

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

Passenger and crew accommodation in case of any irregularities during operations to International Sofia 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 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):	Passenger and crew accommodation in case of any irregularities during operations to International Sofia Airport				
Initial (maximum) contractual (lot) price excl. VAT	Currency of contract (lot)	Number (Volume)	Units of measure	Classification as per OKPD2	Classification as per OKVED2
50 000	EUR	not determined	item	55.10.10.000	55.10
Place of delivery/performance of work/service provision (address):	Sofia, Bulgaria				

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	26 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 «21» February 2017.

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

Helena Tirkaya E.Tirkaya@rossiya-airlines.com
(tel. +7812 6333949)

2.3. Contact person for Terms of Reference issues:

Tatiana Arkhipova T.Arkhipova@rossiya-airlines.com (tel. +78126333981)

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.

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 passenger and crew accommodation in case of any irregularities during operations to International Sofia 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.

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

2.5.1. 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.

2.5.2. 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.

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

2.5.4. 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).

2.6. 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.

2.7. 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.

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

2.9. 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.

2.10. 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.

2.11. 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.

2.12. 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

5.4. Validity period of the bid for participation in procurement shall be at least 90 (ninety) 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:

- Single room rate (crew)/ day
- Twin room rate (crew)/ day
- Minibus rate (crew)/ per one way trip
- Bus rate (crew)/ per one way trip
- Breakfast rate (crew)/ per person
- Lunch rate (crew)/ per person
- Dinner rate (crew)/ per person
- Single room rate (passengers)/ day
- Twin room rate (passengers)/ day
- Triple/ family room rate (passengers)/ day
- Minibus rate (passengers)/ per one way trip
- Bus rate (passengers)/ per one way trip
- Breakfast rate (passengers)/ per person
- Lunch rate (passengers)/ per person
- Dinner rate (passengers)/ per person

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: not anticipated.

5.9. Lot separability: Anticipated (signing of contract for two or more hotels with one service provider is possible)

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
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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
Single room rate (crew)	15
Twin room rate (crew)	10
Minibus rate (crew)	5
Bus rate (crew)	5
Breakfast rate (crew)	5
Lunch rate (crew)	5
Dinner rate (crew)	5
Single room rate (passengers)	10
Twin room rate (passengers)	10
Triple/ family room rate (passengers)	5
Minibus rate (passengers)	5
Bus rate (passengers)	5
Breakfast rate (passengers)	5
Lunch rate (passengers)	5
Dinner rate (passengers)	5

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.

² 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 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 _____ <small>(specify name, surname, phone, fax, e-mail)</small>	
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:	
<small>(state designation of procedure)</small>	
<div style="display: flex; justify-content: space-between; align-items: flex-end; padding-top: 20px;"> <div style="text-align: center;"> <small>(position of the chief executive officer)</small> Stamp Date of compilation </div> <div style="text-align: center;"> <small>(signature)</small> « _____ » <small>(DD) (MM) (YYYY)</small> </div> <div style="text-align: center;"> <small>(state name)</small> </div> </div>	

³ 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

<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

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:																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Single room rate (crew)</td><td></td></tr> <tr><td>Twin room rate (crew)</td><td></td></tr> <tr><td>Minibus rate (crew)</td><td></td></tr> <tr><td>Bus rate (crew)</td><td></td></tr> <tr><td>Breakfast rate (crew)</td><td></td></tr> <tr><td>Lunch rate (crew)</td><td></td></tr> <tr><td>Dinner rate (crew)</td><td></td></tr> <tr><td>Single room rate (passengers)</td><td></td></tr> <tr><td>Twin room rate (passengers)</td><td></td></tr> <tr><td>Triple/ family room rate (passengers)</td><td></td></tr> <tr><td>Minibus rate (passengers)</td><td></td></tr> <tr><td>Bus rate (passengers)</td><td></td></tr> <tr><td>Breakfast rate (passengers)</td><td></td></tr> <tr><td>Lunch rate (passengers)</td><td></td></tr> <tr><td>Dinner rate (passengers)</td><td></td></tr> </table>	Single room rate (crew)		Twin room rate (crew)		Minibus rate (crew)		Bus rate (crew)		Breakfast rate (crew)		Lunch rate (crew)		Dinner rate (crew)		Single room rate (passengers)		Twin room rate (passengers)		Triple/ family room rate (passengers)		Minibus rate (passengers)		Bus rate (passengers)		Breakfast rate (passengers)		Lunch rate (passengers)		Dinner rate (passengers)	
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Breakfast rate (passengers)																														
Lunch rate (passengers)																														
Dinner rate (passengers)																														
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 (for																														

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

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 system ⁵ .	
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	
<i>(specify full name of legal entity / name, surname of individual)</i>	
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)

<i>Stamp</i>			
Date of compilation			
«		»	
(DD)	(MM)	(YYYY)	

Appendix 3
to the Procurement Documentation

Terms of Reference
for signing of the contract for passenger and crew accommodation in case of any
irregularities during operations to International Sofia Airport

The name of division requires the competition: Contracts Department of Rossiya Airlines JSC

№	Measurement list	Specification
1	The direct service customer	Rossiya Airlines JSC (hereinafter referred to as "the Carrier")
2	A method for determining a service provider	As a result of a procurement procedure
3	Procurement method	Request for proposal
4	The location	Sofia, Bulgaria
5	Type of service (subject to contract)	Provide accommodation, meals and transfer services for passengers and crew in case of any irregularity at Sofia.
6	The validity of the agreement	from the date of contract signing by both Parties to 31.01.2019
7	Scope of work	Not determined.
8	Description of the Services	<ol style="list-style-type: none"> 1. Provide the accommodation for the Carrier's passengers and crew in accordance with the Carrier's request and agreed rates. 2. Provide meals for the Carrier's passengers and crew within the territory of the hotel in accordance with the agreed rates (breakfast, lunch, dinner). 3. Provide the transfer service on the route hotel-airport-hotel in accordance with the Carrier's request and agreed rates.
9	Service provider requirements (certification and licensing, qualification of personnel, training facilities, certificates, and other essential requirements).	<ol style="list-style-type: none"> 1. License presence. 2. Direct service provider. 3. Location of the hotel shall not exceed 10 km from the International Sofia Airport and the road cannot take more than 15 minutes by the motor transport. 4. Provider's readiness for the audit procedures at the place of service provision. 5. The hotel's star rating can't be lower than three (3) stars. 6. Possibility to provide minibuses (not less than 8 persons per trip) and buses (not less than 30 persons per trip) for transportation of passengers and crew on the route airport – hotel – airport. 7. Possibility to provide meal and beverages for

		<p>a large group of people on prior Carrier's request 24 hours 7 days a week.</p> <p>8. Fire signal system.</p> <p>9. Presence of security personnel.</p> <p>10. Room area: single room – not less than 12 sq.m., double room (two beds) – not less than 15 sq.m.</p> <p>11. Accommodation of crew and passengers shall be provided separately using at list different floors or the other wing of the building.</p> <p>12. Daily cleaning.</p>														
10	The order, procedures and terms of services	<p>1. The services to be provided in accordance with agreement concluded.</p> <p>2. The service requests can be sent to the Hotel during the working days and after hours on 24/7 basis in case of necessity. The presence of 24/7 support service is compulsory.</p> <p>3. Provision of the transfer service on the route hotel-airport-hotel.</p> <p>4. The main requirements (shall be included into the rates): free internet access in the rooms (free Wi-Fi), air conditioning, noise insulation, blinds or thick curtains, bathroom in the room, cold and hot water, safe locker.</p> <p>5. By request and on the expense of the crew: provision of laundry and ironing (compulsory).</p> <p>6. Three time meal provision within the territory of the hotel (choose of two food rations): European cuisine. One bottle of drinking water per every crew's member per day.</p> <p>7. Notwithstanding the high/low season the rates are the same during the whole period of agreement's validity</p> <p>8. Any additional fees for the late/early check-in are not applied.</p> <p>9. Presence of English-speaking personnel</p>														
11	The applicable rates	<p>1. The proposal shall be consisted of the rates for the single room, twin room, triple room (for passengers/ families only), meal rates and transfer service.</p> <p>2. Rate limits per night (the maximum rate which can be proposed by the participant) in EUR.</p> <p>Crew:</p> <table><tr><td>Single room</td><td>58</td></tr><tr><td>Twin room</td><td>70</td></tr><tr><td>Transfer service (one way)</td><td></td></tr><tr><td>-Minibus</td><td>20</td></tr><tr><td>-Bus</td><td>40</td></tr><tr><td>Breakfast (per person)</td><td>5</td></tr><tr><td>Lunch (per person)</td><td>11</td></tr></table>	Single room	58	Twin room	70	Transfer service (one way)		-Minibus	20	-Bus	40	Breakfast (per person)	5	Lunch (per person)	11
Single room	58															
Twin room	70															
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Breakfast (per person)	5															
Lunch (per person)	11															

		<table><tr><td>Dinner (per person)</td><td>11</td></tr></table> <table><tr><td colspan="2">Passenger:</td></tr><tr><td>Single room</td><td>58</td></tr><tr><td>Twin room</td><td>70</td></tr><tr><td>Triple/ family room</td><td>80</td></tr><tr><td>Transfer service (one way)</td><td></td></tr><tr><td>-Minibus</td><td></td></tr><tr><td>-Bus</td><td>20</td></tr><tr><td></td><td>40</td></tr><tr><td>Breakfast (per person)</td><td>5</td></tr><tr><td>Lunch (per person)</td><td>11</td></tr><tr><td>Dinner (per person)</td><td>11</td></tr></table>	Dinner (per person)	11	Passenger:		Single room	58	Twin room	70	Triple/ family room	80	Transfer service (one way)		-Minibus		-Bus	20		40	Breakfast (per person)	5	Lunch (per person)	11	Dinner (per person)	11
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12	Customer support service	24/7 basis																								
13	Specific customer requirements for the service providers	<p>The Hotel shall provide the Carrier with information in respect to all its owners (beneficiaries), including ultimate beneficiaries, as well as in respect to structure of executive bodies according to the Carrier’s form with all the relevant supporting documentation.</p> <p>In case of any changes in the mentioned chain of owners, including ultimate beneficiaries, or executive bodies, the Hotel shall immediately inform the Carrier of such changes, with all the relevant supporting documentation.</p>																								
14	The payment conditions	Settlement of accounts shall be effected in EUR (compulsory) by bank transfer in 30 (thirty) calendar days after the receipt of the factual invoice.																								
15	Assessment criteria for the winner determination of a closed request for proposals	<p>1. Selected Party meets all the requirements and has offered the lowest proposal for the passengers and crew accommodation.</p> <p>2. The winner of the current tender must sign the attached agreement hereto for passenger and crew accommodation 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 (articles 6, 9, 10, 13 and 14 of the present document) .</p>																								

Appendix 4
to the Procurement Documentation

Draft Contract
AGREEMENT FOR PASSENGER AND CREW ACCOMMODATION IN CASE OF
ANY IRREGULARITIES DURING OPERATIONS TO INTERNATIONAL SOFIA
AIRPORT

This Agreement is concluded between _____ (hereinafter referred to as "the Hotel"; VAT _____) and Rossiya Airlines JSC (hereinafter referred to as "the Carrier"; VAT No. 7810814522) and valid for the period 01.02.2017 – 31.01.2019.

By signing this Agreement the Parties agree that the Hotel shall provide accommodation for the Carrier's passengers and crew at the following rates (in EUR):

Type of the room	Rate for crew	Rate for passenger
Single room (one bed)		
Twin room (two beds)		
Triple room or any other type of room applicable for accommodation of 3 (or more) persons/ family members	Not applicable	

City tax - _____ per person/per night

Request for accommodation may be sent by the Carrier or its representative to the Hotel in operational manner to the following email address: _____. Such request may be repeated using the following phone number: _____. The Hotel shall make every effort to provide accommodation for all the passengers and crew members. The Hotel shall send the confirmation for accommodation in 30 minutes.

Nevertheless the Carrier understands that possibility of accommodation depends on the number of free rooms available at the day of request.

Duration of Stay: according to the Carrier's flight schedule.

The Hotel shall provide an expedite check-in and check-out procedures for the Carrier's passengers and crew without waiting their rooms upon arrival to the Hotel.

Transportation: the Hotel shall provide the Carrier with transport on the route International Sofia Airport – the Hotel - International Sofia Airport. Such transport shall be provided as follows:

- Crew members – minibus (at least 8 persons per trip);
- Passengers – bus (not less than 30 persons per trip).

The transportation service shall be provided in accordance with the following rates (in EUR):

Type of the transport	Rate
Minibus	
Bus	

Package is inclusive of

- English speaking personnel
- Well-appointed air-conditioned rooms suite with satellite TV and Safe Locker.
- No peak season supplements/surcharges
- Free wi-fi
- Check-in and check-out on arrival and departure based on the actual flight time.
- Thick light-protective curtains
- Cleaning services to be provided each 2 days
- One bottle of drinking water per every crew's member per day

- Rate quoted includes all current applicable taxes

Package is exclusive of

- Room Food & Beverage Service
- Mini bar
- Laundry

Meal (choice to be consisted of 3 food rations):

Breakfast: Buffet between ___h until ___h

Lunch: starter, main and dessert. Drinks: water and coffee

Dinner: starter, main and dessert. Drinks: water and coffee

The Hotel undertakes that in case of any flight irregularity and upon receipt of the Carrier's request, passengers and crew shall be provided with the meal and beverages. Type of the meal depends on the time of the day and can be provided on 24 hours basis.

The meal time can be adjusted by the request from the Carrier in accordance with the actual flight time.

In case of unforeseen situation, the crew can be provided with an additional meal (at additional charge) by the Carrier's request.

Meal rates (in EUR):

	Rate for crew	Rate for passengers
Breakfast		
Lunch		
Dinner		

Each crew member/ passenger shall be personally responsible for payment of:

❖ All accounts in respect to excluded facilities and services provided to him/her by the Hotel such as telephone call charges or any other incidental charge.

❖ Compensation to the Hotel for damage caused to the Hotel property or equipment.

All such payments shall be settled by each crew member/ passenger either prior to or at the time of departure check-out. The Carrier accepts no responsibility for costs and expenses incurred by or owed to the Hotel as referred to above.

Check-in / Check-out

❖ Check-in/check-out shall be provided upon actual arrival to the Hotel. Any additional rates per late check-in/check-out will not be applied.

❖ By signing this Agreement the Parties assign the responsibility of the Hotel for accommodation in accordance with the Carrier's prior request.

❖ No penalties are applicable in case of any cancellations or modifications.

❖ In case of the Hotel's inability to organize the accommodation in the Hotel, the Hotel may organize accommodation in the similar hotel with rates not higher than the agreed rates in this Agreement. The alternative hotel shall not be far than 10 kilometers from the airport and the way shall not be longer than 15 minutes. In case of organization of accommodation by the Hotel in an alternative hotel, the following services shall be included in the mentioned above rates:

- well appointed Air-conditioned rooms with TV, Telephone, Internet & Safe Locker
- the type of rooms shall be the similar as in the Hotel
- breakfast, lunch & dinner
- check-in/check-out upon arrival
- free wireless Internet access
- transfer between the hotels

❖ The Hotel is non-exclusive provider for the mentioned services for the Carrier within the territory of Sofia.

- ❖ The Hotel recognizes the Carrier's need for the crew and passengers to be able to rest without noise disturbances and the Hotel will make its best endeavor to meet any requests from the Carrier regarding preferred rooms in order to minimize noise disturbance.
- ❖ In case of any emergency (departed passengers and crew return to hotel) the hotel will arrange the accommodation according to hotel occupancy and availability. The rates remain the same as normal.

Responsibility of the Hotel:

- ❖ The Hotel shall provide the Services with reasonable care and in accordance with the generally accepted principles for this type of services in the Airlines and Hotel's industry.
- ❖ At all times the Hotel shall comply with the applicable laws, regulations directives, recommendations in the area where the services are rendered, including the Carrier's guidelines, internal rules and regulations as provided from time to time by the Carrier.
- ❖ Hotel warrants for the qualitative, quantitative and timely provision of the services and to rectify immediately faults, shortcomings and interruptions.
- ❖ Hotel shall be liable for all damages directly and indirectly attributable to the Services provided to the Carrier.
- ❖ The Hotel shall arrange, provide measures to guarantee security and safety to the Carrier's crew while accommodation, with the generally accepted principle for this type of services in the Airlines and Hotel's industry.
- ❖ The Hotel undertakes full responsibility for safety of accommodated crew members' property.
- ❖ It is the Hotel's responsibility to see that all additional costs are cleared by the crew and passengers prior to their departure from the Hotel.

Transfer service

The time for the transfer service shall be advised by the Carrier.

During the implementation of the transfer service the driver should carry: the document confirming the right of ownership and operating the vehicle;

All vehicles shall be well-equipped, in serviceable and proper sanitary condition. The vehicles shall be operated by qualified staff.

Requirements for the personnel and vehicles.

- ❖ Drivers shall have category, qualification, experience and length of work, other professional characteristics and condition of health conforming to the road safety regulations and instructions acting within the public transport of Bulgaria. Work regime and rest of the personnel shall be complied according to the existing legislation requirements of Bulgaria.
- ❖ The personnel shall be polite in respect to the passengers.
- ❖ The technical condition of the vehicle shall conform to the requirements of regulatory and legal acts which are regulating the organization of passenger transport traffic in Bulgaria.
- ❖ An external and internal condition of the vehicle operated shall conform to all Bulgarian State standards, sanitary norms and rules;
- ❖ The vehicles shall be equipped with the direction lights: in front, back and both sides.

Settlement

- ❖ Invoices shall be submitted after passenger and crew departure on a weekly basis and settlement of account will be made direct to the Hotel in EUR within 30 calendar days of the date of invoices' receipt by the Carrier via e-mail (invoices to be issued in EUR).
- ❖ Any mistakes in invoices found have no term of limitation.
- ❖ The Hotel shall have the written confirmation of the receipt from the Carrier in order to comply with mentioned terms of payment. If there was no invoice from the Hotel on time, the Hotel cannot refuse accommodation motivating it with payment not done by The Carrier on time.

Hard copies of invoices shall be sent to the following address:

Rossiia Airlines JSC
196210, Pilotov street 18/4
Russia
Accounting Dept.

Scanned copies of all the invoices with the appropriate specifications must be sent to email OKR@rossiya-airlines.com with attention to Expenses Control Department.

Fax: +7 812 633 38 40

Phone: +7 812 6 333 999 ext. 2745

Bank Details of the Hotel

Beneficiary:	
Accounts No.:	
Bank Name:	
Bank Address:	
Swift Code:	

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 full contract amount for its period of validity does not exceed 50 000 EUR. In case of factual excess the contract is considered terminated if the appropriate Addendum was not duly signed. Nevertheless mentioned amount is not deemed by the parties as a compulsory amount to be paid to the Hotel.

Communication

Any notice or communication to be given hereunder shall be addressed to the respective Parties as follows:

To the Carrier: Rossiya Airlines JSC

18/4, Pilotov Street

Saint-Petersburg 196210 Russia

Telephone:

E-mail:

Attn.

To the Hotel: _____

Arbitration

All controversy between the Parties originating from or connected with this Agreement should be settled through direct negotiations. If a controversial question between the parties cannot be settled it shall be represented on consideration in Moscow (Russia) courts according to the legislation of Russia.

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.

Auditing

The Carrier or its competent authority may, by prior written notice to the Hotel at its own cost engage the Hotel for the purpose of auditing at the location(s) designated this contract. Such notice shall contain a description of area(s) to be audited. The total cost of the audit performed by the Carrier or its competent authority shall be born ultimately by the Carrier.

Force majeure

Both the Carrier and the Hotel 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 act of God, flood, fire, lightning, war revolution, act of terrorism, riot or civil commotion.

Confidentiality

The Carrier and the Hotel agree not to reproduce this Agreement or to distribute it to others, in whole or in part, at any time and permanently to keep confidential all information contained within the Agreement and all information made available by the Hotel and the Carrier to each other during its negotiation or in the provision of the services.

Duration, Modification and Termination:

- ❖ This Agreement is valid from the date of its signing by both Parties until 31.01.2019. Nevertheless either Party may terminate this Agreement at any time by giving 60 (sixty) calendar days prior written notice to the other party.
- ❖ From the 1st 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 Hotel shall inform the Carrier officially in written (in accordance with Paragraph «Communication») 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.
- ❖ 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.
- ❖ Any alterations and amendments to the present contract shall be made solely in written by mutual consent.

Disclosure information about beneficiaries:

- ❖ The Hotel 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.
- ❖ In case of changes in the above-mentioned chain of owners, including ultimate beneficiaries, or in the structure of executive bodies, the Hotel later shall inform the Carrier about them with the confirming documents attached.

For and on behalf of the Hotel

Signed in:

(Signature)

Name:

Designation:

Company:

Date:

For and on behalf of the Carrier

Signed in:

(Signature)

Name:

Designation:

Company:

POA:

Date:



ATTACHMENT 1 **INFORMATION ON BENEFICIARIES (HOLDING MORE THAT 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.

Signed in:

For and on behalf of the Hotel

Name:

Designation:

Company:

Date:

Signed in:

For and on behalf of the Carrier

Name:

Designation:

Company:

POA:

Date: