

**PARTICIPATION NOTICE**  
for the open tender procedure  
regarding the purchase of special paper 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	22420000-0	Special paper with hologram	kg	6300	<ul style="list-style-type: none"> <li>• Paper without its own UV luminescence, on one side of the sheet (holographic strip side).</li> <li>• Yellow colored paper in the table.</li> <li>• Paper with the implantation of at least 3 types of security fibers (6.7/5 mm 20 -30 pcs dm<sup>3</sup>).</li> <li>• Unpositioned bitonal filigree paper with the inscription "ACCIZ RM", which has UV luminescence on one side of the sheet (holographic strip face).</li> <li>• Paper density - 70 gr./m<sup>2</sup> +/- 3 kg 6200 g/m<sup>2</sup></li> <li>• The length of a sheet - 340 mm.</li> <li>• The width of a sheet - 410 mm.</li> <li>• On each sheet must be applied 2 holographic strips with a width of 5 mm, with two levels: level 1 - to include text "EXCISE" and level 2 includes text "REPUBLIC OF MOLDOVA", with a minimum revolution of 4000 dpi (non-positional inscription).</li> <li>• The holographic strip with a width of 5 mm must be rigidly applied to the face of the paper, on which the unpositioned bitonal filigree has UV luminescence, the side edges of the strip must be in the form of straight lines (it must be made by cutting).</li> <li>• Sheets packed in pallets to be sealed.</li> </ul> <p>(Note: Seals will be provided by the contracting authority).</p>	2 368 800,00

		Special paper without hologram	kg	12500	<ul style="list-style-type: none"> <li>• UV-free luminescent paper on one side of the sheet.</li> <li>• Yellow colored paper in the mass;</li> <li>• Paper with implantation of at least 3 types of security fibers (6.7 / 5 mm 20-30 pcs / dm<sup>3</sup>).</li> <li>• Unpositioned bitonal watermark paper with the inscription "ACCIZ RM", which has UV luminescence on one side of the sheet.</li> <li>• Paper density - 70 gr./m<sup>2</sup>+/- 3 g/m<sup>2</sup>.</li> <li>• The length of a sheet - 480 mm.</li> <li>• The width of a sheet - 700 mm.</li> <li>• Sheets packed in pallets to be sealed.</li> </ul> (Note: Seals will be provided by the contracting authority).	1 553 125,00
<b>Total estimated value, MDL (Excluding VAT)</b>						<b>3 921 925,00</b>

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

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

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

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

**13. Contract validity term:** *until December 31, 2025.*

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

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

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

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

		<p>bank, as per Annex no. 9 of the Standard Documentation, electronically signed by the economic operator's representative,  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.</p>	
5	Performance guarantee for the contract in the amount of 5% of the total contract value.	<p>Performance guarantee of the contract: issued by a commercial bank, as per Annex no. 9 of the Standard Documentation, electronically signed by the economic operator's representative,  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 order.</p>	<b>Mandatory (for the bidder declared the winner)</b>
6	Participation Request	Completed according to Annex no. 7 of the Standard Documentation, electronically signed by the economic operator's representative	<b>Mandatory</b>
7	Declaration on the Validity of the Offer	Completed according to Annex no. 8 of the Standard Documentation, electronically signed by the economic operator's representative	<b>Mandatory</b>
8	Proof that the product (paper) meets environmental protection requirements (sustainability criteria).	Presentation of certificates such as: EU Ecolabel, Blue Angel, Nordic Swan, FSC and PEFC or equivalent, signed electronically by the representative of the economic operator	<b>Mandatory</b>
9	Certificate ISO 27001, 14001 and other existing certificates certified for the special paper manufacturer	Valid certified copy, electronically signed by the economic operator's representative	<b>Mandatory</b>
10	Evaluation of special paper quality	Presentation of special paper samples, within a maximum of 3 working days,	<b>Mandatory</b>

		<i>after the date of opening of offers in SIA RSAP</i>	
11	The manufacturer of special paper must be a member of the International Association of Hologram Manufacturers (IAHM).	<i>Document confirming the manufacturer's membership of the IHMA association, electronically signed by the economic operator's representative</i>	<b>Mandatory</b>
12	Confirmation of the identity of beneficial owners	<i>Declaration confirming the identity of the beneficial owners and their non-enforcement of convictions for participation in the activities of a criminal organization or group, for corruption, fraud and/or money laundering, completed according to the form approved by MF ORDER No. 145 of 24.11.2020, electronically signed by the economic operator's representative</i>	<b>Mandatory (for the bidder declared the winner)</b>
13	The tenderer must guarantee the signing of a trilateral confidentiality and exclusivity agreement with the foreign special paper manufacturer to ensure the security and the exclusive right to use the special type of paper only by the contracting authority.	<i>Letter or Declaration of guarantee regarding the provision of the requested condition under penalty of disqualification from the procedure, electronically signed by the economic operator's representative</i>	<b>Mandatory</b>
14	The contracting authority is to have the right to direct interaction with the producer of the special paper, including travel in the interest of service to the production location for the entire period of validity of the contract.	<i>Letter or Declaration of guarantee regarding the provision of the requested condition under penalty of disqualification from the procedure, electronically signed by the economic operator's representative</i>	<b>Mandatory</b>
15	The tenderer must guarantee the security and integrity of the special paper until delivery to the contracting authority.	<i>Letter or Declaration of guarantee regarding the provision of the requested condition under penalty of disqualification from the procedure, electronically signed by the economic operator's representative</i>	<b>Mandatory</b>
16	The responsible persons with access rights to the warehouse must be designated by joint order of the tenderer and the contracting authority.	<i>Letter or Declaration of guarantee regarding the provision of the requested condition at the stage of signing the contract, under penalty of disqualification from the procedure, electronically signed by the economic operator's representative</i>	<b>Mandatory</b>
17	* Special Requirements for the Bidder's Storage Spaces	<i>Declaration of guarantee regarding the responsibility for ensuring the conditions requested in Annex No. 1 to NOTICE OF PARTICIPATION</i>	<b>Mandatory</b>

**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):** *none.*

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

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

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

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

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

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

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

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

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

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

*Late bids will not be accepted.*

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

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

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

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

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

*Address: mun. Chisinau, Stefan cel Mare si 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):** *OJ S 202/2024 din 16/10/2024.*

**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:** *BAP no. 82 of 15.10.2024.*

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

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

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

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

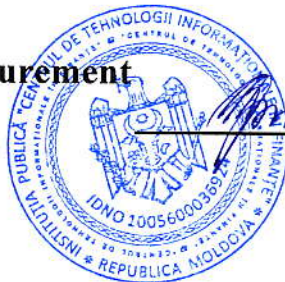
**39. Other Relevant Information:**

*- 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;*

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

-\* Compliance with the qualification requirement stated in sub-point 17 of point 16 of the Participation Notice will be evaluated by the Evaluation Committee delegated by the contracting authority. By submitting a bid, economic operators agree to allow the Evaluation Committee to examine and inspect their storage facilities. The evaluation committee, within 15 days from the date of opening the bids in the system, will inspect on-site the compliance of the storage spaces of the bidders with the technical requirements submitted. Following the on-site inspection, the evaluation committee will prepare a Report on the compliance or non-compliance of the spaces with the technical requirements. Only the selected bidders will proceed to the next stage – the technical and financial evaluation.

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



**Elena SAHARNEAN**

***Special requirements for the tenderer, its storage facilities and personnel involved  
in the execution of the contract for the delivery of special paper***

***I. Requirements for the bidder's storage spaces:***

- Possession of the arranged warehouse;
- Physical security around the entire perimeter of the space;
- restricting the access of unauthorized persons by equipping with the access control system and 24/24 video monitoring. The records in the said systems must be kept for at least 6 months;
- not storing other goods of the bidder in the spaces intended for storing special paper;
- the warehouse, where the special paper is stored, must be sealed and unsealed with the participation of the representative of the contracting authority;
- equipping with technical means of fire alarm and fire extinguishing means;
- to ensure optimal microclimate parameters in the storage room: temperature: +17°C - +19°C; relative humidity: 50-55%.

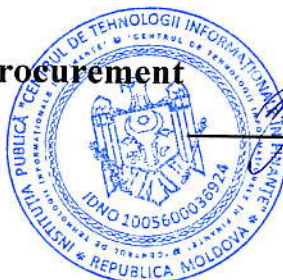
***II. Requirements for maintaining trade secrets:***

- The responsible persons with access rights to the warehouse must be designated by joint order of the tenderer and the contracting authority;
- Ensure that trade secrets are preserved (all employees are checked for the right to access data that constitutes trade secrets and confidentiality statements are signed).

***III. Delivery requirements***

- The Operator will ensure, with its own transport, the delivery of the goods to the Producer designated by the contracting authority, with the contracting authority ensuring the security of the transportation process from the Operator to the Producer;
- The tenderer must guarantee the security and integrity of the special paper until the place of delivery;
- Pallets with special paper must be wrapped and sealed (all sides) and contain a pallet passport. The pallet passport with special paper must contain the following information:
  - Lot number;
  - Pallet number;
  - Number of sheets within the pallet;
  - Gross weight;
  - Net weight.

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



**Elena SAHARNEAN**