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

Approval date	09	06	2018

Procurement Documentation

Public request for proposals in an electronic form

Requests receiving place	Electronic Trading Platform Gazprombank Group: http://etpgpb.ru/			
Date and time for the requests receiving commencement	09	06	2018	18:00 MSK
Date and time for the request receiving completion	28	06	2018	10:00 MSK
Place and date for examination of procurement bidder proposals and summarizing of results	18/4 Pilotov ul, Saint Petersburg, Russian Federation, 196210			
	06	07	2018	
Commencement date for providing clarifications on procurement documentation	09	06	2018	
Completion date for providing clarifications on procurement documents	25	06	2018	
Specifying the features of participation	Not applicable			
Option to submit an alternative offer	Not applicable			
Option to engage co-contractors/subcontractors	Not applicable			
Distribution of the total scope of procurement between the procurement parties	Not applicable			
Subject-matter of the procurement	Cargo and mail handling in London Gatwick (LGW), UK			
Number of lots	**1 (one)**			

Lot № 1					
Name of the Subject-Matter of the Agreement (lot)	Representation and Supervision services provision				
Initial (maximum) price of the agreement (lot)	Currency	Quantity (Scope)	Units of Measurement	Classification by OKVED2	Classification by OKPD2
150 000	GBP	No defined	pcs	52.29	52.24.19.110

Place of Delivery/Performance of Works/Provision of Services (address)	London Gatwick (LGW), UK
Term and Payment Procedure for Goods (Work. Service)	Settlement of account to be done in EUR via bank transfer for the services actually provided within 30 calendar days from the date of invoice's receipt. Invoices to be sent to the Customer in electronic format not later than 5th of the month, which follows the reporting month (the month in which the services were provided).
Request Security (amount)	Not applicable
Right of the Procurement Bidder to submit a draft of counter-agreement	Applicable *it is allowed to change wordings in the contract's draft as per mutual approval, except the key conditions which are defined by the Customer: subparagraphs 7.1 and 9.1

Assessment and Comparing Criteria of Quotes
Lot №1

No.	Criteria name	Unit of measurement	The Methodology to calculate points upon criteria	Maximum possible points as per criteria
Criteria 1	Export cargo rate	kg	To calculate the number of points it shall be used the formula: Sbasic / Soffer x K, where: - Sbasic - the best (lowest) of all the proposals of the participants; - Soffer - assesses the proposals of the participants; - K - the maximum number of points assigned to the respective criteria in accordance with the table.	30
Criteria 2	Export mail rate	kg		30
Criteria 3	Import cargo rate	kg		20
Criteria 4	Import mail rate	kg		10
Criteria 5	Import reporting rate	flight		5
Criteria 6	Full acceptance of the Customer's contract draft by the participant	pcs	To calculate points as per K6 the following order is used: - If «yes» is marked in the Application, the Application got the maximum number of points as per this criteria (5 points) - If «no» is marked, points are not distributed	5
TOTAL				100

1. General Terms of the Procurement Procedure

1.1. The Procurement is undertaken in accordance with the Federal Act dated 18 July 2011 No. 223-FZ “On Procurement of Goods, Works, Services by Certain Types of Legal Entities” and Regulation on Procurement of Goods, Works, and Services (P 20-33-17 Edition 3).
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 public at large to give proposals under the procurement procedure.
The procedure for the public request of quotations (hereinafter the request for quotations), public request for proposals (hereinafter the request for proposals) 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 request for quotations, request for proposals 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 may refuse from holding the request for quotations, request for proposals without being liable to the procurement bidders, including compensation for any expenses related to issuance and submission of the request for quotations, request for proposals. If it is taken a decision to refuse holding the request for quotations, request for proposals the Customer shall post within a business day following the day of taking such decision, information on the refusal to hold a request for quotations, request for quotations in the unified information system.
1.5. The Customer shall not be under obligations or be liable if the bidders; procurement parties fail to familiarize themselves with a notice on refusal to hold a request for quotations, request for proposals.
1.6. At any time before the deadline for submission of request for participation in the request for quotations, request for proposals the Customer may, on its own initiative or as a response to an inquiry of any bidder, amend a notice on holding a request for quotations, request for proposals, and procurement documentation.
1.7. The Customer may, at any time after a decision is taken that it is necessary to amend a notice on holding a request for quotations, request for quotations, documentation on the procurement, such amendments are posted in the unified information system.
1.8. If amendments to a notice or documentation on procurement are made later than two working days in holding a request for quotations/one working day in holding a request for proposals, a term for submission of requests for participating in request for quotations, request for proposals shall be extended so that from the day of posting such amendments in the unified information system to a notice or documentation on procurements to the end date for submission of requests for participating in a request for quotations, request for proposals, such term shall be at least three working days.

2. Procedure for Submission of Requests

2.1. To participate in the request for quotations, request for proposals the bidder shall prepare a request for participation in the request for quotations, request for proposals 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 request for quotations, request for proposals (lot).

2.2. In pursuance of procurement documentation all documents shall be submitted to the electronic trading facility as scan-copies of signed documents.
2.3. The bidder may amend or withdraw a submitted Request for participation in the Request for Quotations, Request for Proposals not later than the deadline for submission of Requests for participation in the Request of Quotations, Request for Proposals. 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. Procedure for Clarifications on the Points of the Procurement Documentation to the Bidders

3.1. Any bidder may submit an inquiry to the Customer for clarification of the points of the documentation on the procurement in writing or as an electronic document.
3.2. The bidder is entitled to forward an inquiry for clarifications on the points of the procurement documentation to the postal address of the Customer, e-mail stated in the procurement notice or post in the electronic trading facility.
3.3. The Customer posts the copy of such clarifications (with no reference to the name or address of the bidder from which such inquiry for clarifications has been received) in the unified information system.

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).

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. Financial and economic performance figures of the procurement bidder shall evidence its solvency and financial stability.

8.1.7. A lack of information of the procurement bidder in the register of mala fide suppliers contemplated by Article 5 of Federal Act No. 223-ФZ 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”.
8.1.8. The procurement bidder shall not have a conflict of interests with the customer’s employees.
8.2. If the procurement is undertaken among the subject of small and medium businesses only, the procurement bidder shall conform with the qualifying criteria for the subjects of small and medium businesses established by Article 4 of the Federal Act “On Development of Small and Medium Businesses in the Russian Federation” and shall declare in the request for participation its classification as the subject of small and medium businesses by submission in the form of an electronic document, of details from the unified register of the subjects of small and medium businesses which contain the details about the procurement bidder, or declaration of conformity of the procurement bidder with the qualifying criteria for inclusion in the subjects of small and medium businesses in the form of the Appendix to the Regulation on specifics of participation of the subjects of small and medium businesses in the procurement of goods, works, and services approved by the Regulation of the Government of the Russian Federation dated 11 December 2014 No. 1352 if there is no information about the procurement bidder which is a newly registered individual entrepreneur or newly established legal entity.
8.3. 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).
8.4. 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 my 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. The Request validity period for participation in the procurement shall be at least 90 days from the end date for submission of requests for participation in the procurement.
9.5. A request shall be provided for each lot separately.
9.6. 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.
9.7. 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 Examination, Assessment and Comparison for Requests to Participate in Procurement

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 request for quotations 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 request for quotations, request for proposals is received by the completion date for submission of requests for participation in the request for quotations, request for proposals established by procurement documentation, such request for quotations, request for proposals shall be deemed failed.
10.5. If procurement documentation provides for two or more lots, a request for quotations 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 request for quotations, request for proposals is received by the customer by the completion date for submission of requests set by procurement documentation, despite the request for quotations, request for proposals is recognized failed, the competition commission shall examine it in the manner contemplated by this documentation. If the request for participation in the request for quotations, request for proposals being examined and the procurement bidder submitted such request conform with the requirements and terms contemplated by procurement documentation on holding such request for quotations, request for proposals, the Customer is entitled to enter into an agreement with such bidder.
10.7. If a request of the only bidder is recognized conforming with the procurement documentation at the pre-qualification stage, such bidder shall be deemed the only bidder in the request for quotations, request for proposals. The Customer may enter into an agreement with the procurement bidder which has submitted such request, on the terms of procurement documentation, draft agreement and request submitted by such bidder. Such bidder is not entitled to waive the conclusion of the agreement with the customer. The request for quotations, request for proposals 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 request for quotations, request for proposals the Competition Commission is necessary to extend or reduce 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 a request for quotations, request for proposals the customer shall, within one working day after a decision is made by the competition commission on extension or reduction 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 request for quotations, request for proposals.
10.10.1. It shall be recognized the Winner in the request for quotations that procurement bidder which conforms to the requirements set by procurement 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 request for proposals 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 request for proposals is assigned number one. The assignment of the sequence number to each request for participation in the request for proposals 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 request for proposals which has gained the highest final point. The final point of each request for participation in the request for proposals shall be calculated by adding points for each criterion for the assessment of such request.
If more than one requests for participation in the request for proposals 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 request for proposals which has been received earlier than other requests for participation in the request for proposals which contain such terms.
10.11. Based on the results of examination and assessment of requests the competition commission shall issue a record of the results of the request for quotations, request for proposals.

The Record shall be signed by the Chairman and the Secretary of the Competition Commission 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 seven calendar days from the date of receipt of the agreement from the customer.
10.14. Should the winner in the request for quotations 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 quotation request. Such bidder is not entitled to waive the conclusion of the agreement.
Should the bidder which offered the same price in the quotation request as the winner, waive the conclusion of the agreement, or which proposed the terms next to the ones proposed by the winner, the request for quotations shall be recognized failed.
10.15. Should the winner in the request for proposals 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 request for proposals is not entitled to waive the conclusion of the agreement.
10.16. Should the bidder in the request for quotations, request for proposals be evading the conclusion of the agreement, the competition commission may take another decision which is different from the one referred to in clauses 10.14 and 10.15, including on recommendation of the procurement from the single supplier.
10.17. The Customer may without giving a reason take a decision to waive the conclusion of the agreement without compensation to the winner or other bidder of expenses incurred by it related to the participation in the procedure for request for quotations, request for proposals.
10.18. Should the customer waive the conclusion of the agreement with the winner in the request for quotations and the bidder which proposed the same price in the quotation request as the winner, or whose proposal of the agreement price contains better terms next to the ones proposed by the winner as well as if the customer waives the conclusion of the agreement with the winner in the request for proposals and the bidder whose request was assigned number two, the customer shall post its notice on recognition of the request for quotations, request for proposals failed, in the unified information system.
10.19. In holding the request for proposals the Customer may, after completion of the assessment and comparison of proposals, grant an option to the bidders to raise the preference of their requests by reducing the price initially stated in the request (to announce re-bidding). A notice to the bidders about the commencement of re-bidding shall be made by posting a notice on the electronic trading facility. The Customer may announce a secret or public re-bidding. Re-bidding shall be deemed secret unless otherwise is contemplated in the notice of the Customer.
To participate in the re-bidding provided that it is announced, the bidders may, in the term set by the customer, submit a new price proposal. Such new price proposals signed by the bidders shall be submitted in the same order as the requests for participation in the procedure for request for proposals. New proposals on other terms for the performance of the agreement (except price) shall

not be examined within such re-bidding. The price received in the course of such re-bidding shall be deemed final proposal of the bidder.

11. Consequences of Recognizing the Request for Quotations, Request for Proposals Failed

11.1. Should the request for quotations, request for proposals be recognized failed and/or the agreement is not concluded with the procurement bidder which has submitted the only request for participation in the request for quotations, request for proposals or recognized the only bidder in the request for quotations, request for proposals, the Customer may hold the repeated request for quotations, request for proposals 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 Procedure
Appendix 2: Bidder Questionnaire Form
Appendix 3: Terms of Reference
Appendix 4: Draft Agreement

Appendix 1
to Procurement Documentation

Request for Participation[1] **In the Procurement Procedure:**
(state the name of the procurement procedure, procedure number if necessary lot number)
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 request for quotations, request for proposals and delivery of goods (performance of works, provision of services)
(state full name of legal entity/last name, first name, patronymic of individual)
Registered at the following address:
(state place of location address of legal entity/place of residence of individual)
proposes to conclude the agreement for
(state the subject-matter of the agreement)
In accordance with the price proposal and other documents which are an integral part of this request for participation in the procedure of public request for quotations, request for proposals.
Quote: Export cargo rate _____GBP excluding VAT per Kg Export mail rate _____GBP excluding VAT per Kg Import cargo rate _____GBP excluding VAT per Kg Import mail rate _____GBP excluding VAT per Kg Import reporting rate _____ GBP excluding VAT per flight Full acceptance of the Customer's contract draft by the participant _____ YES/NO.
2. This Request for participation in the request for quotations, request for proposals, 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-ФZ 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”.

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

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 request for quotations, request for proposals 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 request for quotations, request for proposals 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 request for quotations, request for proposals after the deadline for submission of bids for the request for price quotations, request for proposals.	
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. Copies of documents evidencing the right of the procurement bidder for delivery of goods where it is not a manufacturer and giving official warranties of the manufacturer of goods (in delivery of goods); 11.3. Information about functional specifications (consumer properties) and qualitative specifications of goods, work, and services. In the instances contemplated by the procurement documentation, also copies of documents evidencing the conformity of goods, works, services with the requirements established in accordance with the laws of the Russian Federation provided that the laws of the Russian Federation establish requirements for such goods, works, and services.	
According to the list on	pages

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

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

Appendix 2
To Procurement Documentation

BIDDER QUESTIONNAIRE FORM[2]
Procurement Procedure

(state the name of procedure)

Procedure No. _____ **Lot No.** _____
(state the procedure number) *(state the lot number)*

(state full name of entity in accordance with the Articles of Association and legal organizational form)

(state abbreviated name of the entity in accordance with the Articles of Association)

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 _____

[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

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4. Appendices to the Bidder Questionnaire Form:

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 a request for quotations in the unified information system (for foreign companies – statement from the Trade Register).	
3. 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 competition 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 competition shall also include a document evidencing the powers of such person.	
4. 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).	
5. 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.	
6. 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.	

5. Contact person _____

(state last name, first name, patronymic, telephone, fax, e-mail)

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

Principal _____

(title of the Principal) *(signature)* *(state initials, last name)*

SEAL

Date of Issuance _____ _____ _____

(DD) *(MM)* *(YYYY)*

Appendix 3
To Procurement Documentation

Terms of Reference

Cargo & mail handling at London Gatwick (LGW), UK

1. **Kind of service:**
   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 (SGHA 2013):

SECTION 1 – Management Functions

1.1 Representation

1.1.2 Liaise with local authorities

1.1.3 Indicate that the Handling Company is acting as handling agent for the Carrier

1.2 Administrative Functions

1.2.1 Establish and maintain local procedures

1.2.2 Take action on communications addressed to the Carrier

1.2.3 Prepare, forward, file and retain for a period specified in the Annex B, messages/reports/statistics/documents and perform other administrative duties in the following areas

f) Cargo services
g) Mail services
h) Support services
I) Security

1.2.4 Maintain the Carrier's manuals, circulars, and other operational documents connected with the performance of the services

1.2.6 (a) Any disbursements made by the Handling Company on behalf of the Carrier will be reimbursed by the Carrier at cost price plus an accounting surcharge not more than 5%.

1.3 Supervision and/or Co-ordination

1.3.3 Ensure that the third party(ies) is(are) informed about operational data and Carrier's requirements in a timely manner

1.3.4 Liaise with the Carrier’s designated representative

1.3.8 Verify dispatch of operational messages

1.3.9 Note irregularities and inform the Carrier

SECTION 4 – Load Control & Flight operations

4.1 Load Control

4.1.2 (a) Process
(b) Sign
Documents and information, including but not limited to, loading instructions, load and trim sheets, Captain’s load information and manifests where;
(2) Handling Company is performing inputs/updates when Load Control is performed by the Carrier or third party

4.2 Communications

4.2.2 (a) Compile, receive, process and send all messages in connection with the services performed by the Handling Company. The Handling Company is

authorized to use Carrier's originator code or double signature procedure
(b) Inform the Carrier's representative of the contents of such messages.

SECTION 5 – Cargo & Mail Warehouse Services

5.1 Cargo and Mail Handling—General

5.1.1 (a) Provide
1. Warehouse and storage facility(ies)
2. Warehouse handling equipment
3. Warehouse handling services
4. General cargo
5. Special shipments
6. Specialized cargo products
7. Post Office mail
8. Diplomatic mail
9. Diplomatic cargo
10. Company cargo/material

5.1.2 (a) Issue
(b) Obtain
(c) Make available to Carrier Receipt upon delivery of cargo

5.1.3 Take action to
(a) prevent theft or damage to the Carrier's cargo and mail in custody of the Handling Company
(b) Prevent theft or unauthorized use of, or damage to the Carrier's pallets, containers, nets, straps, tie-down rings and other material in the custody of the Handling Company. Notify the Carrier immediately of any damage to or loss of such items

5.2 Customs Control

5.2.1 (a) Prepare Customs documentation
(b) obtain Customs clearance
(c) place cargo under Customs control
(d) present to Customs cargo for physical examination for
1. Inbound cargo
2. Outbound cargo
3. Transfer cargo

5.3 Document Handling

5.3.1 (a) Prepare air waybill
(b) Check all documents to ensure shipment may be carried. The check shall not include the rates charged.
(c) Check security status for the shipment(s) concerned and take action as per Carrier's instructions
(d) Obtain capacity/booking information for the Carrier's flights.
(e) Split air waybill. Forward applicable copies of manifests and airway bills to the Carrier.
(f) Prepare cargo manifest(s)
(g) Provide the load control unit with Special Load Notification.

5.3.2 (a) Notify consignee or agent of arrival of shipments
(b) Make available cargo documents to consignee or agent

5.3.3 (a) Provide
1. Collection of "Charges Collect" as shown on the air waybill

2. Collection of other charges and fees as shown on the air waybill
Credit to consignees or agents

5.3.4 (a) Provide
Delivery of Cargo/Mail related documentation from/to agreed points and the aircraft,

5.4 Physical Handling Outbound/Inbound

5.4.1 Accept cargo, ensuring that
(a) machine-readable cargo labels are affixed and processed
(b) manual labels are affixed and processed
(c) shipments are “ready for carriage”
(d) the weight and volume and number of pieces of the shipments are checked
(e) the regulations for the carriage of special cargo, particularly the IATA Dangerous Goods Regulations (DGR), IATA Live Animals Regulations (LAR), and others have been complied with

5.4.2 Tally and assemble cargo for dispatch

5.4.3 Prepare
(a) Bulk Cargo
(b) ULDs using
(d) build up materials provided by Handling Company and establish
1. gross weight
3. ULD contour
and provide the load control unit with the information

5.4.4 Perform acceptance check on pre-built ULDs and establish, if accepted
(a) gross weight
(c) ULD contour
and provide the load control unit with the information

5.4.5 (a) Load outbound cargo on vehicles
(b) Assemble cargo for delivery to the aircraft

5.4.6 1. Offload bulk cargo from vehicles
2. Break down ULDs
3. Check incoming cargo against air waybills and manifests
4. Release cargo to the consignee or agent

5.4.7 Truck service loading/off-loading
(a) Check seals are intact on inbound trucks
(b) Offload truck prior to acceptance into warehouse
(c) Load truck after formal release from warehouse
(d) Place seals
Truck operated by/or on behalf of the Carrier

5.5 Transfer/Transit Cargo

5.5.1 Identify transfer/transit cargo

5.5.2 Prepare transfer manifests for cargo to be transported by another carrier

5.5.3 (a) Provide
Transport to the receiving carrier’s warehouse
1. on airport

5.5.4 Accept/prepare
(a) transfer cargo
(b) transit cargo for onward carriage

5.6 Post Office Mail

5.6.1 Check
(a) incoming
(b) outgoing
mail against Post Office mail documents

5.6.2 In case of missing documentation, issue substitutes

5.6.3 Transport mail from
cargo warehouse to postal facility & postal facility to cargo warehouse
1. on airport
together with documents, against receipt from postal authorities

5.6.4 Handle and check transfer mail against accompanying mail documents

5.6.5 Prepare
(a) Bulk mail
(b) ULDs and establish
(a) gross weight
(b) volume
(c) ULD contour
and provide the load control unit with the information

5.6.6 Distribute incoming and/or outgoing post office mail documents

SECTION 6 – Support Services

6.2 Automation / Computer Systems

6.2.1 (c) Operate
Computer hardware and other equipment (as specified in Annex B) to enable access to
2. Handling Company's system

6.2.2 Perform the following functions in
(b) handling company's system
(8) Cargo handling
(9) Post office mail handling

6.3 Unit Load Device (ULD) Control

6.3.1 (a) Provide
storage space for
cargo ULDs
post office mail ULDs

6.3.2 Take action to prevent damage, theft or unauthorized use of the Carrier's ULDs in the custody of the Handling Company. Notify the Carrier immediately of any damage or loss

6.3.3 (a) Take physical inventory of ULD stock and maintain records.
(b) Compile and despatch ULD control messages

6.3.4 Prepare ULD exchange control documentation for all transfers of ULDs and obtain signature(s) of the transferring and receiving carrier(s) or approved third parties and distribute copies

6.3.5 Handle lost, found and damaged ULDs and notify the Carrier of such irregularities

6.6 Surface Transport

6.6.1 (a) Provide for the transport of
3. Cargo
4. Post office mail
5. empty ULDs

Between
(b) airport and other agreed points
(c) separate terminals at the same airport

SECTION 7 – Security

7.2 Cargo and Post Office Mail

7.2.1 (a) Provide for
1. control of access to the cargo facilities
2. screening of cargo and/or mail
3. physical examination of cargo
4. holding of cargo and/or mail for variable periods
5. secure storage of cargo and/or mail

7.4 Aircraft

7.4.3 (a) Provide for security personnel
1. to safeguard all loads during the transport between aircraft and designated locations

2. Nomenclature, description of goods, possibility of substitution, equivalent:
In accordance with Contracts' conditions (after - Contract)

3. Volume
Not determined*

4. Place of delivery of goods, works, services
London Gatwick (LGW), UK

5. Terms and shipping schedule for goods, works and services
01.07.2018 – 30.06.2023

6. Requirements for safety, quality, technical performance, functionality (consumer properties) of goods, works and services, for sizes, packing, shipment of goods, work results established by the Customer and provided for technical maintenance rules in accordance with the laws of the Russian Federation about technical regulation, documents elaborated and applicable in the national system of standardization adopted in accordance with the laws of Russian Federation on standardization, other requirements related to the establishment of the conformity of goods to be supplied, work to be performed, service to be provided with the customer needs:
The services must be performed in accordance with internal manuals and instructions of the Customer (documentation in Russian and English; access to documentation will be provided after the Contract's signing) and in accordance with requirements and recommendations of ICAO and IATA.
Requirements for safety, quality, technical performance, functionality (consumer properties) of goods, work, and service, for sizes, packing, shipment of goods, work results established by the Customer and provided for technical maintenance rules in accordance with the laws of the Russian Federation about technical regulation, documents elaborated and applicable in the national system of standardization adopted in accordance with the laws of the Russian Federation on standardization, other requirements related to the establishment of the conformity of goods to be supplied, work to be performed, service to be provided – not applicable.

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

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

Not determined

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

Not determined

10. General requirements to the Handling Company

11.1 The Handling Company must have the appropriate certificate to provide cargo & mail handling at LGW airport. Scanned copy of certificate must be presented upon completion of the application to take part in the tender.

11.2 The Handling Company must present to the Customer the confirmation in free written form (with signature and stamp), by which it guarantees that all its staff has valid airport passes to provide handling of Customer's flights in LGW. The letter must be presented by the Handling Company upon completion of the application to take part in the tender.

11.3 In case the Handling Company fully accepts the contract draft of the Customer the Handling Company marks «yes» in application to tender application. If does not accept – «no».

11.4 All documents must be presented in Russian or English.

Appendix 4
To Procurement Documentation

STANDARD GROUND HANDLING AGREEMENT
ANNEX B — LOCATION(S), AGREED SERVICES AND CHARGES
To the Standard Ground Handling Agreement (SGHA) of January 2013

Between: Rossiya Airlines JSC
Having its principal office at: 18/4 Pilotov Street
1962 10 Saint Petersburg
Russia

And hereinafter referred to as ‘the Carrier’.

And:
Having its principal office at:

And hereinafter referred to as 'the Handling Company'
The Carrier and/or the Handling Company may hereinafter be referred to as “the Party (ies)”

This Annex:	B1.0
For the location(s):	London Gatwick (LGW)
Is valid from:	01 July 2018
And replaces:	This is a new agreement

PREAMBLE:

This Annex B is prepared in accordance with the simplified procedure whereby the Parties agree that the terms of the Main Agreement and Annex A of the SGHA of January 2013 as published by the International Air Transport Association shall apply to this Annex B as if such terms were repeated here in full. By signing this Annex B (hereinafter, the “Agreement”), the Parties confirm that they are familiar with the aforementioned Main Agreement and Annex A.

PARAGRAPH 1. HANDLING SERVICES AND 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 provide the following services of Annex A:

SECTION 1 – Management Functions

1.1 Representation
1.1.2 Liaise with local authorities
1.1.3 Indicate that the Handling Company is acting as handling agent for the Carrier

1.2 Administrative Functions
1.2.1 Establish and maintain local procedures
1.2.2 Take action on communications addressed to the Carrier
1.2.3 Prepare, forward, file and retain for a period specified in the Annex B,

messages/reports/statistics/documents and perform other administrative duties in the following areas

f) Cargo services
g) Mail services
h) Support services
I) Security

1.2.4 Maintain the Carrier's manuals, circulars, and other operational documents connected with the performance of the services

1.2.6(a)

1.3 Supervision and/or Co-ordination

1.3.3 Ensure that the third party(ies) is(are) informed about operational data and Carrier's requirements in a timely manner

1.3.4 Liaise with the Carrier's designated representative

1.3.8 Verify dispatch of operational messages

1.3.9 Note irregularities and inform the Carrier

SECTION 4 – Load Control & Flight operations

4.1 Load Control

4.1.2 (a) Process
(b) Sign
Documents and information, including but not limited to, loading instructions, load and trim sheets, Captain's load information and manifests where;
(2) Handling Company is performing inputs/updates when Load Control is performed by the Carrier or third party

4.2 Communications

4.2.2 (a) Compile, receive, process and send all messages in connection with the services performed by the Handling Company. The Handling Company is authorized to use Carrier's originator code or double signature procedure
(b) Inform the Carrier's representative of the contents of such messages.

SECTION 5 – Cargo & Mail Warehouse Services

5.1 Cargo and Mail Handling—General

5.1.1 (a) Provide

1. Warehouse and storage facility(ies)
2. Warehouse handling equipment
3. Warehouse handling services
4. General cargo
5. Special shipments
6. Specialized cargo products
7. Post Office mail
8. Diplomatic mail
9. Diplomatic cargo
10. Company cargo/material

5.1.2 (a) Issue
(b) Obtain

(c) Make available to Carrier Receipt upon delivery of cargo

5.1.3 Take action to

(c) prevent theft or damage to the Carrier's cargo and mail in custody of the Handling Company

(d) Prevent theft or unauthorized use of, or damage to the Carrier's pallets, containers, nets, straps, tie-down rings and other material in the custody of the Handling Company. Notify the Carrier immediately of any damage to or loss of such items

5.2 Customs Control

5.2.1 (a) Prepare Customs documentation

(b) obtain Customs clearance

(c) place cargo under Customs control

(d) present to Customs cargo for physical examination for

1. Inbound cargo
2. Outbound cargo
3. Transfer cargo

5.3 Document Handling

5.3.1 (h) Prepare air waybill

(i) Check all documents to ensure shipment may be carried. The check shall not include the rates charged.

(j) Check security status for the shipment(s) concerned and take action as per Carrier's instructions

(k) Obtain capacity/booking information for the Carrier's flights.

(l) Split air waybill. Forward applicable copies of manifests and airway bills to the Carrier.

(m) Prepare cargo manifest(s)

(n) Provide the load control unit with Special Load Notification.

5.3.2 (a) Notify consignee or agent of arrival of shipments

(b) Make available cargo documents to consignee or agent

5.3.3 (a) Provide

3. Collection of "Charges Collect" as shown on the air waybill

4. Collection of other charges and fees as shown on the air waybill

Credit to consignees or agents

5.3.4 (d) Provide

Delivery of Cargo/Mail related documentation from/to agreed points and the aircraft,

5.4 Physical Handling Outbound/Inbound

5.4.1 Accept cargo, ensuring that

(f) machine-readable cargo labels are affixed and processed

(g) manual labels are affixed and processed

(h) shipments are "ready for carriage"

(i) the weight and volume and number of pieces of the shipments are checked

(j) the regulations for the carriage of special cargo, particularly the IATA Dangerous Goods Regulations (DGR), IATA Live Animals Regulations (LAR), and others have been complied with

5.4.2 Tally and assemble cargo for dispatch

5.4.3 Prepare

(a) Bulk Cargo

(b) ULDs using
(d) build up materials provided by Handling Company and establish
1. gross weight
3. ULD contour
and provide the load control unit with the information

5.4.4 Perform acceptance check on pre-built ULDs and establish, if accepted
(a) gross weight
(c) ULD contour
and provide the load control unit with the information

5.4.5 (a) Load outbound cargo on vehicles
(b) Assemble cargo for delivery to the aircraft

5.4.6 1. Offload bulk cargo from vehicles
2. Break down ULDs
3. Check incoming cargo against air waybills and manifests
4. Release cargo to the consignee or agent

5.4.7 Truck service loading/off-loading
(a) Check seals are intact on inbound trucks
(b) Offload truck prior to acceptance into warehouse
(c) Load truck after formal release from warehouse
(d) Place seals
Truck operated by/or on behalf of the Carrier

5.5 Transfer/Transit Cargo

5.5.1 Identify transfer/transit cargo

5.5.2 Prepare transfer manifests for cargo to be transported by another carrier

5.5.3 (a) Provide
Transport to the receiving carrier's warehouse
1. on airport

5.5.4 Accept/prepare
(a) transfer cargo
(b) transit cargo for onward carriage

5.6 Post Office Mail

5.6.1 Check
(a) incoming
(b) outgoing
mail against Post Office mail documents

5.6.2 In case of missing documentation, issue substitutes

5.6.3 Transport mail from
cargo warehouse to postal facility & postal facility to cargo warehouse
1. on airport
together with documents, against receipt from postal authorities

5.6.4 Handle and check transfer mail against accompanying mail documents

5.6.5 Prepare
(a) Bulk mail
(b) ULDs and establish
(a) gross weight
(b) volume
(c) ULD contour
and provide the load control unit with the information

5.6.6 Distribute incoming and/or outgoing post office mail documents

SECTION 6 – Support Services

6.2 Automation / Computer Systems

6.2.1 (c) Operate
Computer hardware and other equipment (as specified in Annex B) to enable access to
2. Handling Company's system

6.2.2 Perform the following functions in
(b) handling company's system
(8) Cargo handling
(9) Post office mail handling

6.3 Unit Load Device (ULD) Control

6.3.1 (a) Provide
storage space for
cargo ULDs
post office mail ULDs

6.3.2 Take action to prevent damage, theft or unauthorized use of the Carrier's ULDs in the custody of the Handling Company. Notify the Carrier immediately of any damage or loss

6.3.3 (a) Take physical inventory of ULD stock and maintain records.
(b) Compile and despatch ULD control messages

6.3.4 Prepare ULD exchange control documentation for all transfers of ULDs and obtain signature(s) of the transferring and receiving carrier(s) or approved third parties and distribute copies

6.3.5 Handle lost, found and damaged ULDs and notify the Carrier of such irregularities

6.6 Surface Transport

6.6.1 (a) Provide for the transport of
3. Cargo
4. Post office mail
5. empty ULDs
Between
(e) airport and other agreed points
(f) separate terminals at the same airport

SECTION 7 – Security

7.2 Cargo and Post Office Mail

7.2.1 (a) Provide for
5.control of access to the cargo facilities
6.screening of cargo and/or mail
7.physical examination of cargo
8.holding of cargo and/or mail for variable periods
5.secure storage of cargo and/or mail

7.4 Aircraft

7.4.3 (a) Provide for security personnel
1. to safeguard all loads during the transport between aircraft and designated

locations

In consideration of the Handling Company providing the above listed services, the Carrier agrees to pay the Handling Company based on the following rates on exported cargo:

SECTION 8 - Charges

Charge Rates

1.2 For all freight volumes (including mail and courier) handled by the Handling Company, the following charge rates apply:

(i) Exports:

On-line Reception & Handling (flights): Export Cargo GBP p'kg

Export Mail Handling: GBP p'kg

The handling company will also recover all Export Terminal Handling Charges as detailed from the carrier:

a) Dangerous Goods Acceptance Checks
b) Live Animals Acceptance checks
c) Air Waybill Preparation Fee where requested by the shipper
d) Security Screening

(ii) Impo
rts:

General terminating cargo will be handled free of charge. All 512B Import Terminal Handling Charges will be retained by the Handling Company.

Terminating Import Mail: GBP p'kg

Transhipment Cargo Trucked another facility: GBP p'kg
(Excluding Trucking)

Air Transhipments GBP p'kg
(excluding Security)

Inter Airport Trucking As per attached tariff

Cargo Towing (to/from Acft Side) Each way GBP p'kg / GBP min

ICS Import reporting: To provide ICS entry summary declaration (ENS) at first point of entry into the EU GBP per flight

All other charges as per the published and current standard Terminal handling charges.

(iv) General

1.3 Charges will be calculated based on the chargeable weights only (in kilograms)

1.4 For Export Cargo cleared through Customs by the Handling Company, terminal charges according to IATA Resolution 512(b), or equivalent Terminal Handling Charges will be recovered by the Handling Company from the Carrier. The Handling Company will recover the Dangerous Goods check fee (where applicable) and any other charges not detailed in 1.2 in accordance with the current Terminal Handling Charge, from the Carrier. For the avoidance of doubt, where cargo is handled at more than one facility, handling will only be charged once.

1.5 Import Terminal Handling Charges will be debited to the consignee or agent and will be retained by the Handling Company.

1.6 Included in the Import Cargo handling charge is the invoicing and collection of freight charges, CC or COD amounts, the CC Fee being retained by the Handling Company. The Carrier will indemnify the Handling Company against non-recovery of these charges from IATA Agents, unless specifically advised, or any other companies if specifically advised.

1.7 For any import cargo transferring to an ERTS facility, Terminal Handling Charges will be levied to the clearing agent and will be retained by the Handling Company.

1.8 For any Customs (NCTS) paperwork raised on behalf of the Carrier and forwarded for discharge at another airport, whether in the UK or Europe, the Handling Company will hold the Carrier responsible for discharge. Should these documents not be discharged, the Carrier agrees to pay any fines issued by the relevant Customs authority.

1.9 Performance of service elements listed below will not attract additional charges and will be included in the flat rate per-kilo {ton} handling rates

Physical Handling

a. All accessorial materials: plastics, woods {nets, rings and straps not included}.
b. Movement, storage and inventory of ULDs {inter-airport}.
c. Inter – station empty ULD balancing.
d. No charges for re-handling in the next location {movement of built goods between two locations.

Paragraph 2. Additional Services and Charges

All services not included in Paragraph 1 of this Annex will be charged for at the current local rates. This current local price list is sent to the carrier with the first factual invoice.

Paragraph 3. Disbursements

3.1 Any disbursements made by the Handling Company on behalf of the Carrier will be reimbursed by the Carrier at cost price plus an accounting surcharge of _% (upon results of tender procedures and shall not exceed more than 5%).

Paragraph 4. Limit of Liability

4.1 The limit of liability will be in accordance with Article 8 of the Main Agreement.

Paragraph 5. Area of Responsibility

N/A

Paragraph 6. Transfer of Services

N/A

Paragraph 7. Settlement

7.1 Notwithstanding Sub-Article 7.2 of the Main Agreement, the Handling Company

shall invoice the Carrier, in local currency (GBP), the charges agreed herein and settlement of account shall be effected as follows in GBP:

- Terms of credit require payment thirty calendar days from date of invoice (invoice is sent on the date of issuance, via e-mail, and no later than by the 5th of the month following the reporting month), strictly net
- Charge disputes must be advised to the Handling Company within fourteen days of receipt of invoice
- All charges are exclusive of Value Added Tax of UK which will be levied additionally if applicable

7.2 Invoices will be sent to the following addresses:

The CARRIER	The HANDLING COMPANY
Rossiya Airlines JSC	
18/4 Pilotov Street	
Saint Petersburg	
Russia	
Email: OKR@Rossiya-airlines.com	
Bank Details	
Bank: Sberbank (Severo-Zapadny Head office)	Bank Details
St. Petersburg, Russia.	Account Name:
SWIFT: SABRRU2P	Bank:
Acc. Transit: 40 7029 7845 5001 0000 80	Account No:
Acc. Current: 40 7029 7815 5000 0000 80	Sort Code:
Correspondent Bank: Deutsche Bank AG,	Swift Code
Frankfurt am Main	Iban Acct No:
SWIFT: DEUTDEFF	VAT No:

Both Parties mutually agree that each Party will pay own bank expenses linked with the settlement of invoices.
Duration for adjustment of disputes on financial aspects (on invoices) is 6 calendar months.
Term of invoices issuance is limited to 6 months after the end of this Agreement.

Paragraph 8. Supervision and Administration

N/A

Paragraph 9. Duration, Modification and Termination

9.1 Notwithstanding Sub-Article 11.4 and 11.5 of the Main Agreement, this Agreement shall be valid from 01.07.2018 until 30.06.2023 and can be terminated by either party giving Sixty (60) days written notice at any time without restrictions.

9.2 This Agreement can also be terminated earlier by either party in accordance with the provisions below:

- either party may terminate this Agreement at any time if the other party is in material breach of any of its obligations hereunder and fails to remedy that breach within thirty (30) days of written notice, specifying the said breach;
- Either party may terminate with thirty (30) days written notice in the event of any materially commercially sensitive disclosure on the part of the Carrier or the Handling Company as provided for in sub-Article 2.2 of the Main Agreement.

9.3 From 01.07.2023 the Agreement can be prolonged upon mutual approval of the

Parties by signing the appropriate Addendum.

9.4 Any modification of or additions to this Agreement must be approved in writing and signed by the Carrier and Handling Company.

9.5 As from 01.07.2019 the rates shall be revised each year on application of the RPI. Such price adjustment shall be based on the annual average rate of change of the Retail Price Index (RPI) in the UK. The copy of the official publication source contained mentioned information with economic indicators must be provided to the Carrier preliminary. Nevertheless such price adjustment cannot be more than 3% annually. The Handling Company informs the Carrier officially in written (in accordance with Paragraph 10 below) about such adjustment as minimum 30 calendar days before it comes into effect. The notification must include the new rates for services as well as the validity period for the new rates mentioned.

Paragraph 10. Notification

In accordance Sub-article 11.3 of the Main Agreement, any notice or communication to be given hereunder shall be addressed to the respective parties as follows:

To Carrier:

Carrier:	Rossiya Airlines JSC
Street:	18/4 Pilotov Street
City, Country:	Saint Petersburg, Russia
Telephone:	+7 81 26 333 891
Mobile:	
Email:	a.nayda@rossiya-airlines.com & contract@rossiya-airlines.com
Attn:	Anna V. Nayda

To Handling Company:

The Handling Company:
Street:
City, Country:
Telephone:
Fax:
E-mail:
Attn:

Paragraph 11. Anti-Corruption

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

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

11.3 If the Parties have any suspicion of the occurrence or possible occurrence of any violation of the provisions stipulated in sub-paragraph 11.1, 11.2, 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 11.1, 11.2 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.

11.4 In case of violation by any Party of its obligations to refrain from any actions referred to in sub-paragraph 11.1, 11.2, the other Party shall be entitled to terminate the Agreement unilaterally and without any judicial procedures by giving a written notice of termination. The Agreement is deemed to be terminated after expiry of 30 (thirty) calendar days from the date of receipt by the corresponding Party of a written notice of termination. The Party initiating termination of the Agreement, in accordance with the provisions of this paragraph shall be entitled to claim compensation for actual damages resulting from such termination. The compensation term amounts to 30 (thirty) calendar days after the date of receipt of the corresponding claim from the Party initiating termination of the Agreement.

Paragraph 12. General

12.1 The full contract amount for its first period of validity does not exceed GBP 150 000, excluded VAT of UK. The mentioned amount is not considered as guaranteed payment amount to the Handling Company.

12.2 The Handling Company shall provide the Client with the information in respect to all its owners (beneficiaries), including the ultimate beneficiaries, as well as in respect to structure of executive bodies according to the form of the Appendix 1 to the present Agreement, attaching confirming documents.

Paragraph 13. Confidentiality

13.1 The terms of this agreement are confidential and belong exclusively to the Carrier and/or the Handling Company, and shall not be disclosed or reproduced, in whole or in part, or used for any purpose other than the one that may be previously expressly approved in writing by an authorized representative of each of the parties.

13.2. The Parties shall keep in strict confidence the details of this agreement and shall not divulge, directly or indirectly, any trade secrets, strategies, methods or confidential information in respect to this agreement to any third party. In the event that any of the parties is required to disclose any confidential information pursuant to a court order, or governmental or administrative request, and except for instances where requested or instructed specifically not to notify the other Party, it shall notify and co-operate with the Party, limit any disclosure to the minimum required by law and, to the extent possible, request that such information be kept confidential. This clause shall supersede the termination of this agreement.

Paragraph 14. Governing Law

14.1 In accordance with Article 9 of the Main Agreement, this Annex B shall be governed by and interpreted in accordance with the laws of England.

14.2 In accordance with Article 9 of the Main Agreement, courts for the resolution of disputes

shall be the Courts of England.

This agreement is made in two legally equal copies in English, one copy for each Party.

Signed the		Signed the	
at	London	at	Saint Petersburg
for and on behalf of	‘The Handling Company’	for and on behalf of	‘The Carrier’ Rossiya Airlines JSC
by		by	Mr Maxim Kerimov Ground Handling Department Director POA: Д-313/17 from 08.08.2017
by			

APPENDIX 1. INFORMATION ABOUT BENEFICIARIES

Contract (bank details, subject matter, total amount, validity)					Name of the counterparty				Owners/beneficiaries data (till the owners/beneficiaries of the last level)					
No. of contract and the date of entering into force	Subject matter of the contract	Total amount of the contract	Contract's validity	Bank details and legal address of the counterparty	Taxpayer identification No.	State registration No.	Name of the company	SVP name	Taxpayer identification No.	State registration No. (for legal	Name of the owner/ beneficiary	Registered address	CEO/owner/ shareholder/	List of the docs confirming the info about owners, shareholders and
Annex B1.0	Cargo Handling	TBD based on Carriers	3 Years	See Paragraph 7.2 of Annex B1.0	GB749 135 024	3887506	Worldwide Flight Services (WFS)	Pat Roberts	FR 1549 1807 558	RCS Paris	Worldwide Flight	WFS Global, 7 Blvd de la	WFS Global	XXXXX

Signed the

At: London

For and on behalf of the Handling Company

Signed the

at: Saint-Petersburg

For and on behalf of the Carrier
Rossiya Airlines

By Maxim Kerimov
By Ground Handling Department Director
POA: Д-313/17 from 08.0