

APPROVED BY  
Chairman of the Bidding Commission  
Rossiya Airlines JSC

M.N. Fedosov

« \_\_\_\_ » \_\_\_\_\_ 201\_\_ г.

## PROCUREMENT DOCUMENTATION

**Procurement Method:** **Public Request for Quotations in Electronic Format**

Ensuring accommodation and transfer for Rossiya Airlines JSC employees during their training at the training center in Baku (Republic of Azerbaijan)

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 20-33-17, 3-nd edition)

**Determination of Bidding Specific Features:** Not anticipated

**Determination of priority:** Giving priority to goods of Russian origin, work and services performed or rendered by Russian persons in accordance with the Russian Federation Government of 16.09.2016 № 925.

### 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).

<b>Lot No.</b>	1				
<b>Designation of subject of the contract (lot):</b>	<b>Ensuring accommodation and transfer for Rossiya Airlines JSC employees during their training at the training center in Baku (Republic of Azerbaijan).</b>				
<b>Initial (maximum) contractual (lot) price excl. VAT</b>	<b>Currency of contract (lot)</b>	<b>Number (Volume)</b>	<b>Units of measure</b>	<b>Classification as per OKPD2</b>	<b>Classification as per OKVED2</b>
<b>156 000</b>	<b>USD</b>	<b>75 rooms</b>	<b>ea</b>	<b>55.10.10.000</b>	<b>55.10</b>
<b>Place of delivery/performance of work/service provision (address):</b>	<b>Baku (Republic of Azerbaijan).</b>				

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	14 April, 2017 18:00 Moscow time
Time and date of bids submission deadline	25 April, 2017 10:00 Moscow time
Place of bidders' bids submission	Electronic Trading Platform Gazprombank Group: <a href="http://etpgpb.ru/">http://etpgpb.ru/</a>
Place and date of bids review and summarizing procurement results	18/4 Pilotov str., Saint-Petersburg, 196210 02 May, 2017

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

Tirskaya Elena  
Phone: +7(812) 6-333-949,  
e-mail: [tender@rossiya-airlines.com](mailto:tender@rossiya-airlines.com)

2.3. Contact person for Terms of Reference issues:

Kasyanova Ekaterina  
Phone: +7 (812) 6-333-999, ext. 16-25,  
e-mail: [E.Kasyanova@rossiya-airlines.com](mailto:E.Kasyanova@rossiya-airlines.com)

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. 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.

2.13. All documents in accordance with the documentation submitted for the purchase of an electronic trading platform in the form of scanned copies of signed documents.

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

Payment method shall be bank transfer.

Payment due dates and procedure: payment by bank transfer actually provided Service in accordance with the terms of the Contract within 30 (thirty) calendar days from the date receipt of the invoice from the Supplier to the Customer's e-mail address specified in the Contract.

### **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

USD excluding and including all taxes and fees.

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

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

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

- Cost of single room including breakfast;
- Cost of double room including breakfast;
- Free modification or cancelation booking at least than 24 hours before day of arrival;
- The provision of the services without charging a deposit;
- There is a restaurant on-site or within walking distance of the hotel with around-the-clock work;
- Confirmation of free service of internet (Wi-Fi) in the rooms and in the common areas during the stay;
- Confirmation of free service of shuttle transportation 24h Airport – Hotel –Training Center and back during the stay. Name and address of training center: National Aviation Academy, Flight Training Centre, the Republic of Azerbaijan, AZ-1045, Baku, Bina, 25th km.

5.7. Quotations shall be submitted for each lot separately.

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

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

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*(specify whether anticipated / not anticipated)*

5.8.2. Possibility of subcontracting

anticipated

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*(specify whether anticipated / not anticipated)*

5.9. Lot separability: not anticipated

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*(specify whether anticipated / not anticipated)*

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*(specify breakdown of total quantities between several procurement parties)*

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5.10. Application software: not anticipated

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*(specify whether anticipated / 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
<b>Compliance with the requirements for procurement parties</b>	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.
<b>Completeness of submitted documents</b>	Check of documents submitted within the bid against the required list (Appendix 1) and accuracy of submitted information and documents.
<b>Bid compliance with the requirements of procurement documentation</b>	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 copies documents and other information as required by the procurement documentation are not submitted;
- b) Failure or delay in the provision of maintenance of the application, if such security is provided the requirements of this document;
- c) Of non-compliance of the procurement bidder with the requirements to procurement parties stipulated in the procurement documentation;
- d) The bid includes deliberate misrepresentations, fraud in information or documents within the bid;
- e) Clarifications for the bid for the request for quotations are not provided when requested by the bidding commission;
- f) The procurement bidder is listed in blacklist of suppliers;
- g) 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);
- h) The proposed goods, work or services do not comply with the requirements given in the procurement documentation;
- i) 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 number of points for each criterion. Designation criteria, the procedure for calculating the number of points and the maximum number of points for each criterion are presented in the table below:

Criterion	The procedure for calculating the points for the criterion	Maximum number of points
Cost of single room including breakfast	To calculate the number of points using the formula: $S_{baz} / S_{predl} \times K$ , 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.	50

Cost of double room including breakfast	To calculate the number of points using the formula: Sbaz / Spredl x K, where: - Sbaz - the best (lowest) of all the proposals of the participants; - Spredl - assesses the proposals of the participants; - K - the maximum number of points assigned to the respective criteria in accordance with the table below.	20
There is a restaurant on-site or within walking distance of the hotel with around-the-clock work	To calculate the number of points using the following procedure: - When the party following conditions: application of the participant is assigned a maximum number of points from the cells to the right. - If non-performance of the specified conditions of points assigned by the criterion no.	10
The provision of the services without charging a deposit	To calculate the number of points using the following procedure: - When the party following conditions: application of the participant is assigned a maximum number of points from the cells to the right. - If non-performance of the specified conditions of points assigned by the criterion no.	10
Free modification or cancelation booking at least than 24 hours before day of arrival	To calculate the number of points using the following procedure: - When the party following conditions: application of the participant is assigned a maximum number of points from the cells to the right. - If non-performance of the specified conditions of points assigned by the criterion no.	10
		100

#### 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

Appendix 2

Appendix 3

Appendix 4

Bidder's Questionnaire

Application for Participation in the  
Procedure

Terms of Reference

Draft Contract

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

<b>QUESTIONNAIRE OF BIDDER<sup>1</sup></b> <b>for procurement procedure:</b>	
<i>(state designation of procedure)</i>	
<b>Procedure No.</b> _____ <i>(state number of procedure)</i>	<b>Lot No.</b> _____ <i>(state number of lot)</i>
<i>(specify full name of the company in accordance with the Charter and type of business organization)</i>	
<i>(specify short name of the company in accordance with the Charter)</i>	
<b>1. Legal Details</b>	
<b>Country of registration</b>	_____
<b>Legal address</b>	_____
<b>Actual address</b>	_____
<b>Phone</b>	_____
<b>Fax</b>	_____
<b>E-mail</b>	_____
<b>2. Bank Details</b>	
Entity's Taxpayer Identification Number / Taxpayer Record Validity Code (KPP):	
Principal _____	State _____
Registration Number (OGRN): _____	
Number of current account _____	
Bank name _____	
Correspondent account _____	
BIC _____	
<b>3. Registration details</b>	
Registration date, place and authority _____	
Shareholders _____	
Business profile _____	
Affiliation with small and/or medium-sized business <sup>2</sup> _____	
Russian National Classifier of Businesses and Organizations (OKPO) _____	
Russian Classification of Economic Activities (OKVED) _____	
<b>4. Attachments to the Bidder Questionnaire:</b>	
<b>Document Title</b>	<b>Number of pages</b>
1. Copies of incorporative documents (Certificate of State Registration, Charter, Articles of Association).	
2. Copy of extract from the Unified State Register of Legal Entities/ or the Unified State Register of Individual Entrepreneurs obtained no earlier than 6 months prior to date of posting of the notice for request for price quotations in the unified information system (for foreign companies – abstract from a trade register).	
3. Certificates of no outstanding tax liability to the budgets of all level and	

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

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

insurance deductions issued by appropriate divisions of the Federal tax Service no earlier than 20 days before the deadline for receipt of applications. (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)	
5. 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.	
6. 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).	
7. 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.	
8. 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.	
9. 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).	
10. Brief background of the company's activities.	
11. Copies of audit reports (if any).	
12. 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.	
13. 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.	

14.<sup>3</sup>

**5. Contact person**

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

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

\_\_\_\_\_ (state designation of procedure)

\_\_\_\_\_ (position of the chief executive officer)

\_\_\_\_\_ (signature)

\_\_\_\_\_ (state name)

Date of compilation

**Stamp**

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

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

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

We hereby confirm that \_\_\_\_\_  
*(specify name of the procurement bidder)*

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

business entity and report the following information:

1. Place of business address (legal address): \_\_\_\_\_.
2. Taxpayer Identification Number / Taxpayer Record Validity Code (KPP): \_\_\_\_\_.

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

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

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

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

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

Item No.	Information designation <2>	Small entities	Medium entities	Indicator
1 <3>	2	3	4	5
1.	Total share in equity (joint-stock) capital (share fund) of the Russian Federation, constituent entity of the Russian Federation, municipalities, public and religious organizations (associations), charitable and other foundations in the equity (joint-stock) capital (share fund) of the specified legal entities shall not exceed twenty five percent (except for total share included into asset composition of joint-stock investment funds, property assets of closed-end investment funds, common property assets of investment partnerships), percent	Max. 25		-
2.	Total share in equity (joint-stock) capital (share fund) of foreign legal entities, percent	Max. 49		-
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	up to 100	from 101 to 250	specify number

	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	inclusive up to 15 for micro-sized enterprise	inclusive	of persons (for each year)
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  120 per year – for micro-sized enterprise	2000	To be indicated in mln. roubles (for each year)
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 participants	yes (no) (if available - specify name of the customer-holder of the partnership program register)		
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**

<b>Application for Bidding <sup>4</sup> in the public request for quotations:</b>	
(specify name of the procurement procedure, number of procedure, and lot number, if required)	
1. Having studied conditions and requirements given in the procurement documentation 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 commercial proposal and other documents being an integral part of the present bid for the request for quotations. Commercial proposal:	
Cost of single room including breakfast, VAT, city tax	USD
Cost of double room including breakfast, VAT, city tax	USD
Free modification or cancelation booking at least than 24 hours before day of arrival;	yes/no
The provision of the services without charging a deposit;	yes/no
There is a restaurant on-site or within walking distance of the hotel with around-the-clock work;	yes/no
Free service of internet (Wi-Fi) in the rooms and in the common areas during the stay;	yes/no
Free service of shuttle transportation 24h Airport – Hotel –Training Center and back during the stay. Name and address of training center: National Aviation Academy, Flight Training Centre, the Republic of Azerbaijan, AZ-1045, Baku, Bina, 25th km.	yes/no
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 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	

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

<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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</p>	
<p>about</p>	
<p><i>(specify full name of legal entity / name, surname of individual)</i></p>	
<p>should be included into the supplier blacklist.</p>	
<p>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.</p>	
<p>10. By submitting the present bid, we confirm our consent to personal data proceeding in accordance with Federal Law No.152-FZ Concerning Personal Data dated July 27, 2006 <sup>5</sup>.</p>	
<p>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,</p>	
as per the list on	page
<p><b>Chief executive officer</b></p>	
	(signature)
	(state name)
<p><i>Stamp</i></p>	
<p>Date of compilation «            »</p>	
	(DD)      (MM)      (YYYY)

<sup>5</sup>Item is included in the purchase application only participants - individuals

## **Terms of Reference**

### **1. Subject of tender:**

The provision of accommodation and transfers for employees of “Rossiya Airlines” at the time of the training in Aviation Training Center in Baku (Republic of Azerbaijan).

### **2. Dates / Period / schedule of services providing**

2.1. Period of services providing (validity of Contract): from 08.05.2017 until and inclusive 01.03.2018.

2.2. Dates of services providing – in accordance with the Customer’s requests under the agreed schedule.

### **3. Volume of services for the period of validity of Contract**

3.1. The volume of services for the period 08.05.2017 - 01.03.2018: 75 rooms / 32 days.

3.2. In case of change of costs, volumes of services and/or contract dates of the party will sign the additional agreement with reference to the Contract.

### **4. Requirements to formation of price of services**

4.1. Price includes:

- Single or double room include VAT and City Tax;
- Breakfast;
- Internet (Wi-Fi) in the rooms and in the common areas during the stay.
- Shuttle transportation 24h Airport – Hotel –Training Center and back. Name an address of training center: National Aviation Academy, Flight Training Centre, the Republic of Azerbaijan, AZ-1045, Baku, Bina, 25th km

4.2. The Customer makes a payment by bank transfer actually provided Service in accordance with the terms of the Contract within 30 (thirty) calendar days from the date receipt of the invoice from the Supplier to the Customer’s e-mail address specified in the Contract.

4.3. Payment currency is USD.

4.4. The cost of services can’t be increased during the period of validity of the Contract.

### **5. Quality control of services**

Customer has the right to conduct audits, monitoring or other procedures of quality control of services provided by the Provider during the period of validity of Contract.

### **6. Qualification requirements to the service Provider**

6.1. Provider has documentation concerning Provider’s licensing and registration in trade register according to the current legislation of the country of Provider.

6.2. Confirmation of authorities of the persons signing the contract on behalf of the legal entity.

6.3. All documentation according to this Article 6 should be given to the Customer at a stage of purchase procedures at the questionnaire of bidder, Appendix 1.

### **7. Obligatory conditions and requirements to service Provider**

#### **7.1. Obligatory conditions and requirements**

- Supplier provides single or double rooms;
- Free breakfast;

## **7.2. Not obligatory conditions and requirements**

- There is a restaurant on-site or within walking distance of the hotel with around-the-clock work;
- The provision of the services without charging a deposit;
- Free modification or cancelation booking at least than 24 hours before day of arrival.
- Free service of internet (Wi-Fi) in the rooms and in the common areas during the stay;
- Free service of shuttle transportation 24h Airport – Hotel –Training Center and back during the stay. Name and address of training center: National Aviation Academy, Flight Training Centre, the Republic of Azerbaijan, AZ-1045, Baku, Bina, 25th km.

## **8. Special obligatory requirements to service Provider**

8.1. The Provider shall provide Customer with the information in respect to all its owners (beneficiaries) according to the form of the Customer, attaching confirming documents, and inform Customer in case of any changes in the above-mentioned chain of owners in the period of contract validity.

## **9. Applicable standards**

9.1. National standard of Russia 53423-2009 (ISO 18513:2003) Tourism services. Hotels and others types of tourism accommodation. Terms and definitions.

9.2. National standard of Russia 51185-2014 Tourism services. Means of accommodation. General requirements.

9.3. National standard of Russia 54603-2011 Services of accommodation facilities. General requirements to the maintenance staff.

**Draft Contract**  
**SERVICE CONTRACT**

**Customer:**

Company name:	Rossiya Airlines Joint Stock Company
Address:	Russia, St. Petersburg, 18/4 Pilotov Street
Represented by:	Mr. Vasili Meshkov, Deputy Director General
Contact person:	Mrs. Ekaterina Kasianova, Leading specialist
Phone/Fax:	+7 812 633 37 56
Fax:	+7 812 633 37 57
E-mail:	<a href="mailto:E.Kasyanova@rossiya-airlines.com">E.Kasyanova@rossiya-airlines.com</a>
Internet:	<a href="http://www.rossiya-airlines.com">www.rossiya-airlines.com</a>
Bank details:	Bank Name: SBERBANK (SEVERO-ZAPADNY HEAD OFFICE) ST.PETERSBURG, RUSSIA SWIFT: SABRRU2P Акк. транзитный № 40702978455001000080 текущий № 40702978155000000080 Correspondent Bank: Deutsche Bank AG, Frankfurt am Main SWIFT: DEUTDEFF

**Supplier:**

Company name:	
Address:	
Represented by:	
Contact person:	
Phone:	
Fax:	
E-mail:	
Internet:	
Bank details:	

<b>Hotel:</b>	
Address:	
Telephone:	
Fax:	
E-mail::	

<b>Contact person in the hotel:</b>	
Name:	Phone:

**1. Subject matter**

1.1 The Supplier provides the services of ensuring accommodation and transfer for Customer's clients.

1.2. The Supplier provide services to the Customer in accordance with the list of services and the prices, which were stated in this Contract.

## 2. Accommodation services, bookings

2.1. The Supplier provide Customer's clients with accommodation on request basis in \_\_\_\_\_ according to the hotel room availability and under conditions stipulated in the contract.

2.2. In case the Supplier does not have available requested capacity in the hotel, the supplier will do its utmost to provide the customer an alternative accommodation in a different hotel, which has same level or higher.

2.3. The Customer will send each request for reservation separately and in the written form (by fax or e-mail). The Supplier must confirm back the request prior to customer's confirmation to its clients. Every request must contain: name of the guest, number of persons, arrival and departure dates, number and type of rooms, flight number of arrival and departure.

Contact details of the Supplier:	Contact details of the Customer:
E-mail:	E-mail: <a href="mailto:businessstrip@rossiya-airlines.com">businessstrip@rossiya-airlines.com</a>
Fax:	Fax: +7 (812) 6 333 714

## 3. PRICES

Contract rates:	
Prices include Buffet breakfast, VAT, city tax.	
SGL	
DBL	

3.1. The prices stated in the contract for \_\_\_\_\_ calculated in USD per room/night with breakfast.

3.2. Both parties agreed that conditions of this contract and prices are confidential and will not be disclosed to 3rd parties under no circumstances.

## 4. Extra service

4.1. The Supplier provides shuttle transportation 24 h Hotel –Training Center and back. Name an address of training center: National Aviation Academy, Flight Training Centre, the Republic of Azerbaijan, AZ-1045, Baku, Bina, 25th km.

4.2. The Supplier provides internet connection in the rooms and in the common areas.

## 5. Payment conditions

5.1. The Customer makes a payment by bank transfer actually provided Service in accordance with the terms of the Contract within 30 (thirty) calendar days from the date receipt of the invoice from the Supplier to the Customer's e-mail address specified in the Contract.

5.2. Customer's clients will pay directly to the hotel all ordered extra services, if not agreed with the Customer.

5.3. Invoices will be issued two times a month, in the middle and in the end of monthly booking sent by Customer. Invoice will be issued by Supplier and settled by Customer in USD currency.

5.4. The total cost of services for the duration of this Contract 156 000 USD.

## 6. Cancellation conditions and cancellation fees

- 6.1. Changes/cancellations can be made before 18 hours to the arrival is free of charge.
- 6.2. Cancellation of the confirmed services must be made in the written form and comes into force on the day when received and reconfirmed by the Supplier.
- 6.3. The Supplier shall reconfirm the cancellation within 2 hours after the receipt. The Customer must always request the Supplier's reconfirmation for the evidence that the cancellation has been effected.

## **7. Refunds and claims**

- 7.1. Refunds against insufficient services rendered by the Supplier must be claimed by the Customer within 30 days from the day on which the event occurred.

## **8. Applicable law and jurisdiction**

- 8.1. This Contract is governed by the laws of the country of the Supplier.

## **9. Excusable delay (force-majeure)**

9.1. The Parties shall not be responsible for, nor be deemed to be in default on account of delays in the performance of this Contract, due to acts of God, fire, explosion, war, riots, strikes, governmental regulation or any other causes beyond the Parties reasonable control and not due to their fault and negligence.

9.2. The parties shall give notice to each other of the commencement of an Excusable Delay within ten (10) days thereof. Such notice shall state the nature of the delay and if possible, its expected duration. However, if the cause of the delay is such as to render this Contract impracticable, either Party shall have the right to terminate this Contract.

## **10. Anti-corruption clause**

10.1 While performing its obligations under the Agreement, the Parties, their employees do not pay, do not offer to pay, and do not acquiesce in payment of any money or values, directly or indirectly, to any people for influencing the acts or decisions of those people so as to obtain any unfair preferences or for any other inappropriate end.

While performing its obligations under the Agreement, the Parties, their employees do not carry out any activities that in accordance with the legislation are qualified for the purposes of the Agreement as giving/taking, commercial bribery, illegal gratification, abuse of power, as well as any actions that violate applicable legal requirements and international acts on counteraction to legitimization of proceeds of crime.

10. 2 If the Parties have any suspicion of the occurrence or possible occurrence of any violation of the provisions stipulated in paragraph 10.1, the corresponding Party shall notify the other Party in writing. In its written notification the Party should refer to the facts or provide materials reliably confirming or giving reason to believe that there has occurred or may occur any violation of any provisions of paragraph 10.1 by the other Party, its employees, which in accordance with the legislation are qualified for the purposes of the Agreement as giving/taking, commercial bribery, illegal gratification, abuse of power, as well as any actions that violate applicable legal requirements and international acts on counteraction to legitimization of proceeds of crime. Upon receipt of a written notification the Party to which it was sent, will direct a confirmation that the violation did not happen or will not happen. This confirmation should be directed within 30 (tirty) calendar days from the date of receipt of the written notification.

10.3 In case of violation by any Party of its obligations to refrain from any actions referred to in paragraph 10.1, the other Party shall be entitled to terminate the Agreement unilaterally and without any judicial procedures by giving a written notice of termination. The Agreement is deemed to be terminated after expiry of 30 (thirty) calendar days from the date of receipt by the corresponding Party of a written notice of termination. The Party initiating termination of the Agreement, in accordance with the provisions of this

paragraph shall be entitled to claim compensation for actual damages resulting from such termination. The compensation term amounts to 30 (thirty) calendar days after the date of receipt of the corresponding claim from the Party initiating termination of the Agreement

## **11. Term**

11.1. This Contract shall become effective per 08 May 2017 until and inclusive 01 March 2018 prior to the full implementation of commitments.

11.2. Each Party shall be entitled to terminate this Contract by sending a one month termination notice to other Party. The notice period begins on the first day of the month following the month of a receipt of the notice by the Partner.

## **12. Others**

12.1. Both parties undertake to maintain confidentiality with respect to the content of this contract.

12.2. Both parties undertake that will inform each other in writing and in advance (or as soon as possible) of any actual and important changes, which could affect the principals and terms of this contract.

12.3. In case of any disagreement on the text of the contract, both parties shall be governed by the text certified by the stamp of the Legal Department of JSC "Rossiya Airlines" or contained in stitched and certified by the Contract.

### **Customer:**

Rossiya Airlines Joint Stock Company  
Deputy Director General  
Mr. Vasily Meshkov,

Date:\_\_\_\_\_

Signature:\_\_\_\_\_

### **Supplier:**

Date:\_\_\_\_\_

Signature:\_\_\_\_\_

## OWNERS/BENEFICIARIES INFORMATION FORM

No	Name of the counterpart					Contract (Bank requisites, Subject Matter, Total Amount, Validity)					No	Owners/beneficiaries data (till the owners/beneficiaries of the last level)						
	taxpayer identification number	state registration number	name of the company	CEO name	CEO ID/passport details	No. of Contract and entering into force	Subject Matter of Contract	Total Amount	Validity	Bank requisites and legal address		taxpayer identification number	state registration number (for organisation)	name of the owner/beneficiary	registration address	ID (passport details) for individuals	CEO/owner/shareholder / beneficiary	List of the documents confirming the info. about owners, shareholders and beneficiaries
1																		

Authorized representative of \_\_\_\_\_

**Customer:**Rossiya Airlines Joint Stock Company  
Deputy Director General

Mr. Vasily Meshkov

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Supplier:**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_