Approved by the order of the Chairman of Azerbaijan Caspian Shipping Closed Joint Stock Company dated 1st of December 2016No. 216.



**AZERBAIJAN CASPIAN SHIPPING CLOSED JOINT STOCK COMPANY**

**IS ANNOUNCING OPEN BIDDING FOR THE PROCUREMENT OF OFFICE EQUIPMENT**

 **B I D D I N G No. AM012/2022**

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| --- | --- |
|  | **Submission documentation required for participation in the bidding :*** Application for participation in the bidding (template has been attached hereto) ;
* Bank evidence as a proof of participation fee ;
* Bidding offer :
* Bank document confirming financial condition of the consignor within the last year (or within the period of operation if less than one year) ;
* Statement issued by the relevant tax authorities on the absence of expired commitments associated with taxes and other compulsory payments and failure of obligations set forth in the Tax Code of the Republic of Azerbaijan for the last one year (excluding the period of suspension).

At the initial stage, application for participation in the bidding ( signed and stamped ) and bank evidence proving payment of participation fee (excluding bidding offer) shall be submitted in English, Russian or in Azerbaijani languages to the official address of "Azerbaijan Caspian Shipping" CJSC (hereinafter referred to as "ASCO" or "Procuring Organization") through email address of contact person in charge by **17.00** (Baku time) on **February 3, 2022**. Whereas, other necessary documents shall be submitted as enclosed in the bidding offer envelope.   Description (list) of goods, works or services has been attached hereto.  |
|  | **The participation fee and Collection of General Terms and Conditions:*** Any participant (bidder), who desires to participate in the bidding, shall pay for participation fee stated below (the payment order shall necessarily state the name of the organization holding open bidding and the subject of the bidding) and shall submit the evidence as a proof of payment to ASCO not later than the date stipulated in section one. All participants (bidders), who have fulfilled these requirements, may obtain General Terms and Conditions relating to the procurement subject from contact person in charge by the date envisaged in section IV of this announcement at any time from 08.00 till 17.00 in any business day of the week.

**Participation fee amount (VAT exclusive):** * **LOT-1 AZN 50.**
* **LOT-2 No participation fee to be provided for this lot.**
* **LOT-3 No participation fee to be provided for this lot.**
* The participation fee may be paid in AZN or equivalent amount thereof in USD or EURO.
* ***Account No. :***

|  |  |  |
| --- | --- | --- |
| AZN | USD | EURO  |
| Name : The International Bank of Azerbaijan ABB- Customer Service DepartmentCode : 805250TAX ID : 9900001881Correspondent account : AZ03NABZ01350100000000002944SWIFT : IBAZAZ2XBeneficiary: AZARB.XAZAR DANIZ GAMICILIYI QSCTAX ID : 1701579951Account No. (AZN) : AZ36IBAZ38050019441115341120 | Intermediary Bank : Citibank N.Y, New YorkAcc.36083186, SWIFT: CITIUS33Beneficiary Bank : The International Bank of AzerbaijanIBA- Customer Service DepartmentSWIFT : IBAZAZ2X Nizami str., 67Beneficiary : AZARB.XAZAR DANIZ GAMICILIYI QSCTAX ID : 1701579951Account No. : AZ26IBAZ38150018401115341120 | Intermediary Bank : Commerzbank AG, Frankfurt am MainSWIFT : COBADEFFACC # 400 88 660 3001Beneficiary Bank : The International Bank of Azerbaijan,IBA-Premier Customer ServiceSWIFT : IBAZAZ2X Nizami str., 67Beneficiary : Azerbaijan Caspian Shipping CJSCTAX ID : 1701579951Account No. : AZ06IBAZ38150019781115341120 |

* **Except for circumstances where the bidding is cancelled by ASCO, participation fee shall in no case be refunded !**
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|  |  **Security for a bidding offer :** * The bank guarantee is required in the amount of at least 1 (one) % of the bidding offer price. A bank guarantee sample shall be specified in the General Terms and Conditions.
* Bank guarantees shall be submitted as enclosed in the bidding offer envelope along with the bidding offer. Otherwise, the Purchasing Organization shall reserve the right to reject such offer.
* The financial institution that issued the guarantee should be acknowledged in the Republic of Azerbaijan and / or international financial transactions. The purchasing organization shall reserve the right not to accept and reject any unreliable bank guarantee.
* Persons wishing to participate in the bidding and intending to submit another type of warranty (letter of credit, securities, transfer of funds to the special banking account set forth by the Procuring Organization in the bidding documents, deposit and other financial assets) shall request and obtain a consent from ASCO through the contact person reflected in the announcement on the acceptability of such type of warranty.
* Contract performance bond is required in the amount of 5 (five) % of the purchase price.
* For the current procurement operation, the Procuring Organization is expected to make payment only after the goods have been delivered to the warehouse, no advance payment has been intended.

**Contract Performance Term :** * The goods will be purchased on an as needed basis. It is required that the contract of purchase be fulfilled within 10 (ten) calendar days upon receipt of the formal order (request) placed by ASCO.
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|  | **Final deadline date and time for submission of the bidding offer :*** All participants, which have submitted their application for participation in the bidding and bank evidence as a proof of payment of participation fee by the date and time stipulated in section one, and shall submit their bidding offer (one original and two copies) enclosed in sealed envelope to ASCO by **17.00** Baku time on **February 9, 2022**.
* All bidding offer envelopes submitted after above-mentioned date and time shall be returned unopened.
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|  | **Address of the procuring company :**The Azerbaijan Republic, Baku city, AZ1003 (postcode), 2 Mikayil Huseynov street, Procurement Committee of ASCO. **Contact person in charge:**Vugar Jalilov Senior procurement specialist at the Procurement Department of ASCOTelephone No. : +99451 229 62 79E-mail: vuqar.calilov@asco.az, tender@asco.azZaur Salamov Procurement specialist at the Procurement Department of ASCO**Telephone No.: +99455 817 08 12**E-mail: zaur.salamov@asco.az**Contact person on legal issues :**Landline No.: +994 12 4043700 (ext: 1262)Email address: tender@asco.az |
|  | **Date and time assigned for the opening of bidding offer envelopes:**Opening of the envelopes shall take place at **16.00** Baku time on **February 10, 2022** in the address stated in section V of the announcement. Persons wishing to participate in the opening of the envelopes shall submit a document confirming their permission to participate (the relevant power of attorney from the participating legal entity or natural person) and the ID card at least half an hour before the commencement of the bidding. |
|  | **Information on the winner of the bidding :**Information on the winner of the bidding will be posted in the "Announcements" section of the ASCO official website.  |

(On the participant`s letter head)

APPLICATION FOR PARTICIPATION IN

THE OPEN BIDDING

\_\_\_\_\_\_\_\_\_\_\_ city “\_\_”\_\_\_\_\_\_\_20\_

\_\_\_\_\_\_\_\_\_\_\_№

To the attention of the Chairman of ASCO Procurement Committee

Mr Jabrail Mahmudlu

We, hereby confirm the intention of [ to state full name of the participant ] to participate in the open bidding No. [ bidding No. shall be inserted by participant ] announced by ASCO in respect of procurement of "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" .

Moreover, we confirm that no winding - up or bankruptcy proceeding is being performed or there is no circumstance of cessation of activities or any other circumstance that may impede participation of [ to state full name of the participant ] in the stated bidding.

In addition, we warrant that [ to state full name of the participant ] is not an affiliate of ASCO.

Below mentioned contact details are available to respond to any question that may emerge in relation to the documents submitted and other issues :

* Contact person in charge :
* Position of the contact person :
* Telephone No. :
* E-mail:

Attachment :

1. Original of the bank evidence as a proof of payment of participation fee – \_\_ page(s).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(initials of the authorized person) (signature of the authorized person)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (position of the authorized person)

 **STAMP HERE**

 **LIST OF THE GOODS :**

|  |  |  |  |
| --- | --- | --- | --- |
| **№** | **Nomination of the goods and materials** | **Measurement unit** | **Quantity** |
|  | **LOT-1** |  |   |
| 1 | PC set Intel Core i3 10-11 generation 3,60 GHz;8 GB DDR4R 2666 Mhz;SATA 256 Gb SSD;Intel UHD Graphics 630;DVD-RW ODD;FreeDOS 3.0;21.5" FHD (1920x1080); LAN 1 Gbps;QWERTY with numeric keypad RUS/Optical mouse;VGA/HDMI/4xUSB 3.0 | pcs | 22 |
| 2 | PC set  Intel Core i5 10-11 generation 3 GHz (up to 4.40 GHz);8 GB (1x8GB) DDR4 2666 Mhz 8GB;SATA 256 Gb SSD SATA 1Tb HDD;Intel UHD Graphics 630;DVD-RW ODD;FreeDOS/Noneı;21.5" FHD (1920x1080) IPS w/LED backlight;LAN 1 Gbps;QWERTY with numeric keypad RUS/Optical mouse;VGA/HDMI/6xUSB 3.0/Power Cord EURO | pcs | 13 |
| 3 | PC set  Intel Core i5 10-11 generation 3 GHz (up to 4.40 GHz);8 GB (1x8GB) DDR4 2666 Mhz 8GB;SATA 512 Gb SSD SATA 1Tb HDD;Intel UHD Graphics 630;DVD-RW ODD;FreeDOS/Noneı;21.5" FHD (1920x1080) IPS w/LED backlight;LAN 1 Gbps;QWERTY with numeric keypad RUS/Optical mouse;VGA/HDMI/6xUSB 3.0/Power Cord EURO | pcs | 20 |
| 4 | Laptop : Intel Core i5 10-11 generation 1.6 GHz;8 GB (1x8GB) DDR4-SDRAM 2666 Mhz;M.2 512 Gb SSD;Intel UHD Graphics;No Included ODD;FreeDOS/None;15.6" FHD (1920x1080);Wi-Fi 5 (802.11ac)/ LAN 1 Gbps/ Bluetooth 5.0;QWERTY with numeric keypad RUS/ Touchpad;1280x720 HD Camera 16:9/HDMI/2xUSB 3.0/Power Cord EURO | pcs | 36 |
| 5 | Laptop : Intel Core i3 10-11 generation 2.10 GHz;8 GB DDR4-SDRAM 2666 Mhz;M.2 256 Gb SSD;Intel UHD Graphics;No Included ODD;FreeDOS 3.0;15.6" FHD (1920x1080);Wi-Fi 5 (802.11ac)/ LAN 1 Gbps/ Bluetooth 5.0;QWERTY with numeric keypad RUS/ Touchpad;1280 x 720 HD Camera 16:9/HDMI/2xUSB 3.0 | pcs | 20 |
|   | **LOT-2** |   |   |
| 1 | A4 black and white laser printer, scanner, copy, network and ADF, inclusive of starting cartridges (automatic document transmitter, printing 25-30 pages per minute) | pcs | 56 |
| 2 | A4 color laser printer, scanner, copy, network and ADF, inclusive of starting cartridges (automatic document transmitter, printing 25-30 pages per minute) | pcs | 1 |
| 3 | A4 color laser printer, inclusive of starting cartridges (printing 25-30 pages per minute) | pcs | 21 |
| 4 | A3/A4/A5 color laser printer, scanner, copy, network and ADF, inclusive of starting cartridges (automatic document transmitter, printing 20-25 pages per minute) | pcs | 9 |
|   | **LOT-3** |   |   |
| 1 | Laminating apparatus A-4 Atlas P44D3 | pcs | 8 |
| 2 | Projector apparatus WUXGA 1280 x 800, 3D Ready, DLP, 4000 ANSI, 20000 : 1, equipped with bulb, 1 х 3 W, portable ACER X1126AH | pcs | 2 |
| 3 | Accessory optical mouse USB wireless (produced by HP) | pcs | 164 |
| 5 | Wireless keyboard 430 x 32 x 149 mm (produced by HP) | pcs | 64 |
| 6 | Flash memory card 16 GB HYPER | pcs | 188 |
| 7 | Flash memory card 32 GB HYPER | pcs | 23 |
| 8 | Telephone apparatus - Number of lines-1; Ringtones-16; Phonebook (number) 100; Caller ID; Speakerphone; color-black; Headset support; Caller ID (memory number) -50 numbers  | pcs | 260 |
| 9 | UPS Powercom Raptor RPT-1000A line İnteractive Tower | pcs | 27 |
| 10 | UPS Powercom Raptor RPT-600A line İnteractive Tower | pcs | 10 |
| 11 | 10 meter USB cable for printer | pcs | 15 |
| 12 | Accessory: Optical mouse USB wired  | pcs | 20 |
| 13 | Flash memory card 8 GB | pcs | 100 |
| 14 | Flash memory card 4 GB | pcs | 100 |
| 15 | Flash memory card 128 GB HYPER | pcs | 5 |

 **For technical questions please contact :**

**Zaur Salamov**

**Senior procurement specialist at the Procurement Department of ASCO**

**Telephone No.: +99455 817 08 12**

Email address : zaur.salamov@asco.az

Due diligence shall be performed in accordance with the Procurement Guidelines of ASCO prior to the conclusion of the purchase agreement with the winner of the bidding.

 The company shall enter through this link http: //asco.az/sirket/satinalmalar/podratcilarin-elektron-muraciet-formasi// to complete the special form or submit the following documents:

* Articles of Association of the company (all amendments and changes including)
* An extract from state registry of commercial legal entities (such extract to be issued not later than last 1 month)
* Information on the founder in case if the founder of the company is a legal entity
* Certificate of Tax Payer`s Identification Number
* Audited accounting balance sheet or tax declaration (depending on the taxation system) / reference issued by taxation bodies on non-existence of debts for tax
* Identification card of the legal representative
* Licenses necessary for provision of the relevant services / works (if any)

No agreement of purchase shall be concluded with the company which did not present the above-mentioned documents or failed to be assessed positively as a result of the due diligence performed and shall be excluded from the bidding !