



**SHIMIBAFT**

**Contractor's identification and evaluation documents**

**The call for identification of commercial companies  
to provide feed (SBA: Secondary Butyl Alcohol) from foreign sources**

**Shimi Baft Petrochemical Complex in the special area of Imam port**

*January , 2023*

## **Chapter 1**

*Topic:*

Identification and evaluation of commercial companies for providing food (SBA: SECONDARY BUTYL ALCOHOL) with the specifications that are contained in the documents from external providing sources

*The Employer:*

Shimi Baft Company (Private Joint Stock)

Tehran - Afrika St. between Jahan Koodak and Mirdamad intersections, Padidar allay, No. 22

Through public call, this company intends to identify provider commercial companies, that have experience and expertise in this field, in order to provide a part of its annual feed requirement. (Specifications of required feed are attached)

The conditions of this recall, job description, requirements and other items are also attached.

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## **Chapter 2**

### Job description and requirements

*The generalities of the job, requirements and obligations are as follows:*

**1-1-** Providing feed (SBA) from external providing sources includes receiving feed from the foreign company, transporting feed to Imam port, ensuring cargo, clearance and transportation and finally delivery to the door of the Shimi Baft factory site 2. (DDP, BIK and PET Zone)

**1-2-** Due to the importance of providing feed to Shimi Baft company in order to prevent reduction or stoppage of the production line, the provider company should regularly receive and transport the purchased shipments according to the Shimi Baft company's quarterly (seasonal) contract.

**1-3-** The approximate amount of (SBA) feed that should be received in one year is 2000 tons and at the request of the employer, purchase will be done in the parts of 500 tons.

**1-4-** Shimi Baft company is free to choose from commercial companies that have the capability to provide and then based on its conditions, it will enter into a contract with the selected commercial companies.

**1-5-** The price that is announced by the commercial companies should be based on a coefficient of price of the ICIS global publication for MEK. the price of MEK is different for each delivery in each month and will be mentioned in the contract based on the percentage or coefficient that the participants declare in the rate proposal table.

**1-6-** The announced price for each delivery will be mentioned a month before the ICIS publication based on a coefficient of the average rate of MEK. for example, in order to buy and transport 500 tons in February, the price criterion will be based on the agreed coefficient of MEK price from ICIS publication in the average MEK rate in January.

$$(\text{Average price of MEK in the previous month}) \times (\text{The agreed coefficient in the tender}) = (\text{SBA price in the month of shipment})$$

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**1-7-** The amount of the contract can be increased or decreased up to 25%.

**1-8-** Providing insurance for the transportation of goods from the origin to the destination (the factory door) is entirely the responsibility of the contractor and the employer won't be responsible for the accidents, injuries to third parties or damages to the environment. the cost of insurance and all the risks of the cargo are considered for the contractor.

**1-9-** Foreign provider (provider commercial company) includes receiving feed from a foreign company, transporting feed to Imam port, cargo insurance, and finally clearance, transportation and delivery of feed to the door of the Shimi Baft factory.<sup>3</sup> (DDP, BIK and PET Zone)

**1-10-** determining the purchase and transportation plan on a quarterly (seasonal) are all the responsibilities of the employer; and the employer must officially announce the purchase and transportation plan to the contractor (providing commercial company)

The employer must notify the transporting company of the next month's plan one month in advance

**1-11-** The contract is the sales type and if any deductions are included in this contract, according to the laws of the Islamic Republic, the seller will be responsible.

**1-12-** The contractor (the provider or the seller) is obliged to deliver the goods exactly to the designated destination.

**1-13-** The contractor is obliged to provide the purchased SBA according to the technical specifications that are contained in the documents and deliver the inspection certification of each cargo, by the designated international inspection company, along with the transportation documents to the employer. if there is a quality discrepancy with the product specifications, the contractor is responsible for all damages caused by them. In addition, there will be inspection in the destination that is determined by the employer and is done based on the product specifications. the opinion of inspector is acceptable for the parties.

**1-14-** The settlement with the contractor will be done after the delivery of the cargo at the factory door and confirming the quality of the cargo by the inspector by the employer Chimi Baft and based on feed specifications SBA included in documents , and also the submission of transportation and customs clearance documents.

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**1-15-** The contractor is obliged to transport the cargo by an appropriate vehicle (in case of sea transportation, it should be a special gas ship with a technical inspection permit and should be ensured the tanks are not contaminated; and in case of a ground transportation through a tanker or isotank, it should be with a technical inspection permit of the transporting vehicle and it should also be ensured that the tanks are not contaminated) the contractor is responsible for the damage caused by the contamination of the tank.

**1-16-** The contractor is obliged to insure the goods until it reaches the destination in addition to the loading fee and transportation.

**1-17-** The contractor is responsible for the customs clearance operation along with its costs.  
Delivery semester It is of DDP BIK PETZONE type.

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1-18- If the loading and delivery of the cargo is stopped for some time for any reasons with the official announcement of the employer, and as a result the work is interrupted, the employer will notify the contractor in writing. after the obstacle is removed, the contractor is obligated to start the purchase, loading, transportation and the delivery again in the shortest time after the employer announces the readiness.

1-19- The contractor is committed to observe safety in every way and any issues related to the protection and safety is the responsibility and expense of the contractor. If the employer's HSE unit determines that each of the parts of contractor's transportation lacks safety or standards in any way, the contractor is obliged to fix the problem or replace the part of the transportation.

1-20- The contractor acknowledges that he is fully aware of all the laws governing the economic zones and according to these laws he delivers the goods at the door of the Shimi Baft factory that is located in the 3rd site of petrochemical special economic zone.

1-21- The contractor acknowledges that he is fully aware of anti-money laundering laws and follows the instructions and laws related to it.

1-22- The contractor is obliged to submit his invoices officially according to the provisions of article 169 of the Tax Affairs Organization of the country.

1-23- The contractor is obliged to submit all the relevant documents related to providing feed in order to register and receive the currency allocation from the central bank, and also all transportation documents accepted by the employer's bank in order to clear the foreign exchange obligation, in original copy with a seal and signature to the employer.

**Shimi Baft petrochemical Company**

**Private joint-stock**

(SBA) Specification

Characteristics	Specification	Unit	Test Method
SBA Purity	Min 99.0	Wt%	GC
Water	Max 0.2	Wt%	ASTM 1364
Specific Gravity at 20 <sup>0</sup> /20 <sup>0</sup> c	0.806-0.807		ASTM D 941
Boiling Range	Within 1.0 Including 99.5	<sup>0</sup> c	ASTM D 1078
Non-volatile mater	Max 3	Mg/100ml	ASTM D 1353
Color Hazen/APHA	Max 10		ASTM D 1209
Acidity as acetic acid	Max 0.01	Wt%	ASTM D 1613

Stamped by

Shimi Baft company site 2 (private joint-stock)

Authorized

Laboratory

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## **Chapter Three**

### **Invitation condition**

#### **1. Announcing the unwillingness to participate in the invitation after receiving the tender documents**

In case of unwillingness to participate in the invitation, the participants shall announce their refuse in written, maximum up to 3 days after receiving the invitation documents.

#### **2. investigating the documents and proofs of invitation**

2-1.the participants of the invitation are obliged to study and investigate all the documents of the invitation carefully and realize the information of the text completely. Also, they should sign and stamp the required documents in relation to the invitation such as the registered documents of the company, the company's resume, contractual records which are related to the subject of the invitation, especially in the field of supplying the petrochemical foods or other industries from foreign supply sources, general characteristics of organizational chart and the professional staff in the field of invitation, the positive documents regarding financial power of the company, as well as complete documents of the invitation (which are published by employer), and after this, they should putting them in a sealed package, and send them to the address of central office of Shimi Baft company.

2-3. none of the claims of the participants of invitation would be accepted after submitting the required documents by Shimi Baft petrochemical company and the invitation is just "to identify and evaluate the contractors and commercial companies which are the suppliers in the field of petrochemical feedstock that would be embark upon for supplementary stages in the next stages through placing a tender.

2-4.the participants of the invitation should be completely aware of the situation and condition of the working place and equipment and how to access to them and local facilities including the conditions and work operations and all the factors that are somehow effective in the process of correct and fast implementation of the services.

#### **4- Date, place and how to present the required documents for participating in the invitation**

The participants of the invitation shall submit the declared characteristics and documents of article 2, maximum up to working hours of Tuesday 2023/01/17 in a sealed envelope, after getting a receipt, to the security department of Shimi Baft company addressed as no.22, Padidar alley, between the Koodak and Mirdamad crossroad, Africa street, Tehran.

It should be mentioned on the envelop, "the invitation for identification of the contractor or food supplier's SBA from foreign supply sources.

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Explanation 1. It is necessary that all the pages of invitation documents to be signed by holder(s) and stamped by the company.

#### 5-The legal residence of contractor

The legal residence of contractor is the place that was mentioned in the submitted documents, any correspondence that would be sent to the mentioned address would be regarded as notified, unless any change in the mentioned address has already been informed to the employer in written.

#### 6-Investigation of the submitted documents from the participants of the invitation

The received documents by the employer would be open and read as follows:

A) controlling the registered documents of the company such as Gazette and the registration notice of the companies

B) investigation of the company's resume

C) investigating the contracts which are related to the food supplies for petrochemicals and other industries of the country

D) import and export records of the company

E) the financial power of the company

F) investigate and evaluation of the participants on the basis of submitted documents and the completed forms for evaluation and assigning points to the participants

#### 7-The power of Shimi Baft company in rejection or acceptance of participants of invitation

The Shimi Baft company reserves the right for itself that after investigation the documents and proofs, without mentioning any reason, can reject or accept any company and the decision made on this regard is confirmed. In case the submitted documents of companies get accepted by the Shimi Baft company other working stages will be carried out through placing a general tender (including getting the price and choosing the contractor or supplier).

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### Contractors evaluation questionnaire

The Contractors Evaluation Questionnaire and the required documents will be delivered in a separate file.

## Contractor's Personnel

## Human Resources

1- The contractor is required to include his human resources planning to this project in attachment forms as different specializations. It is necessary that, names of key personnel (project manager, ...) which will be allocated to this project specifically, should be included.

2- This planning table is one of the bases of tender evaluation and the contractor should be extremely careful to complete it, and he must observe the following items, too.

2-1 The liner program, which indicate the beginning and end of each specialization, should be drawn.

2-2 If the number of people in each specialization are constant during times, should be mentioned in remark column.

2-3 If the number of people who are working in each specialization are variable, it must be insert in liner program, in 30 days' period.

3- Acceptance of this list by the employer, doesn't mean that, he has taken away his rights which are according to the general conditions of the contract and regarding the request for completion or replacement of human resources.

[illegible]

