**INVITATION**

**FOR PROCUREMENT OF ASSET VALUATİON SERVİCES**

**“AZERBAIJAN CASPIAN SHIPPING” CLOSED JOINT STOCK COMPANY (CJSC)**

**Documents for Participation in the RFP to be held on**

**MAY 31, 2025**

**INVITATION DOCUMENTATION (GENERAL TERMS AND CONDITIONS)**

Azerbaijan Caspian Shipping Closed Joint Stock Company (hereinafter "the Company”) invites you to provide your proposals as per "A Request for Proposal (RFP)" method in accordance with internal documents regulating organization and management of procurement within the Company.

Necessary documents appended to the General Terms and Conditions and to be filled in accordingly and submitted by the vendor:

* Details of the works, requirements and technical specifications applicable to them (requirements in respect of safety and effect on the environment) (Appendix 1);
* Application to the Customer, confirmation and acceptance of the RFP conditions (Appendix 2);
* Vendor`s legal address and banking details (Appendix 3);

The documents specified in this Invitation together with the RFP responses shall be submit in a sealed envelope by **14:00 (Baku time) on June 10, 2025** to the following address:

Azerbaijan Caspian Shipping Closed Joint-Stock Company M.Useynov str. 2, AZ1003, Baku, Azerbaijan

Procedure of opening of the envelopes shall be performed at address of M.Useynov str. 2, AZ1003, Baku, Azerbaijan on **June 10, 2025, 15:00 Baku time.**

RFP responses shall be valid within **30** days starting from the date of opening of the envelopes.

Company shall be entitled to make amendments to RFP conditions for any reason whatsoever by making appendices to them at any time until deadline for submission of RFP responses. Appendices shall be delivered to all vendors who have already sent their RFP responses and shall be binding for all of them.

All submitted RFP responses shall be considered at the meeting held by the Procurement Group of the Company established by the Company. Quality ratings of the services shall be investigated. All RFP responses, meeting requirements stipulated in Appendix 1 to these RFP Conditions, shall be compared and assessed in accordance with their technical and financial indicators. **The Company shall have a right to conduct prequalification of the Vendor or to make assessment of the infrastructure/personnel/equipment and experience of the Vendor after the RFP response and make decision on their compatibility with the provision of required services.**

Confidentiality of information and documents of the RFP.

* Vendors shall keep confidential all information provided by the Company in respect of the present RFP.
* RFP responses information and documents may not be communicated to third parties without prior written consent of Company.
* All documents related to the present RFP shall be stored as a property of the Company and redeemed upon request.
* The form envisaged Appendix 2 shall be signed and returned back to the Company in order to confirm acceptance of the RFP and all conditions thereof.

**Submission of RFP responses**

* RFP responses shall be submitted on e-mail address stated above not later than **June 10, 2025, 14:00 Baku time.**
* All proposals shall be submitted in English.
* Detailed information shall be stated if necessary. For example: Replying by writing "Relevant" without stating in writing detailed information about the condition of performance of the requirement of Company which is deemed necessary.
* Prices stated in the RFP responses shall cover all costs, as well as all taxes, duties and deductions which may apply in accordance with tax and customs legislation as stated in the General Terms and Conditions.
* The RFP response shall provide period for delivery of the works. Validity period of the present Bidding offer constitutes **30** days.
* No RFP responses shall be considered as accepted unless an agreement is concluded with the winner of the bidding and all bidding offers shall be assessed within their validity term.
* If there emerge any inconsistency between numerals and words, digits written in words shall prevail.
* Prices in the bidding offer shall be stated in USD. RFP response shall not contain any change, interlinear insertions and amendments.
* The response shall be drawn up in a typed form, each page of it shall be signed by authorized representative of the vendor, stamped and enclosed in the double envelope. Closing side of either envelope shall be signed and stamped by the vendor.
* An RFP response, not submitted in a manner and time as stated in the announcement on the response, shall be returned back unopened and the vendor shall not be allowed to the RFP.
* If the procuring organization notices and proves that a vendor has been engaged in any fraudulent act for the purposes of affecting process of decision making in respect of procurement procedures or any deal between the vendor directed to increasing of prices during performance of the RFP, the procuring organization shall :

- refuses the RFP response submitted by that vendor;

- prohibits participation of the vendor in the following procurement procedures for unknown period of time.

**Evaluation Criteria**

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| --- | --- | --- |
| **№** | **Criteria** | **Points** |
| 1 | **Value of the bid proposal:**  -The bidder offering the lowest price will receive the maximum score.  - Other bids will be evaluated based on the following formula:  EP = MP / BP × 70  Where:  EP – Evaluation Points  MP – Minimum Price among all bids  BP – Bidder’s Proposed Price | 70  70 |
| 2 | **Payment terms:**   * On fact * Advance up to and including 50% * Advance more than 50% | 20  10  0 |

**Technical Requirements**

* **Professional knowledge of International Valuation Standards**
* **Professional knowledge in the field of shipping**
* **Extensive experience in market valuation of vessels**
* **Awareness of global ship purchase, sale and construction prices, freight rates, and factors that may affect them**
* **Possession of a database comprising several years of historical statistics and reliable forecast indicators related to completed ship sales, constructions, freight rates, and vessel operating expenses**
* **Ability to, if necessary, defend the work performed and the methodology used before relevant experts from Big Four independent audit firms**
* **Must be a valuation company specialized in the maritime/shipping industry**
* **Information about experience in providing the above-mentioned services must be submitted**

**Amendments to and redemption of the RFP offer**

* A vendor may, upon submission of the RFP response, make amendment to or redeem the RFP respons provided that, the Procurement Group (Customer) receives a written notice on such amendment or redemption up to the date of expiry of the period allowed for submission of the RFP response.
* Vendor`s notice on alteration or redemption of the RFP response shall be signed, printed and sent to the Customer in accordance with these General Terms and Conditions. Such notice may be confirmed in writing and sent by means of facsimile or telex, provided always that this should not be later than the deadline allowed for submission of the RFP response.
* Making amendment or alteration to any RFP response later than the deadline allowed for submission of the RFP response is prohibited.
* An RFP response shall not be amended or redeemed within the period between the deadline for submission and the deadline for validity of the RFP response.

**Explanations on the General Terms and Conditions for RFP and making amendments to them**

* A vendor may request the Procurement Group to provide explanation on the General Terms and Conditions. Such request shall be submitted not later than 3 banking days up to the expiry date of the period allowed for submission of the RFP response. Without indication of requestor`s address, this reply shall be sent to all vendors who received the General Terms and Conditions. All applications, received from vendors in the course of the RFP, shall be referred to and replied by any of the Contact Persons throughout the whole RFP process. No application communicated through telephone shall be acceptable, however any information provided through telephone shall be inserted into procurement document. All discussions that may affect submission of RFP response shall be in writing and communicated to all vendors (participants) as stated above.
* The Customer shall be entitled to make alterations or additions to the General Terms and Conditions by the date of expiry of the period allowed for submission of RFP offers on its own initiative or as a reply to any vendor`s reply. Such information shall be sent to all vendors who received the General Terms and Conditions. All alterations and additions shall be binding for all Vendors.
* The Customer may hold a meeting with Vendors for the purposes of explanation of the General Terms and Conditions. Results of such meeting shall be formalized by means of a protocol and communicated to all Vendors who received the General Terms and Conditions.
* Any negotiation relating to the RFP offer between the Customer and the vendor who submitted its RFP offer during the RFP procedures is strictly prohibited.

**Process of assessment of RFP offers**

* While assessing the RFP offer, the Customer (the Procurement Group) may, on its own discretion, request for explanation on the RFP offer from the Vendor who submitted such offer. The request for explanation and the relevant reply shall be drawn up in writing, provided always that such request shall not relate to alteration of the offer price or substance of the relevant RFP offer.
* The Customer shall provide due diligence for the purposes of checking if the RFP offer is consistent or if there exists any calculation errors, necessary provisions, all signatures in the documents, as well as to make sure if all RFP offers have been properly drawn up in conformity with RFP documentation. The Customer shall take these issues into account at the final assessment.
* The Customer may accept slight deficiencies that do not deviate from the RFP documentation substantially and those deviations that do not affect assessment of the relevant RFP offer.
* Upon completion of assessment of RFP offers, the vendor with the highest result shall be approved by the Procurement Group and announced a winner of the RFP immediately after performance of due diligence procedures. If it is required to agree the results of procurement procedures with the chairman of the Company in accordance with requirements of internal documentation relating to organization and management of procurement of the Company, the winner shall be announced only upon performance of such agreement.

**The right of the Procurement Group to reject all RFP offers**

The Procurement Group may, in order to protect the reasons of state, make decision to reject all RFP offers in the following circumstances:

- if the number of vendors who have submitted a proposal and a proposal guarantee to participate in the RFP and, if required, have the appropriate license or permit is less than three;

- if none of the submitted proposals meets the requirements of the set of conditions;

-if it is impossible to select the winning vendor in accordance with the requirements of these Rules;

-if the price of the proposals submitted by all vendors is higher than the estimated price;

- if any deal, purporting to increase the price, between the vendor is revealed during performance of the RFP procedures ;

- if RFP offer does not comply with the General Terms and Conditions of the bidding ;

- if financing of the subject of the RFP is ceased.

The notification on rejection of the bidding offers shall immediately be communicated to all Bidders who submitted them.

**Performance Security**

The winning company must provide a performance security to ensure the fulfillment of its obligations under the contract. The amount of the security is set at 10% (ten percent) of the total value of the procurement contract (5% in the case of micro and small business entities). The validity period of the performance security must be at least 30 (thirty) business days longer than the contract execution period.

**Technical Requirements:**

* **Must be a valuation company specialized in the maritime/shipping industry.**
* **Information about experience in providing the mentioned services must be submitted.**

**APPENDIX 1 – TECHNICAL SPECIFICATIONS AND REQUIREMENTS ON THE WORKS TO BE PROCURED (ATTACHED IN A DIFFERENT FILE)**

**APPENDIX 2 – Form of application to the Customer, confirmation and acceptance of the RFP conditions**

**To the Procurement Group of “Azerbaijan Caspian Shipping” Closed Joint Stock Company**

Vendor (applicant) company name: **. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

Phone : **. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

Address: **. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

Dear Gentlemen,

We, hereby approve that we do confirm the **General Terms and Conditions** dated **. . . . . . . . . . . . . . . . . . . . . . . . .** 20 .In addition we, on behalf of our Company / Organization, agree to perform the obligations confidentially determined in the RFP and approve that Our company is running its activities in accordance with generally accepted principles of ethical conduct.

Upon familiarization with the General Terms and Conditions of the RFP, we offer to perform the works in the amount of **. . . . . . . . . . . . . . . . . . . . . . . . .** (price of the RFP offer to be quoted either in words and numerals). The amount stated above shall be inclusive of all taxes, duties and other compulsory payments and this amount shall constitute an integral part of this RFP offer.

We agree to adhere to the conditions of this RFP offer and to keep this RFP offer valid within **. . . . . . . . . . . . . . . . . . . . . . . . .** banking days after the date determined for submission of RFP offers.

Date : **. . . . . . . . . . . . . . . . . . . . . . . . .** **. . . . . . . . . . . . . . . . . . . . . . . . .** 20 .

**. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

signature

**. . . . . . . . . . . . . . . . . . . . . . . . .** **. . . . . . . . . . . . . . . . . . . . . . . . .**

name

**. . . . . . . . . . . . . . . . . . . . . . . . .** **. . . . . . . . . . . . . . . . . . . . . . . . .**

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**APPENDIX 3 – LEGAL ADDRESS AND BANKING DETAILS OF THE VENDOR**

Vendor`s full name : **. . . .**

Actual address : **. . . . . . . . . . . . .**

Legal Address :**. . . .**

Telephone no. :

Fax no. :

E-mail: **. . . . . . . . . . . . . .. . . . . . . . . . . . . . . . .**

Banking details :

**. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

Date : **. . . . . . ..** 20 .

**. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

signature

**. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

name

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