

**BIMAN BANGLADESH AIRLINES LIMITED**

**PRESCRIBED QUESTIONNAIRE FOR RFP OF APPOINTMENT OF GSA (PASSENGER) FOR KINGDOM OF SAUDI ARABIA**

SI No.	Particulars	Weightage	To be filled by the Applicant
		Total Points	
<b>Mandatory Requirement:</b>			
1	<b>Name of Applicant:</b>	-	
	<b>a) Address</b>	-	
	<b>b) Trade License/Registration No.</b>	-	
2	GSA applicant must be a fully solvent company. As such, please confirm whether your company is having a paid up capital of at least USD 100,000. Please attach a bank solvency certificate to this effect.	10	
3	To ensure wide distribution amongst IATA, non-IATA and sub- agents, GSA applicant must already 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 free offices and support staff for Biman Managers (Country Manager/Finance Manager etc)?	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 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 PSA in the region?	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 Bank Guarantee to Biman for an amount as determined 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>Non-Mandatory Requirement:</b>			
1	To ensure improved distribution, the applicant should have several own offices in the region, and to have been trading there for at least one year. Please give a list.	10	

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