



**REPUBLIC OF BULGARIA**  
**MINISTER OF TRANSPORT,**  
**INFORMATION TECHNOLOGY AND COMMUNICATIONS**

**TO**  
**ALL INTERESTED PERSONS IN THE PROCEDURE FOR**  
**GRANTING A CONCESSION FOR SERVICE FOR THE OBJECT**  
**“CIVIL AIRPORT FOR PUBLIC USE SOFIA”**

**RE:** *Received questions concerning the procedure for granting a concession for service for the object “Civil airport for public use Sofia”*

**DEAR SIR/MADAM,**

In connection with received question concerning the procedure for granting a concession for service for the object “Civil airport for public use Sofia” – public state property, we submit the following answers:

	<b>№</b>	<b>QUESTION</b>	<b>ANSWER</b>
	<b>I</b>	Organization and HR	
<b>1.</b>		Structural Organization	
	<b>1.1.</b>	Please, provide current org chart of the company.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex III 1.1.1.</b>
	<b>1.2.</b>	Please provide description of the org chart's units activities.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex III 1.1.2.</b>
<b>2.</b>		HR	
	<b>2.1.</b>	Please, provide information on the average month salary (without social benefits) of a single operation permanent personnel and a single permanent administrative personnel (without social benefits) separately as well as of a single operation temporary personnel and a single temporary administrative personnel separately for the years 2015 and 2016 (first half)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex A</b>
	<b>2.2.</b>	Please, provide information on the structure of the wages and the assurances	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for

			participation in the procedure - <b>Annex B</b>
	<b>2.3.</b>	Please, provide a scale of the remuneration by positions	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex III 2.2.3.</b>
	<b>2.4.</b>	Please, provide labor categories by positions	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex III 2.2.4.</b>
	<b>2.5.</b>	Please provide Employee Benefit Plans - in addition to the Collective Labour Agreement - such as but not limited to insurance policy, bonus payments, etc.	There are no additional benefits beyond the Collective Labor Agreement. The Collective Labor Agreement is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure
	<b>2.6.</b>	Please provide details of all other employee plans and arrangements that are not Employee Benefit Plans.	There are no additional benefits beyond the Collective Labor Agreement. The Collective Labor Agreement is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure
	<b>2.7.</b>	Please provide number of unused paid holidays by the end of 2015 by years and by the end of June 2016 in general for the company as a whole.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex III 2.2.7.</b>
	<b>2.8.</b>	Please, provide a list of the number of the permanent and the temporary personnel separately for the last two years by months	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex III 2.2.8.</b>
<b>3.</b>		Labour law and conditions	
	<b>3.1.</b>	Please provide Collective Labour Agreement	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure
	<b>3.2.</b>	Please advise employment terms and agreements	The information is available on the spot under the conditions and the order, specified in Division III, art.

			3.3 of the Documentation for participation in the procedure - <b>Annex B</b>
	<b>II</b>	Traffic data	
<b>1.</b>		Statistics	
	<b>1.1.</b>	The provided concession documents indicate that all statistical information for the traffic at Sofia Airport is available on the CAA Bulgaria website, section Aviation Industry - Statistics. However the CAA website contains only very general information on traffic, including monthly passengers, cargo and aircraft movements. Could you therefore please provide the following data:	
		<ul style="list-style-type: none"> <li>• Detailed traffic data for all traffic performance indicators in deep granularity, e.g.:</li> <li>• By type of flight</li> <li>• By destination of arriving and departing flight (geographical region, domestic/international, EU/non-EU countries, Schengen/non-Schengen countries, intracontinental/intercontinental)</li> <li>• By airlines (airline companies – on assumption)</li> <li>• By aircraft type or aircraft code</li> </ul>	<p>The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure, as follows:</p> <ul style="list-style-type: none"> <li>• By type of flight – summary for the period 01.01.2010 – 31.05.2016, by years, by market segments and basic airline groups, contains data on airplane movements and passengers, <b>Annex IV.1.1.1. – page 1</b></li> <li>• By regions – official annual summary under ACI for the period 2010 – 2015, by years - <b>Annex IV.1.1.2. – page 3</b></li> <li>• By airlines – summary of the market shares of the airlines, operating regular international lines – by number of implemented flights and by number of passengers for the period 2010 – 2015, by years - <b>Annex IV.1.1.3. – page 1</b></li> <li>• By aircraft type – summary of the aircraft movements by the type of aircraft for the period 2010 – 2014 by years - <b>Annex IV.1.1.4. – page 1</b></li> </ul>
		<input type="checkbox"/> Sequence analytics: Daily, weekly, monthly as well as seasonal profiles	The question is unclear, after the clarification of the form, additional information shall be provided. The term “sequence analytics” (daily, weekly, monthly as well as seasonal profiles) needs to be clarified, as well as to be specified the period for which the data to be submitted

	<ul style="list-style-type: none"> <li>Utilization profiles (terminals, apron) for bottleneck identification</li> </ul>	<p>The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure, as follows:</p> <ul style="list-style-type: none"> <li>Survey on the number of passengers in a rush hour during the busiest week in 2015, Terminal 2, summer schedule (arriving and departing passengers) – <b>Annex IV.1.1.5.</b>;</li> <li>Survey on the number of passengers in a rush hour during the busiest day in 2015, (12.08.2015, Wednesday), Terminal 2, summer schedule (arriving and departing passengers) – <b>Annex IV.1.1.6.</b></li> </ul>
	<ul style="list-style-type: none"> <li>Peak day and peak hour analytics for terminal size and processor unit dimensioning as well as apron and aircraft stands planning</li> </ul>	<p>The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex I</b></p>
	<ul style="list-style-type: none"> <li>Extract from the Airport Operational Database (AODB) of Sofia Airport for the period from 01.01.2010 – 31.05.2016</li> </ul>	<p>The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex IV.1.1.7.</b></p>
	<p>Such dataset should contain data from every single flight rotation operated at SOF for the period 01.01.2010 – 31.05.2016. In detail the following information should be distributed for each flight rotation as a minimum:</p> <ul style="list-style-type: none"> <li>Date of arrival</li> <li>Arrival time at SOF</li> <li>Terminal handled at arrival (e.g. T1/T2)</li> <li>Data of departure</li> <li>Departure time at SOF</li> <li>Terminal handled at the departure (example T1/T2)</li> <li>Aircraft type in standard IATA 3-letter or ICAO 4-letter format (e.g. "738" for Boeing 737-800 aircraft)</li> <li>(Aircraft registration)</li> <li>Type of flight inbound (e.g. scheduled, charter, cargo, general aviation, military, other)</li> <li>Type of flight outbound (e.g. scheduled, charter, cargo, general aviation, military, other)</li> <li>Airline and flight number inbound with IATA 2-letter airline code (if applicable; e.g. TP 31)</li> <li>Airline and flight number outbound with IATA 2-letter airline code (if applicable; e.g. TP 31)</li> <li>Origin of inbound flight in IATA 3-letter format (e.g. "FRA" for Frankfurt)</li> </ul>	

		<ul style="list-style-type: none"> <li>• Destination of outbound flight in IATA 3-letter format (e.g. "FRA" for Frankfurt)</li> <li>• Number of seats inbound</li> <li>• Number of passengers inbound</li> <li>• Mail (kg) inbound</li> <li>• Cargo (k.) inbound</li> <li>• MTOW(metric tons) inbound</li> <li>• Number of seats outbound</li> <li>• Number of passengers outbound</li> <li>• Mail (kg) outbound</li> <li>• Cargo (kg) outbound</li> <li>• MTOW (metric tons) outbound</li> </ul>	
	<b>III.</b>	Commercial	
	<b>1.</b>	General questions	
	<b>1.1.</b>	Please provide all current contracts for all commercial activities.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure.
	<b>1.2.</b>	Please provide an organizational chart of your commercial department, inclusive functional descriptions and number of staff (for administrative and operative staff: duty free, lounges etc.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure, as follows: <b>-Annex Д</b> <b>-Annex V.1.1.1. and</b> <b>-Annex V.1.1.2.</b>
	<b>1.3.</b>	Please provide all historical commercial sales and revenues (Retail, Duty Free, Services, Food & Beverage, Advertisement, Car parking, Car rental , VIP / CIP Lounge, Offices, Land and Building Leases, etc.)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure – <b>Annex V1.1.3.</b>
	<b>1.4.</b>	Please provide an overview with all rented and empty commercial units/outlets for Terminal 1 and 2, incl. respective sizes (sqm)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex E</b>
	<b>1.5.</b>	What kind of price policy do you have for Duty Free and for the Restaurants?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex Ж</b>
	<b>2.</b>	Controlling	
	<b>2.1.</b>	Please describe the reporting and billing process with your concessionaires. Do you have access to the cashier systems of the concessionaires?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for

			participation in the procedure - <b>Annex 3</b>
	<b>2.2.</b>	Please describe your budgeting process.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex II</b>
	<b>2.3.</b>	Please describe the day-to-day tenant management and quality management system.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure, as follows: - <b>Annex Ы</b> - <b>Annex under item V.2.2.3.</b>
<b>3.</b>		Duty free	
	<b>3.1.</b>	Please describe the logistics for the duty free shops	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex K</b>
	<b>3.2.</b>	The annual reports for 2015 and 2014 provide the revenues from shops and Duty free trade in one row. Please provide Duty free revenues for 2015 and 2014.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex V.3.3.2.</b>
<b>4.</b>		Food and Beverage	
	<b>4.1.</b>	Who operates the F&B units?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex 4.4.1.</b>
<b>5.</b>		Advertising	
	<b>5.1.</b>	What is the average rental period for advertising sites?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex JI</b>
	<b>5.2.</b>	What is the average occupancy of the advertising sites?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex M</b>
<b>6.</b>		Parking	
	<b>6.1.</b>	Please provide the occupancy of the parking facilities of Terminal 1 and 2.	The information is available on the spot under the conditions and the order, specified in Division III, art.

			3.3 of the Documentation for participation in the procedure - <b>Annex V.6.6.1.</b>
	<b>6.2.</b>	Can you please provide statistics about the parking duration? What is the average parking duration? .	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex V.6.6.1.</b>
	<b>6.3.</b>	Please provide the location, number and tariffs of employee parking.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex H</b>
<b>7.</b>		Lounges	
	<b>7.1.</b>	Please provide the number of visitors by month and by lounge in the last 3 years.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex V.7.7.1.</b>
	<b>7.2.</b>	Please list all kind of arrangements with airlines, banks, travel agencies, etc. (incl. conditions).	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex O</b>
	<b>7.3.</b>	How many registered members do you have for the NGLC Golden Card and Silver Card?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex II</b>
	<b>7.4.</b>	The General Terms & Conditions for the New Generation Lounge Club Card states that only an "individual who is resident in the Republic of Bulgaria" can purchase the NGLC card. Please clarify if international travellers can purchase the NGLC card.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex P</b>
<b>8.</b>		Analysis of passenger structure	
	<b>8.1.</b>	Please provide any passenger survey reports.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex V.8.8.1. and 8.2. Presentation on "Passenger profile of Sofia Airport, January – March 2016"</b>
	<b>8.2.</b>	Please provide passenger profiles with information about demographics (gender,	The information is available on the spot under the conditions and the order, specified in Division III, art.

		age group, income, etc.), travel occasion (business, leisure) and nationality.	3.3 of the Documentation for participation in the procedure - <b>Annex V.8.8.1.</b> and <b>8.2. Presentation on “Passenger profile of Sofia Airport, January – March 2016”</b>
	<b>8.3.</b>	Please provide passenger dwell times by airside / landside.	No information available
	<b>IV.</b>	Masterplanning & Infrastructure	
<b>1.</b>		General	
	<b>1.1.</b>	Please provide an AutoCad (DWG) map for the gate level of Terminal 2	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VI.1.1.1.</b> – two schemes and 1 CD with a map in AutoCad (DWG) format
<b>2.</b>		Airport inventory (current)	
	<b>2.1.</b>	Please provide Fuel Farm capacity.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex C</b>
	<b>2.2.</b>	Please provide operational condition of Fuel Farm pipeline.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex T</b>
	<b>2.3.</b>	Please advise the year of construction of Fuel Farm equipment and devices.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex Y</b>
	<b>2.4.</b>	Please provide the turnover of Fuel Farm storage (weekly or daily basis).	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex Φ</b>
	<b>2.5.</b>	Please provide the capacity of Deicing storage.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex X</b>
	<b>2.6.</b>	Please provide the documents regulating taxes for Fuel storage.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for



			participation in the procedure - <b>Annex II</b>
	<b>V.</b>	Financial and Tax	
<b>1.</b>		Systems and Organization of the Company's Accounting	
<b>1.1.</b>		What is the Accounting department structure- number of staff, experience in Company and responsibilities?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.1.1.1.</b>
<b>1.2.</b>		What is the financial software used by Accounting department? Is it part/module of the common Company's system or it is separately used only by Accounting department?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex V</b>
<b>1.3.</b>		Please provide chart of accounts.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.1.1.3.</b>
<b>1.4.</b>		What are the rules for documents-incoming and outgoing documents?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.1.1.4.</b>
<b>1.5.</b>		Inventory policy - when was the last inventory inspection of materials and assets?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex III.</b>
<b>2.</b>		Net Profit Analysis for the Period and in Comparison to Plans	
	<b>2.1.</b>	Infrastructural & Ground Handling revenue	
	<b>2.1.1</b>	Do you charge rent for check-in counters? If Yes: please provide utilization rates on a per quarter basis of rented check-in counters in Terminal 1 & Terminal 2 separately and total revenue per each terminal on a quarterly basis for 2014 & 2015.	"Sofia Airport" does not collect charges for the rent of check-in counters.
	<b>2.1.2</b>	Do you collect fuel storage fee? What are the tariffs? Please provide total refuelled tons JET A1 per quarter (2014 & 2015); (publicly available only yearly)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.1.2.</b>

2.1.3	Do you provide refuelling of Avgas? If Yes: Please provide total revenue per year (2014 & 2015)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.1.3.</b>
2.1.4	Please provide total refuelled tons from Sofia airport operator of JET A1 per quarter (2014 & 2015); (available only yearly);	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.1.4.</b>
2.1.5	Please provide total refuelled aircrafts from Sofia airport operator per quarter (2014 & 2015).	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.1.5.</b>
2.1.6	Please provide a list of served airlines by Sofia airport operator for Ramp & Pax services along with the respective number of flights (2014 & 2015)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.1.6.</b>
2.1.7	What kinds of services are included in the item "Ground handling revenue" in the financial reports? (available only total ground handling revenue per year); Please, separate revenue items per quarter (2014 & 2015).	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.1.7.</b>
2.1.8	Please provide revenue per airline per quarter for Ground handling services (2014 & 2015).	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.1.8.</b>
2.1.9	Please separate the item Revenue from sales, transportation and storage of fuel, laboratory analysis of fuel reported in the financial statement per quarter (2014 & 2015); (available only yearly and only on total level).	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.1.9.</b>
2.1.10.	Please, provide all Infrastructural & Ground Handling revenue per quarter (2014 & 2015); (available only yearly);	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.1.10.</b>
2.1.11.	Does Sofia Airport have a license to buy fuel?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for

			participation in the procedure - <b>Annex VIII.2.2.1.11.</b>
	<b>2.2.</b>	Aeronautical revenue	
	<b>2.2.1</b>	Please provide the number of total usage of operational stands and long-term bays in hours per quarter (2014 & 2015)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.2.1.</b>
	<b>2.2.2</b>	Please provide a breakdown of the revenue from the parking charges of operational stands and revenue of the parkings charges of the long-term stands (2014 & 2015)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.2.2.</b>
	<b>2.2.3</b>	Please provide information about the number of hours of charging the aircraft for parking at operational stands and for parking at long-term stands, separately (2014&2015)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.2.3.</b>
	<b>2.2.4</b>	Please provide information about the number of aircraft charged for parking at operational stands and for parking at long-term stands, separately (2014&2015);	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.2.4.</b>
	<b>2.2.5</b>	Please provide the number of total usage of passengers bridges in hours per quarter (2014 & 2015)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.2.5.</b>
	<b>2.2.6</b>	Please provide information about the number of hours of charging the aircraft for using airbridge (2014 & 2015)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.2.6.</b>
	<b>2.2.7</b>	Please provide information about the number of aircraft charged for using airbridge (2014 & 2015)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.2.7.</b>
	<b>2.2.8</b>	Please provide the total amount of incentives of passenger charge per quarter (2014 & 2015)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.2.8.</b>

	<b>2.2.9</b>	Please provide the total amount of incentives of landing charge per quarter without domestic flights (2014 & 2015);	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.2.9.</b>
	<b>2.2.10</b>	Please provide the total amount of incentives of passenger bridge charge per quarter (2014 & 2015)	There are no incentives of passenger bridge charge.
	<b>2.2.11</b>	Please provide the total amount of incentives of parking charge per quarter (2014 & 2015)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.2.11.</b>
	<b>2.2.12</b>	How is the upfront concession payment included in the calculation of the aeronautical cost base?	The upfront concession payment is reflected in the calculation of the aeronautical cost base proportionally as 1/35 ratio, proportionate to the term of concession and in compliance with the requirement of item 6.18. of Decision № 419 of the Council of Ministers from 2016.
	<b>2.2.13</b>	Other Aeronautical Revenues: Is the future concessionaire allowed to collect check in counter revenues or are the check in counter revenues covered by the regulated passenger fee?	The check in counter revenues is included in the regulated passenger fee.
	<b>2.3.</b>	<b>Expenses</b>	
	<b>2.3.1</b>	Please break down the following cost items: subscription services, contracted services and other cost of purchased services reported in the annual financial statements for 2014 & 2015	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.3.1.</b>
	<b>2.4.</b>	<b>Cost base of Aeronautical charges</b>	
	<b>2.4.1</b>	Please provide more detailed information for cost items of aeronautical charges: cost of materials, cost of purchased services and other operating expenses, minimum like the cost breakdown presented in the annual financial statement for cost items on company level, per quarter (2014 & 2015); (available only on level cost of materials, cost of purchased services, other operating expense and on yearly base )	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.4.1.</b>
	<b>2.4.2</b>	Please separate in details the cost related to maintenance of Terminal 1 & Terminal 2 for 2014 & 2015 (cost of materials, cost of purchased services and other operating expenses)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.4.2.</b>

	<b>2.4.3</b>	Please provide quantitative indicators for water, electricity, heating consumptions for Terminal 1, Terminal 2 and on the company level for 2014 & 2015	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.2.2.4.3.</b>
<b>3.</b>		<b>Tax analysis</b>	
	<b>3.1.</b>	Please provide tax depreciation schedule and accounting depreciation schedule as of 31.12.2015	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.3.3.1.</b>
	<b>3.2.</b>	Please provide detailed information about amounts paid under the Law on local taxes and fees for 2015 by immovable property and transport vehicle- book value, assessed (tax) value, tax rate, amount of the tax or fee. The statement has to include the immovables which are directly used for the operation of public transport according to art. 24 (1) p. 13 and transport vehicle exempted from tax	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.3.3.2.</b>
	<b>3.3.</b>	Please provide actual report as of 31 Dec 2015 and detailed statement of accrued provisions by employees	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex VIII.3.3.3.</b>
<b>4.</b>		<b>Analysis of the Internal Accounting System</b>	
	<b>4.1.</b>	Please describe the system that Sofia airport uses for invoicing, accounting, reporting and budgeting processes. What is the level of automation of the processes? ?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex III</b>
	<b>4.2.</b>	How is the invoicing process organized? Is there a link between operation system and accounting system? How are the prices calculated - automatically or otherwise?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex B</b>
	<b>4.3.</b>	How is the material management organized? How are the material bookings organized? Are there automatically transactions or do the bookings have to be done manually?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex IO</b>
	<b>4.4.</b>	How is purchasing process organized? Are there any control procedures for expenses/amount approving?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for

			participation in the procedure - <b>Annex Я</b>
	<b>4.5.</b>	How are the bookings of salaries and social securities organized? Is there a link between the accounting system and the HR software?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex AA. Annex VIII.4.4.5.</b>
	<b>4.6.</b>	How is the inventory process of tangible and intangible assets - is there any procedure?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex AB</b>
	<b>4.7.</b>	What are the payment terms for suppliers?	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex AB</b>
	<b>VI</b>	<b>Legal</b>	
<b>5.</b>		<b>Insurance</b>	
	<b>5.1.</b>	Please provide us with copies of all existing insurance policies (contracts).	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure
	<b>5.2.</b>	Please provide us with copies of all existing cover notes for the reinsurance covers.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex IX.5.2.</b>
	<b>5.3.</b>	Please provide us (if any) with independent Insurance Reports on the Airport's insurance program, prepared by external consultants.	There are no independent Insurance Reports on the Airport's insurance program, prepared by external consultants.
	<b>5.4.</b>	Please provide us (if any) with a list of all submitted claims for your "Airport Owner & Operator Legal Liability" Insurance Policy for the last 5 years.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex IX.5.4.</b>
	<b>5.5.</b>	Please provide us (if any) with a list of all labour accident with employees for the last 5 years and any submitted claims.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex IX.5.5.</b>
	<b>5.6.</b>	Should the upfront concession fee be included in the calculation of the "All risks and Terrorism" insurance premium?	The insurance of the upfront concession fee is at the discretion of each participant depending on the

			followed management policy, as well as on the proposed economic model of the concession.
<b>6.</b>		<b>Litigation, claims and proceedings</b>	
	<b>6.1.</b>	Please provide information: 1/ Disputes, registered in Property Register as follows: c.c. No.9200/2015 of Sofia Civil Court; Claim from 8 persons against Sofia Airport EAD and Ministry of Regional Development and Public Works, registered in Property Registry on 21.04.2009; claim from 4 persons against Sofia Airport EAD and MRDPW, registered in Property Register on 17.04,2009; cadastral story and regulatory story of each of 38 properties included in the concession procedure; 3/ right of ownership of the persons appointed in the cadastre drafts of the properties, included in the concession procedure as follows: properties with ID 68134.709.65, 68134.8571.156, 68134.8571.157, 68134.608.2043, 68134.608.2046, 68134.608.2045.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure, as follows: - <b>Annex IX.6.2.(1)</b> – information on the disputes, listed in the Property register – 1 page - <b>Annex IX.6.2.(2)</b> –information on the cadastral history and the regulation history of all 38 real properties included in the concession - <b>Annex IX.6.2.(3)</b> – information on the proprietary rights of the individuals, specified in the cadastral schemes, included in the concession.
	<b>VII.</b>	<b>Environment/Ecology</b>	
<b>1.</b>		Please provide the Environmental assessment (if such is available)	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex XI.1</b> – Attached copies in electronic format (CD) of the Final Report of the Environmental impact assessment of the project “Reconstruction and Extension of Sofia Airport, Lot B1. New terminal building and the adjacent infrastructure” – 2001 and the Final Report of the Environmental impact assessment of the project “Reconstruction and Extension of Sofia Airport, Lot B1. New terminal building and the adjacent infrastructure” – 2000.
<b>2.</b>		Please provide the Decision 20-5/2001 for assessment of the impact over the environment, issued by the Ministry of environment and waters.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex XI.2</b>
<b>3.</b>		Please provide the Noise survey developed by the Institute of air transport t-feasibility studies for the deployment of	The information is available on the spot under the conditions and the order, specified in Division III, art.

		a monitoring system for noise and surveys and forecasts regarding the noise environment around Sofia Airport.	3.3 of the Documentation for participation in the procedure - <b>Annex XI.3</b> – project of a “System for monitoring of aviation noise and surveillance of the flight path” – 1 folder.
4		Please provide a Waste Management Program and permission documents – in force by 2012, Annual waste reports, elaborated under Art. 21, Par. 1 of “Regulation N 1 from 04.06.2014 on the order and the samples for the provision of information on waste activities and the order for keeping public records”, 2013, 2014 and 2015.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure, as follows: - <b>Annex XI.4.2.1.</b> – Program on the waste management activities for the period 01.01.2013 – 31.12.2018. - <b>Annex XI.4.2.1.</b> – Permissions for waste activities N 12-ДО-078-1/1999 - <b>Annex XI.4.2.2.</b> – Permissions for waste activities N 12-ДО-78-00/2002 - <b>Annex XI.4.2.3.</b> – Permissions for waste activities N 12-ДО-826-00/2007 - <b>Annex XI.4.3.1.</b> – Annual report on waste 2013 - <b>Annex XI.4.3.2.</b> – Annual report on waste 2014 - <b>Annex XI.4.3.3.</b> – Annual report on waste 2015
5		Please provide the Reports for 2013-2015 for self periodic measurements of the emissions from unmovable resources as per art. 39 from Ordinance 6/26.03.1999	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure, as follows: - <b>Annex XI.5.1.</b> – Protocol from own measurements – 2012 - <b>Annex XI.5.2.</b> – Protocol from own measurements – 2014
6		Please provide info on ISO 14001: up to date Compliance assessment with the legislation and Management review for 2013-2015.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure, as follows: - <b>Annex XI.6.1.</b> – Conformity Assessment to legal requirements and review by the management- 2013 - <b>Annex XI.6.2.</b> – Conformity Assessment to legal requirements and review by the management- 2014



			- <b>Annex XI.6.3.</b> – Conformity Assessment to legal requirements and review by the management- 2015
7		Please provide the Results from state inspections related to environment for the period 2010 up to the moment.	The information is available on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure - <b>Annex XI.7.</b> – Written statement on accomplished inspections by the responsible supervising authorities on the environment – 14 copies.
8		Please provide the Assessment of the safety storage of dangerous chemical substances and mixtures at Sofia Airport, elaborated under the “Regulation on the order and the way of storing of dangerous chemical substances and mixtures” /Promulgated in State Gazette № 43/07.06.2011.	The information is available on the spot under the conditions and the order, specified in Section III, item. 3.3 of the Documentation for participation in the procedure - <b>Annex XI.8.</b> - Assessment on the safety of the storage of dangerous chemical substances and mixtures at Sofia Airport, 2014
9		Please, provide self assessments of the possible cases of direct threat for environmental damages and cases of caused environmental damages under the Law on the responsibility for the prevention and elimination of environmental damages, promulgated in State Gazette N 43/29.04.2008.	The information is available on the spot under the conditions and the order, specified in Section III, item. 3.3 of the Documentation for participation in the procedure - <b>Annex XI.9.</b> – Emergency plan on the implementation of rescue and emergency restoration activities during technological accidents, disasters and terrorist attacks in the unit of fuels and lubricants, “transport, fuels and lubricants” Directorate, 2013.
10		Please provide a List with chemicals prepared as per Order RD 250 /08.04.2009 of the Ministry of environment and waters, under Table 2, applicable to chain consumers.	The information is available on the spot under the conditions and the order, specified in Section III, item 3.3. of the Documentation for participation in the procedure, as follows: Up-to-date list of the chemical substances and mixtures is elaborated and presented in: - <b>Annex XI.8.</b> - Assessment on the safety of the storage of dangerous chemical substances and mixtures at Sofia Airport, 2014 - <b>Annex XI.11</b> .-Notification N 100-7051/15.04.2016 on the classification of the warehouse for fuels and lubricants at “Sofia Airport” EAD.
11		Please, present the Classification of enterprise/facility with low risk potential	The information is available on the spot under the conditions and the

		under Art. 103 of the Law on Environmental Protection - 2016	order, specified in Section III, item 3.3. of the Documentation for participation in the procedure, - <b>Annex XI.11.</b> -Notification N 100-7051/15.04.2016 on the classification of the warehouse for fuels and lubricants at “Sofia Airport” EAD.
<b>12</b>		Please, present a report on the policy for prevention from large-scale accidents of enterprise/facility with a low risk potential – 2016, elaborated under Art. 11, Par. 1, Annex N 2 of the regulation on the prevention of large-scale accidents with dangerous substances and limitation of their consequences (promulgated in State Gazette N 5 from 19.01.2016, valid as of 19.01.2016.	The information is available on the spot under the conditions and the order, specified in Section III, item 3.3. of the Documentation for participation in the procedure, - <b>Annex XI.12.</b> - Report on the policy for prevention from large-scale accidents, fuels and lubricants unit, “Transport, fuels and lubricants” Directorate,
<b>13</b>		Please provide annual reports for 2013-2015 for the fluorinated greenhouse gases under Art. 38 of the “Regulation on the introduction of measures for the implementation of Regulation N 842/2006 on some fluorinated gases”.	“Sofia Airport” EAD has not submitted information on the elaboration of annual report on fluorinated greenhouse gases under Art. 38 of the “Regulation on the introduction of measures for the implementation of Regulation N 842/2006 on some fluorinated gases” – until now such information has not been required by the controlling authorities.
<b>14</b>		Please provide the Permissions for usage of underground water sources, Monitoring results and reports to the Black Sea Basin Directorate for 2013-2015.	The information is available on the spot under the conditions and the order, specified in Section III, item 3.3. of the Documentation for participation in the procedure, as follows: - <b>Annex XI.14.1.</b> – Decision N849/28.08.2012 on amendment and prolongation of the validity of Permission for water extraction N 101710/18.09.2006 - <b>Annex XI.14.1.1.</b> – Inspection protocols – 8 copies - <b>Annex XI.14.2.</b> – Decision N1434/08.10.2014 on amendment and prolongation of the validity of Permission for water extraction N 111590110/24.01.2008 - <b>Annex XI.14.2.1.</b> – Inspection protocols – 5 copies - <b>Annex XI.14.3.</b> –Reports related to the above-mentioned permissions N849/28.08.2012 and N1434/08.10.2014

15		Please provide the Permissions for discharging of waste waters, monitoring protocols, annual reports for 2013-2015.	<p>The information is available on the spot under the conditions and the order, specified in Section III, item 3.3. of the Documentation for participation in the procedure, as follows:</p> <ul style="list-style-type: none"> <li>- <b>Annex XI.15.1</b> – Decision N 1487/03.12.2014 on the amendment of Permission N 13130001/20.08.2007 for the use of a water object and discharge of waste water and ground water</li> <li>- <b>Annex XI.15.1.1.</b> – Inspection protocols – 9 copies</li> <li>- <b>Annex XI.15.2</b> – Decision N 1647/05.06.2015 on the prolongation of the validity of Permission N 13130003/20.08.2007 for the use of a water object and discharge of waste water and ground water</li> <li>- <b>Annex XI.15.2.1.</b> – Inspection protocols – 9 copies</li> <li>- <b>Annex XI.15.3</b> - Reports related to the above-mentioned Decisions N 1487/03.12.2014 and N 1647/05.06.2015</li> </ul>
16		Please provide the Information for the drainage of waste and rain waters from Terminal 1 and its surrounding territories - technical information, design capacity and current load.	<p>The information is available on the spot under the conditions and the order, specified in Section III, item 3.3. of the Documentation for participation in the procedure, as follows:</p> <ul style="list-style-type: none"> <li>- <b>Annex АГ.</b></li> <li>- <b>Annex XI.16</b></li> </ul>
17		Please provide the Information for the drainage systems of apron and runway - technical information, design capacity and current load.	<p>The information is available on the spot under the conditions and the order, specified in Section III, item 3.3. of the Documentation for participation in the procedure, as follows:</p> <ul style="list-style-type: none"> <li>- <b>Annex АД.</b></li> </ul>
18		Please provide the Information for systems of wastewaters recycling - technical information, design capacity and current load.	<ul style="list-style-type: none"> <li>- <b>Annex XI.18.</b> – Scheme of the location of the incinerators</li> <li>Parameters of the treatment plants, specified on the scheme:</li> <li>-Treatment plant N 1 – treating the drainage from the platforms around Terminal 1 (between platforms C and J)</li> <li>Location: along the servicing road</li> <li>Capacity: 550 l/sec.</li> <li>Maximum drainage: 2180 l/sec</li> </ul>

			<p>-Treatment plant N 2 – treating the drainage from the platforms around Terminal 2 (along platform K) Location: along the servicing road Capacity: 750 l/sec. Maximum drainage: 2730 l/sec</p> <p>-Treatment plant N 3 – treating the drainage from the open parking areas and the underground parking-garage and the roof of Terminal 2 Location: East of the parking-garage of Terminal 2, in the area of the former quarry “Old silos” Capacity: 100 l/sec. Maximum drainage: 847 l/sec</p>
19		Please provide information for available pollution or damage to the environment on the Concession Site or in connection with it, including but not limited to such that has been established by a deed issued by a competent government authority.	Up to date have not been registered pollution or damage of the environment in the area of Sofia Airport and have not been issued acts by a competent state authority.
	<b>VIII</b>	<b>Tender documents</b>	
1.	<b>Chapter XIII page 79-80</b>	Estimated Value of Concession and Method for its Calculation: Shown value of the concession: 2,675,876,000 BGN. Is the value the sum of the total revenues of the entire concession term or the present value of it?	The indicative value of the concession of Sofia Airport is calculated as a general turnover of the concessionaire (VAT excluded) for the whole period of the concession (35 years) for the exploitation of the concession object, calculated as a sum of the entire income for the exploitation of the services that are subject of this procedure and is not calculated as a present net value. A methodology for the calculation of the indicative value of the concession is presented in details in Section XIII of the Documentation for participation.
2.	<b>Chapter I, page 4</b>	"There is no possibility for expansion of Terminal 2." Please explain why there is no expansion of Terminal 2 possible.	There is possibility for the extension of Terminal 2. The Documentation for participation in the procedure (published in Bulgarian language and legally binding) does not contain any limitations in this regard.
3	<b>Chapter I.1.1-I.1.7, page 6-26</b>	Please provide a map demonstrating the areas (i) belonging or (ii) not belonging to the concession area.	The information is available on the spot under the conditions and the order, specified in Section III, item 3.3. of the Documentation for participation in the procedure - <b>Annex XIV.I.1.1.</b>
4	<b>Chapter I.1.1.34.2page 18</b>	Can the mentioned legal dispute have a negative effect on the concessionaire company?	The specified legal dispute will not have a negative effect on the concession (the concessionaire).

			<p>The properties included in the concession are described in item 1.1.1. – 1.1.37. of Section I of the Documentation for participation. The specified properties are with clear legal status and they are not connected with any legal disputes. Properties, described in item 1.1.38. of Section I of the Documentation (among which is the property mentioned in the question), may be additionally included in the concession object, thus they will not cause negative impact on the activity of the future concessionaire.</p> <p>УПИ XVII is not included in the concession area, only the premises, specified in item 1.1.34 of the Documentation for participation in the procedure. There is an introduced project on the separation of the property, after which to the premises will be added also the land property and will be included in the concession. The legal disputes between “Sofia Airport” and third parties will not exert negative effect on the potential concessionaire. List of all legal disputes to which “Sofia Airport” is a party, is available for review in MTITC.</p>
5.	<p><b>Chapter I.1.1.38 page 21</b></p>	<p>Can the mentioned legal dispute have a negative effect on the concessionaire company? Interdependencies between mentioned land plots? Are they located in designated expansion areas? Interdepending way rights and implication on access to certain airport areas. Please provide a map demonstrating the areas (i) belonging or (ii) not belonging to the concession area.</p>	<p>The properties included in the concession are described in item 1.1.1. – 1.1.37. of Section I of the Documentation for participation. The specified properties are with clear legal status and they are not connected with any legal disputes. Properties, described in item 1.1.38. of Section I of the Documentation (among which is the property mentioned in the question), may be additionally included in the concession object, thus they will not cause negative impact on the activity of the future concessionaire.</p> <p>УПИ XVII is not included in the concession area, only the premises, specified in item 1.1.34 of the documentation for participation in the procedure. There is an introduced project on the separation of the property, after which to the premises</p>

			<p>will be added also the land property and will be included in the concession. The legal disputes between “Sofia Airport” and third parties will not exert negative effect on the potential concessionaire. List of all legal disputes to which “Sofia Airport” is a party, is available for review in MTITC.</p> <p><b>For reference: Annex under item 3</b></p>
6.	<b>Chapter I.1.3 page 22</b>	<p>Are there any negative effects arising from the mentioned non-included properties. Please provide a map demonstrating the areas (i) belonging or (ii) not belonging to the concession area.</p>	<p>The properties <b>included in the concession</b> are described in item 1.1.1. – 1.1.37. of Section I of the Documentation for participation. The specified properties are with clear legal status and they are not connected with any legal disputes. Properties, described in item 1.1.38. of Section I of the Documentation can be included additionally, thus they will not cause negative impact on the activity of the potential concessionaire. The specified provision aims after the legal dispute concerning the properties under item 1.1.38. to enable their inclusion to the concession object, which will not be possible, if they are not included under condition into the decision for the opening of the procedure, as well as into the documentation for participation in the procedure.</p> <p>УПИ XVII is not included in the concession area, only the premises, specified in item 1.1.34 of the documentation for participation in the procedure. There is an introduced project on the separation of the property, after which to the premises will be added also the land property and will be included in the concession. The legal disputes between “Sofia Airport” and third parties will not exert negative effect on the potential concessionaire. List of all legal disputes to which “Sofia Airport” is a party, is available at the spot under the conditions and the order, specified in item 3.3. of the Documentation for participation.</p>
7.	<b>Chapter I.1.5 page 25</b>	<p>Please provide background information (contracts, cost, maintenance) regarding independent external power suppliers.</p>	<p>The information is available on the spot under the conditions and the order, specified in Section III, item</p>

			3.3. of the Documentation for participation in the procedure - <b>Annex AE</b>
<b>Chapter I.1.6 page 27</b>	Please provide further information on contracts for water supply /sewage, envisaged responsibilities for future water supply/ sewage setup, related cost projections, etc. What is the responsibility and the cost to be borne of the Concessionaire, what is the responsibility /cost to be borne by the Grantor?		The water supply and the sewing system of “Sofia Airport” are operated under the general provisions of “Sofiyska voda” AD and Regulation N 4 on the conditions and the order for the joining of consumers and for the use of water supply and sewing systems. For both terminals has been constructed water measuring knots. All expenditure related to the concession object, incurred after the signing of the concession contract, is at the expense of the concessionaire.
<b>Chapter I.1.6., page 27</b>	Who is responsible for disposal of the various categories of waste, sewage, hazardous materials?		The information is available on the spot under the conditions and the order, specified in Section III, item 3.3. of the Documentation for participation in the procedure - <b>Annex AЖ</b>
<b>Chapter I.1.10.1, page 32</b>	EIB loan: Is the repayment of the EIB loan a condition precedent in concession agreement?		Although not explicitly specified, among the conditions for the entry into force of the concession contract, the payment of the loan agreement of “Sofia Airport” EAD to the EIB is a condition, which should be fulfilled before the entry into force of the concession contracts. The Ministry of Transport, Information Technology and Communications has notified the EIB for the voluntary early payment of the loan under the conditions and the order, specified in the financial agreement (letter N 05-00-93/06.07.2016), copy of which is available on the spot under the conditions and the order, specified in Section III, item 3.3. of the Documentation for participation in the procedure.
<b>Chapter I.1.10.2, page 33</b>	Other than indicated, the used sums under the loan agreement have not been fully repaid by the instalments indicated. Repaid instalments do not sum up to amount originally utilized. Can you review and - if necessary - update the figures?		The loan from the Kuwait Fund for Arab Economic Development is completely paid. Thorough information on that is included in the Documentation for participation in the procedure.
<b>Chapter I.1.11, page 33-34</b>	This paragraph describes the legal dispute with MAK/ADMAK construction consortium for new runway. Acc. to the		As specified in item 1.11. of Section I of the Documentation for participation, a party in the

		last paragraph the concessionaire shall not be obliged to take part in the legal proceeding or to pay any sum in case the award is finally admitted. Will there be negative implications in case Sofia Airport EAD is not able to settle the case? What would be the rights of MAK/ADMAK in this case?	proceedings to arbitration N 15178/EC/GZ of the International Trade Arbitration Court to the International Commercial Chamber, Paris, France, initiated by MAK/ADMAK (Mohamed Abdulmohsin Al-Kharafi and Sons for general Trading, general Contracting and Industrial Structures W.L.L and Admak General Contracting Company W.L.L., JV), is "Sofia Airport" EAD. If the ruling is not in favour of the state enterprise, this circumstance will not cause negative effect on the potential concessionaire.
	<b>Chapter II.2.3 Page 39</b>	What is the definition of "net revenues" for calculation of the concession fee?	"Net revenues" are the gross flows of economic benefits, incurred/realized during the management and the exploitation of the concession object after the deduction of the relevant taxes, duties, fees, etc., including VAT.
	<b>Chapter II.2.4.2 page 41</b>	Certificate for exploitation Ad 3: Where can this certificate be obtained from?	The information is available on the spot under the conditions and the order, specified in Section III, item 3.3. of the Documentation for participation in the procedure - <b>Annex XIV</b> , Chapter II.2.4.2., page 41 Under Art. 44 of the Civil aviation Act DG "Civil Aviation Administration" authorizes the operational worthiness of the civil airports, the airport landings and the navigation facilities, as well the systems and the facilities for the servicing of passengers, servicing of airplanes, loading and unloading of luggage and cargo.
	<b>Chapter II.2.4.2 page 43</b>	Ad 17: What are the termination rights of the concessionaire in case of change of the legal framework? Does the concessionaire have to sign supplementary agreement or may he sign? What happens if the concessionaire would reject to sign the supplementary agreement?	The rights of the concessionaire are regulated under the legislation in force at the moment of the occurrence of the relevant suspension ground.
	<b>Chapter II.2.4.2 page 44</b>	Are there alternative options to handle traffic during construction of new terminal 1, e.g. use old terminal 1 until inauguration of new terminal 1. Does the old terminal 1 have to be demolished and who will bear cost for demolition T1? Or	One of the obligations of the concessionaire, specified in item 2.4.2. of the Documentation for participation is for the period for the construction of a new Terminal 1 at Sofia Airport, until it is put into



		can T1 be used for other purpose such as office, etc.?	operation to provided airlines, landing and departing from Terminal 1 with equal opportunities for the implementation of their activities at terminal 2. The vision for the construction of new Terminal 1 depends on the vision of the concessionaire, which are to be included into the Master plan for the development of the airport. All expenditure related to the implementation of the investment intentions of the concessionaire, including the dilapidation of the terminal, if necessary, will be at its expense.
	<b>Chapter II.2.4.3.3 page 44</b>	Which is the impact of the joint liability imposed on Grantor and Concessionaire for obligations towards the employees that have occurred before the date of entering into force of the concession contract?	This is a legal responsibility under Art. 123a of the Labour Code, which in this specific case, will be between “Sofia Airport” EAD and the potential concessionaire.
	<b>Chapter II.2.4.4 page 44/45</b>	For some contract categories an ahead-of-term termination of contracts of Sofia Airport EAD, where the new concessionaire had to step in, seems to be restricted: For rent contracts, ahead-of-term termination seems to be uncritical. For contracts signed under the rules of the Public Procurement Act in parts ahead-of-term termination, seem to be restricted. For service and delivery contracts ahead-of term termination may be restricted. For insurance contracts there seems to be no possibility for ahead-of-term termination. For ground-handling contracts, it is not clear whether the new concessionaire needs to step in. What are the precise stipulations included in the diverse contracts and what is the impact on the concessionaire?	The specified category of contracts is available for review in the Ministry and they contain specific conditions for their termination. The insurance policies should not be terminated early because one of the conditions for the entry into force of the concession agreement is their assuming by the concessionaire. Regarding the ground-handling contracts, the concessionaire may assume the rights and obligation of “Sofia Airport” EAD or conclude new ground-handling contracts so as to ensure the implementation of the activities on ground-handling of the airport (after the receipt of the relevant license) under Section II, item 2.4.4.5. of the Documentation for participation in the procedure.
	<b>Chapter II.2.4.5.3 page 46</b>	The new concessionaire company shall acquire movable assets from Sofia Airport EAD at market value. Does a price have to be paid for assets taken over by the new concessionaire on top of the upfront concession fee? What is the intended methodology for valuation of the assets? Will the purchase price be a part of the bid? Could you please complement the asset list with age of movable assets, condition, useful life, remaining useful life and price on a per asset basis?	Under Art. 4.7.1. of the draft concession agreement all assets – possessed by “Sofia Airport” EAD, specified in Annex N 17 to the concession agreement (respectively Annex N 4 to the Documentation for participation in the procedure), related to the concession object are placed at the disposal of the concessionaire and it can, at its discretion, buy or lease them. The lease and the purchase market prices

			<p>are valid for the term, specified by an independent assessor, selected by “Sofia Airport” EAD, but not more than 12 months. Not later than one month before the date of the entry into force of the concession agreement, “Sofia Airport” EAD submits to the concessionaire actual assessments of the assets that the concessionaire has specified for purchase or lease.</p> <p>The implementation of the single concession payment is independent and is not bounded to the value of the assets, specified by the concessionaire for purchase or lease. Under Art. 1.1. of the draft concession agreement “Investment” is any payment, made by the concessionaire for the accomplishment of the relevant approved annual investment program, leading to the inclusion of a long-term tangible (property, machinery and equipment) and long-term intangible assets into the balance of the concessionaire under the accounting legislation. In this relation any purchased asset characterized as investment, can be included into the proposal of the participant for an investment program.</p> <p>The list of the assets with the age of the movable assets, status (operational worthiness), useful life, remaining useful life is available on the spot under the conditions and the order, specified in Section III, item 3.3. of the Documentation for participation in the procedure - <b>Annex A3.</b></p>
	<p><b>Chapter II.2.4.6.1, II.2.4.6.2 page 46</b></p>	<p>Do bidders have to incorporate a project company before bid submission or can the bid be submitted by the participant to the tender itself?</p>	<p>Upon the submission of the offer is not necessary to be founded the “Project association”, such should be founded upon the signing of a concession agreement, when the participant, selected for concessionaire:</p> <ul style="list-style-type: none"> <li>-is not a capital company or</li> <li>-is a capital company, but has not specified its intention to establish a project association in its offer.</li> </ul>

	<p><b>Chapter VII.7.1.3.3, page 56</b></p>	<p>Usually an approval of the respective corporate body of the participant for financing is received upon entered into force detailed legally binding loan agreement, and not as early as at the stage of the offer of the financing bank. The reason about is that the offer is only a general document, which does not include all detailed terms and conditions of financing that are clarified at negotiating the detailed loan agreement and any agreements going along with it /e.g. collateral arrangements/. Within this meaning, the decision of the competent corporate body for the approval of the financing will always be preliminary and subject of the terms of subsequent approval of the specific loan agreements and collaterals. Please provide your clarifications thereof.</p>	<p>It is necessary to present a special document, including an implicit decision of the Managing Board (or the relevant body taking such a decision) on the approval of the financing of the single concession payment together with an excerpt from a document of the company proving the competent body for such decision and if necessary - decision of the shareholders on the approval of the financing.</p> <p>This document aims to guarantee the financing of the single concession payment by absolutely proving the readiness of the participant to make the payment.</p>
	<p><b>Chapter XI.11.3.2.(9), page 72</b></p>	<p>Please explain the methodology envisioned by this paragraph? Please give closer information on the details to be provided for ground handling revenues and costs.</p>	<p>During the elaboration of their Commercial program the participants should submit pro forma reports for the income and the expenditure revealing separately the account for trade activities and the activities of the airport administration. When submitting the indicative value of the services, observing the IATA principles, the income should be formed on the “expenditure plus” principle, namely cost price, profit and other expenditure.</p>
	<p><b>Chapter XIII.3, page 83</b></p>	<p>The calculation of the estimated value of the concession as per the tender documentation takes into consideration only revenues but no cost. What is the reason for choosing a valuation methodology based only upon revenues? Do the presented values reflect the sum over the whole concession period or the net present value of the revenues out of the concession?</p>	<p>The choice of the methodology for the calculation of the indicative value of the concession is related to the requirements of Art. 8, paragraph 3 of Directive 2014/23/EU of the European Parliament and of the Council of 26 February 2014 on the award of concession contracts. The same does not envisage opportunities for the inclusion of expenditure for the period of the concession, only for the income of the concession.</p>
		<p>Please provide annex 1-4 which are missing in the tender documentation, in its English version.</p>	<p>The documentation has been translated only for the convenience of the participants. Annexes 1, 3 and 4 are documents to the Documentation and are not available in English language. Annex N 2 – notification for the opened procedure, is available in English language on the website of</p>

			<p>MTITC in section “Concession of Sofia Airport”  <a href="https://www.mtitc.government.bg/page.php?category=755">https://www.mtitc.government.bg/page.php?category=755</a>.</p>
		<p>Annex 7, page 88. Declaration for participation in the tender procedure. When do participants have to file this application? At the date of bid-submission (at the latest) or earlier?</p>	<p>The Declaration for participation is part of the offer and the submission deadline is 20.10.2016. Under Section XII, item 12.1.1. of the Documentation for participation in the procedure, the offer is submitted in a sealed opaque envelope or box with a label “Offer”. On the envelope/box should be indicated the procedure for which is submitted the offer, the name of the participant, address for correspondence, phone number, fax number and an electronic address. In the envelope/box should be placed three separate opaque envelopes/boxes with indication of the name of the participant on each and a label correspondingly:  - “Declaration for participation”;  - “Proposal”;  - “Binding proposal”</p>
		<p>Annex 7, page 90/91, Subcontractors to be announced with application. The subcontractors for fulfilment of the concession contract, the types of works performed by them, their share of the concession value (Table No 2, Table No 2a) as well as resources of third parties (Table No 7) will have to be announced and described in the application for participation in the procedure. What is meant by "their share of the concession value"? The participants may not know the precise subcontractors at the moment when submitting the bid or the application as the case may be. In this case, how shall participation proceed?</p>	<p>It is important for the participant upon the submission of the information on the subcontractors to indicate the types of the activities that they should fulfil for the implementation of the concession contract. The share in the value of the concession of subcontractors is the part of the income of the concessionaire, which should be distributed to them. The percentage share for the participation of each subcontractor is an indicative value, as well as the value of the very concession.</p>
		<p>In what period will be considered the offers submitted until 20th October?</p>	<p>Under Art. 58 of the Concessions Act, the body which organizes the conduct of the concession granting procedure, presents to the grantor report and a draft decision for the selection of a concessionaire within a period determined by the order for appointment of the commission, which may not be longer than three months. In this regard in the Order for</p>

			appointing a commission for conducting the procedure has been determined a three months period for preparing a draft decision for the selection of a concessionaire.
		Are subsequent rounds of discussion and or clarification on the details of submitted tenders envisaged and what is the deadline for the selection of the offer?	In the Regulation on the Implementation of the Concessions Act, Chapter III, Section IV, "Conducting the Open Procedure" are indicated the activities related to the conduction of the opened procedure for granting a concession.
		Are the participants allowed to select and propose the location of the new terminal 1 or the new terminal has to be built on the site of the current existing Terminal 1?	Participants can propose the location of the new terminal 1 and the other buildings and facilities, subject of the investment program according to their common vision for development of the airport for the duration of the concession. Under point 2.4.2 (5) of the Documentation for participation, the participant selected for a concessionaire will have the obligation to ensure the development and/or updating of the Master plan for the development of the airport and on its grounds to – detailed master plan. The location of the new Terminal 1 will be defined in the Master Plan and will have to meet the requirement for continuous provision of categories and standards for airport operations for the entire duration of the concession. The Master plan and all projects for the construction, extension or reconstruction of the airport are subject of coordination with the Ministry of Transport, Information Technology and Communications under Art.46 and Art. 48 of the Civil Aviation Act.
		Shall the selected participant construct an entirely new Terminal 1 or it is allowed to re-construct and renovate the building of the existing Terminal 1?	Under item 1.1.2 by Decision № 419 of the Council of Ministers of 20 May 2016 to open a procedure for granting a concession for a service for the object "Civil airport for public use Sofia" - public state property as an additional subject of the concession is defined "including the construction of new Terminal 1 at Sofia Airport". According to Section IX. "Guidance on making proposals that meet the criteria for a comprehensive

			assessment of the offer”, item 11.1.4) .a) of the Documentation for participation in the procedure, the Investment Program of the participants should include also investments related to the construction of a new passenger Terminal 1 with seven aprons for contact platforms and five entrances-exits for passengers served at non-contact platforms with a capacity of service - three million passengers a year.
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