

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	24 000 000	As per the specifications in the terms of reference, annex no. 1 to the participation Notice.	1 549 440,00
		Printing services for excise/consumption stamps for "Domestic Tobacco" and "Imported Tobacco"	pcs	151 000 000		2 609 280,00
Total Estimated Value, in MDL (Excluding VAT)						4 158 720,00

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, 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 (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 order.	Mandatory (for the declared winning bidder)

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	* Special Requirements for the Bidder's Production and Storage Spaces	Self-declaration of compliance with the requested requirements outlined in Annex no. 2 to the Participation Announcement, electronically signed by the economic operator's representative	Mandatory

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:** *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): *OJS 204/2024 din 18/10/2024.*

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

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

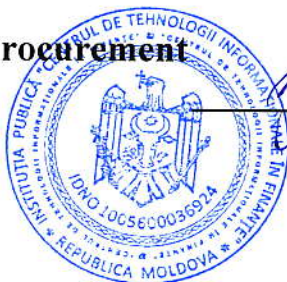
38. The contract is subject to the World Trade Organization Government Procurement Agreement (only in the case of announcements sent for publication in the Official Journal of the European Union): *yes*.

39. Other Relevant Information:

- *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.*

- **Compliance with the qualification requirement stated in sub-point 9 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 production and storage facilities. The evaluation committee, within 10 days from the date of opening the bids in the system, will inspect on-site the compliance of the production and 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

The full technical specification of excise/consumption stamps

*(Developed in accordance with Order No. 91/2019, as amended by Order No. 119/2024,
approving the design of the "Excise Stamp/Consumption Stamp" applicable starting January 1,
2025, for tobacco products and related goods)*

I. Technical Specification for Printing Excise/Consumption Stamps for Alcoholic Products:

- 1) Dimensions of the excise/consumption stamp:
 - length: (160 ± 0.5) mm
 - width: (20 ± 0.5) mm
- 2) The excise/consumption stamp is printed on security paper with a hologram, which will be provided by the Public Institution "CTIF" (Public Institution "Center for Information Technologies in Finance).
- 3) Paper density: 70 ± 3 g/m²
- 4) The excise/consumption stamp for alcoholic products is printed in color using the offset printing method, except for the barcode and serial number.
- 5) The barcode and serial number are printed using inkjet printing technology.
- 6) The following inscriptions are offset-printed on the excise stamp (see Figure 1):
 - a) "REPUBLICA MOLDOVA" (Republic of Moldova)
 - b) "TIMBRU DE ACCIZ" (Excise stamp)
 - c) "PRODUSE ALCOOLICE" (Alcoholic products)
 - e) "Product identification can be performed by visiting the website: www.vinmoldova.org or calling: 0-8000-15-25."
- 7) 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)
- 8) On the consumption stamp, the following inscriptions are offset-printed (see Figure 2):
 - a) "REPUBLICA MOLDOVA" (Republic of Moldova)
 - b) "TIMBRU DE CONSUM" (Consumption stamp)
 - c) "PRODUSE ALCOOLICE" (Alcoholic Productions)
- 9) Technical details concerning security features (invisible elements, barcode structure, source code of the design, and other secure graphical elements) at the printing level of the excise/consumption stamp will be disclosed only after the economic operator is designated and signs a confidentiality agreement. Certain security elements may be modified during the execution of the contract.



Figure 1: Graphic representation of the excise stamp for alcoholic products manufactured by economic agents in the Republic of Moldova.



Figure 2: Graphic representation of the consumption stamp for alcoholic products introduced into the territory of the Republic of Moldova, intended for consumption in areas not under constitutional authority, displaying the following design.

II. Technical Specification for Printing Excise/Consumption Stamps for Tobacco Products and Related Products

1. The excise/consumption stamp is printed on special paper with predetermined dimensions, inscriptions, and distinctive marks and is applied to tobacco products and related products.
2. Dimensions of the excise/consumption 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

3. The excise/consumption stamp is printed on security paper, whose content and properties must fully meet the conditions for proper adhesion to tobacco products and related products.
4. The Public Institution "Center for Information Technologies in Finance" approves, in coordination with the Ministry of Finance, the paper security elements, printing security elements, color scheme, structure, and method for generating the series and numbering.
5. The paper density is 70 ± 3 g/m².
6. The excise stamp includes the following inscriptions:
 - a) "REPUBLICA MOLDOVA" (Republic of Moldova)
 - b) "TIMBRU DE ACCIZ" (EXCISE STAMP)
 - c) "PRODUSE DIN TUTUN ȘI PRODUSELE CONEXE" (Tobacco Products and related products)
7. The excise/consumption stamp for imported and domestic tobacco products and related products includes an alphanumeric code.
8. The consumption stamp includes the following inscriptions:
 - a) "REPUBLICA MOLDOVA" (REPUBLICA MOLDOVA)
 - b) "TIMBRU DE CONSUM" (CONSUMPTION STAMP)
 - c) "PRODUSE DIN TUTUN ȘI PRODUSELE CONEXE" (Tobacco Products and related products)

9. The excise stamp/consumption stamp for tobacco products and related products, both imported and domestic, will feature a Data Matrix. The information in the Data Matrix is approved by Public Institution "Information Technology Center in Finance" after coordination with the Ministry of Finance and the State Tax Service.

10. With compliance to the parameters specified in points 1-7 and 9, the excise stamp for imported tobacco products and related products for economic operators in the Republic of Moldova will have the following designs:

Variant No. 1



Variant No. 2



Variant No. 3



11. With compliance to the parameters specified in points 1-7 and 9, the excise stamp for domestic tobacco products and related products for economic operators in the Republic of Moldova will have the following designs:

Variant No. 1



Variant No. 2



Variant No. 3



12. With compliance to the parameters specified in points 1-5, 7-9, the consumption stamp for tobacco products and related products introduced into the territory of the Republic of Moldova and intended for consumption in areas not under constitutional authority control will have the following designs:

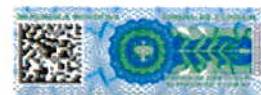
Variant No. 1



Variant No. 2



Variant No. 3



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



Elena SAHARNEAN

Special requirements regarding the production and storage spaces of the bidder who will provide printing services for excise/consumption stamps.

I. Requirements for the technological capacities for executing printing services, as well as the production and storage spaces of the bidder:

- 1) The production facility must be located within the municipality of Chisinau.
- 2) The facility must have high-quality offset printing technology capable of printing in at least five visible and invisible colors (UV or IR luminescent overprint) for various special elements and protected designs (e.g., guilloches, rosettes, text and microtext, barcodes, etc.).
- 3) It must have precision cutting technology to trim printed sheets to specified dimensions.
- 4) It must have automated inkjet technology for printing sequential numbers and automatically generated one-dimensional barcodes on numbered images on the printed sheets.
- 5) The facility must be equipped with fire and security alarm systems, with mandatory monitoring of premises by an authorized security agency's control center.
- 6) Access to unauthorized persons must be restricted via an automated access control and management system, with access logs stored for at least six (6) months.
- 7) The production/storage premises must be under continuous video surveillance, 24/7, both inside and outside, with recordings stored for at least six (6) months.
- 8) Poorly lit areas must be provided with sufficient artificial lighting to ensure high-quality video footage from surveillance cameras.
- 9) The facility must have backup power sources with sufficient capacity to ensure the autonomous operation of security systems in the event of a primary power outage (220V).
- 10) Premises must be equipped with reinforced doors, iron grilles, and high-security locks to prevent unauthorized entry.
- 11) Doors must be locked, sealed, and handed over to security personnel after work hours and during weekends or non-working days.
- 12) Access cards, keys, and seals must be recorded in appropriate logs established by the bidder's internal procedures.
- 13) Handover (or withdrawal) of premises to (or from) security, locking, and sealing of doors must be documented in registers established by the bidder's internal procedures.
- 14) The bidder must maintain records in the corresponding logs of staff training/acknowledgment of internal instructions or regulations governing the use of access cards, seals, door keys, passwords for handing over (or withdrawing) premises to/from security, fire extinguishers, etc.
- 15) Security incidents must be recorded and documented in appropriate logs established by the bidder's internal procedures.
- 16) Visitor access to premises must be documented in logs, in accordance with established procedures.
- 17) Unauthorized access to information stored in the security systems, as well as in the printing equipment, editorial, and publishing systems intended for the production of excise stamps, must be prevented. This includes preventing destructive actions such as unauthorized copying, deletion, processing, or modification of data.
- 18) Regular maintenance of security systems must be ensured according to the approved internal instructions/regulations, with records of such maintenance documented in the appropriate registers.

- 19) Evacuation plans and informational signs describing actions to take in exceptional situations (e.g., fire, earthquake) must be visibly displayed.
- 20) Signs restricting access to unauthorized personnel must be placed on the entrance doors of rooms, with an approved list of individuals authorized for access coordinated with the Public Institution "Center for Information Technology in Finance" (I.P. "CTIF"). (Public Institution "Center for Information Technologies in Finance).
- 21) Production and storage areas must be exclusively dedicated to excise/consumption stamps.
- 22) The rooms for production/storage must be sealed with mastic, which does not allow unauthorized attempts to open, without leaving traces of seal impression damage.
- 23) Storage facilities must be equipped with fixed racks. Auxiliary or special equipment may include metal cabinets, safes, rack-shelves, or fixed compartments with metal floors and shelves.
- 24) The opening of production/storage rooms and sealed metal cabinets/safes must only occur in the presence of a representative from I.P. "CTIF." (Public Institution "Center for Information Technologies in Finance).
- 25) Offset printing plates for excise/consumption stamps must be stored in a separate safe, sealed by I.P. "CTIF." (Public Institution "Center for Information Technologies in Finance).
- 26) In the production and storage areas for excise/consumption stamps, semi-finished products, and special materials, fire safety must comply with national standards and current legislation, specifically:
 - the presence of a sufficient number of fire extinguishers in accordance with fire safety regulations.
 - installation of fire detectors.
 - prohibition of storing and using flammable substances, fuels, powders, explosives, gas cylinders, cellulose-packed goods, and other dangerous or flammable materials.
- 27) To ensure the quality of special materials, semi-finished products, and finished products, storage rooms with special conditions must be ventilated using air conditioning systems that provide 2-3 air exchanges and maintain optimal temperature and humidity levels.
- 28) The optimal microclimate parameters in storage rooms must be:
 - temperature: +17°C to +19°C
 - relative humidity: 50-55%
- 29) For the continuous control of the optimal microclimate parameters, the storage rooms must be equipped with temperature and humidity measuring devices. The records and documentation must be kept in the appropriate registers, as established by the internal procedures of the bidder.
- 30) Experience in producing specialized (secure) printing materials must be confirmed by presenting copies of at least two similar contracts executed in the last three years.
- 31) Security incidents and the actions taken to resolve them must be recorded and documented, with immediate notification to I.P. "CTIF" (Public Institution "Center for Information Technologies in Finance) regarding any incidents. The following types of incidents must be registered:
 - loss of keys/access cards/seals.
 - power outages.
 - Malfunctions in security systems (e.g., access control systems, video surveillance systems, barcode systems, or room security handovers).
 - Unauthorized access to production and storage areas for excise/consumption stamps.
 - Disclosure/loss of confidential information, etc.

II. Requirements for maintaining commercial confidentiality:

1. The bidder must sign a confidentiality agreement with I.P. "CTIF" (Public Institution "Center for Information Technologies in Finance) to ensure the protection of confidential data obtained during the production process.
2. The bidder must develop and implement regulatory documents such as security policies, procedures for handling confidential information, and instructions for operating information

processing tools, all in coordination with I.P. "CTIF." (Public Institution "Center for Information Technologies in Finance).

3. The bidder must ensure that every employee involved in the production process signs confidentiality agreements to gain access to confidential information.

4. The bidder must issue an order to establish a list of individuals authorized to access the production process of excise/consumption stamps, in coordination with I.P. "CTIF." (Public Institution "Center for Information Technologies in Finance).

III. Requirements for the Production Process:

1. Production must be carried out based on orders and exclusively within the territory of the Republic of Moldova (in areas under the control of Moldovan authorities).

2. The numbering and barcoding room must be separate from the offset printing room.

3. The bidder must use an automated numbering and barcoding application dedicated solely to the production process of excise/consumption stamps. The system must allow "user" and "auditor" access for representatives of I.P. "CTIF." (Public Institution "Center for Information Technologies in Finance).

4. The presence of the representative of I.P. "CTIF" (Public Institution "Center for Information Technologies in Finance) is mandatory at every stage of the production process.

5. A workstation must be provided for the I.P. "CTIF" (Public Institution "Center for Information Technologies in Finance) representative during the production of excise/consumption stamps.

6. The bidder must guarantee agreement for unannounced inspections by I.P. "CTIF" (Public Institution "Center for Information Technologies in Finance) during the contract's validity to verify compliance with the specified requirements.

IV. Requirements for recording excise/consumption stamps, special materials, and semi-finished products:

1. Recordkeeping and documentation must be carried out by the bidder's authorized personnel in the appropriate registers, as defined by the bidder's internal procedures.

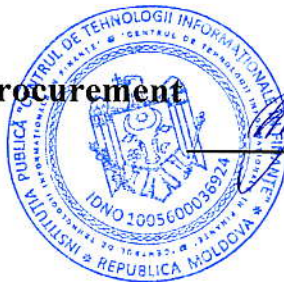
2. I.P. "CTIF" (Public Institution "Center for Information Technologies in Finance) must have permanent access to verify the registers and existing material stock to ensure accurate documentation related to the production of excise/consumption stamps and to inspect the security systems.

V. Evaluation of compliance with the requirements:

1) I.P. "CTIF" (Public Institution "Center for Information Technologies in Finance) must have the possibility to verify the compliance of the requirements by the bidders before the contract is signed.

2) Bidders must present samples of printed materials with secure printing relevant to the requirements for excise/consumption stamps.

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



Elena SAHARNEAN