



## CALL FOR TENDERS

### PROVISION OF TECHNICAL EQUIPMENT FOR THE INSTITUTIONS AND STRUCTURES OF THE PUBLIC PROSECUTION SERVICE OF THE REPUBLIC OF MOLDOVA

(Ref. 2017/AO/42)

#### **ADDITIONAL INFORMATION**

#### **(QUESTIONS & ANSWERS)**

**21 August 2017**

#### **Question 1:**

Should we provide an insurance certificate?

#### **Answer 1:**

Yes, it is obligatory for every tenderer to provide a business insurance certificate. The tenderer shall guarantee that the said insurance policy provides adequate cover for the obligations incumbent on it in respect of the Contract. The Provider shall maintain the said insurance policy in force for the entire duration of the Contract.

*If a tenderer is unable to submit an insurance certificate (business liability insurance) at the time of submitting a tender offer, a tenderer must instead submit a signed document declaring that an insurance certificate will be presented, if a tenderer is informed by the Council that the contract is to be awarded to it. By submitting such a declaration, a tenderer accepts that the Council will not sign any contract unless such an insurance certificate is submitted within a period of 5 working days following the Council's request for it. If the insurance certificate is not submitted during this period, the Council may decide to award the contract to another tenderer.*

#### **Question 2:**

Is the general insurance of goods to cover the equipment delivered through this contract?

#### **Answer 2:**

The insurance certificate requested is not the general insurance of goods certificate, it is a business liability insurance certificate. In the Moldovan legislation this type of insurance certificate is called "Poliță de asigurare facultativă a răspunderii civile profesionale a persoanelor fizice și juridice".

**Question 3:**

What is the coverage period of the business insurance certificate?

**Answer 3:**

The coverage period of the business insurance certificate should be entire duration of the contract. The contract is concluded until the obligations of the parties have been completely executed. This means that the insurance must remain in place until the end of the warranty period as set out in the Business Requirements. If such insurance can only be purchased on an annual basis, the Provider must provide the insurance certificate for the first year and must subsequently renew this insurance on an annual basis for the full duration of the contract.

**Question 4:**

Should the insurance certificate be issued by an insurance company?

**Answer 4:**

Yes, this insurance certificate needs to be issued by a reputedly solvent insurance company.

**Question 5:**

What risks should the insurance certificate cover?

**Answer 5:**

The business insurance should cover the Provider's liability for any potential damages caused on the CoE premises or the beneficiary's premises when installing or delivering the equipment and any potential liability arising under the warranty.

**Question 6:**

In which form it should the insurance certificate be submitted?

**Answer 6:**

The insurance certificate should be submitted in original, in written form, with the letter head and stamp of the insurance company.

**Question 7:**

Should the price quotation be VAT exclusive?

**Answer 7:**

Yes the price quotation should be VAT exclusive. Our project benefits from the application of the zero rate of VAT. You can find reference to this in the government decision Nr. 246 from 08.04.2010, annex 1. You can find more information on the <http://lex.justice.md/md/334259/>, (page 63, Nr.299, registration number 872114117804).

**Question 8:**

When is the deadline for the tender?

**Answer 8:**

The deadline for the tender is set for 25 of August 2017.

**Question 9:**

Should the bids be submitted per e mail [cdm@coe.int](mailto:cdm@coe.int)?

**Answer 9:**

The tender offers must be sent to the Council of Europe **both electronically and in paper hardcopy**.

**The electronic copy** must be sent only to the following address [cdm@coe.int](mailto:cdm@coe.int). Tenders submitted to another e-mail account will be excluded from the procedure.

**The paper hardcopy in A4 format** (21x29,7 cm) must be sent by post. Tender offers shall be submitted in a sealed envelope. The first sealed envelope shall be placed inside a second envelope addressed to the Tenders Board, showing the file reference number and object, as follows:

The address on the envelope should be:

COUNCIL OF EUROPE

For the attention of the Tenders Board

TECHNICAL EQUIPMENT FOR THE PUBLIC PROSECUTION SERVICE IN MOLDOVA -  
2017/AO/42

B.P. 7

F – 67075 STRASBOURG Cedex

Tenderers are requested to indicate their names and address on the outside envelope for identification purposes.

**Question 10:**

Can we tender only for one or two lots such as printers and/or copiers?

**Answer 10:**

No, a tenderer cannot tender only for part of the IT equipment (there is no formal division into lots under the present call for tender). This is a one-off contract.