

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

For services on organizational support of flights of Rossiya Airlines JSC

To be conducted in accordance with 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 edition 3)

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).

Lot No.	1				
Designation of subject of the contract (lot):	For services on organizational support of flights of Rossiya Airlines JSC				
Initial (maximum) contractual (lot) price excl. VAT	Currency of contract (lot)	Number (Volume)	Units of measure	Classification as per OKPD2	Classification as per OKVED2
30 000 000	rub	3000	pieces	51.10.14.000	51.10.2
Place of delivery/performance of work/service provision (address):	RF, CIS, non-CIS states.				

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	17.00 Moscow time «03» April 2017.
Time and date of bids submission deadline	10.00 Moscow time «11» April 2017.
Place of bidders' bids submission	Electronic Trading Platform Gazprombank Group: http://etpgpb.ru/
Place and date of bids review and	18/4 Pilotov str., Saint-Petersburg, 196210

summarizing procurement results	«18» April 2017.
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2.2. Contact person for issues related to Bid preparation and submission:

Kharevich Irina, tel: (812) 6 333 999 (24-63), e-mail: tender@rossiya-airlines.com

2.3. Contact person for Terms of Reference issues:

Doyanova Zhanna, tel. (812) 6 333 890, e-mail: j.dayanova@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: the latest within 10 (ten) banking days of the date of invoice receipt.

Granting of deferred payment for the services rendered for a period of at least 30 calendar days without imposing any penalties.

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 charges can be specified as in rubles of the Russian Federation, and US dollars taking into account 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.

(specify time period)

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 permit for a single overflight of the country territory;
- cost of renewal of the permit for a single overflight of the country territory;
- cost of permit for a single landing in the country territory;
- cost of renewal of the permit for a single landing in the country territory.
- cost of urgent receipt of permit for overflight/landing;
- cost of arrangement and ensuring standard ground handling of aircraft, in-flight catering, ground power, hotel accommodation, transfer, cost of communication with all concerned parties through all communication channels, tracking of flight and traffic information, ATS support.
- cost of service control (supervision).
- cost of block permit.
- cost of commission for providing into-plane refueling.
- cost of fee charged by the Contractor to pay the invoices of third parties.
 - information on Vat and other taxes and/or duties.

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 co-contracting/subcontracting
anticipated

5.9. Lot separability: anticipated

The initial (maximum) price of the contract, component of 30 000 000 rubles shares between the participants who have taken 1,2 places – 20 000 000 rubles, 10 000 000 rubles respectively In the event that the sole service provider participates in the bidding and its request is recognized as complying with these Terms of Reference, a contract will be signed with that provider in the amount of 30 million rubles net of VAT or an equivalent amount in USD at the rate prevailing on the contract signature date.

5.10. Bid security: not anticipated

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

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

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

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

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

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

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

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

Bid of procurement bidder will be rejected in case:

- a) Any 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 obtaining permit for a single overflight of the country territory	To calculate the number of points using the formula: Sbaz / Spredl x K, where:	20
Cost of renewal of the permit for a single overflight of the country territory	- Sbaz - the best (lowest) of all the proposals of the participants; - Spredl - assesses the proposals of the participants;	2
Cost of obtaining the permit for a single landing in the country territory	- K - the maximum number of points assigned to the respective criteria in accordance with the table below.	20
Cost of renewal of the permit for a single landing in the country territory		3

Cost of urgent receipt of permit for overflight/landing in the airport of a foreign state	10
Cost of arrangement and ensuring the services in the landing airport, including: -arrangement of ground handling; - tracking the flight and traffic information; - ATS support; -cost of communication through all communication channels; -arrangement of in-flight catering; - accommodation/ catering/ transfer of passengers and crew in the hotel.	10
Cost of Service control (supervision)	2
cost of commission for providing into-plane refueling	10
Cost of Block permit	3
Fee for payment of third party invoices	20

Common basis for comparison of quotations shall be quoted prices of all bidders excluding VAT. At submission of applications in US dollars, a transfer in rubles of the Russian Federation is made at the Central Bank rate of the Russian Federation on the end of order taking.

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:	
<i>(state designation of procedure)</i>	
Procedure No. _____	Lot No. _____
<i>(state number of procedure)</i>	<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>	
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:	
Document Title	Number of pages
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	_____

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.

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 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. ³	
5. Contact person	
_____ <i>(specify name, surname, phone, fax, e-mail)</i>	
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:	
_____ <i>(state designation of procedure)</i>	
_____ <i>(position of the chief executive officer)</i>	_____ <i>(signature)</i>
_____ Date of compilation	_____ Stamp
	_____ « _____ » _____ (DD) (MM) (YYYY)

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, 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 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 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

Application for Bidding ⁴ 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 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	
(specify full name of legal entity / name, surname of individual)	
registered at the following address:	
(specify place of business of legal entity / place of residence of individual)	
proposes to conclude a contract for	
(specify subject of the contract)	
in accordance with the commercial proposal and other documents being an integral part of the present bid for the request for quotations.	
Commercial proposal:	
Description	
Cost of obtaining permit for a single overflight of the country territory	
Cost of renewal of the permit for a single overflight of the country territory	
Cost of obtaining the permit for a single landing in the country territory	
Cost of renewal of the permit for a single landing in the country territory	
Cost of urgent receipt of permit for overflight/landing in the airport of a foreign state	
Cost of arrangement and ensuring the services in the landing airport, including: -arrangement of ground handling; - tracking the flight and traffic information; - ATS support; -cost of communication through all communication channels; -arrangement of in-flight catering; - accommodation/ catering/ transfer of passengers and crew in the hotel.	
Cost of Service control (supervision)	
cost of commission for providing into-plane refueling	
Cost of Block permit	
Fee for payment of third party invoices	
2. We hereby inform (declare) that	

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

<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 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. 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 ⁵ .	
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)

⁵Item is included in the purchase application only participants - individuals

Appendix 3
to the Procurement Documentation

Terms of Reference
For services on organizational support of flights of Rossiya Airlines JSC

No.	List of parameters	Parameter description
1	Service location	Russian Federation, CIS, non-CIS states
2	Type of services (subject of contract)	Rendering services on organizational support of flights of Rossiya Airlines JSC
3	Service rendering period /contract period	From the contract signature date till 31.12.2018
4	Service rendering frequency. Required scope of services within the established period	According to actual needs of the Customer. The annual volume of consumption of services – 3 000 addresses a year
5	Service description	<ol style="list-style-type: none"> 1.The Contractor shall render the services on organizational support of flights of the Customer's aircraft in the airspace of CIS states and/or non-CIS states. 2.The Contractor shall render the ground handling services of aircraft and passengers in the airports of the Russian Federation, CIS states and/or non-CIS states. 3.The Contractor shall render the into-plane refueling services.
6	Requirements to the service provider (to certification and licensing, personnel qualification, training devices, to the certificates to be issued, other essential requirements).	<ol style="list-style-type: none"> 1. Availability of the certificate of state registration of legal entity (equivalent of the document for the companies registered in a foreign state). 2. The service provider must have approval documentation which confirms the passing of the certification, approval and recognition procedures pursuant to the effective law of the Russian Federation (equivalent of the document for a company registered in a foreign state). 3. Availability of license for organization of ground handling. <p>The provider's readiness for the Customer's monitoring or other quality control procedures as regards the services rendered during the contract period (Audit).</p>
7	Requirements to the personnel	Availability of the qualified personnel performing the functions for which special training is required.
8	Service rendering procedure, processes and conditions	<ol style="list-style-type: none"> 1. The services shall be rendered upon receipt of the Customer's Request of the established form. 2. The Contractor confirms the receipt of the request and performance thereof within the deadlines specified in the contract. 3. The request must be complied with in strict compliance with the requested parameters. 4. Prompt notification of the Customer in case of any failure in

		<p>complying with the request.</p> <ol style="list-style-type: none"> 5. Designation of a special manager to communicate with the Customer. 6. Availability of round-the-clock dispatcher service for coordination and support of the Customer. 7. Provision of urgent permits for overflights /landing at the airports of foreign states (less than 5 hours). <p>The Contractor may at its own discretion engage subcontractors for performance of any type of services, therewith the liability for proper performance of services remains with the Contractor.</p>
9	Cost of the provider's services	<ol style="list-style-type: none"> 1. initial (maximum) price of the contract: <p>The total cost of services is 30 million rubles net of VAT or an equivalent amount in USD at the rate prevailing on the contract signature date, for the entire contract period until 31.12.2018.</p> <p>A contract will be signed with the provider being the 1st winner according to the bidding procedure results in the amount of 20 million rubles net of VAT or an equivalent amount in USD at the rate prevailing on the contract signature date.</p> <p>A contract will be signed with the provider being the 2nd winner according to the bidding procedure results in the amount of 10 million rubles net of VAT or an equivalent amount in USD at the rate prevailing on the contract signature date. Therewith, the Customer will apply the contract signed with the provider being the 2nd winner in case of the provider being the 1st winner is unable to render the services or in case of termination of contractual relations with the latter.</p> <p>In the event that the sole service provider participates in the bidding and its request is recognized as complying with these Terms of Reference, a contract will be signed with that provider in the amount of 30 million rubles net of VAT or an equivalent amount in USD at the rate prevailing on the contract signature date.</p>
10	Delivery of documents	Its own arrangement of delivery of the source documentation to the Customer.
11	Special requirements of the customer to service providers (other than state and municipal unitary organizations)	<ol style="list-style-type: none"> 1. Furnish the Customer according to the Customer's form with the information concerning all owners, including beneficiaries, attached with supporting documents. Notify the customer of all changes in the chain of ownership during the contract period.
12	Payment for the customer's services	<p>Work on the terms of 100% post payment.</p> <ol style="list-style-type: none"> 1. in case of non-cash payment – the possibility of delay in payment for an agreed period but not less than 30 calendar days without imposing any penalties. 2. No bank charges.

Appendix 4
to the Procurement Documentation

Draft Contract

Contract for Provision of Services for Organizational Support for Flights of Rossiya Airlines JSC

City of St.Petersburg

_____, hereinafter referred to as Contractor represented by -----, acting on the basis of -----, on the one part, and Rossiya Airlines Joint Stock Company (Rossiya Airlines JSC), hereinafter referred to as Customer represented by Production Manager, Vladimir Ershov acting on the virtue of Power of Attorney No.1D-709 dated 30.12.16, on the other part, hereinafter referred to as Parties have entered into the present Contract to the following effect:

1. Subject

1.1. The Customer authorizes the Contractor to render, upon a written request (Appendix No.1 to the present Contract), aviation services (Appendix No.2 to the present Contract) related to organizational support for international A/C flights in air area of CIS countries and/or foreign states, ground handling of A/C and passengers at airports of the Russian Federation, CIS countries and/or foreign states, and fuel supply, and the Customer shall pay for these services.

2. Parties' Liability

2.1. The Contractor shall be released from liability, and the Customer shall not raise any claims against the Contractor and shall not hold the Contractor liable for any claims or statements of claims including cost and expenses of such claims and statements of claims arisen during the Contract execution excluding events of negligence by the Contractor, in the following cases:

- a. Causing injury to or death of passengers transported by the Client;
- b. Causing injuries to or death of any Client's employee;
- c. Damage to, delay or loss of baggage, freight or mail transported by the Client;
- d. Damage to or loss of any property owned or operated by the Client and any losses resulted from similar circumstances.

2.2. When the services rendered by the Contractor in accordance with the present Contract relate to loading/unloading or are included into the Client Agreement for transportation according to the Warsaw Convention relief from liabilities granted to the Contractor Bshall not exceed the limits specified in the contract for transportation.

3. Subcontracting

3.1. In order to render any type of services the Contractor may employ subcontractors under a subcontract and in this case Contractor shall be liable to the Customer for proper service rendering as if the services were rendered by the Contractor himself.

4. Cost of Services

4.1 Cost of the services is given in Appendix No.2 to the present Contract.

4.2 VAT or any other tax payments in case of their introduction shall be paid by the Customer in addition to payment amounts under the Contract.

4.3. Cost of the services is fixed for the entire period of validity of the present Contract and may not be reviewed within the present Contract.

4.4. Maximum Contract value shall not exceed _____.

5. Payment Procedure

5.1 Contractor shall issue invoices to the Customer with attached basic source documents for each flight performed separately for ordered services.

5.2. Expenses incurred by the Contractor and connected with performance of the Customer's request shall be reimbursed at cost price plus commission from the amount of such expenses.

5.3. Cancellation of an order by the Customer more than 12 hours prior to departure time of the scheduled flight shall be without imposing any penalties.

5.4. Payment for cancellation of a flight less than 12 hours prior to departure time of the scheduled flight shall be USD50 for full package of the request for ground handling.

5.5. The Customer shall pay invoices issued by the Contractor within 10 bank days from the date of the invoice receipt at the following e-mail: OKR@rossiya-airlines.com.

5.6. Payment for the services under the present Contract shall be Russian rubles by bank transfers to the bank account specified in the Contractor's bank details in the text of this Contract, at the exchange rate of the Russian Central Bank as of the date of flight performance.

5.7. The Contractor shall forward preliminary issued invoices and attached documents via e-mail to the Customer's e-mail address OKR@rossiya-airlines.com, and shall sent original copies by post with delivery notification.

5.8. In case of overdue payment the overdue amount shall be subject to penalties applied at the rate of 0.1% of the overdue amount for each overdue day with a maximum limit of 50% of the overdue amount. The Contractor shall issue separate invoices for penalties.

5.9. The Contractor shall give the Customer, upon his written request, an opportunity to defer payment for rendered services without penalties application for agreed period but not less than for 30 (thirty) calendar days.

5.10. In it agreed by the Parties that no interest on overdue sum as per the Civil Code of the Russian Federation, Article 317.1 shall be charged in relation to the amounts payable under the present Contract.

6. Rights and Obligations of the Parties.

6.1. Customer undertakes to:

- Forward service requests to the Contractor according to the form and to the addresses as specified in Appendix No.1 hereto;
- Inform the Contractor about all amendments to the previously submitted requests;
- Duly pay the Contractor for the services according to the issued invoices.

Customer is entitled to:

- Send to the Contractor written queries about cost of necessary services at the ground handling airports of interest and cost of fuel at the airports of interest;
- Request the Contractor, in written form, to provide any additional services not specified in the present Contract to ensure flight handling under terms of the present Contract;
- Perform audit of the Contractor at least once every 2 years and monitoring or other procedures for control of safety and quality of services or products supplied by Contractor.

6.2. Contractor undertakes to:

- Obligate the Customers requests including urgent ones, on the 24-hour basis;
- Quickly inform the Customer about inability to execute the request and specify the reasons thereof;
- Provide the Customer information about cost of services according to requests received from the Customer;

- Issue invoices for payment for services rendered in accordance with the rates specified in Appendix No.2 hereto with attached supporting source documentation;
- Ensure fulfillment of requests submitted by the Customer prior to expiration of the present Contract.

Contractor is entitled to:

- Provide other additional services for flight handling not specified in the present Contract, upon written approval of terms and conditions by the Customer.

7. Miscellaneous

7.1. The Parties guarantee to ensure confidentiality in connection with legal, commercial and technological information obtained during execution of their obligations under the present Contract.

7.2. The Parties shall inform the either Party about any changes to bank details and addresses specified in the present Contract within seven bank days. Non-fulfillment of this item by a Party shall deprive it of the right to refer to improper performance of notifications or payment provided for in the present Contract.

7.3. Terms and conditions of the present Contract may be changed or supplemented as agreed by the Parties by means of bilateral additional agreement hereto.

7.4. In case Contractor terminates, fully or partially, provision of services under the present Contract Contractor shall send to the Customer the notification at least 30 calendar days prior the date of termination of service provision.

7.5. Within 10 calendar days from the date of signing of the present Contract, Contractor shall provide to the Customer information regarding entire chain of owners (beneficiaries including end beneficiaries and regarding structure of executive boards as per the form given in Appendix No.3 with attached supporting documents.

7.6. In case of any changes to be introduced to chain of owners including end beneficiaries or to structure of executive board Contractor must immediately, within 5 calendar days, inform Customer about this and submit support documents.

7.7. In case of breach of commitments stipulated in items 7.5 and 7.6 hereof or refusal to fulfill them Customer may unilaterally and without legal proceedings withdraw the Contract (terminate the Contract) by sending an appropriate notification to Contractor 3 calendar days prior to the date of termination.

7.8 In case of any disagreements in relation to the wording of the Appendix Parties shall be governed by the wording certified by Customer's legal department or the wording in the stitched and certified copy of the Contract.

7.9. For the purpose of execution of contractual terms and conditions and provision of high-quality services, both Parties are governed by both internal documents and current documents regulating activities of the civil aviation of the Russian Federation, ICAO, and IATA.

7.10. This Contract is constituted in Russian in two identical copies, one for each Party.

7.11. Appendices Nos.1, 2, and 3 are integral parts of the present Contract.

8. Contract Validity Period

8.1 The Contract shall come into force from the date of its signing by both Parties and shall be in effect until 31.12.2018.

8.2 Either Party may terminate at any time this Contract having notified in writing the other Party at least 30 calendar days in advance.

8.3 In case of termination of the present Contract Parties shall make final settlements.

8.4. Termination of the present Contract shall not affect Parties' rights and obligations with respect to any settlements occurred prior to its termination.

9. Force-Majeure

9.1 The Parties shall be not be held liable for a failure to perform their obligations, in full or in part, under this Contract if this was caused by the force majeure circumstance occurs after signing of Contract.

9.2. The party to whom it become impossible to fulfill their obligations under the present Contract due to force majeure circumstances shall immediately notify the other party about occurrence and cessation of the these circumstances with attached official documents to confirm occurrence of these circumstances.

9.3. If these circumstances or their consequences last more than two months either Party shall be entitled to discontinue execution of the present Contract, and in this case neither Party has right for reimbursement for possible losses by the other Party.

10. Dispute Settlement Procedure

10.1 The present Contract shall be regulated and constituted in accordance with the legislation of the Russian Federation. The Parties shall seek to settle any dispute arisen during execution of this Contract or related to it by means of negotiations.

10.2 This Contract provides for resolution of disputes by means of exchange of written claims and responses to claims.

10.3 In case Parties fail to reach a consensus such dispute shall be referred to the Arbitration Court of Saint-Petersburg and Leningrad Oblast using applicable legislation of the Russian Federation.

11. Anti-corruption clause

11.1. 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.

11.2. If the Parties have any suspicion of the occurrence or possible occurrence of any violation of the provisions stipulated in paragraph 11.1, 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 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 20 (twenty) calendar days from the date of receipt of the written notification.

11.3. In case of violation by any Party of its obligations to refrain from any actions referred to in paragraph 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 20 (twenty) 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 20 (twenty) calendar days after the date of receipt of the corresponding claim from the Party initiating termination of the Agreement.

11. Bank details and Addresses of the Parties:

11.1 Details of Contractor:

11.2. Details of Customer:

.

Signatures of the Parties:

**Appendix No.1
to the Contract**

“For Provision of Services for Organizational Flight Support”

Procedure for Parties Interaction upon Service Order:

1. In order to obtain permission for en-route flight over and landing Customer shall send to Contractor a written request indicating the following mandatory data:

- Flight date;
- Flight number;
- A/C type and register number, MTOW, list of equipment installed at A/C;
- List of countries whose permits shall be obtained, with requested type of permit (territory overflight, permit for landing with commercial purposes, technical landing permit, etc.)
- Flight ordering customer with address
- Host party with addresses and contact information;
- Number of passengers (or cargo weight and nature);
- Flight route (with entry/exit points) and schedule (by UTC time);
- Other additional information required, according to Customer, to obtain permits.

2. To order ground handling, refueling services and other services at the en-route airports Customer shall send to Contractor a request with the following mandatory data:

- Flight date;
- Flight number;
- A/C type and register number, MTOW, list of equipment installed at A/C;
- Schedule (by UTC time);
- List of required services;
- Host party with addresses and contact information;
- Number of passengers (cargo weight and nature).

3. 24 hours contacts and addresses for request forwarding:

Signatures of the Parties:

**Appendix No.2
to the Contract**

“For Provision of Services for Organizational Flight Support”

Services

1. Service Areas:

- the Russian Federation
- the Middle East
- Africa
- Asia
- the Far East and CIS countries
- Europe
- North and South America

2. List of Services:

- Obtaining overflight and landing permits.
- Obtaining urgent overflight and landing permits.
- Renewal of permits for single flight over and landing in the country territory.
- Ensure payment for navigation for flight performance
- Handling supervision (representation, coordination, and support for all types of ground handling - supervising).
- In-plane Jet A-1 refueling.
- Provision of services for in-flight meals, ground meals, accommodation and transportation.
- A/C handling, passengers and crew safety.
- Computerized flight planning, synoptic forecasts and charts, flight tracking and traffic information follow-up.
- Arrangement of charter flights.

Prices

Cost:

- of permit for a single flight over the country territory;
- of permit renew for a single flight over the country territory;
- of permit for a single landing in the country territory;
- of permit renew for a single landing in the country territory.
- of urgent obtaining permit for flight over/landing;
- of arrangement and provision of standard A/C ground handling, in-flight meals, ground meals, hotel accommodation, transfer, cost of communication with involved parties via all communication facilities, flight tracking and traffic information follow-up, ATC tracking;
- of handling control (supervision);
- of block permit;
- of fee for arrangement of in-plane refueling;
- of fee charged by Contractor for payment of the third parties' invoices.

Information about VAT and other taxes and/or duties _____

Signatures of the Parties:

**Appendix No.3
to the Contract
For Provision of Services for Organizational Flight Support**

Information about Owners and Beneficiaries (Form)

№	Name of contracting party (Taxpayer Identification Number, type of activities)					Contract (details, subject, price, validity period and other essential conditions)					Information about chain of contracting party's owners including beneficiaries (including end ones)							
	Taxpayer Identification Number	Principal State Registration Number (OGRN)	Name of contracting party	OKV ED Code	Name and surname of Chief executive officer	Body and number of the CEO identification document	Number and date	Subject	Price (mln rubles)	Validity period	Other essential conditions	No.	Taxpayer Identification Number	Principal State Registration Number (OGRN)	Title/Name	Place of business/ Address of residence	Series and number of identification document (for private person)	CEO/ partner/ shareholder/ beneficiary/ information about executive board
1											1.1							
											1.1.1							
											1.1.2							
											1.1.3							
											1.1.3.1							
											1.1.3.2							
											...							
											1.2							
											1.2.1							
											...							

Position and name of contracting party's CEO _____
Stamp signature /date/

Note. The table shall include detailed information about the chain of owners of the contracting party (shareholders/stockholders; regarding shareholders/stockholders being legal entities – information about their shareholders, etc.) including end beneficiaries: 1.1, 1.2 – owners of a contracting party under the contract (first-level owners); 1.1.2, 1.2.1, 1.2.2, etc. – entity's owners 1.1 (second-level owners) and further – as per the same procedure up to the end beneficiary (1.1.3.1)

On behalf of Customer:

On behalf of Contractor:

