

**NOTICE OF PARTICIPATION**  
**to the open tender procurement procedure**  
**regarding the purchase of special paper**

1. Name of the contracting authority: **Public Institution "Center of Information Technology in Finance"**
2. IDNO: **1005600036924**
3. Address: **MD-2005, Chisinau municipality, 7 Constantin Tănase Street**
4. Telephone/fax number: **022-26-28-73; 022-24-37-15**
5. E-mail address and official website of the contracting authority: [ctif@ctif.gov.md](mailto:ctif@ctif.gov.md); [www.ctif.gov.md](http://www.ctif.gov.md)
6. E-mail address or official web page from which it will be possible to obtain access to the award documentation: **the award documentation is attached within the procedure in SIA RSAP**
7. Type of contracting authority and main object of activity (if applicable, statement that the contracting authority is a central purchasing authority or that the procurement involves another form of joint procurement): **Public institution with financial autonomy, Information services**
8. The buyer invites the interested economic operators, who can satisfy his needs, to participate in the procurement procedure regarding the delivery/provision of the following goods/services:

No. of lot	CPV code	Name of the goods	Unit of measure	Quantity	Full technical specification required, Reference standards	Estimated value MDL without 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</li> </ul>	2 257 479,00

					in the form of straight lines (it must be made by cutting). • Sheets packed in pallets to be sealed. (Note: Seals will be provided by the contracting authority).	
2		Special paper without hologram	kg	12000	<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. (Note: Seals will be provided by the contracting authority).</li> </ul>	1 419 600,00
<b>Total estimated value, MDL without VAT</b>						<b>3 677 079,00</b>

9. In the case of pre-selection procedures, the minimum number of candidates and, if applicable, their maximum number shall be indicated: will not be used.

10. If the contract is divided into lots an economic operator may submit a tender (to be selected): For a single lot.

11. Admission or prohibition of alternative offers: **not allowed**.

12. Required delivery/providing terms and conditions: *The paper will be delivered under INCOTERMS 2020 DDP conditions to the Buyer's warehouses (I.P. "CTIF") in the municipality of Chisinau, during 2024 or will be kept at the Supplier's warehouse. The first delivery will be made within up to 60 calendar days, from the date of signing the contract, in the quantity requested by the Buyer. Subsequent deliveries will be made only in the quantities requested and within 15 calendar days from the day of receipt of the written order from the Buyer.*

13. The term of validity of the contract: **31.12.2024**

14. Procurement contract reserved for sheltered workshops or that it may be performed only under sheltered employment programs (as appropriate): **no**.

15. The provision of the service is reserved for a specific profession based on legal acts or administrative acts (as the case may be): **no**.

16. Brief description of the criteria regarding the eligibility of economic operators that may determine their elimination and of the selection/pre-selection criteria; the minimum level(s) of the requirements imposed; the requested information is mentioned (DUAE, documentation):

No.	Qualification and selection criteria (Description of the criterion / requirement)	Demonstrate the fulfillment of the criterion / requirement way:	Minimum level / Mandatory
1	Demonstration of eligibility (in accordance with art. 19 of Law no. 131 of 03.07.2015 on public procurement)	<i>The DUAE form, signed electronically by the representative of the economic operator</i>	Mandatory
2	The technical proposal	<i>Completed according to Annex no. 22 of the Standard</i>	Mandatory



		<i>Documentation, signed electronically by the representative of the economic operator</i>	
3	The financial proposal	<i>Completed according to Annex no. 23 of the Standard Documentation, signed electronically by the representative of the economic operator</i>	Mandatory
4	Offer guarantee in the amount of 1% of the offer value without VAT	<i>The offer will be accompanied by a Guarantee for the offer: issued by a commercial bank, according to Annex no. 9 of the Standard Documentation, signed electronically by the representative of the economic operator, Or by transfer to the account of the contracting authority, according to the following bank details IDNO 1005600036924 TVA7800104 Settlement account: State Treasury MD86TRPCCC518430A01338AA confirmed by Payment Order signed electronically by the representative of the economic operator</i>	Mandatory
5	Guarantee of good execution of the contract in the amount of 3% of the total amount of the contract	<i>Guarantee of good execution of the contract of the contract issued by a commercial bank, according to Annex no. 9 of the Standard Documentation, signed electronically by the representative of the economic operator, Or by transfer to the account of the contracting authority, according to the following bank details IDNO 1005600036924 TVA7800104 Settlement account: State Treasury MD86TRPCCC518430A01338AA confirmed by Payment Order signed electronically by the representative of the economic operator</i>	Mandatory (for the bidder declared the winner)
6	Request to participate	<i>Completed according to Annex no. 7 of the Standard Documentation, signed electronically by the representative of the economic operator</i>	Mandatory

7	Declaration regarding the validity of the offer	<i>Completed according to Annex no. 8 of the Standard Documentation, signed electronically by the representative of the economic operator</i>	Mandatory
8	Certificate regarding the absence or existence of arrears against the national public budget	<i>Certificate/Copy of the certificate issued by the SFS, signed electronically by the representative of the economic operator</i>	Mandatory
9	Proof that the product (paper) meets environmental protection requirements (sustainability criteria).	<i>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</i>	Mandatory
10	Certificate ISO 27001, 14001 and other existing certificates certified for the special paper manufacturer	<i>Valid certified copy, signed electronically by the representative of the economic operator</i>	Mandatory
11	Evaluation of special paper quality	<i>Presentation of special paper samples, within a maximum of 2 working days, after the date of opening of offers in SIA RSAP</i>	Mandatory
12	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, signed electronically by the representative of the economic operator</i>	Mandatory
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, signed electronically by the representative of the economic operator</i>	Mandatory
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, signed electronically by the representative of the economic operator</i>	Mandatory
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, signed electronically by the representative of the economic operator</i>	Mandatory
16	The paper will be stored at the tenderer, or at the warehouse indicated by the contracting authority.	<i>Letter or Declaration of guarantee regarding the provision of the requested</i>	Mandatory



		<i>condition under penalty of disqualification from the procedure, signed electronically by the representative of the economic operator</i>	
17	<p>*Special requirements for storage spaces, which must meet the following conditions:</p> <ul style="list-style-type: none"> <li>- 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;</li> <li>- no other goods of the bidder are stored;</li> <li>- the persons responsible for the right of access to the warehouse must be designated by joint order of the tenderer and the contracting authority;</li> <li>- the warehouse must be sealed and unsealed with the participation of the representative of the contracting authority;</li> <li>- to have technical means of fire-signaling and means of extinguishing the fire;</li> <li>- to ensure the optimal parameters of the microclimate in the storage room: temperature: + 17 ° C - + 19 ° C; relative humidity: 50-55%;</li> <li>- to ensure the maintenance of commercial secrecy (all employees are verified for the right of access to data that constitute commercial secrecy and confidentiality statements are signed).</li> </ul>	<p><i>Declaration of guarantee regarding the provision of the requested condition under penalty of disqualification from the procedure, signed electronically by the representative of the economic operator</i></p>	Mandatory

17. Guarantee for the offer, **1% of the value of the offer without VAT.**

18. Guarantee of good execution of the contract, **3% of the total value of the contract.**

19. Reason for using the accelerated procedure in the case of open, restricted and negotiated procedures), as appropriate: **not necessary.**

20. Specific award techniques and tools (if applicable, specify whether the framework agreement, the dynamic purchasing system or the electronic auction will be used); **three-round electronic auction will be used, the minimum step being 0.5%)**

21. Special conditions on which the performance of the contract depends (indicate where applicable): **no.**

22. The offers are presented in **MDL** currency

23. Evaluation criterion applied for the award of the contract: **the lowest price.**

24. Evaluation factors of the most economically advantageous offer, as well as their weights: not applicable.

25. Deadline for submission / opening of tenders:

- **according to SIA RSAP;**

26. Address to which tenders or requests to participate must be sent:

***Tenders or requests to participate will be submitted electronically via SIA RSAP***

27. The term of validity of the offers: **45 days**

28. Place of opening tenders: **SIA RSAP**

*Delayed bids will be rejected.*

29. Persons authorized to be present at the opening of tenders:

*Tenderers or their representatives have the right to participate in the opening of tenders, unless the tenders have been submitted by SIA RSAP.*

**30.** Language or languages in which tenders or requests to participate must be drawn up: **Romanian**

**31.** The respective contract refers to a project and / or program financed from European Union funds: **No.**

**32.** Name and address of the competent body for resolving appeals:

*National Agency for Solving Appeals Address: mun. Chisinau, bd. Stefan cel Mare si Sfint no.124 (4th floor), MD 2001; Tel/Fax/email: 022-820 652, 022 820-651, contestatii@ansc.md*

**33.** Date (s) and reference (s) of previous publications in the Official Journal of the European Union concerning the contract (s) to which that notice relates (if applicable): **no.**

**34.** In the case of regular purchases, the estimated timing for the publication of future announcements:

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**35.** Date of publication of the notice of intent or, as the case may be, specification that no such notice has been published: **BAP no. 88 of 07.11.2023**

**36.** Date of dispatch of the contract notice: according to data from SIA RSAP.

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

Name of the electronic instrument	Will use / accept or not
Electronic submission of tenders or requests to participate	<b>yes</b>
Electronic control system	<b>no</b>
Electronic invoicing	<b>yes</b>
Electronic payments	<b>yes</b>

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

**39.** Other relevant information:

*- the bidder whose bid is designated the winner, will sign the public procurement contract, within 10 days from the date on which it was sent to him 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;*

*-\* Correspondence to the qualification requirement set out in subsection 17 of point 16 of the Notice of Participation, will be evaluated by the Evaluation Commission, delegated by the contracting authority. The economic operators by submitting the offer express their acceptance to allow the Evaluation Commission to examine and inspect the storage spaces. The evaluation commission, within 10 days from the date of opening the bids in the system, will inspect, on the spot, the compliance of the bidders' storage spaces with the submitted technical requirements. The evaluation committee, following the on-site verification of the storage spaces, will draw up a Report on the correspondence or non-compliance of the premises with the submitted technical requirements. Only the selected bidders will participate in the next stage – the technical and financial evaluation.*

**Interim Director,**

**Chairman of procurement working group:**  **Elena SAHARNEAN**