



ΠΡΕΣΒΕΙΑ ΤΗΣ ΕΛΛΑΔΟΣ ΣΤΟ ΒΟΥΚΟΥΡΕΣΤΙ
ΓΡΑΦΕΙΟ ΟΙΚΟΝΟΜΙΚΩΝ & ΕΜΠΟΡΙΚΩΝ ΥΠΟΘΕΣΕΩΝ
EMBASSY OF GREECE IN BUCHAREST
OFFICE FOR ECONOMIC AND COMMERCIAL AFFAIRS

Bd. Pache Protopopescu 1-3, Sector 2, 021403 Bucharest, Romania
Tel: 004 021 210 07 48, 021 211 57 24 Fax: 004 021 211 98 93
E-mail: ecocom-bucharest@mfa.gr Website: www.agora.mfa.gr

Βουκουρέστι, 16.05.2017
ΑΠΦ: ΟΕΥ.2700/833

ΠΡΟΣ: -B8 Δ/ση (συν. μέσω ημών)
ΚΟΙΝ.: Πίνακα εν κοινοποιήσει αποδεκτών
(μ.η.)
Ε.Δ.: - Γρ. κ. Πρέσβεως (μ.η)

ΘΕΜΑ: Ηλεκτρονική πλατφόρμα προκήρυξης δημοσίων συμβάσεων στη Ρουμανία - Διαδικασία εγγραφής ενδιαφερόμενων εταιρειών

Κατόπιν πρόσφατης συναντήσεως των στελεχών του Γραφείου μας με την Υφυπουργό Μεταφορών της Ρουμανίας, αρμοδίας για θέματα δημοσίων έργων, σας ενημερώνουμε ότι, στο πλαίσιο απλοποίησης των διαδικασιών ανάθεσης και με στόχο την ενίσχυση της διαφάνειας και του ανταγωνισμού, η ρουμανική κυβέρνηση έχει προβεί στην δημιουργία Συστήματος Ηλεκτρονικών Δημοσίων Συμβάσεων "SEAP" (Sistemul Electronic de Achizitii Publice), στο οποίο μπορούν να εγγραφούν δωρεάν οι ενδιαφερόμενες εταιρείες.

Διαχειριστής του Συστήματος είναι η Αρχή Ψηφιακής Ατζέντας της Ρουμανίας "AADR" (Agentia pentru Agenda Digitala a Romaniei) και η πρόσβαση γίνεται μέσω της ιστοσελίδας www.e-licitatie.ro.

Οι ενδιαφερόμενες εταιρείες μπορούν να εγγραφούν στην εν λόγω υπηρεσία και να αποκτήσουν πρόσβαση στον κατάλογο των δημοσίων συμβάσεων, ακολουθώντας τα εξής 3 βήματα:

1. Ηλεκτρονική συμπλήρωση της φόρμας εγγραφής μέσω της ακόλουθης ιστοσελίδας, η οποία διαθέτει και αγγλική έκδοση:

<https://www.e-licitatie.ro/Public/Common/Static.aspx?f=SupplierRegistrationTermAndCondition>

2. Αποστολή στον Διαχειριστή του Συστήματος - Agentia pentru Agenda Digitala a Romaniei (μέσω ταχυδρομείου) των ακόλουθων εγγράφων:

-**αίτηση εγγραφής**, υπογεγραμμένη από τον εκπρόσωπο της εταιρείας ή από εξουσιοδοτημένο εκπρόσωπο της εταιρείας* (επισυνάπτουμε σχετικό έγγραφο στη ρουμανική)

-αντίγραφο **καταστατικού** της εταιρείας ή οποιουδήποτε άλλου εγγράφου από το οποίο να προκύπτει η μορφή της εταιρείας και ο νόμιμος εκπρόσωπος της, μεταφρασμένο στην ρουμανική γλώσσα και επικυρωμένο συμβολαιογραφικά

-*σε περίπτωση εκπροσώπησης από τρίτο θα πρέπει να αποσταλεί και το σχετικό πληρεξούσιο

Κατόπιν ελέγχου των ανωτέρω εγγράφων καθώς και των στοιχείων της ηλεκτρονικής εγγραφής, αποστέλλεται e-mail επιβεβαίωσης της εγγραφής.

3. Λήψη Ηλεκτρονικού Πιστοποιητικού και οδηγιών χρήσης του.

Για την πληρέστερη ενημέρωσή σας, αποστέλλουμε συνημμένως αναλυτικότερες πληροφορίες αναφορικά με την διαδικασία εγγραφής στα αγγλικά, όπως προκύπτουν από την ιστοσελίδα του Συστήματος.

Αξίζει, δε, να σημειωθεί ότι προβλέπεται η υλοποίηση έργων ύψους 43,5 δις ευρώ (<http://mt.ro/web14/strategia-in-transporturi/master-plan-general-transport/documente-master-plan>), βάσει του Εθνικού Σχεδίου Μεταφορών (General Transport Master Plan, σχετικό έγγραφο μας ΑΠΦ 2700/1467/2.9.2015) για την περίοδο 2015-2030.

Ενδεικτικά, αναφέρουμε την κατασκευή 1.200 χιλιομέτρων αυτοκινητόδρομων, 1.900 χιλιομέτρων οδικών αξόνων ταχείας κυκλοφορίας στο πλαίσιο των οδικών ευρωπαϊκών αξόνων 'Transregio' και 'Transeuro', την κατασκευή βοηθητικών διαδρόμων καθώς και άλλων υποδομών οδοποιίας, συνολικού κόστους 26 δις ευρώ, εκ των οποίων το κόστος της κατασκευής των αυτοκινητόδρομων εκτιμάται στα 13,254 δις ευρώ. Το εν λόγω Σχέδιο εγκρίθηκε από την Ευρωπαϊκή Επιτροπή την 10^η Ιουλίου 2015, ενώ παρέχεται η δυνατότητα συγχρηματοδότησης των έργων από ευρωπαϊκούς πόρους.

Τέλος, μεγάλα έργα υποδομής αναμένεται να προκηρυχθούν εντός του β' εξαμήνου 2017.

Ο Προϊστάμενος

Ιωάννης Μάρκος
Γενικός Σύμβουλος ΟΕΥ Α'

Συν. (μέσω ημών): - Αίτηση Εγγραφής (1 σελ.)
- Αναλυτικός Οδηγός Εγγραφής στο Σύστημα (5 σελ.)

CERERE DE ÎNREGISTRARE

Către: Agenția pentru Agenda Digitală a României
În atenția: Sistemului Electronic de Achiziții Publice (SEAP)
Ref.: Solicitare eliberare Certificat Digital de înregistrare în SEAP

Operatorul economic **cu sediul**
social / domiciliul în localitatea.....
 strada.....nr.....bl.....sc.....et.....ap.....sector.... cod
 postal.....judetul.....țara..... **cod de**
înregistrare fiscală (C.I.F.).....**(specificați dacă începe cu RO)**, nr. și dată de înregistrare
 la ORC/Registrul asociațiilor și fundațiilor/Registrul societăților agricole *(în funcție de caz)*,
 cont bancar..... deschis la
 banca..... tel., fax
 reprezentată prin domnul/doamna în calitate de *(se alege*
varianta corespunzătoare):

- a) reprezentant legal; sau
- b) mandatar conform împuternicirii nr.

solicit prin prezenta eliberarea Certificatului Digital. **Contul utilizator (completat la înregistrarea online)** pentru care
 solicit eliberarea Certificatului Digital de înregistrare în SEAP este, **adresa de**
e-mail....., **URL (adresa de**
web)....., iar persoana (de contact) menționată în formularul de înregistrare
 care va răspunde de utilizarea certificatului digital este
 domnul/doamna.....

De asemenea, prin prezentă ne obligăm să respectăm următorul angajament cu privire la păstrarea
 confidențialității și protecția informațiilor și anume:

- să păstrăm confidențialitatea informațiilor și să asigurăm protecția **Informațiilor**, fiind direct răspunzători față
 de operatorul SEAP pentru orice prejudiciu cauzat prin neîndeplinirea obligațiilor ce decurg din prezentul angajament;
- să nu executăm copii după **Informații** sau să le reproducem în orice formă și/sau pe orice suport și să nu
 divulgăm **Informațiile** către orice terță persoană;
- garantăm ca nu avem și nici nu vom accepta să ne asumăm ulterior, direct sau indirect, o obligație de orice
 natură care ar implica sau ar putea implica divulgarea **Informațiilor** către terțe persoane;
- să despăgubim AADR sau orice altă terță persoană fizică/juridică, participantă sau nu în cadrul SEAP, pentru
 orice prejudiciu cauzat, direct sau indirect prin neîndeplinirea obligațiilor ce decurg din prezentul angajament;
- să nu cedăm, în tot sau în parte, către terțe persoane drepturile care sunt conferite prin Certificatul Digital
 primit.

DATA Calitate (reprezentant legal sau mandatar)

Nume, prenume

 Semnătură

 Ștampilă

***SE COMPLETEAZĂ DE CĂTRE AADR**

Departamentul Suport Clienti	Motive de respingere a cererii de înregistrare
Data validării / respingerii.....	
Operator	

Nota 1: Noțiunea de **Informații** desemnează toate informațiile și datele de orice natură la care are acces în SEAP, ca deținător al unui
 certificat digital care atestă înregistrarea în SEAP. Noțiunea de **Informații** nu cuprinde informațiile și datele care au caracter public sau care
 devin publice prin orice alte mijloace care exclud culpa operatorului economic.

Nota 2 : Formularul este valabil în original sau semnat electronic, în formatul pus la dispoziție de AADR și se va încadra într-o singură
 pagină. Toate câmpurile sunt obligatorii.

*Datele dumneavoastră personale sunt prelucrate de către AADR, potrivit notificării nr. 9794, în conformitate cu Legea nr. 677/2001, în
 scopul implementării și operării sistemelor informatice și de comunicații ce furnizează servicii destinate guvernării prin mijloace electronice.
 Va puteți exercita drepturile de acces, de intervenție și de opoziție în condițiile Legii nr. 677/2001, printr-o cerere scrisă, semnată și datată,
 trimisă pe adresa AADR.*

Registration Procedure

Registration Procedure in Electronic System for Public Procurement (SEAP) of **operators** includes the following mandatory steps:

A) completing the online registration form available at www.e-licitatie.ro/ SEAP Register / register operators.

B) sending a Registration SEAP operator signed by the legal representative of the economic operator or the person expressly empowered to represent the economic operator in relations with third parties, in which a certified copy shall be sent by the act of empowerment, and documents revealing that to prove registration form that authorized person or entity and, if applicable, the certification or membership in a professional perspective.

C) transfer by SEAP operator an electronically digital certificate registration and instructions for its use.

By completing the registration form trader assumes a commitment to privacy and protection of information in the SEAP, including information that provides access to the system.

A) Completion of the registration form on-line:

***IMPORTANT** – data from the online registration will be used to download digital certificate (user account and password of your choice and PIN displayed on the online registration system rescue). These data will be used to download all the digital certificate validity period (2 years), is not transmitted through e-mail and can not be recovered. Please pay special attention regarding the type of characters used in password selection and retention of information regarding correct above.

1. Access link Sign up (register) from the main page. After this choose the option **economic operator**.

2. After selecting the option, it displays the page that contains terms and conditions that must be met by each user of the system. For registration to be possible it is necessary to accept the conditions set by choosing "ACCEPT".

Attention

!!!

By choosing "acceptable" economic operator is obliged to comply with the terms and conditions of each user and is committed to privacy and protection of information in the SEAP, including providing access to information in this system.

3. Fill in the registration form organized in five sections (General, Account Use, Address, Activity, Documents).

a. **General** section: in this area introduce general information about the economic operator : name, economic operator type (individuals, Romanian legal persons: family

associations, consumer cooperatives, handicraft cooperatives, associations and foundations, agricultural companies, companies, foreign entities), the name of the economic operator, the unique registration code / registration number in the Register of associations and Foundations / Register agricultural companies, the name and surname of the legal representative, bank, bank account. Optionally you can add other information in the field "Comments".

b. **User account** section: in this area enter the information needed to define the economic operator account management. It is necessary to fill in the following information: name, e-mail address of the person appointed under the economic operator for the account (account management), referred to as the responsible person (can be entered multiple email addresses, separated by commas) , Telephone, define a user account and password.If e-mail is not valid, (type username@domain.com) an appropriate error message will be displayed when saving.

c. **Adrese** section: addresses entered in this area corresponding to locations where economic operator operates. You can add multiple addresses, but only one will be Headquarter or contact address. The contact address for correspondence will be sent to the operator SEAP. It is necessary to add to this section a minimum of addresses that will be implicitly registered office and contact address.

Addresses are added by clicking **Add**. These can be: head office and secondary offices. It is necessary to fill in mandatory fields: name address, zip code, location (using the icon), phone, fax, e-mail address (can be entered multiple email addresses, separated by commas) and optional URL (Internet address), including contact name. If you want this to be the contact address check box on the right.

Repeat step mentioned in the previous paragraph for each address to be added to the system.

d. **Scope** section: This page allows you to view the list of areas of activity for a trader, adding a new field and deleting an existing business area. To add a new field of activity from the list of NACE codes are purchasing the **Add** button. To delete one or more NACE codes list, tick the appropriate box next to each NACE code to be deleted, and then **Delete** button acts. Completing this section is optional.

e. **Documents** section: This section will be available at a date that will be announced later.

The entered information will not be lost when the user moves from one section to another.

4. In the event that all required information has been completed and you clicked the **Save** button, you will be directed to a new page displaying centralized information entered in the five sections of the recording. If you want to change them, click the **Back** button, and if all information was entered correctly, complements field at the bottom of the page (protective mechanism) by entering the verification code that appears in the left side. Recording operation ends by choosing **Accept**.

If for any reason the protection code is entered incorrectly, the screen will display an error message and will be returned another code protection in order to save entered data.

Such registration operation resumed ends with choosing **Accept**. If operation successful completion, the information will be displayed: **You have been registered in the system** accompanied by message: **Your PIN access for downloading digital**

certificate is Please remember not entrust it to another unauthorized person.

After carrying out the above steps will be forwarded to the operator SEAP trader an email confirmation of registration on-line (the email address entered as a contact address).

B) Send the following documents:

Application for Registration - addresses of the SEAP should be completed using the form available here signed by the legal representative of the economic operator or the person expressly empowered to represent the economic operator in relations with third parties, in which will be sent::

- Original of the power of attorney signed by the legal representative of the economic operator;
or

- A certified copy of the power of attorney signed by the legal representative of the economic operator.

The power of attorney must specifically delegated person entitled to represent the economic operator in relations with third parties (principal general) or is entitled to represent the economic operator in dealing with AADR on record in SEAP (special term), in which case it completing the empowerment potential available here .

The application for registration must be accompanied by the following supporting documents in accordance with Art. 6 para. (2) c) of the Implementing Rules approved by H. G. No. 1660/2006:

- for individuals and companies novels: **Single copy** of registration certificate ORC / completion of enrollment in the Register of Associations and Foundations / completion of enrollment in agricultural companies register;
- foreign natural and legal persons: **copy translated into Romanian and notarized** , supporting documents to prove a form of registration as natural / legal person and registration / certification or membership in a professional perspective, in accordance with the laws of country in which the economic operator is resident.

Completed registration application form available under the SEAP, the power of attorney (if applicable) and edifying documents can be sent by mail with acknowledgment of receipt or may be submitted directly to the Registrar headquarters AADR to release digital certificate registration.

***IMPORTANT** - Before sending documents, please make sure that you own the account, password and PIN code associated applying for the certificate of registration for digital. If you are not sure that you remember the information correctly, resume from point A to a new user account. After checking the information contained in the online registration form and the documents submitted SEAP operator shall submit by electronic mail validation message from the documents or a notice to remedy the inconsistencies referred to the dates of the documents presented.

After checking the information contained in the **online registration form** and the documents submitted SEAP operator shall submit by electronic mail validation message from the documents or a notice to remedy the inconsistencies referred to the dates of the documents presented.

C) Transmission of digital certificate - SEAP operator is obliged to provide to the economic operator, by electronic means, the digital certificate of registration and instructions for its use, no later than **two business days** from receipt of the documents mentioned above in conditions correct and complete filling of the registration form.

After issuing its economic operator will receive a new certificate access message which will include information about the certificate serial number and the link where you can download the certificate.

When accessing, the economic operator will enter the **username** (User Account) account, **password** management (password) set the record in the system, **pin access** for downloading digital certificate and code verification.

After completing the required information click "**Login**" to direct to the page "**Download certificate**" which will display the password to install the certificate.

Press the **Save** certificate (disk-shaped icon) to save the certificate on your hard drive. **Attention!** If you press the confirm download (X-shaped icon) **certificate will not be available later for download**. Also on this page you can find links to download the installation of digital certificate in your browser (in PDF and DOC).

Note 1: Any economic operator registered in SEAP is able to mandate its subordinate entities, to participate **in the name and on behalf**, of its public procurement by electronic means through the SEAP. After registering, the user becomes **master trader SEAP** and entitled to confer rights to use SEAP and other users (entities subordinate to). In the end, after installing the digital certificate, **the master user** can add new users by accessing the menu "**Administration**" section "**Users**". From the page "**User List**" to act "**Adauga**" button, in which case it will open the page "**edit user**" organized into two sections: "**General**" and "**Manage roles**". In the "**General**" enter the information needed to define the desired user. It is necessary to fill in the following information: name, e-mail address of the person designated phone, define a user account and password. In Section "**Manage roles**" can be assigned user rights to new users that master created according to the actions that need to be performed by those users; Just simple definition of the new users created by the **master user** does not give them the opportunity to participate in electronically public procurement if association rights are not given. For association rights can access the "**Add**", the displayed list of rights that may be associated with a new user, the user will select the icon corresponding **master rights** which wants to assign that user. After award of a law, it will be marked as assigned. By clicking "**Continue**" button will show a list of all the rights assigned. Saving profile, including the rights assigned is done by pressing the button "**Save**". Users list and list of their assigned rights can be modified. A newly created user can be validated / invalidated by the master, but can't be removed.

An entity without legal personality, subordinated to an economic operator is not entitled to register separately in SEAP and thus to achieve **user quality master**.

Responsibility for compliance and implementation of the facilities described in Note 1 content belongs exclusively to the economic operator.

Note 2: The digital certificate is valid for a period of two years from the date of its issue.

Source: <https://www.e-licitatie.ro/Public/Common/Static.aspx?f=InregistrareOF>