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 IS ANNOUNCING OPEN BIDDING FOR THE PROCUREMENT OF UNIFORMS REQUIRED FOR STRUCTURAL DEPARTMENTS**

 **B I D D I N G No. AM096/2020**

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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 :
* Bank document confirming financial condition of the consignor within the last year (or within the period of operation if less than one year) ;
* Statement issued by the relevant tax authorities on the absence of expired commitments associated with taxes and other compulsory payments and failure of obligations set forth in the Tax Code of the Republic of Azerbaijan for the last one year (excluding the period of suspension).

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") through email address of contact person in charge by 18.00 (Baku time), August 10, 2020. Whereas, other necessary documents shall be submitted as enclosed in the bidding offer envelope.   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 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 IV of this announcement at any time from 09.00 till 18.00 in 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. :***

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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. A bank guarantee sample shall be specified in the General 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 the Procuring Organization in the bidding documents, deposit and other financial assets) shall request and obtain a consent from ASCO through 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.
* For the current procurement operation, the Procuring Organization is expected to make payment only after the goods have been delivered to the warehouse, no advance payment has been intended.

**Contract Performance Term :** * The goods will be purchased on an as needed basis. It is required that the contract of purchase be fulfilled within 5 (five) calendar days upon receipt of the formal order (request) placed by ASCO.
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|  | 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 I, and shall submit their bidding offer (one original and two copies) enclosed in sealed envelope to ASCO by 18.00 Baku time on August 20, 2020.
* All bidding offer envelopes submitted after above-mentioned date and time shall be returned back unopened.
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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 ASCO. **Contact person in charge :**Rahim AbbasovProcurement specialist at the Procurement Department of ASCOTelephone No. : +99450 2740277Email address: rahim.abbasov@asco.azmailto:tender@asco.azZaur Salamov Procurement specialist at the Procurement Department of ASCOPhone number**: +99455 817 08 12**E-mail: zaur.salamov@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 :**Opening of the envelopes shall take place on August 21, 2020 at 15.00 Baku time in the address set forth 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 the 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.  |

(On the participant`s letter head)

APPLICATION FOR PARTICIPATION IN

THE OPEN BIDDING

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

\_\_\_\_\_\_\_\_\_\_\_№

**To the attention of the Chairman of ASCO Procurement Committee**

Mr Jabrail Mahmudlu

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 :**

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| **Item No.** | **Nomination of the goods and materials** | **Measurement unit** | **Quantity** | **Certification requirement** |
| 1 | Suit (made of black fabric) (for managerial staff) (unlettered, with a chevron and breast badge ) size - 50/4 ГОСТ 25295-2003 | s e t | 5 | Certificate of conformity and quality |
| 2 | Suit (made of black fabric) (for managerial staff) (unlettered, with a chevron and breast badge ) size - 52/4 ГОСТ 25295-2003 | s e t | 5 | Certificate of conformity and quality |
| 3 | Suit (made of black fabric) (for managerial staff) (unlettered, with a chevron and breast badge ) size - 54/4 ГОСТ 25295-2003 | s e t | 3 | Certificate of conformity and quality |
| 4 | Suit (made of black fabric) (for managerial staff) (unlettered, with a chevron and breast badge ) size - 56/4 ГОСТ 25295-2003 | s e t | 1 | Certificate of conformity and quality |
| 5 | Suit (made of black fabric) (for managerial staff) (unlettered, with a chevron and breast badge ) size - 60/5 ГОСТ 25295-2003 | s e t | 1 | Certificate of conformity and quality |
| 6 | Warm pea jacket (made of black fabric) (for managerial staff) (unlettered, with a chevron and breast badge ) size - 50 ГОСТ 25295-2003 | p i e c e ( s )  | 6 | Certificate of conformity and quality |
| 7 | Warm pea jacket (made of black fabric) (for managerial staff) (unlettered, with a chevron and breast badge ) size - 52 ГОСТ 25295-2003 | p i e c e ( s )  | 4 | Certificate of conformity and quality |
| 8 | Warm pea jacket (made of black fabric) (for managerial staff) (unlettered, with a chevron and breast badge ) size - 54 ГОСТ 25295-2003 | p i e c e ( s )  | 3 | Certificate of conformity and quality |
| 9 | Warm pea jacket (made of black fabric) (for managerial staff) (unlettered, with a chevron and breast badge ) size - 56 ГОСТ 25295-2003 | p i e c e ( s )  | 1 | Certificate of conformity and quality |
| 10 | Warm pea jacket (made of black fabric) (for managerial staff) (unlettered, with a chevron and breast badge ) size - 60 ГОСТ 25295-2003 | p i e c e ( s )  | 1 | Certificate of conformity and quality |
| 11 | Long sleeve shirt (for managerial staff) (without elastic waist ending, shoulder strap, chest inscription and chevron) size 40 Type B ГОСТ 19867-93 | p i e c e ( s )  | 6 | Certificate of conformity and quality |
| 12 | Long sleeve shirt (for managerial staff) (without elastic waist ending, shoulder strap, chest inscription and chevron) size 41 Type B ГОСТ 19867-93 | p i e c e ( s )  | 4 | Certificate of conformity and quality |
| 13 | Long sleeve shirt (for managerial staff) (without elastic waist ending, shoulder strap, chest inscription and chevron) size 42 Type B ГОСТ 19867-93 | p i e c e ( s )  | 3 | Certificate of conformity and quality |
| 14 | Long sleeve shirt (for managerial staff) (without elastic waist ending, shoulder strap, chest inscription and chevron) size 43 Type B ГОСТ 19867-93 | p i e c e ( s )  | 1 | Certificate of conformity and quality |
| 15 | Long sleeve shirt (for managerial staff) (without elastic waist ending, shoulder strap, chest inscription and chevron) size 46 Type B ГОСТ 19867-93 | p i e c e ( s )  | 1 | Certificate of conformity and quality |
| 16 | Boots (for managerial staff) size 40 ГОСТ 447-91 | p a i r  | 5 | Certificate of conformity and quality |
| 17 | Boots (for managerial staff) size 41 ГОСТ 447-91 | p a i r  | 4 | Certificate of conformity and quality |
| 18 | Boots (for managerial staff) size 42 ГОСТ 447-91 | p a i r  | 5 | Certificate of conformity and quality |
| 19 | Boots (for managerial staff) size 44 ГОСТ 447-91 | p a i r  | 1 | Certificate of conformity and quality |
| 20 | Headwear (peak cap) (measurements to be taken by a tailor sewing the peak cap to ensure accuracy) | p i e c e ( s )  | 15 | Certificate of conformity and quality |
| 21 | Shoulder strap as (for managerial staff) as per the sample | p a i r  | 2 | Certificate of conformity and quality |
| 22 | Shoulder strap as (for managerial staff) as per the sample | p a i r  | 6 | Certificate of conformity and quality |
| 23 | Shoulder strap as (for managerial staff) as per the sample | p a i r  | 12 | Certificate of conformity and quality |
| 24 | Hash mark (chevron) (for managerial staff, distinct from those of security staff) as per the sample | p i e c e ( s )  | 20 | Certificate of conformity and quality |
| 25 | Cap insignia (for managerial staff, to be sewed on the peak cap, distinct from those of security staff) as per the sample | p i e c e ( s )  | 15 | Certificate of conformity and quality |
| 26 | Tie simple black (distinct by quality from those of security staff) | p i e c e ( s )  | 35 | Certificate of conformity and quality |
| 27 | Suit (made of gray fabric) size 46/4 ГОСТ 25295-2003 | s e t | 20 | Certificate of conformity and quality |
| 28 | Suit (made of gray fabric) size 48/4 ГОСТ 25295-2003 | s e t | 40 | Certificate of conformity and quality |
| 29 | Suit (made of gray fabric) size 48/5 ГОСТ 25295-2003 | s e t | 40 | Certificate of conformity and quality |
| 30 | Suit (made of gray fabric) size 50/4 ГОСТ 25295-2003 | s e t | 40 | Certificate of conformity and quality |
| 31 | Suit (made of gray fabric) size 50/5 ГОСТ 25295-2003 | s e t | 50 | Certificate of conformity and quality |
| 32 | Suit (made of gray fabric) size 52/4 ГОСТ 25295-2003 | s e t | 30 | Certificate of conformity and quality |
| 33 | Suit (made of gray fabric) size 52/5 ГОСТ 25295-2003 | s e t | 50 | Certificate of conformity and quality |
| 34 | Suit (made of gray fabric) size 54/4 ГОСТ 25295-2003 | s e t | 40 | Certificate of conformity and quality |
| 35 | Suit (made of gray fabric) size 54/5 ГОСТ 25295-2003 | s e t | 50 | Certificate of conformity and quality |
| 36 | Suit (made of gray fabric) size 56/5 ГОСТ 25295-2003 | s e t | 40 | Certificate of conformity and quality |
| 37 | Suit (made of gray fabric) size 58/5 ГОСТ 25295-2003 | s e t | 20 | Certificate of conformity and quality |
| 38 | Suit (made of gray fabric) size 60/5 ГОСТ 25295-2003 | s e t | 20 | Certificate of conformity and quality |
| 39 | Suit (made of gray fabric) size 62/5 ГОСТ 25295-2003 | s e t | 5 | Certificate of conformity and quality |
| 40 | Suit (made of gray fabric) size 64/5 ГОСТ 25295-2003 | s e t | 5 | Certificate of conformity and quality |
| 41 | Warm pea jacket, dark gray size 46 (with inscription on the back, shoulder strap, breast badge and hash mark) ГОСТ 25295-2003 | p i e c e ( s )  | 20 | Certificate of conformity and quality |
| 42 | Warm pea jacket, dark gray size 48 (with inscription on the back, shoulder strap, breast badge and hash mark) ГОСТ 25295-2003 | p i e c e ( s )  | 80 | Certificate of conformity and quality |
| 43 | Warm pea jacket, dark gray size 50 (with inscription on the back, shoulder strap, breast badge and hash mark) ГОСТ 25295-2003 | p i e c e ( s )  | 90 | Certificate of conformity and quality |
| 44 | Warm pea jacket, dark gray size 52 (with inscription on the back, shoulder strap, breast badge and hash mark) ГОСТ 25295-2003 | p i e c e ( s )  | 80 | Certificate of conformity and quality |
| 45 | Warm pea jacket, dark gray size 54 (with inscription on the back, shoulder strap, breast badge and hash mark) ГОСТ 25295-2003 | p i e c e ( s )  | 90 | Certificate of conformity and quality |
| 46 | Warm pea jacket, dark gray size 56 (with inscription on the back, shoulder strap, breast badge and hash mark) ГОСТ 25295-2003 | p i e c e ( s )  | 40 | Certificate of conformity and quality |
| 47 | Warm pea jacket, dark gray size 58 (with inscription on the back, shoulder strap, breast badge and hash mark) ГОСТ 25295-2003 | p i e c e ( s )  | 20 | Certificate of conformity and quality |
| 48 | Warm pea jacket, dark gray size 60 (with inscription on the back, shoulder strap, breast badge and hash mark) ГОСТ 25295-2003 | p i e c e ( s )  | 20 | Certificate of conformity and quality |
| 49 | Warm pea jacket, dark gray size 62 (with inscription on the back, shoulder strap, breast badge and hash mark) ГОСТ 25295-2003 | p i e c e ( s )  | 5 | Certificate of conformity and quality |
| 50 | Warm pea jacket, dark gray size 64 (with inscription on the back, shoulder strap, breast badge and hash mark) ГОСТ 25295-2003 | p i e c e ( s )  | 5 | Certificate of conformity and quality |
| 51 | Long sleeve shirt Type Г ГОСТ 19867-93 size 38 (without elastic waist ending, shoulder strap, chest inscription and chevron)  | p i e c e ( s )  | 30 | Certificate of conformity and quality |
| 52 | Long sleeve shirt Type Г ГОСТ 19867-93 size 39 (without elastic waist ending, shoulder strap, chest inscription and chevron)  | p i e c e ( s )  | 50 | Certificate of conformity and quality |
| 53 | Long sleeve shirt Type Г ГОСТ 19867-93 size 40 (without elastic waist ending, shoulder strap, chest inscription and chevron)  | p i e c e ( s )  | 60 | Certificate of conformity and quality |
| 54 | Long sleeve shirt Type Г ГОСТ 19867-93 size 41 (without elastic waist ending, shoulder strap, chest inscription and chevron)  | p i e c e ( s )  | 70 | Certificate of conformity and quality |
| 55 | Long sleeve shirt Type Г ГОСТ 19867-93 size 42 (without elastic waist ending, shoulder strap, chest inscription and chevron)  | p i e c e ( s )  | 100 | Certificate of conformity and quality |
| 56 | Long sleeve shirt Type Г ГОСТ 19867-93 size 43 (without elastic waist ending, shoulder strap, chest inscription and chevron)  | p i e c e ( s )  | 60 | Certificate of conformity and quality |
| 57 | Long sleeve shirt Type Г ГОСТ 19867-93 size 44 (without elastic waist ending, shoulder strap, chest inscription and chevron)  | p i e c e ( s )  | 40 | Certificate of conformity and quality |
| 58 | Long sleeve shirt Type Г ГОСТ 19867-93 size 45 (without elastic waist ending, shoulder strap, chest inscription and chevron)  | p i e c e ( s )  | 25 | Certificate of conformity and quality |
| 59 | Long sleeve shirt Type Г ГОСТ 19867-93 size 46 (without elastic waist ending, shoulder strap, chest inscription and chevron)  | p i e c e ( s )  | 15 | Certificate of conformity and quality |
| 60 | Boots (for men) size 39 ГОСТ 447-91 | p a i r  | 50 | Certificate of conformity and quality |
| 61 | Boots (for men) size 40 ГОСТ 447-91 | p a i r  | 55 | Certificate of conformity and quality |
| 62 | Boots (for men) size 41 ГОСТ 447-91 | p a i r  | 90 | Certificate of conformity and quality |
| 63 | Boots (for men) size 42 ГОСТ 447-91 | p a i r  | 110 | Certificate of conformity and quality |
| 64 | Boots (for men) size 43 ГОСТ 447-91 | p a i r  | 75 | Certificate of conformity and quality |
| 65 | Boots (for men) size 44 ГОСТ 447-91 | p a i r  | 40 | Certificate of conformity and quality |
| 66 | Boots (for men) size 45 ГОСТ 447-91 | p a i r  | 25 | Certificate of conformity and quality |
| 67 | Boots (for men) size 46 ГОСТ 447-91 | p a i r  | 5 | Certificate of conformity and quality |
| 68 | Shoulder strap (as per the sample) | p a i r  | 5 | Certificate of conformity and quality |
| 69 | Shoulder strap (as per the sample) | p a i r  | 10 | Certificate of conformity and quality |
| 70 | Shoulder strap (as per the sample) | p a i r  | 40 | Certificate of conformity and quality |
| 71 | Shoulder strap (as per the sample) | p a i r  | 5 | Certificate of conformity and quality |
| 72 | Shoulder strap (as per the sample) | p a i r  | 40 | Certificate of conformity and quality |
| 73 | Shoulder strap (as per the sample) | p a i r  | 350 | Certificate of conformity and quality |
| 74 | Cap insignia to be sewed on the head wear (as per the sample) | p i e c e ( s )  | 450 | Certificate of conformity and quality |
| 75 | Tie (simple, black)  | p i e c e ( s )  | 450 | Certificate of conformity and quality |
| 76 | Hash mark (chevron) (as per the sample) | p i e c e ( s )  | 450 | Certificate of conformity and quality |
| 77 | Chest inscription (security inscription) as per the sample | p i e c e ( s )  | 400 | Certificate of conformity and quality |
| 78 | Waterproof cape 180 х 180 cm ГОСТ 19189-85 | p i e c e ( s )  | 150 | Certificate of conformity and quality |

 **For technical questions please contact :**

**Zaur Salamov - Procurement Department Specialist**

**Tel. no: +99455 817 08 12**

 **E-mail:** **zaur.salamov@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// 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 !