

BELGRADE AIRPORT d.o.o. Beograd

**EXTENDS AN INVITATION FOR AN OPEN PROCEDURE
FOR THE LEASE OF PREMISES IN THE CARGO CUSTOMS WAREHOUSE AT NIKOLA TESLA
AIRPORT BELGRADE**

Description of the leased premises:

NUMBER	PREMISES	AREA	LOCATION	The initial monthly lease fee with common utility expenses excluding VAT
1.	Office no. 3	18.14 m ²	Annex to the Cargo Customs Warehouse – 1.floor	EUR 453.50
2.	Office no. 5	18.14 m ²	Annex to the Cargo Customs Warehouse	EUR 453.50
3.	Office no. 7	20.06 m ²	Annex to the Cargo Customs Warehouse	EUR 501.50

The initial amount of lease fee, including common utility expenses, is EUR 25.00 per m², VAT excluded, as stipulated under company's Price list for the lease of premises

Premises are leased for the execution of freight forwarding services

The lease period is 3 (three) years.

The premises are leased in "as is" condition without the right to subsequent claims.

The Premises leased cannot be subleased.

Interested bidders can visit the premises, by sending a prior notice to the e-mail of the contact person: stance.veljkovic@beg.aero or jelena.petrovic@beg.aero.

The Lessee shall equip the premises in question, at his own expense, based on the conceptual design which has been previously approved by the Lessor.

The Lessee shall pay the lease fee as of the Lease agreement conclusion date, regardless of whether the premises are being used or not.

The selected Lessee shall pay the lease fee presented in the submitted written bid, jointly with the corresponding tax, on a monthly basis, within 10 days from the day of issuance of the invoice, in RSD equivalent to the middle exchange rate of the NBS, on the day of tax liability.

As to ensure the payment of lease fee, the Lessee will be obliged to, upon conclusion of the Lease Agreement, pay a deposit in the amount of three-monthly lease fees - VAT excluded. We hereby emphasise that upon expiration of the Lease Agreement, the paid deposit shall be refunded, if all obligations of the Lessee towards the Lessor have been settled, according to the provisions stipulated hereunder.

The bid must contain the following documents:

1. Information on the bidder: Company, address, TIN, registration number, e-mail address available for further communication;
2. A copy of the excerpt from the Business Registers Agency of the Republic of Serbia;

3. Bid (in free form) with a clearly indicated amount of the offered monthly lease fee in EUR - VAT excluded, stamped and signed by an authorized person of the bidder;
4. Proof that Bidder has paid a deposit in the amount of 50,000.00 RSD;
The deposit shall be paid to the current account of BELGRADE AIRPORT d.o.o. Beograd no.170-0030036782000-94, Unicredit bank, with the indication "deposit for the advert on lease of premises". In order to participate in the bidding process, the deposit must be paid. The deposit paid by the most favourable bidder, will be kept, thus securing the payment of rent and settling all other obligations of the Lessee under the Agreement. The Lessee is obliged to immediately, and no later than 7 days from the day of concluding the Lease Agreement, pay the amount of the deposit up to the amount of three offered monthly rents, as well as to maintain the deposit in the amount of three monthly leases, VAT included. The selected bidder who withdraws from the submitted bid or refuses to conclude the Lease Agreement within 7 days from the day of its delivery, loses the right to a refund of the deposit. For other bidders, the paid deposit will be refunded within 7 days from the day the decision on the lease of the subject space has been adopted. The offer must contain the account number to which the deposit will be refunded.
5. A statement declaring that he/she accepts the terms stated in the advert

Documents should be submitted in original form, or as a certified copy.

Interested bidders can submit an offer for all three spaces listed above, in order of priority, with a note that the subject of the lease for the conclusion of the Space Lease Agreement with the selected bidders will be only one of the spaces listed above.

The criteria for selecting the most favourable bidder is the highest offered amount of monthly rent.

The legal representatives of bidders or other authorized persons may participate in the negotiation procedure by submitting the original power of attorney naming the person authorized to take all actions in the negotiation procedure on behalf of the bidder.

The power of attorney must contain an assigned number, date and the signature of the issuer

The conditions under which BELGRADE AIRPORT d.o.o. Beograd may terminate the agreement are:

1. If the Lessee, even after a warning from the Lessor has been issued, continues to use premises contrary to the Agreement, if subleases or makes alterations to the premises without the written consent of the Lessor.
2. If the Lessee does not pay the due lease fee and other obligations even within fifteen (15) days after the Lessor has invited him to settle it.
3. Initiation of 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 prices.
5. In case of investment works i.e. reconstruction of the area where the leased premises subject to this agreement are located, the Lessor may offer the Lessee an alternative space, 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 directly or by mail (registered mail) to the following address:

**BELGRADE AIRPORT d.o.o. Beograd
11180 Beograd-Surčin, 47 Aerodrom Beograd St, Serbia
RECORDS MANAGEMENT OFFICE**

COMMITTEE FOR LEASE OF PREMISES

The following text must be written on the front side of the envelope: "OFFER FOR LEASE OF SPACE IN THE CARGO CUSTOMS WAREHOUSE - DO NOT OPEN", and on the back of the envelope, legibly write the name and address of the bidder. The bid must be submitted in a sealed envelope by 10 AM on 27/03/2024.

The bidders are obliged to submit the name of the bidder and the data of the person submitting the bids who will attend the opening of the bids, no later than the day prior to bid opening date stated in the Invitation. The data must be submitted to the following e-mail address: stance.veljkovic@beg.aero и jelena.petrovic@beg.aero.

The stated data must be submitted in order for BELGRADE AIRPORT to inform the Security Service in a timely manner, and thus enable the entrance into the security restricted zone of the airport, the Red building of Air Serbia.

Offers deemed as untimely or late, are offers that did not arrive at the Record Management Office of BELGRADE Airport d.o.o. Belgrade by the specified deadline, regardless of the method of delivery, and will be returned to the bidder unopened, marked as untimely.

Place, time and manner of opening bids:

Public opening of bids shall be executed on 27/03/2024 at noon (12:00) at the location Tower Building, second floor.

Only authorized representatives of bidders have the right to participate in the opening of bids and negotiations, by submitting a signed and certified power of attorney in the original form. Faxes or photocopies will not be accepted.

All questions related to this invitation can be directed to the contact persons: stance.veljkovic@beg.aero и jelena.petrovic@beg.aero.

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

BELGRADE AIRPORT d.o.o. Beograd reserves the right to reject the bid of any bidder without stating the reason for such decision.