



داریانا افغان هوایی شرکت
ARIANA AFGHAN AIRLINES
P.O.BOX(76)KABUL AFGHANISTAN



Islamic Republic of Afghanistan

Ariana Afghan Airlines

Finance and administration Directorate

Procurement Department

STANDARD REQUEST FOR QUOTATIONS (SBD)

For

Procurement of Service

(Description of Service - sees **SCHEDULE OF SERVICE**)

SBD Serial Number: (SBD 007-697-FINANCIAL ADVISOR FOR ISTANBUL AND ANKARAF)

SBD Date: (21-NOV-2023)

Bid Closing Date: 01-DEC-2023

Bid opening date: 02-DEC-2023

To: *[Ariana Afghan Airlines Approved Vendors]*

1. The *[Ariana Afghan Airlines]* has a budget allocation for the purchase **Financing Services**; and is applying some of that allocation for the purchase of Works for which this Request for Quotation is issued.
2. Your quotation, must be send to the following Address before closing Date

Please send your quotation only to bidning-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** above email.
4. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
5. The quotation shall be completed and signed by an authorised representative of the Bidder.
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 Purchase 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 Purchase 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.

Project background

Ariana Afghan Airlines Co. Ltd., also known simply as Ariana, is the flag carrier and largest airline of Afghanistan. Founded in 1955, Ariana is the oldest airline in the country and is state owned. The company has its main base at Hamid Karzai International Airport, from which it operates domestic flights and international connections to destinations in China, India, Russia, Saudi Arabia, Turkey, and the United Arab Emirates.

Ariana Afghan Airlines Service Company want to hire a financial advisor for IST and ESB station to Applying VATs for tax return and all Recording expenditures and revenue invoices based on the information provided by IST station and applied the below mentioned TOR

General TOR

1. Applying VATs for tax return
2. Recording expenditures and revenue invoices based on the information provided by IST station
3. All invoices issued by buyers and sellers should be reported to the ministry of finance. Failure to make these notifications on time, incomplete or incorrect will be followed by a fine of 2500 TL.
4. Assembling and examining quarterly tax declaration in front of tax office based on revenue reports presenting by FG stations.
5. Dealing social insurance SGK issues for FG employee in turkey, sending monthly notification to the social insurance institution by accruing insurance premiums at the rate of 32.5% from the gross wages.
6. Gathering tax amount applicable from 15% to 40% over the insured employees and 20% over the rents paid, and monthly withholding statements are accrued from the tax office and forwarding to FG for payment.
7. Every year in April, FG revenue is calculated on an annual basis and its tax is reported to the tax office with the corporate declaration, corporate provisional tax is being paid every 3 months is deducted from this calculated tax and completing transactions at the tax office on yearly basis.
8. Effective from 2020 all invoices over 5,000 TL must be issued through the E-Invoicing system and directly by FG station, providing necessary support and set-up is also to be done by Mali Mushawer.
9. In order to control the invoices issued by FG station from the E-invoices scheme, system passwords are integrated with MALI MUSHAWER and they are doing so.
10. In all changes that FG has made or will make, the procedures in the tax office, S.G.K, chamber of commerce, ministry of labor, municipalities and other official authorities are carried out by MALI MUSHAWER and will be followed until it is done. Get information about what these works are and how they are done. These works need to be prepared in separate files and followed separately.
11. International company, s transporting passenger are entitled to receive VAT amounts related to expenses have made in Turkey (outside of the airport) and preparing the documents to the CPA office approves the required record keeping VAT return operations. As a results of these transaction, the yemily Mali Mushawer office receives a 10% consultancy fee on the VAT refunded, while MALI MUSHAWER demand a 5% consultancy fee, because they claim doing the heavy

part of the job.

12. Mali Mushawer office mainly works with foreign companies, it has full awareness of all procedures regarding work permits and residence permits, so they can provide these services to the customers with a fee of \$ 75 for work permits and \$ 50 for residence permits, which offer to the contracted companies but are not charged in the financial consultancy contract.

13. The follow-up of the airport apron cards and the conclusion of the transactions will provide to contracted companies applying a fee of \$ 50. Dogus accounting office, providing the services with 12 skilled and experienced personnel.

2. PURPOSE: It arranges and defines the relationship between the member of profession and the client according to the Law No: 3568, The Law of Certified Public Accountancy and Sworn-in Certified Public Accountancy and the relevant Regulations.

3. THE SUBJECT MATTER AND THE SCOPE OF ACTIVITIES TO BE PERFORMED

- 3.1) Providing Accounting and Financial Consultancy Services
- 3.2) Preparing and Approving VAT, Withholding and Temporary Tax Returns
- 3.3) Preparing and Approving Corporate Tax Return
- 3.4) Preparing and Approving Salary Payrolls and SSI Statements
- 3.5) Providing Financial Consultancy Services

4. THE SUM AND THE PAYMENT SCHEDULE OF THE FEE

4.1) The total sum of the fee that the member of profession will receive in exchange for the services rendered within the scope of the contract during the contract period is that will be paid by the client in the form of **ARIANA AFGHAN AIRLINES MERKEZI AFGANISTAN ISLAM CUMHURIYETI IST MERKEZ SUBESI**

4.2) Fee is not inclusive of VAT

4.3) All the expenses that will be made for the services rendered will be born by the client.

4.4) In case the fee is not paid according to the contract the member of profession terminates, leaves off the work. He sues for his receivables unpaid, and inform the chamber so that no other member of profession does not accept the work.

4.5) The fee specified in the contract is only for the services specified in the contract. In case other services are asked additional fee which is not lower than the minimum fee will be paid to the number of profession.

1- THE MUTUAL RESPONSIBILITIES AND LIABILITIES OF THE PARTIES

1.1) The member of profession will perform the services specified the contract in accordance with the relevant laws and regulations, professional ethical rules and generally accepted accounting principles. He could perform the services by himself as well as with other members of profession under his supervision. However, in such a case he will not ask additional fee from the client. The client will not ask anybody else to carry this service without taking the consent of the member of profession. In case the client attempts to do this, he should pay the total sum of fee to the member of profession.

1.2) The client accepts the above specified address as the legal address. All the notifications that will be made by the member of profession to the client will be made to this address. The client is

obliged to notify and changes in address to the member of profession within 3 days and the member of profession could not be regarded as responsible for any notification which does not reach to the client due to changes in address.

- 1.3) The client is responsible to carry out any advice or warning by the member of profession that should be performed in accordance with laws and regulations. For the responsibilities that were not undertaken by the member of profession due to the negligence by the client, the member of profession will not be deemed responsible.
- 1.4) Client will be responsible from the correctness of the information and documents related with the work under contract that would be submitted to the member of profession and the risks associated with the delay in submitting such information and documents in due time specified by the member of profession. The date and the procedure related with the submit of information and documents could be arranged under an additional protocol.
- 1.5) Ledgers, books (cash, exchange) that should be kept in the working office are under the responsibility of the client.
- 1.6) The parties could repeal the contract in between the due to any valid reason or on mutual consent at any time. In such a case all the books and documents taken will be returned back to the client. The indemnities, compensations that would be claimed by the parties are subject to general rules of Law. The member of profession who terminates, leaves off the job that he is entitled to perform without a valid excuse should reimburse the fee that he has received for the service that should have been performed. He will not reimburse the expenses he has made in the name of the client.

SCHEDULE OF WORKS AND PRICED QUOTATION

Description	Service cost / Yearly
Muhasebe sözleşmeleri 2024	

Note: The Consultant Company must be applied all TOR

DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE QUOTATION

BIDDER INFORMATION SHEET

1. General Information of the Bidder			
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			
2. Information on Equipment			
Major activities of Bidder's Equipment proposed for carrying out the works. 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 WORKS 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 Works shall be completed within *[TAT which reflected on quotation]* from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
- (c) after completion of the Works, the Bidder shall submit the original Invoice to the Employer; the invoice shall show the cost of the Works 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 Works actually completed and performed as listed in the Purchase Order;
- (e) the Employer may, by written notice sent to the Bidder, terminate the Purchase 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 works within the time period(s) specified in the Purchase Order, related contract; or
 - (ii) if the Bidder fails to perform any other obligation(s) under the Purchase 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 Purchase Order; and
- (f) The Bidder shall provide the warranty, as stipulated in the Quotation Documents, for the Works to be performed and confirm that if any defaults are detected within the warranty period in the completed works, the Bidder shall be bound to rectify the default or re-perform the works as the case may be.

EVALUATION METHODOLOGY AND CRITERIA

EXAMINATION OF QUOTATIONS AND DETERMINATION OF RESPONSIVENESS

Prior to the detailed evaluation of Quotations, the Employer shall determine whether each Quotation:

- (a) meets the eligibility criteria;
- (b) has been properly signed;
- (c) is substantially responsive to the requirements of the Request for Quotations Documents.

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

- (a) which affects in any substantial way the scope, quality, or performance of the Works;
- (b) which limits in any substantial way, inconsistent with the Request for Quotations Documents, the Employer's rights or the Bidder's obligations under the Contract;
- (c) whose rectification would affect unfairly the competitive position of other bidders 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 with the lowest or any other Bidder.

A bidder shall not be required, as a condition for award, to undertake responsibilities not stipulated in the Request for Quotations 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:

- (a) where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
- (b) 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 Bidder, shall be considered as binding upon the Bidder.