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 DETERGENT AGENTS REQUIRED FOR THE HEAD OFFICE AND STRUCTURAL DEPARTMENTS**

 **B I D D I N G No. AM011 / 2025**

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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 **17.00** (Baku time) on **1st of April 2025**. 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 the contact person in charge by the date envisaged in section IV of this announcement at any time from 09.00 till 17.00 in any business day of the week.
* Participation fee amount (VAT exclusive): **AZN 350** (three hundred and fifty)
* The participation fee may be paid in AZN or equivalent amount thereof in USD or EURO.
* ***Account No. :***

|  |  |  |
| --- | --- | --- |
| AZN | USD | EURO |
| Name: The International Bank of AzerbaijanABB - 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 bidding offer price. A bank guarantee sample shall be specified in the General Terms and Conditions.
* Bank guarantees shall be submitted as 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.
* A contract performance bond is required in the amount of 5 (five) % of the purchase price (VAT exclusive).
* For the current procurement operation, the Procuring Organization is expected to make payment only after the services have been delivered as per handover and acceptance protocol, no advance payment has been intended.
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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 one, and shall submit their bidding offer (one original and two copies) enclosed in sealed envelope to ASCO by **17.00** Baku time on **April 8, 2025.**
* All bidding offer envelopes submitted after the above-mentioned date and time shall be returned unopened.
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|  | **Address of the procuring company:**The Azerbaijan Republic, Baku city, AZ1003 (postcode), 2 Mikayil Useynov street, ASCO Procurement Committee**Contact person in charge:**Ziya MirzaliProcurement specialist at the Procurement Department of ASCOTelephone No.: **+99450 277 67 03** E-mail: ziya.mirzali@asco.az, tender@asco.az**Contact person on legal issues:**Landline No.: +994 12 4043700 (ext: 1098)E-mail: aysu.allahverdizada@asco.az , tender@asco.az |
|  | **Date and time assigned for the opening of bidding offer envelopes:**The opening of the envelopes shall take place online on **April 9, 2025 at 15:00** Baku time. 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 Chairman of the 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)*

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 *(position of the authorized person)*

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**LIST OF THE GOODS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Nomination of the goods and materials** | **Measurement unit** | **Quantity** | **Certification requirement** |
|  |
| **1** | Chlorine gel 750 ml (for lavatory, in plastic container) | p c s  | 27831 | Certificate of quality, conformity and hygiene |
| **2** | Floor liquid cleaner 750 ml (in plastic container) | p c s  | 1870 | Certificate of quality, conformity and hygiene |
| **3** | Hand soap 100 g (in a single, non-transparent, colored cardboard or polyethylene packaging) | p c s  | 26250 | Certificate of quality, conformity and hygiene |
| **4** | Anti-scale powder 550 g (for washing machine) | p c s  | 9250 | Certificate of quality, conformity and hygiene |
| **5** | Liquid soap for hands 5 Liters (in plastic container) | p c s  | 3548 | Certificate of quality, conformity and hygiene |
| **6** | Furniture liquid cleaner 500 ml (in plastic container) | p c s  | 327 | Certificate of quality, conformity and hygiene |
| **7** | Aerosol type furniture cleanser 500 ml | p c s  | 438 | Certificate of quality, conformity and hygiene |
| **8** | Dishwashing Liquid detergent 500 ml (in plastic container) | p c s  | 29008 | Certificate of quality, conformity and hygiene |
| **9** | Glass cleaning spray 500 ml (aerosol type, in plastic container) | p c s  | 2472 | Certificate of quality, conformity and hygiene |
| **10** | Cleaning powder for kitchen 500 gr (universal) | p c s  | 13100 | Certificate of quality, conformity and hygiene |
| **11** | Cleaning gel 750 ml (for sanitary conveniences, in plastic container)  | p c s  | 7506 | Certificate of quality, conformity and hygiene |
| **12** | Household soap 72% 200 gr | p c s  | 98964 | Certificate of quality, conformity and hygiene |
| **13** | Liquid chlorine 4 Liters (in plastic container) | p c s  | 2958 | Certificate of quality, conformity and hygiene |
| **14** | Detergent powder (automat) 450 (for white clothes) (in non-transparent, colored cardboard or polyethylene packaging) | p c s  | 22834 | Certificate of quality, conformity and hygiene |
| **15** | Detergent powder (automat) 450 g (for colored clothes) (in non-transparent, colored cardboard or polyethylene packaging) | p c s  | 26330 | Certificate of quality, conformity and hygiene |
| **16** | Liquid bleach 500 ml (for fabric, in plastic container) | p c s  | 1535 | Certificate of quality, conformity and hygiene |
| **17** | Acid (for sanitary conveniences) 550 gr  | p c s  | 4435 | Certificate of quality, conformity and hygiene |
| **18** | Detergent powder (hand wash) 450 g (in non-transparent, colored cardboard or polyethylene packaging) | p c s  | 33082 | Certificate of quality, conformity and hygiene |
| **19** | Washing agent 1 Lt (for carpet, industrial carpet) | p c s  | 116 | Certificate of quality, conformity and hygiene |
| **20** | Drain cleaning gel 500 ml | p c s  | 1495 | Certificate of quality, conformity and hygiene |
| **21** | Leather seat cleaning agent 500 ml (softener and shine, for black leather seats, in plastic container) | p c s  | 25 | Certificate of quality, conformity and hygiene |
| **22** | Plastic, ceramic, chrome surfaces cleaning agent 500 ml (Spray, in plastic container)  | p c s  | 3315 | Certificate of quality, conformity and hygiene |
| **23** | Hand soap 90 g (in a single, non-transparent, colored cardboard or polyethylene packaging) | p c s  | 61050 | Certificate of quality, conformity and hygiene |
| **24** | Dishwash degreasing agent 1 liter (for kitchen, in plastic container) | p c s  | 1000 | Certificate of quality, conformity and hygiene |

 **NOTE**:

1. Payment terms are accepted on actual basis only.
2. The goods will be supplied in parts during the year as demand arises.
3. It is necessary to indicate the model and the country of manufacture of each good for which quotation is submitted by the relevant entity.
4. Certificates of conformity, quality and hygiene of the goods are required.
5. Detergent agents will not be accepted by structural units unless their packing conforms to technical requirements.

Proposals that do not meet the above requirements will be disqualified and not considered for evaluation.

**For technical questions please contact :**

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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.

 Such winner company shall enter the following link https://www.asco.az/az/pages/9/60 and fill in the special application or present the following documents :

* 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!