



داریانا افغان هوایی شرکت

**ARIANA AFGHAN AIRLINES**

P.O.BOX(76)KABUL AFGHANISTAN

## Islamic Emirates of Afghanistan

Ariana Afghan Airlines

Finance and administration Directorate

Procurement Department

### **STANDARD BIDDING DOCUMENTS (SBD)**

**For**

**Procurement of Services**

**(Hotel for the flight crew to rest)**

**SBD Serial Number: (007-659-Hotel-Crew Rest/ Ankara)**

**SBD Date: (14-Nov-2023)**

**Closing Date and Time of SBD: (01-Dec-2023)**

**Quotation Serial Number: ( )**

**Quotation Dated of Issue: ( )**

To: *[Ariana Afghan Airlines Approved Vendors]*

1. The *[Ariana Afghan Airlines]* has a budget allocation for the purchase of Civil Services; and is applying some of that allocation for the purchase of Services for which this Standard bidding documents is issued.
2. Your quotation, must be send to the following Address before closing Date  
[bitting-box@flyariana.com](mailto:bitting-box@flyariana.com)
3. Any quotation received to other address of Ariana or later than the scheduled time will be rejected. The quotation must send with complete requested information, The quotation must be clearly marked quotation for SBD XXX , and send to quotation-box e mail only .
4. All quotations must be valid for a period of thirty (30) days from the closing date of the Standard bidding documents.
5. The quotation shall be completed and signed by an authorised representative of the Bidder. or you may also send your quotation on your company format too.
6. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Services Order.
7. Depending on the final requirement, the quantities shown may increase or decrease by twenty five percent (25%) and this shall be reflected in the Services Order.
8. There will be no public opening of quotations; the Employer is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
9. The Supplier should sign and stamp in all SBD pages.

Signature of official authorised to receive the quotation

Print name and designation of official

## SCHEDULE OF SERVICES AND PRICED QUOTATION

**Note: it is very important fill out below Table which marked by yellow Color**

ROOM TYPE	REQUESTED SERVICES	PERIOD OF CONTRACT	UOM	FIXED PRICE
Single Room / Ankara Station - 2023-2024	HOTEL ACCOMMODATION FOR ARIANA FLIGHT CREW	ONE YEAR	PER NIGHT	
Double Room / Ankara Station - 2023-2024	HOTEL ACCOMMODATION FOR ARIANA FLIGHT CREW	ONE YEAR	PER NIGHT	
Breakfast per person	HOTEL ACCOMMODATION FOR ARIANA FLIGHT CREW	ONE YEAR	PER PERSON	
Lunch Per person	HOTEL ACCOMMODATION FOR ARIANA FLIGHT CREW	ONE YEAR	PER PERSON	
Dinner per person	HOTEL ACCOMMODATION FOR ARIANA FLIGHT CREW	ONE YEAR	PER PERSON	
Landry	HOTEL ACCOMMODATION FOR ARIANA FLIGHT CREW	ONE YEAR	PER PERSON	

### DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE QUOTATION

#### BIDDER INFORMATION SHEET

<b>1. General Information of the Bidder</b>			
Bidder's Legal Name (attached copy of license)			
Bidder's legal address in Country of Registration			
Bidder's legal status (Proprietorship, Partnership, Limited Liability Concern)			
Bidder's Authorised Representative Name:			
Address			
Contact number (telephone/fax)			
e-mail address			
<b>2. Information on Equipment</b>			
Major items of Bidder's Equipment proposed for carrying out the services. List all information requested below.			
Item of equipment	Description, make and age (years)	Condition and quantity available	Owned/leased

(a)			
(b)			

**TERMS AND CONDITIONS FOR THE PERFORMANCE OF SERVICES AND PAYMENT**

The Terms and Conditions hereinafter may only be varied with the written agreement of the Employer and no terms and conditions put forward at any time by the Bidder shall form any part of the Contract:

- (a) the Bidder shall not be required to submit a performance security;
- (b) the performance of the Services shall be completed within *[TAT which reflected on quotation]* from the date of issue of the Services Order, or the signing of the contract (if applicable);
- (c) after completion of the Services, the Bidder shall submit the original Invoice to the Employer; the invoice shall show the cost of the Services and Taxes (If applicable) separately;
- (d) payment of the Invoice shall be arranged by the Employer, within thirty (30) days,(or as per payment plan which reflected on related contract) but only against the Services actually completed and performed as listed in the Services Order;
- (e) the Employer may, by written notice sent to the Bidder, terminate the Services Order, or Contract if applicable, in whole or in part at any time for its convenience:
  - (i) if the Bidder fails to perform any or all the services within the time period(s) specified in the Services Order, related contract; or
  - (ii) if the Bidder fails to perform any other obligation(s) under the Services Order; or
  - (iii) if the Bidder, in either of the above circumstances does not cure its failure within a period of three (3) calendar days after receipt of a notice of default from the Employer specifying the nature of the default(s); or
  - (iv) if the Bidder, in the judgment of the Employer, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Services Order; and
- (f) (f) The Bidder shall provide the warranty, as stipulated in the Quotation Documents, for the Services to be performed and confirm that if any defaults are detected within the warranty period in the completed services, the Bidder shall be bound to rectify the default or re-perform the services as the case may be.

**EVALUATION METHODOLOGY AND CRITERIA**

**EXAMINATION OF QUOTATIONS AND DETERMINATION OF RESPONSIVENESS**

**Terms and Conditions for the Payment:**

The terms and conditions of this SBD will be part of the contract  
 The Terms and Conditions hereinafter may only be varied with the written agreement of the Employer and no terms and conditions put forward at any time by the Owner shall form any part of the Contract:

The Owner shall not be required to submit a performance security;

The Service provider will make his or her best effort to keep the house in good condition. No major alterations will be made to the house without prior discussion with the owner. This includes painting, changes to the lawns, and installation of any permanent changes. All maintenance for the house will be taken care of by the owner, and the tenant must notify the owner immediately of maintenance required.

The owner has a right to enter the house with an advanced notice of 24 hours for any reason. In an emergency, owner may violate this right and enter immediately. Emergencies include those instances in which the property is in immediate danger, such as from a fire or flood.

During the contract it is responsibility of the Tenant to pay the utility bill includes water, electric, and gas and Trash services provided by {thrasher}.

The term of this lease will be for one year and counting from signing date of the contract and is extendable for an additional one year as mutually agreed between the two parties.

Based on the contract Terms and Conditions, the Owner shall submit the original Invoice to the billing address; the invoice shall show the cost of the monthly Service fee and Taxes (If applicable) separately;

Payment of the Invoice shall be arranged by the Employer, within thirty (30) days, (or as per payment plan which reflected on related contract) but only against the approval of Ariana Saudi Station Manager and in the listed amount of in the Service Order.

the Employer may, by written notice sent to the Owner of office, terminate the Service Order, or Contract if applicable, in whole or in part at any time for its convenience:

if the Owner fails to perform any or all the responsibilities within the time period(s) specified in the Service Order, related contract; or

if the Owner fails to perform any other obligation(s) under the Service Order; or

if the Owner, in either of the above circumstances does not cure its failure within a period of three (3) calendar days after receipt of a notice of default from the Employer or Ariana Saudi Station Manager specifying the nature of the default(s); or

if the Owner, in the judgment of the Employer, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Service Order;

**Evaluation Methodology and Criteria:**

Evaluation Methodology and Criteria Examination of Quotations and Determination of Responsiveness

Prior to the detailed evaluation of Quotations, are as follow.

The Employer shall determine whether each Quotation:

- 1- meets the eligibility criteria;
- 2- has been properly signed;
- 3- is substantially responsive to the requirements of the Standard bidding documents Documents.

A substantially responsive Quotation is one which conforms to all the terms, conditions, and specifications of the Standard bidding documents Documents, without material deviation or reservation. A material deviation or reservation is one:

which affects in any substantial way the scope, quality, or performance of the Service;

which limits in any substantial way, inconsistent with the Standard bidding documents Documents, the Employer's rights or the Owner's obligations under the Contract;

Whose rectification would affect unfairly the competitive position of other owners presenting substantially responsive quotations

If a Quotation is not substantially responsive, it shall be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

No negotiation shall be held If the process is not set up for single source, no negotiations will take place with the lowest bidder or other bidder.

Owner shall not be required, as a condition for award, to undertake responsibilities not stipulated in the Standard bidding documents Documents, to have to change its price or otherwise modify its Quotation.

**Correction of Errors**

Quotations determined to be substantially responsive shall be checked by the Employer for any arithmetic errors. Errors shall be corrected by the Employer as follows:

where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and

where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern, unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted shall govern, and the unit rate shall be corrected.

The amount stated in the Quotation shall be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Owner, shall be considered as binding upon the Owner.

Note: for all procurement process and evaluation of the Service the articles of AAA procurement procedure are applicable, if this SBD didn't have clear instructions.

If you accept the terms and conditions of the SBD Please completely sign and stamp all pages of SBD accordingly.

Please attach supporting documents of your offer.

Alternative bid and procurement by items will be allowed.

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Name of Bidders Representative: -----

Signature: -----

Stamp: -----

Date: