



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

Islamic Republic of Afghanistan
Ariana Afghan Airlines
Administrative and services Directorate
Procurement Department

**General Sales Agent (Cargo + Passenger) Standard Tendering
Document (STANDARD TENDER DOCUMENT 002-827-Dubai-
GSA)**

For Hiring OF GSA (CARGO + Passenger) AT UAE

DESCRIPTION OF SERVICES:

ASSIST ARIANA FOR TICKETS AND CARGO SALE IN DUBAI

STANDARD TENDER DOCUMENT Number: (002-827-DUBAI -GSA (Cargo+ Passenger))

STANDARD TENDER DOCUMENT Date :(19-Sep-2020)

Deadline of Tender's Submission (Closing Date and Time):

(26-Sep-2020, Kabul Local Time: 08:30 AM,)

Clarification is possible through introduced email IDs only.

Procurement Procedure is supported by electronic system (Ariana Net)

Submission date of offer:

From 24-Sep-2020 up to 26-Sep-2020, Kabul Local Time: 08:30 AM



To: Ariana Afghan Airline
Kabul- Afghanistan

To whom it may concern,

Referring term and conditions mentioned in this tender document, we hereby request you to accept our offer regarding *Hiring of General Sales Agent (Cargo + Passenger) in Dubai UAE*.

It is respectively confirmed that this company has accepted and agreed upon terms and requirements reflected in standard tendering documents and attached annexes (TOR + Tenderer qualification and information form)

We acknowledge this is an official engagement into the process and we will not withdraw our offer up to end of the validity time.

Best regards,

Name of Tender's Representative: -----

Signature: -----

Stamp: -----



1- Instruction to Tenderers

1. Ariana Afghan Airlines interested to **Hire General Sales Agent** (Cargo + Passenger) which is described in technical specification part for reference of Tenderer.
2. The vendor is responsible to send the offer only to quotation-box@flyariana.com email address before closing date:
3. Tenderer must not disclose prices to other parties at all.
4. Any offer received later than the scheduled time will be rejected. The STANDARD TENDER DOCUMENT must be sent with complete requested information and documents.
5. Tenderers must sign all pages of STANDARD TENDER DOCUMENT and quoted prices.
6. All prices and offered conditions must be valid for a period of *thirty (45) working days* from the closing date of the STANDARD TENDER DOCUMENT announcement.
7. The STANDARD TENDER DOCUMENT must be completed and signed by an authorised representative of the Tenderer.
8. Tenderers may request for clarification on STANDARD TENDER DOCUMENT via email addresses and
 - 1- cao@flyariana.com about Project Management aspect
 - 2- commercial.dir@flyariana.com about Project Management aspect
 - 3- techsupply@flyariana.com , about procurement process
 - 4- mgr.procurement@flyariana.com , about procurement process
 - 5- icb.procurement@flyariana.com, about procurement process
 - 6- gmsales@flyariana.com, about commercial process
 - 7- gmstations@flyariana.com , about commercial process
9. Tenderer may quote prices as per requested format in specified part of STANDARD TENDER DOCUMENT and or in separate sheet.
10. Tenderers *are allowed* to submit alternative bids.



11. There is ~~no need~~ for bid security for this tender. Acceptance of this STANDARD TENDER DOCUMENT shall act as Declaration Letter.
12. The winner firm *must not provide* performance guarantee as specified in STANDARD TENDER DOCUMENT.
13. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate of this document shall prevail both for the evaluation of offers.
14. The currency of STANDARD TENDER DOCUMENT is UAE.
15. Depending on the final requirement, the required services may be increased or adjusted.
16. The evaluation of offers is conducted as per articles 25th and related of Ariana procurement procedure.
17. Ariana is not bound to accept the lowest offer and reserves the right to accept or reject any or all the offers without assigning any reason whatsoever to Tenderers.
18. The contract will signed for 1 years but on each year the contract will review and based on the review report the contract will extend OR terminate it.
 - A- after signing of the contract If the GSA didn't transfer the minimum (80% of Target) Cargo during 12 months, after calculating the total number of Cargo transferred during the year, the target remaining amount Should be paid by GSA as the penalty and the contract will terminate.
 - B- After signing of the contract, If the GSA did transfer the Maximum (100% of Target) Cargo during 12 months, so after calculating of the total number of Cargo which transferred during the year the contract will extend as a promotion for one year more.
 - C- After signing of the contract If the GSA did not open the offices in the agreed time the contract terminates automatically and the security deposited will Confiscated.
19. With reference to the nature of STANDARD TENDER DOCUMENT there is no commission of Cargo sale.
20. The company which offer lower commission rate for passenger ticket sales and higher price for cargo with the best services and accept the term of STANDARD TENDER DOCUMENT with acceptance security deposit will be the winner of this tender.
21. If required Ariana can adjust the Cargo rate based on changes of fuel price in the market.

Submission Package includes: Accepted and Signed STANDARD TENDER DOCUMENT , TOR + Tenderer qualification and information form, Financial Proposal and other supporting documents.

2- Description of Services



AAA (Ariana Afghan Airlines) has planned to procure and Hiring General Sales Agent (Cargo + Passenger) in shortest possible time to run its normal business and operations inside and outside the country. As per directive of company's BOD, the fastest and safest possible way to expedite the Hiring process is through (authorized parties) on this purpose to Sale their Passenger Tickets and collect the Cargo and deliver it by Ariana Afghan Airlines fleet from Dubai to Kabul.

The contract will be signed for 1 years but on each year the contract will review and based on the review report the contract will extend OR terminate it.

3- Cargo Services set up:

Type of Aircraft	Number of flights per Year	Cargo/ per flight	Target ed Cargo	Price per Chargeable weight- KG	Contract Value	Security Deposit	Minimum annually Cargo Capacity	Maximum annually Cargo Capacity
B737-400	240	3500KG	840000 KG	2.15 UAE Per KG	1806000 AED	500,000 AED	80%	100%

Number of Flight (240) * estimated cargo per flight (3500KG) * Cargo Price (2.15UAE) = Total Contract (1806000)

The volunteers shall provide below services to Ariana, the scope of services indicated in annex- one

4- Passenger Ticket Sales set up

Scope of Activities	Percentage of commission	other INFORMATION if there is any
Commission on Direct Passenger Ticket Sales		
Overriding Commission on Territory Sales		

Important Notice: The tenderer needs to fulfil the above-mentioned sheet which marked by yellow color because the lowest offered percentage will be a positive point in the evaluation stage.

5- Cargo Sales as per Ariana Circular



Important Notice: The tenderer needs to fulfil the above-mentioned sheet which marked by yellow color and the highest offered Cargo price will be a positive point in the evaluation

Scope of Activities	Percentage of commission	Offered Cargo Price per KG per EURU / USD / AED	other INFORMATION
Cargo	0 %		

stage.no commission is acceptable in this type of contract.

6- Criteria of Selection

AAA is looking to have a GSA (Cargo + Passenger) that can meet below minimum requirements/ criteria	
Criteria of Selection	Tenderer answer and reference
<p>The Tenderer should having at least -3- branches as sales points in city commercial areas for Cargo and Ticket sales .like SHARJAH , Dubai or any other equivalent places.</p> <p>If not, the Tenderer should provide guaranty letter that they will open the offices at the mentioned Areas within 3 months after signing of the contract.</p> <p>If the answer is "confirmed" please provide guaranty letter on the letterhead of your company and attach to the STANDARD TENDER DOCUMENT</p>	
<p>The Tenderer should having at least 3 years of relevant experience.</p> <p>If the answer is Yes please provide proof of the documents and attach to the STANDARD TENDER DOCUMENT</p>	
<p>The Tenderer should hold valid and reliable aviation and technical certificates/license like IATA or any other equivalent certificates/license.</p> <p>if the answer is Yes please provide copy of the IATA and other certificates/license and attach to the STANDARD TENDER DOCUMENT</p>	



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The Tenderer should not have contract with any of the Airlines that fly from Afghanistan to Dubai and from Dubai to Kabul. If the answer is "confirmed" please provide guaranty letter on the letterhead of your company and attach to the STANDARD TENDER DOCUMENT

Important Notice: The tenderer needs to fulfil the columns which marked by yellow color.

Best regards,

Name of Tender's Representative: -----

Signature: -----

Stamp: -----