

## PROCUREMENT NOTICE

### Specialized equipment for personalizing passports/travel documents with polycarbonate data page

1. **Name of the contracting authority:** Public Services Agency (PSA)
2. **IDNO:** 1002600024700
3. **Address:** 42, A. Puskin street, Chisinau municipality, Republic of Moldova.
4. **Telephone / fax number:** tel.: 022 504021, 022 504654; fax: 022 212259
5. **E-mail and internet address of the contracting authority:** [asp@asp.gov.md](mailto:asp@asp.gov.md); [www.asp.gov.md](http://www.asp.gov.md)
6. **E-mail or internet address where the access to the procurement documentation can be obtained:** *the procurement documentation is published in the SIA RSAP (MTender) or can be accessed at web site [www.asp.gov.md](http://www.asp.gov.md)*
7. **Type of contracting authority and the main object of activity (where applicable, the reference that the contracting authority is a central procurement authority or that the procurement involves another form of joint procurement):** *Public institution with financial autonomy.*
8. **The procedure was included in the public procurement plan of the contracting authority (Yes / No):** *Yes*; **Link to the published public procurement plan:** <https://www.asp.gov.md/sites/default/files/transparenta/achizitii/plan-anual/2025/Planul-de-achizitii-publice-pentru-anul-2025.pdf>
9. **The buyer invites the interested economic operators that can satisfy its needs, to participate at the procurement procedure for the delivery/supply of the following goods/services:**

No.	CPV code	Name: of goods/ services	Measurement unit	Quantity	The full technical specification required, reference standards	Estimated value in MDL without VAT, (indicated for each lot separately)
1	22520000-1	<b>Specialized equipment for personalizing passports/travel documents with polycarbonate data page</b>	pcs	4	According to technical requirements specified in the Annex to the Procurement Notice <i>(Technical requirements for the specialized equipment (system) for personalizing passports/travel documents with polycarbonate data page)</i>	<b>44 303 214,00</b>

*Note: In accordance with the provisions of the legislation in force, the bids with prices that exceed by 30% (for each lot) the estimated amount of the contracting authority, will not be accepted.*

- 10. In case of pre-selection procedures, the minimum number of candidates and, where appropriate, their maximum number shall be indicated: *not applicable.***
- 11. In case the contract is divided into lots, an economic operator can bid (will be selected): *not applicable.***
- 12. Admission or prohibition of alternative bids: *not allowed.***
- 13. Terms and conditions of delivery/supply requested:**
- 13.1. The delivery of the Goods and the provision of the related Services shall be performed by the Supplier from the date of signature of the Contract until 01.12.2025, in accordance with the technical requirements and the specified quantity.*
- 13.2. Support services for integration/adaptation of the integrated operating system to the existing system as required by the Buyer for the commissioning of the Goods and training of the Buyer's personnel shall be provided at the Buyer's premises and/or remotely (as applicable). Proof of delivery, installation, integration/adaptation and commissioning of the equipment, including training of personnel, shall be confirmed by the parties' signature of the Act of Delivery/Acceptance of the Goods (drawn up in 2 copies) and its acceptance without objection by the Buyer*
- 13.3. The Preventive Factory Acceptance Test (FAT) shall be performed at the Supplier's premises and shall include functionality, completeness and performance tests. The equipment shall be capable of performing all processes and performance specified in the technical offer. Material required for testing will be provided by the Buyer. The Preventive Factory Acceptance shall be confirmed by signing the Factory Acceptance Report (FAT) by both parties.*
- 14. The validity of the contract: 31.12.2025.**
- 15. Procurement contract reserved for protected workshops or it can only be executed in the framework of protected employment programs (where applicable): *not applicable.***
- 16. For a particular profession, the service is provided based on documents with legal power or certain administrative documents (where applicable): *not applicable.***
- 17. Brief description of criteria regarding eligibility of economic operators that can determine their elimination and of selection/pre-selection criteria; the minimum level (s) of requirements eventually imposed; mention the required information (DUAE, documentation) :**

No.	Qualification and selection criteria (description of the criterion/requirement)	Way of demonstrating the fulfilment of the criterion/requirement	Minimum level/Obligation
1.	ESPD/DUAE <i>(if the economic operator is participating in the procurement procedure together with other economic operators, all participants must complete the DUAE separately)</i>	European Single Procurement Document, completed in accordance with the template approved by the Order of the Minister of Finance no. 72 of June 30, 2020 (Amended by the Order of the Minister of Finance no. 146 of November 24, 2020) - electronic copy of the hand-signed paper document without the application of the electronic signature or the document confirmed by electronic	Mandatory

		signature of the economic operator <i>(electronic signature recognized on the territory of the Republic of Moldova)</i>	
2.	Technical specifications	Technical specifications, completed in accordance with Annex no. 22 to the Standard documentation approved by the Order of the Minister of Finance no. 115 of September 15, 2021 - electronic copy of the hand-signed paper document without the application of the electronic signature or the document confirmed by electronic signature of the economic operator <i>(electronic signature recognized on the territory of the Republic of Moldova)</i>	Mandatory
3.	Price specifications	Price specifications, completed in accordance with Annex no. 23 to the Standard documentation approved by the Order of the Minister of Finance no. 115 of September 15, 2021 - electronic copy of the hand-signed paper document without the application of the electronic signature or the document confirmed by electronic signature of the economic operator <i>(electronic signature recognized on the territory of the Republic of Moldova)</i>	Mandatory
4.	Bid security 2% - from the bid amount without VAT  <i>(The bid security validity period should be equal to the bid validity period.)</i>	Transfer to the account of the contracting authority (payment order), electronic copy of the hand-signed paper document without the application of the electronic signature or the document confirmed by electronic signature of the economic operator <i>(electronic signature recognized on the territory of the Republic of Moldova)</i>  <b><i>Note for non-residents: the transferred amount shall include the bank commission to confirm the amount of 2% for bid security.</i></b>	Mandatory
5.	Confirmation of the identity of the actual beneficiaries and their non-qualification in the situation of conviction for participation in the activities of a criminal organization or group, for corruption, fraud	Self-declaration provided by the winning bidder to the contracting authority and Public Procurement Agency, <u>within 5 days after the date the results of public procurement procedure are announced</u>  Electronic copy of the hand-signed paper document without the application	Mandatory

	and/or money laundering ( <i>the Declaration form will be published on the SIA "RSAP "(MTender)</i> )	of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator ( <i>electronic signature recognized on the territory of the Republic of Moldova</i> )	
6.	Application for participation in the procurement procedure	Application for participation filled in according to Annex no. 7 to the Standard documentation approved by the Order of the Minister of Finance no. 115 as of 15.09.2021 – electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator. ( <i>electronic signature recognized on the territory of the Republic of Moldova</i> )	Mandatory
7.	Maintain the bid validity for a duration of 90 days  ( <i>the bid validity is calculated from the submission deadline date</i> )	Statement on the validity of the bid, completed in accordance with Annex no. 8 to the Standard documentation approved by the Order of the Minister of Finance no. 115 of September 15, 2021 - electronic copy of the hand-signed paper document without the application of the electronic signature or the document confirmed by electronic signature of the economic operator ( <i>electronic signature recognized on the territory of the Republic of Moldova</i> )	Mandatory
8.	Ownership of intellectual property rights over all protected objects related to the purchase object	Self-declaration  Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator. ( <i>electronic signature recognized on the territory of the Republic of Moldova</i> )	Mandatory
9.	Confirmation of the equipment warranty from the manufacturer	Self-declaration  Electronic copy of the hand-signed paper document without electronic signature <b>or</b> document confirmed by electronic signature of the economic operator ( <i>electronic signature recognized on the territory of the Republic of Moldova</i> )	Mandatory
10.	Ownership of technical equipment and own production process of specialized equipment for personalization of	Statement on the specific endowment, machinery and equipment necessary for the proper implementation of the contract, filled in according to Annex no. 13 to the Standard documentation	*Mandatory

	passports/travel documents with polycarbonate data page	<p>approved by the Order of the Minister of Finance no. 115 as of 15.09.2021.</p> <p>Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator (<i>electronic signature recognized on the territory of the Republic of Moldova</i>)</p>	
11.	Appropriate qualified staff for the implementation of the contract (art. 22 para. (1) (c) Law no. 131/2015 on public procurement)	<p>Statement on specialised staff proposed for the implementation of the contract, filled in according to Annex no. 14 to the Standard documentation approved by the Order of the Minister of Finance no. 115 as of 15.09.2021</p> <p>Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the document confirmed by electronic signature of the economic operator (<i>electronic signature recognized on the territory of the Republic of Moldova</i>)</p>	*Mandatory
12.	Specific experience in delivery of similar goods (art. 22 para. (1) (a) Law 131/2015 on public procurement)	<p>Statement regarding the list of main deliveries made in the last 3 years of activity, completed according to Annex no. 12 to the Standard documentation approved by the Order of the Minister of Finance no. 115 as of 15.09.2021 – electronic copy of the hand-signed paper document without the application of the electronic signature or the document confirmed by electronic signature of the economic operator (<i>electronic signature recognized on the territory of the Republic of Moldova</i>)</p> <p>The delivery of Goods is confirmed by certificates / documents issued or countersigned by the beneficiaries of supplies.</p> <p>Electronic copies of the hand-signed paper documents without the application of the electronic signature or the documents confirmed by electronic signature of the economic operator (<i>electronic signature recognized on the territory of the Republic of Moldova</i>)</p>	*Mandatory
13.	ISO 9001 - Quality Management System certification	Electronic copy of the hand-signed paper document without the application of the electronic signature <b>or</b> the	*Mandatory

		document confirmed by electronic signature of the economic operator. <i>(electronic signature recognized on the territory of the Republic of Moldova)</i>	
14.	Descriptions and/or photographs (art. 22 para. (1) (e) Law 131/2015 on public procurement)	Technical documents (Technical passport / Technical datasheet) - electronic copies of the paper document with hand-signed signature without electronic signature or document confirmed by electronic signature of the economic operator <i>(electronic signature recognized on the territory of the Republic of Moldova)</i> .	*Mandatory <i>(on request)</i>
15.	Confirmation of registration of the economic operator in the country of origin	Confirmatory document, issued by the competent body, any document considered edifying, in the country of origin or the country the bidder is established in, or other equivalent documents issued by the competent authorities of that country - electronic copy of the hand-signed paper documents without the application of the electronic signature or the documents confirmed by electronic signature of the economic operator <i>(electronic signature recognized on the territory of the Republic of Moldova)</i>  In case, the requested documents are not issued in the country of origin or in the country where the bidder is based in, the contracting authority shall accept a declaration on own responsibility, or, if there are no legal provisions in that country related to the on own responsibility, an authentic declaration made before a notary, an administrative or judicial authority or a professional association with competences in this respect (p. 27 of the Standard documentation for public procurement of goods and services approved by the Order of the Ministry of Finance no. 115 of September 15, 2021).  Electronic copy of the hand-signed paper document without the application of the electronic signature or the document confirmed by electronic signature of the economic operator. <i>(electronic signature recognized on the territory of the Republic of Moldova)</i>	*Mandatory <i>(on request)</i>

16.	Data from the Registry of forensic and criminological information in the country of origin	<p>Confirmatory document issued by the competent body, any document considered edifying, in the country of origin or the country the bidder is established in, or other equivalent documents issued by the competent authorities of that country - electronic copy of the hand-signed paper documents without the application of the electronic signature or the documents confirmed by electronic signature of the economic operator (<i>electronic signature recognized on the territory of the Republic of Moldova</i>)</p> <p>In case, the requested documents are not issued in the country of origin or in the country where the bidder is based in, the contracting authority shall accept a declaration on own responsibility, or, if there are no legal provisions in that country related to the declaration on own responsibility, an authentic declaration made before a notary, an administrative or judicial authority or a professional association with competences in this respect (p. 27 of the Standard documentation for public procurement of goods and services approved by the Order of the Ministry of Finance no. 115 of September 15, 2021).</p> <p>Electronic copy of the hand-signed paper document without the application of the electronic signature or the document confirmed by electronic signature of the economic operator (<i>electronic signature recognized on the territory of the Republic of Moldova</i>)</p>	*Mandatory
17.	Confirmation that the economic operator has fulfilled the obligation of paying taxes, fees and social security contributions in accordance with the legal provisions in force in the country where it is based in	<p>Confirmatory document issued by the competent body, any document considered edifying, in the country of origin or the country the bidder is established in, or other equivalent documents issued by the competent authorities of that country.</p> <p>In case, the requested documents are not issued in the country of origin or in the country where the bidder is based in, the contracting authority shall accept a declaration on own responsibility or, if there are no legal provisions in that</p>	*Mandatory (on request)

		<p>country related to the declaration on own responsibility, an authentic declaration made before a notary, an administrative or judicial authority or a professional association with competences in this respect (p. 27 of the Standard documentation for public procurement of goods and services approved by the Order of the Ministry of Finance no. 115 of September 15, 2021).</p> <p>Electronic copy of the hand-signed paper document without the application of the electronic signature or the document confirmed by electronic signature of the economic operator (<i>electronic signature recognized on the territory of the Republic of Moldova</i>)</p>	
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*\*In case PSA, under the provisions of art. 20 para. (8) Law no. 131/2015 on public procurement, will require to provide certain supporting documents, the economic operator is obliged to submit them within a period of up to 7 calendar days, according to the provisions of ESPD/DUAE and the normative framework in force. In case of failure to submit the supporting documents within the deadline set, the economic operator will be disqualified.*

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

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

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

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

***Bid security in MDL by transfer to the account of the contracting authority, taking into account the applied bank fees and commissions, according to the following bank details:***

*Public Services Agency*

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

*IDNO: 1002600024700*

*Bank: MF-TT Chisinau - State Budget*

*Bank code: TREZMD2X*

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

*or*

***Bid security in EURO by transfer to the account of the contracting authority, taking into account the applied bank fees and commissions, according to the following bank details:***

*Public Services Agency*

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

*IDNO: 1002600024700*

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

*BIC: VICBMD2X*

*IBAN: MD76VI000000002224912402*



*Note: The contracting authority will retain the bid security in case of attesting the circumstances established by the provisions of art. 68 para. (4) of Law no. 131/2015 on public procurement.*

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

*Performance security of the contract in MDL by transfer to the account of the contracting authority, taking into account the applied bank fees and commissions, according to the following bank details:*

*Public Services Agency*

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

*IDNO: 1002600024700*

*Bank: MF-TT Chisinau - State Budget*

*Bank code: TREZMD2X*

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

*or*

*Performance security of the contract in EURO by transfer to the account of the contracting authority, taking into account the applied bank fees and commissions, according to the following bank details:*

*Public Services Agency*

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

*IDNO: 1002600024700*

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

*BIC: VICBMD2X*

*IBAN: MD76VI000000002224912402*

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

**21. Specific awarding techniques and tools (where appropriate specify whether the framework agreement, dynamic procurement system or electronic auction will be used):** *electronic auction – 3 rounds. The minimum auction step is MDL 443 032,14 (1%).*

**22. Special conditions on which the implementation of the contract depends (indicate as appropriate):**

*a) The Goods shall be delivered under INCOTERMS 2020 rules – DAP Republic of Moldova, no. 42, A. Puskin Street, Chisinau municipality;*

*b) The delivered Goods shall be transported packaged in such a way as to ensure their integrity during transportation, handling and storage until their receipt by the Buyer. Each part or accessory will be packaged so that it is protected during transportation.*

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

**24. Assessment criterion applied for the award of the contract:** *the lowest price.*

- 25. Factors for assessing the most economically advantageous bids, as well as their weights:** *not applicable.*
- 26. Deadline for submission/opening of bids:**
- **up to:** *Information can be found in SIA RSAP (MTender)*
  - **at:** *Information can be found in SIA RSAP (MTender)*
- 27. Address where the bids or requests to participate are to be submitted:** *The bids or requests of participation shall be submitted electronically through SIA RSAP (MTender), <https://mtender.gov.md/#/tenders>.*
- 28. Term of validity of bids:** *90 days.*
- 29. Place of opening the bids:** *SIA RSAP (MTender). Late bids shall be rejected.*
- 30. Persons authorised to assist at the opening of bids:** *Bidders or their representatives shall be entitled to participate at the opening of bids, except where bids have been submitted through the RSAP SIA.*
- 31. The language or languages in which the bids or requests of participation are to be drawn up:** *Romanian or English.*
- Note: All clarifications to the standard documentation shall be submitted in Romanian or English.*
- 32. That contract shall refer to a project and/or programme financed by European Union funds:** *not applicable.*
- 33. Name and address of the competent agency for the settlement of complaints:**  
*Official name: National Agency for the Settlement of Complaints*  
*Address: 124, (4th floor) Stefan cel Mare și Sfânt blvd., MD 2001 Chisinau Mun.*  
*Tel./ Fax / email: 022 820652, 022 820651, [contestatii@ansc.md](mailto:contestatii@ansc.md)*
- 34. Data and reference (s) of previous publications in the Official Journal of the European Union on the contract (s) that notice refers to (if applicable):** *not applicable.*
- 35. In case of periodic procurement, the estimated schedule for publishing the future announcements:** *not applicable.*
- 36. Date of publication of the General Procurement Notice or, where applicable, indication that no such notice has been published:**  
*Publication date:*
- *in the Public Procurement Bulletin: [31.01.2025](#), [https://tender.gov.md/ro/system/files/bap/2014/bap\\_nr\\_8.pdf](https://tender.gov.md/ro/system/files/bap/2014/bap_nr_8.pdf)*
  - *in Romanian in the Official Journal of the European Union: 05.02.2025, <https://ted.europa.eu/ro/notice/-/detail/77638-2025>*
  - *in English in the Official Journal of the European Union: 07.02.2025: <https://ted.europa.eu/ro/notice/-/detail/86345-2025>*
- 37. Date of submission of the Procurement Notice for publication:** *13.03.2025*
- 38. In the public procurement procedure the following will be used/accepted:**

Name of the electronic instrument	Will be used/accepted or not
Electronic submission of bids or requests of participation	<i>accepted</i>
Electronic order system	<i>not accepted</i>
Electronic invoicing	<i>accepted</i>
Electronic payments	<i>not accepted</i>

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

**40. Other relevant information:**

**40.1 The method and conditions of payment – by bank transfer, within 20 (twenty) working days after delivery of the Goods and performance of the related Services, presentation of the Accompanying Documentation and their acceptance without objection by the Buyer.**

***The accompanying documentation includes:***

- a) Invoice/Tax Invoice issued through the SIA "e-Invoice";*
- b) International Freight Bill (CMR/AWB);*
- c) Certificate of preferential origin of Goods (EUR.1);*
- d) EC Declaration of Conformity;*
- e) Copy of the export declaration.*
- f) Technical documentation: technical passport, operating and technical service instructions of the Goods;*
- g) Factory Acceptance Report (FAT);*
- h) Act of Delivery/Acceptance of the Goods (drawn up in 2 copies).*

*In order to apply the provisions of international treaties regarding the avoidance of double taxation on non-residents, the Supplier shall present the copy of Certificate of Residence issued by the competent authority in its state of residence, or an extract from the official website of the authority from the state of residence (if it is issued in Romanian or English) certifying fiscal 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 Romanian, except for the one issued in English. The copy of Certificate of Residence will be presented to the Buyer until the first delivery Invoice is presented for payment.*

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

**Acting Chairperson of the Working  
Group for Public Procurement**

**Ala MUSTEAȚĂ**