****

**Joint Stock Company**

**Caspian Pipeline Consortium-R**

APPROVED

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

D.V. Dolgushin

**TERMS OF REFERENCE**

For the Conclusion of the CPC-R Office Equipment Storage and Transportation Agreement

1. General Provisions

Caspian Pipeline Consortium (CPC) is the largest international oil transportation project with participation of Russia, Kazakhstan and other leading international producer companies established to construct and operate a >1.5K km trunk pipeline. The CPC trunk pipeline route runs through Atyrau Region of Kazakhstan and the South of Russia: Astrakhan Region, Republic of Kalmykia, Stavropol Krai and Krasnodar Krai ([http://www.cpc.ru](http://www.cpc.ru/)).

This tender aims at selecting The Keeper of the CPC Moscow Office property providing also associated services such as transportation, assembling, disassembling, moving. The Moscow Office is located at: Moscow, Pavlovskaya Str, 7, bdg. 1.

1. Requirements
* The Keeper shall have at least 6-year experience of providing office equipment storage and transportation services, and also agreements for transportation of at least 300 workstations
* The Keeper shall comply with appropriate terms and conditions of CPC property storage, arrange for safekeeping and integrity thereof as well as prevent the property from depreciation and deterioration of useful properties.
* The Keeper shall keep the storage venue in serviceable condition, maintain temperature and humidity level inside it conforming to the storage conditions of the transferred property, follow the sanitary and epidemiological standards, fire safety and industrial regulations, and immediately notify CPC of any event (damage, accident. etc.) that has caused or may cause detriment to the CPC property.
* The storage venue as well as access roads thereto shall be duly lighted and guarded.
* The storage venue shall be an А warehouse complex or better (no more than 15 km off the Moscow Ring Road). The warehouse area shall be no less than 3,000 m2.
* The storage venue shall be equipped with storage rack / pallet systems.
* The Keeper shall arrange for unrestricted access of authorized representatives of CPC to the property (through The Keeper’s territory, among others) within the agreement’s validity period: 09.00 to 18.00 weekdays, weekends - by mutual agreement.
* The Keeper shall keep records of all changes in the stored property volumes within the validity period of the agreement.
* The Keeper shall hand over the property (nominated quantity of the property) delivered for storage to the authorized person of CPC immediately upon request.
* The Keeper shall have and use a real-time warehouse management system.
* The Keeper shall have all capabilities and resources required to provide office equipment transportation services, namely:
* vehicles or a long-term agreement for transportation services using an all-metal body vehicles;
* direct-hire trained personnel - no less than 20 persons holding a “Loader” or similar position confirmed by the manning table.
* Loaders should wear corporate uniform
* The Keeper shall provide the disposal services as regards written off furniture of CPC
* In the course of property transportation The Keeper shall arrange for the following:
* special packaging for fragile items and equipment
* special packaging for IT equipment
* property loading, unloading and transportation
* The Keeper shall comply with the CPC HSE policies.
* The Keeper shall have a civil liability public indemnity policy of at least RUR 15,000,000 per each insured event, or a civil liability public indemnity policy of at least RUR 5,000,000 per each insured event and confirmation of an increase in the amount up to RUR 15,000,000 if the agreement is made.
* At CPC’s request The Keeper shall maintain an additional insurance of the CPC’s property taken for storage or being transported
1. Attachments:

*Exhibit 1 Indicative list of office equipment delivered for storage.*

|  |  |
| --- | --- |
| * + Tables
	+ Chairs
	+ Rolling file cabinets
	+ Cabinets
	+ Desk chairs
	+ Wing chairs for visitors
	+ Safe boxes
	+ Documentary archives
	+ Computers
	+ Visual Display Units
	+ Boxes with belongings and documents
	+ Archive boxes
	+ Server equipment (racks)
	+ MFD
	+ Printers
	+ Electronic equipment
	+ Documentation in boxes
 |  |