

Approved:
Chairman of the Competition Commission
A.V. Mazurets

Approval date

08	10	2021
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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	10	2021	
Date and time for the request receiving completion	25	10	2021	10:00 MSK
Date for examination of procurement bidder proposals and summarizing of results	Date for examination of procurement bidder proposals «27» October 2021			
	Date for summarizing of results «27» October 2021			
Commencement date for providing clarifications on procurement documentation	08	10	2021	
Completion date for providing clarifications on procurement documents	19	10	2021	
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 at Sofia airport (SOF), Bulgaria			
Number of lots	1			

Lot № 1					
Name of the Subject-Matter of the Agreement (lot)		Ground handling services			
Initial (maximum) price of the agreement (lot)	Currency	Quantity (Scope)	Units of Measurement	Classification by OKVED2	Classification by OKPD2
754 728	EUR	Not determined	Eq.unit	52.23.19	52.23.19.19
Place, conditions and terms (periods) of delivery of goods, performance of works, provision of services			Sofia international airport, Bulgaria		

Term and Payment Procedure for Goods (Work. Service)	The Handling Company will invoice the Carrier every fifteen (15) calendar days not later than on 10th day following the reporting period. The Carrier shall pay the Handling Company by bank transfer within fifteen (15) calendar days after the receipt of factual invoice.
Request Security (amount)	Not applicable
Right of the Procurement Bidder to submit a draft of counter-agreement	Not applicable

Assessment and Comparing Criteria of Quotes

Lot №1	
Name of Criterion 1	Basic Charge for A/C RRJ 95, EUR per 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 of present criterion
Maximum number of points for criterion 1	25
Name of Criterion 2	Basic charge for A/C B737-800, EUR per turnaround flight
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 of present criterion
Maximum number of points for criterion 2	10
Name of Criterion 3	Basic charge for A/C A319, EUR per 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 of present criterion
Maximum number of points for criterion 3	10
Name of Criterion 4	Basic charge for A/C A320, EUR per 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 of present criterion
Maximum number of points for criterion 4	10
Name of Criterion 5	Basic Charge for A/C B777-300, EUR per turnaround flight
Points Calculation Procedure for Criterion 5	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 of present criterion
Maximum number of points for criterion 5	4
Name of Criterion 6	Basic Charge for A/C B747-400, EUR per turnaround flight
Points Calculation Procedure for Criterion 6	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 of present criterion
Maximum number of points for criterion 6	4
Name of Criterion 7	Provision of GPU, EUR per 15 min or part of
Points Calculation Procedure for Criterion 7	To calculate the points as per the criterion the following formula is applied: Sbasic/ Soffer x K, where Sbasic– the best (cheapest) from all the offers of the participants; Soffer – evaluated offer of the participant; K– maximum number of points of the present criterion
Maximum number of points for criterion 7	3
Name of Criterion 8	Provision of Cooling unit (ACU), EUR per 30 min or part of
Points Calculation Procedure for Criterion 8	To calculate the points as per the criterion the following formula is applied: Sbasic/ Soffer x K, where Sbasic– the best (cheapest) from all the offers of the participants; Soffer – evaluated offer of the participant; K– maximum number of points of the present criterion
Maximum number of points for criterion 8	1
Name of Criterion 9	Provision of Heating unit, EUR per 30 min or part of
Points Calculation Procedure for Criterion 9	To calculate the points as per the criterion the following formula is applied: Sbasic/ Soffer x K, where Sbasic– the best (cheapest) from all the offers of the participants; Soffer – evaluated offer of the participant; K– maximum number of points of the present criterion
Maximum number of points for criterion 9	1
Name of Criterion 10	Provision of ASU, EUR per service
Points Calculation Procedure for Criterion 10	To calculate the points as per the criterion the following formula is applied: Sbasic/ Soffer x K, where Sbasic– the best (cheapest) from all the offers of the participants; Soffer – evaluated offer of the participant; K– maximum number of points of the present criterion
Maximum number of points for criterion 10	1

Name of Criterion11	Water service, EUR per service	
Points Calculation Procedure for Criterion11	To calculate the points as per the criterion the following formula is applied: $S_{basic} / S_{offer} \times K$, where S_{basic} – the best (cheapest) from all the offers of the participants; S_{offer} – evaluated offer of the participant; K – maximum number of points of the present criterion	
Maximum number of points for criterion 11	2	
Name of Criterion 12	Toilet service, EUR per service	
Points Calculation Procedure for Criterion 12	To calculate the points as per the criterion the following formula is applied: $S_{basic} / S_{offer} \times K$, where S_{basic} – the best (cheapest) from all the offers of the participants; S_{offer} – evaluated offer of the participant; K – maximum number of points of the present criterion	
Maximum number of points for criterion 12	2	
Name of Criterion 13	Provision of lounge, EUR per 1 passenger	
Points Calculation Procedure for Criterion 13	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 of the present criterion	
Maximum number of points for criterion 13	4	
Name of Criterion 14	Provision an apron bus for passengers, EUR per 1 bus	
Points Calculation Procedure for Criterion 14	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 of the present criterion	
Maximum number of points for criterion 14	5	
Name of Criterion 15	Pushback, EUR per service	
Points Calculation Procedure for Criterion 15	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 of the present criterion	
Maximum number of points for criterion 15	2	
Name of Criterion 16	Wing walkers, EUR per service	
Points Calculation Procedure for Criterion 16	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;	

	Soffer – evaluated offer of the participant; Ki– maximum number of points of the present criterion
Maximum number of points for criterion 16	1
Name of Criterion 17	Charge for flight cancellation between 48 and 24 hours before STD, % of basic charge per turnaround
Points Calculation Procedure for Criterion 17	To calculate the points as per the criterion 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 of the present criterion
Maximum number of points for criterion 17	2
Name of Criterion 18	Charge for flight cancellation between 24 and 12 hours before STD, % of basic charge per turnaround
Points Calculation Procedure for Criterion 18	To calculate the points as per the criterion 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 of the present criterion
Maximum number of points for criterion 18	2
Name of Criterion 19	Charge for flight cancellation between 12 and 0 hours before STD, % of basic charge per turnaround
Points Calculation Procedure for Criterion 19	To calculate the points as per the criterion 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 of the present criterion
Maximum number of points for criterion 19	2
Name of Criterion 20	Disbursement for payments to third parties on behalf of the Customer, % of the sum of payment, not more than 3%
Points Calculation Procedure for Criterion 20	To calculate the points as per the criterion 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 of the present criterion
Maximum number of points for criterion 20	9
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.

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 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 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 5: Basis of the initial (maximum) price of the agreement (lot) or the price of a unit of goods, work, or services.

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	Commercial offer
1.	Basic Charge for A/C RRJ 95	_____ EUR excluding VAT per turnaround flight
2.	Basic charge for A/C B737-800	_____ EUR excluding VAT per turnaround flight
3.	Basic charge for A/C A319	_____ EUR excluding VAT per turnaround flight
4.	Basic charge for A/C A320	_____ EUR excluding VAT per turnaround flight
5.	Basic Charge for A/C B777-300	_____ EUR excluding VAT per turnaround flight
6.	Basic Charge for A/C B747-400	_____ EUR excluding VAT per turnaround flight
7.	Provision of GPU	_____ EUR excluding VAT per 15 min or part of
8.	Provision of Cooling unit (ACU)	_____ EUR excluding VAT per 30 min or part of
9.	Provision of Heating unit	_____ EUR excluding VAT per 30 min or part of
10.	Provision of ASU,	_____ EUR excluding VAT per service
11.	Water service,	_____ EUR excluding VAT per service
12.	Toilet service,	_____ EUR excluding VAT per service
13.	Provision of lounge,	_____ EUR excluding VAT per 1 passenger
14.	Provision an apron bus for passengers,	_____ EUR excluding VAT per 1 bus
15.	Pushback,	_____ EUR excluding VAT per service
16.	Wing walkers,	_____ EUR excluding VAT per service
17.	Charge for flight cancellation between 48 and 24 hours before STD,	_____ % of basic charge per turnaround
18.	Charge for flight cancellation between 24 and 12 hours before STD,	_____ % of basic charge per turnaround
19.	Charge for flight cancellation between 12 and 0 hours before STD,	_____ % of basic charge per turnaround
20.	Disbursement for payments to third	_____ % of the sum of payment, not more than

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

parties on behalf of the Customer,	3%
The country of origin of the product including delivered to the customer when performing purchased works, rendering purchased services_____.	
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 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)
<i>SEAL</i>		
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.	
<p data-bbox="272 1977 512 2011">Contact person</p> <p data-bbox="743 2011 1342 2040"><i>(state last name, first name, patronymic, telephone, fax, e-mail)</i></p>	

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

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

Appendix 3
to Procurement Documentation

Terms of Reference

№	Subject-matter of the procurement	Ground Handling services at Sofia International airport (SOF), Bulgaria		
1	Nomenclature, description of products (work, service)	Units of Measurement	Quantity (Scope)	Option to replace (equivalent)
2	<p>The following ground handling services in accordance with SGHA of January 2013:</p> <p>1.1.2 - 1.1.4</p> <p>1.2.1</p> <p>1.2.2</p> <p>1.2.3 (b,c,d,e,i) for a period of 90 days</p> <p>1.2.4</p> <p>1.2.5 (c)</p> <p>1.2.6 (a)</p> <p>1.3.4</p> <p>1.3.8</p> <p>1.4.7</p> <p>2.1.1</p> <p>2.1.3 (a)(1, 3 - on request at additional charge), (4), (b)(5) done by Border Police, (2)(6)</p> <p>2.1.4 (a) in accordance with the Carrier's GHM. Coordination with Supervisor / Representative and Carrier's OCC (flight delay starts from the first minute).</p> <p>2.1.5</p> <p>2.1.6 (a)</p> <p>2.1.7 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 Agreement.</p> <p>2.1.8 (b)(1) in accordance with the Carrier's GHM, (a)(2) arrival service/lost & found, (b)(3), (4 – at additional charge)</p> <p>2.2.1</p> <p>2.2.2 (a)(1)(4)</p> <p>2.2.3 (a)(b)(1)(4) with reference to subparagraph 1.13 of this Annex B1.0</p> <p>2.2.4 (a)(b)(1,2)(a)(d) – upon request from the Carrier</p> <p>2.2.5 (a)(1)(4)</p> <p>2.2.6 (a)(b)(1)(2)(a) upon request. Special</p>	Eq.unit	Not determined*	no

<p>tags, such as: DAA, Heavy Bag, Hand luggage, Priority, Transfer etc. Materials to be provided by the Handling Company.</p> <p>2.2.7 (a)(b – if applicable)(c)</p> <p>2.2.8 (a)</p> <p>2.2.10 (a)(b)(c)(1)(2)(a)(d)</p> <p>2.2.11 (a)(1)(4)</p> <p>2.2.12 (a)</p> <p>2.2.13 (a)(b)(c)(d)</p> <p>2.2.14 (a)(d)</p> <p>2.2.15 (a)(b)(c) in accordance with the Carrier's requirements</p> <p>2.2.16 (a)(b)(c) in accordance with the Carrier's requirements</p> <p>2.2.17</p> <p>2.3.1 (b)</p> <p>2.3.2 (a)</p> <p>2.3.4 (a)(1)(2 - the Handling Company WT account)(3 – in 5 days)(5)(6)</p> <p>3.1.1 (1)</p> <p>3.1.2 (a)(b)</p> <p>3.1.3 (a)(b)</p> <p>3.1.4 (a)(b)</p> <p>3.1.5 in accordance with the Carrier's manuals and instructions</p> <p>3.1.6 (a)(b)</p> <p>3.1.7 (a)(b)(1)(2)(3)</p> <p>3.1.8</p> <p>3.2.1 (b)</p> <p>3.3.1 (a)(b)</p> <p>3.3.2 (a)(b)(6)</p> <p>3.4.1 (a) (1 – turnaround ground time included in basic charge), (3, 4, 5 – on request and at extra charge)</p> <p>3.5.1</p> <p>3.5.2 (a)(b)(c)(d - on the arrival of the aircraft at the stand)</p> <p>3.6.1 (a)(c)(1 - turnaround ground time included in basic charge),(b)(3)</p> <p>3.6.2 (a)(1,2 - at additional charge)</p> <p>3.6.3 (a)(c)</p> <p>3.6.4 (a)(1)(2)</p> <p>3.6.5 (a)(1-5)</p> <p>3.6.6 (a-e)</p> <p>3.6.7 (a)</p> <p>3.6.8 (a)</p> <p>3.6.9 (b)(1)(2)</p> <p>3.7.1 (a)(1)(2)</p> <p>3.7.2 (a)(1)(2)</p> <p>3.7.3</p> <p>3.8.1 (a)(1 - one pushback is included in turnaround) (2, 4 – on request at additional</p>			
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<p>charge) 3.8.2 (b) 3.10.1 (b)(2-9) 3.10.2 (a)(b) 3.10.3 (b)(d) 3.11.1 (a)(1)(2) on request at additional charge 3.12.1 (a)(1)(2) on request at additional charge 3.16.3 3.16.4 (a)(1)(2) 3.16.5 - 3.16.10 4.1.1 4.1.2 (a)(b)(1) 4.2.1 4.2.2 (a)(b) 4.2.3 (a)(b) 4.3.1 4.3.2 (b)(1) 4.3.3 (b)(1) 4.3.4 (b)(1) on request 4.3.5 (b)(1) 4.3.6 (a)(b)(1) on request at additional charge 4.3.8 (c)(1)(2) 4.3.9 4.4.1 4.4.2 (a)(b) on request and recharge with disbursement 4.4.3 (b) on request and recharge with disbursement 4.4.4 4.4.5 (a)(b) on request 4.4.7 6.2.1 (a)(c)(1 – the Carrier’s Astra DCS or Sabre DCS)(2) 6.2.2 (a - the Carrier’s Astra DCS or Sabre DCS) (3)(4)(6), (b)(5 – World Tracer of the Handling Company), (b)(3)(4)(6) on request at additional charge 6.3.1 (b)(1)(2)(3) on request and at additional charge 6.3.2 6.3.3 (a)(b) 6.3.4 6.3.5 6.5.1 6.5.3 6.7.1 7.1.1 (a)(1) 7.1.2 (b)(1)(2)(3)(4)(5) 7.1.3 (b)(1)(2)(3)</p>			
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	<p>7.1.4 (a)(1)(2)(4) 7.2.1 (b)(1)(2)(3)(4)(5) (on request at cost) 7.4.1 (b)(1)(2)(on request at cost with disbursement) 7.4.2 (a)(1)(a) (exterior only according to Aircraft Security Search List– to be filled in after each search of the aircraft) 7.4.2 (b)(2)(3) (on request at cost) 7.4.3 (b)(1)(2) (on request at cost)</p>			
3	Delivery place of goods, performance of works and provision of services (address)	Sofia International airport (SOF), Bulgaria		
4	Dates or schedule of shipment/delivery of goods, performance of works and provision of services	From the moment of signing till 31.12.2026.		
5	Requirements for acceptance of goods, work, service	<p>All documentation relating to the flight must be handed over to the Carrier after each flight. The documentation package includes: Loadsheet with the amount of chargeable baggage on the flight; Passenger list; Flight coupons; List of passengers registered on electronic tickets (with numbers of electronic tickets); Electronic multipurpose documents list (EMD-A); FIM; MCO; Paid Baggage Receipts; Cargo and mail bills of lading and manifests; Baggage Inventory.</p> <p>All invoices for payment for services rendered must include the date and number of the invoice, bank details of both parties, as well as an attachment with a breakdown of the invoice issued. The Handling Company must enclose any additional documents required, such as third party invoices, requests for additional services, etc., as well as documents to confirm the tracking and tracing of the luggage.</p>		
6	Requirements for safety, security, 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	<p>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 Bulgaria.</p> <p>Temporary access to the Customer’s official site will</p>		

	in accordance with the laws of the Russian Federation on standardization, other requirements related to the establishment of the compliance of goods to be supplied, works to be performed, service to be provided with the customer needs	be provided to the Bidder according to the written request at any stage of purchase for acknowledgment with mentioned documents and instructions of the Customer. 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 doesn't apply because the services are provided on the base of the law of Bulgaria.
7	Requirements for the price formation for goods: whether or not delivery is included in the price of goods as well as loading/unloading, insurance, assembly, training of the staff, customs fees to be paid in release of goods for internal consumption in the territory of the Customs Union, etc.	7.1 The price shall be formed in accordance with the draft contract conditions. 7.2 Maximum tariff values (limits), offered by the bidder, must not exceed the rates, prescribed as follows: Basic charge for handling RRJ-95 – 315 EUR Basic charge for handling B737-800 – 400 EUR Basic charge for handling A319 – 350 EUR Basic charge for handling A320 – 400 EUR Basic charge for handling B777-300 – 800 EUR Basic charge for handling B747-800 – 1 200 EUR 7.3 Payments for airport and passenger taxes are made by the Handling Company without charging its own commission from the Carrier.
8	Requirements for the term and scope of the warranty to be provided with respect to quality of goods, work, and service	Guaranteed quality of services during the whole period of validity of the contract
9	Other necessary information or additional requirements	<u>Requirements to the Bidders:</u> 9.1 The Bidder shall have an appropriate license for provision of ground handling and passenger services at Sofia International airport. A scan copy of the license which confirms the right of the Bidder to render the services at Sofia International airport must be provided by the Bidder when applying for participation in the purchase. 9.2 The Bidder shall provide the Customer with a confirmation in a free written form (signed by the Bidder), whereby it guaranties that: – it has trained staff for working in Sabre/Astra DCS (if it is available), – staff has appropriate language proficiency (English or Russian language).

		<p>The letter must be provided by the Bidder when applying for participation in the purchase.</p> <p>9.3 All documents must be presented in Russian or English. If the documents are in another language the translation to Russian or English must be attached.</p>
	<p>* In accordance with the planned schedule, the Customer will operate up to 7 flights per week until 31.03.2022. Planned AC types – RRJ-95. There can be changes in flight schedule.</p>	

Paragraph 1 - HANDLING SERVICES

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	General	1.1.2 to 1.1.4
1.2	Administrative Functions	1.2.1 1.2.2 1.2.3 (b,c,d,e,i) for a period of 90 days 1.2.4 1.2.5 (c) 1.2.6 (a)
1.3	Supervision and/or Coordination	1.3.4 1.3.8
1.4	Station Management	1.4.7

SECTION 2 – PASSENGER SERVICES

2.1	General	2.1.1 2.1.3 (a)(1, 3 - on request at additional charge), (4), (b)(5) done by Border Police, (2)(6) 2.1.4 (a) in accordance with the Carrier's GHM. Coordination with Supervisor / Representative and Carrier's OCC (flight delay starts from the first minute). 2.1.5 2.1.6 (a) 2.1.7 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 Agreement. 2.1.8 (b)(1) in accordance with the Carrier's GHM, (a)(2) arrival service/lost & found, (b)(3), (4 – at additional charge)
2.2	Departure	2.2.1 2.2.2 (a)(1)(4) 2.2.3 (a)(b)(1)(4) with reference to subparagraph 1.13 of this Annex B1.0 2.2.4 (a)(b)(1,2)(a)(d) – upon request from the Carrier 2.2.5 (a)(1)(4) 2.2.6 (a)(b)(1)(2)(a) upon request. Special tags, such as: DAA, Heavy Bag, Hand luggage, Priority, Transfer etc. Materials to be provided by the Handling Company. 2.2.7 (a)(b – if applicable)(c) 2.2.8 (a) 2.2.10 (a)(b)(c)(1)(2)(a)(d) 2.2.11 (a)(1)(4) 2.2.12 (a) 2.2.13 (a)(b)(c)(d) 2.2.14 (a)(d) 2.2.15 (a)(b)(c) in accordance with the Carrier's requirements 2.2.16 (a)(b)(c) in accordance with the Carrier's requirements 2.2.17
2.3	Arrival	2.3.1 (b) 2.3.2 (a) 2.3.4 (a)(1)(2 - the Handling Company WT account)(3 –

in 5 days)(5)(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 in accordance with the Carrier's manuals and instructions 3.1.6 (a)(b) 3.1.7 (a)(b)(1)(2)(3) 3.1.8
3.2	Marshalling	3.2.1 (b)
3.3	Parking	3.3.1 (a)(b) 3.3.2 (a)(b)(6)
3.4	Ancillary items	3.4.1 (a) (1 – turnaround ground time included in basic charge), (3, 4, 5 – on request and at extra charge)
3.5	Ramp to Flight Deck Communication	3.5.1 3.5.2 (a)(b)(c)(d - on the arrival of the aircraft at the stand)
3.6	Loading and Unloading	3.6.1 (a)(c)(1 - turnaround ground time included in basic charge),(b)(3) 3.6.2 (a)(1,2 - at additional charge) 3.6.3 (a)(c) 3.6.4 (a)(1)(2) 3.6.5 (a)(1-5) 3.6.6 (a-e) 3.6.7 (a) 3.6.8 (a) 3.6.9 (b)(1)(2)
3.7	Safety Measures	3.7.1 (a)(1)(2) 3.7.2 (a)(1)(2) 3.7.3
3.8	Moving of Aircraft	3.8.1 (a)(1 - one pushback is included in turnaround) (2, 4 – on request at additional charge) 3.8.2 (b)
3.10	Interior Cleaning	3.10.1 (b)(2-9) 3.10.2 (a)(b) 3.10.3 (b)(d)
3.11	Toilet Service	3.11.1 (a)(1)(2) on request at additional charge
3.12	Water Service	3.12.1 (a)(1)(2) on request at additional charge
3.16	De-Icing/ Anti-Icing Service and Snow- Ice Removal (section 3.16 in full - on request at additional charge)	3.16.2 3.16.3 3.16.4 (a)(1)(2) 3.16.5 - 3.16.10

SECTION 4 – LOAD CONTROL, COMMUNICATIONS AND FLIGHT OPERATIONS

4.1	Load Control	4.1.1 4.1.2 (a)(b)(1)
4.2	Communications	4.2.1 4.2.2 (a)(b) 4.2.3 (a)(b)
4.3	Flight Operations	4.3.1 4.3.2 (b)(1) 4.3.3 (b)(1) 4.3.4 (b)(1) on request 4.3.5 (b)(1) 4.3.6 (a)(b)(1) on request at additional charge 4.3.8 (c)(1)(2) 4.3.9

- 4.4 Crew Administration
 - 4.4.1
 - 4.4.2 (a)(b) on request and recharge with disbursement
 - 4.4.3 (b) on request and recharge with disbursement
 - 4.4.4
 - 4.4.5 (a)(b) on request
 - 4.4.7

SECTION 6 – SUPPORT SERVICES

- 6.2 Automation / Computer Systems
 - 6.2.1 (a)(c)(1 – the Carrier’s Astra DCS or Sabre DCS)(2)
 - 6.2.2 (a - the Carrier’s Astra DCS or Sabre DCS) (3)(4)(6), (b)(5 – World Tracer of the Handling Company), (b)(3)(4)(6) on request at additional charge
- 6.3 Unit Load Device (ULD) Control
 - 6.3.1 (b)(1)(2)(3) on request and at additional charge
 - 6.3.2
 - 6.3.3 (a)(b)
 - 6.3.4
 - 6.3.5
- 6.5 Ramp Fuelling / Defueling Ops.
 - 6.5.1
 - 6.5.3
- 6.7 Catering Services – Liaison & Administration
 - 6.7.1

SECTION 7 – SECURITY

- 7.1 Passenger/Baggage Screening & Reconciliation
 - 7.1.1 (a)(1)
 - 7.1.2 (b)(1)(2)(3)(4)(5)
 - 7.1.3 (b)(1)(2)(3)
 - 7.1.4 (a)(1)(2)(4)
- 7.2 Cargo and Post Office Mail
 - 7.2.1 (b)(1)(2)(3)(4)(5) (on request at cost)
 - 7.4.1 (b)(1)(2)(on request at cost with disbursement)
- 7.4 Ramp
 - 7.4.2 (a)(1)(a) (exterior only according to Aircraft Security Search List– to be filled in after each search of the aircraft)
 - 7.4.2 (b)(2)(3) (on request at cost)
 - 7.4.3 (b)(1)(2) (on request at cost)

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:

Passenger aircraft type	Turnaround basic charges, in EUR
RRJ-95 (SSJ-100)	
A-319	
A-320	
B-737-800	
B-777-300/300ER	
B-747-400	

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

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

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

1.5 In case of diversions of aircraft from its scheduled destination due to any reason and consequent irregularity handling (i.e. arrange surface transport), a charge of 80% of the standard handling charges is applicable for services provided at the scheduled airport of departure.

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

1.7 Handling of load in/empty out or empty in/ load out flights will be charged at 75% of the rates under Sub-Paragraph 1.1.

1.8 There will be no charges made for cancelled flights provided that the Carrier has given written notice to the Handling Company's Ops office 48 hours prior to the scheduled departure time.

1.9 Any flights cancelled between 48 and 24 hours before schedule departure will be charged at ___% of the applicable handling fee.

1.10 Any flights cancelled between 24 and 12 hours before schedule departure will be charged at ___% of the applicable handling fee.

1.11 Any flights cancelled between 12 – 0 hours before scheduled time of departure will be charged at ___% of the applicable handling fee.

1.12 Whenever a flight operates with a delay of 3 hours or more for reasons not caused by the Handling Company, the Handling Company has the right to charge the Carrier for staff cost (including overtime if applicable).

1.13 Sub-section 2.2.3 (a) of Annex A of SGHA of January 2013 shall be interpreted as follows:

a) The Handling Company does not have any liability for the visa execution accuracy and any incorrect information, stated at passengers documents (passport, visa) while verification during check-in process.

b) Provided that the Handling Company has access to information that verifies visa validities the Handling Company is responsible for:

- Checking the presence of passenger's passport and visa of the Russian Federation;
- Checking the validity of all travel documents (passport, visa) with the exception of fake or forged travel documents when the forgery is not easily detectable;
- Checking the entry permit according to the visa type (single or multiple entry visa).

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

In case of failure to provide travel documents (passport, visa) or in case of travel documents expiration, the passenger shall not be allowed to board on aircraft. Should a passenger with expired travel documents or without them arrived to the airport of Russian Federation, the Carrier has the right to redirect the imposed penalty to the Handling Company in accordance with the Central Bank of Russian Federation exchange rate (EUR/ RUB) valid at the date of administration act (Police RF) issuance, provided that the penalty has been caused directly by the Handling Company's own negligent act or omission.

In case the Carrier had to pay any additional costs for such a passenger f.e. meals at the airport, ticket cost, accommodation or transfer, the Carrier reserves the right to redirect the costs to the Handling Company in accordance with the Central Bank of Russian Federation exchange rate (EUR/ RUB) valid at the date of service provision.

1.14 All documentation concerning the flight must be given to the Supervisor of the Carrier after each flight. Forwarding of documentation is accompanied by register creation in agreed form.

The package includes:

- Load sheet (with information about extra paid baggage);
- Passengers list;
- Flight coupons;
- Checklist of pax which were checked-in upon e-tickets (with numbers of e-tickets);
- EMD-A;
- FIM;
- MCO;
- EXB receipts;
- Cargo & Post way bills and manifests;
- Baggage sheet.

The Handling Company is responsible for the validity and loss of any flight documentation which it has been provided with.

In case of loss of flight documentation, the Handling Company takes measures for recovering the information about the lost documents and provides it to the Supervisor of Carrier within 2 days after a flight departure.

In case of lack of information on lost documents or in case passengers, luggage, cargo, mail are accepted for carriage on invalid documents of carriage, the Handling Company shall reimburse the cost of carriage in the amount of full economy class fare based on an invoice issued by the Carrier.

1.15 Where applicable, infrastructural charges imposed by the Airport Authorities and only payable via (local) the Handling Company, will be recharged to the Carrier at current cost officially published by the Airport Authorities without any disbursement.

1.16 In the case of a flight delayed for reasons caused by the Handling Company (Outbound Delay), the Handling Company will decrease the basic handling charges of Sub-Paragraph 1.1 as follows:

- Departure (STD) + 31-60 min = 25%;
- Departure (STD) + 61-120 min = 50%;
- Departure (STD) + 121 min and more = 75%.

Paragraph 2 – ADDITIONAL CHARGES

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

Service	Quantity	Tariff, EUR
2.1.8 (4) Lounge	1 pax	
3.4.1 (a)(1) GPU (turnaround ground time included in basic rate)	15 min or part thereof	
3.4.1 (a)(3) Cooling unit	30 min	
3.4.1 (a)(4) Heating unit	30 min	
3.4.1 (a)(5) ASU	1 service	
3.6.2 (b)(1) Passenger transport	Per trip	
3.8.1 (a)(1) Tow in / Pushback (1 service included in turnaround)	1 service	
3.8.1 (4) Wing walkers	1 service	
3.11 Toilet Service	1 service	
3.12 Water Service	1 service	

DCS fee is not applicable in case Carrier's system is used (Sabre SSCI or Astra DCS is used depending on the type of flight).

All the other additionally requested services not specifically listed in this Annex B1.0 will be charged at the Handling Company's local rates prevailing at the time such services are performed.

Paragraph 3 - DISBURSEMENTS

3.1 Any disbursement made by the Handling Company to third parties on behalf of the Carrier will be reimbursed by the Carrier at the cost price plus an accounting surcharge of __ % (disbursement).

Any fees imposed by the Airport Authorities and payable only via the Handling company are reimbursed by the Carrier without any surcharge.

Paragraph 4 – SETTLEMENTS OF ACCOUNTS

4.1 Notwithstanding Sub-Article 7.2 of the Main Agreement, the Handling Company will invoice the Carrier every fifteen (15) calendar days not later than on 10th day following the reporting period. The Carrier shall pay the Handling Company by bank transfer within fifteen (15) calendar days after the receipt of factual invoice.

4.2 All payments shall be made in EUR, all invoices shall be issued in EUR.

4.3 All rates are exclusive of VAT and all applicable taxes and obligatory fees of the country where the services are provided.

4.4 All the invoices scanned copies must be sent to the e-mail address of the Carrier's Accounting Department not later than on the 10th day following the reporting period: OKR@rossiya-airlines.com. In the case of service of passengers in the business lounge, the Handling Company for the reporting period in addition to the invoices sends to the e-mail address OKR@rossiya-airlines.com a register of served passengers in the business lounge in the form of Annex No. 3 to this Annex B1.0.

4.5 The parties have mutually agreed that 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. (SWIFT payment instruction – SHA).

4.6 Each invoice must include the date and number of invoice as well as bank details of both parties, as well as the attachment with all the flights handled details. The Handling Company shall attach all the

additional documents required such as invoices of the 3rd Parties, requests for provision of additional services and etc., as well as documents confirming the baggage tracing:

- Invoice for the service with 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;
- documents confirming the baggage delivery with signature of the recipient;
- printouts of BDO for each AHL file.

4.7. The rates may be adjusted annually on the date of signing the contract (once per 12-month period). The Handling Company shall inform the Carrier officially in written (in accordance with Paragraph 8 «Notification») about new rates and 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 may take place annually according to the positive CPI factor of the previous year. In the case of negative CPI factor revision of rates is not possible. Such price adjustment cannot be more than 3% annually.

4.8 The Handling Company's bank details:

Company name:
Bank Name:
Bank Address:
IBAN:
SWIFT / BIC:

The Carrier's bank details:

Company name: Rossiya Airlines JSC
Address: 196210, St.Petersburg, Russia, Pilotov st. 18/4
Bank Name: SBERBANK (SEVERO-ZAPADNY HEAD OFFICE), St.Petersburg, Russia
SWIFT: SABRRUMM
Account transit: № 40702978455001000080
Account Current: № 40702978155000000080
Correspondent Bank: Deutsche Bank AG, Frankfurt am Main
SWIFT: DEUTDEFF

4.9 Duration for adjustment of disputes on financial aspects (on invoices) is 6 calendar months.

4.10 Term of invoices issuance is limited to 6 months after the end of this Agreement.

4.11 The Carrier is obliged to pay the invoices issued in accordance with paragraph 4.1, in case of violation of the terms of the invoice by the Handling Company, the Carrier has the right not to pay such invoices.

Paragraph 5 – TRANSFER OF SERVICES

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

Location	Company	Service Items
SOF		
SOF		
SOF		

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.

5.3 The Carrier shall have the right to audit the sub-contractors.

Paragraph 6 - LIMIT OF LIABILITY

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

Aircraft Type	Limit (per incident), USD
RRJ-95 (SSJ-100)	500 000
A319/A320/ B737-800	750 000
B 777-300 / B747-400	1 000 000

6.2 Referring to Sub-Article 8.6 of the Main Agreement the Handling Company shall only be held responsible in case of direct loss (other than lost profits) resulted from negligent act or omission who could be avoided if procedures were followed. Notwithstanding the provisions of Sub-Articles 8.5 and 8.6 of the Main Agreement, amounts less than \$ 3000 and less than \$ 500 are also subject to refund.

6.3 Sub-Article 8.1 of the Main Agreement is not applicable to this Annex B1.0.

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 the moment of signing till 31.12.2026 and can be terminated at any time by either Party providing with 60 days' prior written notice to the other Party.

7.2 The total amount of the contract during the period of its validity as per Sub-paragraph 7.1 of the present Annex B 1.0 shall not exceed _____ 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 laws of Bulgaria) be collected the total amount of the contract would not exceed _____ EUR. This limitation is fixed for the Carrier's own purposes only. Nevertheless the mentioned amount is not deemed by the Parties as a compulsory amount to be paid. Notwithstanding to any provisions of Article 11 of the Main Agreement in case of factual excess of the mentioned total amount (without taxes) the contract is considered to be terminated if the appropriate amendment was not signed.

7.3 All modifications of this Agreement must be done in written and signed by both Parties, and shall be notify before effective date 60 days. 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.

7.4 Sub-Article 11.11 of Main Agreement is not applicable for the current Agreement.

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 <u>Carrier</u> :	Rossiya Airlines JSC Pilotov Street 18/4 Saint Petersburg 196210 Russia Attn. Ground Handling Department Tel: +7 495 139 76 00; +7 812 6 333 999 E-mail: contract@rossiya-airlines.com
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To the Handling Company:

Paragraph 9 – ARBITRATION

9.1 In accordance with Sub-Article 9 of the Main Agreement, this Agreement shall be governed by and interpreted in accordance with laws of Bulgaria.

9.2 In accordance with Sub-Article 9 of the Main Agreement, court for the resolution of disputes shall be the Courts of Sofia, in Bulgaria, exclusively.

Paragraph 10 – SERVICE LEVELS AND STANDARDS

10.1 Notwithstanding sub-article 5.2 of the Main Agreement the Handling Company will carry out all services in accordance with the Carrier's Ground Handling Manual (GHM) and instructions. The Carrier shall make available all manuals to the Handling Company with the relevant operating instructions, in absence of which the Handling Company shall carry out all services in accordance with its own standard procedures.

10.2 In addition to sub-article 5.8 of the Main Agreement the Handling Company will carry out the services in accordance with all mandatory rules, regulations, legislation, and in compliance with the Ground Handling Manual (GHM) of the Carrier, IATA's Airport Handling Manual, the Handling Company's own standard

operating procedures and any other standards specified in this Agreement. Where more than one standard applies, the Handling Company shall comply with the most stringent standard. In case of violations and failures in the work of Handling Company, the Carrier reserves the right not to pay, partially pay and apply penalties for such inappropriate services provision.

10.3 The Handling Company shall perform the services in accordance with Article 5 of the Main Agreement and the Service Levels (SLA) and Standards. In default of SLA the Handling Company shall carry out all services in accordance with its own standard procedures.

10.4 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%.

10.5 After receiving new instructions, orders, recommendations etc. from the Carrier the Handling Company within 1 (one) business day sends to the Carrier the confirmation of receipt of the letter and readiness of received documents' execution.

Paragraph 11 – RIGHT TO AUDIT

11.1 The Carrier may audit the provided services at its own cost once in 2 years by sending a prior official written notice to the Handling Company 15 calendar days prior to the expected date of audit date. Such a notice shall contain description of areas to be audited within the contract 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 in English to the Handling Company not later than in 30 working days after the audit/monitoring.

11.2 The Carrier shall reserve the right to undertake unscheduled monitoring of rendering services by the Handling Company without prior notice.

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.

Paragraph 13 – INFORMATION ON BENEFICIARIES

13.1 Not later than the date of signing of this Agreement, the Handling Company shall provide the Carrier with information in respect to all its owners (beneficiaries), including ultimate beneficiaries (holding more than 25% of shares), as well as in respect to structure of executive bodies according to the form of the Attachment 2 to the present Agreement, with all the relevant supporting documentation. In case of any changes in the mentioned chain of owners, including ultimate beneficiaries, or executive bodies, the Handling Company shall immediately inform the Carrier of such changes, with all the relevant supporting documentation.

Paragraph 14 – CONFIDENTIALITY

14.1 The Carrier and the Handling Company agree not to reproduce this Annex B1.0 or to distribute it to others, in whole or in part, at any time and permanently to keep confidential all information contained within Annex B1.0 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.

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.

This Annex B1.0 is made in two legally equal copies in English, one copy for each party.

Signed
For and on behalf of the Carrier

Signed
For and on behalf of the Handling Company

by Mr. Andrei Ordinov
General Director Deputy - COO
(POA № Д-115/21 dated 23.03.2021)

by

ATTACHMENT 1 AIRCRAFT SECURITY CHECK/ SEARCH LIST

Aircraft Security Search List (in accordance with Reg. 300/2008 EU, 2015/1998 EU) Карта досмотра ВС						
FLIGHT ARRIVED FROM (Откуда прибыл рейс)	TYPE, BOARD № of the A/C (Тип, бортовой номер ВС)	FLIGHT NO: _____ / _____ (Номер рейса)	DATE: ____ / ____ / 20____ (Дата)	AIRPORT (Аэропорт)	FLIGHT TO: (Рейс в:)	TIME OF PERFORMANCE Start/Finish _____ / _____ (Время проверки начало/окончание)
<p>Aircraft security search of the interior of aircraft shall consist of an examination of all of the areas marked with (I), when they are accessible without the use of tools, keys or other aids, without breaking seals, and where a prohibited article could reasonably be concealed. If irregularities occur, please inform appropriate authorities/corporate security</p> <p>(Внутренний досмотр ВС должен состоять из проверки мест обозначенных (I) в случае, если они доступны без использования инструментов, ключей или других вспомогательных приспособлений, без повреждения пломб и где запрещенный предмет может быть вероятнее размещен. В случае выявления нарушений, пожалуйста, информируйте соответствующие власти/либо службу безопасности)</p>					FULFILMENT (выполнение)	NAME (ФИО ответственного) SIGNATURE (Подпись)
1	(I) Overhead bins (Верхние полки)				c <input type="checkbox"/>	
2	(I) Cupboards and storage compartments, including crew storage areas (Осмотр доступных мест – гардеробы, служебные отсеки и ниши, включая места размещения имущества экипажа)				c <input type="checkbox"/>	
3	(I) Areas to which passengers have private access, including toilet compartments, showers, bathrooms (Области, к которым пассажиры имеют личный доступ, включая туалеты, душевые кабины, санузлы)				c <input type="checkbox"/>	
4	(I) Cupboards, storage compartments, bars, refrigerators and bins in galley areas (Шкафы, служебные отсеки, бары, холодильники и полки в бортовых кухнях)				c <input type="checkbox"/>	
5	(I) Seat pockets (Карманы кресел)				c <input type="checkbox"/>	
6	(I) Areas that exist under seats, between seats and between the seat and the wall (Область под креслами, между креслами и между креслом и стеной)				c <input type="checkbox"/>	
7	(I) Flight deck, if left unattended (Кабина экипажа, если оставлялась без присмотра)				c <input type="checkbox"/>	
8	(E) Aircraft holds, unless sealed (Багажно-грузовые отсеки, в случае, если не были опломбированы)				<input type="checkbox"/>	
9	(E) Items contained within the hold, if accessible without the use of tools, keys or other aids, without breaking seals, and where a prohibited article could be reasonably concealed (Оборудование в багажных отделениях, если доступно без использования инструментов, ключей или других вспомогательных средств, без повреждения пломб, а также места, в которых обоснованно можно предположить размещение запрещенных предметов)				<input type="checkbox"/>	
10	(E) Aircraft service panels and service hatches, if accessible without the use of tools, keys, stairs or other aids, without breaking seals, and where a prohibited article could be reasonably concealed (Сервисные панели, лючки, если они доступны без использования инструментов, ключей, лестниц или других вспомогательных средств, без повреждения пломб, а также места, в которых обоснованно можно предположить размещение запрещенных предметов)				<input type="checkbox"/>	
11	(E) Wheel wells, if accessible from the ground without the use of stairs or other aids (Ниши шасси, если они доступны с земли без использования лестниц или других вспомогательных средств)				<input type="checkbox"/>	
12	(I) Between 5 % and 10 % of lifejacket pouches (От 5 по 10 процентов мест хранения аварийно-спасательных жилетов)				c <input type="checkbox"/>	

Inspection performed by: The Carrier Staff A <input type="checkbox"/>	Security staff S <input type="checkbox"/>	Crew C <input type="checkbox"/>	Other O <input type="checkbox"/>
(Контроль произведен)	(Работники авиакомпании)	(Сотрудники авиационной безопасности)	(Экипаж)
Exterior areas E (внешние зоны ВС), Interior areas I (внутренние зоны ВС)			
Pilot-in-command's Name (in block letters): (Имя командира) (печатными буквами)		Signature: (Подпись)	

Articles 8-11 are checked and filled in by the Handling Company.

Signed
For and on behalf of the Carrier

by Mr. Andrei Ordinov
General Director Deputy - COO
(РОА № Д-115/21 dated 23.03.2021)

Signed
For and on behalf of the Handling Company

by

ATTACHMENT 1

ATTACHMENT 2
SHARES)

INFORMATION ON BENEFICIARIES (HOLDING MORE THAN 25% OF

Agreement (bank details, subject matter, total amount, validity)					Name of the counterparty					Owners/beneficiaries data (till last			
No. of agreement and the date of entering into force	Subject matter of the agreement	Total amount of the agreement	Agreement's validity	Bank details and legal address of the counterparty	Taxpayer identification No.	State registration No.	Name of the company	CEO name	CEO ID/ passport details	Taxpayer identification No.	State registration No. (for legal entities)	Name of the owner/beneficiary	Registered address

Notice: detailed information about the chain of counterparty's owners shall be set in the schedule (founders/shareholders; in relation of founders/shareholders, who are legal entities, please complete the information of those legal entities' founders, owners etc., including the ultimate beneficiaries.

Handled Company
Signed
For and on behalf of the Carrier

Signed
For and on behalf of the

by Mr. Andrei Ordinov
General Director Deputy - COO
(POA № Д-115/21 dated 23.03.2021)

by

ANNEX 3

List of served passengers at Sofia International Airport from the period “ ___ ” to “ ___ ” 202_

Date	Flight No.	Passenger Name	Q-ty of PAX	Q-ty Of Guests	Passenger Class (C/Y)	No. Passenger Bonus Card and status

Signed
For and on behalf of the Carrier
Handling Company

Signed
For and on behalf of the

by Mr. Andrei Ordinov
General Director Deputy - COO
(POA № Д-115/21 dated 23.03.2021)

by

**Appendix 5
to Procurement Documentation**

Substantiation of the initial (maximum) price (hereinafter – “IMP”) of the contract (lot price), the price of the contract concluded with the sole supplier (contractor, subcontractor), or the price of a unit of goods, work, services, including information on transportation costs, insurance, payment of customs duties, taxes and other mandatory payments.

Ground handling services at Sofia airport (SOF), Bulgaria
(Subject-matter of the contract)

Ground handling at Sofia International Airport, Bulgaria
(Subject-matter of the procurement)

№	Key indicators	Information to fill in
1.	Basic product requirements	Services must comply with Carrier's procedures and instructions, general procedures as defined in the IATA service manual.
2.	Place of delivery of products	Sofia International Airport (SOF)
3.	The commencement and execution date of the contract (the schedule of the stages of the contract)	From date of signing till 31.12.2026
4.	Payment terms	The Handling Company shall issue invoices every fifteen (15) calendar days no later than the 10th day of the month following the reporting period. The Carrier shall pay the Handling Provider by bank transfer within fifteen (15) calendar days after receipt of the actual invoice.
5.	Requirements for procurement participants (if established)	A license from the airport authorities to provide ground handling services at the airport
6.	Features of the market and (or) the purchasing situation that affect the value of the IMP (to be filled in if available)	-
7.	The method (methods) used for determining the IMP and the substantiation for its application	Market analysis method
8.	Other information about the terms of the contract that is essential for the calculation of the IMP	-
9.	The calculated value of the IMP	754 728 EUR

10.	Specify the details of commercial offers ⁴	Participant 1: no ref. from 31/08/2021 Participant 2: no ref. from 01/09/2021
11.	List of applications	Attachment 1 "Calculation of the IMP by the market analysis method"

Calculation procedure: see Attachment 1.

⁴ Information about potential suppliers who have provided the commercial offers is not specified.

Attachment No. 1

CALCULATION OF THE IMP BY THE MARKET ANALYSIS METHOD

№	The name of each unit of goods, work, services	unit of measurement	Quantity	VAT rate, %	Information about market prices per unit of measurement in EUR, without VAT/ with VAT		The arithmetic average price per unit of measurement	Total price in EUR, without VAT/ with VAT
					offer № 1	offer № 2		
1	2	3	4	5	6	7	8	9
1.	Basic tariff for ground handling (RRJ-95)	flight	1888	0	315,00	300,00	307,50	580 560,00
2.	Basic tariff for ground handling (A-319)	flight	1888	0	335,00	350,00	342,50	***
3.	Basic tariff for ground handling (A-320)	flight	1888	0	375,00	400,00	387,50	***
4.	Basic tariff for ground handling (B-738)	flight	1888	0	375,00	400,00	387,50	***
5.	Basic tariff for ground handling (B-777)	flight	1888	0	735,00	800,00	767,50	***
6.	Basic tariff for ground handling (B-747)	flight	1888	0	935,00	1 200,00	1067,50	***
	TOTAL	x	x	x	x	x	x	580 560,00

The total cost, Euro excluding VAT, taking into account the potential increase in costs and annual inflation (+30%) is:
 $580,560.00 * 1.3 = 754,728$ Euro excluding VAT.

NOTES:

(*): There are three suppliers on the market, commercial offers were received from two suppliers

(**): The Request for Proposals was carried out via e-mail.

(***): Calculation was performed for RRJ-95 aircraft according to the Flight Schedule.