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 OPEN BIDDING FOR PROCUREMENT OF HOUSEHOLD SUPPLIES**

**B I D D I N G No. AM050/2019**

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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 (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 email address of contact person in charge by the date of 19.07.2019, 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, 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 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.
* Participation Fee amount: AZN 50
* 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 biding offer price.
* Bank guarantees shall be submitted 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 procuring organization in the bidding documents, deposit and other financial assets) shall request and obtain a consent from 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.
* Up to 30% advance payment is envisaged by the Purchasing Organization for the current purchase transaction.

***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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|  | **Applicable rules in the bidding and exclusive right of ASCO::*** 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.
* ASCO 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".
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|  | **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 on General Issues 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 50 352 99 88Elektron ünvan: **tender@asco.az** |
|  | Tender offer envelopes` opening date and time :The opening of the envelopes shall take place on 30.07.2019, 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 will be posted in the "Announcements" section of the ASCO official website.  |
|  | **Other conditions of the bidding :** |

(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).

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

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

 (position of the authorized person)

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**THE LIST OF HOUSEHOLD SUPPLIES**

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| **№** | **Nomination of goods and materials** | **Measurement unit** | **Total** |
| 1 | Floor wiper 70 x 50 cm microfiber | p i e c e ( s )  | 1247 |
| 2 | Floor wiper 160 x 90 cm microfiber | p i e c e ( s )  | 848 |
| 3 | Surface cleaning cloth (for furniture) 40 x 40 cm | p i e c e ( s )  | 320 |
| 4 | Surface cleaning cloth 40 x 40 microfiber 40x40 micro fibre | p i e c e ( s )  | 870 |
| 5 | "TORNADO" type floor washing set - self drying mop (bucket 10 L , D =16 cm, grip length L=130 cm , microfiber attachments d =16 cm 2 EA) | s e t | 409 |
| 6 | Glass cleaning cloth 35 x 40 (clean window) | p i e c e ( s )  | 595 |
| 7 | Plastic broom and dustpan Set (dustpan : width = 24 cm, depth = 15 cm ; broom : width =18 cm; depth = 3 cm; handle grip length = 90 cm) | s e t | 437 |
| 8 | Plastic mop (flounder) microfiber L=125 cm B = 40 x 10 cm | p i e c e ( s )  | 236 |
| 9 | Microfiber cloth attachment for plastic mop (flounder) 40 x 10 cm | p i e c e ( s )  | 295 |
| 10 | Mop towel for floor cleaning (microfiber) l = 28 cm | p i e c e ( s )  | 454 |
| 11 | Mop handle and fringed microfiber set for floor cleaning (handle length L = 120 cm, attachment length l = 28 cm) | p i e c e ( s )  | 159 |
| 12 |  Microfiber cloth attachment for plastic mop (flounder) 51 x 15 cm | p i e c e ( s )  | 220 |
| 13 | Fringed floor mop | p i e c e ( s )  | 275 |
| 14 | Brush with grip (with thick grip) | p i e c e ( s )  | 390 |
| 15 | Floor Mop (wooden; handle length L = 130 cm; l = 32 cm) | p i e c e ( s )  | 4 |
| 16 | Broom (indoor broom) | p i e c e ( s )  | 2472 |
| 17 | Outdoor broom | p i e c e ( s )  | 735 |
| 18 | Automatic air freshener (with single nozzle) | p i e c e ( s )  | 132 |
| 19 | Spray for air freshener apparatus | p i e c e ( s )  | 805 |
| 20 | Liquid soap dispenser 8,5 х 7,5 х 15 cm 0,5 L / with plastic housing, wall mountable | p i e c e ( s )  | 70 |
| 21 | Furniture wipes 30 х 60 cm | p i e c e ( s )  | 950 |
| 22 | Household cleaning brushes (for toilet facilities)  | p i e c e ( s )  | 327 |
| 23 | Metal sponge for dishwashing | p i e c e ( s )  | 500 |
| 24 | Dishwashing sponge 5 × 8 cm | p i e c e ( s )  | 7135 |
| 25 | Kitchen paper towels (B = 250 mm; L = 200 m) | p i e c e ( s )  | 2570 |
| 26 | Kitchen paper towels (B = 160 mm; L = 200 m) | p i e c e ( s )  | 370 |
| 27 | Toilet paper (B = 100 mm; L = 200 m) | p i e c e ( s )  | 14930 |
| 28 | Toilet paper (B = 160 mm; L = 200 m) | p i e c e ( s )  | 620 |
| 29 | Paper napkins 24 x 24 cm (100 pcs) | p a c k | 3460 |
| 30 | Wet wipes (L = 170 mm; 50 pcs) | p a c k | 340 |
| 31 | Small wet wipes (100 pcs) | p a c k | 10 |
| 32 | Z fold napkins 215 x 230 mm (150 pcs) | p a c k | 700 |
| 33 | Napkins 24 x 18 cm (desktop napkins) | p i e c e ( s )  | 6570 |
| 34 | Tea towel 42 x 63 cm | m e t r e (s)  | 205 |
| 35 | Single use head covering (1 pack =100 pcs) | p a c k | 167 |
| 36 | Single use pinafore | p i e c e ( s )  | 1200 |
| 37 | Plasctic cup (single use) | p i e c e ( s )  | 75520 |
| 38 | Plastic litter bin (with pedal, 7 litres)  | p i e c e ( s )  | 297 |
| 39 | Plastic office bin (5 liters) | p i e c e ( s )  | 4 |
| 40 | Metallic bucket (10 liters) | p i e c e ( s )  | 15 |
| 41 | Office trash can 11 L | p i e c e ( s )  | 265 |
| 42 | Thick rubber gloves (for household use) | p a i r  | 2245 |
| 43 | Rubber gloves (for dishwashing) | p a i r  | 847 |
| 44 | Medical gloves (1 pack =100 pcs) | P a c k (s) | 578 |
| 45 | Short sleeve rubber gloves (work gloves EN388 Class 4111) | p i e c e ( s )  | 40 |
| 46 | Long sleeve rubber gloves (chemical resistant PVC glove EN388 Class 4121)  | p i e c e ( s )  | 120 |
| 47 | Mask (for employees at the mess room) | p a c k (s) | 60 |
| 48 | Simple protective overshoe 15 x 40 cm 55 (microns) | p i e c e ( s )  | 500 |
| 49 | Strech film 450 mm x 200 m (8 microns) | r o l l | 130 |
| 50 | Foil (25 meters, width - 30 cm) | r o l l | 60 |
| 51 | Gauze fabric  | m e t r e (s)  | 2000 |
| 52 | Waste sack 100 x 80 cm (thick, 10 pcs per pack)  | p a c k | 5514 |
| 53 | Waste sack 40 x 80 cm (thick, 30 pcs per pack)  | p a c k | 6232 |
| 54 | Waste sack (small 40 x 60 cm) | p a c k | 3250 |
| 55 | Overwrap (polyethylene, 2 metres width)  | m 2 | 4280 |
| 56 | Sharpshooter spade with wooden grip 290 x 205 x 1500 mm  | p i e c e ( s )  | 174 |
| 57 | Scoop spade with wooden grip 235 х 280 x 1500 mm | p i e c e ( s )  | 184 |
| 58 | Rake - 16 toothed (42) cm/ with 15000 mm grip  | p i e c e ( s )  | 42 |
| 59 | Battery 1.5 V AAA | p i e c e ( s )  | 535 |
| 60 | Battery 1.5 V AA | p i e c e ( s )  | 1210 |
| 61 | Battery 1.5 V D | p i e c e ( s )  | 400 |
| 62 | Garbage container 100 L (wheeled) | p i e c e ( s )  | 103 |
| 63 | Big size wall type napkin dispenser | p i e c e ( s )  | 4 |
| 64 | Toilet paper holder | p i e c e ( s )  | 5 |
| 65 | Napkins for Desktop type Dispenser  | p i e c e ( s )  | 540 |
| 66 | Hand napkin for dispenser | p i e c e ( s )  | 1500 |
| 67 | Protective overshoe for automated equipment N160 | P a c k (s) | 12 |
| 68 | Safety tape (written) | p i e c e ( s )  | 1 |
| 69 | Safety tape (sticky) | p i e c e ( s )  | 5 |
| 70 | Floor wiping cloth 50 x 60 cm | p i e c e ( s )  | 50 |

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.

It is necessary to indicate the model and the country of manufacture of each uniform 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 until the end of this year depending on the extent of necessity.

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| **For technical questions please contact :**Department of Administrative Issues and Civil Claims of "ACS" CJSCLead specialist (on household issues) Mammadov Izafat051 527 40 12izafat.mamedov@asco.az

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| Shammad Yolchuyev, Head of the Procurement Department of the "Marine Transportation Fleet" - 0503707909shammad.yolchuyev@asco.az |
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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.

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 (along with all changes and amendments)
* 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!