

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

Approval date

09	03	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	09	03	2021	
Date and time for the request receiving completion	24	03	2021	10:00 MSK
Date for examination of procurement bidder proposals and summarizing of results	Date for examination of procurement bidder proposals «26» March 2021			
	Date for summarizing of results «26» March 2021			
Commencement date for providing clarifications on procurement documentation		09	03	2021
Completion date for providing clarifications on procurement documents		18	03	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	Distribution of the volume among the participants who took the 1,2 place: 1st place – 1,344 people 2nd place-576 people If one participant is allowed to participate in the procedure, the contract with them will be concluded for the amount of 1,920 people.			
Subject-matter of the procurement	Accommodation, meal and transfer services for employees of Rossiya Airlines JSC in Sharjah (UAE)			
Number of lots	1			

Lot № 1					
Name of the Subject-Matter of the Agreement (lot)		Accommodation, meal and transfer services for employees of Rossiya Airlines JSC in Sharjah (UAE)			
Initial (maximum) price of the agreement (lot)	Currency	Quantity (Scope)	Units of Measurement	Classification by OKVED2	Classification by OKPD2

314 400,00	USD	1 920	people	55.10	55.10
Place, conditions and terms (periods) of delivery of goods, performance of works, provision of services			Sharjah (UAE)		
Term and Payment Procedure for Goods (Work. Service)			Payment for the actual services rendered by the Contractor is made by the Customer on a monthly basis via money transfer within 30 (thirty) calendar days from the date of receipt of the invoice with the relevant supporting documents attached. Contract currency: US dollars (USD)		
Request Security (amount)			Not applicable		
Right of the Procurement Bidder to submit a draft of counter-agreement			Not provided: the bidder is obliged to accept all the terms of the draft contract		

Assessment and Comparing Criteria of Quotes		
Lot No.1		
Name of Criterion 1	Agreement price (To calculate the contract price, the maximum amount specified in the purchase documentation and the price offers specified in the bid of the participant shall be used, while the Agreement price shall not exceed the initial maximum Agreement price (lot))	
Points Calculation Procedure for Criterion 1	To calculate the number of points using the formula: Sbase / Sproposal x K, where: - Sbase - the best (lowest) of all the proposals of the participants; - Sproposal - assesses the proposals of the participants; K - the maximum number of points assigned to the respective criteria in accordance with right column of the table.	
Maximum number of points for criterion 1		90
Name of Criterion 2	Hotel category The participant must attach to the application for participation in the procurement procedure a valid certificate of compliance with the category of hotel 3* and higher (issued by the authorized body of the country at the location)	
Points Calculation Procedure for Criterion 2	- Hotel category 4 (four) stars and higher – the participant's application is awarded 5 points; - Hotel category 3 (three) stars – the participant's application is given 0 points.	
Maximum number of points for criterion 2		5
Name of Criterion 3	Possibility to provide laundry/ dry cleaning services free of charge for customer employees	
Points Calculation Procedure for Criterion 3	If the participant meets the following conditions: - providing a discount of 50% or more the participant's application is assigned the maximum number of points according to the criterion – 5 points; - no discount of 50% or more - 0 points are assigned to the participant's application.	
Maximum number of points for criterion 3		5
Total		100

1. General Terms of the Procurement Procedure

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

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

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

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

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

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

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

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

2. Procedure for Submission of Requests

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

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

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

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

- 3.1. Any bidder of the competitive procurement process may submit the customer in the order stipulated by the Federal law No. 223-FZ and regulations on procurement, an inquiry for clarification of the of the points of the procurement notice and (or) procurement documentation.

Within three working days from the date of receipt of the inquiry, the customer shall clarify the provisions of the competitive procurement documentation and place them in in the unified information system indicating the subject of the inquiry, but without specifying the name of participant of such procurement from whom the inquiry was received.

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

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

4. Payment Method for Goods, Work, and Service

- 4.1. The payment method is cashless transfer.

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

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

5.2.

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

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

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

procurement bidders of work to be performed, service to be provided which are the subject-matter of procurement, their quantitative and qualitative features.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The request of the procurement bidder may also be waived 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 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.	Cost of Single Room	_____ USD excluding VAT
2.	Cost of Twin / Double Room	_____ USD excluding VAT
3.	Cost of Breakfast (lunch box)	_____ USD excluding VAT
4.	Cost of Lunch	_____ USD excluding VAT
5.	Cost of Dinner	_____ USD excluding VAT
6.	Cost of a one-way transfer from the airport to the hotel and back	_____ USD excluding VAT
7.	Hotel category	_____ *
8.	Possibility to provide laundry/ dry cleaning services free of charge for customer employees	_____ %
9.	The location of the hotel (address)	_____
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-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".		

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

<p>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.</p>		
<p>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.</p>		
<p>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.</p>		
<p>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.</p>		
<p>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.</p>		
<p>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.</p>		
<p>9. We undertake not to amend and/or withdraw our bid for the procurement procedure after the deadline for submission of bids.</p>		
<p>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.</p>		
<p>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:</p>		
<p>11.1. The Questionnaire Form of the procurement bidder in the form of Appendix 2;</p>		
<p>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.</p>		
According to the list on	pages	
Principal		
(signature)		(state initials, last name)
SEAL		
Date of issuance		
(DD)	(MM)	(YYY Y)

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

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

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

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

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

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

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

1	Subject of purchase	Accommodation, meal and transfer services for employees of Rossiya Airlines JSC in Sharjah (UAE)	
2	Nomenclature, description of products (work, service)	Units of Measurement	Quantity (volume)
3	Hotel services for employees of Rossiya Airlines JSC, including accommodation and transfer services. At the same time employees are placed in standard single or standard twin rooms according to the Customer's request	People	At the request of the Customer, accommodation for up to 4 people per day, The total number of people is 1 920. * - this volume of requests for placement of the Customer's employees can be changed up or down.
4	Place of delivery/performance of works/rendering of services (address)	Sharjah (UAE)	
5	Period of services provision	From the moment of signing by the parties till 31.12.2022	
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 compliance of goods to be supplied, works to be performed, service to be provided with the customer needs	1	The services shall be rendered based on the contract concluded
		2	Providing meal in the hotel according to the buffet system
		3	Compliance of the hotel category 3* or 4*. The participant must attach to the application for participation in the procurement procedure a valid certificate of compliance with the 3*(three) star and higher hotel category.
		4	Arrangement of transportation or individual departure from the hotel to the airport in case of emergency.
		5	Availability of fire alarm system.
		6	The location of the hotel is not more than 25 kilometers from the airport of Sharjah (UAE) (airport-hotel, hotel-airport). On public roads, confirmed from open sources of information https://yandex.ru/maps/ ; https://www.google.com/maps/
		7	Absence of noise sources near the hotel (markets/night clubs/bars/windows overlooking RWY in case of airport hotel accommodation). The noise level in the rooms for the rest of the employee should not exceed 45 dBA LAequiv, short-term (up to 1 minute) LAmx 65 dBA.
		8	Availability of your own restaurant on the territory of the hotel to provide food services, or other food service provider (lessee). For confirmation, provide

			an information letter about the availability of your own catering facility (restaurant, cafe) or a lease agreement for the organization of meals (the first and last page without specifying the commercial component)
	9		Disinfection, disinsection and deratization of rooms, buildings, and vehicles.
	10		Availability of window/door screens or provision of anti-mosquito plug-in.
	11		Security in the hotel and surrounding area
	12		Round-the-clock customer support service.
	13		Availability of an Elevator when placing from the third floor and above.
	14		Ensuring the possibility to call and deliver health care.
	15		Ensuring the possibility to increase the number of rooms in case of need to settle employees on the basis of gender, if required for the organization of inspections, if required for the placement of employees in the irregular situation.
	16		For double occupancy, only rooms with separate beds are available. A shared bed is not allowed.
	17		Not carrying out on the territory of the hotel repair, renovation, other construction and economic activities lasting more than a day during the period of validity of the accommodation agreement (with the exception of force majeure in the definition of the draft agreement).
	18		Constant supply of hot and cold water in the rooms. In case of preventive maintenance, bathrooms shall be equipped with boilers for water heating or the hotel shall have its own boiler facility.
	19		The living rooms and common areas shall be cleaned on daily basis in a wet manner with the use of detergents permitted in the prescribed order. Daily cleaning of floors and plumbing fixtures in the shower and toilets using cleaning detergent for disinfection. Vacuuming - if there are carpets.
	20		Rooms, corridors, hallways must have natural light. Toilets, bathrooms, shower, storerooms, and other short-stay utility spaces may be without natural light. The level of illumination of places for reading and table games, with due regard to total and local artificial light, shall be at least 200 lx for luminescent lamps and 100 lx for filament lamps.
	21		Window area shall be equipped with sound damper and have double curtains, one of them – black-out curtains or special window shades.
	22		The room has a regulated individual or shared

		<p>heating, ventilation and air conditioning system. Required microclimatic parameters: During the heating season: - air temperature-20.0-22.0°C; - relative humidity-30.0-60.0%; - the speed of the air movement is not more than 0.15 m/sec. During the warm season: - air temperature-22.0-25.0°C; - relative humidity-30.0-60.0%; - the speed of the air movement is not more than 0.25 m/sec.</p>
	23	Non-slip coating in the hallways, rooms, bathrooms.
	24	Safe deposit box in the room or at the reception desk.
	25	Availability of fridge and hairdryer in the room.
	26	Change of linen is obligatory upon check-in, and then once every two days.
	27	Daily wet cleaning.
	28	Availability of 2 bottles of drinking water, 1 L per day per person. Unrestricted free access to drinking water for the Customer's employees on the floor.
	29	Provision of boiling water for all employee regardless of time of day.
	30	Internet connection in the rooms (free of charge Wi-Fi (transmission speed - at least 2Mb/sec))
	31	Iron board and press iron in the rooms or on living floor.
	32	Providing food ration (lunch box) at night from 22:00 to 07:00 in case of impossibility to organize a full-fledged hot meal. The cost of the lunch box corresponds to the established cost of Breakfast or dinner in accordance with Annex 1 of the Agreement
	33	Room area (except for bathroom, protruding and recessed balcony area) shall be: Single room not less than 12 sq m; Twin room not less than 15 sq m.
	34	Contractor's readiness for monitoring or other control procedures to be performed by the Customer to ensure the quality of the services rendered for the duration of the contract (audit).
	35	Availability of a conference room or similar room for holding briefings of the Customer's employees.
	36	<p>The hotel staff provides the following services to the Customer's employees without additional payment:</p> <ul style="list-style-type: none"> -possibility to use a first-aid kit; - "wake-up call" by a certain time.

		37	Providing employees with a transfer on the route airport-hotel-airport according to the time and date specified in the Customer's request. The vehicle is provided in proper condition, the required passenger capacity, depending on the number of employees specified in the Customer's request. Employees are transported by one vehicle, separately from other clients of the Contractor, with preliminary disinfection of the vehicle before each trip. It is forbidden to stop a vehicle without a valid reason on the route.
		38	When organizing the presence of the Customer's employees in public places of hotels, observe measures of social distance of 1.5 meters, including when eating.
		39	English speaking personnel.
7	Requirements for services provision order	1	The Requests shall be sent to the Contractor on an as-needed basis any day of the week, 24-hours around the clock.
		2	Check-out time per day of stay of the employees shall be the time specified in the Customer's Request.
		3	In case of stay for more than 24 hours: - and no more than the next 6 hours – the room rate shall be calculated per 1 day; - and no more than the next 12 hours – the room rate shall be calculated per 1.5 day; - and more than the next 12 hours – the room rate shall be calculated per 2 days.
		4	Daily provision of standard rooms to the Customer's employees for single and twin occupancy, according to the Customer's request.
		5	It is mandatory to be able to provide dry cleaning / Laundry services to the Customer's employees. Responsibility for ordering and paying for dry cleaning/Laundry services is assigned to the Customer's employees who ordered the service at their own expense.
		6	food-buffet / set menu /complex / special menu with options choice of cold and hot snacks, non-alcoholic cold / hot drink (tea or coffee), desserts and pastries.
		7	In case of early arrival/late departure – arrangement of meals (for example, lunch-box). The lunch box is charged at the rate of the ration for Breakfast
		8	Cuisine – European cuisine or local cuisine subject to the meal rations. Meal station shall be placed in the hotel building.
		9	The employees shall be checked in no later than 20 minutes after arrival.

		10	In case of early arrival/late departure/ delay or change of the time of the flight, it should be always possible to extend the time of stay.
8	Requirements for the price formation of the service:	1	Estimated cost of accommodation for employees in a standard room (per person, without Breakfast, including taxes and fees):
		1.1	Single Room - 85 USD / day.
		1.2	Twin / Double Room - 85 USD / day.
		2	Estimated price of food for 1 person:
		2.1	Breakfast (lunch box)– 20 USD
		2.2	Lunch – 25 USD
		2.3	Dinner – 25 USD
		3	Estimated cost of transfer
		3.1	The cost of a one-way transfer from the airport to the hotel and back is 60 USD
		4	Calculation of the price of the contract concluded by results of procedure of purchase is made with use of the price offer from the application of the participant, proceeding from the following volumes:
		4.1	Accommodation in Standard Single room: 960 people
		4.2	Accommodation in Standard Twin / Double room: 960 people
		5	Quantity of food: Breakfast (lunch box)- 1920 pieces, lunch-1920 pieces, dinner- 1920 pieces
		6	Quantity of transfer in one direction on the route Airport-Hotel and back (Transfer):- 960 pieces
		7	Quantitative volumes for the participant who took the 1st place: number of people placed: 1,344: - accommodation of employees in a single room: 672 people - accommodation of employees in a double room: 672 people. - number of food sets: breakfast-1344 pieces, lunch-1344 pieces, dinner-1344 pieces. - transfer – 672 pieces
		8	Quantitative volumes for the participant who took the 2nd place: number of people placed: 576: - accommodation of employees in a single room: 288 people - accommodation of employees in a double room: 288 people. - number of food sets: breakfast-576 pieces, lunch-576 pieces, dinner-576 pieces. - transfer – 288 pieces
		9	When calculating the contract price, the price offers from the winner's application shall be used. Specified prices shall be valid after signature of the service contract.

		10	These volumes are indicative and do not entail for the customer the obligation to order services in the specified amount.
9	Requirements for the term and scope of the warranty to be provided with respect to quality of goods, work, and service	The Service Provider hereby warrants that the services delivered/provided to the Customer will have no defects of material, workmanship and may be used as intended. The warranty remains valid for at least 12 months.	
10	Other necessary information or additional requirements	1	Along with the Request for Competitive Procurement, provide the Customer with documents evidencing of the Contractor's right to render services in the hotel individually (title to the hotel facility, hotel management contract) or any other document supporting the right to accommodate the required number of the employees in the hotel as specified in the Request.
		2	Within submitting the application provide to the Customer with the letter in reference to availability/absence of English speaking personnel.
		3	24/7 support service for Customer's members.
		4	Specifying the name and address of the accommodation facility in Request for Competitive Procurement.
		5	Availability of authorizations confirming that the Contractor passed a certification procedure, was approved and recognized in accordance with the applicable law;

ДОГОВОР №	Contract No.
г. Санкт-Петербург	Saint Petersburg
«__» _____ 2021	“__” _____ 2021
с _____, основным местоположением _____, именуемое в дальнейшем «Исполнитель» в лице _____, действующего на основании _____, с одной стороны,	_____ having its principal place of business at _____, hereinafter referred to as the "Contractor" , represented by _____, acting _____ on the one part,
и Акционерное Общество «Авиакомпания «Россия» , с основным местоположением РФ, Санкт-Петербург, 196210, улица Пилотов, 18/4, именуемое в дальнейшем «Заказчик», в лице директора департамента управления персоналом Перфильева И.В., действующей на основании доверенности № Д-33/21 от 27.01.2021с другой стороны, а вместе именуемые «Стороны», заключили настоящий Договор о нижеследующем:	And Rossiia Airlines JSC , having its principal place of business in the Russian Federation at St. Petersburg, 196210, Pilotov st., 18/4, hereinafter referred to as the "Customer" , represented by Director of personnel department Ilia V. Perfiliev, acting under power of attorney № Д-33/21 from 27.01.2021, on the other part, collectively referred to as the "Parties" , have entered into this Contract as follows:
1. ПРЕДМЕТ ДОГОВОРА	1. SUBJECT MATTER OF THE CONTRACT
1.1. Исполнитель обязуется по заявкам Заказчика или уполномоченного представителя Заказчика (далее – Заявки) оказывать Заказчику перечисленные в п.1.2. Договора услуги по трансферу, питанию и размещению работников в гостинице _____, расположенной по адресу: _____ (далее Гостиница). Заказчик обязуется своевременно и в полном объеме оплачивать эти услуги по согласованным тарифам, указанным в Приложении №1 к настоящему Договору.	1.1. The Contractor shall, at the request of the Customer or an authorized representative of the Customer (hereinafter referred to as the Request), provide the Customer with listed in clause 1.2 transfer, meal and accommodation services for Customer staff members in the hotel _____, located at _____ (hereinafter, the Hotel). The Customer shall pay for these services in full and in a timely manner subject to the agreed rates specified in Annex 1 hereto.
1.2. Перечень услуг, оказываемых Исполнителем:	1.2. List of services to be provided by the Contractor:
1.2.1 Бронирование, предоставление услуг проживания для работников Заказчика в гостинице _____	1.2.1 Booking, providing of the accommodation services to staff members in the hotel _____
1.2.2 Предоставление питания работникам (согласно заявке) в _____	1.2.2 Provision of meal to employees (according to the request) in the hotel _____

<p>гостинице _____</p> <p>1.2.3 Предоставление круглосуточного трансфера по маршруту: - Аэропорт – Отель и обратно.</p> <p>1.2.4 Предоставление бесплатного подключения к интернету в номерах и в общих зонах.</p>	<p>1.2.3 Provision transfer 24/7: - Airport – Hotel and back.</p> <p>1.2.4 Provision of a free access to the Internet in suites and in common areas.</p>
<p>2. ОБЯЗАННОСТИ СТОРОН</p>	<p>2. OBLIGATIONS OF THE PARTIES</p>
<p>2.1 Исполнитель обязан:</p> <p>2.1.1 Оказывать Заказчику услуги, указанные в п.1.2 в соответствии с направленной Заказчиком Заявкой и с надлежащим качеством, соответствующим уровню звездности гостиницы (не ниже 3*).</p> <p>2.1.2 Предоставлять по запросу Заказчика свидетельство о присвоении категории звездности гостинице, лицензии и иные документы, подтверждающие соответствие Исполнителя или гостиницы установленным стандартам.</p> <p>2.1.3 Осуществлять контроль своевременной регистрации паспортов, виз и иных документов в установленном порядке (если применимо).</p> <p>2.1.4 Обеспечивать круглосуточную службу поддержки сотрудникам Заказчика.</p> <p>2.1.5 Информировать сотрудников Заказчика, указанных в заявке Заказчика, о соблюдении правил проживания в гостинице. В случае возникновения конфликтных ситуаций между сотрудниками Исполнителя / гостиницы и сотрудниками Заказчика по вопросам организации размещения, питания и трансфера, состояния номеров, качества предоставленного обслуживания, Исполнитель должен способствовать их урегулированию</p> <p>2.1.6 Предоставлять номера для сотрудников Заказчика, оснащенные бесплатным выходом в интернет (Wi-Fi), кондиционером, шумоизоляцией, достаточным естественным освещением, жалюзи или плотными шторами (black out), санузлом, круглогодичным горячим и холодным водоснабжением.</p> <p>2.1.7 Обеспечить наличие питьевой</p>	<p>2.1 The Contractor is obliged to:</p> <p>2.1.1 Render the services to the Customer as specified in clause 1.2 in accordance with the Request sent by the Customer and with proper quality according to the star-rating of the hotel (not lower than 3*).</p> <p>2.1.2 Upon the Customer's request provide hotel star rating certificate, licenses and any other documents confirming the compliance of the Contractor or the Hotel with the standards in place.</p> <p>2.1.3 Ensure timely registration of passports, visas and other documents in established order (if applicable).</p> <p>2.1.4 Provide 24-hour support services to the Customer's members.</p> <p>2.1.5 Inform the Customer's members specified in the Customer's Request on compliance with the hotel accommodation rules. In case of any conflicts between the Contractor/Hotel personnel and the Customer's members on the issues of accommodation, meal and transfer, condition of the rooms, quality of the services rendered, the Contractor shall facilitate their settlement.</p> <p>2.1.6 Provide rooms for the Customer's members equipped with free Internet access (Wi-Fi), air-conditioning, sound-insulation, sufficient natural light, window shades or black-out curtains, toilet facilities, year-round hot and cold water supply.</p> <p>2.1.7 Ensure the availability of drinking water in the room (at least 1 liter per person per day) and round-the-clock access to boiled water, or the availability of coolers in public areas.</p> <p>2.1.8 Monitor the accommodation conditions of the Customer's members in accordance with the established hotel</p>

<p>воды в номере (не менее 1 литра на человека в сутки) и доступом к кипятку круглосуточно, либо наличием кулеров в общедоступных местах.</p> <p>2.1.8 Осуществлять контроль условий проживания сотрудников Заказчика в соответствии с установленными правилами предоставления гостиничных услуг.</p> <p>2.1.9 Обеспечивать содержание гостиничных номеров в порядке, соответствующем санитарно-эпидемиологическим и противопожарным нормам.</p> <p>2.1.10 Организовать транспортировку, либо самостоятельный выезд из гостиницы в аэропорт в случае ЧП.</p> <p>2.1.11 Принимать Заявки Заказчика и осуществлять предоставление услуг согласно п.1.2 настоящего Договора на круглосуточной основе.</p> <p>2.1.12 Информировать Заказчика о возможности оказания услуг и направлять подтверждение на электронный адрес Заказчика в течении 24 часа после получения Заявки.</p> <p>2.1.13 Предоставлять номера, зарезервированные в соответствии с Заявкой.</p> <p>В случае невозможности размещения сотрудников Заказчика в номерах, согласно подтвержденной Заявке, Исполнитель предоставляет иные номера не ниже категории «Стандарт» или обеспечивает проживание сотрудников Заказчика в ином объекте размещения в соответствии с установленными настоящим Договором условиями и ценами по предварительному согласованию с Заказчиком</p> <p>2.1.14 Предоставить для работы с Заказчиком менеджера, обладающего полномочиями принятия решений по исполнению настоящего Договора со стороны Исполнителя.</p> <p>2.1.15 Предоставлять по заявкам сотрудников Заказчика услуги прачки/химчистки за счет личных средств заказавших услугу сотрудников Заказчика с оплатой в период</p>	<p>service rules.</p> <p>2.1.9 Ensure the maintenance of the hotel rooms in a manner consistent with sanitation-and-epidemiological and fire protection regulations.</p> <p>2.1.10 Arrange the transportation or individual departure from the hotel to the airport in case of emergency.</p> <p>2.1.11 Accept the Requests and provide the services subject to clause 1.2 hereof on a round-the-clock basis.</p> <p>2.1.12 Inform the Customer about the possibility of providing the services and send the Request-confirmation to the Customer's e-mail within 24 hour from receipt of the Request.</p> <p>2.1.13 Provide rooms booked in compliance with the Request.</p> <p>If it is not possible to accommodate the Customer's members in the rooms according to the confirmed Request, the Contractor provide other rooms but not lower than the Standard category or ensure the accommodation of the Customer's members in another accommodation facility in accordance with the conditions and prices established by this Contract upon prior approval of the Customer.</p> <p>2.1.14 Provide for interaction with the Customer the manager who has the authority to make decisions on the execution of the Contract by the Contractor.</p> <p>2.1.15 Provide at the Customer's members order the laundry/ dry cleaning services at the expense of Customer's employees personal funds with payment during the staying.</p> <p>2.1.16 Notify the Customer in writing about change of service conditions, accommodation rules, contact details, irregular and conflict situations, repair and construction works or other significant information.</p> <p>2.1.17 Prepare and send to the Customer statistical/ accounting statements containing the following information about the services rendered to the Customer:</p> <ul style="list-style-type: none"> - Scope of the rendered services - List of the serviced Customer's members
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<p>размещения.</p> <p>2.1.16 Письменно информировать Заказчика об изменении условий оказания услуг, правил проживания, контактных данных, сбойных и конфликтных ситуациях, ремонтных и строительных работах и иных значимых сведениях.</p> <p>2.1.17 Формировать и направлять Заказчику статистические / бухгалтерские отчеты, содержащие следующую информацию по услугам, оказанным Заказчику:</p> <ul style="list-style-type: none"> - Объем оказанных услуг - Реестр обслуженных сотрудников Заказчика - Счета <p>2.1.18 Оперативно реагировать на обращения / претензии / жалобы Заказчика, подтверждать принятие в работу в течение 24 часов после получения и давать пояснения в течение и не позднее 10 (десяти) календарных дней, при необходимости согласовывая изменение срока с Заказчиком.</p> <p>2.1.19 Обеспечить проведение дезинфекции, дезинсекции и дератизации номеров, здания, транспортных средств.</p> <p>2.1.20 Обеспечить наличие охраны гостиницы и прилегающей территории.</p> <p>2.1.21 Обеспечить обязательную возможность вызова и оказания скорой медицинской помощи.</p> <p>2.1.22 Обеспечить наличие сейфа в номере или на ресепшн.</p> <p>2.1.23 Обеспечить наличие в номере холодильника, фена.</p> <p>2.1.24 Направлять технически исправный автотранспорт для перевозки работников Заказчика в место и сроки, указанные в Заявке Заказчика. Время ожидания трансфера не должно превышать 10 минут.</p> <p>2.1.25 Работники перевозятся одним транспортным средством, отдельно от других клиентов Исполнителя.</p> <p>2.1.26 Предоставлять для обслуживания высококвалифицированных водителей.</p> <p>2.1.27 В случае поломки транспорта</p>	<p>- Invoices</p> <p>2.1.18 Promptly respond to the Customer's requests/ claims/ complaints, confirm the acceptance within 24 hour after receipt and provide explanations within and no later than 10 (ten) calendar days, if necessary, coordinating the change of time with the Customer.</p> <p>2.1.19 Provide the disinfection, disinsectization and deratization in rooms, building, transport vehicle</p> <p>2.1.20 Provide the security presence in the hotel and surrounding area.</p> <p>2.1.21 Provide the possibility to call and deliver health care.</p> <p>2.1.22 Provide safe deposit box availability in the room or at the reception desk.</p> <p>2.1.23 Provide the availability of fridge and hairdryer in the room.</p> <p>2.1.24 Send technically serviceable vehicles to transport the Customer's employees to the place and time specified in the Customer's Request. The waiting time for the transfer should not exceed 10 minutes.</p> <p>2.1.25 Employees are transported by one vehicle, separately from other clients of the Contractor.</p> <p>2.1.26 Provide highly qualified drivers for servicing.</p> <p>2.1.27 in case of transport failure, provide a backup transport within 20-30 minutes for the transportation of the Customer's employees without charging additional fees.</p> <p>2.1.28 Inform the Customer about the possibility of providing transport services and send confirmation by email ook.estafety@rossiya-airlines.com within 1 hour after receiving the Customer's Request.</p>
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<p>предоставлять в течении 20-30 минут для перевозки работников Заказчика резервный транспорт без взимания дополнительной платы.</p> <p>2.1.28 Информировать Заказчика о возможности оказания услуг предоставления транспорта и направлять подтверждение по электронной почте ook.estafety@rossiya-airlines.com в течение 1 часа после получения Заявки Заказчика.</p>	
<p>2.2 Заказчик обязан:</p> <p>2.2.1 Указывать в Заявке (Приложение №2) максимально полные сведения о бронируемых услугах, включая, но не ограничиваясь: наименование услуги, указание даты, времени и продолжительности оказания услуг, количество сотрудников Заказчика, данных о них в объеме, необходимом для исполнения соответствующей Заявки, требования Заказчика к организации оказания услуг, ответственное лица со стороны Заказчика.</p> <p>2.2.2 Направлять заявки на электронный адрес Исполнителя не позднее чем за 24 часа до заселения сотрудников Заказчика.</p> <p>Выполнение дополнительной и/или срочной заявки при наличии свободных номеров.</p> <p>2.2.3 Информировать Исполнителя об аннулировании или изменении Заявки и (или) об отказе от исполнения Договора в письменном виде, руководствуясь сроками и условиями изменения и аннулирования заявок, определенными Договором.</p> <p>2.2.4 Довести до сведения сотрудников \ представителей Заказчика:</p> <ul style="list-style-type: none"> – Предмет и положения настоящего Договора; – Контактную информацию Исполнителя. <p>2.2.5 Своевременно и в полном объеме оплачивать оказанные услуги Исполнителю на условиях раздела 4 настоящего Договора и в соответствии с выставляемыми Исполнителем</p>	<p>2.2 The Customer obliged:</p> <p>2.2.1 Specify in the Request (Appendix No. 2) the fullest possible information of the required services, including but not limited to: service description, date, time and duration of the services provision, number of the Customer's members, information about members to the extent necessary for execution of the respective Request, Customer's requirements for organization of the services provision, Customer's designated person.</p> <p>2.2.2 Send the Requests to the Contractor's e-mail no later than 24 hours prior to check-in of the Customer's members.</p> <p>Additional and/or urgent Requests may be executed in case of available rooms.</p> <p>2.2.3 Notify the Contractor on the Request cancellation or change and/or refusal from execution of the Contract in writing based on terms and conditions of alteration and cancellation of the request, defined herein.</p> <p>2.2.4 Inform the members/ representatives of the Customer of:</p> <ul style="list-style-type: none"> – Subject-matter and provisions of this Contract; – Contractor's contact details. <p>2.2.5 Pay for the services to the Contractor in full and in a timely manner subject to paragraph 4 of this Contract and in compliance with the invoices issued by the Contractor and accepted by the Customer.</p> <p>2.2.6 Notify the Contractor of any changes in the conditions of services provision, contact details, irregularities and other significant information.</p>

<p>счетами, подтвержденными Заказчиком.</p> <p>2.2.6 Информировать Исполнителя об изменении условий оказания услуг, контактных данных, сбойных ситуациях и иных существенных сведениях.</p>	
<p>3. ПОРЯДОК БРОНИРОВАНИЯ И ТРЕБОВАНИЯ К ПРЕДОСТАВЛЕНИЮ УСЛУГ</p>	<p>3. SERVICE BOOKING ORDER AND REQUIREMENTS TO THE SERVICES PROVISION</p>
<p>3.1 Заказчик направляет Исполнителю Заявку на бронирование услуг, содержащую сведения, указанные в п.2.2.1 настоящего Договора.</p> <p>3.2 Заказчик оформляет Заявку по форме Приложения №2 и направляет на электронный адрес Исполнителя:</p> <p>3.3 Ответное сообщение Исполнителя отправляется на электронный адрес Заказчика: BusinessTrip@rossiya-airlines.com; ook.estafety@rossiya-airlines.com.</p> <p>3.4 Исполнитель в течение 1 (одного) часа с момента поступления Заявки письменно подтверждает ее принятие к исполнению, сообщает сроки, в которые могут быть оказаны перечисленные в Заявке услуги, а также стоимость услуг, либо предлагает иные варианты оказания услуг, отличные от запрошенных в Заявке, для согласования окончательного решения по оказанию запрошенных услуг.</p> <p>3.5 В любом случае оказание услуг производится только после согласования объема и места оказания услуг с Заказчиком.</p> <p>3.6 Исполнитель информирует Заказчика об особенностях исполнения Заявки.</p> <p>3.7 Аннуляция или изменение Заявки осуществляется Исполнителем по заявке Заказчика без штрафных санкций в адрес Заказчика. Исполнитель услуг должен подтвердить отмену в течение 2 часов после получения запроса Заказчика.</p> <p>3.8 Все услуги, предоставляемые Исполнителем, могут быть заказаны как в комплексе, так и по отдельности.</p> <p>3.9 При продолжительности проживания свыше 24 часов:</p>	<p>3.1 The Customer shall send to the Contractor a Request for service booking containing information specified in clause 2.2.1 hereof.</p> <p>3.2 The Customer makes the Request by the form of Annex 2 and send it to the Contractor's e-mail:</p> <p>3.3 The Contractor's response shall be sent to the Customer's e-mail: BusinessTrip@rossiya-airlines.com; ook.estafety@rossiya-airlines.com.</p> <p>3.4 The Contractor within 1 (one) hour from receipt of the Request confirms in writing its acceptance, inform about the time limits within the services listed in the Request may be rendered, as well as about the services cost, or offer other options of rendering the services, different than those requested in the Request, for consideration final decision in reference to provision of the requested services.</p> <p>3.5 In any case, the services shall be provided only upon approval of the scope and place of service provision with the Customer.</p> <p>3.6 The Contractor notifies the Customer about the particulars of the Request execution.</p> <p>3.7 Cancellation or change of the Request shall be made by the Contractor at the Customer's request without penalties to the Customer. The contractor shall confirm the cancellation of services within 2 hours after the receipt thereof from the Customer.</p> <p>3.8 All services provided by the Contractor may be requested both as a package and separately.</p> <p>3.9 for stays longer than 24 hours: - and no more than the next 6 hours – the cost of the room is calculated for 1 day;</p>

<p>- и не более следующих 6-ти часов – расчет стоимости номера производится за 1 сутки;</p> <p>- и не более следующих 12-ти часов - расчет стоимости номера производится за 1,5 суток;</p> <p>- и более следующих 12 часов - расчет стоимости номера производится за 2 суток</p> <p>3.10 Требования к порядку предоставления услуги:</p> <p>3.10.1 Заявки на услуги направляются Исполнителю в случаях возникновения необходимости в любой день недели, 24 часа в сутки.</p> <p>3.10.2 Гибкая регистрация заезда / отъезда при наличии свободных номеров</p> <p>3.10.3 Обязательное наличие возможности предоставлять сотрудникам Заказчика услуги химчистки / прачечной. Ответственность за заказ и оплату услуг химчистки/прачечной возлагается на заказавших услугу сотрудников Заказчика за счет их личных средств.</p> <p>3.10.4 Предоставление круглосуточного трансфера по маршруту: - Аэропорт – Отель и обратно.</p>	<p>- and no more than the next 12 hours</p> <p>- the room rate is calculated 1.5 days in advance;</p> <p>- and more than the next 12 hours-the cost of the room is calculated for 2 days</p> <p>3.10 Requirements to the order of service provision:</p> <p>3.10.1 The Requests shall be sent to the Contractor on an as-needed basis any day of the week, 24-hours around the clock.</p> <p>3.10.2 Flexible Check-in/Check-out upon availability</p> <p>3.10.3 Mandatory availability of the possibility to provide the Customer's employees with dry cleaning / Laundry services. The responsibility for ordering and paying for dry cleaning/Laundry services rests with the Customer's employees who ordered the service at their own expense.</p> <p>3.10.4 Provision transfer 24/7: - Airport – Hotel and back.</p>
<p>4. ПОРЯДОК РАСЧЕТОВ И ПЛАТЕЖЕЙ</p>	<p>4. PAYMENT PROCEDURE</p>
<p>4.1 Налоги на любые тарифы, охватываемые настоящим Контрактом, взимаются или не взимаются в соответствии с действующим законодательством страны, в которой оказывается услуга. Стороны будут оплачивать подлежащие выплате налоги в своих соответствующих юрисдикциях и не несут никаких обязательств по оплате каких-либо иных налогов. Тарифы фиксированы на период действия настоящего договора и указаны в долларах США (USD). Тарифы включают НДС и туристический налог.</p> <p>4.2 Ежемесячно (не позднее 10 десятого дня месяца, следующего за отчетным месяцем), Исполнитель направляет Заказчику счета за фактически оказанные услуги отчетный</p>	<p>4.1 Taxes on any tariffs covered by this Contract shall be levied or not levied in accordance with the applicable laws of the country in which the service is provided. The parties will pay the taxes payable in their respective jurisdictions and have no obligation to pay any other taxes. Rates are fixed for the period of validity of this agreement and are indicated in US dollars (USD). Rates include VAT and tourist tax.</p> <p>4.2 The Contractor once a month (not later than on 10th day following the reporting month) shall send the Customer the invoices for the services actually rendered under this Contract within the reported period, delays are subject to invoice non-acceptance to payment.</p> <p>The Customer shall pay those invoices within 30 (thirty) calendar days of the date of their receipt.</p>

<p>период, задержка в предоставлении которых является предметом неприятия к оплате.</p> <p>Заказчик обязан оплатить эти счета-фактуры в течение 30 (тридцати) календарных дней с даты их получения.</p> <p>4.3 Исполнитель направляет Заказчику счета со всеми приложениями подтверждающих документов к счетам на электронный адрес отдела контроля расчетов OKR@rossiya-airlines.com и businesstrip@rossiya-airlines.com.</p> <p>Образец №1 - включает в себя счет, реестр оказанных услуг, оказанных работникам, находящимся на эстафете. Образец №2 - включает в себя счет, реестр оказанных услуг, оказанных работникам, находящимся в командировке</p> <p>Все счета должны выставляться в долларах США (USD). Все расчеты Сторонами должны производиться в долларах США (USD) посредством банковского перевода. Валюта контракта: доллары США (USD).</p> <p>Заказчик оплачивает такие счета в течение 30 (тридцати) календарных дней с даты их получения, на основании подписанного Акта оказанных услуг.</p> <p>4.4 Обе стороны согласились принять порядок расходов по банковским операциям как SHA, что означает комиссии по банку отправителя оплачиваются отправителем, по банку получателя и иные возможные комиссии банков-корреспондентов – оплачиваются получателем из суммы платежа.</p> <p>4.5 Финансовые обязательства Заказчика считаются исполненными после списания средств со счета Заказчика. При этом платежное поручение является подтверждением настоящего Договора.</p> <p>4.6 Любые претензии и споры направляются в письменной форме в течение 30 рабочих дней после получения счета.</p> <p>4.7 По письменному запросу</p>	<p>4.3 The Contractor sends the Customer invoices with all supporting documents attached to the invoices to the email address of the settlement control Department OKR@rossiya-airlines.com and businesstrip@rossiya-airlines.com.</p> <p>Sample # 1 - includes an invoice, a register of services rendered to employees who are on the relay (crew).</p> <p>Sample # 2 - includes an invoice, a register of services rendered to employees who are on a business trip (seconded staff).</p> <p>All invoices shall be issued in US dollars (USD). All payments shall be effected in US dollars (USD) via bank transfer. Currency of the Contract – US dollars (USD).</p> <p>The customer pays such invoices within 30 (thirty) calendar days from the date of their receipt, based on the signed Act of services rendered.</p> <p>4.4 Both parties have agreed to accept the procedure for expenses on banking operations as SHA, which means the sender's Bank fees are paid by the sender, the recipient's Bank and other possible correspondent Bank fees are paid by the recipient from the payment amount.</p> <p>4.5 Financial liabilities of the Customer shall be deemed to have been discharged upon debiting the Customer's s account. Therewith, the payment order shall be the confirmation hereof.</p> <p>4.6 Any claims and disputes shall be sent in writing within 30 business days after receipt of the invoice.</p> <p>4.7 Upon the Customer's written request, the Contractor shall provide the possibility of payment deferment for an agreed period, but no less than 30 (thirty) calendar days without any penalties</p> <p>4.8 Term of invoices issuance is limited to 6 (six) months after the end of this Contract. Any claims, disputes and their arrangement regarding mistakes in invoices, have limitation period – 3 years.</p> <p>4.9 Total amount of the Contract for the term thereof shall not exceed _____ USD. Such limitation is fixed for the Customer's</p>
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<p>Заказчика Исполнитель предоставляет возможность отсрочки платежа на согласованный срок, но не менее 30 (тридцати) календарных дней без взимания штрафных санкций.</p> <p>4.8 Срок выпуска счетов ограничен 6 (шестью) месяцами с даты окончания настоящего Договора. Любые претензии и споры и их урегулирование, связанные с ошибками в счетах, имеют срок давности 3 года.</p> <p>4.9 Общая стоимость услуг по настоящему Договору в период его действия не превышает _____</p> <p>USD. Такое ограничение зафиксировано только для собственных целей Заказчика. Настоящим стороны признают, что вышеуказанная стоимость услуг по настоящему Договору является предельной и не должна быть расценена, как конечная стоимость, на которую Заказчик должен заказать услуги Исполнителя в течение срока действия настоящего Договора. Налоги на любые цены, охватываемые настоящим договором, взимаются или не взимаются в соответствии с действующим налоговым законодательством страны оказания услуг. Стороны будут оплачивать подлежащие выплате налоги в своих соответствующих юрисдикциях и не несут никаких обязательств по оплате каких-либо иных налогов.</p> <p>4.10 Любые выплаты от имени Заказчика не применимы к настоящему Договору.</p>	<p>own purposes. The Parties hereby acknowledge that the above Contract amount shall be limited and shall not be regarded as the final amount at which the Customer has to request Contractor's services within the Contract term. Taxes on any prices covered by this Contract shall be levied or not levied in accordance with the applicable tax laws of the country where the services are provided. The Parties will pay the taxes payable in their respective jurisdictions and shall have no obligation to pay any other taxes.</p> <p>4.10 Any disbursements on behalf of the Customer are not applicable to this Contract.</p>
<p>5. ОТВЕТСТВЕННОСТЬ СТОРОН</p>	<p>5.LIABILITY OF THE PARTIES</p>
<p>5.1 Стороны несут ответственность за неисполнение или ненадлежащее исполнение своих обязательств в соответствии условиями настоящего Договора.</p> <p>5.2 В случае ненадлежащего оказания услуг Исполнителем, Заказчик имеет право предъявить в адрес Исполнителя претензию, при этом Заказчик вправе не оплачивать или оплачивать частично услуги Исполнителя, а также вправе потребовать компенсацию за не</p>	<p>5.1. The Parties shall liable for the failure to perform or improper performance of their respective under the terms of this Contract.</p> <p>5.2 In case of improper performance of the services by the Contractor, the Customer shall be entitled to lodge a claim to the Contractor; in such a case, the Customer shall be entitled not to pay in full or in part for the Contractor's services, and to demand compensation for the services which the Contractor failed to render in full</p>

<p>оказанные или оказанные не в полном объеме услуги Исполнителя.</p> <p>5.3 Стороны освобождаются от ответственности за неисполнение или ненадлежащее исполнение обязательств, если это неисполнение или ненадлежащее исполнение явилось следствием обстоятельств непреодолимой силы (форс-мажор) – событий чрезвычайного характера, которые стороны не могли предвидеть или предотвратить. К таким событиям относятся в том числе: наводнение, пожар, землетрясение, шторм, оседание почвы, сель и иные стихийные явления природы, террористический акт, военные действия, забастовка в отрасли или регионе, принятие органом государственной власти или местного самоуправления решения, повлекшего невозможность исполнения обязательств.</p> <p>При наступлении указанных обстоятельств Сторона, у которой такие обстоятельства наступили, обязана в течение 3 рабочих дней письменно уведомить об этом другую сторону договора. В случае, если обстоятельства непреодолимой силы будут длиться более 30 дней, то каждая Сторона вправе отказаться от Договора в одностороннем порядке.</p> <p>5.4 Ущерб, причиненный Исполнителю сотрудниками Заказчика, возмещается виновными лицами непосредственно в гостинице на основании актов, составленных в установленном порядке.</p> <p>5.5 Заказчик вправе проводить аудит, мониторинг или иные процедуры контроля за безопасностью и качеством предоставляемых Исполнителем услуг, по предварительному письменному уведомлению в адрес Исполнителя не реже 1 раза в 2 года, при этом Исполнитель не должен оказывать Заказчику препятствий.</p> <p>По результатам, Исполнитель обязан разработать план корректирующих мероприятий с целью устранения несоответствий, выявленных в</p>	<p>or in part.</p> <p>5.3 the Parties are released from liability for non-performance or improper performance of obligations if this non-performance or improper performance was the result of force majeure (force majeure)-events of an extraordinary nature that the parties could not have foreseen or prevented. Such events include, but are not limited to: flooding, fire, earthquake, storm, land subsidence, mudslides, and other natural phenomena, terrorist acts, military actions, strikes in an industry or region, or a decision taken by a state or local government body that resulted in the inability to fulfill obligations.</p> <p>If these circumstances occur, the Party that has such circumstances must notify the other party to the agreement in writing within 3 business days. If the force majeure circumstances last for more than 30 days, each Party has the right to cancel the Agreement unilaterally.</p> <p>5.4 Damage caused to the Contractor by the Customer's members shall be reimbursed by the offenders directly in the hotel based on the report drawn up in due order.</p> <p>5.5 The Customer shall have a right to audit, monitor or otherwise control the safety and quality of the services rendered by the Contractor, by prior written notice to the Contractor, at least once every two years without any obstacles to the Customer.</p> <p>Based on the results, the Contractor is required to develop a corrective action plan to eliminate inconsistencies identified during the audit and monitoring process.</p> <p>5.6 the Contractor shall be liable for harm caused to the life or health of employees of the Customer, and for the non-safety, damage to property (baggage) of the workers in the transportation Customer's request.</p> <p>5.7 if the contractor violates the terms of the agreement and the settlement procedure, sanctions are imposed on the Contractor:</p> <ul style="list-style-type: none"> - in case of a single violation and timely elimination (within 1 day), penalties are not
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<p>процессе аудита и мониторинга.</p> <p>5.6 Исполнитель несет ответственность за вред, причиненный жизни или здоровью работникам Заказчика, а также за несохранность, порчу имущества (багажа) работников, при перевозке их по заявке Заказчика.</p> <p>5.7 В случае нарушения Исполнителем условий договора, и порядка расселения, предусмотрено наложение санкций на Исполнителя:</p> <ul style="list-style-type: none"> - в случае однократного нарушения и своевременного устранения (в течении 1 суток) штрафные санкции к Исполнителю не применяются; - при повторном нарушении (в том числе иных требований договора) или несвоевременного устранения однократного нарушения, Исполнитель обязан уплатить штраф в размере 100 (сто) долларов США (USD). - за каждое последующее нарушение Исполнителем требований договора - штраф в размере 500 (пятьсот) долларов США (USD). <p>Основанием для взыскания штрафа является претензия Заказчика, полученная Исполнителем. На сумму штрафа Заказчик выставляет отдельный счет.</p>	<p>applied to the Contractor;</p> <ul style="list-style-type: none"> - in case of repeated violation (including other requirements of the agreement) or untimely elimination of a single violation, The contractor is obliged to pay a fine of 100 (one hundred) US dollars (USD). - for each subsequent violation by The contractor of the contract requirements - a fine of 500 (five hundred) US dollars (USD). <p>The basis for collecting the fine is the customer's claim received by the contractor. The Customer issues a separate invoice for the amount of the fine.</p>
<p>6. ПОРЯДОК РАЗРЕШЕНИЯ СПОРОВ</p>	<p>6. DISPUTE RESOLUTION</p>
<p>6.1 В случае возникновения разногласий по настоящему Договору между Исполнителем и Заказчиком Стороны приложат максимум усилия для того, чтобы разрешить конфликтную ситуацию путем переговоров в мирном порядке.</p> <p>6.2 Настоящий Договор предусматривает разрешение споров путем обмена письменными претензиями и ответами на претензии.</p> <p>6.3 Претензии Заказчика принимаются Исполнителем в письменном виде в течение 30 (тридцати) календарных дней после возникновения основания для их предъявления. В претензии излагается мотивированное требование заявителя.</p> <p>6.4 Претензии должным образом</p>	<p>6.1 In case of any disagreements under this Contract between the Customer and the Contractor, the Parties shall take every effort to resolve the dispute amicably through negotiations.</p> <p>6.2 It is provided for hereby that any dispute may be resolved by exchange of written claims and responses thereto.</p> <p>6.3 The Customer's claims in writing shall be accepted by the Contractor within 30 (thirty) calendar days upon accrual of cause of lodging the claims. The claimant's substantiated demands shall be set out in the claim.</p> <p>6.4 The claims made in a proper manner shall be sent to the email address of the Customer: businessstrip@rossiya-airlines.com or to the address of the Contractor:</p>

<p>оформленные направляются по эл. почте на адрес Заказчика: businessstrip@rossiya-airlines.com на адрес Исполнителя:</p> <p>Оригинал претензии направляется по месту нахождения адресата по почте заказным письмом с уведомлением о вручении, либо курьером с вручением адресату под расписку.</p> <p>6.5 После получения претензии Исполнитель в течении 1 (одного) рабочего дня направляет в адрес Заказчика подтверждение о рассмотрении претензии. Исполнитель обязан рассмотреть претензию и предоставить ответ в письменной форме по существу претензии (подтвердить согласие на полное или частичное ее удовлетворение или сообщить о полном или частичном отказе в ее удовлетворении, указать мотивы принятого решения) не позднее 10 (десяти) рабочих дней с даты получения претензии.</p> <p>6.6 Если разногласия между Исполнителем и Заказчиком не могут быть устранены путем переговоров в течение 60 календарных дней, Стороны обратятся в Арбитражный суд г. Санкт-Петербурга и Ленинградской области. Язык рассмотрения такого спора - русский.</p> <p>6.7 В случае, если Исполнитель оказал сотруднику Заказчика, указанному в Заявке, услуги, не отраженные в настоящем Договоре, то оплата таких услуг производится непосредственно за счет сотрудника Заказчика в соответствии с действующим прейскурантом Исполнителя и в счет Заказчика включен быть не может.</p>	<p>_____.</p> <p>The original claim shall be sent to the address of the addressee thereof either by registered mail with return receipt requested or by a courier with the delivery thereof to the addressee against signed receipt.</p> <p>6.5 Upon receipt of the claim, the Contractor shall within 1 (one) business day, send the Customer a confirmation of the claim examination. The Contractor shall examine the claim and give response thereto in writing on the merits of the dispute (confirm the consent for the claim to be fully or partially satisfied, or inform about a total or partial dismissal thereof, specify the reasons for the decision made) no later than 10 (ten) working days from the date of the claim receipt.</p> <p>6.6 If disagreements between the Contractor and the Customer cannot be resolved through negotiations within 60 calendar days, the Parties will apply to the Arbitration court of Saint Petersburg and the Leningrad region. The language of consideration of such a dispute is Russian.</p> <p>6.7 If the Contractor provided the Customer's member with any services, which are not specified in the Contract, the payment for such services shall be made at the Customer's member expense in accordance with current price-list of the Contractor, and they are not be included in the invoice to the Customer.</p>
<p>7. СРОК ДЕЙСТВИЯ ДОГОВОРА И ПОРЯДОК ЕГО РАСТОРЖЕНИЯ</p>	<p>7. CONTRACT TERM VALIDITY AND TERMINATION</p>
<p>7.1 Настоящий Договор вступает в силу с момента подписания и действует до «31» декабря 2022 года.</p> <p>7.2 Договор может быть расторгнут досрочно в одностороннем порядке по инициативе любой из Сторон путем</p>	<p>7.1 This Contract shall become effective once signed by authorized representatives of both Parties shall remain in force until December 31, 2022.</p> <p>7.2 The Contract may be terminated before maturity unilaterally by either party</p>

<p>письменного уведомления другой стороны за 60 (шестьдесят) календарных дней до предполагаемой даты расторжения.</p> <p>7.3 При расторжении Договора Стороны должны полностью произвести сверку расчетов по предоставленным услугам и погасить задолженности друг перед другом.</p> <p>7.4 Заказчик вправе в одностороннем внесудебном порядке расторгнуть договор в случае двукратного нарушения Исполнителем своих обязательств при условии предварительного направления Заказчиком претензий Исполнителю. Договор будет считаться расторгнутым с даты получения Исполнителем уведомления Заказчика об одностороннем расторжении договора.</p>	<p>by notifying the other party in writing 60 (sixty) calendar days prior to the expected termination date.</p> <p>7.3 Upon termination of the Contract, the Parties shall make reconciliation of accounts on the services rendered and settle the debts to each other.</p> <p>7.4 the customer has the right to unilaterally terminate the contract out of court in the event of a double violation by the Contractor of its obligations, provided that the Customer sends claims to the Contractor in advance. The contract will be considered terminated from the date of receipt by The contractor of the Customer's notice of unilateral termination of the contract.</p>
<p>8. КОНФИДЕНЦИАЛЬНОСТЬ</p>	<p>8. CONFIDENTIALITY</p>
<p>8.1 Стороны обязуются не разглашать конфиденциальную информацию и не использовать её, кроме как в целях исполнения обязательств по настоящему Договору. Сторона, которой предоставлена конфиденциальная информация, обязуется принять меры к её защите не меньшие, чем принимаемые ею для защиты собственной конфиденциальной информации.</p> <p>8.2 Конфиденциальной считается информация, полученная в рамках выполнения настоящего Договора и содержащая в том числе, но не ограничиваясь этим: коммерческую тайну, персональные данные либо иную охраняемую законом информацию или информацию, которая в момент передачи обозначена передающей ее стороной грифом «Конфиденциально» либо «Строго конфиденциально» с указанием полного наименования и адреса места нахождения её обладателя.</p> <p>8.3 Конфиденциальная информация может предоставляться компетентным государственным органам и регуляторам рынка ценных бумаг в случаях и в порядке, предусмотренных</p>	<p>8.1 The Parties shall not disclose the confidential information and use it otherwise than for the purpose of fulfilling the obligations under this Contract. The party receiving the confidential information shall take steps to ensure the same level of protection thereof as it takes for protection of its own confidential information.</p> <p>8.2 Confidential information means the information received for the purposes of fulfillment hereof and includes but not limited to: trade secrets, personal data or any other information protected by law or information which, at the time of transfer, is marked by the disclosing party as private or privileged and confidential specifying the full name and address of its owner.</p> <p>8.3 Confidential information may be disclosed to the competent state authorities and securities regulatory authorities subject to the applicable legal requirements which does not entail liability for disclosure thereof.</p> <p>8.4 The Parties' obligations set forth herein shall be valid for the duration of this Contract and within 3 (three) years after termination hereof.</p>

<p>действующим законодательством, что не влечёт за собой наступление ответственности за её разглашение.</p> <p>8.4 Обязательства Сторон, изложенные в настоящем разделе, действуют в течение срока действия настоящего Договора и 3 (трёх) лет после его прекращения.</p>	
<p>9. АНТИКОРРУПЦИОННАЯ ОГОВОРКА</p>	<p>9. ANTI-CORRUPTION CLAUSE</p>
<p>9.1 При исполнении своих обязательств по Договору Стороны, их работники не выплачивают, не предлагают выплатить и не разрешают выплату каких-либо денежных средств или ценностей, прямо или косвенно, любым лицам для оказания влияния на действия или решения этих лиц с целью получить какие-либо неправомерные преимущества или иные неправомерные цели.</p> <p>При исполнении своих обязательств по Договору Стороны, их работники не осуществляют действия, квалифицируемые применимым для целей Договора законодательством как дача/получение взятки, коммерческий подкуп, незаконное вознаграждение, злоупотребление полномочиями, а также действия, нарушающие требования применимого законодательства и международных актов о противодействии легализации (отмыванию) доходов, полученных преступным путем.</p> <p>9.2 В случае возникновения у Стороны подозрений, что произошло или может произойти нарушение каких-либо положений пункта 9.1, соответствующая Сторона обязуется уведомить другую Сторону в письменной форме. В письменном уведомлении Сторона обязана сослаться на факты или предоставить материалы, достоверно подтверждающие или дающие основание предполагать, что произошло или может произойти нарушение каких-либо положений пункта 9.1 другой Стороной, её работниками, выражающееся в действиях, квалифицируемых применимым законодательством как</p>	<p>9.1 While satisfying and discharging their obligations hereunder, the Parties and their employees shall not pay, offer to pay or allow payment of any money or valuables, directly or indirectly, to any persons to influence their actions or decisions in order to obtain any illegal advantages or achieve other illegal objectives.</p> <p>While satisfying and discharging their obligations hereunder, the Parties and their employees shall not perform any actions which may be qualified by the applicable law as bribery, corrupt business practices, illegal gratification, misuse of powers as well as actions violating the requirements of the applicable anti-money laundering laws and international acts.</p> <p>9.2 Should the Parties have any suspicion that any anti-corruption term of clause 9.1 has been or may be violated, the relevant Party shall advise the other Party thereof in writing. In the written notice, the Party shall refer to the facts or provide materials reliably confirming or giving reasons to believe that a violation of any provisions of clause 9.1 by the other Party and its employees expressed in the actions which, under the applicable law, qualify as bribery, corrupt business practices, illegal gratification, misuse of powers as well as actions violating the requirements of the applicable anti-money laundering law and international acts has occurred or may occur. After receipt of the written notice, the notified Party shall confirm that no such breach has occurred or will occur. This confirmation shall be sent within 15 (fifteen) calendar days as of the date of the written notice receipt.</p> <p>9.3 In case of one Party violating the obligations to abstain from the actions</p>

<p>дача или получение взятки, коммерческий подкуп, незаконное вознаграждение, злоупотребление полномочиями, а также действиях, нарушающих требования применимого законодательства и международных актов о противодействии легализации (отмыванию) доходов, полученных преступным путем. После получения письменного уведомления Сторона, в адрес которой оно направлено, направляет подтверждение, что нарушения не произошло или не произойдет. Это подтверждение должно быть направлено в течение 15 (пятнадцати) календарных дней с даты получения письменного уведомления.</p> <p>9.3 В случае нарушения одной Стороной обязательств воздерживаться от действий, указанных в пункте 9.1, другая Сторона имеет право расторгнуть Договор в одностороннем внесудебном порядке, направив письменное уведомление о расторжении. Договор считается расторгнутым по истечении 30 (тридцати) календарных дней от даты получения Стороной соответствующего письменного уведомления о расторжении Договора. Сторона, по инициативе которой был расторгнут Договор в соответствии с положениями настоящего пункта, вправе требовать возмещения реального ущерба, возникшего в результате такого расторжения Договора. Срок возмещения ущерба составляет 30 (тридцать) календарных дней от даты получения соответствующего требования Стороны, по инициативе которой был расторгнут Договор».</p>	<p>specified in clause 9.1, the other Party may terminate the Contract unilaterally out of court by sending a written termination notice. The Contract shall be deemed terminated upon expiration of 30 (thirty) calendar days following the Contract termination notice in writing. The Party which has terminated the Contract pursuant to the terms of this clause may request indemnification of the actual damage arising as a result of such termination hereof. The period of the damage indemnification shall be 30 (thirty) calendar days from the date of receiving the relevant request of the terminating Party.</p>
<p>10. ЗАКЛЮЧИТЕЛЬНЫЕ ПОЛОЖЕНИЯ</p>	<p>10. FINAL PROVISIONS</p>
<p>10.1 Настоящий договор составлен на двух языках (русском и английском) в 2-х экземплярах по одному экземпляру для каждой стороны и вступает в силу с момента подписания. Каждый экземпляр имеет равную юридическую силу.</p> <p>10.2 Все изменения к настоящему</p>	<p>10.1 This Contract is made in two languages (Russian and English) in 2 copies, one copy for each Party and shall enter into force upon signature. Each copy has equal legal force.</p> <p>10.2 All modifications of this Contract must be done in written and signed by both Parties, and shall be notify before effective</p>

<p>соглашению должны быть оформлены в письменной форме и подписаны обеими Сторонами, должны быть направлены за 60 дней до начала действия. Информационные письма, касающиеся банковских реквизитов, адресов, руководителей, контактных телефонов и другой подобной информации обеих Сторон, могут быть оформлены без подписания обеими Сторонами.</p> <p>10.3 Ни одна из Сторон не имеет права передавать свои права и обязанности по настоящему Договору третьим лицам без письменного согласия другой Стороны</p> <p>10.4 До даты подписания настоящего Договора Исполнитель обязан предоставить Заказчику сведения в отношении всей цепочки своих собственников (выгодоприобретателей), включая конечных бенефициаров, а также в отношении состава исполнительных органов по форме Приложения №3 «Информация о Контрагенте» к настоящему Договору с предоставлением подтверждающих документов.</p> <p>В случае каких-либо изменений в указанной цепочке собственников, в т.ч. конечных бенефициаров, или в составе исполнительных органов Исполнитель обязан в течение 5 (пяти) календарных дней незамедлительно уведомлять об этом Заказчика с предоставлением подтверждающих документов</p> <p>10.5 Нижеуказанные приложения являются неотъемлемой частью Договора:</p> <p>10.5.1 Приложение 1 – Стоимость услуг;</p> <p>10.5.2 Приложение 2 – Форма Заявки на размещение сотрудников АО «Авиакомпания «Россия»;</p> <p>10.5.3 Приложение 3 – Форма Информации о контрагенте.</p>	<p>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.</p> <p>10.3 Neither Party may assign its rights and obligations hereunder to any third party without written consent of the other Party.</p> <p>10.4 The Contractor shall, within 10 calendar days after the date of execution hereof, provide the Customer with the information of the entire chain of its owners (beneficiaries), including ultimate beneficiaries, and also of its executive structure, in accordance with Appendix 3, having enclosed therewith the respective supporting documents.</p> <p>If the chain of owners, including ultimate beneficiaries, or its executive structure, is changed, then the Contractor shall promptly, within 5 calendar days, notify the Customer thereof and submit the supporting documents.</p> <p>10.5 The following annexes shall be an integral part of this Contract:</p> <p>10.5.1 Annex 1 – Services Price List;</p> <p>10.5.2 Annex 2 – Formular: of Accommodation Request for members of Rossiya Airlines JSC;</p> <p>10.5.3 Annex 3 – Formular: Counterparty Data.</p>
<p>11. ЮРИДИЧЕСКИЕ РЕКВИЗИТЫ И АДРЕСА СТОРОН</p>	<p>11. Registered addresses and bank details of the Parties:</p>
<p><u>Заказчик:</u></p>	<p><u>Customer:</u></p>

АО «Авиакомпания «Россия», 196210, Россия, Санкт-Петербург ул. Пилотов 18/4 Банковские реквизиты: Валюта: USD Bank Name: SBERBANK (SEVERO-ZAPADNY HEAD OFFICE) ST.PETERSBURG, RUSSIA SWIFT: SABRRUMM Асс. транзитный № 40702840755001000096 текущий № 40702840455000000096 Correspondent Bank: The Bank of New York Mellon, New York, NY SWIFT: IRVTUS3N	Rossiya Airlines JSC, 196210, Russia, St. Petersburg, Pilotov st., 18/4 Bank details: Валюта: USD Bank Name: SBERBANK (SEVERO-ZAPADNY HEAD OFFICE) ST.PETERSBURG, RUSSIA SWIFT: SABRRUMM Асс. транзитный № 40702840755001000096 текущий № 40702840455000000096 Correspondent Bank: The Bank of New York Mellon, New York, NY SWIFT: IRVTUS3N
Исполнитель:	Contractor:
Billing Information Hotel SWIFT: Bank: Contact: Tel Mob: Fax: E-mail: Website:	Billing Information Hotel SWIFT: Bank: Contact: Tel: Mob: Fax: E-mail: Website:

ПОДПИСИ СТОРОН:

От имени Заказчика:

_____ И.В. Перфильев

Директор департамента управления персоналом

От имени Исполнителя:

_____ / _____

дата: «___» _____ 2021

дата: «___» _____ 2021

SIGNATURES OF THE PARTIES:

On behalf of the Customer:

_____ Ilia V. Perfiliev

On behalf of the Contractor:

/ _____

Director of personnel department _____

date: «__» _____ 2021

date: «__» _____ 2021

ПРИЛОЖЕНИЕ №1

к Договору № _____ от _____

Стоимость услуг по договору
Размещение работников в гостинице «_____»

Стоимость размещения за 1 сутки, в долларах США (USD (вкл. НДС, налоги и сборы))	
Одноместный номер	Двухместный номер

Питание работников в гостинице «_____»

Стоимость рационов на 1 персону, в долларах США (USD (вкл. НДС, налоги и сборы))			
Завтрак	Обед	Ужин	Ланчбокс

Трансфер по маршруту «Аэропорт-гостиница-Аэропорт»

Стоимость 1 рейса в одну сторону по маршруту «Аэропорт-Гостиница» и «Гостиница - Аэропорт» в долларах США (USD (вкл. НДС, налоги и сборы))	
Транспортное обслуживание 24/7 согласно заявке Заказчика	

- **В стоимость услуг включен НДС, все налоги и сборы**

to Contract No. _____ dated _____

Services Price List**Accommodation of employees in a hotel « _____ »**

Hotel accommodation rates per 1 day, in US dollars (USD (incl. VAT, taxes and fees))	
Single Room	Twin / Double Room

Meal for employees in the hotel « _____ »

Rate of rations for 1 person, in US dollars (USD (incl. VAT, taxes and fees))			
Breakfast	Lunch	Dinner	Lunchbox

Transfer «Airport – Hotel – Airport»

Rate of 1 one-way transfer on the route "Airport-Hotel" and "Hotel-Airport" in US dollars (USD (incl. VAT, taxes and fees))	
Transport service 24/7 according to the Customer's request	

- The rates of services includes VAT, all taxes and fees

ПОДПИСИ СТОРОН:**От имени Заказчика:**

_____ И.В. Перфильев

Директор департамента управления
персоналом**От имени Исполнителя:**

_____ / _____

дата: «__» _____ 2021

дата: «__» _____ 2021

SIGNATURES OF THE PARTIES:**On behalf of the Customer:**

_____ Ilia V. Perfiliev

Director of personnel department

date: «__» _____ 2021

On behalf of the Contractor:

_____ / _____

date: «__» _____ 2021

ПРИЛОЖЕНИЕ №2

к Договору № _____ от _____

www.rossiya-airlines.com

Address: 196210, Санкт-Петербург, ул.Пилотов 18/4

E-mail: ook.estafety@rossiya-airlines.com

Tel.: +7 (812) 6-333-999 доб. 16-14

Форма Заявки на размещение сотрудника АО «Авиакомпания Россия»**Образец №1 – заявка и реестр оказанных услуг при размещении работников АО «Авиакомпания «Россия», находящихся на эстафете.**

ФИО ответственного лица	
Должность ответственного лица	
Тип заявки	Эстафета
Вид / Цель	
Телефоны	+7 (812) 633-39-99 доб. 16-66, 16-14, 16-39, 16-37 +7 965 012 68 60 Круглосуточно
E-mail	BusinessTrip@rossiya-airlines.com ook.estafety@rossiya-airlines.com

Поставщик			
Город			
Гостиница			
Адрес гостиницы			
Телефон гостиницы			
ФИО сотрудника	Контактный номер телефона	Должность	Количество Одноместный номеров
Сроки проживания	ДД.ММ.ГГГГ (ЧЧ:ММ) – ДД.ММ.ГГГГ (ЧЧ:ММ)		
Трансфер	Маршрут (например «аэропорт – гостиница») Дата: ДД.ММ.ГГГГ Время: ЧЧ:ММ Рейс:		
Питание	ДД.ММ – тип питания		
Комментарий			

Исп. _____

Дата: _____

Образец №2 – заявка и реестр оказанных услуг при размещении работников АО «Авиакомпания «Россия», находящихся в командировке.

ФИО ответственного лица	
Должность ответственного лица	
Тип заявки	Командировка
Вид / Цель	
Телефоны	+7 (812) 633-39-99 доб. 16-66, 16-14, 16-39, 16-37
	+7 965 012 68 60 Круглосуточно
E-mail	BusinessTrip@rossiya-airlines.com ook.estafety@rossiya-airlines.com

Поставщик			
Город			
Гостиница			
Адрес гостиницы			
Телефон гостиницы			
ФИО сотрудника	Контактный номер телефона	Должность	Количество Одноместный номеров
Сроки проживания	ДД.ММ.ГГГГ (ЧЧ:ММ) – ДД.ММ.ГГГГ (ЧЧ:ММ)		
Трансфер	Маршрут (например «аэропорт – гостиница») Дата: ДД.ММ.ГГГГ Время: ЧЧ:ММ Рейс:		
Питание	ДД.ММ – тип питания		
Комментарий			

Исп. _____

Дата: _____

Annex 2

to Contract No. _____ dated _____

www.rossiya-airlines.com

Address: 196210, St.Petersburg, Pilotov st. 18/4

E-mail: ook.estafety@rossiya-airlines.com

Tel.: +7 (812) 6-333-999 ext. 16-14

Formular of Accommodation Request for members of Rossiya Airlines JSC
Sample # 1 – application and register of services rendered when placing employees of JSC "Rossiya airlines" who are on the relay (crew).

Full name of authorized person	
Position of authorized person	
Application type	Crew
Objective	

Phones	+7 (812) 633-39-99 доб. 16-66, 16-14, 16-39, 16-37
	+7 965 012 68 60 (24-h/7-day)
E-mail	BusinessTrip@rossiya-airlines.com ook.estafety@rossiya-airlines.com

Vendor			
City			
Hotel			
Hotel address			
Hotel phone			
Member's full name	Contact phone number	Position	Single Room Quantity
Accommodation duration	DD.MM.YYYY (HH:MM) – DD.MM.YYYY (HH:MM)		
Transfer	Route (example "airport – hotel") Date: DD.MM.YYYY Time HH:MM Flight:		
Meal	DD.MM – type of meal		
Comment			

Exec. _____

Date: _____

Sample # 2 – application and register of services rendered when placing employees of JSC "Rossiya airlines "who are on a business trip.

Full name of authorized person	
Position of authorized person	
Application type	business trip
Objective	
Phones	+7 (812) 633-39-99 доб. 16-66, 16-14, 16-39, 16-37
	+7 965 012 68 60 (24-h/7-day)
E-mail	BusinessTrip@rossiya-airlines.com ook.estafety@rossiya-airlines.com

Vendor			
City			
Hotel			
Hotel address			
Hotel phone			
Member's full name	Contact phone number	Position	Single Room Quantity
Accommodation duration	DD.MM.YYYY (HH:MM) – DD.MM.YYYY (HH:MM)		

Transfer	Route (example "airport – hotel") Date: DD.MM.YYYY Time HH:MM Flight:
Meal	DD.MM – type of meal
Comment	

Exec. _____

Date: _____

ПОДПИСИ СТОРОН:

От имени Заказчика:

_____ И.В. Перфильев

Директор департамента управления
персоналом

От имени Исполнителя:

_____ / _____

дата: «__» _____ 2021

дата: «__» _____ 2021

SIGNATURES OF THE PARTIES:

On behalf of the Customer:

_____ Ilia V. Perfiliev

Director of personnel department

On behalf of the Contractor:

_____ / _____

date: «__» _____ 2021

date: «__» _____ 2021

Реестр оказанных услуг / Register of services rendered:

Проживание / Accommodation.

итого стоимость проживания с НДС, руб.	
НДС, руб.	
итого стоимость проживания, без НДС, руб.	
тариф с НДС, руб.	
НДС, руб.	
тариф без НДС (руб.)	
Количество номеров	
тип номера (1-мест, 2-х мест и т.п.)	
Время выезда	
Дата выезда	
Время заезда	
Дата заезда	
Должность	
ФИО работника	
Цель	
Тип заявки	Эстафета / командировка
Номер заявки	

Питание / Meal.

итого стоимость раннего завтрака с НДС, руб.	
НДС, руб.	
итого стоимость раннего завтрака без НДС, руб.	
тариф с НДС, руб.	
НДС, руб.	
тариф без НДС, руб.	
ранний завтрак(кол-во завтраков)	
итого стоимость позднего завтрака с НДС, руб.	
НДС, руб.	
итого стоимость позднего завтрака без НДС, руб.	
тариф с НДС, руб.	
НДС, руб.	
тариф без НДС, руб.	
поздний ужин(кол-во заказов)	
итого стоимость ланч бокса с НДС, руб.	
НДС, руб.	
итого стоимость ланч бокса без НДС, руб.	
тариф с НДС, руб.	
НДС, руб.	
тариф без НДС, руб.	
ланч-бокс(кол-во заказов)	
итого стоимость ужина с НДС, руб.	
НДС, руб.	
итого стоимость ужина без НДС, руб.	
тариф с НДС, руб.	
НДС, руб.	
тариф без НДС, руб.	
ужин(кол-во заказов)	
итого стоимость обеда с НДС, руб.	
НДС, руб.	
итого стоимость обеда без НДС, руб.	
тариф с НДС, руб.	
НДС, руб.	
тариф без НДС, руб.	
обед(кол-во заказов)	
итого стоимость завтрака с НДС, руб.	
НДС, руб.	
итого стоимость завтрака без НДС, руб.	
тариф с НДС, руб.	
НДС, руб.	
тариф без НДС, руб.	
завтрак (кол-во заказов)	
Цель	
Тип заявки	
Номер заявки	

Трансфер / Transfer.

Комментарий	
Дополнительные комментарии (корректировка заявки в случае замены членов экипажа)	
Общая стоимость оказанных услуг с НДС, руб.	
НДС, руб.	
Общая стоимость оказанных услуг без НДС, руб.	
итого стоимость трансфера с НДС, руб.	
НДС, руб.	
итого стоимость трансфера без НДС, руб.	
тариф с НДС, руб.	
НДС, руб.	
тариф без НДС, руб.	
Количество	
маршрут	
Цель	
Тип заявки	
Номер заявки	

ПРИЛОЖЕНИЕ №3

к Договору № _____ от _____

Форма: «Информация о Контрагенте»

Контракт (банковские реквизиты, предмет договора, общая сумма, срок действия)					Имя контрагента					Владельцы/бенефициары (до владельцев/бенефициаров последнего уровня)						
Номер контракта и дата вступления в силу	Предмет контракта	Общая сумма контракта	Срок действия контракта	Банковские реквизиты и юридический адрес контрагента	Идентификационный номер налогоплательщика	Государственный регистрационный номер	Название компании	Имя главного исполнительного директора	Реквизиты удостоверения личности / паспорта главного исполнительного директора	Идентификационный номер налогоплательщика	Государственный регистрационный номер (для юридических лиц)	Имя владельца / бенефициара	Зарегистрированный адрес	Удостоверения личности / паспорта физических лиц	Главный исполнительный директор/владелец/акционер /бенефициар	Список документов, подтверждающих информацию о владельцах, акционерах и бенефициарах

Примечание. В таблице указывается подробная информация о цепочке собственников контрагента (учредители/ акционеры; в отношении учредителей/ акционеров, являющихся юридическими лицами, данные об их учредителях и т.д.), включая конечных бенефициаров: 1.1, 1.2 – собственники контрагента по договору (собственники первого уровня); 1.1.2, 1.2.1, 1.2.2 и т.д. – собственники организации 1.1 (собственники второго уровня) и далее – по аналогичной схеме до конечного бенефициара (1.1.3.1)

Annex 3

to Contract No. _____ dated _____

Formular: “Counterparty Data”

Contract (bank details, subject matter, total amount, validity)	Name of the counterparty	Owners/beneficiaries data (till the owners/beneficiaries of the last level)
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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	CEO name	CEO ID/ passport details	Taxpayer identification No.	State registration No. (for legal entities)	Name of the owner/ beneficiary	Registered address	ID (passport details) for individuals	CEO/owner/ shareholder/ beneficiary	List of the docs confirming the info about owners, shareholders and beneficiaries

Note. Detailed information on the chain of the counterparty's owners (founders/shareholders, if those are legal entities, information about their founders/shareholders etc.), including the ultimate beneficiaries, shall be provided in the table: 1.1, 1.2 – owners of the counterparty under the contract (first-level owners); 1.1.2, 1.2.1, 1.2.2 etc. – owners of the entity 1.1, (second-level owners) and so on – according to the similar arrangement to the ultimate beneficiary owner (1.1.3.1)

ПОДПИСИ СТОРОН:

От имени Заказчика:

_____ И.В. Перфильев

Директор департамента управления персоналом

дата: «__» _____ 2021

От имени Исполнителя:

_____ / _____

дата: «__» _____ 2021

SIGNATURES OF THE PARTIES:

On behalf of the Customer:

_____ Ilia V. Perfiliev

Director of personnel department

date: «__» _____ 2021

On behalf of the Contractor:

_____ / _____

date: «__» _____ 2021

