
SUPPLY CONTRACT NOTICE

Promotional materials for the project

Location – Chisinau/Republic of Moldova

1. Publication reference

COMINF/3.1/1-7.2

2. Procedure

Single tender

3. Programme title

Joint Operational Program Romania - Republic of Moldova for the ENI Cross-Border Cooperation Programme for the years 2014-2020/17.12.2015

4. Financing

Grant Contract no. 87467/28.06.2019

5. Contracting authority

Ministry of Internal Affairs, represented by Information Technology Service, Republic of Moldova

CONTRACT SPECIFICATIONS

6. Description of the contract

Project communication will consist in preparing marketing and publicity activities and events to popularize the project and to increase its visibility. Visibility and communication activities will be developed through the whole life of the project. It is compulsory according to the national legislation to make public the tender procedures for the investments, other goods and services that have to be purchased within the project. It is also required to present the outcome and fulfilment of expected results and to announce the future ways of sustaining the project further at the end of the project.

Measures will be taken according to the requirements of UE and national regulations. The visibility of the UE contribution to the project is complying with the Visual Identity Manual.

Promotional materials and communication tools will support activities and increase visibility of the project. At the same time, information activities will support project implementation through different stages and contribute to the visibility and dissemination of project results.

Communication channels will assure the dissemination of the project results at cross border level and the awareness of the actions at the target group level.

The main information related to the project that must be publicized are:

- programme name and EU financial instrument-European Neighbourhood Instrument;
- the total budget of project and the EU financing
- the project title
- the priority addressed by the project
- partnership

- project objectives, results and main outputs
- project duration
- project location
- target groups and the final beneficiaries

7. Number and titles of lots

One lot only

TERMS OF PARTICIPATION

8. Eligibility and rules of origin

All supplies under this contract may originate from any country.

9. Grounds for exclusion

Tenderers must submit a signed declaration, included in the Tender Form for a Supply Contract, to the effect that they are not in any of the situations listed in point 2.3.3 of the Practical Guide.

10. Number of tenders

Tenderers may submit only one tender per lot. Tenders for parts of a lot will not be considered. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

11. Tender guarantee

No tender guarantee is required.

12. Performance guarantee

No performance guarantee is required.

13. Information meeting and/or site visit

No information meeting is planned

14. Tender validity

Tenders must remain valid for a period of 60 days after the deadline for submission of tenders. In exceptional circumstances, the Contracting Authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period (see para 8.2 of the instructions to tenderers).

15. Period of implementation of tasks

During the project implementation period with eventual extensions that could be operated, but no less than 24 months since the contract signature.

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors:

- 1) Economic and financial capacity of tenderer (based on i.a. item 3 of the Tender Form for a Supply Contract). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

The selection criteria for each tenderer are as follows:

- the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract (minimum annual turnover requested may not exceed 2 times the estimated annual contract value, except in duly justified cases motivated in the tender dossier); and
 - current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.
- 2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the Tender Form for a Supply Contract). The reference period which will be taken into account will be the last 3 years from submission deadline.
 - has a professional certificate appropriate to this contract, such as ISO 9001 or equivalent;
 - at least 1 promotion designer currently work for the tenderer in fields related to this contract;
 - 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the Tender Form for a Supply Contract). The reference period which will be taken into account will be the last 3 years from submission deadline.
 - the tenderer has delivered supplies under at least 3 contract[s] with a budget of at least 5000 EUR in promotion materials which were implemented during the following period: 3 years from the submission deadline of these tender.

This means that the contract the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, final acceptance). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

Capacity-providing entities

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. Some examples of when it may not be considered appropriate by the Contracting Authority are when the tenderer rely in majority on the capacities of other entities or when they rely on key criteria. If the tenderer rely on other entities it must prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the Contracting Authority.

With regard to technical and professional criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

Critical tasks

The Contracting Authority requires that the following critical tasks be performed directly by the tenderer itself, or where the tender is submitted by a joint venture/consortium, by one of its participating members:

- Design of the all of promotion material to be done by the designer of a tenderer;
- The Visual Identity Manual of the Programme provisions should be strictly respected;
- The Tenderer should produce promotion materials after the ex-ante approval by Beneficiary.

17. Award criteria

Price

TENDERING

18. How to obtain the tender dossier

The tender dossier is available from the following Internet address: <https://mtender.gov.md/tenders/ocds-b3wdp1-MD-1600683667974>, electronically by AIS RSAP. The tender dossier is also available from the Contracting Authority. Tenders must be submitted using the standard Tender Form for a Supply Contract included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them electronically by AIS RSAP at least 5 days before the deadline for submission of tenders given in item 19. The Contracting Authority must reply to all tenderers' questions at least 3 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be published at the latest 3 days before the submission deadline on the by AIS RSAP website at <https://mtender.gov.md/tenders/ocds-b3wdp1-MD-1600683667974>.

19. Deadline for submission of tenders

Electronically, accordingly to tender data allocated by AIS RSAP.

Any tender received by the Contracting Authority after this deadline will not be considered.

20. Tender opening session

Electronically, accordingly to tender data allocated by AIS RSAP.

21. Language of the procedure

All written communications for this tender procedure and contract must be in English and/or Romanian.

22. Legal basis¹

- EU Regulation no. 232/2014 establishing a European Neighbourhood Instrument including all subsequent modifications and additions;
- Commission Implementing Regulation (EU) No 897 /2014 of 18 August 2014 laying down specific provisions for the implementation of cross-border cooperation programmes financed under Regulation (EU) No 232/2014 of the European Parliament and the Council establishing a European Neighbourhood Instrument including all subsequent modifications and additions;
- REGULATION (EU) No 236/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action including all subsequent modifications and additions;
- Commission implementing Decision of 17.12.2015 approving the Joint Operational Programme including all subsequent modifications and additions;
- Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, including all subsequent modifications and additions;
- Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union including all subsequent modifications and additions;
- REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation);
- Financing Agreement concluded between the Government of Republic of Moldova and the European Commission as of December, 2016;

¹ Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).