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



**“AZERBAIJAN CASPIAN SHIPPING” CLOSED JOINT STOCK COMPANY**

**ANNOUNCES AN OPEN BIDDING FOR PROCUREMENT OF KITCHEN UTENSILS**

**B I D D I N G No. AM-023 /2019**

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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

At the initial stage, application for participation in the bidding ( signed and stamped ) and bank evidence proving payment of participation fee shall be submitted in English, Russian or in Azerbaijani languages to the official address of "Azerbaijan Caspian Shipping" CJSC or email address of contact person in charge by the date of 21.02.2019, 18.00 Baku time. Description (list) of goods, works or services has been attached hereto.  |
|  | The amount of participation fee and collection of general terms and conditions (bidding offer documentation) :* Any participant (bidder), who desires to participate in the bidding and to submit its bidding offer, shall pay for participation fee stated below and shall submit the evidence as a proof of payment to "ACS" CJSC not later than the date stipulated in section one. All participants (bidders), who have fulfilled these requirements, may obtain general terms relating to the procurement subject from contact person in charge by the date envisaged in section III of this announcement at any time from 09.30 till 17.30 at any business day of the week.
* LOT-\_ AZN 50 (VAT inclusive)
* or its equivalent which may be paid 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., 67 Beneficiary: 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., 67 Beneficiary: Azerbaijan Caspian Shipping CJSCTAX ID : 1701579951Account No. : AZ06IBAZ38150019781115341120 |

* Except for circumstances where the bidding is cancelled by ACS CJSC, participation fee shall in no case be refunded !
 |
|  | 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, shall submit their bidding offer (one original and two copies) enclosed in sealed envelope to "ACS" CJSC by the date of 05.03.2019, by 15.00 Baku time.
* All bidding offer envelopes submitted after above-mentioned date and time shall be returned back unopened.
 |
|  | Applicable rules in the bidding and exclusive right of "ACS" CJSC :* The bidding shall be held in accordance with the order dated 12 June 2014, No. 99 and " Guidelines for Organization and Management of procurement in "Azerbaijan Caspian Shipping" Closed Joint Stock Company" which has been approved on the basis of such order.
* "Azerbaijan Caspian Shipping" Closed Joint Stock Company shall be entitled to refuse all bidding offers and terminate the bidding in accordance with " Guidelines for Organization and Management of procurement in "Azerbaijan Caspian Shipping" Closed Joint Stock Company".
 |
|  | Address of the procuring company :The Azerbaijan Republic, Baku city, AZ1029 (postcode), Heydar Aliyev Avenue 152, “Chinar Plaza” 24th floor, Procurement Committee of ACSC. Contact person in charge :Vugar Jalilov Secretary of the Procurement Committee of "ACS" CJSCTelephone No. : +994 12 404 37 00 (1132)Email address: tender@asco.az **Contact person on legal issues :**Telephone No. : +994 50 277 02 85E-mail address. : **Huquq.meslehetcisi@asco.az** |
|  | Tender offer envelopes` opening date and time :The opening of the envelopes shall take place on 05.03.2019, at 16.00 Baku time in the address stated in section V of the announcement.  |
|  | Information on the winner of the bidding :Information on the winner of the bidding can be found on the announcement tab from the official website of "ACS" CJSC.  |
|  | Other conditions of the bidding : |

Procurement Committee of "ACS" CJSC

(On the participant`s letter head)

APPLICATION FOR PARTICIPATION IN

THE OPEN BIDDING

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

\_\_\_\_\_\_\_\_\_\_\_№

To attention of Mr. Jabrail Mahmudlu

Chairman of Procurement Committee of "ACS" CJSC

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 "ACS" CJSC 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 "ACS" CJSC.

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 : . . . . . . . . . . . . . . . . . . . . . . .
* Position of the contact person :. . . . . . . . . . . . . . . . . . . . . . .
* Telephone No. : . . . . . . . . . . . . . . . . . . . . . . .
* Fax No. : . . . . . . . . . . . . . . . . . . . . . . .
* E-mail address. : . . . . . . . . . . . . . . . . . . . . . . .

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)

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**LIST OF KITCHEN UTENSILS**

|  |  |  |  |
| --- | --- | --- | --- |
| № | Nomination of goods | Measurement unit | Quantity |
|   | **TRANSPORTATION FLEET** |   |   |
| 1 | Bowl (made of shockproof material) | p i e c e ( s )  | 250 |
| 2 | Tea spoon (made of stainless material)  | p i e c e ( s )  | 300 |
| 3 | Fork (made of stainless material) | p i e c e ( s )  | 400 |
| 4 | Meal spoon (made of stainless metal)  | p i e c e ( s )  | 300 |
| 5 | Pan with a lid 40 sm ("Tefal") | p i e c e ( s )  | 50 |
| 6 | Bakery mold | p i e c e ( s )  | 30 |
| 7 | Kitchen knife | p i e c e ( s )  | 30 |
| 8 | Knife set | s e t | 30 |
| 9 | Sugar bowl  | p i e c e ( s )  | 100 |
| 10 | Salad bowl | p i e c e ( s )  | 100 |
| 11 | Plastic bucket for kitchen | p i e c e ( s )  | 50 |
| 12 | Drinking glass (150 ml)  | p i e c e ( s )  | 1000 |
| 13 | Pear shaped glass with saucer | p i e c e ( s )  | 100 |
| 14 | Bread box (closed)  | p i e c e ( s )  | 50 |
| 15 | Set "Tefal" (spoon set) | p i e c e ( s )  | 50 |
| 16 | Tray (made of stainless material) | p i e c e ( s )  | 50 |
| 17 | Sigle use drinking cup | p i e c e ( s )  | 5000 |
| 18 | Dishwashing sponge 5 x 8 cm | p i e c e ( s )  | 2000 |
|   | **CASPIAN SEA OIL FLEET** |   |   |
| 1 | Bowl | p i e c e ( s )  | 200 |
| 2 | Deep plate | p i e c e ( s )  | 400 |
| 3 | Teaspoon (made of stainless material) | p i e c e ( s )  | 250 |
| 4 | Electric tea kettle with an electric teapot  | p i e c e ( s )  | 56 |
| 5 | Tea set  | s e t | 4 |
| 6 | Water boiling tank with a teapot (10-20 liters) | p i e c e ( s )  | 41 |
| 7 | Pan set 6 pieces (made of stainless metal) | p i e c e ( s )  | 40 |
| 8 | Dough mixing machine | p i e c e ( s )  | 2 |
| 9 | Colander | p i e c e ( s )  | 15 |
| 10 | Drinking glass (150 ml)  | p i e c e ( s )  | 700 |
| 11 | Pear shaped drinking glass  | p i e c e ( s )  | 200 |
| 12 | Saucers for grape shaped drinking glass | p i e c e ( s )  | 100 |
| 13 | Bread box (closed)  | p i e c e ( s )  | 20 |
| 14 | Sugar and sugar powder bowl (made of stainless metal)  | p i e c e ( s )  | 60 |
| 15 | Salt and pepper shaker | p i e c e ( s )  | 60 |
| 16 | Tea pot | p i e c e ( s )  | 15 |
| 17 | Table cloth (meter) | m e t r e (s)  | 250 |
| 18 | Vegetable cutting wooden board | p i e c e ( s )  | 50 |
| 19 | Ash tray | p i e c e ( s )  | 30 |
|   | **“Zigh” Ship Repair and Construction Yard** |   |   |
| 1 | Electric kettle set (Tefal) | p i e c e ( s )  | 9 |
| 2 | Tea set | s e t | 5 |
| 3 | Plastic mug (with 1 liter capacity)  | p i e c e ( s )  | 2 |
| 4 | Plastic mug (with 2 liters capacity)  | p i e c e ( s )  | 2 |
| 5 | Food clamp | p i e c e ( s )  | 4 |
| 6 | Carrot peeler | p i e c e ( s )  | 4 |
| 7 | Little kitchen knives | p i e c e ( s )  | 10 |
| 8 | Garnish scummer | p i e c e ( s )  | 4 |
| 9 | Big scummer | p i e c e ( s )  | 2 |
| 10 | Plastic plate for soup | p i e c e ( s )  | 275 |
| 11 | Shockproof plastic glasses | p i e c e ( s )  | 525 |
| 12 | Bucket 80 L (plastic)  | p i e c e ( s )  | 10 |
| 13 | Bucket 60 L (plastic)  | p i e c e ( s )  | 10 |
| 14 | Plastic dish for vegetables (60 x 40 cm) | p i e c e ( s )  | 10 |
| 15 | Plastic dish for vegetables (60 x 80 cm) | p i e c e ( s )  | 10 |
| 16 | Table spoon | p i e c e ( s )  | 275 |
| 17 | Fork | p i e c e ( s )  | 275 |
| 18 | Pear shaped drinking glass  | p i e c e ( s )  | 98 |
| 19 | Sugar bowl | p i e c e ( s )  | 10 |
| 20 | Potato crusher | p i e c e ( s )  | 4 |
| 21 | Big plastic basin  | p i e c e ( s )  | 11 |
| 22 | Big chopper | p i e c e ( s )  | 2 |
| 23 | Meat chopping board (red) | p i e c e ( s )  | 12 |
| 24 | Greenery cutting green board | p i e c e ( s )  | 12 |
| 25 | Vegetable cutting yellow board  | p i e c e ( s )  | 12 |
| 26 | Pan set "Tefal" (1 set = 6 pans with lid) | s e t | 9 |
| 27 | Buttercloth  | m e t r e (s)  | 1000 |
| 28 | Roll napkin  | p i e c e ( s )  | 870 |
| 29 | Table napkin  | p a c k (s) | 3000 |
| 30 | Powdered rubber gloves | p a c k (s) | 112 |
| 31 | Apron made of oilcloth (chef)  | p i e c e ( s )  | 500 |
| 32 | Mask (for employees at the mess room) | p a c k (s) | 30 |
| 33 | Tea towel (glass cloth)  | m e t r e (s)  | 100 |
| 34 | Towel made of fabric (for use in the kitchen) | m e t r e (s)  | 250 |
| 35 | Disposable head cover (100 pcs) | p a c k (s) | 50 |
| 36 | Dishwashing sponge | p i e c e ( s )  | 100 |
|   | **Production Services Department** |   |   |
| 1 | Kettle 5 liters (enamelled) | p i e c e ( s )  | 5 |
| 2 | Plastic bowl | p i e c e ( s )  | 5 |
| 3 | Colander (big)  | p i e c e ( s )  | 1 |
| 4 | Cooking pot 20 l (alminium) | p i e c e ( s )  | 1 |
| 5 | Cooking pot 30 l (alminium) | p i e c e ( s )  | 1 |
| 6 | Cooking pot 5 l (enamelled) | p i e c e ( s )  | 5 |
| 7 | Bucket 8 l -10 l (enamelled) | p i e c e ( s )  | 5 |
| 8 | Cup (for children) | p i e c e ( s )  | 50 |
| 9 | Little plate | p i e c e ( s )  | 100 |
| 10 | Deep plate | p i e c e ( s )  | 100 |
| 11 | Knife  | p i e c e ( s )  | 10 |
| 12 | Flat pan (big) | p i e c e ( s )  | 4 |
| 13 | Meat mincing machine  | p i e c e ( s )  | 1 |
| 14 | Teapot (metallic)  | p i e c e ( s )  | 10 |
| 15 | Kettle | p i e c e ( s )  | 12 |
| 16 | Glass (200 grams) | p i e c e ( s )  | 200 |
| 17 | Cup (made of glass) | p i e c e ( s )  | 150 |
| 18 | Salad bowl | p i e c e ( s )  | 100 |
| 19 | Salt shaker | p i e c e ( s )  | 80 |
| 20 | Soup plate | p i e c e ( s )  | 300 |
| 21 | Water Pitcher | p i e c e ( s )  | 60 |
| 22 | Cooking pot 3 l (galvanized)  | p i e c e ( s )  | 3 |
| 23 | Electric tea kettle with an electric teapot  | p i e c e ( s )  | 18 |
|  | **Training Center** |  |  |
| 1 | Electric tea kettle with an electric teapot | p i e c e ( s )  | 3 |
| 2 | Tea towel (glass cloth)  | p i e c e ( s )  | 5 |
| 3 | Power boiling tank 10 litres (220 V x 2.5-3 kW) | p i e c e ( s )  | 1 |

Only DDP shall be accepted as a delivery term form local entities. Price offers shall be accepted in manats. Other conditions shall not be accepted.

Goods supplied from outside the country are only accepted under CIP and DAP Baku term.

It is necessary to indicate the model, certificate of origin and the country of manufacture of each good for which quotation is submitted by the relevant entity.

The winning company must submit the samples and agree on them with the procuring company before conclusion of the contract.

N o t e : The goods will be received in portions within 6 months depending on the extent of necessity.

For technical questions please contact :

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| Shammad Yolchuyev, Head of the Procurement Department of the "Marine Transportation Fleet" - 0503707909shammad.yolchuyev@asco.az |
| Suleyman Mammadov, Head of the Warehouse of Procurement Department of the Marine Transportation Fleet 051 454 06 00suleyman.mammadov@asco.az |
| Mahir Isayev, Head of the Procurement Service of the Caspian Sea Oil Fleet 050 292 12 32mahir.isayev@asco.az |
| Iman Abdullayev, Deputy Head of the Procurement Service of the Caspian Sea Oil Fleet 055 555 54 49iman.abdullayev@asco.az |
| Sabuhi Bagirov, Head of the Procurement Department of "Zykh" Ship Repair and Construction Yard 050 458 02 02  sabuxi.bagirov@asco.az |
| Zohra Orujova - "Zigh" Ship Repair Yard, Procurement Department, Engineer of the Procurement Department of "Zigh" Ship Repair Yard 050 350 11 65zohra.orucova@asco.az |

Kamyl Huseynov - "Production Services Department", Head of the Procurement Department

050 256 58 92

kamil.huseynov@asco.az

Niyamaddin Baghirov, Procurement specialist of the Training Center

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Due diligence shall be performed in accordance with the Procurement Guidelines of "Azerbaijan Caspian Shipping" Closed Joint Stock Company prior to the conclusion of the purchase agreement with the winner of the bidding.

Such winner company shall enter the following link ( http://www.acsc.az/az/pages/2/241 ) and fill in the special application or present the following documents :http://www.acsc.az/az/pages/7/247

* Articles of association of the Company (including all amendments and changes thereto)
* 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!