



UFFICIO FILATELICO E NUMISMATICO
Dipartimento Finanze

Y:\approvigion\Forniture beni e servizi 2021\2021 gare d'appalto\109_2021_AP Stampa Francob. Em Settembre EXPO

San Marino, 5th July 2021/1720 d.F.R.

Prot. 73524/2021/ER/F

INVITATION TO TENDER

TENDERING PROCEDURE ANNOUNCED WITH THE SYSTEM OF PUBLIC AUCTION FOR THE SUPPLY OF THE PHILATELIC SERIES 2021 "Expo" (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 no.1 annexed (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. The manager of the procedure is Dott.ssa Eleonora Ricci, e-mail address eleonora.ricci@pa.sm, telephone number +378 (0549) 887185.

2 – SUBJECT MATTER OF THE CONTRACT

Features, quantities and details on the supply are specified in the table "Economic Offer" (unique lot).

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 31/12/2021.

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 Presentation: the parcel containing the bid, **on penalty of elimination from tendering procedure**, may alternatively be sent in the following modalities:

- a) **Electronically, with exemption from the fixed stamp duty**, pursuant to art. 9 paragraph 2 letter e of DL 61/2021, by means of Electronic Service of Certified Delivery (SERC), Electronic Registered Mail tNotice, to the digital address of the U.F.N.

re.stazioneappaltante.ufn@pa.sm

the documents, the economic offer and any provisional deposit signed with certified electronic signature, must be sent with a single email



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Y:\approvigion\Forniture beni e servizi 2021\2021 gare d'appalto\109_2021_AP Stampa Francob. Em Settembre EXPO

- b) **Paper format 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., 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.*

Payment of "Fixed stamp duty", (*mandatory condition for acceptance of the offer under penalty of exclusion from the award*) in the amount of **€ 100.00** that must be paid in advance or paid at the time of submission of the offer as follows:

1. in tax stamps for a total value of **€ 100.00** that can be delivered at the time of submission of the offer by hand at our office;
2. **within and no later than the deadline for submission of the offer, under penalty of exclusion from the tender, by bank transfer of € 100.00 to be made on the following bank account headed to UFFICIO FILATELICO NUMISMATICO: CASSA DI RISPARMIO DELLA REPUBBLICA DI SAN MARINO – Iban: SM 57 D 06067 09802 000020150868; Bic: CSSMSMSMXXX- description: Imposta di bollo fissa AP n. 109/2021.**

On penalty of elimination from tendering procedure, the bid must have the indication "Offerta per fornitura della serie filatelica 2021 "Expo" – prot. 73524/2021":

1. **outside the package**, if submitted in paper format, in addition to the header of the sender and the address of the U.F.N.
2. **in the subject of the certified e-mail message** if submitted electronically.

8.2 Deadline for submission: the parcel containing the bid, **on penalty of elimination from tendering procedure**, shall arrive **at the latest by 15/7/2021 before 11:00.**

8.3 Content of the parcel:

A) SUBMISSION OF THE BID IN PAPER FORMAT

Closing and sealing of the parcel: the parcel containing the bid, in compliance with the payment of the fixed stamp duty, *pursuant to art. 9 paragraph 2 letter e of DL 61/2021*, **on penalty of elimination from tendering procedure**, shall be **closed, sealed and countersigned on the closing strips**. The parcel shall also have on the outside, in addition to the header of the sender and its address, the lettering: **"Offerta per fornitura della serie filatelica 2021 "Expo" – prot. 73524/2021"**.

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

1. **DECLARATION OF PARTICIPATION**, subscribed from the legal representative of the company of from a person with proxy (with signature for wide and indication of name and surname of the undersigning person and on what capacity, which will be the same person as indicated in point 2 below), submitted using the annex no.2, attesting 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.109/2021/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 31/12/2021;
 - f. the company possesses all the formal requirements specified in the present public invitation to tender, GARA D'APPALTO N. 109/2021/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.



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Y:\approvigion\Forniture beni e servizi 2021\2021 gare d'appalto\109_2021_AP Stampa Francob. Em Settembre EXPO

2. **COPY OF A VALID PERSONAL ID** of the representative person subscribing the declaration and the economic offer mentioned respectively in point no. 1 above and in point no.9 below.
3. **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 shall be the same person as in point 2).
4. **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.
5. **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.
6. **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 (if not already presented for other supplies of the current year).
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).

We specify that:

- 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.).

B) BID SUBMITTED ELECTRONICALLY

The certified e-mail (tNotice), on penalty of elimination from tendering procedure, must have as object the indication **"Offerta per fornitura della serie filatelica 2021 "Expo" – prot. 73524/2021 – Gara AP n. 109/2021"** and must have as attachments the documents required as in point 8.3.A above, duly signed with electronic certified signature by the legal representative or a person with proxy.

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 15/7/2021 at 11:15 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

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

3/5

REPUBBLICA DI SAN MARINO

Via 28 Luglio, 212 - 47893 Borgo Maggiore
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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.

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.

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.

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", currently applicable 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



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Y:\approvigion\Forniture beni e servizi 2021\2021 gare d'appalto\109_2021_AP Stampa Francob. Em Settembre EXPO

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.

16 – 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.

17 – 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).

18 - 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:

no.1 table for the economic offer

no.2 form for declaration of participation