



Approved
 by 
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 President, Almaty International
 Airport JSC



31st January 2024

**Bidding Documentation for the Selection of a Ground Handling Service Provider to
 Provide Aircrafts with Fuel and Lubricants**

The selection documentation has been developed in accordance with the Airport Ground Handling Rules, as approved by Order No. 750 of the Minister of Industry and Infrastructure Development of the Republic of Kazakhstan dated 2 October 2019 (hereinafter the “Rules”).

1. General Information

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| Airport operator | Almaty International Airport JSC |
| Location | 2 Mailin Street, Almaty, Kazakhstan |
| Brief description of the services | <p>A part of the ground handling services approved by Order No. 749 of the Minister for Investment and Development of the Republic of Kazakhstan dated 30 October 2013 “On Approval of the List of Ground Handling Goods, Works and Services Comprised in the Airport Activities”</p> <p>NB: The detailed description of the services that are the subject of the competition is given in the Technical Specification to this Bidding Documentation.</p> <p>NB: Bids of potential providers are accepted if they contained the services listed in paragraph 2 of the Technical Specification, which is an integral part of this bidding documentation.</p> <p>NB: A hydrant system will be used in front of the new terminal; therefore, fuel dispensers will be used to refuel aircrafts standing on the telescopic bridges of the new terminal.</p> |
| Technical Specification | Annex 1 |
| Criteria for evaluating bidders | Annex 2 |
| Contract term | <p>6 years</p> <p>NB: A provider has to proceed with performing contractual obligations within six (6) months from the date of execution of a ground handling service agreement.</p> |
| List of Specialty Machinery and Ground Support Equipment | Annex 3 |
| Estimated Utilization of the Centralized Infrastructure | Annex 4 |
| The minimum amount of special machinery | Annex 5 |

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| and equipment necessary to perform work in the declared area | |
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2. Selection Timing

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| Bid acceptance start date | 2st February, 2024, 11:00 |
| Bid acceptance closing date | 3rd April 2024, at 14:00 Astana time |
| Place of bid acceptance and registration | 2 Mailin Street, Almaty |
| Bid opening date, time and place | 3rd April 2024, at 16:00 Astana time |
| Bid summarizing date | The competition commission makes a decision on the results of the competition within five (5) business days after the opening of competition applications. |

3. Requirements to the Potential Providers

3.1. Individuals and legal entities, as well as temporary associations of legal entities (consortiums) are eligible to participate in the competition; however, the validity term of a consortium agreement must be not less than that of a ground handling service agreement.

3.2. The following copies of documents (information) are attached to a bid of a potential provider participating in the competition:

1) A certificate of state registration (re-registration) of a legal entity, a coupon/notification of the commencement of activities as an individual entrepreneur, or a certificate of state registration of an individual entrepreneur and an identity card for individual entrepreneurs, as well as other documents confirming the state registration of a non-resident legal entity issued by the authorized state bodies of a country of residence of the potential provider for the official submission on the territory of the Republic of Kazakhstan. If necessary, such documents have to be accompanied with the notarized translation into the state/Russian languages, and contain as consular legalization or an apostille.

2) Documents in accordance with the technical specification of the airport;

3) A list of ground handling services;

4) A copy of a third-party liability insurance agreement in respect of any damage in the course of provision of ground handling services in the amount of at least one million five hundred thousand US dollars (US\$ 1,500,000);

3.3. Organizational structure and HR policy:

1) The current organizational structure and the draft new organizational structure of the potential provider;

2) The current staffing schedule of the potential provider;

3) Documents confirming the availability of at least five (5) employees, who have completed training that meets the requirements of the Standard Programs and IATA AHM 1110, issued by a training center certified by an authorized organization or a civil aviation organization, subject to the requirements of the Aviation Personnel Professional Training Rules;

4) An approved annual plan for training and advanced training of personnel involved in the ground handling process;

5) An HR Policy, including a plan for the training, advanced training and admission to work of personnel engaged in ground handling services in accordance with the Aviation Personnel Professional Training Rules (Order No. 159 of the Ministry of Infrastructure and Industry of the Republic of Kazakhstan dated 24 February 2015), and standard professional training programs for aviation personnel engaged in ensuring flight safety (Order No. 764 of the Ministry of Transport

and Communications of the Republic of Kazakhstan dated 28 September 2013);

3.4. Material resources:

1) A completed list (Annex 3) of specialty machinery and ground handling equipment by years of manufacture and operating hours in a quantity sufficient to perform work in the claimed area of activities in accordance with the Annex 5, corresponding to the types of aircrafts claimed for servicing, the requirements of the current legislation of the Republic of Kazakhstan, as well as the safety standards listed in IATA AHM 905 A, and having a certificate of conformity;

2) To complete the form (Annex 4) "Estimated use of the centralized infrastructure per year";

3) A program for maintenance and repair of specialty machinery and ground handling equipment in accordance with the requirements of manufacturers;

4) A description of the IT and data processing tools that will be used, as well as details of the required interfaces and how the potential provider's systems will interface with the airport operator's systems.

3.5. Corporate security:

1) Safety management systems and safety management manuals approved by the potential provider's organization, including a training system for management, middle management and production personnel developed in accordance with ICAC requirements (ICAO DOC 9859, ICAO DOC 10121) and consistent with the requirements of the laws of the Republic of Kazakhstan;

2) To provide a guideline governing the use of the airport operator's and potential provider's safety system with the Flight Safety Department, including the participation in the Almaty International Airport emergency plan.

3) An approved emergency plan and a response plan for emergency situations developed on the basis of the Almaty Airport Emergency Plan;

3.6. The information and documentation support to the activities of the ground handling organization:

1) A ground handling manual describing the implementation of ground equipment procedures for the specified types of aircrafts conforming to the requirements in paragraph 9 of the Technical Specification, IATA IGOM and ICAO DOC 10121;

3.7. Service quality system:

1) Management system certificates ISO 9001, 14001, 45001;

2) A certificate for the quality management system or a quality policy, quality manual (or documented information describing the quality management system), as well as documents confirming the qualifications of an employee responsible for the quality management system;

3.8. Financial stability of the company:

1) A business plan for three years from the date of execution of the Model Agreement. The business plan must include a brief description of the bidder's marketing strategy (including pricing, costing and target market) and must be developed in accordance with the IFRS;

2) The confirmation of financial resources: an extract from a deposit account of a potential provider confirming the availability of necessary financial resources required by the bidding documentation, or another document from the bank confirming the availability of financial resources required by the bidding documentation.

3) A certificate from the bank (banks) on the absence of overdue debt of a potential provider to the bank (banks) for more than three (3) months preceding the date of opening of envelopes with bids (if the potential provider is a client of several second-tier banks or branches, and also a foreign bank, such certificate must be submitted from each of such banks), signed by the CEO or his/her substitute and containing the seal of the bank (banks). The certificate must be issued no earlier than the date of publication of the selection announcement on the Company's website;

4) A paper copy of an electronic document or a copy of information about the absence

(presence) of tax debts, issued at least three (3) months before the opening of envelopes with bids;

5) Publicly available audited annual financial statements of the potential provider for 2020–2022. Statements audited by KPMG, Ernst & Young, Deloitte or PriceWaterhouseCoopers will have the priority at bid review.

4. Bid Opening, Review, Evaluation

4.1. A bid is to be submitted by a potential provider, or a person representing the interests of the potential provider under a power of attorney, on paper in a sealed envelope. The bid on paper must be bound, page numbered, the back of the last page at a place of binding must be certified by the signature and seal (if any) of the potential provider. No blank lines, erasures, corrections or additions are allowed in the documents.

4.2. On the front side of the sealed envelope, the potential provider must specify:

- 1) lot number and name;
- 2) full name and postal address of the potential provider;
- 3) full name of the airport operator. The potential provider shall bear all costs associated with the preparation of the bid.

4.3. Any bid submitted after the deadline is not opened and will be returned to the potential provider.

4.4. It is not allowed to withdraw a bid after the expiration of the deadline for the submission of envelopes with bids.

4.5. A meeting of the competition commission is deemed eligible if at least two thirds of the total number of its members are present at the meeting.

4.6. The competition commission consists of the chairman, deputy chairman and members of the competition commission. The commission is headed by the chairman of the commission or, in his absence, by the deputy chairman.

4.7. At opening each envelope with a bid, the commission announces a list of documents contained in the bid. After opening, the commission reviews the submitted bid of a potential provider and documents attached thereto for completeness and accuracy within three (3) business days.

4.8. If the submitted documents comply with the requirements of paragraph 22 of the Rules, the competition commission allows the potential provider to participate in the competition.

4.9. When reviewing the bids, the competition commission may request additional materials, explanations or supporting documents from either the potential provider or the state bodies of the Republic of Kazakhstan.

4.10. The commission rejects and returns bids of potential providers in the following cases:

- 1) the provider does not meet the requirements contemplated in the airport user manual to the extent necessary to provide the relevant services;
- 2) the provider's bid and the documents attached thereto do not comply with the requirements of paragraph 22 of the Rules;
- 3) the proved fact of submission of false information about compliance with the requirements specified in paragraph 22 of the Rules;
- 4) limited technical capabilities of the airport infrastructure.

4.11. Any bid rejected by the competition commission will not be accepted for the bid evaluation and comparison.

4.12. The commission sums up the results of the competition within five (5) business days from the date of opening envelopes with bids and issues a protocol of bidding results, which is to be signed by the members of the commission and the secretary of the commission.

4.13. A ground handling service provider who scores the most points based on the results of the competition will be announced a preferred bidder. The minimum threshold requirement for the preferred bidder is seventy (70) points. When holding a competition, it is allowed to determine

more than one preferred bidder, depending on the technical capabilities of the airport.

4.14. Within five (5) business days following the date of signing the protocol of bidding results, the airport operator posts the text of the signed protocol of bidding results on the airport operator's Internet resource.

4.15. The potential provider shall bear all costs associated with the preparation of the bid.

4.16. The potential provider and its affiliate may not participate in the competition for one lot.

4.17. Potential providers may modify or withdraw their bid prior to the expiration of the deadline for submitting bids. The withdrawal of a bid is made by a written request in any form addressed to the airport operator. Potential providers who have withdrawn their bids may resubmit their bids before the deadline for submitting bids. No modification of a bid is allowed after the expiration of the bid submission deadline.

4.18. The preferred bidder has to be given the opportunity to visit the site for seeing, subject to compliance with the safety requirements established on the territory of the airport. The preferred bidder bears all costs associated with entering the airport territory.

