		<p>the Order of the Minister of Finance no. 115 as of 15.09.2021.</p> <p>Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator. <i>(electronic signature recognized on the territory of the Republic of Moldova)</i></p>	
7.	Ownership of intellectual property rights over all protected objects related to the purchase object	<p>Self-declaration</p> <p>Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator. <i>(electronic signature recognized on the territory of the Republic of Moldova)</i></p>	Mandatory
8.	Confirmation of the equipment warranty period from the manufacturer	<p>Self-declaration</p> <p>Electronic copy of the paper document with holographic signature without electronic signature or document confirmed by electronic signature of the economic operator <i>(electronic signature recognized on the territory of the Republic of Moldova)</i></p>	Mandatory
9.	Ownership of equipment and own production process of registration plates	<p>Declaration on the specific endowment, machinery and equipment necessary for the proper implementation of the contract, filled in in accordance with Annex no. 13 to the Standard documentation approved by the Order of the Minister of Finance no. 115 as of 15.09.2021.</p> <p>Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator <i>(electronic signature recognized on the territory of the Republic of Moldova)</i></p>	*Mandatory
10.	To have appropriate qualified staff (art. 22 para. (1) (c) Law no. 131/2015 on public procurement)	<p>Declaration on specialised staff proposed for the implementation of the contract, filled in according to Annex no. 14 to the Standard documentation approved by the Order of the Minister of Finance no. 115 as of 15.09.2021</p> <p>Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the</p>	*Mandatory

		document confirmed by electronic signature of the economic operator <i>(electronic signature recognized on the territory of the Republic of Moldova)</i>	
11.	Compliance with the quality management system ISO 9001	Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator. <i>(electronic signature recognized on the territory of the Republic of Moldova)</i>	*Mandatory
12.	Compliance with the environment management system ISO 14001	Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator. <i>(electronic signature recognized on the territory of the Republic of Moldova)</i>	*Mandatory
13.	Descriptions and/or photographs (art. 22 para. (1) (e) Law 131/2015 on public procurement)	Technical documents (Technical passport / Technical file) - electronic copies of the paper document with holographic signature without electronic signature or document confirmed by electronic signature of the economic operator <i>(electronic signature recognized on the territory of the Republic of Moldova)</i> .	*Mandatory upon request
14.	Specific experience in delivery of similar goods (art. 22 para. (1) (a) Law 131/2015 on public procurement)	Declaration on the list of main deliveries / supplies made in the last 3 years of activity, completed according to Annex no. 12 to the Standard documentation approved by the Order of the Minister of Finance no. 115 as of 15.09.2021.  The delivery of goods is confirmed by certificates / documents issued or countersigned by the recipients/beneficiaries of supplies.  Electronic copies of the hand-signed paper documents without the application of the electronic signature <b>or</b> the documents confirmed by electronic signature of the economic operator <i>(electronic signature recognized on the territory of the Republic of Moldova)</i>	*Mandatory
15.	Economic and financial capacity (art. 21 para. (1) (c) Law no. 131/2015 on public procurement)	Self-declaration on the minimum turnover of <b>MDL 21 497 795,00 cumulatively</b> or equivalent in foreign currency, for the last 3 years (2020-2022) in the field of activity related to the object of acquisition.	*Mandatory

		<p>Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator (<i>electronic signature recognized on the territory of the Republic of Moldova</i>)</p>	
16.	<p>Legal person registered in the country of origin</p>	<p>Copy of the confirmatory document issued by the competent body, any document considered edifying, in the country of origin or the country the bidder is established in, or other equivalent documents issued by the competent authorities of that country.</p> <p>In case the requested documents are not issued in the country of origin or in the country where the bidder is based in, the contracting authority shall accept a self-declaration or, if there are no legal provisions in that country related to the self-declaration, an authentic declaration made before a notary, an administrative or judicial authority or a professional association with competences in this respect (p. 27 of the Standard documentation for public procurement of goods and services approved by the Order of the Ministry of Finance no. 115 as of 15.09.2021).</p> <p>Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator. (<i>electronic signature recognized on the territory of the Republic of Moldova</i>)</p>	*Mandatory
17.	<p>Data from the Registry of forensic and criminological information</p>	<p>Copy of the confirmatory document issued by the competent body, any document considered edifying, in the country of origin or the country the bidder is established in, or other equivalent documents issued by the competent authorities of that country.</p> <p>In case the requested documents are not issued in the country of origin or in the country where the bidder is based in, the contracting authority shall accept a self-declaration or, if there are no legal provisions in that country related to the self-declaration, an authentic</p>	*Mandatory

		<p>declaration made before a notary, an administrative or judicial authority or a professional association with competences in this respect (p. 27 of the Standard documentation for public procurement of goods and services approved by the Order of the Ministry of Finance no. 115 as of 15.09.2021).</p> <p>Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator. <i>(electronic signature recognized on the territory of the Republic of Moldova)</i></p>	
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*\*In case PSA, under the provisions of art. 20 para. (8) Law no. 131/2015 on public procurement, will require to provide certain supporting documents, the economic operator is obliged to submit them within a period of up to 7 calendar days, according to the provisions ESPD/DUAE and the normative framework in force. In case of failure to submit the supporting documents within the deadline set, the economic operator will be disqualified.*

*In case of a non-resident economic operator participating at the public procurement procedure, it is obliged to provide the supporting documents recognized on the territory of the Republic of Moldova according to the regulatory framework in force (apostilled, legalized, etc., as the case maybe).*

*If the Bid is not signed by the company's administrator indicated in the Extract from the State Register of Legal Entities, a Power of Attorney/ any other authorizing document empowering the person delegated or empowered to sign the Bid should be attached to the Bid.*

*In case of discrepancy between the unit price and the total amount (which is obtained by multiplying the unit price with the total quantity), the unit price is considered and the total price is corrected accordingly. If the tenderer does not accept to correct these errors, its bid shall be deemed as inappropriate and, accordingly, rejected by the working group.*

**18. Bid security in the amount of 2% of the total bid sum, without VAT:**

*a) The bid shall be submitted along with a Bid security issued by a bank, according to the template from Annex no. 9 to the Standard documentation approved by the Order of the Minister of Finance no. 115 as of 15.09.2021, except for jurisdictions that do not implement international transparency standards according to the list approved by the Decision of the NBM no. 91 as of 02.05.2013.*

*or*

*b) Bid security (in MDL) by transfer to the account of the contracting authority, according to the following bank details:*

*Public Services Agency*

*MD-2012, 42, A. Puskin street, Chisinau mun., Republic of Moldova*

*IDNO: 1002600024700*

*Bank: MF-TT Chisinau - State Budget*

*Bank code: TREZMD2X*

*IBAN current account: MD15TRPCCC518430G01231AA with the note " For the bid security at the public procurement procedure no. \_\_\_\_ as of \_\_\_\_\_".*

*Bid security (in EURO) by transfer to the account of the contracting authority, according to the following bank details:*

*Public Services Agency*

*MD-2012, 42, A. Puskin street, Chisinau mun., Republic of Moldova*

*IDNO: 1002600024700*

*Bank: BC "Victoriabank" S. A.*

*BIC: VICBMD2X*

*IBAN: MD76VI000000002224912402*

**Note: The contracting authority shall withhold the tender security if the circumstances set out in art. 68 para. (4) of Law No. 131/2015 on public procurement are established.**

**19. Performance security of the contract in the amount of 5% of the total value of the contract, including VAT:**

*a) Performance security issued by a bank, according to the template from Annex no. 10 to the Standard documentation approved by the Order of the Minister of Finance no. 115 as of 15.09.2021, except for jurisdictions that do not implement international transparency standards according to the list approved by the Decision of the NBM no. 91 as of 02.05.2013..*

*or*

*b) Performance security (in MDL) by transfer to the account of the contracting authority, according to the following bank details:*

*Public Services Agency*

*MD-2012, 42, A. Puskin street, Chisinau mun., Republic of Moldova*

*IDNO: 1002600024700*

*Bank: MF-TT Chisinau - State Budget*

*Bank code: TREZMD2X*

*IBAN current account: MD15TRPCCC518430G01231AA with the note „Performance security” or “For the Performance security, public procurement procedure no. \_\_\_\_\_ as of \_\_\_\_\_”.*

*Performance security (in EURO) by transfer to the account of the contracting authority, according to the following bank details:*

*Public Services Agency*

*MD-2012, 42, A. Puskin street, Chisinau mun., Republic of Moldova*

*IDNO: 1002600024700*

*Bank: BC "Victoriabank" S. A.*

*BIC: VICBMD2X*

*IBAN: MD76VI000000002224912402*

**20. Reason for proceeding to the expedited procedure (in the case of open, restricted auction and of negotiated procedure), where appropriate: not applicable.**

**21. Specific awarding techniques and tools (where appropriate specify whether the framework agreement, dynamic procurement system or electronic auction will be used):** *electronic auction – 3 rounds. The minimum auction step is MDL 214 977,95 (1%).*

**22. Special conditions on which the implementation of the contract depends (indicate as appropriate):** *not applicable.*

**23. The bids shall be submitted in currency:** *MDL or EUR (in case of electronic bid submission in EUR, the offer in MDL will be indicated on the RSAP according to the official EUR/MDL exchange rate set by the National Bank of Moldova on the date of bid*



*submission. For the evaluation and comparison of bids submitted in different currencies, the official EUR/MDL exchange rate set by the National Bank of Moldova on the date of the opening of the bids will be applied).*

- 24. Assessment criterion applied for the award of the contract:** *the lowest price.*
- 25. Factors for assessing the most economically advantageous bids, as well as their weights:** *not applicable.*
- 26. Deadline for submission/opening of bids:**
- **up to:** *Information can be found in SIA RSAP (MTender)*
  - **at:** *Information can be found in SIA RSAP (MTender)*
- 27. Address where the bids or requests to participate are to be submitted:** *The bids or requests of participation shall be submitted electronically through SIA RSAP (MTender), <https://mtender.gov.md/#/tenders>.*
- 28. Term of validity of bids:** *100 days, which start to run from the time of the deadline for submission of bids.*
- 29. Place of opening the bids:** *SIA RSAP (MTender). Late bids shall be rejected.*
- 30. Persons authorised to assist at the opening of bids:** *Bidders or their representatives shall be entitled to participate at the opening of bids, except where bids have been submitted through the RSAP SIA.*
- 31. The language or languages in which the bids or requests of participation are to be drawn up:** *Romanian or English.*
- Note: All clarifications to the standard documentation shall be submitted in Romanian or English.*
- 32. That contract shall refer to a project and/or programme financed by European Union funds:** *not applicable.*
- 33. Name and address of the competent agency for the settlement of complaints:**  
*Official name: National Agency for the Settlement of Complaints  
Address: Chisinau Mun., 124, (4th floor) Stefan cel Mare, blvd.  
Tel./ Fax / email: 022 820652, 022 820651, [contestatii@ansc.md](mailto:contestatii@ansc.md)*
- 34. Data and reference (s) of previous publications in the Official Journal of the European Union on the contract (s) that notice refers to (if applicable):** *not applicable.*
- 35. In case of periodic procurement, the estimated schedule for publishing the future announcements:** *not applicable.*
- 36. Date of publication of the General Procurement Notice or, where applicable, indication that no such notice has been published:**  
*Publication date:*
- *in the Public Procurement Bulletin: 25.08.2023,*  
[https://tender.gov.md/ro/system/files/bap/2014/bap\\_nr.\\_67.1.pdf](https://tender.gov.md/ro/system/files/bap/2014/bap_nr._67.1.pdf)
  - *in Romanian in the Official Journal of the European Union: 01.09.2023,*  
<https://ted.europa.eu/udl?uri=TED:NOTICE:526284-2023:TEXT:RO:HTML>
  - *in English in the Official Journal of the European Union: 03.11.2023:*  
<https://ted.europa.eu/udl?uri=TED:NOTICE:666911-2023:TEXT:EN:HTML>
- 37. Date of submission of the Procurement Notice for publication:** **01.12.2023**
- 38. In 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 requests of participation	<i>accepted</i>

Electronic order system	<i>not accepted</i>
Electronic invoicing	<i>accepted</i>
Electronic payments	<i>not accepted</i>

**39. The contract is signed within the Agreement on governmental procurement of the World Trade Organisation (only in the case of procurement notices submitted for publication in the Official Journal of the European Union): *Yes***

**40. Other relevant information:**

**40.1 The method and conditions of payment** – *within 20 (twenty) working days after delivery of the Goods including installation, integration/adaptation and commissioning and training of the Buyer's staff and after submission of the accompanying Documentation: Tax Invoice (for residents)/Invoice (for non-residents), International Freight Bill (CMR/AWB), Certificate of Preferential Origin of Goods (EUR.1 ), EC Declaration of Conformity, Factory Acceptance Report (FAT), Act of Delivery/Acceptance of Goods, Technical Documentation (Equipment Technical Passport, Equipment Operating and Service Instructions).*

**40.2 The deadline for signing and presenting the contract to the contracting authority - 10 days from the date of submission for signature.**

**Chairman of the Working group  
for public procurement**

**Gheorghe POJOGA**