BELGRADE AIRPORT d.o.o. Beograd

**ANNOUNCES THE INVITATION TO OPEN TENDER**

TO GRANT THE PREMISES IN THE CARGO CUSTOMS WAREHOUSE OF BELGRADE NIKOLA TESLA BELGRADE TO LEASE

Leased premises description:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **BUSINESS PREMISES** | **SQUARE AREA** | **LOCATION** | **Initial monthly lease fee including joint costs excluding VAT** |
| **1.** | Office no. 29 | 17.81 m | Annex building of the Cargo-Customs Warehouse | 272.49 Euro |

The initial lease fee including joint costs is 15.30 Euro per m2, excluding VAT, per Company Pricelist for the lease of premises.

The premises are leased for shipping activities.

The lease term is 3 (three) years.

The premises are given in lease in “as is state” without the right to the subsequent complaint.

The leased premises may not be subleased.

The interested bidders may visit the premises, with a previous announcement sent to e-mail of a liaison person[jelena.petrovic@beg.aero](mailto:jelena.petrovic@beg.aero.).

The Lessee is obliged to equip the relevant premises at its own expense, based on the conceptual design previously approved by the Lessor.

The Lessee will be obliged to pay the lease fee from the day of concluding the lease agreement, regardless of whether it has adapted the premises for use.

The selected Lessee will pay the fee offered in the submitted written bid, together with the corresponding tax, on a monthly basis, within 10 days from the day of issuing the invoice in Dinar equivalent according to the middle exchange rate of the NBS on the day of tax liability.

The Lessee will be obliged, in order to ensure the payment of the fee, following the conclusion of the Lease Agreement, to pay a deposit in the amount of three monthly lease fee amounts including VAT. After the expiry of the Lease Agreement, the paid deposit will be returned, if all obligations of the Lessee toward the Lessor are settled, pursuant to the provisions of the Agreement.

The following documents shall be contained in the bid:

1. Data on the Bidder: Company, head office, TIN, Registration number; e-mail address for communication;
2. Copy of the extract from the Business Registers of the Republic of Serbia;
3. Bid (free form) with clearly indicated offered monthly lease fee in Euro, excluding VAT, stamped and signed by Bidder’s responsible person;
4. Evidence on paid deposit in the amount of RS 50,000.00;

Deposit should be paid to the current account of the Company 170-0030036782000-94, Unicredit bank, with a note “deposit per advertisement for the lease of premises”. The deposit is paid for the participation in the procedure. The paid deposit of a Best Bidder will be kept to secure payment of the lease fee and settlement of other contractual obligations of the Lessee. The Lessee shall immediately, and no later than within 7 days from the day of concluding the Lease Agreement, pay the deposit amount up to the level of three offered lease fees, as well as shall it maintain the deposit at the level of three monthly lease fees incl. VAT. The Best Bidder who withdraws the submitted bid, refuses to conclude the lease agreement within 7 days from the day of delivery of the agreement for signature, loses the right to deposit refunding. For other bidders, the paid deposit will be returned within 7 working days from the day of the decision on the lease of the subject premises. The bid shall contain the account number to which the deposit will be refunded.

1. A statement on accepting the terms of the advertisement

Documents should be submitted as originals or certified copies.

The criterion for selecting the best bidder is the highest offered amount of monthly fee.

The legal representatives of the bidders or other authorized persons may participate in the procedure for awarding the contract provided that they submit an original power of attorney, which specifies the person authorized to take all actions in the procedure on the account and on behalf of the bidder.

The power of attorney must have its number, date and signature of the issuer of the power of attorney.

The reasons for termination of the Lease Agreement by BELGRADE AIRPORT d.o.o. Beograd are:

1. If the Lessee, even after a warning from the Lessor, uses the Premises contrary to the agreement, subleases the Premises or make alterations to the Premises without a written consent of the Lessor.
2. If the Lessee does not pay the due rent and other liabilities even after fifteen (15) days from the Lessor’s invitation/reminder to pay.
3. Opening bankruptcy proceedings against the Lessee or the Lessor,
4. If the Lessee does not maintain a deposit in the amount of three (3) gross monthly lease fees.
5. In case of performing investment works, or reconstruction of the premises where the subject of the lease is located, the Lessor may offer the Lessee alternative premises, make a decision on suspension of rights and obligations, or cancel the lease agreement.

Manner, place and time for submission of bids:

The bid must be submitted in writing, in a sealed envelope in person or by mail (registered mail) to the address:

BELGRADE AIRPORT d.o.o. Beograd   
11180 Belgrade 59  
RECORDS OFFICE

COMMISSION FOR LEASE OF PREMISES

Be sure to write the following text on the front of the envelope: "BID FOR THE LEASE OF PREMISES IN THE BUILDING OF THE CARGO CUSTOMS WAREHOUSE - DO NOT OPEN", and on the back of the envelope, clearly write the name and address of the bidder. The bid must be submitted in a sealed envelope by October 15, 2021, by 10:00 AM.

The bidders shall submit the name of the bidder and the data of the person who will submit the bids, or attend the opening of the bids, no later than a day before the date of bid opening, which is stated in the Invitation. The data must be submitted to the following e-mail address: jelena.petrovic@beg.aero.

The stated data must be submitted in order for BELGRADE AIRPORT d.o.o. Beograd to timely inform the Security Service, which will then allow entry into the security restricted zone of the Airport, the Red Building of Air Serbia.

Untimely bids, meaning, the bids that have not arrived at the Records Office of BELGRADE AIRPORT d.o.o. by the specified deadline, regardless of the method of delivery, will be returned to the bidder unopened with an indication that they are untimely.

Place, time and manner of opening bids:

The public opening of bids will be conducted on October 15, 2021, by 12:00 AM, in the small hall of the Belgrade Lounge, the connecting part of the Terminal of Belgrade Nikola Tesla Airport.

Only authorized representatives of bidders have the right to participate in the opening of bids and negotiations, which they will prove by submitting a signed and certified power of attorney, only originals accepted. Faxes or photocopies will not be considered.

All questions related to this invitation can be addressed to the contact person: jelena.petrovic@beg.aero.

Minutes on the opening of bids will be delivered to the present representatives of the bidders immediately after the end of the procedure, and to other bidders through the e-mail address specified in the bid.

BELGRADEAIRPORT d.o.o. Beograd reserves the right to reject any bid of any bidder without any reasons noted.