

PUBLIC CALL FOR GENERAL SALES AGENCY (GSA)

FOR ON-LINE TERRITORIES:

1. **Austria;**
2. **Denmark;**
3. **Germany;**
4. **Great Britain;**

NOTE: ALL DETAILS REQUESTED IN THE APPLICATION SHOULD BE PROVIDED INCLUDING THE CORPORATE/FINANCIAL DOCUMENTS OF THE COMPANY. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

IT IS POSSIBLE TO SUBMIT APPLICATION FOR ONE TERRITORY OR FOR SEVERAL TERRITORIES AT THE SAME TIME.

APPLICATION SUBMISSION DETAILS:

Required documentation, under the title: APPLICATION for GSA, should be submitted in hard copy to the bellow quoted mail address as well as in soft copy to the bellow quoted email address:

Requester: Montenegro Airlines AD Podgorica	Point of contact: Itana Vukčević
Address: Ul. Beogadska br. 10.	Zip code: 81000
City: Podgorica, Crna Gora	Phone No: + 382 20/405-565
Email address: gsa.call@montenegroairlines.com	
Website: https://montenegroairlines.com/en/footer/about_us/announcements-tenders-public-calls	

SUBMISSION DEADLINE:

October 26, 2020 at 12:00 (CEST)

- 1) **IDENTIFICATION OF AGENCY (LEGAL ENTITY WHICH WILL HOLD THE GSA)**
 - a) Legal name of organization.
 - b) Trade name, if different from (a) above.
 - c) Full address and telephone number of the Main Office.
 - d) If registration is required by law of your country, please provide:
 - i) the trade registration or license number of the Agency;
 - ii) the date this was granted
 - ii) a copy of the Trade License and any other relevant document.
 - e) Date on which the office commenced operations
 - f) Whether the Travel Agency is **IATA** or **non-IATA**.
- 2) **GENERAL INFORMATION**
 - a) **Specify type of business entity:**
 - Sole proprietorship

- Partnership
 - Limited Liability Company
 - Other (describe)
- b) **Please attach the following:**
- i) Certificate of incorporation or business registration certificate or other relevant document.
 - c) Principal business of the organization
 - d) Specify details of any other business that the organization is engaged in
 - e) Registered address of the organization
 - f) Date of establishment of the organization

3) **DETAILS OF DIRECTORS / PRINCIPAL OFFICERS / MANAGERS AND STAFF OF ORGANIZATION**

- a) Name(s) and designations of Directors and Principal Officers.
- b) Attach a separate schedule setting out the names and experience in the travel industry of Senior Management and other full time travel staff members qualified and competent to sell international air transportation and issue travel documents, giving details as follows:
 - i) Name/s
 - ii) Position or title
 - iii) Date of employment
 - iv) Name of previous employer(s) and address/es
 - v) Date(s) of previous employment (month/year)
 - vi) Position held during previous employment
 - vii) Qualifications and work experience in travel business
 - viii) Total number of years experience in the travel industry

Details should include staff of Main office and branch offices if any.

4) **REFERENCES OF OTHER AIRLINES**

- a) **Are you a General Sales Agent for any IATA or non-IATA Airline. If yes, specify in the form:**

	AIRLINE	SCOPE OF OPERATION	TERRITORY	ONLINE/OFFLINE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

- b) **If the answer to a) is positive it is necessary to provide reference letter from Airlines which you represent as GSA for one or more country.**

5) **FINANCIAL INFORMATION OF THE ORGANIZATION**

- a) **Specify as applicable :**
 - i) Registered capital
 - ii) Financial Statements for years 2018 and 2019 (Balance sheet, Income statement, Cash flow statement.)
- b) Attach bank references from a reputed bank.
- c) Statement on the possibility of submitting a **Bank Guarantee for EUR 3,000.00 per market ?**

- 6) **SECURITY OF TRAFFIC DOCUMENTS AND AIRLINE IDENTIFICATION PLATES**
- a) Describe the type of facility you have in the Agency for the storage of your on-premises working supply of traffic documents or other accountable documents.
 - b) Provide the name and address of the bank or equivalent off-premises facility, with which you have made security arrangements for the storage of your reserve supply of traffic documents.
 - c) **Reservation Systems**
 - i) Are you computerized in Reservations
 - ii) What are the reservation system(s) you have access to?
 - iii) How many staff are conversant with the above system(s)

7) **OWNERSHIP STRUCTURE OF THE ORGANIZATION**

- a) **IF A SOLE PROPRIETORSHIP:**
 - Name
 - Address & Telephone Number of Sole proprietor
 - Percentage of time devoted to the Agency business
- b) **IF A PARTNERSHIP:**
 - Name and designation of partners
 - Address and telephone number/s
 - Percentage of time devoted to the Agency business
 - Percentage of Financial interest of each partner
- c) **IF A CORPORATION:**
 - When and where incorporated?
 - Name of shareholders*
 - Address
 - Details of shareholding

* *Except where your organization is a legal entity whose shares are listed on a securities exchange or are regularly traded in an "over the counter" market.*

- d) **IF NONE OF ABOVE APPLIES :**
Fully describe the type of business entity, when and where organised and the names and titles of persons holding a financial or managerial interest in the business, the nature and extent of their interest, their address and telephone numbers and percentage of their time devoted to the Agency business.

8) **PREMISES OF ORGANIZATION (PROVIDE DETAILS OF THE CURRENT OFFICES)**

- c) **Office Space**
CITY : _____
 - i) Floor location
 - ii) The surface area of the office
 - iii) Actual space utilized for the sale of International Air Transportation
 - iv) The means of access the public has to the Travel Agency
 - v) If the entire office is not dedicated for the travel agency, indicate how the portion of the office for the travel agency is separated from the other business.
- b) What display facilities are available for advertising?
- c) What are the normal business hours and days of the week that the office is open?
- d) Are the premises located at an airport or in the main business area of the city?
- e) Describe the means by which the premises are identified as a Travel Agency.
- f) Attach photographs of the exterior and of the interior of the location.
- g) Details of Branch offices if any.

9) **BUSINESS PLAN WITH FINANCIAL BID**

- a) If your organization is appointed as GSA, what contribution could you make to enhancing and developing our operations/sales in the Territory.

A **detailed Business Plan with financial bid** should be submitted.

NOTE:

If any document requested above is not in English, a certified English translation of the documents should be forwarded.

I hereby certify that the foregoing statements (including statements made in any attachment hereto) are true and correct to the best of my knowledge and belief, and that I am authorised by the organisation identified in the answer to 1) a) above to make these statements and fill this document.

The applicant understands and agrees that if the application for approval as a General Sales Agent is rejected, he will not claim any commission, remuneration or compensation for the sales of air transportation over the services of Montenegro Airlines during the period the application was under consideration.

Signature

Name of Applicant

Date