

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 quotations

ground handling services in Larnaca (LCA) and Paphos (PFO).

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 quotations in Non-Electronic Format

Determination of Bidding Specific Features:

medium business entities 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>ground handling services in LCA and PFO.</u>				
Initial (maximum) contractual (lot) price excl. VAT	Currency of contract (lot)	Number (Volume)	Units of measure	Classification as per OKPD2	Classification as per OKVED2
11 000 000	EUR	not determined	item	52.23.19.190	52.23.19
Place of delivery/performance of work/service provision (address):	Larnaca and Paphos, Cyprus				

Procedure for the request for 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 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 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 quotations. In case of a decision to withdraw the request for quotations the Customer shall, within the day following the day when such decision was made, post information of such request for 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 quotations.

The Customer does not issue documentation regarding the request for 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 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 quotations or documentation for the request for quotations.

Within three days from the date of a decision on required amendments in the notice for the request for quotations or documentation for the request for 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 quotations, time period of submission of bids for request for 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 quotations.

Any potential bidder may send to the Customer a clarification query regarding provisions of documentation for the request for 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	03 February, 2017 18.00 Moscow time
Time and date of bids submission deadline:	21 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 «28» February 2017.

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

Irina Kharevich tender@rossiya-airlines.com
(tel. +7812 6333949)

2.3. Contact person for Terms of Reference issues:

Tatiana Arkhipova T.Arkhipova@rossiya-airlines.com (tel. +7812 6333981)

2.4. For the purpose of bidding for the request for quotations, potential bidder shall compile the bid for the request for quotations executed fully in compliance with the requirements of documentation for the request for quotations. The potential bidder may submit only one bid related to each subject of the request for 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 quotations for provision of ground handling services in LCA and PFO. Lot No. 1». DO NOT OPEN BEFORE 10.00 (Moscow time) 21 February, 2017”. Tender Division, hand delivery to Irina Kharevich, contact phone: +7(812) 6-333-949 or +7 (812) 633-39-99 extension 2463.

2.6. Obligations of the procurement bidder related to submission of a bid for participation in the request for 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 quotations notice, and the bid for the request for 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 quotations notice in the unified information system and till the deadline for submission of bids for request for quotation specified in the request for quotations notice.

2.8. Bidder is entitled to amend or withdraw submitted bid for the request for quotations no later than the deadline for submission of the bids for the request for 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 quotations.

2.10. If upon the deadline for submission of bids for the request for quotations as specified in the documentation for the request for quotations only one bid for the request for quotations is received such request for 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 quotations as specified in the documentation for the request for quotations the Customer receives only one bid for the request for quotations, although the request for 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 quotations and the procurement bidder submitted such bid meet the requirements and provisions stipulated in the documentation for the request for 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 or English language. If any information or documents are submitted in other language they shall be accompanied with translation into Russian or English 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 from 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 rates for one turnaround flight operated on:
 - A 319;
 - A 320;
 - B 737-800;
 - B 777-200/-300;
 - B 747-400.
- Rates for additional services:
 - Rate for representation, administration and supervision/ per supervisor/ per turnaround flight;
 - Rate for UM handling/ per passenger;
 - Rate for VIP passenger handling/ per passenger;
 - Rate for TWOV handling/ per passenger;
 - Rate for deportees handling/ per passenger;
 - Rate for usage of check-in counter/ per departing passenger;
 - Rate for lounge facilities/ per passenger;
 - Rate for GPU (in excess of first 60 min)/ per 30 minutes;
 - Rate for cooling unit/ per hour;
 - Rate for air start unit/ per start
 - Rate for provision and operation of loading bridges/ per turnaround;
 - Rate for passenger transport/ per trip;
 - Rate for crew transport/ per trip;
 - Rate for assembly and transport of general cargo and mail/ per trip;
 - Rate for push-back narrow body/ per service;
 - Rate for push-back wide body/ per service;
 - Rate for towing narrow body/ per service;
 - Rate for towing wide body/ per service;
 - Rate for removal and destroy of litter/waste, food and food-related material left over from incoming flights, taking inventory, arrangement for replenishment of stocks/ per turnaround flight;
 - Rate for laundering of cabin items and linen/ per piece;
 - Rate for provision of suitable storage space for the Carrier's cabin material/ per 1 sqm/ month;
 - Rate for toilet service/ per service;
 - Rate for water service/ per service.

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.

5.8.2. Possibility of subcontracting: anticipated.

(specify whether anticipated / not anticipated)

5.9. Lot separability: not anticipated.

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 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 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 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 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 quotations shall be deemed void.

6.6. Applications that have passed the qualifying stage, pass the evaluation stage according to the following criteria and in the following order:

Each proposal is assigned a certain number of points for each criterion. To calculate the number of points in terms of documentation to set the highest (maximum) value of the formula is used:

$S_{\text{baz}} / S_{\text{predl}} \times K$, where:

- S_{baz} - the best (lowest) of all the proposals of the participants;
- S_{predl} - assesses the proposals of the participants;
- K - the maximum number of points assigned to the respective criteria in accordance with the table below.

Table:

Criterion	Maximum number of points
Basic handling rate A319/ per turnaround	10
Basic handling rate B737-800/ per turnaround	55
Basic handling rate A320/ per turnaround	5
Basic handling rate B777-200/-300/ per	5

turnaround	
Basic handling rate B747/ per turnaround	5
Rate for representation, administration and supervision/ supervisor/ per turnaround flight	3
Rate for usage of cooling unit/ per hour	2
Rate for air start unit/ per start	2
Rate for push-back narrow body/ per service	2
Rate for push-back wide body/ per service	2
Rate for removal and destroy of litter/waste, food and food-related material left over from incoming flights Rate for taking inventory Rate for arrangement for replenishment of stocks / per turnaround	5
Rate for toilet service/ per service	2
Rate for water service/ per service	2

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

6.7. Placing final score to a bid:

6.7.1. Final score for each bid for the request for quotations shall be calculated by addition of scores for each criterion of the bid evaluation given in it.6.6.

6.7.2. Each bid for the request for quotations shall get a sequence number as advantage degree of contract execution terms and conditions identified in the bid decreases based on the results of calculation of final score for each bid.

6.7.3. The first number will be assigned to the bid for the request for quotations gained the highest final score.

6.8. The bidder offered the best combination of contract execution terms and conditions and gained the first number for his bid for the request for quotations will be announced the winner.

If more than one bids for the request for quotations include equivalent combinations of contract execution terms and conditions, the bid that has been received before other bids for the request for quotations with similar terms and conditions shall be assigned higher sequence number.

If during evaluation and benchmarking 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 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.

6.9. For the purpose of evaluation and benchmarking of the bids for the request for quotations, the bidding commission will involve experts and specialists from the customer divisions and, 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.

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

6.11. If the winner of the request for 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 quotations is not entitled to withdraw from conclusion a contract.

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

6.13. If the Customer refuse to conclude a contract both with the winner of the request for 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 quotations to be void

In case the request for quotations is recognized to be void and/or no contract is concluded with the procurement bidder submitted only one bid for request for quotations or recognized to be the only one bidder for the request for quotations the Customer may repeat the request for 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 BIDDER¹
for procurement procedure:

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

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

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 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 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. ³		
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)		
<div style="display: flex; justify-content: space-between; align-items: flex-end; padding-top: 20px;"> <div style="text-align: center;"> <p>(position of the chief executive officer)</p> <p>Stamp</p> <p>Date of compilation</p> </div> <div style="text-align: center;"> <p>« _____ »</p> <p>(DD) (MM) (YYYY)</p> </div> <div style="text-align: center;"> <p>_____</p> <p>(signature)</p> <p>(state name)</p> </div> </div>		

³ Procurement bidder may submit any additional information about his company.

Appendix 2
to the Procurement Documentation

Application for Bidding⁴ in the public request for quotations:	
(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 quotations.	
Commercial proposal:	
Basic handling rate A319/ per turnaround	
Basic handling rate B737-800/ per turnaround	
Basic handling rate A320/ per turnaround	
Basic handling rate B777-200/-300/ per turnaround	
Basic handling rate B747/ per turnaround	
Rate for representation, administration and supervision/ supervisor/ per turnaround flight	
Rate for UM handling/ per passenger	
Rate for VIP passenger handling/ per passenger	
Rate for TWOV handling/ per passenger	
Rate for deportees handling/ per passenger	
Rate for usage of check-in counter/ per departing passenger	
Rate for lounge facilities/ per passenger	
Rate for GPU (in excess of first 60 min)/ per 30 minutes	
Rate for usage of cooling unit/ per hour	

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

Rate for air start unit/ per start	
Rate for provision and operation of loading bridges/ per turnaround	
Rate for passenger transport/ per trip	
Rate for crew transport/ per trip	
Rate for assembly and transport of general cargo and mail/ per trip	
Rate for push-back narrow body/ per service	
Rate for push-back wide body/ per service	
Rate for towing narrow body/ per service	
Rate for towing wide body/ per service	
Rate for removal and destroy of litter/waste, food and food-related material left over from incoming flights Rate for taking inventory Rate for arrangement for replenishment of stocks / per turnaround	
Rate for laundering of cabin items and linen/ per piece	
Rate for provision of suitable storage space for the Carrier's cabin material/ per 1 sqm/ month	
Rate for toilet service/ per service	
Rate for water service/ per service	

2. We hereby inform (declare) that

(specify full name of legal entity / name, surname of individual)

Is not affected by any adjudication order or initiated bankruptcy proceedings (for 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 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 request for quotations information specifying data stated in the bid, provided this that does not contradict the requirement for generation of the request for quotations conditions equal for all bidders.

4. In case we win the request for 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 system⁵.

5. In case, based on the results of the request for 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 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 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 quotations documentation and our quote.		
7. In case we are recognised to be the only one request for quotations bidder we undertake to sign the contract in accordance with the requirements given in the request for 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 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 quotations after the deadline for submission of bids for the request for 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 ⁶ .		
11. Documents being an integral part of our bid for the request for quotations are attached to the present bid for the request for quotations,		
as per the list on	page	
Chief executive officer		
(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 ground handling services in LCA and PFO.

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:

SECTION 1 MANAGEMENT FUNCTIONS

1.1 Representation

1.1.2

1.1.3

1.1.4

1.2 Administrative Functions (*specifications reflected in Attachment 3 of the agreement*)

1.2.1

1.2.2

1.2.3 (a-j) for a period of ninety days

1.2.4

1.2.5 (a)(c)

1.2.6 (b) 5% disbursement

1.3 Supervision and/or Co-ordination of Services Contracted by the Carrier with Third Party(ies) (*specifications reflected in Attachment 4 of the agreement*)

1.3.1(a)(b)

1.3.3

1.3.4

1.3.5

1.3.6

1.3.7

1.3.8

1.3.9

1.4 Station Management

1.4.1 (b)

1.4.2 on request and upon additional authorization from the Carrier

1.4.3 (a) on request and upon additional authorization from the Carrier

1.4.5

1.4.6 on request and upon additional authorization from the Carrier

1.4.7

SECTION 2 – PASSENGER SERVICES

2.1 General

2.1.1

2.1.2

2.1.3 (a)(1)(2)(3)(4)(5)(6)(7) at additional charge

2.1.4 (a)(1, 3,4,5) in accordance with the Carrier's GHM. Station report to be sent to the Carrier's Ops for each delayed flight with detailed description for the reason of delay and the actions taken (flight delay starts from 1 min)

2.1.5

2.1.6 (a)

2.1.7

2.1.8 (b)(1)(1 check-in counter for each 60 pax booked, separate check-in counter for business class pax is a must; check-in counters to be opened 120 mins prior to STD) (2) arrival service/ lost&found (3), (a)(4) at additional charge

2.2 Departure

2.2.1

2.2.2 (a)(1)(4)

2.2.3 (a)(b)(1)(4)

2.2.4 (a)(b)(1)(a)(d)

2.2.5 (a)(d) (1)

2.2.6 (a)(b)(1)(a)(d)

2.2.7 (a)(d)

2.2.8 (a)

2.2.10 (a)(b)(c)(1)(a)(d)

2.2.11 (a)(b)(1)(4)

2.2.12 (a)

2.2.13 (a)(d)

2.2.14 (a)(d)

2.2.15 (a)(b)(c) in accordance with the requirements of the Carrier specified in manuals

2.2.16 (a)(b)(c) in accordance with the Carrier's instructions

2.3 Arrival

2.3.1 (b)

2.3.2 (a)

2.3.4 (a)(1)(2) the Handling company WT account (3) in 5 days (6)(b)(5)

SECTION 3 – RAMP SERVICES

3.1 Baggage Handling

3.1.1 (1)

3.1.2 (a)(b)

3.1.3 (a)(b)

3.1.4 (a)(b)

3.1.5

3.1.6 (a)(b)

3.1.7 (a)(1)(3)(b)(2)

3.1.8

3.2 Marshalling

3.2.1 (a)

3.3 Parking

3.3.1 (a)(b)

3.3.2 (a)(b)(6)

3.4 Ancillary Items

3.4.1 (a)(c)(1) (60 min included into the basic handling rate);(3)(4)(5) (on request and at additional charge), (b)(2)

3.5. Ramp to Flight Deck Communication

3.5.1

3.5.2 (a)(b)

3.6 Loading and Unloading

3.6.1 (a)(c)(1),(a)(c)(3)

3.6.2 (a)(1) (provided in accordance with the Carrier's GHM; *separate transport for business class passengers is a must*) (2) (*on request and at additional charge*)

3.6.3 (a)(c)

3.6.4 (a)(1)(2)

3.6.5 (a)(1)(3)(5)(6),(2-4 *at additional charge*)

3.6.6 (a)(b)(c)(d)(e)

3.6.7 (a)

3.6.8 (a)

3.6.9 (b)(1)(2)

3.7 Safety Measures

3.7.1 (b)

3.7.2 (a)(1)(2)

3.8 Moving of Aircraft

3.8.1 (a)(1)(2) *at additional charge*

3.8.2 (b)

3.10 Interior Cleaning

3.10.1 (b)(2)(3)(4)(5)(6)(7)(8)(9)

3.10.2 (a)(b) (*at additional charge*)

3.10.3 (a)(d)(1)

3.10.5 (a)(1)(2) (*on request and at additional charge*)

3.11 Toilet Service (on request)

3.11.1 (a)(1)(2) (*at additional charge*)

3.12 Water Service

3.12.1 (a)(1)(2) (*at additional charge*)

3.14 Storage of Cabin Material

3.14.1 (a) (*at additional charge*)

3.14.2 (*at additional charge*)

3.14.3 (b)

Regarding the possibility to make the delivery to Larnaca the Parties agreed on the following:

The Carrier will make the periodical shipping of cleaning & dressing materials/goods on a grant basis in the number of defined within the export invoices, delivery basis is DDP Larnaca, in accordance with Incoterms 2010.

Return shipment (if ever required, from Larnaca) is done on a grant basis, delivery basis is EXW Larnaca, in accordance with Incoterms 2010.

SECTION 4 – LOAD CONTROL, COMMUNICATIONS AND FLIGHT OPERATIONS

4.1 Load Control

4.1.1

4.1.2 (a)(b)(1)

4.2 Communications

4.2.1

4.2.2 (a)(b)

4.2.3 (a)(b)

4.3 Flight ops.

4.3.1

4.3.2 (b) (1)

4.3.3 (a)(1)

- 4.3.4 (a)(1)
- 4.3.6 (1)
- 4.3.8 (c)(1)
- 4.3.9

4.4 Crew Administration

- 4.4.1
- 4.4.2 *(on request and at additional charge) (maximum limit is 120 EUR per person per night, additional authorization from the Carrier is a must)*
- 4.4.3 (b) *(on request and at additional charge)*
- 4.4.4
- 4.4.5 (1) on request
- 4.4.7

SECTION 5 – CARGO AND MAIL WAREHOUSE SERVICES

5.1 Cargo and Mail Handling - General

- 5.1.1 (a)(10)

SECTION 6 – SUPPORT SERVICES

6.2 Automation / Computer Systems

- 6.2.1 (a)(c)(2)
- 6.2.2 (a)(3),(b)(1,4,6),(c)(5)

6.3 Unit Load Device (ULD) Control

- 6.3.1 (b)(1) on request
- 6.3.2
- 6.3.3 (a)
- 6.3.5

6.5 Ramp Fuelling / Defueling Ops.

- 6.5.1
- 6.5.3 *(for wide body aircrafts) (at extra charge).*

6.7 Catering Services – Liaison & Adm.

- 6.7.1

SECTION 7 – SECURITY

7.1 Passenger/Bag Screening & Reconciliation

- 7.1.1 (a)(1)(2)
- 7.1.2 (b)(1-5)
- 7.1.3 (b)(1-3)
- 7.1.4 (a)(1)(2)(4)

7.4 Ramp

- 7.4.1 (b)(1)
- 7.4.2 (b)(1)(2)(a)(c)
- 7.4.3 (b)(1)(2)

Basic handling rates limits (maximum basic handling rates per turnaround flight) **are as follows:**

Passenger aircraft types:	per turnaround flight in EUR
A319	1050.00
B737-800	1260.00
A320	1260.00

B777-200/-300	2650.00
B747	3200.00

Additional services rate limits (maximum rates):

ANNEX A SECTIONS (2013)	TYPE OF SERVICE OR EQUIPMENT	PER (UNIT)	CHARGE, EUR
1.2, 1.3, 1.4	Representation, administration and supervision <i>Note: these services to be provided only during handling of own/ non code-share Carrier's flights.</i>	Supervisor/ per turnaround flight	40
2.1.3 (a)(1)	UM	Pax	24.12
2.1.3 (a)(3)	VIP	Per case	24.12
2.1.3 (a)(4)	TWOV	Pax	24.12
2.1.3 (a)(5)	deportees	Pax	24.12
2.1.8 (b)(1)	Check-in counter	Per departing passenger	0.10
2.1.8 (a)(4)	Lounge facilities	Pax	32.00
3.4.1 (a)(1)	GPU (in excess of first 60 min)	per 30 mins	59.74
3.4.1 (a)(3)	Cooling unit	Per hour	157.29
3.4.1 (a)(5)	Air start unit	Per start	144.70
3.6.1 (a)(c)(3)	Provide and operate loading bridges	Per turnaround	99.61
3.6.2 (a)(1)	Passenger transport	Per trip	60.00
3.6.2 (a)(2)	Crew transport	Per trip	36.70
3.6.5 (a)(2)(4)	Assembly and transport of general cargo and mail	Per trip	83.89
3.8.1 (a)(1)(2)	Push-back narrow body	Per service	157.29
	Push-back wide body	Per service	186.50
	Towing narrow body	Per service	157.29
	Towing wide body	Per service	186.50
3.10.2(a)(b)	Remove and destroy litter/waste, food and food-related material left over from incoming flights	Per turnaround flight	40.00
3.14.2	Take inventory		
3.14.3 (b)	Arrange for replenishment of stocks		
3.10.5 (a)(1)(2)	Laundrying of cabin items and linen	Per piece	1.25
3.14.1 (a)	Provide suitable storage space for the Carrier's cabin material	Per 1 sqm/month	20.00
3.11.1 (a)(1)(2)	Toilet service	Per service	48.23
3.12.1 (a)(1)(2)	Water service	Per service	48.23

2. Terms: handling services to be provided from 01.06.2017 till 31.05.2020.

3. Volumes: The average number of turnaround flights:

IATA Summer Season: LCA – 1274 turnaround flights/ per season, PFO - 287 turnaround flights/ per season;

IATA Winter Season: LCA – 272 turnaround flights/ per season, PFO – 16 turnaround flights/ per season.

Schedule corrections are possible.

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 LCA and PFO airports.
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 for usage of DCS Sabre in Larnaca and shall be trained for usage of DCS Astra* in Larnaca and certificates for provision of Load Control for all the contracted aircraft types.

**If the Handling company have no staff trained for DCS Astra, it shall be ready to go through the training before the start of ground handling services provision.*

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, fax, email, SITA, wireless signal and all the necessary means of transport.
9. AUS standard does not apply due to the fact that services procurement is made on the territory of international country, the contract is governed in accordance with the law of Republic of Cyprus .

The Participant may propose it's own draft of the agreement taking into account all the obligatory terms, which prescribed in the present documentation.

Appendix 4
to the Procurement Documentation

Draft Contract
STANDARD GROUND HANDLING AGREEMENT
SIMPLIFIED PROCEDURE

ANNEX B 1.0. – **Location (s), agreed services, facilities 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
Saint-Petersburg 196210 Russia

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 as “the Party (ies)”.

This Annex: **B.1.0**

For the location (s): **Larnaca Airport (LCA) and Paphos Airport (PFO)**

Is valid from: **01 June 2017**

Until: **31 May 2020**

And replaces: **None**

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. 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.

SECTION 1 MANAGEMENT FUNCTIONS

1.1 Representation

1.1.2

1.1.3

1.1.4

1.2 Administrative Functions (*specifications reflected in Attachment 3*)

1.2.1

1.2.2

1.2.3 (a-j) for a period of ninety days

1.2.4

1.2.5 (a)(c)

1.2.6 (b) 5% disbursement

1.3 Supervision and/or Co-ordination of Services Contracted by the Carrier with Third Party(ies) (*specifications reflected in Attachment 4*)

1.3.1(a)(b)

1.3.3

1.3.4

1.3.5

1.3.6

1.3.7

1.3.8

1.3.9

1.4 Station Management

1.4.1 (b)

1.4.2 on request and upon additional authorization from the Carrier

1.4.3 (a) on request and upon additional authorization from the Carrier

1.4.5

1.4.6 on request and upon additional authorization from the Carrier

1.4.7

SECTION 2 – PASSENGER SERVICES

2.1 General

2.1.1

2.1.2

2.1.3 (a)(1)(2)(3)(4)(5)(6)(7) at additional charge

2.1.4 (a)(1, 3,4,5) in accordance with the Carrier's GHM. Station report to be sent to the Carrier's Ops for each delayed flight with detailed description for the reason of delay and the actions taken (flight delay starts from 1 min)

2.1.5

2.1.6 (a)

2.1.7

2.1.8 (b)(1)(1 check-in counter for each 60 pax booked, separate check-in counter for business class pax is a must; check-in counters to be opened 120 mins prior to STD) (2) arrival service/ lost&found (3), (a)(4) at additional charge

2.2 Departure

- 2.2.1
- 2.2.2 (a)(1)(4)
- 2.2.3 (a)(b)(1)(4)
- 2.2.4 (a)(b)(1)(a)(d)
- 2.2.5 (a)(d) (1)
- 2.2.6 (a)(b)(1)(a)(d)
- 2.2.7 (a)(d)
- 2.2.8 (a)
- 2.2.10 (a)(b)(c)(1)(a)(d)
- 2.2.11 (a)(b)(1)(4)
- 2.2.12 (a)
- 2.2.13 (a)(d)
- 2.2.14 (a)(d)
- 2.2.15 (a)(b)(c) in accordance with the requirements of the Carrier specified in manuals
- 2.2.16 (a)(b)(c) in accordance with the Carrier's instructions

2.3 Arrival

- 2.3.1 (b)
- 2.3.2 (a)
- 2.3.4 (a)(1)(2) the Handling company WT account (3) in 5 days (6)(b)(5)

SECTION 3 – RAMP SERVICES

3.1 Baggage Handling

- 3.1.1 (1)
- 3.1.2 (a)(b)
- 3.1.3 (a)(b)
- 3.1.4 (a)(b)
- 3.1.5
- 3.1.6 (a)(b)
- 3.1.7 (a)(1)(3)(b)(2)
- 3.1.8

3.2 Marshalling

- 3.2.1 (a)

3.3 Parking

- 3.3.1 (a)(b)
- 3.3.2 (a)(b)(6)

3.4 Ancillary Items

- 3.4.1 (a)(c)(1) (60 min included into the basic handling rate);(3)(4)(5) (on request and at additional charge), (b)(2)

3.5. Ramp to Flight Deck Communication

- 3.5.1
- 3.5.2 (a)(b)

3.6 Loading and Unloading

- 3.6.1 (a)(c)(1),(a)(c)(3)
- 3.6.2 (a)(1) (provided in accordance with the Carrier's GHM; *separate transport for business class passengers is a must*) (2) (on request and at additional charge)
- 3.6.3 (a)(c)
- 3.6.4 (a)(1)(2)
- 3.6.5 (a)(1)(3)(5)(6),(2-4 at additional charge)
- 3.6.6 (a)(b)(c)(d)(e)
- 3.6.7 (a)
- 3.6.8 (a)
- 3.6.9 (b)(1)(2)

3.7 Safety Measures

3.7.1 (b)

3.7.2 (a)(1)(2)

3.8 Moving of Aircraft

3.8.1 (a)(1)(2) *at additional charge*

3.8.2 (b)

3.10 Interior Cleaning

3.10.1 (b)(2)(3)(4)(5)(6)(7)(8)(9)

3.10.2 (a)(b) *(at additional charge)*

3.10.3 (a)(d)(1)

3.10.5 (a)(1)(2) *(on request and at additional charge)*

3.11 Toilet Service (on request)

3.11.1 (a)(1)(2) *(at additional charge)*

3.12 Water Service

3.12.1 (a)(1)(2) *(at additional charge)*

3.14 Storage of Cabin Material

3.14.1 (a) *(at additional charge)*

3.14.2 *(at additional charge)*

3.14.3 (b)

Regarding the possibility to make the delivery to Larnaca the Parties agreed on the following:

The Carrier will make the periodical shipping of cleaning & dressing materials/goods on a grant basis in the number of defined within the export invoices, delivery basis is DDP Larnaca, in accordance with Incoterms 2010.

Return shipment (if ever required, from Larnaca) is done on a grant basis, delivery basis is EXW Larnaca, in accordance with Incoterms 2010.

SECTION 4 – LOAD CONTROL, COMMUNICATIONS AND FLIGHT OPERATIONS

4.1 Load Control

4.1.1

4.1.2 (a)(b)(1)

4.2 Communications

4.2.1

4.2.2 (a)(b)

4.2.3 (a)(b)

4.3 Flight ops.

4.3.1

4.3.2 (b) (1)

4.3.3 (a)(1)

4.3.4 (a)(1)

4.3.6 (1)

4.3.8 (c)(1)

4.3.9

4.4 Crew Administration

4.4.1

4.4.2 *(on request and at additional charge) (maximum limit is 120 EUR per person per night, additional authorization from the Carrier is a must)*

4.4.3 (b) *(on request and at additional charge)*

4.4.4

4.4.5 (1) on request

4.4.7

SECTION 5 – CARGO AND MAIL WAREHOUSE SERVICES

5.1 Cargo and Mail Handling - General

5.1.1 (a)(10)

SECTION 6 – SUPPORT SERVICES

6.2 Automation / Computer Systems

6.2.1 (a)(c)(2)

6.2.2 (a)(3),(b)(1,4,6),(c)(5)

6.3 Unit Load Device (ULD) Control

6.3.1 (b)(1) on request

6.3.2

6.3.3 (a)

6.3.5

6.5 Ramp Fuelling / Defueling Ops.

6.5.1

6.5.3 (for wide body aircrafts) (*at extra charge*).

6.7 Catering Services – Liaison & Adm.

6.7.1

SECTION 7 – SECURITY

7.1 Passenger/Bag Screening & Reconciliation

7.1.1 (a)(1)(2)

7.1.2 (b)(1-5)

7.1.3 (b)(1-3)

7.1.4 (a)(1)(2)(4)

7.4 Ramp

7.4.1 (b)(1)

7.4.2 (b)(1)(2)(a)(c)

7.4.3 (b)(1)(2)

Paragraph 1 - BASIC HANDLING 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 charge the Carrier for the performance of the agreed services as specified in Paragraph 1 of this Annex at the following rates (*in EUR*):

Passenger aircraft types:	per turnaround flight in EUR
A319	
B737-800	
A320	
B777	
B747	

1.2 Handling in case of return to ramp will not be charged extra, provided that a physical change of load is not involved.

1.3 Handling in case of technical and/or fuelling landing for other than commercial purposes will be charged at fifty percent (50%) of the above prices in Sub-Paragraph 1.1, provided that a physical change of load is not involved.

1.4 Handling in case of return to ramp involving a physical change of load will be charged as for technical handling in accordance with Sub-paragraph 1.3 above.

1.5 In case of diversions of aircraft from its scheduled destination due to any reason and consequent Irregularity handling (i.e. arrange surface transport), a charge of 75% of the standard handling charges is applicable for services provided at the scheduled airport of departure.

1.6 No extra charges will apply for providing the services on legal holidays, or overnight stops.

- 1.7 Whenever a flight operates 3 hours or more delayed for reasons not caused by the Handling Company, the Handling Company has the right to charge the Carrier for staff cost (including overtime if applicable).
- 1.8 Handling of load in/empty out flights will be charged at 80% of the rates under Sub-Paragraph 1.1
- 1.9 There will be no charges made for cancelled flights provided that the Carrier has given written notice to the Handling Company's Ops office 48 hours prior to the scheduled departure time.
- 1.10 Any flights cancelled between 48 and 24 hours before schedule departure will be charged at 25% of the applicable handling fee.
- 1.11 Any flights cancelled between 24 and 0 hours before schedule departure will be charged at 50% of the applicable handling fee.
- 1.12 Extra charge in case of night service (between 22.00LT and 07.00LT) will be 25% of above mentioned fares.
- 1.13 Sub-section 2.2.3 (a) of Annex A of SGHA of January 2013 shall be interpreted as follows:
- a) The Handling Company does not have any liability for the visa execution accuracy and any incorrect information, stated at passengers documents (passport, visa) while verification during check-in process.
 - b) The Handling company is responsible for:
 - Checking the presence of passenger's passport and visa of the Russian Federation
 - Checking the validity of all travel documents (passport, visa) with the exception of fake or forged travel documents when the forgery is not easily detectable
 - Checking the entry permit according to the visa type (single or multiple entry visa).

Documents and visa control shall be only based on travel document requirements published in travel information manual (TIM) and the TIMATIC information system.

In case of failure to provide travel documents (passport, visa) or in case of travel documents expiration, the passenger shall not be allowed to board an aircraft. Should a passenger with expired travel documents arrive to Russian airport, the Carrier has the right to redirect the imposed penalty to the Handling Company in accordance with the exchange rate (EUR/RUB) valid at the date of administration act (Police RF) issuance.
- 1.14 All documentation concerning the flight must be sent to Rossiya Airlines JSC Office not later than on the next flight after the flight operated (if not advised the other in written). Forwarding of documentation is accompanied by register creation in agreed form.
- The Handling Company is responsible for the loss of any flight documentation and its validity until it is sent to the Carrier.
- The package includes:
- Load sheet
 - Passenger List
 - Flight coupons
 - Checklist of pax which were checked-in upon e-tickets (with numbers of e-tickets)
 - EXB receipts, as received from the Ticket counter
 - MCO
 - Cargo manifest
 - Cargo AWBs
 - Mail manifest
 - Mail AWBs (CN38 form)
- 1.15 The Handling Company shall send Station report (Attachment 2) for each delayed flight (delay starts from the 1st minute) to the Carrier, within 12 hours after the actual departure of the flight.

Paragraph 2 – ADDITIONAL CHARGES

- 2.1 All other services and equipment not included in Paragraph 1 and 2 and Sub-Paragraph 3.5 of this Annex will be charged for at local rates, prevailing at the time such services are performed.

ANNEX A SECTIONS (2013)	TYPE OF SERVICE OR EQUIPMENT	PER (UNIT)	CHARGE, EUR
1.2, 1.3, 1.4	Representation, administration and supervision <i>Note: these services to be provided only during handling of own/ non code-share Carrier's flights.</i>	Supervisor/ per turnaround flight	
2.1.3 (a)(1)	UM	Pax	
2.1.3 (a)(2)	PRM	Pax	
2.1.3 (a)(3)	VIP	Per case	
2.1.3 (a)(4)	TWOV	Pax	
2.1.3 (a)(5)	deportees	Pax	
2.1.3 (a)(6)	Special medical transport	Per case	
2.1.8 (b)(1)	Check-in counter	Per departing passenger	
2.1.8 (a)(4)	Lounge facilities	Pax	
3.4.1 (a)(1)	GPU (in excess of first 60 min)	per 30 mins	
3.4.1 (a)(3)	Cooling unit	Per hour	
3.4.1 (a)(4)	Heating unit	Per hour	
3.4.1 (a)(5)	Air start unit	Per start	
3.6.1 (a)(c)(3)	Provide and operate loading bridges	Per turnaround	
3.6.2 (a)(1)	Passenger transport	Per trip	
3.6.2 (a)(2)	Crew transport	Per trip	
3.6.5 (a)(2)(4)	Assembly and transport of general cargo and mail	Per trip	
3.8.1 (a)(1)(2)	Push-back narrow body	Per service	
	Push-back wide body	Per service	
	Towing narrow body	Per service	
	Towing wide body	Per service	
3.10.2(a)(b)	Remove and destroy litter/waste, food and food-related material left over from incoming flights	Per turnaround flight	
3.14.2	Take inventory		
3.14.3 (b)	Arrange for replenishment of stocks		
3.10.5 (a)(1)(2)	Laundrying of cabin items and linen	Per piece	
3.14.1 (a)	Provide suitable storage space for the Carrier's cabin material	Per 1 sqm/month	
3.11.1 (a)(1)(2)	Toilet service	Per service	
3.12.1 (a)(1)(2)	Water service	Per service	

All other additionally requested services shall be charged at the current local rates pointed in the official price list with providing to the Carrier 20% discount and this price-list is provided to the Carrier in written and duly signed not later than in 1 day period after the request.

Paragraph 3 - DISBURSEMENTS

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

Paragraph 4 – SETTLEMENTS OF ACCOUNTS

Notwithstanding Sub-Article 7.2 of the Main Agreement, The Handling Company shall submit invoices twice a month for the services performed hereunder and the Carrier shall pay the Handling Company by

bank transfer within 30 calendar days of invoicing. The Handling Company is obliged to send the invoices by electronic mail on the date of issue.

All payments shall be made in EUR via bank transfer.

- 4.1 All the invoices scanned copies must be sent to the Carrier's Accounting Dept. email:

[OKR @rossiya-airlines.com](mailto:OKR@rossiya-airlines.com)

The originals must be sent to:

Rossiya Airlines JSC

Pilotov Street 18/4

Saint-Petersburg 196210

Russia

Attn. Accounting Department

- 4.2 The Handling Company's bank details:

XXX

Bank details of the Carrier:

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.

The financial liabilities of the Carrier are considered to be implemented from the moment of financial resources debiting from the Carrier's account.

Any mistakes in invoices found have no term of limitation.

- 4.3 Claims and disputes must be made in writing within 30 calendar days of receipt of invoice. The Handling Company reserves the right to charge interest at a rate 0,01% per month on overdue accounts from the date the invoice became due and will accrue until settlement is made full.
- 4.4 If the Carrier permanently (during as minimum 2 subsequent months) fails to fulfill its obligations under this Sub-paragraph 4, the Handling Company has the right to request monthly prepayment to cover for the Carriers operations. Before to request the prepayment the Handling Company is obliged to send to the Carrier official notification in written and duly signed where the required new method of payment is required, at least 15 business days in advance.

Paragraph 5 – TRANSFER OF SERVICES

- 5.1 The Handling Company subcontracts following companies, who perform following services:

<i>Location</i>	<i>Company</i>	<i>Service Items</i>

- 5.2 The Handling Company shall have written agreements with its sub-contractors for services subcontracted in this Annex B. The Handling Company shall be ready to display for the Carrier such agreements, where confidential business information will be concealed.
- 5.3 The Carrier shall have the right to audit the sub-contractors.

Paragraph 6 - LIMIT OF LIABILITY

- 6.1 The limit of liability referred to in Sub-Article 8.5 (2013) of the Main Agreement shall be as follows:

Aircraft Type	Limit of Liability (USD)
Narrow body	1.000.000,00
Wide body	1.500.000,00

Paragraph 7 - DURATION, MODIFICATION AND TERMINATION

- 7.1 Notwithstanding the provisions of Sub-Article 11.4 and 11.5 of the Main Agreement, the term of this contract shall continue in force for a period from 01 June 2017 till 31 May 2020 and can be terminated at any time with 60 days official written preliminary notice.
- 7.2 Notwithstanding above sub-paragraph 7.1, if in the opinion of the Carrier the Handling Company fails to provide a consistently satisfactory level of service, the Carrier reserves the right to provide the Handling Company with written notice to the effect that urgent correction is required within 30 (thirty) calendar days. If the Handling Company fails to correct the situation within 30 (thirty) calendar days, the Carrier may terminate the Agreement upon an additional 30 (thirty) calendar days prior written notice at any time.
- 7.3 At the end of the period mentioned in sub-paragraph 7.1, the present agreement can be prolonged for another period of time by signing of an Addendum to the current Annex B 1.0.
- 7.4 The total amount of the contract during the period of its validity shall not exceed 11 000 000 EUR. In case of factual excess the contract is considered terminated if the appropriate Addendum was not signed. This limitation is fixed for the Carrier's own purposes only. Nevertheless the mentioned amount is not deemed by the Parties as a compulsory amount to be paid.
- 7.5 Sub-paragraphs 11.11, 11.12 of Main Agreement are not applicable for the current SGHA.
- 7.6 All modifications of this agreement must be done in written and signed by both parties.
- 7.7 **Yearly Price Revision:**

The charges set forth in paragraph 1 of this Annex B may be subject to an annual price adjustment by the Handling Company starting from 01 June 2018 and for any subsequent year where this contract shall remain into force.

Such price adjustment shall be based on the average price and cost index (for the period of twelve months) for the country of Cyprus where the services detailed in this Annex B are provided. The copy of the official publication source contained mentioned information with economic indicators must be provided to the Carrier preliminary. Nevertheless such price adjustment cannot be more than 3% annually. The Handling Company informs the Carrier officially in written (in accordance with §8 below) about such adjustment as minimum 30 calendar days before to come into force. The notification must include the new rates for basic handling and additional services as well as the validity period for the new rates mentioned.

Paragraph 8 - NOTIFICATION

- 8.1 In accordance with Sub-Article 11.3 of the Main Agreement, any notice or communication to be given hereunder shall be deemed properly given to the addresses of the respective parties as recorded below

To the **Carrier:**

Rossiya Airlines JSC
Pilotov Street 18/4
Saint-Petersburg 196210
Russia
Attn. Anna Nayda

Tel. +7 812 6333981
 e-mail: a.nayda@rossiya-airlines.com
contract@rossiya-airlines.com

To the **Handling Company:** XXX

Any notice given under this contract shall be deemed properly if sent by registered letter, or by other means where proof of receipt or acknowledgement is obtained. In case of registered letter notice shall be considered to be served on the date of receipt.

Paragraph 9 – ARBITRATION, JURISDICTION, APPLICABLE LAW

- 9.1 Notwithstanding the provisions of Sub-Article 9.1(5) of the Main Agreement, the applicable law shall be the law of Cyprus.
- 9.2 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 10 – SERVICE LEVELS AND STANDARDS

- 10.1 The Handling Company shall perform the services in accordance with Article 5 of the Main Agreement and the Service Levels and Standards mutually agreed upon between the Parties. Service Levels and Standards to be finalized as Side Letter/Amendment to the current Standard Ground Handling Agreement. The duration and start date for SLA is the same as for SGHA. By signing of this SGHA the Handling Company takes the responsibility to sign the SLA offered by the Carrier and mutually agreed by the parties.
- 10.2 The local representatives or any other designated persons from the Parties will meet at mutually agreed intervals to monitor the actual performance and inform each other on projects likely to have impact on agreed standards.

Paragraph 11 – RIGHT TO AUDIT

- 11.1 The Handling Company shall allow the Carrier access at all reasonable times, by prior written notice (not less than one month), to audit, copy and reproduce the books, records, correspondence, instructions, receipts and memoranda of every description relating to this Agreement. Such audit notice shall contain a description of the areas to be audited. The Handling Company shall cooperate with the Carrier and will undertake any corrective actions required.

Paragraph 12 – FORCE MAJEURE

- 12.1 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 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 1 to the present Agreement, 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.

Paragraph 14 – CONFIDENTIALITY

- 14.1 The Carrier and the Handling Company agree not to reproduce this Annex or to distribute it to others, in whole or in part, at any time and permanently to keep confidential all information

contained within Annex B and all information made available by the Handling Company and the Carrier to each other during it's negotiations or in the provision of the services.

This agreement is made in two originals, one for each Party.

Signed the

at St Petersburg

For and on behalf of

Rossiya Airlines JSC

Signed the

at

For and on behalf of

ATTACHMENT 1 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 2 The report of flight delay in not base airport

FLIGHT NUMBER: FV _____

DATE: _____

REG №: STAND

STATION REPORT		
AIRPORT:		
HANDLING AGENT:		
SUPERVISOR AGENT:		
ARRIVAL _____		
Description	(UTC)	REMARK
STA:		
ATD:		
ATA:		
PASSENGER BUS:		
DISEMBARKATION BEGIN:		
DISEMBARKATION COMPLETED:		
AIRCRAFT UNLOADING PROCESS COMPLETED:		
DEPARTURE _____		
Description	BEGIN (UTC)	COMPLETED (UTC)
CLEANING:		
CATERING LOADING:		
REFUELING:		
PASSENGERS NUMBER:		
CATERING ON BOARD:		
WEIGHT OF CARGO		
CHECK-IN :		
READY FOR BOARDING:		
BAGGAGE LOADING:		
CARGO LOADING:		
BOARDING:		
STD:		
DOORS CLOSED:		
PUSH BACK:		
GPU USED:		
DEICING:		
ATD:		
ATOT:		
CAUSES OF DELAY: (AHM CODES AND FREE TEXT)		
HOW THE PROBLEM WAS SOLVED:		
ADDITIONAL SERVICES PROVIDED TO PASSENGERS IN CASE OF DELAY MORE THAN TWO HOURS (PRICE PER UNIT/AMOUNT/TOTAL AMOUNT):		

On the completion of the flight Station Report shall be filled in and sent to the following email address of the Carrier's Operations: operation@rossiya-airlines.com

ATTACHMENT 3 Administrative functions

Based on Section 13.2, Annex A of IATAAHM 810, 22nd edition, administrative functions to be rendered shall include:

- a. By separate telex/e-mail send a report of any controllable delay to the Carrier's OPS, Ground Department, in accordance with the Attachment 2.
- b. Investigate and report to the Carrier of any irregularities in handling of the aircraft, passenger, cargo or baggage.
- c. Check timely dispatch of operational messages.
- d. Ensure that flight is closed correctly in order to process the accepted E-Tickets.
- e. Check timely dispatch of all non-operational messages by the Ground Handling Company to the Carrier. Namely PRL, PFS, ETL (E-Ticket List).
- f. Collect the ticket coupons and e-boarding cards from Ground Handling Company, perform such post departure statistics as agreed and forward the coupons to the Carrier.
- g. The Supervisor is responsible for all flight documentation sending to the Carrier not later than 7 days after the flight operated.

The Supervisor shall send the above mentioned documentation to the Carrier via co-mail. In case of no flights to the location (-s) specified in this Agreement, the Supervisor shall send relevant documentation with registered mail or overnight delivery. In this case the Supervisor has the right to recharge full amount of such expenses to the Carrier, but limited to EUR 30,00 (thirty Euro) per dispatch. Invoices shall be sent to the Carrier's Accounting Department.

- h. The Supervisor shall send station report (Attachment 2) for each flight to the Carrier within 12 hours after the departure.
- i. In case of irregularities, including technical problems, the Supervisor shall send irregularities report to the Carrier.
- j. The Supervisor shall prepare Quality reports if claims upon quality of work provided take place (it includes also claims upon quantity of personnel provided, services provided on time) and send it to International Contracts Dept, if not included in the Post flight Reports.

Establish and maintain good relation with:

- a) Carriers Ground Handling, Tour Operator and Ticketing Agent;
- b) Airport Authorities and Government Agencies;
- c) Fuel suppliers;
- d) Hotels;
- e) Catering Company;
- f) Cleaning Company;

- g) Other parties involved in order to ensure the highest standards of punctuality and quality handling in general.
- k. Keep the Carrier updated on any information, circular letter, etc. from local authorities, contractors/suppliers etc., may be of the Carrier's interest.
- l. In case of the Carrier's written request arrange invitations for the Carrier's crew members required for procurement of visas.

ATTACHMENT 4 Supervisory functions

Based on Section 13.1, Annex A of IATAAHM 810, 22nd edition, supervisory functions to be rendered shall include:

- a. Supervision of all ramp activities required ensuring the aircraft turnaround is punctual, efficient and safe.
- b. Providing full support in case of delays, including arrangement for catering and accommodation, services for technical flights and other ad-hoc services in full compliance with GHM and instructions of the Carrier.
- c. The Supervisor shall arrange extra services in accordance with cost standards of the Carrier and prepare the required documents for passenger services.
 - Extra services shall be provided to passengers of the Carrier's flights for the account of the Carrier. Respective invoices shall be presented for the provided services. The Supervisor shall approve all service documents.
 - Timeliness of information announcement to passengers shall be checked at the airport – the maximum possible conveniences shall be provided to passengers.
 - In case of prolonged flight delays, the Supervisor shall take a respective decision and arrange dispatching passengers to the point of destination by earlier flights of other airlines or by ground transport.
 - Ensure that passengers are kept fully informed in case of irregularities.
 - In case of major delay arrange in co-operation with the Ground handling company necessary catering, surface transport, accommodation of passengers and crew, in full compliance with the GOM.
 - The Supervisor must prepare flight report upon every flight delay and send it to the Carrier's Operations and International Contract Dept. Major delay and/or flight disruption will be subject to separate charges by the Supervisor.
- d. Performing full crew briefing and support.
- e. Arrange for CAA permissions getting for the Carrier and other assistance in accordance with the Carrier written request.
- f. Ensuring that all operational messages are properly dispatched.
- g. Liaising with the Carrier for slot coordination, as required (Slot coordination is included in the turnaround rate).
- h. Cooperating with the Carrier's designated representative, handling company and suppliers, as required.
- i. Check departure, load and possible delay message from airport of departure.
- j. Check availability and preparedness of staff, equipment, supplies and services of the Ground Handling company to perform ground handling services.
- k. Check that airport information public displays show correct data.
- l. Check Carrier's dedicated Check in counters:

- number of check-ins is in accordance with booking figures;
 - counter is equipped with appropriate Carrier's signage;
 - display unit shows correct flight number, destination and class;
 - meet with Tour Operator Representative and coordinate all services required in accordance with the Carrier's instructions.
- m. In the event of a flight diversion to another airport, the Supervisor will take all possible steps necessary to inform passenger, secure transport between airports, start arrangements.
 - n. Check standard of cleaning.
 - o. Supervise the loading/offloading of the aircraft (with signing the load sheet and providing the hard copy to the cabin crew).
 - p. Monitor the Carrier's slot time allocation and take the necessary actions in co-operation with the Carrier's Operations.
 - q. Check that the gate is manned prior the boarding time.
 - r. Follow-up the gate announcements.
 - s. Ensure the gate is closed timely.
 - t. Ensure timely departure.
 - u. No-show or denied passengers' baggage shall be removed.
 - v. Resend passengers' complaints.
 - w. Check standard and quality of passenger handling.