



داریانا افغان هوایی شرکت

**ARIANA AFGHAN AIRLINES**

P.O.BOX(76)KABUL AFGHANISTAN



Islamic Republic of Afghanistan

Ariana Afghan Airlines

Service and Administrative Directorate

Procurement Department

Standard Bidding Document (SBD)

FOR THE

PURCHASING OF CREW AND PASSENGER CATERING AT

ISTANBUL AND ANKARA AIRPORTS

**SBD Serial Number: (001-638-Catering for Crew & Passenger)**

**Biding Location: Kabul Afghanistan AAA- Head Office Procurment Dep't**

**Required for: Istanbul and Ankara Airports**

**SBD Announce Date: (8-Sep-2019)**

**Bidding Closing Date and Time: (13-Sep-2019) 4:00 PM Kabul Local Time**

To: [ whom it my concern/supplier ]

1. Ariana Afghan Airlines has planned to purchase the Crew and Passenger Catering in Istanbul and Ankara Airports in the form of contract which reflected on SBD form schedule
2. Your **quotation including requested documents and Price**, must be send to the following Address before closing Date  
  
[bidning-box@flyariana.com](mailto:bidning-box@flyariana.com)
- . Any quotation received 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 001-638 Catering**, and send to [bidning-box@flyariana.com](mailto:bidning-box@flyariana.com) Email address only.
3. All quotations must be valid for a min period of thirty (30) Colander days from the closing date of the Standard Bidding Document.
4. This quotation shall be completed/filled and signed by an authorised representative of the Supplier.
5. 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 Contract
6. Depending on the final requirement, the quantities shown may increase or decrease by twenty five percent (25%) and this shall be reflected in the Contract.
7. The Purchaser 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.
8. The Supplier should sign and stamp all SBD's pages
9. The supplier must send **priced** list of the Catering with signed SBD.

**Signature of buyer authorized representative:**

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**Printed name and receipt signature of the supplier:**

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## 1- SCHEDULE OF ITEMS AND PRICED QUOTATION

Type of Requirement	Nomenclature	Location	Period of contract
Catering	Dry Catering and hot meal for Passenger and Flight Crew	Istanbul and Ankara Airports	12 Months
Quality inspection	Required QTY .a	b. Unit price	c. Total (a*b)
standard Method	whole list is attached with this form	Please Quote Price in USD or Euro in any blank forms which attached with this form	Please Quote Total here: USD or Euro Price in words:
<p>Note: Please provide the method of calculation for Catering price. The price shall be effective for 30 days. Please attach cost breakdown to the SBD if you see needed. Filling above highlighted filed is mandatory.</p>			

## 2- DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE QUOTATION

The Supplier shall attach the following documents to its quotation:

1. a valid Business/trade/ commercial License;
2. Quality Certificate
3. Any other documents about the fuel supply and fuel distributing (if available )

## 3- TERMS AND CONDITIONS FOR THE SUPPLY OF CATERING AND PAYMENT

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

- (a) The supply of the Passenger and Flight Crew Catering shall be completed within *The Lead Time which.*
- (b) After completion of the supply of the Catering, the Supplier shall submit an E Invoice to the billing address which reflected on the (Agreement) letter

©payment of the Invoice shall be arranged by the Purchaser by using the following method of the payment:

### Method A: Credit Bases

- (c) payment process of the Invoice shall be arranged by the Purchaser as well Payable Team and pay by Finance Department as per payment method reflected on article (c)
- (d) The Purchaser may, by written notice sent to the Supplier, terminate the, Contract if applicable, in whole or in part at any time for its convenience:
  - (i) If the Supplier fails to deliver any or all the Pax/Crew Catering within the time period(s) specified in the Contract.
  - (ii) If the Supplier fails to perform any other obligation(s) under the Contract Terms and Conditions.
  - (iii) if the Supplier, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s); or
  - (iv) if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
- (e) Acceptance of the Contract by supplier is considered as signing of the contract.

### Price Calculation/Breakdown to be sent by supplier:

Including Basis PRICE +Taxes (KDV) and service charges if applicable, the prices shall be used for evaluation of lowest price. Please indicate the figure and also attach price breakdown signed and stamped to this SBD.

## 4- VALUATION OF QUOTATIONS

### EXAMINATION OF QUOTATIONS AND DETERMINATION OF RESPONSIVENESS

Prior to the detailed evaluation of Quotations, the Purchaser 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.

To evaluate a Quotation, the Purchaser shall only use all the factors, methodologies and criteria defined hereinafter, no other criteria or methodology shall be permitted:

- (a) evaluation will be done for Items or Lots;
- (b) price adjustment for correction of arithmetic errors;
- (c) price adjustment due to discounts offered;

(d) adjustments due to the application of other evaluation criteria as follows: factors related to the characteristics, performance, and terms and conditions of purchase of the Catering for Crew and Passenger and Related Services; the effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Quotations;

If a Quotation is not substantially responsive, it shall be rejected by the Purchaser, 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 after tender opening.

### **CORRECTION OF ERRORS**

Quotations determined to be substantially responsive shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser 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 Purchaser 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 Purchaser 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.

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