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 THE OFFICE UTENSILS**

**B I D D I N G No. AM093/2021**

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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 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 **December 7, 2021**. 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): **AZN 100**
* The participation fee may be paid in AZN or equivalent amount thereof in USD or EURO.
* ***Account No. :***

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| A Z N  | U S D | E U R O  |
| 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 5 (five) 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 **December 14, 2021**.
* 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, AZ1029 (postcode), 2 Neftchilar Avenue, 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.az**Zaur 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 on **December 15**, **2021** at **15.30** Baku time in the address set forth 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).

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

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 (position of the authorized person)

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 **LIST OF THE GOODS :**

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| **№** | **Nomination of the goods** | **Measurement unit** | **Quantity** |
| 1 | Sticky note paper 9 x 9 x 5 cm (with cardboard box, made of 60 g/m2 paper, 500 sheets) | pack | 720 |
| 2 | Sticky note paper 76 x 76 mm (made of 75 g/m2 paper, 100 sheets) | pack | 955 |
| 3 | Sticky note paper (colored - mixed) 76 x 76 mm (made of 75 g/m2 -100 sheets) | pack | 625 |
| 4 | Sticker 5-color film index 50 x 12 mm 25L; 125 pcs | block  | 670 |
| 5 | Notepad, A5 format, spiral 148 х 210 mm; squared; 40 sheets | pcs | 710 |
| 6 | Notepad, A6 format, spiral 101 х 145 mm; squared; 50 sheets  | pcs | 405 |
| 7 | Stationery book A4 format, squared 60 sheets; 50 g/m2 paper; hard cover | pcs | 1420 |
| 8 | Stationery book A4 format, lines, 60 sheets; 50 g/m2 paper; hard cover | pcs | 880 |
| 9 | Stationery book A4 format, squared 96 sheets; 60 g/m2 paper; hard cover | pcs | 190 |
| 10 | Stationery book A4 format, squared 100 sheets; 60 g/m2 paper; hard cover | pcs | 1720 |
| 11 | Stationery book A4 format, lines, 100 sheets; 60 g/m2 paper; hard cover  | pcs | 730 |
| 12 | Notepad - A5 format, squared 130 x 210 mm, 120 sheets; dark blue leather cover | pcs | 430 |
| 13 | File folder - A4 format; 700 microns; (20 sheets); blue | pcs | 395 |
| 14 | File folder - A4 format; 700 microns; (60 sheets); blue | pcs | 299 |
| 15 | File folder - A4 format; 700 microns; (100 sheets); blue | pcs | 150 |
| 16 | Ring binder 252 x 75 x 322 mm; plastic. blue | pcs | 400 |
| 17 | Ring binder 245 x 120 x 330 mm; plastic. blue | pcs | 280 |
| 18 | Ring binder - A4 format; 200 sheets; plastic; blue | pcs | 190 |
| 19 | Transparent folder - A4 format; 200 sheets | pcs | 530 |
| 20 | Stationery folder - A4 format; 4 laced; vinyl paper; 50 mm; 350 sheets | pcs | 150 |
| 21 | Ring binder equipped with arch type mechanism 317 x 285 x 50 mm; A4 format; blue | pcs | 1220 |
| 22 | Ring binder equipped with arch type mechanism 317 x 285 x 75 mm; A4 format; blue | pcs | 2620 |
| 23 | Plastic folder with rubber lace - A4 format; 300 sheets | pcs | 920 |
| 24 | Plastic envelope type folder transparent (with snap button) A4 format; 0.18 mm; 100 sheets | pcs | 886 |
| 25 | Stationery folder - A4 format; with 2 rope closure (laced); cardboard 320 g / m2; 200 sheets | pcs | 50 |
| 26 | Jubilee folder 50th Anniversary - A4 format; balacron cover; burgundy color | pcs | 155 |
| 27 | Jubilee folder 60th Anniversary - A4 format; balacron cover; burgundy color | pcs | 115 |
| 28 | Transparent file holder (A4, plain) 40 microns, 100 pcs | pack | 1450 |
| 29 | Transparent file holder (A4, thick) 60 microns, 100 pcs | pack | 2104 |
| 30 | Lamination film (A-4 format; 125 microns - 100 pcs) | pack  | 78 |
| 31 | Lamination film (A-3 format; 125 microns - 100 pcs) | pack  | 45 |
| 32 | Binding film A4 format; 150 microns; 100 pcs | pack  | 15 |
| 33 | Paper - A4 size; made of 160 gr/ m2 ( A class, high white) 250 pcs | pack | 130 |
| 34 | Paper - A4 size; made of 80 gr/ m2 ( A class, high white) 500 pcs | pack | 15965 |
| 35 | Paper A4 80 gr.m2 (Manufactured by "Double Brilliant Ballet", A class, high white) 500 pcs | pack | 2400 |
| 36 | Paper - A3 size; made of 80 gr/ m2 ( A class, high white) 250 pcs | pack | 145 |
| 37 | Paper - A3 size; made of 160 gr/m2 ( A class, high white) 250 pcs | pack | 80 |
| 38 | Office paper - A3 size; made of 200 gr/m2 ( A class, high white) 250 pcs | pack | 10 |
| 39 | Office paper - A4 size; made of 120 gr/m2 ( A class, high white) 250 pcs | pack | 60 |
| 40 | Office paper - A3 size; made of 250 gr/m2 ( A class, high white) 250 pcs | pack | 20 |
| 41 | Office paper - A3 size; made of 300 gr/m2 ( A class, high white) 250 pcs | pack | 10 |
| 42 | Colored paper 70 x 100 250 g/m2 (different colors) | pcs | 130 |
| 43 | Whatman drawing paper A1 format; 610 x 860 mm; 200 g/m2  | pcs | 225 |
| 44 | Plotting paper - A1; 610 mm; 90g/m2; 50 m | roll | 45 |
| 45 | Plotting paper - 841 mm; 90g/m2; 40 m | roll | 50 |
| 46 | Adhesive tape double-sided 50 mm; 175 H / m; 40 microns; 5 m | pcs | 300 |
| 47 | Adhesive tape double-sided 30 mm; 175 H / m; 40 microns; 5 m | pcs | 130 |
| 48 | Adhesive transparent tape 12 mm; 175 H / m; 45 microns; 25 m | pcs | 1100 |
| 49 | Adhesive transparent tape 45 mm; 175 H / m; 45 microns; 50 m | pcs | 440 |
| 50 | Adhesive transparent tape 45 mm; 175 H / m; 45 microns; 100 m | pcs | 680 |
| 51 | Scotch tape 50 mm; 50 m | pcs | 175 |
| 52 | Glue strick (ПВП) 8 gr | pcs | 3265 |
| 53 | Envelope - white A4 229 x 324 mm, 110 g/m2 | pcs | 4890 |
| 54 | Envelope - white A5 162 x 229 mm, 110 g/m2 | pcs | 4725 |
| 55 | Envelope - white E65 110 x 220 mm, 110 g/m2  | pcs | 1335 |
| 56 | Correction film 5 mm x 13 m | pcs | 200 |
| 57 | Correction pen 7 ml | pcs | 3290 |
| 58 | Correction fluid (20 gr) | pcs | 612 |
| 59 | Seal ink (blue) 28 ml | pcs | 352 |
| 60 | Stationery knife (big) 18 mm | pcs | 815 |
| 61 | Stationery knife (small) 9 mm | pcs | 800 |
| 62 | Spares for stationery knife (big) 18 mm 10 pcs | pack | 228 |
| 63 | Spares for stationery knife (small) 9 mm 10 pcs | pack | 421 |
| 64 | Ruler 30 cm; metallic 25 mm x 0.8 mm | pcs | 833 |
| 65 | Ruler 150 cm; metallic 25 mm x 1 mm | pcs | 307 |
| 66 | Pencil sharpener with 20 g container | pcs | 1065 |
| 67 | Button 11 mm colored 50 pcs | pack | 415 |
| 68 | Eraser 55 х 23 х 10 mm | pcs | 2202 |
| 69 | Stationery scissors (20 cm) | pcs | 975 |
| 70 | Eyelet puncher with big ruler - for 25 sheets  | pcs | 222 |
| 71 | Eyelet puncher with small ruler - for 10 sheets | pcs | 185 |
| 72 | Pin 28 mm / 100 pcs | pack | 1387 |
| 73 | Pin 50 mm / 100 pcs | pack | 860 |
| 74 | Clamp (binder clips) 15 mm 12 pcs | pack | 575 |
| 75 | Clamp (binder clips) 19 mm 12 pcs | pack | 705 |
| 76 | Clamp (binder clips) 25 mm 12 pcs | pack | 605 |
| 77 | Clamp (binder clips) 32 mm 12 pcs | pack | 405 |
| 78 | Clamp (binder clips) 41 mm 12 pcs | pack | 475 |
| 79 | Clamp (binder clips) 51 mm 12 pcs | pack | 455 |
| 80 | Stapler 24/6 for 20 sheets | pcs | 856 |
| 81 | Spare staples 24 / 6 1000 pcs | pack | 3231 |
| 82 | Big size stapler 23/10-23/13 for 100 sheets | pcs | 55 |
| 83 | Spare staples 23/13 1000 pcs | pack | 225 |
| 84 | Stapler No. 10 for 10-15 sheets | pcs | 130 |
| 85 | Staples No.10 1000 pcs | pcs | 350 |
| 86 | Staple remover 10; 24/6; 26/6 | pcs | 819 |
| 87 | Modelling clay 6-color 120 q | pack | 52 |
| 88 | Album (for kids) A4 format 100 g/m2 40-sheets | pcs | 70 |
| 89 | Fiber tipped pen 18-color | pack | 5 |
| 90 | Colored pencils (18-color) | pack | 98 |
| 91 | Gouache 16-color; 20 ml | pack | 35 |
| 92 | Watercolor 24-color; 2.5 ml | pack | 55 |
| 93 | No.4 round brush for watercolor drawing (short); | pcs | 55 |
| 94 | Ball point pen (black, 1 mm) | pcs | 2210 |
| 95 | Ball point pen (green, 1 mm) | pcs | 690 |
| 96 | Ball point pen (red, 1 mm) | pcs | 2335 |
| 97 | Ball point pen (blue, 1 mm) | pcs | 14430 |
| 98 | Gel roller - pen 0.5 mm (black) | pcs | 430 |
| 99 | Gel roller - pen 0.5 mm (blue) | pcs | 1060 |
| 100 | Gel roller - pen 0.5 mm (red) | pcs | 310 |
| 101 | 0.5 mm mechanical pencil | pcs | 105 |
| 102 | 0.7 mm mechanical pencil | pcs | 185 |
| 103 | Spare graphite for 0.5 mm mechanical pencil | pack | 202 |
| 104 | Spare graphite for 0.7 mm mechanical pencil | pack | 232 |
| 105 | Simple pencil with eraser 2 HB  | pcs | 8725 |
| 106 | Marker black (for whiteboard) round 3 mm | pack | 277 |
| 107 | Marker blue (for whiteboard) round 3 mm | pcs | 217 |
| 108 | Marker red (for whiteboard) round 3 mm | pcs | 212 |
| 109 | Permanent marker; blue color 4 mm | pcs | 150 |
| 110 | Permanent marker; red color 4 mm | pcs | 140 |
| 111 | Permanent marker; turquoise color 4 mm | pcs | 140 |
| 112 | Permanent marker; white color 4 mm | pack | 110 |
| 113 | Text marker pen (blue) 1-4 mm | pcs | 755 |
| 114 | Text marker pen (black) 1-4 mm | pcs | 700 |
| 115 | Text marker pen (red) 1-4 mm | pcs | 855 |
| 116 | Text marker pen (yellow) 1-4 mm | pcs | 837 |
| 117 | Text marker pen (green) 1-4 mm | pcs | 500 |
| 118 | Desktop set-4 items (pencil case, pin case, note paper case, pallet for A4 paper-3 floor) | pcs | 165 |
| 119 | Secretariat (tablet) A4 format 320 x 225 mm dark blue  | pcs. | 172 |
| 120 | Desktop flag of Azerbaijan 25 x 14 cm | pcs | 149 |
| 121 | Quartzite wall clock Ø 30 cm | pcs | 354 |
| 122 | Frame A3 29,7 x 42 baguette - 20 mm (with organic glass) | pcs | 105 |
| 123 | Frame A4 31 x 30 baguette - 20 mm (with organic glass) | pcs | 305 |
| 124 | Electronic calculator (M+, M-, MRC) (GR-14, GR-16) 204 х 158 х 31 mm | pcs | 581 |
| 125 | Frame 60 x 80 cm (with organic glass) | pcs | 55 |
| 126 | Frame 100 x 100 cm (with organic glass) | pcs | 60 |
| 127 | Frame 120 x 90 cm (with organic glass) | pcs | 55 |
| 128 | Paper knife | pcs | 311 |
| 129 | Marker pen (yellow) | pcs | 310 |
| 130 | Plotting paper 914 mm x 45.7 meters | pcs | 10 |
| 131 | I.Aliyev`s portrait 50 x 70 cm | pcs | 50 |
| 132 | Sticky note paper, 50 x 12 mm (different colors, sticker)  | pcs | 610 |
| 133 | Chest card | pcs | 350 |
| 134 | File folder - A4 format; 700 microns; (40 sheets); blue | pcs | 463 |
| 135 | Paper Flip Chart 585 x 810 mm | pcs | 40 |
| 136 | Flag of Azerbaijan 70 x 105 cm (for marine usage) | pcs | 68 |
| 137 | Flag of Azerbaijan 100 x 150 cm (for marine usage) | pcs | 435 |
| 138 | Flag of Iran 150 x 100 cm (for marine usage) | pcs | 20 |
| 139 | Flag of Kazakhstan 150 x 100 cm (for marine usage) | pcs | 100 |
| 140 | Flag of Russia 150 x 100 cm (for marine usage) | pcs | 20 |
| 141 | Flag of Turkmenistan 150 x 100 cm (for marine usage) | pcs | 150 |
| 142 | Battery AA 1 x 2 DURACELL | pcs | 2450 |
| 143 | Battery AAA 1 x 2 DURACELL | pcs | 3050 |
| 144 | Battery D  | pcs | 360 |
| 145 | Note paper white (Turkey) LIZY (100 pcs in pack)  | pcs | 70 |
| 146 | Limber binding (Durable) A3 | pcs | 250 |
| 147 | Limber binding (Durable) A5 | pcs | 125 |
| 148 | Binding film A3 | pack | 5 |
| 149 | Paper folder | pcs | 300 |

 **For technical questions please contact :**

**Zaur Salamov**

**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 !