

IDGC of the South, JSC

Open Joint Stock Company
“Interregional Distribution
Grid Company of the South”

Approved
by the decision of the Board of Directors
of IDGC of South, JSC
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**Regulations
on the Procedure of Specified Purchases of Goods, Works, Services
for needs of IDGC of South, JSC
(restated)**

Integrated Management System
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Approved by
IDGC of the South Board of Directors
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for needs of IDGC of South, JSC
(restated)

Krasnodar
2011

1. General Provisions

Field of application

1.1.1. The Regulations are applied to the purchases of any goods and services (hereinafter - the Purchasing Regulations) for the needs and at the expense of the "IDGC of the South" JSC (hereinafter - the Customer, the Company), with the exception of purchases, which planned cost does not exceed 500 000 rubles, including VAT, and if the annual revenue of the Company according to the financial statements of the Company for the financial year amounts to five billion rubles or less – 100 000 rubles including VAT. The specified limit is set from the date of receiving from the tax body a confirmation that the report or other document confirming the fact of reporting to the tax authority was rendered. The limit specified in this paragraph should also be applied to joint and / or many lot purchases.

1.1.2. The Regulations are applied to the purchases taking into account the following:

a) if in accordance with Russian law it is required to use a different procedure or terms of the procurement, than the procedures are carried out in accordance with the specified procedures / deadlines, and the present Purchasing Regulations are used to the extent noncontroversial to the procedure;

b) if in accordance with the terms of credit (loan), investment agreement the customer has to use a different procedure for the procurement expressly provided by the terms of the credit (loan), investment agreement or by legal acts than the Purchasing Regulations should be applied to the extent noncontroversial to such an order. The agreement in terms of affecting the procurement should be coordinated by Central purchasing authority of the Company.

Note: for example, in case of obtaining credit due to a particular order of its spending on purchases.

1.1.3. The Purchasing Regulations are not applied in case of:

- Company purchasing of foreign currency;
- investment of the Company to authorized capital of legal entities;
- civil contracts concluded with individuals that are not private entrepreneurs, provided that the price of the contract with one person does not exceed the cost limit specified in paragraph 1.1.1 of the Purchasing Regulations;
- the Company selling securities and currency assets;

- procurement in the sphere of military-technical cooperation;
- Company purchases goods, works and services in accordance with the international treaty, if such contract sets a different procedure for determining the suppliers (contractors, performers) of such goods and services;
- selection of financial institutions to provide financial services in accordance with Article 18 of the Federal Law No. 135 dated July 26, 2006 "On Protection of Competition";
- selection of an auditor to audit the mandatory accounting (financial) statements of the customer in accordance with Article 5 of the Federal Law No.307 dated December 30, 2008 "On Auditing".

1.1.4. The Board of Directors of the Company, the Company Central purchasing authority had adopted in accordance with current legislation and the Charter of the Company special arrangements for individual purchases, which may include deviations from the provisions of the Purchasing Regulations.

1.1.5. Internal documents of the Company that were previously approved by the governing bodies of the Company and were regulating the issues of procurement, become invalid upon the adoption of the present Purchasing Regulations.

1.2. Basic definitions and concepts

1.2.1. The Company (Customer) – “IDGC of the South” JSC”

1.2.2. Organiser of purchases (auction, competition): The customer or acting under contract third person –specialized entity acting as organizer of the purchase or a natural person duly registered and conducting business without a legal entity (private entrepreneur).

1.2.3. Participants of purchases: any legal entity, regardless its legal form, ownership, location and origin of capital, or any individual, including private entrepreneur that have sent a request to participate in the procurement procedure.

1.2.4. Semi-fixed purchases:

a) Procurement of services for transmission of "FGC UES" electric energy;

b) Purchases of services of public services for Company’s needs;

c) Purchase of electricity in order to compensate the losses in grids;

d) Rent (long term) of land and premises;

e) Other purchases of goods and services with regulated by RF legislation tariffs/ prices.

1.2.5. Annual purchasing program is a plan for procurement of goods and

services for the calendar year.

1.2.6. Register of unfair suppliers (contractors, performers)

- Register of contractors with whom the Company had a negative experience in relations on executing and concluding transactions that is kept in accordance with paragraph 8.7 of section 8.

1.2.7. The federal law - Federal Law dated July 18, 2011 No. 223 "On purchasing goods and services by particular kinds of legal entities"

1.2.8. Official Site is the Official site of the Russian Federation in the Internet used for posting information about placing the orders on goods, works and services (www.zakupki.gov.ru).

1.2.9. Company's Website is the official website of the Company in the Internet.

1.2.10. Electronic trading platform is an electronic trading platform of the Company set by the Central purchasing authority or other authorized person for usage and approved by the Board of Directors.

1.2.11. Other terms and definitions used in the procurement according to the Glossary (Appendix 1).

1.3. Purchases in an amount less than the required for the application of the Regulation

1.3.1. Customer is prohibited to split purchases to get them out of the scope of the Purchasing Regulations.

1.3.2. Purchases that do not exceed the specified in paragraph 1.1.1 sum could be carried out both in accordance with the and by other means.

1.4. Control

1.4.1. In the case of receiving the information (complaints, claims) about the violation of the Regulation, the Company should carry out an official inspection and produce the results of the investigation to the Central purchasing authority of the Company.

1.4.2. The Central purchasing authority of the Company makes an annual report on the complaints, claims and other information about violations of the provisions of the Regulation.

1.4.3. Performance report on the implementation of Annual purchasing programme should be agreed as part of the preparation of solutions for the Board of Directors and approved by the Board of Directors of the Company in accordance with paragraphs 10.2.1.17 Section 10.2.1 no later than 45 days after the end of the quarter.

1.4.4. The order, terms, method of control and monitoring of procurement activities are governed by internal regulations of the Company.

2. The objectives of procurement activities

2.1. The main objectives of procurement activities are provision the Company with necessary goods, works, services, and other objects of civil rights with the required indicators of quality and prices.

2.2. Other objectives of procurement are:

- a) provision of targeted and effective spending of Company's assets for the purchases;
- b) the formation around the Company a market of qualified suppliers, contractors, contractors able to perfectly meet the needs of the Company;
- c) prevention of errors or fraud in procurement;
- d) creating a positive image of the company as a fair purchaser of goods, services, and other objects of civil rights.

3. Basic principles of purchasing

3.1. The basic principles of procurement are:

- a) timely (long-term and short-term) planning of procurement activities, the possibility of operational decisions on adjusting the parameters of the procurement (if necessary);
- b) equality, fairness, absence of discrimination and undue restriction of competition in relation to the participants;
- c) targeted and cost-effective expenditure of funds for the purchase of goods and services and the implementation of measures aimed at reducing the customer's expenditures;
- d) absence of restriction in access to participation in the procurement by establishing non-measurable requirements for participants in purchases.
- e) attention to the characteristics of the purchased products, markets, and the situations in which the procurement is carried out in order to determine the parameters of the procurement;
- f) the competitive selection of suppliers, contractors, and if possible and appropriate, a collegial decision-making in situations when competitive choice is impossible or impractical;
- g) Taking the necessary combination of price and non-price factors determining the efficiency in selecting the best proposals for the Company;
- h) provision of transparency in purchases;
- i) the application of modern information technologies, electronic document

management and automation of procurement activities, including - the use of functional electronic trading platforms;

j) the collegial decision-making on important issues of organization of procurement in general and for individual purchase in particular;

k) professionalism and competence of the Company's employees in preparing and making decisions on procurement, impeccable in terms of ethical behavior of employees.

4. Ensuring transparency in purchases

4.1. Information on the rules of making the purchase, terms for participation, requirements for the participants are to be available to market participants. Information related to the specifics of a particular procurement should be published in the procurement documentation that is placed on the official website, as well as on the website of the Company in cases provided by the Regulation.

4.2. Transparency in the publication of the Annual purchasing programme, advance announcements of future procedures are obligatory.

4.3. The Company should place on the official website the Annual purchasing programme for a period of at least one year.

4.4. In case of setting by the Russian Government of a different order of formation of the Purchases Plan, the Company's Annual purchasing programme should be adjusted to the requirements determined by the RF.

4.5. While making a purchase an information on the purchase should be published at the official, including notice on the procurement documentation for the purchase, a draft agreement, which is an integral part of the notice on procurement, changes to such notice and explanations of such documents, records drawn up in the course of procurement, as well as other information, which publication is accommodation on the official website is provided by the Federal law, the Regulations. If during negotiation and execution of the contract there occur changes, price of goods, works, services or performance of the contract period, compared with those in the report, compiled the results of the purchase, not later than within ten days after making changes to the contract such information should be published on the official website.

4.6. Prior to July 1, 2012 (unless other term is provided by the Government's decision, the Purchasing Regulations) the changes to the Purchasing Regulations, Annual purchasing programme or other information on the purchase should be published at official site of the Company in accordance with Federal law and the regulations. After July

1, 2012 (unless different period is provided by the Government's decision, the Purchasing Regulations) the changes to the Purchasing Regulations, Annual purchasing programme or other information on the purchase should be published at official site of the Company in accordance with Federal law and the regulations.

4.7. There should be a section in the Company's site called "Purchases" with the following information published: brief and clear description of the foundations of the procurement system, as well as other similar information. The information published in "Purchases" section should be full-time available to users with no fees charged and other restrictions.

4.8. The participants of purchasing procedures should be informed on the progress and outcome of the purchase to the extent and in the manner in accordance with the Regulations.

4.9. The Company should publish at its site the information on the list of organizations that submitted an application to participate in purchase, on winners in the tender.

4.10. In the case of occurring at the official website of the federal executive body authorized to conduct the official sit, a technical or other problems that may block an access to the site for more than one business day such information is to be posted at the official site in accordance with Federal law and the Regulations by the customer on the website of the Company, followed by placing it on the official web site within one working day from the date of the removal of technical or other problems that may block an access to the site.

4.11. Outreach with potential contractors and participants of purchasing procedures regarding the organization of Company's purchases is conducted via the site of the Company, publications in mass media, speeches at public events, conferences and seminars.

4.12. In order to ensure transparency, accessibility and availability of information during the process of purchasing procedures the Electronic trading platform should be used. The volume of purchases made with application of Electronic trading platform should be at least 95% of the Annual purchasing programme in cost terms. This paragraph is not applied to semi-fixed purchases, set in paragraph 1.2.4 of the Regulation.

5. Regulatory base of purchase procedures

5.1. Regulatory base of purchase procedures in the Company.

5.1.1. Purchasing activity of the Company should be carried out in accordance with current RF legislation, the Regulations and other internal

and local regulations of the Company, approved by the governing bodies of the Company in accordance with their competence.

5.1.2. As the main instrument for the purpose of procurement planning the Annual purchasing programme is used. Detailed planning of the procedure is specified in paragraph 2.4.4.

6. Organizational governance of purchases

6.1. Organizational governance of purchase in the Company

6.1.1. The Governing bodies of the Company's purchasing activity are:

- a) the Board of Directors of the Company;
- b) the Company's Management Board;
- c) Director of the Company;
- d) Central purchasing authority of the Company.

6.1.2. Specified in section 6.1.1 organs should interact with each other (including within the framework of corporate procedures) in terms of planning, organizing and conducting procedures, and should conclude contracts in accordance with the competence defined by the Charter of the Company and other internal documents of the Company.

6.1.3. The main authority for strategic decision making in procurement is the Board of Directors of the Company that performs the following functions:

- a) approves the Regulations on purchases of goods and services to meet the needs of the Company;
- b) approves and changes in the Annual purchasing programme of the Company;
- c) approves the procedure for usage of preferences;
- d) considers and adopts quarterly reports on the results of the Company's purchasing activity.
- e) appoints the head of the Central purchasing authority, composition of the Central purchasing authority and Regulation of activity of the Central purchasing authority.

6.1.4. Board of Directors of the Company, as a collective executive body of the Company should be entitled to perform the following functions:

- a) to examine the organization of procurement activities;
- b) to adopt the recommendation to establish specific procurement (including the use of methods of procurement for each purchase) in some critical areas of procurement.

6.1.5. The Director general of the Company, as a sole executive body, according to internal documents, and other normative documents adopted

in the development of this Statement of purchase.

6.1.6. Central purchasing authority of the Company is a permanent collegial purchasing body of the Company, taking major decisions on the procurement and performs the following functions:

a) exercises operational control of purchasing of the Company, including planning, organizing and monitoring the implementation of procurement activities;

b) approves changes in Annual purchasing programme;

c) initiates the creation of purchasing commissions of the Company, agrees the composition and working procedures of procurement committees of the Company, the right to delegate their representatives to the Purchasing Committee;

d) initiates the internal audit, internal investigations and makes recommendations to the Director general of the Company to bring disciplinary proceedings against employees of the Company that failed to perform or improperly performed the Regulations;

e) conducts a preliminary review of issues and preparing materials for meetings of the Board of Directors in matters of procurement activities;

f) formulates proposals for the implementation of rules of conduct of the participants in purchase procedure;

g) develops and submits proposals for approval in accordance with corporate procedures in the Company's internal documents of the Company in the areas of procurement (regulations etc.);

h) provides methodological support to all persons involved in procurement activities, including the recommendations on best experience, explanations of the provisions of the procurement documents.

6.1.7. In addition, the listed bodies perform other functions determined in accordance with the provisions for the development of the internal documents governing the organization and conduct of procurement.

7. Management of Purchasing activity

7.1 General Requirements

7.1.1 Organization of purchasing activities of the Company implies a set of measures aimed at the procurement planning and documentation of the needs in production, acquisition of which is necessary for Company's functioning, issuance of permissions for the purchases, organization of search, selection of contractors and the conclusion of contracts by the results of the procurement procedures, provision of information on the specified processes.

7.1.2 Organization of purchasing activities of the Company involves participation of organizer in setting goals and perspectives, planning and

coordination of the work, the formulation of current tasks, performance management, coordination of policy makers, the results of the design of goods delivered, work performed, services rendered, as well as monitoring the activities.

7.2 Bodies in charge of control over purchasing activity

7.2.1 Permission for procurement of products for the needs of the Customer, monitoring and coordination of procurement activities, as well as particular functions set by the Regulation should be performed by the Board of Directors of the Company and Central purchasing authority.

7.2.2 Formation of technical and other requirements for purchased product, requirements for potential participants of procurement procedures, contract terms, as well as other functions provided by the Regulations are performed by the Initiator of purchase. The initiator of the purchase is set in accordance with the bylaws of the Company.

7.2.3 Performance of functions conduct of the procurement is put on the professional staff engaged in the activity of the Company, special structural unit or a legal person tried under the contract with the Company (with the passage of the necessary corporate procedures). Direct procurement might be made only after the approval of the Company's internal document management bodies of the Company in accordance with the competence, or after signing the contract with the assistance of a legal person and the transmission of corporate procedures (if necessary).

7.2.4 Procurement Initiator prepares the Company's internal regulatory document that sets specific requirements for procurement.

7.2.5 The Chairman of the Central purchasing authority is approved by the Board of Directors. Chairman Central purchasing authority is personally responsible for the organization of regulated procurement procedures in the Company.

7.2.6 The members of the Central purchasing authority are personally responsible for all the decisions made within the organization of procurement.

7.3 Automated system of purchases control

7.3.1 In case if the Company uses an automated purchases management system (fully or partially automates the process of training and the procurement procedures, which is completely self-contained or part of a larger automated system), it is preferable to use the system with the possibility of automatic exchange of information used by the Company agreed to Electronic trading platform with Electronic trading platform data

formats and protocols of data transmission, at least in part on the early notification of procurement procedures, procurement documentation, protocols drawn up during the procurement procedures, information on the results of such procurement procedures.

7.4 Electronic trading platforms in the Internet

7.4.1 In order to ensure openness and transparency of the procurement activities of the Company not less than 95% of all regulated purchases of the Company should be conducted using the Electronic trading platform.

7.4.2 In some cases only the Central purchasing authority of the Company might conduct the procurement in the form of exchange of paper documents. The information about the event should be placed on the official website, as well as on the website of the Company. The opening of envelopes with bids of participants in this case is carried out only in presentia mode.

7.4.3 Other features of this type of procurement could be set by a decision of the executive body of the Company or the decision of Central purchasing authority.

7.4.4 In case of repeated absence of applications during the purchase of Electronic trading platform, the purchase could be done on paper, with the obligatory indication of what was originally announced in the Electronic trading platform.

7.4.5 In carrying out procurement activities, the Company uses functions of Electronic trading platform of the Company : <http://www.b2b-mrsk.ru> Other Electronic trading platform used in carrying out procurement activities in the Company, should be determined by Central purchasing authority or other authorized person for and approved by the Board of Directors.

7.4.6 While making purchase on Electronic trading platform it is allowed to deviate from the course of the procedures provided for in the Regulations to purchase due to the technical features of the platforms. However, in any case, the procurement of such sites must:

7.4.6.1 ensure compliance with the civil legislation of the Russian Federation and the purposes of this Regulation on procurement;

7.4.6.2 be fulfilled on the basis of rules and regulations of the platform.

7.4.7 Other Electronic trading platforms should provide procedures appropriate to standards of the Purchases Regulations, should be capable of carrying out all procedures prescribed by the Regulations.

7.4.8 Information on organized by the Company purchases is also subject to mandatory publication on the official website and the website of the

Company.

7.5 Publication of information at the Company's web site in section "Purchases"

7.5.1 In order to ensure transparency in procurement reference to the section "Purchases" on the website of the Company should be located on the main page, as well as in the main menu of the site, in the presence of such a menu. This section should be called the "Purchases".

7.5.2 The section "Purchases" include:

7.5.2.1 regulations on procurement, and other legal acts of the Company;

7.5.2.2 annual purchasing programme (with specification of activities) without purchases referred to confidential (containing commercial, official and secret which list is determined in the prescribed manner in accordance with the laws of the Russian Federation);

7.5.2.3 information on purchases, including notices on purchases, documentation of the purchases, contracts that are an integral part of procurement notices and documentation of purchases, changes to such notices, and such documents, explanations of such documentation, records, compiled in During the procurement, changes in the terms of the contract relating to the amount or value of the goods and services compared with those in the protocol.

7.5.2.4 news about the Company's purchasing system;

7.5.2.5 the number and total value of contracts signed by the customer as a result of purchasing goods, works and services;

7.5.2.6 number and total value of contracts signed by the customer based on purchases from a single supplier (performer, contractor);

7.5.2.7 the number and total value of contracts signed by the customer based on the purchase, details of which constitute a state secret, or in respect of which the decisions of the Government of the Russian Federation were made.

7.5.2.8 archive of published information about the procurement conducted and the results.

7.5.2.9 the section should also include subsystem of searching the information and the subsystem of subscription.

7.5.3 the section should be drawn clearly, precisely and concisely. The user interface should not be overloaded with graphic elements. Pages section must have a minimum download time.

7.5.4 the section should include the following sections: "Announcement on purchase", "Information about current procedures", "Information on concluded contracts" "Management of the procurement process."

7.5.5 The section "Announcement on purchases" should include Annual purchasing programme (without purchases regarded as confidential) with specification of type of activity with the planned initial (maximum) prices, as well as announcements in accordance with paragraph 10.5.3.

7.5.6 The section "Information on the current procedures" provides information about the purchase, including notice on the procurement documentation for the purchase of the draft agreement, which is an integral part of the notice of procurement and the procurement documentation, changes to such notice, and such documentation, clarification of such documents, records, compiled in the course of procurement, changes in the terms of the contract relating to the amount or value of the goods and services compared with those in the protocol.

7.5.7 The section "Information on concluded contracts" includes:

7.5.7.1 the number and total value of contracts signed by the customer by the result of purchasing of goods, works and services;

1.5.12. the number and total value of contracts signed by the customer based on purchases from a single supplier (performer, contractor);

Note - in case of contracts on the basis of paragraph 11.8 of these Regulations on procurement, information on contracts are published in accordance with clauses 7.5.7.1 of this paragraph.

7.5.7.3. the number and total value of contracts signed by the customer based on the purchase, details of which constitutes a state secret, or in respect of which the decisions of the Government of the Russian Federation.

7.5.8 In the section "Managing procurement activities" are placed inside, and local regulations governing the procurement activities of the Company (including present situation on the purchase), and specify the coordinates of the chairman and executive secretary of the Central purchasing authority for complaints and suggestions. The section should have the possibility to automatically send the message to persons.

7.5.9 Storing of the information in the sections "Information about current procedures" and "Information on concluded contracts" must provide to any interested person an access to the information for least three previous years, the structured areas of procurement.

7.5.10 Annual purchasing programme is stored in the archives of the Company for two years after the end of its action, after it could be removed from the system.

7.5.11 Archiving subsystem to store all the information should keep all the published information on procurement and results in a period of 3 years from the date of completion of the procurement procedures.

7.5.12 System for searching the information should provide an easy search of information on its type, date, keywords with the possibility to use wildcard characters. Search system should take into account the morphology of Russian language, should be able to sort search results by date, type of information, the degree of relevance of the request.

7.5.13 The system must include an option to subscribe to certain types of information via e-mail.

7.6 Publication of information on the official website of the Russian Federation

7.6.1 In order to ensure timely and full support of various categories of persons, as well as to provide a common economic space, the Company, through its procurement activities should place on the official website starting from July 1, 2012 the following information:

7.6.1.1 Annual purchasing programme, as well as adjustments to Annual purchasing programme posted no later than within fifteen days from the date of approval;

7.6.1.2 Information on the purchase, including notice of the procurement documentation for the purchase of the draft agreement, which is an integral part of the notice of procurement and the procurement documentation, changes to such notice, and such records as are explanations of such documents, records, compiled in During the procurement, as well as other information, which is hosted on the official site provided by Federal law.

7.6.2 Not later than the 10th day of the month following the reporting month, should be posted on the official website:

7.6.2.1 the number and total value of contracts signed by the customer as a result of purchasing goods, works and services;

7.6.2.2 the number and total value of contracts signed by the customer based on purchases from a single supplier (performer, contractor);

Note - in the case of contracts on the basis of paragraph 11.8.2. The provisions of this procurement, information on contracts are published in accordance with clauses 7.6.2.1.

7.6.2.3 the number and total value of contracts signed by the customer, details of which constitute a state secret, or in respect of which decisions were adopted by the Government of the Russian Federation.

7.6.3 Changes to the notice on procurement, the procurement documentation, explanations of the provisions of such documents posted on the official website no later than within three days from the date of the decision on making these changes, the provision of explanations. If the

purchase is carried out by tendering and changes in the notice of the procurement documentation for purchases made by the customer later than fifteen days before the deadline for filing applications for participation in the procurement, the period for filing applications for participation in this procurement should be extended so that from the date of posting on the official site listed in the notice of procurement, the procurement documentation changes before the deadline for filing applications for participation in the procurement of such period was not less than fifteen days.

7.6.4 Protocols drawn up during the purchase, posted on the official website not later than three days from the date of signing of these protocols.

7.6.5 In the event of the conduct of the official website of the federal executive body authorized to conduct official site, technical or other problems that may block access to the official site for more than one business day, information to be posted on the official site, located on the site Society, followed by placing it on the official website within one working day from the date of the removal of technical or other problems that may block access to the official site and is located in the established order.

7.6.6 Do not be posted on the official website of information on the purchase of the state secret, provided that such information is contained in the notice of the procurement documentation for the purchase of, or in the draft treaty, as well as information about how to purchase, on which the decision of the Government of the Russian Federation.

8 Rights and obligations of participants of purchases procedures carried out in accordance with the Regulations

8.1 In case of concluding a treaty by the Company with a third-party organization or individual (sole proprietor), the contract should include the following provisions:

8.1.1 The organizer should ensure that procurement participants exercises their rights under the Russian law, the Regulations and procurement documentation.

8.1.2 The organizer of purchases in accordance with these Regulations on the purchase of the right establishes requirements for the procurement procedure, the participants of procurement procedures, purchased products, the terms of delivery and determine the necessary documents to prove (declaring) compliance with these requirements.

8.1.3 Holder of purchases (in the face of the procurement committee)

determines the order of evaluation and ranking of applications according to their preference for the customer, based on the rules of this Regulation on procurement, and other local regulations of the Company.

8.1.4 specified in paragraph 8.1.3 requirements and valuation rules should not put on the competition participants unnecessary and unreasonable restrictions.

8.1.5 Other rights and obligations of the organizer purchases are determined by the Regulations, as well as by established procurement documentation.

8.1.6 Distribution of functions between the Customer and the organizers of the purchase is determined by the agreement signed between them. Such agreement should contain:

- allocation of rights and obligations between the Customer and the organizers of the purchase, the procedure of procurement procedures;
- the rights and responsibilities of both parties in the process of procurement procedures, procurement of the Commission;
- reservation that procurement manager is acting on behalf of and at the expense of the Customer;
- point that Holder purchases must comply with the provisions of this Regulation on procurement, including the established procedure for resolving disputes;
- during the negotiations provided for in the framework of various procedures - information about who and how spends on these negotiations, as well as who and what decisions are made on the results of the negotiations, allocation of responsibilities and costs in the event of disagreement during or at the results of the purchases, which were referred to the arbitration court or arbitration by the Customer, the organizer of purchase or by third parties;

8.2 Rights and Obligations of the Customer

8.2.1 The customer of a purchase during its preparation should determine in advance:

- a) requirements for purchased products, including price limit;
- b) requirements for participants;
- c) requirements for the contract to be signed on the results of the procurement procedure;
- d) requirements for composition and design of applications;
- e) requirements, the violation (failure) of which by the Participant for the purchase is not acceptable for the Customer.

8.2.2 Regardless of whether the customer of purchase is the organizer

itself or not, the Customer might issue lists of contractors that violate the obligations (Register of unfair suppliers, maintained in accordance with paragraph 8.7 of section 8).

8.2.3 If the Customer purchases the right to require the absence of information about the participants in the procurement of the register of unfair suppliers, provided by Section 8.7 and Section 8 (or) in the register of unfair suppliers, provided by the Federal Law dated 21 July 2005 No.94-FZ "On placing orders for supply of goods, works and services for state and municipal needs. "

8.2.4 Customer should preclude the excessive requirements to the competitive procedures in order to unduly restrict competition in relation to the potential participants in the purchase and create undue advantages for some participants (group members).

8.3 Rights and obligations of the Participant of purchase

8.3.1 any potential participant has the right to make an Application for participation in open procedures.

8.3.2 Participant of purchases is recognized as any legal entity, regardless the legal form, ownership, location and origin of capital, or any individual, including private entrepreneur, that have sent a request to participate in the procurement procedure and passed in accordance with the decision of the procurement committee the stage of bid evaluation (Section 12.2.8.4).

8.3.3 Only those persons that have been invited personally have the right to attend closed proceedings.

8.3.4 Collective members can participate in the procurement if it is not expressly prohibited by the procurement documentation.

8.3.5 While carrying out the procedures the procurement documentation should contain information on whether or not a collective participant that was not personally invited to participate in the procurement can be part of collective participant. But in any case, the leader of the collective party should be only person invited to participate in the procurement.

8.3.6 The participant of any procedures has the right to:

- a) receive from Organiser of purchase full information on conditions and procedures for procurement (except for confidential information or trade secret);
- b) change, amend or withdraw its bid before the deadline, unless otherwise expressly stated in the procurement documentation;
- c) refer to the Organiser with the purchase of questions for clarification of the procurement documentation and request for extension of the

deadline;

d) receive from Organiser of purchase a summary of the reasons for rejection and / or loss of their application. When applying this item the participants have no right to require the information about individuals taking certain decisions.

8.3.7 Only qualified participants can apply for a contract with the customer (the organiser of purchase), or the implementation of of a right arising from the choice of the winner. Eligibility criteria for selection should not be imposed on the competing parties unnecessary restrictions. If necessary, Central purchasing authority right to establish an exhaustive list of conditions, which if not eliminates the possibility of victory in the contest participant or a competitive procurement.

8.3.8 Other rights and obligations of the Parties are specified in the procurement documentation.

8.4 Rights and obligations of the winning bidder

8.4.1 Rights and obligations of the winner of a competitive bidding procedures (usually - the right to contract) should be clearly specified in the procurement documentation.

Note - During the competition, the subject of which was entitled to conclude a contract, the contract with the winner of the competition is mandatory in accordance with Paragraph 5 of Article 448 of the Civil Code. While making the request for proposals, competitive negotiation the participant that submitted the best offer gets the right to conclude the contract, but the Customer (Organizer purchases) is not obliged to concluded contract with the latter (there is the possibility to refuse the contract with the winning bidder).

8.4.2 If as a result of competition or a competitive procedure, there is no immediate right to enter into the contract and other law, the procedure for its implementation should be specified in the procurement documentation as detailed as possible.

8.5 Trade Preferences

8.5.1 The preferences could only be used in open procurement procedures.

8.5.2 The order of preferences should be approved by the Board of Directors of the Company with regard of the requirements of Russian legislation.

8.5.3 The Russian government has the right to set the priority on

Russian-origin goods, works or services performed or rendered by Russian officials, with respect to goods originating from foreign countries, work and services performed or rendered by foreign persons, subject to the customs legislation of the Customs Union and the international treaties of the Russian Federation, and also features the participation in the procurement of small and medium-sized businesses.

8.5.4 The customer or purchasing manager should have the right to apply only if the preferences of their presence and method of application has been expressly declared in the procurement documentation, and during the competition - THEIR notice.

8.6 Requirements for participants of purchases

8.6.1 The Company is focused on working with the legal capacity and qualified contractors that have a positive business reputation.

8.6.2 The special importance of evaluating training is given to contractors at the conclusion of long-term contracts.

8.6.3 In the preparation of documents by the Company for procurement procedures they may establish reasonable requirements for work experience, availability of resources (material, technical, financial, human and other) possibilities, organizational structure and adequate system of interaction with the counterparties. Announced in the same manner the requirements apply to all participants in this procurement. The use of undeclared requirements is prohibited.

8.6.4 Contractor work, services and goods purchased on the results of the procurement procedures should be performed / provided / delivered a counterparty that has a qualified staff, using modern production techniques and project management work, with modern and high-quality materials, methods, approaches, concepts and technologies.

8.6.5 The participants of procurement procedures should demonstrate its compliance with Company requirements by providing the necessary documents (including - according to the list defined within each of the procurement procedures).

It is important for participants to be able to work on the Electronic trade platform, used by the Company.

8.6.6 To be eligible to win the Participant of purchases should be registered as a legal entity or an entrepreneur without a legal entity in the prescribed manner, and for activities that require, in accordance with the legislation of special permits (licenses) - have the necessary licenses. In the procurement of products of creative type it is allowed for citizens that are not registered as entrepreneurs to participate..

8.6.7 Members of the associations that are parties of collective purchasing, should have an agreement with each other, the corresponding norms of the Civil Code, which defines the rights and obligations of the parties and set the leader of a collective member. The agreement should be established joint and several liability for obligations associated with participation in the procurement, imprisonment and subsequent execution of the contract.

8.6.8 Other requirements established by the procurement documentation.

8.7 Register of unfair suppliers (contractors, performers)

8.7.1 The register of unfair suppliers (contractors, performers) (hereinafter - the register of unfair suppliers) is kept by the federal executive body authorized by the Government of the Russian Federation on the official site in accordance with Federal law.

8.7.2 The Customer may also be placed on the website of the Company Registry of unscrupulous suppliers. In implementing this right the customer should independently ensure that the publication of the information does not violate the laws of Russia.

8.7.3 The register of unfair suppliers included data on participants purchasing, contracting evaded, and the supplier (performer, contractor) with whom contracts terminated by court order in connection with a fundamental breach of contract.

8.7.4 The list of items included in the register of unfair suppliers, customers, the procedure for sending information about unscrupulous parties to procurement, supplier (performer, contractor) in the federal executive body authorized to maintain the register of unfair suppliers, the order of the register of unfair suppliers, technological requirements, software, linguistic, legal and organizational means to ensure maintenance of the register of unfair suppliers established by the Government of the Russian Federation.

8.7.5 The information contained in the register of unfair suppliers, should be available for inspection at the official site at no charge.

8.7.6 The information contained in the register of unfair suppliers, after two years from the date of their entry in the register of unfair suppliers should be excluded from the register.

8.7.7 The inclusion of information about the participant purchases, evaded the contract, the supplier (performer, contractor) with whom the contract is terminated in connection with a major breach of contract in the register of unfair suppliers or the content of such information in the register of unfair suppliers may be appealed by the interested person in

court.

8.8 Rights and obligations of the purchasing staff

8.8.1 Purchasing staff should:

- a) comply with Russian law, this Statement of procurement, as well as other internal documents governing the procurement activities;
- b) promote the prevention of the facts of artificial restriction of competition in procurement, including
 - The creation of unjustified unequal conditions for individual participants (categories of) purchases (including - potential);
- c) immediately report to the Director-General of the Society of any circumstances that may lead to negative results for the customer, including those that lead to the impossibility of performance or otherwise of actions prescribed by the Regulations on the purchase;
- d) notify the Director-General of the Society of any circumstances which do not allow this employee to carry out procurement in accordance with the provisions of this Regulation on procurement;

8.8.2 Purchasing employees are prohibited to:

- a) coordinate the activities of participants of procurement other than required by current legislation, the Regulations, procurement, procurement documentation and other internal regulatory documents of the Company governing the procurement activities;
- b) receive any benefit from the procurement of other than officially prescribed by the Customer;
- c) allow third party (other than persons having an official right to information) any information on the procurement, including the examination, evaluation and comparison of bids;
- d) be with members of the procurement procedures of communication, different, rather than arising in the ordinary course of business (for example, be affiliated with the participant purchases), of which he said Central purchasing authority and Procurement Commission;
- e) maintain procurement documentation that are not provided for negotiations with the parties to the procurement procedures.

8.8.3. Purchasing officers may:

- a) based on the experience of procurement management recommend

changes to the documents governing the procurement activities;
b) increase their skills in the area of procurement activities on their own.
8.8.4. Purchasing officers are personally responsible for the execution of actions related to the purchase.

9. Methods of Purchases and varieties

9.1 The applied methods of making purchases (list of allowed methods of purchase)

9.1.1 The Purchasing Regulations determines the following ways making purchases:

- a) competition;
- b) request for proposals;
- c) request for quote;
- d) auction;
- e) competitive negotiations;
- f) purchase at a single supplier (performer, contractor) (hereinafter - the purchase of a single source);
- g) purchase by participating in the procedures organized by the sellers of products.

9.1.2 Regardless the method of procurement to the maximum extent possible should be used mechanisms of competition between the participants of procurement procedures except expressly agreed normative documents of the Company.

9.1.3 The priority directions are open competitive procurement procedures, regardless the amount and method of procurement.

9.1.4 Regardless the method of procurement, the decision on choosing the winner of purchasing party, offering to carry out its own less than 50% of the work may be taken only by Central purchasing authority of the Company.

9.1.5 Conditions for use of procurement procedures and how they conduct and design determined by the laws of the Russian Federation and adopted in the development of this Statement on purchase and the Company's internal documents governing the organization and conduct of procurement.

9.2 Competitive tender

9.2.1 Depending on the possible range of participants the competitive tender could be open or closed.

9.2.2 Depending on the number of stages the competitive tender could be

one-, two-, and multi-step.

9.2.3 Depending on the availability of procedures for pre-qualification the tender could be with or without preliminary qualification selection.

9.2.4 In the case of procurement of particularly complex product the competitive tender could be conducted with the use of special procedures of the procurement of complex product, defined according to the Regulations on procurement.

9.3 Request for Proposals

9.3.1 Depending on the possible range of participants the request for proposals could be open or closed.

9.3.2 Depending on the number of stages the request for proposals could be one, two, and other multi-step.

9.3.3 Depending on the availability of procedures for pre-qualification the request for proposals could be with or without preliminary qualification selection.

9.3.4 In the case of particularly complex product purchase the request for proposals could be conducted with the use of special procedures for procurement of sophisticated products.

9.4 Request for prices

9.4.1 Depending on the possible range of participants Request for Quotations could be open or closed.

9.5 Auction

9.5.1 The auction is a competitive method of procurement, where the organiser should in advance inform contractors on the need for products, invite to submit quotations.

9.5.2 The winner of the auction is the person that offered the lowest price of the contract or, if the auction price of the contract is reduced to zero and the auction will be held for the right to enter into a contract, the highest price of the contract.

9.5.3 The auction is the auction under the laws of the Russian Federation. Other rights and obligations of the organiser of the auction and its participants are set notification and documentation of the auction, prepared in accordance with the Regulations on the purchase and other documents approved by the Company in the development of this Statement of purchase.

9.5.4 The auction could be open, closed, and one-step.

9.5.5 Depending on the availability of prior qualification auction could be with or without preliminary qualification selection.

9.6 Competitive Negotiations

9.6.1 Depending on the possible range of participants in competitive negotiations could be open or closed.

9.6.2 Depending to the availability of prior qualification competitive negotiations may be with or without preliminary qualification selection.

9.7 Purchase at a single source

9.7.1 Depending on the initiative of a sole source procurement may be carried out by means of a proposal for concluding a contract specific to the counterparty, or the adoption of the proposal for concluding a contract from one contractor without consideration of competing proposals, as well as those of the procurement procedure, which was declared invalid and there is only one application, the corresponding documentation on the purchase.

9.8 Purchase by participating in the procedures organized by the sellers of products

9.8.1 Procedures and procedure to be determined by the organizer.

10. The general procedure for the procurement

10.1 Reasons for procurement

10.1.1 Purchases are made on the basis of the approved by the Annual purchasing programme. Prior to the approval of the Company's Annual purchasing programme, procurement procedures may be performed by the decision of the Company's Central purchasing authority according to arising needs.

10.1.1 Analysis of market purchased goods should be initiated as a purchase in the formation of Annual purchasing programme, and in the form of monitoring (tracking) prices at run Annual purchasing programme.

10.1.3 In preparing the decision to hold the purchases are determined by demand for products purchased and installed, functional and / or technical requirements are used for it. In preparation for the formation of Annual purchasing programme lots it is necessary to comply with the

requirements of paragraph 10.5.2 of section 10.5.

10.2 Planning

10.2.1 Formation of Annual purchasing programme

10.2.1.1 Planning is accomplished by the formation of Annual purchasing programme.

10.2.1.2 The period of planning and forming Annual purchasing programme is the calendar year.

10.2.1.3 Annual purchasing programme is the action plan on notification on purchasing procedures and planned sum up on procurement procedures carried out in a planned calendar year. The purpose of the formation of Annual purchasing programme is to determine the amount, the cost of procurement, indicative of their ads, summing up. Annual purchasing programme has to be agreed as part of the preparation of solutions for the Board of Directors and approved by the Board of Directors.

10.2.1.4 While carrying out the procurement activities should be provided with the consolidation and centralization of procurement of similar goods, works and services to the Company in order to optimize their value.

10.2.1.5 In the Annual purchasing programme includes procurement, the cost of which VAT is more than specified in paragraph 1.1.1 for each lot.

10.2.1.6 When planning a purchase is not permitted artificial restriction of competition (of players), to include one lot of several positions (product names) are technologically unrelated.

10.2.1.7 Planning for certain categories of purchases that should be conducted in accordance with Russian law on placement of state and municipal orders for goods, works and services carried out in a general way.

10.2.1.8 Annual purchasing programme are based on the Company's budget and programs on the basis of determining the production and business activities of the Company.

10.2.1.9 During the formation of Annual purchasing programme the purchases of a permanent nature, specified in paragraph 1.2.4 of the Regulations are formed as a separate file, which should comply with Annex № 2 to the Regulations.

10.2.1.10 Preparation to Annual purchasing programme involves three stages:

a) Development of the project. Annual purchasing programme project-based programs that determine the production and business activities of

the Company.

b) Formation of Annual purchasing programme needs (goods, works, services), complying with an approved program that determines the production activities of the Company.

c) Adjustment of Annual purchasing programme.

10.2.1.11. While preparing the Annual purchasing programme it is necessary to take into account long-term contracts that are already signed for the implementation in the planned period and the amount of inventory in order to avoid duplication of purchasing the necessary products.

10.2.1.12 While preparing the Annual purchasing programme a special attention should be paid to the validity of decisions on procurement methods that differ from the open competition, as well as to determining the list of participants in the closed methods of procurement and contracting for the purchase of a single source.

10.2.1.13 When buying from a single source in the Annual purchasing programme the responsible person (the initiator of the purchase) should for every such purchase attach to the Annual purchasing programme the project-help basis, which includes the following information received on the basis of the analysis of the market:

a) justification of impossibility to conduct a competitive procurement process;

b) justification of the purchase price, with all necessary calculations, data, market analysis, etc.;

c) reason for selecting a particular contractor.

10.2.1.14 The list of participants of purchase procedures and the name of the contractor in the procurement of a single source is set in a decision of Annual purchasing programme or Central purchasing authority.

10.2.1.15 Annual purchasing programme and Annual purchasing programme performance report should be formed in an automated information system of the Company, set by the internal documents of the Company

10.2.1.16 Company's Annual purchasing programme project should be formed no later than September of the year preceding the planned, approved by the Board of Directors no later than October of the year preceding the planned, on condition that the production program and business plan of the Company are approved.

10.2.1.17 Quarterly no later than 45 days after the end of the quarter a report on the results of purchase (in accordance with the form prescribed in Annex № 4 to the Regulations) after his coordination in decision-making Board of Directors, presented for approval by the Board of

Directors

10.2.1.18 Central purchasing authority Company may initiate a review by the Company's management bodies of the question of bringing to disciplinary responsibility of the officials responsible for poor-quality procurement planning.

Amendments to the Annual purchasing programme

During the calendar year the approved Annual purchasing programme can be adjusted.

Adjustments of Annual purchasing programme for the IV quarter of the next calendar year should be approved in the same manner as the Annual purchasing programme.

Central purchasing authority has the right to make decisions on purchases that are not listed in the Annual purchasing programme (unplanned purchases), as well as deviations from the programme.

Adjustments of the approved Annual purchasing programme can be carried out:

- a) in connection with adjustments of production and other programs and activities of the Company;
- b) in connection with changes in the Company's budget;
- c) in connection with the detected at the stage of an open procedure should be included in the purchase documentation of information constituting a trade secret;
- d) for other reasons related to unexpected changes in Annual purchasing programme.

Adjustments in the Annual purchasing programme are also subject to mandatory inclusion in the automated system of the Company, approved by the Company's internal documents.

Approval of decision to make a purchase

Before the start of each particular purchase the decision to make the purchase should be adopted and duly formalized. Such decision could be adopted by:

Decision of the Director of the Company (or authorized person) on the implementation of the approved Annual purchasing programme

Decision of the Director of the Company (or authorized person) on particular purchase procedure данной конкретной закупочной процедуре (каждой отдельной или серии однотипных, проводимых в рамках какой-либо программы, проекта, временного периода и т.д.).

10.4.2.3 In the event of a decision by the Director of the Company (or a person authorized by him) issued an order (the order, other administrative documents) referred to in subparagraph 10.3.1.1 of this paragraph, the publication of a separate internal document (orders, regulations, other

administrative document), provided subparagraph 10.3.1.2 is not mandatory.

10.4.2 The executive bodies of the Company may, in accordance with the competence to approve internal documents detailing and specifying the order of execution of procurement procedures for the establishment of procurement (including bankruptcy), commissions, working groups or expert, and other temporary or permanent bodies involved in the implementation of procurement activities, determine their composition and method of work, as well as how to interact with third-party organizer purchases to meet the requirements of current legislation of the Russian Federation and the present provisions of the purchase.

10.4.3 Agreement by the organizers of the purchase may be specified otherwise the Company's interaction with the counterparty to such agreement in connection with the organization and conduct of procurement procedures. This procedure should not contradict the legislation of the Russian Federation and the present Regulations on procurement. In the presence of such an order, he should apply regardless of the regulatory documents of the Company during the procurement under this contract.

10.4.4 In any event, prior to the direct conduct (including the preparation for it) each procurement procedures in one or more orders (or other regulatory documents), or treaties of the Society should be defined:

- a) the subject of procurement;
- b) method of procurement;
- c) In cases where the procurement in accordance with this Regulation requires the purchase decision permitting authority
- A reference to such authorization;
- d) date of purchase;
- e) the initial (maximum) contract price (lot price);
- f) the essential terms of the purchase (the essential requirements for purchased product, the essential requirements of the contract, the essential requirements for the participants to purchase procedures to the list of essential requirements and conditions of procurement procedures carried out);
- g) details of to whom entrusted with the purchase of the Organizer;
- h) the personal composition of the procurement committee, other workers or expert bodies or individuals or experts involved in the work during the present procurement procedure, the order of their work;
- i) an indication of the person authorized to purchase on behalf of the organizer to say (sign) documents (in the case of competition - the notice, tender documents and the protocol on the results of the competition).

10.05 General requirements for goods, works and services, other objects of civil rights

10.5.1 The Company is focused on the acquisition of quality goods and services, and other objects of civil rights charge of inferior quality destination with the required consumer properties and characteristics, the characteristics of environmental and industrial safety.

10.5.2 Unless otherwise specified, purchased as a result of the procurement procedures of goods and equipment should be new, not previously used the former, should be made safe by the manufacturer with a positive business reputation.

10.5.3 Products which allows to reduce costs further acquisition and use is a priority.

10.6 Preparations for procurement

10.6.1 The organizer purchases in the course of its preparation in each case, determine in advance:

a) requirements for purchased product, including, if necessary - the initial (maximum) contract price (lot price);

b) requirements to the participants and the order of confirmation of compliance with established procurement documentation requirements;

c) A draft of the contract;

d) requirements for composition and design applications;

e) that the statement of compliance of purchased products (as well as the processes of production, storage, transportation, etc.), imposed on it by the customer's requirements is carried out in accordance with the law on technical regulation in the accredited bodies for mandatory certification (in terms of requirements related to safety), and in entered in the state register of voluntary certification systems (in other parts of the essential requirements listed by the customer). Documentary expression are determining compliance certificates or other documents which are not contradicting the legislation of the Russian Federation;

f) the order of evaluation and ranking of applications according to their preference for the customer and identify the person (s) receiving the results of the procurement procedure the right to sign the treaty (other than procurement from a single source).

Note - if the Holder purchases and customer - different faces, the requirements listed in this paragraph, forms and approved by the Customer.

10.6.2 under subsection 10.4 requirements and valuation rules should not apply to the competition participants unnecessary restrictions. In the composition of lots is not permitted artificial restriction of competition (of participants) to include lots of products that are functionally or

technologically unrelated.

10.6.3 In order to analyze the market for customer (Organizer purchase) is recommended at any time before the official start of any procurement procedures announce future purchases, both individual and as part of any programs, projects, etc. The text of the published announcement should clearly indicate that this publication is not an official document that declares the start of the procedures, and provides the coordinates of the persons who are interested contractors may submit information about yourself to the official announcement of the competition or the competitive non-competitive procurement, the contractors were aims of the early procedures. If the announcement is, a copy of it on a mandatory basis is published on the website of the Company and the ETP.

10.6.4 The organizer has the right to request the purchase of interested potential bidders to send any information about yourself, products, delivery conditions, etc., but it should clearly indicate that such information will not be considered as a proposal for a binding contract. The text of the announcement states that do not hold previously announced purchases may not be the basis for any claims.

10.6.5 At the stage of the project ACPP Society established the functional and / or technical requirements for purchased production (in the case of procurement of construction contract work - as developed and approved construction documents, and in case of procurement of design, survey work
- As input data for design, survey work).

10.5.6. The provisions of paragraph 10.5.5 do not apply to the purchase of the projected and under construction, construction documents which have not been approved at the time of drafting the ACPP. For such purchases in the formation of ACPP on each purchase is made a reasoned calculation of the projected cost. At the same time before the start of the procurement procedures should be developed construction documents in the volume, which allows to determine the subject of procurement.

7.10 The announcement of the purchase

10.7.1 The beginning of any procurement procedures should be formally announced. The document declares an open procedure should be available to the public. The document announcing the closed proceedings should be simultaneously sent to all invited participants.

Examples of documents announcing the beginning of the procedure: Notice of tender notice of the auction, a notice of the request for proposals, notice of the competitive negotiation.

Official and additional sources of publications

10.8.1 All the official publication of the public procurement procedures, the Company should be posted on the official site. In case, the purchase procedure is on the order of the Electronic trading platform procedures are governed by this Regulation on procurement rules in the area do not contradict the norms of P F. An exception may be only the procedure is not performed on the Electronic trading platform in accordance with the Regulations on procurement.

10.8.2 The official website of the Russian Federation and the Company's website under "Procurement" should be a reference to the Electronic trading platform, which provides information about the conduct of competitive procurement procedures. At the same time on the site in the relevant section can be placed in the name of the competitive procurement procedures, and reference to the ETP, which will be the purchase procedure.

10.8.3 Regardless of where an official or additional publication, a copy of the document that announces the opening of proceedings, they should be published on the Company's web site under "Purchases" (in accordance with paragraph 7.5.2 of section 7.5).

10.8.4 In conducting the open of trading on the Electronic trading platform, published a notice (the official publication in Russian) can be translated into English, in which case the resulting translation of the English version of the notice is placed in the English version of the Electronic trading platform, marked "copy" and a reference to official notification. In this English version of the document in any case not an official document, and is regarded as additional information.

10.8.5 the Customer has the right to Central purchasing authority for specific trades to make a decision that will be the official publication of the English language and Russian-language version will be considered as a copy, in which case an English translation at the expense of the Customer.

10.8.6 When placing copies (excerpts, notices, etc.), official reports indicate that the message is not the first (official) publication and a link to a source, which is the official publication.

10.8.7 In addition to official publications (paragraph 10.7.1 of this section) and binding copies (paragraph in Section 10.7.3 of this section), the organizer of the customer or purchasing the right to publish any sources of news reports about open procedures in the form of copies of official document announcing the beginning of the procedure, and excerpts from it. In this case indicates that the message is not the first (official) publication and a link to a source, which is official.

10.8.8 Central purchasing authority may provide the mandatory

publication / location information to declare closed the procedures for additional sources.

9.10 Conducting procurement

10.9.1 posted notice of the procurement and full text of the procurement documentation should be available at no charge for this by any registered user on the Electronic trading platform.

10.9.2 In the closed procedures on procurement documentation issued exclusively invited contractors, including on the basis of their written requests.

10.9.3 In the formation of the procurement commission of a specific purchase in its composition may include members of the Central purchasing authority of the Company or their representatives, members of the Audit Commission, as well as other persons, except for representatives of organizations involved in the specific procurement procedure.

10.9.4 In particular, during the purchase of more than 50 million rubles without VAT is determined by the Chairman of the procurement committee from among the members of the Central purchasing authority, and members of the Purchasing Commission to be agreed with the Central purchasing authority of the Company.

10.9.5 Continued procurement is carried out in accordance with section 12.

10.10 Reporting and Communications

10.10.1 Upon completion of its purchase of any regulated organizer is obliged to draw up a report, which includes an explanatory note, as well as all the original documents, issued by the Customer, organizer of the purchase, as well as participants in the purchase (in the absence of the originals - kopii1).

10.10.2 The explanatory note to the report should contain the following information:

- a) Rationale for the method of procurement with reference to the points of the provisions of the procurement;
- b) The reference to the number and date of the preliminary screening instrument for carrying out direct procurement;
- c) Cost of purchase;
- d) Information about the method and procedure for notification of potential participants to conduct procurement purchases, in the case of private ways to address any additional warning of potential participants in the purchase - more names and addresses of persons who have been notified of the conduct of procurement;
- e) For closed procurement procedures - the names and addresses of

potential participants in procurement, purchasing documents received in paper form;

f) The names and addresses of participants who submitted an application (for purchases from a single source - the name of a single party for the competitive negotiation - all participants in the negotiations) with the price of their proposals;

g) List of participants whose applications are rejected, indicating the reasons for the decision (other than procurement from a single source);

h) The results of evaluation, comparison and ranking of applications according to the degree of preference, the name and address of the party submitting the successful bid (other than procurement from a single source);

i) Information about conducting pre-contractual negotiations and their outcome, especially in terms of significantly altering the conditions of the procurement documentation and the successful bid;

j) The price of the contract;

a) Information indicating the reasons for which as a result of the procurement procedures had not been a contract (including information about how to abandon the procurement procedure and the time of the decision) if it happened.

10.10.3 As part of the report should be accompanied by the originals of key documents developed during the procurement.

10.10.4 When engaging third-party organizer purchases the report on the implementation of procedures, together with the originals of all the protocols kept by the Organiser procurement, customer sent a second copy of the report together with copies of the attached documents.

10.10.5 If during the term of the contract the terms have changed, the report should necessarily be accompanied by information about the nature of the changes with reference to persons who have taken a decision on such change. The additions are made immediately upon entry into force of the new contract terms.

10.10.6 In order to improve the efficiency of procurement activities of the Society, annually Central purchasing authority should consider the results of the procurement activities of the Company. In considering this issue Central purchasing authority draws attention to the following circumstances:

a) Implementation of the contractual terms of counterparties (quantity, quality, delivery schedule, etc.);

b) The quality, as the purchased product or executed works and rendered services to counterparties of counterparties to take into account the

estimates in the preparation of ACPP for the next year and a possible change of priorities in respect of requirements for goods, works and services;

c) Cases (if any) in excess of the price performance of the contract, obtained as a result of procurement procedures, and motivation for such decisions;

d) The elevation of the thresholds in the implementation of the procedures under this Regulation on procurement;

e) The validity and motivation of procurement "single source";

f) The structure of the procurement processes for their implementation and the amount of regulated procedures in the total amount of financing purchases.

10.10.7 Central purchasing authority prepares documents for entering the participants in the Register of unscrupulous suppliers.

10.10.8 Storage of documents on the conduct of procurement procedures, prepared in paper form, should be at least three years from the date of signing the contract on the basis of such a procedure.

10.11 Features of contracts following procurement procedures and their implementation

10.11.1 Selection of the winner of procurement procedures by procurement commission in accordance with the terms of the document announcing the beginning of the procurement procedures, procurement documentation, participant application, then selected the winner. Terms of the agreement concluded as a result of competitive procurement, with its winner, should not conflict with the decision of the procurement committee to choose the winner of the competitive procurement, as well as the terms of the protocol on the results of the competition (in the case of the competition).

10.11.2 Unless otherwise stated in the Notice of purchase, the customer is obliged to take stock purchases in a period not exceeding 30 calendar days from the date of opening of bids.

10.11.3 The conclusion of the contract on the basis of the procurement procedure is carried out at a time and manner specified in the documentation of procurement procedures. The data period and the order should comply with the requirements established by the Civil Code of the Russian Federation.

10.11.4 chosen as the winner of the Participant's purchase, details of which are contained in the register of unfair suppliers, provided by Federal law should be carried out only with the approval of the Central purchasing authority.

10.11.5 In the event that the documentation on the purchase or contract

provided for coordination of customer attracted by the supplier (performer, contractor) subcontractors (contractors, subcontractors), the customer should agree on sub-suppliers (contractors, subcontractors), information which is included in the register of unfair suppliers only with the approval of Central purchasing authority.

10.11.6 Conditions of the agreement concluded on the results of a sole source procurement should not be approved contrary to the ACPP and / or decisions by the Central purchasing authority of the Company.

10.11.7 Except as otherwise expressly provided in the Regulations to purchase, to avoid unnecessary changes to the contract entered into as a result of purchases, which will lead to inconsistencies referred to in paragraphs 10.10.111.10.1 and 10.10.611.10.6.

responsible for the unjustified change in terms of the agreement lies with the Initiator of the contract. A more detailed questions relating to amending the contract, as well as determining the validity and agreement on such changes can be determined by individual local normative act of the Company.

10.11.8 Additional agreements to contracts concluded on the results of the procurement procedures may be made only on the basis of the decision Central purchasing authority. In any case, this decision should be justified.

10.11.9 Additional purchases is reflected in the performance reports ACPP as a sole source procurement, and should not exceed:

10.11.9.1 10% of the initial cost procurement - the purchase, the cost is less than 70 million rubles, including VAT;

10.11.9.2 7% of the initial cost procurement - the purchase, the cost of which amounts to 70 million rubles with VAT up to 100 million rubles, including VAT;

10.11.9.3 5% of the initial cost procurement - the purchase, the cost of which exceeds 100 million rubles, including VAT.

11/10/10 If the cost exceeds the original purchase

1 billion rubles, including VAT, additional purchases may be carried out in exceptional cases and only on the basis of decisions of the Board of Directors.

10.12 pre-contract negotiations.

10.12.1 Before signing the contract between the Customer and the winner of the procurement procedure may be conducted negotiations aimed at clarifying the terms of the contract that were not recorded in the draft treaty, the documentation of procurement procedures and offering the winner of the procurement procedure.

10.12.2 The negotiations on the substantive terms of the contract, to

change them in favor of the winner's procurement procedures are prohibited.

10.13 Control

10.13.1 Monitoring of procurement of products made for:

10.13.1.1 Execution rules and regulations provided for in this Regulation on procurement and other internal regulatory documents of the Company governing the procurement activities;

10.13.1.2 Compliance decisions in procurement (including procurement decisions on the results of) the interests of the Company;

10.13.1.3 Compliance is actually carried out the procedures approved by the ACPP;

10.13.1.4 Execution of key performance indicators of procurement in the event of their establishment;

10.13.1.5 timely and quality reporting on the procedure.

10.13.2 Monitoring of the implementation of the procurement procedure is performed Central purchasing authority Company.

11. Terms of choosing different methods of procurement

11. General Provisions

11.1.1 In the absence of directly provided by other paragraphs of section 11 grounds, the purchase of any product should be made solely by means of open one stage tender without special procedures. The decision to purchase a right to take any person having authority to sign the corresponding (concluded on the results of the procurement procedures) of the contract. Unless otherwise specified in the Regulations the purchase or other internal documents of the customer, it's the person appointed by the commission for the relevant procurement.

11.2.1 Except as otherwise expressly provided in the Regulations to purchase, all other methods of procurement, as well as special procedures (section 12.10) can be applied in the presence of established Section 11 hereof on the purchase of grounds, in accordance with the approved ACPP permission of the Company or the Company Central purchasing authority.

11.2.2 In exceptional cases, to address the Central purchasing authority for some specific purchases can be chosen the one that grounds available for the purchase of the Regulations is not allowed. In particular, the thresholds are exceeded (cost of purchase or percentage) set out in paragraphs 11.4.1.3, 11.6.1 section 11 is only available for individual purchase by a decision taken in that order.

11.2.3 In exceptional cases, for individual purchase date of the procedures provided for in this Regulation on procurement can be changed by a decision of a lower side of the Central purchasing authority

of the Company.

3.11 Application procedures for private

11.3.1 Any procedures may be closed due to the presence of any of the following circumstances:

11.3.1.1 The direct address to attract participants a means of ensuring confidentiality necessary in the interest of the customer;

11.3.1.2 closed procedure is performed on the results of an open procedure for the procurement of permanent (long-term, regular) products (for example, conduct a private inquiry prices as a result of open competitive negotiations);

11.3.1.3 Procurement procedures associated with the objects of strategic, security services, with services to conduct a special examination by testing fulfill the necessary requirements under the regime of secrecy, countering foreign intelligence services and technical protection of information leakage through technical channels, as well as compliance with other conditions necessary to obtain licenses to carry out the work with information constituting a state secret.

4.11 Two-and other multi-stage competitions

11.4.1 Purchases can be made through bi-and multi-stage competitions, if the Customer (the organizer of purchase) should negotiate with the parties to determine the most effective option to meet the needs of the customer, and if it is because of the complexity of products, or if you have multiple options for meeting the needs of the Customer difficult to immediately formulate detailed requirements for purchased goods (other contractual terms), or the application involved specifically in order to find possible ways to meet the needs of the customer and choose the best of them.

11.4.2 For a closed two-and multi-stage tender additional restrictions imposed by paragraph 11.2.1 of section 11.

05.11 Request for Proposals

11.5.1 Request for proposals may be made at any of the following conditions:

11.5.1.1 In the contest do not have time or conduct inappropriate for some other good reasons, but the circumstances requiring the immediate purchase of a sole source are absent, and the complexity of the products or the conditions of its supply does not allow for the auction;

Note - a good reason may be such that the specificity of the effect of purchase to the customer or the organizer should be able to unimpaired liability out of the purchase (and contract) at any stage of the procedure.

11.5.1.2 should negotiate with the participants and the use of the procedure of two-and multi-stage competition, taking into account time

spent or other compelling reasons inexpedient.

11.5.1.3 When the planned purchase price does not exceed:

- a) for procurement of construction materials and contracting, the unique (individual equipment) - 10 000 000 rubles (including VAT);
- b) the purchase of other goods and services - 7 000 000 rubles (including VAT).

11.5.2 For a closed request for proposals, additional restrictions imposed by subsection 11.2.

11.06 Auction

11.6.1 The auction can be conducted at any of the following conditions:

- a) The subject of procurement is simple (including standard) products;
- b) The subject of procurement is the production of which is included in the list of goods (works, services), the placement of orders for delivery (performance, rendering), which is done by auction in accordance with the laws of the Russian Federation.

11.6.2 Do not hold an auction for the purchase of a complex and unique (individual) equipment.

Note - The auction is intended solely for the purchase of products in the virtual trading floors.

07.11 Request Price

11.7.1 Use of open inquiry in prices can be implemented with a simple product procurements for which there is a mature market, provided that the contract price does not exceed 5 000 000 rubles (including VAT).

11.7.2 The use of closed request price with no limit on the contract price may be carried out in the procurement of:

a) Always (regular) consumption of products from suppliers with whom the results of earlier competitive process concluded framework agreements for the supply of the products. In this framework agreement should be for a term not exceeding one year, the providers should be at least three, and they should all be invited to submit quotations.

B) Permanent (continuous), consumption of products from manufacturers with which previously on the results of the tender procedure concluded framework agreements for the supply of the products. In this framework agreement may be concluded for a term exceeding one year, such producer should be not less than three, and they should all be invited to submit quotations.

11.7.3 To request a closed price, held on other grounds than in paragraph 11.6.2, in addition to the requirements of paragraph 11.6.1 restrictions imposed by paragraph 11.2.

11.7.4 Do not engage in procurement of a complex and unique (individual) of the equipment prices the way of inquiry.

Note - Open Request for Quotations is designed primarily for purchases of simple products in the virtual trading floors.

11.8 Competitive Negotiations

11.8.1 Competitive negotiations may be conducted in the procurement of goods, when you need to negotiate with the participants and the use of a two-step procedure of the tender or request for proposals, taking into account the amount of time or otherwise inappropriate.

11.8.2 For a closed competitive negotiations are further restrictions imposed by paragraph 11.2, which can be removed in accordance with the Company's decision Central purchasing authority § 11.1.2 of section 11.

11.9 Purchase of a single source

11.9.1 Purchases from a single source can be made on the basis of the approved ACP Central purchasing authority or decision of the Company in the following cases:

a) due to extraordinary circumstances created a need for certain products or related work, and therefore, the use of other procedures is not acceptable. The reason for the decision to purchase "from a single source" is a document (the act), which fixes the onset of an emergency event. Procurement of goods and services to address the emergency should be made of not more than sufficient to prevent an emergency or eliminate its consequences;

b) In the case of purchase of unique (individual) equipment, which is produced by a unique technology or unique properties, which is confirmed by relevant documents, and only one supplier can supply such products;

c) the provision of water, wastewater, sewage, heating, gas (except for the services of liquefied natural gas), a public telecommunications and public postal services (except for express mail service), as well as the connection (connection) to engineering and technical support regulated in accordance with the legislation of prices (tariffs);

d) the contract of energy supply or sale of electric energy with a supplier of electric energy;

e) provision of services under the author's control over the development of project documentation of capital construction projects, field supervision of construction, reconstruction, major repairs of capital construction respective authors.

f) be additional procurement (in accordance with § 10.10.9), which need not have been foreseen in the process of purchasing the main, when for reasons of standardization, unification, and to ensure compatibility and continuity (for services) with the previously acquired production of new purchases should be made to a person who has previously purchased

products.

Note: When deciding whether to purchase a single source on the ground should be checked whether the additional purchase of a particular individual will cause the Customer:

- a) for procurement of goods - buy them with other specifications (which can lead to significant technical difficulties in operation and maintenance);
- b) the procurement of works (or services) ■ - experience considerable difficulties and incur additional costs of changing the performer (contractor) having specific experience and contacts to successfully Legacy services (works), this customer.

11.9.2 If the results of public procurement procedures were submitted only one application (proposal), or only one person who has submitted an application to participate in the competitive process, is recognized as a competitive participant in the procedure, the procurement commission appointed in respect of such purchases may be made the following decisions:

- a) the purchase of a single source - in the case at the conclusion of the procurement committee, conducting the new procurement procedures impractical (for example, time limits have been exhausted on the implementation of procurement procedures, conducting a new procurement would not change the range of players and the emergence of another winner), and provided Application (proposal) is acceptable;
- b) the conduct of re-procurement (for conditions similar to those of the original purchase).

11.8.3. Decisions on procurement from a single source on the basis of paragraph a),

B) Section 11.8.2 of the Regulations on the purchase may be made only to the procurement committee of the Company on the basis of the conclusion of the service's internal audit conducted by the Company on the quality of procurement, namely:

- a) Publication of information on procurement carried out in all sources as defined in the Regulations on procurement;
- b) a document announcing the start of procurement procedures, procurement documentation, including technical project requirements and conditions that restrict competition;
- c) properly drawn up requirements included in the documentation for the purchase and maintenance tasks that involve the purchase of an unlimited number of participants;
- d) Availability of other violations that led to the unjustified restriction of competition during the procurement.

11.8.4. In identifying the facts of unreasonable restriction of competition it

is expedient to re-purchase with the elimination of the deficiencies identified. The Board of Directors of the Company, Central purchasing authority Company should be entitled to initiate an official investigation on the fact of violations and review the Company's management bodies of the question of bringing to disciplinary responsibility of the perpetrators.

11.9. The combined purchase

11.9.1. Combined purchases are conducted in order to improve procurement close to the characteristics of products needed to multiple users.

11.9.2. Combined purchases are conducted in ways prescribed by the Regulations on procurement. Selecting the method of joint procurement in accordance with the Regulations on procurement.

11.9.3. When combined procurement under paragraph need for products to specific customer needs can be as dedicated as part of a separate lot, and incorporated into the one common lot.

11.10. Other methods of procurement

11.10.1. By decision of the Central purchasing authority customer purchases can be made by the Customer participation in the auctions, contests, or other procedures, organized by the sellers of products (including virtual electronic trading platforms in the international computer network). A positive decision on participation in such proceedings should, if the procedures provide an honest and fair competition participants.

Note - The purchases are made, usually in a shortage of production, when demand for products exceeds the supply.

11.10.2. Contracts with public authorities and local self-government of the Russian Federation, credit, loan or guarantee from the sponsoring organizations, other third parties may provide for special order purchases from available resources (co-financing through loans, leasing, financing and budgeting, etc.). The special order may require deviation from the provisions of this procurement (for example, if during the procurement for the state budget or from international financial institutions purchases are made in accordance with the funding bodies). Any reservations about the applicable procurement procedures should be included in the relevant contracts only with the permission of the Company Central purchasing authority.

12. Instruction on procurement procedures

12.1. The composition of the procedures

12.1.1. The overall sequence of actions during the contest

12.1.1.1. Open one-stage competition is conducted in the following sequence:

a) Definition of basic conditions, requirements and procedures for the

- contest and publication of the relevant administrative document;
- b) Preliminary announcement (notification) of the competition (if necessary);
- c) Development of the notice of tender and tender documents, their approval;
- d) Publication of information on the competition (notice and documentation of procurement, the draft contract);
- . e) a pre-qualification (if necessary);
- f) The receipt of the tender documentation by participants at the official site; clarification of the tender documentation or its complement (if necessary);
- g) submission of bids by participants at the ETT;
- h) The envelopes with bids;
- i) a comparison and evaluation of bids; j) the choice of the winner;
- a) The signing of a protocol on the results of the contest with the winner;
- 1) a pre-contractual negotiations between the customer and the winner (if necessary), iii) the signing of the contract with the winner;
- n) the publication of protocols drawn up during the competition;
- a) design of a report on the competition.

12.1.1.2. A detailed description of the procedures open one stage tender, as well as the differences and features of a closed tender, two-and multi-stage competitions, and a description of special procedures (rebidding, prequalification, special procedures for the procurement of sophisticated products).

12.1.2. The overall sequence of actions during the request for proposals

12.1.2.1. Request for proposals is carried out in the following sequence:

- a) Definition of basic conditions, requirements and procedures for requesting proposals and the publication of the relevant administrative document;
- b) Preliminary announcement (notification) of the request for proposals (if required);
- c) Development of procurement documentation and its approval;
- d) Publication of information about conducting of purchase (the notice and documentation of procurement, the draft contract), for a closed request for proposals - the simultaneous distribution of all participants;
- e) to receive documentation on the purchase on the official site, and its clarification or addition (if necessary);
- f) filing parties;
- g) the study of applications and negotiations (if necessary);
- h) submission of final bids (if necessary);
- i) a comparison and evaluation of proposals;

j) choose the best application and signing a contract with that party;

a) the publication of protocols drawn up during the procurement;

1) The design report on the conduct of purchase.

12.1.2.2. A detailed description of the procedures for requesting proposals, as well as the differences and features of special procedures (rebidding, prequalification, special procedures for the procurement of sophisticated products) are presented in Sections 12.6, 12.10.

12.1.3. The general sequence of steps at the auction

12.1.3.1. The auction was held in the following sequence:

a) Definition of basic conditions, requirements and procedures for the auction and the publication of the relevant administrative document;

b) Development and documentation of the notice of the auction, and their approval;

c) Publication of notices and documents about the auction on the official site;

d) receipt of documentation by all parties on the official website, her explanation and supplement (if required);

e) submission of price proposals (bids) in the ETP participants;

f) change of price proposals (bids) auction participants on the ETP (if necessary);

g) conduct the auction;

h) selection of the winner of the auction and sign the contract with him;

iii) the publication of protocols drawn up during the auction;

i) design report on the conduct of purchase.

12.1.4. The overall sequence of actions when purchasing from a single source

12.1.4.1. Actions taken when purchasing from a single source, defined by the customer on their own, depending on the conditions requiring a purchase in accordance with subsection 11.8.

12.2. Procedures for open one stage tender

12.2.1. Notice of tender

12.2.1.1. Notice of Contest should be officially published / posted no later than 30 days before the end of the filing of applications for participation in the contest.

12.2.1.2. Announcement of the contest should contain:

a) an indication of the form of competition in accordance with subsection 9-S, and if necessary (according to the organizers of the competition) - and species of special procedures used in accordance with subsection 12.10;

b) The name, address, postal address, email address, contact telephone number of the customer;

- c) the subject of the contract, indicating the number of delivered goods, the amount of work done, services rendered;
- d) The place of delivery of goods, works and services;
- e) information about the initial (maximum) contract price (lot price);
- f) the period, place and procedure for providing documentation of purchase, amount and terms of fees charged by the customer for the provision of documentation, if such payment is established by the customer, unless the provision of documentation in the form of an electronic document;
- g) place and date of the purchase consideration of bids and tabulation of purchase.
- h) an indication of the customer's right to abandon the contest and the period before which the customer can do this without any consequences for themselves;
- i) information on the timing of the contract after determining the winner, if the terms differ from those established by Article 448 of the Civil Code;
- j) any other relevant information about the tender process, participation in the design, definition of the person who won the contest, a) a reference to the fact that other and more detailed terms of the tender stated in the tender documentation, which is an indispensable accessory to this notice.

12.2.1.3. It is mandatory announcement of the competition in the form of a copy of the notice is published in accordance with paragraph 10.7.3 of section 10.

12.2.1.4. During the competition the right to sign contracts worth more than 30 million rubles (without VAT) copies of notices of tender should simultaneously with the release of official information to be sent to the best-known counterparts such products for information.

The list of such contractors by product names, and work done, services rendered, or installed in the ACPD decision Central purchasing authority.

12.2.2. The tender documentation

12.2.2.1. The tender documentation is a supplement to the notice of the competition, supplements, clarifies and explains it. Tender documentation should contain all the terms and conditions of the competition, as well as a detailed description of its procedures. The tender documentation should be prepared to grant at least 30 days before the end of the filing of applications for participation in the contest. Tender documentation should contain the information necessary and sufficient to ensure that participants could make a decision about participation in the contest, prepare and submit an application so that the organizer of the competition could evaluate them on the merits and choose the best offer.

12.2.2.2. Tender documentation should contain the following information:

- a) prescribed by the customer requirements for quality, technical characteristics of the goods, works and services to their safety, to the functional characteristics (consumer properties) of the goods, to the size, packing, shipping the goods to the results of work and other requirements related to determining compliance of the delivered goods , the work performed, services rendered to the needs of the customer;
- b) requirements for the content, form, design and composition of an application for participation in the procurement;
- c) claims to describe the parties purchasing the goods delivered, which is the subject of procurement, its functional characteristics (consumer properties), its quantitative and qualitative characteristics, the requirements for participants in the purchase description of work performed, services rendered, which are the subject of procurement, their quantitative and qualitative characteristics ;
- d) the place, terms and conditions (periods) of delivery of goods, works and services;
- e) information about the initial (maximum) contract price (lot price);
- f) the form, terms and procedure for payment of goods, works and services;
- g) the procedure of forming the contract price (lot price) (for sensitive or insensitive to the cost of shipping, insurance, customs duties, taxes and other obligatory payments);
- h) the manner, location, start date and end date of the deadline for participation in the procurement;
- i) requirements for the purchase of the participants and the list of documents submitted by parties to the purchase to confirm compliance with the requirements;
- j) the form, the order start date and expiry date of purchase providing participants with an explanation of the provisions of the procurement documentation, j) place and date of the purchase consideration of bids and finalize the purchase;
- 1) The criteria for evaluation and comparison of applications to participate in the procurement, w) the procedure for the evaluation and comparison of applications for participation in the procurement, n) requirements for the form, size, order of presentation and duration of action to enforce the obligations the participant relating to the submission of their tender bid (further - to ensure bids) in accordance with paragraph 12.2.5 sub-section 12.2, and enforcement of obligations under the contract, if applicable;
- o) any other requirements established in accordance with Russian legislation, the Regulations, procurement, or reasonable wishes of the

customer.

Note: - Tender documents can be found that if the organizer of the competition or customer keeps an archive of information on contractors (with the inclusion of copies of constitutive documents, balance sheets and other information), the counterparty registered in this archive, you need to make a link to the case number in this archive (date and making it the latest data), confirm the immutability of the information or provide information about changes and copies (the originals) of relevant documents. Tender documentation for this may include an additional form, the request to include the changes into the archive.

12.2.2.3. The tender documentation prepared by Customer and approved by his supervisor or the person authorized to do so, and if the customer transfer functions to a third party organizer of the competition, the functions are assigned to the official organizer of the Customer, or under a contract concluded between them. The text of the tender documentation prior to its approval should be agreed by all concerned units of the Company.

12.2.2.4. With the purchase of construction contract works tender documentation should be prepared in the presence of construction documents developed and approved in accordance with established order, unless otherwise follows from the nature or conditions of work procured the project.

12.2.2.5. If the approval documentation occurred in paper form, then sewed the original tender documentation and should be signed by the authorized person of the Customer or the Organiser of the competition, and a copy - also stamped (marked) "true copy", the original tender documentation kept by the organizer of the contest as an annex to report on the competition (paragraph 10.9.1 of subsection 10.9).

12.2.3. Provision of tender documents

12.2.3.1. Competition organizer publishes the tender documentation at the official site. Start placing the tender documentation should be not less than twenty days prior to the deadline for receiving bids.

12.2.3.2. If for the competition of a foreign organization will require bidding documents in English, translated into English Participant should at his own expense, unless otherwise specified in the notice or tender documentation.

12.2.3.3. If the contest is held at the ETT, the potential bidders can also obtain the tender documentation at the ETP.

12.2.4. Clarification of bidding documents. Amendment of Solicitation Documents

12.2.4.1. The organizer of the contest should promptly respond to any

written request from the participant concerning the clarification of the tender documentation received no later than the date specified in it for clarification. The organizer of the competition is not entitled to set the term clarification of the tender documentation at least five (working) days prior to the expiration of the deadline. Reply with explanations along with the essence of incoming request posted on the official site, without identifying the source of the request.

12.2.4.2. Clarification of the provisions of the bidding documents placed on the official site of the customer not later than within three days from the date of the decision granting the explanations.

12.2.4.3. Prior to the expiration of the deadline for receiving bids organizer of the competition in coordination with the customer may, for any reason to amend the tender documentation. In this competition organizer may postpone the end of the reception of bids, in accordance with paragraph 12.2.4.5. Changes to the notice of the procurement documentation for the purchase of the customer are placed on the official site does not

later than within three days from the date of the decision on making the changes. In the event that changes to the notice of the procurement documentation for purchases made by the customer later than fifteen days before the deadline for filing applications for participation in the procurement, the period for filing applications for participation in this procurement should be extended so that the date of posting on the official site made in the notice of the procurement documentation for the purchase of changes before the deadline for filing applications for participation in the procurement of such period was not less than fifteen days.

12.2.4.4. Clarification of the tender (prequalification) documentation should be provided for reference and does not impose on the organizer (the Customer) any obligation of the competition. In preparing the explanations should be considered that the explanations do not have to add or modify substantially the conditions of the tender documentation and to influence the content of the tender bid participant (otherwise you have to make changes to the tender (prequalification) documentation).

12.2.4.5. Prior to the expiration of the deadline for receiving bids organizer of the competition for any reason may extend that period if the tender documents has not been established additional restrictions.

Example: If publications clarification or amendment of the tender documents, if one or more participants are unable to submit their bids by the due date and addressed to the appropriate request to the organizer of the competition.

12.2.4.6. All participants who received the tender documentation, should be promptly notified of this by Electronic trading platform.

12.2.4.7. In making amendments to the tender documentation, bearing material, as well as the transfer deadline for bids for a period exceeding 15 days or re-transfer, the organizer of the competition should publish this information in the same order in which the information was published on the competition. The duration of the new deadline for bids should not be less than 15 days from the date of publication of such information.

12.2.4.8. The essential changes in the conditions of competition is changing the initial (maximum) contract price by more than 5 percent, including those due to changes in technical specifications.

12.2.5. Enforcement of obligations

12.2.5.1. The organizer of the competition in coordination with the Customer may require the parties to enforce the obligations to provide the participant relating to the submission of their tender bid (to ensure a competitive application) or to provide the winner of the performance of obligations under the contract (maintenance contract). Way to secure the obligations of the Bidder and provide the contract - bank guarantee, an agreement on the penalty, surety or otherwise, specified in the tender documentation. Requirements to ensure that the issuer should not impose on the participants compete unnecessary restrictions.

12.2.5.2. In establishing the requirements of the security in the form of bank guarantee, the guarantor may be the only bank that meets the following requirements:

- a) have a permit (license of the Bank of Russia) to carry out banking activities in the territory of the Russian Federation, which exceeds the duration of the warranty period is not less than six (6) calendar months;
- b) to enter in the number of credit organizations in Russia, certain specific administrative document of the Company;
- c) participate in the deposit insurance system;
- d) the amount secured by the obligation (the amount of guarantee) is not more than 5% of the bank's equity capital in the latest reporting date preceding the date of issuance of the guarantee;
- e) present (office, branch, branch) at the location of the Company, for the purposes of which is the Treaty;
- f) In any case, the guarantor should be a bank or other credit institution of which it is known that they are unprofitable, not under external control, or their license is not suspended in whole or in part.

12.2.5.3. The amount of security through a competitive application of the penalty should not exceed 10 (ten) percent of the initial (maximum) contract price (if declared) or the offer price specified by bidder in the bid,

in cases where other means of support - and no more than 10 (ten percent). Amount of the security agreement is not limited.

12.2.5.4. Providing competitive bid should be submitted not later than the filing of the application and include a copy of the document evidencing the presence of collateral. Validity of security should be equal to or greater than the duration of the application. Ensure the contract is only the winner of the competition before or during the signing of the contract. In this case:

a) the requirements relating to the provision of the tender bid should be the same for all participants, unless otherwise permitted order of preference, Central purchasing authority approved the Company;

b) tender documents should contain the requirements for guarantors (the guarantor), as well as to the methods, amounts and order of presentation software;

c) Tender documents should contain a description of the order to ensure the return of the bids, and the circumstances under which the participant loses it;

d) Conditions for return loss, and to enforce the obligations under the contract are governed by the draft treaty or its essential terms and conditions included in the tender documentation.

12.2.6. Submission of bids

12.2.6.1. The bids are accepted until the time specified in the tender documentation. If the bidder submitted its bid late, it is not considered filed and returned it to the Participant.

12.2.6.2. In the bidding documents should specify that bids should be submitted in sealed envelopes, but the competition organizer has the right not to reject the envelope with the application solely on the basis that it is sealed or not sealed properly. Party submitting the bid, a receipt showing the time and place of its reception. On receipt of the application improperly sealed a relevant note in the receipt.

Note - The term "envelope" means any package, covering the contents of the safe (envelope, box, bag, an electronic envelope (for the procurement of electronic trading platforms), etc.).

12.2.6.3. Competition organizer should provide the necessary security measures "to prevent unauthorized opening envelopes with applications before the deadline in the tender documentation.

12.2.6.4. During the competition in the ETP, applications are accepted manner prescribed by the rules of the site and certified by digital signature of the Participant or otherwise specified by the rules.

12.2.6.5. If the organizer of the contest extends deadline for bids, the bidder has already submitted an application, the right to accept any of the

following decisions:

- a) revoke the submitted bid;
- b) not to withdraw a submitted bid, while extending the expiration date for the relevant period of time and changing it (if desired);
- c) not to withdraw the application and does not change the expiration date, and the bid is void in the first set in her life.

12.2.7. Opening of envelopes received for the competition

12.2.7.1. The procedure of opening the envelopes received by the competition (including the receipt of a single envelope) is carried out in a pre-designated time and place according to a predetermined notification of the tender and the tender documentation.

12.2.7.2. During the competition in the Electronic trading platform process of opening bids received for the competition is held in a pre-scheduled time according to the notice of tender and tender documentation. At the same Electronic trading platform automatically performs the Organizer of the competition opening up access to the claims of participants after the deadline. Beginning with the opening of the access request materials such applications are available to the Organizer of the competition and all the participants for the study.

12.2.7.3. Opening the incoming envelopes held in the presence of at least two members of the tender commission or the commission, with the possible involvement of other employees of the Company, organizer of the contest or third parties. At the public opening of the envelopes to the procedure of opening the envelopes have the right to be attended by representatives of each of the Bidders, timely submitted the tender bid.

12.2.7.4. During the public opening of tender envelopes received by the Chairman, any member of the tender committee or the secretary of tender committee on the basis of the submitted bid documents, announces the following information:

- a) the contents of the envelope (bid, its variation, revocation, etc.);
- b) the name, legal address, and the participant;
- c) A brief description of the proposed in the application of products and price competition of the application (or other indication of the overall cost of the proposal bidder) if the price is provided;
- d) for the envelopes with the changes and reviews of applications - the essence of the changes or the fact of withdrawal of the application;
- e) any other information that the competition commission deems necessary to announce.

12.2.7.5. Representatives of bidders may be entitled to the information message is essentially the bid and answering questions from members of the Selection Committee.

12.2.7.6. The bids are not opened and read out is not in the above manner, can not continue to be made in the purchase consideration.

12.2.7.7. As a result of the procedure of opening envelopes with bids of the tender committee report, which should contain the following information:

- a) the names of those present at the opening procedure;
- b) The total number of submitted bids and the list of bidders that submitted the application, together with their addresses;
- c) information that was read during the procedure;
- d) A list of bids latecomers (or late changes, substitution of bids), have been rejected because of the circumstances.

12.2.7.8. In the event that the tender documents within the prescribed period have not received a single envelope with bids, this fact should be recorded in the minutes of the competition committee.

12.2.7.9. Upon written request of the participant, regardless of its presence in the opening procedure, the organizer of the contest should provide him with an extract (copy of extract) of the minutes of opening the envelopes with bids.

12.2.8. Comparison and evaluation of bids

12.2.8.1. Comparison and evaluation of bids should tender committee. Competition Commission may bring to this process, experts and any other persons whom it considers necessary. In this case the tender committee should ensure confidentiality of the evaluation process and commercial confidentiality of participants.

12.2.8.2. Before bringing to a comparison and evaluation of bids, each member of the competition committee, and attracted experts and any other persons having access to information, bids should be done in the name of the chairman of the competition committee a written statement of its

impartiality. A member of the competition committee, expert or other person who learns after the procedure of opening envelopes with bids that among the participants there is a person whose suggestions he can not be considered impartial, should declare himself or herself, the decision on who takes the organizer of the competition.

12.2.8.3. It is recommended to evaluate the bids in the following order:

- a) a qualifying stage in accordance with paragraph

12.2.8.4 of this subsection;

- b) an evaluation stage, in accordance with paragraph

12.2.8.5 of this subsection.

12.2.8.4. Under the qualifying stages in series, the following actions:

- a) Verification of applications for compliance with the requirements of the

tender documentation for design applications, while bids are considered as meeting the requirements of the tender documentation, even if they are minor discrepancies in shape, or arithmetic and grammar mistakes are corrected and the correction agree with their party, who presented this application;

b) Check the participant to meet the requirements of the competition (if prequalification was not performed);

c) Verification of the products to meet the requirements of competition;

d) correction of arithmetic, grammar and other obvious errors identified during the review of bids from the mandatory notification of any such correction bidder submitting the appropriate application, and • obtaining the consent in writing;

e) to require of bidders on clarifications of bids and submission of missing documents (if necessary). It is not allowed requests or requirements to submit the missing documents, aimed at changing the substance of the tender bid, including changes in business conditions of the tender bid (prices, rates, terms and conditions of supply, the schedule for delivery or payment, and other commercial terms) or technical specifications of the tender bid (list of proposed products, their specifications and other technical terms). Not allowed to submit requests and ensuring competitive bid absentee or change previously submitted software;

f) rejection of bids, which in the opinion of the competition committee members do not meet the requirements of competition on the merits.

12.2.8.5. As part of the evaluation stage of the tender committee evaluate and compare the bids that were not rejected at the selection stage. The purpose of comparison and evaluation of applications is their preliminary (before rebidding) ranking of the degree of preference for the customer.

12.2.8.6. Evaluation is carried out in strict accordance with the criteria and procedures specified in the tender documentation.

12.2.8.7. When ranking applications the tender committee should evaluate and expert advice (unless they are involved), but may take any independent decisions.

12.2.8.8. When you publish the evaluation criteria of applications in the bidding documents may specify the organizer of the competition as soon as the order (including the hierarchy), their use in evaluating proposals, and the exact relative importance of each such test.

12.2.8.9. The criteria may relate to:

a) the reliability of the participant;

b) the economic, technical, organizational, financial, legal appeal of a proposal submitted by a party, in terms meet the needs of the customer (including the proposed contractual terms);

c) the price proposal under consideration, either directly or in the light of the total costs of the Customer when making the proposal (for example, the price plus the cost of operation, maintenance and repair, "the required additional costs, etc.);

d) other reasonable criteria.

12.2.8.10. If there is a direct indication in the tender documentation on the use of preferences, the tender committee for evaluation and comparison of bids takes into account the margin of preference in favor of the respective groups of counterparties, established in accordance with the approved procedures of the Company Central purchasing authority.

12.2.8.11. Selection and evaluation stages can be combined (held simultaneously).

12.2.8.12. In evaluating the quantitative parameters of the members of the association of the parameters are summarized. Do not be the summation of indicators should be available at least one member of the association.

12.2.9. Determination of winner

12.2.9.1. Unless otherwise stated in the Notice of tender (paragraph 12.2.1.24-sin2--1 - 2 - Section 12.24 ^ 2). The organizer of the contest should select the winner in a period not exceeding 30 calendar days from the date of opening of bids, and the term of choice of the winner should take into account the period established by the Regulations of the information and analytical support in areas of security of the Company.

12.2.9.2. The competition winner is the participant that submitted the bid, which the tender committee considered the best offer on the results of the evaluation stage, and won first place in the final ranking of applications according to the degree of preference.

12.2.9.3. Competition organizer has the right to reject all bids if none of them does not satisfy the statutory requirements in respect of the participant, products, conditions of the contract or execution of the application.

12.2.9.4. Competition organizer may require any bidder who has won one of the top places in the ranking, passing the Post-qualification - confirmation of its compliance with eligibility requirements before choosing the winner.

12.2.9.5. Post-qualification conducted on the criteria specified in the prequalification documents (if carried out pre-qualified), or the tender documentation. The possibility of the Post-qualification should be stated in the tender documentation. The bids bidder that does not meet the necessary requirements, should be rejected, and the organizer of the contest may continue in the selection process for the participant with the

next most advantageous offer.

Note - The Post-qualification usually held in the case of complex and long-reaching contest, as well as the organizer of the competition has information that the winner has ceased to conform to it.

12.2.9.6. As a result of the competition committee meeting at which assesses the bids to determine the winner of the contest, issued a protocol for choosing the winner.

It points to the competition committee members who participated in the meeting are listed bidders, the applications were considered, the ranking established by the competition commission bids on the degree of preference and is called the winner.

12.2.9.7. Bidder should be immediately notified of acceptance of its winner of the competition and the need to signing the protocol on the results of the contest in accordance with the requirements of Article 448 of the Civil Code.

12.2.9.8. The protocol on the results of the competition should be fixed price and other material terms of the contract (depending on the species), on his part, the period during which such a treaty should be concluded, as well as the required actions necessary to its conclusion (e.g. providing for the performance of obligations under the contract). Except clarification of bids, bug fixes and application rebidding, conduct any negotiations between the organizer of the competition or the tender committee and the winner of the competition with respect to its application is not allowed.

12.2.9.9. Mandatory details of the Protocol on the results of the competition, testifying about his negotiating and signing in the manner prescribed in the Regulations and the purchase of tender documents, is the presence on it the seal of the Company (Customer purchases) or third-party organizer of the competition (depending on who is the organizer of the competition .)

12.02.10. Conclusion of a contract

12.2.10.1. Prior to signing the contract should provide:

- a) preparation of a draft treaty on the basis of the requirements of the tender documentation and the application of the winner of the contest, the final approval is not identified in the course of the competition conditions in the pre-contractual negotiations and signing;
- b) monitoring compliance with all conditions for the entry into force (for example, providing the winner to ensure fulfillment of the contract);
- c) inform other participants about the results (within three days from the date of signing the protocol on the results of the competition) and return them to ensure that the bids;
- d) ensure the return of the tender bid winner.

e) to corporate procedures in the Company (if applicable).

12.2.10.2. If the participant who sent written notification of the Tender, has not signed the protocol on the results of the tender or the contract or fails to provide enforcement of obligations under the contract within a specified period in the tender documentation, it loses the status of the winner and the organizer of the competition is entitled to retain enforcement of its obligations and to choose a new winning bid from among the remaining active.

12.2.10.3. The customer has the right to apply additional special procedures of the competition (section section 12.10-13.10 1243 -), and assign specific requirements for the winner. Direct reference to the application of the procedures and the availability of such requirements to the winner should be contained in the Notice of tender (briefly) in the tender documents (in detail).

12.2.10.4. After that, the winner is not allowed a change of supplier (performer, contractor), except by Central purchasing authority, or if the new supplier (performer, contractor) is the assignee of the supplier (performer, contractor) on such a contract as a result of the reorganization of a legal entity in the form of transformation, merger or acquisition.

12.02.11. Information on the results of the competition

12.2.11.1. The customer of the competition should publish the official website of the protocol on the results of the tender within 3 (three) days from the date of signing of this protocol.

12.2.11.2. Publication of information about the winner of the contest is carried in all the sources, which published an official notice of the competition and its copy.

12.2.11.3. If the tender is declared invalid, then within three (3) days of the signing of the protocol failed to recognize the competition, the Purchaser should publish this report on the official site.

12.3. Features a closed tender procedures

12.3.1. In all that is not specified in this subsection, for the closed competition, the rules of open competition.

12.3.2. The Customer should publish a notice, as specified in paragraph 12.2.1 of subsection 12.2, and at the same time (one day), send a personal invitation to each participant to take part in the competition. In addition, information about the declaration of closed procedures, except for classified confidential, available on the Internet. The list of participants in a closed tender set, subject to paragraph 10.2.1.4.

12.3.3. Customer should take all reasonable steps to composition of the closed competition remained confidential in order to avoid collusion of

participants.

12.3.4. The customer has the right to increase the number of its members, if any of the contractors prior to the expiration deadline approached him with a request for inclusion in the circle of participants. In this case the customer is obliged to explain such a counterparty that it will be at a disadvantage with other participants due to the late receipt of tender documents. If the contractor will insist on its inclusion in the circle of participants and the Customer agrees to do so, he should request from such contractor a letter signed by the head of which should clearly imply that a counterparty on its own initiative asked to include it in a closed circle of participants of the competition and will not make Customer complaints related to the later receipt of tender documents.

12.3.5. The customer is not entitled to provide tender documents to persons who have not been sent an invitation to an individual.

12.3.6. When holding a closed tender on the grounds specified in paragraph 11.2.1.1 of subsection 11.2, the Customer may request that the bidders to obtain tender documents would be signed with a confidentiality agreement. This condition should be specified in the notice of the competition. Confidentiality Agreement entered into with each bidder. Procurement documentation is provided only after the signing party to the agreement.

12.3.7. If the Customer is not possible without the compensation participants to abandon the contest, he is obliged to compensate the invited participants real damage no matter in what period after giving notice followed by a rejection of the tender.

12.3.8. The customer is not entitled to take to the assessment of bids from contractors, which he did not invite to participate in the contest. Such a right may be granted only in the tender documents the contractors submitting a competitive bid in the collective party.

12.3.9. The Customer should publish the results of the competition (Section 12.2.11), if the procedure is not classified as confidential.

12.4. Features two-stage tender procedure

12.4.1. In all that is not specified in this subsection, for the two-stage competition, the provisions of subsection 12.2, and if it closed - and subsection 12.3.

12.4.2. Announcement of the competition (paragraph 12.2.1) should be made no later than 30 days before the deadline for filing applications for participation in the first stage. The tender documentation should be available to ETP no later than 30 days before the deadline for filing applications for participation in the first stage. Specified in this paragraph may be increased time to perform the work, service / supply goods with

long production cycle, or for special projects to address the Central purchasing authority. By decision of the Central purchasing authority the terms in a specific competition may be reduced, but not less than 20 days.

12.4.3. At the first stage of a two-stage contest participants represent the initial bids containing technical proposals without specifying the exact prices (which is allowed to request an estimate of prices, preliminary cost estimates, etc. as a reference), as well as documents confirming compliance with the requirements of participants.

12.4.4. In the first stage should not require a customer to ensure a competitive application (paragraph 12.2.5).

12.4.5. The text of the tender documentation in addition to the first stage referred to in paragraph 12.2.2, should be specified:

a) that the results of the first phase of declared preferences and requirements of the Customer (as for purchased goods and conditions of the contract, as well as the requirements for the participants) can change significantly;

b) In preparing the tender documentation for the second stage of the competition Customer has the right to add, delete or modify the originally installed in the tender documentation of the first phase, including any requirements for purchased product, and any conditions of the contract, as well as any originally installed in the documentation of the criteria or procedures for evaluating and comparison of bids and tender documentation may add new terms and criteria;

c) The participant does not wish to submit competitive bid for the second phase, the right not to take further part in the competition, without incurring any liability to the Customer.

12.4.6. The procedure for simultaneous opening of bids received for the competition (paragraph 12.2.7) in the first stage may be waived.

12.4.7. The customer evaluates the compliance of participants in the contest requirements, as well as the nature of the proposal for the formation of the final technical specifications and tender documents of the second stage. Submission of the first stage technical proposals that do not meet, according to the tender committee, the objectives of the Customer, cannot serve as grounds for refusal of further participation.

12.4.8. At this stage the customer has the right to negotiate with any party to any provision of the original tender bid. If necessary, customer negotiations, participants should send an invitation to negotiate. Unless otherwise specified in the tender documentation, negotiations are conducted with each participant individually, the results are documented by the minutes with the obligatory indication of the terms of the issues

discussed. The protocols signed by authorized representatives of the parties.

12.4.9. The customer has the right to exclude from further competition procedures (as before the talks, so when they or after) the participants do not meet the requirements of the competition.

04.12.10. As a result of negotiations with the first phase of the customer should prepare a list of participants admitted to the second stage, the final specification and tender documentation of the second stage. In preparing the tender documentation at the second stage can be eliminated, modified or supplemented by any of the original set, including functional, technical and qualitative characteristics of the purchased goods, as well as any originally established criteria for comparison and evaluation of bids. Any exceptions, changes or additions to the tender documentation should be brought to the attention of the participants in the invitation to submit bids for the second phase, which should be accompanied by the tender documentation of the second stage.

04.12.11. To participate in the second stage of a two-stage competition is prohibited, except those parties that the results of the first stage of the competition commission allowed to participate in the stage and received a personal invitation.

12.04.12. In the second stage of the Customer asks the participants to submit final bids with a price - the final technical and commercial proposal. All of the participants sent an invitation to the appropriate individual at a time. The participant does not wish to submit competitive bid for the second phase, the right to withdraw from further participation in the contest.

04.12.13. The following procedures similar to those described in subsection

12.2, except for pre-qualification, which is a two-stage competition is not conducted.

04.12.14. In assessing compliance with the requirements bidder Customer may use the information of the first stage (if the requirements of this part has not changed). He is also entitled to request from any party to confirm compliance with the requirements.

04.12.15. Allowed in the second stage of the competition to evaluate proposals that both the set of criteria, and only for the price. In any case, the method of assessment is brought to the attention of the pre - tender documentation in the first stage, finally - in the tender documents of the second stage.

04.12.16. Otherwise, for the two-stage competition, the provisions of subsections 12.1.1, 12.2, and if it is closed - and the sub-section 12.3.

12.5. Features a multi-stage tender procedure

12.5.1. Multi-stage contest is held in the procurement of innovation and a very sophisticated products.

12.5.2. When conducting a multi-stage competition in the bidding documents is an indication that competition is conducted in several stages, which may number in advance as indicated, and not specified.

12.5.3. The number of multi-stage competition is determined by the customer based on the complexity of the problem, the quality of applications filed by parties and the outcome of negotiations with them.

12.5.4. The last stage of a multi-stage contest is held in the same manner as the second phase of a two-stage competition.

12.5.5. The remaining stages of the multi-stage contest held in the same way as the first stage of a two-stage competition.

12.5.6. Otherwise, for the multi-stage competition, the provisions of subsections 12.1.1, 12.4, and if it is closed - and the sub-section 12.3.

12.6. Features of the procedures for requesting proposals

12.6.1. In all that is not specified in this subsection, for the request for proposals, the provisions of section 12.1.2, and if it closed - and subsection 12.3. In applying this paragraph should be aware that a request for proposals is not a competition and does not involve the relevant legal consequences stipulated by Russian legislation.

12.6.2. To carry out the request for proposals procurement Customer appoints a commission of at least three people. The role of the Commission can perform a standing purchase committee. If the Holder purchases a third party - Procurement Commission appoints manager in consultation with the customer. With an open request for proposals and the Customer should publish a notice of procurement documentation on the official site. This information is officially published (in a closed request for proposals - both sent to the participants to pre-defined), not later than 10 calendar days before the deadline for submission of proposals participants.

12.6.3. In the case of a request for proposals on the ETP ETP Customer publishes notice of a request for proposals no later than 10 calendar days before the deadline for submission of proposals participants. With a closed request notice (or directly to a request for proposals) is sent to participants, a list of which is determined in advance, the decision of Central purchasing authority or ACPP. The number of such participants should not be less than two.

12.6.4. The text of the notice should indicate that it is not the Notice of Competition, does not give any rights of participants and does not entail any obligations of the Customer, other than expressly set forth in the

notice.

12.6.5. The Customer should establish criteria for evaluating proposals and determine the order (including the hierarchy) to use in evaluating proposals. Customer may specify the value of the relative importance of each of the criteria (weight point estimate).

12.6.6. The request for proposals should contain the following information:

a) prescribed quality requirements, technical characteristics of the goods, works and services to their safety, to the functional characteristics (consumer properties) of the goods, to the size, packing, shipping the goods to the results of work and other requirements related to determining compliance of the delivered goods, work performed, services rendered to the needs of the customer;

b) requirements for the content, form, design and composition of an application for participation in the procurement;

c) claims to describe the parties purchasing the goods delivered, which is the subject of procurement, its functional characteristics (consumer properties), its quantitative and qualitative characteristics, the requirements for participants in the purchase description of work performed, services rendered, which are the subject of procurement, their quantitative and qualitative characteristics ;

d) the place, terms and conditions (periods) of delivery of goods, works and services;

e) information about the initial (maximum) contract price (lot price);

f) the form, terms and procedure for payment of goods, works and services;

g) the procedure of forming the contract price (lot price) (with or without the cost of shipping, insurance, customs duties, taxes and other obligatory payments);

h) the manner, location, start date and end date of the deadline for participation in the procurement;

i) requirements for the purchase of the participants and the list of documents submitted by parties to the purchase to confirm compliance with the requirements;

j) the form, the order start date and expiry date of purchase providing participants with an explanation of the provisions of the procurement documentation;

a) place and date of the purchase consideration of bids and tabulation procurement;

1) The criteria for evaluation and comparison of applications to participate in the procurement;

w) the procedure for the evaluation and comparison of applications for participation in the procurement.

n) will or will not be negotiated;

12.6.7. Any modification or clarification of the request for proposals, including change the criteria for assessing proposals should be placed on the official site.

12.6.8. When the request for proposals for the ETP, ETP proposals submitted by the date specified in the documentation for the RFP and should be certified by digital signature party.

12.6.9. The procedure for opening the proposals received to the request of the bids (including the receipt of the single envelope) is carried out in a pre-designated time and place according to a predetermined notification of the request for proposals and documentation for the RFP. If before the expiration of the deadline was not filed any envelope, this should be recorded in the procurement committee. When the request for proposals for the ETP customer gets access to all offers at the same time specified in the notification time for the opening.

06.12.10. Customer reviews and assesses the proposals in accordance with the criteria and procedures set forth in the request for proposals. In assessing proposals the Customer is not entitled to disclose the contents of the proposals to the participants.

12.06.11. The customer can negotiate with the parties on essential terms of any request for proposals (including the terms of the contract) or their proposals, seek or permit revisions of such proposals, the following conditions:

a) negotiation between the Customer and the party are confidential and, except for the information in the prescribed manner to be included in reports, the content of the talks was not disclosed to any other person without the consent of the other party;

b) the opportunity to participate in the negotiations is provided to all participants whose proposals were rejected,

06.12.12. Negotiations are not conducted for the procurement of simple goods.

06.12.13. If necessary, after the completion of negotiations customer asks all participants remaining in the proceedings, by a certain date to submit a final proposal. In this case the customer chooses the best offer from among the proposals received by the final bidders.

06.12.14. The customer uses the following procedures in evaluating proposals:

a) take into account only the criteria listed in the request for proposals;

b) the quality of proposals evaluated separately from the price (the

analysis of price and quality);

c) the price proposal should be considered only after the technical evaluation (quality).

06.12.15. Upon receipt of the Customer at least two proposals, request for proposals considered invalid, as drawn up.

06.12.16. The customer has the right after receiving the final proposals to the procedure rebidding (paragraph 12.10.1 subsection 12.10), if it was expressly stated in the RFP documentation.

06.12.17. Customer after selecting the best offer, has the right to decide on entering into a contract with the participant who submitted such a proposal.

12.7. Features of the procedures for requesting price

12.7.1. To request prices of the Company appoints Central purchasing authority procurement committee composed of at least three people. The role of this committee can do a standing purchase committee. If the Holder purchases a third party - Procurement Commission appoints manager in consultation with the customer.

12.7.2. Notice of Request for Quotations (request price) is published on the official website (in a closed request prices - sent to predetermined participants), no later than 5 calendar days before the deadline for submission of Bids Participants. The text of the request indicates the price the Customer any clear requirements for the subject procurement (except for the price), the terms of delivery, the contract, conformity of products and participants customer requirements and provide documentation.

12.7.3. The text of the request should contain a clear statement is included in the price of production costs of transportation, insurance, customs duties, taxes and other possible charges.

12.7.4. The text of the request indicates that it is not a notice of the competition and does not impose on the Customer's obligation to enter into a contract with the Participant.

12.7.5. When closed it is sent to request the price a predetermined range of players. The number of such participants should not be less than three.

12.7.6. When the request for price in the ordinary mode (exchange of documents on paper), each participant may submit only one application, which can not be subsequently changed. When the request for the price of ETP participant is allowed to provide one of several quotations within one procurement procedure. The prices offered by the participants should be at least the receipt of applications published on the site (in the on-line).

12.7.7. Application form should be fully accountable to each of the claims filed or to be better, that is, the requirements are threshold (minimum

acceptable). If at least one request of the Participant's application does not satisfy the query, it is rejected.

12.7.8. Customer may request the party to seek to clarify the price and apply the updated price, if the participant had deviated from the requested method of calculation of the price (for example, are not included, although it is required, the cost of transportation, insurance, customs duties, taxes and other charges) or reject the application.

12.7.9. Between the Customer and the Participant is not carried out any negotiations on the proposal.

12.07.10. Upon receipt of the Customer at least two proposals, request for quotation declared invalid, as drawn up.

12.07.11. Agreement with the Participant is defined as a procurement commission the winner meeting the requirements of the request, who offered to deliver the required products to the conditions specified in the request for the lowest price of the offered. The customer has the right to reject any proposal if the best of them does not satisfy its requirements, and make a new request for quotation.

12.8. Features of the auction procedures

12.8.1. Notice of Auction

12.8.1.1. Notice of the auction is published on the official website of the ETP, and not less than 20 days before the deadline for submission of price proposals to participate in the auction.

12.8.1.2. Notice of the auction should contain the following information:

a) Procurement method;

b) The name, address, postal address, email address, contact telephone number of the customer;

c) the subject of the contract, indicating the number of delivered goods, the amount of work done, services rendered;

d) The place of delivery of goods, works and services;

e) information about the initial (maximum) contract price (lot price);

f) the period, place and procedure for providing documentation of purchase, amount and terms of fees charged by the customer for the provision of documentation, if such payment is established by the customer, unless the provision of documentation in the form of an electronic document;

g) place and date of the purchase consideration of bids and tabulation of purchase.

12.8.2. Documentation of the auction

12.8.2.1. The information contained in the documentation of the auction, should comply with the data specified in the notice of the auction.

12.8.2.2. Documentation of the auction should contain the following

information:

- a) prescribed by the customer requirements for quality, technical characteristics of the goods, works and services to their safety, to the functional characteristics (consumer properties) of the goods, to the size, packing, shipping the goods to the results of work and other requirements related to determining compliance of the delivered goods, the work performed, services rendered to the needs of the customer;
- b) requirements for the content, form, design and composition of an application for participation in the procurement;
- c) claims to describe the parties purchasing the goods delivered, which is the subject of procurement, its functional characteristics (consumer properties), its quantitative and qualitative characteristics, the requirements for participants in the purchase description of work performed, services rendered, which are the subject of procurement, their quantitative and qualitative characteristics ;
- d) the place, terms and conditions (periods) of delivery of goods, works and services;
- e) information about the initial (maximum) contract price (lot price);
- f) the form, terms and procedure for payment of goods, works and services;
- g) the procedure of forming the contract price (lot price) (with or without the cost of shipping, insurance, customs duties, taxes and other obligatory payments);
- h) the manner, location, start date and end date of the deadline for participation in the procurement;
- i) requirements for the purchase of the participants and the list of documents submitted by parties to the purchase to confirm compliance with the requirements;
- j) the form, the order start date and expiry date of purchase providing participants with an explanation of the provisions of the procurement documentation, j) place and date of the purchase consideration of bids and finalize the purchase;
- 1) The criteria for evaluation and comparison of applications to participate in the procurement, m) the procedure for the evaluation and comparison of applications for participation in the procurement, n) any other requirements established in accordance with the laws of the Russian Federation, the purchase of the Regulations.

12.8.3. Provide documentation to conduct an auction

12.8.3.1. The customer provides the location of documentation about the auction on the official website, as well as the ETP in conjunction with the placement notice about the auction.

12.8.3.2. If participation in the auction of foreign organizations require documentation of the auction in a foreign language, a translation into a foreign language on their own Party should at its own expense, unless otherwise identified in the notice or documentation of the auction.

12.8.4. Participation in an auction

12.8.4.1. Potential bidders declare their participation in the auction in accordance with the documentation of the auction by placing on the ETP initial price proposals (bids) in real time, on the basis of which they become active participants in the auction.

12.8.4.2. Before the end of the auction participant has the opportunity to change their quote.

12.8.4.3. The most recent bid auction participant acts for the duration of the auction in accordance with the documentation of the auction.

12.8.4.4. A potential bidder should take all the mandatory requirements organizer of the auction (including the requirements under the terms of and (or) form of contract).

12.8.4.5. Quotation ("bid") should be signed by electronic signature auction participant.

12.8.5. Clarification of documentation of the auction. Amendment of the records of the auction. Failure to hold the auction

12.8.5.1. Bidder may submit a request for customer documentation clarifications on the auction no later than 3 working days before the end of the submission of proposals. Customer should place a response to this request on the official site and ETP in the form of an electronic document in sufficient time to account for potential participants received an explanation for the preparation of their proposals.

12.8.5.2. The customer has the right to make changes to the terms of the auction as set forth in the notice and documentation of the auction. The customer is obliged to place the text changes to the official site and ETP in the form of an electronic document.

12.8.5.3. Changes to the notice of the procurement documentation for the auction, an explanation of the provisions of such documents posted on the official Saiga Customer no later than within three days from the date of the decision on making the changes, the provision of explanations. Changes in the notice of the procurement documentation the auction entered by the customer later than fifteen days before the deadline for filing applications for participation in the auction, the deadline for submitting applications for participation in this procurement should be extended so that the date of posting on the official site listed in the notice of procurement, documentation of changes to the auction end date for filing applications for participation in the procurement of such period was

not less than fifteen days.

12.8.5.4. The customer has the right to refuse to hold it. The decision to refuse to hold the auction may be made by the Customer or auction commission at any time up to the signing of the contract. Notice of refusal to hold an auction hosted on the official site and ETP in the form of an electronic document.

12.8.6. Submission of quotations by auction participants

12.8.6.1. Price proposals ("bids") bidders submitted to Customer via electronic trading platform before the end of the auction. Procedure for submission of bids at the auction through the ETP is in compliance with the regulations in force at the ETP.

12.8.6.2. If in the last 60 minutes before the end of the auction will go to the ETP another quotation from one of the participants, the expiration date of the procedure will be automatically rescheduled for another 60 minutes from the time of the last quotation in this auction. This will continue up until the last 60 minutes prior to the expiration of the auction from any of the participants did not go, no new price offer for this auction. But in any case the maximum period of extension delivery quotations in this way can not be more than 8 hours.

12.8.6.3. After the end of the auction participant can not submit new price proposals.

12.8.7. Changing the price proposals (bids)

12.8.7.1. Following the announcement of the auction until the end of the meeting, the bidder should have the right to reduce the proposed contract price. Reduce the contract price may be made only on the basis set, "the auction step."

12.8.7.2. Changing the contract price by ETP with the reassurance of a new contract price of digital signature auction participant. After the auction price change proposals by bidders on the submission by the ETP new quotations.

12.8.7.3. In real-time electronic trading platform provides the following information:

a) information about the sequence numbers of participants (assigned in order of submission of price proposals (bids) to participate in the auction in order of their presentation) without specifying the names and addresses of participants;

b) the last time the current price offer (bid) for each of the bidders;

c) information about the proposals made by the participants of the auction price of the contract;

d) the time remaining until the end of the auction.

12.8.7.4. In order to avoid collusion of participants and (or) the

coordination of actions of participants of the auction organizer, ETP should not provide information about themselves as participants in the auction participants and the organizer of the auction.

12.8.7.4. In order to avoid collusion of participants and (or) the coordination of actions of participants of the auction organizer, ETP should not provide information about themselves as participants in the auction participants and the organizer of the auction.

12.8.7.5. Changing the price offer (bid) is carried out. period from the announcement of auction before its beginning, or before or during the time of the auction.

12.8.8. Estimated stage of its consideration of quotations

12.8.8.1. Evaluation of applications for participation in the auction is carried out by a single criterion - the offer price.

12.8.8.2. ETP provides automatic ranking of all proposals received by the degree of price increases from the lowest and the highest finishing.

12.8.9. Select an auction winner

12.8.9.1. The person who won the bidding at the auction is the person who offered the lowest price of the contract or, if the auction price of the contract is reduced to zero and the auction will be held for the right to enter into a contract, the highest price of the contract.

12.8.9.2. The evaluation and selection of the winner of the purchasing committee verifies information about the participant to meet the conditions of the auction Notification and documentation of the auction, including:

a) The compliance of the proposed goods and services and the proposed terms of the contract;

b) compliance with the requirements of the auction participant;

c) compliance enforcement obligations auction participant in connection with participation in the procedure, if required.

12.8.9.3. In case of discrepancy to any of the requirements specified in paragraph 12.8.9.2 of this section, all the price proposals ("bids") that member may be rejected.

12.8.9.4. The participant recognized the winner of the auction, subject to compliance with the requirements of Notice of its proposal and documentation of the auction. The term of choice of the auction winner should take into account the period established by regulation of information and analytical support in areas of security of the Company;

12.8.9.5. In the event that the bidder who offered the lowest price, not the winner, with respect to the participant, who proposed the penultimate quote

the acts referred to in paragraph 12.8.9.2 of this subsection.

12.8.9.6. If the price offers of the bidders rejected, or if the auction were

submitted quotations from at least two participants, the auction declared invalid. If the submitted quotation from only one party may conclude a contract with one bidder in accordance with subsection 11.8 of this Regulation on the purchase or re-conduct the procurement process.

12.8.9.7. When you conduct the procurement procedures of the conditions subject to change.

12.8.9.8. Protocols drawn up during the purchase, the customer placed on the official website not later than three days from the date of signing of the protocols.

12.08.10. Information about the results of the auction

12.8.10.1. At a reasonable time after the selection of the winner on the ETP is hosted informational message that is available bidders, comprising:

a) details of all auction participants (name and address);

b) name of the selected winner.

12.9. Features competitive negotiation procedures

12.9.1.1. Competitive negotiations are conducted only by the customer or other person authorized on behalf of the Customer to conduct such negotiations.

12.9.1.2. The customer spends logged negotiations with a predetermined number of participants is sufficient to ensure effective competition, but in any case not less than two.

12.9.1.3. Between the publication of the notice of the conduct of competitive negotiation, and completion date for applications (expressions of interest for participation in competitive negotiation, etc.) should be provided no less than 15 days.

12.9.1.4. With the participation in competitive negotiations at least two participants, competitive negotiations are recognized invalid, as drawn up.

12.9.1.5. Any requirements, guidelines, documents, explanations or other information communicated to any party, likewise communicated to all other participants in the negotiations.

12.9.1.6. Negotiations between the Customer and the party are confidential and, except for the information in the prescribed manner to be included in reports (paragraph 10.9.1 of sub-section 10.9), the content of the talks was not disclosed to any other person without the consent of the other party.

12.9.1.7. After completion of the negotiations or the customer can pick a winner right away, or that it is the final common requirements for purchased goods and conditions of the contract, draws them in the form of procurement documentation and invites all remaining in the proceedings by a certain date to submit a final proposal (offer). With the

participants who submitted the best proposal, the customer can negotiate in the above manner, or just select the winning party.

12.9.1.8. The procedure described in paragraphs 12.9.1.2-12.9.1.7 this subsection may be performed as many times as is necessary to select the winner, or to failure of the customer's purchases.

12.9.1.9. If necessary, to address the procurement committee, the Customer after competitive negotiations, may not choose a winner (or did not enter into an agreement with the already selected), and declare a closed competition, inviting participants in the negotiations.

12.9.1.10. Protocols drawn up during the purchase, the customer placed on the official website not later than three days from the date of signing of the protocols.

12.10. Special procedures

12.10.1. Rebidding (regulation of prices)

12.10.1.1. During the competition, and the request for proposals (hereinafter in this section - the procurement procedure) to the Customer to be declared in the procurement documentation that he can give the participants an opportunity to voluntarily purchase procedure is preferable to increase their bids or proposals by reducing the initial (specified in the order) price (hereinafter referred to - a procedure rebidding, rebidding), provided that the remaining provisions of the application (proposal) without change.

12.10.1.2. Rebidding not carried out during the contest for the right to conclude a framework agreement, followed by price competition from private parties to this framework agreement. In order to avoid a possible price collusion between the parties is not recommended to declare the possibility of holding rebidding if the customer expects to receive from members of three or fewer bids (proposals). Considered mandatory holding rebidding

during the procurement procedures in excess of 25 million rubles. with VAT.

12.10.1.3. Carrying out the procedure rebidding is only possible if this was the indication in the procurement documentation. If rebidding provided, it should be conducted only after an evaluation, comparison, and a preliminary ranking of bids or proposals undeflected. In this case the evaluation of applications or proposals for non-price criteria are as reported and not reported rebidding participants, if the assessment of participants of procurement procedures for non-price criteria are reported, they should be communicated to all participants of procurement procedures, invited to rebidding, both in uniform and volume.

12.10.1.4. The decision to conduct the procedure rebidding, as well as its

order of the commission accepts the purchase. Rebidding recommended in cases where the price declared by the participants in the bids or proposals that significantly overstated, or the organizer of the procurement procedure has been received the request for a rebidding from one of the participants, whose application has taken place no lower than fourth in the preliminary ranking of applications. The customer is obliged to inform the first four participants that they have the right to request rebidding, provided with an indication for this period.

12.10.1.5. Regardless of the reasons rebidding held, it necessarily invited participants, the applications have not been rejected, and took place in the preliminary ranking from first to fourth. Other participants of procurement procedures, whose applications were rejected, may be invited to rebidding procedure to address the procurement committee, in any format. The Commission may also allow alternative proposals to the rebidding participants, if any. In the preliminary ranking of the alternative proposals considered on a par with the major.

12.10.1.6. Rebidding can participate in any number of participants from among the invitees. Member of the procurement procedure, invited to rebidding, may not participate in it, if its bid or offer is valid from the previously announced price. Representatives of the parties to the procedure rebidding not allowed.

12.10.1.7. Rebidding can have full-time (paragraphs 12.10.1.8, 12.10.1.16 of this section), correspondence (item 12.10.1.17 of this subsection) or part-time, i.e. mixed form of (item 12.10.1.18 of this section).

12.10.1.8. At full-time person to arrive rebidding signatories of the application or proposal, or a person authorized by the party on his behalf to participate in the mandatory rebidding and claim form for the price. In any case, such persons should before rebidding submit to the Procurement Commission documents to prove their credentials (passport, as well as the original power of attorney or order and an extract from the minutes of the meeting of the founders of the appointment of the head, in the case of the arrival to the procedure rebidding).

12.10.1.9. The persons should have with envelopes (for the procurement of ETP - submit electronic envelopes), which contains a document (in free form) clearly indicate the minimum price the application, including taxes, below which arrived at the party's representative rebidding no right to bargain. This price should be certified by signatures of two - party leader and head of the economic life of the participant (in the absence of - the chief accountant), and sealed by the organization.

12.10.1.10. Before starting rebidding sealed envelopes with the document

with the lowest price on receipt of the purchase should be a commission. The participants, representatives of which do not pass the envelope containing the document with the lowest price in rebidding not involved, and their applications or proposals remain applicable to the previously announced price. If you find significant violations in completing and signing the document with the lowest price, any price party, claimed during rebidding not accepted, and he is not participating in this procedure.

12.10.1.11. The customer may provide in the procurement documentation right (but not the obligation) to provide participants with a document sealed envelopes with the lowest price while providing a competitive application, in order to reduce the time spent on their separate provision. In this case, the purchase documentation should be clearly prescribed procedure for labeling and provision to ensure that they are not opening until the rebidding. Also, it should not restrict the rights of the parties who have submitted such envelopes for their replacement or withdrawal in the period between the decision to hold the organizer rebidding and its implementation.

12.10.1.12. For full-time rebidding Customer, represented by the chairman or executive secretary of the procurement committee members reveals the envelopes filed documents with the specified minimum prices, and acquainted with their contents only to members of the Procurement Commission (without the announcement of the participants), invites all invited participants to publicly announce the new prices.

12.10.1.13. Rebidding conducted in the presence of at least two members of the Purchasing Commission. Talk announces a new price of its offer, based on knowledge of the prices of other participants, but without the responsibilities required to bid lower than the prices of other participants, This procedure is not an auction, or equivalent, because each lowers its own price independently. Procurement Commission should have the right to appoint rebidding step before it started on their own (in this case, the organizer of the procurement procedure should notify the parties at the time of inviting them to rebidding), or in consultation with the parties to define it in the process of rebidding.

12.10.1.14. Rebidding is consistent with all parties, with the right to skip the next price announcement, as long as all participants did not declare that said the final price and then reduce it will not. If the step rebidding was determined in advance, the purchase committee in consultation with the parties the right to reduce the rebidding along rebidding, but not more than one tenth of the initial step.

12.10.1.15. If the final price declared by a party as a result rebidding, will

be greater than or equal to the specified document in an envelope with the lowest price for a given party committee makes the final purchase price, as declared by them during rebidding and makes an announcement. If the price declared by the party during the rebidding, at some point will be lower than indicated in the document in an envelope with the lowest price for a given party, the commission will announce the purchase contained in this envelope with the entry price of the protocol and will be considered a final price the cost of the application after rebidding and declared reject, while the participant is not entitled to make new proposals for the price.

12.10.1.16. In the course of the organizer has the right to rebidding audio or video recording, as previously notified to all persons involved in this procedure. It is mandatory results rebidding procedures in the protocol. Rebidding Participants also have the right to audio or video recording of the procedure.

12.10.1.17. For part-time members rebidding procurement procedures that have been invited to the organizer of this procedure may send to the organizer before the predetermined period of time the sealed envelope to a document with the new price, which should be less than originally indicated. In this case, the purchase documentation should be clearly prescribed procedure for labeling and providing, for they were not opened before conducting rebidding. Also, it should not restrict the rights of the parties who have submitted such envelopes for their replacement or withdrawal in the period between the decision to hold the organizer rebidding and its implementation. The envelopes are opened simultaneously, in the presence of at least two members of the Purchasing Commission, with the final price of the application of each participant is declared and recorded in the minutes. On this opening procedure have the right to be attended by representatives of each of the participants, timely submitted an envelope to a document with the new price.

12.10.1.18. For part-time (mixed) procurement procedures rebidding participants who were invited by the organizer of this procedure, the right, or come in person (as represented by their authorized representatives) or send to the organizer of an envelope to a document with a minimum price, which is the final price of the application of the party. Part-time rebidding carried out according to the rules of full-time rebidding, except for the fact that after putting all the sealed envelopes with the paper with a minimum price before the public announcement of new prices of full-time attending parties, the purchase committee should open the envelopes with the document with the lowest price from members not present on

rebidding ("absentee participation"), and announces the prices there.

12.10.1.19. Prices received during rebidding, in the protocol, signed by members of the committee present at the rebidding, and representatives of the parties present at the rebidding, and are considered final for each of the participants in this process. Holder purchases within 3 working days after the rebidding should provide all participants with information on new, derived from rebidding prices.

12.10.1.20. Participants in the procurement procedure involved in rebidding and lowered its price, an additional required provide on-demand procurement procedures Organizer adjusted to reflect the new rates, obtained after rebidding, documents, determining their offer, as you should specify in procurement documentation. Change prices to the downside should not lead to a deviation (the downside) on the requirements and conditions of the Customer, as described in the procurement documentation, the commercial interests of the customer. In the presence of such abnormalities application / proposal viewed the participant with the previously announced price, and the purchase committee reserves the right to reject the bid / proposal from further consideration and to recommend the introduction of the register of unscrupulous party. Proposals to improve the party's prices are not considered, such member is not participating in rebidding. This requirement should be explicitly stated in the procurement documentation.

12.10.1.21. After the purchase rebidding Commission makes the necessary calculations in accordance with the previously announced criteria and takes into account the prices obtained in the course rebidding, when assessing applications and the construction of the final ranking of proposals. Applications of participants invited to the rebidding, but it is not involved, take into account when constructing the final ranking of proposals for the original price.

12.10.1.22. The right to conclude a contract is awarded to the party of procurement procedures, the application or proposal which will be defined as substantially meeting the requirements of the procurement documentation and having first place in the final evaluation ranged list. Further, in the usual manner, the procedures for choosing the winner.

12.10.1.23. In carrying out the procurement procedures for ETP rebidding carried out in real time, and information about its passage should be available to all registered users of this site.

12.10.2. Pre-qualification

12.10.2.1. Pre-qualification is conducted only in open one stage tender procedure, the open request for proposals and open competitive

negotiations. Note - Pre-qualification is usually performed in cases of public procurement tenders (large number of new members) is technically difficult or unique products, as well as the costly procurement, qualification questions, if the performer play a significant role in the successful execution of the contract. Under normal procurement standard products pre-qualified, usually not carried out.

12.10.2.2. The decision to conduct pre-qualification should solely by the Customer.

12.10.2.3. The decision to conduct pre-qualification as part of the procedure adopted before the publication of an official document that declares the start of proceedings.

12.10.2.4. In carrying out pre-qualification document, announcing the beginning of the procedures, in addition should include:

- a) Information about the conduct of pre-qualification, and that subsequently will be considered techno-commercial offers of only those participants who have successfully completed pre-qualification;
- b) information about the deadline for submission of prequalification procedures and applications.

12.10.2.5. The prequalification documents should include:

- a) a brief description of the purchased products, and a summary of the essential terms of contract entered into as a result of the procedures;
- b) General conditions and procedures for procurement;
- c) detailed terms and procedure for prequalification;
- d) The rights and obligations of participants and the organizer of the purchase separately for pre-qualification and subsequent stages of the procurement;
- e) requirements for the participant;
- f) requirements for the composition and design of pre-qualification application, including the method of participant conformity requirements;
- g) the procedure for submitting prequalification applications, the term of their presentation;
- h) information about the consequences of non-compliance with the established requirements, or member of a negative result they pass the prequalification;
- i) other terms and conditions established in accordance with the Regulations on procurement. The prequalification documents should be agreed, approved and modified in a manner similar agreement, approval, and changes in procurement documentation as defined in the Regulations to purchase.

12.10.2.6. Prequalification applications should be submitted before the deadline specified in the notice of the competition with a preliminary

qualification selection (other document that declares the beginning of a non-competitive procedures) or in the prequalification documents. This period should be sufficient to ensure that participants have time to prepare pre-qualification application and at least 30 days from the date of publication of the notice of the competition (for competition), and for non-competitive procurement - at least 10 days from the date of publication, announcing the beginning of non-competitive procedures.

12.10.2.7. The customer evaluates the compliance of participants specified in the prequalification documentation requirements on the basis of the party documents. Using of previously not provided in the prequalification documentation criterion, requirements or procedures are not allowed.

12.10.2.8. In the absence of any information or documents, or what-not allowing the participant to assess compliance with the established requirements, Customer may request missing documents, providing for the minimum time necessary. If the due date the documents are not submitted, the participant is not passed pre-qualification.

12.10.2.9. The customer should, within three days from the date of summarizing the prequalification notice for all ETP participants about the results of his passing selection. Participants that successfully completed the selection are invited for further proceedings. The period between the date of the invitation and submission of applications to the techno-commercial offers cannot be less than 10 days. The participant does not pass or not held fixed pre-qualified, be excluded from participation in procurement. If it still applies to the technical and commercial proposals, reject it on the grounds that the participant does not meet the specified requirements, or failed pre-qualified.

12.10.3. Special procedures for procurement of sophisticated products

12.10.3.1. When tenders and requests for proposals to acquire a particularly complex and unique products (creative services, research and development-works, unique items), and implementation of large investment projects, etc. on the direct instructions of the Customer may apply a set of techniques described

below - including the last stage of a two-or multi-stage competition.

12.10.3.2. Announcement of future purchases is mandatory. Exceptions are allowed only by the Central purchasing authority Society for confidentiality reasons.

12.10.3.3. Complex procurement could be a free pre-qualification, and such. At the stage of pre-qualification (if held) Participants may submit written requests, or representatives of the Parties called for talks to clarify the qualifications and experience of players. Based on the results of

prequalification is made "short list of players." If such selection is carried out, only persons from this list are invited to participate in further procedures.

12.10.3.4. Procurement documentation, apart from the usual information for the relevant procedures should include:

- a) information that attracts a customer request to clarify the various options on how to meet the needs of the customer;
- b) A description of the individual (s) of the purchased products when allowed to submit bids for only a portion of purchased products;
- c) a procedure for selecting the winner (with or without a price negotiation);
- d) an indication of the possibility of negotiations, as well as the range of issues that may be discussed at the pre-contractual negotiations.

12.10.3.5. The procedure and criteria for evaluation of bids should be established in order, according to local regulations of the Company and may relate to:

- a) managerial and technical competence of the Participant and its reliability;
- b) the effectiveness of the proposal submitted by the Participant, in terms meet the needs of the customer;
- c) the offer price, defined as either a pure price or a total cost of the Customer when making the proposal (for example, the price plus the cost of operation, maintenance and repair required additional costs and etc.);
- d) other criteria.

12.10.3.6. The customer has the right to use one of two procedures for the selection of best bid - with or without a price negotiation. The possibility of using such procedures should be provided for the procurement documentation.

12.10.3.7. The procedure for selecting the winner without a price negotiation is used when purchasing products for which the customer, despite its complexity, can clearly articulate the terms of reference and the required amount of work, and to evaluate the proposals received for compliance with the requirements and are interested not only in quality products, but and possible cost savings. Choosing the winner is carried out in the following order:

- a) The customer sets the minimum quality requirements (i.e., with respect to quality and technical aspects of the proposals), evaluates the quality of each proposal and the ranking of applications built on quality.
- b) Requests that do not conform to the established minimum level of quality should be rejected and the procedures for selecting the winner are

not involved.

c) In cases where the job is largely dependent on qualifications and experience of the main, staff of the Participant (e.g., project manager, which is subordinate to a large group of specific individuals, or the established and renowned research team), the Customer or the organizer has the right to purchase any procurement phase of interviews with staff of the Participant and stated to take into account the results of the interviews in assessing the quality of the proposal.

d) None of the parties is not permitted during the interview to make demands associated with changes in the conditions of the purchase documentation or tender offer, including price.

e) Among the proposals that meet the established minimum level of quality (non-price requirements) or greater than itself, purchasing manager makes the final ranking of the results of comparing the qualifications of the Participant, the quality of proposals received and the price.

f) A Member who has submitted a proposal that has received the highest place in the final ranking, invited for pre-contractual negotiations.

g) In the course of such negotiations, discussed terms of reference, methods of work, personnel, material and technical resources provided by the customer, and special conditions of contract. This discussion should not lead to a significant change of the original version of the specification, terms and conditions and prices bid. The final terms of reference and an agreed methodology should be incorporated into the draft treaty.

h) The selected participant is not entitled to during the negotiations to replace key personnel or subcontractors of the contract (sub-contractors, sub-contractors), except when both parties agree that such changes are not critical to achieving the objectives set. Key personnel proposed as a substitute should have qualifications similar to or higher than the originally proposed key personnel (co).

i) If negotiations are successful, this member is declared the winner.

j) If in the course of negotiations, the parties cannot agree on the text of the agreement, the organizer invited to negotiate the purchase of the Participant, which has the following (for the highest) place in the final ranking, k) If, during negotiations with the following participants of the parties cannot agree on the text of the agreement, the Promoter may purchase return to negotiations with the participants, which previously could not reach agreement, or refuse to negotiate.

k) If, during negotiations with the following participants of the parties cannot agree on the text of the agreement, the Promoter may purchase return to negotiations with the participants, which previously could not reach agreement, or refuse to negotiate.

12.10.3.8. The procedure for selecting the winner through successive negotiating price applied in the procurement of particularly complex products, where product quality or reliability of determining the Participant

is, or where the consequences of choice for the customer's comparable large compared to the purchase price. The order of choosing the winner of tender:

- a) to set the minimum acceptable level of quality suggestions.
- b) Proposals are ranked by quality players. The participant who received the highest grade quality of the proposal should be invited to negotiate on the price of its offer. They may also discuss the technical requirements, methods of work, personnel, material and technical resources provided by the customer, and special conditions of contract. This discussion should not lead to a significant change of the original version of the specification and contract terms.
- c) If the negotiations do not lead to the conclusion of the contract due to inability to reach agreement on an acceptable price, it should be informed of the suspension with the negotiations. Further, the purchase manager invite for negotiations the Party, whose proposal received the highest rating for the following qualities and so on until the conclusion of the contract or reject all other proposals. If the negotiations with the following participants of the parties cannot agree on the text of the agreement, the purchase manager may return to negotiations with the participants, which previously could not reach agreement, or to refuse to negotiate,
- d) Any negotiations conducted with the participants, are confidential and neither party to the negotiations should not disclose to any third party technical, price or other information relevant to the content of the negotiations, without the consent of the other party.

13. Settlement of disputes related to the procurement

13.1. General Provisions

13.1.1. Any member who claims to have suffered or may suffer losses as a result of a violation of their rights by the Customer, organizer of the purchase or purchase by individual members of the commission should have the right to apply for the examination of disagreements related to the procurement (hereinafter - the differences), or to appeal to the acts or omissions of employees of the Company in connection with the procurement of:

procurement conducted by the Company - in the Central purchasing authority of the Company.

13.1.2. Treatment of participants of procurement procedures are discussed in the Regulations on the purchase of the Company's order, the results of which the Company should Central purchasing authority a binding decision of the Company's employees.

13.2. Consideration of differences in the first instance

13.2.1. Prior to the contract disputes are sent to the Central purchasing authority of the Company. On receipt of a request to consider the differences Executive Secretary should promptly notify the Central purchasing authority chairman of the committee conducting the procurement. At the time of consideration of differences in the procedure of Central purchasing authority purchase suspended pending a decision, if in addition there are no explicit legal impediments or economic nature.

13.2.2. If the disagreement is not resolved by mutual consent of the submitting party and the people who did the purchasing, Central purchasing authority customer within 10 days of receipt of such dispute should make a written decision which should contain:

- a) justification of the motives of the decision;
- b) measures to meet the requirements set out in the case of full or partial settlement of disputes.

13.2.3. If the differences between the participant purchases are not allowed, Central purchasing authority may adopt one or more of the following decisions:

- a) for differences in the competition - to oblige the competition committee members who have committed misconduct, who used illegal procedures or have taken an illegal decision, to carry out actions to apply the procedure to either accept the decision, according to the present Statute, as well as the detection of irregularities and illegal decisions by tender committees affiliated and associates recognize contest void, or initiate a decision to change the selection of the winner;
- b) if differences in non-competitive way - fully or partially cancel the illegal action or decision and make its own decision or order the termination of the procurement procedures. At the same time Central purchasing authority may not offer to make a decision to terminate the contract after its conclusion, if the reservation was not included in the contract;
- c) If disagreements culminating in procurement - to offer the leadership of the Society to decide on the damages incurred by the party as a result of unlawful actions, decisions, or use of illegal procedures. If a reservation is a unilateral, terminate the contract in case of violations of procedure of the conclusion is included in the contract, Central purchasing authority may offer the leadership of the Company decide to unilaterally terminate the contract after its conclusion;
- d) To recognize the statement unreasonably party.

13.2.4. Participant purchases the right to appeal to the antimonopoly authority in the manner prescribed by the antimonopoly body, actions (inaction) of the customer when purchasing goods and services in the following cases:

a) non-placement on the official website of the provisions of the purchase, the changes made to a specified position on the purchase, the purchase of information to be in accordance with Federal law posted on the official website of this, or violation of the terms of the placement;

b) the presentation to the participants of the purchase requirement to submit the documents are not provided documentation of the purchase;

c) the implementation of customer purchases of goods and services in the absence of an approved and posted on the official website of the purchase, and without applying the provisions of the Federal Law of 21 July 2005 N 94-FZ "On Procurement of Goods, Works and Services state and municipal needs.

13.3. Miscellaneous provisions

13.3.1. Disputes between the parties and the organizers of procurement carried out on a virtual electronic trading platforms on the Internet, can also be seen in the manner provided in the areas.

13.3.2. Participant may invite consideration of the Central purchasing authority differences in the Arbitration Court.

13.3.3. The provisions of this Regulation on the purchase cannot be regarded as limiting any right of access to participants of procurement procedures in court.

13.4. Differences in decision-making in the procurement (internal divisions).

13.4.1. In exceptional cases, any member of the Purchasing Commission in the event of disagreement with the decision of the procurement commission (hereinafter - the controversial decision) and wishes to appeal against it (hereinafter - the initiator of the petition) because, in his opinion, this solution is not in the interests of the Company and / or may harm (damage) to the Company, may declare the Company in the Central purchasing authority written request to the application of the right to veto such a decision Procurement Commission (hereinafter - application). Initiator of the petition should file a petition within a reasonable time - not later than 3 working days from the time when he knew or should have known of the disputed decision.

13.4.2. The scanner, a copy of the petitions sent to the initiator requests the Chairman and Secretary of the procurement committee conducting the procurement, e-mail, followed by immediate direction of the Secretary of the original purchase of the commission. A copy of the Petition on which the Secretary of the procurement commission should affix the date of its receipt and the signature is sent to the Secretary of procurement commission proposer of the motion. Secretary of the procurement committee on the day of receipt of the scanner-copy petitions should

notify the Chairman of the Purchasing Commission and should forward a copy of the scanner Applications by e-mail Secretary and Chairman of the Central purchasing authority. Secretary Central purchasing authority in the day of receipt of the scanner-copy petitions should notify the chairman of the Central purchasing authority.

13.4.3. Proposer of the motion may serve one or more members of the Purchasing Commission.

13.4.4. On receipt of the application or before the entry into force of the Central purchasing authority to dismiss the Petition Chairman procurement committee, members of the Purchasing Commission, the Secretary of the procurement committee and other persons (including employees of the Company - Customer purchases and purchases of third-party manager) may not perform any act aimed the execution of the disputed decision, including the controversial decision to submit to familiarize participants purchasing procedures, procurement procedures for participants to send information and documents containing references to the controversial decision, or information (data) based on the controversial decision.

13.4.5. Chairman Central purchasing authority Central purchasing authority organizes meetings of the Review Petition no later than three days from the date of receipt of the scanner, a copy of the petition.

13.4.6. Central purchasing authority is considering petition with the Chairman of purchasing committee, the initiator of Petitions and other persons (at the discretion of the Chairman Central purchasing authority), carries out research and check the validity of petitions.

13.4.7. In reviewing the petitions may Central purchasing authority, including, to bring to its consideration by experts and specialists (the Company's employees, outside experts and other persons) who have special knowledge in areas relevant to purchasing, to which the controversial decision taken.

13.4.8. Following consideration of petitions Central purchasing authority takes one of the following decisions:

13.4.8.1. To dismiss the Petition and to abandon a controversial decision in force. This decision should enter into force Central purchasing authority, if it is within two working days from the date of transfer in writing to the proposer of the motion will not be appealed to the initiator of the petition.

13.4.8.2. On cancellation of the disputed decision making and problem / issues on which the controversial decision made on reconsideration of the same procurement commission (with the possible indications of the need to undertake specific measures to re-examine the issue / issues the

commission - for example, conduct additional examinations, etc. .), which resulted in the same procurement commission should decide on the relevant issue / issues by qualified majority of the procurement committee (three quarters of the members of the procurement committee).

13.4.8.3. On cancellation of the disputed decision and instructed the relevant initiator to settle the contract in the manner prescribed by the legislation of the Russian

Federation, the relationship with the participants of the procurement procedure.

13.4.8.4. To dismiss the Petition and the abandonment of a controversial decision in force.

13.4.9. Original Applications and materials for its consideration should be deposited in the Central purchasing authority, and a copy should be attached to the Secretary of the procurement committee report on the conduct of regulated procurement.

04.13.10. When differences in procurement procedures, which resulted in a contract, the odds of competitions, which signed a protocol on the results of the competition, with divisions for auctions which have already been selected the winner, as well as revealing the facts of non-compliance of the contract conditions of the procurement documentation and offer the winner competitive procurement procedures Central purchasing authority may initiate in the prescribed manner of official investigations into the violations.

14. Requirements for consultants, experts, professional organizers of competitions

14.1. The use of consultants, experts and professional organizers should have procurement expertise in the relevant area, work experience, a positive business reputation.

14.2. Involvement of individual consultants and experts is based on an employment agreement. Involvement of consulting firms, professional organizations and expert organizers of the contest is based on construction contracts, contracts providing consulting services, the agency contract. Contracts should be clearly defined list of works / services, the requirements for the timing and quality of their performance. The contract should be determined responsible parties, as a minimum: the customer responsible for incomplete or late submission of original data and the responsibility of the consultant / expert / professional organizer of the competition for the substandard performance of works / services.

14.3. According to the results of the consultant, expert or professional organizer purchase is made a brief report that includes information about

a consultant, expert or professional organizer purchases (surname, first name, contact information, experience, professional knowledge - for individual consultants and experts, company name, contact information, experience, professional knowledge - for consulting firms, professional organizations and expert organizers of the procurement, evaluation of the quality of work - for all categories).

14.4. The report is produced to the responsible division of the Company for entering data into the registry of consultants, experts and professional organizers purchases.

15. Annexes:

15.1. The following is approved by as an appendix to the Purchase Regulations:

- Annex 1. Glossary. annex
- annex number 2. The form of the annual comprehensive program of purchases.
- annex number 3. The form of the annual adjustment of a comprehensive program of purchases.
- annex number 4. The form of a report on the implementation of ACPP.
- annex number 5. Announcement on the competition.
- annex number 6. Standard bidding documents open one stage tender for the supply of goods.
- annex number 7. Standard bidding documents open one stage tender for the purchase of works and services.
- annex number 8. Typical documentation to open request for proposals (standard).
- annex number 9. Typical documentation to open request for proposals (simple).
- annex number 10. Typical documentation to open inquiry of prices.
- annex number 11. A set of internal regulations for the contest.
- annex number 12. A set of internal regulations for regulated non-competitive procurement.
- annex number 13. Typical documentation for the competitive negotiation.
- annex number 14. Standard bidding documents for the contest for the selection of financial institutions.
- annex number 15. Model framework agreement.

15.2. The listed applications are typical forms, and could be supplemented or replaced with other appropriate forms of the Regulations developed by the Company and agreed by Central purchasing authority

Company.