

EXTRACT FROM THE TENDER COMMITTEE:

"TENDER PROCEDURES, RULES FOR PURCHASING WORKS, INTERNATIONAL GOODS (EQUIPMENT) AND SERVICES "

1. Create a tender committee in the special purpose operator company for the procurement of international goods (equipment) and services.
2. The purpose of the tender committee is to reduce capital costs of an investment project to achieve financial, production and social results for the project for investors and lending banks, and to provide reporting to executive authorities in accordance with the civil code, the legislation of the Russian Federation - No. 223-FZ, No. 44-FZ, Resolutions of the Government of the Russian Federation No. 39, 1496 and others.
3. Members of the tender committee elect the head of the tender committee (the owner of the investment site or his representative in case of fee development), representatives of lending banks, federal and regional authorities of the Russian Federation, specialists of the special purpose operator company in law, economics, construction, project engineer, independent experts.
4. Conduct a study of the international market for equipment and services planned for procurement under the project 3 ÷ 6 months before the start of the tender.
5. Receive, 1 ÷ 3 months before the start of the tender, preliminary qualification proposals with technical specifications and price proposals from 5 ÷ 10 manufacturers - leaders and competitors of international markets of "planned to purchase" equipment and services.
6. Develop technical specification (or scope of works) and finalize it during the process of preparing a tender. This should include similar experience and specialized education of the leaders of the tenderer with years, transactions, projects, management, the result of participation in won tenders and the resulting savings on the project, recommendations, documentary evidence that the tenderer is a manufacturer of this equipment or services or an authorized dealer of the manufacturer.
7. There are no "camouflaged" parameters in the technical specification that hide the winner of the tender in advance.
8. The transparency of the tender is carried out, but not limited to, by the following:
 - a. The representative of each tender participant submits a closed package with 2 originals of the proposal and notarized documents according to the list on the 1st day of the tender from 9:00 to 9:59 in the presence of the entire tender committee. Documents by mail, internet, courier, etc. in advance and later are not accepted.
 - b. Beginning of envelopes opening in the presence of all members of the tender committee and all companies participating in the tender at 10:00 on the 1st day of the tender in the order in which proposals have been received.
 - c. Individual presentation of each participant within 1 hour on the 1st and 2nd day of the tender, familiarization of the members of the tender committee with the proposals of the tenderers, the possibility of each participant of the tender to answer the questions of the committee members and revision of the final proposal by each tender participant with a price change in writing form on the 2nd and 3rd day of the tender.

- d. the minutes of the results of each day of the tender are prepared by the legal department and handed out to each participant of the tender and published on the official website of the operator-company of the project.
9. The decision of the tender committee on the choice of the winner of the tender and the 2nd place is collegial and based on the calculation of the results - points of the closed voting of the members of the tender committee in accordance with the legislation of the Russian Federation. The final decision on the selection of the winner of the tender is made by the Owner of the investment site only in case of fee development.
 10. Terms of payment to the winner of the tender include, but are not limited to:
 - a. opening by the winner of the tender a correspondent account in the same bank of the operating company.
 - b. coordination of all expenses and payment items before signing the contract.
 - c. a bank guarantee for an advance payment and subsequent payments from the operator of the bank from the register of the Ministry of Finance of the Russian Federation.
 - d. regular verification commissions and acts based on the results of work performed and funds used to pay for the contract.
 - e. "Performance bond" - a guarantee for the performance of all work under the contract on time, in accordance with the quality of work, budget and other conditions.
 - f. payment of the remaining 10 ÷ 15% of the contract amount only after the signing of the final acceptance certificate for the work performed.
 - g. in case of non-observance of the contractual conditions on the part of the winner of the tender, the possibility of signing a contract with the participant who took 2nd place.
 11. Tender procedures can be divided into a closed tender, a limited list, an open tender, depending on the size of the tender in monetary terms, in accordance with the decision of the board of directors of the special purpose operator company. For example, to conduct an open tender up to 100 thousand rubles. using labor costs and working time of senior managers of several companies, banks, representatives of administrations of federal and regional authorities is not advisable. Such a decision to choose a service provider in the amount of up to 100 thousand rubles once a month can be granted to the CEO of the project operating company by decision of the board of directors on tender procedures and the powers of the CEO.
 12. Tenderers who violate the procedures are suspended from participation in the tender.