



### **APPONTMENT OF GENERAL SALES AGENTS (GSA)**

Applications are invited by M/s **Albanian Airways** from reputable and financially sound firms/companies for appointment of APPONTMENT OF GENERAL SALES AGENTS (GSA & PSA), in different Countries for expansion of Albanian Airways sales base. With reference to the Request for Proposal (RFP), such firms/companies must meet the minimum laid down requirements/documentations as per details available on Albanian Airways website [www.albanianairways.com.al](http://www.albanianairways.com.al). **Albanian Airways** reserves the right to reject or accept any or all applications. However, the reason of the same will be communicated on request. Interested parties may send their applications on the following address through registered mail or courier service at any time. Applications must accompany copies of documents as mentioned in the RFP and should be in English.

The completed sealed tender document, along with all supporting documentation, should be submitted no later than Monday 1st Aug 2016

For any query, please contact:

Commercial Director  
AGENCYAFFAIRS **ALBANIAN AIRWAYS** HEAD OFFICE  
Address: Tr-Dr Highway, Secondary Road 1<sup>st</sup> Km, "Pajtoni" Business Center, 5<sup>th</sup>  
Floor, Tirana-Albania  
Tel: +355 44522021/22 / Fax: +355 44 53 033  
Email: [info@albanianairways.com.al](mailto:info@albanianairways.com.al)  
[www.albanianairways.com.al](http://www.albanianairways.com.al)



## **REQUEST FOR PROPOSAL**

1. Should be a registered firm/company.

### **GENERAL SALES AGENTS (GSA) FOR THE FOLLOWING COUNTRIES:**

Kuwait  
Turkey  
United Kingdom  
Italy  
Greece  
Lebanon  
Germany  
Austria  
United Arab Emirates  
Russian Federation  
France  
Jordan  
Kingdom Of Saudi Arabia  
Switzerland

2. Applicant should have a valid Government License issued by Department of Tourism Services showing business experience for at least Five years.
3. Should have experience in the field of passenger air transportation. Preference will be given to parties having a proven track record in the relevant field.
4. Applicant should not be an IATA approved Passenger Sales Agent. IATA Passenger Sales Agents may apply subject to relinquishment of their accreditation prior to appointment.
5. Its Owners, Directors / Shareholders should not have been involved in any default / bankruptcy proceedings or had a financial interest or a position of management in a defaulted IATA Agency/GSA/or any other firm or company.
6. Office premises (minimum space 220 Sq.Ft.) should be at street level with minimum ten (10) feet wide frontage, easily accessible to public with ample parking space. Office renovation shall be according to **ALBANIAN AIRWAYS** Brand standards and color scheme upon approval.
7. Should have qualified staff having the ability of selling international and domestic air travel and have successfully completed IATA/UFTAA or Airlines ticketing / reservation courses with at least 5+ years working experience.
8. The applicant should have minimum paid-up capital/investment required under the laws of country. Balance Sheet & Profit and Loss Accounts not older than six months at the time of application, duly audited by a Chartered Accountancy Firm will be required at the time of application.
9. GSA will be entitled to mutually agreed commission and/or service charges according to market situation.
10. Validity of GSA Agreement will be initially for three years. Other terms and conditions of the General Sales Agency Agreement will be negotiable.
11. Documents of Company Profile must be submitted along with the application.
12. Initial joining fee non-interest bearing 150,000.00 USD (non-refundable during the validity of agreement) plus minimum Cash Guarantee of 100,000.00 USD will be required upon appointment.
13. Any other document / information, if so required will be intimated prior to appointment.



**DOCUMENTS REQUIRED FOR APPOINTMENT OF GENERAL SALES AGENT FOR**

**ALBANIAN AIRWAYS**

**(Partnership)**

DOCUMENTS/REQUIREMENTS

1. Partners Photographs & Copy of National ID Cards
- .2 Minimum two qualified staff requirements:
  1. Copies of National ID Cards
  2. Photographs
  3. Certificates/diplomas of IATA/UFTAA or Airlines Ticketing/Reservation course.
  4. At least two years working experience certificate in an Airline/GSA or IATA Approved Agency.
3. Complete list of agency staff and their designations including owners
4. Business & residential mailing address & E-mail address with telephone/cell Number of Partners.
5. Copy of Govt. License (1 year old) at the time of application.
6. Registration Certificates from Registrar of Firms Partnership deed duly attested by Registrar of firms
7. Income tax No. Certificate. Form of income tax and Return acknowledge receipt.
- 8 Copy of Lease/Rent Agreement
9. Bank statement, Balance Sheet and Profit & Loss Account covering one year period with comparison, duly certified by a Chartered Accountant and not older than six months at the time of submission and 3 months from the date of closing of Balance Sheet.
10. Office lay out plan having minimum area of 220 Sq. ft. with minimum frontage of 10 ft.



**DOCUMENTS REQUIRED FOR APPOINTMENT OF GENERAL SALES AGENT FOR**

**ALBANIAN AIRWAYS**

**(Private Limited Company)**

**DOCUMENTS/REQUIREMENTS**

1. Shareholders/Directors Photographs & Copy of National ID Cards
2. Minimum two qualified staff requirements:
  1. Copies of National ID Cards
  2. Photographs
  3. Certificates/diplomas of IATA/UFTAA or Airlines Ticketing/Reservation course
  4. At least two years working experience certificate in an Airline/GSA or IATA Approved Agency.
3. Complete list of agency staff and their designations including owners
4. Business & residential mailing address & E-mail address with telephone/cell Number of Shareholders/Directors.
5. Copy of Govt. License (1 year old) at the time of application.
6. Registration Certificates/ from Registrar of Companies and Memorandum of Articles & Association which should be duly signed by all shareholders and duly attested by Registrar of Companies
7. Income tax No. Certificate. Form of income tax and Return acknowledge receipt.
8. Copy of Lease/Rent Agreement.
9. Bank statement, Balance Sheet and Profit & Loss Account covering one year period with comparison, duly certified by a Chartered Accountant and not older than six months at the time of submission and 3 months from the date of closing of Balance Sheet.
10. Office lay out plan having minimum area of 220 Sq. ft. with minimum frontage of 10 ft



**DOCUMENTS REQUIRED FOR APPOINTMENT OF GENERAL SALES AGENT FOR**

**ALBANIAN AIRWAYS**

**(Sole Proprietorship)**

**DOCUMENTS/REQUIREMENTS**

- 1 Proprietor's Photographs & Copy of National ID Cards
- 2 Minimum two qualified staff requirements:
  1. Copies of National ID Cards
  2. Photographs
  3. Certificates/diplomas of IATA/UFTAA or Airlines Ticketing/Reservation course
  4. At least two years working experience certificate in an Airline/GSA or IATA Approved Agency.
- 3 Complete list of agency staff and their designations including owners
- 4 Business & residential mailing address & E-mail address with telephone/cell Number of Proprietor.
- 5 Copy of Govt. License (1 year old) at the time of application.
- 6 Income tax no. Certificate. Form of income tax and Return acknowledge receipt.
7. Registration certificates from Registrar of Firms. Partnership deed duly attested by Registrar of Firms.
- 8 Copy of Lease/Rent Agreement
- 9 Bank statement, Balance Sheet and Profit & Loss Account covering one year period with comparison, duly certified by a Chartered Accountant and not older than six months at the time of submission and 3 months from the date of closing of Balance Sheet.
- 10 Office lay out plan having minimum area of 220 Sq. ft. with minimum frontage of 10 ft