Міжнародні Авіалінії України

Ukraine International
A I R L I N E S

**Private Stock Company
UKRAINE INTERNATIONAL AIRLINES (UIA)**

**Tender Rules and Request for Proposal (RFP)
For Aviation Fuel Supply**

Contents

1. Tender frame

The main Annual Fuel Tender takes place at the beginning of each year aiming to receive the best offers from suppliers and conclude Location agreements for each location in planned airline network.

Annual tender is held in two rounds. Only three shortlisted suppliers based on the best prices and payment conditions will receive an invitation for the second round.

UIA holds the right to announce the third round in exceptional cases, when the identical offers were offered by the bidders during the second round of the tender. In such a case, the shortlisted participants will be notified about the subject and rules of the additional round.

In case the need to contract additional locations occurs in the course of the year, UIA may call for additional tenders. Such tenders are held using simplified procedures and only in one round.

The date when UIA expect to receive the proposals is clearly stated in the invitation letter and RFP body. Any delayed offers won't be taken into consideration.

Offers, submitted without one or more mandatory components as per article 3 below, also won't be taken for evaluation.

After each round, the participants will receive feedback, indicating the difference, including financial benefits, between the participant`s offer and the best offer for each location.

2. Subject of RFP

UIA is seeking suppliers who will sell Aviation Fuel and deliver into aircraft (through either itself or third party) at the Airport(s) as indicated in Annex 1.

- Period of contract: _____
- Fuel grade: Jet A-1, Jet A, TS-1, RT
- Service Level 1
- Expected volumes are provided in Annex 1
- Offers are to be submitted the latest _____

For additional information about UIA please follow the link – **Fuel Portal**

3. Proposal`s Mandatory components

Each proposal MUST include the following:

- Airport name
- ITP name
- Jet fuel grade and density
- Price components: stated separately base price, differential, other fees and charges
  - Formula Price quoted based on PLATTS published fuel pricing with clearly defined formula details (including Symbol, Delivery basis, Marketscan, Average formula. For example: AAIDL00, FOB MED JET AV HIGH PRIOR WEEK EFF TUES)

- o Posted price or ex-refinery price, where applicable, must be accompanied by either original letter of price change notification or any formal statement for valid price. We do not accept Market Price in Tender offers.
  - o Differential price covering only supplier expenses
  - o All other charges, fees and taxes, as separate items, with appropriate description and conditions attached (please clearly indicate the exemption conditions where applicable)
- All price components are to be listed in original currency as published. In case conversion to USD is required, exchange rate to be applied (IATA exchange rate is preferred option) and the source it can be uploaded on regular basis are to be clearly indicated. Only publicly available exchange rate will be accepted. We expect the same original currency will be used in offer and the contract
- Units of measure, conversion metrics
- Invoicing and Payment terms (clearly indicate prepayment, secured credit and unsecured credit limit, attached conditional and other available options)
- Clearly defined price options, packages, etc
- Price calculation (Base price + differential + charges, fees and taxes), each component separately, valid for the date _____
- Complete the check list below:

Safety and security relevant criteria for Providers

Station_____   Provider_____
                                    Date_____

Safety and Security relevant Criteria	Compliance (YES/NO)	If NO provide details
1. Provider shall have Safety Management System (SMS) and Quality Management System (QMS) with relevant responsible managers that ensure control of operations.	(SMS) ☐ YES / ☐ NO (QMS) ☐ YES / ☐ NO	
2. Provider shall have own or been implemented in airport Aviation Security Program (ASP) and Aviation Security Quality Control Program (ASQCP) with relevant responsible managers that ensures control of operations.	(ASP) ☐ YES / ☐ NO (ASQCP) ☐ YES / ☐ NO	
3. Provider should been certified by international authority in associated area of operations (ISAGO, ISO, EASA Part 145, etc.). (note)	☐ YES / ☐ NO	
4. Provider shall have required infrastructure, equipment and the ability to conduct operations for applicable type of aircraft of UIA fleet.	☐ YES / ☐ NO	
5. Provider shall have training process that include initial and recurrent training. Both training shall include theoretical, practical and on-the-job training elements to ensure that employees, who engaged in operations, establish and retain their effectiveness in carrying out associated duties.	☐ YES / ☐ NO	
6. Provider shall have a policy and operational manuals that contain the procedures, instructions and other guidance materials for personnel to perform their duties.	☐ YES / ☐ NO	
7. Provider should have own or been implemented in airport contingency plan and emergency response plan to anticipate and mitigate events.	☐ YES / ☐ NO	

By replying to this RFP with the offer, the participant CONFIRMS THE FOLLOWING:

- Quantity shall not be a guaranteed purchase commitment of Buyer or otherwise represent a binding obligation of Buyer to purchase all volume of Quantity set out under this Location Agreement.
- Show each price component, charges, fees and taxes as separate line items on the each invoice
- Keep UIA informed at all times about the taxes, duties and charges existing or to be charged to UIA
- Take reasonable efforts to implement XML invoicing

4. Evaluation

For each airport or for the group of airports (in case of package offer), UIA shall determine the winner after evaluating each proposal on the pricing and payment terms. **Award will go to proposal having the lowest overall cost (total cost of ownership) to UIA.**

Tender offers` evaluation is based on comparison of total Fuel cost, including all price components, converted in USC/USG (US cents per US gallon) and calculated for the date specified in RFP. Cost of capital of 12% per annum is used in calculation of total cost of ownership.

5. Other requirements

The successful Bidder will be requested to provide or update the following information if needed:

- Registration of the company in a commercial register (Extract from the register, Certificate or similar documents depending on jurisdiction)
- Certificate of Tax Residency (Tax Certificate, Tax Resident Certificate or similar)
- Registered address of the company (Extract from the register, Certificate or similar documents depending on jurisdiction)
- Authority of the representative to sign an agreement (Extract from the register, Certificate, Power of Attorney or similar documents depending on jurisdiction).

In some cases, if applicable, based on the National Bank of Ukraine requirements, the successful Bidder might be requested to provide or update the following information:

- Documents/information on the full ownership structure, ultimate beneficial owners (name, date of birth, country of registration)
- Trust management agreements, trust agreements, trust declarations.

6. Disclaimer

UIA reserves the right:

- To change RFP conditions and timeline anytime provided that all Bidders are informed about such changes in writing
- To de-select any Bidder at any point from the tender process without disclosing reasons
- To terminate the tender process at any time provided, that all Bidders are informed in writing but without disclosing reasons
- To initiate price revision or call for additional tender in case planned volumes for single location will grow more than 100 000 USG compared to announced for tender volume

Annex 1

No.	Airport	IATA code	Expected volume, US gallon
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57			
	TOTAL		