



**EUPRO**

EU SUPPORT TO MUNICIPAL DEVELOPMENT



Republika Srbija

**UNOPS**

Sprovedbi program

Public Call for Proposals for Procurement of Equipment and Provision of  
Services for Entrepreneurs, Micro and Small Enterprises

CFP 05-2018

ANNEX C

FULL APPLICATION FORM  
(DRAFT)

Ref. Number	
(EU PRO only)	

## I GENERAL INFORMATION

1	Full Title of the company (as registered with the APR)			
2	Founded on (date)			
3	APR Registry Number			
4	Ownership Structure	Domestic (%)		Private (%)
		Foreign (%)		Other (%)
5	Classification of the company			
6	Address (as it is in the APR registry)		Postcode, City	
	WEB page			
	Owner		Gender	Age
	Contact person		Gender	Age
	Telephones		Office	Contact person
	Email addresses		Office	Contact person
7	Company overview (Describe your business in one or two paragraphs)			
8	FINANCIAL RECORDS			2015
	Total revenue (in EUR)			2016
	Total export (in EUR)			2017
	Value of operating assets at the end of year (in EUR)			
9	Describe the business idea and elaborate the rationale behind the business intervention. Quantify business objectives in terms of increased productivity, production, revenue and/or export			
10	Describe what you want to procure - equipment and, if applicable, services (the means to achieve your planned business intervention)			
11	Provide information on facilities owned by the company	Facility	m2	Area
12	If applicable, provide information on needed additional facilities for implementation of the business idea	Facility	m2	Status
13	Provide information on equipment owned by the company	Equipment	Purpose	Value (EUR)
14	Describe the company organizational structure. You can use an organizational chart or provide narrative.			
15	Provide qualification structure of the employees. Insert the position title and number of employees holding the position. Expand the number of lines, as needed.	Position title		No. of employees
16	EMPLOYMENT RECORDS			2015
	Number of employees			2016
	Number of persons with disabilities			2017
	Number of Roma			
	Number of women			
Number of youth (younger than 30 years of age)				

**I GENERAL INFORMATION**

17	Describe the management organizational competence which will expertise and contribute to successful implementation of the business intervention including competences of the key staff. <i>Reflect on technical expertise of personnel which will be needed for operational use of the equipment.</i>		
18	Describe which and how many new jobs will be immediately created		
19	Describe which and how many new jobs can be potentially created within a three-year period		
20	Will you encourage employment of vulnerable groups and, if yes, in which way?		
21	Is the company engaged in community-oriented activities		
22	Describe social responsibility activities that will be undertaken if the business idea is implemented		
23	Describe which technology was chosen and why? <i>Does it include application of ICT and how?</i>		
24	How will the chosen technology contribute to improved productivity and competitiveness of the company?		
25	Describe enhancement of the production processes, if any. <i>Does the new technology have technological innovation component and/or have positive impact on environment?</i>		

## II MARKET SALES AND PROCUREMENT

<b>26</b>	<p><b>Describe your key products or services and their share in revenue.</b> Provide details on current products and services and their share in revenue. Also provide details on new products and services if they are planned. Attach product catalogue, if you have one, or put links to internet pages with description/photos of your product/service.</p>					
<b>27</b>	<p><b>Describe the market and the market segment for your products or services.</b> Provide details on current situation, recent trends and future outlook in terms of local, regional, national and international market value/size and number of potential buyers. What are the growth rates of the market? Describe who are your buyers / consumers for existing or new products or services? What are their requirements. The requirements of potential consumers should be classified using a relatively homogeneous group (market segments). Please indicate if you have conducted a market research and, if yes, enclose the research as an attachment.</p>					
<b>28</b>	<p><b>Describe the competition.</b> Please list the known competitors and provide additional required information</p>	Competitor	Size	Comparative advantage		
<b>29</b>	<p><b>Describe competitive strategy of your company.</b> How you achieve or plan to achieve a competitive advantage in the market? How you plan to differentiate against the competition?</p>					
<b>30</b>	<p><b>Provide brief SWOT analysis of your business</b></p>	Strengths				
		Weaknesses				
		Opportunities				
		Threats				
<b>31</b>	<p><b>Provide sales projection for the three-year period.</b> Please list your key products or services and provide details related to projection sales volume per year</p>	Product/ Service	Unit	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)
		- Product/ Service 1				
		- Product/ Service 2				
		- Product/ Service 3				
		- Product/ Service 4				
		- Product/ Service 5				
		- Other Products/ Services				
		<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>32</b>	<p><b>Describe how you plan to distribute your products to the buyers.</b> Through direct sales, retail, wholesales, etc.</p>					
		Material	Unit	% made in Serbia	Consumption of material for the product in units for one product item	Production in Year 1 (2019)
		Material 1				
		- Product/ Service 1				0
		- Product/ Service 2				0
		- Product/ Service 3				0

## II MARKET SALES AND PROCUREMENT

33	<p><b>Provide information on required raw materials.</b>  <i>The information on products/ services materials are needed for is linked to the information provided under Q31. Total quantities will be calculated automatically</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>- Product/ Service 4</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Product/ Service 5</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Other Products/ Services</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td><b>TOTAL</b></td><td><b>Material 1</b></td><td></td><td></td><td style="text-align: center;">0</td></tr> <tr><td></td><td><b>Material 2</b></td><td></td><td></td><td></td></tr> <tr><td>- Product/ Service 1</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Product/ Service 2</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Product/ Service 3</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Product/ Service 4</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Product/ Service 5</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Other Products/ Services</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td><b>TOTAL</b></td><td><b>Material 2</b></td><td></td><td></td><td style="text-align: center;">0</td></tr> <tr><td></td><td><b>Material 3</b></td><td></td><td></td><td></td></tr> <tr><td>- Product/ Service 1</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Product/ Service 2</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Product/ Service 3</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Product/ Service 4</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Product/ Service 5</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Other Products/ Services</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td><b>TOTAL</b></td><td><b>Material 3</b></td><td></td><td></td><td style="text-align: center;">0</td></tr> <tr><td></td><td><b>Other Materials</b></td><td></td><td></td><td></td></tr> <tr><td>- Product/ Service 1</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Product/ Service 2</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Product/ Service 3</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Product/ Service 4</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Product/ Service 5</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>- Other Products/ Services</td><td></td><td></td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td><b>TOTAL</b></td><td><b>Other Materials</b></td><td></td><td></td><td style="text-align: center;">0</td></tr> </table>	- Product/ Service 4			0	0	- Product/ Service 5			0	0	- Other Products/ Services			0	0	<b>TOTAL</b>	<b>Material 1</b>			0		<b>Material 2</b>				- Product/ Service 1			0	0	- Product/ Service 2			0	0	- Product/ Service 3			0	0	- Product/ Service 4			0	0	- Product/ Service 5			0	0	- Other Products/ Services			0	0	<b>TOTAL</b>	<b>Material 2</b>			0		<b>Material 3</b>				- Product/ Service 1			0	0	- Product/ Service 2			0	0	- Product/ Service 3			0	0	- Product/ Service 4			0	0	- Product/ Service 5			0	0	- Other Products/ Services			0	0	<b>TOTAL</b>	<b>Material 3</b>			0		<b>Other Materials</b>				- Product/ Service 1			0	0	- Product/ Service 2			0	0	- Product/ Service 3			0	0	- Product/ Service 4			0	0	- Product/ Service 5			0	0	- Other Products/ Services			0	0	<b>TOTAL</b>	<b>Other Materials</b>			0
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34	<p><b>Describe the market for inputs to your production and supply chains.</b> <i>Provide details where inputs needed for your production come from, what are the market conditions and trends etc.</i></p>																																																																																																																																													
35	<p><b>List your suppliers for existing and new products and services</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Supplier</th> <th style="width: 15%;">Status</th> <th style="width: 30%;">Country of origin</th> <th style="width: 25%;">% total of input costs</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Supplier	Status	Country of origin	% total of input costs																																																																																																																																								
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37	<p><b>Describe how this investment will benefit your suppliers and buyers.</b> <i>Quantify benefits where possible</i></p>																																																																																																																																													
38	<p><b>Describe the promotional activities you plan to use.</b> <i>Include promotional activities such as advertising and publications, participation at trade shows, sponsorships for special events, media relations etc.</i></p>																																																																																																																																													

### III FINANCIAL PLAN

39	Provide information on projected revenue for the three-year period. Reflect on expected % of export. The information on products are linked with information provided under the Q31 and will be automatically filled-in. The totals will be calculated automatically.	Product/ Service	Unit	Year 1 (2019)			Year 2 (2020)			Year 3 (2021)		
				Unit price (EUR)	Annual amount	Total revenue	Unit price (EUR)	Annual amount	Total revenue	Unit price (EUR)	Annual amount	Total revenue
				- Product/ Service 1	0		0	€ -		0	€ -	
- Product/ Service 2	0		0	€ -		0	€ -		0	€ -		
- Product/ Service 3	0		0	€ -		0	€ -		0	€ -		
- Product/ Service 4	0		0	€ -		0	€ -		0	€ -		
- Product/ Service 5	0		0	€ -		0	€ -		0	€ -		
- Other Products/ Services	0		0	€ -		0	€ -		0	€ -		
<b>TOTAL</b>						<b>0</b>			<b>0</b>		<b>0</b>	
<b>% of revenue from export</b>												

40	Provide information on projected cost of raw materials. The information is linked with information provided under the Q33 and will be automatically filled-in. The annual amount for years 2020 and 2021 should be projected in accordance with the sales forecast. The totals will be calculated automatically.	Materials	Unit	Year 1 (2019)			Year 2 (2020)			Year 3 (2021)		
				Unit price (EUR)	Annual amount	Total cost	Unit price (EUR)	Annual amount	Total cost	Unit price (EUR)	Annual amount	Total cost
				Material 1	0		0	€ -			€ -	
Material 2	0		0	€ -			€ -			€ -		
Material 3	0		0	€ -			€ -			€ -		
Other Materials	0		0	€ -			€ -			€ -		
<b>TOTAL</b>				€			€			€		

41	Provide information on the costs of salaries. Include information on gross salaries per employee or per group of employees within the same salary range	Cost item	Unit	Year 1 (2019)			Year 2 (2020)			Year 3 (2021)		
				Unit price (EUR)	Annual amount	Total cost	Unit price (EUR)	Annual amount	Total cost	Unit price (EUR)	Annual amount	Total cost
									€ -			€ -
					€ -			€ -			€ -	
					€ -			€ -			€ -	
					€ -			€ -			€ -	
					€ -			€ -			€ -	
<b>TOTAL</b>						<b>0</b>			<b>0</b>		<b>0</b>	

42	Provide information on other costs you may foresee. Include the cost of utilities, promotion activities, transportation, taxes, maintenance, ....	Cost item	Unit	Year 1 (2019)			Year 2 (2020)			Year 3 (2021)		
				Unit price (EUR)	Annual amount	Total cost	Unit price (EUR)	Annual amount	Total cost	Unit price (EUR)	Annual amount	Total cost
					0				€ -			€ -
	0				€ -			€ -			€ -	
	0				€ -			€ -			€ -	
	0				€ -			€ -			€ -	
	0				€ -			€ -			€ -	
<b>TOTAL</b>						<b>0</b>			<b>0</b>		<b>0</b>	

### III FINANCIAL PLAN

<b>43</b> Provide information from the income statement for year 2017 and missing information for projected income statements for the three year period, as indicated in the table. Insert information for year 2017 from the official income statements using the official middle RSD exchange rate for the date 31 December 2017 (118.4727 RSD)		<b>Year 2017</b>		<b>Year 1 (2019)</b>	<b>Year 2 (2020)</b>	<b>Year 3 (2021)</b>	
	I Total revenue (1+2+3)	€	-	€	-	€	-
	1 Business revenue						
	- Sales revenue						
	- Other business revenues						
	2 Financial revenue						
	3 Other revenue						
	II Total costs (4+5)			€	-	€	-
	4 Operating costs			€	-	€	-
	- Costs of raw materials			€	-	€	-
	- Costs of salaries			€	-	€	-
	- Other operating costs			€	-	€	-
	5 Financial costs (interest on credit etc.)						
	III Gross profit (I-II)	€	-	€	-	€	-
IV Profit tax for entrepreneurs (10%)	€	-	€	-	€	-	
V Net profit (III-IV)	€	-	€	-	€	-	

<b>44</b> Provide the missing information for projected cash flow statement as indicated in the table. Cells that are not applicable leave empty.		<b>2019</b>	<b>2020</b>	<b>2021</b>	
	I Initial cash				
	II Cash inflows (1+2+3)	€	-	€	-
	1 Cash inflows from business activities	€	-	€	-
	(from sales and advance payments)	€	-	€	-
	Other cash inflows from business activities				
	2 Cash inflows from investment activities	€	-	€	-
	Sales of real estates, plants and equipment				
	Other cash inflows from investment activities (please specify)				
	3 Cash inflows from finance activities (Increase of equity, Long-term and short term loans, etc.)				
	III Cash outflows (4+5+6)	€	-	€	-
	4 Cash outflows from business activities	€	-	€	-
	Cash paid to suppliers	€	-	€	-
	Cash paid to employees	€	-	€	-
	Taxes paid	€	-	€	-
	5 Cash outflows from investment activities				
	Cash outflows for purchase of facilities, plants and equipment	€	-		
	Other cash outflows from investment activities (please specify)				
	6 Cash outflows from finance activities (Long-term and short term loans paid, Financial leasing)				
IV Net cash flow of the period (II+III)	€	-	€	-	
V Cumulative cash flow (I+IV)	€	-	€	-	

### III FINANCIAL PLAN

		Elements	Calculation
<b>45</b>	<b>Financial indicators from the projection of revenue and costs. All data is calculated automatically. No input is needed</b>	<b>Gross profit (for the three years) = Total revenue – Total costs</b>	0
		<b>Net profit (for the three years) = Gross profit – Profit tax</b>	0
		<b>Average net profit = Net profit for three years / 3</b>	0
		<b>Total revenue over Total cost ratio = Total revenue / Total cost</b>	#DIV/0!
		<b>Efficiency ratio = Total costs / Total revenue</b>	#DIV/0!
		<b>Payback period (in years) = Value of the investment / Average net profit</b>	#DIV/0!



## IV IMPLEMENTATION PLAN

**46 List the activities and mark implementation period with X in the Month cells indicating implementation period. List as many activities as appropriate in addition to the ones indicated in the table below**

Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Procurement of goods (and services)												
Installation of the equipment												
Hiring new workers												
Test production												
Introduction of services												

## V BUDGET

**47** Fill in the below budget table by listing all costs related to the intervention, the estimated costs and funding sources. Expand the number of lines, as needed. The totals and related percentages will be calculated automatically

Item	Unit	No. of Units	Price per Unit (EUR)	Total Price (EUR)	EU PRO Contribution (EUR)	EU PRO Contribution (%)	Beneficiary Contribution (EUR)	Beneficiary Contribution (%)
<b>Equipment</b>								
	item	0	€ -	€ -	€ -	#DIV/0!	€ -	#DIV/0!
		0	€ -	€ -	€ -	#DIV/0!	€ -	#DIV/0!
		0	€ -	€ -	€ -	#DIV/0!	€ -	#DIV/0!
<b>Subtotal Equipment</b>				€ -	€ -		€ -	
<b>Services</b>								
		0	€ -	€ -	€ -	#DIV/0!	€ -	#DIV/0!
		0	€ -	€ -	€ -	#DIV/0!	€ -	#DIV/0!
		0	€ -	€ -	€ -	#DIV/0!	€ -	#DIV/0!
<b>Subtotal Services</b>				€ -	€ -		€ -	
<b>Other Costs</b>								
		0	€ -	€ -	€ -	#DIV/0!	€ -	#DIV/0!
		0	€ -	€ -	€ -	#DIV/0!	€ -	#DIV/0!
		0	€ -	€ -	€ -	#DIV/0!	€ -	#DIV/0!
<b>Subtotal Other Costs</b>				€ -	€ -		€ -	
<b>TOTAL BUDGET</b>				€ -	€ -	<b>#DIV/0!</b>	€ -	<b>#DIV/0!</b>