

**ISLAMIC IMARETS OF AFGHANISTAN
ARIANA AFGHAN AIRLINES
STANDARD BIDDING DOCUMENTS
(SBD)
FOR INSURANCE SERVICE PROVIDER**



Document Name	Electronic procurement-Standard bidding Documents-SBD
Description of services	INSURANCE SERVICE PROVIDER
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Please send your offer only to:	bidning-box@flyariana.com
SBD Closing Time	12:PM

Contents

Section I - Instructions to Bidders 5

A. General 5

 1- Scope of Bid 5

 2- Throughout this bidding document: 5

 3- Eligible Bidders: 5

B. Contents of Bidding Document 5

 4- Sections of Bidding Document: 5

 5- Clarification of Bidding Document: 5

 6- Amendment of Bidding Document: 5

C- Preparation of Bids: 6

 7- Cost of Bidding: 6

 8- Language of Bid: 6

 9- Documents Comprising the Bid: 6

 10- Letter of Bid and Activity Schedule: 6

 11- Alternative Bids: 6

 12- Bid Prices and Discounts: 6

 13- Currencies of Bid and Payment: 7

 14- Documents Establishing Conformity of Services: 7

 15- Documents Establishing the Eligibility and Qualifications of the Bidder: 7

 16- Period of Validity of Bids: 7

 17- Bid Security: 7

 18- Format and Signing of Bid: 7

D. Submission and Opening of Bids: 8

 19- Sealing and Marking of Bids: 8

 20- Deadline for Submission of Bids: 8

 21- Late Bids: 8

 22- Withdrawal, Substitution and Modification of Bids: 8

 23- Bid Opening: 8

E. Evaluation and Comparison of Bids 9

 24- Confidentiality: 9

 25- Clarification of Bids: 9

 26- Deviations, Reservations, and Omissions: 9

 27- Determination of Responsiveness: 9

 28- Nonconformities, Errors and Omissions: 10

 29- Correction of Arithmetical Errors: 10

30-	Conversion to Single Currency:	10
31-	Margin of Preference:.....	11
32-	Evaluation of Bids:.....	11
33-	Comparison of Bids:	11
34-	Abnormally Low Bids:.....	11
35-	Qualification of the Bidder:	11
36-	Ariana Afghan Airlines 's Right to Accept Any Bid, and to Reject Any or All Bids:	12
37-	Standstill Period:	12
38-	Notification of Intention to Award:.....	12
F. Award of Contract.....		12
39-	Award Criteria	12
40-	Notification of Award.....	12
41-	Debriefing by Ariana Afghan Airlines:	13
42-	Signing of Contract:	13
43-	Performance Security:	13
Section II - TOR		13
44-	Airline Background:	13
45-	Ariana Afghan 2020/21 Renewal Questionnaire.....	Error! Bookmark not defined.
46-	Coverages Required:	Error! Bookmark not defined.
☒	Hull All Risks.....	Error! Bookmark not defined.
☒	Spares	Error! Bookmark not defined.
☒	Liabilities.....	Error! Bookmark not defined.
☒	Hull War.....	Error! Bookmark not defined.
☒	Hull Deductible.....	Error! Bookmark not defined.
☒	Excess War Liability.....	Error! Bookmark not defined.
☒	Crew P.A	Error! Bookmark not defined.
47-	Insured Information:.....	Error! Bookmark not defined.
48-	Details of Aircraft (including safety equipment):	Error! Bookmark not defined.
Schedule of aircraft.....		Error! Bookmark not defined.
Safety equipment:.....		Error! Bookmark not defined.
Estimated Utilisation by aircraft type:		Error! Bookmark not defined.
49-	Limit of Liability: USD550Million	Error! Bookmark not defined.
50-	Route Structure:.....	Error! Bookmark not defined.
50	Geographic Location:.....	Error! Bookmark not defined.
51-	Passenger & Freight Details:.....	Error! Bookmark not defined.
52-	Domestic Passengers	Error! Bookmark not defined.
53-	International Passengers	Error! Bookmark not defined.
54-	Cargo.....	Error! Bookmark not defined.
55-	Mail	Error! Bookmark not defined.

56-	Passengers Nationalities:	Error! Bookmark not defined.
57-	Airline key personnel:	Error! Bookmark not defined.
58-	Number of Employees:	Error! Bookmark not defined.
59-	Revenue:	Error! Bookmark not defined.
60-	Flight Operations:.....	Error! Bookmark not defined.
61-	Flight Crew:.....	Error! Bookmark not defined.
	What are the minimum pilot requirements for captains and first officers? (Please specify aircraft type if necessary)	Error! Bookmark not defined.
62-	Training:.....	Error! Bookmark not defined.
63-	Maintenance:	Error! Bookmark not defined.
64-	Flight Safety:.....	Error! Bookmark not defined.
65-	Ground Operations:	Error! Bookmark not defined.
66-	IOSA:	Error! Bookmark not defined.
67-	Security:.....	Error! Bookmark not defined.
68-	Loss Claim History:	Error! Bookmark not defined.
69-	Codeshares and Interline Agreements:	Error! Bookmark not defined.
70-	Spares:	Error! Bookmark not defined.
71-	Ariana Cockpit & Cabin Crew Agree Insure Value:	Error! Bookmark not defined.
72-	List Crew:	Error! Bookmark not defined.
73-	Shortening Rest Times	Error! Bookmark not defined.
74-	List of Ground Engineers and Mechanics	Error! Bookmark not defined.
75-	List of CABIN CREW	Error! Bookmark not defined.
76-	List of Ariana Security Department	Error! Bookmark not defined.
Section III - Evaluation and Qualification Criteria		42
78-	Qualification Criteria:	42
Section IV- Bidding Forms		43
79-	Letter of Bid:.....	43
	Price Schedule:.....	43
	Bidder Information Form	45
	Qualification Information	46
1-	Individual Bidders:.....	46
Section V - Fraud and Corruption.....		47
	53- Integrity Pacts:.....	47
Section VI : insurance service Agreement		48

Section I - Instructions to Bidders

A. General

1- Scope of Bid

1-1-Ariana Afghan Airlines is looking to have a one-year fixed price contract with a reputable and experienced insurance service provider, it is required that insurance service provider shall have enough sources to run the related works in timely manner with expected quality.

1-2-In order to achieve the goal of providing quality services to valuable travelers, and follow the standard practices, Afghan Ariana Airlines has issued this standard bidding document to the insurance service provider, and will select a valuable insurance service provider.

2- Throughout this bidding document:

- A) the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, including if specified in the SBD, distributed or received through the electronic- system used by the Ariana Afghan Airlines) with proof of receipt;
- B) Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day.
- C) The winning bidder is expected to provide standard services to Ariana and increase the company's revenue.
- D) SBD Means standard Bidding Documents.

3- Eligible Bidders:

- A- IATA-licensed and experienced Travel agent or companies are eligible to apply.
- B- A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified.

B. Contents of Bidding Document

4- Sections of Bidding Document:

4-1-The bidding document consists of the following sections indicated below:

- I. Section I - Instructions to Bidders (ITB)
- II. Section II – TOR
- III. Section III - Evaluation and Qualification Criteria
- IV. Section IV - Bidding Forms
- V. Section V - Fraud and Corruption
- VI. General Sales and Services Agency Agreement.

4-2-The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding document and to furnish with its Bid all information or documentation as is required by the bidding document.

5- Clarification of Bidding Document:

5-1-A Bidder requiring any clarification of the bidding document shall contact Ariana Afghan Airlines in writing at Ariana Afghan Airlines ’s address specified **in the SBD**. Ariana Afghan Airlines will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Bids.

6- Amendment of Bidding Document:

6-1-At any time prior to the deadline for submission of Bids, Ariana Afghan Airlines may amend the bidding document by issuing addenda.

6-2-Any addendum issued shall be part of the bidding document and shall be also promptly publish the addendum on the Ariana Afghan Airlines 's web page. Link: <https://www.flyariana.com/Corp/Tenders>

6-3-To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, Ariana Afghan Airlines shall extend, as necessary, the deadline for submission of Bids.

C- Preparation of Bids:

7- Cost of Bidding:

7-1-The Bidder shall bear all costs associated with the preparation and submission of its Bid, and Ariana Afghan Airlines shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

8- Language of Bid:

8-1-The Bid as well as all correspondence and documents relating to the Bid exchanged by the Bidder and Ariana Afghan Airlines shall be written in English **language**. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into the English language.

9- Documents Comprising the Bid:

9-1-The Bid shall comprise the following:

a) **Signed and stamped SBD:**

b) **Alternative Bid:**

c) **Authorization:** written confirmation authorizing the signatory of the Bid to commit the Bidder.

d) **Qualifications:** documentary evidence establishing the Bidder's qualifications to perform the Contract if its Bid is accepted.

e) **Bidder's Eligibility:** documentary evidence establishing the Bidder's eligibility to Bid;

f) **Conformity:** documentary evidence, that the Services conform to the bidding document; and any other document required **in the SBD**.

10- Letter of Bid and Activity Schedule:

10-1- The Letter of Bid and pricing shall be prepared using the relevant Table furnished in SBD. The Table must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

11- Alternative Bids:

11-1- Unless otherwise indicated **in the SBD**, alternative Bids shall not be considered. If alternatives are permitted, only the technical alternatives, if any, of the Most Advantageous Bidder shall be considered by the Ariana Afghan Airlines.

11-2- Bidders are permitted to submit alternative technical solutions for specified parts of the Services.

12- Bid Prices and Discounts:

12-1- The prices and discounts (including any price reduction) quoted by the Bidder in the Letter of Bid and in the Activity Schedule(s) shall conform to the requirements specified below.

12-2- The Bidder shall quote any discounts and indicate the methodology for their application in the Letter of Bid.

12-3- The Bidder shall fill in Price Table for the Passenger and Cargo described in the Table of Specifications.

13- Currencies of Bid and Payment:

13-1- The currency of the Bid and the currency of payments shall be the same. and is USD.

14- Documents Establishing Conformity of Services:

14-1- To establish the conformity of the Services to the bidding document, the Bidder shall provide valid certificate of IATA and their company quality manual and procedure with the copy of ISO certificate.

15- Documents Establishing the Eligibility and Qualifications of the Bidder:

15-1- To establish Bidder's their eligibility, Bidders shall complete the Letter of Bid, included, Bidding Forms.

15-2- The documentary evidence of the Bidder's qualifications to perform the Contract if its Bid is accepted shall establish to the Ariana Afghan Airlines 's satisfaction that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

15-3- Based on TOR All Bidders shall provide, Bidding Forms, a preliminary description of the proposed methodology, and work plan.

16- Period of Validity of Bids:

16-1- Bids shall remain valid until the date specified in the SBD or any extended date if amended by the Ariana Afghan Airlines. A Bid that is not valid until the date specified in the SBD, or any extended date if amended by the Ariana Afghan Airlines, shall be rejected by the Ariana Afghan Airlines as nonresponsive.

16-2- In exceptional circumstances, prior to the date of expiration of the Bid validity, the Ariana Afghan Airlines may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing.

17- Bid Security:

17-1- There *is no need* for bid security for this Project. Acceptance of this SBD shall act as Declaration Letter.

17-2- Contract performance guaranty will request before signing of the contract

18- Format and Signing of Bid:

18-1- The Bidder shall send the documents comprising the Bid as described in SBD, to the email address specified on SBD. In the event of discrepancy between printed documents and email attachments, the email and their attached documents which will be in PST file shall prevail.

18-2- Bidders shall mark as "CONFIDENTIAL" information in their Bids which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

18-3- Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

18-4- The original and all copies of the Bid shall be typed and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. This authorization shall consist

of a written confirmation as specified in the SBD and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid where entries or amendments have been made shall be signed or initialed by the person signing the Bid.

D. Submission and Opening of Bids:

19- Sealing and Marking of Bids:

- The Bidder shall send the Bid only to the following email address
bidning-box@flyariana.com
- The bidder should not send his bid without the address introduced to other addresses of the company.
- In order to consider the confidentiality and premature readout of the offer, the bidder should not send his bid to other addresses of the company without the introduced address. Otherwise, it will be the responsibility of the sender of the Bid.

20- Deadline for Submission of Bids:

- 20-1- Bidders have only one option for the submitting their Bids which is by email only.
- 20-2- Bidders should consider the size of the attachments and if the size of the attachments was more than the allowed limit of the email, divide it into several parts and send them with separate emails under one title.
- 20-3- Ariana Afghan Airlines may, at its discretion, extend the deadline for the submission of Bids by amending the bidding document, in which case all rights and obligations of the Ariana Afghan Airlines and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

21- Late Bids:

- 21-1- Ariana Afghan Airlines shall not consider any Bid that arrives after the deadline for submission of Bids, Any Bid received by the Ariana Afghan Airlines after the deadline for submission of Bids shall be rejected.

22- Withdrawal, Substitution and Modification of Bids:

- 22-1- A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative.
- 22-2- No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the date of expiry of the Bid validity specified by the Bidder on the Letter of Bid or any extended date thereof.

23- Bid Opening:

- 23-1- The Bid opening meeting will be held in the presence of the Bid opening committee members in accordance with the company's procurement procedures.
- 23-2- on the date and time specified in SBD the e-mail box will be opened and all received bids will be downloaded in the tender box and will readout and printed.

E. Evaluation and Comparison of Bids

24- Confidentiality:

24-1- Information relating to the evaluation of Bids and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with the Bidding process until information on the Intention to Award the Contract is transmitted to all Bidders.

24-2- Any effort by a Bidder to influence the Ariana Afghan Airlines in the evaluation or contract award decisions may result in the rejection of its Bid.

24-3- from the time of Bid opening to the time of Contract Award, if any Bidder wishes to contact the Ariana Afghan Airlines on any matter related to the Bidding process, it should do so in writing.

25- Clarification of Bids:

25-1- To assist in the examination, evaluation, and comparison of Bids, and qualification of the Bidders, Ariana Afghan Airlines may, at its discretion, ask any Bidder for clarification of its Bid including breakdowns of the prices, and other information that the Ariana Afghan Airlines may require. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Ariana Afghan Airlines shall not be considered. The Ariana Afghan Airlines 's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Ariana Afghan Airlines in the evaluation of the Bids.

25-2- If a Bidder does not provide clarifications of its Bid by the date and time set in the Ariana Afghan Airlines 's request for clarification, its Bid may be rejected.

26- Deviations, Reservations, and Omissions:

26-1- During the evaluation of Bids, the following definitions apply:

- A) "Deviation" is a departure from the requirements specified in the bidding document;
- B) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
- C) "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.

27- Determination of Responsiveness:

27-1- The Ariana Afghan Airlines 's determination of a Bid's responsiveness is to be based on the contents of the Bid itself, as defined in **ITB 12**.

27-2- A substantially responsive Bid is one that meets the requirements of the bidding document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- (a) if accepted, would:
 - (i) affect in any substantial way the scope, quality, or performance of the Non-Consulting Services specified in the Contract; or

- (ii) limit in any substantial way, inconsistent with the bidding document, the Ariana Afghan Airlines 's rights or the Bidder's obligations under the Contract; or
- (b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.

27-3- Ariana Afghan Airlines shall examine the technical aspects of the Bid, to confirm that all requirements of **Section VII (TOR)**, Ariana Afghan Airlines 's Requirements have been met without any material deviation or reservation, or omission.

27-4- If a Bid is not substantially responsive to the requirements of bidding document, it shall be rejected by the Ariana Afghan Airlines and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

28- Nonconformities, Errors and Omissions:

28-1- Provided that a Bid is substantially responsive, Ariana Afghan Airlines may waive any nonconformities in the Bid.

28-2- Provided that a Bid is substantially responsive, Ariana Afghan Airlines may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

28-3- Provided that a Bid is substantially responsive, Ariana Afghan Airlines shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component by adding the average price of the item or component quoted by substantially responsive Bidders. If the price of the item or component cannot be derived from the price of other substantially responsive Bids, Ariana Afghan Airlines shall use its best estimate.

28-4- Provided that a Bid is substantially responsive, Ariana Afghan Airlines shall rectify quantifiable nonmaterial nonconformities related to the Bid Price.

29- Correction of Arithmetical Errors:

29-1- Provided that the Bid is substantially responsive, Ariana Afghan Airlines shall correct arithmetical errors on the following basis:

29-2- Provided that the Bid is substantially responsive, Ariana Afghan Airlines shall correct arithmetical errors on the following basis:

- A) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of Ariana Afghan Airlines there is an obvious misplacement of the decimal point in the unit price, in which case the line-item total as quoted shall govern and the unit price shall be corrected;
- B) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- C) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

29-3- Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITB 32.1, shall result in the rejection of the Bid.

30- Conversion to Single Currency:

30-1- For evaluation and comparison purposes, the currency(ies) of the Bid shall be converted in a single currency which is **USD**.

31- Margin of Preference:

31-1- A margin of preference shall not apply.

32- Evaluation of Bids:

32-1- Ariana Afghan Airlines shall use the criteria and methodologies listed in this SBD and, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, Ariana Afghan Airlines shall determine the Most Advantageous Bid. This is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:

- A) substantially responsive to the bidding document; and
- B) the lowest evaluated cost.

32-2- In evaluating the Bids, Ariana Afghan Airlines will determine for each Bid the evaluated Bid cost by adjusting the Bid price as follows:

- A) price adjustment for correction of arithmetic errors.
- B) price adjustment due to discounts offered.
- C) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency.
- D) price adjustment due to quantifiable nonmaterial nonconformities.

32-3- The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in Bid evaluation.

32-4- Evaluation is based on the lowest commission on passenger tickets and the highest price of cargo delivery.

33- Comparison of Bids:

33-1- The Ariana Afghan Airlines shall compare the evaluated costs of all substantially responsive Bids established to determine the Bid that has the lowest evaluated cost.

34- Abnormally Low Bids:

34-1- An Abnormally Low Bid is one where the Bid price, in combination with other constituent elements of the Bid, appears unreasonably low to the extent that the Bid price raises material concerns as to the capability of the Bidder to perform the Contract for the offered Bid price.

34-2- In the event of identification of a potentially Abnormally Low Bid, the Ariana Afghan Airlines shall seek written clarifications from the Bidder, including detailed price analyses of its Bid price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document.

34-3- After evaluation of the price analyses, in the event that the Ariana Afghan Airlines determines that the Bidder has failed to demonstrate its capability to perform the Contract for the offered Bid Price, the Ariana Afghan Airlines shall reject the Bid.

35- Qualification of the Bidder:

35-1- The Ariana Afghan Airlines shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated cost and substantially responsive Bid is eligible and meets the qualifying criteria, Evaluation and Qualification Criteria.

35-2- The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder. The determination shall

not take into consideration the qualifications of other firms such as the Bidder's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Bidder that submitted the Bid.

35-3- An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event the Ariana Afghan Airlines shall proceed to the Bidder who offers a substantially responsive Bid with the next lowest evaluated cost to make a similar determination of that Bidder's qualifications to perform satisfactorily.

36- Ariana Afghan Airlines 's Right to Accept Any Bid, and to Reject Any or All Bids:

36-1- Ariana Afghan Airlines reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Contract Award, without thereby incurring any liability to Bidders. In case of annulment, all Bidders will notify by email.

37- Standstill Period:

37-1- The Contract shall not be awarded earlier than the expiry of the Standstill Period. The Standstill Period shall be seven (7) Business Days unless extended. The Standstill Period commences the day after the date the Ariana Afghan Airlines has transmitted to each Bidder the Notification of Intention to Award the Contract. Where only one Bid is submitted, or if this contract is in response to an emergency situation recognized by Ariana Afghan Airlines, the Standstill Period shall not apply.

38- Notification of Intention to Award:

38-1- The Ariana Afghan Airlines shall send to each Bidder, the Notification of Intention to Award the Contract to the successful Bidder. The Notification of Intention to Award shall contain, at a minimum, the following information:

- A- the name and address of the Bidder submitting the successful Bid;
- B- the Contract price of the successful Bid;
- C- the expiry date of the Standstill Period; and
- D- instructions on how to request a debriefing or submit a complaint during the standstill period.

F. Award of Contract

39- Award Criteria

39-1- Ariana Afghan Airlines shall award the Contract to the successful Bidder. This is the Bidder whose Bid has been determined to be the Most Advantageous Bid. This is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:

- A) substantially responsive to the bidding document; and
- B) the lowest evaluated cost.

40- Notification of Award

40-1- Prior to the date of expiry of the Bid validity and upon expiry of the Standstill Period, or any extension thereof, and, upon satisfactorily addressing any complaint that has been filed within the Standstill Period, Ariana Afghan Airlines shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification of award is also called the "Letter of Acceptance.

40-2- The Contract Award Notice shall be published on the Ariana Afghan Airlines 's website with free access for at least 10 days.

41- Debriefing by Ariana Afghan Airlines:

- 41-1- On receipt of the Bidder's Notification of Intention to Award, an unsuccessful Bidder has two (2) Business Days to make a written request to the Ariana Afghan Airlines for a debriefing. The Ariana Afghan Airlines shall provide a debriefing to all unsuccessful Bidders whose request is received within this deadline.
- 41-2- Where a request for debriefing is received within the deadline, the Ariana Afghan Airlines shall provide a debriefing within three (3) Business Days, unless the Ariana Afghan Airlines decides, for justifiable reasons, to provide the debriefing outside this timeframe. In that case, the standstill period shall automatically be extended until five (5) Business Days after such debriefing is provided. If more than one debriefing is so delayed, the standstill period shall not end earlier than five (5) Business Days after the last debriefing takes place. The Ariana Afghan Airlines shall promptly inform, by the quickest means available, all Bidders of the extended standstill period.
- 41-3- Where a request for debriefing is received by the Ariana Afghan Airlines later than the three (3)-Business Day deadline, the Ariana Afghan Airlines should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of Public Notice of Award of contract. Requests for debriefing received outside the three (3)-day deadline shall not lead to extension of the standstill period.
- 41-4- Debriefings of unsuccessful Bidders may be done in writing or verbally. The Bidder shall bear their own costs for debriefing meeting.

42- Signing of Contract:

- 42-1- Ariana Afghan Airlines shall send to the successful Bidder the Letter of Acceptance including the Contract Agreement.
- 42-2- The successful Bidder shall sign, date and return to the Ariana Afghan Airlines, the Contract Agreement within seven (7) days of its receipt.

43- Performance Security:

- 43-1- Within ten (10) days after receiving the acceptance letter from Ariana Afghan Airlines, the Bidder must deposit the performance guarantee amount to the Ariana Bank Account that will be introduced.
- 43-2- Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Ariana Afghan Airlines may award the Contract to the Bidder offering the next Most Advantageous Bid.

Section II - TOR

TOR and Evaluation Criteria insurance service provider:

44- Airline Background:

Ariana Afghan Airlines is a State-Owned-Company operating in accordance with Afghan laws, Afghanistan Civil Aviation regulations, ICAO standards and recommendations, and IATA rules.

Ariana Afghan Airlines Co. Ltd is the oldest airline of Afghanistan and serves as the country's national carrier, established on 27th January 1955. ARIANA AFGHAN AIRLINES is rich in history and proudly offers their passengers a well-maintained air fleet, convenient routes, attractive prices, and the best of traditional Afghan hospitality.

In 1957 an agreement was negotiated between the Royal Afghan Government and the United States International Co-Operation Administration (ICA) to create a partnership with a leading American airline company. Ariana was reincorporated as a limited Liability Company with 51% of the shares owned by various entities of the Afghan Government, and the remaining 49% acquired by Pan American World Airways. This partnership had two objectives - to operate the airline profitably and to train Afghan employees to eventually fulfil all operational and Management roles. This meant years of training and development, and to a major extent, both objectives were accomplished. Initially staffed with foreign pilots and mechanics when the airline first began, ARIANA AFGHAN AIRLINES 's major personnel is now comprised of local Afghan trained professionals.

The company used to be one of the popular carriers in the region as well as in the world with flights to most of the countries in the world including USA. However, past decades' war has adversely impacted Ariana Afghan Airlines and hindered company's competitive position in the air travel market. Nonetheless, Afghanistan is now making a new star after decade of disastrous years of conflict with the support of country leadership and international community.

Currently, with base at Kabul International Airport (KIA)-Kabul, ARIANA AFGHAN AIRLINES operates domestically and provides international linkages to countries such as China, India, Russia, Saudi Arabia, United Arab Emirates and Turkey.

As of today, ARIANA AFGHAN AIRLINES is fully owned by the Afghan government. The company is governed by Board of Management, Board of Supervisors, Board of Directors and Board of Shareholders. The main shareholders of the company are Ministry of Finance, Ministry of Economy, Afghan National Bank and Pashtany Bank.

Coverages Required:

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Hull All Risks | <input checked="" type="checkbox"/> Spares | <input checked="" type="checkbox"/> Liabilities | <input checked="" type="checkbox"/> Hull War |
| <input checked="" type="checkbox"/> Hull Deductible | <input checked="" type="checkbox"/> Excess War Liability | <input checked="" type="checkbox"/> Crew P.A. | <input type="checkbox"/> Loss of Licence |

Insured Information:

Exact name of Insured (including any subsidiary/affiliated companies who may operate the aircraft):

ARIANA AFGHAN AIRLINES

Address of the Insured:

Haji Yaqoub Square, Shar-e-naw, Post Box No 78, Kabul Afghanistan

Contact Name:

Telephone (inc Country Code):

Email:

Haji Rahmatullah Agha
Jabber Numany

0093 799 270019

president@flyariana.com
DOF@flyariana.com

Details of Aircraft (including safety equipment):

Schedule of aircraft

Make/Model	Manufacturer's Serial Number	Registration	Agreed value	Passenger/ crew seats	Date of last C&D checks
A310-300	0497	YA-CAV	6335000 USD	233	C Check: 06 Jun. 2022 S Check: 30 Jan. 2020
B737-400	26085	YA-PID	3450000 USD	142	C Check: 11 Apr. 2021 D Check: 01 Jan. 2010
B737-400	26088	YA-PIC	3780000 USD	142	C Check: 17 Aug. 2022 D Check: 10 Aug. 2009
B737-500	29074	YA-FGA	3868000 USD	111	C Check: 29 Jul. 2019 D Check: 05 Dec. 2007

Fleet and changes expected in the next 12 months (additions and deletion of aircraft – purchases, etc) and value changes:

--

In respect of new aircraft, where are the aircraft being sourced from (previous operator, lessor etc)?

--

What safety equipment is installed on each aircraft? (Please use one column per aircraft type)

Aircraft Type	A310-300	B737-400	B737-400	B737-500
TCAS I or II	(II), Yes	(II), Yes	(II), Yes	(II), Yes
Windshear detection system	YES	YES	YES	YES
EGPWS	YES	YES	YES	YES
Other systems (please specify)	ADS B Out	ADS B Out	ADS B Out	ADS B Out
Flight Data Monitoring:				
What percentages of flights are captured?	Take off, cruise & Landing	Take off, cruise & Landing	Take off, cruise & Landing	Take off, cruise & Landing
What percentages of flights are analysed?	Take off, cruise & Landing	Take off, cruise & Landing	Take off, cruise & Landing	Take off, cruise & Landing
Electronic Flight Bag/Less Paper Cockpit?	N/A	N/A	N/A	N/A
Are fire detectors and extinguishers installed on all aircraft cargo compartments	Yes	Yes	Yes	Yes

Estimated Utilisation by aircraft type:

Aircraft Type	A310 (CAV)	B737 (PIC)	B737 (PID)	B737 (FGA)
Total Estimated Annual Hours	2123 FH	1745 FH	1712 FH	1200 FH
Daily Average Hours	5.8 FH	4.7 FH	4.7 FH	3.3 FH
Annual number of departures	584 FC	905 FC	872 FC	872 FC
Load Factor				
The above data has taken from 20.08 2021 to 20.08. 2022, Reference: Aircraft log records				

Limit of Liability:

Please specify the liability limit required under the policy (split by aircraft type if applicable):

750,000,000 \$

Route Structure:

Please advise a full list of planned destinations or attach a route map.

OMDB/OEJN/OERK/VIDP/LTBA/LTAC/UUEE/ZWWW/OIIM/OTHH

Are the operations Scheduled or Charter or both (if both, please give percentage split)?

Where will the aircraft be based?

NO CHARTER A/C

Are there ACMI operations and if so what percentage of the total?

NIL

Who are the ACMI flights on behalf of?

NIL

What are the ACMI routes?

NIL

Geographic Location:

What is your main base?

Kabul – Afghanistan

Passenger & Freight Details:

Estimated Total Passenger Numbers:

335708

Domestic Passengers

Estimated Domestic Passenger Numbers:

112634

International Passengers

Estimated Intl Passenger Numbers:

223074

Cargo

Estimated Cargo:

1041 TON

Mail

Estimated Mail:

NIL

What is the estimated nationality split of your domestic passengers?

Locals	European	Americans/ Canadians	African/ Middle East	Others

What is the estimated nationality split of your international passengers?

Locals	European	Americans/ Canadians	African/ Middle East	Others

Airline Background (including key personnel):

President	Haji Rahmatullah Agha
Chief Executive Officer	
Chief Financial Officer	Jaber numaany
Chief Pilot	Capt. Farid Amiri
Head of Maintenance	Mohammad Khalid Ibrahim, Graduated From Engineering Faculty, B1 Lic.
Head of Flight Operations	Capt. Abdul Marof Sakandari
Head of Ground Operations	Matin Taslim
Safety Officer	

Please advise average number of employees:

In total	
Flight Crew	39
Cabin Crew	70
Maintenance and others who work on aircraft	
Number of licenced engineers	

Revenue:

Please advise total revenue estimated for the **next 12 months** arising from:

Passengers	USD- 80,534,875
Freight and Mail	USD-1,791,883.69
Third Party Handling	USD-0.00

Flight Operations:

For the **next 12 months** please advise the following:

Estimated number of domestic departures for the last 12 months

800 FLTS

Estimated number of international departures for the last 12 months

1020 FLTS

Estimated number of domestic departures for the next 12 months

1000 FLTS

Estimated number of international departures for the next 12 months

1100 FLTS

What is your Mechanical Dispatch Reliability rate by aircraft type

A310-304/B737-400

Is there a formal dispatcher or dispatch department?

Yes, Approved ACAA License

Does the airline use specific software?

ARIANA NET ZAP WAY

Describe systems and procedures to generate flight plans

SKY PLAN

How does the airline optimise their flight plan with the specific serial number of the aircraft?

SKY PLAN

Who is responsible for the quantity of fuel loaded before each flight?

CAPT&DISP share responsibility

Do you have a disaster/crisis management programme?

NIL

Flight Crew:

What is the minimum pilot requirements for captains and first officers? (please specify aircraft type if necessary)

Type	Total Hours	Hours on Type	Total Hours	Hours on
Captain:	3500			
First Officer:				

Who provided flight crew training and what does this contain?

AAA Training Department for all relevant Trainings as (SIM, SEP, Recurrent Trainings and Differed Trainings.)

Are crew assigned to one single type of aircraft only?

yes

How does the airline deal with fatigue problems suffered by flight crew? Describe procedures including minimum rest hours

Fatigue Management Program (OPS part A Chapter 07) including minimum rest hours of 8hrs.

Training:

How do you promote and encourage Continued Profession Development and Best Practice?

By regular trainings and implementation of the SOP

What is covered in your recurrency programme for flight crew and engineers?

For flight crew at simulator training at approved Afghan CAA simulator training centres (Mahan Air TRTO For A310 and PIER7 training center For B737 CL).
For All ground trainings according approved ACAA training program at Kabul Ariana ACAA approved training centre under instruction of qualified ground instructors.
For all ground engineers at Ariana Afghan Airlines ACAA approved training centre under instruction of qualified approved GE instructors on A310 and B737 types.
All instructors have completed their recurrent trainings at JATS training facilities Jordon and shortly will be going to Jetstream training center UAE for recurrent training.

How frequent is recurrency training?

For all pilots every six months simulator training and PC based on ACAR, required ground trainings every one year, SEP trainings every 3 years based on ACAR.
For all ground engineers every one year recurrent type rating trainings, human factor, CRM, AVSEC, DGR,First Aid ,Aviation legislation.
For all cabin crew every one year required recurrent and type rating refresh trainings.
SEP trainings every three years for all operational crew based on ACAR in approved training centres, recently conducted at Dynamic training center UAE training facilities.

Who performs training (pilot training, CRM, safety etc)?

For flight crew at simulator training at approved Afghan CAA simulator training centers (Mahan air TRTO For A310 and PIER7 training center For B737CL).

CRM training under instruction of Capt. M.Aziz Azim Afghan CAA approved CRM trainer.
SEP (Safety & Emergency Procedures) trainings under instruction of Mr. M.H.Waris and Mr.Mahmood Samem Afghan CAA approved SEP trainers.

SMS training under instruction of Capt.A.M.Sikandari Afghan CAA approved SMS trainers.

Please specify type and level of simulator

A310-300 type at Mahan Air TRTO Iran Level C

B737CL type at PIER7 Training center UAE Level D

Has CRM been implemented for all crew? Yes / No

Yes the CRM training has been implemented for all flight crew, cabin crew and ground engineers according program

Maintenance:

For each aircraft type, who provides maintenance for:

Line Maintenance	A to D checks	Engines
AFG. Maint. Provide the services: Line Maintenance for B737 CL & A310	AFG perform A & C checks for B737 CL and A & B checks for A310 (D check for B737 and C check for A310 are performed in outside approved MROs	Outside approved MRO.

If you perform your own maintenance:

Details of engineers

Qualified engineers (B1 & B2) who are authorized by Afghan CAA carry out the scheduled and non-schedule maint. On Ariana aircraft.

Please advise details of recruitment criteria of engineering staff

Graduated from Engineering faculty, Level 3 of ELP, Having Technical Knowledge etc.....

Describe the maintenance premises/facilities that you occupy

ARIANA has a maintenance hangar in airport that includes required technical shops

Flight Safety:

Who will be responsible for safety?

In order to ensure the effective management of aviation Safety within the company (Ariana Afghan Airlines), the following Managements are responsible for the respective aviation safety functions As indicated , below
The Accountable Manager and President (CEO) of Ariana Afghan Airlines
Director of Aviation Flight Safety of Ariana Afghan Airlines
Deputy Director of flight safety , Line Managers and Supervisors, Maintenance Staff and All Company Staff

Describe remit of Flight Safety Officer

The following goals of the Aviation Safety Program will Apply to all levels in the organization:
The prevention of flight and ground, incident and Accidents accuracy.
The identifications, evaluation, and correction of hazards through Hazards identification in airlines normal Operation Before it develops into incidents or accidents.
To minimize the extent of equipment and property damage and the degree of injuries to personnel as a Result of incidents or accidents.
The elimination of design shortcomings, unsafe practices And unsafe situations.
The prevention of damage to private and public Property and injury to non-Ariana personnel as a result Of operations.
The incorporation of aviation safety consideration into All company business activates.
The provision of aviation safety awareness and training To aircrew and personnel.

Please give details of your proposed safety management system and processes

Ariana Afghan Airlines has established and shall maintain incident and accident prevention and flight safety program according to ICAO Annex 13 and Afghanistan Civil Aviation Regulation (ACAR) whose primary objectives will be to reduce and control the risk involved in flight operations and ground operation aircraft maintenance and engineering in order to deliver the highest levels of safety.
Top Management and personnel should be dedicated to the ongoing development of the aviation safety culture by Acknowledging aviation safety as a priority and Demonstrating visible commitment to the continual Improvement of aviation safety.
Manager shall ensure that the appropriate human , Material (facilities and equipment) and financial Resources are provided for the planning, development,

Describe incident/occurrence reporting system

Operation, maintenance and monitoring of safe Operations and processes.
Responsibilities and accountabilities for aviation safety Shall be established, defined and documented in all Relevant job descriptions.
Management shall adequately motivate staff to support The aviation safety initiatives and participate in the Ongoing development of the safety culture.
Measurable aviation safety objectives and targets shall be included in performance reviews for staff that hold Positions identified with key aviation safety functions and accountabilities.
Managers shall enlist the support of all personnel in developing solutions to eliminate hazardous conditions And unsafe practices.

All hazards identification and incidents / accidents shall be reported on a non-punitive basis with the primary objective of enhancing aviation safety.
All aviation related incidents shall be reported and Investigated with the fundamental objective to Determine the cause (S) of the incident and to formulate through relevant ICAO Annexes Preventative measures for the prevention of aircraft or Apportion blame or liability.
Incident/ accident and hazard reporting mechanisms, And documented procedures, shall exist to facilitate Reporting and to ensure regulatory compliance.
Positive pro-active corrective actions shall be timorously Instituted to prevent the recurrence of similar accidents And incidents.

The implementation, control and evolution of Corrective or preventative actions shall be the responsibility of the line manager. Safety initiatives (such as **the Non-Punitive Safety Reporting Policy**) shall be promoted to encourage the reporting of unsafe acts and conditions. Trends derived from safety reports shall be presented to The Aviation Safety Forum by the Aviation Safety Department aviation Safety reports shall be recorded and archived .

Provide philosophy to rushed approaches

Ariana Afghan Airlines views aviation safety as an essential and integral factor in satisfying the Company's mission. Aviation Safety program management is instrumental in the Identification and prevention of aviation accidents and

Incidents and thereby ensuring safe flight operations, ground Operation Aircraft maintenance and engineering It is therefore the most important priority of the Company. (" **Safety First and safety is always**"),

Summarise findings of the latest Safety Audit

An internal audit program shall be established to ensure that operational support departments conduct operational aviation safety audits annually. Aviation safety audits shall be conducted by competent And appropriately qualified personnel . Corrective action recommendations shall be prioritized And allocated to accountable personnel for action with Agreed time-scale for implementation. Corrective actions resulting from aviation safety audits Shall be evaluated to assess their effectiveness. Further Control measures shall be introduced if any remaining deficiencies are detected. Non-compliance with procedures and regulations, safety Recommendations and relevant corrective actions shall be present to the Aviation Safety Forum

Does the airline transport hazardous material on aircraft? Does the airline accept oxygen generators and oxidisers?

N/A

What situations may the airline use different landing minima than the ones published?

Ariana , is not using different landing minima

Does the airline have specific requirements regarding landings other than left to pilot's appreciation

No

Please indicate in what situations pilots are asked to perform landings on autopilot

N/R

Ground Operations:

List companies in charge of ground handling of your aircraft and scope of services provided:

Company	Scope of Services
1.	
2.	

Do you perform any ground Handling for third party airlines, if so please provide details"

IOSA:

Date of last IOSA audit When is the next IOSA audit due?

Please summarise findings

IOSA audit has not conducted.

Security:

Describe security tasks performed by the airline:

Passenger Screening

Passenger identification
A boarding pass shall be required to enter the sterile area of the airport and must be required to board an aircraft in order to ensure that only bona fide passenger enter the departure area of the airport and more importantly the aircraft.

Document check
In order to verify that a passenger is actually who they say they are, Ariana shall require that all passengers utilize a piece of valid identification when checking in for a flight.
Normally, valid identification accepted by Ariana for international passenger will be a passport ticket and valid visa,
For domestic passenger, a passport might be necessary but Stat issued identity cards or other accepted identification (driver's license, national insurance card, etc.) may be sufficient.

Passenger and Carry-on Baggage Screening
Surveillance and passenger profiling
Security Questioning

Recruitment, training and monitoring of security personnel, security briefings to crew and station personnel

Recruitment of personnel is probably the single most important task of an organisation, When recruiting, Ariana shall look for people with the appropriate physical abilities and intellectual capacities, after proper steps to be taken: Interview/Candidate Selection

Background checks
Performance Appraisal

Training

Before new employee will perform their tasks, they shall be subjected to an appropriate level of training commensurate with their duties.

Security Awareness Training

Recurrent Training and Testing/ Evaluation

Human Factor

Crew and Ground Staff Training, briefing and Debriefing during emergency situation

Cargo Screening

ONLY KNOWN CARGO FROM ARIANA LISTED OR REGULATED AGENTS / KNOWN CUSTOMERS SHALL BE SHIPPED ON ARIANA AIRCRAFT SUBJECT TO THE APPROPRIATE SECURITY CONTROLS.

ANY OTHER CARGO TENERED FOR CARRIAGE SHALL BE SECURITY SCREENED.

In Ariana we have embraced the Known and Unknown Cargo regime

On board security during flight

Only in domestic flights 2 Persons from NDS and while deportees on board from Turkey

Ariana Security Personnel will be on board 2 persons.

Describe security measures in place:

Pre-flight security

Only passengers and their hand baggage that have been security screened by the appropriate authorities shall board the Ariana Aircrafts.

Hold baggage shall only be accepted for carriage from bona fide passengers.

Baggage of a passenger who fails to board shall be offloaded.

Screening and searching of passengers and their baggage is an essential part of aviation security. Ariana therefore has responsibility to make sure that people and baggage boarding our Aircraft will not be compromise safety or security.

	Security Measures: Passenger Risk Assessment Passenger Verification Passenger Identification Document Check Passenger and Carry-on Baggage Screening Hold Baggage Reconciliation Aircraft Search physical and Canine Check
Cockpit door	<p>In accordance with Annex 6, part 1/ 13.2.2, which requires all passenger – carrying airplanes of a maximum certified take-off mass in excess 45500 kg or with a passenger seating capacity greater than 60 be equipped with an approved flight crew compartment door that is designed to resist penetration by small arms fire and grenade shrapnel, and to resist to forcible intrusions by unauthorized persons.</p> <p>All Ariana Aircraft flight deck door comply with the said requirement and shall be capable of being locked and unlocked from either pilot’s station.</p> <p>Flight deck doors shall locked at the end of the boarding when doors of the aircraft are closed until opening the aircraft doors at the arrival.</p>
Sky Marshalls	N/A only in Ariana domestic flights conducting by NDS
Video Surveillance	Monitoring the door outside the flight crew compartment Conducted by flight crew from cockpit
Real or stuin guns for police	Stun gun use and obtain by NDS

Loss Claim History:

Codeshares and Interline Agreements:

Please advise details of interline or codeshare agreements with other airlines:

Contracting Airline	Type of contract
Kam Air	Code sharing
	NIL
	NIL

Spares:

Total Value of all Spares for coverage:

Maximum any one location

Maximum any one unit

Maximum any one sending

--	--	--

Please give a brief description of your spares inventory:

<ol style="list-style-type: none"> 1. A310 YA-CAV Net book value AFN 101,743,690.00 2. B737 YA-PIC Net book value AFN 6,189,715.00 3. B737 YA-PID Net book value AFN 24,922,624.00 <li style="padding-left: 20px;">4. B737 YA-FGA Net book value AFN 127,162,801.00 <p>Spares parts:</p> <ol style="list-style-type: none"> 1. A310 Components AFN 66,793,843.82 2. A310 Consumables AFN 69,801,625.00 1. B737 Components AFN 191,322,193.57 2. B737 Consumables AFN 227,301,492.61

Please detail for each location/building:

Location/Building	Maximum Value	Average Value
Same Current Policy Period		

For each of the above location, please indicate the primary material used in construction for the following:

Location/Building	Wall	Floor	Roof

Additional Information:

Please include any additional information (including graphs, photographs, routemaps and spreadsheets for fleet schedules or pilot summaries) that you believe may be relevant or of interest to potential insurers.

List of Ground Engineers and Mechanics Who Participate In AFG. Flight

Name	Father Name	Date of Employee	ID No	DOB	Lic. No.	
Ahmad Sair	Ghulam Farooq	1995	5382	1978	AME 00048	Ground Engineer (B1)
Meer Abdullah	Faqir Mohammad	1987	3683	1962	AME 00012	Ground Engineer (B1)
Aziz Ahmad	Abdul Rahim	1995	4856	1972	AME 00040	Ground Engineer (B1)
Mohammad Hashim	Samander	1980	3189	1957	AME 00009	Ground Engineer (B1)
Khalid Ahmad	Abdul Wase	1989	3851	1965	AME 00031	Ground Engineer (B1)
Mohammad Ashraf	Ali Ahmad	1989	3837	1963	AME 00023	Ground Engineer (B1)
Hayatuddin	Ghulamudin	1991	3372	1965	AME 00038	Ground Engineer (B1)
Waheed Ahmad	Sadar Mohammad	1995	4712	1968	AME 00051	Ground Engineer (B1)
Ahmad Zia shirzai	Abdul Satar	1996	5334	1978	AME 00053	Ground Engineer (B1)
Fraidoon Azimi	Abdul Habib	1999	5286	1977	AME 00050	Ground Engineer (B1)
Abdul Walid	Abdul Aziz	1997	5320	1974	AME 00052	Ground Engineer (B1)
Fahim Ahmad	Noor Ahmad	1999	5189	1977	AME 00049	Ground Engineer (B1)
Mohammad Aqa	Din Mohammad	1995	4855	1968	AME 00034	Ground Engineer (B1)
Ahmad Zia	Mohammad Hosain	1993	4687	1966	AME 00033	Ground Engineer (B1)
Abdul Wahid	Mohammad Aslam	1984	2724	1959	AME 00025	Ground Engineer (B1)

Mohammad Hashim	Mohammad Aref	2003	5769	1982	AME 00064	Ground Engineer (B1)
Atiqullah	Shirin Aqa	2001	5389	1980	AME 00063	Ground Engineer (B1)
Ghafoor Khan	Ismatullah	2000	5479	1980	AME 00061	Ground Engineer (B1)
Abdul Wasi	Shir Ahmad	1999	5323	1967	AME 000155	Ground Engineer (B1)
Mohammad.Asef	Mohammad Yousof	1999	5332	1967	AME 000154	Ground Engineer (B1)
Abdul Ghafoor	Shah Mohammad	1981	3741	1958	AME 00037	Ground Engineer (B1)
Mohammad Asghar	Mohammad Anwar	1995	4814	1964	AME 00054	Ground Engineer (B1)
Samiullah Salehi	Atiqullah	1998	5194	1978	AME000160	Ground Engineer (B1)
Mohd. Homayun	Khan Ghul	1996	4654	1975	AME 00060	Ground Engineer (B1)
Mohammad Khalid	Mohd. Ibrahim	2001	6193	1976	AME 000191	Ground Engineer (B1)
Lutfurrahman	Mohmad Rahman	2019	6203	1972	AME 00067	Ground Engineer (B1)
Ahamd khesraw nasim	Mohd.Ibrahim	1996	4993	1971	AME00045	Ground Engineer (B2)
Ahmad Zia Koshan	Aqa jan	1993	4410	1967	AME0006070	Ground Engineer (B2)
Nezamuddin Behzad	Ahmad khan	1993	4337	1970	AME00163	Ground Engineer (B2)
Noor Aqa Nesar	Besmellah	1993	4412	1961	AME000029	Ground Engineer (B2)
Sayed Raqib Hashimi	Sayed Ibraim	1996	4888	1962	AME00036	Ground Engineer (B2)

Shahab Khan Khan	Sultan mohd	1995	4278	1958	AME000046	Ground Engineer (B2)
Zalmai	Nazuk mir	1992	4248	1962	AME00024	Ground Engineer (B2)
Barat Ali Basir	Ghulalm hussain	1988	3694	1961	AME00013	Ground Engineer (B2)
Neak Mohd	Ayazuddin	1988	3675	1961	AME000016	Ground Engineer (B2)
Abdul Hadi	Fiaz Mohammad	1998	3301	1958	AME000171	Ground Engineer (B2)
Noor Ahmad	Noor Aqa	1998	5198	1979	AME 000161	Ground Mechanic
Najibullah	Ghulam Dastagir	1995	4805	1971	AME 000143	Ground Mechanic
Mohammad Haroon	Mohammad Aref	1993	4474	1972	AME 000115	Ground Mechanic
Ghulam.Ali	Khudi.Nazar	1358	1753	1955	AME 000131	Ground Mechanic
Mojib	Najib.Ahamad	1999	5302	1981	AME 000156	Ground Mechanic
Abdull.Mansoor	Abdull.Qader	1996	4866	1974	AME 000148	Ground Mechanic
Ahmad.Mukhtar	Ghulam.Nabi	1998	5116	1972	AME 000188	Ground Mechanic
Fridoon	Moammad.Naiam	2002	5709	1976	AME 000195	Ground Mechanic
Moammad.Amin	Ghulam.Abass	1993	4388	1970	AME 000139	Ground Mechanic
Naweedullah	Ghulam.Hasan	1997	5177	1974	AME 000189	Ground Mechanic
Ahmad.Shah	Moammad.Omar	1998	5222	1972	AME 000133	Ground Mechanic
Amrullah	Hameedullah	2003	5728	1975	AME 000120	Ground Mechanic
Ahmad.Hoshanq	Azizudin	1374	4670	1973	AME 000128	Ground Mechanic
Waheedulah	Mohammadullah	1987	3489	1972	N/A	Ground Mechanic
Ahmad.Shah	Moamaad.Naim	2001	5399	1970	AME 000199	Ground Mechanic
Haji.Gul	Naimuddin	1998	5709	1971	AME 000159	Ground Mechanic
Abdul.Rahim	Abdul.Basir	1989	3567	1956	494	Ground Mechanic

Abdul.Karim	Abdul.Raof	2000	5370	1979	AME 000186	Ground Mechanic
Ahmad.Tamim	Moammad.Shah	1997	5062	1977	AME 000144	Ground Mechanic
Abdul.Basir	Abdul.Aziz	2001	5409	1968	AME 000149	Ground Mechanic
Akhtar.Moammad	Abdul.Majeed	1998	5140	1983	2326	Ground Mechanic
Shukrullah	Moammad.Khan	2002	5562	1983	AME 000200	Ground Mechanic
Moammad.Muqim	Ghulam.Nabi	1995	4722	1960	AME 000152	Ground Mechanic
Moammad.Ibraim	Abdul.hamid	1998	5245	1970	N/A	Ground Mechanic
Ghulam.mujtaba	Ammanudin	1999	5333	1979	AME 000149	Ground Mechanic
Amanullah	Hafizullah	1995	4777	1964	AME 000147	Ground Mechanic
Hameedulla	Abdullah	1995	4737	1972	AME 000146	Ground Mechanic
Sayed.Abdul Satar	Abdul.qauim	1996	4906	1967	AME 000132	Ground Mechanic
Ahmad.Wali	Yar.moammad	1997	5148	1973	AME 000190	Ground Mechanic
Abdul.Hadi	Abdul.Ahad	2001	5429	1981	AME 00098	Ground Mechanic
Akram	Moammad.Omar	1996	4986	1973	AME 000150	Ground Mechanic
Abdul.Jamil	Abdul.Ahad	1984	2927	1959	AME 00026	Ground Mechanic
Mohammad Aref	Shah Mohammad	1998	5121	1969	AME 000144	Ground Mechanic
Nader Shah	Dawood Shah	1996	4934	1975	AME 000140	Ground Mechanic
Sayed Ahmad.Shah	Sayed Yaqub	1993	4458	1975	AME 000118	Ground Mechanic
Mohammad Aslam	Lal Mohammad	1985	3162	1969	N/A	Ground Mechanic

List of Captains (A-310 & B 737-400)

No	Name	Age	Total Hours	Multi Engine Turbine Time	Multi Engine JET Time	Hours on Type	Remarks
1	Hamid Zaher	57	130567:10	670:00	11024:20	5286:10	Current A-310 Captain
2	Ahmad Aqa Aqa	60	18573:56	1782:53	14130:45	11263:56	Current A-310 Captain

3	Hamidullah Zazai	60	17486:15	50:00	16157:00	7721:15	Current A-310 Captain
4	Abdul Maroof Sikandari	48	14556:35	689:56	12764:35	8211:35	Current A-310 Captain
5	Ahmad Shah Tolo	59	18888:20	2350:00	16395:45	10510:20	Current A-310 Captain
6	Farid Amiri	54	10944:05	883:00	9995:30	8227:05	Current A-310 Captain
7	Mirwais Taniwal	54	13400:00	270:50	10463:15	7236:00	Current A-310 Captain
8	Abdul Ahad Oryakhil	64	14503:00	4500:00	12665:10	8257:00	Current B-737 Captain
9	Abdul Qader Alozai	54	12083:50	1367:00	8422:10	7409:50	Current B-737 Captain
10	Abdul Hadi Shalizi	59	12764:35	47:00	6356:00	6584:35	Current B-737 Captain
11	Mohammad Aziz Azim	46	7367:50		5092:35	6055:50	Current B-737 Captain
12	Mohammad Nader Omar	59	9986:05	20:00	8945:30	1336:05	Current B-737 Captain
13	Parwiz Azizi	45	8393:25		6738:00	7243:25	Current B-737 Captain
14	Zalmai Alami	47	9079:00		7548:20	7399:00	Current B-737 Captain
15	Mujeeb Qasimi	34	4919:00		3380:10	4737:00	Current B-737 Captain
16	Mohammad Ajmal Taniwal	45	60052:15		4163:10	4810:15	Current B-737 Captain
17	Mohammad Sediq Hamidi	49	8313:55		6946:10	6983:55	Current A-310 First Officer

List of First Officers (A-310 & B 737-400)

No	Name	Age	Total Hours	Multi Engine Turbine Time	Multi Engine JET Time	Hours on Type	Remarks
18	Ahmad Saied Nadem	57	9864:30	3134:00	2095:25	6176:30	Current A-310 First Officer
19	Abdul Qayoum Bahram	52	3518:35	710:00	1235:10	2808:35	Current A-310 First Officer
20	Amrullah Jahid	54	6069:15	170:00	4160:20	2792:15	Current A-310 First Officer

21	Zazai Andalib	59	6949:30	467:00	2650:00	2959:30	Current A-310 First Officer
22	Bashir Ahmad Saboor	57	11820:50	680:00	7348:25	6123:50	Current B-737 First Officer
23	Mohammad Nawrooz Alizada	56	5843:25	730:00	4277:20	4023:25	Current B-737 First Officer
24	Mohammad Hassib Kabir	48	4160:10		2976:50	3560:10	Current B-737 First Officer
25	Mohammad Haroon Ibrahim	48	4133:30		2674:55	3618:30	Current B-737 First Officer
26	Ahmad Jawid Shahryar	41	3970:45		2723:30	3255:45	Current B-737 First Officer
27	Zekrullah Sultani	60	5999:55	350:00	3829:35	3303:55	Current B-737 First Officer
28	Omid Mubtaker	39	2820:20		1617:20	2480:20	Current B-737 First Officer
29	Mohammad Mussa Fazel	56	3919:40		2323:40	2792:40	Current B-737 First Officer
30	Shafiullah Esmati	37	3084:30		1548:00	2784:30	Current B-737 First Officer
31	Abdul.Waheed Shadab	56	4794:20	1840:00	1288:25	2616:20	Current B-737 First Officer
32	Mohammad Qais Safi	31	3086:15		1595:00	2906:15	Current B-737 First Officer
33	Hokomat Sanaye	54	4752:40	2420:00	705:15	2192:40	Current B-737 First Officer
34	Mohammad Jasim Zazai	40	2223:35	15:00	692:00	1983:35	Current B-737 First Officer
35	Mohammad Mustafa Faqiri	37	2843:05	25:00	812:00	2613:05	Current B-737 First Officer
36	Ghulam Omar Ahmad Said	30	620:00	28:00	407:00	407:00	Current B-737 First Officer

37	Ahsanullah Zazai	26	632:00	38:00	302:00	302:00	Current B-737 First Officer
38	Qalandar Omari	34	2200:00	25:00	2000:00	1737:00	Current B-737 First Officer
39	Said Reza Hashimi	59	3355:45	1000:00	2155:45	155:45	Current B-737 F/O Trainee

From September 2021 to August 2022.

Shortening Rest Times

Rest periods		
Previous FDT	Minimum RT	Minimum RT (upon Commanders decision)
Up to 6 hours	8 hours	8 hours
Up to 11 hours	10 hours	10 hours
More than 11 hours	12 hours	10 hours
12-14 hours or ZD is more than 3 hours	14 hours	12 hours
Long Range Flights	2 Local nights /36 hours	2 Local nights / 36 hours 2

Note : In case flight duty time is increased upon commander decision , rest time is also increased equal to such increased flight duty time .

Note : In case when flight duty time extends to 18 hours and more minimum rest time is 24 hours.

Note : In case flight duty time is 4 hours or less than this time , at that time , minimum resting time will be 8 hours.

List of Cabin Crew

NO	NAME	F/NAME	POSITION	DATE OF BIRTH	DATE OF EMPLOYEE	ID NO	VALID LICENSE NO
1	M OHAMMAD HOMAYOUN WARIS	MOHAMMAD RAFI	MANAGER	1978	1999	4710	CC00025
2	MAHMOOD SAMEEM	HASSAN JAN	D MGR	1982	1994	5261	CC00035

3	MOHAMMAD MOSA SIDDIQ	MOHAMMAD SIDDIQ	F PURSER	1963	1998	3597	CC00008
4	MOHAMMAD YASIN YOUSUFI	MOHAMMAD AZIZ	F PURSER	1969	1991	4075	CC00012
5	AHMAD FARID POPAL	NOOR AHMAD	F PURSER	1969	1093	4468	CC00338
6	SHIRULLAH SHARIF	ZUBAIDULLAH	F PURSER	1971	1992	4266	CC00014
7	MOHAMMAD IQBAL SAMADI	SHAMSUDDIN	F PURSER	1972	1994	4572	CC00022
8	HAKIMULLAH NABIZADA	NABIZADA	F PURSER	1966	1996	4926	CC00027
9	NASURULLAH JALILI	BISMILLAH	F PURSER	1968	1991	4153	CC00032
10	SAYED AHMAD RAFAT	SAYED ABCUL KHALIQ	F PURSER	1970	1989	3874	CC000279
11	SAYED MOHAMMAD HASSAN H	S M YAQOOB	F PURSER	1966	1995	4790	CC00079
12	SAYED HAMEED HASHIMI	S SAIFUDDIN	F PURSER	1980	1999	5253	CC00019
13	ZIAULLAH AKBAR	MOHAMMAD AKBAR	F PURSER	1980	2002	5615	CC00023
14	MOHD FAHIM FAHIM	MOHAMMAD ALI	F PURSER	1980	2002	5653	CC00037
15	NOORIA NOORISTANI	MOHAMMAD AMIN	F PURSER	1978	2002	5648	CC00064
16	MOHAMMAD YAMA POPAL	MOHAMMAD AZIM	F PURSER	1974	1994	4358	CC00028
17	MOHAMMAD HAMID AFZALI	MOHAMMAD ISMAIL	F PURSER	1983	2001	5437	CC00077
18	ABDUL RAOUF SIKANDARI	PEER MOHAMMAD	F PURSER	1979	2001	5158	CC00070
19	ABDUL HADI FAIZI	AMIR MOHAMMAD	F PURSER	1980	1998	5161	CC00042
20	MIRWAIS ARIFI	ABDUL JABAR	F PURSER	1976	2001	5461	CC00029
21	QAIS POPAL	MOHAMMAD AZIM	F PURSER	1981	2002	5522	CC00061
22	MOHAMMAD MOHSEN SOFIZADA	SAYED AMIR	F PURSER	1979	2001	5435	CC00373
23	MUSAWER HAIDARI	MOHAMMAD ASQHAR	F PURSER	1974	1995	4834	CC00036
24	SAYED MIRWAIS AMINI	SAYED NASER	F PURSER	1984	1382	5705	CC00065

25	ABDUL KABIR RAOUFI	ABDUL RAHMAN	F PURSER	1979	1998	5158	CC000052
26	MIRWAIS RASHID	AMIR JAN	F PURSER	1974	1373	4573	CC00067
27	ABDUL MONIR EBRAHIMKHIL	ABDUL MANAN	F PURSER	1983	2001	5487	CC00045
28	ROHINA SALAMZADA	ABDUL MAJID	F PURSER	1984	2007	5906	CC00058
29	TAMANA SAFI	MOHAMMAD ARIF	F PURSER	1991	2012	6038	CC000316
30	MOHAMMAD AMIN MUJADADI	GHULAM HUJATULLAH	F PURSER	1976	1382	5683	CC00089
31	ESMATULLAH KOHISTANI	OBAIDURAHMAN	FA	1973	1373	4528	CC00082
32	ROHULLAH KARGAR	AMANULLAH	FA	1982	1999	5294	CC00039
33	SAYED MUJIB HASHIMI	SAYED HASHIM	FA	1979	1381	5636	CC00041
34	DAULAT KHAN AMINI	MOHAMMAD NASIM	FA	1977	2001	5423	CC00026
35	SHAHRAM NASRATI	MOHAMMAD HASHIM	FA	1978	1997	5009	CC00052
36	ABDUL JAMIL QADIREE	ABDUL QADIR	FA	1975	1998	5216	CC00062
37	ABDUL QADIR AKID	JUMMA KHAN	FA	1981	1998	5217	CC000038
38	AHMAD FAWZI QADER	MOHAMMAD AKBAR	FA	1980	1380	5411	CC00081
39	SAFIULLAH OMARI	KHALIL RAHMAN	FA	1978	2003	5694	CC00362
40	HOMA HABIB	SAYED ABED	FA	1972	2002	5642	CC00048
41	ANITA AHMADZAI	RAUMUDDIN	FA	1979	2002	5632	CC00054
42	MUZHGAN ZAMANI	ABDUL GHAFAR	FA	1975	2005	5950	CC00055
43	MARIAM ZAMANI	ABDUL GHAFAR	FA	1982	2006	5951	CC00060
44	BENAFSHA MALHOUF	MOHAMMAD TAHIR	FA	1987	2013	6092	CC00130
45	AJMAL RAHIMI	ABDUL WAKIL	FA	1988	2010	1095	CC00538
46	SAFIULLAH KHALIQI	KHALILULLAH	FA	1988	2010	20034	CC000214
47	MOHAMMAD SULIMAN B	MOHAMMAD ASIF	FA	1988	2010	1256	CC000245

48	MOHAMMAD YOUNUS ARYUBI	MOHAMMAD ISMAIL	FA	1982	2010	1097	CC00215
49	ABDUL NASIM ALAMZAI	ZERALAM	FA	1985	2010	20042	CC00220
50	AZIZULLAH ALAMI	GHULAM RASOOL	FA	1989	2010	20041	CC000218
51	ENSANULLAH KARIMIKHIL	MOHAMMAD ASIF	FA	1989	2010	1247	CC000217
52	MEELAD RAMZI	ASADULLAH	FA	1990	2010	20030	CC00222
53	KAMAL ABDUL NASER RAMIN	ABDUL SABOOR	FA	1988	2022	6342	CC000213
54	MUKHTAR WALI	ABDUL GHAFAR	FA	1995	2016	20048	CC00499
55	ZOHRA MAQSOODI	MIR AQA	FA	1986	2012	6040	CC000310
56	LINA SAHADAT	ABDUL RAOUF	FA	1994	2012	6057	CC00318
57	FATIMA YAGHOOBZADA	SHIR AHMAD	FA	1988	2012	6041	CC00319
58	FARZANA FROOTAN	MOHAMMAD SHAFI	FA	1992	2012	1057	CC00324
59	SABRA SHARIFI	SARA KHAN	FA	1996	2015	1515	CC00477
60	BASIRA MAHBOOB	ABDUL SATAR	FA	1995	2016	1574	CC00508
61	KRISHMA HAMID	MOHAMMAD OSMAN	FA	1996	2016	1578	CC00502
62	PARVIN RASOOLY	SAYED SADIQ	FA	1998	2016	1583	CC00503
63	ZOHRA MOMINI	ABDUL WAHID	FA	1996	2019	1750	CC00594
64	SADAF NAWABI	SHAPOOR	FA	1998	2019	6306	CC00597
65	FRESHTA AZIZI	HAMEED	FA	2000	2019	1755	CC00598
66	FROZAN SADAT	SAYED ABDULLAH	FA	1998	2019	1758	CC00600
67	FAIZA KAZEMI	AMINULLAH	FA	1994	2019	1754	CC00599
68	NOORJAHAN HASSANZADA	GHULAM HUSSAIN	FA	1986	2012	6035	CC00313
69	SHABNAM QAUMI	MOHAMMAD AMAN	FA	1994	2016	20063	CC00514
70	ATIFA HUSSAIN ZADA	MOHAMMAD IKRAM	FA	1994	2016	20051	CC00032

ARIANA AFGHAN AIRLINES (DISPACHERS DETAILS)

N O	NAME	F/NAME	POSITION	DATE OF BIRTH	DATE OF EMPLOYEE	ID NO	VALID LICENS E NO
1	ABDUL MATIN TASLIM	ABDUL SALAM	MANAGE R	1978	2000	554 8	FO020
2	HAMID AFGHAN	GHULAM MOHAMMAD	ASSISTAN T	1981	2005	582 6	FO029
3	MOHAMMAD ZAHIR KHAWARI	ABDUL RAHMAN	DISPACHE R	1959	1981	378 4	FO074
4	WAHEED AHMADI	QEYAMODDIN	DISPACHE R	1975	1996	488 5	FO008
5	MOHAMMAD TAWAB MUSADIQ	MOHAMMAD SHAH	DISPACHE R	1967	1995	471 9	FO015
6	PAYENDA MOHAMMAD FAQIRZADA	FAQIR MOHAMMAD	DISPACHE R	1973	1995	494 0	FO032
7	SAFIULLAH SEJAD	MIR AFGHAN	DISPACHE R	1985	2001	546 2	FO054
8	MOHAMMAD RAFI FAYEZI	MOHAMMAD QASIM	DISPACHE R	1985	2003	573 3	FO057
9	ENAYATULLAH STANIKZAI	NASIR AHMAD	DISPACHE R	1988	2008	607 5	FO036
10	OMID ALI WARDAK	NOOR ALI	DISPACHE R	1989	2010	605 0	FO052
11	ESMATULLAH MANAGL	ENAYATULLAH	DISPACHE R	1986	2008	606 2	FO047
12	AHMAD SHEKIB ZAZAI	AZIZULLAH	DISPACHE R	1989	2008	605 4	FO046
13	MAJID AFGHANYAR	ZALMAI	DISPACHE R	1988	2008	606 0	FO045
14	DAD KHODA BAYAN	MOHAMMAD KHAN	DISPACHE R	1970	2000	614 0	FO051
15	HURMAT AQA MUDABER	RAHMAT AQA	DISPACHE R	1995	2015	613 7	FO076
16	OMID ABEDI	AMINULLAH	DISPACHE R	1994	2017	622 7	FO077

NOTE: THE FOO LICENSE ARE UP DATE ACOORDING TO THE ACAA
REQUIRMENT.

Video Surveillance

Its operating from flight deck by flight crew. Also, on the ground by Airport authorities.

Real or stun guns for police

Obtaining by NDS during domestic flights.

Approved By: - Ariana Insurance Department.

Signature: -----

Section III - Evaluation and Qualification Criteria

73- This section contains the criteria that the Ariana Afghan Airlines shall use to evaluate Bids and qualify Bidders through post-qualification. No other factor methods or criteria shall be used other than specified in this bidding document. The Bidder shall provide all the information requested in the forms included in **Section IV**, Bidding Forms.

Evaluation Criteria:

- Insurance service providers are required to provide standard insurance services.
- Insurance should cover several separate areas.
- Airline insurance should cover the following and provide price for each service or one fixed price for all the following services:
 - Hull All Risks
 - Spares
 - Labilities
 - Hull War
 - Hull Deductible
 - Excess War Liability
 - Crew P.A

74- Qualification Criteria:

All Bidders shall include the following information and documents with their Bids:

- a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder;
- b) total monetary value of Services performed for each of the **last three (3) years**;
- c) experience in Services of a similar nature and size for each of the last **Three (3) years**, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;
- d) list of major systems proposed to carry out the Contract;
- e) qualifications and experience of key management and personnel proposed for the Contract;
- f) reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past (3) years;
- g) information regarding any litigation, current or during the last (3) years, in which the Bidder is involved, the parties concerned, and disputed amount;
- h) upon request of Ariana, authority to the Ariana Afghan Airlines to seek references from the Bidder's bankers;

To qualify for award of the Contract, Bidders shall meet the following minimum qualifying criteria:

- a) annual volume of Services of at least the amount specified **below**;
- b) experience as Insurance service provider in the provision of at least two service contracts of a nature and complexity equivalent to the Services over the last (3) years (to comply with this requirement, Services contracts cited should be at least 70 percent complete) as specified **below**;
- c) proposals for the timely acquisition of the essential updated and new systems in the field of Ticket and Cargo space sales.
- d) Suitably qualified key personnel and other key personnel that the Bidder considers appropriate to perform the Services; and
- e) A consistent history of litigation or arbitration awards against the Bidder or any member of the GSA may result in disqualification.

Section IV- Bidding Forms

75- **Letter of Bid:**

- **No reservations:** We have examined and have no reservations to the bidding document, including Addenda issued
- **Questionnaire (TOR):** we carefully reviewed the SBD and TOR and intend to apply for this bid.
- **Eligibility:** We meet the eligibility requirements and have no conflict of interest.

We and any of our subcontractors:

- (i) have not been subject to disqualification by the Bank for non-compliance with obligations.
- (ii) [had been subject to disqualification by the Bank for non-compliance with obligations. An arbitral award on the disqualification case has been made in our favor.]
- **Conformity:** We offer to provide the insurance Services in conformity with the bidding document and TOR.
- **Bid Price:** The total price of our Bid, excluding any discounts offered in item (f) below is:

Price Schedule:

Scope of Service	Fixed service Cost per For Iran flights roundtrip (KBL-IKA and KBL MHD) Airports	
	B737-CL	A310
Hull All Risks		
Spares		
Liabilities		
Hull War		
Hull Deductible		
Excess War Liability		

- **Discounts:** The discounts offered and the methodology for their application are:
 - A) The discounts offered are: *[Specify in detail each discount offered.]*
 - B) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts];*
- **Bid Validity Period:** Our Bid shall be valid for 60 days from *[insert day, month and year]* , and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- A) **Performance Security:** If our Bid is accepted, we commit to obtain a Contract Performance Security;
- B) **One Bid Per Bidder:** We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other Bid(s) as a Joint Venture member or as a subcontractor, and meet the requirements of SBD.

Suspension and Debarment:

- We, along with any of our subcontractors, suppliers, consultants, Systems manufacturers, or PSAs for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed.
- **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Bid, the Most Advantageous Bid or any other Bid that you may receive; and
- **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

Name of the Bidder: *[insert complete name of the Bidder]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder: **[insert complete name of person duly authorized to sign the Bid]*

Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

Title of the person signing the Bid: *[insert complete title of the person signing the Bid]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing] day of [insert month], [insert year]*

Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid submission]*

RFB No.: *[insert number of Bidding process]*

Page _____ of _____ pages

1. Bidder's Name <i>[insert Bidder's legal name]</i>
2. Bidder's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
3. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
4. Bidder's Address in country of registration: <i>[insert Bidder's legal address in country of registration]</i>
5. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
6. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. <ul style="list-style-type: none">• Legal and financial autonomy• Operation under commercial law
7. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. <i>the successful Bidder shall provide additional information on beneficial ownership, using the Beneficial Ownership Disclosure Form.</i>

Qualification Information

1- Individual Bidders:

1. Constitution or legal status of Bidder: *[attach copy]*

Place of registration: *[insert]*

Principal place of business: *[insert]*

Power of attorney of signatory of Bid: *[attach]*

2. Total annual volume of Services performed in (3) years, in the internationally traded currency specified **in the SBD**: *[insert]*

3. Services performed as prime insurance services on the provision of Services of a similar nature and volume over the last (3) years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of Services under way or committed, including expected completion date.

Project name and country	Name of company and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			

76- Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data.

Position	Name	Years of experience (general)	Years of experience in proposed position
(a)			
(b)			

77- Financial reports for the last (3) years: balance sheets, profit and loss statements, auditors' reports, etc. List below and attach copies.

78- Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents. We certify/confirm that we comply with eligibility requirements.

79- Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Ariana Afghan Airlines.

80- Information regarding any litigation, current or within the last (3) years, in which the Bidder is or has been involved.

Other party(ies)	Cause of dispute	Details of litigation award	Amount involved
(a)			
(b)			

2-Additional Requirements:

- Bidders should provide any additional information required in the SBD.

Section V - Fraud and Corruption

The bidder shall sign and stamp this Form of Integrity Pact which is a mandatory requirement of Ariana Afghan Airlines. Failure to comply with this requirement shall result in automatic rejection of the bid.

53- Integrity Pacts:

{Name of insurance Service Providing Company} hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefits from government of Afghanistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it through any corrupt business practice.

Without limiting the generality of the foregoing, {Name of insurance Service Provider Company} represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Afghanistan either directly or indirectly through any natural or juridical person, including its affiliate, representative, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from government of Afghanistan, except that which has been expressly declared pursuant hereto.

{Name of insurance Service Provider Company} Certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Afghanistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

{Name of insurance Service Provider Company} accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of Afghanistan under any law, contract or other instrument, be voidable at the option of Government of Afghanistan.

Notwithstanding any rights and remedies exercised by Government of Afghanistan in this regard, {Name of insurance Service Provider Company} agrees to indemnify Government of Afghanistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Afghanistan in an amount equivalent to ten times the sum of any commission, gratification bribe, Finder’s fee or kickback given by {Name of insurance Service Provider Company} as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Afghanistan.

Signature of the insurance Service Provider Company

{Name, Title and address}

Official Seal

Section VI : insurance service Agreement

The agreement should be provided by insurance company