**DRAFT March 2020**

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| **STANDARD TENDER DOCUMENTS FOR SERVICES**  **IN OPEN AND RESTRICTED TENDER** | |
| **Subject-matter of the procurement:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **CPV Cod:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Contracting Authority:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Procurement Procedure:** | **Open Tender or Restricted Tender** |
| **Tender Number:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Issued on:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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# Section I: Instructions to Tenderers (ITT)

## General

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| 1. Scope of Tender | 1. This Section I: Instructions to Tenderers (hereinafter referred as “ITT”) shall be published on the MTender web portal. The text found in Section I can only supplemented and amended through Section II: Tender Data Sheet. The contracting authority is not allowed to make any changes to Section I. 2. The Contracting Authority indicated in Section II: Tender Data Sheet (hereinafter referred to as “TDS”) issues these Tender Documents as specified in Section II. The name, identification, and number of lots are provided in the TDS and Contract Notice.   Procurement will be carried out in accordance with the Law on public procurement no. 131/2015, hereinafter referred to as “LPP”, that can be accessed [here](https://www.legis.md/cautare/getResults?doc_id=113104&lang=ro).   1. This section is intended for Economic Operators. The scope of this section is to give more guidance to Economic Operators on the candidature or tender submission and contract award procedure.   This section supplements the provisions from the LPP and in no way excludes it. In case of possible divergence between mandatory provisions from the LPP and this Tender Documents, the LPP shall prevail. |
|  | 1. The Contracting Authority invites tenderers, hereinafter referred to as “Economic Operator”, “Tenderer” or “Candidate”, to tender for the Contract.   The use in this Tender Documents of the term Economic Operator shall mean Tenderer or Candidate as appropriate.  The use in this Tender Documents of the term Tender shall mean the Tender or Candidature as appropriate.   1. The Economic Operator shall observe the General Terms of Use of the MTender System and web portal <https://mtender.gov.md/> (herein after the “MTender terms of use”) when registering and submitting a tender via MTender networking electronic procurement platform (NEPP). MTender terms of use form legally binding agreements between users and the MTender Operator in relation to use of the MTender services. 2. The use of this Tender Documents for procurements below the thresholds from article 2 (1) LPP or by public entities (ex. Municipal or State Enterprises) not considered Contracting Authorities within the meaning of article 13 LPP has the effect of voluntary application of the public procurement legal framework to the advertised procurement. In such cases the public procurement legal framework shall be applicable to this procurement including the possibility of contestation to the National Complaint Settlement Agency. |
| 1. Tender Participants - Economic Operators | 1. An Economic Operator may be resident or non-resident, physical person or legal entity of private or public law or association of such individuals or legal entities in conformity with article 16 of the LPP. All Economic Operators shall be treated equally without any discrimination in the whole tendering procedure. 2. Economic Operators may associate and form a consortium for the purpose of submitting a tender. In the case of a consortium:    1. unless otherwise specified in the TDS, all associates shall be jointly and severally liable; and    2. the consortium shall nominate a Representative who shall have the authority to conduct all businesses for and on behalf of any and all the associates of the consortium during the Tendering procedure and, in the event the consortium is awarded the Contract, during Contract execution. |
| 1. Conflict of interest and unfair competition | 1. During the award procedure of the public procurement contract, the contracting authority shall have the obligation to take all necessary steps to avoid any situations liable to determine the occurrence of a conflict of interests and/or unfair competition. 2. The Economic Operator has the obligation to reveal before the Contracting Authority via any textual means any existing or potential conflict of interest that may upset, in accordance with the law, the equal treatment and transparency principles. 3. The persons who participate directly in the process of verifying and evaluating the candidatures/tenders, shall not have the right to be a candidate, tenderer, associated tenderer or subcontractor, otherwise shall be excluded from the award procedure. 4. The individual or the legal entity who provided opinions, suggestions or recommendations to the contracting authority at market consultation stage or participated in the elaboration of the tender documents also as a part of consulting services shall have the right, as economic operator, to be a tenderer /candidate, associated tenderer or subcontractor, but only in case its involvement the elaboration of the tender documents is not liable to distort competition. In such a case, the contracting authority shall communicate via the TDS to the other candidates /tenderers the relevant information which has been submitted in the context of the individual or legal entity's participation in the elaboration of the tender documents or resulting from that participation and set appropriate deadlines for receipt of tenders. 5. An Economic Operator may be considered to have a conflict of interest with one or more parties in this Tendering procedure, if: |
|  | 1. it is in a position to have access to information about or influence the decisions of the Contracting Authority regarding this Tendering procedure; or |
|  | 1. an Economic Operator, its affiliates or parent organisation has participated in the feasibility or design stages of a project, that Economic Operator, its affiliates or parent organisation shall not be eligible to participate in a Tendering procedure for contracts involving the supply of goods, works or services, including architectural or engineering services, for the project, unless it can be demonstrated that such participation would not constitute a conflict of interest. 2. an Economic Operator participated as a consultant in the preparation of the Tender Documents or 3. an Economic Operator or any of its affiliates has been hired, or is proposed to be hired, by the Contracting Authority for the supervision of the Contract. 4. The contracting authority shall take all remedies possible to avoid any conflict of interest situation in conformity with the principle of proportionality. The exclusion of an Economic Operator due to a conflict of interest shall be allowed if there is no less restrictive means of avoiding the conflict of interest and ensuring compliance with the principle of equal treatment and fair competition. 5. An Economic Operator shall avoid any behaviour liable to distort competition and the equal treatment principle. The Economic Operator may be liable to distort competition and the equal treatment, if: 6. they have controlling associates in common; or 7. they receive or have received any direct or indirect subsidy from any of them; or 8. they have the same legal representative for purposes of this Tendering procedure; or 9. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the tender of another Economic Operator in relation to this Tendering procedure; or 10. an Economic Operator participates as an Economic Operator or a associate in a consortium in more than one Tender in this Tendering procedure. Participation as an Economic Operator or an associate in a consortium in more than one Tender will result in the disqualification of all Tenders in which it is involved. However, this does not limit the inclusion of the same subcontractor in more than one Tender. For the purpose of this provision, a subcontractor is not deemed to be participating in the Tendering procedure; 11. The scope of the provision from 3.7 is to avoid situations when the Economic Operator via its controlling undertakings submits two tenders circumventing the rule in the tender documents that forbid submission of alternative tenders. Thus, the list provided in 3.7 is not exhaustive. 12. It is not generally prohibited for related undertakings from submitting offers in a public procurement procedure provided that they were submitted independent from each other. Nonetheless, tenderers are obliged to disclose the links between them to the contracting authority immediately after they become or should have become aware of this. 13. The principle of equal treatment would be infringed if related tenderers were allowed to submit coordinated or concerted tenders, that are neither autonomous nor independent, which would be likely to give them unjustified advantages in relation to the other tenderers. 14. The contracting authority that acquaints itself with objective evidence calling into question the autonomous and independent nature of a tender is obliged to examine all the relevant circumstances having led to the submission of the tender concerned in order to prevent and detect the elements capable of vitiating the tendering procedure and remedy them, where appropriate, requesting the parties to provide certain information and evidence. 15. In case the Contracting Authority, after the examination of direct and indirect evidence concludes that there are objective and consistent indicia that the related tenderers which form a single economic unit have submitted coordinated or concerted tenders are to be rejected as submitted in violation with the principle of equal treatment. |

## Content of the Tender Documents

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| 1. Sections of Tender Document | 1. The Tender Documents are accessible online, on a free of charge basis, at the MTender web portal https://mtender.gov.md/. 2. The Tender Documents consist of the Sections indicated below. |
|  | * Section I: Instructions to Tenderers (ITT) * Section II: Tender Data Sheet (TDS) * Section III: Tender Forms * Section IV: General Conditions of Contract (GCC) * Section V: Special Conditions of Contract (SCC) * Section VI: Contract Performance Guarantee Form |
|  | 1. The Economic Operator is expected to examine all instructions, forms, terms, and specifications in the Tender Documents. Failure to furnish all information or documentation required by the Tender Documents shall result in the rejection of the Candidature or Tender, as appropriate. |
| 1. Clarification of the Tender Documents | 1. A prospective Tenderer or Candidate requiring any clarification of the Tender Documents shall submit an enquiry online at the web portal [www.mtender.gov.md](http://www.mtender.gov.md) and only in the period indicated in the MTender Contract Notice. 2. The Contracting Authority will respond to any request for clarifications provided that such request is submitted in the clarifications period indicated on the web portal indicated in the TDS. The Contracting Authority’s response is published on the web portal indicated in the TDS and [www.mtender.gov.md](http://www.mtender.gov.md) immediately but without identifying its source. 3. If the response is not published, the electronic tendering procedure is suspended until all due clarifications are published by the Contracting Authority. |
| 1. Amendment of Tender Documents | 1. The Contracting Authority may amend the Tender Documents only in the period for clarifications by issuing an addendum. 2. Any addendum issued shall be part of the Tender Documents and shall be published at the same web portal address as original Tender Documents. 3. To give prospective Economic Operators reasonable time in which to take an addendum into account in preparing their Tenders, the Contracting Authority is required to extend the deadline in accordance with the terms of use of the MTender web portal <https://mtender.gov.md/>. |

## Exclusion and qualification of the Economic Operator. Subcontracting

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| 1. Exclusion grounds | 1. The exclusion grounds of an Economic Operator are set in art. 19 of the LPP. 2. The Contracting Authority shall exclude the Economic Operator under art. 19 (1) of the LPP only for those criminal offences falling within the ambit of those listed in the referred paragraph. In case of doubt the Contracting Authority shall evaluate if the public interest which is protected by that criminal offence prevents the Economic Operator from participation in the public procurement based on a fair balance exercise. 3. The Contracting Authority shall not exclude the Economic Operator under art. 19 (2) of the LPP if that employee has no powers of representation, decision or control therein even if it holds a managerial position. However, art. 19 (2) of the LPP is applicable to the *de facto* administrators of the Economic Operator as it is regulated in art. 197 (1) of the Civil Code. 4. The five-year exclusion term under art. 19 (1) of the LPP commences from the date the conviction handed by the court becomes definitive. In cases of decisions issued by Moldovan courts, it becomes definitive under art. 466 of the Code on Criminal Procedure either after the appeal period or after its examination in appeal in case it was appealed. 5. The five-year exclusion term should be expired at the date when the Candidature or tender produces legal effects to avoid being excluded under art. 19 (1) of the LPP. 6. Criminal convictions issued by courts of other states shall be considered by the Contracting Authority provided that the criminal offence falls within the list mentioned in art. 19 (1) of the LPP and is satisfied that all the guarantees of fair trial were observed. 7. Within the meaning of art. 19 (3) letter (g) of the LPP in corroboration with art. 19 (6) of the LPP the three-year debarment period commences from the date the Decision of the Competition Council is adopted acknowledging that the Economic Operator has concluded agreements that restrict competition. 8. The Contracting Authority should assess on case by case basis whether the Economic Operator falls within the exclusion ground from art. 19 (3) letter (f) of the LPP. Professional misconduct may include abuse of dominant position, essential non-performance of a past public procurement contract, condemnation for criminal offences not listed in art. 19 (1) of the LPP, serious breach of an intellectual property right which cast doubt on the professional integrity of the Economic Operator. 9. The Contracting Authority shall not exclude automatically the Economic Operator that falls within the exclusion ground from art. 19 (3) letter (b) of the LPP. The Contracting Authority shall evaluate whether the exclusion is proportional considering the amount of the arrears and the possibility of self-cleaning defence under art. 19 (10) to (13) of the LPP. In cases where the amount of arrears is so little compared to the value of the tender the Contracting Authority is obliged to allow the Economic Operator a reasonable time to submit a proof that this amount has been settled. 10. Each Economic Operator is entitled to the self-cleaning defence under art. 19 (10) to (13) of the LPP. Further, art. 19 (13) of the LPP shall be applicable only when the decision of the court expressly excludes the Economic Operator from participating in the public procurement as a separate sanction. Accordingly, a decision which convicts the Economic Operator for a criminal offence listed in art. 19 (1) of the LPP and which does not include such a separate sanction shall be entitled to the self-cleaning defence under art. 19 (10) to (13) of the LPP. |
| 1. Economic Operator’s Qualifications. Reliance | 1. To establish that it is qualified to participate in the procurement procedure in accordance with the TDS, the Economic Operator shall provide the information requested in Section III: Tender Forms. 2. The Contracting Authority may require from the Economic Operator as part of the economic and financial standing and technical and professional ability, requirements related to sustainable public procurement. This may, *inter alia*, relate to environmental, social, human rights and labour considerations provided that these are related and proportionate to the subject-matter of the public procurement contract. 3. The criteria related to economic and financial standing may be demonstrated by providing to the Contracting Authority a bank statement on the availability of a credit in the amount specified in the TDS and the guarantee that this amount be available to the tenderer/candidate throughout the entire performance of the contract. 4. Where available, the experience as Supplier shall be demonstrated by providing a list specifying numbers of awarded public contract or concluded framework agreement, registered in the contract register of the State Treasury of the Republic for the period of last three years, if otherwise not mentioned in the TDS. 5. Where no relevant contracts are registered in the contract register of the State Treasury the Economic Operator shall submit a list of the main supplies or services performed during the past 3 years, with indication of values, periods of delivery, beneficiaries, regardless of the fact whether such beneficiaries are Contracting Authorities or private clients. Such supplies or services shall be confirmed by submitting certificates/documents issued or countersigned by an authority or by the private beneficiary. If the beneficiary is a private customer and, for objective reasons, the economic operator is unable to obtain a certificate/confirmation from such customer, deliveries are proven by a declaration of the economic operator. In case of works, the Economic Operator shall submit a list of similar works executed during the past 5 years, accompanied by good execution certificates for the most important works, in which at least one contract of similar works is contained having the value not less than 75% of the value of the future contract, or the cumulated value of all the contracts executed in the last year of activity to be equal to or higher than the value of the future contract. The respective certificates of good execution shall indicate the beneficiaries, whether they are contracting authorities or private customers, the value, the period and place of works execution, as well as whether such works were executed in accordance with the professional norms of the industry and were successfully completed. 6. With regard to criteria relating to economic and financial standing and to criteria relating to technical and professional ability an economic operator may, where appropriate and for a particular contract, rely on the capacities of other economic operators, regardless of the legal nature of the links which it has with them. 7. In case the tenderer/candidate wants to prove capacity by invoking also the support provided, in accordance with the provisions of point 8.6, by another person, the former shall be required to prove the support s/he benefits from by submitting in writing a firm commitment of the relevant person, executed in authentic form, by which that person confirms that s/he will make available to the tenderer/candidate the invoked resources. The Contracting Authority shall not require from the Economic Operator to submit the documents which demonstrate the economic and legal links between the latter and the entity on which he relies. 8. The contracting authority shall verify whether the entities on whose capacity the economic operator intends to rely fulfil the relevant qualification or selection criteria and whether there are grounds for exclusion pursuant to Article 19 (1) and para. (3) letter a), c) - g) of the LPP. The evaluation sequence shall be done in accordance with Section I part G. 9. To demonstrate that the entities on whose capacity the economic operator intends to rely meet the latter requirement, they should submit a separate ESPD together with the Tender or Candidature. In such cases, point 9 from the present ITT shall be applicable *mutatis mutandis*. The contracting authority shall require that the economic operator replaces an entity which does not meet a relevant qualification or selection criterion, or in respect of which there are grounds for exclusion as mentioned in 8.7 *supra*. 10. An Economic Operator which intends to submit individually a tender may not rely on the experience of a group or consortium of Economic Operators of which it was a member, in connection with the execution of another contract, if it has not actually and directly participated in the performance of the latter. 11. With regard to criteria relating to the professional capacities, economic operators may however only rely on the capacities of other entities where the latter will perform the works or services for which these professional capacities are required. In such cases the entities on whose professional capacity the economic operator intends to rely shall be a subcontractor or an associate within the consortium. 12. The exact list of documents as means of proving the economic and financial standing and technical and professional ability shall be set in the TDS. 13. In cases of restricted tender, if the number of selected Candidates that shall submit a tender is to be reduced to a maximum number set in the TDS, the Contracting Authority shall specify in the TDS the exact selection criteria, its weightings and evaluation factors. |
| 1. ESPD | 1. The Economic Operator shall submit the European Single Procurement Document (ESPD Declaration), consisting of a self- declaration as preliminary evidence in replacement of certificates issued by public authorities or third parties confirming that the Economic Operator fulfils the following conditions: 2. it is not in one of the exclusion situations referred to in Article 19 of the LPP; 3. it meets the relevant capacity (qualification) criteria that have been set out by the contracting authority in the TDS; 4. where applicable, it fulfils the selection criteria that have been set out by the contracting authority in the TDS. |
|  | 1. Whenever possible, the examinations of the ESPD Declaration shall be based upon information extracted via the MTender electronic public procurement system from relevant available databases of the public authorities or third parties. Where this is not possible, determination shall be based upon supplementary documentary evidence and certificates submitted by the Economic Operator. 2. As a general rule the Contracting Authority will ask supporting documents as evidence of the information contained in the ESPD Declaration: 3. In Open Tender procedures, from the Economic Operator who has submitted the lowest price or lowest cost, or has been successful in the electronic auction with lowest price or lowest cost as award criteria; 4. In Open Tender procedures, from the Economic Operator whose tender has been declared as the most economically advantageous tender with best price-quality or cost-quality as award criteria, provided that his tender meets the technical requirements and any other relevant tender condition; 5. In Restricted Tender procedures, from all the Candidates that meet the qualification requirements or selection criteria and are to be invited to submit a Tender; 6. In exceptional cases where this is necessary to ensure the proper conduct of the procedure, the Contracting Authority may ask tenderers and candidates, before the stage specified in point 9.3. supra, to submit all or part of the supporting documents as evidence of the information contained in the ESPD Declaration. In such cases the Contracting Authority has to justify its decision. 7. In restricted tender, the Contracting Authority may limit the number of selected Candidates that will be invited to submit a Tender, provided that the minimum number of candidates of 5 is observed. Nonetheless, the Contracting Authority may either proceed with an invitation to Tender or cancel the tender even if the minimum number of selected Economic Operators is not reached. |
|  | 1. During the Tendering procedure, as appropriate, the Contracting Authority shall determine to its satisfaction whether the Economic Operator that: 2. submitted a Candidature meets the qualification requirements as well as selection criteria specified in Section II and shall be preselected from all qualified Candidates and invited to submit a Tender (preselection); 3. was selected as having submitted the most economically advantageous Tender meets the qualification requirements specified in Section II, to award the Contract. |
|  | 1. An affirmative determination shall be a prerequisite to preselect the Economic Operator or to qualify and award the Contract to the Economic Operator. |
|  | 1. A negative determination shall result in disqualifying the Economic Operator and rejecting its Tender, if submitted. In such cases the Contracting Authority shall proceed to the next ranked Tender for a similar determination of that Economic Operator’s qualification. |
| 1. Subcontracting | 1. Subcontracting is as a general rule allowed and encouraged and may be limited only in exceptional cases. Subcontracting may be limited: 2. In the case of works contracts, service contracts and siting or installation operations in the context of a supply contract, Contracting Authorities may require that certain critical tasks be performed directly by the tenderer itself or, where the tender is submitted by a consortium of economic operators, by a participant in that consortium; 3. When the Contracting Authority is unable due to objective reasons to scrutinise the subcontractor against exclusion grounds; 4. In the case envisaged in point 8.10 from the present Instructions; 5. In exceptional cases due to the nature of the task provided that the principle of proportionality and equal treatment is observed. 6. The Economic Operator has the obligation to disclose the part of the tender the tenderer intends to subcontract and the exact subcontractors in his tender. If the Economic Operator indicates only the part of the tender the tenderer intends to subcontract without specifying the exact subcontractors, the Contracting Authority shall presume that these parts shall be performed directly by the tenderer. 7. Absence of contracting authority’s approval any subcontractor should not be admitted to perform the public contract, unless otherwise mentioned in the tender documents, in particular in TDS. Any change in subcontractors shall be subject to Contracting Authority’s approval. 8. Only in exceptional circumstances the Contracting Authorities is allowed, due to the nature of the task, to cap the maximum which an economic operator can subcontract. Quantitative restrictions of subcontracting should not be set *in abstracto* and without checking if the essential nature of the tasks in question justify it. 9. The Contracting Authority may set a minimum which an economic operator shall be required to subcontract in order to support SMEs. 10. Unless the subcontractor supports at the same time the capacities of the Economic Operator, the subcontractor shall be obliged to demonstrate that he is not in one of the exclusion situations referred to in Article 19 of the LPP. The subcontractor shall provide a separate ESPD filling in the second and third part. |

## Preparation of Candidatures or Tender

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| 1. Cost of Tendering and the submission fee | 1. The Economic Operator shall bear all costs associated with the preparation and submission of its Tenders, and the Contracting Authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering procedure. 2. When submitting a Tender, the Economic Operator, as the case may be, will pay a submission fee. The mode of payment of this submission fee, as well as its amount are established by a Government Decision. The payment of the submission fee shall be made through the networking electronic procurement platform through which the tender or Candidature is submitted. |
| 1. Language of Tender | 1. The Tender or Candidature, as well as all correspondence and documents relating to the Tendering procedure exchanged by the Economic Operator and the Contracting Authority, shall be submitted in the Romanian language, if not specified otherwise in the TDS. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in that language, in which case, for purposes of interpretation of the Tender, such translation shall govern. |
| 1. Documents Comprising the Tender | 1. The Tender or Candidature shall comprise all documents as required in the TDS. |
| 1. Tender Form and Financial Proposals | 1. The Economic Operator shall submit the Tender Forms using the online electronic document with the form furnished in Section III: Tender Forms. All Tender Forms must be completed without any alterations; no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. All tenders containing incomplete Tender Forms shall be rejected. |
| 1. Alternative Tenders | 1. Unless otherwise indicated in the TDS, alternative tenders are not allowed. If submitted, the contracting authority shall reject both alternative tenders. 2. If alternative tenders are permitted their method of evaluation shall be as stipulated in the TDS. |
| 1. Prices and Discounts | 1. Prices and discounts quoted by the Economic Operator in the Financial Proposals to the Tender Form shall conform to the requirements specified in the TDS. |
| 1. Currencies | 1. The currency(ies) of the Tenders and the currency(ies) for payment shall be specified in MDL, if otherwise not mentioned in the TDS. |
| 1. Period of Validity of Tenders | 1. Tenders shall remain valid for the period specified in the TDS after the Tender submission deadline date prescribed by the Contracting Authority; a Tender valid for a shorter period shall be rejected. |
|  | 1. In exceptional circumstances, prior to the expiration of the Tender validity period, the Contracting Authority may request Economic Operators to extend the period of validity of their Tenders. The request shall be published online on the MTender web portal <https://mtender.gov.md/> and the responses shall be submitted electronically. If a Tender guarantee is requested the extension of the period of validity of Tenders is also granting the extension of Tender guarantee for another period set in the request. An Economic Operator may refuse the request without forfeiting its Tender guarantee. |
| 1. Tender Guarantee | 1. If so required in the TDS, the Economic Operator shall furnish as part of its Tender, the Tender guarantee in compliance with the form included in Section III: Tender Forms. The Tender guarantee amount, and currency shall be specified in the TDS. |
|  | 1. The Tender guarantee shall be a demand guarantee in any of the following forms at the Economic Operator’s option:    * 1. in the form of a bank guarantee from a licensed banking institution, valid for the period of validity of the tender;      2. wire transfer to the contracting authorities account; or      3. other forms as specified in the TDS. 2. The bank guarantee shall be submitted in a format specified in the TDS. In either case, the form must include the complete name of the Economic Operator. |
|  | 1. If a Tender guarantee is required, any Tender not accompanied by a valid Tender guarantee shall be rejected by the Contracting Authority as non-responsive. Candidates shall not be required to submit a Tender Guarantee when submitting a Candidature. |
|  | 1. If a Tender guarantee is required, the Tender guarantee shall be returned if any of the following events occurred:    1. expiration of the validity term of the guarantee for the tender;    2. conclusion of a procurement contract and submission of the contract performance guarantee, should such guarantee be foreseen in the tender documents;    3. suspension of the tender procedure without concluding a procurement contract;    4. withdrawal of the tender before the expiration of the term set for submission of the tenders. |
|  | 1. The Tender guarantee of the successful Economic Operator shall be returned as promptly as possible once the successful Economic Operator has furnished the required contract performance guarantee and signed the Contract. |
|  | 1. The Tender guarantee may be forfeited: |
|  | 1. if an Economic Operator withdraws or modifies its Tender during the period of Tender validity or 2. if the successful Economic Operator fails to: 3. sign the Contract Agreement when awarded the Contract; or 4. submit a contract performance guarantee after the acceptance of the offer or does not execute any condition, specified in the Tender Documents, before signing the public procurement contract; |
|  | 1. The Tender guarantee of a Consortium shall be in the name of all the Consortium members that submit the Tender or as otherwise stated in the TDS. |
| 1. Format and Signing of Tenders | 1. In response to the contract notice, the Economic Operator shall prepare and submit electronically set of the documents comprising the Candidature or the Tender as required by the TDS and in the format as required by the terms of use of the MTender. |
|  | 1. A Candidature or Tender submitted by a Consortium shall comply with the following requirements: |
|  | 1. Be signed so as to be legally binding on all associates; and |
|  | 1. Include the Representative’s authorisation consisting of a power of attorney signed by those legally authorised to sign on behalf of the Consortium associates. |
|  | 1. Any amendments shall be valid only if they are signed by the person empowered to sign the Tender or Candidature and, in the format, as required by the MTender terms of use. |

## Submission and opening Candidatures and Tenders

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| 1. Submission of Candidatures or Tenders | * + - 1. To participate in the tendering procedure, the Economic Operator is requested to register online on one of the MTender’s networking electronic procurement platforms and accept the MTender terms of use (<https://mtender.gov.md/>). No supportive documentary evidence shall be required for registration on one of the MTender’s networking electronic procurement platforms.       2. Economic Operators submitting online a Candidature or a Tender shall follow the electronic submission procedures specified in the MTender terms of use (<https://mtender.gov.md/>). |
| 1. Deadline for Submission of Tenders or Candidatures | 1. The Contracting Authority may, at its discretion, extend the deadline for the submission of Candidatures or the Tenders by amending the contract notice, in which case all rights and obligations of the Contracting Authority and Economic Operators previously subject to the deadline shall thereafter be subject to the deadline as extended. |
| 1. Late Tenders or Candidatures | 1. The MTender system shall not allow submission of late Candidatures or Tenders. The Contracting Authority shall not consider any Candidature or the Tender that arrives after the deadline for submission as specified in the contract notice. |
| 1. Withdrawal, Substitution, and Modifications of Tenders or Candidatures | 1. An Economic Operator may withdraw, substitute, or modify its Candidature or the Tender after it has been submitted, by submitting online within submission deadlines a new Candidature or Tender in accordance to the electronic submission procedures specified in the MTender terms of (<https://mtender.gov.md/>). |
|  | 1. No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Economic Operator. |
| 1. Opening of Candidatures and Tenders | 1. Upon expiry of submission deadlines, the MTender electronic procurement system shall publish the Tenders in accordance with the MTender terms of use (<https://mtender.gov.md/>). |

## Examination of Candidatures or Tenders

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| 1. Confidentiality | 1. In procedures with electronic auction, the content of the Tender and the identity of the tenderer shall be kept confidential until the winner of the auction is identified. |
| 1. Clarification of Candidatures and Tenders | 1. To assist in the examination, evaluation, and comparison of the Candidatures and Tenders, the Contracting Authority may, at its discretion, ask any selected or awarded Economic Operator for a clarification of its Candidature or Tender in written or textual form, allowing a minimum period of up to 3 working days, as appropriate for response. 2. The invitation to clarify may not be made until after the Contracting Authority has examined all the documents of the Candidature or Tender that has been provisionally selected or awarded the public contract. 3. Any clarification submitted by an Economic Operator that is not in response to a request by the Contracting Authority shall not be considered. 4. The Contracting Authority’s request for clarification and the response shall be in writing and results of enquiry recorded as a part of the evaluation report. No change in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Contracting Authority in the evaluation of the Tenders. |
|  | 1. If an Economic Operator does not provide clarifications of its Candidature or Tender by the date and time set in the Contracting Authority’s request for clarification, the Candidature or Tender shall be rejected. |
| 1. Determination of Responsiveness | 1. The Contracting Authority’s determination of a Candidature or Tender responsiveness is to be based on its contents only. |
|  | 1. The contracting authority has the right to consider the Candidature or Tender responsive if it contains insignificant deviations from the provisions of the tender documents, errors or omissions that can be removed without affecting its essence. Any deviation of this kind is expressed to the extent possible quantitatively and is considered when evaluating and comparing offers. 2. A responsive Candidature or Tender is one that meets the requirements of the Tender Documents without significant deviation, reservation, or omission as defined below: |
|  | (a) **“Deviation”** is a departure from the technical requirements specified in the Tender Documents; |
|  | (b) “**Reservation”** is the setting of limiting conditions or withholding from complete acceptance of the technical requirements specified in the Tender Documents; and |
|  | (c) **“Omission”** is the failure to submit part or all of the information or documentation required in the Tender Documents. |
|  | 1. A significant Deviation, Reservation, or Omission is one that, |
|  | (a) if accepted, would: |
|  | (i) affect in any substantial way the scope, quality, or performance of the Requirements as specified in Section II; or |
|  | (ii) limit in any substantial way, inconsistent with the Tender Document, the Contracting Authority’s rights or the Economic Operator’s obligations under the proposed Contract; |
|  | (b) if rectified, would either unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders or upset the principle of equal treatment. |
|  | 1. The Working Group shall examine the Technical proposal to confirm that all requirements of Section II have been met without any significant Deviation, Reservation, or Omission. |
|  | 1. If a Candidature or Tender is not responsive to the requirements of the Tender Documents, it shall be rejected. |
|  | 1. Where information or documentation submitted by the tenderer or candidate is incomplete or erroneous contracting authorities shall request the tenderer/candidate concerned to supplement, clarify or complete the relevant information or documentation, in compliance with the principles of equal treatment and transparency. 2. The tenderer shall be disqualified if fails to supplement, clarify or complete the information or documentation requested by the contracting authority within the terms set by the latter (within minimum 3 working days). In any of the cases, the contracting authority shall be required to allow for a reasonable term, based on the complexity of the request for submission, supplementation, clarifications and/or completion. Requested information or documentation shall not be related to any aspect of the price of the Tender. |

## Evaluation Methodology

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| 1. Evaluation of Tenders | 1. The Contracting Authority shall use the evaluation methodologies indicated in the present ITT. No other evaluation methodologies shall be permitted. |
|  | 1. To facilitate automated evaluation supported by the MTender service, the evaluation process in the electronic tendering procedure is organised in stages. All award criteria which have an associated evaluation formula shall be automatically evaluated by the MTender. Award criteria which cannot be expressed in the evaluation formula shall be evaluated by the Working Group. The provided score for the overall valuation of the technical and financial proposal shall be equal to 100 points in accordance with weights and award criteria provided in the Contract Notice and in the TDS. The Working Group may undertake each stage of the evaluation separately, as appropriate in accordance to the evaluation methodology set up by the Contracting Authority in the Contract Notice and in the TDS. If applicable, each stage of evaluation is recorded in real time and closing of the evaluation stage is communicated by a notification published online on the MTender web portal. 2. All Tenders submitted shall be subjected to an arithmetical check, supported by automated services of the MTender whenever possible. In the event that any Tender is identified as containing an arithmetical error, the Tenderer shall be requested to accept the correction of the price in accordance to procedure provided point 32 ITT. 3. The cost of VAT (as stated in the Letter of Tender) shall be excluded from the Tender prices for evaluation and comparison purposes. |
|  | 1. The evaluation of Tenders shall be undertaken by the Working Group or Procurement Officer as duly appointed by the Contracting Authority in accordance with the following methodology: 2. In procedures with electronic auction, the Working Group or Procurement Officer shall subject only the winning Tender to a detailed evaluation to determine whether the Tender is responsive to the Tender Documents in accordance with the ITT provisions. In electronic tendering procedures with award criteria of lowest price, lowest cost or price and quality ratio where award of the contract has been made with electronic auction, the electronic documents of the tender shall be unlocked only for the winner of the electronic auction. Upon completion of the electronic auction, the MTender shall unlock and publish online the electronic documents of the tender of the Economic Operator who submitted the winning tender in the electronic auction. In the event that this Economic Operator is disqualified or the tender has been rejected by the decision of the Working Group as being substantially non-responsive to the Tender Documents, the Procurement Officer shall unlock for evaluation the following ranked tender from the electronic auction and so forth. 3. In procedures without electronic reverse auction, the Working Group or Procurement Officer shall subject only the Tender with lowest cost or price to a detailed evaluation to determine whether the Tender is responsive to the Tender Documents in accordance with the provisions of the present ITT. In such cases the MTender shall initially unlock and publish online the electronic documents of the tender of the Economic Operator with the lowest price or the lowest cost provided for in the Letter of Tender. In the event that the Economic Operator that has submitted the lowest price or the lowest cost is disqualified or the tender has been rejected by the decision of the Working Group as being substantially non-responsive to the Tender Documents, the Procurement Officer after registering this in the MTender system shall unlock for the evaluation the following ranked tender and so forth. 4. In electronic open tender procedure with award criteria of price or cost and quality ratio and without the electronic reverse auction to award the Contract, upon expiry of the submission deadlines the Working Group or Procurement Officer shall first unlock and publish online the ESPD Declaration for examination, whenever possible supported by automated services of the MTender. In the event that any ESPD declaration is identified as containing grounds for the exclusion of the Economic Operator, the Economic Operator shall be disqualified, unless clarifications are furnished in due course in accordance to procedure provided in point 7 of this ITT. When decision of the Contracting Authority on qualification and disqualification is recorded and notified on the system, the Working Group or Procurement Officer shall simultaneously unlock the electronic documents of all tenderers submitted by qualified Economic Operators for evaluation of the Technical and Financial Proposal. 5. In open tender procedures in cases provided in point 29.4 letter (a) and (b) ITT and in the event that the winning Tender is determined to be responsive, the Working Group or Procurement Officer shall establish, whether the Economic Operator meets the qualification requirements or selection criteria in accordance with the provisions of Section I part C from the present ITT. In the event that the Economic Operator is determined to be qualified, the Economic Operator shall be selected by the Working Group or Procurement Officer for Contract award. 6. The provisions from point 29.5 letter (a) and (b) ITT are applicable to restricted tender as well. 7. When in accordance to the evaluation method ranges of criteria other than price were reduced to predetermined values to be selected by the Economic Operators during the tendering procedure, the Working Group, shall verify final values submitted by the Economic Operator with its Technical Proposal and document their acceptance or rejection by recording their decision in the MTender system. 8. In cases when the MTender does not provide for fully automated qualification, evaluation of technical or financial proposal in the tendering procedure, the Working Group shall conduct evaluation of tenders offline. In such cases, the Working Group shall manually undertake scoring of the Technical Proposals in accordance with the award criteria and their weightings set up by the Contracting Authority in the Contract Notice and Procurement Officer shall record results of evaluation of the Technical Proposal in the MTender system. 9. Upon completion of the qualification and scoring by the Working Group or Procurement Officer, the MTender will automatically rank the Economic Operators on the basis of the evaluation and publish ranking on the MTender web portal. After publishing the ranking, the MTender shall generate the evaluation report, containing all the details, minutes and information about the evaluation process. 10. In case of cancellation of the electronic procurement procedure, the Contracting Authority shall publish a notification on the MTender web portal on cancellation of the procedure and the termination of the obligations of the Economic Operators who submitted tenders and provide reason for cancellation in accordance to Article 71 of the LPP. |
| 1. Electronic auction | 1. In electronic tendering procedures on the MTender, the electronic auctions may be used with award criteria of lowest price, lowest cost or price and quality ratio. 2. The MTender provides for the following types of the electronic reverse auction:    1. with rounds, where the Economic Operators compete based on a number of rounds where each Economic Operator registered for auction can provide a single bid for each round. In this case, the Contract Notice shall provide the following information:       1. number of rounds;       2. duration of each round;       3. duration of interval between rounds;       4. minimum bid difference where the award criterion is the lowest price or lowest cost;    2. time based, when Economic Operators compete during specified time periods, where each Economic Operator registered for auction can provide any number of tenders within the specified time period. In this case the Contract Notice shall provide the following information:       1. time periods for bidding;       2. recourse to automated extensions, if applicable, providing for duration of the extensions, the time before the end of the bidding period during which, if a tender is received, an extension will be triggered; and the maximum number of extensions;       3. minimum bid difference only when the award criterion is the lowest price or lowest cost;    3. combination of time and rounds, when Economic Operators compete based on rounds with certain time periods for bidding, where each Economic Operator registered for auction can provide any number of bids within each round. In this case the Contract Notice and the TDS shall provide the following information:       1. number of rounds;       2. duration of each round;       3. interval between each round;       4. recourse to automated extensions, if applicable, providing for duration of the extensions, the time before the end of the bidding period during which, if a bid is received, an extension will be triggered; and the maximum number of extensions;       5. minimum tender difference only when the award criterion is the lowest price or lowest cost. 3. If applicable, the Contracting Authority shall invite Economic Operators in the Contract Notice to submit their tender and register to participate in the electronic auction. 4. The MTender shall launch the electronic auction at the scheduled date and time as specified in the Contract Notice, provided at least one Economic Operator submitted the tender and registered for the auction. In case of any reasons to postpone the launch of the auction, the Contracting Authority shall amend the Contract Notice and stipulate new dates and time of opening of the auction. When launched, the auction cannot be suspended or terminated. 5. During the electronic auction, the Economic Operator shall be allowed to preview in real time the status of the electronic auction. The MTender shall display the code of the electronic auction, the type of the electronic auction used, the currency of tenders, the instruction for participants, the current best tender and the current ranking of the Economic Operators listed under codes obtained during registration for the electronic auction, and, if applicable, the time left to the end of the round, the possibility of automatic extension along with the number of possible extensions. 6. The electronic auction conducted on the MTender shall be closed:    1. at the date and time indicated in the Contract Notice and in the Tender Documents;    2. when no more new prices or new values which meet the requirements concerning minimum differences are received within bidding periods stipulated in the Contract Notice and in the TDS;    3. when the number of rounds in the auction stipulated in the Contract Notice and, in the TDS, have been completed. 7. When the electronic auction closes, the MTender shall generate and publish on the MTender web portal the final ranking for the completed auction in order to notify the Economic Operators about the winner of the auction, ranking and detailed information of the Economic Operators who participated in the auction, best tender of each Economic Operator, and if applicable, ranking information per round. 8. In the electronic auction with fixed budget only best price-quality or cost-quality ratio award criteria shall be used. The initial price for the electronic auction is set at the estimated value of procurement as published in the Contract Notice. In such cases the competition within the electronic auction is based on qualitative and quantitative criteria. 9. In the electronic auction with award criteria of cost or price and other criteria the award criteria shall have an associated evaluation formula to be automatically evaluated by the MTender. 10. In the electronic auction organised in rounds where the Economic Operators compete based on a number of rounds each Economic Operator registered for auction can provide a single tender for each round. The initial price for the auction is set on the basis of the price of the tender as submitted by the Economic Operator in the Letter of Tender. In the auction conducted in rounds, the initial price for the next round is set at the price submitted by the Economic Operator in the previous round; in each round of the auction the Economic Operator who submitted the lowest price in the previous round is tendering last. |
| 1. Qualification and Selection of Economic Operators | 1. In order to demonstrate compliance with the qualification requirements or selection criteria, the Economic Operator shall provide the ESPD Declaration and all the requested information in accordance with the forms provided in Section III: Tender Forms. |
|  | 1. Where the capacity of a sub-contractor, members of a consortium or any other third party will be relied on to meet the qualification requirements or selection criteria a separate ESPD Declaration shall be submitted by each such party. In such cases, the third party on which the Economic Operator relies shall submit the ESPD with the second, third, fourth and, if applicable, the fifth part filled in. |
|  | 1. Where the capacity of a sub-contractor, members of a consortium or any other third party will be relied on to meet the qualification requirements or selection criteria, a declaration with firm commitment executed in authentic written form shall be submitted attesting the fact of putting at the disposal of the Economic Operator the financial and economic, technical and professional resources relied on (Third Party Reliance Declaration). |
|  | 1. Where sub-contractors are to be used, but their capacity is not required to be relied on to meet the qualification requirements or the selection criteria, the ESPD Declaration shall be submitted by each sub-contractor. In such cases sub-contractor shall submit the ESPD with the second and third part filled in. In case the Working Group or Procurement Officer shall identify grounds for the exclusion of the sub-contractor, the Economic Operator shall be requested to replace the sub-contractor. |
|  | 1. The qualification and the preselection, if applicable, shall be undertaken by the Working Group or Procurement Officer duly appointed by the Contracting Authority and in accordance with the following methodology: 2. All Candidatures shall be subjected to an eligibility check whenever possible supported by automated services of the MTender. In the event that any Candidature is identified as containing grounds for the exclusion of the Economic Operator, the Economic Operator shall be disqualified, unless clarifications are furnished in due course in accordance to procedure provided in point 7 of this ITT and art. 19 of the LPP. 3. In open tender procedures with electronic auction, the Working Group or Procurement Officer shall subject only the Economic Operator who submitted the winning Tender to a detailed evaluation to determine whether the Economic Operator is qualified to perform the Contract in accordance with the provisions of Section II part B. In the event that the Economic Operator is determined to be qualified to perform the Contract, the Economic Operator shall be selected by the Working Group or Procurement Officer for Contract award. 4. In open tender procedures without electronic reverse auction, the Working Group or Procurement Officer shall subject only the Economic Operator who submitted the lowest evaluated Tender or most economically advantageous Tender to a detailed evaluation to determine whether the Economic Operator is qualified to perform the Contract in accordance with the provisions of Section II part B. In the event that the Economic Operator is determined to be qualified to perform the Contract, the Economic Operator shall be selected by the Working Group or Procurement Officer for Contract award. 5. Qualification of the Economic Operator in the open procedure shall be conducted in a pass/fail manner, in accordance with the qualification requirements as prescribed by the Contracting Authority in the Contract Notice and in the TDS. 6. In open tender procedures in the event that the Economic Operator that has submitted the winning Tender, the lowest evaluated Tender or most economically advantageous Tender is not determined to be qualified to perform the Contract, the Tender shall be rejected, and the Working Group or Procurement Officer shall make a similar determination with regard to the second ranked Economic Operator and so forth. |
|  | 1. The determination shall be based upon an examination of the ESPD Declaration and supportive documentary evidence and certificates as submitted by the requested Economic Operators. |
|  | 1. In restricted tender procedures an affirmative determination that the Candidate meets unconditionally the qualification requirements or selection criteria specified in the contract notice shall be a prerequisite for inviting the Economic Operator to submit a Tender in the Tendering procedure. |
|  | 1. A negative determination shall result in the disqualification of the Economic Operator. |
|  | 1. In all cases, the qualification or preselection may be followed by verification of the Economic Operator qualification at the time of signing the Contract Agreement. Award of Contract will be annulled by the Contracting Authority, if the verification at the time of signing the Contract Agreement is unsatisfactory. |
|  | 1. In restricted tender, the Contracting Authority shall notify all Candidates who submitted a candidature about the outcome of the qualification or preselection. The Economic Operators shall be advised that only qualified or selected Candidates will be invited to submit a Tender in the Tendering procedure. |
|  | 1. After publication of the outcome of qualification or preselection, participating Economic Operators should be informed of the results within 3 days and the reason of being or not qualified or selected. Economic Operators have the right to contest the results by submitting a contestation to the National Complaint Settlement Agency. |
|  | 1. The Contracting Authority reserves the right to require evidence of the legal and regulatory, financial and economic capacity of the tenderers at any time during the contract performance. In such a case, the tenderer must provide the requested evidence without delay. |
| 1. Correction of Arithmetical Errors | 1. Provided that the Tender is responsive, the Contracting Authority shall correct arithmetical errors on the following basis: 2. Where there are errors between the total of the amounts given under the column for the price breakdown and the amount given under the Total Price, the former shall prevail, and the latter will be corrected accordingly; 3. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Contracting Authority there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected accordingly; 4. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and 5. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above. 6. If an Economic Operator does not accept the correction of arithmetical errors, its Tender shall be declared non-responsive and rejected and its Tender guarantee may be forfeited. |
| 1. Conversion to Single Currency | 1. In cases where the prices in the Tender are indicated in other currency than MDL, and this is permitted by the TDS, for evaluation and comparison purposes, the currency(ies) of the Tender shall be converted into a single currency as specified in Section II. |

## Award of the contract

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| 1. Award Criteria | 1. The Contracting Authority shall determine the most economically advantageous tender on the basis of award criteria as prescribed in the contract notice and in the Tender Documents. |
|  | 1. The Contracting Authority shall determine the most economically advantageous Tender on the basis of one of the following criteria:    1. the lowest price;    2. the lowest cost;    3. best price-quality ratio;    4. best cost-quality ratio. |
|  | 1. The Contracting Authority shall specify, in the contract notice, the relative weighting which it gives to each of the criteria chosen to determine the most economically advantageous Tender, except where this is identified on the basis of price alone. |
|  | 1. The weightings may be expressed by providing for a range with an appropriate maximum spread and self-evaluation by supplier shall be permitted when appropriate. |
|  | 1. Where weighting of award criteria is not possible for objective reasons, the Contracting Authority shall indicate the criteria in decreasing order of importance. |
|  | 1. In case of fixed budget, economic operators will compete only on the basis of qualitative and quantitative award criteria. |
|  | 1. The Contracting Authority shall award the Contract to the Economic Operator whose submitted Tender has been determined to be the most economically advantageous tender and is responsive to the Tender Documents, provided further that the Economic Operator has been determined to be qualified to perform the Contract satisfactorily. 2. The contracting authority shall reject the tender in the following cases:    1. the tenderer does not meet the qualification and selection requirements;    2. the tender does not meet the requirements of the tender documents;    3. the financial proposal indicates no fixed price;    4. the tender is abnormally low, based on Article 70 of the LPP;    5. acts of corruption, acts related to corruption deeds or corruptible facts confirmed by a final decision of the court were identified. |
| 1. Notification of Award | 1. Within the period of Tender validity, the Contracting Authority shall notify the successful Economic Operator that its Tender has been accepted by the means of publishing a notification on the MTender web portal <https://mtender.gov.md/> together with the evaluation report, covering as a minimum the following information: 2. name of each Economic Operator who submitted a Tender; 3. prices of Tenders as recorded during opening of Tenders; 4. name and evaluated prices of each Tender that was evaluated; 5. name of Economic Operators whose Tenders were rejected and the reasons for their rejection; and 6. name of the winning Economic Operator, and the price it offered. 7. Within the communication referred to under 35.1, the contracting authority shall be required to inform the tenderers/candidates who were rejected or whose tender/candidature was not declared winner/accepted on the reasons supporting the respective decision, as follows: 8. to each rejected candidate, the actual reasons for the rejection of its candidature; 9. for each rejected tender, the actual reasons on which the rejection decision was based, with details of the reasons for which the tender was deemed unacceptable and/or non-responsive, in particular which items of the tender did not match the functional and performance requirements in the tender specifications; 10. to each tenderer who submitted an acceptable and responsive tender, thus, means admissible, but which was not declared the winning tender, the features and relative advantages of the winning tender(s) as compared to its own tender. |
| 1. Contract Performance Guarantee | 1. If so required in the contract notice and the TDS, within ten (10) days from the notification of award, the successful Economic Operator shall furnish the contract performance guarantee in accordance with the conditions of TDS, using for that purpose the Contract Performance Guarantee Form included in Section VI. If the contract performance guarantee furnished by the successful Economic Operator is in the form of an insurance policy, it shall be issued by a licensed insurance company accepted by the Contracting Authority. 2. Failure of the successful Economic Operator to submit the Contract Performance Guarantee or to sign the Contract shall constitute sufficient grounds for the revocation of the award of the Contract and forfeiture of the Tender guarantee. In that event the Contracting Authority shall award the Contract to the next ranking, if available, evaluated Economic Operator whose Tender is responsive and is determined to be qualified to perform the Contract satisfactorily. In such cases point 28.3 from ITT shall be applied to the next ranked Economic Operator. |
| 1. Contract Signing | 1. Upon expiry of the standstill period set in art. 32 of the LPP, or after resolving submitted contestations if any, and if applicable, upon confirming availability of funds with the Treasury of the Republic of Moldova, the Contracting Authority shall generate, sign and send the successful Economic Operator the electronic document comprising the Contract in accordance to the terms and conditions of contract set up in Section IV and V. When the Contracting Authority sends the Contract, the MTender service informs the Economic Operator that a Contract is received and shall be accessed online using a unique secure link for signing the electronic Contract. |
|  | 1. If applicable, before signing the Contract, the successful Economic Operator shall provide the Contracting Authority with Contract Performance Guarantee. |
|  | 1. Upon signing the Contract by Economic Operator, registration of the Contract with the Treasury of the Republic of Moldova shall be completed, if applicable. The Treasury shall online register a Contract within 24 hours from its receipt, provided the Contracting Authority and Economic Operator furnished full and accurate Contract information in the contract registration form. If Contract is not registered within 24 hours from the submission it shall be considered rejected. If inaccuracies or mistakes in the contract registration form can be corrected, the Contracting Authority shall rectify the form and resubmit the Contract for registration. |
|  | 1. Upon signing of the Contract by the Economic Operator or registration of the Contract with the Treasury of the Republic of Moldova, if applicable, the Contracting Authority will discharge its Tender guarantee. 2. The Contract shall be prepared, signed and registered solely as electronic document and published online in the contract register following the electronic procedures specified in the terms of use of the MTender. No handwritten copies are required and shall not be requested. 3. Starting from the registration of the Contract, the Contract Register shall record management of the Contract, including publication of contract milestones and payment schedules, amendments and extensions of the Contract, if applicable, receivables, performance guarantee, termination or completion of the Contract and all payments processed under the Contract. |

## Contestations

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| 1. Contestation Procedure | 1. In the event that any Economic Operator wishes to submit a complaint with regard to tender documents, qualification, selection or award of the Contract, the Economic Operator shall follow the procedures contained in art. 82-86 of the LPP and Parliament Decision no. 271 from 15.12.2016 on the establishment, organization and functioning of the National Complaint Settlement Agency. 2. The Economic Operator which has the right to complain under art. 82 of the LPP may submit a contestation to the National Complaint Settlement Agency in view of setting aside the act and/or recognizing the alleged right or legitimate interest within: 3. 10 days, starting with the day following the acknowledgment of an act of the Contracting Authority deemed illegal, in case the value of the Contract to be awarded is equal to or higher than the value thresholds set out under Art. 2 para. (3) of the LPP; 4. 5 days, starting with the day following the acknowledgment of an act of the contracting authority deemed illegal, in case the value of the contract to be awarded is smaller than the value thresholds set out under Art. 2 para. (3) of the LPP; 5. In any case, the contestation concerning the contract notice or tender documents shall be submitted before the deadline for submission of tenders. 6. In case that the contestation referred to under point 38.2 concerns documents published in electronic format on <https://mtender.gov.md/>, the acknowledgment date shall be the publication date. 7. The contestation form can be found on National Complaint Settlement Agency website <https://ansc.md/>. 8. When a contestation is submitted to the National Complaint Settlement Agency this is reflected on <https://mtender.gov.md/> in the procurement procedure profile. The Decision of the National Complaint Settlement Agency is also reflected on <https://mtender.gov.md/> in the procurement procedure profile. |

Section II: Tender Data Sheet

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| **This Section is to be filled by the Contracting Authority. This Section is intended to supplement Section I. In the event of a discrepancy with the provisions from Section I, this Section shall prevail.**  **Section II, Tender Data Sheet, provides the specific information in relation to corresponding paragraphs in Section I, Instructions to Tenderers, and must be prepared by the Contracting Authority for each specific tender.**  **The Contracting Authority should specify in the Tender Data Sheet information and requirements specific to the tender, the procurement process, the applicable rules regarding the evaluation of tenders and qualification of the Economic Operators that will apply to the tenders.**  **In preparing Section II, Tender Data Sheet, the following aspects should be verified:**   * + 1. **information that specifies and complements provisions of Section I, Instructions to Tenderers, must be incorporated;**     2. **amendments and/or supplements, if any, to provisions of Section I, Instructions to Tenderers, as necessitated by the circumstances of the specific procurement, must also be incorporated**   **Where tenderers are being invited for a number of lots, suitable wording should be introduced, to allow Economic Operators to apply for each or all lots.**  **Boxed guidance notes and provisions *in italics* font are illustrative provisions containing instructions and guidance which the drafter should follow. They are not part of the text, and should not be included in the final Tender Document.**  **Provisions entitled “EXAMPLE” in this Section are optional and may be revised, supplemented and included in the final Tender Document at the Contracting Authority’s discretion.**  **The Contracting Authority is advised to not duplicate the data and information already provided via the MTender Contract Notice.** |

## General

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|  | **Scope of Tender** | |
|  | The Contracting Authority is: | ***[specify the name of the Contracting Authority]*** |
|  | The name of the Tendering procedure is: | ***[insert complete name]*** |
|  | The type of procedure: | **[Select from drop list (i) open tender or (ii) restricted tender]** |
|  | CPV Code: | ***[Select from the drop list the CPV code with a nine-digit structure which corresponds to the subject-matter of the procurement]*** |
|  | The identification numberof the Tendering procedure is: | ***[Will be generated by MTender upon publishing the Contract Notice]*** |
|  | The number and identification of lots comprising this Tendering procedure are: | ***[Will be generated by MTender upon publishing the Contract Notice]*** |

## Qualification requirements or Selection Criteria

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|  | ***To be qualified or selected for Contract award, the Economic Operator must demonstrate to the Contracting Authority that it satisfies the requirements, specified below***. |
|  | **Financial and economic capacity** |
|  | The turnover of the last financial year is equal or above [**insert number in figures and letters**]; this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in case of a Consortium.  For lot [***insert name and number of the lot***] the turnover of the last financial year should be equal or above [**insert number in figures and letters**].  If, applicable, the reasons for requesting minimum yearly turnover of the Economic Operator to be more than two times the estimated contract value or lot: [***insert the duly justified reasons such as those relating to the special risks attached to the nature of the services***] |
|  | Other Financial and Economic Capacity requirements: ***[Insert text if applicable]*** |
|  | Documents to be submitted by the Economic Operator, in accordance with Section I part G, to demonstrate the financial and economic capacity:  ***[1. Insert the name of the document]***  ***[2. Insert the name of the document]*** |
|  | **Technical and Professional Capacity** |
|  | Experience as service provider, in at least **[*insert number]*** contracts within the last **[*insert number]*** years, each with a value of at least **[*insert value]***, that have been successfully and substantially completed and that are similar to the proposed services. The similarity shall be based on the total value of the contract and the CPV categories listed in the Technical Proposal. |
|  | Requirements concerning technical equipment and the measures applied to assure quality: ***[ Insert text if applicable]*** |
|  | Requirements concerning the technical personnel/specialised body: ***[Insert text if applicable]*** |
|  | Other Technical and Professional Capacity requirements:  ***[Insert text if applicable. For example:***   1. ***information regarding the education, professional training and qualification of the management staff, as well as of the persons responsible for the performance of the services contract if these are not evaluation within the award criteria;*** 2. ***the statement on the annual average employed and management staff numbers during the past 3 years;*** 3. ***information regarding the environmental protection measures the economic operator should apply during performance of the services contract;*** 4. ***information regarding the machineries, plants, technical equipment the economic operator should have available for the proper performance of the services contract;*** 5. ***rules concerning the part of the contract the economic operator potentially intends to subcontract.]*** |
|  | Documents to be submitted by the Economic Operator in accordance with Section I part E to demonstrate the Technical and Professional Capacity:  ***[1. Insert the name of the document]***  ***[2. Insert the name of the document]*** |
|  | **Selection Criteria** |
|  | ***[This part shall be filled in only when conducting restricted tender and when the Contracting Authority intends to set weightings and evaluation factors for all or some of the Financial and Economic and Technical and Professional Capacity requirements.***  ***It is recommended to use selection only for procurements covered by art. 2 (3) of the LPP, with or without reduction of number of participants for the second stage competition.***  ***To be selected for invitation to Tender, the Economic Operator must demonstrate that he substantially satisfies the Financial and Economic and Technical and Professional Capacity requirements, as specified below.***  ***Selection criteria shall be prescribed by the Contracting Authority in the Contract Notice taking into consideration a standard set of minimum requirements for Economic Operators described in the relevant sections of the standard form of the ESPD Declaration.]*** |
|  | [***Insert additional requirements with regard to Financial and Economic and Technical and Professional Capacity, as appropriate***]  [***Insert any specific requirements for Consortium and Third-Party Reliance***] |

## List of Services and Technical Specifications

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | |  | | | |
| **Nr. d/o** | **CPV Code** | **Name of the Services** | **Unit measure** | **Quantity** | **Full technical specification required, Reference standards** |
|  |  | *[Service]* |  |  |  |
|  |  |  |  |  |  |

***If the space provided for the Technical Specifications or reference standards is insufficient, it is recommended that the contracting authority create a separate Annex as an integral part of Section II.***

|  |  |
| --- | --- |
|  | Documents to be submitted by the Economic Operator to demonstrate compliance with Technical specification required and/or Reference standards:  ***[1. Insert the name of the document]***  ***[2. Insert the name of the document]*** |

## Preparation of Candidatures and Tenders

|  |  |
| --- | --- |
|  | **Language of the Tendering procedure** |
|  | The language of the Tendering procedure is*:* ***[insert language]*** |
|  | **Documents Comprising the Candidature and the Tender** |
|  | The Candidature shall comprise in:   1. Request to participate 2. ESPD Declaration |
|  | The Tender shall comprise the following documents:   1. Letter of Tender 2. ESPD Declaration 3. Technical Proposal 4. Financial Proposal 5. Tender Guarantee, if applicable |
|  | **Prices and delivery** |
|  | The prices quoted by the Economic Operator in the Letter of Tender shall be fixed and will not be subject to adjustment during the performance of the Contract.  The Economic Operator shall quote prices as required in the Financial Proposal included in Section III Tender Forms. The Economic Operator shall indicate in the Financial Proposal the unit price and total Tender price of the Services it proposes to provide under the Contract.  Prices indicated on the Financial Proposal shall be entered separately in the following manner:  The price of Services shall be quoted Delivered at Place (DAP) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [***insert the final destination for provision of services***], if applicable.  The delivery terms stated shall be governed by the rules prescribed in the Incoterms [**insert edition, ex. 2010, 2020**], published by the International Chamber of Commerce, Paris. |
|  | The provision of service schedule after signing the public procurement contract: ***[insert the period(s) for provision of services]*** |
|  | **Information about alternative tenders** |
|  | Information on alternative tenders in case these are allowed according to the contract notice:  ***[in case the contracting authority has allowed the submission of alternative tenders here it should provide detailed on the minimum requirements the tender should meet and the part of the tender where alternatives are allowed.***  ***The contracting authority shall explain how the award criteria, their weightings, evaluation factors and methodology shall be employed.***  ***Alternative tenders in an open or restricted tender where lowest price or lowest cost are used as award criteria is allowed only where the technical solutions of the alternative tenders is different.]*** |
|  | **Currency of the Tender and Payment** |
|  | The currency of the Tender and the currency for payment is: \_\_\_\_\_\_\_\_\_\_ ***[insert the currency or currencies in which the Tenders must be quoted. In case of tenders covered by Article 2 (3) of the LPP the contracting authority is advised to set the currency in Euro]*** |
|  | **Period of Validity of Tenders** |
|  | The Tender validity period shall be: ***[insert the number of days deemed appropriate]*** calendar days from the closing date for submission of Tenders.  ***[Insert the number of days deemed appropriate by the Contracting Authority. The period should be sufficient to permit completion of evaluation and comparison of Tenders, review of the evaluation report and obtaining of all necessary approvals and notification of the award. The minimum validity period should be 30 days. A realistic period between 30 and 90 days should be specified, based on the estimated value of the tender, in order to avoid the need for extensions].*** |
|  | **Tender Guarantee** |
|  | A Tender guarantee *is/is not* required.  ***[Delete as appropriate].*** |
|  | If a Tender guarantee is required, the amount and currency of the Tender guarantee shall be ***[Insert amount in figures and words and currency. (The amount shall be expressed as a fixed amount, shall not exceed 2% of the tender value, less VAT)].*** |
|  | The tender shall be accompanied by a Tender Guarantee in one of the following forms   * 1. issued by a commercial bank according to the form from Section III;   2. wire transfer to the contracting authority's account, according to the following banking data:   Beneficiary:  Name of Bank:  Tax code:  Settlement account:  Treasury account:  The bank account:  Regional Treasury:  with the following note “Tender guarantee for the tender no. \_\_\_\_ ”   * 1. Other forms of Tender guarantee accepted by the contracting authority: ***[insert other form of Tender guarantee, for ex. Insurance policy]***. |

## Submission and Opening of Candidatures and Tenders

|  |  |
| --- | --- |
|  | **Submission of Candidatures or Tenders** |
|  | The Candidatures and Tenders should be submitted online using the electronic forms and following the electronic submission procedures specified in the terms of use of the MTender web portal <https://mtender.gov.md/>. |
|  | **Deadline for Submission of Candidatures** |
|  | **The deadline for submission of Candidatures is:**  Date: ***[insert date (as day, month, and year)]***  Time: ***[insert the time and time zone]*** |
|  | **Deadline for submission of Tenders** |
|  | Date: **[[insert date (as day, month, and year)]**  Time: **[ insert the time and time zone]** |
|  | The date for Tender and Candidature opening shall be mentioned in the MTender Contract Notice. |

## Award of Contract

|  |  |
| --- | --- |
|  | **Evaluation Methodology** |
|  | [***insert rules concerning applicable evaluation methodology rules from Section I Part G and if necessary additional information and guidance if applicable***] |
|  | **Award Criteria** |
|  | The Contracting Authority shall determine the most economically advantageous Tender on the basis of one of the following criteria:  [***insert the generic award criteria:***   * ***the lowest price;*** * ***the lowest cost;*** * ***best price-quality ratio;*** * ***best cost-quality ratio***].   [***In case of procurement of social and other services covered by annex 2 to the PPL, the Contracting Authority is obliged to use only best price-quality ratio and best cost-quality ratio as award criteria***] |
|  | In case of award criteria other than lowest price and lowest cost the contracting authority shall evaluate tenders based on the following award criteria and weightings: ***[insert the award criteria and weightings, evaluation factors from the contract notice]***  **Table of Evaluation Factors**   |  |  |  | | --- | --- | --- | | **Nr.** | **Evaluation Factor** | ***Weightings*** | | 1 | Price | 40% | | 2 | Other criteria | 60% | | … |  | |
|  | Award criteria best price-quality or cost-quality ratio with fixed budget  [***Delete this line, if not applicable***]  [***In case of award criteria best price-quality or cost-quality ratio with fixed budget as provided in article 26 (5) LPP, insert here qualitative and quantitative award criteria, their weightings and evaluation factors based on which the most economic advantageous tender should be determined***]  In the event the fixed budget rule is to be applied the Economic Operator is obliged to insert in the Financial Proposal and in the Letter of Tender the estimated budget advertised by the Contracting Authority in the MTender Contract Notice. Failure to observe this rule may result in tender being declared as non-responsive. |
|  | In case the award criteria are different for each lot: [**insert award criteria per each lot**] |
|  | Documents to be submitted by the Economic Operator to demonstrate compliance with award criteria:  ***[1. Insert the name of the document]***  ***[2. Insert the name of the document]*** |
|  | **Electronic auction** |
|  | [***Insert type of electronic auction from Section I part G point 30.2.;***  ***Insert the minimum downward difference – in case of electronic reverse auction based on lowest price and cost and for the price and cost component in the best price-quality or cost-quality ratio award criteria;***  ***Insert an associated evaluation formula to be automatically evaluated by the MTender in case of in the electronic auction with award criteria of cost or price and other criteria***] |
|  | **Contract Performance Guarantee** |
|  | A Contract Performance Guarantee *is/is not* required.  ***[Delete as appropriate].***  The winner shall submit a contract performance guarantee in the amount of **[*Insert percentages. The amount of the contract performance guarantee shall not exceed 15% of the quotation value of the public procurement contract*]** from the value of the public procurement contract. |
|  | The tender shall be accompanied by the following Contract Performance Guarantee in one of the following forms   * 1. issued by a commercial bank according to the form from Section VI;   2. wire transfer to the contracting authority's account, according to the following banking data:   Beneficiary:  Name of Bank:  Tax code:  Settlement account:  Treasury account:  The bank account:  Regional Treasury:  with the following note “Contract Performance Guarantee for the tender no. \_\_\_\_ ”   * 1. Other forms of Contract Performance Guarantee accepted by the contracting authority: ***[insert other form of Contract Performance Guarantee, for ex. Insurance policy]***. |
|  | The maximum number of days for signing and sending the contract to the contracting authority, from its receipt: [***insert number of days (it is recommended not to exceed 10 business days)***] |

## Other information or requirements

|  |  |
| --- | --- |
|  | **Other information or requirements** |
|  | Other information or requirements  [***insert here other information or requirements that should be part of the Tender Documents and are not mentioned neither in Section I nor in Section II***  ***For example:***   1. ***Information on the prior involvement of Economic Operators in the preparation of the Tender Documents;*** 2. ***In case of restricted tender, the maximum number of Economic Operators to be selected for the second stage competition;*** 3. ***If the contract has as subject-matter social and other specific services covered by annex 2 LPP****,* ***and whether the procurement is reserved for Economic Operators (non-profit organisations, sheltered workshops) covered by article 59 (6 LPP);*** 4. ***Source of funding;*** 5. ***Name of Beneficiary (Buyer), if different from the Contracting Authority conducting the procurement procedure;*** 6. ***In case tenders in foreign currency is allowed, insert rules on the currency and date of the exchange rate to be used for evaluation purposes (for example: if the tender is submitted in other currency than MDL, for evaluation purposes the Contracting Authority shall take the exchange rate published by the National Bank of Moldova at the date of evaluation)]***   ***[Please note that the special conditions for the performance of the contract, if any, should be inserted by the Contracting Authority in Section V Special Conditions of Contract]*** |

## Annex 1. ESPD Declaration Form prepared by the Contracting Authority

|  |
| --- |
| The ESPD Declaration for the Electronic tendering procedure shall be prepared by the Contracting Authority as an electronic document as prescribed in the order of the Ministry of Finance and following a standard form as provided below. |
| The Contracting Authority shall publish the ESPD Declaration following the electronic submission procedures specified in the terms of use of the MTender web portal <https://mtender.gov.md/> and it shall constitute a part of the Tender Documents. |
| To establish its qualifications to perform the Contract, the Economic Operator shall provide in the ESPD Declaration the information requested by the Contracting Authority, following the standard form of the ESPD Declaration.  The Economic Operator shall provide the ESPD Declaration online, solely in the format of electronic document. No handwritten copies are required or shall not be requested. |

## Annex 2 Standard Contract Registration Form

**CONTRACT INFORMATION**

|  |  |  |
| --- | --- | --- |
| Contract section |  |  |
| C | Contract number |  |
| C | Date of agreement |  |
| C | Place of conclusion  (municipality, town, district etc.) |  |
| C | Public Procurement Procedure number |  |
| C | Date of the Public Procurement Procedure |  |
| C | Type of the Public Procurement Procedure |  |
| С | Date of the Procurement Work Group Decision |  |

**CONTRACT AUTHORITY INFORMATION**

|  |  |  |
| --- | --- | --- |
| Contract section | **General information/ Address** | |
| A | Legal form of organization |  |
| A | Name of the contracting authority |  |
| A | Country code |  |
| A | Country |  |
| A | City (locality) |  |
| A | Street |  |
| A | Postal code |  |
| A | Phone |  |
| A | E-mail |  |
| A | Web-side |  |
| Contract section | **State registration information** | |
| A | Date of registration in State registry |  |
| A | State registration number |  |
| A | IDNO (Identification number of the organization) |  |
| Contract section | **Authorized representative information** | |
| A | Position |  |
| A | First name |  |
| A | Last name |  |
| A | Proxy legal basis (statute, regulation, decision etc.) |  |
| A | IDNP (identification number of person) |  |
| Contract section | **Bank references** | |
| A | Bank name |  |
| A | Bank postal address |  |
| A | Bank code |  |
| A | Settlement account |  |
| A | Fiscal code |  |

**PROVIDER’s INFORMATION**

|  |  |  |
| --- | --- | --- |
| Contract section | **General information/ Address** | |
| A | Legal form of organization |  |
| A | Name of organization |  |
| A | Country code |  |
| A | Country |  |
| A | City (locality) |  |
| A | Street |  |
| A | Postal code |  |
| A | Phone |  |
| A | E-mail |  |
| A | Web-side |  |
| Contract section | **State registration / authorization information** | |
| A | Date of registration in State registry |  |
| A | IDNO/IDNP |  |
| A | Authorization number |  |
| A | Type of allowed activities |  |
| A | Authorization issuing body |  |
| A | Date of issue |  |
| A | Duration of validity of authorization (years) |  |
| Contract section | **Authorized representative information** | |
| A | Position |  |
| A | First name |  |
| A | Last name |  |
| A | Proxy legal basis (statute, regulation, decision etc.) |  |
| A | IDNP  (identification number of person) |  |
| Contract section | Bank references | |
| A | Bank name |  |
| A | Bank postal address |  |
| A | Bank code |  |
| A | Settlement account |  |
| A | Fiscal code |  |
| A | IBAN |  |

**CONTRACT**

|  |  |  |
| --- | --- | --- |
| Contract section | **Subject-matter of the procurement description** | |
| B | Description of the subject of the contract |  |
| B | Brief description of the subject of the contract |  |
| B | Main CPV |  |
| B | Main CPV Description |  |
| Contract section | **Contract price and payment terms** | |
| B | Currency code (3 digits) |  |
| B | Currency |  |
| B | Amount in Lei with VAT numbers |  |
| B | Amount in Lei with VAT in words |  |
| B | Method and payment conditions |  |
| Contract  section | **Security interests** | |
| C | Form of contract performance guarantee for the contract |  |
| C | Amount of guarantee (%) |  |
| Contract  section | **Contract terms and conditions** | |
| C | Days to inform on signed (max. days from the signing of the contract to Provider's announcement of the availability of the provision of the Services) |  |
| C | Maximum days to inform on invoking force majeure |  |
| C | Maximum days to inform on termination intention |  |
| C | Maximum days to respond on termination intention |  |
| C | Maximum days to submit claims on quality of delivered goods and/ or services |  |
| C | Maximum days to examine/ respond to claims on quality of rendered services |  |
| C | Maximum days to additional delivery related to quality claims |  |
| C | The amount of the penalty calculated as a percentage (%) of the value of the non-rendered services for each day of delay |  |
| C | The maximum amount of the penalty calculated in percent (%) of the value of the non-rendered in time services that can be claimed |  |
| C | Maximum number of days of delay after which it is considered a refusal to provide the service |  |
| C | The amount of the penalty calculated as a percentage (%) of the amount of the payment due for each day of delay |  |
| C | The maximum amount of the penalty calculated in percent (%) of the value of the due payment that can be claimed |  |
| C | Contract Validity period |  |
| C | Date of signing the contract |  |
| C | Additional documents of the contract |  |
| C | Services Accompanying Documentation |  |

**ANNEX INFORMATION**

|  |  |  |
| --- | --- | --- |
| Contract  section | **Scope of the procurement (item)** | |
| B | Lot number\*\* |  |
| B | Number of the subject-matter of the procurement (item)\*\* |  |
| B | Description of the subject-matter of the procurement (item)\*\* |  |
| B | CPV Code\*\* |  |
| B | CPV description\*\* |  |
| B | Model\*\* |  |
| B | Country of origin\*\* |  |
| B | Producer\*\* |  |
| B | Technical specification (prepared by contracting authority)\*\* |  |
| B | Technical specification (prepared by the provider)\*\* |  |
| B | Reference standards\*\* |  |
| A | IBAN (of the contracting authority for this item)\*\* |  |
| B | Budget year\*\* |  |
| B | Unit of measurement\*\* |  |
| B | Quantity\*\* |  |
| B | Unit price in Lei without VAT\*\* |  |
| B | Unit price in Lei with VAT\*\* |  |
| B | Amount in Lei without VAT\*\* |  |
| B | Amount in Lei with VAT\*\* |  |
| B | Delivery date\*\* |  |

\* - if applicable

\*\* - please repeat as many time as needed

# Section III: **Tender Forms**

This Section contains Tender Forms which must be completed and submitted by the Economic Operator.

## Request to participate

|  |
| --- |
| The Request to participate shall be submitted by the Economic Operator only in restricted tender procedures |
| Date: ***[insert date (as day, month, and year)]*** |
| Tender Number: ***[insert identification number]***  To: ***[insert the name of the Contracting Authority*** |
| ***This Request to participate shall be submitted as an electronic document following the electronic submission procedures specified in the terms of use of the MTender web portal*** [***https://mtender.gov.md/***](https://mtender.gov.md/)***.***  **No handwritten copies are required or shall be submitted.** |

We, the undersigned, declare that:

1. We have examined and have no reservations to the Tender Documents, including issued clarifications and addenda.
2. We undertake to submit our candidature in accordance with the following documents:

- Instructions to Tenderers;

- Tender Data Sheet and Contract Notice;

- the Tender Forms;

1. If our candidature is invited to tender, we commit to submit a Tender in accordance with the following documents:

- Instructions to Tenderers;

- Tender Data Sheet and Contract Notice;

- the Form of Tender;

- Technical Requirements;

- General Conditions of Contract

- Technical Proposal;

- Financial Proposals;

- Special Conditions of Contract;

1. Our company, including any subcontractors or third party on which we rely, have no conflict of interest with the Contracting Authority, known at the moment of submission of our candidature;
2. We are not participating as an Economic Operator or as an associate in a Consortium in more than one candidature in this procedure;
3. We understand that this candidature, together with your written acceptance thereof included in your invitation to tender, shall constitute a binding legal act between us.
4. We agree to permit the Contracting Authority or its representative to inspect our qualification or selection documents relating to the candidature submission;
5. If invited to tender, the person named below shall act as Representative:

|  |  |
| --- | --- |
| **Name:** |  |
| **In the capacity of:** |  |
| **Signed:** |  |
| **Duly authorised to sign the candidature for and on behalf of:** |  |
| **Date:** |  |

If applicable, the Economic Operator declares that:

1. intends to participate in the Electronic tendering procedure individually or has formed a consortium to participate;
2. rely on capacities of third parties to meet the criteria for the economic and financial standing or technical and professional capacity and shall subcontract those third parties to perform the contract;
3. intends to subcontract part/s of the contract but subcontractor’s capacity is not required to be relied on to meet the qualification requirements;

The Economic Operator declares a consent for:

1. general terms of use of the MTender;
2. verifying the declarations, including the ESPD Declaration as well as any submitted supporting documentary evidence or certificates directly through the automated services of the MTender accessing databases of the public authorities or third parties, in the Republic of Moldova and when possible in the European Union Member States;
3. all personal information supplied to be processed only for legitimate purposes of the public procurement procedure and treated as confidential in compliance with applicable data protection regulations of the Republic of Moldova.

|  |  |
| --- | --- |
| **Signed electronically by** |  |
| **Name** |  |
| **Position** |  |
| **Candidate** |  |
| **Date:** |  |

## Letter of Tender

|  |
| --- |
| Date: ***[insert date (as day, month, and year)]*** |
| Tender Number: ***[insert identification number]***  To: ***[insert the name of the Contracting Authority*** |
| ***This Form of Tender shall be submitted as an electronic document following the electronic submission procedures specified in the terms of use of the MTender web portal*** [***https://mtender.gov.md/***](https://mtender.gov.md/)***.***  ***No handwritten copies are required or shall be submitted.*** |

We, the undersigned, declare that:

1. We have examined and have no reservations to the Tender Documents, including issued clarifications and addenda.
2. We undertake to submit a Tender in accordance with the following documents:
   * Instructions for Economic Operators;
   * Tender Data Sheet and Contract Notice;
   * the Form of Tender;
   * Technical Requirements;
   * General Conditions of Contract
   * Technical Proposal;
   * Financial Proposals;
   * Special Conditions of Contract;
3. We offer to provide the Contracting Authority: **[enter Contracting Authority name]**, in conformity with the Tender Documents, the following Services \_\_\_\_\_\_\_\_\_\_\_\_ in accordance with the Financial Proposal and in accordance with the Standard General Conditions of Contract for Services and the Special Conditions of the Contract part of the tender documents published by the contracting authority.
4. The total price of our Tender, **exclusive of VAT**, is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**[enter figures and words];**
5. Our Tender shall be valid for a period\_\_\_\_\_\_**[insert validity period as specified in the TDS]** days from the date fixed for the Tender submission deadline in accordance with the contract notice, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. If our Tender is accepted, we commit to obtain a contract performance guarantee in accordance with the Tender Document **[if a performance guarantee is not required delete this provision];**
7. Our firm, including any subcontractors or suppliers for any part of the Contract, have no conflict of interest with the Contracting Authority, known at the moment of tender submission;
8. We are not participating as an Economic Operator or as an associate in a Consortium in more than one Tender in this Tendering procedure, other than alternative offers, if applicable;
9. We understand that this Tender, together with your written acceptance thereof included in your notification of award, shall constitute a binding legal act between us, until a formal Contract is prepared, executed and registered in the contract register of the Treasury of the Republic of Moldova, if applicable.
10. If awarded the contract, the person named below shall act as our Representative:

|  |  |
| --- | --- |
| **Name:** |  |
| **In the capacity of:** |  |
| **Signed:** |  |
| **Duly authorised to sign the Tender for and on behalf of:** |  |
| **Date:** |  |

If applicable, the Economic Operator declares that ***[please tick the appropriate box]***:

intends to participate in the Electronic tendering procedure individually or has formed a consortium to participate;

rely on capacities of third parties to meet the criteria for the economic and financial standing or technical and professional capacity and shall subcontract those third parties to perform the contract;

intends to subcontract part/s of the contract but subcontractor’s capacity is not required to be relied on to meet the qualification requirements;

The Economic Operator declares a consent for ***[please tick the appropriate box]***:

general terms of use of the MTender;

verifying the declarations, including the ESPD Declaration as well as any submitted supporting documentary evidence or certificates directly through the automated services of the MTender accessing databases of the public authorities or third parties, in the Republic of Moldova and when possible in the European Union Member States;

all personal information supplied to be processed only for legitimate purposes of the public procurement procedure and treated as confidential in compliance with applicable data protection regulations of the Republic of Moldova.

|  |  |
| --- | --- |
| **Signed electronically by** |  |
| **Name** |  |
| **Position** |  |
| **Tenderer** |  |
| **Date:** |  |

## Technical Proposal

|  |
| --- |
| Date: |
| Number of the procurement procedure.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of the Economic Operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery **DAP** (\_\_\_\_\_\_\_\_\_\_\_\_\_\_). |
| Delivery - All items to be delivered **DAP** (\_\_\_\_\_\_\_\_\_\_\_\_\_) within (\_\_) weeks from the Effectiveness Date of the Contract. |
| The Named Destination for delivery **DAP** is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| The Effectiveness Date of the Contract is the date of Contract signing or registration in the contract register of the Treasury of the Republic of Moldova, if applicable. |
| Tables in the Tender Forms shall be expanded as necessary, following the electronic forms and electronic submission procedures specified in the terms of use of the MTender web portal <https://mtender.gov.md/>. |
| ***All Tender Forms shall be submitted as electronic documents following the electronic submission procedures specified in the terms of use of the MTender web portal*** [***https://mtender.gov.md/***](https://mtender.gov.md/)***. No handwritten copies are required or shall be submitted.*** |

***The list of Services to be inserted in the Tender Documents by the Contracting Authority.***

**EXAMPLE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **1. Services** | | | |
| **Item No** | **Name of Service** | | **Brief Description** | **CPV code** | **Quantity** |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |

**Technical Specifications and Statement of Compliance**

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Technical Specification** | **Statement of Compliance with Comments\*** |
|  | \*Economic Operators must provide the following details in the space provided: Manufacturer name, make, model, ‘comply’ or ‘not comply’ as appropriate, and if ‘not-comply’ all technical deviations must be clearly set out alongside the appropriate line in the specification. Comments such as “blanket compliance” are not acceptable. Compliance statements shall be supported by manufacturers’ leaflets or readable photocopies. A completed ‘Technical Specifications and Statement of Compliance’ must be submitted as a part of the Economic Operator’s Tender. | |
| **1** | ***[Insert name of item and required technical specifications]*** | Manufacturer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Make:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Model:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (*these details must be provided for all items*) |
| **2** |  |  |
| **3** |  |  |

|  |  |
| --- | --- |
| **Name:** |  |
| **In the capacity of:** |  |
| **Signed:** |  |
| **Dated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_.** |  |

## Financial Proposal

|  |
| --- |
| Date: |
| Number of the procurement procedure.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name and Unique Identification Number of the Economic Operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Currency: \_\_\_\_\_\_\_\_\_\_\_\_ |
| This Tender Form shall be submitted as an electronic document as supported by the MTender electronic public procurement system. No handwritten copies are required or shall be submitted. |
| Prices and currencies to be in accordance with the Instructions to Economic Operators. |
| All items in the Technical Proposal must be entered and priced in the appropriate Financial Proposal. Items not priced will be treated in accordance with the Instructions to Economic Operators. |
| If requested by the Contracting Authority, Financial Proposals shall be submitted in the format of electronic catalogues. |

**A. Services**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***1*** | ***2*** | | ***3*** | ***4*** | ***5*** | ***6*** |
| **Item** | **Description** | | **CPV code** | **Quantity** | **Unit price DAP [*insert named place*]** | **Total price**  **per item**  **(*3* x *4*)** |
| 1. |  | |  |  |  |  |
| 2. |  | |  |  |  |  |
| 3. |  | |  |  |  |  |
| 4 |  | |  |  |  |  |
|  | | **Total Price (Services) DAP [*insert named place*]** | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Name:** |  |
| **In the capacity of:** |  |
| **Signed:** |  |
| **Dated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_.** |  |

## Tender Guarantee Form

*[The issuing bank shall fill in this tender guarantee form]*

Name of the Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** “\_\_\_” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

**Tender Guarantee Nr.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The \_\_\_\_\_\_\_[insert name of the Bank]\_\_\_\_\_\_\_\_\_ has been informed that \_\_\_\_\_\_[insert name of the tenderer]\_\_\_\_\_ (hereinafter the Tenderer) is to submit a tender within the tender number \_\_\_\_\_\_\_\_\_\_ for the provision of \_\_\_\_[insert the subject-matter of the tender]\_\_\_ in accordance with the Contract Notice nr. \_\_\_\_ from \_\_\_\_\_\_\_.

Following tenderer’s request, the \_\_\_\_\_\_\_[insert name of the Bank]\_\_\_\_\_\_\_\_\_ irrevocably undertakes to pay you any amount or amounts that do not exceed in total the amount of: \_\_\_\_\_\_\_\_\_ ()

upon receipt by us of the first request from you in writing, accompanied by a statement specifying that the tenderer is in breach of one or more of its obligations regarding the conditions of the tender, namely:

* 1. withdrew its tender during the period of validity of the tender or modified the tender after the deadline for submitting tenders; or
  2. being notified by the contracting authority, during the period of validity of the tender, about the award of the contract: (i) fails or refuses to sign the contract or (ii) fails or refuses to present the tender performance guarantee, if requested in accordance with the tender requirements, or has not fulfilled any condition specified in the award documents, prior to the signing of the procurement contract.
  3. The Economic Operator does not accept the correction of arithmetical errors.

This guarantee will expire if the tenderer becomes a successful tenderer, upon receipt by us of the copy of the contract award notice and following the issuance of the good performance guarantee issued to you at the tenderer's request.

This tender guarantee is valid until “\_\_\_” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## ESPD Declaration Form filled in by the Economic Operator

**[full ESPD template as in the order of the Ministry of Finance and generated by the MTender with Contracting Authorities input]**

# Section IV: General Conditions of Contract

|  |
| --- |
|  |

**[existing contract template for Services]**

# Section V: Special Conditions of the Contract

|  |
| --- |
| ***It is the responsibility of the Contracting Authority to fill in this part. The following Special Conditions of Contract (SCC) are contract-specific and shall supplement the GCC. Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.*** |

# Section VI: Contract Performance Guarantee Form

*[The commercial bank, at the request of the winning tenderer, will complete this form on the letterhead, in accordance with the instructions below.]*

Data: “\_\_\_” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

Tender Nr.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bank**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Beneficiary**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contract Performance Guarantee Nr.** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

The \_\_\_\_\_\_\_ [insert name of the Bank] \_\_\_\_\_\_\_\_\_ has been informed that \_\_\_\_\_\_[insert name of the Provider]\_\_\_\_\_ (hereinafter the Provider) has been awarded the Public Procurement Contract for the provision of \_\_\_\_\_\_[ insert the subject-matter of the tender]\_\_\_\_\_\_\_\_\_ within the tender nr. \_\_\_\_\_\_\_ from \_\_\_\_\_.

Therefore, we understand that the Provider must submit a Contract Performance Guarantee in accordance with the provisions of the Tender Documents.

Following the Provider's request, we hereby irrevocably undertake to pay you any amount (s) not exceeding [***enter the amount (s) in figures and words***] upon receipt of the first written request from you, stating that the provider does not fulfil one or more obligations under the Contract, without discussion or clarification and without the need to demonstrate or show the grounds or reasons for your request or for the amount indicated in it.

This Guarantee shall expire no later than \_\_\_\_\_\_\_\_, and any payment request pertaining to it must be received by us at the office by this date inclusive.

*[signatures of authorized representatives of the bank and the Provider]*