**ISLAMIC IMARETS OF AFGHANISTAN**

**ARIANA AFGHAN AIRLINES**

**STANDARD BIDDING DOCUMENTS**

**(SBD)**

**FOR INSURANCE SERVICE PROVIDER**



|  |  |
| --- | --- |
| **Document Name** | **Electronic procurement-Standard bidding Documents-SBD** |
| **Description of services** | **INSURANCE SERVICE PROVIDER** |
| SBD Number | 006-380 |
| SBD Announcement Date | 10-JAN-2023 |
| SBD Closing Date | 27-JAN-2023 |
| Please send your offer only to: | [bidding-box@flyariana.com](mailto:bidding-box@flyariana.com) |
| SBD Closing Time | 12:PM |

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# Section I - Instructions to Bidders

1. General
2. Scope of Bid
   1. Ariana Afghan Airlines is looking to have a one-year fixed price contract with a reputable and experienced insurance service provider, it is required that insurance service provider shall have enough sources to run the related works in timely manner with expected quality.
   2. In order to achieve the goal of providing quality services to valuable travelers, and follow the standard practices, Afghan Ariana Airlines has issued this standard bidding document to the insurance service provider, and will select a valuable insurance service provider.
3. **Throughout this bidding document:**
4. the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, including if specified in the SBD, distributed or received through the electronic- system used by the Ariana Afghan Airlines) with proof of receipt;
5. Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day.
6. The winning bidder is expected to provide standard services to Ariana and increase the company's revenue.
7. SBD Means standard Bidding Documents.
8. **Eligible Bidders:**
9. IATA-licensed and experienced Travel agent or companies are eligible to apply.
10. A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified.

B. Contents of Bidding Document

1. **Sections of Bidding Document:**
   1. The bidding document consists of the following sections indicated below:
2. Section I - Instructions to Bidders (ITB)
3. Section II – TOR
4. Section III - Evaluation and Qualification Criteria
5. Section IV - Bidding Forms
6. Section V - Fraud and Corruption
7. General Sales and Services Agency Agreement.
   1. The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding document and to furnish with its Bid all information or documentation as is required by the bidding document.
8. **Clarification of Bidding Document:**
   1. A Bidder requiring any clarification of the bidding document shall contact Ariana Afghan Airlines in writing at Ariana Afghan Airlines ’s address specified **in the SBD**. Ariana Afghan Airlines will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Bids.
9. **Amendment of Bidding Document:**
   1. At any time prior to the deadline for submission of Bids, Ariana Afghan Airlines may amend the bidding document by issuing addenda.
   2. Any addendum issued shall be part of the bidding document and shall be also promptly publish the addendum on the Ariana Afghan Airlines ’s web page. Link: <https://www.flyariana.com/Corp/Tenders>
   3. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, Ariana Afghan Airlines shall extend, as necessary, the deadline for submission of Bids.
10. Preparation of Bids:
11. **Cost of Bidding:**
    1. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and Ariana Afghan Airlines shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
12. **Language of Bid:**
    1. The Bid as well as all correspondence and documents relating to the Bid exchanged by the Bidder and Ariana Afghan Airlines shall be written in English language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into the English language.
13. **Documents Comprising the Bid:**
    1. The Bid shall comprise the following:
14. **Signed and stamped SBD:**
15. **Alternative Bid**:
16. **Authorization:** written confirmation authorizing the signatory of the Bid to commit the Bidder.
17. **Qualifications:** documentary evidence establishing the Bidder’s qualifications to perform the Contract if its Bid is accepted.
18. **Bidder’s Eligibility**: documentary evidence establishing the Bidder’s eligibility to Bid;
19. **Conformity**: documentary evidence, that the Services conform to the bidding document; and any other document required **in the SBD.**
20. **Letter of Bid and Activity Schedule:**
    1. The Letter of Bid and pricing shall be prepared using the relevant Table furnished in SBD. The Table must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
21. **Alternative Bids:**
    1. Unless otherwise indicated **in the SBD**, alternative Bids shall not be considered. If alternatives are permitted, only the technical alternatives, if any, of the Most Advantageous Bidder shall be considered by the Ariana Afghan Airlines.
    2. Bidders are permitted to submit alternative technical solutions for specified parts of the Services.
22. **Bid Prices and Discounts:**
    1. The prices and discounts (including any price reduction) quoted by the Bidder in the Letter of Bid and in the Activity Schedule(s) shall conform to the requirements specified below.
    2. The Bidder shall quote any discounts and indicate the methodology for their application in the Letter of Bid.
    3. The Bidder shall fill in Price Table for the Passenger and Cargo described in the Table of Specifications.
23. **Currencies of Bid and Payment:**
    1. The currency of the Bid and the currency of payments shall be the same. and is USD.
24. **Documents Establishing Conformity of Services:** 
    1. To establish the conformity of the Services to the bidding document, the Bidder shall provide valid certificate of IATA and their company quality manual and procedure with the copy of ISO certificate.
25. **Documents Establishing the Eligibility and Qualifications of the Bidder:**
    1. To establish Bidder’s their eligibility, Bidders shall complete the Letter of Bid, included, Bidding Forms.
    2. The documentary evidence of the Bidder’s qualifications to perform the Contract if its Bid is accepted shall establish to the Ariana Afghan Airlines ’s satisfaction that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.
    3. Based on TOR All Bidders shall provide, Bidding Forms, a preliminary description of the proposed methodology, and work plan.
26. **Period of Validity of Bids:**
    1. Bids shall remain valid until the date specified in the SBD or any extended date if amended by the Ariana Afghan Airlines. A Bid that is not valid until the date specified in the SBD, or any extended date if amended by the Ariana Afghan Airlines, shall be rejected by the Ariana Afghan Airlines as nonresponsive.
    2. In exceptional circumstances, prior to the date of expiration of the Bid validity, the Ariana Afghan Airlines may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing.
27. **Bid Security:**
    1. There *is no need* for bid security for this Project. Acceptance of this SBD shall act as Declaration Letter.
    2. Contract performance guaranty will request before signing of the contract
28. **Format and Signing of Bid:**
    1. The Bidder shall send the documents comprising the Bid as described in SBD, to the email address specified on SBD. In the event of discrepancy between printed documents and email attachments, the email and their attached documents which will be in PST file shall prevail.
    2. Bidders shall mark as “CONFIDENTIAL” information in their Bids which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.
    3. Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.
    4. The original and all copies of the Bid shall be typed and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the SBD and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid where entries or amendments have been made shall be signed or initialed by the person signing the Bid.

**D.** **Submission and Opening of Bids**:

1. Sealing and Marking of Bids:

* The Bidder shall send the Bid only to the following email address

[bidding-box@flyariana.com](mailto:bidding-box@flyariana.com)

* The bidder should not send his bid without the address introduced to other addresses of the company.
* In order to consider the confidentiality and premature readout of the offer, the bidder should not send his bid to other addresses of the company without the introduced address. Otherwise, it will be the responsibility of the sender of the Bid.

1. **Deadline for Submission of Bids:**
   1. Bidders have only one option for the submitting their Bids which is by email only.
   2. Bidders should consider the size of the attachments and if the size of the attachments was more than the allowed limit of the email, divide it into several parts and send them with separate emails under one title.
   3. Ariana Afghan Airlines may, at its discretion, extend the deadline for the submission of Bids by amending the bidding document, in which case all rights and obligations of the Ariana Afghan Airlines and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
2. **Late Bids:**
   1. Ariana Afghan Airlines shall not consider any Bid that arrives after the deadline for submission of Bids, Any Bid received by the Ariana Afghan Airlines after the deadline for submission of Bids shall be rejected.
3. **Withdrawal, Substitution and Modification of Bids**:
   1. A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative.
   2. No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the date of expiry of the Bid validity specified by the Bidder on the Letter of Bid or any extended date thereof.
4. **Bid Opening:** 
   1. The Bid opening meeting will be held in the presence of the Bid opening committee members in accordance with the company's procurement procedures.
   2. on the date and time specified in SBD the e-mail box will be opened and all received bids will be downloaded in the tender box and will readout and printed.

**E. Evaluation and Comparison of Bids**

1. **Confidentiality:**
   1. Information relating to the evaluation of Bids and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with the Bidding process until information on the Intention to Award the Contract is transmitted to all Bidders.
   2. Any effort by a Bidder to influence the Ariana Afghan Airlines in the evaluation or contract award decisions may result in the rejection of its Bid.
   3. from the time of Bid opening to the time of Contract Award, if any Bidder wishes to contact the Ariana Afghan Airlines on any matter related to the Bidding process, it should do so in writing.
2. **Clarification of Bids:** 
   1. To assist in the examination, evaluation, and comparison of Bids, and qualification of the Bidders, Ariana Afghan Airlines may, at its discretion, ask any Bidder for clarification of its Bid including breakdowns of the prices, and other information that the Ariana Afghan Airlines may require. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Ariana Afghan Airlines shall not be considered. The Ariana Afghan Airlines ’s request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Ariana Afghan Airlines in the evaluation of the Bids.
   2. If a Bidder does not provide clarifications of its Bid by the date and time set in the Ariana Afghan Airlines ’s request for clarification, its Bid may be rejected.
3. **Deviations, Reservations, and Omissions:**
   1. During the evaluation of Bids, the following definitions apply:
4. “Deviation” is a departure from the requirements specified in the bidding document;
5. “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
6. “Omission” is the failure to submit part or all of the information or documentation required in the bidding document.
7. **Determination of Responsiveness:**
   1. The Ariana Afghan Airlines ’s determination of a Bid’s responsiveness is to be based on the contents of the Bid itself, as defined in ITB 12.
   2. A substantially responsive Bid is one that meets the requirements of the bidding document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
8. if accepted, would:
9. affect in any substantial way the scope, quality, or performance of the Non-Consulting Services specified in the Contract; or
10. limit in any substantial way, inconsistent with the bidding document, the Ariana Afghan Airlines ’s rights or the Bidder’s obligations under the Contract; or
11. if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.
    1. Ariana Afghan Airlines shall examine the technical aspects of the Bid, to confirm that all requirements of Section VII (TOR), Ariana Afghan Airlines ’s Requirements have been met without any material deviation or reservation, or omission.
    2. If a Bid is not substantially responsive to the requirements of bidding document, it shall be rejected by the Ariana Afghan Airlines and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.
12. **Nonconformities, Errors and Omissions**:
    1. Provided that a Bid is substantially responsive, Ariana Afghan Airlines may waive any nonconformities in the Bid.
    2. Provided that a Bid is substantially responsive, Ariana Afghan Airlines may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
    3. Provided that a Bid is substantially responsive, Ariana Afghan Airlines shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component by adding the average price of the item or component quoted by substantially responsive Bidders. If the price of the item or component cannot be derived from the price of other substantially responsive Bids, Ariana Afghan Airlines shall use its best estimate.
    4. Provided that a Bid is substantially responsive, Ariana Afghan Airlines shall rectify quantifiable nonmaterial nonconformities related to the Bid Price.
13. **Correction of Arithmetical Errors:**
    1. Provided that the Bid is substantially responsive, Ariana Afghan Airlines shall correct arithmetical errors on the following basis:
    2. Provided that the Bid is substantially responsive, Ariana Afghan Airlines shall correct arithmetical errors on the following basis:
14. if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of Ariana Afghan Airlines there is an obvious misplacement of the decimal point in the unit price, in which case the line-item total as quoted shall govern and the unit price shall be corrected;
15. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
16. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
    1. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITB 32.1, shall result in the rejection of the Bid.
17. **Conversion to Single Currency:**
    1. For evaluation and comparison purposes, the currency(ies) of the Bid shall be converted in a single currency which is **USD**.
18. Margin of Preference:
    1. A margin of preference shall not apply.
19. Evaluation of Bids:
    1. Ariana Afghan Airlines shall use the criteria and methodologies listed in this SBD and, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, Ariana Afghan Airlines shall determine the Most Advantageous Bid. This is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:
20. substantially responsive to the bidding document; and
21. the lowest evaluated cost.
    1. In evaluating the Bids, Ariana Afghan Airlines will determine for each Bid the evaluated Bid cost by adjusting the Bid price as follows:
22. price adjustment for correction of arithmetic errors.
23. price adjustment due to discounts offered.
24. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency.
25. price adjustment due to quantifiable nonmaterial nonconformities.
    1. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in Bid evaluation.
    2. Evaluation is based on the lowest commission on passenger tickets and the highest price of cargo delivery.
26. Comparison of Bids:
    1. The Ariana Afghan Airlines shall compare the evaluated costs of all substantially responsive Bids established to determine the Bid that has the lowest evaluated cost.
27. Abnormally Low Bids:
    1. An Abnormally Low Bid is one where the Bid price, in combination with other constituent elements of the Bid, appears unreasonably low to the extent that the Bid price raises material concerns as to the capability of the Bidder to perform the Contract for the offered Bid price.
    2. In the event of identification of a potentially Abnormally Low Bid, the Ariana Afghan Airlines shall seek written clarifications from the Bidder, including detailed price analyses of its Bid price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document.
    3. After evaluation of the price analyses, in the event that the Ariana Afghan Airlines determines that the Bidder has failed to demonstrate its capability to perform the Contract for the offered Bid Price, the Ariana Afghan Airlines shall reject the Bid.
28. Qualification of the Bidder:
    1. The Ariana Afghan Airlines shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated cost and substantially responsive Bid is eligible and meets the qualifying criteria, Evaluation and Qualification Criteria.
    2. The determination shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder. The determination shall not take into consideration the qualifications of other firms such as the Bidder’s subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Bidder that submitted the Bid.
    3. An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event the Ariana Afghan Airlines shall proceed to the Bidder who offers a substantially responsive Bid with the next lowest evaluated cost to make a similar determination of that Bidder’s qualifications to perform satisfactorily.
29. Ariana Afghan Airlines ’s Right to Accept Any Bid, and to Reject Any or All Bids:
    1. Ariana Afghan Airlines reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Contract Award, without thereby incurring any liability to Bidders. In case of annulment, all Bidders will notify by email.
30. Standstill Period:
    1. The Contract shall not be awarded earlier than the expiry of the Standstill Period. The Standstill Period shall be seven (7) Business Days unless extended. The Standstill Period commences the day after the date the Ariana Afghan Airlines has transmitted to each Bidder the Notification of Intention to Award the Contract. Where only one Bid is submitted, or if this contract is in response to an emergency situation recognized by Ariana Afghan Airlines, the Standstill Period shall not apply.
31. Notification of Intention to Award:
    1. The Ariana Afghan Airlines shall send to each Bidder, the Notification of Intention to Award the Contract to the successful Bidder. The Notification of Intention to Award shall contain, at a minimum, the following information:
32. the name and address of the Bidder submitting the successful Bid;
33. the Contract price of the successful Bid;
34. the expiry date of the Standstill Period; and
35. instructions on how to request a debriefing or submit a complaint during the standstill period.

# F. Award of Contract

1. Award Criteria
   1. Ariana Afghan Airlines shall award the Contract to the successful Bidder. This is the Bidder whose Bid has been determined to be the Most Advantageous Bid. This is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:
2. substantially responsive to the bidding document; and
3. the lowest evaluated cost.
4. Notification of Award
   1. Prior to the date of expiry of the Bid validity and upon expiry of the Standstill Period, or any extension thereof, and, upon satisfactorily addressing any complaint that has been filed within the Standstill Period, Ariana Afghan Airlines shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification of award is also called the “Letter of Acceptance.
   2. The Contract Award Notice shall be published on the Ariana Afghan Airlines ’s website with free access for at least 10 days.
5. Debriefing by Ariana Afghan Airlines:
   1. On receipt of the Bidder’s Notification of Intention to Award, an unsuccessful Bidder has two (2) Business Days to make a written request to the Ariana Afghan Airlines for a debriefing. The Ariana Afghan Airlines shall provide a debriefing to all unsuccessful Bidders whose request is received within this deadline.
   2. Where a request for debriefing is received within the deadline, the Ariana Afghan Airlines shall provide a debriefing within three (3) Business Days, unless the Ariana Afghan Airlines decides, for justifiable reasons, to provide the debriefing outside this timeframe. In that case, the standstill period shall automatically be extended until five (5) Business Days after such debriefing is provided. If more than one debriefing is so delayed, the standstill period shall not end earlier than five (5) Business Days after the last debriefing takes place. The Ariana Afghan Airlines shall promptly inform, by the quickest means available, all Bidders of the extended standstill period.
   3. Where a request for debriefing is received by the Ariana Afghan Airlines later than the three (3)-Business Day deadline, the Ariana Afghan Airlines should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of Public Notice of Award of contract. Requests for debriefing received outside the three (3)-day deadline shall not lead to extension of the standstill period.
   4. Debriefings of unsuccessful Bidders may be done in writing or verbally. The Bidder shall bear their own costs for debriefing meeting.
6. **Signing of Contract:**
   1. Ariana Afghan Airlines shall send to the successful Bidder the Letter of Acceptance including the Contract Agreement.
   2. The successful Bidder shall sign, date and return to the Ariana Afghan Airlines, the Contract Agreement within seven (7) days of its receipt.
7. **Performance Security**:
   1. Within ten (10) days after receiving the acceptance letter from Ariana Afghan Airlines, the Bidder must deposit the performance guarantee amount to the Ariana Bank Account that will be introduced.
   2. Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Ariana Afghan Airlines may award the Contract to the Bidder offering the next Most Advantageous Bid.

# Section II - TOR

**TOR and Evaluation Criteria insurance service provider:**

## **Airline Background**:

Ariana Afghan Airlines is a State-Owned-Company operating in accordance with Afghan laws, Afghanistan Civil Aviation regulations, ICAO standards and recommendations, and IATA rules.

Ariana Afghan Airlines Co. Ltd is the oldest airline of Afghanistan and serves as the country's national carrier, established on 27th January 1955. ARIANA AFGHAN AIRLINES is rich in history and proudly offers their passengers a well-maintained air fleet, convenient routes, attractive prices, and the best of traditional Afghan hospitality.

In 1957 an agreement was negotiated between the Royal Afghan Government and the United States International Co-Operation Administration (ICA) to create a partnership with a leading American airline company. Ariana was reincorporated as a limited Liability Company with 51% of the shares owned by various entitles of the Afghan Government, and the remaining 49% acquired by Pan American World Airways. This partnership had two objectives - to operate the airline profitably and to train Afghan employees to eventually fulfil all operational and Management roles. This meant years of training and development, and to a major extent, both objectives were accomplished. Initially staffed with foreign pilots and mechanics when the airline first began, ARIANA AFGHAN AIRLINES ’s major personnel is now comprised of local Afghan trained professionals.

The company used to be one of the popular carriers in the region as well as in the world with flights to most of the countries in the world including USA. However, past decades’ war has adversely impacted Ariana Afghan Airlines and hindered company’s competitive position in the air travel market. Nonetheless, Afghanistan is now making a new star after decade of disastrous years of conflict with the support of country leadership and international community.

Currently, with base at Kabul International Airport (KIA)-Kabul, ARIANA AFGHAN AIRLINES operates domestically and provides international linkages to countries such as China, India, Russia, Saudi Arabia, United Arab Emirates and Turkey.

As of today, ARIANA AFGHAN AIRLINES is fully owned by the Afghan government. The company is governed by Board of Management, Board of Supervisors, Board of Directors and Board of Shareholders. The main shareholders of the company are Ministry of Finance, Ministry of Economy, Afghan National Bank and Pashtany Bank.

**Coverages Required:**

|  |
| --- |
| Hull Deductible  Excess War Liability  Crew P.A.  Loss of Licence |

**Insured Information:**

Exact name of Insured (including any subsidiary/affiliated companies who may operate the aircraft):

|  |
| --- |
| ARIANA AFGHAN AIRLINES |

Address of the Insured:

|  |  |  |  |
| --- | --- | --- | --- |
| Haji Yaqoub Square, Shar-e-naw, Post Box No 78, Kabul Afghanistan | | | |
| Contact Name: | Telephone (inc Country Code): | Email: |
| **Haji Rahmatullah Agha**  **Jabber Numany** | 0093 799 270019 | [president@flyariana.com](mailto:president@flyariana.com)  DOF@flyariana.com |

Current Policy Information

|  |  |
| --- | --- |
| Renewal inception date/current expiry date**:** |  |

Please provide details of your current insurance:

|  |
| --- |
|  |

Please provide details of your current insurers:

|  |
| --- |
|  |

**Details of Aircraft (including safety equipment):**

**Schedule of aircraft**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Make/Model** | **Manufacturer’s Serial Number** | **Registration** | **Agreed**  **value** | **Passenger/ crew seats** | **Date of last C&D checks** |
| A310-300 | 0497 | YA-CAV | 6335000 USD | 233 | C Check: 06 Jun. 2022  S Check: 30 Jan. 2020 |
| B737-400 | 26085 | YA-PID | 3450000 USD | 142 | C Check: 11 Apr. 2021  D Check: 01 Jan. 2010 |
| B737-400 | 26088 | YA-PIC | 3780000 USD | 142 | C Check: 17 Aug. 2022  D Check: 10 Aug. 2009 |
|  |  |  | 3868000 USD | 111 | C Check: 29 Jul. 2019  D Check: 05 Dec. 2007 |
| B737-500 | 29074 | YA-FGA |  |  |  |

Fleet and changes expected in the next 12 months (additions and deletion of aircraft – purchases, etc) and value changes:

|  |
| --- |
|  |

In respect of new aircraft, where are the aircraft being sourced from (previous operator, lessor etc)?

|  |
| --- |
|  |

What safety equipment is installed on each aircraft? (Please use one column per aircraft type)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Aircraft Type** | A310-300 | B737-400 | B737-400 | B737-500 |
| TCAS I or II | (II), Yes | (II), Yes | (II), Yes | (II), Yes |
| Windshear detection system | YES | YES | YES | YES |
| EGPWS | YES | YES | YES | YES |
| Other systems (please specify) | ADS B Out | ADS B Out | ADS B Out | ADS B Out |
| Flight Data Monitoring: |  |  |  |  |
| What percentages of flights are captured? | Take off, cruise & Landing | Take off, cruise & Landing | Take off, cruise & Landing | Take off, cruise & Landing |
| What percentages of flights are analysed? | Take off, cruise & Landing | Take off, cruise & Landing | Take off, cruise & Landing | Take off, cruise & Landing |
| Electronic Flight Bag/Less Paper Cockpit? | N/A | N/A | N/A | N/A |
| Are fire detectors and extinguishers installed on all aircraft cargo compartments | Yes | Yes | Yes | Yes |

Estimated Utilisation by aircraft type:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Aircraft Type** | **A310 (CAV)** | **B737 (PIC)** | **B737 (PID)** | **B737 (FGA)** |
| Total Estimated Annual Hours | 2123 FH | 1745 FH | 1712 FH | 1200 FH |
| Daily Average Hours | 5.8 FH | 4.7 FH | 4.7 FH | 3.3 FH |
| Annual number of departures | 584 FC | 905 FC | 872 FC | 872 FC |
| Load Factor |  |  |  |  |
| **The above data has taken from 20.08 2021 to 20.08. 2022, Reference: Aircraft log records** |  |  |  |  |

**Limit of Liability:**

Please specify the liability limit required under the policy (split by aircraft type if applicable):

|  |
| --- |
| 750,000,000 $ |

Hull Deductible

For each aircraft type, please confirm the Insured retention (buy-down) amount required, if quotes are required for alternative sum insured please state

|  |  |  |  |
| --- | --- | --- | --- |
| **Aircraft Type** | **Insured Retention** | **Alternative 1** | **Alternative 2** |
|  |  |  |  |
|  |  |  |  |

**Route Structure:**

Please advise a full list of planned destinations or attach a route map.

|  |
| --- |
| **OMDB/OEJN/OERK/VIDP/LTBA/LTAC/UUEE/ZWWW/OIIM/OTHH** |

Are the operations Scheduled or Charter or both (if both, please give percentage split)?

Where will the aircraft be based?

|  |
| --- |
| **NO CHARTER A/C** |

Are there ACMI operations and if so what percentage of the total?

|  |
| --- |
| **NIL** |

Who are the ACMI flights on behalf of?

|  |
| --- |
| **NIL** |

What are the ACMI routes?

|  |
| --- |
| **NIL** |

**Geographic Location:**

What is your main base?

|  |
| --- |
| Kabul – Afghanistan |

**Passenger & Freight Details:**

|  |  |
| --- | --- |
| Estimated Total Passenger Numbers: | **335708** |

**Domestic Passengers**

|  |  |
| --- | --- |
| Estimated Domestic Passenger Numbers: | **112634** |

**International Passengers**

|  |  |
| --- | --- |
| Estimated Intl Passenger Numbers: | **223074** |

**Cargo**

|  |  |
| --- | --- |
| Estimated Cargo: | **1041 TON** |

**Mail**

|  |  |
| --- | --- |
| Estimated Mail: | **NIL** |

What is the estimated nationality split of your domestic passengers?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Locals** | **European** | **Americans/ Canadians** | **African/  Middle East** | **Others** |
|  |  |  |  |  |

What is the estimated nationality split of your international passengers?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Locals** | **European** | **Americans/ Canadians** | **African/  Middle East** | **Others** |
|  |  |  |  |  |

**Airline Background (including key personnel):**

Who are the senior personnel within the airline and what airline experience do they have?

|  |  |
| --- | --- |
| President | **Haji Rahmatullah Agha** |
| Chief Executive Officer |  |
| Chief Financial Officer | **Jaber numaany** |
| Chief Pilot | **Capt. Farid Amiri** |
| Head of Maintenance | Mohammad Khalid Ibrahimi, Graduated From Engineering Faculty, B1 Lic. |
| Head of Flight Operations | **Capt. Abdul Marof Sakandari** |
| Head of Ground Operations | **Matin Taslim** |
| Safety Officer |  |

Please provide details of any Industry awards, including dates:

|  |
| --- |
|  |

Please advise average number of employees:

|  |  |
| --- | --- |
| In total |  |
| Flight Crew | **39** |
| Cabin Crew | **70** |
| Maintenance and others who work on aircraft |  |
| Number of licenced engineers |  |

**Revenue:**

Please advise total revenue estimated for the **next 12 months** arising from:

|  |  |
| --- | --- |
| Passengers | **USD- 80,534,875** |
| Freight and Mail | **USD-1,791,883.69** |
| Third Party Handling | **USD-0.00** |
|  |
|  |

**Flight Operations:**

For the **next 12 months** please advise the following:

|  |  |
| --- | --- |
| Estimated number of domestic departures for the last 12 months | **800 FLTS** |
| Estimated number of international departures for the last 12 months | **1020 FLTS** |
| Estimated number of domestic departures for the next 12 months | **1000 FLTS** |
| Estimated number of international departures for the next 12 months | **1100 FLTS** |
| What is your Mechanical Dispatch Reliability rate by aircraft type | **A310-304/B737-400** |
| Is there a formal dispatcher or dispatch department? | **Yes, Approved ACAA License** |
| Does the airline use specific software? | **ARIANA NET ZAP WAY** |
| Describe systems and procedures to generate flight plans | **SKY PLAN** |
| How does the airline optimise their flight plan with the specific serial number of the aircraft? | **SKY PLAN** |
| Who is responsible for the quantity of fuel loaded before each flight? | **CAPT&DISP share responsibility** |
| Do you have a disaster/crisis management programme? | **NIL** |

**Flight Crew:**

What is the minimum pilot requirements for captains and first officers? (please specify aircraft type if necessary)

**Total Hours Hours on Type Total Hours Hours on Type**

**Captain: 3500 First Officer:**

Who provided flight crew training and what does this contain?

|  |  |
| --- | --- |
| **AAA Training Department for all relevant Trainings as (SIM, SEP, Recurrent Trainings and Differed Trainings.)** | |
| Are crew assigned to one single type of aircraft only?  **yes** |  |

How does the airline deal with fatigue problems suffered by flight crew? Describe procedures including minimum rest hours

|  |
| --- |
| **Fatigue Management Program (OPS part A Chapter 07) including minimum rest hours of 8hrs.** |

Please provide details for all pilots (or attach a spreadsheet if preferred):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name (Captains)** | **Age** | **Total Hours** | **Multi engine turbine time** | **Multi engine  jet  time** | **Hours on type** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name (First Officers)** | **Age** | **Total Hours** | **Multi engine turbine time** | **Multi engine  jet  time** | **Hours on type** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Training:**

How do you promote and encourage Continued Profession Development and Best Practice?

|  |
| --- |
| By regular trainings and implementation of the SOP |

What is covered in your recurrency programme for flight crew and engineers?

|  |
| --- |
| For flight crew at simulator training at approved Afghan CAA simulator training centres (Mahan Air TRTO For A310 and PIER7 training center For B737 CL).  For All ground trainings according approved ACAA training program at Kabul Ariana ACAA approved training centre under instruction of qualified ground instructors.  For all ground engineers at Ariana Afghan Airlines ACAA approved training centre under instruction of qualified approved GE instructors on A310 and B737 types.  All instructors have completed their recurrent trainings at JATS training facilities Jordon and shortly will be going to Jetstream training center UAE for recurrent training. |

How frequent is recurrency training?

|  |
| --- |
| For all pilots every six months simulator training and PC based on ACAR, required ground trainings every one year, SEP trainings every 3 years based on ACAR.  For all ground engineers every one year recurrent type rating trainings, human factor, CRM, AVSEC, DGR,First Aid ,Aviation legislation.  For all cabin crew every one year required recurrent and type rating refresh trainings.  SEP trainings every three years for all operational crew based on ACAR in approved training centres, recently conducted at Dynamic training center UAE training facilities. |

Who performs training (pilot training, CRM, safety etc)?

|  |
| --- |
| For flight crew at simulator training at approved Afghan CAA simulator training centers ( Mahan air TRTO For A310 and PIER7 training center For B737CL ) .  CRM training under instruction of Capt. M.Aziz Azim Afghan CAA approved CRM trainer.  SEP ( Safety & Emergency Procedures) trainings under instruction of Mr. M.H.Waris and Mr.Mahmood Samem Afghan CAA approved SEP trainers.  SMS training under instruction of Capt.A.M.Sikandari Afghan CAA approved SMS trainers. |

Please specify type and level of simulator

|  |  |  |  |
| --- | --- | --- | --- |
| A310-300 type at Mahan Air TRTO Iran Level C  B737CL type at PIER7 Training center UAE Level D | | | |
| Has CRM been implemented for all crew? | Yes / No |
| Yes the CRM training has been implemented for all flight crew, cabin crew and ground engineers according program | | |

**Maintenance:**

For each aircraft type, who provides maintenance for:

|  |  |  |
| --- | --- | --- |
| Line Maintenance | A to D checks | Engines |
| AFG. Maint. Provide the services: Line Maintenance for B737 CL & A310 | AFG perform A & C checks for B737 CL and A & B checks for A310 (D check for B737 and C check for A310 are performed in outside approved MROs | Outside approved MRO. |

If you perform your own maintenance:

Details of engineers

|  |
| --- |
| Qualified engineers (B1 & B2) who are authorized by Afghan CAA carry out the scheduled and non-schedule maint. On Ariana aircraft. |

Please advise details of recruitment criteria of engineering staff

|  |
| --- |
| Graduated from Engineering faculty, Level 3 of ELP, Having Technical Knowledge etc….. |

Describe the maintenance premises/facilities that you occupy

|  |
| --- |
| ARIANA has a maintenance hangar in airport that includes required technical shops |

Third Party Maintenance

The following questions relate to maintenance provided by you to Third Party airlines.

|  |  |  |
| --- | --- | --- |
| Do you provide any Third Party Maintenance? | Yes/ No | If yes, please complete the following: |

In respect of Third Party aircraft which are deemed to be in your care, please advise:

|  |  |
| --- | --- |
| Average value of each aircraft |  |
| Maximum total value any one aircraft |  |
| Maximum total value at any one time all aircraft |  |
| Average total value in any one hangar |  |
| Maximum total value in any one hangar |  |
| Average total value outside hangars |  |
| Maximum total value outside hangars |  |
| Average number of third party aircraft in your care at any one time |  |
| Maximum number of third party aircraft in your care at any one time |  |
| Average number of third party aircraft in your care at annually |  |
| Maximum number of third party aircraft in your care at any one time |  |
| Please provide details of rotor wing aircraft included in the above |  |

Where Third Party engines are deemed to be in your care, please advise:

|  |  |
| --- | --- |
| Average value of each engine |  |
| Maximum total value any one engine |  |
| Maximum total value at any one time all engines |  |
| Average total value in any one hangar |  |
| Maximum total value in any one hangar |  |
| Average number of third party engines in your care at any one time |  |
| Maximum number of third party engines in your care at any one time |  |
| Average number of third party engines in your care at annually |  |
| Maximum number of third party engines in your care at any one time |  |

Number of Third Party Aircraft worked on annually:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Civil** | **Military** |  | **Civil** | **Military** |
| Wide bodied |  |  | Hybrid |  |  |
| Narrrow bodied |  |  | Rotor wing |  |  |
| Other fixed wing |  |  |  |  |  |

Number of Third Party enginest worked on annually:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Civil** | **Military** |  | **Civil** | **Military** |
| Wide bodied |  |  | Hybrid |  |  |
| Narrrow bodied |  |  | Rotor wing |  |  |
| Other fixed wing |  |  |  |  |  |

If you undertake the flying of third party aircraft please provide details (type, frequency, duration, location, purpose, crew experience, typical number of passengers/observers).

|  |
| --- |
|  |

**Flight Safety:**

|  |  |
| --- | --- |
| Who will be responsible for safety? | In order to ensure the effective management of aviation  Safety within the company ( Ariana Afghan Airlines ), the following Managements are responsible for the respective aviation safety functions As indicated , below  The Accountable Manager and President ( CEO )  of Ariana Afghan Airlines  Director of Aviation Flight Safety of Ariana Afghan Airlines  Deputy Director of flight safety , Line Managers and Supervisors, Maintenance Staff and All Company Staff |
| Describe remit of Flight Safety Officer | The following goals of the Aviation Safety Program will  Apply to all levels in the organization:  The prevention of flight and ground, incident and  Accidents accuracy.  The identifications, evaluation, and correction of hazards through Hazards identification in airlines normal Operation Before it develops into incidents or accidents.  To minimize the extent of equipment and property  damage and the degree of injuries to personnel as a  Result of incidents or accidents.  The elimination of design shortcomings, unsafe practices  And unsafe situations.  The prevention of damage to private and public  Property and injury to non-Ariana personnel as a result  Of operations.  The incorporation of aviation safety consideration into  All company business activates.  The provision of aviation safety awareness and training  To aircrew and personnel. |
| Please give details of your proposed safety management system and processes | Ariana Afghan Airlines has established and shall maintain incident and accident prevention and flight safety program according to ICAO Annex 13 and Afghanistan Civil Aviation Regulation ( ACAR ) whose primary objectives will be to reduce and control the risk involved in flight operations and ground operation aircraft maintenance and engineering in order to deliver the highest levels of safety.  Top Management and personnel should be dedicated to the ongoing development of the aviation safety culture by Acknowledging aviation safety as a priority and  Demonstrating visible commitment to the continual  Improvement of aviation safety.  Manager shall ensure that the appropriate human ,  Material ( facilities and equipment ) and financial  Resources are provided for the planning, development,  Operation, maintenance and monitoring of safe  Operations and processes.  Responsibilities and accountabilities for aviation safety  Shall be established, defined and documented in all  Relevant job descriptions.  Management shall adequately motivate staff to support  The aviation safety initiatives and participate in the  Ongoing development of the safety culture.  Measurable aviation safety objectives and targets shall  be included in performance reviews for staff that hold  Positions identified with key aviation safety functions  and accountabilities.  Managers shall enlist the support of all personnel in  developing solutions to eliminate hazardous conditions  And unsafe practices. |
| Describe incident/occurrence reporting system | All hazards identification and incidents / accidents shall be reported on a non-punitive basis with the primary objective of enhancing aviation safety.  All aviation related incidents shall be reported and  Investigated with the fundamental objective to  Determine the cause ( S ) of the incident and to formulate through relevant ICAO Annexes  Preventative measures for the prevention of aircraft or  Apportion blame or liability.  Incident/ accident and hazard reporting mechanisms,  And documented procedures, shall exist to facilitate  Reporting and to ensure regulatory compliance.  Positive pro-active corrective actions shall be timorously  Instituted to prevent the recurrence of similar accidents  And incidents.  The implementation, control and evolution of Corrective or preventative actions shall be the responsibility of the line manager. Safety initiatives ( such as **the Non- Punitive Safety Reporting Policy** ) shall be promoted to encourage the reporting of unsafe acts and conditions.  Trends derived from safety reports shall be presented to  The Aviation Safety Forum by the Aviation Safety  Department aviation Safety reports shall be recorded and archived . |
| Provide philosophy to rushed approaches | Ariana Afghan Airlines views aviation safety as an essential and integral factor in satisfying the Company’s mission. Aviation Safety program management is instrumental in the  Identification and prevention of aviation accidents and  Incidents and thereby ensuring safe flight operations, ground Operation Aircraft maintenance and engineering It Is therefore the most important priority of the  Company. **( “ Safety First and safety is always“),** |
| Summarise findings of the latest Safety Audit | An internal audit program shall be established to ensure  that operational support departments conduct  operational aviation safety audits annually.  Aviation safety audits shall be conducted by competent  And appropriately qualified personnel .  Corrective action recommendations shall be prioritized  And allocated to accountable personnel for action with  Agreed time-scale for implementation.  Corrective actions resulting from aviation safety audits  Shall be evaluated to assess their effectiveness. Further  Control measures shall be introduced if any remaining  deficiencies are detected.  Non-compliance with procedures and regulations, safety  Recommendations and relevant corrective actions shall  be present to the Aviation Safety Forum |
| Does the airline transport hazardous material on aircraft? Does the airline accept oxygen generators and oxidisers? | **N/A** |
| What situations may the airline use different landing minima than the ones published? | Ariana , is not using different landing minima |
| Does the airline have specific requirements regarding landings other than left to pilot’s appreciation | **No** |
| Please indicate in what situations pilots are asked to perform landings on autopilot | **N/R** |

**Ground Operations:**

List companies in charge of ground handling of your aircraft and scope of services provided:

|  |  |
| --- | --- |
| **Company** | **Scope of Services** |
|  |  |
|  |  |

Do you perform any ground Handling for third party airlines, if so please provide details"

**IOSA:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of last IOSA audit | / / | When is the next IOSA audit due? | / / |

Please summarise findings

|  |
| --- |
| **IOSA audit has not conducted.** |

**Security:**

Describe security tasks performed by the airline:

|  |  |
| --- | --- |
| Passenger Screening | **Passenger identification**  **A boarding pass shall be required to enter the sterile area of the airport and must be required to board an aircraft in order to ensure that only bona fide passenger enter the departure area of the airport and more importantly the aircraft.**  **Document check**  **In order to verify that a passenger is actually who they say they are, Ariana shall require that all passengers utilize a piece of valid identification when checking in for a flight.**  **Normally, valid identification accepted by Ariana for international passenger will be a passport ticket and valid visa,**  **For domestic passenger, a passport might be necessary but Stat issued identity cards or other accepted identification (driver’s license, national insurance card, etc.) may be sufficient.**  **Passenger and Carry-on Baggage Screening**  **Surveillance and passenger profiling**  **Security Questioning** |
| Recruitment, training and monitoring of security personnel, security briefings to crew and station personnel | **Recruitment of personnel is probably the single most important task of an organisation, When recruiting, Ariana shall look for people with the appropriate physical abilities and intellectual capacities, after proper steps to be taken:**  **Interview/Candidate Selection**  **Background checks**  **Performance Appraisal**  **Training**  **Before new employee will perform their tasks, they shall be subjected to an appropriate level of training commensurate with their duties.**  **Security Awareness Training**  **Recurrent Training and Testing/ Evaluation**  **Human Factor**  **Crew and Ground Staff Training, briefing and Debriefing during emergency situation** |
| Cargo Screening | **ONLY KNOWN CARGO FROM ARIANA LISTED OR REGULATED AGENTS / KNOWN CUSTOMERS SHALL BE SHIPPED ON ARIANA AIRCRAFT SUBJECT TO THE APPROPRIATE SECURITY CONTROLS.**  **ANY OTHER CARGO TENERED FOR CARRIAGE SHALL BE SECURITY SCREENED.**  **In Ariana we have embraced the Known and Unknown Cargo regime** |
| On board security during flight | **Only in domestic flights 2 Persons from NDS and while deportees on board from Turkey**  **Ariana Security Personnel will be on board 2 persons.** |

Describe security measures in place:

|  |  |
| --- | --- |
| Pre-flight security | **Only passengers and their hand baggage that have been security screened by the appropriate authorities shall board the Ariana Aircrafts.**  **Hold baggage shall only be accepted for carriage from bona fide passengers.**  **Baggage of a passenger who fails to board shall be offloaded.**  **Screening and searching of passengers and their baggage is an essential part of aviation security. Ariana therefore has responsibility to make sure that people and baggage boarding our Aircraft will not be compromise safety or security.**  **Security Measures:**  **Passenger Risk Assessment**  **Passenger Verification**  **Passenger Identification**  **Document Check**  **Passenger and Carry-on Baggage Screening**  **Hold Baggage Reconciliation**  **Aircraft Search physical and Canine Check** |
| Cockpit door | **In accordance with Annex 6, part 1/ 13.2.2, which requires all passenger – carrying airplanes of a maximum certified take-off mass in excess 45500 kg or with a passenger seating capacity greater than 60 be equipped with an approved flight crew compartment door that is designed to resist penetration by small arms fire and grenade shrapnel, and to resist to forcible intrusions by unauthorized persons.**  **All Ariana Aircraft fight deck door comply with the said requirement and shall be capable of being locked and unlocked from either pilot’s station.**  **Flight deck doors shall locked at the end of the boarding when doors of the aircraft are closed until opening the aircraft doors at the arrival.** |
| Sky Marshalls | **N/A only in Ariana domestic flights conducting by NDS** |
| Video Surveillance | **Monitoring the door outside the flight crew compartment Conducted by flight crew from cockpit** |
| Real or stuin guns for police | **Stun gun use and obtain by NDS** |

**Loss Claim History:**

**Codeshares and Interline Agreements:**

Please advise details of interline or codeshare agreements with other airlines:

|  |  |  |
| --- | --- | --- |
| Contracting Airline | Type of contract |  |
| **Kam Air** | **Code sharing** |  |
|  | **NIL** |  |
|  | **NIL** |  |

Claims

Please provide details of any aviation accidents/losses or claims made against you during the last five years arising from your operations (insured or otherwise)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of loss | Details | Hull | | Liabilities | |
| Paid | Outstanding | Paid | Outstanding |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Spares:**

Total Value of all Spares for coverage:

|  |  |  |
| --- | --- | --- |
| Maximum any one location | Maximum any one unit | Maximum any one sending |
|  |  |  |

Please give a brief description of your spares inventory:

|  |
| --- |
| 1. A310 YA-CAV Net book value   AFN  101,743,690.00 2. B737 YA-PIC  Net book value    AFN      6,189,715.00 3. B737 YA-PID Net book value    AFN     24,922,624.00 4. B737 YA-FGA Net book value   AFN  127,162,801.00     Spears parts:   1. A310 Components    AFN  66,793,843.82 2. A310 Consumables   AFN  69,801,625.00      1. B737 Components     AFN 191,322,193.57 2. B737 Consumables    AFN 227,301,492.61 |

Please detail for each location/building:

|  |  |  |
| --- | --- | --- |
| **Location/Building** | **Maximum Value** | **Average Value** |
| **Same Current Policy Period** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

For each of the above location, please indicate the primary material used in construction for the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Location/Building** | **Wall** | **Floor** | **Roof** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Additional Information:**

Please include any additional information (including graphs, photographs, routemaps and spreadsheets for fleet schedules or pilot summaries) that you believe may be relevant or of interest to potential insurers.

**List of Ground Engineers and Mechanics Who Participate In AFG. Flight**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Name | Father Name | Date of Employee | ID No | DOB | Lic. No. |  |
|  | Ahmad Sair | Ghulam Farooq | 1995 | 5382 | 1978 | AME 00048 | Ground Engineer (B1) |
|  | Meer Abdullah | Faqir Mohammad | 1987 | 3683 | 1962 | AME 00012 | Ground Engineer (B1) |
|  | Aziz Ahmad | Abdul Rahim | 1995 | 4856 | 1972 | AME 00040 | Ground Engineer (B1) |
|  | Mohammad Hashim | Samander | 1980 | 3189 | 1957 | AME 00009 | Ground Engineer (B1) |
|  | Khalid Ahmad | Abdul Wase | 1989 | 3851 | 1965 | AME 00031 | Ground Engineer (B1) |
|  | Mohammad Ashraf | Ali Ahmad | 1989 | 3837 | 1963 | AME 00023 | Ground Engineer (B1) |
|  | Hayatuddin | Ghulamudin | 1991 | 3372 | 1965 | AME 00038 | Ground Engineer (B1) |
|  | Waheed Ahmad | Sadar Mohammad | 1995 | 4712 | 1968 | AME 00051 | Ground Engineer (B1) |
|  | Ahmad Zia shirzai | Abdul Satar | 1996 | 5334 | 1978 | AME 00053 | Ground Engineer (B1) |
|  | Fraidoon Azimi | Abdul Habib | 1999 | 5286 | 1977 | AME 00050 | Ground Engineer (B1) |
|  | Abdul Walid | Abdul Aziz | 1997 | 5320 | 1974 | AME 00052 | Ground Engineer (B1) |
|  | Fahim Ahmad | Noor Ahmad | 1999 | 5189 | 1977 | AME 00049 | Ground Engineer (B1) |
|  | Mohammad Aqa | Din Mohammad | 1995 | 4855 | 1968 | AME 00034 | Ground Engineer (B1) |
|  | Ahmad Zia | Mohammad Hosain | 1993 | 4687 | 1966 | AME 00033 | Ground Engineer (B1) |
|  | Abdul Wahid | Mohammad Aslam | 1984 | 2724 | 1959 | AME 00025 | Ground Engineer (B1) |
|  | Mohammad .Hashim | Mohammad Aref | 2003 | 5769 | 1982 | AME 00064 | Ground Engineer (B1) |
|  | Atiqullah | Shirin Aqa | 2001 | 5389 | 1980 | AME 00063 | Ground Engineer (B1) |
|  | Ghafoor Khan | Ismatullah | 2000 | 5479 | 1980 | AME 00061 | Ground Engineer (B1) |
|  | Abdul Wasi | Shir Ahmad | 1999 | 5323 | 1967 | AME 000155 | Ground Engineer (B1) |
|  | Mohammmad.Asef | Mohammmad Yousof | 1999 | 5332 | 1967 | AME 000154 | Ground Engineer (B1) |
|  | Abdul Ghafoor | Shah Mohammad | 1981 | 3741 | 1958 | AME 00037 | Ground Engineer (B1) |
|  | Mohammad Asghar | Mohammad Anwar | 1995 | 4814 | 1964 | AME 00054 | Ground Engineer (B1) |
|  | Samiullah Salehi | Atiqullah | 1998 | 5194 | 1978 | AME000160 | Ground Engineer (B1) |
|  | Mohd. Homayun | Khan Ghul | 1996 | 4654 | 1975 | AME 00060 | Ground Engineer (B1) |
|  | Mohammad Khalid | Mohd.  Ibrahim | 2001 | 6193 | 1976 | AME 000191 | Ground Engineer (B1) |
|  | Lutfurrahman | Mohmad Rahman | 2019 | 6203 | 1972 | AME 00067 | Ground Engineer (B1) |
|  | Ahamd khesraw nasim | Mohd.Ibrahim | 1996 | 4993 | 1971 | AME00045 | Ground Engineer (B2) |
|  | Ahmad Zia Koshan | Aqa jan | 1993 | 4410 | 1967 | AME0006070 | Ground Engineer (B2) |
|  | Nezamuddin Behzad | Ahmad khan | 1993 | 4337 | 1970 | AME00163 | Ground Engineer (B2) |
|  | Noor Aqa Nesar | Besmellah | 1993 | 4412 | 1961 | AME000029 | Ground Engineer (B2) |
|  | Sayed Raqib Hashimi | Sayed Ibraim | 1996 | 4888 | 1962 | AME00036 | Ground Engineer (B2) |
|  | Shahab Khan Khan | Sultan mohd | 1995 | 4278 | 1958 | AME000046 | Ground Engineer (B2) |
|  | Zalmai | Nazuk mir | 1992 | 4248 | 1962 | AME00024 | Ground Engineer (B2) |
|  | Barat Ali Basir | Ghulalm hussain | 1988 | 3694 | 1961 | AME00013 | Ground Engineer (B2) |
|  | Neak Mohd | Ayazuddin | 1988 | 3675 | 1961 | AME000016 | Ground Engineer (B2) |
|  | Abdul Hadi | Fiaz Mohammad | 1998 | 3301 | 1958 | AME000171 | Ground Engineer (B2) |
|  | Noor Ahmad | Noor Aqa | 1998 | 5198 | 1979 | AME 000161 | Ground Mechanic |
|  | Najibullah | Ghulam Dastagir | 1995 | 4805 | 1971 | AME 000143 | Ground Mechanic |
|  | Mohammad Haroon | Mohammad Aref | 1993 | 4474 | 1972 | AME 000115 | Ground Mechanic |
|  | Ghulam.Ali | Khudi.Nazar | 1358 | 1753 | 1955 | AME 000131 | Ground Mechanic |
|  | Mojib | Najib.Ahamad | 1999 | 5302 | 1981 | AME 000156 | Ground Mechanic |
|  | Abdull.Mansoor | Abdull.Qader | 1996 | 4866 | 1974 | AME 000148 | Ground Mechanic |
|  | Ahmad.Mukhtar | Ghulam.Nabi | 1998 | 5116 | 1972 | AME 000188 | Ground Mechanic |
|  | Fridoon | Moammad.Naiam | 2002 | 5709 | 1976 | AME 000195 | Ground Mechanic |
|  | Moammad.Amin | Ghulam.Abass | 1993 | 4388 | 1970 | AME 000139 | Ground Mechanic |
|  | Naweedullah | Ghulam.Hasan | 1997 | 5177 | 1974 | AME 000189 | Ground Mechanic |
|  | Ahmad.Shah | Moammad.Omar | 1998 | 5222 | 1972 | AME 000133 | Ground Mechanic |
|  | Amrullah | Hameedullah | 2003 | 5728 | 1975 | AME 000120 | Ground Mechanic |
|  | Ahmad.Hoshanq | Azizudin | 1374 | 4670 | 1973 | AME 000128 | Ground Mechanic |
|  | Waheedulah | Mohammadullah | 1987 | 3489 | 1972 | N/A | Ground Mechanic |
|  | Ahmad.Shah | Moamaad.Naim | 2001 | 5399 | 1970 | AME 000199 | Ground Mechanic |
|  | Haji.Gul | Naimuddin | 1998 | 5709 | 1971 | AME 000159 | Ground Mechanic |
|  | Abdul.Rahim | Abdul.Basir | 1989 | 3567 | 1956 | 494 | Ground Mechanic |
|  | Abdul.Karim | Abdul.Raoof | 2000 | 5370 | 1979 | AME 000186 | Ground Mechanic |
|  | Ahmad.Tamim | Moammad.Shah | 1997 | 5062 | 1977 | AME 000144 | Ground Mechanic |
|  | Abdul.Basir | Abdul.Aziz | 2001 | 5409 | 1968 | AME 000149 | Ground Mechanic |
|  | Akhtar.Moammad | Abdul.Majeed | 1998 | 5140 | 1983 | 2326 | Ground Mechanic |
|  | Shukrullah | Moammad.Khan | 2002 | 5562 | 1983 | AME 000200 | Ground Mechanic |
|  | Moammad.Muqim | Ghulam.Nabi | 1995 | 4722 | 1960 | AME 000152 | Ground Mechanic |
|  | Moammad.Ibraim | Abdul.hamid | 1998 | 5245 | 1970 | N/A | Ground Mechanic |
|  | Ghulam.mujtaba | Ammanudin | 1999 | 5333 | 1979 | AME 000149 | Ground Mechanic |
|  | Amanullah | Hafizullah | 1995 | 4777 | 1964 | AME 000147 | Ground Mechanic |
|  | Hameedulla | Abdullah | 1995 | 4737 | 1972 | AME 000146 | Ground Mechanic |
|  | Sayed.Abdul Satar | Abdul.qauim | 1996 | 4906 | 1967 | AME 000132 | Ground Mechanic |
|  | Ahmad.Wali | Yar.moammad | 1997 | 5148 | 1973 | AME 000190 | Ground Mechanic |
|  | Abdul.Hadi | Abdul.Ahad | 2001 | 5429 | 1981 | AME 00098 | Ground Mechanic |
|  | Akram | Moammad.Omar | 1996 | 4986 | 1973 | AME 000150 | Ground Mechanic |
|  | Abdul.Jamil | Abdul.Ahad | 1984 | 2927 | 1959 | AME 00026 | Ground Mechanic |
|  | Mohammad Aref | Shah Mohammad | 1998 | 5121 | 1969 | AME 000144 | Ground Mechanic |
|  | Nader Shah | Dawood Shah | 1996 | 4934 | 1975 | AME 000140 | Ground Mechanic |
|  | Sayed Ahmad.Shah | Sayed Yaqub | 1993 | 4458 | 1975 | AME 000118 | Ground Mechanic |
|  | Mohammad Aslam | Lal Mohammad | 1985 | 3162 | 1969 | N/A | Ground Mechanic |

**List of Captains ( A-310 & B 737-400 )**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Name** | **Age** | **Total Hours** | **Multi Engine Turbine Time** | **Multi Engine JET Time** | **Hours on Type** | **Remarks** |
| **1** | **Hamid Zaher** | 57 | 130567:10 | 670:00 | 11024:20 | 5286:10 | Current A-310 Captain |
| **2** | **Ahmad Aqa Aqa** | 60 | 18573:56 | 1782:53 | 14130:45 | 11263:56 | Current A-310 Captain |
| **3** | **Hamidullah Zazai** | 60 | 17486:15 | 50:00 | 16157:00 | 7721:15 | Current A-310 Captain |
| **4** | **Abdul Maroof Sikandari** | 48 | 14556:35 | 689:56 | 12764:35 | 8211:35 | Current A-310 Captain |
| **5** | **Ahmad Shah Tolo** | 59 | 18888:20 | 2350:00 | 16395:45 | 10510:20 | Current A-310 Captain |
| **6** | **Farid Amiri** | 54 | 10944:05 | 883:00 | 9995:30 | 8227:05 | Current A-310 Captain |
| **7** | **Mirwais Taniwal** | 54 | 13400:00 | 270:50 | 10463:15 | 7236:00 | Current A-310 Captain |
| **8** | **Abdul Ahad Oryakhil** | 64 | 14503:00 | 4500:00 | 12665:10 | 8257:00 | Current B-737 Captain |
| **9** | **Abdul Qader Alozai** | 54 | 12083:50 | 1367:00 | 8422:10 | 7409:50 | Current B-737 Captain |
| **10** | **Abdul Hadi Shalizi** | 59 | 12764:35 | 47:00 | 6356:00 | 6584:35 | Current B-737 Captain |
| **11** | **Mohammad Aziz Azim** | 46 | 7367:50 |  | 5092:35 | 6055:50 | Current B-737 Captain |
| **12** | **Mohammad Nader Omar** | 59 | 9986:05 | 20:00 | 8945:30 | 1336:05 | Current B-737 Captain |
| **13** | **Parwiz Azizi** | 45 | 8393:25 |  | 6738:00 | 7243:25 | Current B-737 Captain |
| **14** | **Zalmai Alami** | 47 | 9079:00 |  | 7548:20 | 7399:00 | Current B-737 Captain |
| **15** | **Mujeeb Qasimi** | 34 | 4919:00 |  | 3380:10 | 4737:00 | Current B-737 Captain |
| **16** | **Mohammad Ajmal Taniwal** | 45 | 60052:15 |  | 4163:10 | 4810:15 | Current B-737 Captain |
| **17** | **Mohammad Sediq Hamidi** | 49 | 8313:55 |  | 6946:10 | 6983:55 | Current A-310 First Officer |

**List of First Officers ( A-310 & B 737-400 )**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Name** | **Age** | **Total Hours** | **Multi Engine Turbine Time** | **Multi Engine JET Time** | **Hours on Type** | **Remarks** |
| **18** | **Ahmad Saied Nadem** | 57 | 9864:30 | 3134:00 | 2095:25 | 6176:30 | Current A-310 First Officer |
| **19** | **Abdul Qayoum Bahram** | 52 | 3518:35 | 710:00 | 1235:10 | 2808:35 | Current A-310 First Officer |
| **20** | **Amrullah Jahid** | 54 | 6069:15 | 170:00 | 4160:20 | 2792:15 | Current A-310 First Officer |
| **21** | **Zazai Andalib** | 59 | 6949:30 | 467:00 | 2650:00 | 2959:30 | Current A-310 First Officer |
| **22** | **Bashir Ahmad Saboor** | 57 | 11820:50 | 680:00 | 7348:25 | 6123:50 | Current B-737 First Officer |
| **23** | **Mohammad Nawrooz Alizada** | 56 | 5843:25 | 730:00 | 4277:20 | 4023:25 | Current B-737 First Officer |
| **24** | **Mohammad Hassib Kabir** | 48 | 4160:10 |  | 2976:50 | 3560:10 | Current B-737 First Officer |
| **25** | **Mohammad Haroon Ibrahim** | 48 | 4133:30 |  | 2674:55 | 3618:30 | Current B-737 First Officer |
| **26** | **Ahmad Jawid Shahryar** | 41 | 3970:45 |  | 2723:30 | 3255:45 | Current B-737 First Officer |
| **27** | **Zekrullah Sultani** | 60 | 5999:55 | 350:00 | 3829:35 | 3303:55 | Current B-737 First Officer |
| **28** | **Omid Mubtaker** | 39 | 2820:20 |  | 1617:20 | 2480:20 | Current B-737 First Officer |
| **29** | **Mohammad Mussa Fazel** | 56 | 3919:40 |  | 2323:40 | 2792:40 | Current B-737 First Officer |
| **30** | **Shafiullah Esmati** | 37 | 3084:30 |  | 1548:00 | 2784:30 | Current B-737 First Officer |
| **31** | **Abdul.Waheed Shadab** | 56 | 4794:20 | 1840:00 | 1288:25 | 2616:20 | Current B-737 First Officer |
| **32** | **Mohammad Qais Safi** | 31 | 3086:15 |  | 1595:00 | 2906:15 | Current B-737 First Officer |
| **33** | **Hokomat Sanaye** | 54 | 4752:40 | 2420:00 | 705:15 | 2192:40 | Current B-737 First Officer |
| **34** | **Mohammad Jasim Zazai** | 40 | 2223:35 | 15:00 | 692:00 | 1983:35 | Current B-737 First Officer |
| **35** | **Mohammad Mustafa Faqiri** | 37 | 2843:05 | 25:00 | 812:00 | 2613:05 | Current B-737 First Officer |
| **36** | **Ghulam Omar Ahmad Said** | 30 | 620:00 | 28:00 | 407:00 | 407:00 | Current B-737 First Officer |
| **37** | **Ahsanullah Zazai** | 26 | 632:00 | 38:00 | 302:00 | 302:00 | Current B-737 First Officer |
| **38** | **Qalandar Omari** | 34 | 2200:00 | 25:00 | 2000:00 | 1737:00 | Current B-737 First Officer |
| **39** | **Said Reza Hashimi** | 59 | 3355:45 | 1000:00 | 2155:45 | 155:45 | Current B-737 F/O Trainee |

From September 2021 to August 2022.

**Shortening Rest Times**

|  |  |  |
| --- | --- | --- |
| **Rest periods** | | |
| **Previous FDT** | **Minimum RT** | **Minimum RT ( upon Commanders decision )** |
| **Up to 6 hours** | **8 hours** | **8 hours** |
| **Up to 11 hours** | **10 hours** | **10 hours** |
| **More than 11 hours** | **12 hours** | **10 hours** |
| **12-14 hours or ZD is more than 3 hours** | **14 hours** | **12 hours** |
| **Long Range Flights** | **2 Local nights /36 hours** | **2 Local nights / 36 hours 2** |

Note : In case flight duty time is increased upon commander decision , rest time is also increased equal to such increased flight duty time .

Note : In case when flight duty time extends to 18 hours and more minimum rest time is 24 hours.

Note : In case flight duty time is 4 hours or less than this time , at that time , minimum resting time will be 8 hours.

List of Cabin Crew

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NO** | **NAME** | **F/NAME** | **POSITION** | **DATE OF BIRTH** | **DATE OF EMPLOYEE** | **ID NO** | **VALID LICENSE NO** |
| 1 | M OHAMMAD HOMAYOUN WARIS | MOHAMMAD RAFI | **MANAGER** | 1978 | 1999 | 4710 | CC00025 |
| 2 | MAHMOOD SAMEEM | HASSAN JAN | **D MGR** | 1982 | 1994 | 5261 | CC00035 |
| 3 | MOHAMMAD MOSA SIDDIQ | MOHAMMAD SIDDIQ | **F PURSER** | 1963 | 1998 | 3597 | CC00008 |
| 4 | MOHAMMAD YASIN YOUSUFI | MOHAMMAD AZIZ | **F PURSER** | 1969 | 1991 | 4075 | CC00012 |
| 5 | AHMAD FARID POPAL | NOOR AHMAD | **F PURSER** | 1969 | 1093 | 4468 | CC00338 |
| 6 | SHIRULLAH SHARIF | ZUBAIDULLAH | **F PURSER** | 1971 | 1992 | 4266 | CC00014 |
| 7 | MOHAMMAD IQBAL SAMADI | SHAMSUDDIN | **F PURSER** | 1972 | 1994 | 4572 | CC00022 |
| 8 | HAKIMULLAH NABIZADA | NABIZADA | **F PURSER** | 1966 | 1996 | 4926 | CC00027 |
| 9 | NASURULLAH JALILI | BISMILLAH | **F PURSER** | 1968 | 1991 | 4153 | CC00032 |
| 10 | SAYED AHMAD RAFAT | SAYED ABCUL KHALIQ | **F PURSER** | 1970 | 1989 | 3874 | CC000279 |
| 11 | SAYED MOHAMMAD HASSAN H | S M YAQOOB | **F PURSER** | 1966 | 1995 | 4790 | CC00079 |
| 12 | SAYED HAMEED HASHIMI | S SAIFUDDIN | **F PURSER** | 1980 | 1999 | 5253 | CC00019 |
| 13 | ZIAULLLAH AKBAR | MOHAMMAD AKBAR | **F PURSER** | 1980 | 2002 | 5615 | CC00023 |
| 14 | MOHD FAHIM FAHIM | MOHAMMAD ALI | **F PURSER** | 1980 | 2002 | 5653 | CC00037 |
| 15 | NOORIA NOORISTANI | MOHAMMAD AMIN | **F PURSER** | 1978 | 2002 | 5648 | CC00064 |
| 16 | MOHAMMAD YAMA POPAL | MOHAMMAD AZIM | **F PURSER** | 1974 | 1994 | 4358 | CC00028 |
| 17 | MOHAMMAD HAMID AFZALI | MOHAMMAD ISMAIL | **F PURSER** | 1983 | 2001 | 5437 | CC00077 |
| 18 | ABDUL RAOUF SIKANDARI | PEER MOHAMMAD | **F PURSER** | 1979 | 2001 | 5158 | CC00070 |
| 19 | ABDUL HADI FAIZI | AMIR MOHAMMAD | **F PURSER** | 1980 | 1998 | 5161 | CC00042 |
| 20 | MIRWAIS ARIFI | ABDUL JABAR | **F PURSER** | 1976 | 2001 | 5461 | CC00029 |
| 21 | QAIS POPAL | MOHAMMAD AZIM | **F PURSER** | 1981 | 2002 | 5522 | CC00061 |
| 22 | MOHAMMAD MOHSEN SOFIZADA | SAYED AMIR | **F PURSER** | 1979 | 2001 | 5435 | CC00373 |
| 23 | MUSAWER HAIDARI | MOHAMMAD ASQHAR | **F PURSER** | 1974 | 1995 | 4834 | CC00036 |
| 24 | SAYED MIRWAIS AMINI | SAYED NASER | **F PURSER** | 1984 | 1382 | 5705 | CC00065 |
| 25 | ABDUL KABIR RAOUFI | ABDUL RAHMAN | **F PURSER** | 1979 | 1998 | 5158 | CC000052 |
| 26 | MIRWAIS RASHID | AMIR JAN | **F PURSER** | 1974 | 1373 | 4573 | CC00067 |
| 27 | ABDUL MONIR EBRAHIMKHIL | ABDUL MANAN | **F PURSER** | 1983 | 2001 | 5487 | CC00045 |
| 28 | ROHINA SALAMZADA | ABDUL MAJID | **F PURSER** | 1984 | 2007 | 5906 | CC00058 |
| 29 | TAMANA SAFI | MOHAMMAD ARIF | **F PURSER** | 1991 | 2012 | 6038 | CC000316 |
| 30 | MOHAMMAD AMIN MUJADADI | GHULAM HUJATULLAH | **F PURSER** | 1976 | 1382 | 5683 | CC00089 |
| 31 | ESMATULLAH KOHISTANI | OBAIDURAHMAN | **FA** | 1973 | 1373 | 4528 | CC00082 |
| 32 | ROHULLAH KARGAR | AMANULLAH | **FA** | 1982 | 1999 | 5294 | CC00039 |
| 33 | SAYED MUJIB HASHIMI | SAYED HASHIM | **FA** | 1979 | 1381 | 5636 | CC00041 |
| 34 | DAULAT KHAN AMINI | MOHAMMAD NASIM | **FA** | 1977 | 2001 | 5423 | CC00026 |
| 35 | SHAHRAM NASRATI | MOHAMMAD HASHIM | **FA** | 1978 | 1997 | 5009 | CC00052 |
| 36 | ABDUL JAMIL QADIREE | ABDUL QADIR | **FA** | 1975 | 1998 | 5216 | CC00062 |
| 37 | ABDUL QADIR AKID | JUMMA KHAN | **FA** | 1981 | 1998 | 5217 | CC000038 |
| 38 | AHMAD FAWZI QADER | MOHAMMAD AKBAR | **FA** | 1980 | 1380 | 5411 | CC00081 |
| 39 | SAFIULLAH OMARI | KHALIL RAHMAN | **FA** | 1978 | 2003 | 5694 | CC00362 |
| 40 | HOMA HABIB | SAYED ABED | **FA** | 1972 | 2002 | 5642 | CC00048 |
| 41 | ANITA AHMADZAI | RAUMUDDIN | **FA** | 1979 | 2002 | 5632 | CC00054 |
| 42 | MUZHGAN ZAMANI | ABDUL GHAFAR | **FA** | 1975 | 2005 | 5950 | CC00055 |
| 43 | MARIAM ZAMANI | ABDUL GHAFAR | **FA** | 1982 | 2006 | 5951 | CC00060 |
| 44 | BENAFSHA MALHOUF | MOHAMMAD TAHIR | **FA** | 1987 | 2013 | 6092 | CC00130 |
| 45 | AJMAL RAHIMI | ABDUL WAKIL | **FA** | 1988 | 2010 | 1095 | CC00538 |
| 46 | SAFIULLAH KHALIQI | KHALILULLAH | **FA** | 1988 | 2010 | 20034 | CC000214 |
| 47 | MOHAMMAD SULIMAN B | MOHAMMAD ASIF | **FA** | 1988 | 2010 | 1256 | CC000245 |
| 48 | MOHAMMAD YOUNUS ARYUBI | MOHAMMAD ISMAIL | **FA** | 1982 | 2010 | 1097 | CC00215 |
| 49 | ABDUL NASIM ALAMZAI | ZERALAM | **FA** | 1985 | 2010 | 20042 | CC00220 |
| 50 | AZIZULLAH ALAMI | GHULAM RASOOL | **FA** | 1989 | 2010 | 20041 | CC000218 |
| 51 | ENSANULLAH KARIMIKHIL | MOHAMMAD ASIF | **FA** | 1989 | 2010 | 1247 | CC000217 |
| 52 | MEELAD RAMZI | ASADULLAH | **FA** | 1990 | 2010 | 20030 | CC00222 |
| 53 | KAMAL ABDUL NASER RAMIN | ABDUL SABOOR | **FA** | 1988 | 2022 | 6342 | CC000213 |
| 54 | MUKHTAR WALI | ABDUL GHAFAR | **FA** | 1995 | 2016 | 20048 | CC00499 |
| 55 | ZOHRA MAQSOODI | MIR AQA | **FA** | 1986 | 2012 | 6040 | CC000310 |
| 56 | LINA SAHADAT | ABDUL RAOUF | **FA** | 1994 | 2012 | 6057 | CC00318 |
| 57 | FATIMA YAGHOOBZADA | SHIR AHMAD | **FA** | 1988 | 2012 | 6041 | CC00319 |
| 58 | FARZANA FROOTAN | MOHAMMAD SHAFI | **FA** | 1992 | 2012 | 1057 | CC00324 |
| 59 | SABRA SHARIFI | SARA KHAN | **FA** | 1996 | 2015 | 1515 | CC00477 |
| 60 | BASIRA MAHBOOB | ABDUL SATAR | **FA** | 1995 | 2016 | 1574 | CC00508 |
| 61 | KRISHMA HAMID | MOHAMMAD OSMAN | **FA** | 1996 | 2016 | 1578 | CC00502 |
| 62 | PARVIN RASOOLY | SAYED SADIQ | **FA** | 1998 | 2016 | 1583 | CC00503 |
| 63 | ZOHRA MOMINI | ABDUL WAHID | **FA** | 1996 | 2019 | 1750 | CC00594 |
| 64 | SADAF NAWABI | SHAPOOR | **FA** | 1998 | 2019 | 6306 | CC00597 |
| 65 | FRESHTA AZIZI | HAMEED | **FA** | 2000 | 2019 | 1755 | CC00598 |
| 66 | FROZAN SADAT | SAYED ABDULLAH | **FA** | 1998 | 2019 | 1758 | CC00600 |
| 67 | FAIZA KAZEMI | AMINULLAH | **FA** | 1994 | 2019 | 1754 | CC00599 |
| 68 | NOORJAHAN HASSANZADA | GHULAM HUSSAIN | **FA** | 1986 | 2012 | 6035 | CC00313 |
| 69 | SHABNAM QAUMI | MOHAMMAD AMAN | **FA** | 1994 | 2016 | 20063 | CC00514 |
| 70 | ATIFA HUSSAIN ZADA | MOHAMMAD IKRAM | FA | 1994 | 2016 | 20051 | CC00032 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **ARIANA AFGHAN AIRLINES ( DISPACHERS DETAILS)** | | | |  |  |
| **NO** | **NAME** | **F/NAME** | **POSITION** | **DATE OF BIRTH** | **DATE OF EMPLOYEE** | **ID NO** | **VALID LICENSE NO** |
| 1 | ABDUL MATIN TASLIM | ABDUL SALAM | MANAGER | 1978 | 2000 | 5548 | FO020 |
| 2 | HAMID AFGHAN | GHULAM MOHAMMAD | ASSISTANT | 1981 | 2005 | 5826 | FO029 |
| 3 | MOHAMMAD ZAHIR KHAWARI | ABDUL RAHMAN | DISPACHER | 1959 | 1981 | 3784 | FO074 |
| 4 | WAHEED AHMADI | QEYAMODDIN | DISPACHER | 1975 | 1996 | 4885 | FO008 |
| 5 | MOHAMMAD TAWAB MUSADIQ | MOHAMMAD SHAH | DISPACHER | 1967 | 1995 | 4719 | FO015 |
| 6 | PAYENDA MOHAMMAD FAQIRZADA | FAQIR MOHAMMAD | DISPACHER | 1973 | 1995 | 4940 | FO032 |
| 7 | SAFIULLAH SEJAD | MIR AFGHAN | DISPACHER | 1985 | 2001 | 5462 | FO054 |
| 8 | MOHAMMAD RAFI FAYEZI | MOHAMMAD QASIM | DISPACHER | 1985 | 2003 | 5733 | FO057 |
| 9 | ENAYATULLAH STANIKZAI | NASIR AHMAD | DISPACHER | 1988 | 2008 | 6075 | FO036 |
| 10 | OMID ALI WARDAK | NOOR ALI | DISPACHER | 1989 | 2010 | 6050 | FO052 |
| 11 | ESMATULLAH MANAGL | ENAYATULLAH | DISPACHER | 1986 | 2008 | 6062 | FO047 |
| 12 | AHMAD SHEKIB ZAZAI | AZIZULLAH | DISPACHER | 1989 | 2008 | 6054 | FO046 |
| 13 | MAJID AFGHANYAR | ZALMAI | DISPACHER | 1988 | 2008 | 6060 | FO045 |
| 14 | DAD KHODA BAYAN | MOHAMMAD KHAN | DISPACHER | 1970 | 2000 | 6140 | FO051 |
| 15 | HURMAT AQA MUDABER | RAHMAT AQA | DISPACHER | 1995 | 2015 | 6137 | FO076 |
| 16 | OMID ABEDI | AMINULLAH | DISPACHER | 1994 | 2017 | 6227 | FO077 |
|  | NOTE: THE FOO LICENSE ARE UP DATE ACOORDING TO THE ACAA REQIURMENT. | | | | |  |  |

|  |  |
| --- | --- |
| Video Surveillance | Its operating from flight deck by flight crew. Also, on the ground by Airport authorities. |
| Real or stun guns for police | Obtaining by NDS during domestic flights. |

**Approved By: - Ariana Insurance Department.**

**Signature: -------------------**

# Section III - Evaluation and Qualification Criteria

1. This section contains the criteria that the Ariana Afghan Airlines shall use to evaluate Bids and qualify Bidders through post-qualification. No other factor methods or criteria shall be used other than specified in this bidding document. The Bidder shall provide all the information requested in the forms included in Section IV, Bidding Forms**.**

**Evaluation Criteria:**

* Insurance service providers are required to provide standard insurance services.
* Insurance should cover several separate areas.
* Airline insurance should cover the following and provide price for each service or one fixed price for all the following services:
* **Hull All Risks**
* **Spares**
* **Labilities**
* **Hull War**
* **Hull Deductible**
* **Excess War Liability**
* **Crew P.A**

1. **Qualification Criteria:**

All Bidders shall include the following information and documents with their Bids:

1. copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder;
2. total monetary value of Services performed for each of the last three (3) years;
3. experience in Services of a similar nature and size for each of the last Three (3) years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;
4. list of major systems proposed to carry out the Contract;
5. qualifications and experience of key management and personnel proposed for the Contract;
6. reports on the financial standing of the Bidder, such as profit and loss statements and auditor’s reports for the past (3) years;
7. information regarding any litigation, current or during the last (3) years, in which the Bidder is involved, the parties concerned, and disputed amount;
8. upon request of Ariana, authority to the Ariana Afghan Airlines to seek references from the Bidder’s bankers;

To qualify for award of the Contract, Bidders shall meet the following minimum qualifying criteria:

1. annual volume of Services of at least the amount specified **below;**
2. experience as Insurance service provider in the provision of at least two service contracts of a nature and complexity equivalent to the Services over the last (3) years (to comply with this requirement, Services contracts cited should be at least 70 percent complete) as specified **below;**
3. proposals for the timely acquisition of the essential updated and new systems in the field of Ticket and Cargo space sales.
4. Suitably qualified key personnel and other key personnel that the Bidder considers appropriate to perform the Services; and
5. A consistent history of litigation or arbitration awards against the Bidder or any member of the GSA may result in disqualification.

# Section IV- Bidding Forms

1. **Letter of Bid**:

* **No reservations:** We have examined and have no reservations to the bidding document, including Addenda issued
* **Questionnaire (TOR):** we carefully reviewed the SBD and TOR and intend to apply for this bid.
* **Eligibility:** We meet the eligibility requirements and have no conflict of interest.

We and any of our subcontractors:

1. have not been subject to disqualification by the Bank for non-compliance with obligations.
2. [had been subject to disqualification by the Bank for non-compliance with obligations. An arbitral award on the disqualification case has been made in our favor.]

* **Conformity:** We offer to provide the insurance Services in conformity with the bidding document and TOR.
* Bid Price: The total price of our Bid, excluding any discounts offered in item (f) below is:

### **Price Schedule:**

|  |  |  |
| --- | --- | --- |
| **Scope of Service** | **Fixed service Cost per For Iran flights roundtrip**  **(KBL-IKA and KBL MHD) Airports** | |
|  | **B737-CL** | **A310** |
| **Hull All Risks** |  |  |
| **Spares** |  |  |
| **Labilities** |  |  |
| **Hull War** |  |  |
| **Hull Deductible** |  |  |
| **Excess War Liability** |  |  |
| **Crew P.A** |  |  |

* **Discounts:** The discounts offered and the methodology for their application are:

1. The discounts offered are: [*Specify in detail each discount offered.*]
2. The exact method of calculations to determine the net price after application of discounts is shown below: [*Specify in detail the method that shall be used to apply the discounts*];

* **Bid Validity Period:** Our Bid shall be valid for 60 days from *[insert day, month and year) ,* and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

1. **Performance Security:** If our Bid is accepted, we commit to obtain a Contract Performance Security;
2. **One Bid Per Bidder:** We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other Bid(s) as a Joint Venture member or as a subcontractor, and meet the requirements of SBD.

**Suspension and Debarment:**

* We, along with any of our subcontractors, suppliers, consultants, Systems manufacturers, or PSAs for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed.
* **Binding Contract**: We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
* **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Bid, the Most Advantageous Bid or any other Bid that you may receive; and
* **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

**Name of the Bidder**: [*insert complete name of the Bidder*]

**Name of the person duly authorized to sign the Bid on behalf of the Bidder**: \*[*insert complete name of person duly authorized to sign the Bid*]

Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

**Title of the person signing the Bid**: [*insert complete title of the person signing the Bid*]

**Signature of the person named above**: [*insert signature of person whose name and capacity are shown above*]

**Date signed** [*insert date of signing*] **day of** [*insert month*], [*insert year*]

**Bidder Information Form**

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid submission*]

RFB No.: *[insert number of Bidding process]*

Page \_\_\_\_\_\_\_\_ of\_ \_\_\_\_\_\_ pages

|  |
| --- |
| 1. Bidder’s Name *[insert Bidder’s legal name]* |
| 2. Bidder’s actual or intended country of registration: *[insert actual or intended country of registration]* |
| 3. Bidder’s year of registration: *[insert Bidder’s year of registration]* |
| 4. Bidder’s Address in country of registration: *[insert Bidder’s legal address in country of registration]* |
| 5. Bidder’s Authorized Representative Information  Name: *[insert Authorized Representative’s name]*  Address: *[insert Authorized Representative’s Address]*  Telephone/Fax numbers: *[insert Authorized Representative’s telephone/fax numbers]*  Email Address: *[insert Authorized Representative’s email address]* |
| 6. Attached are copies of original documents of *[check the box(es) of the attached original documents]*  🞎 Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above.   * Legal and financial autonomy * Operation under commercial law   7. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. *the successful Bidder shall provide additional information on beneficial ownership, using the Beneficial Ownership Disclosure Form.]* |

Qualification Information

1. **Individual Bidders:**
   1. Constitution or legal status of Bidder: [*attach copy]*

Place of registration: [*insert]*

Principal place of business: [*insert]*

Power of attorney of signatory of Bid: [*attach]*

* 1. Total annual volume of Services performed in (3) years, in the internationally traded currency specified **in the SBD**: [*insert]*
  2. Services performed as prime insurance services on the provision of Services of a similar nature and volume over the last (3) years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of Services under way or committed, including expected completion date.

|  |  |  |  |
| --- | --- | --- | --- |
| Project name and country | Name of company and contact person | Type of Services provided and year of completion | Value of contract |
| (a)  (b) |  |  |  |

1. Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data.

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Name | Years of experience (general) | Years of experience in proposed position |
| (a)  (b) |  |  |  |

1. Financial reports for the last (3) years: balance sheets, profit and loss statements, auditors’ reports, etc. List below and attach copies.
2. Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents. We certify/confirm that we comply with eligibility requirements.
3. Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Ariana Afghan Airlines.
4. Information regarding any litigation, current or within the last (3) years, in which the Bidder is or has been involved.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Other party(ies) | Cause of dispute | Details of litigation award | | Amount involved |
| (a)  (b) |  | |  |  |

1. **Additional Requirements:**

* Bidders should provide any additional information required **in the SBD**.

# Section V - Fraud and Corruption

The bidder shall sign and stamp this Form of Integrity Pact which is a mandatory requirement of Ariana Afghan Airlines. Failure to comply with this requirement shall result in automatic rejection of the bid.

## **53- Integrity Pacts:**

{**Name of insurance Service Providing Company**} hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefits from government of Afghanistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it through any corrupt business practice.

Without limiting the generality of the foregoing, {Name of insuarnce Service Provider Company } represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Afghanistan either directly or indirectly through any natural or juridical person, including its affiliate, representative, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from government of Afghanistan, except that which has been expressly declared pursuant hereto.

{**Name of insurance Service Provider Company**} Certifies that it has made and will make full discloser of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Afghanistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

{Name of insurance Service Provider Company} accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of Afghanistan under any law, contract or other instrument, be voidable at the option of Government of Afghanistan.

Notwithstanding any rights and remedies exercised by Government of Afghanistan in this regard, (Name of insurance Service Provider Company } agrees to indemnify Government of Afghanistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Afghanistan in an amount equivalent to ten time the sum of any commission, gratification bribe, Finder’s fee or kickback given by { Name of insurance Service Provider Company } as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Afghanistan.

Signature of the insurance Service Provider Company …………………………………………………….

{Name, Title and address)

Official Seal ……………………………….

# Section VI : insurance service Agreement

The agreement should be provided by insurance company