

**BIMAN BANGLADESH AIRLINES LIMITED**  
**PRESCRIBED QUESTIONNAIRE FOR RFP OF APPOINTMENT OF GSA (CARGO) FOR CANADA**

SI No.	Particulars	Weightage	To be filled by the Applicant
		Total Points	
<b><u>Mandatory Requirement:</u></b>			
1	Name of Applicant:	-	
	a) Address	-	
	b) Trade License/Registration No.	-	
2	GSA applicant must be a fully solvent Company. As such, Please confirm whether your company is having an Paid-up Capital of at least USD100,000. Please attach a Bank Solvency Certificate to this effect.	10	
3	To ensure the wide distribution amongst other Freight Forwarders and Sub-Agents, GSA applicant must be a (non- competing) GSA for other Airlines in the region. Please Provide a list to this effect.	10	
4	Do you agree to provide one free offices and support staff for Biman Manager in airport?	10	
5	Do you agree to provide a fully staffed, branded, fully functional sales shop in a commercial area preferably at ground level for Biman Bangladesh Airlines?	10	
6	Do you agree to undertake cargo sales and marketing activities, at no cost to Biman?	5	
7	Do you agree to pay dues to Biman arising out of defalcation of any CSA or sub-agent in the area?	10	
8	If appointed what will be your expected commission level?	25	
9	Do you have a fully staffed Call Centre at present? If negative, do you agree to set up a Call Centre before finalization of Appointment?	10	
10	GSA applicant must be able to arrange work visa for home based employees of Biman, such as Country Manager/Regional Manager, Finance Manager, Station Manager etc, within maximum 03 (three) months from the date of appointment as GSA.		
11	The Selected GSA should submit the Bank Guarantee to Biman for an amount as detrermined by the Biman management.		
12	Please attach certificate of incorporation, balance sheet, annual report and memorandum and articles of association (whichever applies).		
13	For how long you are trading in the region? (At least 5 years of experience is required)		
<b><u>Non-Mandatory Requirement:</u></b>			
1	To ensure improved distribution, the applicant should have several own offices in the region plus pre-existing arrangements with trucking companies, and to have been trading there for at least one year. Please give a list.	10	
2	Do you have Dangerous Goods Certified staff/officials able to handle DG Shipment? Please provide names.		

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3	Are you involved in any other business? If affirmative, please explain.		
4	Will representation be undertaken by the present organization or through a subsidiary? If later, give exact name of title subsidiary and the extent of financial & other interests of the present organization.		
5	Two trade references about financial soundness & reputation of the company to be furnished either with the application or before finalization.		
6	Is there any restriction on remittance of funds? If so, give detail.		
7	Certificate from Bangladesh Mission of concerned region (before finalization).		
8	Certificate from Chamber of Commerce from concerned region (before finalization).		
9	Please provide a detailed statement of performance, capabilities and suitability of your firm for appointment as GSA Cargo.		
10	Mention amount of business you are expecting with justification; a) For six months b) For twelve months c) For two years.		
11	Do you undertake to ensure growth of Biman's business by minimum 10% annually?		
12	Will you undertake to ensure annual average of 80% Cargo Load Factor?		
13	Provide a list of your corporate clients (if any ).		
14	Is there any litigation pending against your company?		
15	Do your company have any arbitration case pending?		
	<b>Total Points</b>	100	