# **DECLARATION FOR PROFFESSIONAL, ECONOMIC AND TECHNICAL CAPACITY**

<Date>

Attn to:

SOF Connect AD, 1 Christopher Columbus Blvd., Sofia Airport,

1540 Sofia, Bulgaria

Dimitar Bikov, Chief Marketing and Business Development Officer

**Bid Ref: CARGO SERVICES AT SOFIA INTERNATIONAL AIRPORT**

Dear Sir/Madam,

In response to your Letter of Invitation and the RFP for the above-mentioned contract, we, <**full name of the legal entity making this Declaration**>, hereby declare that we:

1. are participating in this tender on an individual basis and not as part of a joint venture, consortium or any other temporary association of undertakings;
2. [Option 1: do not rely on the capacities of any third party in order to meet the qualification criteria set forth in the RFP and have only included data in the Letter of Interest and this declaration concerning the resources and experience of our entity.]

[Option 2: are a locally incorporated entity who relies on the capacities of its parent entity, namely <**full name of the parent entity**>, in order to meet the qualification criteria set forth in the RFP, and have only included data in the Letter of Interest and this declaration concerning the resources and experience of our parent entity.]

[Option 3: rely on the capacities of <**full name of the entity**> - a company which is part of the same economic group as ourselves - and have only included data in the Letter of Interest and this declaration concerning the resources and experience of <**full name of the entity**>.][[1]](#footnote-1);

1. will inform the Concessionaire immediately if there is any change in the above circumstances at any stage during the tender procedure and/or during the execution of the Cargo Operations Agreement, and fully recognise and accept that if such change is in breach of the requirements set forth in the RFP, we may be disqualified from this tender or the Cargo Operations Agreement to which we are a party may be terminated;
2. fully recognise and accept that if the declarations or information provided prove to be false, we may be subject to disqualification from this tender procedure;
3. are aware that, for the purposes of safeguarding the financial interests of the Concessionaire, our personal data may be transferred to internal audit services, to national regulatory, tax and/or juridical bodies;
4. have attached copies of supporting documentary evidence of our professional, economic and technical capacity.

[Option 1: We acknowledge that if the Cargo Operations Agreement is awarded to our newly incorporated entity, we shall enter into the Cargo Operations Agreement as solidary debtor].

[Option 2: We acknowledge that if the Cargo Operations Agreement is awarded to us, our parent entity on whose capacities we rely on to meet the qualification criteria set forth in the RFP, shall enter into the Cargo Operations Agreement as solidary debtor.]

[Option 3: We acknowledge that if the Cargo Operations Agreement is awarded to us, the entity who is part of our economic group and on whose capacities we rely on to meet the qualification criteria set forth in the RFP, shall enter into the Cargo Operations Agreement as solidary debtor.][[2]](#footnote-2)

We also understand that if the information provided herein is proven false, the award may be considered null and void.

1. **Technical Requirements**
   1. **Experience and Track Record**
      1. **Minimum Years of Experience**

Table 1[[3]](#footnote-3)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Project** | **Start Date** | **End Date** | **Airport** |
| 1. | <*description of the project and cargo services rendered>* | *<insert data>* | *<insert data>* | *<insert data>* |

Supporting Documentary Evidence:

1. *<description of the evidence>*

2. *<description of the evidence>[[4]](#footnote-4)*

* + 1. **Project References**

Table 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Project** | **Start Date** | **End Date** | **Airport** |
| 1. | <*description of the project and cargo warehousing services rendered>* | *<insert data>* | *<insert data>* | *<insert data about the airport, including annual PAX during the last seven (7) years and annual airport volume>* |
| 2. | <*description of the project and cargo warehousing services rendered>* | *<insert data>* | *<insert data>* | *<insert data about the airport, including annual PAX during the last seven (7) years and annual airport volume>* |
| 3. | <*description of the project and cargo warehousing services rendered>* | *<insert data>* | *<insert data>* | *<insert data about the airport, including annual PAX for the last seven (7) years and annual airport volume>* |

Supporting Documentary Evidence:

1. *<description of the evidence>*

2. *< description of the evidence >*

3. *< description of the evidence >*

* 1. **Technology and Equipment**
     1. **Advanced Cargo Handling System**

Table 3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Cargo Handling System** | **Deployment Date** | **Period of Operational Use** | **Airport** |
| 1. | <*description of the cargo handling system>* | *<insert data>* | *<insert data>* | *<insert data>* |

Supporting Documentary Evidence:

1. *< description of the evidence >*

* + 1. **IT Systems**

Table 4

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **IT System** | **Deployment Date** | **Period of Operational Use** | **Airport** |
| 1. | <*description of the IT system, including volume of data that can be handled>* | *<insert data>* | *<insert data>* | *<insert data>* |

Supporting Documentary Evidence:

1. *< description of the evidence >*

* + 1. **Infrastructure Capability**

Table 5

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Cargo Infrastructure** | **Deployment Date** | **Period of Operational Use** | **Airport** |
| 1. | <*description of the cargo infrastructure, including annual supported cargo at a single location>* | *<insert data>* | *<insert data>* | *<insert data>* |

Supporting Documentary Evidence:

1. *< description of the evidence >[[5]](#footnote-5)*

1. **Operational Capacity**
   1. **Volume Handling**

Table 6

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Volume Handling** | **Year**  (any year between 2019-2023) | **Airport** |
| 1. | <*annual volume of handled cargo>* | *<insert data>* | *<insert data>* |

Supporting Documentary Evidence:

1. *< description of the evidence >*

* 1. **Workforce**

Table 7

|  |  |  |
| --- | --- | --- |
| **No.** | **Workforce** | **Certification and Training** |
| 1. | <*number of employees dedicated to cargo handling>* | *<insert data about the type of certification and training, e.g. security, dangerous goods handling and/or equipment operation>* |
| 2. | <*number of employees dedicated to cargo handling>* | *<insert data about the type of certification and training, e.g. security, dangerous goods handling and/or equipment operation>* |

Supporting Documentary Evidence:

1. *< description of the evidence >*
2. *<description of the evidence>*
   1. **Operational Certifications**

Table 8

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Certification** | **Issuance Date** | **Aviation Authority** |
| 1. | <*description of the certification>* | *<insert data>* | *<insert data about the aviation authority that issued the respective certification>* |

Supporting Documentary Evidence:

1. *< description of the evidence >*

1. **Global Presence**
   1. **Network**

Table 9

|  |  |  |
| --- | --- | --- |
| **No.** | **Cargo Warehouse Facility** | **Country** |
| 1. | <*description of the cargo warehouse facility>* | *<insert data>* |

Supporting Documentary Evidence:

1. *< description of the evidence >*
   1. **Client Base**

Table 10

|  |  |  |
| --- | --- | --- |
| **No.** | **Airline** | **Cargo Handling Services Contract** |
| 1. | <*insert data about the airline, including number of aircrafts>* | *<insert contract term and effective date>* |

Supporting Documentary Evidence:

1. *< description of the evidence >*
2. **Financial Requirements**
   1. **Financial Stability**
      1. **Revenue**

Table 11

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Revenue** | **Financial Year**  (any year between 2019-2023) | **Cargo Handling Services Contract** |
| 1. | <*insert data about the annual revenue from cargo handling in EUR>* | *<insert data>* | *<insert contract term and effective date>* |

Supporting Documentary Evidence:

1. *< description of the evidence >*
   * 1. **Financial Statements**

Pursuant to section 4.4.1 of the RFP, please find attached hereto copies of the audited financial statements for 2019, 2020, 2021, 2022 and 2023.

* + 1. **Insurance Coverage**

Table 12

|  |  |
| --- | --- |
| **Insurance Policy** | **Validity Period** |
| *<description of the insurance policy, including insurer and coverage >* | *<insert data>* |

Supporting Documentary Evidence:

1. *< description of the evidence >*
   1. **Investment Capability: Capital Investment**

Table 13

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Project** | **Amount of the Capital Investment** | **Year** |
| 1. | <*insert data about the project>* | *<insert data>* | *<insert the year when the respective capital investment was made>* |

Supporting Documentary Evidence:

1. *< description of the evidence >*
2. **Compliance and Quality Standards**
   1. **ESG, H&S, and Quality Management Systems**

Table 14

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Standard** | **Issuance Date** | **Validity Period** |
| 1. | <*insert description of the respective certification as per section 4.5.1 of the RFP>* | *<insert data>* | *<insert data>* |

Supporting Documentary Evidence:

1. *< description of the evidence >*
   1. **Safety and Security Standards: Safety Audits**

Table 15

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Safety Audit** | **Date/Period** | **Result** |
| 1. | <*insert description of the safety audit, including who has performed the audit>* | *<insert data>* | *<insert data>* |

Supporting Documentary Evidence:

1. *< description of the evidence >*
2. **Innovation Programs**

Table 16

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Innovation Program** | **Implementation Date** | **Result** |
| 1. | <*insert description of the ongoing innovation program, including its aim>* | *<insert data>* | *<insert data>* |

Supporting Documentary Evidence:

1. *< description of the evidence >*
2. **Continuous Improvement**

Table 17

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Continuous Improvement Methodology** | **Implementation Date** | **Result** |
| 1. | <*insert description of the continuous improvement methodology>* | *<insert data>* | *<insert data>* |

Supporting Documentary Evidence:

1. *< description of the evidence >*

Yours faithfully,

*<Signature of authorised representative>*

Name and position of authorised representative

1. Please select the applicable option and delete the other ones. [↑](#footnote-ref-1)
2. Please select the applicable option and delete the other ones. [↑](#footnote-ref-2)
3. Bidders can insert in the tables herein as many rows as needed. [↑](#footnote-ref-3)
4. Bidders can insert in the lists of supporting documentary evidence as many rows as needed. [↑](#footnote-ref-4)
5. Please insert as many rows as needed. [↑](#footnote-ref-5)