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 ANNUAL MAINTENANCE SERVICES OF CHILLING, VENTILATION EQUIPMENT, BOILERS AND SYSTEMS THEREOF TO ENSURE CHILLING, HEATING, VENTILATION AND HOT WATER SUPPLY OF THE NEW ADMINISTRATIVE BUILDING LOCATED AT 2 NEFTCHILAR AVENUE, SABAIL DISTRICT**

**B I D D I N G No. AM082/2021**

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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 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 **November 23, 2021**. 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 08.00 till 17.00 in any business day of the week. * Participation fee amount (VAT exclusive): AZN 50 * 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 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. * Contract performance bond is required in the amount of 5 (five) % of the purchase price. |
|  | **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 **November 30, 2021**. * 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), 2 Neftchilar Avenue, Procurement Committee of ASCO.  **Contact person in charge:**  Vugar Jalilov  Senior procurement specialist at the Procurement Department of ASCO  Telephone No. : +99451 229 62 79  E-mail: vuqar.calilov@asco.az, tender@asco.az  **For technical questions please contact :**  Nazim Rasulov  Nazim Rasulov, Chief specialist on mechanics and power engineering  Phone number : +99450 220 90 76  E-mail: [nazim.rasulov@asco.az](mailto:nazim.rasulov@asco.az)  **Contact person on legal issues :**  Landline No.: +994 12 4043700 (ext: 1262)  Email address[:](mailto:tender@asco.az) tender@asco.az |
|  | **Date and time assigned for the opening of bidding offer envelopes:**  Opening of the envelopes shall take place on **December 01, 2021** 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. |
|  | **Other conditions of the bidding :**  Technical requirements for the annual maintenance services of **chilling and ventilation equipment, boilers and systems thereof**  located at the administrative building of Azerbaijan Caspian Shipping CJSC located at 2 Neftchilar avenue, Sabail district:   * Information on specific licenses, experience, repair site and specialist databases shall be provided by the participating entity to carry out these works. * Participation in the bidding by involving subcontractors is not acceptable. * In situ technical examination of chilling, ventilation equipment, heating boilers and systems should be conducted to assess the works proposed. * When calculating the cost of the services, it is necessary to take into account that the works will be fully completed once during the contemplated period and the services shall include elimination consequences of emergency and shut down in chilling, ventilation equipment, heating boilers and systems thereof during a day. * In case of necessity to purchase spare parts, the technical specifications of the goods shall be communicated to the Customer. The Parts shall be installed by the Executor upon receipt by the Customer and shall not be paid for. * The work provided for in the master repair schedule shall necessarily be performed once a month as per the schedule during contemplated period. * Technical repair works due to the technical failure in the chilling, ventilation equipment and heating boilers of the building including, systems thereof shall, at the Customer`s written electronic request, be performed promptly and within working and non-working hours during a month. * Maintenance warranty shall be provided for all repair works performed. * Occupational and Health Safety as well as fire and environmental safety requirements shall strictly be followed in the course of performance of the works. |

(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).

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(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 SERVICES:**

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| **Item No.** | **Nomination of work and services** | **Measurement unit** | **Quantity** | **Number of work performed during a year** |
| 1 | Cleaning of radiator parts of chiller and rooftop type air conditioners, adjustment of the mechanism, washing of the outdoor unit, testing and inspection of the general operation mode. | pcs | 7 | 4 |
| 2 | Adjustment of aspirator mechanisms, cleaning of filters and testing and inspection of general operation. | pcs | 7 | 4 |
| 3 | Testing and inspection of the general operation of the fan and damper motors. | pcs | 76 | 4 |
| 4 | Washing of split, cabinet and VRF type air conditioners drainage pipes of indoor units of fancoils, cleaning of air filters including, testing and inspection of general operation mode. | pcs | 277 | 4 |
| 5 | List of works to performed in 16 boilers and boiler system: inspection of alarm,, control and recording systems, commissioning of gas burners, circulating pumps, hot water boilers and expansion tanks, heat exchangers. Cleaning of water filters, inspection of control and measuring devices (temperature, pressure, level, flow, etc.). Inspection and maintenance of electronic control panels, consoles. Inspection, testing and examination of boiler fans, air vents and diffusers. Inspection of all mechanical, electrical and electronic devices, elimination of detected defects. | set | 1 | 4 |
| 6 | Washing of outdoor units of VRF and cabinet type air conditioners, testing and inspection of general operation mode. | pcs | 4 | 4 |
| 7 | Checking the amount of sand, salt and chlorine in the water softener and the general operational mode of the device. | pcs | 1 | 4 |
| 8 | Cleaning of the indoor and outdoor units of the sensitive air conditioner installed for the server room, testing and inspection of the general operation mode. | pcs | 2 | 4 |

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| **Item No.** | **Equipment information** | **Measurement unit** | **Quantity** |
| 1 | Aspirator equipped with a plug fan PPF-100 | pcs | 1 |
| 2 | Aspirator PPF-100 (HS-40) | pcs | 1 |
| 3 | Aspirator PPF-75 (HS-41) | pcs | 1 |
| 4 | Cellular type aspirator PPF-100 (HB-5) "Provent" | pcs | 1 |
| 5 | Cellular type aspirator PPF-100 (HB-7) "Provent" | pcs | 1 |
| 6 | Cellular type aspirator PPF-100 (HB-1) "Provent" | pcs | 1 |
| 7 | Cellular type aspirator PPF-100 (HB-3) "Provent" | pcs | 1 |
| 8 | Fancoil UNFC-GTT-2Y-015 (FCU-1) | pcs | 13 |
| 9 | Fancoil UNFC-GTT-2Y-020 (FCU-2) | pcs | 52 |
| 10 | Fancoil UNFC-GTT-2Y-025 (FCU-3) | pcs | 64 |
| 11 | Fancoil UNFC-GTT-2Y-030 (FCU-4) | pcs | 45 |
| 12 | Fancoil UNFC-GTT-2Y-035 (FCU-5) | pcs | 57 |
| 13 | Fancoil UNFC-GTT-2Y-050 (FCU-7) | pcs | 16 |
| 14 | Fancoil UNFC-GTT-2Y-060 (FCU-8) | pcs | 6 |
| 15 | Split type air conditioner outdoor unit "Hitachi" RAC-35NPA (T) | pcs | 4 |
| 16 | Split type air conditioner outdoor unit "Hitachi" RAC-50WPA(T) | pcs | 2 |
| 17 | Split type air conditioner indoor unit "Hitachi" RAK-50PPA (T) | pcs | 2 |
| 18 | Split type air conditioner indoor unit "Hitachi" RAK-50PPA (T) "Hitachi" RAS-14QHA(T) | pcs | 4 |
| 19 | Split type air conditioner low flow duct RAC-60WPA- outdoor unit. RAK-60PPA- indoor unit. | set | 4 |
| 20 | Split type air conditioner low flow duct RAC-60WPA- outdoor unit. RAK-60PPA- indoor unit. | set | 1 |
| 21 | Damper motor SR, 2 point, 24V AC 7Nm GMA126.1E | pcs | 18 |
| 22 | Duct fan KTYF-315M | pcs | 1 |
| 23 | Duct fan KTYF-315M (Boiler room ventilation) | pcs | 2 |
| 24 | Duct fan PKF-10 (HV-09) (equipped with water heater, mess room blower) | pcs | 1 |
| 25 | Duct fan PKF-10 (HV-) (kitchen blower, equipped with water heater) | pcs | 1 |
| 26 | Duct fan PKF-2 (HB-2) | pcs | 1 |
| 27 | Duct fan PKF-2 (HB-) | pcs | 1 |
| 28 | Duct fan PKF-2 (HB-6) "Provent" | pcs | 1 |
| 29 | Duct fan PKF-2 (HB-8) "Provent" | pcs | 1 |
| 30 | Duct fan PKF-3 (HS-10) | pcs | 1 |
| 31 | Duct fan PKF-3 (HS-3) | pcs | 1 |
| 32 | Duct fan PKF-3 (HS-7) "Provent" | pcs | 1 |
| 33 | Duct fan PKF-3 (HS-8) "Provent" | pcs | 1 |
| 34 | Duct fan PKF-3 (HS-9) | pcs | 1 |
| 35 | Duct fan PKF-3 (HV-1) | pcs | 1 |
| 36 | Duct fan PKF-3 (HV-3) | pcs | 1 |
| 37 | Duct fan PKF-3 (HV-4) | pcs | 1 |
| 38 | Duct fan PKF-3 (HV-5) "Provent" | pcs | 1 |
| 39 | Duct fan PKF-3 (HV-7) "Provent" | pcs | 1 |
| 40 | Duct fan PKF-3 (HV-8) "Provent" | pcs | 1 |
| 41 | Duct fan PKF-5 (HS-1) | pcs | 1 |
| 42 | Duct fan PKF-5 (HS-4) | pcs | 1 |
| 43 | Duct fan PKF-5 (HS-6) "Provent" | pcs | 1 |
| 44 | Duct fan PKF-7 (HS-2) | pcs | 1 |
| 45 | Duct fan PKF-7 (HS-5) "Provent" | pcs | 1 |
| 46 | Duct fan PKF-7 (HV-2) | pcs | 1 |
| 47 | Duct fan PKF-7 (HV-6) "Provent" | pcs | 1 |
| 48 | Provent PHMA - 100 (HS-12) | pcs | 1 |
| 49 | Provent PKF-5 (HS-11) | pcs | 1 |
| 50 | Provent PKF-5 (HS-18) | pcs | 1 |
| 51 | Provent PKF-5 (HS-19) | pcs | 1 |
| 52 | Provent PKF-5 (HS-23) | pcs | 1 |
| 53 | Provent PKF-5 (HS-24) | pcs | 1 |
| 54 | Provent PKF-5 (HS-28) | pcs | 1 |
| 55 | Provent PKF-5 (HS-29) | pcs | 1 |
| 56 | Provent PKF-5 (HS-33) | pcs | 1 |
| 57 | Provent PKF-5 (HS-34) | pcs | 1 |
| 58 | Recuperator PHRV 2000 m3, equipped with power - 6 kw (Provent) | pcs | 1 |
| 59 | TS-1 Fan BP 80-75 №12.5 DU 22.0 kW 750 rpm | pcs | 1 |
| 60 | TS-2 Fan BP 80-75 №12.5 DU 22.0 kW 750 rpm | pcs | 1 |
| 61 | TS-3 Fan BP 80-75 №12.5 DU 22.0 kW 750 rpm | pcs | 1 |
| 62 | TS-4 Fan BP 80-75 №12.5 DU 22.0 kW 750 rpm | pcs | 1 |
| 63 | Vents VKMZ - 200 (HS-43) | pcs | 1 |
| 64 | Vents VKMZ - 250 (HS-37) | pcs | 1 |
| 65 | Vents VKMZ - 250 (HS-38) | pcs | 1 |
| 66 | Vents VKMZ - 250 (HS-38A) | pcs | 1 |
| 67 | Vents VKMZ 100 (HS-13) (mess room WC) | pcs | 1 |
| 68 | Vents VKMZ 100 (HS-17) | pcs | 1 |
| 69 | Vents VKMZ 100 (HS-20) | pcs | 1 |
| 70 | Vents VKMZ 100 (HS-22) | pcs | 1 |
| 71 | Vents VKMZ 100 (HS-25) | pcs | 1 |
| 72 | Vents VKMZ 100 (HS-27) | pcs | 1 |
| 73 | Vents VKMZ 100 (HS-30) | pcs | 1 |
| 74 | Vents VKMZ 100 (HS-32) | pcs | 1 |
| 75 | Vents VKMZ 100 (HS-35) | pcs | 1 |
| 76 | Vents VKMZ 150 (HS-14) (block B - right WC) | pcs | 1 |
| 77 | Vents VKMZ 150 (HS-15) (block B - left WC) | pcs | 1 |
| 78 | Vents VKMZ - 250 (HS-21) | pcs | 1 |
| 79 | Vents VKMZ - 250 (HS-21A) | pcs | 1 |
| 80 | Vents VKMZ - 250 (HS-26) | pcs | 1 |
| 81 | Vents VKMZ - 250 (HS-26A) | pcs | 1 |
| 82 | Vents VKMZ - 250 (HS-31) | pcs | 1 |
| 83 | Vents VKMZ - 250 (HS-31A) | pcs | 1 |
| 84 | Vents VKMZ - 250 (HS-36) | pcs | 1 |
| 85 | Vents VKMZ - 250 (HS-36A) | pcs | 1 |
| 86 | VRF outdoor unit "Hitachi" RAS-12FSN6Q | pcs | 1 |
| 87 | VRF outdoor unit RAS-12FSN6Q (Hitachi) | pcs | 1 |
| 88 | VRF indoor unit "Hitachi" RPK-1.5FSNQS Premium (wall mounted type) | pcs | 8 |
| 89 | VRF indoor unit RPK-1.5FSNQS Premium (wall mounted type) (Hitachi) | pcs | 9 |
| 90 | POWERVENT - 1751 HV-14 (1-5 Block A right blower AHU) | pcs | 1 |
| 91 | POWERVENT - 1751 HV-15 (1-5 Block A left blower AHU) | pcs | 1 |
| 92 | Powervent-1001 Air handling unit (HV-12) | pcs | 1 |
| 93 | Powervent-1501 Air handling unit (HV-13) | pcs | 1 |
| 94 | Powervent-3001 Air handling unit (HS-39) | pcs | 1 |
| 95 | Powervent-3001 Air handling unit (HV-11) | pcs | 1 |
| 96 | Chiller "Trane" RTAF205SESN | pcs | 2 |
| 97 | Automatic Softening Unit 58F 18150S | pcs | 1 |
| 98 | Boiler 1000L "Venta" | pcs | 1 |
| 99 | Condensing boiler wall type Viessmann Vitodens-200W 99kw 4bar | pcs | 16 |
| 100 | Circulation pump Wilo IPL 32/105-0.75/2 | pcs | 2 |
| 101 | Circulation pump Wilo IPL 32/95-0.55/2 IE3 | pcs | 2 |
| 102 | Circulation pump Wilo IPL 40/130-2.2/2 | pcs | 2 |
| 103 | Circulation pump Wilo IPL 50/150-4/2 | pcs | 2 |
| 104 | Circulation pump Wilo IL 80/170-15/2 | pcs | 3 |
| 105 | Expansion tank 1000 L "Venta" | pcs | 3 |
| 106 | Thermo shrinkable tank 500 L "Venta" | pcs | 1 |
| 107 | Hydraulic separator DN250 2580kcal / h (Balance container) | pcs | 1 |
| 108 | Control Panel "Viessmann" Vitotronic 300-K MW2B | pcs | 2 |
| 109 | Pump Grundfos UPS 32-80 180 230V 50Hz 9H | pcs | 16 |
| 110 | Pump Wilo CO-3 MHİ 405 CE-EB-R | pcs | 1 |
| 111 | Vertiv Liebert HPA HCR43 (Server room outdoor unit.) | pcs | 2 |
| 112 | Vertiv Liebert PDX Senes PX025HA - 24kw (Server room indoor unit) | pcs | 2 |
| 113 | 48000BTU cabinet type air conditioner | pcs | 1 |

**For technical questions please contact :**

**Nazim Rasulov, Chief specialist on mechanics and power engineering**

Telephone no. : +99450 220 90 76

E-mail: [nazim.rasulov@asco.az](mailto:nazim.rasulov@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:

* 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 !