

PARTICIPATION NOTICE

for the open tender procedure

regarding the acquisition of excise/consumption stamp printing services for the year 2025.

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; 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	7980000-2	Printing services for excise/consumption stamps for alcoholic beverages	pcs	23 000 000	As per the specifications in the terms of reference, annex no. 1 to the Participation Notice.	
		Printing services for excise/consumption stamps for "Domestic Tobacco" and "Imported Tobacco"	pcs	130 000 000		
Total Estimated Value, in MDL (Excluding VAT)						3 060 000,00

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 provider shall render the services under the INCOTERMS 2020 DDP conditions throughout the validity of the contract and fulfill the order in the requested assortment and quantities within up to 10 calendar days from the date of receiving the written order.*
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 (DUAE, 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)	Submission of the ESPD form (European Single Procurement Document) electronically signed by the economic operator's representative.	Mandatory
2	Technical proposal	Completed as per Annex no. 22 of the Standard Documentation, electronically signed by the economic operator's representative.	Mandatory
3	Financial proposal	Completed as per Annex no. 23 of the Standard Documentation, electronically signed by the economic operator's representative.	Mandatory
4	Bid guarantee of 1% of the offer value (excluding VAT)	The offer must include a Bid Guarantee: issued by a commercial bank, as per Annex no. 9 of the Standard Documentation, electronically signed by the economic operator's representative, Or, via transfer to the contracting authority's account, using the following banking details: - Payment Beneficiary: Public Institution "Center for Information Technology in Finance" - IBAN Code: MD86TRPCCC518430A01338AA - Bank Code: TREZMD2X - Bank: Ministry of Finance – State Treasury Tax Code: 1005600036924 Confirmed via a Payment order electronically signed by the economic operator's representative.	Mandatory
5	Performance guarantee for the contract in the amount of 5% of the total contract value.	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, Or via transfer to the contracting authority's account, using the following banking details: Payment Beneficiary: Public Institution "Center for Information Technology in Finance" - IBAN Code: MD86TRPCCC518430A01338AA - Bank Code: TREZMD2X - Bank: Ministry of Finance – State Treasury - Tax Code: 1005600036924, accompanied by the original payment	Mandatory (for the declared winning bidder)

		order.	
6	Participation Request	Completed according to Annex no. 7 of the Standard Documentation, electronically signed by the economic operator's representative	Mandatory
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	Mandatory
8	Confirmation of the Identity of Beneficial Owners	Declaration confirming the identity of beneficial owners and their non-involvement in 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 ORDER of the Ministry of Finance No. 145 of 24.11.2020, electronically signed by the economic operator's representative	Mandatory (for the winning bidder)
9	Demonstration of the physical and technical safety of the facility (building) where the services will be provided	Proof of the requirement by presenting a copy of the valid contract with an authorized security agency, electronically signed by the economic operator's representative	Mandatory
10	Demonstration of experience in providing similar services	Completion of Annex No. 12 of the Standard Documentation, electronically signed by the economic operator's representative	Mandatory, when submitting the offer
		Demonstration of experience by presenting at least 3 executed contracts for the provision of similar services (production of special regime (secure) printing materials) for the period 2023-2025 (each separate contract must demonstrate the provision of similar services in terms of object and value, the period of provision and beneficiaries). At the same time, confirmation of the provision of services on the contracts presented will be provided by the presentation of issued documents (invoices, acts of handover and receipt of services) countersigned by the beneficiary of the services provided), electronically signed by the economic operator's representative	Presented at the request of the CA, by e-mail, at the tenderer's qualification stage.
	* Demonstration of technical capacity, by possessing the machinery and equipment necessary to provide services	Completion of Annex No. 13 of the Standard Documentation, electronically signed by the economic operator's representative	Mandatory
		Letter of guarantee or declaration on your own responsibility regarding the possession of the machinery and equipment necessary for the provision of services, set out in Chapter II of Annex no.	Mandatory

		2 to the Participation Notice, electronically signed by the economic operator's representative	
	** Requirements submitted for the bidder's production and storage spaces	Letter of guarantee or declaration on your own responsibility regarding the layout and compliance of the premises with the requested requirements and set out in Chapter I of Annex No. 2 to the Participation Notice, electronically signed by the economic operator's representative	Mandatory
	*** Special requirements for the bidder regarding quality, implementation of regulatory documents and confidentiality	Letter of guarantee or declaration on your own responsibility regarding the implementation of regulatory documents and acceptance of the conditions, set out in Chapters III-V of Annex no. 2 to the Participation Notice	Mandatory

(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):

21.1 The Beneficiary reserves the right to reduce or increase the contracted quantities according to needs..

21.2 If, by the expiration of the validity period of the Contract, the quantity of services provided by the Provider is less than the quantity provided for in the Contract, the Provider will not claim payment of the unexecuted difference..

21.3 During the execution of the future contract, the Beneficiary reserves the right to make use of the provisions of art. 56 paragraph (5) of Law no. 131/2015, by awarding a new contract, for similar services, according to the additional specifications, which will be approved by normative acts amending the Order of the Ministry of Finance no. 91/2019 and which will constitute the estimated volume of:

- 2 000 000 pcs. for Printing services of excise/consumption stamps for alcoholic beverages;

- 50 000 000 pcs. for Printing services of excise/consumption stamps for "Domestic Tobacco" and "Imported Tobacco"

21.4 The provider is prohibited from outsourcing the services that will be the subject of the future contract.

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 data.*

- on: *as per SIA RSAP 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: *60 days.*

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

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 Sfant 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.: 6049232-2025 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 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. */** The compliance with the qualification requirements set out in sub-points 11 and 12 of point 16 of the Tender Notice will be examined by the Evaluation Commission, delegated by the contracting authority. By submitting the tender, the tenderers express their agreement to allow the Evaluation Commission to examine and inspect the production and storage premises, and to examine the machinery and equipment necessary for the provision of services. The bidder, at the stage of examination by the Evaluation Committee, must ensure and demonstrate compliance with all the requirements requested for the stamp production and storage rooms..*

The Evaluation Commission, within 10 days from the date of opening the tenders in the system, will inspect, on site, the compliance of the tenderers with the qualification and selection criteria. The evaluation committee, following the on-site verification, will draw up a sheet with the requirements for the technical capacities, production and storage spaces of the bidders, participants in the procedure for purchasing excise/consumption stamp printing services (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.

*39.3. *** Compliance with the qualification requirement set out in sub-point 13 of point 16 of the Participation Notice will be demonstrated to the Evaluation Commission by implementing the regulatory documents, in accordance with the requirements of Chapter III of Annex No. 2 to the Participation Notice, within 5 calendar days from the date of submission of the regulatory document, under penalty of disqualification from the procedure, in case of failure to meet this requirement..*

**Acting Director,
Chairwoman of the Procurement
Working Group:**

_____ **Elena SAHARNEAN**

The technical specifications for printing excise/consumption stamps
*(Developed in accordance with Order No. 91/2019, as amended by Order No. 70/2025,
approving the design of the "Excise Stamp/Consumption Stamp" applicable starting January 1,
2026, for tobacco products and related goods)*

I. Technical specification for the printing of excise stamps for alcoholic production:

- 1) Excise stamps for alcoholic production are printed polygraphically on special yellow protective paper with a holographic strip with a density of 70 ± 3 g/m², by the color offset method, with five paints (visible and/or transparent);
- 2) Excise stamps for alcoholic production have a protected design (see graphic drawing no. 1 below), which includes guilloches, rosettes, borders, safety net, inscriptions, repeated micro text, etc.
- 3) Dimensions of the excise/consumption stamp:
 - length: (160 ± 0.5) mm
 - width: (20 ± 0.5) mm
- 4) On excise stamps for alcoholic production, the inscriptions are printed offset with visible inks:
 - a) "TIMBRU DE ACCIZ" (Excise stamp).
 - b) "PRODUSE ALCOOLICE" (Alcoholic products).
 - c) „Identificarea producției poate fi efectuată accesând pagina web: www.vinmoldova.org și la tel: 0-8000-15-25”. / „Идентификацию продукции можете провести посетив сайт: www.vinmoldova.org и по тел: 0-8000-15-25”. (“Product identification can be performed by visiting the website: www.vinmoldova.org or calling: 0-8000-15-25.”).
 - d) „REPUBLICA MOLDOVA” (Republic of Moldova).
- 5) On excise stamps for alcoholic production, security elements (special images) are offset printed with invisible inks.
- 6) Depending on the type of alcoholic products to which the excise stamp is applied, the following inscriptions are offset-printed:
 - a) "VINURI" (Wines).
 - b) "DIVINURI" (Brandies).
 - c) "BĂUTURI ALCOOLICE TARI" (Strong Alcoholic Beverages)
 - d) "ALTĂ PRODUCȚIE ALCOOLICĂ" (Other Alcoholic Production).
- 7) On excise stamps for alcoholic production, the barcode is printed with a minimum resolution of 300 dpi with water resistance and the individual number, in increasing order, with sequential numbering, on a jet-type printing technological equipment, with black ink.

Graphic design no. 1. Design and printing of excise stamp for alcoholic production



II. Technical specification for printing consumption stamps for alcoholic production

- 8) Excise stamps for alcoholic production are printed polygraphically on special yellow protective paper with a holographic strip with a density of 70 ± 3 g/m², by the color offset method, with five paints (visible and/or transparent);
- 9) Excise stamps for alcoholic production have a protected design (see graphic drawing no. 1 below), which includes guilloches, rosettes, borders, safety net, inscriptions, repeated micro text, etc.
- 10) Dimensions of the excise/consumption stamp:
- length: (160 ± 0.5) mm
- width: (20 ± 0.5) mm
- 11) On excise stamps for alcoholic production, the inscriptions are printed offset with visible inks:
a) "TIMBRU DE ACCIZ" (Excise stamp).
b) "PRODUSE ALCOOLICE" (Alcoholic products).
c) "REPUBLICA MOLDOVA" (Republic of Moldova).
- 12) On excise stamps for alcoholic production, security elements (special images) are offset printed with invisible inks.
- 13) On excise stamps for alcoholic production, the barcode is printed with a minimum resolution of 300 dpi with water resistance and the individual number, in increasing order, with sequential numbering, on a jet-type printing technological equipment, with black ink.

Graphic design no. 2. Design and printing of consumption stamp for alcoholic production



III. Technical specifications for printing excise stamps for tobacco and related products

- 14) Excise stamps for tobacco and related products are printed polygraphically on special yellow protective paper with a density of 70 ± 3 g/m², by the color offset method, with five paints (visible and/or transparent);
- 15) Excise stamps for tobacco and related products have a protected design (see graphic drawing no. 3 below), which includes guilloches, rosettes, borders, safety net, inscriptions, repeated micro text, etc.;
- 16) Dimensions of the excise stamp:
Variant No. 1:
- length: (44 ± 0.5) mm
- width: (20 ± 0.5) mm
Variant No. 2:
- length: (32 ± 0.5) mm
- width: (16 ± 0.3) mm
Variant No. 3:
- length: (32 ± 0.5) mm
- width: (12 ± 0.2) mm
- 17) On excise stamps, the inscriptions are printed offset with visible inks:
a) "REPUBLICA MOLDOVA" (Republic of Moldova)
b) "TIMBRU DE ACCIZ" (EXCISE STAMP)

c) "PRODUSE DIN TUTUN ȘI PRODUSE CONEXE" (Tobacco Products and related products).

18) On excise stamps, security elements (special images) are offset printed with invisible inks;

19) On excise stamps for tobacco products and related products, with black dye, the Data Matrix code and the individual code of letters and numbers, in ascending order, with sequential numbering, are printed using digital laser or inkjet technology equipment.

Graphic design no. 3. Design and printing of excise stamps for imported and domestic products

For marking imported products

Varianta nr. 1



Varianta nr. 2



Varianta nr. 3



For marking domestic products

Variant No. 1



Variant No. 2



Variant No. 3



IV. Technical specifications for printing consumption stamps for tobacco and related products

20) Consumption stamps for tobacco products and related products are printed polygraphically on special yellow protective paper with a density of 70 ± 3 g/m², by the color offset method, with five paints (visible and/or transparent);

21) Timbrele de consum pentru produsele din tutun și produsele conexe au un design protejat (a se vedea desenul grafic nr. 4 de mai jos), care include guilloche-uri, rozete, borduri, plasă de siguranță, inscripții, micro text repetat, etc.;

22) Dimensions of consumption stamps:

Variant No. 1:

- length: (44 ± 0.5) mm

- width: (20 ± 0.5) mm

Variant No. 2:

- length: (32 ± 0.5) mm

- width: (16 ± 0.3) mm

Variant No. 3:

- length: (32 ± 0.5) mm

- width: (12 ± 0.2) mm

23) Visible inscriptions are offset printed on consumer stamps:

- a) "REPUBLICA MOLDOVA" (REPUBLICA MOLDOVA).
 - b) "TIMBRU DE CONSUM" (CONSUMPTION STAMP).
 - c) "PRODUSE DIN TUTUN ŞI PRODUSELE CONEXE" (Tobacco Products and related products).
- 24) Security elements (special images) are offset printed on consumer stamps with invisible inks;
- 25) On the consumption stamps for tobacco products and related products, with black dye, the Data Matrix code and the individual code of letters and numbers, in ascending order, with sequential numbering, are printed using digital laser or inkjet technology equipment.

Graphic design no. 4. Design and printing of consumer stamps

Varianta nr. 1



Varianta nr. 2



Varianta nr. 3



Note. *Technical details regarding the security elements (invisible elements, the structure of the barcode, the Data Matrix code, the source code of the design and other secure graphic elements) at the printing level of the excise / consumption stamp will be communicated only after the designation of the economic operator and the signing by him of the confidentiality agreement. Some security elements during the execution of the contract may be modified.*

**Acting Director,
Chairwoman of the Procurement
Working Group:**

_____ **Elena SAHARNEAN**

Requirements for Production and Storage Facilities, Regulatory Documents, Quality, and Technical Capabilities of Bidders Participating in the Procurement Procedure for Printing Excise/Consumption Stamps

Terminology:

Data Matrix – a two-dimensional code (identification and tracking element) that stores various types of information such as text, numbers, web addresses, and other data. It consists of a matrix of black and white cells that can be scanned and read using a scanner or mobile device camera.

Excise/Consumption Stamps – ES/CS.

Special Materials – materials used in the production of ES/CS, which serve as security elements to prevent counterfeiting. The notion of special materials includes: paper and other materials with security features (watermarks, protective fibers, special additives, security threads, etc.), protective inks, special coatings, protective holograms, and other materials and means for safeguarding excise/consumption stamps against counterfeiting.

Semi-Finished Products for ES/CS – production items subject to further processing by the Manufacturer that contain at least one anti-counterfeiting security element.

Documented Information (Document) – information recorded on a physical medium containing data that allows its identification.

Confidential Information – documented information with limited accessibility in accordance with this Instruction and the legislation of the Republic of Moldova. This category includes trade secrets, personal data of employees, and other confidential information provided in Chapter V of this document.

Trade Secret (hereinafter associated with “confidential information”) – information (including know-how) related to production, technology, administration, financial and other activities of the Parties, whose premature disclosure, use, or uncontrolled dissemination (transmission, leakage) may harm the interests of the Parties.

Personal Data – any information relating to an identified or identifiable natural person (data subject). An identifiable person is someone who can be identified, directly or indirectly, by reference to an identification number or one or more specific elements of their physical, physiological, mental, economic, cultural, or social identity.

Processing of Personal Data – any operation or set of operations performed on personal data such as collection, recording, organization, storage, modification, retrieval, consultation, provision of access, use, transmission, dissemination, blocking, or destruction.

Facility – the building (territory, rooms, entities) in which the Manufacturer has created conditions to ensure the technological process of ES/CS production.

Special Regime Rooms – rooms where the production and storage of excise/consumption stamps, special materials, and semi-finished products occur, as well as rooms where documents constituting trade secrets and/or other confidential information of the Beneficiary and Manufacturer are stored.

I. Requirements for the Facility (Building), Production and Storage Areas of the Bidder:

- 1) The facility (building) where the manufacturing and storage process of excise/consumption stamps will take place must be located in Chişinău city.
- 2) The technological process of producing and storing excise/consumption stamps must be arranged in an enclosed space, with restricted access via metal doors, iron grilles, including windows, and high-security locks, access control system, video surveillance, and special regime room arrangements within this enclosed space inside the facility (building). The production and storage process of excise/consumption stamps will not transit common areas of the facility, being performed entirely within this enclosed space.
- 3) The facility and special regime rooms must be equipped with fire-security signaling equipment, with mandatory monitoring by the dispatch center of an authorized security agency.
- 4) The bidder must have a backup power supply of sufficient capacity to ensure autonomous operation of security equipment in case the main power source (220V) is disconnected.
- 5) Electrical distribution panels and circuit breakers must be installed outside the storage rooms. Circuit breakers in distribution panels must be clearly marked.
- 6) The facility and special regime rooms must have a video surveillance system both outside and inside the production/storage rooms, operating 24/7, with video recordings stored for at least 6 months. Poorly lit areas must have adequate artificial lighting to ensure quality video footage. Entrance doors to special regime rooms must have indicators restricting access to unauthorized persons.
- 7) Evacuation schemes and informational signs with instructions for exceptional situations (fire, earthquake, etc.) must be displayed in visible locations.
- 8) Special regime rooms must be used exclusively for the production and storage of excise/consumption stamps. The bidder must not allow production and storage of these stamps together with any other type of production.
- 9) Special regime rooms must be located within a facility (building) and identified as follows:
 - a) Separate and equipped room for offset printing of excise/consumption stamps;
 - b) Separate and equipped room for applying numeric barcodes on excise/consumption stamps for alcoholic products;
 - c) Separate and equipped storage room for raw materials, special materials, etc.;
 - d) Separate and equipped storage room for semi-finished products and finished goods;
 - e) Separate and equipped room for storing confidential information media and for employees handling confidential secretarial work;
 - f) Separate control room for the cutting process of semi-finished products.
- 10) The room for applying numeric barcodes on excise/consumption stamps for alcoholic products must not have internet access.
- 11) Production and storage rooms must ensure fire safety according to national standards and legislation, including:
 - Adequate number of fire extinguishers;
 - Fire detectors;
 - Prohibition of storing/using flammable substances, fuels, powders, explosives, gas cylinders, celluloid-packaged goods, and other dangerous or flammable materials.
- 12) Special regime storage rooms must have air conditioning systems ensuring 2–3 air changes, maintaining optimal temperature and humidity.
- 13) Separate special rooms (warehouses) must have devices to measure temperature and humidity.

- 14) Optimal microclimate parameters in storage rooms:
 - Temperature: $23^{\circ}\text{C} \pm 1^{\circ}\text{C}$;
 - Relative humidity: $50\% \pm 5\%$.
- 15) Special regime rooms must have an automated access management and control system, storing access records for at least 6 months.
- 16) Doors in special regime rooms must have locks and be secured outside working hours and on holidays.
- 17) Doors of special regime rooms must have mastic seals preventing unauthorized opening without leaving traces.
- 18) Storage rooms must have fixed metal racks. Auxiliary or special equipment may include metal cabinets, safes, rack-cabinets, fixed boxes with metal shelves.
- 19) Opening of production/storage rooms, metal cabinets/safes must be performed only in the presence of a representative of I.P. "CTIF".
- 20) Storage of offset printing plates for excise/consumption stamps must be ensured in a separate safe sealed by I.P. "CTIF".
- 21) Production rooms must have a separate designated workspace for the Beneficiary's representative to monitor the production process of excise/consumption stamps.

II. Equipment and Machinery Requirements:

- 1) To meet the printing volume requested by the contracting authority, bidders must have specific equipment ensuring a minimum printing capacity of 300,000 units/day for excise/consumption stamps for alcoholic products and 1,000,000 units/day for tobacco and related products. Technical documentation showing printing capacity must be presented to the Evaluation Committee.
- 2) Bidders must have high-quality offset color printing equipment with a minimum of five visible and transparent colors (UV or IR fluorescent overprinting) for various special and protected design elements (guilloche, rosettes, text, microtext, barcodes, etc.).
- 3) Bidders must have CTP equipment for making offset plates.
- 4) Bidders must have digital printing equipment.
- 5) Bidders must have automated black ink jet printing equipment for serial numbers and one-dimensional barcodes generated automatically on numbered printing sheets.
- 6) Bidders must have computing equipment to ensure the technological process of barcode application (on excise stamps for alcoholic production) with installed automated numbering and barcoding software.
- 7) Bidders must have precise cutting equipment (electro-hydraulic) for printing sheets according to specified dimensions.
- 8) Bidders must have vacuum packaging equipment for finished products.
- 9) Bidders must have a separate metal safe with a mastic seal for storing production waste, located in the semi-finished and finished product storage area.

III. Special Requirements for the Bidder Regarding Implementation of Regulatory Documents:

The winning bidder will implement the regulatory process document, such as: "Instruction on Ensuring Security and Quality in the Manufacturing, Recording, Storage, and Delivery of Excise/Consumption Stamps" (hereinafter "Instruction"), which will be provided to the designated operator.

The winning bidder must implement the document within 5 calendar days from receipt of the Instruction, under penalty of disqualification, demonstrating the development and approval of at least the following documents/forms.

- 1) Internal order approving the implementation of the “Instruction on Ensuring Security and Quality in the Manufacturing, Recording, Storage, and Delivery of Excise/Consumption Stamps”.
- 2) Internal order appointing an authorized person responsible for confidentiality, recordkeeping, and documentation according to internal procedures.
- 3) Internal order approving the list of persons with access rights to special regime rooms, which will be displayed at the entrance doors of such rooms.
- 4) Personal files established by internal procedures for staff training in fire safety.
- 5) Register documenting training/acknowledgment by staff involved in the process regarding internal instructions/regulations on the use of access cards, seals, keys, passwords, fire extinguishers, etc.
- 6) Register of handovers, lockings, and sealing of doors and rooms.
- 7) Register documenting security incidents.
- 8) Register documenting periodic maintenance of security equipment per internal instructions/regulations.
- 9) Register of technical failures and maintenance of production equipment.
- 10) Register of incidents related to the production, recording, storage, and delivery of excise/consumption stamps.
- 11) Register for issuance, tracking, modification, and withdrawal of access cards/keys.
- 12) Register of special paint storage.
- 13) Register of Offset plates for producing “TAA”, “TAP”, “TA”, “TC”.
- 14) Register of special paper storage.
- 15) Register of visitors to production/barcode application sections.
- 16) Register of circulation of semi-finished products and issuance of finished products at storage. Product types: “TA”, “TC”, “TAA”, “TAI”.
- 17) Register of circulation of semi-finished products. Product types: “TA”, “TC”, “TAA”, “TAP”. After the regulatory documents implementation period expires, the Evaluation Committee will visit the winning bidder to assess compliance.

IV. Process and Confidentiality Requirements:

- 1) At contract signing, the winning bidder will sign a confidentiality agreement with I.P. “CTIF” ensuring protection of confidential data obtained during production.
- 2) The winning bidder will ensure each employee involved in production signs a confidentiality declaration.
- 3) The bidder must have automated numbering and barcoding software dedicated exclusively to stamp production, granting “user” and “auditor” access to I.P. “CTIF” representatives.
- 4) The bidder must ensure the presence of an I.P. “CTIF” representative at every stage of stamp production.
- 5) The bidder will allow unannounced inspections by I.P. “CTIF” throughout the contract duration to verify compliance.
- 6) I.P. “CTIF” must have permanent access to registers and material stock for verification of proper documentation and security systems.

**Acting Director,
Chairwoman of the Procurement
Working Group:**

_____ **Elena SAHARNEAN**