



San Marino, 16th December 2021/1721 d.F.R.

Prot. 133438/2021/F

INVITATION TO TENDER

TENDERING PROCEDURE ANNOUNCED WITH THE SYSTEM OF PUBLIC AUCTION FOR THE SUPPLY OF THE PHILATELIC SERIES "MONTEFELTRO", "GRAZIANI", "NAPOLEONE", "HUBER", "EUROPA" AND "TITOLO DA DEFINIRE".
(art. 14 D.D. 26/2015)

Hereby, with procedure as per article 14 of Delegated Decree no.26/2015, as per Law no.49/2002 and as per article 13 of Delegated Decree no.63/2020, we request your best offer for the supply of the philatelic issues described in table below (unique lot).

We specify that the Ufficio Filatelico e Numismatico of the Rep. of San Marino will later be indicated as U.F.N. for brevity.

1 - CONTRACTING AUTHORITY AND MANAGER OF THE PROCEDURE

The contracting authority is the Ufficio Filatelico e Numismatico of the Rep. of San Marino located in via 28 Luglio 212 – 47893 BORGO MAGGIORE – R.S.M. Managers of the procedure are Dott.ssa Eleonora Ricci, e-mail address eleonora.ricci@pa.sm, telephone number +378 (0549) 887185 and Accountant Nicoletta Canini telephone number +378 (0549) 887185 and +378 (0549) 882359.

2 – SUBJECT MATTER OF THE CONTRACT

Features, quantities and details on the supply are specified in the table "Economic Offer", unique lot (annexed no. 1).

3 – SYSTEM OF CHOICE

The present tendering procedure is announced with the system of public auction pursuant to article 14, paragraph 2 of Delegated Decree no.26/2015.

4 – AWARD CRITERION

The supply is awarded following the criterion of the bid with the lower price related to the unique prevented lot. The bid with the lower price is determined with the modality pursuant to article 13, paragraph 2, letter a), of Delegated Decree 2 March 2015 no. 26, that is **through secret bid with unitary prices, for the quantities listed in the present invitation to tender, non-taxable VAT artt. 8, 9, 71 DPR 633/1972 and D.M. 24th December 1993 or taxes on import exempt**, pursuant to art. 26 of the general conditions on tender.

5 - PERIOD OF VALIDITY OF THE BID

The bid is considered fixed and irrevocable until the award and, in any case, until 30/06/2022.

6 – SAMPLES

Samples can be viewed at the seat of UFN in Via 28 Luglio 212 – Borgo Maggiore – RSM during working hours 8:15 – 14:15.

7 – MODIFICATIONS

Bids with variations to the specifications attached for the unique lot will be excluded.

8 - SUBMISSION OF THE BID

8.1 Place and modalities of submission: the parcel containing the bid, whose content is specified in point 8.2 below, on penalty of elimination from tendering procedure, may alternatively be



sent in the following modalities:

1. **Electronically submitted**, pursuant to art. 9 paragraph 2 letter e of DL 61/2021:
 - a. by means of Electronic Service of Certified Delivery (SERC) with certified e-mail message tNotice, which must have in the object the indication **"Offerta per fornitura delle serie filateliche 2022 "Montefeltro", "Graziani", "Napoleone", "Huber", "Europa" e "Titolo da definire" – prot. 133438/2021 - Gara AP n. 209/2021"**, and it shall contain all the documentation to be submitted.
 - b. to the digital address of the U.F.N. re.stazioneappaltante.ufn@pa.sm for :
 - **San Marino companies:** by means of Electronic Service of Certified Delivery (SERC) with certified e-mail message tNotice.
 - **Italian companies** can acquire a digital domicile by accessing the online procedure at the following direct link: <https://shorturl.net/gly> and send the bid by means of Electronic Service of Certified Delivery (SERC) with certified e-mail message tNotice.
 - c. the documentation, if required, must be **signed with "certified electronic signature"** (see point 8.2 below); the validity will be verified by the contracting authority during the conformity assessment of the offer.
 - d. **in compliance with the payment of the fixed stamp duty of euro 100.00 - article n. 3 paragraph 1 letter f) of DL 61/2021, in the following ways:**

Pursuant to art. 3 paragraph 1 letter f) of D.D. n.61/2021, if the bid is submitted in the amount higher than 5,000.00 euro (five thousand/00), it will be accepted only in compliance with the fixed stamp duty of € 100.00, opting for one of the following payment methods:

 - **San Marino companies:** it is considered fulfilled because they benefit from the exemption from the fixed stamp duty pursuant to article 9 paragraph 2 letter e of Law Decree 61/2021;
 - **Companies from Italy and other foreign nations:**
Bank transfer, made at least 4 working days before the deadline for submission of the offer, on the bank account at BANCA CENTRALE della REPUBBLICA di SAN MARINO:
Iban: SM 81 K 03225 09800 0 0001 0006 039
Area: 024 – Ufficio del Registro e Conservatoria
Description: 255.
2. **In paper format submitted:**
 - a. **In a closed envelope, sealed and countersigned on the closing strips with the indication on the outside**, in addition to the header of the sender and its address, **the lettering: "Offerta per fornitura delle serie filateliche 2022 "Montefeltro", "Graziani", "Napoleone", "Huber", "Europa" e "Titolo da definire" – prot. 133438/2021" – Gara AP n. 209/2021"** which shall contain all the required documentation, duly signed, **with registered post mail with AR**, or through authorized forwarding agency, or directly by hand to the seat of Ufficio Filatelico e Numismatico della Rep. di San Marino sited in via 28 Luglio 212 – 47893 BORGO MAGGIORE – R.S.M.;
 - b. **in compliance with the payment of the fixed stamp duty of euro 100.00 - article n. 3 paragraph 1 letter f) of DL 61/2021, in the following ways:**

Pursuant to art. 3 paragraph 1 letter f) of D.D. n.61/2021, if the bid is submitted in the amount higher than 5,000.00 euro (five thousand/00), it will be accepted only in compliance with the fixed stamp duty of € 100.00, opting for one of the following payment methods:

 - **Bank transfer, made at least 4 working days before the deadline for submission of the offer**, on the bank account at BANCA CENTRALE della REPUBBLICA di SAN MARINO:



Iban: SM 81 K 03225 09800 0 0001 0006 039

Area: 024 – Ufficio del Registro e Conservatoria

Description: 255.

- **Revenue stamps** of €100.00 value.

8.2 Content of the parcel

The parcel shall contain, **on penalty of elimination from tendering procedure**, the following documents:

1. **THE PRESENT INVITATION TO TENDER** duly undersigned in original on each page as a sign of full approval, on penalty of elimination from tendering procedure, by the legal representative or by a person with specific proxy (with signature for wide and indication of name and surname of the undersigning person and on what capacity), which includes the table showing the unit and total prices of the **ECONOMIC OFFER** according to the following specifications :
 - a. No rounding shall be made in the unit prices and totals indicated per item in the economic offer,
 - b. Transport costs shall be borne by the Company,
 - c. The F.N. may refuse the delivery of any material which does not have the characteristics indicated in the present tender. Defective or non-compliant products must be replaced as soon as possible.
2. **COPY OF A VALID PERSONAL ID** of the representative person subscribing the declaration and the economic offer mentioned in point no. 1 above.
3. **DECLARATION OF PARTICIPATION** (annex A), undersigned, **on penalty of elimination from tendering procedure**, by the subject that subscribes to the economic offer referred to in point no. 1 above, certifying that :
 - a. the company has full knowledge of the general and specific circumstances that can influence the determination of the bid and the fulfilment of the supply and has examined and accepts unconditionally the regulations and the provisions contained in the present U.F.N. tender N.209/2021/AP and in the general and special regulations on tender downloadable from the website <https://www.gov.sm/topics/Argomenti/Gare-d-Appalto.html>.
 - b. the company, in the formulation of the offer, has taken into account and into consideration the obligations related to the provisions on safety, on working conditions, on welfare and assistance to the employees.
 - c. the company is willing to start the execution of the supply also pending the conclusion of the related contract.
 - d. to the present invitation to tender do not take part other companies which are connected with and mutually controlled with the subscribing company or which can otherwise be ascribable to the company of which the subscriber is the legal representative;
 - e. the company undertakes to keep fixed and irrevocable the formulated bid until the award and, in any case, until 30/06/0222.
 - f. the company possesses all the formal requirements specified in the present public invitation to tender, GARA D'APPALTO N. 209/2021/AP, and in the general regulations on tender.
 - g. the company undertakes to substitute any defective material.
 - h. the production of the single supplies will happen after the printing approval from the U.F.N.
4. **REGISTRATION OF THE COMPANY TO THE CHAMBER OF COMMERCE** for the companies which do not have legal seat in San Marino and Italy or not registered in the Registry of Suppliers of the Chamber of Commerce of the Republic of San Marino.
5. **POTENTIAL AND PROVED DECLARATION** which qualifies the information included in the offers, namely as justification of these information, as technical and business secrets, pursuant to article 7, paragraph 3, of Delegate Decree no.26/2015 as amended and supplemented.



6. **POSSIBLE PUBLIC DEED OR AUTHENTICATED PRIVATE DEED OF ESTABLISHMENT OF TAE** pursuant to article 12 paragraph 3 letter a) number 4 of the Regulation no.9/2015.
7. **DOCUMENT GUARANTEEING THE POSSESS OF THE CERTIFICATIONS ISO 14298, ISO 9001, ISO 14001 and FSC** for the production of security prints and philatelic items with security systems and anti-counterfeiting technologies (if not already presented for other supplies of the current year).
8. **Document attesting the equipment with printers for security prints and philatelic items** with security systems and anti-counterfeiting technologies including invisible fluorescent UV ink (if not already presented for other supplies of the current year).
9. The **ECONOMIC OFFER** which shall be presented using the ANNEX NO.1, undersigned in original by the legal representative or by a person with specific proxy (with signature for wide and indication of name and surname of the undersigning person and on what capacity, which shall be the same person as in point 2).
Si precisa che:
 - a. **the offered prices shall be written both in numbers and letters**; in case of discordance, it will prevail the offer that is more favorable to the Public Administration and it will be subjected to evaluation by the person responsible for the procedure and/or by the commission;
 - b. **the prices are intended to be inclusive** of all the duties connected to the performing of the services established by the legislative provisions currently in force and by the general and special conditions on tender and, in any case, of any necessary expense for the correct and punctual execution of the tender (therefore inclusive of transportation costs, etc.).

8.3 Deadline for submission: the parcel containing the bid, **on penalty of elimination from tendering procedure, shall arrive at the latest by 27/12/2021 before 12:00.**

9 - OPENING OF THE PARCELS, EXAMINATION AND EVALUATION OF THE OFFERS

The opening of the parcels submitted in paper format and the collecting of the certified e-mails (tNotice) will take place **on the 27/12/2021 at 12:15 pm at U.F.N.** Via 28 Luglio n.212 – 47893 BORGO MAGGIORE – R.S.M., publicly and by the person responsible for the procedure pursuant to article 21, paragraph 4, of Delegate Decree no.26/2015 as amended and supplemented. After the opening of the parcels, the person responsible for the procedure in a retreat session, after the economic estimate, will establish the rankings of the companies which are considered adequate.

10 – END OF ADJUDICATION AND APPEAL

The adjudication phase of the award ends, compatibly with the times necessary for a completed and thorough evaluation of the bids, within forty days after the public opening of the parcels. The aforementioned deadline can be postponed by the contracting authority in case of demonstrated and objective necessities with measure to be transmitted to the participating companies.

The awarding deliberation, once become effective, will be transmitted to the awarded company and to the other companies which are collocated in the rankings. The awarding deliberation can be contested in front of the Administrative Court under Law 28 June 1989 no.68, within the peremptory period under article 24, paragraph 4, of Delegated Decree no.26/2015, as amended by article 11 of D.D. 42/2019.

11 – CAUSES OF EXCLUSION

The causes of exclusion from the examination and evaluation of the offer are governed by article 4 of the general regulation on tenders, which can be downloaded from the portal <https://www.gov.sm> under section public tenders (bandi, appalti e avvisi pubblici), and by the present invitation to tender. Companies that do not submit the documents attesting to the ISO certifications and the possession of the printers referred to



in points 7) and 8) of the previous page 2/4 will also be excluded.

12 – BEGINNING OF THE EXECUTION OF THE SUPPLY

Except what prevented in article 31 paragraphs 3, 4 and 5 of Delegate Decree no. 26/2015, the execution of the supply by the awarded company will begin when the agreement is approved and effective.

The delivery of the stamps object of the present tender must take place within **28/02/2022**.

13 – EFFECTIVE DATE AND DURATION OF THE AGREEMENT

The agreement is stipulated if the overall awarded supply, also deriving from different lots, has a total amount over € 25.000,00 (twentyfivethousand/00), or with the exchange of invoices if the total amount is equal to or lower than € 25.000,00 (twentyfivethousand/00).

The agreement will run from the date of signature and until the verification of compliance or regular execution.

Further measures related to the contract regulation and to the registration fees are displayed in articles 8 and 9 of the general regulation on tenders.

14 – DEPOSIT AS GUARANTEE OF THE CORRECT EXECUTION OF THE CONTRACT

The awarded company, for amounts over € 25.000,00, is required to pay a deposit for the execution of the agreement.

Further measures related to the regulation on deposit as guarantee for the correct execution of the agreement are displayed in article 24 of the general regulation on tenders.

The deposit is not due in the cases indicated in article 6 paragraph 6 of the Regulation no. 7 April 11, 2016 and in the resolution of the State Congress no. 6 of June 6, 2016.

15 – VERIFICATION OF REGULAR IMPLEMENTATION

By partial derogation from the provisions of Article 13 of the general conditions, in case of failure or delay or partial delivery of the goods, or when, following a verification, the coins do not fulfil the requirements, the U.F.N. shall reserve the right to:

- a) reject the non-compliant goods, which shall be promptly replaced at the risk and expense of the company;
- b) acquire from other suppliers goods which have not been promptly delivered or are non-compliant, by charging the awarded company with the difference of the higher costs of the supply by means of compensation on invoices or on the final guarantee. In the second case it must be restored immediately.
- c) apply the penalties referred to in point 16 below.

The disputed goods remain available to the Company for its collection for a period of 3 working days. The U.F.N. cannot be held liable for any depreciation or deterioration of the goods.

16 – PENALTIES

Should any breach of the provisions of the Law and of this contract be detected, once the communication of discrepancies referred to in Article 19 of the general conditions on tender has been communicated, the U.F.N., in its sole discretion, will apply the penalties provided for in articles 18 and 19 of the "General Specifications for the supply or administration of goods or services in favor of the Administration", current version of March 21, 2019 available on the website <https://www.gov.sm/topics/Argomenti/Gare-d-Appalto.html>, without prejudice to compensation for further damage suffered and reserving the U.F.N. the right to terminate the contract or to carry out its execution through another Company.

17– DELIVERY AND PAYMENT METHODS

Deliveries must be made by the means of the awarded Company after telephone notice (+378 0549 887186) or by fax (+378 0549 882363) 2 days before the agreed delivery, at the Warehouse of U.F.N. located in Via 28 Luglio 212 – 47893 Borgo Maggiore (Centro Uffici Tavolucci).

Payments are covered by article 26 of the general and special regulation on tenders.

18 – MODALITY FOR THE PUBLICATION OF TENDER DOCUMENTS



With the presentation of the bid it is meant that the company fully knows and unconditionally accepts the terms and conditions of the tender documents.

Referring to the general regulation for the supply of goods and services in favor of the Public Administration, available on the website <https://www.gov.sm/doc/Amministrazione-trasparente/Appalti/Capitolato-generale.html>, the company, by subscribing the present tender, declares that, without any condition and exception, has examined and entirely accepts the term and conditions of the regulation, although not annexed to the tender documents.

At the contracting authority a copy of the present invitation to tender, of its attachments and of the general regulation on tenders can be requested.

19 – APPLICABLE LEGISLATION

For everything not expressly established in the present invitation to tender, make reference to Law 27 March 2002 n.49, to Delegated Decree 2 March 2015 n. 26, to Regulation 10 July 2015 n. 9, and their subsequent amendments, to Delegated Decree 16 June 2016 n. 74, Delegated Decree 4 March 2019 n. 42, Regulation 7 March 2019 n. 3, Delegated Decree 29 March 2021 n.61 and to the current rules on subject matter which shall be intended, in this seat, as entirely recalled.

20 - INFORMATION AND CLARIFICATIONS

The company can ask for clarifications, in relation to the present invitation to tender, to the following telephone numbers:

+378 (0549) 887185 Dott.ssa Eleonora Ricci for information and clarifications of formal nature (regarding the modality of submission of the offer and the correct formulation of it).

+378 (0549) 882352 Dott.ssa Letizia Lividini for information and clarifications of technical nature (regarding the technical features of the objects of the tender).

21 – COMPETENT COURT

The Court of the Republic of San Marino shall have jurisdiction over any dispute concerning this invitation.

The UFN General Manager
Dott. Rosemarie Stacchini

Annexes:

1. table for the economic offer;
2. form for declaration of participation.