

Approved:
Chairman of the Competition Commission
M.N. Fedosov

Approval date

08	04	2020
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Procurement Documentation

Public request for Competitive selection not in electronic form

Requests receiving place	Electronic Trading Platform Gazprombank Group: http://etpgpb.ru/			
Date for the requests receiving commencement	08	04	2020	
Date and time for the request receiving completion	23	04	2020	10:00 MSK
Date for examination of procurement bidder proposals and summarizing of results	Date for examination of procurement bidder proposals «27» April 2020			
	Date for summarizing of results «27» April 2020			
Commencement date for providing clarifications on procurement documentation		08	04	2020
Completion date for providing clarifications on procurement documents		17	04	2020
Specifying the features of participation	Not applicable			
Option to submit an alternative offer	Not applicable			
Option to engage co-contractors/subcontractors	Applicable			
Distribution of the total scope of procurement between the procurement parties	Not applicable			
Subject-matter of the procurement	Ground handling services provision at international airport of Heraklion city - Nikos Kazantzakis (HER), international airport of Kerkira city - Ioannis Kapodistrias (CFU), international airport of Kos city - Hippocrates (KGS), international airport of Rhodos city - Diagoras (RHO), international airport of Athens city - Eleftherios Venizelos (ATH), international airport of Thessaloniki city – Makedonia (SKG), Greece			
Number of lots	1			

Lot № 1	
Name of the Subject-Matter of the Agreement (lot)	Ground handling services provision at international airport of Heraklion city - Nikos Kazantzakis (HER), international airport of Kerkira city - Ioannis Kapodistrias (CFU), international airport of Kos city - Hippocrates (KGS), international airport of Rhodes city - Diagoras (RHO), international airport of Athens city - Eleftherios Venizelos (ATH), international airport of Thessaloniki city –

		Makedonia (SKG), Greece			
Initial (maximum) price of the agreement (lot)	Currency	Quantity (Scope)	Units of Measurement	Classification by OKVED2	Classification by OKPD2
24 213 505	EUR	Not determined	Eq.unit	52.23.19	52.23.19.190
Place, conditions and terms (periods) of delivery of goods, performance of works, provision of services			International airport of Heraklion city - Nikos Kazantzakis (HER), international airport of Kerkira city - Ioannis Kapodistrias (CFU), international airport of Kos city - Hippocrates (KGS), international airport of Rhodes city - Diagoras (RHO), international airport of Athens city - Eleftherios Venizelos (ATH), international airport of Thessaloniki– Makedonia (SKG), Greece		
Term and Payment Procedure for Goods (Work. Service)			Invoices to be paid in euro within 30 calendar days from the date of receipt if they were sent not later than by the 10th of the month following the month in which the services were actually provided		
Request Security (amount)			Not applicable		
Right of the Procurement Bidder to submit a draft of counter-agreement			Provided: The Participant is entitled to offer a counter draft agreement in compliance with all the mandatory conditions specified in the procurement documentation and the contract draft of the Carrier: clauses 1.11, 4.1, 4.3, 4.9, 7.1, 7.3, 7.4		

Assessment and Comparing Criteria of Quotes

Lot №1	
Name of Criterion 1	Basic rate for A320/B737-800 (EUR/turnaround flight)
Points Calculation Procedure for Criterion 1	To calculate the points as per the criterions the following formula is applied: $S_{basic} / S_{offer} \times K_i$, where S_{basic} – the best (cheapest) from all the offers of the participants; S_{offer} – evaluated offer of the participant; K_i – maximum number of points for criterion
Maximum number of points for criterion 1	
	55
Name of Criterion 2	Charge for air start unit (EUR/30 minutes in case of usage more than 60 minutes)
Points Calculation Procedure for Criterion 2	To calculate the points as per the criterions the following formula is applied: $S_{basic} / S_{offer} \times K_i$, where S_{basic} – the best (cheapest) from all the offers of the participants; S_{offer} – evaluated offer of the participant; K_i – maximum number of points for criterion

Maximum number of points for criterion 2		5
Name of Criterion 3	Charge for Aviation security services (EUR/turnaround flight)	
Points Calculation Procedure for Criterion 3	To calculate the points as per the criterions the following formula is applied: $S_{basic} / S_{offer} \times K_i$, where S_{basic} – the best (cheapest) from all the offers of the participants; S_{offer} – evaluated offer of the participant; K_i – maximum number of points for criterion	
Maximum number of points for criterion 3		10
Name of Criterion 4	Charge for Representation, administration and supervision (EUR/turnaround flight)	
Points Calculation Procedure for Criterion 4	To calculate the points as per the criterions the following formula is applied: $S_{basic} / S_{offer} \times K_i$, where S_{basic} – the best (cheapest) from all the offers of the participants; S_{offer} – evaluated offer of the participant; K_i – maximum number of points for criterion	
Maximum number of points for criterion 4		10
Name of Criterion 5	Commission surcharge for payments to third parties on behalf of the Carrier (%)	
Points Calculation Procedure for Criterion 5	To calculate the points as per the criterion the following formula is applied: $S_{basic} / S_{offer} \times K_i$, where S_{basic} – the best (cheapest) from all the offers of the participants; S_{offer} – evaluated offer of the participant; K_i – maximum number of points for criterion	
Maximum number of points for criterion 5		5
Name of Criterion 6	Full acceptance of the Carrier's contract draft by the participant	
Points Calculation Procedure for Criterion 6	To calculate the points as per the criterion the following formula is applied: If «yes» is marked in the Application, the Application got the maximum number of points as per this criterion; If «no» is marked, points are not distributed	
Maximum number of points for criterion 6		4
Name of Criterion 7	Basic rate for A319 (EUR/turnaround flight)	
Points Calculation Procedure for Criterion 7	To calculate the points as per the criterions the following formula is applied: $S_{basic} / S_{offer} \times K_i$, where S_{basic} – the best (cheapest) from all the offers of the participants; S_{offer} – evaluated offer of the participant; K_i – maximum number of points for criterion	
Maximum number of points for criterion 7		1
Name of Criterion 8	Basic rate for B777 (EUR/turnaround flight)	
Points Calculation Procedure for Criterion 8	To calculate the points as per the criterions the following formula is applied:	

	Sbasic / Soffer x Ki, where Sbasic– the best (cheapest) from all the offers of the participants; Soffer – evaluated offer of the participant; Ki– maximum number of points for criterion
Maximum number of points for criterion 8	5
Name of Criterion 9	Basic rate for B747 (EUR/turnaround flight)
Points Calculation Procedure for Criterion 9	To calculate the points as per the criteria the following formula is applied: Sbasic / Soffer x Ki, where Sbasic– the best (cheapest) from all the offers of the participants; Soffer – evaluated offer of the participant; Ki– maximum number of points for criterion
Maximum number of points for criterion 9	5
TOTAL:	100

1. General Terms of the Procurement Procedure

1.1. The Procurement is undertaken in accordance with the Federal Act dated 18 July 2011 No. 223-FZ "On Procurement of Goods, Works, Services by Certain Types of Legal Entities" and Regulation on Procurement of Goods, Works, and Services (I-GD-241-18 Edition 4).

1.2. Priority provision to goods of Russian origin, works, services performed, provided by Russian persons is applied in accordance with the Regulation of the Government of the Russian Federation No. 925 dated 16.09.2016.

1.3. The procurement documentation is an invitation addressed to an indefinite circle of persons to give proposals under the procurement procedure.

The procedure for the competitive selection/price selection is neither competition, nor auction for the right to be awarded a contract, or governed by Articles 447 - 449 Part One of the Civil Code of the Russian Federation. This procedure is also not a public competition nor governed by Articles 1057-1061 of Part Two of the Civil Code of the Russian Federation. Thus, the terms of the competitive selection/price selection does not entail for the Customer the relevant scope of civil legal obligations pertaining to mandatory conclusion of an agreement with the winner or other bidder.

1.4. The Customer has the right to refuse competitive selection or price selection for one or more subject of purchase (lot) before the date and time for the request receiving completion on the procurement procedure. The decision about competitive selection or price selection refuse (refusal notice to purchase) shall be placed in a unified information system on the day of such decision.

1.5. At any time before the end (expiration) of the request receiving completion for participation in competitive selection or price selection, the customer may, on its own initiative or in response to the request of any applicant, make changes to the procurement notice of competitive selection or price selection, procurement documentation.

1.6. Within three days from the date of adoption of the decision on need for change the procurement notice carrying out competitive selection or price selection or procurement documentation such changes shall be placed by the customer in unified information system.

1.7. In the case of changes in the procurement notice or procurement documentation of competitive selection or price selection, the deadline for the request receiving completion for participation in such procurement procedure shall be extended so that from the date of placement in the unified information system of these changes until the Date and time for the request receiving completion for participation in such procurement was not less than half of the

deadline for submission of applications for participation in such procurement, established by the procurement regulations for this procurement method.

2. Procedure for Submission of Requests

2.1. To participate in the competitive selection/price selection the bidder shall prepare a request for participation in the procurement procedure executed in full compliance with the requirements of the procurement documentation. The bidder may submit only one request with respect of each subject-matter of the competitive selection/price selection (lot).

2.2. In pursuance of procurement documentation all documents shall be submitted to the electronic platform facility as scan-copies of signed documents.

2.3. The bidder may amend or withdraw a submitted Request for participation in the competitive selection/price selection not later than the deadline for submission of Requests for participation in the competitive selection/price selection. Amendment or addition to the Request is permitted by submission of a new Request only, then the original Request shall be withdrawn by the bidder.

3. Form and procedure for Clarifications on the Points of the Procurement Documentation to the Bidders

3.1. Any bidder of the competitive procurement process may submit the customer in the order stipulated by the Federal law No. 223-FZ and regulations on procurement, an inquiry for clarification of the of the points of the procurement notice and (or) procurement documentation. Within three working days from the date of receipt of the inquiry, the customer shall clarify the provisions of the competitive procurement documentation and place them in in the unified information system indicating the subject of the inquiry, but without specifying the name of participant of such procurement from whom the inquiry was received.

In this case, the customer has the right not to carry out such an explanation if the specified request was received later than three working days before the deadline of the date and time for the request receiving completion for participation in such procurement procedure.

3.2. In the implementation of competitive procurement process in electronic form, the direction by the participants of such inquires for clarification of the points of the of the procurement notice and (or) procurement documentation shall be provided by the operator of the electronic platform on the electronic platform.

4. Payment Method for Goods, Work, and Service

4.1. The payment method is cashless transfer.

5. Pricing Procedure for the Agreement Price (Lot Price)

5.1. The Agreement Price (Lot Price) shall be formed subject to expenses for carriage, insurance, payment of customs duties, taxes and other mandatory payments unless otherwise is provided in the Terms of Reference (Appendix 3).

5.2.

6. Requirements for safety, quality, technical performance, functionality (consumer properties) of goods, work, and service, for sizes, packing, shipment of goods, work results established by the Customer and provided for technical maintenance rules in accordance with the laws of the Russian Federation about technical regulation, documents elaborated and applicable in the national system of standardization adopted in accordance with the laws of the Russian Federation on standardization, other

requirements related to the establishment of the conformity of goods to be supplied, work to be performed, service to be provided with the customer needs.

6.1. Requirements for safety, quality, technical performance, functionality (consumer properties) of goods, work, and service, for sizes, packing, shipment of goods, work results established by the Customer and provided for technical maintenance rules in accordance with the laws of the Russian Federation about technical regulation, documents elaborated and applicable in the national system of standardization adopted in accordance with the laws of the Russian Federation on standardization, other requirements related to the establishment of the conformity of goods to be supplied, work to be performed, service to be provided with the customer needs are set forth in the Terms of Reference (Appendix 3).

7. Requirements for description by the procurement bidders of goods to be supplied which is the subject-matter of procurement, its functionality (consumer properties), its quantitative and qualitative features, requirements for description by the procurement bidders of work to be performed, service to be provided which are the subject-matter of procurement, their quantitative and qualitative features.

7.1. Requirements for description by the procurement bidders of goods to be supplied which is the subject-matter of procurement, its functionality (consumer properties), its quantitative and qualitative features, requirements for description by the procurement bidders of work to be performed, service to be provided which are the subject-matter of procurement, their quantitative and qualitative features are set forth in the Terms of Reference (Appendix 3).

8. Requirements for the procurement bidders and list of documents to be submitted by the procurement bidders to confirm their conformity with the established requirements

8.1. There are set the following mandatory requirements for a legal capacity of the procurement bidder

8.1.1. The conformity of the procurement bidder with the requirements set in accordance with the laws of the Russian Federation for persons making deliveries of goods, performance of works, provision of services which are the subject-matter of the procurement.

8.1.2. Availability of the relevant licenses, certificates, approvals and other permits of governmental authorities of the Russian Federation and/or other countries (if applicable) to undertake by them or persons contracted by them, of activity which is necessary to meet obligations undertaken by them in accordance with this documentation and an agreement expected for conclusion in accordance with this documentation.

8.1.3. No liquidation proceeding with respect to the corporate procurement bidder and a lack of an arbitration award on the adjudication of the corporate bidder, individual entrepreneur a bankrupt or initiating bankruptcy proceedings.

8.1.4. No suspension of the procurement bidder's business in accordance with the procedures contemplated by the Russian Federation Administrative Offence Code as of the day of submission of the request for participation in the procurement.

8.1.5. A lack of the indebtedness with the procurement bidder on taxes, dues and other mandatory payments accrued to the budgets of the budgetary system of the Russian Federation (except for those amounts where it is granted a delay, payment by instalments, investment tax credit in accordance with the laws of the Russian Federation on taxes and charges which are rescheduled in accordance with the laws of the Russian Federation where there is a court decision which has entered into legal force, on recognition of the obligation of the claimant to pay such amounts discharged or which have been adjudicated bad debts for

recovery in accordance with the laws of the Russian Federation on taxes and charges) for a calendar year elapsed.

The procurement bidder shall be deemed complying with the established requirement provided that it appeals the existence of the said arrears, indebtedness and a decision on such appeal is pending as at the day of examining such request for identifying a supplier (contractor, provider) is not taken.

8.1.6. A lack of information of the procurement bidder in the register of mala fide suppliers contemplated by Article 5 of Federal Act No. 223-ФЗ and in the register of mala fide suppliers contemplated by Federal Act No. FZ-44 dated 05 April 2013 "On Contracting System in Procurement of Goods, Works, and Services for Governmental and Municipal Needs".

8.1.7. The procurement bidder shall not have a conflict of interests with the customer's employees.

8.1.8. The procurement bidder shall provide a certified information about the absence/presence of affiliation of the bidder with the employees of the Customer and their close relatives.

8.2. The list of all documents evidencing the conformity of the procurement bidder with the established requirements is given in the Questionnaire Form of the bidder (Appendix 2).

8.3. Additional requirements for the procurement bidders related to the requirements for safety, quality, technical performance, functionality (consumer properties) of goods, work, and service as well as the procedure for confirming the conformity of the procurement bidders with the said requirements may be provided for by the Terms of Reference (Appendix 3).

9. Requirements for the Contents, Form, Execution and Setup of the Request for Participation in the Procurement

9.1. The bidder's Request shall include the following documents:

9.1.1. The Request for participation in the procedure executed on the official letterhead of the procurement procedure bidder (Appendix 1).

9.1.2. The bidder's Questionnaire Form executed on the official letterhead of the procurement procedure bidder (Appendix 2).

9.2. All documents and information submitted by the bidders shall be issued in Russian or English. If any information or documents are submitted in other language, they shall be accompanied by translation into Russian or English.

9.3. All prices shall be stated in the currency of the initial (maximum) price of the agreement (lot price). If the price in the bidder's request is set in the currency which is different from the initial (maximum) agreement price (lot price), the Customer may recalculate the price into the required currency at the rate as of the end date for taking the requests for assessment and comparison of requests.

9.4. A request shall be provided for each lot separately.

9.5. A request shall include one main request with the price, dates and other terms of delivery of goods/performance of works/provision of services provided that submission of alternative proposals is not contemplated by procurement documentation.

9.6. The Bidders shall pay independently all expenses related to submission of the request, including but not limited to expenses for examination of this documentation and issuance of proposals.

10. Procedure for Assessment and Comparison for Requests to Participate in Procurement and summarizing of results

10.1. Requests for participation in procurement shall subject to two-stage check:

Stage one – is a pre-qualification stage of examining such requests for the conformity with the requirements of procurement documents in part of execution of such requests;

Stage two – is an assessment stage of requests passed the pre-qualification stage.

10.2. The pre-qualification stage of examining of requests for the conformity with requirements of procurement documentation shall be carried out based on the following indicators and assessment procedure:

10.2.1. Conformity with the requirements for procurement bidders: checking the bidders for the conformity with the requirements based on documents received in accordance with clause 8, including but not limited for its legal capacity and a lack of a procurement bidder in the register of mala fide suppliers.

10.2.2. The completeness of the documents submitted: check for the conformity of the documents submitted in the request with the required list (Appendix 1 and 2) as well as the accuracy of information and documents submitted.

10.2.3. Conformity of the request for participation with the requirements of procurement documents: check for the contents of the request, including the contents of the price proposal, other information in accordance with the requirements of procurement documentation.

10.3. If in the course of the pre-qualification stage the competition commissions establishes the fact that the request fails to conform by one or more indicators referred to in clause 9, such request shall be waived and shall be subject to no further examination.

The request of the procurement bidder may also be waive in the following instances:

a) there is a failure to submit copies of documents as well as other information required by the procurement documentation;

b) non-conformity of the procurement bidder with the requirements for the procurement bidders set by procurement documentation;

c) submission of knowingly false information as a part of the request, intentional misrepresentation of information or documents making a part of such request;

d) a failure to provide clarifications on the request for participation in the competitive selection upon request of the Competition Commission;

e) existing information on the procurement bidder in the register of mala fide suppliers;

f) existing overdue accounts receivables with the procurement bidder and/or unfulfilled obligations to the customer and its subsidiaries and related companies (including affiliated structures with the procurement bidder);

g) non-conformity of goods, works, and services offered with the requirements of procurement documentation;

h) existing other adverse information identified by the results of the check.

10.4. If only one request for participation in the procurement procedure is received by the completion date for submission of requests for participation in the competitive selection/price selection established by procurement documentation, such the competitive selection/price selection shall be deemed failed.

10.5. If procurement documentation provides for two or more lots, the competitive selection/price selection shall be deemed failed with respect to those lots only with respect of which the only request has been submitted.

10.6. If the only request for participation in the procurement procedure is received by the customer by the completion date for submission of requests set by procurement documentation, despite the competitive selection/price selection is recognized failed, the competition commission shall examine it in the manner contemplated by this documentation. If the request for participation in the procurement procedure being examined and the procurement bidder submitted such request conform with the requirements and terms contemplated by procurement documentation, the Customer is entitled to enter into an agreement with such bidder.

10.7. If a request of the only bidder is recognized conforming with the procurement documentation at the pre-qualification stage, such bidder shall be deemed the only bidder in the competitive selection/price selection. The Customer may enter into an agreement with the procurement bidder which has submitted such request, on the terms of procurement documentation, draft agreement and request submitted by such bidder. Such bidder is not

entitled to waive the conclusion of the agreement with the customer. The competitive selection/price selection shall be deemed failed in such case.

10.8. The request which have passed the pre-qualification stage shall be assessed by criteria stated in the Assessment and Comparison Criteria of the Requests table. The proposal prices of all bidders excluding VAT shall be used as a single basis for comparing price proposals.

10.9. If in the course of assessing the requests for participation in the competitive selection/price selection the Competition Commission is necessary to extend the dates of pre-qualification and/or assessment stage stated as the dates for examining proposals of the procurement bidders and summarizing the procurement results, in the notice on holding the competitive selection/price selection the customer shall, within one working day after a decision is made by the competition commission on extension of the dates for the pre-qualification and/or assessment stage, post a notice on the extension or reduction of the relevant term in the unified information system.

10.10. The Winner in the competitive selection/price selection.

10.10.1. It shall be recognized the Winner in the price selection that procurement bidder which conforms to the requirements set by procurement competitive selection/price selection documentation, which has failed a request that meets all the requirements set by procurement documentation and where it is stated the lowest price for goods, works, and services.

10.10.2. It shall be recognized the Winner in the competitive selection that bidder which conforms to the requirements set by procurement documentation, which has proposed the best combination of terms for the performance of an agreement and to the request for participation in the competitive selection is assigned number one. The assignment of the sequence number to each request for participation in the competitive selection as the advantage degree of the terms for the performance of an agreement contained in such request decreases, shall be done by the results of final point calculation for each request. Number one shall be assigned to the request for participation in the competitive selection which has gained the highest final point. The final point of each request for participation in the competitive selection shall be calculated by adding points for each criterion for the assessment of such request.

If more than one requests for participation in the competitive selection include equal combination of terms for the performance of an agreement, a lesser sequence number shall be assigned to the request for participation in the competitive selection which has been received earlier than other requests for participation in the competitive selection which contain such terms.

10.11. Based on the results of examination and assessment of requests the competition commission shall issue a record. The Record shall be signed(adopted) not later than in ten (10) days from the day of the meeting of the competition commission.

10.12. The Record shall be posted in the unified information system not later than in three (3) days from its signature.

10.13. The term for signing of the agreement with the bidder whose proposal is considered the best – shall be not later than three calendar days from the date of receipt of the agreement from the customer.

10.14. Should the winner in the price selection be evading the conclusion of the agreement, the Competition Commission may take a decision to sign the agreement with the bidder which offered the same price in its request as the winner, or whose proposal of the agreement price contains better terms after those proposed by the winner. The agreement with such bidder shall be signed on the terms of the draft agreement attached to the procurement documentation at the price offered by such bidder in the request. Such bidder is not entitled to waive the conclusion of the agreement.

Should the bidder which offered the same price in the request as the winner, waive the conclusion of the agreement, or which proposed the terms next to the ones proposed by the winner, the price selection shall be recognized failed.

10.15. Should the winner in the competitive selection be evading the conclusion of the agreement, the competition commission may take a decision to conclude an agreement with the bidder whose request was assigned number two by the results of assessment and comparison of requests (proposals), on the terms of the performance of the agreement proposed by such bidder in the request. Such decision shall be executed as the relevant record of the meeting of the competition commission. The bidder in the competitive selection is not entitled to waive the conclusion of the agreement.

10.16. In case of refusal of the customer to enter into a contract with the winner of the price selection or a participant who offered the same price in the application as the winner, or an offer on the price of the contract which contains the best conditions following after the proposed winner, as well as in the case of refusal of the customer to enter into a contract with the winner of the competitive selection and the participant whose application was assigned a second number, the customer shall place information about the refusal in the unified information system within 3 days from its signature.

10.17. The customer has the right after the completion of the qualifying stage to decide on the re-bidding for one, several or all the criteria for evaluation and comparison of applications specified in the procurement documentation. If the Record of the qualifying stage procurement is not defined the criterion for the evaluation and comparison of bids, at which the participants of procurement to provide improved information applications, when re-bidding is allowed providing improved information applications on all criteria of evaluation and comparison of bids specified in the documentation for the purchase.

10.18. If the Record of consideration of applications at the qualifying stage the procurement is listed on carrying out rebidding, the Record establishes the possibility for the participants of procurement to provide an improved information applications and specific date and time after the reception of improved information of the application, and, if necessary, criteria for the evaluation and comparison of proposals which need to be rebid.

10.19. After conducting of rebidding the winner is determined in the manner prescribed for the method of procurement, in accordance with the evaluation criteria stipulated in the conditions of the procurement procedure.

10.20. All participants whose applications were not rejected on the results of the selection stage of the procurement procedure has the right to participate in the rebidding.

10.21. Bidder has the right not to improve the details of the application and has no right to worsen the details of the application. If the participant did not provide improved information of the application or provided worsen information of the application, the previous version of the application is valid.

11. Consequences of Recognizing the competitive selection/price selection Failed

11.1. Should the competitive selection/price selection be recognized failed and/or the agreement is not concluded with the procurement bidder which has submitted the only request for participation in the competitive selection/price selection or recognized the only bidder in the procurement procedure, the Customer may hold the repeated competitive selection/price selection or apply another method of procurement.

12. Closing Provisions

The Customer shall be governed by the Procurement Regulation in all other matters not contemplated by this documentation.

Appendices:

Appendix 1: Request Form for Participation in the Procurement Procedure

Appendix 2: Bidder Questionnaire Form Procurement Procedure

Appendix 3: Terms of Reference
Appendix 4: Draft Agreement

Appendix 1
to Procurement Documentation

Request for Participation¹ In the Procurement Procedure:		
<i>(state the name of the procurement procedure, procedure number if necessary lot number)</i>		
1. Having studied the terms and requirements stated in the procurement documentation posted in the electronic trading facility as well as the Regulation on procurement of goods, work, service of the Customer and accepting the requirements stated therein, terms for holding the competitive selection/price selection and delivery of goods (performance of works, provision of services)		
<i>(state full name of legal entity/last name, first name, patronymic of individual)</i>		
Registered at the following address:		
<i>(state place of location address of legal entity/place of residence of individual)</i>		
proposes to conclude the agreement for		
<i>(state the subject-matter of the agreement)</i>		
In accordance with the price proposal and other documents which are an integral part of this request for participation in the procedure of public competitive selection/price selection		
Commercial offer:		
№	Name of service	Offer
1	Basic rate for A320/B737-800	_____ EUR excluding VAT per turnaround flight
2	Charge for air start unit	_____ EUR excluding VAT per 30 minutes in case of usage more than 60 minutes
3	Charge for Aviation security services	_____ EUR excluding VAT per turnaround flight
4	Charge for Representation, administration and supervision	_____ EUR excluding VAT per turnaround flight
5	Commission surcharge for payments to third parties on behalf of the Carrier	_____ %
6	Full acceptance of the Carrier's contract draft by the participant	YES/NO
7	Basic rate for A319	_____ EUR excluding VAT per turnaround flight
8	Basic rate for B777	_____ EUR excluding VAT per turnaround flight
9	Basic rate for B747	_____ EUR excluding VAT per turnaround flight
2. This Request for participation in the competitive selection/price selection, is to advise (declare) that against us:		
Neither award of the arbitration court on adjudication a bankrupt and initiating bankruptcy proceedings, nor liquidation procedure was carried out (for legal entities)		
Activity is not suspended in the manner contemplated by the Russian Federation		

¹ To be executed on the official letterhead of the bidder in the procurement procedure as a separate document.

Administrative Offence Code, as of the submission day of the request for procurement participation purposes;		
No information in the register of mala fide suppliers contemplated by Article 5 of Federal Act No. 223-ΦZ and in the register of mala fide suppliers contemplated by Federal Act No. FZ-44 dated 05 April 2013 "On Contracting System in Procurement of Goods, Works, and Services for Governmental and Municipal Needs".		
3. This is to guarantee the accuracy of information submitted by us in the request for participation in the procurement and confirm the right of the Customer which is without prejudice to the requirement to form equal terms for all procurement bidders, to request from us, from the authorized agencies and legal entities and individuals mentioned in our request for participation in the procurement, clarifying information submitted by us in it.		
4. In the event of our winning in the competitive selection/price selection we guarantee the provision of details with respect to all chain of owners, including beneficiaries (including ultimate) and the members of executive bodies with evidencing by the relevant documents (except the procurement bidders which are governmental authorities, governmental and municipal agencies and unitary enterprises) in a week term from posting the record determining the right of the bidder to conclude an agreement with the customer, in the unified information system.		
5. In the event the Customers offers to conclude an agreement by the results of the procurement, we undertake to sign an agreement with Rossiya Airlines JSC in accordance with the requirements of procurement documentation and our request, in term not later than three calendar days from the day of receipt of the agreement from the customer and give our consent to perform the terms of such agreement.		
6. In the event we are recognized the procurement bidder ranked the second by the results of the procurement, and the procurement winner is recognized evaded the conclusion of the agreement, we undertake to sign the agreement in accordance with the requirements of the procurement documentation, our request and give consent to perform the terms of the agreement.		
7. In the event we are recognized the only procurement bidder, we undertake to sign the agreement in accordance with the requirements of the procurement documentation, our request and give consent to perform the terms of the agreement.		
8. If we are recognized the winner in the competitive selection/price selection or taking a decision on the conclusion of an agreement with us in the established instances, and our evasion of the conclusion of the agreement which is the subject-matter of the procurement, we agree to the inclusion of information in the Register of mala fide suppliers.		
9. We undertake not to amend and/or withdraw our bid for the procurement procedure after the deadline for submission of bids.		
10. Submitting this request, I confirm my consent to processing personal data in accordance with Federal Act dated 27 July 2006 No. 152-FZ "On Personal Data" ⁵ .		
11. Documents which are an integral part of our request for participation in the procurement, are attached to this request for participation in the procurement:		
11.1. The Questionnaire Form of the procurement bidder in the form of Appendix 2;		
11.2. Information about functional specifications (consumer properties) and qualitative specifications of goods, work, and services. In the instances contemplated by the procurement documentation, also copies of documents evidencing the conformity of goods, works, services with the requirements established in accordance with the laws of the Russian Federation provided that the laws of the Russian Federation establish requirements for such goods, works, and services.		
According to the list on	pages	
Principal		

(signature)		(state initials, last name)	
SEAL			
Date of issuance			
(DD)	(MM)	(YYYY)	

⁵ The clause is subject to inclusion as a part of the request from the procurement bidder only who is an individual.

BIDDER QUESTIONNAIRE FORM² Procurement Procedure	
<i>(state the name of procedure)</i>	
Procedure No. _____ <i>(state the procedure number)</i>	Lot No. _____ <i>(state the lot number)</i>
<i>(state full name of entity in accordance with the Articles of Association and legal organizational form)</i>	
<i>(state abbreviated name of the entity in accordance with the Articles of Association)</i>	
1. Legal details Country _____ of _____ registration _____ Registered address _____ Street address _____ Phone _____ Fax _____ E-mail _____	
2. Banking details INN / KPP of entity _____ OGRN (Primary State Registration Number) _____ Transaction Account _____ No. _____ Bank Name _____ Correspondent account _____ BIC _____	
3. Registration data Date, place and registration authority _____ Founders _____ Primary Business _____ Included in the small and medium businesses ³ _____ OKPO _____ OKVED _____	
4. Appendices to the Bidder Questionnaire Form:	

² To be executed on the official letterhead of the bidder in the procurement procedure as a separate document.

³ If the bidder is included in the subjects of small or medium businesses, it shall be attached to the request a document containing details from the unified register of subjects of small and medium businesses, or declaration of conformity in the form approved by regulation of the RF Government dated 11 December 2014 No. 1352

Description of Document	Number of Pages
1. Copies of incorporation documents (Certificate of State Registration, Articles of Association, Incorporation Agreement).	
2. A copy of statement from the Uniform State Register of Legal Entities and/or Uniform State Register of Individual Entrepreneurs received not earlier than 6 months before the day of posting a notice on holding the competitive selection/price selection in the unified information system (for foreign companies – statement from the Trade Register).	
3. A decision on approval or execution of a major transaction (or documents confirming that the transaction is not large) if the requirement to have such a decision for a major transaction is established by the legislation of the Russian Federation, the constituent documents of the legal entity and if for the bidder supplying of goods, performance of works, provision of services that are the subject of the contract, or the introduction of security for the application, enforcement of the contract, is a major transaction.	
4. The reference confirming that the procurement bidder has the absence of the shortage on taxes, fees, debt on other obligatory payments in budgets of the budget system of the Russian Federation issued by the relevant divisions of Federal tax service and off-budget funds not earlier than 3 months prior to the date of placement of the notice.	
5. Document evidencing the powers of the person to act on behalf of the procurement bidder – legal entity (copy of resolution on appointment or election or an order on appointment of an individual to the office under which such individual is entitled to act on behalf of the procurement bidder without a power of attorney (hereinafter also the Principal). If other person acts on behalf of the procurement bidder, such request shall also include a power of attorney to perform actions on behalf of the procurement bidder certified by the seal of the procurement bidder (for legal entities) and signed by the principal of the procurement bidder or a person authorized by such principal, or notarized copy of such power of attorney. If the said power of attorney is signed by the person authorized by the principal of the procurement bidder, the request for participation in the procurement procedure shall also include a document evidencing the powers of such person.	
6. Details of a lack of/existing affiliation of the procurement bidder with the employees of Rossiya Airlines JSC and their close relatives (spouses, children, parents, brothers and sisters).	
7. Declaration of absence of the conflict of interests between bidder and its officials and the customer's employees.	
8. A copy of notice on application of the simplified taxation system (STS) or a notifying statement of the bidder on STS application with the seal of the tax authority (where applicable), with the submission of a tax return on the tax to be paid in connection with the STS application, for the latest year.	
9. For a group (for several persons) of persons acting on the part of one procurement bidder, it shall be submitted additionally a copy of the document evidencing the union of persons acting on the part of the one procurement bidder into the group, and the right of a certain procurement bidder to participate in the procedure on behalf of the group of persons, including submit a request for participation, to sign an agreement.	
Contact person _____ <i>(state last name, first name, patronymic, telephone, fax, e-mail)</i>	

This is to confirm by the bidder the accuracy of all data stated in the Questionnaire Form.

<p>Principal <i>(title of the Principal)</i></p>				<p>_____</p> <p><i>(signature)</i></p>		<p>_____</p> <p><i>(state initials, last name)</i></p>	
<p>SEAL</p>							
<p>Date of Issuance</p>				<p>_____</p> <p><i>(DD)</i></p>		<p>_____</p> <p><i>(MM)</i></p>	
						<p>_____</p> <p><i>(YYYY)</i></p>	

Appendix 3 To Procurement Documentation

Statements of work

LOT 1

1. Procurement subject:

Ground handling services provision at international airport of Heraklion city - Nikos Kazantzakis (HER), international airport of Kerkira city - Ioannis Kapodistrias (CFU), international airport of Kos city - Hippocrates (KGS), international airport of Rhodes city - Diagoras (RHO), international airport of Athens city - Eleftherios Venizelos (ATH), international airport of Thessaloniki city – Makedonia (SKG), Greece

2. Nomenclature, description of services, possibility of substitution, equivalent:

Cargo and mail handling (as per the Contract's conditions)

Units of measurement	Quantity (Scope)*	Option to replace (equivalent)
Eq. unit	As a general guide only 719 turnaround flights per year on aircraft type B737-800 configuration 0C:189Y	No

*Scope is not guaranteed. The Customer operates scheduled and charter flights to/from mentioned Greek airports (around 719 turnaround flights per year), usually on aircraft type B737-800 configuration 0C:189Y.

For a single ground handling consisting of the arrival and the subsequent departure at agreed timings of the same aircraft, the Handling Company shall provide the following services (SGHA 2013):

SECTION 1 – REPRESENTATION, ADMINISTRATION AND SUPERVISION		
1.1	Representation (subsection on recharge)	1.1.2 1.1.3 1.1.4
1.2	Administrative Functions (specifications reflected in Attachment 1 to the current contract) (subsection on recharge)	1.2.1 1.2.2 1.2.3 (a)-(e)(i) for a period of 90 days 1.2.4 1.2.5 (a)(c) on request 1.2.6 (a) airport & governmental fees to be paid on request and without disbursement applied, subpara 4.9 (b) on request & recharge
1.3	Supervision and/or Co-ordination (specifications reflected in Attachment 2 to the current contract) (subsection on recharge)	1.3.1 (a) with provision of PFR after each flight, PFR actual example is provided via email 1.3.3 1.3.6 1.3.7 in cooperation with the Carrier's Ops 1.3.8 1.3.9
1.4	Station Management (subsection on recharge)	1.4.1 (b) 1.4.2 1.4.3 (a) 1.4.5 1.4.6
SECTION 2 – PASSENGER SERVICES		
2.1	General	2.1.1 2.1.2 2.1.3 (a) (at additional charge) (1)(2)(3)(5)(6) 2.1.4 in accordance with the Carrier's GHM. In

		<p>case of irregularities coordination with the Carrier's Ops is a must, in case of the Carrier's FIM usage the appropriate reporting (actual example is sent via e-mail) is a must</p> <p>2.1.6 (a)</p> <p>2.1.7 (a)(b) - the Handling company WT account (c) – in 5 days) (e)(f)</p> <p>Extra charge for lost and found (AHL and/or DPR, OHD, Rush) as per para. 2 hereof</p> <p>Any costs related to incorrect baggage handling (lost, damaged etc) by the Handling Company proven fault will be redirected to the Handling Company at cost price, providing the initial costs evidences (third party invoices, payment orders etc), to report the Carrier all the relevant documentation (information about the baggage found with number of baggage pieces as per each type - AHL, OHD, DPR, FWD, file numbers of AHL, OHD, DPR, printouts of FWD and items found). The report must be sent to the Carrier together with the invoices as per Paragraph 4 of the contract.</p> <p>2.1.8 (b)(1) as per the Carrier's GHM</p> <p>(a)(2) arrival service/lost & found</p> <p>(a)(3) on request & recharge, to provide that invitations to be given to appropriate passengers at check-in to enter the lounge, the required lounge reporting is provided properly to the Carrier in written (in accordance with the Carrier's actual instructions)</p>
2.2	Departure	<p>2.2.1</p> <p>2.2.2 (a)(1)(4)</p> <p>2.2.3 (a) with ref. to subpara 1.12 of the contract</p> <p>(b)</p> <p>at the following locations:</p> <p>(1)(4)</p> <p>2.2.4 (a)</p> <p>(b)</p> <p>for (1)</p> <p>2.2.5 (a)(1)(4)</p> <p>2.2.6 (a)</p> <p>(b)</p> <p>(1)</p> <p>At the following locations:</p> <p>(a)(d)</p> <p>Materials to be provided by the Handling Company on recharge, if they were not provided by the Carrier</p> <p>2.2.7 (a)(d)</p> <p>2.2.8 (a) on recharge</p> <p>2.2.10 (a)-(c)(1)</p> <p>At the following locations:</p> <p>(a)(d)</p> <p>2.2.11 (a)(1)(4)</p> <p>2.2.12 (a)</p> <p>2.2.13 (a)(d)</p> <p>2.2.14 (a)(d)</p> <p>2.2.15 (a)(b)(c)</p>

		2.2.16 (a)(b)(c) as per subpara 1.13
2.3	Arrival	2.3.1 (b) 2.3.2 2.3.4 (a)(1)-(3),(b)(5),(a)(6)
SECTION 3 – RAMP SERVICES		
3.1	Baggage Handling	3.1.1 (1) 3.1.2 (a)(b) 3.1.3 (a)(b) 3.1.4 (a)(b) 3.1.5 3.1.6 (a)(b) 3.1.7 (a)(1)(2)(3)
3.2	Marshalling	3.2.1 (a)
3.3	Parking	3.3.1 (a)(b) 3.3.2 (f-safety cones)
3.4	Ancillary Items	3.4.1 (a)(c)(1)-(5) on request & recharge
3.5	Ramp to Flight Deck Communication	3.5.1 3.5.2 (a)(b)(c)
3.6	Loading and Unloading	3.6.1 (a)(c)(1)(3) 3.6.2 (a)(1)(2) on recharge 3.6.3 (a)(c) 3.6.4 (a)(1)(2) 3.6.5 (a)(1)(2,3 – on request & recharge) (5)(6) 3.6.6 (a)-(e) 3.6.7 3.6.8 (a) 3.6.9 (a)(1)(2)
3.7	Safety Measures	3.7.1 (b) on request 3.7.2 (a)(1)(2)
3.8	Moving of Aircraft	3.8.1 (a) 3.8.2 (b)
3.10	Interior Cleaning	3.10.1 (b)(2)-(11) 3.10.2 (a) (b) on recharge 3.10.3 (a)(d) (e)(f)(g) on request & recharge (1) 3.10.4 (a, b)(1) on request & recharge
3.11	Toilet service	3.11.1 (a)(1)(2) on request & recharge
3.12	Water service	3.12.1 (a)(1)-(3) on request & recharge
SECTION 4 – LOAD CONTROL, COMMUNICATIONS AND FLIGHT OPERATIONS		
4.1	Load Control	4.1.1 4.1.2 (a)(b)(1)
4.2	Communications	4.2.1 4.2.2 4.2.3
4.3	Flight Operations	4.3.1 4.3.2 (b)(1)

		4.3.3 (a)(1) 4.3.4 (b)(1) 4.3.5 (b) 4.3.6 (b)(1) 4.3.7 4.3.8 (c)(1) 4.3.9 4.3.10
4.4	Crew Administration	4.4.1 4.4.4
SECTION 5 – CARGO AND MAIL SERVICES		
(section on recharge)		
5.1	Cargo and Mail Handling – General	5.1.1 5.1.2 5.1.3
5.2	Customs Control	5.2.1 <p>Additionally to this service the Handling Company shall produce the relevant message (ENS – Entry Summary Declaration) to Greek customs. The Carrier shall provide the Handling Company FFM (Airline Flight Manifest), FWB (Air Waybill Data) messages and FHL (Flight House List). The Carrier undertakes to indemnify and hold harmless the Handling Company from all fines and penalties incurred by the Carrier due to improper or inadequate data transmission if the data received by the Handling Company for creating ENS were improper or inadequate</p>
5.3	Documentation Handling	5.3.1 (a)-(g) 5.3.2 5.3.3 5.3.4 (a)
5.4	Physical Handling Outbound/Inbound	5.4.1 (a)-(e) 5.4.2 (a)(b) 5.4.3 (a)(b)(c)(1)-(3) 5.4.4 5.4.5 5.4.6 5.4.7
5.5	Transfer/Transit Cargo	5.5.1 5.5.2 5.5.3 (a)(1) 5.5.4
5.6	Post Office Mail	5.6.1 5.6.2 5.6.3 (1) 5.6.4 5.6.5 5.6.6
SECTION 6 – SUPPORT SERVICES		
6.2	Automation / Computer Systems	6.2.1 (a)(c)(1) 6.2.2 (a)(3)(4)(5)(b)(6)

6.3	Unit Load Device (ULD) Control	6.3.1 (b)(1)(2) on request & recharge 6.3.2 6.3.3 6.3.4 6.3.5
6.5	Ramp Fuelling / Defuelling Operations	6.5.1 6.5.3 on request & recharge
6.7	Catering Services – Liaison & Administration	6.7.1
<u>SECTION 7 – SECURITY</u>		
7.1	Passenger/Baggage Screening & Reconciliation	7.1.1 (a)(1) 7.1.2 (b)(1-5) 7.1.3 (b)(1-3) 7.1.4 (a)(1-2),(4)
7.2	Cargo and Post Office Mail	7.2.1 (b)(1-6)
7.4	Ramp (subsection on recharge)	7.4.1 (a)(1) 7.4.2 (a)(1)(a) with search list fulfillment (art. 8-11 only), search list actual example is provided via email (a)(2)(a) on request, (a)(2)(c) 7.4.3 (a)(1)(2)

3. Place of delivery of goods, works, services

International airport of Heraklion city - Nikos Kazantzakis (HER), international airport of Kerkira city - Ioannis Kapodistrias (CFU), international airport of Kos city - Hippocrates (KGS), international airport of Rhodes city - Diagoras (RHO), international airport of Athens city - Eleftherios Venizelos (ATH), international airport of Thessaloniki city – Makedonia (SKG), Greece

4. Terms and shipping schedule for goods, works and services

01.06.2020 – 31.05.2025

5. Requirements to the acceptance of the good, work, service

The Handling Company must send the Carrier the report about the flight after each flight in the form of PFR.

6. Requirements for safety, quality, technical performance, functionality (consumer properties) of goods, works and services, for sizes, packing, shipment of goods, work results established by the Customer and provided for technical maintenance rules in accordance with the laws of the Russian Federation about technical regulation, documents elaborated and applicable in the national system of standardization adopted in accordance with the laws of Russian Federation on standardization, other requirements related to the establishment of the conformity of goods to be supplied, work to be performed, service to be provided with the customer needs:

The services must be performed in accordance with internal manuals and instructions of the Customer and in accordance with requirements and recommendations of ICAO and IATA specified in this documentation: ICAO regulatory document Doc 9284-AN/905 “Technical Instructions for the Safe Transport of Dangerous Goods by Air”, IATA Ground Operations Manual (IGOM), IATA Dangerous Goods Regulations (DGR), Airport Handling Manual (IATA) and other documentation related to the scope of production of the Customer on the territory of Greek airports.

To familiarize with the Customer's guidance documents, the Participant may be granted temporary access to the mentioned official website upon written request.

Requirements for safety, quality, technical performance, functionality (consumer properties) of goods, work, and service, for sizes, packing, shipment of goods, work results established by the Customer and provided for technical maintenance rules in accordance with the laws of the Russian Federation about technical regulation, documents elaborated and applicable in the national system of standardization adopted in accordance with the laws of the Russian Federation on standardization, other requirements related to the establishment of the conformity of goods to be supplied, work to be performed, service to be provided – not applicable.

7. Requirements to pricing: if delivery is included into the price or not, loading/unloading, insurance, assembling, personnel training, customs payments, paid upon release for goods for internal usage on the territory of Customs Union etc.

7.1 Maximum tariff values (limits), offered by the participant, must not exceed the rates, prescribed within the table below:

Tariff in EUR (as per p. 1.1 of the attached contract draft):

Aircraft type	Tariff in EUR
A319	1167
A320/B737-800	1508
B777	3550
B747	4400

Maximum % for disbursement fee, offered by the participant (as per §3 of the attached contract draft) must not exceed 10%

8. Requirements to the term and guarantee on good's, work, service quality

Guaranteed qualitative service during the contract's duration

9. General requirements to the Handling Company

9.1 The Handling Company must have the appropriate approval HCAA to provide ground handling services described above at mentioned Greek airports. Scanned copy of certificate(s) must be presented within the application to take part in the tender.

9.2 The Handling Company must present to the Customer the confirmation in free written form (the letter must be presented by the Handling Company within the application to take part in the tender), by which it guarantees:

9.2.1 that all its staff has valid airport passes to provide handling of Customer's flights in mentioned Greek airports

9.2.2 that it has sufficient number of employees and all necessary means of communication (PC, phone, internet, SITA etc.) to perform the services under the contract

9.3 All documents must be presented in Russian or English.

**STANDARD GROUND HANDLING AGREEMENT
SIMPLIFIED PROCEDURE**

ANNEX B1.0 LOCATIONS, AGREED SERVICES, FACILITIES AND CHARGES
to the Standard Ground Handling Agreement (SGHA) of January 2013

Between: Rossiya Airlines JSC

having its principal
office at: 18/4 Pilotov Street
St Petersburg, 196210
Russia

hereinafter referred to as: “the Carrier”

and:
having its principal
office at:

hereinafter referred to as: “the Handling Company”

This Annex B 1.0 (hereinafter referred to as Annex B, contract or Agreement) Carrier’s internal number

For the location: Heraklion (HER), Corfu (CFU), Rhodes (RHO), Kos (KGS), Athens
(ATH), Thessaloniki (SKG)

is valid from: 01.06.2020
and is replacing: all previous

PREAMBLE This Annex B1.0 is prepared in accordance with the simplified procedure whereby the Carrier and the Handling Company agree that the terms of the Main Agreement and Annex A of the SGHA of January 2013, as published by the International Air Transport Association shall apply as if such terms were repeated here in full. By signing this Annex B1.0 the parties confirm that they are familiar with aforementioned Main Agreement and Annex A.

Paragraph 1 - HANDLING SERVICES

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

SECTION 1 – REPRESENTATION, ADMINISTRATION AND SUPERVISION

1.1	Representation (subsection on recharge)	1.1.2 1.1.3 1.1.4
1.2	Administrative Functions ((subsection on recharge)	1.2.1 1.2.2 1.2.3 (a)-(e)(i) for a period of 90 days 1.2.4 1.2.5 (a)(c) on request 1.2.6 (a) airport & governmental fees to be paid on request and without disbursement applied, subpara 4.9 (b) on request & recharge
1.3	Supervision and/or Co-ordination (subsection on recharge)	1.3.1 (a) with provision of PFR after each flight, PFR actual example is provided via email 1.3.3 1.3.5 1.3.6 1.3.7 in cooperation with the Carrier's Ops 1.3.8 1.3.9
1.4	Station Management (subsection on recharge)	1.4.1 (b) 1.4.2 1.4.3 (a) 1.4.4 (a)(b) on Carrier's request 1.4.5 1.4.6 1.4.8

SECTION 2 – PASSENGER SERVICES

2.1	General	2.1.1 2.1.2 2.1.3 (a) (at additional charge) (1)(2)(3)(5)(6) 2.1.4 in accordance with the Carrier's GHM. In case of irregularities coordination with the Carrier's Ops is a must, in case of the Carrier's FIM usage the appropriate reporting (actual example is sent via e-mail) is a must 2.1.6 (a) 2.1.7 (a)(b) - the Handling company WT account (c) – in 5 days) (e)(f) Extra charge for lost and found (AHL and/or DPR, OHD, Rush) as per para. 2 hereof Any costs related to incorrect baggage handling (lost, damaged
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		<p>etc) by the Handling Company proven fault will be redirected to the Handling Company at cost price, providing the initial costs evidences (third party invoices, payment orders etc), to report the Carrier all the relevant documentation (information about the baggage found with number of baggage pieces as per each type - AHL, OHD, DPR, FWD, file numbers of AHL, OHD, DPR, printouts of FWD and items found). The report must be sent to the Carrier together with the invoices as per Paragraph 4 of the contract.</p> <p>2.1.8 (b)(1) as per the Carrier's GHM (a)(2) arrival service/lost & found (a)(3) on request & recharge, to provide that invitations to be given to appropriate passengers at check-in to enter the lounge, the required lounge reporting is provided properly to the Carrier in written (in accordance with the Carrier's actual instructions)</p>
2.2	Departure	<p>2.2.1 2.2.2 (a)(1)(4) 2.2.3 (a) with ref. to subpara 1.11 of the contract (b) at the following locations: (1)(4) 2.2.4 (a)(b)(1) 2.2.5 (a)(1)(4) 2.2.6 (a)(b)(1) At the following locations: (a)(d) Materials to be provided by the Handling Company on recharge, if they were not provided by the Carrier 2.2.7 (a)(d) 2.2.8 (a) on recharge 2.2.10 (a)-(c)(1) At the following locations: (a)(d) 2.2.11 (a)(1)(4) 2.2.12 (a) 2.2.13 (a)(d) 2.2.14 (a)(d) 2.2.15 (a)(b)(c) 2.2.16 (a)(b)(c) as per subpara 1.13</p>
2.3	Arrival	<p>2.3.1 (b) 2.3.2 2.3.4 (a)(1)-(3),(b)(5),(a)(6)</p>
<u>SECTION 3 – RAMP SERVICES</u>		
3.1	Baggage Handling	<p>3.1.1 (1) 3.1.2 (a)(b) 3.1.3 (a)(b) 3.1.4 (a)(b) 3.1.5</p>

		3.1.6 (a)(b) 3.1.7 (a)(1)(2)(3)
3.2	Marshalling	3.2.1 (a)
3.3	Parking	3.3.1 (a)(b) 3.3.2 (f-safety cones)
3.4	Ancillary Items	3.4.1 (a)(c)(1)-(5) on request & recharge
3.5	Ramp to Flight Deck Communication	3.5.1 3.5.2 (a)(b)(c)
3.6	Loading and Unloading	3.6.1 (a)(c)(1)(3) 3.6.2 (a)(1)(2) on recharge 3.6.3 (a)(c) 3.6.4 (a)(1)(2) 3.6.5 (a)(1)(2,3 – on request & recharge) (5)(6) 3.6.6 (a)-(e) 3.6.7 3.6.8 (a) 3.6.9 (a)(1)(2)
3.7	Safety Measures	3.7.1 (b) on request 3.7.2 (a) (1)(2)
3.8	Moving of Aircraft	3.8.1 (a) 3.8.2 (b)
3.10	Interior Cleaning	3.10.1 (b)(2)-(11) 3.10.2 (a) (b) on recharge 3.10.3 (a)(d) (e)(f)(g) on request & recharge (1) 3.10.4 (a, b)(1) on request & recharge
3.11	Toilet service	3.11.1 (a)(1)(2) on request & recharge
3.12	Water service	3.12.1 (a)(1)-(3) on request & recharge
<u>SECTION 4 – LOAD CONTROL, COMMUNICATIONS AND FLIGHT OPERATIONS</u>		
4.1	Load Control	4.1.1 4.1.2 (a)(b)(1)
4.2	Communications	4.2.1 4.2.2 4.2.3
4.3	Flight Operations	4.3.1 4.3.2 (b)(1) 4.3.3 (a)(1) 4.3.4 (b)(1) 4.3.5 (b) 4.3.6 (b)(1) 4.3.7 4.3.8 (c)(1) 4.3.9 4.3.10

4.4	Crew Administration	4.4.1 4.4.4
<u>SECTION 5 – CARGO AND MAIL SERVICES</u> (section on recharge)		
5.1	Cargo and Mail Handling – General	5.1.1 5.1.2 5.1.3
5.2	Customs Control	5.2.1 Additionally to this service the Handling Company shall produce the relevant message (ENS – Entry Summary Declaration) to Greek customs. The Carrier shall provide the Handling Company FFM (Airline Flight Manifest), FWB (Air Waybill Data) messages and FHL (Flight House List). The Carrier undertakes to indemnify and hold harmless the Handling Company from all fines and penalties incurred by the Carrier due to improper or inadequate data transmission if the data received by the Handling Company for creating ENS were improper or inadequate
5.3	Documentation Handling	5.3.1 (a)-(g) 5.3.2 5.3.3 5.3.4 (a)
5.4	Physical Handling Outbound/Inbound	5.4.1 (a)-(e) 5.4.2 (a)(b) 5.4.3 (a)(b)(c)(1)-(3) 5.4.4 5.4.5 5.4.6 5.4.7
5.5	Transfer/Transit Cargo	5.5.1 5.5.2 5.5.3 (a)(1) 5.5.4
5.6	Post Office Mail	5.6.1 5.6.2 5.6.3 (1) 5.6.4 5.6.5 5.6.6
<u>SECTION 6 – SUPPORT SERVICES</u>		
6.2	Automation / Computer Systems	6.2.1 (a)(c)(1) 6.2.2 (a)(3)(4)(5)(b)(6)
6.3	Unit Load Device (ULD) Control	6.3.1 (b)(1)(2) on request & recharge 6.3.2 6.3.3 6.3.4 6.3.5

6.5	Ramp Fuelling / Defuelling Operations	6.5.1 6.5.3 on request & recharge
6.7	Catering Services – Liaison & Administration	6.7.1
<u>SECTION 7 – SECURITY</u>		
7.1	Passenger/Baggage Screening & Reconciliation	7.1.1 (a)(1) 7.1.2 (b)(1-5) 7.1.3 (b)(1-3) 7.1.4 (a)(1-2),(4)
7.2	Cargo and Post Office Mail	7.2.1 (b)(1-6)
7.4	Ramp (subsection on recharge)	7.4.1 (a)(1) 7.4.2 (a)(1)(a) with search list fulfillment (art. 8-11 only), search list actual example is provided via email (a)(2)(a) on request, (a)(2)(c) 7.4.3 (a)(1)(2)

BASIC HANDLING CHARGES

- 1.1 For a single ground handling consisting of the arrival and the subsequent departure at agreed timings of the same aircraft, the Handling Company shall charge the Carrier for the performance of the agreed services as specified in Paragraph 1 of this Annex at the following rates (in EUR):

Passenger aircraft type	Basic handling rate (in EUR)
A319	
A320/B737-800	
B777	
B747	

- 1.2 Handling in case of return to ramp will be charged at 50% of the above prices in Sub-Paragraph 1.1, provided that a physical change of load is not involved.
- 1.3 Handling is to be increased 25% of the rates mentioned above in case of reloading/unloading caused by Carrier's proven error.
- 1.4 Handling in case of technical and/or fueling landing for other than commercial purposes will be charged at 50% of the above prices in Sub-Paragraph 1.1, provided that a physical change of load is not involved.
- 1.5 No extra charges will apply for providing the services on legal holidays and Sundays.
- 1.6 The handling charge for one leg empty flight will be reduced by 25% of the rates under Sub-Paragraph 1.1.
- 1.7 There will be no charges made for cancelled flights provided that the Carrier has given written notice to the Handling Company's Ops office full 48 hours prior to the scheduled departure time.
- 1.8 Any flights cancelled between 48 and 24 full hours before schedule departure will be charged at 30% of the applicable handling fee.

- 1.9 Any flights cancelled between 24 and 4 full hours before schedule departure will be charged at 50% of the applicable handling fee.
- 1.10 Any flights cancelled between 4 and 0 hours before scheduled time of departure will be charged at 100% of the rates listed in Paragraph 1.
- 1.11 Sub-section 2.2.3 (a) of Annex A of SGHA of January 2013 shall be interpreted as follows:
- a) The Handling Company does not have any liability for the visa execution accuracy and any incorrect information, stated at passengers documents (passport, visa) while verification during check-in process.
 - b) The Handling company is responsible for:
 - Checking the presence of passenger's passport and visa of the Russian Federation;
 - Checking the validity of all travel documents (passport, visa) with the exception of fake or forged travel documents;
 - Checking the entry permit according to the visa type (single or multiple entry visa). The Handling Company is not liable for checking the total duration of stay in case of multiple entry visa

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

In case of failure to provide travel documents (passport, visa) or in case of travel documents expiration, the passenger shall not be allowed to board on aircraft. Should a passenger with expired travel documents or without them arrive to the airport of Russian Federation, the Carrier has the right to redirect the imposed penalty to the Handling Company. In case the Carrier had to pay any additional costs (indirect costs) for such a passenger e.g. meals at the airport, ticket cost, accommodation or transfer, the Carrier reserves the right to redirect the costs to the Handling Company with presenting the supporting documentation.

- 1.12 All documentation concerning the flight must be sent to the Carrier's Accounting Department not later than via the next flight operated (if not advised another in written). Documents for the last flight in the season to be sent via express mail not later than in 7 calendar days after the last flight in the season (with the right to redirect the postal costs to the Carrier in the amount not more than 30 EUR per such delivery). Forwarding of documentation is accompanied by register creation in agreed form.
- The Handling Company is responsible for the loss of any flight documentation and its validity. The package includes:
- Load sheet
 - Flight coupons
 - Checklist of pax which were checked-in upon e-tickets (with numbers of e-tickets)
 - Printouts and docs regarding L&F (ref. p. 2.1.7 §1 Handling Services)

- 1.15 For the possibility of delivery implementation, the Parties agreed on the following:
- The Carrier will periodically send tags, measuring stand (sizers) and other goods of similar purpose to the Handling Company without any additional payment (except for possible additional airport charges for cargo handling/storage and/or government fees, such as fees for customs clearance, if applicable and in the presence of supporting documents) in the quantity determined in the export invoice on the terms of delivery DAP of relevant Greek airport (e.g. DAP HER), in accordance with INCOTERMS 2010.
- If necessary, delivery back to the Carrier will be carried out by the Handling Company at no additional charge (except for possible additional airport charges for cargo handling/storage and/or government fees, such as fees for customs clearance, if applicable and in the presence of supporting documents) on the terms of delivery FCA of relevant Greek airport, in accordance with INCOTERMS 2010.

Paragraph 2 – ADDITIONAL CHARGES

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

ANNEX A SECTIONS	TYPE OF SERVICE OR EQUIPMENT	PER (UNIT)	CHARGE, EUR
3.4.1 (5)	Charge for ASU (in excess of 60 minutes)	per 30 minutes	
1.1, 1.2, 1.3, 1.4	Charge for Representation, administrative functions, supervision and/or co-ordination, station management	per turnaround flight	
7.4	Charge for Security (ramp)	per turnaround flight	

All the other additionally requested services shall be charged at the current local rates published in the price list of the Handling Company with 20% discount. The actual price list shall be provided to the Carrier in written together with the first invoice and then every time upon its update, but not later than 10 business days in advance before the start of updated prices.

Paragraph 3 - DISBURSEMENTS

- 3.1 Any disbursement made by the Handling Company on behalf of the Carrier will be reimbursed by the Carrier at the cost price plus an accounting surcharge of ...% (as per tender results).

Paragraph 4 – SETTLEMENTS OF ACCOUNTS

- 4.1 Notwithstanding Sub-Article 7.2 of the Main Agreement, The Handling Company shall submit invoices once a month in EUR for the services performed hereunder and the Carrier shall pay the Handling Company by bank transfer within 30 calendar days of invoicing. The Handling Company is obliged to send the invoices on the date of issuance.

- 4.2 All payments shall be made in EUR.

- 4.3 All the invoices scanned copies (to be duly paid) must be sent to the email of the Carrier's Accounting Department not later than before the 10th day of the month next to the invoiced: OKR@rossiya-airlines.com
The Handling Company shall attach all the additional documents required (invoices of the 3rd Parties, requests for provision of additional services, L&D docs etc.)

- 4.4 The Handling Company's bank details:

Company name:
Bank Name:
SWIFT:
EUR IBAN:

The Carrier's bank details:

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

- 4.5 Both Parties have mutually agreed that «SHA» SWIFT payment instruction is applied, whereby Party-sender bears bank commission of its own bank as stipulated in bank details, bank commission(s) of any correspondent bank(s) is(are) deducted from the amount transferring in favor of Party-recipient.

- 4.6 From 01.06.2021 the rates shall be adjusted once per year (12 month period) with 100% of Official Inflation of the country where the services are provided. The Handling Company shall inform the Carrier officially in written (in accordance with Paragraph 8 «Notification») about new rates and provide a copy of the official publication source contained mentioned information with economic indicators at least 35 calendar days before they come into effect. This notification shall contain information about new rates and the date they come into effect. Revisions shall take place annually according to the positive CPI factor of the previous year. Such price adjustment cannot be more than 3% annually.
- 4.7 The Handling Company reserves the right to transfer the Carrier to monthly prepayment in case of proven repeated significant delays in payment through sending the official written notice 10 calendar days in advance.
- 4.8 The Carrier is obliged to pay the invoices issued correctly and in accordance with p.4.1, in case of such conditions violation the Carrier is entitled not to pay these invoices.
- 4.9 The Handling Company cannot apply accounting surcharge as per subpara 3.1 above for the payment of third party expenses if received advanced payment from the Carrier (via bank transfer in EUR). For this purpose the Handling Company provides monthly proforma invoice to the Accounting Department of the Carrier not later than 15 calendar days in advance (before the start of the reporting month). The Carrier will pay within 15 calendar days from the date of proforma receipt. If there is no proforma invoice on time, the Handling Company cannot refuse to provide the service motivating it with payment was not done by the Carrier on time. The Handling Company shall send monthly statement report to the Carrier, which reflects factual costs appeared, in 3 working days after the receipt of the relevant invoice from the cost generator, but not later than by 10th day of the month, following the reporting month. If the Carrier decides to terminate the agreement, the Handling Company will refund the remaining balance to the Carrier (if any) not later than in 15 calendar days after the termination date.

Paragraph 5 – TRANSFER OF SERVICES

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

Location	Company	Service Items

- 5.2 The Handling Company shall have written agreements with its sub-contractors for services mentioned in this Annex B. The Handling Company shall be ready to display for the Carrier such agreements, where confidential business information will be concealed, and organize provision of the services by sub-contractors in accordance with the requirements of the Carrier.

Paragraph 6 - LIMIT OF LIABILITY

- 6.1 The limit of liability referred to in Sub-Article 8.5 (2008) of the Main Agreement shall be as follows:

Aircraft Type	Limit (per incident) USD
Narrow Body	500 000
Wide Body	750 000

- 6.2 Referring to Sub-Article 8.5 in the Main Agreement the Handling Company shall only be held responsible in case of direct loss from gross negligence or willful misconduct resulted from negligent act or omission which could be avoided if procedures were followed. Notwithstanding Sub-Article 8.5 any claim below USD 3 000 shall be indemnified too.

- 6.3 Referring to Sub-Article 8.6 in the Main Agreement the Handling Company shall only be held responsible in case of direct loss resulted from gross negligent or willful misconduct which could be avoided if procedures were followed. Notwithstanding Sub-Article 8.6 any claim below USD 500 shall be indemnified too.

Paragraph 7 - DURATION, MODIFICATION AND TERMINATION

- 7.1 Notwithstanding the provisions of Sub-Article 11.4 and 11.5 of the Main Agreement, the contract is valid from 01.06.2020 until 31.05.2025 (inclusive). The contract can be terminated without any restrictions at any time by either Party providing with 90 calendar days prior written notice to the other Party.
- 7.2 Notwithstanding above sub-paragraph 7.1, if in the opinion of the Carrier the Handling Company fails to provide a consistently satisfactory level of service, the Carrier reserves the right to provide the Handling Company with written notice that urgent correction to improve the services level is required within 10 calendar days.
- 7.3 The total amount of the contract during the period of its validity as per Sub-paragraph 7.1 shall not exceed 24 213 505 EUR without obligatory taxes and fees which can be charged or not charged in accordance with applicable tax laws of the parties, the parties will pay taxes payable in their respective jurisdictions and have no obligation to pay any other taxes. Should the mentioned taxes, fees (as per the law of the country where the services are provided) be collected the total amount of the contract would not exceed 30 000 000 EUR. This limitation is fixed for the Carrier's own purposes only. The mentioned amount is not deemed by the Parties as a compulsory amount to be paid.
- 7.4 Sub-paragraph 11.6, 11.11, 11.12 of Main Agreement are not applicable for the current contract.
- 7.5 All modifications of this Agreement must be done in written and signed by both Parties. Notifications regarding changes of bank details, addresses, managers, contact telephones and other related information from one Party to other Party can be made in written without signing by both Parties.

Paragraph 8 - NOTIFICATION

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

To the **Carrier:**

Rossiya Airlines JSC
Attn. Ground Handling Department
Tel: +7 812 6 333 999
E-mail: contract@rossiya-airlines.com

To the **Handling Company:**

Tel:
E-mail:

Paragraph 9 – ARBITRATION, JURISDICTION, APPLICABLE LAW

- 9.1 Notwithstanding the provisions of Sub-Article 9.1(5) of the Main Agreement, the applicable law shall be the law of Greece.

Paragraph 10 – SERVICE LEVELS AND STANDARDS

- 10.1 The Handling Company shall perform the services in accordance with Article 5 of the Main Agreement and the Service Levels and Standards mutually agreed upon between the Parties. Service Levels and Standards should be finalized as an Addendum (SLA) to the current Annex B.
- 10.2 The Handling Company in its performance is oriented on the following targets:
- no delays on the Carrier's flight departures due to the fault of the Handling Company staff – 100%;
 - on-time the Handling Company's staff arrival to board of the Carrier's aircraft – 100%.
- 10.3 The Handling Company is responsible to conduct initial and periodic training of its staff related to supervision services provision within the following courses:
- Aviation Security
 - Dangerous Goods for Passenger Handling
 - Ramp Safety
 - Customer Services
 - Human Factors
 - Passenger Handling
- The Handling Company conducts a journal on the training of employees and presents it at the request of the Carrier.
- 10.4 The Handling Company provides its employees related to supervision services provision with its uniform. If the Handling Company doesn't have its own uniform, employees related to supervision must wear business style clothing.
- 10.5 The Handling Company' staff related to supervision has to be experienced in working with DCS of the Carrier (ASTRA, SABRE, SITA etc.), in case of such absence, has to run the related course in reference to check-in system (closing/opening of the flights; work with tickets, with coupons status etc.)
- 10.6 The Handling Company's staff related to supervision shall use the Carrier's operations system OPENSKY LINKS for operational needs (Schedule, OFP, General declaration printing)

Paragraph 11 – RIGHT TO AUDIT

- 11.1 The Carrier may at its own cost, by prior (not less than 1 calendar month) written notice, audit and/or monitor the designated services in the contracted locations once per calendar year. Such notice shall contain a description of the handling relevant areas to be audited and/or monitored officially and the detailed agenda. The Handling Company shall cooperate with the Carrier and will undertake the corrective actions required. The Carrier shall provide the official audit/monitoring report to the Handling Company not later than in 30 business days after the audit/monitoring.

Paragraph 12 – FORCE MAJEURE

- 12.1 Both the Handling Company and the Carrier will be exempt from obligations as set forth in this agreement if failure to meet such obligations results from any event outside their reasonable control including flood, fire, lightning, war, volcano eruption and other act of God, revolution, act of terrorism, riot or civil commotion.
- 12.2 The Party affected by an event of Force Majeure shall immediately provide written notice to the other Party of the causes and effects of Force Majeure and shall take necessary steps to minimize the effects of Force Majeure and continue the performance of its obligations under the Agreement.

Paragraph 13 – GENERAL

- 13.1 The Handling Company shall provide the Carrier with the information in respect to all its owners (beneficiaries), including the ultimate beneficiaries, as well as in respect to structure of

executive bodies according to the form provided by the Carrier via e-mail, attaching confirming documents.

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

Paragraph 14 – CONFIDENTIALITY

- 14.1 The Carrier and the Handling Company agree not to reproduce this contract or to distribute it to others, in whole or in part, at any time and permanently to keep confidential all information contained within the contract and all information made available by the Handling Company and the Carrier to each other during its negotiations or in the provision of the services, unless it is required by law.

Paragraph 15 – ANTI-CORRUPTION CLAUSE

- 15.1 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.
- 15.2 If the Parties have any suspicion of the occurrence or possible occurrence of any violation of the provisions stipulated in sub-paragraph 15.1, 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 sub-paragraph 15.1 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 (thirty) calendar days from the date of receipt of the written notification.
- 15.3 In case of violation by any Party of its obligations to refrain from any actions referred to in sub-paragraph 15.1, 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.

Paragraph 16 – THE FINAL PROVISIONS

- 16.1 This Agreement is signed in two equal originals in English, one for each Party.

Signed the
at St Petersburg

Signed the
at

For and on behalf of Rossiya Airlines JSC

For and on behalf of

by Mr Andrei Ordinov
Operations Director
POA №Д-

by