

NOTICE OF PARTICIPATION, INCLUDING FOR PRE-SELECTION PROCEDURES / NEGOTIATED PROCEDURES

regarding the procurement of: *Promotion services for Moldovan brands – Germany and Switzerland*

through the procurement procedure: *Open Tender Procedure*

Was the procedure included in the contracting authority's public procurement plan (Yes/No):

Yes Link to the published public procurement plan: <https://invest.gov.md/achizitii/planul-de-achizitii-pentru-anul-2025/>

1. Name of the contracting authority: *Public Institution Investment Agency*
2. IDNO: *1006601001078*
3. Address: *2 Eugen Doga Street, Chisinau Municipality*
4. Phone number: *+373 22 27 36 54*
5. Email address and official website of the contracting authority: office@invest.gov.md,
<https://invest.gov.md>

6. Email address or official website from which the procurement documents can be accessed:

7. The procurement documents are attached to the procedure within the "RSAP" e-Procurement System (SIA „RSAP”).

8. Type of contracting authority and main activity (if applicable, specify whether the contracting authority is a central purchasing body or if the procurement involves another form of joint procurement): **Public institution under the subordination of the State Chancellery.**

9. The beneficiary invites interested economic operators, capable of meeting its needs, to participate in the procurement procedure for the provision of the following services:

Item No.	CPV Code	Description of the requested services	Unit	Quantity	Full technical specification required, Reference standards	Estimated value (to be specified for each lot separately, excluding VAT)
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Single lot	79342200-5	Promotion services for Moldovan brands – Germany and Switzerland	Service	1	According to the Terms of Reference	1,600,000 MDL
Total estimated value						1,600,000 MDL

Notă*: Following the completion of the electronic auction, if such auction has taken place and the initial prices have been reduced according to the conducted rounds, the updated price specifications form (Annex No. 23) shall be submitted in electronic format, signed with an electronic signature, to the email address specified in the procurement documentation.

10. For pre-selection procedures, the minimum number of candidates and, if applicable, the maximum number must be indicated: ***Not applicable***.

11. If the contract is divided into lots, an economic operator may submit an offer (select as appropriate):

*For a single lot, for several lots, or for all lots, depending on its capacity to provide the services required under each lot. Admission or rejection of alternative offers: ***Alternative offers are not accepted***.

12. Terms and conditions for the provision of services: ***Strictly in accordance with the actual needs of the contracting authority, in order to ensure efficient and timely implementation of the planned activities***.

13. Bid Security: Yes, amount – 1% of the bid value excluding VAT.

14. Performance Guarantee of the Contract: Yes, amount – 5% of the contract value.

Form of the Performance Guarantee:\

a. Performance guarantee by transfer to the contracting authority's account, according to the following banking details:

Beneficiary of the payment: Public Institution Investment Agency, MF TR Chişinău – State Budget

Tax Code: 1006601001078

IBAN: MD59TRPCCC518430A00034AA (Treasury account)

Bank Code: TREZMD2X

with the note "For the performance guarantee of the contract under the LD procurement procedure", or

b. Performance guarantee issued by a licensed bank, according to Annex No. 10 of the Standard Documentation approved by Order of the Minister of Finance No. 115 of 15.09.2021.

The validity period of the bank guarantee shall be equal to the validity period of the contract.
(To be submitted by the winning tenderer upon contract conclusion).

15. Contract validity period: *Until 31.12.2025.*

16. Is the procurement contract reserved for sheltered workshops or for performance under protected employment programs (if applicable): **No.**

17. Is the performance of the service reserved for a specific profession based on legal or administrative acts (if applicable): **No.**

18. Brief description of eligibility and selection/pre-selection criteria that may lead to disqualification; minimum required level(s); and the information to be provided:

Item No	Qualification and Selection Criteria (Description)	Means of Demonstrating Compliance	Minimum Level Required
1.	European Single Procurement Document (ESPD)	Original, electronically signed	Yes
2.	Declaration regarding the validity of the offer	Form in accordance with Annex No. 8 of the Standard Documentation, approved by Order No. 115/2021, electronically signed	Yes
3.	Proof of legal registration of the entity	Copy of certificate and/or extract from the state register, issued by the competent authority in the bidder's country of establishment. The extract must be issued within the last 12 months	Yes
4.	Bid Security	Form of Bid Security – 1%: a) Bid security by transfer to the contracting authority's account, according to the following banking details: Beneficiary of the payment: Public Institution Investment Agency, MF TR Chişinău – State Budget Tax Code: 1006601001078 IBAN: MD59TRPCCC518430A00034AA (Treasury account) Bank Code: TREZMD2X with the note "For the bid security related to the procurement procedure through LD"	Yes

		<p>or,</p> <p>b) The offer shall be accompanied by a bank guarantee letter (issued by a licensed bank) in accordance with Annex No. 9 of the Standard Documentation approved by Order of the Minister of Finance No. 115 of 15.09.2021.</p> <p><i>The validity period of the bid bank guarantee shall be equal to the validity period of the bid.</i></p>	
5.	Certificate of bank account allocation	Copy of the certificate issued by the account-holding bank	Yes
6.	Declaration regarding the list of main services provided in the last 3 years of activity	<p>The tenderer must have proven experience within the last 3 years. For the purpose of demonstrating compliance with this requirement, the economic operator shall submit the Declaration regarding the list of main services provided during the last 3 years of activity, according to Annex No. 12 of the Standard Documentation approved by Order of the Minister of Finance No. 115/2021, in original, confirmed by electronic signature, with the attachment of contracts, recommendation letters, service delivery-acceptance reports, relevant links or screenshots, etc.</p>	Yes
7.	Technical specifications	Form in accordance with Annex No. 22 of the Standard Documentation, approved by Order No. 115/2021, electronically signed	Yes
8.	Price specifications	Form in accordance with Annex No. 23 of the Standard Documentation, approved by Order No. 115/2021, electronically signed	Yes
9.	Most recent financial report	Copy of the 2024 financial report, with proof of submission to the National Bureau of Statistics or equivalent documents issued by the competent authorities in the country of origin	Yes
10.	Declaration regarding the confirmation of the identity of the	The original shall be submitted by the winning tenderer within 5 days from the date of communication of the public procurement	Yes

	ultimate beneficial owners and their non-involvement in convictions for participation in the activities of a criminal organization or group, corruption, fraud and/or money laundering.	procedure results, to the contracting authority and the Public Procurement Agency, according to the model approved by Order of the Minister of Finance No. 145/2020, signed electronically by the company's administrator indicated in the Extract from the State Register of Legal Entities, or by an authorized person. In case of delegation or authorization, the respective power of attorney/document shall be attached to the tender.	
11.	Note	The contracting authority shall verify tax and social contribution compliance via the State Tax Service. If not possible, the tenderer shall submit a certificate (or equivalent document) issued by the competent authority of the country of establishment. Fiscal Code thresholds apply for outstanding debts.	Yes

According to point 58, Section 3 of the Standard Documentation, the prices for the requested services shall be indicated in Moldovan Lei (MDL), with two decimal places.

In the event that the Public Institution Investment Agency identifies a discrepancy between the sum of the unit prices and the total price stated in Annex No. 23 of the Standard Documentation, the unit price excluding VAT shall prevail, and the total amount shall be corrected accordingly, with prior coordination with the economic operator. If the bidder does not accept the correction of these errors, the offer shall be rejected accordingly.

Pursuant to Article 19, paragraph (3), letter d) of Law No. 131/2015 on Public Procurement, the Investment Agency shall exclude from the award procedure any bidder who provides false information or fails to submit the requested information for the purpose of demonstrating compliance with the qualification and selection criteria.

19. Reason for use of the accelerated procedure (in the case of open, restricted, or negotiated procedures), if applicable: Not applicable. **Specific techniques and tools for awarding the contract** (e.g., framework agreement, dynamic purchasing system, or electronic auction): ***Not applicable.***

20. Special conditions on which the performance of the contract depends (if applicable): ***As specified in the Terms of Reference.***

21. Currency in which the offers must be submitted: ***MDL (Moldovan Leu)***

22. The criterion applied for awarding the contract: **best quality-price ratio**.

Evaluation factors for the most economically advantageous offer, along with their respective weights:

23.		
24.	Evaluation criteria	Maximum score
	1	Experience in providing similar services
	2	Capacity to provide similar services
	3	Financial proposal
		Total
		100

Scoring formula:

1. Experience in providing similar services (40 points):

The bidder with the highest number of similar services provided in the last 3 years will receive the maximum score (40 points)

For the other bidders, the score is calculated as follows:

$Po(n) = [\text{number of similar services provided by bidder } n / \text{highest number of similar services among all bids}] \times 40$

2. Capacity to provide similar services (20 points):

The bidder who has provided, in the last 3 years, a similar service with the highest budget will receive the maximum score (20 points).

For the other bidders, the score is calculated as follows:

$Vo(n) = [\text{value of the highest budget for a similar service provided by bidder } n / \text{highest budget value of similar services among all bids}] \times 20$

3. Financial offer (40 points):

The bidder with the lowest financial offer will receive the maximum score (40 points).

For the other bidders, the score is calculated as follows:

$So(n) = [\text{lowest financial offer} / \text{financial offer of bidder } n] \times 40.$

21. Deadline for submission/opening of tenders: ***As specified in the RSAP e-Procurement System.***

22. Address to which tenders or requests to participate must be sent: ***Tenders or requests to participate shall be submitted electronically via the RSAP system.***

23. Tender validity period: ***60 days from the deadline for submission.***

24. Place of tender opening:; ***the RSAP system Late tenders will be rejected.***

25. Persons authorized to attend the opening of tenders: *Bidders or their representatives are entitled to attend the opening session, except where tenders have been submitted via the RSAP system.*

26. Language(s) in which the tenders or requests to participate must be submitted: *English.*

27. Does the contract relate to a project and/or program financed by European Union funds?: *No.*

28. Name and address of the body responsible for review procedures: *National Agency for the Settlement of Complaints (ANSC) Address: 124 Ștefan cel Mare și Sfânt Blvd., 4th floor, MD-2001, Chișinău, Republic of Moldova Tel/Fax/Email: +373 22 820 652, +373 22 820 651, contestatii@ansc.md*

29. Date(s) and reference(s) of previous publications in the Official Journal of the European Union relating to the contract(s) covered by this notice (if applicable): *Not applicable.*

30. In the case of recurring procurement, the estimated timing of subsequent notices: *Not applicable.*

31. Date of publication of the prior information notice, or indication that none was published: *Not applicable.*

32. Date of dispatch of this contract notice for publication: *As per the RSAP system.*

33. The following will be used/accepted within the public procurement procedure: *(continues with electronic tools table – let me know if you'd like that part next)*

Name of the electronic tool	Will it be used/accepted or not
Submission of tenders or requests to participate electronically	Accepted
Electronic ordering system	Not accepted
Electronic invoicing	Accepted
Electronic payments	Accepted

34. Does the contract fall under the scope of the World Trade Organization's Government Procurement Agreement (GPA) (only for notices submitted for publication in the Official Journal of the European Union)?: *No*

35. Other relevant information: Payment for the provided services shall be made within a period of up to 30 days from the date of invoicing. The invoice must be issued within the validity period of the contract.

Vice-Chairperson of the Working Group _____ Irina TOLSTOUSOV

Head of Institutional Management Section _____ Alexandru CRUDU

Secretary of the Working Group _____ Vladimir VORNIC