

APPROVED BY  
Chairman of the Bidding Commission  
Rossiya Airlines JSC

M.N. Fedosov

(signature)

(name)

«                      »                      City of  
(DD)                      (MM)                      (YYYY)

## PROCUREMENT DOCUMENTATION

### Procurement Method

### Public Request for Price Quotations

provision of security services for flights operated to Barcelona International Airport.  
(specify name of procurement according to the subject of the contract)

To be conducted in accordance of Federal law No.223-FZ "Concerning Procurement of Goods, Works, and Services by Certain Types of Legal Entities" and the Regulation on Procurement of Goods, Works, and Services (P 20-33-14, 2-nd edition)

### Public Request for Price Quotations in Non-Electronic Format

### Determination of Bidding Specific Features:

medium business entities not anticipated  
(specify whether procurement from small and/or  
medium business entities is anticipated/not anticipated)

## 1. General Conditions

The procurement documentation is an invitation intended to general public to present proposals for procurement procedure:

This procedure includes   1   lot(s).

Lot No.	1				
Designation of subject of the contract (lot):	<u>provision of security services for flights operated to Barcelona International Airport.</u>				
Initial (maximum) contractual (lot) price excl. VAT	Currency of contract	Number (Volume)	Units of measure	Classification as per OKPD2	Classification as per OKVED2
500 000	EUR	not determined	item	52.23.19.190	52.23.19
Place of delivery/performance of work/service provision (address):	Barcelona, Spain				

Procedure for the request for price quotations is neither tender, nor auction for the right to be awarded a contract, and is not governed by Articles 447 to 449, Part One

of the Civil Code of the Russian Federation. In addition, this procedure is not a public tender and is not governed by Articles 1057 to 1061, Part Two of the Civil Code of the Russian Federation. Thus, conduction of the Request for Price Quotations does not imply any appropriate civil obligations for the customer for mandatory contract conclusion with the winner or other bidder.

The Customer may withdraw the request for price quotations at any time, not bearing any liability against the procurement parties including but not limited to reimbursement of any expenses related to preparation and submission of a bid for the request for price quotations. In case of a decision to withdraw the request for price quotations the Customer shall, within the day following the day when such decision was made, post information of such request for price quotations withdrawal in the unified information system.

The Customer shall bear no obligations or liability if the potential bidders, procurement parties fail to note the notice of withdrawal the request for price quotations.

The Customer does not issue documentation regarding the request for price quotations procedure upon separate requests of any bidder. Documentation will be posted in the unified information system and may be copied and stored in the procurement bidders' hardware free of charge.

At any time prior to the deadline for submission of bids for the request for price quotations the customer may, on his own initiative, or in response to an inquiry from any potential bidder, make changes to the notice about the request for price quotations or documentation for the request for price quotations.

Within three days from the date of a decision on required amendments in the notice for the request for price quotations or documentation for the request for price quotations, the customer shall post such amendments in the unified information system.

If changes to the notice about the request for price quotation are made later than one business day prior to deadline for submission of bids for the request for price quotations, time period of submission of bids for request for price quotations shall be extended so that such time period is at least three business days between the date of posting the changes made to the notice on procurement in the unified information system and the deadline of submission of bids for the request for price quotations.

Any potential bidder may send to the Customer a clarification query regarding provisions of documentation for the request for price quotations in written or in electronic format at least two business days prior to the bids submission deadline. Within one business day from the date of receipt of the above-mentioned inquiry for clarification of the provisions of the documentation the Customer shall provide clarifications to the potential bidder submitted the inquiry and to post such clarifications in the unified information system (not indicating name or address of the potential bidder provided this inquiry for clarification).

## **2. Procedure and place of submission of procurement bids.**

### **2.1. Time period of the procurement procedure:**

Time and date of bids submission beginning	30 January, 2017 18.00 Moscow time
Time and date of bids submission deadline:	14 February, 2017 10.00 Moscow time
Place of bidders' bids submission	Tender Division, 18/4 Pilotov str., Saint-Petersburg, 196210.
Place and date of bids review and summarizing procurement results:	18/4 Pilotov str., Saint-Petersburg, 196210 «14» February 2017.

2.2. Contact person for issues related to Bid preparation and submission:

Helena Tirkaya [tender@rossiya-airlines.com](mailto:tender@rossiya-airlines.com)  
(tel. +7812 6333949)

2.3. Contact person for Terms of Reference issues:

Tatiana Arkhipova [T.Arkhipova@rossiya-airlines.com](mailto:T.Arkhipova@rossiya-airlines.com)  
(tel. +78126333981)

2.4. For the purpose of bidding for the request for price quotations, potential bidder shall compile the bid for the request for price quotations executed fully in compliance with the requirements of documentation for the request for price quotations. The potential bidder may submit only one bid related to each subject of the request for price quotations.

2.5. Potential bidder shall put the Bid into an envelope. Then the envelope shall be sealed. The envelope shall be marked with the following: “Bid for the public request for price quotations for provision of security services for flights operated to Barcelona International Airport. Lot No.1 ». DO NOT OPEN BEFORE 10.00 (Moscow time) 14 February, 2017”. Tender Division, hand delivery to Helena Tirkaya, contact phone: +7(812) 6-333-949 or +7 (905) 276-75-50.

2.6. Obligations of the procurement bidder related to submission of a bid for participation in the request for price quotations include the following:

2.6.1. To conclude a contract on terms and conditions specified in the draft contract being an integral part of the documentation and the request for price quotations notice, and the bid for the request for price quotations unless otherwise is provided for in this documentation.

2.6.2. Not to amend and/or withdraw his bid for the request for price quotations after the deadline for submission of the request for price quotation bids.

2.6.3. Not to include deliberate misrepresentations, information, or documents into the bid.

2.6.4. To submit, within three days from the date of posting a protocol determining the bidder's right for entering into a contract with the customer, information regarding whole chain of owners including beneficiaries (including end ones) and about structure of executive boards supported by appropriate documents according to the form provided in Appendix D to the Policy of Procurement of Goods, Work, and Services by Rossiya Airlines JSC (except for procurement parties that are government bodies, state and municipal institutions, and unitary enterprises).

2.7. The Customer will carry on reception of bids for request for quotation from the date of posting of the request for price quotations notice in the unified information system and till the deadline for submission of bids for request for quotation specified in the request for price quotations notice.

2.8. Bidder is entitled to amend or withdraw submitted bid for the request for price quotations no later than the deadline for submission of the bids for the request for price quotations. Bidder may make amendments or additions to the Bid only by submitting a new Bid while the initial Bid shall be withdrawn by the Bidder.

2.9. The Customer shall keep the data specified in submitted bids confidential until summarizing results of the request for price quotations.

2.10. If upon the deadline for submission of bids for the request for price quotations as specified in the documentation for the request for price quotations only one bid for the request for price quotations is received such request for price quotations shall be declared void.

2.11. In case the documentation provides for two and more lots, request for price quotation admits shall be declared void only in relation to those lots, for which only one bid has been submitted.

2.12. If upon the deadline for submission of bids for the request for price quotations as specified in the documentation for the request for price quotations the Customer receives only one bid for the request for price quotations, although the request for price quotations shall be declared void the bidding commission shall review this bid according to the procedure stipulated in the present documentation. If both reviewed bid for the request for price quotations and the procurement bidder submitted such bid meet the requirements and provisions stipulated in the documentation for the request for price quotations the Customer may enter into a contract with such bidder.

2.13. Confidential information shall not be specified in any reports to be issued during the procurement procedure.

### **3. Method, due dates and procedure of payments for goods, works, and services**

Payment method shall be bank transfer.

Payment due dates and procedure: 100% of cost of services shall be paid within 30 calendar days from the date of invoice receipt.

**4. Requirements to safety, quality, technical characteristics, functional characteristics (consumer attributes) of the goods, work, and service, to sizes, packaging, shipment of goods, and to work output specified by the customer and stipulated by technical regulations in accordance with the Russian legislation concerning technical regulation, the documents developed and applied in the national system of standardization, introduced in accordance with the Russian legislation concerning standardization, and other requirements related to determination of compliance of the delivered goods, performed work, and rendered service to the customer needs.**

4.1. Requirements to safety, quality, technical characteristics, functional characteristics (consumer attributes) of the goods, work, and service, to sizes, packaging, shipment of goods, and to work output specified by the customer and stipulated by technical regulations in accordance with the Russian legislation concerning technical regulation, the documents developed and applied in the national system of standardization, introduced in accordance with the Russian legislation concerning standardization, and other requirements related to determination of compliance of the delivered goods, performed work, and rendered service to the customer needs are given in the Terms of Reference (see Appendix 3).

4.2. Requirements to contractual capacity of Procurement Bidders:

4.2.1. Bidder shall comply with the requirements established according to the Russian legislation for persons rendering services;

4.2.2. Availability of the appropriate licenses, certificates, approvals and other permissions of state bodies of the Russian Federation and/or other countries (when applicable) to perform, by him or persons involved by him, operations required to

execute obligations undertaken in accordance with the present Documentation and the contract expected to be concluded in accordance with the present Documentation;

4.2.3. Procurement bidder shall not be under liquidation as a legal entity and there shall be no any adjudication order for the procurement bidder as a legal entity/solo trader or initiated bankruptcy proceedings;

4.2.4. Operations of the procurement bidder shall not be suspended according to the procedure stipulated by the Russian Federation Administrative Offence Code as of the date of submission of the bid for participation in procurement;

4.2.5. The procurement bidder shall have no outstanding liabilities in respect to taxes and levies, and other obligatory payments to budgets of the budget system of the Russian Federation (except for the amounts subject to granted delay, payment by installments, or investment tax credit in accordance with the Russian legislation concerning taxes and levies re-structured in accordance with the Russian legislation, for which there is legally effective court award to recognize the applicant obligation to pay these amounts executed performed or which have been are recognized as uncollectibles in accordance with the tax and levy legislation of the Russian Federation) for recent calendar year.

The procurement bidder is considered to conform to the specified requirement if he has submitted and application for appeal against the stated tax arrears or debt and no award with respect to this application has been made as of the date of review of the bid for selection of supplier (contractor, provider);

4.2.6. Indicators of the procurement bidder's financial and economic performance shall provide evidence of his financial solvency and stability;

4.2.7. Procurement bidder shall not be listed in the suppliers blacklist as stipulated in Art. 5 of Federal Law No.223-FZ nor in the suppliers blacklist as stipulated in Federal Law No.44-FZ "On Contractual System regarding Central and Local Government Procurement of Goods, Works and Services" dated April 5, 2013.

4.2.8. In case procurement is carried out among small and medium-sized business entities only the procurement bidder shall meet criteria of designation as small and medium-sized business entities as stipulated by Article 4 of the Federal Law Concerning Development of Small and Medium-Sized Business in the Russian Federation.

4.3. List of all documents to certify the procurement bidder's compliance with the specified requirements is given in the Bidder Questionnaire (see Appendix 1).

4.4. Due date of contract signing by the bidder whose bid is recognized to be the best one – within three calendar days from the date of contract receipt from the Customer.

## **5. Requirements for content, format, execution and structure of bids for procurement**

5.1. The bidder's bid shall comprise the following documents:

5.1.1. Bidder Questionnaire to be issued in the company letter headed paper of the procurement bidder (see Appendix 1);

5.1.2. Application for participation in the procedure to be issued in the company letter headed paper of the procurement bidder (see Appendix 2);

5.1.3. Quotation in accordance with it. 5.6÷5.8;

5.2. All documents and information to be submitted by the bidders including the bidder's application and quotation shall be in Russian language. If any information or documents are submitted in other language they shall be accompanied with translation into Russian language.

5.3. All rates in the bid shall be indicated in

EUR including all taxes and fees.

5.4. Validity period of the bid for participation in procurement shall be at least 90 days form the deadline for submission of the procurement bids.

5.5. Bidders shall pay by themselves all expenses related to bids submission including but not limited to expenses concerning review of the present Documentation and bid compilation.

5.6. Quotation shall be compiled in accordance with the Terms of Reference (see Appendix 3) and shall include the following:

- Basic handling rate.

5.7. Quotations shall be submitted for each lot separately.

5.8. Quotation shall include one main offer for cost, time periods and other terms and conditions of goods delivery / work performance / service rendering unless otherwise provided for by the procurement documentation.

5.8.1. Possibility of submission of an alternative quotation: not anticipated.

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5.8.2. Possibility of subcontracting: anticipated.

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5.9. Lot separability: not anticipated.

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## **6. Procedure of review, evaluation and benchmarking of bids, criteria of evaluation and benchmarking of bids for procurement**

6.1. Quotations shall be reviewed directly by the bidding commission of Rossiya Airlines JSC approved by the Order of the General Director of Rossiya Airlines JSC.

6.2. Procurement bids are subject to two-stage review:

The first stage – pre-qualification stage to check the bids for compliance with the requirements given in the procurement documentation with respect to bid execution;

The second stage – evaluation stage to evaluate pre-qualified bids.

6.3. Pre-qualification stage intended to review of the bids the bids for compliance with the requirements given in the procurement documentation shall be conducted based on the following indicators and evaluation procedure:

Indicators	Evaluation procedure
Compliance with the requirements for procurement parties	Bidders will be checked for compliance with the requirements based on the received documents (according to it.4) including but not limited to their legal capacity and non-listing in the blacklist of suppliers.
Completeness of submitted documents	Check of documents submitted within the bid against the required list (Appendix 1) and accuracy of submitted information and documents.
Bid compliance with the requirements of procurement documentation	Check of the bid content including: Content of price quotation; Other information in accordance with the requirements given in the procurement documentation.

6.4. If during the pre-qualification stage the bidding committee reveals the fact of the bid non-conformance with respect to one or more indicators specified in it. 6.3 such bid shall be rejected and not further review.

Bid of procurement bidder will be rejected in case:

- a) Any original documents or copies and other information as required by the procurement documentation are not submitted;
- b) Of non-compliance of the procurement bidder with the requirements to procurement parties stipulated in the procurement documentation;
- c) The bid includes deliberate misrepresentations, fraud in information or documents within the bid;
- d) Clarifications for the bid for the request for price quotations are not provided when requested by the bidding commission;
- e) The procurement bidder is listed in blacklist of suppliers;
- f) The procurement bidder has any overdue receivables and/or pending obligations against the customer and his subsidiaries and affiliates (including entities affiliated with the procurement bidder);
- g) The proposed goods, work or services do not comply with the requirements given in the procurement documentation;
- h) Of any other negative information resulted revealed during the check.

6.5. The pre-qualification stage comprises the following steps to be performed subsequently:

6.5.1. Request the procurements parties to provide clarifications of the bid provisions and submit any missing documents (if necessary). In this case no any requests or requirements to submit missing documents aimed to amend merits of the bid including amendment of commercial terms (prices and other commercial conditions) or technical conditions of the bid (list of proposed products, their technical characteristics, and other technical conditions) are allowed.

6.5.2. Correction of any arithmetic, grammatical and other obvious errors revealed during bid review with obligatory notification of the procurement bidder submitted the bid about any such correction, and receipt of their consent in writing or in electronic format issued on the company letter headed paper.

6.5.3. Check of the procurement bidder including his legal capacity, authenticity of the bid, accuracy of submitted information and documents, bidder non-listing in the blacklist of suppliers, any overdue receivables and/or pending obligations against the customer under the previously concluded contracts (including those with entities affiliated with the procurement bidder).

6.5.4. Check of the proposed goods, work, and services for compliance with the requirements of the procurement documentation.

6.5.5. Rejection of bids that are which, according to members of the bidding commission, do not conform to requirements of the request for price quotation with respect to merits, and making decision whether to deny pre-qualification of procurement bidder submitted such bids.

6.5.6. In case of finding fact of unreliable data indicated in the bid, finding fact of liquidation or bankruptcy proceedings or adjudication order being taken against the procurement bidder, fact of suspended operations of the procurement bidder according to the procedure established by Russian Federation Administrative Offence Code, fact of arrears of assessed taxes, duties and other obligatory payments to budgets of any level or state non-budgetary funds over the recent calendar year such procurement bidder shall be banned from bidding for the request for price quotations procedure at any stage.

6.5.7. If during the pre-qualification stage a bid of only one procurement bidder is deemed to be complying with the requirements of the documentation for request for price quotation procedure such bidder shall be deemed to be the only one bidder for the request for price quotations. The Customer is entitled to conclude a contract with the only one procurement bidder under the conditions given in the documentation for the request for price quotations procedure, draft contract and the bid submitted by the bidder. Such bidder may not withdraw from conclusion a contract with the Customer. In this case the request for price quotations shall be deemed void.

6.6. Pre-qualified bids will be evaluated based on the only one criterion – **Basic handling rate for one turnaround flight**. Rates for additional services (additional security agent, additional working hours, deportee escort) will not be evaluated.

Common basis for comparison of quotations shall be quoted prices of all bidders excluding VAT.

6.7. Procurement bidder complying with the requirements stipulated in the documentation for request for price quotations, who has submitted price quote that meets all requirements stipulated in such documentation and includes the lowest price of goods, works, and services.

If during evaluation of bids for request for price quotation the bidding commission needs to extend time period of pre-qualification and/or evaluation stage specified as periods of review of quotations submitted by the procurement parties and summarizing procurement results in the notice for the request for price quotations, the customer, within one working day from the date when the bidding commission decided to extend time period of the pre-qualification and/or evaluation stage, shall post notification about extension of appropriate time period in the unified information system.

6.8. For the purpose of evaluation and benchmarking of the bids for the request for price quotations, the bidding commission will involve experts and specialists from the customer divisions and also, but not limited to, any other parties as thought to be necessary. Expert conclusion based on the results of the evaluation shall be submitted to the bidding commission to be used for making decision on determination of a winner. The bidding commission may disagree with conclusions and recommendations given in the expert conclusion provide applications for re-evaluation and re-comparison, involve other experts and specialists, or decide themselves. In this case parties involved into bids evaluation and comparison including members of the bidding commission shall ensure confidentiality of evaluation process.

6.9. Based on the results of the Bidding Commission meeting in order to determine a winner of the request for price quotations a Report on the results of the request for price quotations shall be issued.

6.10. If the winner of the request for price quotations avoids concluding the contract, the Bidding Commission shall be entitled to decide to award the contract to the bidder whose bid has been assigned the second number based on the outcome of evaluation and comparison of bids (quotations), under the terms and conditions given in the contract attached to the documentation and under the conditions of contract execution proposed by this bidder. Such decision shall be issued as an appropriate minutes of the meeting of the Bidding Commission. Bidder for the request for price quotations is not entitled to withdraw from conclusion a contract.

6.11. The Customer shall be entitled to refuse to award a contract without reimbursement of any expenses related bidding for the request for price quotations to the winner or any other bidders.



6.12. If the Customer refuse to conclude a contract both with the winner of the request for price quotations and the bidder whose bid was the second one, the Customer shall post a relevant notification in the unified information system

## **7. Consequences of recognition of the request for price quotations to be void**

In case the request for price quotations is recognized to be void and/or no contract is concluded with the procurement bidder submitted only one bid for request for price quotations or recognized to be the only one bidder for the request for price quotations the Customer may repeat the request for price quotations or apply an alternative method of procurement.

## **8. Final provisions**

All other matters not covered by the present procurement documentation the Customer shall follow the Procurement Policy.

## **9. Appendices**

Appendix 1	Bidder's Questionnaire
Appendix 2	Application for Participation in the Procedure
Appendix 3	Terms of Reference
Appendix 4	Draft Contract

**Appendix 1**  
**to the Procurement Documentation**

**QUESTIONNAIRE OF BIDDER<sup>1</sup>**  
**for procurement procedure:**

(state designation of procedure)	
<b>Procedure No.</b> _____ (state number of procedure)	<b>Lot No.</b> _____ (state number of lot)
(specify full name of the company in accordance with the Charter and type of business organization)	
(specify short name of the company in accordance with the Charter)	
<b>1. Legal Details</b>	
<b>Country of registration</b>	_____
<b>Legal address</b>	_____
<b>Actual address</b>	_____
<b>Phone</b>	_____
<b>Fax</b>	_____
<b>E-mail</b>	_____
<b>2. Bank Details</b>	
Entity's Taxpayer Identification Number / Taxpayer Record Validity Code (KPP):	
Principal State Registration Number (OGRN):	
Number of current account	
Bank name	
Correspondent account	
BIC	
<b>3. Registration details</b>	
Registration date, place and authority	_____
Shareholders	
Business profile	
Affiliation with small and/or medium-sized business <sup>2</sup>	
Russian National Classifier of Businesses and Organizations (OKPO)	
Russian Classification of Economic Activities (OKVED)	
<b>4. Attachments to the Bidder Questionnaire:</b>	

<sup>1</sup> To be issued on a procurement bidder's company letter-headed paper as a separate document.

<sup>2</sup> If the bidder is classified as a small or medium-sized business entity, a declaration of conformity executed according to the form given below shall be attached to the bid.

Document Title	Number of pages
1. Notarized copies of incorporative documents (Certificate of State Registration, Charter, Articles of Association).	
2. Notarized copy of extract from the Unified State Register of Legal Entities/ or the Unified State Register of Individual Entrepreneurs obtained no earlier than 6 months prior to date of posting of the notice for request for price quotations in the unified information system (for foreign companies – abstract from a trade register).	
3. Certificates of no outstanding tax liability to the budgets of all level and insurance deductions issued by appropriate divisions of the Federal tax Service no earlier than 3 months prior to date of posting of the notice for request for price quotations in the unified information system. (this requirement does not cover bidders that are non-Russian residents).	
4. Documents confirming right of the procurement bidder to deliver goods not produced by him, supported by corporate guarantees of the goods manufacturer (originals or copies)	
Document confirming powers of the person to perform actions on behalf of the procurement bidder - the legal entity (copy of the decision on appointment or election or order on appointment of a physical person to a position, according to which such physical person has rights to act on behalf of the procurement bidder without power of attorney (hereinafter also referred to the - the chief executive officer). If the procurement bidder is represented by any other person acting on behalf of them, the bid shall also contain the power of attorney to act on behalf of the procurement bidder certified by the procurement bidder's seal (for legal entities) and signed by the chief executive officer of the procurement bidder or a person authorized by this chief executive officer, or the notarized copy of such power of attorney. In case the above-mentioned power of attorney is signed by person authorized by the chief executive officer of the procurement bidder the bid shall also include a document to confirm power of such person.	
5. Copies of accounting records: for Russian legal entities – copies of balance sheet, statement of financial results including all attachments thereto, for the recent reporting period except for newly registered companies (for foreign companies – copies of documents similar to balance sheet and statement of financial results).	
6. Copies of documents confirming the right to run certain operations (licenses, etc.) in cases permitted by the applicable legislation of the Russian Federation and/or confirming the goods and services compliance to certification requirements.	
7. Copies of notification about application of the simplified taxation system (STS) or notification letter of the bidder about application of the STS bearing a seal of a tax authority (where applicable), supporting by the tax declaration for the tax paid in connection with application of the STS, for the recent year.	
8. Information on non-availability/availability affiliation of the procurement bidder with Rossiya Airlines JSC employees and their close relatives (spouses, children, parents, brothers and sisters).	
9. Brief background of the company's activities.	
10. Copies of audit reports (if any).	
11. For a group (several persons) of persons acting for the procurement bidder, an original or a notarized copy of the document confirming consolidation of the persons acting for the procurement bidder as a group, and the right of the certain procurement bidder to participate in the procedure on behalf of a group of persons including right to submit application for bidding, to sign protocols and contract shall be also provided.	

12. Description of the goods to be delivered, their functional characteristics, quantity and quality characteristics (if the goods are a procurement subject) or description of the work to be performed, or description of the service to be rendered (if subject of the procurement is work or service), their quantity and quality characteristics.

13.<sup>3</sup>

### 5. Contact person

(specify name, surname, phone, fax, e-mail)

**The bidder hereby confirms accuracy of all information stated in the Questionnaire and agrees with all conditions specified in the procurement documentation related to the procurement procedure:**

(state designation of procedure)

(position of the chief executive officer)

(signature)

(state name)

**Stamp**

Date of compilation

« \_\_\_\_\_ » \_\_\_\_\_  
(DD) (MM) (YYYY)

<sup>3</sup> Procurement bidder may submit any additional information about his company.

**DECLARATION**  
**on the procurement bidder compliance**  
**with criteria of classification as an entity of small and medium-sized business**

We hereby confirm that \_\_\_\_\_

(specify name of the procurement bidder)

in accordance with Article 4 of the Federal law Concerning the Development of Small and Medium-Sized Business in the Russian Federation meets the criteria of classification as \_\_\_\_\_ (specify small or medium-sized business entity depending on the criteria of classification)

business entity and report the following information:

1. Place of business address (legal address): \_\_\_\_\_.

2. Taxpayer Identification Number / Taxpayer Record Validity Code (KPP): \_\_\_\_\_.

\_\_\_\_\_ (N, information about date when the document was issued and the authority issued the document)

3. Principal State Registration Number (OGRN): \_\_\_\_\_.

4. Information about availability (non-availability) in the register of small and medium-sized business entities of the constituent entity of the Russian Federation (if such register is maintained by the governmental authority of the constituent entity of the Russian Federation) \_\_\_\_\_.

(name of a notified body, date of registration and register number)

5. Information about compliance with the criteria of classification as small and medium-sized business entities, and information about manufactured goods, work, and services and types of activities <1>:

Item No.	Information designation <2>	Small entities	Medium entities	Indicator
1 <3>	2	3	4	5
1.	Total share in equity (joint-stock) capital (share fund) of the Russian Federation, constituent entity of the Russian Federation, municipalities, public and religious organizations (associations), charitable and other foundations in the equity (joint-stock) capital (share fund) of the specified legal entities shall not exceed twenty five percent (except for total share included into asset composition of joint-stock investment funds, property assets of closed-end investment funds, common property assets of investment partnerships), percent	Max. 25		-
2.	Total share in equity (joint-stock) capital (share fund) of foreign legal entities,	Max. 49		-

	percent			
3.	Total share owned by one or more legal entities that are not small and medium-sized business entities, percent	Max. 49		-
4.	Average number of employees for preceding calendar year (to be determined considering all employees including those working under civil law contracts or in secondary employment considering actual working hours, employees of representations, branches and other separate divisions of the specified micro-sized enterprise, small enterprise or medium-sized enterprise) for the recent 3 years, persons	up to 100 inclusive	from 101 to 250 inclusive	specify number of persons (for each year)
		up to 15 for micro-sized enterprise		
5.	Revenues from sales of goods, work, and services excluding value added tax or book value of assets (depreciated book value of fixed assets and intangible assets) for the recent 3 years, mln. roubles	800	2000	To be indicated in mln. roubles (for each year)
		120 per year – for micro-sized enterprise		
6.	Information about types of activity of the legal entity according to constituent documents or about types of activity of the physical person recorded in the Unified State Register of Private Entrepreneurs and performing business activity without foundation of a legal entity with indication of the OKVED2 (Russian Classification of Economic Activities) and OKPD2 (Russian National Classification of Products as per Types of Economic Activities) codes	-		
7.	Information about goods, work, and services produced by small and medium-sized business entities with identification of OKVED2 and OKPD2 codes	-		
8	Information about participation in approved programs of partnership of certain customers with small and medium-sized business entities	yes (no) (if participated – state name of the customer implementing the partnership program)		
9.	Availability of information about the small and medium-sized business entity in the register of partnership program	yes (no) (if available - specify name of the customer-holder of the partnership program register)		

	participants	
10.	Experience of execution of public and municipal contracts, civil agreements of budgetary institutions or agreements signed with legal entities covered by the Federal Law Concerning Procurement of Goods, Works, and Services by Certain Types of Legal Entities”	yes (no) (if any – specify number of executed contracts and total amount)
11.	Information of experience in production and delivery of products included into the innovative products register	yes (no)
12.	Information whether the small and medium-sized business entity has status of a person participating in executing of project for creation and support of operation of a territorially separate complex (Skolkovo Innovative Centre)	-
13.	Information that the chief executive officer, members of collegial executive body, chief accountant of the small and medium-sized business entity have no criminal records for crimes in the sphere of economy (except for persons with expired or expunged criminal records), and that no punishment in form of disqualification to hold certain positions or to practise certain professions related to activities of the small and medium-sized business entity, or administrative punishment in form of disqualification has been invoked in relation of the above-mentioned individuals	yes (no)
14.	Information about available data about the small and medium-sized business entity in blacklists of suppliers stipulated by the Federal Law Concerning Procurement of Goods, Works, and Services by Certain Types of Legal Entities and the Federal Law On Contractual System regarding Central and Local Government Procurement of Goods, Works and Services	yes (no)

Company Chief Executive Officer

/\_\_\_\_\_/

(solo trader)

(signature)

\_\_\_\_\_  
Name, position

Stamp

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<1> Category of a small or medium-sized business entity will be changed only when limit values are beyond the limit values specified in item 4 hereof, during 3 successive calendar years.

<2> Restrictions on total share in the equity (joint-stock) capital (share fund) of foreign legal entities, the total share owned by one or more legal entities who are not small and medium-sized business entities do not cover commercial companies and economic partnerships, whose activities are practical use (implementation) of results of intellectual activities (software for electronic computers, databases, inventions, useful models, production prototypes, selection inventions, integrated circuit topographies, know-how, exclusive rights for which belong to shareholders (partners), respectively, of such commercial companies, economic partnerships being budgetary, autonomous research institutions or budget organizations, autonomous organizations, and higher educational institutions; legal entities received a project participant status according to Federal law No.244-FZ Concerning Skolkovo Innovative Center dated September 28, 2010, legal entities where shareholders (partners) are legal entities included in the list of the legal entities providing the state support of innovative activities approved by the Government of the Russian Federation, in forms as stipulated by Federal law No.127-FZ Concerning Science and State Scientific and Technical Policy dated August 23, 1996.

<3> Items 1 - 7 are mandatory and must be filled in.";



**Appendix 2**  
**to the Procurement Documentation**

<b>Application for Bidding<sup>4</sup></b> <b>in the public request for price quotations:</b>
(specify name of the procurement procedure, number of procedure, and lot number, if required)
1. Having studied conditions and requirements given in the procurement documentation posted at the Electronic Trading Facility
at:
<i>(specify address where the procedure was published)</i>
and Policy of Procurement of Goods, Work, and Services of the Customer
and accepting requirements and conditions of the request for price quotation procedure and conditions of goods delivery ( work performance, service rendering) stipulated in them
<i>(specify full name of legal entity / name, surname of individual)</i>
registered at the following address:
<i>(specify place of business of legal entity / place of residence of individual)</i>
proposes to conclude a contract for
<i>(specify subject of the contract)</i>
in accordance with the quote and other documents being an integral part of the present bid for the request for price quotations.
Commercial proposal:
Basic handling rate for one turnaround flight - _____EUR;
Rate for the additional security agent per 1 hour - _____EUR;
Rate for additional working hour per agent - _____EUR;
Rate for deportee escort per 1 hour - _____EUR.
2. We hereby inform (declare) that
<i>(specify full name of legal entity / name, surname of individual)</i>
Is not affected by any adjudication order or initiated bankruptcy proceedings 9for legal entities).
Operations are not suspended according to the procedure established by the Russian Federation Administrative Offence Code, as of the date of submission of the bid for the purpose of participation in procurement;
No records in the suppliers blacklist as stipulated in Art.5 of Federal Law No.223-FZ nor in the suppliers blacklist as stipulated in Federal Law No.44-FZ on Contractual System regarding Central and Local Government Procurement of Goods, Works and Services dated April 5, 2013 are available.
3. We hereby guarantee accuracy of information in the bid for the request for price quotations submitted by us and confirm the Customer's right to request from us, any authorised bodies, and legal entities and individuals mentioned in our bid for the

<sup>4</sup> To be issued on a procurement bidder's company letter-headed paper as a separate document.

request for price quotations information specifying data stated in the bid, provided this that does not contradict the requirement for generation of the request for price quotations conditions equal for all bidders.		
4. In case we win the request for price quotations we guarantee submission of all information regarding whole chain of owners including beneficiaries (including end ones) and about structure of executive boards supported by appropriate documents, within three days from the date of posting of the Report determining the bidder's right to conclude a contract with the customer in the unified information system <sup>5</sup> .		
5. In case, based on the results of the request for price quotations, the Customer award us a contract we undertake to sign a contract with Rossiya Airlines JSC in accordance with the requirements given in the documentation for the request for price quotations and terms and conditions of our quotes, within three calendar days from the date of receipt of the present contract from the customer.		
6. In case we are recognized to be the second winner of the request or price quotations based on the results of procurement procedure and the winner of the request for price quotations is deemed to be avoiding entering into contract we undertake to sign this contract in accordance with the requirements given in the request for price quotations documentation and our quote.		
7. In case we are recognised to be the only one request for price quotations bidder we undertake to sign the contract in accordance with the requirements given in the request for price quotations documentation and at the price indicated in our quote.		
8. In case we are recognised to be the winner of the request for price for quotations or it is decided to conclude a contract with us in the stipulated cases, and our avoidance of entering into the contract, that are subject of the request for price quotations we agree that information		
about		
(specify full name of legal entity / name, surname of individual)		
should be included into the supplier blacklist.		
9. We undertake not to amend and/or withdraw our bid for the request for price quotations after the deadline for submission of bids for the request for price quotations.		
10. By submitting the present bid we confirm our consent to personal data proceeding in accordance with Federal Law No.152-FZ Concerning Personal Data dated July 27, 2006 <sup>6</sup> .		
11. Documents being an integral part of our bid for the request for price quotations are attached to the present bid for the request for price quotations,		
as per the list on		page
<b>Chief executive officer</b>		
(signature)		(state name)
Stamp		
Date of compilation	«	»
	(DD)	(MM) (YYYY)
	)	

**Appendix 3**  
**to the Procurement Documentation**

**Terms of Reference**  
**for signing of the contract for provision of security services for flights operated**  
**to Barcelona International Airport**

**1. Kind of service:** For a single ground handling consisting of the arrival and subsequent departure at agreed timings of the same aircraft the following services shall be provided on the base of Annex A to the Standard Ground Handling Agreement of January 2013:

**7.4 RAMP**

7.4.2 (a) Provide

(2) Guarding of

(a) Aircraft

(b) Guarding of designated areas

(c) baggage in the baggage make-up area

7.4.2 (a) Provide

(1) Searching of

(a) Aircraft (articles 8-11 of the Aircraft Security Check/ Search List attached)

7.4.3 (a) Provide

Security personnel

(1) To safeguard all Loads during the transport between designated locations, as baggage makeup area and cargo warehouse, and aircraft

(2) During offloading and loading of aircraft

**7.5 ADDITIONAL SECURITY SERVICES (on request)**

7.5.1. (a) Provide additional security services (on request)

\* Important notes:

- safety cones perimeter-wise to be installed

- 3 security agents under the aircraft (with metal detectors)

**Basic handling rate limits** (maximum basic handling rate per turnaround flight)  
**is as follows:**

*154 EUR per turnaround flight*

*The rate includes:*

*1. Services:*

- Exterior aircraft search.

- Guarding of aircraft and designated area within the zone of ground handling including the check of staff IDs (starts 1 hour prior scheduled time of departure and ends after the aircraft departure).

- Security of baggage (cargo, mail) in the baggage make-up area (starts with the beginning of passenger and baggage check-in procedure).

- Security during offloading and loading of aircraft (starts 1 hour prior scheduled time of departure and ends after the aircraft departure).

*2. Staff: 3 agents.*

*3. The rate is inclusive of night hours, provision of services on Sundays and Public Holidays during the agreed hours of operation.*

**\*Important Note**

All the means of communication, transportation and equipment shall not be charged to the Carrier even as an additional charge.

**2. Terms:** handling services to be provided from the date of contract signing by both Parties till 31.01.2020.

**3. Volumes:** as per the Carrier's schedule.

The average number of flights during IATA Summer season is 50 flights per month.

The average number of flights during IATA Winter season is 11 flights per month.

The services to be provided in accordance with the signed contract.

**4. Settlement:**

Settlement of accounts shall be effected in EUR (compulsory) by bank transfer in 30 (thirty) calendar days after the receipt of the factual invoice on fortnightly basis in EUR via e-mail.

**5. General requirements to the services:**

1. The services must be provided in accordance with the internal guidelines and instructions of the Carrier (the documents are provided in English, access to the documents will be provided after the contract signing) and requirements and recommendations of ICAO, IATA and governmental bodies which codifies the principles and techniques of international air navigation at the place of handling services provision.
2. The Handling Company shall have the license for provision of all the above mentioned services at BCN airport.
3. The Handling Company shall have a good reputation among the Carriers and good relations with local Authorities.
4. The Handling Company's staff shall be trained and certified for provision of the contracted services.
5. The Handling Company's employees shall be at least 1-year experienced in the handling services outlined herein.
6. The Handling Company shall have the English-speaking staff for flights of the Carrier. Russian-speaking staff will be considered as an advantage.
7. The Handling Company shall have qualified personnel at the airport in the quantity which will be enough to perform all the services, duties which are defined in the contract.
8. The Handling Company shall have means of communication: phone, mobile phone, fax, email, SITA, wireless signal and all the necessary means of transport.

The Winner of the current tender must sign the attached agreement hereto for ground handling services. It is being considered acceptable to change wordings thereof as

mutual agreed, excepting essential terms and conditions of the agreement specified by the Carrier (contract duration, list of services, terms of payment).

**Appendix 4**  
**to the Procurement Documentation**

**Contract Draft**

**STANDARD GROUND HANDLING AGREEMENT**  
**(Simplified Procedure)**

**ANNEX B 1.0 – LOCATION(S), AGREED SERVICES AND CHARGES**

To the Standard Ground Handling Agreement (SGHA) of January 2013

Between: **ROSSIYA AIRLINES JSC**

having its principal office at: 18/4 Pilotov street  
196210 Saint-Petersburg  
Russian Federation

and hereinafter referred to as “the Carrier”

and: **XXX**

having its principal office at: **XXX**

and hereinafter referred to as “the Handling Company”.

The Carrier and/or the Handling Company may hereinafter be referred to individually as “Party” or collectively as “Parties”.

Effective from:

and replaces: **None**

This Annex B for the location: **Barcelona Airport (BCN)**

**Preamble:**

This Annex B is prepared in accordance with the simplified procedure whereby the Parties agree that the terms of the Main Agreement and Annex A of the SGHA of January 2013 as published by the International Air Transport Association shall apply to this Annex B as if such terms were repeated here in full. However, if there is any inconsistency between the terms of the Main Agreement and Annex A of the SGHA of January 2013 and the terms of this Annex B, then the terms of the latter shall prevail.

By signing this Annex B, the Parties confirm that they are familiar with the aforementioned Main Agreement and Annex A.

### **Paragraph 1. Handling Services and Charges**

**1.1** For a single ground handling consisting of the arrival and the subsequent departure at agreed timings of the same aircraft, the Handling Company shall provide the following services of Annex A at the following rates per flight:

**Refer to Attachment 1.**

## **SECTION 7 SGHA 2013: SECURITY SERVICES**

### **7.4 Ramp**

Items: 7.4.2 (a) Provide

- (2) Guarding of
  - (a) Aircraft
  - (b) Guarding of designated areas
  - (c) baggage in the baggage make-up area

7.4.2 (a) Provide

- (1) Searching of
  - (a) Aircraft (articles 8-11 of the Aircraft Security Check/ Search List attached)

7.4.3 (a) Provide

- Security personnel
  - (1) To safeguard all Loads during the transport between designated locations, as baggage makeup area and cargo warehouse, and aircraft
  - (2) During offloading and loading of aircraft

### **7.5 Additional Security Services (on request)**

Items: 7.5.1. (a) Provide additional security services (on request)

Extra services agreed on ad-hoc basis and at additional charge.

The rates specified in Attachment 1 “HANDLING CHARGES” to the present Annex B 1.0 are inclusive of Night hours, provision of services on Sundays and Public Holidays during the agreed hours of operation.

EXTRA SECURITY SERVICES charge is not included into the STANDARD SECURITY SERVICES charge. EXTRA SERVICES will be provided on request and at additional charge.

The reference tariffs are exclusive of VAT.

**1.2.** In case of flight cancellation the Carrier will send notification to the Handling Company in a timely manner.

The Carrier will pay, as cancellation charges, the 100% of the tariff described in Attachment 1 in case of notification provision from 0 to 1h59 mins prior to STD.

For the cancellations made more than 12 hours in advance no cancellation charges applies.

**1.3** The Handling Company will provide security services to the Carrier in accordance with schedules provided by the Carrier.

**1.4** From the 1st of February 2018 the rates may be adjusted once per year (12 month period) with 70% of the national official inflation for the 12 month period. The Handling Company shall inform the Carrier officially in written (in accordance with Paragraph 10 «Notification») about new rates at least 30 calendar days before they come into effect. This notification should contain information about new rates and the date they come into effect.

Revisions shall take place annually according to the positive CPI factor of the previous year. No revision shall be applied when negative CPI factor.

The copy of the official publication source contained mentioned information with economic indicators must be provided to the Carrier preliminary (30 calendar days in advance) in written. Nevertheless such price adjustment cannot be more than 3% annually.

## **Paragraph 2. Additional Services and Charges**

2.1 In case of overtime and/or additional services requested by the Carrier the additional charges below will be applied:

<b>Service</b>	<b>Unit</b>	<b>Rate, in EUR</b>
Additional security agent	per hour	
Additional working hours	agent/ per hour	
Deportee escort	per hour	

## **Paragraph 3. Disbursements**

**3.1** Any disbursements made by the Handling Company on behalf of the Carrier will be reimbursed by the Carrier at cost price plus an accounting surcharge of 5%.

## **Paragraph 4. Limit of Liability**

**4.1** The limit of liability referred to in Sub-Article 8.5 of the Main Agreement shall be as follows:

<b>Aircraft Type</b>	<b>Limit (per incident in USD)</b>
Narrow body	750.000,00
Wide body	1.500.000,00

## **Paragraph 5. Area of Responsibility**

**5.1** The area of responsibility is the Airport of Barcelona.



The Handling Company hereby undertakes that it is familiar and complies with the Carrier's Security Manual and local regulatory requirements.

## **Paragraph 6. Payment**

6.1 Notwithstanding Sub-Article 7.2 of the Main Agreement, the Handling Company shall invoice the Carrier once a month for the services mentioned in the present agreement. The settlement of account shall be effected in EUR through the Carrier's Head office within 30 days of receipt of the invoices sent by the Handling Company.

6.2 All the invoices scanned copies must be sent to the email of the Carrier's Accounting Department: OKR@rossiya-airlines.com.

The hard copies must be sent to the following address:

Rossiya Airlines JSC  
Pilotov Street 18/4  
Saint-Petersburg 196210  
Russia  
Attn. Accounting Department

The Handling Company's bank details:

XXX

The Carrier's bank details:

Company name: «Rossiya Airlines» joint stock company  
Bank Name: SBERBANK (SEVERO-ZAPADNY HEAD OFFICE)  
ST.PETERSBURG, RUSSIA  
SWIFT: SABRRU2P  
Acc. transit 40702978455001000080  
Acc. current 40702978155000000080  
Correspondent Bank: Deutsche Bank AG, Frankfurt am Main  
SWIFT:DEUTDEFF

Both Parties mutually agreed that each Party will pay own bank expenses linked with the settlement of invoices.

6.3 If the Carrier disputes any item in the invoice(s), the Carrier may withhold payment until a resolution has been reached with the Handling Company. The Carrier shall inform the Handling Company of the reason(s) for withholding payment beyond the aforementioned 30 day period. The new payment date will be agreed after resolution of the disagreement. Any claims and disputes regarding mistakes in invoices have no limitation period.

## **Paragraph 7. Duration, Modification and Termination**

### **7.1 Duration**

7.1.1 This agreement shall be effective from **the date of contract signing by both Parties** until 31.01.2020 and can be terminated by any Party at any time in accordance with article 11.4 of the Main Agreement, by prior written notice to the other party. This Agreement shall supersede any previous agreements between the Parties for BCN station.

7.1.2 According to the article 11.5 of the Main Agreement, termination of the present Agreement can be made by either Party at any time providing with 60 (sixty) day prior written notice to the other party.

## **7.2 Modification**

7.2.1 Any modification to this Annex B 1.0 shall be made by a written amendment signed by both parties.

## **Paragraph 8. Right to Audit**

8.1 The Handling Company is fully responsible to comply with certification requirements imposed by the national Authorities.

8.2 The Handling Company shall allow the Carrier access at all reasonable times to audit, copy and reproduce the books, records and correspondence, instructions, receipts and memoranda of every description related to this Agreement. Such information shall be kept confidential by the Carrier. Prior notification shall be sent by the Carrier not less than 30 days in advance. Such notice shall contain a description of the areas to be audited.

8.3 The Quality auditing and qualification of the Carrier shall be in accordance with Carrier's quality control program. The Handling Company will provide the Carrier with an agreed action plan to correct any deficiency notified by the Carrier.

## **Paragraph 9. Notification**

9.1 In accordance Sub-article 11.3 of the Main Agreement, any notice or communication to be given hereunder shall be addressed to the respective parties as follows:

### TO CARRIER:

The Carrier:	ROSSIYA AIRLINES JSC
Address:	18/4 Pilotov street 196210 Saint-Petersburg Russian Federation
Attn:	Ms Anna Nayda Contracts department
Tel.:	+7 812 6 333 891
E-mail:	A.Nayda@rossiya-airlines.com contract@rossiya-airlines.com

### TO HANDLING COMPANY:

The Handling Company: XXX

Address:

Telephone:

E-mail:

Attn:

### **Paragraph 10. Governing Law**

10.1 In accordance with Article 9 of the Main Agreement, this Annex B shall be governed by and interpreted in accordance with the laws of Spain.

10.2 It is agreed that in the event of any dispute or claim relating to the services provided for in this Agreement, the courts for the resolution of disputes shall be deemed to be the courts of Spain in accordance with the laws and jurisdiction of the state.

10.3 In case of any disputes regarding the text of the current agreement the Parties will follow the text in the contract's exemplar which is verified by the stamp of the Carrier's Legal Department.

### **Paragraph 11. Force Majore**

11.1 Both the Handling Company and the Carrier will be exempt from obligations as set forth in this agreement if failure to meet such obligations results from any event outside their reasonable control including flood, fire, lighting, war, volcano eruption and other act of God, revolution, act of terrorism, riot or civil commotion.

### **Paragraph 12. Confidentiality**

12.1 The Carrier and the Handling Company agree not to reproduce this Annex B1.0 or to distribute it to others, in whole or in part, at any time and permanently to keep confidential all information contained within Annex B1.0 and all information made available by the Handling Company and the Carrier to each other during its negotiations or in the provision of the services.

### **Paragraph 13. General**

13.1 The Handling Company shall provide the Carrier with the information in respect to all its owners (beneficiaries), including the ultimate beneficiaries, as well as in respect to structure of executive bodies according to the form of the Attachment 2 to the present SGHA, attaching confirming documents.

13.2 In case of changes in the above-mentioned chain of owners, including ultimate beneficiaries, or in the structure of executive bodies, the Handling Company later shall inform Rossiya Airlines about them with the confirming documents attached.

**Signed the**

**Signed the**

**At**

**At**

**For and on behalf of**

**For and on behalf of**

**ATTACHMENT 1**  
**HANDLING CHARGES**

All the services listed in Paragraph 1.1 of present agreement shall be provided by the Handling Company as follows:

<b>STANDARD SECURITY SERVICES</b>	<b>MANPOWER</b>
<ul style="list-style-type: none"> <li>- Exterior aircraft search.</li> <li>- Guarding of aircraft and designated area (within the zone of ground handling).</li> <li>- Security of baggage (cargo, mail) in the baggage make-up area.</li> <li>- Security during offloading and loading of aircraft.</li> </ul>	3 Agents
<b>Charge per turnaround flight</b>	_____ EUR

<b>TIMINGS</b>	
<ul style="list-style-type: none"> <li>- Exterior aircraft search.</li> <li>- Guarding of aircraft and designated area (within the zone of ground handling).</li> <li>- Security during offloading and loading of aircraft.</li> </ul>	1 Hour prior scheduled time of departure
- Security of baggage (cargo, mail) in the baggage make-up area.	With beginning of passenger and baggage check-in procedure

**PRICING NOTES:**

- Prices exclude VAT and airport concession fees, if and where applicable.

**Signed the**

**Signed the**

**At**

**At**

**For and on behalf of**


**For and on behalf of**

**ATTACHMENT 2****INFORMATION ON BENEFICIARIES (HOLDING MORE THAN 5% OF SHARES) (EXAMPLE)\***

Contract (bank details, subject matter, total amount, validity)					Name of the counterparty					Owners/beneficiaries data (till the owners/beneficiaries of the last level)						
No. of contract and the date of entering into force	Subject matter of the contract	Total amount of the contract	Contract's validity	Bank details and legal address of the counterparty	Taxpayer identification No.	State registration No.	Name of the company	CEO name	CEO ID/ passport details	Taxpayer identification No.	State registration No. (for legal entities)	Name of the owner/beneficiary	Registered address	ID (passport details) for individuals	CEO/owner/ shareholder/beneficiary	List of the docs confirming the info about owners, shareholders and beneficiaries

\* Notice: in the schedule there must be set detailed information about the chain of counterparty's owners (founders/shareholders; in relation of founders/shareholders, who are legal entities, please complete the information of those legal entities' founders, owners etc., including the ultimate beneficiaries.

**ATTACHMENT 3 AIRCRAFT SECURITY CHECK/ SEARCH LIST**

Aircraft Security Check/Search List (acc. EU. Doc 300/2008, 2015/1998) Карта досмотра				 <small>*ROSSIYA AIRLINES* JOINT STOCK COMPANY</small>		
FLIGHT ARRVD FROM (Откуда прибыл рейс)	TYPE, BOARD N of A/C (Тип, бортовой номер ВС)	FLIGHT NO:  / / (Номер рейса)	DATE:  / / 20 (Дата)	AIRPORT (Аэропорт)	FLIGHT TO: (Рейс в:)	TIME OF PERFORMAN CE Start/Finish  / / (Время проверки начало/окончание)
<p>• An aircraft security search shall consist of an examination of the following areas, when they are accessible without the use of tools, keys, stairs or other aids, and without breaking seals:</p> <p>If irregularities occur, please inform appropriate authorities/corporate security</p> <p>(Досмотр ВС и проверка следующих мест доступа должны проводиться без помощи инструментов, ключей, лестниц или других приспособлений, без повреждения пломб.</p> <p>В случае выявления нарушений, пожалуйста, информируйте соответствующие власти/ либо службу безопасности)</p>					FUL FILMENT	SIGNATURE (Подпись)
1	Overhead bins (Багажные полки)			c <input type="checkbox"/>		
2	Cupboards and storage compartments; including crew storage areas (Осмотр доступных мест – гардеробы, служебные отсеки и ниши, включая места размещения имущества экипажа)			c <input type="checkbox"/>		
3	Toilet compartments (Туалеты)			c <input type="checkbox"/>		
4	Galleys areas (Бортовые кухни)			c <input type="checkbox"/>		
5	Seat pockets (Карманы кресел)			c <input type="checkbox"/>		
6	Areas under the seats; between seats and between seat and wall (Область под креслами; между креслами и между креслом и стеной)			c <input type="checkbox"/>		
7	Between 5 % and 10 % of lifejacket pouches (От 5 до 10 процентов мест хранения аварийно-спасательных жилетов)			c <input type="checkbox"/>		
8	Aircraft holds (Багажно-грузовые отсеки)			<input type="checkbox"/>		
9	Items contained within the hold (Оборудование в багажных отделениях)			<input type="checkbox"/>		
10	Aircraft service panels and service hatches (Сервисные панели, лючки)			<input type="checkbox"/>		
11	Wheel wells (Ниши шасси)			<input type="checkbox"/>		
12	Cockpit if left unattended (Кабина экипажа, если оставалась без присмотра)			c <input type="checkbox"/>		
Inspection performed by: The Carrier Staff <b>A</b> <input type="checkbox"/> Security staff <b>S</b> <input type="checkbox"/> Crew <b>C</b> <input type="checkbox"/> Other <b>O</b> <input type="checkbox"/> (Контроль произведен) (Сотрудники авиакомпании) (Сотрудники авиационной безопасности) (Экипаж) (Другие)						
Commander's Name (in block letters): (Фамилия командира (печатными буквами))				Signature: (Подпись)		

Articles 8-11 are checked and filled in by the Handling Company.