



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 questions received from interested party concerning the procedure for granting a concession for service for the object “civil airport for public use Sofia” – public state property, we inform you as follows:

I	QUESTION	ANSWER
1	Please provide the “Environmental Assessment Report”.	<p>In relation to reconstruction and expansion of the airport have been prepared two final evaluation report on the environmental impact of:</p> <ul style="list-style-type: none">• Project "Reconstruction, Development and Extension of Sofia Airport". Lot B2 - New Runway System, taxiways and related work "- in December 2000;• Volume I: Introduction, Annotation of the project, the ambient air;• Volume II: Surface and ground water, waste, hazardous substances;• Volume III: Harmful physical factors;• Volume IV: Lands and soils, Bowels of the Earth, Flora and Fauna, Health risk, List methodologies, Possible ways to achieve project objectives, measures to reduce the negative impact, assessment of planned actions in emergency situations, Monitoring Plan, conclusion;• Volume V: Addendum. <p>The EIA report Lot B1 has a capacity of about 300 pages, divided into three volumes, containing:</p> <ul style="list-style-type: none">• Volume I: Introduction,, Overview Annotation of the project, the ambient air;• Volume II: Surface and ground water, waste, hazardous substances, harmful physical factors;• Volume III: Land and Soil, Bowels of the Earth, Flora and fauna, landscape, cultural heritage, health risk, Methodologies, Possible ways to achieve project

		<p>objectives, measures to reduce the negative impact, assessment of planned actions in emergency situations, Plan self-monitoring, Conclusion.</p> <p>Considering the high volume and specificity of this information, access to the same will be provided in the administrative building of "Sofia Airport" EAD. The review will be done after previously submitted a request under the procedure specified in Section III, item 3.24. of Documentation for participation in the procedure and the review of documents can be combined with carrying out inspection of the site.</p> <p>Annex № I.1.1. from folder № 10 Non-Technical Summary of the EIA report of Lot B2.</p> <p>Annex № I.1.2. from folder № 10 Non-Technical Summary of the EIA report of Lot B1.</p> <p>Parts of two reports both non-technical summaries in electronic format (CD) are given as Annex № I.1.3. from folder № 10 -1 pcs. CD.</p> <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.</p>
2	Please provide as-built drawings and technical data for the current Airport fencing.	<p>Considering the high volume and specificity of this information, access to the same will be provided in the administrative building of "Sofia Airport" EAD. The review will be done after previously submitted a request under the procedure specified in Section III, item 3.24. of Documentation for participation in the procedure and the review of documents can be combined with carrying out inspection of the site.</p>
3	Please clarify the type of practical training facilities that is called for in the RfP in connection with ARFF (Aircraft Rescue and Fire Fighting)	<p>According to Documentation for participation item 11.1 (k) investment program should include k) build the ground for practical training of rescue and fire teams. Based on its experience and following international best practices, the participant should draw up a proposal to build a training ground of the airport. The proposal, as part of the investment program should be justified and meet all the requirements of item 11.1. of the Documentation for participation.</p> <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.</p> <p>Annex № I.3. from folder № 10.1.</p>
4	Please provide information – in both graphic and digital form – about the exact location and plot coordinates of the land areas (according to the	<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.</p>

	defining coordinate points of such areas) that are stated in the RfP to be outside the scope of the concession but which fall within the borders of Sofia Airport /similar to the way this is done in Enclosure 3.4 to the Tender Documentation in respect of the areas from regulated land plot X (cadastral number 68134.709.469) excluded from the concession area/. Please specify the coordinate system.	Annex № I.4. from folder № 10.1.
5	Please provide information – in both graphic and digital form – about the exact location and plot coordinates of the disputed land plots (according to the defining coordinate points of such plots), including in respect of the real parts of regulated land plot XVII in quarter 2 as per the zoning plan of Sofia, Sofia Airport Area, which are disputed under civil case 2145/2014 and civil case 3928/2014 as per the inventory of Sofia City Court /similar to the way this is done in Enclosure 3.4 to the Tender Documentation in respect of the areas from regulated land plot X (cadastral number 68134.709.469) excluded from the concession area/. Please specify the coordinate system..	The disputed property, including the disputed part of the plot XVII, are not part of the concession object. Sketches for all properties in the concession object are provided with all the features of the property - size, borders, etc. in Annex № 3.1. and № 3.2. PUP for separating plot XVII is applied, which are marks areas of item 1.1.38.4. in connection with item 1.1.34 of the Documentation. The project is not on behalf of "Sofia Airport" EAD and is developed by an external company and therefore we do not have a numerical model. 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. Annex № I.5. from folder № 10.1.
6	Please provide as-built drawings of the existing terminal and a record of all maintenance data of the existing assets.	Built drawings, construction documents and data for maintenance of existing assets are stored in "Sofia Airport" EAD. Considering the high volume and specificity of this information, access to the same will be provided in the administrative building of "Sofia Airport" EAD. The review will be done after previously submitted request under the procedure specified in Section III, item 3.24. of the Documentation for participation in the procedure and the review of documents can be combined with carrying out inspection of the site.
7	Kindly provide information about AGL, such as the current status of AGL control system, year of establishment, manufacturer etc. Please also provide as-built documentation if available.	Terminal 1. Heating building system - consisting of boiler room, building tubular piping, substations and radiator heaters - put into operation in 2000 Ventilation and air conditioning servicing passenger lounges in the terminal building consisting of AHU - put into operation in 2000 Water mains built in 2000 in Terminal Arrival and in 2010 was replaced the main network of Terminal Departure.

		<p>Sewerage network partially replaced when a repair in 2000 has been done in the bathrooms. The main horizontal land drainage is built with the construction of Terminal 1.</p> <p>Terminal 2: Heating building system - consisting of boiler room, building tubular piping, substations, radiator heaters and hot air curtains - put into operation in 2006. Ventilation and air conditioning servicing the terminal building consisting of AHU a refrigerant ice water, backed by chillers located in Cold Centre at Terminal 2 - put into operation in 2006.</p> <p>Water networks are put into operation in 2006 after the introduction into service of Terminal 2. The water supply network is made of copper pipes and the sewage from iron. Lighting landing system (STS) in very good condition. Runway, IP, Platforms have equipment that is operated by 2006, producer SAFEGATE. Remote control of STS of MCC BULATSA. Ramp lighting with automatic system to manage it (radio) of OC Message. The documentation can be reviewed on site on Sofia airport.</p>
8	Is there a Structured Cabling system in the existing Passenger Terminal?	Yes, there is Structured Cabling system in the existing Passenger Terminal.
9	Kindly provide ILS ¹ and control tower systems (GP, LOC, radio equipment etc.).	Available information is provided in Annex № 3.9. of Documentation for participation. The technical information for aeronautical vehicles was published on the website of the State Enterprise "Air Traffic" - www.atsa.bg , Rubric "E-Services" - Collection "Aeronautical information and publication."
10	Kindly provide Autocad drawings of jet fuel farm, pump station and piping.	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. Annex № I.10. from folder № 10.1.
11	Please provide written certificate/verification from the National Institute on Immovable Cultural Heritage for objects of immovable cultural heritage included in the object of the concession.	We do not have a general certificate of property within the concession area, because certificate issued as evidence that a property is not a cultural monument is required in available investment initiative for a particular site. We have no evidence of such sites within the airport. Before the extension of the 2002 survey is conducted by the National Institute of Cultural Monuments, the conclusion of which is attached. The information is available on the spot under the conditions and the order, specified in Division III, art.

¹ Instrument landing System.

		3.3 of the Documentation for participation in the procedure. Annex № I.11. from folder № 10.1.
12	Considering there is a military unit deployed at the airport, please explain are permits to access confidential information necessary for the airport staff in order to conduct their employment obligations? In case there are, please provide a list of positions requiring permits to access confidential information.	Under the Law on Classified Information Protection Act (CIPA) "Sofia Airport" EAD is an independent organizational unit and as such, pursuant to Art. 37 CIPA head of the organizational unit (CEO) has approved by Order № 483 /25.09.2015, the "List of posts and occupying them persons in "Sofia Airport" EAD, who have to deal with classified information (according to Art. CIPA), which require access to information classified as "state secret". If within the airport are positioned other organizational units within the meaning of CIPA, they are the responsibility of the SCIS and SANS. 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. Annex № I.12. from folder № 10.1.
13	Please provide a list of fire engines, their maintenance services and consumables, premises, technical means and protection gear provided to the airport fire brigade under Agreement Я3347 together with a confirmation by the fire brigade that the assets provided are enough for the fire brigade to fulfill their obligations under agreement Я 3347.	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. Annex № I.13. from folder № 10.1.
II	IT	
1	Please provide detailed explanation of AOS (Airport Operational Systems) solutions (FIDS ² , CUTE ³ , BRS ⁴ , DGS ⁵ , BHS ⁶ , AODB ⁷ , IB ⁸ , etc.). Outsourced service model and contract 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. Annex № II.1. from folder № 10.1.
2	Please provide the drawings for FIDS monitor allocation within the terminals.	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. Annex № II.2a from folder № 10; Annex № II.2b from folder № 10; Annex № II.2c from folder № 10.1.

² Flight Information Display Systems.

³ Common Use Terminal Equipment.

⁴ Baggage Reconciliation Systems.

⁵ Docking Guidance Systems.

⁶ Baggage Handling Systems.

⁷ Airport Operations Data Base.

⁸ Information Broker.

3	Any IT contribution for Passport and security services? If yes, current HW and SW asset list.	Passport control is done by RD Border Police Airports MIA.
4	Please provide information on the following:	
4.1	Network riser diagram and location plans including network actives, DECT ⁹ and WiFi antenna allocations. Device list with models and quantities.	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. Annex № II.4.1a from folder № 10; Annex II.4.1b.T2_L1 from folder № 10; Annex II.4.1c.T2_L0 from folder № 10; Annex II.4.1d from folder № 10.1.
4.2.	Office and Backoffice system (file, email, domain, print servers etc.) environment.	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. Annex № II.4.2. from folder № 10.1.
4.3.	Brief explanation of ERP ¹⁰ systems in use for both financial (procurement) and HR. Their operating platform, cluster environment etc. Is it true that those systems are not integrated to each other? Do you have any requirement for an integrated solution?	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. Annex № II.4.3. from folder № 10.1.
4.4	Inventory of the IT hardware and the software including the current support agreements and license details.	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. Annex № II.4.4. from folder № 10.1.
4.5	Details of Telecommunication systems in Sofia Airport.	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. Annex № II.4.5. from folder № 10.1.
4.6	Agreement/contract detail of the Data service provider for Sofia Airport.	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. Annex № II.4.6. from folder № 10.1.
4.7	Data Centre structure. Backup policy and IT security policy.	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. Annex № II.4.7. from folder № 10.1.
4.8	Any expectations for web and mobile services?	An expansion of Wi-Fi coverage of Terminal 2, Terminal 1 and the platform is to be done form a Chinese company and using of system for regulating

⁹ Digital Enhanced Cordless Telecommunications.

¹⁰ Enterprise resource planning.

		Internet used by the passengers.
4.9	Sofia Airport IT support organization structure and operation model.	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. Annex № II.4.9. from folder № 10.1.
5	Please provide list of the agreements/contracts for the IT services, including agreements/contracts concerning the level of the IT service.	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. Annex № II.5. from folder № 10.1.
III	ARCHITECTURE STRUCTURE -	
1	Please provide Architectural and Structural as-built drawings.	Considering the high volume and specificity of this information, access to the same will be provided in the administrative building of "Sofia Airport" EAD. The review will be done after previously submitted request under the procedure specified in Section III, item 3.24. of the Documentation for participation in the procedure and the review of documents can be combined with carrying out inspection of the site.
2	Please provide the Land Survey/Topographical Report.	Considering the high volume and specificity of this information, access to the same will be provided in the administrative building of "Sofia Airport" EAD. The review will be done after previously submitted request under the procedure specified in Section III, item 3.24. of the Documentation for participation in the procedure and the review of documents can be combined with carrying out inspection of the site.
3	Please provide Geotechnical Report.	Considering the high volume and specificity of this information, access to the same will be provided in the administrative building of "Sofia Airport" EAD. The review will be done after previously submitted request under the procedure specified in Section III, item 3.24. of the Documentation for participation in the procedure and the review of documents can be combined with carrying out inspection of the site.
4	Please provide the details, scope and schedule of ongoing reconstruction and/or maintenance activities within the Airport. The Bidder would appreciate if these activities can be highlighted on an airport layout drawing.	For Division B and R: 1. Extension of T2 - prepared project documentation and transmitted to Ministry of Regional Development and Public Works for issuing a permission for construction; 2. Running is an OP with subject: Execution of construction and repair works to eliminate slippery surfaces and disabilities in the surface layer for part of level -1 of parking garage of T2 of Sofia airport; 3. Execution of investment project for site: "Support and service spaces in the basement of T2, including common archive of Sofia airport" Stage I and Stage II - prepared project documentation and issued permission for construction from Ministry of

		<p>Regional Development and Public Works. Running procedure for construction of Stage I.</p> <p>4. Execution of site: "Bistro over the parking garage of T2" - prepared project documentation, pending the issuing of a permission for construction from Ministry of Regional Development and Public Works;</p> <p>5. Execution of the investment project "Differentiation of a terrace on the roof in Block V, +5.25 level in Terminal 2" - prepared project documentation, pending the issuing of a permission for construction from Ministry of Regional Development and Public Works.</p> <p>The sites are located in the building of Terminal 2.</p>
5	Please provide if an obstruction study is available, especially indicating the heights of the facilities within the Airport boundary.	The heights of buildings and facilities (ramp lighting, noise protection screen etc.) in the aerodrome field comply with Regulation 14 for airports and airport providing flights. Cards LBSF AD2-43 I and LBSF AD2-43 published in AIP (the same is available on the website BULATSA) shows the obstacles on both approaches to landing.
IV	MEP-INFRASTRUCTURE	
1	Please provide past test reports for the airside pavements and the details showing sections/layers.	<p>Not available reports / test reports / testing of airside pavements, including the runway and landing platforms and taxiways.</p> <p>Applied are details of the pavements construction.</p> <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.</p> <p>Annex № IV.1. from folder № 10.1.</p>
2	Please provide utility connection points within the airport.	<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.</p> <p>Water supply – Annex № IV.2. Water and sanitation.T2 from folder № 10; Annex № IV.2. Water and sanitation.T1 from folder № 10; Gas supply - Annex № IV.2. GAS from folder № 10.1.; Heating system – there is no connection with public service provider. Annex № IV.2. Heating system from folder № 10.1.</p>
3	Please provide conditions and construction year of JET A1 ¹¹ hydrant piping, pits, etc. (Operation conditions).	<p>Considering the high volume and specificity of this information, access to the same will be provided in the administrative building of "Sofia Airport" EAD. The review will be done after previously submitted request under the procedure specified in Section III, item 3.24. of the Documentation for participation in the procedure and the review of documents can be combined with carrying out inspection of the site.</p>

¹¹ Fuel for Jet aircraft engines with turbines.

		<p>Except the above-mentioned information, is available another information on the spot under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure.</p> <p>Annex № IV.3. from folder № 10.1.</p>
4	<p>Please provide as-built drawings and technical data for the existing infrastructure and buildings (power, water supply, sewage, storm water, fuel, communications, airfield ground lighting, Sewage treatment plant, storm ponds capacities).</p>	<p>As-built drawings for part "Electro" for Terminal 1 and Terminal 2 can be reviewed on site on Sofia airport. Considering the high volume and specificity of this information, access to the same will be provided in the administrative building of "Sofia Airport" EAD. The review will be done after previously submitted request under the procedure specified in Section III, item 3.24. of the Documentation for participation in the procedure and the review of documents can be combined with carrying out inspection of the site.</p> <p>Installed transformer capacity of MDS/6 and 10 kV for the whole territory of Terminal 1 - 14,6 MVA. Installed transformer capacity of the MDS-SS 1/20 kV for Terminal 2 - 8,1 MVA. Supplied power from CEZ Electro Bulgaria for: MDS - 3,5 MW of input and MDS-SS 1 - 3,75 MW of input from the substation "Iskar-Industry". Acting new ramp lighting with automatic control (radio control) from OC on Sofia airport. Acting Lighting System (STS) covering Runway, IP, Aprons with equipment, which is operated by 2006 STS is remotely controlled by MCC of BULATSA.</p>
5	<p>Please provide the reserve capacity of these utilities for future expansions, if not, the nearest connection points for future usages.</p>	<p>Available spare capacity after proper reconstruction of the existing substations.</p>
6	<p>Please provide the max peak usage capacities of water, gas, electricity for summer and winter conditions at last year.</p>	<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.</p> <p>Annex № II.6. from folder № 10.1.</p>
7	<p>Please provide all MEP equipment built dates for T1 and T2 terminals, lists, depreciation time, life cycles.</p>	<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.</p> <p>Annex № IV.7. from folder № 10.1.</p>
8	<p>Please provide the information about other land and airside buildings, including MEP equipment lists.</p>	<ol style="list-style-type: none"> 1. Star CEC - water networks, SCS, El. Networks and facilities; 2. TP Locator - water and sewerage networks, Electric Networks and facilities; 3. TP 2, TP3, TP4, TP7, CTP (2 pcs.) - a local tank with water SCS, El. Networks and facilities 4. TP3, TP4, TP7, CTP (2 pcs.) -SKS, El. Networks and facilities; 5. Fire and Rescue Station "Start" - SCS water networks, El. Networks and facilities.

9	Please also provide additional information on the following:	
9.1	Water – On site storage facilities	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. Annex № IV.9.1. from folder № 10.1.
9.2	Sprinkler installation- from mains or storage tank (tank capacities)	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. Annex № IV.9.2. from folder № 10.1. – available in digital version in DVG format.
9.3	Gas/Oil capacity and storage if on site	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. Annex № IV.9.3. from folder № 10.1.
9.4	Is there any district heating/cooling in the area? If so available capacity.	Terminal 1 is heated locally by 3 hot water boilers with a nominal power of 1,100 KW each. Terminal 2 is heated locally by 2 hot water boilers with a nominal power of 3,000 KW each. Ventilation and air conditioning in the common halls of terminal buildings are centralized and the offices and service rooms are conditioned by local climatic units.
9.5	Any on site generation, CHP.	Not available.
9.6	Is Airport HV/LV Electrical Infrastructure owned and operated by Airport or Utility Company.	Airport electrical infrastructure is owned by "Sofia Airport" EAD. Operation and maintenance of the same (medium and low voltage), the external power supply lines to the public providers, MDS's, substations and switchyards is done by Electro technical staff of "Sofia Airport" EAD.
9.7	As-constructed records of pavements for all airside areas.	For the most part, they are newly constructed when the new passenger terminal and the new runway system have been built.
9.8	Material specifications for pavements under the current OPEX/CAPEX arrangements.	Not available.
9.9	The EASA Airside Safety Report with known non-compliance issues, if available.	The translation of the questions from English language is inaccurate. EASA is European Aviation Safety Agency (EASA). EASA has not conducted any audit and has not prepared any corresponding report on aviation safety for Sofia Airport.
9.10	Drainage as-built information.	The drain of the airport complex was built mainly during the fifties and sixties of the last century and it is not stored any as-built documentation for it. Sewage is reflected in the underground sewer cadaster. For the new branches built during the construction of Terminal 2 and after that there are available as-built drawings in the archives. Considering the high volume and specificity of this information, access to the same will be provided in the administrative building of "Sofia Airport" EAD. The review will be

		done after previously submitted request under the procedure specified in Section III, item 3.24. of the Documentation for participation in the procedure and the review of documents can be combined with carrying out inspection of the site.
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	Commercial	
1	Could you please provide us the revenue of each restaurant (Deli Sandwich Bar, World News Cafe, Pn, Supermarket in Terminal 2, Market in Terminal 1 Sky Cafes in Terminal 1 arrival - departure separated, Sky Cafes in Terminal 2 arrival - departure separated, Relay?) If possible please share historical data.	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. Annex № 1 from folder № 10.2.
2	Could you please provide us the average revenue per customer (in BGN & €) of each restaurant (Deli Sandwich Bar, World News Cafe, Pn, Supermarket in Terminal 2, Market in Terminal 1 Sky Cafes in Terminal 1 arrival - departure separated, Sky Cafes in Terminal 2 arrival - departure separated, Relay)? If possible please share historical data	Similar statistics is not kept and we do not have information, including "Sofia Airport" EAD about the average revenue per customer of outlets leased.
3	Could you please provide us the average customer per day of each restaurant (Deli Sandwich Bar, World News Cafe, Pn, Supermarket in Terminal 2, Market in Terminal 1 Sky Cafes in Terminal 1 arrival - departure separated, Sky Cafes in Terminal 2 arrival - departure separated, Relay)? If possible please share historical data.	Similar statistics is not kept and we do not have information, including "Sofia Airport" EAD about average customer per day of each outlets leased.
4	Could you please provide us the number of employees of each restaurant (Deli Sandwich Bar, World News Cafe, Pn, Supermarket in Terminal 2, Market in Terminal 1 Sky Cafes in Terminal 1 arrival - departure separated, Sky Cafes in Terminal 2 arrival - departure separated, Relay) ? If possible please share historical data.	We do not have information, including "Sofia Airport" EAD about the number of the staff at the outlets leased.
5	Could you please provide us the distribution of revenues (as food, beverage and commercials) of each restaurant (Deli Sandwich Bar, World	We do not have information, including "Sofia Airport" EAD about the allocation of revenue from the sale of food, beverages and advertising at the outlets leased.

	News Cafe, Pn, Supermarket in Terminal 2, Market in Terminal 1 Sky Cafes in Terminal 1 arrival - departure separated, Sky Cafes in Terminal 2 arrival - departure separated, Relay) ? If possible please share historical data.	
6	How many Food and Beverage operators are active in T1 and T2?	"Sofia Airport" EAD has signed contracts with two legal entities in connection with the sale of food and drinks at Terminal 1 and Terminal 2. With three other entities "Sofia Airport" EAD has signed operating contracts for two outlets offering packaged foods in Terminal 2. The contracts are available for inspection at the information room under the conditions and the order, specified in Division III, art. 3.3 of the Documentation for participation in the procedure.
7	Is it technically possible to construct full-equipped kitchen in airport (especially in terminal 2)?	Yes, Terminal 2 is provided for technical ability to construct full-equipped kitchen.
8	Is there any restricted product group to be sold in any concept?	For the commercial sites on Sofia Airport is applicable the Bulgarian legislation and restrictions applicable to all commercial establishments in the country
9	What is the existing commercial food and beverage areas rent per sq.m? If it varies, please explain the rationale of any difference. We have access to the following contracts in the dataroom: with Astifood dated 1 August 2007 for 54 sq.m in terminal 2; with Boryana 2007 dated 28 september 2010 for 42,82 sq.m in terminal 2; with Razprostranenie dated 20 January 2014 for 20,88 sq.m in terminal 2; with Consortium Alpha dated 9 december 2014 for 122,5 sq.m in terminal 2; with Consortium Alpha dated 9 december 2014 for 180 sq.m in terminal 2; with Consortium Zita dated 26 June 2014 for 41.6 sq.m in terminal 2; with Consortium Zita dated 26 June 2014 for 221 sq.m in terminal 2; with Consortium Zita dated 1 July 2014 for 400 sq.m in terminal 2. Please confirm if all these contracts are valid currently. If some are not active, please clarify. From the financial statement we understand that Alpha group vacated their locations. Does it refer to the 2 contracts for Consortium Alpha mentioned above? Please provide	<p>There are no fixed rental prices per sq. m of retail space. For the commercial sites on Sofia Airport is applied trial rental price, calculated as a percentage of revenues in the site. The contracts provide a guaranteed minimum rental price paid by the tenant in case he does not reach a certain turnover.</p> <p>The rental prices for the commercial sites are achieved as a result of the conducted tenders for each of the sites. The contracts available for review in the information room are valid currently.</p> <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.</p> <p>Annex № 9. from folder № 10.2.</p>

	actual rents paid to Sofia Airport for these contracts in 2015. If there are additional contracts for Food and Beverage, please also provide details as well as rents paid to Sofia Airport in 2015.	
10	What is the existing office and warehouse rent per sq.m for commercial tenants?	Fixed rental prices per sq. m for offices and warehouses are only available for commercial tenants who rent those areas without the need to be conducted a tender procedure for them- airlines and licensed ground handling operators. 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. Annex № 10 „Price list of the airport services and equipment“ from folder № 10.2.
11	Should we take over the food & beverage employees of the terminal operations?	The outlets selling food and beverage on the territory of both terminals are leased and therefore employment relationship between the commercial tenants and the employees of the outlets are not within the scope of the concession. Those relationships are settled directly between the commercial tenants and their employees.
12	Are there any fees for transfer of goods to airside?	As far as the question refers to the business activity of Sofia Airport fees are not charged for the transfer of goods to the airside.
13	Could you please share us the name of the current F&B suppliers of your main operators?	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. Annex № 13.1 "Contracts of "Sofia Airport" EAD for rental of facilities in force at 01.08.2016, from folder № 10.2.; Annex 13.2 "Information for the shops of "Sofia Airport " EAD leased to 01/08/2016, the from folder № 10.2.
14	Do you have any pricing constraints for any product group?	Yes for the tobacco products - under the provisions of the Excise Duties and Tax Warehouses Act and the Regulation on the Implementation of the Excise Duties and Tax Warehouses Act.
15	Do we have chance to open new F&B places which will be positioned in different places then the existing ones? Duty free? Retail? Is there an approval process? Please specify the details if there is an approval process.	There is opportunity new retail outlets of all kinds to be opened on new places different than the existing ones. At the opening of new outlets on the territory of the airport should be complied the applicable laws.
16	What is the most in demand products (top 10) in your airport?	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.

		Annex № 16 from folder № 10.2.
17	Please provide for each retail shop: area (in sq.m), location, landside or airside, duty free sales in last 3 years (monthly and annually), non-duty free sales in last 3 years (monthly and annually).	<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.</p> <p>Annex № 17.1. –"Information for the area of the duty free shops and domestic trade and adjacent warehouse and office space in sq. m" from folder № 10.2.</p> <p>Annex № 17.2. –"Information for duty free sales for the past 3 years (monthly and annually), non-duty free sales for the last three years (monthly and annually)" from folder № 10.2.;</p> <p>See also Annex№ 73.</p> <p>Each of the rental contracts has a scheme and description for the location of the site. See also Annexes № 13.1 and № 13.2.</p>
18	Will there be an extra TAX over concession fees or rents paid by duty free, retail, food and beverage and other commercial tenants payments to the Concessionaire?	The question is governed by the laws in force in the Republic of Bulgaria at the time.
19	Please provide the pax breakdown by arrival, departure, transfer passengers, nationality, destination, business, leisure for each terminal separately for the past 5 years.	<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.</p> <p>Annex № 19 – "Passenger traffic at Sofia Airport for 2011, 2012, 2013, 2014 and 2015." criteria: arriving and departing passengers handled at Terminal 1 and Terminal 2 from folder № 10.2.</p>
20	Please provide the distribution of the revenue in terms of product category groups (i.e Beauty, Liquor&Spirits, Tobacco, Confectionary & Chocolate, Fashion, Accessories, Toys, Electronics, etc) for duty free and retail separately.	Distribution of the revenue for duty free trade and retail in terms of product categories and groups: Tobacco - 56.61%; Perfumes and cosmetics – 17.32%; Liquor&Spirits -13.27%; Food products - 6.03%; Accessories and toys - 3.42%; Bulgarian wines and brandies - 2.26%; Others - 1.09%.
21	Please provide the number of customers and invoices (monthly and annually) for retail and duty free.	The number of customers served and invoices issued by the sites for retail and duty free goods for 2015 is as follows: January - 42 285 pcs., February - 39 013 pcs., March - 42 945 pcs., April - 42 645 pcs., May - 44 896 pcs., June - 46 258 pcs., July - 45 565 pcs., August - 50 422 pcs., September - 50 423 pcs., October - 48 347 pcs., November - 40 561 pcs., December - 43 970 pcs.
22	Please provide the breakdown of duty free customer nationalities (if customer nationality information 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.

		Annex № 22 - "Customers of Sofia Airport, served on Terminal 1 and Terminal 2 by nationality criterion" from folder № 10.2.
23	Please provide the breakdown of duty free customer destinations (if customer destination information 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. Annex № 23 - "Customers of Sofia Airport, served on Terminal 1 and Terminal 2 by final destination criterion" from folder № 10.2.
24	Please provide the duty free customer penetration ratios (Count of Customer/Count of passengers).	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. Annex № 19 from folder № 10.2. and p. 21
25	Sales details in terms of nationality/destination of profile (nationality revenues, nationality category revenues, nationality penetration, nationality per invoice revenues, nationality per passenger revenues).	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. Annex № 25 from folder № 10.2. – in digital version - study "Passengers profile of Sofia Airport - January to March 2016."
26	Please provide any study/survey on duty free/retail price comparison for airport and local prices for each product category group, if any.	The retail prices for duty free goods and those for each product category at the airport are in accordance with the practices established in international airports and pricing policy of duty free trade is based on 10% of the prices for passengers traveling on destinations in EU, for tobacco products - under EDTWA and RIEDTWA. The catering located on the territory of Sofia Airport are rented under the terms specified in the State Property Act and the Regulation on the Implementation of the State Property Act. The price policy, as well as relevant studies are within the competence of the tenants.
27	Please provide information whether all product categories can be sold in duty free or there is any prohibited product group.	Forbidden is the duty free sale of excise goods with band destined for the internal market of the Republic of Bulgaria.
28	Please provide information if there are any sales limits (according to passenger purchase behavior) for arrival stores and departure stores?	According to the customs restrictions of the country in which they arrive. Similarly - for the arriving passengers in Bulgaria.
29	What are the local taxes on goods to be sold for each product category (for duty free and retail areas)?	According to the current tax and customs legislation of the Republic of Bulgaria at the time.
30	Is there any regulation or obligation on price policy regarding the duty free sales?	According to the current tax and customs legislation of the Republic of Bulgaria at the time.

31	For domestic passengers, will the purchases be subjected to the state tax, what will be other taxes and fees?	Yes, subject to tax according the laws of the Republic of Bulgaria.
32	For international passengers, will purchases be subjected to the state tax, what will be other taxes and fees?	Yes, subject to tax under the laws of the Republic of Bulgaria.
33	What are the application about non-deductible expenses? Are broken, lost and stolen goods accepted as non-deductible expenses?	According to the provisions of the tax laws of the Republic of Bulgaria (Corporate Income Tax Act and Value Added Tax Act).
34	What are the TAX applications? Are any opening – closing fees and operation fees paid for shops? Or are there any other fees, stamp tax etc? If yes, please give us the rate of that expenses.	According the current legislation of the Republic of Bulgaria at the time.
35	Can you please provide an estimate of Common Area Maintenance charges (cleaning, security, utilities for the general/common areas of the airport that will be recharged to the tenants) for each store or Food & Beverage point, (or as rate per sq.m alternatively)? Please provide yearly Electricity, Air-conditioning, water supply costs per store (or per sq.m).	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. Annex № 35.1 (in p. 35 and p. 68) - "The current Tariffs for communal and utility costs paid by tenants of commercial establishments on the territory of Sofia Airport" from folder № 10.2..; Annex № 35.2 – Information about the cost of electric energy and water from folder № 10.2.
36	In case we use storage space outside the airport, how will the goods enter the storage areas inside the airport? Will the receiving area operate 24 hours? Additionally, how the goods will be delivered to the Units (airside)? Also, please specify where exactly elevators from basement are located/coming out, to upper levels.	The delivery of goods to the secured area is carried out by a procedure "Known supplier of goods for airport" or through security checks. The access of goods to the storage areas of Sofia Airport is carried out according to the requirements under Regulation (EU) № 246/2013 of the Commission of 19 March 2013 amending Regulation (EU) 185/2010 0 for the screening of liquids, aerosols and gels at EU airports. Suppliers have the status "Known supplier of goods for airport," issued by the CAA. There is 24-hour access to the area where the goods are accepted. The delivery of goods is carried out to the secured area by cars having access to this area. Information about where exactly elevators from basement are located/coming out, to upper levels can be obtained at Sofia Airport.
37	Will the existing operator’s inventory be transferred to the awarded bidder?	According to Art. 4.7.1. of the draft concession agreement, all assets - property of "Sofia Airport" EAD listed in Annex № 17 to the concession agreement (respectively Annex № 4 to the Documentation for participation in the procedure)

		related with the concession object are available to the concessionaire who may at its discretion purchase or rent them. Rental and sales market prices are valid within the deadline set by an independent appraiser chosen by "Sofia Airport" EAD, but not more than 12 months. Not later than one (1) month before the date of entry into force of the concession agreement "Sofia Airport" EAD presents the concessionaire updated valuation of its assets which the concessionaire has indicated that it wishes to buy or rent.
38	Please provide Annual wages per job positions and other employee costs and taxes.	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. Annex № 38 from folder № 10.2.
39	Please provide info on languages spoken by the sales team in duty free/retail operations.	Free spoken English and use of other languages.
40	Please provide nationality of the retail employees.	Bulgarian citizens.
41	How many operational (sales) and administrative employee are working in the actual operations?	Department "Commercial premises and guest services", incl.: - Shops - 116 pcs. - Guest lounge - 16 pcs. - "Marketing and SFU" Department - 19 pcs. - Commercial dispatchers from "Delivery and parking" Department - 21 pcs.
42	What is the operational unit's work shift structure? Please provide separately for security, ground handling, ARFF, fuel, maintenance, terminal employees, retail, food and beverage 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. Annex № 42 from folder № 10.2.
43	What are the benefits, incentives and allowances according to labor law for the duty free sales team?	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. Annex № 49 from folder № 10.2.
44	Are there any broadly accepted benefits, incentives and allowances according to market? (Short & Long Term)	There are no such.
45	What is the max daily working hour for the duty free sales team?	Shifts up to 12 hours on a schedule approved by the supervisor in a summarized account of working hours over a period of four months under Art. 142, para. 2 of the Labor Code under estimate eight hours a day.

46	What is the max weekly working hour?	Complied with the provisions of the Labor Code (Art. 136, Art. 141 and Art. 142), Art. 24 of the CLC and art. 110 RILP.
47	What is the overtime policy according to labor law?	Until July 31, 2016 the Company's employees on position of "sales consultant" have not worked overtime.
48	Could you please explain current compensation and benefits policy? (Market Median, above the market, under the market etc.?)	No such policy.
49	Could you please explain the current performance and bonus system? How do you calculate sales and administrative bonuses?	The elements of wages such as basic salary (determined by jobs establishment plan) and additional remuneration for work experience (1.1 percent of the basic salary for each full year) are of a permanent nature.
50	Is there a minimum percentage of Bulgarian nationals that has to be employed?	No, there is not such requirement for minimum percentage of Bulgarian citizens to be employed.
51	What are the obligatory payments for the employees?	-Base salary; - Additional remuneration for work experience; -Night work; -Overtime; - Benefits paid annual leave; - Leave for temporary incapacity /up to 3 days from the employer/
52	Can we have the information about bonus system of the actual company for the duty free sales team? Is there a monthly based or hourly based payment system?	Monthly based payment system is applied.
53	Do you have any salary survey data? (such as for retail sector)	There have not been done such survey.
54	About duty free operating times; could some of the shops be closed down during off peak time of the day or off peak season? Should the units be opened 24hrs 365 days?	According to Art. 3, para. 2, pt. 7 of the General conditions for rental of outlets at Sofia Airport, the tenant is obliged "to provide and maintain working time for clients of the site, consistent with the current flight schedule in basic mode: "open" thirty (30) minutes before the first and 30 (thirty) minutes after the last declared departing from Sofia, respectively, arriving to Sofia flight." The same is rule is valid regarding the duty free shops.
55	Can airport staff purchase something from the duty free shops? Is there any requirement for the Operator to provide staff discounts for services	Employees of Sofia Airport can shop in stores for domestic trade. Employees do not have discounts on goods.

	and merchandise offered in the Airport?	There is no requirement for the operator to provide employees discounts for services and goods offered on Sofia Airport.
56	For the winning concessionaire, please suggest the various licenses that would be required and the procedure to procure these licenses for running the duty free and duty paid operations and the costs of licenses?	According to the current legislation of the Republic of Bulgaria at the time.
57	For the duty paid retail operations and Duty free operations, please let us know about the various sales and consumer taxes that would be applicable. Also, please suggest their respective figures as % of the sales.	According to the current legislation of the Republic of Bulgaria at the time.
58	Please provide the Customs regulations for duty free operations.	According to the current legislation of the Republic of Bulgaria at the time.
59	Is there a design criteria document for construction/renovation within the Airport?	When designing a construction/renovation of the territory of Sofia Airport it should comply with the requirements of the Spatial Development Act, the Civil Aviation Act, other relevant applicable laws and regulations thereunder.
60	Please share the Autocad files (DWG formats) of the layouts for the terminals.	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. Architectural project (dwg format) of Terminal 2 - Annex № 60.1. - 1 pcs. CD from folder № 10.2. Architectural project (dwg format) of Terminal 1 – Annex № 60.2. - 1 pcs. CD from folder № 10.2.
61	Please share the passenger flow through terminal and concourse entrances and gates.	Sofia airport has only information on the number of arrived, departed and transit passengers, but does not have such total number of visitors passed through the entrances of publicly accessible premises.
62	Please provide any study on traffic expectations for the next 5 years.	Study on traffic expectations for the next 5 years has not been done. In 2017, based on applications filled by the operating airlines are expected around 5.5 million passengers, which already exceeds the declared total capacity of the two passenger terminals of 4.4 million passengers.
63	Please provide total traffic per terminal per airlines for the last 5 years (monthly and annually).	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. Annexes from № 63.1 to № 63.6 including (per terminals, monthly) from folder № 10.2.; Annex № 63.A (market shares per airlines) from folder № 10.2.

64	Please provide list of airlines per terminal.	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. Annex № 64 from folder № 10.2.
65	Please provide total passenger numbers who used the lounges (per airlines, individuals, corporate).	The lounges of Terminal 2 average monthly are used by: airlines – 2 700 passengers, corporate clients - 1 000 passengers, individuals - 320 passengers.
66	Please provide average corporate and individual lounge fees.	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. Annex № 66 from folder № 10.2. (The price for an individual visit of the lounges is defined in the "Price list of airport services and equipment", namely: for lounge "Pliska" is € 14.40 including VAT, for lounge "Preslav" - € 18.00 including VAT. The average value for corporate clients is € 11.00 including VAT.)
67	Please confirm if there is a possibility to have advertisement and sponsorship within the lounge.	There is opportunity for advertising and sponsorship within the lounge, according to "The conditions for renting for advertising Sofia Airport".
68	Please provide unit utility fees for commercial areas: electricity, water.	The required information is presented in item 35 and item 68 - existing tariffs for communal and utility costs paid by tenants of commercial establishments on the territory of Sofia Airport.
69	Please provide the current terms and conditions of the contracts for retail shops.	The information is available for review on the spot at the terms and conditions set out in Section III, point. 3.3. of documentation for tenders to information about all existing leases of commercial establishments on the territory of Sofia Airport.
70	Please provide the layout of the terminal with details of commercial spaces.	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. Annex № 73-T2.1 from folder № 10.2.; Annex № 73-T2.2 from folder № 10.2.; Annex № 73- T1.1 (A-D) – 1 pcs. CD - from folder № 10.2.; Annex № 73-T1.2 from folder № 10.2.
71	Please provide the annual passenger numbers of VIP terminal.	01.01.2014 - 31.12.2014 - 10 432 01.01.2015 - 31.12.2015 - 10 186 01.01.2016 - 31.06.2016 - 5 551 01.07.2016 – 31.07.2016 - 1 245 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. Annex № 71 from folder № 10.2.

72	What are the costs, social agreements for employees in stores and lounges?	Employees of the duty free shops receive social benefits equal to all employees in the company (Section Six of CLC).
73	Please provide information on the allocated area for commercial affairs per store.	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. Annex № 73-T2.1 from folder № 10.2.; Annex № 73-T2.2 from folder № 10.2.; Annex № 73- T1.1 (A-D) – 1 pcs. CD - from folder № 10.2.; Annex № 73-T1.2 from folder № 10.2.

I	QUESTION	ANSWER
1	<p>Please let us be allowed to move out of the paper and electronically available information these room documents:</p> <p>A) Annex № IV.25 (Master Plan of Sofia Airport under Art. 46 of the Civil Aviation Act);</p> <p>B) Annex № XIV.I.1.34.2. (Graphic part of a plan to amend the PUP UPI XVII of the square. 2);</p> <p>In) Annex № XIV.I.1.1. (Map of the concession area and unincorporated areas);</p> <p>D) Legible copies of Application № In II.1.a-f (acts of state ownership).</p>	<p>According to Division III, art. 3.3. of the Documentation for participation in the procedure, information on the activity of the incumbent operator of the airport - "Sofia Airport" EAD is a commercially sensitive information and therefore the access to this information is provided, but it is possible only by reviewing on site under certain terms and conditions in so called information room.</p> <p>In view of the above, the documents from A to D can be reviewed only on the spot in order to comply with the principle of equal treatment of the participants.</p> <p>The originals of the Application № B II.1.a-f are stored in the Sofia Municipality - Slatina Region and Region Centre, former district "Vasil Levski. Attached are the following copies:</p> <p>Annex № B.I.1.a- copy of a copy "certified true" by SM (we do not have another more legible)</p> <p>Annex № B.I.1.b - copy of a copy " certified true" by SM (we do not have another more legible)</p> <p>Annex № B.I.1.c - a copy of a copy "certified true" by SM (we do not have another more legible)</p> <p>Annex № B.I.1.d - a copy of a copy provided by SM (we do not have another more legible)</p> <p>Annex № B.I.1.e - a copy of a copy provided by SM (we do not have another more legible)</p> <p>Annex № B.I.1.f - a copy of a copy provided by SM (we do not have another more legible) from folder № 10.2.</p>

In connection with the request for extension of time to examine the documents in the data room from 09.00 am till 17.30 pm and in order to be provided an opportunity for a prolonged and continuous process for reviewing the documents, the time for reviewing the documents in the data room is extended from 10.00 am till 17.00 pm, every day under the terms and conditions of art. 3.3. of the Documentation for participation.

