

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

|               |    |    |      |
|---------------|----|----|------|
| Approval date | 21 | 01 | 2022 |
|---------------|----|----|------|

## Procurement Documentation

|                    |                       |                        |
|--------------------|-----------------------|------------------------|
| Public request for | Competitive selection | not in electronic form |
|--------------------|-----------------------|------------------------|

|   |                 |   |    |                |
|---|-----------------|---|----|----------------|
| Requests receiving place  |                 | Electronic Trading Platform<br>Gazprombank Group: <a href="http://etpgpb.ru/">http://etpgpb.ru/</a> |    |                |
| Date for the requests receiving commencement                                    |                 | 21  | 01 | 2022           |
| Date and time for the request receiving completion                              |                 | 07  | 02 | 2022 10:00 MSK |
| Date for examination of procurement bidder proposals and summarizing of results |                 | Date for examination of procurement bidder proposals 09.02. 2022                                    |    |                |
|   |                 | Date for summarizing of results 09.02. 2022   |    |                |
|   |                 |   |    |                |
| Commencement date for providing clarifications on procurement documentation     |                 |   | 21 | 01 2022        |
| Completion date for providing clarifications on procurement documents           |                 |   | 01 | 02 2022        |
|   |                 |   |    |                |
| Specifying the features of participation  |                 | Not applicable  |    |                |
| Option to submit an alternative offer   |                 | Not applicable  |    |                |
| Option to engage co-contractors/subcontractors                                  |                 | Applicable  |    |                |
| Distribution of the total scope of procurement between the procurement parties  |                 | Not applicable  |    |                |
|   |                 |   |    |                |
| Subject-matter of the procurement   | Ground Handling |   |    |                |
| Number of lots  | 1               |   |    |                |

| <b>Lot № 1</b>  |          |                  |   |                          |                         |
|---|----------|------------------|---|--------------------------|-------------------------|
| Name of the Subject-Matter of the Agreement (lot)   |          | Ground Handling  |   |                          |                         |
| Initial (maximum) price of the agreement (lot)  | Currency | Quantity (Scope) | Units of Measurement  | Classification by OKVED2 | Classification by OKPD2 |
| 330 000   | EUR      | not determined   | item  | 52.23.19                 | 52.23.19.190            |
| Place, conditions and terms (periods) of delivery of goods, performance of works, provision of services |          |                  | Berlin Brandenburg international Airport (BER), Willy-Brandt-Platz, 12529 Schönefeld, Germany   |                          |                         |
| Term and Payment Procedure for Goods (Work. Service)  |          |                  | The Handling Company shall issue invoices every ten (10) days for the services specified in this Agreement and the Carrier shall make the payment to the Handling Company by bank transfer within 30 calendar days as of the date of the invoice. The Handling Company shall be obliged to send invoices by e-mail on the day of the invoice. |                          |                         |
| Request Security (amount)   |          |                  | Not applicable<br>the bidder must accept all the terms and conditions of the draft contract   |                          |                         |
| Right of the Procurement Bidder to submit a draft of counter-agreement                                  |          |                  | Not applicable  |                          |                         |

**Assessment and Comparing Criteria of Quotes  
Lot 1**

| №            | Criterion  | Unit                              | The procedure for calculating the points for the criterion   | Max. number of points |
|--------------|--|-----------------------------------|--|-----------------------|
| Criterion 1  | Basic handling charge for SSJ-100  | EUR per turnaround flight         | To calculate the number of points it shall be used the formula:<br>Sbaz / Spredl x K, where:<br>- Sbaz - the best (lowest) of all the proposals of the participants;<br>- Spredl - assesses the proposals of the participants;<br>- K - the maximum number of points assigned to the respective criteria in accordance with the table. | 5                     |
| Criterion 2  | Basic handling charge for A319   | EUR per turnaround flight         |  | 16,5                  |
| Criterion 3  | Basic handling charge for A320   | EUR per turnaround flight         |  | 16,5                  |
| Criterion 4  | Basic handling charge for B737   | EUR per turnaround flight         |  | 5                     |
| Criterion 5  | Basic handling charge for B777   | EUR per turnaround flight         |  | 0,5                   |
| Criterion 6  | Basic handling charge for B747   | EUR per turnaround flight         |  | 0,5                   |
| Criterion 7  | Cost for provision of special equipment, facilities and specially trained personnel for assistance to unaccompanied minors   | EUR per pax                       |  | 1                     |
| Criterion 8  | Cost for provision of lounge facilities  | EUR per pax                       |  | 12                    |
| Criterion 9  | Cost for provision of GPU extra usage  | EUR per 20 min                    |  | 2                     |
| Criterion 10 | Cost for provision of extra usage of passenger steps (Narrow body)   | EUR per 20 min                    |  | 3                     |
| Criterion 11 | Cost for provision of passenger transport between aircraft and terminal (Y-Class)  | EUR per movement / tour (one bus) |  | 4                     |
| Criterion 12 | Cost for provision of passenger transport between aircraft and terminal (C-Class)  |                                   |  | 1,5                   |
| Criterion 13 | Service cost "Assistance during walk boarding (embarkation) service"   | EUR per pax                       |  | 3,5                   |
| Criterion 14 | Service cost "Assistance during walk boarding (disembarkation) service"  | EUR per pax                       |  | 3,5                   |
| Criterion 15 | Service cost "Assistance during walk boarding (minimum) service"   | EUR per flight                    |  | 2                     |
| Criterion 16 | Cost for provision of Air Start Unit   | EUR per 15 min                    |  | 3                     |
| Criterion 17 | Service cost "Additional push back (Narrow body) service"  | EUR per 20 min                    |  | 0,5                   |
| Criterion 18 | Service cost "Cleaning of passenger and crew compartments (other than flight deck) including changing of head rest covers, seat belts arranging, and removal and disposal of litter/waste left from incoming flights". | EUR A319 per turnaround flight    |  | 3                     |
| Criterion 19 | Service cost "cleaning of passenger and crew compartments (other than flight deck) including changing of head rest covers, seat belts arranging, and removal and disposal of litter/waste left from incoming flights". | EUR A320 per turnaround flight    |  | 3                     |
| Criterion 20 | Service cost "Cleaning of passenger and crew compartments (other than flight deck) including changing of head rest covers, seat belts arranging, and removal and disposal of litter/waste left from incoming flights". | EUR B737 per turnaround flight    |  | 3                     |
| Criterion 21 | Service cost "Cleaning of passenger and crew   | EUR B777                          |  | 0,25                  |

|              |  |                                |  |      |
|--------------|--|--------------------------------|--|------|
|              | compartments (other than flight deck) including changing of head rest covers, seat belts arranging, and removal and disposal of litter/waste left from incoming flights".  | per turnaround flight          |  |      |
| Criterion 22 | Service cost "Cleaning of passenger and crew compartments (other than flight deck) including changing of head rest covers, seat belts arranging, and removal and disposal of litter/waste left from incoming flights". | EUR B747 per turnaround flight |  | 0,25 |
| Criterion 23 | Service cost "Separate dispose of litter/ waste disposal only (if cleaning is not provided by the Handling Company)"   | EUR per service                |  | 2    |
| Criterion 24 | Service cost "Ad-hoc toilet service (narrow body) as per paragraph 1.15 of the agreement"  | EUR per service                |  | 1    |
| Criterion 25 | Service cost "Ad-hoc toilet service (wide body) as per paragraph 1.15 of the agreement"  | EUR per service                |  | 0,25 |
| Criterion 26 | Service cost "Ad-hoc water service (narrow body) as per paragraph 1.16 of the agreement"   | EUR per service                |  | 1    |
| Criterion 27 | Service cost "Ad-hoc water service (wide body) as per paragraph 1.16 of the agreement"   | EUR per service                |  | 0,25 |
| Criterion 28 | Service cost "Passenger baggage identification service"  | EUR per agent / 30min          |  | 1    |
| Criterion 29 | Cost for provision of additional manpower  | EUR per agent / 30min          |  | 2    |
| Criterion 30 | Service cost "Disbursement fee"  | % of an amount                 |  | 3    |
| Total        |  |                                |  | 100  |

## 1. General Terms of the Procurement Procedure

1.1. The Procurement is undertaken in accordance with the Federal Act dated 18 July 2011

No. 223-FZ "On Procurement of Goods, Works, Services by Certain Types of Legal Entities" and Regulation on Procurement of Goods, Works, and Services.

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

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

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

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

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

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

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

## **2. Procedure for Submission of Requests**

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

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

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

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

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

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

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

- 3.2. In the implementation of competitive procurement process in electronic form, the direction by the participants of such inquiries 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 rebidded.

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

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

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

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

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

## **12. Closing Provisions**

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

### **Appendices:**

Appendix 1: Request Form for Participation in the Procurement Procedure.

Appendix 2: Bidder Questionnaire Form Procurement Procedure.

Appendix 3: Terms of Reference.

Appendix 4: Draft Agreement.

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

**Appendix 1**  
**to Procurement Documentation**

| <b>Request for Participation<sup>1</sup></b><br><b>In the Procurement Procedure:</b>   |  |   |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
|--|--|---|------|----|-----------------------------------|---------------------------------|----|--------------------------------|---------------------------------|----|--------------------------------|---------------------------------|----|--------------------------------|---------------------------------|----|--------------------------------|---------------------------------|----|--------------------------------|---------------------------------|----|--|-------------------|----|---|-------------------|----|---------------------------------------|----------------------|-----|--|----------------------|-----|---|---|-----|---|---|-----|--|-------------------|-----|---|-------------------|-----|--|----------------------|
| <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  |  |   |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| <p>Quote:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 10%;">№</th> <th style="text-align: left; width: 70%;">Criterion</th> <th style="text-align: left; width: 20%;">Unit</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Basic handling charge for SSJ-100</td> <td>_____ EUR per turnaround flight</td> </tr> <tr> <td>2.</td> <td>Basic handling charge for A319</td> <td>_____ EUR per turnaround flight</td> </tr> <tr> <td>3.</td> <td>Basic handling charge for A320</td> <td>_____ EUR per turnaround flight</td> </tr> <tr> <td>4.</td> <td>Basic handling charge for B737</td> <td>_____ EUR per turnaround flight</td> </tr> <tr> <td>5.</td> <td>Basic handling charge for B777</td> <td>_____ EUR per turnaround flight</td> </tr> <tr> <td>6.</td> <td>Basic handling charge for B747</td> <td>_____ EUR per turnaround flight</td> </tr> <tr> <td>7.</td> <td>Cost for provision of special equipment, facilities and specially trained personnel for assistance to unaccompanied minors</td> <td>_____ EUR per pax</td> </tr> <tr> <td>8.</td> <td>Cost for provision of lounge facilities</td> <td>_____ EUR per pax</td> </tr> <tr> <td>9.</td> <td>Cost for provision of GPU extra usage</td> <td>_____ EUR per 20 min</td> </tr> <tr> <td>10.</td> <td>Cost for provision of extra usage of passenger steps (Narrow body)</td> <td>_____ EUR per 20 min</td> </tr> <tr> <td>11.</td> <td>Cost for provision of passenger transport between aircraft and terminal (Y-Class)</td> <td>_____ EUR per movement / tour (one bus)</td> </tr> <tr> <td>12.</td> <td>Cost for provision of passenger transport between aircraft and terminal (C-Class)</td> <td>_____ EUR per movement / tour (one bus)</td> </tr> <tr> <td>13.</td> <td>Service cost "Assistance during walk boarding (embarkation) service"</td> <td>_____ EUR per pax</td> </tr> <tr> <td>14.</td> <td>Service cost "Assistance during walk boarding (disembarkation) service"</td> <td>EUR per pax _____</td> </tr> <tr> <td>15.</td> <td>Service cost "Assistance during walk boarding (minimum) service"</td> <td>EUR per flight _____</td> </tr> </tbody> </table> | №  | Criterion                               | Unit | 1. | Basic handling charge for SSJ-100 | _____ EUR per turnaround flight | 2. | Basic handling charge for A319 | _____ EUR per turnaround flight | 3. | Basic handling charge for A320 | _____ EUR per turnaround flight | 4. | Basic handling charge for B737 | _____ EUR per turnaround flight | 5. | Basic handling charge for B777 | _____ EUR per turnaround flight | 6. | Basic handling charge for B747 | _____ EUR per turnaround flight | 7. | Cost for provision of special equipment, facilities and specially trained personnel for assistance to unaccompanied minors | _____ EUR per pax | 8. | Cost for provision of lounge facilities | _____ EUR per pax | 9. | Cost for provision of GPU extra usage | _____ EUR per 20 min | 10. | Cost for provision of extra usage of passenger steps (Narrow body) | _____ EUR per 20 min | 11. | Cost for provision of passenger transport between aircraft and terminal (Y-Class) | _____ EUR per movement / tour (one bus) | 12. | Cost for provision of passenger transport between aircraft and terminal (C-Class) | _____ EUR per movement / tour (one bus) | 13. | Service cost "Assistance during walk boarding (embarkation) service" | _____ EUR per pax | 14. | Service cost "Assistance during walk boarding (disembarkation) service" | EUR per pax _____ | 15. | Service cost "Assistance during walk boarding (minimum) service" | EUR per flight _____ |
| №  | Criterion  | Unit                                    |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| 1.   | Basic handling charge for SSJ-100  | _____ EUR per turnaround flight         |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| 2.   | Basic handling charge for A319   | _____ EUR per turnaround flight         |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| 3.   | Basic handling charge for A320   | _____ EUR per turnaround flight         |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| 4.   | Basic handling charge for B737   | _____ EUR per turnaround flight         |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| 5.   | Basic handling charge for B777   | _____ EUR per turnaround flight         |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| 6.   | Basic handling charge for B747   | _____ EUR per turnaround flight         |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| 7.   | Cost for provision of special equipment, facilities and specially trained personnel for assistance to unaccompanied minors | _____ EUR per pax                       |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| 8.   | Cost for provision of lounge facilities  | _____ EUR per pax                       |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| 9.   | Cost for provision of GPU extra usage  | _____ EUR per 20 min                    |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| 10.  | Cost for provision of extra usage of passenger steps (Narrow body)   | _____ EUR per 20 min                    |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| 11.  | Cost for provision of passenger transport between aircraft and terminal (Y-Class)  | _____ EUR per movement / tour (one bus) |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| 12.  | Cost for provision of passenger transport between aircraft and terminal (C-Class)  | _____ EUR per movement / tour (one bus) |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| 13.  | Service cost "Assistance during walk boarding (embarkation) service"   | _____ EUR per pax                       |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| 14.  | Service cost "Assistance during walk boarding (disembarkation) service"  | EUR per pax _____                       |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |
| 15.  | Service cost "Assistance during walk boarding (minimum) service"   | EUR per flight _____                    |      |    |                                   |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |                                |                                 |    |  |                   |    |   |                   |    |                                       |                      |     |  |                      |     |   |   |     |   |   |     |  |                   |     |   |                   |     |  |                      |

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

|   |  |                            |
|---|--|----------------------------|
| 16.   | Cost for provision of Air Start Unit   | _____EUR per 15 min        |
| 17.   | Service cost "Additional push back (Narrow body) service"  | _____EUR per 20 min        |
| 18.   | Service cost "Cleaning of passenger and crew compartments (other than flight deck) including changing of head rest covers, seat belts arranging, and removal and disposal of litter/waste left from incoming flights". _____EUR A319 per turnaround flight |                            |
| 19.   | Service cost "cleaning of passenger and crew compartments (other than flight deck) including changing of head rest covers, seat belts arranging, and removal and disposal of litter/waste left from incoming flights". _____EUR A320 per turnaround flight |                            |
| 20.   | Service cost "Cleaning of passenger and crew compartments (other than flight deck) including changing of head rest covers, seat belts arranging, and removal and disposal of litter/waste left from incoming flights". _____EUR B737 per turnaround flight |                            |
| 21.   | Service cost "Cleaning of passenger and crew compartments (other than flight deck) including changing of head rest covers, seat belts arranging, and removal and disposal of litter/waste left from incoming flights". _____EUR B777 per turnaround flight |                            |
| 22.   | Service cost "Cleaning of passenger and crew compartments (other than flight deck) including changing of head rest covers, seat belts arranging, and removal and disposal of litter/waste left from incoming flights". _____EUR B747 per turnaround flight |                            |
| 23.   | Service cost "Separate dispose of litter/ waste disposal only (if cleaning is not provided by the Handling Company)" _____EUR per service  |                            |
| 24.   | Service cost "Ad-hoc toilet service (narrow body) as per paragraph 1.15 of the agreement" _____EUR per service   |                            |
| 25.   | Service cost "Ad-hoc toilet service (wide body) as per paragraph 1.15 of the agreement" _____EUR per service   |                            |
| 26.   | Service cost "Ad-hoc water service (narrow body) as per paragraph 1.16 of the agreement" _____EUR per service  |                            |
| 27.   | Service cost "Ad-hoc water service (wide body) as per paragraph 1.16 of the agreement" _____EUR per service  |                            |
| 28.   | Service cost "Passenger baggage identification service"  | _____EUR per agent / 30min |
| 29.   | Cost for provision of additional manpower  | _____EUR per agent / 30min |
| 30.   | Service cost "Disbursement fee" _____% of an amount  |                            |
| <p>The country of origin of the product including delivered to the customer when performing purchased works, rendering purchased services_____.</p> |  |                            |

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".

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

|   |
|---|
| <p>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"<sup>5</sup>.</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> <p>11.3. The Bidder must hold a valid licence for the provision of ground handling services at BER airport. A scanned copy of the licence and/or document confirming rights shall be submitted as part of the tender application.</p> <p>11.4. The Bidder shall have qualified and trained personnel to provide services at Sabre SSCI. The Bidder shall provide the Purchaser with a free written confirmation (signed by the Bidder) guaranteeing that its staff is trained in Sabre SSCI to check-in passengers for the Purchaser's flights. The letter should be provided by the Bidder when completing the application for participation in the procurement procedure.</p> <p>11.5. The Bidder shall provide the Customer with a confirmation in free writing (signed</p> |

by the Bidder) guaranteeing that the personnel involved are qualified and properly trained to control aircraft loading and alignment to be able to handle Purchaser's flights at BER airport. The letter should be provided by the Bidder when completing the Tender Application.

11.6. All documents should be submitted in Russian or English.

|                          |   |
|--------------------------|---|
| According to the list on | pages                                   |
| <b>Principal</b>         |   |
|                          | (signature) (state initials, last name) |
| SEAL                     |   |
| Date of issuance         |   |
|                          | (DD) (MM) (YYYY)                        |

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

## Appendix 2 to Procurement Documentation

|   |   |
|---|---|
| <b>BIDDER QUESTIONNAIRE FORM<sup>2</sup></b><br><b>Procurement Procedure</b>  |   |
| <i>(state the name of procedure)</i>  |   |
| <b>Procedure No.</b> _____<br><i>(state the procedure number)</i>   | <b>Lot No.</b> _____<br><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>  |   |
| <b>1. Legal details</b><br>Country _____ of _____<br>registration _____<br>Registered address _____<br>Street address _____<br>Phone _____<br>Fax _____<br>E-mail _____ |   |
| <b>2. Banking details</b><br>INN / KPP of entity _____<br>OGRN (Primary State Registration Number) _____  |   |

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

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<sup>3</sup> \_\_\_\_\_

OKPO \_\_\_\_\_

OKVED \_\_\_\_\_

### 4. Appendices to the Bidder Questionnaire Form:

| Description of Document   | Number of Pages |
|---|-----------------|
| 1. Copies of incorporation documents (Certificate of State Registration, Articles of Association, Incorporation Agreement).   |                 |
| 2. A copy of statement from the Uniform State Register of Legal Entities and/or Uniform State Register of Individual Entrepreneurs received not earlier than 6 months before the day of posting a notice on holding 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   |                 |

<sup>3</sup> 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



|  |  |  |  |  |                         |                                 |                                 |  |                                   |  |
|--|--|--|--|--|-------------------------|---------------------------------|---------------------------------|--|-----------------------------------|--|
| <p>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.</p>  |  |  |  |  |                         |                                 |                                 |  |                                   |  |
| <p>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).</p>   |  |  |  |  |                         |                                 |                                 |  |                                   |  |
| <p>7. Declaration of absence of the conflict of interests between bidder and its officials and the customer's employees.</p>   |  |  |  |  |                         |                                 |                                 |  |                                   |  |
| <p>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.</p>  |  |  |  |  |                         |                                 |                                 |  |                                   |  |
| <p>9. For a group (for several persons) of persons acting on the part of one procurement bidder, it shall be submitted additionally a copy of the document evidencing the union of persons acting on the part of the one procurement bidder into the group, and the right of a certain procurement bidder to participate in the procedure on behalf of the group of persons, including submit a request for participation, to sign an agreement.</p>   |  |  |  |  |                         |                                 |                                 |  |                                   |  |
| <p><b>Contact person</b> _____<br/> <i>(state last name, first name, patronymic, telephone, fax, e-mail)</i></p> <p><b>This is to confirm by the bidder the accuracy of all data stated in the Questionnaire Form.</b></p>   |  |  |  |  |                         |                                 |                                 |  |                                   |  |
| <table> <tr> <td data-bbox="161 1144 510 1290"> <p><b>Principal</b><br/> <i>(title of the Principal)</i></p> </td> <td data-bbox="510 1144 815 1290"> <p>_____</p> <p><i>(signature)</i></p> </td> <td data-bbox="815 1144 1474 1290"> <p>_____</p> <p><i>(state initials, last name)</i></p> </td> </tr> <tr> <td data-bbox="161 1290 510 1350"> <p>Date of Issuance</p> </td> <td data-bbox="510 1290 815 1350"> <p>_____</p> <p><i>(DD)</i></p> </td> <td data-bbox="815 1290 1474 1350"> <p>_____</p> <p><i>(MM)</i></p> </td> </tr> <tr> <td></td> <td data-bbox="815 1290 1038 1350"> <p>_____</p> <p><i>(YYYY)</i></p> </td> <td></td> </tr> </table> |  | <p><b>Principal</b><br/> <i>(title of the Principal)</i></p> | <p>_____</p> <p><i>(signature)</i></p> | <p>_____</p> <p><i>(state initials, last name)</i></p> | <p>Date of Issuance</p> | <p>_____</p> <p><i>(DD)</i></p> | <p>_____</p> <p><i>(MM)</i></p> |  | <p>_____</p> <p><i>(YYYY)</i></p> |  |
| <p><b>Principal</b><br/> <i>(title of the Principal)</i></p>   | <p>_____</p> <p><i>(signature)</i></p> | <p>_____</p> <p><i>(state initials, last name)</i></p>       |  |  |                         |                                 |                                 |  |                                   |  |
| <p>Date of Issuance</p>  | <p>_____</p> <p><i>(DD)</i></p>        | <p>_____</p> <p><i>(MM)</i></p>                              |  |  |                         |                                 |                                 |  |                                   |  |
|  | <p>_____</p> <p><i>(YYYY)</i></p>      |  |  |  |                         |                                 |                                 |  |                                   |  |

**Appendix 3**  
**to Procurement Documentation**

**Terms of Reference**

| № | Subject-matter of the procurement  | Ground Handling      |   |                                |
|---|--|----------------------|---|--------------------------------|
| 1 | Nomenclature, description of products (work, service)  | Units of Measurement | Quantity (Scope)  | Option to replace (equivalent) |
| 2 | <p>1. A set of ground and passenger services as listed in the January 2013 Standard Ground Handling Agreement (SGHA):</p> <p>1.1.2 -1.1.4</p> <p>1.2.1</p> <p>1.2.2</p> <p>1.2.3 (b)(c)(d)(e)(h)(i)</p> <p>1.2.4</p> <p>1.2.6 (c) upon request of the Carrier, subject to disbursement fee</p> <p>1.3.3-1.3.8</p> <p>2.1.1</p> <p>2.1.2</p> <p>2.1.3(a)(1 - upon request and at additional charge, 3,4,5) (b) (2,6)</p> <p>2.1.4 in accordance with the Carrier's GOM. Extra services (for crew members also) to be provided in case of the Carrier's request. Payment of extra services upon factual costs (invoices) and subject to disbursement fee. In case of irregularities coordination with the Carrier's appointed supervisor/representative (if any) and OPS is a must.</p> <p>2.1.5</p> <p>2.1.6(a)</p> <p>2.1.7(a, b - the Handling company WT account) (c - 5 days) (e) (f) (Lost and found services and at additional cost. No extra charge for lost and found services caused by the Handling Company's activity).</p> <p>2.1.8 report the Carrier all the relevant documentation (information about the baggage found with number of baggage pieces as per each type - AHL, OHD, DPR, FWD, file numbers of AHL, OHD, DPR, printouts of FWD and items found). The report must be sent to the Carrier together with the invoices as per Paragraph 4 of the agreement</p> <p>2.1.9(a)(3 – Invitations shall be given to</p> | Eq.unit              | <p>Not determined*</p> <p>*Purchaser operates flights to BER airports on a regular basis (1 flight per week), usually on A319/A320 aircraft in 12C:156Y/ 8C:120Y layout</p> | no                             |

|   |  |  |  |
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| <p>appropriate passengers at check-in counters as per the Carrier's standards; at additional charge) (b)(1 – subject to the Carrier's GOM)</p> <p>2.2.1</p> <p>2.2.2 (a) (b – upon additional notification from the Carrier)</p> <p>2.2.3(a - must be done at check-in counters and gates; with reference to sub-paragraph 1.13 of the Agreement)(b)</p> <p>2.2.4(a)(b)(1,2)</p> <p>2.2.5(a)</p> <p>2.2.6(a)(b)</p> <p>2.2.7</p> <p>2.2.8</p> <p>2.2.10(a)(b)(1,2) (c)(1)</p> <p>2.2.11(a)</p> <p>2.2.12</p> <p>2.2.13(c)(d)(e)(f)(g)(h)</p> <p>2.2.14(a)(b)(c) – with reference to subparagraph 1.14 of the Agreement</p> <p>2.3.1 (b – knocking in A/C door)</p> <p>2.3.2</p> <p>2.3.3</p> <p>3.1.1 to 3.1.6</p> <p>3.1.7 (a)</p> <p>3.2.1(a)</p> <p>3.3.1 (a)(b)</p> <p>3.3.2 (f - safety cones)</p> <p>3.3.3 (a - 60 mins for narrow body and 120 mins for wide body are included)</p> <p>3.4.2 (a – on request and at additional charge)</p> <p>3.5.1</p> <p>3.5.2 (a)(b)</p> <p>3.6.1 (a)(1- on remote: 1 step for narrow body for max. 60 min per turnaround included; 2 steps for wide body for max 90 min per turnaround included) (b)(3) (c) (1) (3)</p> <p>3.6.2 (a)(1 - on remote – as per of the Carrier's GOM)( busses for economy class – at additional charge; separate transport for business class passengers – upon request and at additional charge)(2 – upon request and at additional charge)</p> <p>3.6.3 (a)</p> <p>(a)(1)</p> <p>3.6.5 (a)(1,2,3,4,5)</p> <p>3.6.6 (a)(b)(c)</p> <p>3.6.7</p> <p>3.6.8 (a)</p> <p>3.6.10 (a) (1 – upon request, 2 – upon request)</p> <p>3.7.1 (a – on request and at additional charge)</p> |  |  |  |
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| <p> 3.8.1 (b)<br/> 3.8.2 (a)(b)(1, 2)<br/> 3.9.1 (a)<br/> 3.9.2 (b)<br/> 3.9.3 (a)(one pushback is included in turnaround)<br/> (b – on request and at additional charge)<br/> 3.11.2 ((a)(b)(c)(d)(e)(f)(g)(h)(i)) - upon request and at additional charge<br/> 3.11.2 (b – under this service the Parties understand that crew members of the Carrier clean flights and thereafter bags with litter will be transferred to staff of the Handling Company for further removal and disposal. This service is provided upon request, at additional charge and applies only when the cleaning is performed by the Carrier)<br/> 3.11.7 (a – upon request; rate is included in the charge for interior cleaning)<br/> 3.12.1 (a)(1,2) with reference to subparagraph 1.15 of the agreement<br/> 3.13.1 (a)(1,2,3) with reference to subparagraph 1.16 of the agreement<br/> 4.1.1<br/> 4.1.2 (a)(b)(c)(d)(e)(1)<br/> 4.2.1 (a)(b)(c)(d)<br/> 4.2.2 (a)(b)<br/> 4.3.1<br/> 4.3.2<br/> 4.4.1 (a)<br/> 4.4.2<br/> 4.4.3 (d)<br/> 4.4.4 (e)(2)<br/> 4.4.5<br/> 4.4.7<br/> 4.6.1 (a)(b)<br/> 6.2.1 (a)(1 – Sabre SSCI) – CUTE charges will be paid by the Carrier directly to the Airport Authority via payment for central infrastructure (2)(3)<br/> 6.2.2 (a – Sabre SSCI)(3)(4) (b)(6) (c)(5 – World Tracer)<br/> 6.3.1 (a)(1)(2) – upon request and at additional charge<br/> 6.3.2<br/> 6.3.3 (a)(b)<br/> 6.3.4<br/> 6.3.5<br/> 6.5.1<br/> 6.6.1 (a)(1,2)(c) at additional charge<br/> 6.6.2<br/> 7.1.1 (a)<br/> 7.1.2 (b)(1,2,3,4,5)<br/> 7.1.3 (b)(1,2,3) </p> |  |  |  |
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|   | 7.1.4 (a)(1,2,3 – upon request and at additional charge,4)<br>7.4.2 (a) (1 in accordance with paragraphs 8-11 of the Aircraft Inspection Card of Rossiya Airlines)  |  |  |  |
| 3 | Delivery place of goods, performance of works and provision of services (address)   | Berlin Brandenburg International Airport (BER), Germany  |  |  |
| 4 | Dates or schedule of shipment/delivery of goods, performance of works and provision of services   | date of signing – 30.11.2026   |  |  |
| 5 | Requirements for acceptance of goods, work, service   | <p>All documentation concerning the flight must be given to the supervisor of the Carrier in Berlin, Germany not later than 2 days after the flight operated. In case of the supervisor's non-existence the flight documentation must be sent to Rossiya Airlines HQ in St. Petersburg (depending on an airport of destination from Berlin), attn. Accounting Department (not later than 2 days after the flight operated). Forwarding of documentation is accompanied by register creation in agreed form. The scan-copy of the register must be provided to the Carrier in 2 days after the first request.</p> <p>The package includes:</p> <ul style="list-style-type: none"> <li>• Load sheet</li> <li>• Flight coupons</li> <li>• Checklist of pax which were checked-in upon e-tickets (with numbers of e-tickets)</li> <li>• FIM (as provided by the Carrier)</li> <li>• EXB receipts (copies), if and as received by the Ticket counter in BER</li> <li>• Cargo and post way bills (cargo and post volumes must get in line with load sheet data), cargo manifests.</li> </ul> |  |  |
| 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 | <p>The services must be performed in accordance with internal manuals and instructions of the Customer and in accordance with requirements and recommendations of ICAO and IATA specified in this documentation: ICAO regulatory document Doc 9284-AN/905 "Technical Instructions for the Safe Transport of Dangerous Goods by Air", IATA Ground Operations Manual (IGOM), IATA Dangerous Goods Regulations (DGR), Airport Handling Manual (IATA) and other documentation, established on official Carrier's website: <a href="http://www.rossiya-airlines.com">www.rossiya-airlines.com</a>.<br/>Temporary access to the Customer's</p>   |  |  |

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|   | be provided with the customer needs  | <p>official site will be provided to the Bidder according to the written request at any stage of purchase for acknowledgment with mentioned documents and instructions of the Customer.</p> <p>Requirements to safety, quality, technical characteristics, functional characteristics (consumer attributes) of the goods, work, and service, to sizes, packaging, shipment of goods, and to work output specified by the customer and stipulated by technical regulations in accordance with the Russian legislation concerning technical regulation, the documents developed and applied in the national system of standardization, introduced in accordance with the Russian legislation concerning standardization, and other requirements related to determination of compliance of the delivered goods, performed work, and rendered service doesn't apply.</p> |
| 7 | Requirements for the price formation for goods: whether or not delivery is included in the price of goods as well as loading/unloading, insurance, assembly, training of the staff, customs fees to be paid in release of goods for internal consumption in the territory of the Customs Union, etc. | <p>7.1 The price shall be formed in accordance with the draft contract conditions.</p> <p>7.2 Maximum tariff values (limits), offered by the bidder, must not exceed the rates, prescribed as follows:</p> <p>SSJ-100 – 1 047,5 EUR (VAT excluded)<br/> A319 – 1 110 EUR (VAT excluded)<br/> A320 – 967,5 EUR (VAT excluded)<br/> B738 – 1 075 EUR (VAT excluded)<br/> B777 – 2 782,5 EUR (VAT excluded)<br/> B747 – 3 100 EUR (VAT excluded)</p>  |
| 8 | Requirements for the term and scope of the warranty to be provided with respect to quality of goods, work, and service   | Guaranteed quality services for the whole duration period of the contract  |
| 9 | Other necessary information or additional requirements   | <p><u>Requirements to the Bidders:</u></p> <p>9.1 The Bidder must hold a valid licence for the provision of ground handling services at BER airport. A scanned copy of the licence and/or document confirming rights shall be submitted as part of the tender application.</p> <p>9.2 The Bidder shall have qualified and trained personnel to provide services at Sabre SSCI. The Bidder shall provide the Purchaser with a free written confirmation (signed by the Bidder) guaranteeing that its staff is trained in Sabre SSCI to check-in passengers for the Purchaser's flights. The letter should be provided by the Bidder when completing the application for participation in the procurement</p>  |

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|  |  | <p>procedure.</p> <p>9.3 The Bidder shall provide the Customer with a confirmation in free writing (signed by the Bidder) guaranteeing that the personnel involved are qualified and properly trained to control aircraft loading and alignment to be able to handle Purchaser's flights at BER airport. The letter should be provided by the Bidder when completing the Tender Application. All documents should be submitted in Russian or English.</p> |
|--|--|---|

\* The Customer operates scheduled flights to BER (1 flight per week), usually on aircraft type A319/A320 with configuration 12C:156Y/8C:120Y

**Appendix 4**  
**to Procurement Documentation**

## STANDARD GROUND HANDLING AGREEMENT SIMPLIFIED PROCEDURE

ANNEX B1.0 LOCATIONS, AGREED SERVICES, FACILITIES AND CHARGES  
to the Standard Ground Handling Agreement (SGHA) of January 2008

**Between** : “Rossiya Airlines” Joint Stock Company

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

hereinafter referred to as : “the Carrier”

**and** :  
having its principal  
office at :

hereinafter referred to as : “the Handling Company”

## This Annex B1.0

For the locations : Berlin Brandenburg Airport (BER)



is valid from : date of signing  
and replacing: : none

**PREAMBLE** This Annex B1.0 is prepared in accordance with the simplified procedure whereby the Carrier and the Handling Company agree that the terms of the Main Agreement and Annex A of the SGHA of January 2008, as published by the International Air Transport Association shall apply as if such terms were repeated here in full. By signing this Annex B1.0 the parties confirm that they are familiar with aforementioned Main Agreement and Annex A.

## **Paragraph 1 - HANDLING SERVICES AND CHARGES**

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

### **1. REPRESENTATION, ADMINISTRATION AND SUPERVISION**

#### **1.1 General**

1.1.2

1.1.3

1.1.4

#### **1.3 Administrative Functions**

1.3.1

1.3.2

1.3.3 (b)(c)(d)(e)(h)(i)

1.2.4

1.2.6 (c) upon request of the Carrier, subject to disbursement fee

#### **1.4 Supervision and/or Co-coordination of Services Contracted by the Carriers with Third Party(ies)**

1.3.3

1.3.4

1.3.5

1.3.6

1.3.7

1.3.8

### **2. PASSENGER SERVICES**

#### **2.1 General**

2.1.1

2.1.2

2.1.3 (a)(1 - upon request and at additional charge, 3,4,5) (b) (2,6)

2.1.4 in accordance with the Carrier's GOM. Extra services (for crew members also) to be provided in case of the Carrier's request. Payment of extra services upon factual costs (invoices) and subject to disbursement fee. In case of irregularities coordination with the Carrier's appointed supervisor/representative (if any) and OPS is a must.

2.1.5

- 2.1.6 (a)
- 2.1.7 (a, b - the Handling company WT account) (c - 5 days) (e) (f) (Lost and found services and at additional cost. No extra charge for lost and found services caused by the Handling Company's activity).
- 2.1.8 report the Carrier all the relevant documentation (information about the baggage found with number of baggage pieces as per each type - AHL, OHD, DPR, FWD, file numbers of AHL, OHD, DPR, printouts of FWD and items found). The report must be sent to the Carrier together with the invoices as per Paragraph 4 of the present agreement
- 2.1.9 (a)(3 – Invitations shall be given to appropriate passengers at check-in counters as per the Carrier's standards; at additional charge) (b)(1 – subject to the Carrier's GOM)

## **2.2 Departure**

- 2.2.1
- 2.2.2 (a) (b – upon additional notification from the Carrier)
- 2.2.3 (a - must be done at check-in counters and gates; with reference to subparagraph 1.13 hereof)(b)
- 2.2.4 (a)(b)(1,2)
- 2.2.5 (a)
- 2.2.6 (a)(b)
- 2.2.7
- 2.2.8
- 2.2.10 (a)(b)(1,2) (c)(1)
- 2.2.11 (a)
- 2.2.12
- 2.2.13 (c)(d)(e)(f)(g)(h)
- 2.2.14 (a)(b)(c) – with reference to subparagraph 1.14 hereof

## **2.3 Arrival**

- 2.3.1 (b – knocking in A/C door)
- 2.3.2
- 2.3.3

# **3. RAMP SERVICES**

## **3.1 Baggage Handling**

3.1.1 to 3.1.6

- 3.1.8 (a)

## **3.2 Marshalling**

- 3.2.1 (a)

## **3.3 Parking**

- 3.3.1 (a)(b)
- 3.3.2 (f - safety cones)
- 3.3.3 (a - 60 mins for narrow body and 120 mins for wide body are included)

## **3.4 Cooling and Heating**

- 3.4.2 (a – on request and at additional charge)

## **3.5 Ramp to Flight Deck Communication**

- 3.5.1
- 3.5.2 (a)(b)

**3.6 Loading and Unloading**

- 3.6.1 (a)(1- on remote: 1 step for narrow body for max. 60 min per turnaround included; 2 steps for wide body for max 90 min per turnaround included)  
(b)(3) (c) (1) (3)
- 3.6.2 (a)(1 - on remote – as per of the Carrier's GOM)( busses for economy class – at additional charge; separate transport for business class passengers – upon request and at additional charge)(2 – upon request and at additional charge)
- 3.6.3 (a)
- 3.6.5 (a)(1)
- 3.6.5 (a)(1,2,3,4,5)
- 3.6.6 (a)(b)(c)
- 3.6.7
- 3.6.8 (a)
- 3.6.10 (a) (1 – upon request, 2 – upon request)

**3.7 Starting**

- 3.7.1 (a – on request and at additional charge)

**3.8 Safety Measures**

- 3.8.1 (b)
- 3.8.2 (a)(b)(1, 2)

**3.9 Moving of Aircraft**

- 3.9.1 (a)
- 3.9.2 (b)
- 3.9.3 (a)(one pushback is included in turnaround)  
(b – on request and at additional charge)

**3.11 Interior Cleaning**

- 3.11.2 ((a)(b)(c)(d)(e)(f)(g)(h)(i)) - upon request and at additional charge
- 3.11.2 (b – under this service the Parties understand that crew members of the Carrier clean flights and thereafter bags with litter will be transferred to staff of the Handling Company for further removal and disposal. This service is provided upon request, at additional charge and applies only when the cleaning is performed by the Carrier)
- 3.11.7 (a – upon request; rate is included in the charge for interior cleaning)

**3.12 Toilet Service**

- 3.12.1 (a)(1,2) with reference to sub-paragraph 1.15 of the agreement

**3.13 Water Service**

- 3.13.1 (a)(1,2,3) with reference to sub-paragraph 1.16 of the agreement

**4. LOAD CONTROL. COMMUNICATIONS AND FLIGHT OPERATIONS**

**4.1 Load Control**

- 4.1.1
- 4.1.2 (a)(b)(c)(d)(e)(1)

**4.2 Communications**

- 4.2.1 (a)(b)(c)(d)

4.2.2 (a)(b)

**4.3 Flight Operations – General**

4.3.1

4.3.2

**4.4 Flight Operations – Flight Preparation at the Airport of Departure**

4.4.1 (a)

4.4.2

4.4.3 (d)

4.4.4 (e)(2)

4.4.5

4.4.7

**4.6 Flight Operations – En-route Flight Assistance**

4.6.1 (a)(b)

**6. SUPPORT SERVICES**

**6.2 Automation/Computer System**

6.2.1 (a)(1 – Sabre SSCI) – CUTE charges will be paid by the Carrier directly to the Airport Authority via payment for central infrastructure (2)(3)

6.2.2 (a – Sabre SSCI)(3)(4) (b)(6) (c)(5 – World Tracer)

**6.3 Unit Load Device (ULD) Control**

6.3.1 (a)(1)(2) – upon request and at additional charge

6.3.2

6.3.3 (a)(b)

6.3.4

6.3.5

**6.5 Ramp Fuelling/Defuelling Operations**

6.5.1

**6.6 Surface Transport**

6.6.1 (a)(1,2)(c) at additional charge

6.6.2

**7. SECURITY**

**7.1 Passenger and Baggage Screening and Reconciliation**

7.1.1 (a)

7.1.2 (b)(1,2,3,4,5)

7.1.3 (b)(1,2,3)

7.1.4 (a)(1,2,3 – upon request and at additional charge,4)

7.4.2 (a) (1 in accordance with paragraphs 8-11 of the Aircraft Security Search List of Rossiya Airlines JSC))

1.1.1 The basic handling charges for the services mentioned above are specified in EUR (VAT excluded):

| Type of Aircraft | Basic Handling Charge* |
|------------------|------------------------|
|------------------|------------------------|

|         |  |
|---------|--|
| SSJ-100 |  |
| A319    |  |
| A320    |  |
| B737    |  |
| B777    |  |
| B744    |  |

\*The above mentioned charges for handling of the mentioned aircraft types are only valid under the following Terms:

- Check-in counters shall be opened starting from 120min prior STD until 40min prior STD for narrow body and from 150min prior STD until 40min prior STD for wide body.
- Quantity of check-in counters:  
3 check in counters (1C/2Y) for narrow body aircrafts  
8 check in counters (1C/7Y) for the aircraft type B777  
9 check in counters (1C/8Y) for the aircraft type B747
- Gate procedures: Up to 2 gate agents deployed from Check In for narrow body.

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

1.3 Handling in case of technical and/or fuelling landing for other than commercial purposes will be charged at fifty percent (50%) of the above prices in Sub-Paragraph 1.1.1, provided that a physical change of load is not involved.

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

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

1.6 Whenever applicable, during the published curfew times for the airport at agreed location(s). all the handling rates as per Sub-paragraph 1.1.1 above will be increased by 25% (twenty five percent)

1.7 Whenever a flight operates 1 hour or more delayed (between landing – on block and departure – off block) for reasons not caused by the Handling Company, the Handling Company has the right to charge the Carrier additionally with 10% of the handling charges.

1.8 Handling of load in/empty out flights will be the following reduction of the rates under Sub-Paragraph 1.1.1.:

Ferry in – live out = 25% reduction  
Live in – ferry out = 35% reduction.

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

1.10 Any flights cancelled between 48 and 24 hours before schedule departure will be charged at 50% of the applicable handling fee.

- 1.11 Any flights cancelled between 24 and 12 hours before schedule departure will be charged at 70% of the applicable handling fee.
- 1.12 Any flights cancelled between 12 –0 hours before scheduled time of departure will be charged at 100% of the rates listed in Paragraph 1.
- 1.13 Sub-section 2.2.3 (a) of Annex A of SGHA of January 2008 shall be interpreted as follows:
- a) The Handling Company does not have any liability for the visa execution accuracy and any incorrect information, stated at passengers documents (passport, visa) while verification during check-in process.
  - b) The Handling company is responsible for:
    - Checking the presence of passenger's passport and visa of the Russian Federation;
    - Checking the validity of all travel documents (passport, visa) with the exception of fake or forged travel documents when the forgery is not easily detectable;
    - Checking the entry permit according to the visa type (single or multiple entry visa).

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

In case of failure to provide travel documents (passport, visa) or in case of travel documents expiration, the passenger shall not be allowed to board of aircraft. Should a passenger with expired and/or without and/or invalid travel documents arrive to the Russian Federation initial border crossing, the Carrier has the right to redirect the imposed penalty to the Handling Company in accordance with the Central Bank of the Russian Federation exchange rate (EUR/RUB) valid at the date of administration act (Police RF) issuance. Expenses linked with return carriage of the passenger (provided and/or arranged at the Carrier's cost) will be reimbursed by the Handling Company to the Carrier at the factual costs.

- 1.14 All documentation concerning the flight must be given to the supervisor of the Carrier in Berlin, Germany not later than 2 days after the flight operated. In case of the supervisor's non-existence the flight documentation must be sent to Rossiya Airlines JSC HQ in St. Petersburg (depending on an airport of destination from Berlin), attn. Accounting Department (not later than 2 days after the flight operated). Forwarding of documentation is accompanied by register creation in agreed form. The scan-copy of the register must be provided to the Carrier in 2 days after the first request.

\*The Handling Company is responsible for the loss of any flight documentation and its validity until given to the supervisor of the Carrier or the documentation has been received by the Carrier in case of the supervisor non-existence. If the document are lost by the Handling Company, the handling Company will recover them in due time.

The package includes:

- Load sheet
- Flight coupons
- Checklist of pax which were checked-in upon e-tickets (with numbers of e-tickets)
- FIM (as provided by the Carrier)
- EXB receipts (copies), if and as received by the Ticket counter in BER
- Cargo and post way bills (cargo and post volumes must get in line with load sheet data), cargo manifests.

- 1.15 Toilet service is included in the basic handling charge and provided on each flight. The mentioned service can be excluded from the basic handling package by the Carrier with 7 calendar days prior written notice to the Handling Company. In that case \_\_\_\_ EUR will be deducted from the basic handling charges per turnaround flight on narrow body and \_\_\_\_ EUR from the basic handling charges per turnaround flight on wide body. Toilet service will be provided upon request from the Carrier (supervisor and/or crew members) and subject to extra charge according to rates set out in paragraph 2 of the Agreement. However the Carrier can include toilet service back in basic handling package with 7 calendar days prior written notice to the Handling Company. In that case basic handling charges set out in sub-paragraph 1.1.1 hereof will apply again.
- 1.16 Water service is included in the basic handling charge and provided on each flight. The mentioned service can be excluded from the basic handling package by the Carrier with 7 calendar days prior written notice to the Handling Company. In that case \_\_\_\_ EUR will be deducted from the basic handling charges per turnaround flight on narrow body and \_\_\_\_ EUR from the basic handling charges per turnaround flight on wide body. Water service will be provided upon request from the Carrier (supervisor and/or crew members) and subject to extra charge according to rates set out in paragraph 2 of the Agreement. However the Carrier can include water service back in basic handling package with 7 calendar days prior written notice to the Handling Company. In that case basic handling charges set out in sub-paragraph 1.1.1 hereof will apply again.
- 1.17 If the Handling Company accepts a passenger holding invalid carriage documents for flight or without valid tickets, the Carrier shall charge the air ticket cost (including airport fees) to the Handling Company at an amount of full normal economy class tariff unconditionally in accordance with an invoice issued.

## **Paragraph 2 – ADDITIONAL CHARGES**

- 2.1 All other services and equipment not included in Paragraph 1 of this Annex will be charged as follows:

| <b>SGHA Sub-Section 2008</b> | <b>Additional Services</b>  | <b>Unit</b>                      | <b>Rate, EUR</b> |
|------------------------------|---|----------------------------------|------------------|
| 2.1.3 (a)(1)                 | Special equipment, facilities and specially trained personnel for assistance to unaccompanied minors  | per UM                           |                  |
| 3.3.3 (a)                    | Extra usage of GPU  | per 20 min                       |                  |
| 3.6.1 (a)(1)                 | Extra usage of passenger steps (Narrow body)  | per 20 min                       |                  |
| 3.6.2 (a)(1)                 | Passenger (Y-class) transport between aircraft and airport terminals  | per movement / tour<br>(one bus) |                  |
| 3.6.2 (a)(1)                 | Passenger (C-class) transport between aircraft and airport terminals  | per movement / tour<br>(one bus) |                  |
| -                            | Assistance during walk boarding (embarkation)   | per pax                          |                  |
| -                            | Assistance during walk boarding (disembarkation)  | per pax                          |                  |
| -                            | Assistance during walk boarding (minimum)   | per flight                       |                  |
| 3.7.1 (a)                    | Air Start Unit  | per 15 min                       |                  |
| 3.9.3 (a)                    | Additional push back (Narrow body)  | per 20 min                       |                  |
| 3.11.2                       | Cleaning of passenger and crew compartments (other than flight deck) including changing of head rest covers, seat belts arranging, and removal and disposal of litter/waste left from incoming flights. | A319 per turnaround flight       |                  |
|                              |   | A320 per turnaround flight       |                  |
|                              |   | B737 per turnaround flight       |                  |

|              |   |                            |  |
|--------------|---|----------------------------|--|
|              |   | B777 per turnaround flight |  |
|              |   | B747 per turnaround flight |  |
| 3.11.2(b)    | Separate dispose of litter/ waste disposal only (if cleaning is not provided by the Handling Company) | per service                |  |
| 3.12         | Ad-hoc toilet service (narrow body) as per para 1.15 hereof   | per service                |  |
| 3.12         | Ad-hoc toilet service (wide body) as per para 1.15 hereof   | per service                |  |
| 3.13         | Ad-hoc water service (narrow body) as per para 1.16 hereof  | per service                |  |
| 3.13         | Ad-hoc water service (wide body) as per para 1.16 hereof  | per service                |  |
| 7.1.4 (a)(3) | Positive baggage identification by passenger  | Per agent / 30mins         |  |
| -            | Additional Manpower   | Per agent / 30mins         |  |

All other additionally requested services shall be charged at the current local rates to be provided to the Carrier in written and duly signed not later than in 2 business days period after the request.

### **Paragraph 3 - DISBURSEMENTS**

- 3.1 Any disbursement made by the Handling Company on behalf of the Carrier (if requested by the Carrier) will be reimbursed by the Carrier at the cost price plus an accounting surcharge of \_\_%.

### **Paragraph 4 – SETTLEMENTS OF ACCOUNTS**

- 4.1 Notwithstanding Sub-Article 7.2 of the Main Agreement, the Handling Company shall submit invoices every 10 (ten) days for the services performed hereunder and the Carrier shall make payment to the Service Provider by bank transfer within 30 calendar days of receipt of the invoice. The Handling Company is obliged to send the invoices by electronic mail on the date of issue.

All payments shall be made in EUR via bank transfer.

- 4.2 All the invoices' scanned copies must be sent to the Carrier's Accounting Dept. email: [OKR@rossiya-airlines.com](mailto:OKR@rossiya-airlines.com). The invoices must be sent not later than on the 10<sup>th</sup> day of a month next to the reporting one, delays are subject to invoice non-acceptance to payment.

The originals must be sent to:

Rossiya Airlines JSC  
Pilotov Street 18/4  
Saint-Petersburg 196210  
Russia  
Attn. Accounting Department

- 4.3 Bank details

Bank details of the Handling Company:

Bank details of the Carrier:



Bank name: Sberbank (Severo-Zapadny Head Office)  
SWIFT: SABRRUMM  
Acc. transit: 40 7029 7845 5001 0000 80  
Acc. current: 40 7029 7815 5000 0000 80  
Correspondent bank: Deutsche Bank AG, Frankfurt am Main  
SWIFT: DEUTDEFF

- 4.4 All the payments are executed with SHARED expenses, which means that the payer will pay his bank's fee and the fees of the banks involved in the payment, if any, will be deducted from the transfer amount.

The financial liabilities of the Carrier are considered to be implemented from the moment of financial resources debiting from the Carrier's account.

Any mistakes in invoices found have no term of limitation.

- 4.5 Claims and disputes must be made in writing within 30 calendar days of receipt of invoice.

If the Carrier permanently (during as minimum 2 subsequent months) fails to fulfill its obligations under this Sub-paragraph 4, the Handling Company has the right to request monthly prepayment to cover for the Carriers operations. Before to request the prepayment the Handling Company is obliged to send to the Carrier official notification in written and duly signed where the required new method of payment is required, at least 10 business days in advance.

- 4.6 Term of invoices issuance is limited to 6 months after the end of this Agreement

- 4.7 Each invoice must include the date and number of invoice as well as bank details of both parties, as well as the attachment with all the flights handled details. The Handling Company shall attach all the additional documents required such as invoices of the 3rd Parties, requests for provision of additional services and etc., as well as documents confirming the baggage tracing:

- Invoice for the service with information about the baggage found with number of baggage pieces as per each type - AHL, OHD, DPR, FWD;
- file numbers of AHL, OHD, DPR;
- printouts of FWD and items found;
- documents confirming the baggage delivery with signature of the recipient;
- printouts of BDO for each AHL file.

## **Paragraph 5 – TRANSFER OF SERVICES**

- 5.1 The Handling Company is entitled to transfer the following services to subcontractors:

| <b><i>Location</i></b> | <b><i>Company</i></b> | <b><i>Service Items</i></b> |
|------------------------|-----------------------|-----------------------------|
| BER                    | ...                   | ...                         |

- 5.2 The Handling Company shall have written agreements with its sub-contractors for services subcontracted in this Annex B. The Handling Company shall be ready to display for the Carrier such agreements, where confidential business information will be concealed.

- 5.3 The Handling Company undertakes to employ reliable subcontractors only.
- 5.4 Upon request of the Carrier the Handling Company provides information about the subcontractors who will be employed. The Carrier has the right to object to the employment of a planned subcontractor for an important reason.

#### **Paragraph 6 - LIMIT OF LIABILITY**

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

| <b>Aircraft Type</b> | <b>Limit (per incident) USD</b> |
|----------------------|---------------------------------|
| SSJ-100              |                                 |
| A319/A320/B737-800   | 750 000                         |
| B777                 | 1 000 000                       |
| B744                 | 1 500 000                       |

- 6.2 Referring to Sub-Article 8.5 in the Main Agreement the Handling Company shall only be held responsible in case of direct loss resulted from negligent act or omission which could be avoided if procedures were followed. Notwithstanding Sub-Article 8.5 any claim below USD 3000 shall be indemnified too.
- 6.3 Referring to Sub-Article 8.6 in the Main Agreement the Handling Company shall only be held responsible in case of direct loss resulted from negligent act or omission which could be avoided if procedures were followed. Notwithstanding Sub-Article 8.6 any claim below USD 500 shall be indemnified too.

#### **Paragraph 7 - DURATION, MODIFICATION AND TERMINATION**

- 7.1 Notwithstanding the provisions of Sub-Article 11.4 and 11.5 of the Main Agreement, the term of this contract is from date of signing until the 30 of November 2026. After this period the current Agreement can be extended if the parties express their will to continue the collaboration under the same terms and conditions hereunder by signing an addendum/amendment to this Annex.
- 7.2 Notwithstanding the Sub-paragraph 7.1 hereof, this Agreement may be terminated at any time and without restrictions by any Party with 90 days prior written notice to the date of termination to the other party. The notice shall be sent in accordance with Paragraph 8 hereof.
- 7.3 Sub-paragraphs 11.11, 11.12 of Main Agreement are not applicable for the current Annex.
- 7.4 **Yearly Price Revision:**  
The charges set forth in paragraph 1 and 2 of this Annex B are subject to an annual price adjustment by the Handling Company starting from the 1<sup>st</sup> of December 2022 and for any subsequent year where this contract shall remain into force.  
Such price adjustment shall be based on the annual average rate of change of the consumer price index (CPI) for the country where the services detailed in this Annex B are provided. The copy of the official publication source (Federal Statistical Office of the Federal Republic of Germany (Destatis)) contained mentioned information with economic indicators must be provided to the Carrier preliminary. Nevertheless such price adjustment cannot be more than 2% annually. The Handling Company informs the Carrier officially in written (in accordance with §8 below) about such adjustment as minimum 35

calendar days before it comes into effect. The notification must include the new rates for basic handling and additional services as well as the validity period for the new rates mentioned.

- 7.5 All modifications of this agreement must be done in writing and signed by both parties.
- 7.6 The total contract amount does not exceed ..... excl. VAT payable as per the laws of the country, where the services hereunder are provided. The Parties will pay the taxes payable in their respective jurisdictions and shall have no obligation to pay any other taxes. Should the mentioned VAT (as per the laws of the country, where the services hereunder are provided) be collected, the total amount of the contract would not exceed.....The mentioned amount is not considered as a guaranteed payment amount to the Handling Company. By signing this agreement the Parties confirm their understanding that the factual amount to be paid under this agreement during the first validity period hereof can be less than mentioned herein.

#### **Paragraph 8 - NOTIFICATION**

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

To the **Carrier:**

Rossiya Airlines JSC  
Pilotov Street 18/4  
196210 Saint Petersburg  
Russia  
Attn. Contract Division  
Tel: +7 812 6 333 891  
E-mail: a.eremina@rossiya-airlines.com  
contract@rossiya-airlines.com

To the **Handling Company:**

Any notice given under this contract shall be deemed properly if sent by registered letter or by other means where proof of receipt or acknowledgement is obtained. In case of registered letter notice shall be considered to be served on the date of receipt.

If there are any changes in the aforesaid contact details of the Carrier and/or Handling Company, the Carrier and/or Handling Company shall inform the other party about such changes. In case of provision failure, contacts details described herein will apply.

#### **Paragraph 9 – ARBITRATION, JURISDICTION, APPLICABLE LAW**

- 9.1 Article 9 of the Main Agreement shall not apply.  
Instead the Parties agree as follows:

The Courts of Berlin shall have exclusive jurisdiction over this Agreement and all disputes arising thereof. The law applicable in jurisdiction shall be the law of the Federal Republic of Germany.

#### **Paragraph 10 – SERVICE LEVELS AND STANDARDS**

- 10.1 Additionally to the provisions of Article 5 of the IATA Main Agreement, all services listed in Paragraph 1.1 of this Annex B shall be performed in accordance with the relevant Ground

Operation Manual (GOM), all other internal documents of the Carrier provided to the Handling Company and Service Level Agreement (SLA) mutually agreed and signed by both parties. Notwithstanding Article 5 of the IATA Main Agreement, Ground Operation Manual (GOM), instructions, and all other internal of the Carrier related to ground handling are published on official web-site of the Carrier (section for partners).

- 10.2 In the provision of the services as a whole the Handling Company agrees to comply with the applicable IATA, ICAO, EU and/or other local or international legal regulations, and according to the Carrier's instructions.
- 10.3 The local representatives or any other designated persons from the Parties will meet at mutually agreed intervals to monitor the actual performance and inform each other on projects likely to have impact on agreed standards.
- 10.4 The Handling Company ensures:
- Checking the presence of 100% passenger's passport and visa of the Russian Federation;
  - Checking the validity of 100% passenger's travel documents (passport, visa) with the exception of fake or forged travel documents when the forgery is not easily detectable;
  - Checking the entry permit of 100% passengers according to the visa type (single or multiple entry visas).

#### **Paragraph 11 – RIGHT TO AUDIT**

- 11.1 The Handling Company shall allow the Carrier access at all reasonable times, by prior written notice (not less than one month), to audit, copy and reproduce the books, records, correspondence, instructions, receipts and memoranda of every description relating to this Agreement. Such audit notice shall contain a description of the areas to be audited. The Handling Company shall cooperate with the Carrier and will undertake any corrective actions required.

#### **Paragraph 12 – FORCE MAJEURE**

- 12.1 Both the Handling Company and the Carrier will be exempt from obligations as set forth in this agreement if failure to meet such obligations results from any event outside their reasonable control including flood, fire, lighting, war, volcano eruption and other act of God, revolution, act of terrorism, riot or civil commotion.

#### **Paragraph 13 – GENERAL**

- 13.1 The Handling Company shall provide the Carrier with the information in respect to all it's owners (beneficiaries), including the ultimate beneficiaries, as well as in respect to structure of executive bodies according to the form of the Attachment 1 to the present Agreement, attaching confirming documents.
- 13.2 In case of changes in the above-mentioned chain of owners, including ultimate beneficiaries, or in the structure of executive bodies, the Handling Company later shall inform Rossiya Airlines JSC about them with the confirming documents attached.

#### **Paragraph 14 – CONFIDENTIALITY**

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

information contained within Annex B and all information made available by the Handling Company and the Carrier to each other during its negotiations or in the provision of the services.

#### **Paragraph 15 – ANTI-CORRUPTION CLAUSE**

- 15.1 While performing its obligations under the Agreement, the Parties, their employees do not pay, do not offer to pay, and do not acquiesce in payment of any money or values, directly or indirectly, to any people for influencing the acts or decisions of those people so as to obtain any unfair preferences or for any other inappropriate end. While performing its obligations under the Agreement, the Parties, their employees do not carry out any activities that in accordance with the legislation are qualified for the purposes of the Agreement as giving/taking, commercial bribery, illegal gratification, abuse of power, as well as any actions that violate applicable legal requirements and international acts on counteraction to legitimization of proceeds of crime.
- 15.2 If the Parties have any suspicion of the occurrence or possible occurrence of any violation of the provisions stipulated in sub-paragraph 15.1, the corresponding Party shall notify the other Party in writing. In its written notification the Party should refer to the facts or provide materials reliably confirming or giving reason to believe that there has occurred or may occur any violation of any provisions of sub-paragraph 15.1 by the other Party, its employees, which in accordance with the legislation are qualified for the purposes of the Agreement as giving/taking, commercial bribery, illegal gratification, abuse of power, as well as any actions that violate applicable legal requirements and international acts on counteraction to legitimization of proceeds of crime. Upon receipt of a written notification the Party to which it was sent, will direct a confirmation that the violation did not happen or will not happen. This confirmation should be submitted within 30 (thirty) calendar days from the date of receipt of the written notification.
- 15.3 In case of violation by any Party of its obligations to refrain from any actions referred to in sub-paragraph 15.1, the other Party shall be entitled to terminate the Agreement unilaterally and without any judicial procedures by giving a written notice of termination. The Agreement is deemed to be terminated after expiry of 30 (thirty) calendar days from the date of receipt by the corresponding Party of a written notice of termination. The Party initiating termination of the Agreement, in accordance with the provisions of this paragraph shall be entitled to claim compensation for actual damages resulting from such termination. The compensation term amounts to 30 (thirty) calendar days after the date of receipt of the corresponding claim from the Party initiating termination of the Agreement

#### **Paragraph 16 – VALIDITY**

- 16.1 The validity of the signed Agreement is subject to and depending on necessary approval of the Carrier's board of directors.

This agreement is made in two originals, one for each Party.

Signed the  
at St Petersburg

Signed the  
at

For and on behalf of  
Rossiya Airlines JSC

For and on behalf of

.....

By: **Mr. Andrei Ordinov**  
General Director Deputy – COO  
POA: No. Д-115/21 dated 23/03/2021

.....

By:

**INFORMATION ON BENEFICIARIES (HOLDING MORE THAN 5% OF SHARES) (EXAMPLE)**

| Contract (bank details, subject matter, total amount, validity) |                                |                              |                     |  | Name of the counterparty    |                        |                     |          | Owners/beneficiaries data (till the owners/beneficiaries of the last level) |                             |   |                                |                    |                                       |                                     |   |
|---|--------------------------------|------------------------------|---------------------|--|-----------------------------|------------------------|---------------------|----------|---|-----------------------------|---|--------------------------------|--------------------|---------------------------------------|-------------------------------------|---|
| No. of contract and the date of entering into force             | Subject matter of the contract | Total amount of the contract | Contract's validity | Bank details and legal address of the counterparty | Taxpayer identification No. | State registration No. | Name of the company | 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 |
|   |                                |                              |                     |  |                             |                        |                     |          |   |                             |   |                                |                    |                                       |                                     |   |

Signed the  
at St Petersburg  
For and on behalf of  
Rossiya Airlines JSC

Signed the  
at  
For and on behalf of

.....  
By: **Mr. Andrei Ordinov**  
General Director Deputy – COO  
POA: No. Д-115/21 dated 23/03/2021

.....  
By:

**Appendix 5**  
**to Procurement Documentation**

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

Ground handling  
(Subject-matter of the contract)

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Ground handling at Berlin Brandenburg airport (BER), Germany  
(Subject-matter of the procurement)

| No | Key indicators   | Information to fill in   |
|----|--|--|
| 1. | The method (methods) used for determining the IMP and the substantiation for its application | Market analysis method   |
| 2. | The calculated value of the IMP  | 330 000 EUR  |
| 3. | Details of commercial offers <sup>4</sup>  | Participant 1: no ref. from 24.09.2021<br>Participant 2: no ref. from 01.11.2021 |
| 4. | List of applications   | Attachment 1 "Calculation of the IMP by the market analysis method"              |

Calculation procedure: see Attac

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<sup>4</sup> Information about potential suppliers who have provided the commercial offers is not specified.



## Attachment No. 1

### CALCULATION OF THE IMP BY THE MARKET ANALYSIS METHOD

| №  | The name of each unit of goods, work, services   | unit of measurement | Quantity | VAT rate, % | Information about market prices per unit of measurement in EUR, without VAT/ with VAT |               | The arithmetic average price per unit | The minimum price, or Purchaser's budget | Total price in EUR, without VAT/ with VAT |
|----|--|---------------------|----------|-------------|---|---------------|---------------------------------------|--|---|
|    |  |                     |          |             | Participant 1   | Participant 2 |                                       |  |   |
| 1  | 2  | 3                   | 4        | 5           | 6   | 7             | 8                                     | 9  | 10  |
| 1. | Basic tariff for ground handling (SSJ-100)   | flight              | 235      | 0           | 935   | 1 000         | 967,5                                 | 935                                      | ***                                       |
| 2. | Basic tariff for ground handling (B-738)   | flight              | 235      | 0           | 1 050   | 1 100         | 1 075                                 | 1 050                                    | ***                                       |
| 3. | Basic tariff for ground handling (B-777)   | flight              | 235      | 0           | 2 690   | 2 875         | 2 782,5                               | 2 690                                    | ***                                       |
| 4. | Basic tariff for ground handling (B-747)   | flight              | 235      | 0           | 3 150   | 3 050         | 3 100                                 | 3 050                                    | ***                                       |
| 5. | Basic tariff for ground handling (A-319)   | flight              | 235      | 0           | 995   | 1 100         | 1 047,5                               | 995                                      | 253 506,25                                |
| 6. | Basic tariff for ground handling (A-320)   | flight              | 235      | 0           | 1 050   | 1 170         | 1 110                                 | 1 050                                    |   |
|    | Cost of service, taking into account increased frequency of flights, disruptions, additional services, inflation, etc. |                     |          |             |   |               |                                       |  | 76 051,88                                 |
|    | <b>TOTAL</b>   |                     |          |             |   |               |                                       |  | 329 558,13                                |
|    | <b>ROUNDED</b>   | <b>x</b>            | <b>x</b> | <b>x</b>    | <b>x</b>  | <b>x</b>      | <b>x</b>                              |  | <b>330 000,00</b>                         |

#### NOTES:

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

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

(\*\*\*): Calculation was performed for A319, A320 aircraft according to the Flight Schedule.

(\*\*\*\*): Estimated flights quantity: 235