**Form 1: Statement of Bidders**

|  |  |  |
| --- | --- | --- |
| **Items** | |  |
| 1. | - Name of Entity  - Acronym (if any):  - Former Name of Entity (if any):  - Year established under former name (if applicable): | …………………………………………………..  …………………………………………………..  ………………………………………………….. |
| 2. | Address of Head Office  - Street :  - P.O. Box (if any):  - Postal Code, City, Country:  - Telephone No.:  - Telefax No.:  - Web address: | …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  ………………………………………………….  . |
| 3 | Names and Details of the Directors/Partners & other key management personnel | …………………………………………………..  …………………………………………………..  ………………………………………………….. |
| 4. | Contact Person  - Name:  - Position / Title:  - Telephone No.:  - Mobile No.:  - Telefax No.:  - E-Mail address | …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  ………………………………………………….. |
| 5. | Details of the Local Agent  - Name of the firm  - Contact Person  - Name  - Position / Title  - Telephone No.  - Mobile No.:  - Telefax No.  - Email address  PCA 3 Form if applicable should be submitted. PCA-3 Form is a prescribed Form under the Public Contracts Act No.3 of 1987, which specifies the persons required to register with the Registrar of Public Contracts. | …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  ………………………………………………….. |
| 5. | Type of Organisation (check one of the spaces):  - Individual Owner  - Partnership  - Private Company  - Public Corporation  - Joint-Venture  - State Enterprise  - Other | |  | | --- | |  | |  | |  | |  | |  | |  | |  | |
| 6. | Date of Incorporation:  Place of Incorporation:  Note: attach the Certificate of Incorporation | …………………………………………………..  ………………………………………………….. |
| 7. | Is this a group /entity formed by its member firms? | (yes) (no) |
| 8. | Is this a parent entity with subsidiaries? | (yes) (no) |
| 9. | In case the Bidders is a joint- venture, list here names and address of all members and proportion of their participation:  (a) Leading Member (Lead Partner)  Other Members:  b)  c)  d)  e) | ……………………………………………………………………………………………………  …………………………………………………………………………………………………….  ……………………………………………………… |
| 10. | Major Business activities | ……………………………………………………… |
| 11. | Total annual turnover as per the audited accounts in the last three (3) consecutive financial years in equivalent of USD, as per the minimum qualifying criteria set out in the Clause 3 of the ITB. | 2020/2021…………….… million USD  2021/2022………………. million USD  2022/2023………………. million USD |
| 12. | Name of Bank / s (indicate separately if there are more than 01 bank):  Address:  Contacts:  - Telephone Number:  - Mobile Number:  - Telefax Number:  - E-Mail: | ………………………………………………………  ………………………………………………………  ………………………………………………………  ………………………………………………………  ………………………………………………………  ……………………………………………………… |

Bidder’s Signature.................................... Date:………….

**Form 2: Experience in Commercial Management of Dry-bulk Ships**

(a). How many years has your organization been in the business of Commercial Management under your present business name: ………….

(b). Indicate the number of ships, which were / are under the Commercial Management contracts under the Bidder during last 03 years up to 2023. Above Past Commercial Management Contract details should be supported with Reference Letters from the clients.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Client (ship owner) | No. of Ships | Names of Ships | Period of Commercial Management Contracts from / to | Fixture Details |
| 2021 |  |  |  |  |  |
| 2022 |  |  |  |  |  |
| 2023 |  |  |  |  |  |

Bidder’s Signature........................................................... Date:………….

**Form 3: Summary of the References Submitted**

References, the names and addresses of the client ship owners, whose ships were under the Commercial Management (CM)by the Bidder in the last four (4) years. These References shall be supported by separate letters issued by the Referees addressed to Chairman, SCAPC.

1. Name of the Firm: ………………….....

Address: …………………….

Contact Name: …………………….

Phone/Email: …………………….

Number of Ships under the CM by the Bidder from this owner: ……………

Total CM contract period: from…………. to ……………..

No. of years:……………………….

1. Name of the Firm: ………………….....

Address: …………………….

Contact Name: …………………….

Phone/Email: …………………….

Number of Ships under the CM by the Bidder from this owner: ……………

Total CM contract period: from…………. to ……………..

No. of years:……………………….

1. Name of the Firm: ………………….....

Address: …………………….

Contact Name: …………………….

Phone/Email: …………………….

Number of Ships under the CM by the Bidder from this owner: ……………

Total CM contract period: from…………. to ……………..

No. of years:……………………….

Bidder’s Signature........................................................... Date:………….

**Form 4: Declaration by the Bidders** **with Regard to Non-Blacklisting / Non-Debarment**

**Undertaking Declaration by the Bidders on Company Letter Head with Regard to Non-Blacklisting / Non-Debarment**

To:

Chairman

Standing Cabinet Appointed Procurement Committee (SCAPC)

Ministry of Ports, Shipping and Aviation

No. 19, Chaithya Road

Colombo 00100

Sri Lanka

We hereby confirm and declare that we, M/s................................................................................................., is not blacklisted / de-registered / debarred by any Government Department / Public Sector Undertaking / Private Sector/ or any other agency for which we have Executed / Undertaken the works/ Services during the last 5 years.

For

Bidder’s Signature...................................................... Date:………….

**Form 5: Addenda Receipt**

Invitation for Bids No: …………………..

We, the undersigned hereby acknowledge that the revision, and / or supplemental information and explanation set forth in this Annex have been incorporated into the preparation of our Application and shall be deemed to form a part of the Bidding Documents.

Addendum No. …………….. dated …………………

Addendum No. …………….. dated …………………

Addendum No. …………….. dated …………………

……………… …………… …… …………………

For and on Behalf of

Bidder’s Signature...................................................... Date:………….

**Form 6: Form of Power of Attorney or Board Resolution**

**Note:**

The Bidders shall attach a **Power of Attorney**, duly authorised by a Notary Public or a Board Resolution, indicating that the person(s) signing of this Bid have the authority to sign the Bid and that the Bid is binding upon the Bidders during the full period of its validity in accordance with ITB Clause 4.

**Form 7: Form of Bid**

To: Ceylon Shipping Corporation Ltd.

This document presents response of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Bidder] to the Invitation for Bids No. CSC/2024-25/T/CM/CB&CP of Ceylon Shipping Corporation Limited (CSC).

This document represents our firm and binding offer to contract with CSC for the Commercial Management of [vessel name/s] in accordance with the Projected Vessel Deployment Plan/s (Form 8) and the Price Offer (Form 9) of our Bid on the terms and conditions specified in the Invitation for Bids and the Instructions to Bidders.

This Offer is valid for three (3) years the Contract Period from 2024/2025 to 2026/27.

If selected for the Award of the Commercial Management Contract of [vessel name/s], we shall be bound to provide the Commercial Management Services for [vessel name/s] pursuant to (a) executed mutually agreed Commercial Management Agreement and (b) our Offer as accepted by CSC as per our Price Offer Form in the Form 09.

We agree to abide by this Form of Bid until June, 2024 and it shall remain binding upon us and may be accepted at any time before that date. We acknowledge that all documents submitted with our Bid shall form part of this Form of Bid.

Unless and until the Commercial Management is executed, this Form of Bid, together with CSC’s written acceptance thereof, shall constitute a binding Contract between us.

We understand that CSC is not bound to accept the lowest or any other Bid that CSC may receive in this procurement.

\* We, as Joint Venture Partners, undertake that our liabilities shall be joint and several.

Bidder:

Company Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Authorized Signature)

(Please affix company seal here)

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Note: In case of a Joint Venture

**Form 08 : Projected Vessel Deployment Plan/s (submit two Plans for two vessels separately)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Voyage No. | Opening | | End of Voyage Position | | Ballast in days, if any to Place of Delivery | Duration | Prospective Cargo | Trading Area | Charter Hire per Day (Gross hire) | Address Commission | Brokerage if any | Ballast Bonus USD |
| Position | Approx. dates | Position | Approx. dates | Including in Gross Charter Hire | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Note: Proposal together with market conditions and trends covering for the above period should be submitted.**

Name of the Authorized Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Seal:

Date: \_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form 09: Price Offer Form for [vessel name/s]**

**Tender No.: CSC/2024-25/T/CM/CB (&/or) CSC/2024-25/T/CM/CP**

We hereby submit our Price Offer as follows for providing of Commercial Management Services;

1. Name of the Bidder: …………….

2. Commercial Management Fees: ……….

3. Other charges, if any:

This offer is irrevocable until ……………June, 2024 and CSC may accept this offer at any time prior to the date and time indicated in the Form of Bid.

Bidder:

Company Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Authorized Signature)

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please affix company seal here.

Witnessed by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witnessed by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form 10: Specimen Format of Bid Security**

[On the letterhead of the issuing bank] [Date]

Your ref.: Procurement No.: .......................

To:

Ceylon Shipping Corporation Ltd.

No. 27, MICH Building

Sir Razik Fareed Mawatha

Colombo 00100

Sri Lanka

Dear Sirs,

We have been informed that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called the “Bidder”) is submitting a Bid for Commercial Management of [vessel name/s] owned by Ceylon Shipping Corporation Ltd. in response to your invitation under Invitation for Bids No. **CSC/2024-25/T/CM/CB (&/or) CSC/2024-25/T/CM/CP**, and that the conditions of your invitation, which are set out in a document entitled Instructions to Bidders require its Bid to be supported by a Bid security.

At the request of the Bidder, we (name of bank) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby irrevocably undertake to pay you, the Beneficiary, any sum or sums not exceeding in total the amount of United Sates Dollars 2,000./= (say: United Sates Dollars Two Thousands) upon receipt by us of your demand in writing and your written statement (in the demand) stating that:

(a) The Bidder has, without your agreement, withdrawn its Bid after the latest time specified for its submission and before the expiry of its period of validity, or

(b) The Bidder has refused to accept the correction of errors in its Bid in accordance with such conditions of invitation, or

(c) Having been notified of acceptance of its Bid during the validity period of bid validity, the Bidder fails or refuses to execute the Commercial Management Agreement.

Your demand and statement must be received by us at this office on or before ....................2024 when this guarantee shall expire and be returned to us.

This guarantee is personal to you and is not assignable. This Bid Security shall be governed by the Laws of Sri Lanka.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_