Approved by order of "Azerbaijan Caspian Shipping" Closed Joint Stock Company dated 1st of December 2016 No. 216.



**“AZERBAIJAN CASPIAN SHIPPING” CLOSED JOINT STOCK COMPANY**

**ANNOUNCES AN OPEN BIDDING FOR PROCUREMENT OF COMPUTER SETS AND CLERICAL AIDS**

**B I D D I N G No. AM-017 /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 shall be submitted in English, Russian or in Azerbaijani languages to the official address of "Azerbaijan Caspian Shipping" CJSC or email address of contact person in charge by the date of 06.02.2019, 18.00 Baku time.    Description (list) of goods, works or services has been attached hereto. |
|  | The amount of participation fee and collection of general terms and conditions (bidding offer documentation) :   * Any participant (bidder), who desires to participate in the bidding and to submit its bidding offer, shall pay for participation fee stated below and shall submit the evidence as a proof of payment to "ACS" CJSC not later than the date stipulated in section one. All participants (bidders), who have fulfilled these requirements, may obtain general terms 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. * **LOT-1 AZN 100 (VAT inclusive** * **LOT-2 AZN 0 (VAT inclusive)** * or its equivalent which may be paid 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 ACS CJSC, participation fee shall in no case be refunded ! |
|  | 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, shall submit their bidding offer (one original and two copies) enclosed in sealed envelope to "ACS" CJSC by the date of 20.02.2019, by 15.00 Baku time. * All bidding offer envelopes submitted after above-mentioned date and time shall be returned back unopened. |
|  | Applicable rules in the bidding and exclusive right of "ACS" CJSC :   * The bidding shall be held in accordance with the order dated 12 June 2014, No. 99 and " Guidelines for Organization and Management of procurement in "Azerbaijan Caspian Shipping" Closed Joint Stock Company" which has been approved on the basis of such order. * "Azerbaijan Caspian Shipping" Closed Joint Stock Company shall be entitled to refuse all bidding offers and terminate the bidding in accordance with " Guidelines for Organization and Management of procurement in "Azerbaijan Caspian Shipping" Closed Joint Stock Company". |
|  | Address of the procuring company :  The Azerbaijan Republic, Baku city, AZ1029 (postcode), Heydar Aliyev Avenue 152, “Chinar Plaza” 24th floor, Procurement Committee of ACSC.  Contact person in charge :  Vugar Jalilov  Secretary of the Procurement Committee of "ACS" CJSC  Telephone No. : +994 12 404 37 00 (1132)  Email address: [tender@asco.az](mailto:tender@asco.az)  Contact person on legal issues :  Telephone No. : +994 50 277 02 85  E-mail address. : [**Huquq.meslehetcisi@asco.az**](mailto:Huquq.meslehetcisi@asco.az) |
|  | Tender offer envelopes` opening date and time :  The opening of the envelopes shall take place on 20.02.2019, at 16.00 Baku time in the address stated in section V of the announcement. |
|  | Information on the winner of the bidding :  Information on the winner of the bidding can be found on the announcement tab from the official website of "ACS" CJSC. |
|  | Other conditions of the bidding : |

Procurement Committee of "ACS" CJSC

(On the participant`s letter head)

APPLICATION FOR PARTICIPATION IN

THE OPEN BIDDING

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

\_\_\_\_\_\_\_\_\_\_\_№

To attention of Mr. Jabrail Mahmudlu

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 "ACS" CJSC 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 "ACS" CJSC.

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 : . . . . . . . . . . . . . . . . . . . . . . .
* Position of the contact person :. . . . . . . . . . . . . . . . . . . . . . .
* Telephone No. : . . . . . . . . . . . . . . . . . . . . . . .
* Fax No. : . . . . . . . . . . . . . . . . . . . . . . .
* E-mail address. : . . . . . . . . . . . . . . . . . . . . . . .

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)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position of the authorized person)

**STAMP HERE**

**LIST OF COMPUTER SETS AND CLERICAL AIDS**

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| |  |  |  |  | | --- | --- | --- | --- | | **Item No.** | **Nomination of goods** | **Measurement unit** | **Quantity** | |  | **For Headquarters** |  |  | | 1 | PC set :  İntel İ5, 4GB RAM, 500 GB HDD, 20" monitor | p i e c e ( s ) | 9 | | 2 | Laptop : İntel İ5, 8GB RAM, 256 GB SSD | p i e c e ( s ) | 3 | | 3 | Processor  İntel core İ7, Random Access Memory DDR4 16 GB, HDD 1 TB, | p i e c e ( s ) | 1 | | 4 | Keyboard | p i e c e ( s ) | 10 | | 5 | Wireless mouse | p i e c e ( s ) | 30 | | 6 | Hard disk 480 GB SSD | p i e c e ( s ) | 20 | | 7 | Hard disk 240 GB SSD (with SATA cable) | p i e c e ( s ) | 180 | | 8 | RAM 4 GB DDR-4 | p i e c e ( s ) | 25 | | 9 | RAM 4 GB DDR-3 | p i e c e ( s ) | 25 | | 10 | Hard disk 1 TB (external) | p i e c e ( s ) | 4 | |  | **The Marine Transportation Fleet** |  |  | | 1 | PC set :  İntel İ5, 4GB RAM, 500 GB HDD, 20" monitor | p i e c e ( s ) | 1 | | 2 | Laptop : İntel İ3, 4 GB RAM, 500 GB HDD, 15" | p i e c e ( s ) | 1 | | 3 | UPS device 1500 Watt | p i e c e ( s ) | 2 | | 4 | Hard disk 320 GB | p i e c e ( s ) | 1 | | 5 | Hard disk İDE (HDD İDE) 80 ÷ 120 GB | p i e c e ( s ) | 1 | | 6 | 16 GB Flash memory card | p i e c e ( s ) | 8 | |  | **The Caspian Sea Oil Fleet** |  |  | | 1 | PC set :  İntel İ5, 4GB RAM, 500 GB HDD, 20" monitor | p i e c e ( s ) | 16 | | 2 | Laptop : İntel İ3, 4 GB RAM, 500 GB HDD, 15" | p i e c e ( s ) | 5 | | 3 | 8 GB Flash memory card | p i e c e ( s ) | 8 | | 4 | Keyboard | p i e c e ( s ) | 10 | | 5 | Mouse Pad | p i e c e ( s ) | 5 | | 6 | 1,5 meter USB cable for printer | p i e c e ( s ) | 5 | | 7 | UPS device - "Mercury" | p i e c e ( s ) | 30 | | 8 | Battery pack 12 V (for UPS device) | p i e c e ( s ) | 50 | | 9 | 16 GB Flash memory card | p i e c e ( s ) | 13 | | 10 | Wireless mouse | p i e c e ( s ) | 20 | |  | **“Bibiheybat” Ship Repair Yard** |  |  | | 1 | PC set :  İntel İ5, 4GB RAM, 500 GB HDD, 20" monitor | p i e c e ( s ) | 3 | | 2 | 16 GB Flash memory card | p i e c e ( s ) | 13 | | 3 | Wireless mouse | p i e c e ( s ) | 13 | |  | **"Zig" Ship Repair and Construction Yard** |  |  | | 1 | PC set :  İntel İ5, 4GB RAM, 500 GB HDD, 20" monitor | p i e c e ( s ) | 5 | | 2 | Wireless mouse | p i e c e ( s ) | 22 | |  | **Construction Division of "Zigh" SRCY** |  |  | | 1 | PC set :  İntel core İ5, Random Access Memory DDR4 16 GB, HDD 1 TB, Discrete graphics card (supplementary) 2 GB; 23"-24" monitor (Windows 10 Pro licensed) | p i e c e ( s ) | 4 | | 2 | PC set :  İntel core İ7, Random Access Memory DDR4 16 GB, HDD 1 TB, Discrete graphics card (supplementary) 2 GB; 23"-24" monitor (Windows 10 Pro licensed) | p i e c e ( s ) | 5 | | 3 | PC set :  İntel core İ3, Random Access Memory DDR4 8 GB, HDD 1 TB, Discrete graphics card (supplementary) 2 GB; 22"monitor (Windows 10 Pro licensed) | p i e c e ( s ) | 5 | | 4 | Projector apparatus | p i e c e ( s ) | 2 | | 5 | Power pack 650 VA (for UPS device) | p i e c e ( s ) | 12 | | 6 | 16 GB Flash memory card | p i e c e ( s ) | 20 | |  | **The Production Services Department** |  |  | | 1 | PC set :  İntel İ5, 4GB RAM, 500 GB HDD, 20" monitor | p i e c e ( s ) | 2 | | 2 | Laptop : İntel İ3, 4 GB RAM, 500 GB HDD, 15" | p i e c e ( s ) | 1 | | 3 | 8 GB Flash memory card | p i e c e ( s ) | 2 | | 4 | 16 GB Flash memory card | p i e c e ( s ) | 2 | |  | **Transport LLC** |  |  | | 1 | PC set :  İntel İ5, 4GB RAM, 500 GB HDD, 20" monitor | p i e c e ( s ) | 6 | | 2 | Laptop : İntel İ3, 4 GB RAM, 500 GB HDD, 15" | p i e c e ( s ) | 2 | | 3 | 64 GB Flash memory card | p i e c e ( s ) | 6 | | 4 | Power pack 650 VA (for UPS device) | p i e c e ( s ) | 3 | | 5 | 8 GB Flash memory card | p i e c e ( s ) | 3 | | 6 | 16 GB Flash memory card | p i e c e ( s ) | 3 | |  | **Azerbaijan State Marine Academy** |  |  | | 1 | PC set :  İntel core İ7 3,4GHz, Video card NVİDİA Geforce GT 730;HDD 1TB;RAM 8GB; 23" monitor | p i e c e ( s ) | 15 | | 2 | Keyboard | p i e c e ( s ) | 10 | | 3 | Wireless mouse | p i e c e ( s ) | 30 | |  | **Training and Education Center** |  |  | | 1 | PC set :  İntel İ5, 4GB RAM, 500 GB HDD, 20" monitor | p i e c e ( s ) | 8 | | 2 | Laptop : İntel İ5, 4 GB RAM, 500 GB HDD, 15" | p i e c e ( s ) | 2 | |  |  |  |  | |  |  |  |  | |  | **LOT-2** |  |  | | **Item No.** | **Nomination of goods** | **Measurement unit** | **Quantity** | |  | **The Marine Transportation Fleet** |  |  | | 1 | A4 black and white laser printer, scanner, copy, network and ADF (automatic document transmitter, printing 25-30 pages per minute) | p i e c e ( s ) | 3 | | 2 | A4 color laser printer (printing 18-25 pages per minute) | p i e c e ( s ) | 1 | |  | **The Caspian Sea Oil Fleet** |  |  | | 1 | A4 black and white laser printer (printing 18-25 pages per minute) | p i e c e ( s ) | 4 | | 2 | A4 black and white laser printer, scanner, copy, network and ADF (automatic document transmitter, printing 25-30 pages per minute) | p i e c e ( s ) | 10 | | 3 | A4 color laser printer (printing 18-25 pages per minute) | p i e c e ( s ) | 6 | |  | **“Bibiheybat” Ship Repair Yard** |  |  | | 1 | A4 black and white laser printer, scanner, copy, network and ADF (automatic document transmitter, printing 25-30 pages per minute) | p i e c e ( s ) | 5 | | 2 | A4 color laser printer (printing 18-25 pages per minute) | p i e c e ( s ) | 1 | |  | **"Zig" Ship Repair and Construction Yard** |  |  | | 1 | A4 black and white laser printer, scanner, copy, network and ADF (automatic document transmitter, printing 25-30 pages per minute) | p i e c e ( s ) | 5 | |  | **Construction Division of "Zigh" SRCY** |  |  | | 1 | A3/A4/A5 color laser printer, scanner, copy, network and ADF (automatic document transmitter, printing 20-25 pages per minute) | p i e c e ( s ) | 3 | | 2 | A4 black and white laser printer, scanner, copy, network and ADF (automatic document transmitter, printing 25-30 pages per minute) | p i e c e ( s ) | 6 | | 3 | A4 color laser printer, scanner, copy, network and ADF (automatic document transmitter, printing 18-25 pages per minute) | p i e c e ( s ) | 2 | |  | **The Production Services Department** |  |  | | 1 | A4 black and white laser printer, scanner, copy, network and ADF (automatic document transmitter, printing 25-30 pages per minute) | p i e c e ( s ) | 2 | |  | **Azerbaijan State Marine Academy** |  |  | | 1 | A4 black and white laser printer, scanner, copy, network and ADF (automatic document transmitter, printing 25-30 pages per minute) | p i e c e ( s ) | 3 | |  | **Training and Education Center** |  |  | | 1 | A4 black and white laser printer, scanner, copy, network and ADF (automatic document transmitter, printing 25-30 pages per minute) | p i e c e ( s ) | 3 | |  | **TRANSPORT LLC** |  |  | | 1 | A4 black and white laser printer, scanner, copy, network and ADF (automatic document transmitter, printing 25-30 pages per minute) | p i e c e ( s ) | 6 | |  |  |  |

Only DDP shall be accepted as a delivery term form local entities. Price offers shall be accepted in manats. Other conditions shall not be accepted.

Goods supplied from outside the country are only accepted under CIP and DAP Baku term.

It is necessary to indicate the model and the country of manufacture of each good for which quotation is submitted by the relevant entity.

The winning company must submit the samples and agree on them with the procuring company before conclusion of the contract.

N o t e : The goods will be received in portions within 3 months depending on the extent of necessity.

For technical questions please contact :

Department of Administrative Issues and Civil Claims of "ACS" CJSC

Lead specialist (on household issues) Mammadov Izafat

051 527 40 12

[izafat.mamedov@asco.az](mailto:izafat.mamedov@asco.az?subject=M%C3%B6vzu:&body=H%C3%B6rm%C9%99tli%20%C4%B0zaf%C9%99t%20M%C9%99mm%C9%99dov,%0D%0A%0D%0A%0D%0A)

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| Shammad Yolchuyev, Head of the Procurement Department of the "Marine Transportation Fleet" - 0503707909  [shammad.yolchuyev@asco.az](mailto:shammad.yolchuyev@asco.az?subject=M%C3%B6vzu:&body=H%C3%B6rm%C9%99tli%20%C5%9E%C9%99mm%C9%99d%20Yol%C3%A7uyev,%0D%0A%0D%0A%0D%0A) |
| Suleyman Mammadov, Head of the Warehouse of Procurement Department of the Marine Transportation Fleet  051 454 06 00  [suleyman.mammadov@asco.az](mailto:suleyman.mammadov@asco.az?subject=M%C3%B6vzu:&body=H%C3%B6rm%C9%99tli%20S%C3%BCleyman%20M%C9%99mm%C9%99dov,%0D%0A%0D%0A%0D%0A) |
| Mahir Isayev, Head of the Procurement Service of the Caspian Sea Oil Fleet  050 292 12 32  mahir.isayev@asco.az |
| Iman Abdullayev, Deputy Head of the Procurement Service of the Caspian Sea Oil Fleet  055 555 54 49  iman.abdullayev@asco.az |
| Guliyev Gulu - "Bibiheybat" Ship Repair Yard, Procurement Department, Head of the Procurement Department of "Bibiheybat" Ship Repair Yard - 0502207820  [qulu.quliyev@asco.az](mailto:qulu.quliyev@asco.az?subject=M%C3%B6vzu:&body=H%C3%B6rm%C9%99tli%20Qulu%20Quliyev,%0D%0A%0D%0A%0D%0A) |
| Mamed Novrooz - "Bibiheybat" Ship Repair Yard, Procurement Department, Employee of the Procurement Department of "Bibiheybat" Ship Repair Yard  055 255 60 33  mamed1983\_83@mail.ru |
| Sabuhi Bagirov, Head of the Procurement Department of "Zykh" Ship Repair and Construction Yard  050 458 02 02   sabuxi.bagirov@asco.az |
| Zohra Orujova - "Zigh" Ship Repair Yard, Procurement Department, Engineer of the Procurement Department of "Zigh" Ship Repair Yard  050 350 11 65  [zohra.orucova@asco.az](mailto:zohra.orucova@asco.az) |

Kamyl Huseynov - "Production Services Department", Head of the Procurement Department

050 256 58 92

[kamil.huseynov@asco.az](mailto:kamil.huseynov@asco.az?subject=M%C3%B6vzu:&body=H%C3%B6rm%C9%99tli%20Kamil%20H%C3%BCseynov,%0D%0A%0D%0A%0D%0A)

Niyamaddin Baghirov, Procurement specialist of the Training Center

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[niyameddin.bagirov@asco.az](mailto:niyameddin.bagirov@asco.az)

Head of Administration and Maintenance Department - Babirov Ilyas

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050 277 02 75

"ASCO Transport" LLC Specialist Babayev Kamran

070 361 20 20

[kamran.babayev@asco.az](mailto:kamran.babayev@asco.az?subject=M%C3%B6vzu:&body=H%C3%B6rm%C9%99tli%20Kamran%20Babayev,%0D%0A%0D%0A%0D%0A)

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Due diligence shall be performed in accordance with the Procurement Guidelines of "Azerbaijan Caspian Shipping" Closed Joint Stock Company prior to the conclusion of the purchase agreement with the winner of the bidding.

Such winner company shall enter the following link ( http://www.acsc.az/az/pages/2/241 ) and fill in the special application or present the following documents :http://www.acsc.az/az/pages/7/247

* Articles of association of the Company (including all amendments and changes thereto)
* 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!