

Selection Documents

Astana International Airport propose (separate) tender for Duty paid store in the Domestic terminal. Potential tenants are offered to place a store on the area of 100-140 square meters in the departure area of domestic flights. The store must guarantee the quality of the offered products and contain a range of merchandise for sale.

1. Fill name, e-mail and actual address of the Company:

- Astana International Airport JSC»;
- airport-info@astanaairport.kz; commerce@astanaairport.kz;
- Astana city, Airport, Post Office 14.

- 2. The procedure for submission of proposals

Proposal should include:

- application form according to Annex of the selection documents;
- notarized copy of a Certificate of State Registration (re-registration) of Legal Entity, individual entrepreneur or Inquiry of State Registration (re-registration) of Legal Entity, for the temporary association of legal entities (consortium) - an electronic copy of the consortium agreement, and electronic copy of certificates of state registration (re-registration) participants of the consortium;
- a notarized copy of the license (if the selection conditions intend activity, being subject to compulsory licensing);
- Notarized copy of the appointment (election) of the first head of the potential Provider (in case of participation of the consortium represented an original or a notarized copy of a document on the appointment (election) of the first head of each entity included in the consortium, as well as the original or a copy of the document confirming the right the signing consortium agreement o by the authorized person of each legal entity included in the consortium);
- A copy of a document containing information about the founders: an electronic copy of a charter, approved in the manner prescribed by law, for legal entities, registered on the basis of a model statute - electronic copy of the application form for registration of a legal entity(in case of consortium participation , it is submitted electronic copy of Charter of each legal entity, being is part of a consortium), an electronic copy of an extract from the register of shareholders issued not more than thirty (30) calendar days before the date of opening, as well as an electronic copy of a document containing, information about the founders issued in accordance with legislation;
- reference of bank or a bank branch servicing applicant with the signature and a seal on absence of overdue debt under all types of liabilities;

- reference of due form of a relevant tax authority on absence of tax debt and debt under compulsory pensions, compulsory professional pension contributions and social expenditures;
- Original of the power of attorney issued to the person (s), representing the interests of the potential Provider with the right to sign the application and the documents contained in the application for participation in the selection, except of the first head of the potential Provider who has the right to speak on behalf of the potential Provider without Power of Attorney in accordance with Charter of potential Provider;
- The original or a copy of the strategy (business plan) of services development for the first 12 months of the activity plus a 5-year forecast plan for sales and revenue to the Airport;
- Notarized copies of documents confirming the ownership of a registered trademark (if any);

Documentation drawing up

- 1) Proposal is made in the Kazakh or Russian languages. An applicant not being a resident of the Republic of Kazakhstan shall provide the same documents as a resident of the Republic of Kazakhstan, or documents that contain similar information, with a notarized translation into the state or Russian languages;
- 2) Proposal is submitted by applicant or a person representing interests by proxy, in a sealed envelope to the address specified in selection documentation. On the front of the envelope applicant shall indicate:
 - Number of lot;
 - Full name of Initiator of selection and applicant
- 3) Proposal should be stitched, pages or sheets are numbered, the last page of a list certified by the signature and seal (if any) of applicant;
- 4) Applicant shall bear all costs associated with the preparation of proposal.
- 5) Proposal, submitted after the expiry of the deadline will not be registered and returned to applicant;
- 6) An applicant not later than the expiry of proposals submission has the right to withdraw its proposal with the right to re-submission prior to the expiration of the deadline for proposals. Withdrawal of applicant's proposal is issued in the form of a written statement in any form to the Company. It is not allowed withdrawal of proposal after expiry of the deadline for proposal submission;
- 7) applicant not later than five (5) business days prior to the deadline for submission of proposals shall be entitled to send a written request to clarify the conditions of the lease, as well as gathering other information necessary to participate in the selection;
- 8) Absence or misinterpretation by an applicant of any data (information) cannot subsequently serve as a basis for revising the terms of offer or the financial conditions of lease contract.

3. Opening of proposals

- 1) The meeting of the expert commission on opening envelopes with proposals will be held at defined time.
- 2) Expert commission rejects the proposal of applicant if it is recognized as inconsistent with requirements stated in the documentation for the selection.

4. Consideration of proposals submitted

The proposals are considered by the expert commission

5. General terms

- 1) Compliance with the requirements established by the current legislation of the Republic of Kazakhstan;
- 2) Possession of legal capacity.
- 3) To be solvent.
- 4) Not to be subject to bankruptcy or liquidation. In order to clarify compliance of applicants with the requirements in part of their non-participation in bankruptcy or liquidation, Selection Committee considers the information posted on Internet resource of the authorized body, executing control over procedures of bankruptcy or liquidation;
- 5) not to be held liable for non –execution or improper execution of their obligations under the concluded Services Rendering Contracts within last two years on the basis of a court decision. Information about the absence / presence of the responsibility for non –execution or improper execution of their obligations is information posted on the Internet site of the Supreme Court of the Republic of Kazakhstan;
- 6) not to consist in the List of unreliable potential suppliers of the Holding Company and (or) in the Register of unfair participants of public procurement. Under Holding means an aggregate of NWF Samruk-Kazyna (the Fund) and legal entities, fifty and more percent of voting shares (participation) which directly or indirectly owned by the Fund on the right of ownership or trust management;
- 7) to confirm received revenue for the last 3 (three) years in the area of services, being subject to selection. This requirement is supported by the provision of more information on the Company's request during the consideration of proposals by the expert commission;
- 8) not to have obligations to the Company, the period of performance of which is delayed by more than fifteen (15) days;
- 9) to comply with the qualification requirements stated in selection documentation.
- 10) to comply with the requirements and evaluation criteria for determining the winner.
- 11) AIA reserve the right to exclude for participation any participant (both person or Legal entity) who have any ongoing or records of past litigation;
- 12) AIA reserve the right to make adjustments to the range of goods for sale.

6. Contract Conclusion

- If a Winner rejects to conclude the Contract, the Company is entitled to take the following decision:

1) to determine winner an applicant having been ranked number two based on results of evaluation and comparison;

2) to attract Service Provider by direct conclusion of Lease Contract.

- AIA reserves the right not to conclude a lease agreement with applicants of this selection;