**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 phone No.:  - Telefax No.:  - E-Mail address: | …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  ………………………………………………….. | |
| 5. | Details of the Local Agent / Broker  - Name of the Entity  - Contact Person  - Name:  - Position / Title:  - Telephone No.:  - Mobile phone No.:  - Telefax No.:  - E-Mail 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. | …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  ………………………………………………….. | |
| 6. | Type of Organisation (check one of the spaces):  - Individual Owner  - Partnership  - Private Company  - Public Corporation  - Joint-Venture  - State Enterprise  - Other | |  | | --- | |  | |  | |  | |  | |  | |  | |  | | |
| 7. | Date of incorporation:  Place of Incorporation:  Note: attach the Certificate of Incorporation | …………………………………………………..  ………………………………………………….. | |
| 8. | Is this a group Entity formed by its member Entities? | (yes) (no) | |
| 9. | Is this a parent Entity with subsidiaries? | (yes) (no) | |
| 10. | 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) | ……………………………………………………………………………………………………  …………………………………………………………………………………………………….  ……………………………………………………… | |
| 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 phone No.: * Telefax Number: * Email: | ………………………………………………………  ………………………………………………………  ………………………………………………………  ………………………………………………………  ………………………………………………………  ……………………………………………………… |

Bidder’s Signature.......................................................

Date...................................

**Form 2 : Experience in Ship Chartering & Operations**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | |  | | |  | |  |  | | **Bidder’s Response** | | | | | |
| 1 | How many years has your organization been in the business of ship chartering and operations under your present business name: ……………………………………………………………………………  ……………………………………………………………………………  ......................................................................................................................... | | | | | | | | | | | | | | |
| 2 | Indicate the number of ships, which were / are chartered / owned / operated by the Bidder during last 03 years up to 2023 (refer Clause 3 of the ITB) | | Year | Ships Chartered by the Bidder | | | | | | | | Ships Owned & Operated by the Bidder, if any | | | |
| Ship Names | | IMO No. | | | DWT (MT) | | Period (Months) | Ship Names | IMO No. | DWT (MT) | Period (Months) |
| 2020 | 1.  2.  3. | |  | | |  | |  | 1.  2.  3. |  |  |  |
| 2021 | 1.  2.  3. | |  | | |  | |  | 1.  2.  3. |  |  |  |
| 2022 | 1.  2.  3. | |  | | |  | |  | 1.  2.  3. |  |  |  |
|  | 2023 | 1.  2.  3. | |  | | |  | |  | 1.  2.  3. |  |  |  |

Bidder’s Signature ...........................................................

Date.........................

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

References, the names and addresses of the client ship owners, whose ships were time chartered 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 Entity: ………………….....

Address: …………………….

Contact Name: …………………….

Phone/Email: …………………….

Number of Ships chartered by the Bidder from this owner: ……………

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

No. of years:……………………….

(2) Name of the Entity: ………………….....

Address: …………………….

Contact Name: …………………….

Phone/Email: …………………….

Number of Ships chartered by the Bidder from this owner: ……………

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

No. of years:……………………….

(3) Name of the Entity: ………………….....

Address: …………………….

Contact Name: …………………….

Phone/Email: …………………….

Number of Ships chartered by the Bidder from this owner: ……………

Total charter 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 Name)

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

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

(Authorized Signature)

Name :

Position :

Place and 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/TC/CB&CP of Ceylon Shipping Corporation Limited (CSC).

This document represents our Entity and binding offer to contract with CSC for the Chartering of [vessel name/s] in accordance with our Time Charter Bid Offer (Form 8) of our Bid on the terms and conditions specified in the Invitation for Bids, Instructions to Bidders and the Implementation Agreement (as per NYPE 93 Charterparty format as amended).

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

If selected for the Award of the Charter Contract, we shall be bound to operate [vessel name/s] pursuant to (a) an executed Charterparty Agreement and (b) our Time Charter Bid Offer as accepted by CSC as per our Time Charter Bid Offer in the Form 08.

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 Time Charterparty Agreement 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 8: Time Charter Bid Offer for [vessel name/s]**

We hereby submit our Price Offer as follows for the Time Chartering of [vessel name/s];

**8A:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the Ship | Opening of Charter | | End of Charter | | Guaranteed Charter Period (days) | Prospective Cargoes | Trading Area | Charter Hire per Day (USD) | Ballast Bonus, if any (USD) |
| Place of Delivery | Delivery laycan | Place of  re-delivery | Approx.  re-delivery dates |
| Ceylon Princess |  |  |  |  |  |  |  |  |  |
| Ceylon Breeze |  |  |  |  |  |  |  |  |  |

**8B:** Details of the Commissions / Brokerage, if any payable by CSC

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the Ship | Details of the Broker / Agent | | | Commission as a % of the Charter Hire | Brokerage as a % of the Charter Hire |
| Name | Full Address | Bank Account Details |
| Ceylon Princess |  |  |  |  |  |
| Ceylon Breeze |  |  |  |  |  |

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company’s frank (Authorized Signature)

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

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

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

Please affix company seal here.

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

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

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

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

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

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

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

**Form 9: Specimen Format of Bid Security**

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

Your ref.: IFB No.: .......................

To:

Ceylon Shipping Corporation Ltd.

No. 27, MICH Building

Sir Razik Fareed Mawatha (formerly Bristol Street)

Colombo 00100

Sri Lanka

Dear Sirs,

We have been informed that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called the “Bidder”) is submitting a Bid for a contract for Time Chartering of [vessel name/s] in response to your invitation under Invitation for Bids No. CSC/2024-25/T/TC/CB&CP, and that the conditions of your invitation, which are set out in a document entitled Invitation for Bids and 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 Time Charterparty 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_