

## CONTRACT – TEMPLATE

**CONTRACT No. \_\_\_\_\_  
on the purchase of goods**

### I. GENERAL PART

**Object of purchase: Blanks of identity documents of the national passport system, driving licenses and registration certificates for the period 2024 – 2029**

**CPV Code: 22450000-9**

„\_\_\_\_\_” \_\_\_\_\_2024

Chisinau municipality

The Supplier of Goods	The Contracting Authority
<p>_____, <i>(full name of company, association, organisation)</i> represented by _____, <i>(position, name, surname)</i> acting on the basis of _____, <i>(statute, regulation, decision, etc.)</i> hereinafter referred to as <i>the Supplier</i>; _____, <i>(no. and date of registration in the State Register)</i> on the one hand,</p>	<p><b>Public Institution "Public Services Agency",</b> represented by _____, <i>(position, name, surname)</i> Acting under the <b>Statute</b>, hereinafter referred to as <i>the Buyer</i>, <b>IDNO 1002600024700</b>, date of registration in the State Register of Legal Entities: 19.07.2017, on the other hand,</p>

both hereinafter referred to as the "Parties" and separately as the "Party", have entered into this Contract with regard to the following :

- a. The purchase of Blanks of identity documents of the national passport system, driving licenses and registration certificates for the period 2024-2029, hereinafter referred to as "Goods", under the public procurement procedure Open Tender No. \_\_\_\_\_ of \_\_\_\_\_, based on the Decision of the Procurement Working Group of the Buyer No. \_\_\_\_\_ of \_\_\_\_\_.
- b. The following documents shall be considered integral parts of the Contract:
  - 1) Technical Specifications - Annex No. 1;
  - 2) Price Specifications - Annex No. 2;
  - 3) Delivery plan - Annex no. 3;
  - 4) Form templates - Annex no. 4;
- c. In the event of discrepancies or inconsistencies between the component documents of the Contract, the documents shall have the order of priority listed above.
- d. As consideration for the payments to be made by the Buyer, the Supplier hereby undertakes to deliver the Goods to the Buyer and to remedy their defects in accordance with the provisions of the Contract in all respects.
- e. The Buyer hereby undertakes to pay to the Supplier, as consideration for the delivery of goods, the Contract price within the time and in the manner provided for in the Contract.

*Translated from Romanian into English language*

### **1. Object of the Contract**

- 1.1. The Supplier undertakes to deliver the Goods, based on the Buyer's orders (completed according to the template in Annex no. 4), according to the provisions of Annexes no. 1, 2 and 3, which are integral parts of this Contract.
- 1.2. The Buyer undertakes, in turn, to pay for and receive the goods delivered by the Supplier.
- 1.3. The quality of Goods must meet the requirements set out in Annex no. 1 to this Contract.
- 1.4. The warranty period for the delivered Goods is 10 years from the date of delivery (confirmed by the signing by the Parties without objections of the Act of delivery-receipt of the Goods), indicated in Annex no. 1 of this Contract.

### **2. Delivery terms and conditions**

- 2.1. Delivery of the Goods shall be made by the Supplier under the DAP delivery terms Chisinau municipality INCOTERMS 2020, Republic of Moldova, municipality of Chisinau, street A. Puşkin, no. 42, according to the terms provided in the Delivery Plan from Annex no. 3 of the Contract. In the case of delivery of the Goods by road transport, the Supplier shall contract vehicles accompanied by TIR carnets or other customs guarantees applicable throughout the transportation route to the destination.
- 2.2. The documentation accompanying the Goods shall include:
  - a) Invoice/Tax Invoice;
  - b) International transport invoice (CMR/AWB);
  - c) Certificate of preferential origin of goods;
  - d) Copy of the export declaration;
  - e) Certificates of toxic and ecological safety;
  - f) Act of delivery-receipt of the Goods (drawn up in duplicate);
  - g) Certificate of Residence.
- 2.3. The originals of the documents referred to in point 2.2. shall be presented to the Buyer at the latest at the time of delivery of the Goods. The delivery of Goods shall be deemed to have been completed when the above documents are submitted and accepted without objections by the Buyer.

### **3. Price and payment conditions**

- 3.1. The price of Goods delivered under this Contract is set out in \_\_\_\_\_MDL/EUR and is indicated in the Price Specifications in Annex No. 2 to this Contract.
- 3.2. The total amount of this Contract is: \_\_\_\_\_ (*amount in figures and letters*) MDL/EUR, excluding /including VAT. According to the exchange rate of the National Bank of Moldova as of 00.00.0000 (date of bid opening) 1 euro = 00,0000 MDL, the amount is 0000000,00 MDL, without VAT.
- 3.3. Payment for Goods delivered shall be made in MDL/EUR.
- 3.4. The method and terms of payment by the Buyer shall be: within 20 (twenty) working days after delivery of the Goods, submission of the accompanying Documentation as per point 2.2 and acceptance without objections by the Buyer.
- 3.5. Payments shall be made by bank transfer to the settlement account of the Supplier indicated in this Contract.

### **4. Conditions of delivery-receipt**

- 4.1. The Goods shall be deemed to have been delivered by the Supplier and received by the Buyer if:
  - a) the quantity of Goods corresponds to the information indicated in the Buyer's order, Delivery Plan and the accompanying documents according to point 2.2. of this Contract. Within 20 (twenty) calendar days, the Buyer will check the quantity of the delivered Goods and shall confirm by e-mail to the Supplier, the information regarding delivery. The fact of the quantitative reception of the Goods shall

*Translated from Romanian into English language*

be confirmed by the signing, without objections, by the Parties the Act of delivery-receipt of the Goods.

b) the quality of Goods must meet the requirements specified in Annex no. 1 of this Contract and shall be checked in the process of personalizing the Goods at the Buyer's premises;

c) the packaging and integrity of the delivered Goods allow their use according to their destination and comply with the requirements indicated in point no. 7 of Part II. Special Conditions of the Contract.

4.2. The Supplier undertakes to provide the Buyer, the documents specified in accordance with point 2.2, together with the delivery of the Goods, in order to make the payment. In the event of non-compliance by the Supplier with this clause, the Buyer reserves the right to increase the payment period set out in point 3.4 by the number of days in arrears and to be exempted from payment of the penalty set out in point 10.4.

## **5. Standards**

5.1. The Goods supplied under the Contract shall comply with the requirements stipulated in Annex no. 1 to this Contract.

5.2. The blanks shall hold a certificate issued by an independent and accredited laboratory for physical, electrical and LDS testing of the chip according to the following methodologies:

- Physical test methods for passports (durability) - ICAO Doc 9303, ISO / IEC 18745-1;
- Test methods for non-contact interface devices (e-passports, smart cards, hardware) - ICAO Doc 9303, ISO/IEC 10373-6, ISO/IEC 18745-2;
- Test methods for Application Protocol and Logical Data Structure - ICAO TR RF Protocol and Application Test Standard for eMRTD - Part 3. Tests for Application Protocol and Logical Data Structure. Version: 2.11. Date – March, 2018 (ISO/IEC 18745-3);
- Test methods for determining the characteristics of the cards - in accordance with ISO/IEC 10373. Parts 1, 3 and 6.;

## **6. Obligations of Parties**

6.1 Under this Contract, the Supplier undertakes:

a) to deliver the Goods under the conditions provided for in this Contract;

b) to ensure the appropriate conditions for the acceptance of Goods by the Buyer within the time limits set in accordance with the requirements of this Contract;

c) to ensure the integrity and quality of delivered Goods until their receipt by the Buyer;

d) in the event of detection of non-compliance of the Goods, reimburse to the Buyer the expenses incurred for the payment of non-compliant Goods and import duties. Compensation of expenses for non-compliant Goods and import rights will be paid by the Supplier within 5 (five) working days, based on the Credit Note presented by the Buyer, in accordance with the provisions of point no. 8 of Part II. Special Conditions of the Contract;

e) ensure the non-disclosure of third parties, in any form, of confidential information or personal data, received from the Buyer under this Contract.

6.2. Under this Contract, the Buyer undertakes:

a) to take all necessary measures to ensure the timely acceptance of the ordered and delivered Goods in accordance with the requirements of this Contract;

b) to ensure payment for the ordered and delivered Goods, in accordance with the terms and time limits indicated in this Contract.

c) to present to the Supplier the monthly Statistical Report of non-compliant Goods (completed according to the template in Annex no. 4 of the Contract).

d) to notify the Supplier about the quantity of non-compliant Goods and the costs of the expenses incurred upon delivery in foreign currency, based on the legislation in force of the Republic of

### **7. Circumstances justifying the non-performance of the Contract**

7.1. The Parties shall be exempted from liability for the partial or complete non-fulfilment of the obligations under this Contract, if this is caused by the occurrence of some circumstances that justify the non-performance of the Contract (wars, natural disasters: fires, floods, earthquakes, as well as other circumstances that do not depend on the will of the Parties).

7.2. The Party invoking the clause of circumstances that justify the non-performance of the Contract shall be obliged to inform immediately (but not later than 10 days) the other Party about the occurrence of circumstances that justify the non-performance of the Contract.

7.3. The occurrence of circumstances that justify the non-performance of the Contract, the time of triggering of such circumstances and their duration must be confirmed by a certification notice, duly issued by the competent authority in the country of the Party invoking such circumstances.

7.4. If circumstances that justify the non-performance of the Contract occur, it shall be modified by an additional agreement, including the modifications of the terms of execution, in case of a subsequent execution of the Contract. When points 7.1. and 7.3. are executed, the Parties modify the Contract by an additional agreement, concerning the partial or complete non-fulfilment of the obligations, including the modification of terms in case of suspension and subsequent execution of the Contract.

### **8. Termination**

8.1. Termination of the Contract may be carried out with the joint agreement of the Parties.

8.2. The Contract may be terminated unilaterally by:

- a) the Buyer in the event of the Supplier's refusal to deliver the Goods under this Contract;
- b) the Buyer in the event of the Supplier's failure to meet the delivery deadlines set;
- c) the Supplier in case of failure by the Buyer to meet the deadlines for the payment of Goods;
- d) the Supplier or the Buyer in the event of non-fulfilment by one of the Parties of the claims made under this Contract.

8.3. The Buyer shall have the right to unilaterally terminate the Contract during the period of its validity in one of the following situations:

- a) the Supplier is, at the time of its assignment, in one of the situations that would have led to its exclusion from the award procedure according to art. 19 of Law no. 131/2015 on public procurement;
- b) The Contract has been subject to a substantial modification requiring a new public procurement procedure in accordance with art. 76 of Law no. 131/2015 on public procurement;
- c) The Contract should not have been awarded to the Supplier in question in view of a serious breach of obligations arising from Law no. 131/2015 on Public Procurement and/or international treaties to which the Republic of Moldova is a party, which has been established by a decision of a national or, where applicable, international court.

8.4. The Party initiating the termination of the Contract shall be obliged to notify the other Party within 45 (forty-five) calendar days of its intentions by a reasoned letter.

8.5. The Party notified undertakes to reply within 45 (forty-five) calendar days of receipt of the notification. If no reply is given within the time limits, the initiating Party shall initiate the termination.

### **9. Claims**

9.1. Complaints concerning the quantity of delivered Goods shall be submitted to the Supplier, in accordance with the provisions of point 4.1 letter. a), being confirmed by a document drawn up jointly with the Supplier's representative.

9.2. Complaints concerning the quality of delivered Goods shall be submitted to the Supplier in accordance with the requirements indicated in point no. 8 of Part II. Special Conditions of the Contract.

*Translated from Romanian into English language*

9.3. The Supplier is obliged to examine the submitted complaints, in accordance with the provisions of point 4.1 letter. a) and point no. 8 of Part II. Special Conditions of the Contract, and to inform the Buyer about the decision made.

9.4. In case of recognition of claims concerning the quantity of non-delivered Goods, the Supplier undertakes within 30 (thirty) calendar days to additionally deliver to the Buyer the undelivered quantity of Goods, and in case inappropriate quality is detected, to correct them or to reimburse to the Buyer all costs (in Euro/MDL currency) of import duties incurred, in accordance with the requirements of the Contract.

9.5. The Supplier shall be liable for the quality of the Goods within the limits laid down, including hidden defects.

9.6. In case of deviation from the quality of Goods, the costs for stoppage or delay shall be borne by the party at fault.

## **10. Sanctions**

10.1. The form of Performance Security of the Contract agreed by the Buyer shall be a bank guarantee letter in original (hand-signed paper document without the application of the electronic signature or the document confirmed by electronic signature of the economic operator - electronic signature recognized on the territory of the Republic of Moldova) or payment order for the transfer of the amount to the Buyer's settlement account, in the amount of **10,0** % of the total amount of the Contract.

10.2. For refusal to deliver the Goods, or for their improper delivery, the Performance Security established in accordance with the provisions of sub-clause 10.1 shall be withheld from the Supplier.

10.3. For late delivery of Goods, the Supplier shall bear material liability in the amount of 0.1 % of the amount of undelivered Goods for each day of delay, but not more than 10,0 % of the total amount of this Contract. If the delay in the delivery of goods or the delay in the removal of defects in their delivery exceeds 45 (forty-five) calendar days, the Supplier shall provide the Buyer with a written explanation. If the Buyer accepts the Supplier's explanation, the Supplier shall extend the period of validity of the Performance Security, otherwise it shall be considered as a refusal to deliver the Goods provided for in this Contract and the Performance Security established in accordance with the provisions of sub-clause 10.1 shall be withheld from the Supplier.

10.4. For late payment of the Goods, the Buyer shall be materially liable in the amount of 0.1 % of the amount not paid on time for each day of delay, but not more than 10 % of the total amount of this Contract.

10.5. The first working day following the date constituting the delivery deadline and the payment deadline shall be considered a working day of delay.

10.6. The amount of the penalty calculated for the Supplier under this Contract may be deducted (withheld) by the Buyer from the amount of the payment for the delivered Goods.

## **11. Intellectual property rights**

11.1. The Supplier shall indemnify the Buyer against any and all:

a) complaints and legal actions, resulting from the violation of intellectual property rights (patents, names, registered trademarks, etc.), related to the equipment, materials, installations or machinery used for or in connection with the purchased Goods, and

b) damages, costs, related taxes and expenses of any kind, except for the situation in which such a violation results from compliance with the Technical Specifications required by the Buyer.

11.2 The intellectual property on the delivered Goods belongs to the Buyer. The copyright and the intellectual property right over the Design of the Goods belong to the Buyer and they are not transmitted to the Supplier, the latter having the right to make and deliver the Goods only to the Buyer and only under this Contract. The copyright and the intellectual property right of all specifications, of

*Translated from Romanian into English language*

the design and graphic works related to making of the Goods, which have been elaborated (personalized) by the Supplier specifically for the Buyer in the context of this Contract (with the exception of patentable discoveries, inventions, methods and solutions that were the property of the Supplier prior to the signing of the Contract and which must remain the property of the Supplier) pass to the Buyer after the delivery.

11.3 Any sketches, background drawings, safety element stock images or other material and / or electronic forms in which the Design of the Goods is inserted remain the property of the Buyer, and the Supplier shall be obliged to return them to the Buyer on the basis of a transfer and acceptance act upon termination of the Contract.

## **12. Final provisions**

12.1. Disputes arising out of this Contract shall be settled by the Parties amicably. Otherwise, they shall be referred for examination in accordance with the provisions indicated in point no. 13 of Part II. Special Contract Conditions.

12.2. The Contracting Parties are entitled, during the performance of the Contract, to agree on the modification of the terms of the Contract by means of an Additional Agreement, only on the occurrence of circumstances that harm their legitimate commercial interests and which could not be foreseen at the time of concluding this Contract. Amendments and additions to this Contract shall be valid only if they have been made in writing and signed by both Parties.

12.3. Neither Party shall have the right to transfer its obligations and rights under this Contract to third parties without the written consent of the other Party.

12.4. This Contract is signed electronically by both parties, and will be delivered automatically by electronic means in Romanian and one copy translated into English, one copy in each language for the Supplier and the Buyer, priority is given to the copy drawn up in Romanian. If this Contract is hand-signed by both Parties, it shall be drawn up in two copies in Romanian and two copies translated into English, one copy in each language for the Supplier and the Buyer, priority is given to copies drawn up in Romanian.

12.5. This Contract shall be deemed concluded and shall enter into force on the date of signing by both Parties.

12.6. This Contract is valid until **31 December 2029**, with the preservation of the rights and obligations applicable to the Parties during the warranty period for the Goods established in point 1.4. of this Contract.

12.7. This Contract represents the agreement of will of the Parties and shall be deemed signed on the date of the last signature by one of the Parties.

12.8. In order to confirm the above, the Parties have signed this Contract in accordance with the legislation of the Republic of Moldova.

## **II. SPECIAL CONTRACT CONDITIONS**

1. The Buyer shall submit the Design projects of the Goods to the Supplier and provide support and advice in their usage. The transmission of the Design projects to the Supplier is carried out by drawing up an Act of delivery-receipt signed by both Parties. The Design projects for Lot No.1 will be submitted in Quarter 1 of 2025, and for Lot No.2 within 5 (five) calendar days from the contract signature date.

**2. Within 60 calendar days from the signing of the Act of delivery-receipt of Design projects, the Supplier shall ensure the adaptation of the Design and the adjustment of the color range, the printing**

*Translated from Romanian into English language*

approval and the production of 5 (five) assembled models for each type of blank. Every step will be coordinated and approved by the Buyer.

3. Within 30 calendar days from the Buyer's final approval of the assembled Blank models, the Supplier is obliged to produce and deliver to the Buyer, free of charge, Blank-specimens for technological needs according to the Delivery Plan. At the same time, the Supplier shall transmit to the Buyer the Design of the Goods, developed in digital format (PDF format, on electronic support), which contains graphic information (vector and high-quality raster in the corresponding layers).

4. The order for the delivery of the Goods (completed according to the template in Annex no. 4), shall be presented to the Supplier, according to the Annual Delivery Plan, by 45 days before delivery and shall contain the following information: contract number, the date and number of the order, name and quantity of ordered Goods, cost of per unit, the total cost of the delivery order, the place and date of delivery of the Goods.

5. The Supplier is obliged to confirm the receipt of the Buyer's order within 2 working days from the moment of its receipt. Also within this period, the Supplier is obliged to communicate its objections/disagreements regarding the order received (if applicable).

6. Copies of the documents provided for in letters a) - e) of point 2.2 of the General Part of the Contract, shall be sent by the Supplier to the Buyer's electronic address, no later than 2 (two) working days, prior to delivery of Goods, informing the Buyer of the delivery tracking number, date of dispatch, list of all accompanying documents shipped.

7. Requirements for packaging the delivered goods:

a) Passport /travel documents blanks shall be packed in corrugated cardboard boxes (inner boxes) of 100 (one hundred) passport booklets. Blanks shall be arranged five pieces with the seam facing the wall of the box, and the next five facing the opposite wall. Four inner boxes shall be packed and sealed in an outer box of reinforced corrugated cardboard. Each inner box shall be marked with a label containing: the name of the manufacturer (abbreviation or logo); the name of the goods (or code); the box number (with digits + barcode); the quantity; the range numbers of passport /travel documents booklets contained in the box;

b) Polycarbonate blanks shall be packed 500 (five hundred) cards in corrugated cardboard boxes. Four inner boxes shall be packed and sealed in an outer box of corrugated reinforced cardboard. Each inner box shall be marked with a label containing: the name of the manufacturer (abbreviation or logo); the name of the goods (or the code); the box number (with digits + barcode); the quantity; the range numbers of identity cards contained in the box;

c) The packing of the goods must contain the following markings in English:

- Careful when transporting (sign shall be displayed on the box);
- Do not throw (sign shall be displayed on the box);
- Store in a dry place (sign shall be displayed on the box);
- Manufacturer (name and address);
- Country of origin;
- Name of goods;
- Box number (with digits + barcode);
- Quantity;
- Range numbers of the blanks contained in the box.

8. Compensation of non-compliant Goods shall be carried out as follows:

a) At the beginning of each month, the Buyer shall send to the Supplier for signing the Statistical Report on the identified non-conformities of the Goods for the previous month, drawn up according to the template in Annex no. 4. The Statistical Report will be sent to:

- Project Manager, \_\_\_\_\_
- Technical Expert, \_\_\_\_\_

b) Within 5 (five) working days from the date of receipt of the Statistical Report, the Supplier

*Translated from Romanian into English language*

shall inform the Buyer of the need (or lack thereof) to assess the non-conformities specified in the Statistical Report.

- in the event that no non-conformity assessment is required, the Supplier shall sign the Statistical Report and return it to the Buyer. This will serve as grounds for the commencement of the procedures for the destruction of non-compliant Goods specified in the Statistical Report. Upon completion of the process of destruction of non-compliant Goods, the Parties shall sign the Act of Destruction.
- if the Supplier deems it necessary to assess the non-conformities, he shall request the organization of a special meeting at the premises of the Buyer, at which the Parties shall decide to take additional actions, and then they will carry out the procedure of destroying the non-compliant Goods.

c) Compensation of non-compliant Goods:

- based on the Statistical Report (prepared monthly), within 10 calendar days, the Buyer shall send to the Supplier a written notification regarding the quantity of non-conformities identified and shall indicate the amount of expenses (in Euro/MDL currency) incurred for the payment of import duties (customs duty, customs procedures, VAT - value added tax), according to the legislation of the Republic of Moldova. Compensation of expenses for non-compliant Goods must be made by Credit Note. Based on the calculations provided by the Buyer, the Supplier shall draw up the Credit Note for the amount indicated in the notification and shall present it to the Buyer. The amount of the Credit Note shall be paid by the Supplier into the Buyer's settlement account, within 5 (five) working days from the date of its presentation.

9. The Annual Delivery Plan shall be prepared and coordinated annually by the Parties until the end of the year preceding the year for which the respective plan is drawn up, according to the template in Annex no. 4.

10. The Buyer is entitled to make modifications/adjustments (increase/decrease) to the Delivery Plan and to coordinate with the Supplier preventively, by written notice, at least 45 days before the entry into force of these modifications/adjustments. If the established annual volume decreases, the remaining volume is to be included in the Annual Delivery Plan for the following year.

11. If the Buyer requires a greater quantity of Goods than specified in the Contract, the Parties shall enter into Additional Agreements, maintaining the unit prices of the Goods, as set out in Annex no. 2.

12. In order to apply the provisions of international treaties regarding the avoidance of double taxation on non-residents, the Supplier shall present the "Certificate of Residence" issued by the competent authority in its state of residence, otherwise, the contracting authority shall withhold the income tax in the amount of 12% from the amounts to be paid, according to the provisions of the Tax Code of the Republic of Moldova. The Certificate of Residence issued in a foreign language shall be presented with the translation into the state language, except for the one issued in English. The Certificate of Residence will be presented to the Buyer until the first delivery Invoice is presented for payment.

13. The parties shall use their best endeavours to settle disputes and disagreements, which may arise in the performance of this Contract on an equal basis and by negotiation. At the settlement of the dispute, the Party claiming breach of the provisions of this Contract undertakes to submit a prior claim to the other Party in accordance with the following requirements:

- claims must be made in writing and sent by post with acknowledgement of receipt;
- the claim must contain:
  - the circumstances and attached documents confirming the breach of the provisions of this Contract,
  - proposals for resolving the dispute that has arisen.

If the reply to the claim is not submitted within the set time limit, the party who received the claim shall be deemed to have agreed to the requirements for the settlement of the dispute.



*Translated from Romanian into English language*

In case of impossibility of settlement within 30 (thirty) calendar days from the date of submission of the claim, the dispute, arising out of or in connection with the Contract, including its conclusion, performance or termination, shall be referred to the Court of International Commercial Arbitration under the Chamber of Commerce and Industry of the Republic of Moldova based on the Regulation of this court. The decision of the court shall be final and binding on the Parties. The law of the Republic of Moldova shall apply to the Contract and its interpretation.

The Arbitration Court will be composed of 3 arbitrators: one elected by each party and a chairman elected by two arbitrators. The language of the dispute shall be Romanian. Place of examination - Chisinau municipality, Republic of Moldova.

In the case of the Supplier from the Republic of Moldova the dispute, arising out of or in connection with the Contract, including its conclusion, performance or termination, shall be referred to the competent court of the Republic of Moldova in accordance with the provisions of the Code of Civil Procedure.

14. Unless expressly provided for in this Contract, all notices with respect to the dispatch of messages, requests, letters, other correspondence between the Parties, or notices under this Contract shall be in writing, delivered by registered mail or other means of communication to the postal addresses or e-mail addresses of the Parties.

**The Buyer:**

Recipient: Public Institution „Public Services Agency”

Address: MD 2012, Republic of Moldova, Chisinau municipality, 42, Aleksandr Pushkin street.

Fax: +373 22

Phone no.: +373 22

E-mail: asp@asp.gov.md

Contact person:

Phone no.: +373 .....

Email: asp@asp.gov.md

**The Supplier:**

Sender: .....

Address: .....

Fax: + .....

Phone no.: + .....

E-mail: .....

Contact person: .....

Phone no.: + .....

Email: .....

Notifications shall be deemed to have been received:

- on the date of transmission if sent by e-mail;
- 7 (seven) calendar days if sent by registered mail;
- on the date of confirmation if sent by fax.

The Parties undertake to inform each other of any changes to the contact details for notifications, indicated in this section of the Contract within 7 (seven) calendar days of the date on which such changes occur.

15. Language of communication: English or Romanian.

*Translated from Romanian into English language*

**Legal, postal and payment requisites of the Parties:**

<b>The Supplier</b>	<b>The Buyer Public Institution „Public Services Agency”</b>
Address: _____ _____ Phone no.: _____ _____ Bank: _____ Branch _____ IBAN: _____ Bank code: _____ VAT code: _____ Tax xcode: _____ Email: _____	Address: MD-2012, Chisinau municipality 42, Aleksandr Puskin Street Phone no.: (022) 50-44-20 Bank: „Victoriabank” S.A. IBAN: MD97VI000002224212555MDL, Branch no. 12, Chisinau municipality Bank code: VICBMD2X884 Tax code: 1002600024700

**SIGNATURES OF THE PARTIES**

**The Supplier**

**The Buyer**

TECHNICAL SPECIFICATIONS – according to the data in Annex No. 22

**Object of purchase: Blanks of identity documents of the national passport system, driving licenses and registration certificates for the period 2024 – 2029**

**CPV Code: 22450000-9**

--	--

**SIGNATURES OF THE PARTIES**

**The Supplier**

**The Buyer**

*Translated from Romanian into English language*

**Annex no. 2**  
**to the Contract no. \_\_\_\_\_**  
**of „\_\_\_\_\_” \_\_\_\_\_ 2024**

**PRICE SPECIFICATIONS - according to the data in Annex No. 23**

**Object of purchase: Blanks of identity documents of the national passport system, driving licenses and registration certificates for the period 2024 – 2029**

**CPV Code: 22450000-9**

--	--

**SIGNATURES OF THE PARTIES**

**The Supplier**

**The Buyer**

**DELIVERY PLAN**

**Object of purchase: Blanks of identity documents of the national passport system, driving licences and registration certificates for the period 2024 - 2029**

**Lot No. 1 Blanks of the passport / travel documents (TD3 format)**

No.	Name	Quantity	Expected deadlines
<b>Technological needs: Blanks - specimens (free delivery):</b>		<b>3 500</b>	
	- <i>Passport of citizen of the Republic of Moldova (PA)</i> (serial number BP 0000000)	1000	<b>Within 30 calendar days from the date of the Buyer's final approval of the assembled blank models</b>
	- <i>Travel document for stateless persons (PC)</i> (serial number BC 0000000)	500	
	- <i>Travel document for beneficiaries of humanitarian protection (PH)</i> (serial number BH 0000000)	500	
	- <i>Travel document for refugees (PT)</i> (serial number BT 0000000)	500	
	- <i>Diplomatic Passport (PD)</i> (serial number BD 0000000)	500	
	- <i>Official Passport (PS)</i> (serial number BS 0000000)	500	
<b>YEAR 2025</b>			
1.	<b>Blank - Passport of citizen of the Republic of Moldova (PA)</b>	<b>150 000</b>	<b>During 2025, within 45 calendar days from the date of the Buyer's order submission</b>
2.	<b>Blank - Travel document for stateless persons (PC)</b>	<b>600</b>	
3.	<b>Blank - Travel document for beneficiaries of humanitarian protection (PH)</b>	<b>3 000</b>	
4.	<b>Blank - Travel document for refugees (PT)</b>	<b>1 000</b>	
5.	<b>Blank - Diplomatic Passport (PD)</b>	<b>2 500</b>	
6.	<b>Blank - Official Passport (PS)</b>	<b>2 000</b>	
* The Buyer is entitled to modify the delivery timing during the reference year with the Supplier's consent.			
<b>YEAR 2026</b>			
1.	<b>Blank - Passport of citizen of the Republic of Moldova (PA)</b>	<b>440 000</b>	<b>During 2026, within</b>

*Translated from Romanian into English language*

2.	Blank - Travel document for stateless persons (PC)	0	45 calendar days from the date of the Buyer's order submission
3.	Blank - Travel document for beneficiaries of humanitarian protection (PH)	0	
4.	Blank - Travel document for refugees (PT)	0	
5.	Blank - Diplomatic Passport (PD)	0	
6.	Blank - Official Passport (PS)	0	
* The Buyer is entitled to modify the delivery timing during the reference year with the Supplier's consent.			
<b>YEAR 2027</b>			
1.	Blank - Passport of citizen of the Republic of Moldova (PA)	450 000	During 2027, within 45 calendar days from the date of the Buyer's order submission
2.	Blank - Travel document for stateless persons (PC)	0	
3.	Blank - Travel document for beneficiaries of humanitarian protection (PH)	0	
4.	Blank - Travel document for refugees (PT)	0	
5.	Blank - Diplomatic Passport (PD)	0	
6.	Blank - Official Passport (PS)	0	
* The Buyer is entitled to modify the delivery timing during the reference year with the Supplier's consent.			
<b>YEAR 2028</b>			
1.	Blank - Passport of citizen of the Republic of Moldova (PA)	500 000	During 2028, within 45 calendar days from the date of the Buyer's order submission
2.	Blank - Travel document for stateless persons (PC)	0	
3.	Blank - Travel document for beneficiaries of humanitarian protection (PH)	0	
4.	Blank - Travel document for refugees (PT)	0	
5.	Blank - Diplomatic Passport (PD)	0	
6.	Blank - Official Passport (PS)	0	
* The Buyer is entitled to modify the delivery timing during the reference year with the Supplier's consent.			
<b>YEAR 2029</b>			
1.	Blank - Passport of citizen of the Republic of Moldova (PA)	380 000	During 2029, within 45 calendar days from the date of
2.	Blank - Travel document for stateless persons (PC)	0	

Translated from Romanian into English language

3.	Blank - Travel document for beneficiaries of humanitarian protection (PH)	0	the Buyer's order submission
4.	Blank - Travel document for refugees (PT)	0	
5.	Blank - Diplomatic Passport (PD)	0	
6.	Blank - Official Passport (PS)	0	
* The Buyer is entitled to modify the delivery timing during the reference year with the Supplier's consent.			

**Lot No. 2 Cards on polycarbonate base support with / without embedded chip  
(ID-1 format)**

No.	Name	Quantity	Expected deadlines
<b>Technological needs: Blanks - specimens (free delivery):</b>		<b>3 500</b>	
	- Card on polycarbonate base support with dual interface embedded chip - Identity Card (ID) ( serial number EA 0000000)	1000	Within 30 calendar days from the date of the Buyer's final approval of the assembled blank models
	- Card on polycarbonate base support with dual interface embedded chip - Residence Card (RC) ( serial number EB 0000000)	500	
	- Card on polycarbonate base support – Driving licence (DL)	1000	
	- Card on polycarbonate base support – Vehicle registration certificate (VP)	1000	
<b>YEAR 2025</b>			
1.	Card on polycarbonate base support with dual interface embedded chip - Identity Card (ID)	300 000	During 2025, within 45 calendar days from the date of the Buyer's order submission
2.	Card on polycarbonate base support with dual interface embedded chip - Residence Card (RC)	10 000	
3.	Card on polycarbonate base support – Driving licence (DL)	85 000	
4.	Card on polycarbonate base support – Vehicle registration certificate (VP)	160 000	
* The Buyer is entitled to modify the delivery timing during the reference year with the Supplier's consent.			
<b>YEAR 2026</b>			
1.	Card on polycarbonate base support with dual interface embedded chip - Identity Card (ID)	270 000	During 2026, within 45 calendar days from the date of the Buyer's order
2.	Card on polycarbonate base support with dual interface embedded chip - Residence Card (RC)	14 000	

*Translated from Romanian into English language*

3.	Card on polycarbonate base support – Driving licence (DL)	115 000	submission
4.	Card on polycarbonate base support – Vehicle registration certificate (VP)	200 000	
* The Buyer is entitled to modify the delivery timing during the reference year with the Supplier's consent.			
<b>YEAR 2027</b>			
1.	Card on polycarbonate base support with dual interface embedded chip - Identity Card (ID)	250 000	During 2027, within 45 calendar days from the date of the Buyer's order submission
2.	Card on polycarbonate base support with dual interface embedded chip - Residence Card (RC)	15 000	
3.	Card on polycarbonate base support – Driving licence (DL)	130 000	
4.	Card on polycarbonate base support – Vehicle registration certificate (VP)	210 000	
* The Buyer is entitled to modify the delivery timing during the reference year with the Supplier's consent.			
<b>YEAR 2028</b>			
1.	Card on polycarbonate base support with dual interface embedded chip - Identity Card (ID)	250 000	During 2028, within 45 calendar days from the date of the Buyer's order submission
2.	Card on polycarbonate base support with dual interface embedded chip - Residence Card (RC)	15 500	
3.	Card on polycarbonate base support – Driving licence (DL)	130 000	
4.	Card on polycarbonate base support – Vehicle registration certificate (VP)	210 000	
* The Buyer is entitled to modify the delivery timing during the reference year with the Supplier's consent.			
<b>YEAR 2029</b>			
1.	Card on polycarbonate base support with dual interface embedded chip - Identity Card (ID)	180 000	During 2029, within 45 calendar days from the date of the Buyer's order submission
2.	Card on polycarbonate base support with dual interface embedded chip - Residence Card (RC)	16 000	
3.	Card on polycarbonate base support – Driving licence (DL)	120 000	



*Translated from Romanian into English language*

4.	Card on polycarbonate base support – Vehicle registration certificate (VP)	175 000	
* The Buyer is entitled to modify the delivery timing during the reference year with the Supplier's consent.			

**Signatures of the Parties:**

<b>The Supplier</b> .....	<b>The Buyer</b> <b>Public Institution „Public Services Agency”</b>
<b>Authorised signature:</b>	<b>Authorised signature:</b>

## FORM TEMPLATES

<b>DELIVERY ORDER no.</b>
---------------------------

Date:

To

--

<b>Customer:</b>
<b>Terms:</b>

Ship To

--

<b>Ship Week Of</b>
---------------------

Please Ship the Following Items as Specified:

Item	Name of the blank	U.M	Quantity	Unit Price Without VAT	Total Amount Without VAT
1.					
2.					
3.					
<b>TOTAL</b>					

<b>Special Instructions</b>	<b>Date:</b>	<b>Approval Signature</b>
	<b>Customer: Signature</b>	

**Supplier**

**Buyer**

\_\_\_\_\_

\_\_\_\_\_

*Translated from Romanian into English language*

Translated from Romanian into English language

## II. ANNUAL DELIVERY PLAN - TEMPLATE

" APPROVED "  
Buyer

" APPROVED "  
Supplier

### ANNUAL DELIVERY PLAN

Name of goods	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL

### III. STATISTICAL REPORT – TEMPLATE

#### RAPORT STATISTIC<sup>I</sup>

privind neconformitățile Furnizorului pentru blanchetele de pașaport/documente de călătorie  
în perioada \_\_\_\_\_

#### STATISTICAL REPORT

on the Supplier's non-conformities for the passport/travel documents blanks  
in the period \_\_\_\_\_

Nr. No.	Lista neconformităților <i>List of non-conformities</i>	PA	PC	PH	PT	PD	PS
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
<b>Cantitatea blanchetelor neconforme</b> <i>Quantity of non-conforming blanks</i>							

**Notă:**

Blanchetele specificate în Raportul Statistic sunt supuse distrugerii de către Cumpărător la sediul IP „Agenția Servicii Publice”. După semnarea de către Părți a Raportului Statistic, actele de distrugere ale blanchetelor vor fi semnate de către reprezentanții IP „Agenția Servicii Publice”.

**Note:**

The blanks specified in the Statistical Report are subject to destruction by the Buyer, at the premises of the PI „Public Services Agency”.

After the signature by the Parties of the Statistical Report, the acts of destruction of the blanks will be signed by the representatives of the PI „Public Services Agency”.

Din numele Cumpărătorului / On behalf of the Buyer      Din numele Furnizorului / On behalf of the Supplier

\_\_\_\_\_

\_\_\_\_\_

## IV. STATISTICAL REPORT – TEMPLATE

### RAPORT STATISTIC

privind neconformitățile Furnizorului pentru blanchetele pe suport de policarbonat  
în perioada \_\_\_\_\_

### STATISTICAL REPORT

on the Supplier's non-conformities for the blanks on polycarbonate base support  
in the period \_\_\_\_\_

Nr. No.	Lista neconformităților <i>List of non-conformities</i>	ID	RC	DL	VP
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
<b>Cantitatea blanchetelor neconforme</b> <i>Quantity of non-conforming blanks</i>					

**Notă:**

Blanchetele specificate în Raportul Statistic sunt supuse distrugerii de către Cumpărător, la sediul IP „Agenția Servicii Publice”. După semnarea de către Părți a Raportului Statistic, actele de distrugere ale blanchetelor vor fi semnate de către reprezentanții IP „Agenția Servicii Publice”.

**Note:**

The blanks specified in the Statistical Report are subject to destruction by the Buyer, at the premises of the PI „Public Services Agency”. After the signature by the Parties of the Statistical report, the acts of destruction of the blanks will be signed by the representatives of the PI „Public Services Agency”.

Din numele Cumpărătorului / On behalf of the Buyer      Din numele Furnizorului / On behalf of the Supplier

\_\_\_\_\_

\_\_\_\_\_

### Signatures of the Parties:

<b>The Supplier</b> .....	<b>The Buyer</b> <b>Public Institution „Public Services Agency”</b>
------------------------------	--

*Translated from Romanian into English language*

<b>Authorised signature:</b>	<b>Authorised signature:</b>
------------------------------	------------------------------