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**

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

**B I D D I N G No. AM059/2019**

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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 "Procuring Organization) or email address of contact person in charge by the date of 11.11.2019, 18.00 Baku time.  Description (list) of goods, works or services has been attached hereto.  |
|  | The participation fee and Collection of General Tems 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 III of this announcement at any time from 09.30 till 17.30 at any business day of the week.
* Participation fee amount (VAT exclusive): **AZN 50 (fifty)**
* The participation fee may be paid in AZN or equivalent amount thereof in USD or EURO.
* ***Account No. :***

|  |  |  |
| --- | --- | --- |
| 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 !**
 |
|  |  **Security for a bidding offer :** * The bank guarantee is required in the amount of at least 1 (one) % of the biding offer price. A bank guarantee sample shall be specified in the Genereal Terms and Conditions
* 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 3-5 (three to five) calendar days upon receipt of the formal order (request) placed by ASCO.
 |
|  | 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 the date of November 21, .2019 by 15.00 Baku time.
* All bidding offer envelopes submitted after above-mentioned date and time shall be returned back unopened.
 |
|  | **Address of the procuring company :**The Azerbaijan Republic, Baku city, AZ1029 (postcode), Heydar Aliyev Avenue 152, “Chinar Plaza” 24th floor, Procurement Committee of ASCO. **Contact person in charge :**Emil HasanovProcurement specialist at the Procurement Department of ASCOTelephone No. : +99450 4220011Email address: [tender@asco.az](http://asco.az/sirket/satinalmalar/podratcilarin-elektron-muraciet-formasi/) mailto:tender@asco.az**Contact person on legal issues :**Landline No.: +994 12 4043700 (ext: 1262)Email address: tender@asco.azmailto:tender@asco.az |
|  | **Tender offer envelopes` opening date and time :**The opening of the envelopes shall take place on November 21, 2019 at 16.00 Baku time 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 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.  |
|  | **Other conditions of the bidding :** |

(On the participant`s letter head)

APPLICATION FOR PARTICIPATION IN

THE OPEN BIDDING

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

\_\_\_\_\_\_\_\_\_\_\_№

**Chairman of ASCO Procurement Committee**

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 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 :**

|  |  |  |  |
| --- | --- | --- | --- |
| № | Field name / Name of the material Area name / Material name | Unit of measurement | Quantity |
|   | Kitchen utensils  |  |
| 1 | Strainer made of stainless steel  | p i e c e ( s )  | 70 |
| 2 | Scoop (small size) made of stainless steel | p i e c e ( s )  | 74 |
| 3 | Scoop (medium size) made of stainless steel | p i e c e ( s )  | 69 |
| 4 | Scoop (big size) made of stainless steel | p i e c e ( s )  | 14 |
| 5 | Cooking pot (10 Liters) made of stainless steel  | p i e c e ( s )  | 104 |
| 6 | Cooking pot (3 Liters) made of stainless steel | p i e c e ( s )  | 58 |
| 7 | Cooking pot (5 Liters) made of stainless steel | p i e c e ( s )  | 64 |
| 8 | Cooking pot (7 Liters) made of stainless steel  | p i e c e ( s )  | 106 |
| 9 | Cooking pot (15 Liters) made of stainless steel  | p i e c e ( s )  | 111 |
| 10 | Cooking pot set (6 pcs) made of stainless steel  | s e t | 8 |
| 11 | Scummer made of stainless steel  | p i e c e ( s )  | 77 |
| 12 | Scummer set made of stainless steel  | s e t | 17 |
| 13 | Meat axe | p i e c e ( s )  | 45 |
| 14 | Roasting sleeve | p i e c e ( s )  | 18 |
| 15 | Frying pan 1 set - 6 pieces with a lid (teflon covered)  | s e t | 27 |
| 16 | Juice and water pitcher (2 litres)  | p i e c e ( s )  | 120 |
| 17 | Cooking pot (50 Liters) made of stainless steel  | p i e c e ( s )  | 10 |
| 18 | Teaspoon made of stainless steel  | p i e c e ( s )  | 1868 |
| 19 | Chopping block  | p i e c e ( s )  | 5 |
| 20 | Wooden spoon (table spoon size) | p i e c e ( s )  | 166 |
| 21 | Kitchen knife set (made of stainless steel) | s e t | 106 |
| 22 | Fork made of stainless steel  | p i e c e ( s )  | 2700 |
| 23 | Sugar and sugar powder bowl with lid  | p i e c e ( s )  | 346 |
| 24 | Ceramic napkin holder  | p i e c e ( s )  | 1800 |
| 25 | Plastic napkin holder  | p i e c e ( s )  | 155 |
| 26 | Vegetable cutter (trinity)  | p i e c e ( s )  | 22 |
| 27 | Butter and cheese holder dish  | p i e c e ( s )  | 0 |
| 28 | Ceramic bowl | p i e c e ( s )  | 2600 |
| 29 | Bucket (plastic) 90 litres  | p i e c e ( s )  | 18 |
| 30 | Pear shaped glass | p i e c e ( s )  | 702 |
| 31 | Kettle (5 liters)  | p i e c e ( s )  | 205 |
| 32 | Bread box (closed)  | p i e c e ( s )  | 240 |
| 33 | Shallow ceramic plate 200 gr | p i e c e ( s )  | 1842 |
| 34 | Tea pot (ceramic) | p i e c e ( s )  | 141 |
| 35 | Deep ceramic plate 240 gr | p i e c e ( s )  | 1418 |
| 36 | Ceramic salt and pepper shaker | p i e c e ( s )  | 290 |
| 37 | Meat hammer | p i e c e ( s )  | 6 |
| 38 | Ash tray (made of glass)  | p i e c e ( s )  | 68 |
| 39 | Kitchen scissors | p i e c e ( s )  | 5 |
| 40 | Cutting board (plastic) | p i e c e ( s )  | 64 |
| 41 | Fruit bowl (made of glass)  | p i e c e ( s )  | 6 |
| 42 | Ceramic jam bowl | p i e c e ( s )  | 0 |
| 43 | Glass saucers for grape shaped drinking glass  | p i e c e ( s )  | 500 |
| 44 | Ceramic saucers for big drinking glass | p i e c e ( s )  | 2010 |
| 45 | Drinking glass 150 ml | p i e c e ( s )  | 6012 |
| 46 | Drinking glass 200 ml | p i e c e ( s )  | 3042 |
| 47 | Vegetable cutting wooden board | p i e c e ( s )  | 170 |
| 48 | Four tier vegetable rack | p i e c e ( s )  | 10 |
| 49 | Table spoon made of stainless steel | p i e c e ( s )  | 2200 |
| 50 | Butter knife made of stainless steel | p i e c e ( s )  | 500 |
| 51 | Drinking glass (150 ml) (plastic)  | p i e c e ( s )  | 0 |
| 52 | Plastic bread box  | p i e c e ( s )  | 170 |
| 53 | Potato crusher  | p i e c e ( s )  | 12 |
| 54 | Table cloth (made of oilcloth)  | m e t r e (s)  | 1540 |
| 55 | Bucket (plastic) 80 litres | p i e c e ( s )  | 19 |
| 56 | Bucket (plastic) 60 litres | p i e c e ( s )  | 134 |
| 57 | Plastic dish for vegetables (60 x 40) | p i e c e ( s )  | 19 |
| 58 | Plastic dish for vegetables (60 x 80) | p i e c e ( s )  | 19 |
| 59 | Carrot peeler | p i e c e ( s )  | 15 |
| 60 | Small kitchen knife (vegetable peeler)  | p i e c e ( s )  | 60 |
| 61 | Big chopper | p i e c e ( s )  | 10 |
| 62 | Meat chopping board (red) | p i e c e ( s )  | 55 |
| 63 | Green cutting board (for greens) | p i e c e ( s )  | 55 |
| 64 | Yellow cutting board (for vegetables)  | p i e c e ( s )  | 55 |
| 65 | Locker (for fork and spoon, 4 sectioned)  | p i e c e ( s )  | 68 |
| 66 | Big basin made of stainless steel Ø 1 metre | p i e c e ( s )  | 14 |
| 67 | Sieve | p i e c e ( s )  | 4 |
| 68 | Rollong pin | p i e c e ( s )  | 2 |
| 69 | Tray  | p i e c e ( s )  | 600 |
| 70 | Sigle use drinking cup | p i e c e ( s )  | 50600 |
| 71 | Tea pot (1 liters, made of stainless material) | p i e c e ( s )  | 100 |
| 72 | Cooking pot (20 L) | p i e c e ( s )  | 1 |
| 73 | Cooking pot (30 L) | p i e c e ( s )  | 1 |
| 74 | Electric kettle and tea pot set | p i e c e ( s )  | 125 |
| 75 | Tea set  | s e t | 8 |
| 76 | Water boiling tank with a teapot (10 liters) | p i e c e ( s )  | 40 |
| 77 | Water boiling tank with a teapot (20 liters) | p i e c e ( s )  | 41 |
| 78 | Pan set 6 pieces (made of stainless metal) | p i e c e ( s )  | 80 |
| 79 | Dough mixing machine | p i e c e ( s )  | 4 |

**For technical questions please contact :**

 **Mahir Isayev, Head of the Procurement Service of the Caspian Sea Oil Fleet**

 **+99450 292 12 32, E-mail:** mahir.isayev@asco.az

**Shammad Yolchuyev, Head of the Procurement Department of the "Marine Transportation Fleet"**

 **+99450 370 79 09, E-mail:** shammad.yolchuyev@asco.az

**Guliyev Gulu - "Bibiheybat" Ship Repair Yard, Procurement Department, Head of the Procurement Department of "Bibiheybat" Ship Repair Yard:**

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**Sabuhi Bagirov, Head of the Procurement Department of "Zykh" Ship Repair and Construction Yard:**

**+99450 256 58 95, E-mail:**sabuxi.bagirov@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//](http://asco.az/sirket/satinalmalar/podratcilarin-elektron-muraciet-formasi/) to complete the special form or submit the following documents:

* Şirkətin nizamnaməsi (bütün dəyişikliklər və əlavələrlə birlikdə)
* 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 !