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 JOINTSTOCK COMPANY ANNOUNCES OPEN BIDDING FOR THE PROCUREMENT OF SERVICES ASSOCIATED WITH FIREPROOFING OF WOODEN MATERIALS WITH FIRE PROOF SOLUTIONS REQUIRED FOR STRUCTURAL DEPARTMENTS**

**B I D D I N G No. AM070/2020**

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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 18.00 Baku time, **February 25, 2020.**  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". The participants (bidders) who met these requirements shall be entitled to collect the electronic version or hard copy of the General Terms and Conditions on the the procurement item on the same day. * **Participation fee**: There is no fee for participation in this bidding. * 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 Department  Code : 805250  TAX ID : 9900001881  Correspondent account : AZ03NABZ01350100000000002944  SWIFT : IBAZAZ2X  Beneficiary : AZARB.XAZAR DANIZ GAMICILIYI QSC  TAX ID : 1701579951  Account No. (AZN) : AZ36IBAZ38050019441115341120 | Intermediary Bank : Citibank N.Y,  New York  Acc.36083186, SWIFT: CITIUS33  Beneficiary Bank : The International Bank of Azerbaijan  IBA- Customer Service Department  SWIFT : IBAZAZ2X  Nizami str., 67 Beneficiary : AZARB.XAZAR DANIZ GAMICILIYI QSC  TAX ID : 1701579951  Account No. : AZ26IBAZ38150018401115341120 | Intermediary Bank : Commerzbank AG, Frankfurt am Main  SWIFT : COBADEFF  ACC # 400 88 660 3001  Beneficiary Bank : The International Bank of Azerbaijan,  IBA-Premier Customer Service SWIFT : IBAZAZ2X Nizami str., 67 Beneficiary : Azerbaijan Caspian Shipping CJSC  TAX ID : 1701579951  Account 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 General Terms and Conditions. * The original of the bank guarantee shall be presented with the bidding offer inside the bidding envelope. Otherwise, the Procuring 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 the contact person reflected in the announcement on the acceptability of such type of warranty. * The amount of the bank guarantee issued for the performance of the purchase agreement shall constitute 5 (five) % of the purchase agreement and such document will be required when concluding the purchase agreement with the winner of this bidding. * Up to 30% advance payment is envisaged by the Purchasing Organization for the current purchase transaction. |
|  | 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 18.00 Baku time March 02, 2020. * 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 :**  Rahim Abbasov  Procurement specialist at the Procurement Department of ASCO  Telephone No. : +99450 2740277  Email address: [rahim.abbasov@asco.az](mailto:elchin.bayramov@asco.az) mailto:tender@asco.az  **Contact person on legal issues :**  Landline No.: +994 12 4043700 (ext: 1262)  Email address[:](mailto:tender@asco.az) tender@asco.azmailto:tender@asco.az |
|  | **Tender offer envelopes` opening date and time :**  The opening of the envelopes shall take place on March 03, .2020, 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 (www.asco.az). |
|  | **Other conditions of the bidding :**  **-** The contractors having experience in the relevant sphere of services shall be preferred, and business experience will be used as a separate evaluation criterion when evaluating bidding offers (information on the evaluation criteria and points will be included in the General Terms and Conditions).  **-** Bidders should have relevant licenses and permits in respect of the services in the relevant field. Bidders failing to present necessary documentation will not be allowed to participate in 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 ASCO

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 WORKS :**

|  |  |  |  |
| --- | --- | --- | --- |
| Item no. | Nomination of the service | Measurement unit | Quantity |
|  | Fireproofing of wooden materials with fire proof solutions | m2 | 29435 |

**For technical questions please contact : Elchin Bayramov**

**Telephone no. : +99450 2508230**

Email: elchin.bayramov@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:http://asco.az/sirket/satinalmalar/podratcilarin-elektron-muraciet-formasi/

* 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 !