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## Second Public Call for Proposals for Procurement of Equipment and Provision of Services for Entrepreneurs, Micro and Small Enterprises (CFP 10-2019)

### 1. Background

The European Union Support to Municipal Development – EU PRO Programme<sup>1</sup> will contribute to a more balanced socio-economic development of Serbia, by enhancing competitiveness and social cohesion of 99 municipalities, in two regions of Serbia: Šumadija and Western Serbia and South and Eastern Serbia.<sup>2</sup> The European Union (EU) has allocated 25 million Euros for the implementation of the Programme during 36 months. The United Nations Office for Project Services (UNOPS) was selected for indirect management, through a Call for Expression of Interest.<sup>3</sup>

There are three results that the Programme will achieve:

- Result 1: Improved technological structure Small and Medium-Sized Enterprises (SMEs) and their ability to export
- Result 2: Improved conditions for business operations through more efficient administrative service provision, better land management and specific infrastructure investments
- Result 3: Better social cohesion and attractive living environment through improvement of small scale public infrastructure and social relations.

The direct beneficiaries of the EU PRO are local administration structures, local MSEs<sup>4</sup>, civil society organisations (CSOs) and business support organisations (BSOs). The final beneficiaries are the inhabitants of 99 municipalities.

The EU PRO Programme is based on the National Priorities for International Assistance in the Republic of Serbia 2014-2017, with projections until 2020 (NAD)<sup>5</sup>, significant for Serbia's EU accession process and

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<sup>1</sup> The Programme is based on Serbia Local Development Action Document within the Instrument for Pre-accession Assistance (IPA) 2016 <http://europa.rs/eu-assistance-to-serbia/ipa/ipa-2016/?lang=en>

<sup>2</sup> Forty-five municipalities are from the third and the fourth category of development, 44 are from the first and the second. The two regions, Šumadija and Western Serbia and South and Eastern Serbia, are less developed comparing to Belgrade and Vojvodina.

<sup>3</sup> The Call was organised by the Delegation of the European Union (DEU) in cooperation with the then European Integration Office of the Republic of Serbia (SEIO) in July 2016. The criteria included adequate administrative, financial and technical capacity, as well as criteria related to the quality of the Concept Note, including relevance; consistency with the objectives, results and activities of the Action, expected impact; sustainability and cost-effectiveness.

<sup>4</sup> The term MSE under this Call includes Entrepreneurs, Micro and Small Enterprises as defined by the Article 6 of the Law on Accounting available at <http://www.mfin.gov.rs/UserFiles/File/zakoni/2013/ZAKON%20O%20RACUNOVODSTVU.pdf>

<sup>5</sup> Available at: [http://www.evropa.gov.rs/Documents/Home/DACU/12/74/NAD%202014-2017%20with%20projections%20until%202020%20\(english\).pdf](http://www.evropa.gov.rs/Documents/Home/DACU/12/74/NAD%202014-2017%20with%20projections%20until%202020%20(english).pdf)



**EUPRO**

EU SUPPORT TO MUNICIPAL DEVELOPMENT



Republic of Serbia



Implementing partner

socio-economic development. Its activities will be undertaken in partnership with the Government of Serbia, while respecting the national strategies, laws and relevant development documents, in order to ensure national ownership and help develop national capacities.

## 2. Justification

The SMEs sector represents an important segment of the Serbian economy. It is estimated that SMEs represent 99.8% of active business entities, they provide 2/3 of employment and turnover in non-financial sector, participate with 43.2% in export of non-financial sector, and generate 32% of the Serbian GDP. The average number of employees per SME is 2.4, which indicates one of the key weaknesses of this sector compared to the European Union member countries, where the average number of employees is 4.2. This additionally points out high fragmentation and low competitiveness of the Serbian SMEs. Furthermore, every third enterprise operates in retail and wholesale sector, while SMEs in processing industries work in low technological areas, creating low value added products, which in turn means weaker market position and lower profit margins. SMEs are insufficiently export oriented: from the total number of registered SMEs only 4.3% are exporters.<sup>6</sup>

The SMEs in South and East Serbia have the half of the productivity compared to the Belgrade Region, while those in Šumadija and Western Serbia are 1.7 times less productive than the ones in Belgrade Region.<sup>7</sup> The conditions for the start-up activities and enterprise development are equally uneven with significant differences in the survival rates. Lack of new technologies and development of new products are among the key obstacles to the development of the SME sector. Furthermore, many enterprises are missing specific skills and expertise that can be obtained only outside of the companies. Even when an SME develops or upgrades their products, they lack international connections, quality certifications and visibility to monetize their products.

The Government's Economic Reform Programme (ERP)<sup>8</sup> recognises progress that Serbia has made to improve business environment and to reduce grey economy. It acknowledges that numerous obstacles remained in place, such as limited access to finances for SMEs and entrepreneurs. It also recognised advancements related to industrial development and establishment of more efficient state system for promotion of investments and export. The ERP indicated, however, that for further development there was a need to technologically upgrade the production, especially in sectors where the country has the competitive advantages. The focus should shift towards creation of products with higher added value. The ERP also confirmed there is a significant room to improve social protection system within existing financial framework, while identifying poverty, low quality of services, and weak mechanisms of control, monitoring and evaluation, as key issues.

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<sup>6</sup> The Strategy for Development of Small and Medium-sized Enterprises, Entrepreneurship, and Competitiveness 2015 – 2020 [http://www.privreda.gov.rs/wp-content/uploads/2017/01/Strategija-I-Plan\\_eng\\_poslednje.pdf](http://www.privreda.gov.rs/wp-content/uploads/2017/01/Strategija-I-Plan_eng_poslednje.pdf)

<sup>7</sup> <http://www.privreda.gov.rs/wp-content/uploads/2016/09/Izvestaj-O-Stanju-MSPP-2014-25-Decembar-2015.pdf>

<sup>8</sup> [http://www.mfin.gov.rs/UserFiles/File/strategije/ERP%202017-2019\(1\).pdf](http://www.mfin.gov.rs/UserFiles/File/strategije/ERP%202017-2019(1).pdf)



**EUPRO**

EU SUPPORT TO MUNICIPAL DEVELOPMENT



Republic of Serbia



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Considering these analysis, the ERP among other recommends further improvement of business environment and incentives to private investments, establishment of schemes to support SMEs, continuation of the public administration reform, and in particular establishment of more transparent and less burdening para-fiscal system.

Young SMEs are especially at risk and have greater limitations to technologically upgrade their production, among other things, due to limited access to finances.

The Programme will therefore support the entrepreneurs and enterprises to acquire or introduce new production technologies, which will result in increased productivity, lowered costs of production, improved quality of the products and add to the value of the products. This should lead to improvement of their export competitiveness, and enable creation of new jobs.

The Programme will also provide an opportunity for the SMEs to contribute to greater social impact<sup>9</sup> by integrating social responsibility measures that make a positive impact on the local communities into their business models.

### 3. Objectives

**Overall objective:** To contribute to enhanced competitiveness of MSEs in the Šumadija and Western Serbia and South and Eastern Serbia.

**Specific Objective:** Enhancement of market potentials, value chain contribution and job creation in beneficiary MSEs.

### 4. Scope

The Call for Proposals includes two LOTs. Both LOTs target entrepreneurs, micro and small enterprises (MSEs), registered for production between 1 January 2014 and 31 December 2018. Additional consideration for MSEs applying for LOT2 is that they need to be fast growing and/or export oriented<sup>10</sup>.

The eligible activities under this Call include:

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<sup>9</sup> The evaluation criteria includes assessment of expected impact of the project, including added-value elements, such as promotion of gender equality and equal opportunities, addressing needs of disabled people and youth and rights of minorities. It also promotes integration of corporate social responsibility (CSR) measures into the intervention. More specifically, the applicants are encouraged to incorporate CSR into their current internal management policies and practices, including those related to human resources (income generation, tax generation, job creation, environment, charity and responsiveness to those in need, etc.) and propose interventions through which they will additionally support their communities relying on their core business.

<sup>10</sup> Entrepreneurs and companies that had the average number of employees in 2016 at least four and the enterprise has registered growth of over 20% in income from regular business activity or average annual growth of employees, or more than 30% of its revenue in 2018 is from export.



**EUPRO**

EU SUPPORT TO MUNICIPAL DEVELOPMENT



Republic of Serbia



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- i. Provision of **equipment**<sup>11</sup> with the aim of enhancing the quality of existing or the development of new products, increased productivity, supporting development of products with higher added value, and enable introduction of innovations, and facilitating market expansion – mandatory accounting for minimum 80% of the grant value
- ii. Provision of **services**<sup>12</sup> contributing to enhancing the quality of existing, or development of new products, increased productivity, supporting development of products with higher added value, enabling introduction of innovations, and facilitating market expansion – optional accounting for maximum of 20% of the grant value.

## 5. Financial Allocation and Cost Share Contribution

The indicative overall amount available under this Call for Proposals is 2.5 Million Euros.

The EU PRO Programme reserves the right **not to award** all available funds.

### Minimum and Maximum Grant Award:

LOT1: Minimum – 10.000 Euros (11.400 USD), Maximum – 30.000 Euros (34.200 USD)

LOT2: Minimum - 30.000 Euros (34.200 USD), Maximum – 70.000 Euros (79.800 USD) <sup>13</sup>

### Applicant's cost share

Applicants' cost share cash contribution is required with following rates:

LOT1: 20% of total project eligible costs

LOT2: 30% of total project eligible costs

## 6. Duration of the intervention

The planned duration of the intervention may not exceed 9 (nine) months. This period includes procurement and installation of equipment and, if planned, the provision of services as well as capturing projected results and acceptance of the final report.

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<sup>11</sup> Only new equipment is eligible for procurement under this call along with the related cost of transport, customs and insurance. Of-the-shelf software are considered as equipment. Procurement of passenger and transportation vehicles is not eligible equipment. The minimum value of requested equipment should be at least 1,000 Euros per unit

<sup>12</sup> The eligible services under this Call include introduction of international quality standards, certification and attestation of procured equipment, introduction of new technological processes, trainings for usage of the equipment or enhancement of technological processes, branding of products and development of software. The minimum value of requested service should be at least 500 Euros per unit

<sup>13</sup> Criteria for fast-growing and export-oriented enterprises is provided in the General Eligibility Criteria Section



**EUPRO**

EU SUPPORT TO MUNICIPAL DEVELOPMENT



Republic of Serbia



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## 7. Visibility

The Applicants must take all necessary steps to promote the European Union (EU) financial contribution to the Action.

These activities include but are not limited to clear visual identification of the action at site, partaking in various media activities and events including activities designed to raise the awareness of specific or general audiences of the overall EU support to Serbia. These include but are not limited to on-camera and other media interviews, participation in high level events and relevant on-line and in person surveys on Programme related topics. In these applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing<sup>14</sup>.

## 8. Criteria

Assessment and evaluation of received project proposals will be conducted in line with the following criteria, including the eliminatory general eligibility criteria and the evaluation criteria for the full application.

### a. General Eligibility Criteria

#### Registration

- Entrepreneurs and Companies (hereafter 'Enterprises')<sup>15</sup> registered at the Serbian Business Registers Agency (SBRA) and classified into Micro and Small Companies<sup>16</sup> in accordance with the financial statements for 2018<sup>17</sup>
- Enterprises registered on the territory of the 99 Programme local self-governments<sup>18</sup> in the two statistical regions: Šumadija and Western Serbia and South and Eastern Serbia.

<sup>14</sup> See the Communication and Visibility Manual for EU external actions specified and published by the European Commission at <https://ec.europa.eu/europeaid/node/17974>

<sup>15</sup> Company is defined by the Law on companies ("*Official Gazette of the Republic of Serbia*" No. 36/2011, 99/2011, 83/2014 and 5/2015)

<sup>16</sup> Entrepreneurs, Micro and Small Enterprises as defined by the Article 6 of the Law on Accounting available at <http://www.mfin.gov.rs/UserFiles/File/zakoni/2013/ZAKON%20O%20RACUNOVODSTVU.pdf>

<sup>17</sup> Source of information: *Data from the Serbian Business Registers Agency (SRBA)*.

<sup>18</sup> Bogatić, Vladimirci, Koceljeva, Krupanj, Loznica, Ljubovija, Mali Zvornik and Šabac in Mačva District; Valjevo, Lajkovac, Ljig, Mionica, Osečina and Ub in Kolubarski District; Velika Plana, Smederevo and Smederevska Palanka in Podunavski District; Veliko Gradište, Golubac, Žabari, Žagubica, Kučevo, Malo Crniće, Petrovac and Požarevac in Braničevski District; Arandelovac, Batočina, Knić, Lapovo, Rača, Topola and Kragujevac in Šumadijski District; Despotovac, Jagodina, Paraćin, Rekovac, Svilajnac and Čuprija in Pomoravski District; Bor, Kladovo, Majdanpek and Negotin in Borski District; Boljevac, Zaječar, Knjaževac and Sokobanja in Zaječarski District; Arilje, Bajina Bašta, Kosjerić, Nova Varoš, Požega, Priboj, Prijepolje, Sjenica, Užice and Čajetina in Zlatiborski District; Gornji Milanovac, Ivanjica, Lučani and Čačak in Moravički District; Vrnjačka Banja, Kraljevo, Novi Pazar, Raška and Tutin in Raški District; Aleksandrovac, Brus, Varvarin, Kruševac, Trstenik and Čičevac in Rasinski District; Aleksinac, Gadžin Han, Doljevac, Merošina, Ražanj Svrljig and Niš in Nišavski District; Blace, Žitorađa, Kuršumlja and Prokuplje in Toplički District; Babušnica, Bela Palanka, Dimitrovgrad and Pirot in Pirotski District; Bojnik, Vlasotince, Lebane, Leskovac, Medveđa and Crna Trava in Jablanički District; Bosilegrad, Bujanovac, Vladičin Han, Vranje, Preševo, Surdulica and Trgovište in Pčinjski District



**EUPRO**

EU SUPPORT TO MUNICIPAL DEVELOPMENT



Republic of Serbia



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- Enterprises established between 1 January 2014 and 31 December 2018 for an unlimited duration and with an active status in SBRA<sup>19</sup>
- Enterprises registered for **production**,<sup>20</sup> excluding the following categories:
  - a. Primary agricultural production (primary agricultural production includes cultivation of plant crops and animal breeding and other purposes in direct connection with the cultivation of plants and breeding of animals, as well as storage. Purchase of equipment for performing packaging, sorting, processing and freezing activities is not excluded, for example cold storages).
  - b. Production of controlled substances, including:
    - i. tobacco industry,
    - ii. producers of alcoholic drinks,
    - iii. producers of weapons and military equipment,
    - iv. production and trade of oil and petroleum products
    - v. organization of games of chance, lottery and similar activities
    - vi. producers/dealers of any other substances/materials/products controlled by the Law
  - c. Execution of construction works (however, production of construction materials is permitted)
  - d. Production of steel and synthetic fibres and extraction of coal
- Enterprises registered for provision of services are not eligible, including:
  - e. Traffic and transport
  - f. Any form of trade,
  - g. Touristic or hospitality business,
  - h. Repair shops,
  - i. Information and media,
  - j. Provision of health services.
  - k. Printing and multiplication of audio and video recordings, including printing services
  - l. Consulting, accounting, marketing and market research services etc.

### Ownership

- The enterprise has a majority domestic ownership (minimum 51%)<sup>21</sup>
- The enterprise has a majority private ownership<sup>22</sup>

<sup>19</sup> Source of information: *Data from the Serbian Business Registers Agency (SRBA)*.

<sup>20</sup> Entrepreneurs and companies that have registered production as additional business activity in the Business Registry before 31 December 2018 are also eligible.

<sup>21</sup> Source of information: *Data from the Serbian Business Registers Agency (SRBA)*.

<sup>22</sup> Source of information: *Data from the Serbian Business Registers Agency (SRBA)*.



**EUPRO**

EU SUPPORT TO MUNICIPAL DEVELOPMENT



Republic of Serbia



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#### Number of employees:

- At least 1 employee (at end-2018). If the owner is full-time employee of the enterprise, this criteria is met.<sup>23</sup>

#### Finances

- The enterprise has a net profit at the end of year 2018<sup>24</sup>
- The enterprise does not have negative equity<sup>25</sup>
- The enterprise is not in bankruptcy or liquidation proceeding
- The enterprise is regularly paying its obligations towards employees and has no outstanding debt for social contributions
- The enterprise is regularly paying due taxes to both local and national tax offices<sup>26</sup>
- The bank accounts of the enterprise were not blocked due to the unpaid obligations for a period longer than 40 days during the year 2018 and 2019

#### Legal issues

- The owner(s) and responsible persons of the Applicant have not been criminally convicted<sup>27</sup>
- The enterprise has not been issued with prohibition of performing their activities within two years before submitting the application
- Is not using incentives on the same grounds<sup>28</sup> from other institutions or donors during the period of implementation of activities<sup>29</sup>
- The enterprise owns adequate business premises or has a valid long-term leasing agreement for business premises
- The enterprise is not producing anything that infringes copyright, trade mark or intellectual property laws<sup>30</sup>

NOTE: During the application process, the applicants confirm they meet these conditions by signing the *Statement on Acceptance of Conditions of the Call* (Annex B). Selected beneficiaries will be requested to

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<sup>23</sup> Source of information: Data from Central Registry of Mandatory Social Security

<sup>24</sup> Source of information: Income Statement (Profit and Loss Account) for 2018

<sup>25</sup> Source of information: Balance Sheet for 2018 and Statement on Acceptance of Conditions of the Call (Annex B) signed by the responsible person and stamp of the applicant's enterprise.

<sup>26</sup> Source of information: The certificate of the competent tax administration that the applicant has paid all tax obligations - original or certified copy of the certificate

<sup>27</sup> Source of information: The certificate that owner(s) and responsible persons of legal entity have not been criminally convicted - original or certified copy of the certificate

<sup>28</sup> This includes incentives for procurement of equipment and introduction of services as requested from the Programme. The applicant may be eligible to use incentives from the National Employment Service for engagement of new employees, for example

<sup>29</sup> Source of information: Statement on Acceptance of Conditions of the Call (Annex B) signed by the responsible person and stamp of the applicant's enterprise

<sup>30</sup> Source of information: Statement on Acceptance of Conditions of the Call (Annex B) signed by the responsible person and stamp of the applicant's enterprise



provide valid certificates listed in *Section 11 Additional Considerations*. The contracting authority reserves the right to require additional proofs related to the requirements of the Call for Proposal, if needed.

Other

- Purpose of provisioning of equipment is in line with the current business activity
- The enterprise has not received grant or equipment through UNOPS implemented programmes or projects over the past 24 months.
- Applicant may participate in this Call only with one project proposal

For LOT2 applicants complying with fast-growing and/or export-orientation criteria

- The enterprise recorded more than 30% of its revenue for 2018 from export of its products<sup>31</sup>
- The average number of employees in 2016 in the enterprise was minimum four and the enterprise has registered growth of over 20% in income from regular business activity or average annual growth of employees<sup>32</sup>

**b. Evaluation of the Project Proposals**

The Project Proposals submitted by eligible applicants will be evaluated based on the following criteria assessing expected results and effects, sustainability, social impact and cost.

Area	Criteria	Maximum points
<b>Relevance and Expected Results (50)</b>	<b>Market Potential</b> <ul style="list-style-type: none"> <li>• Market Extension - Proven market potential based on the market analysis and increase in business revenues</li> <li>• Export orientation will be awarded with additional points</li> </ul>	<b>10</b>
	<b>Value Chain Contribution</b> The value chain contribution will be assessed through several factors: <ul style="list-style-type: none"> <li>• The projected value of contribution to the value chain in the first year after the investment</li> <li>• Position within the value chain</li> <li>• Establishing cooperation between the applicant and larger companies and investors</li> <li>• Percentage of input from domestic production</li> </ul>	<b>15</b>

<sup>31</sup> Source of information: Income Statement for 2018 with details on revenue from export, or signed financial report on export for 2018 by the enterprise’s accountant for the micro enterprises and entrepreneurs with simple bookkeeping

<sup>32</sup> Source of information: Income Statements with details on export and Statistical reports for 2016, 2017 and 2018, or signed document confirming average number of employees for 2016, 2017 and 2018 for the entrepreneurs with simple bookkeeping.





Area	Criteria	Maximum points
	<p><b>Increased Efficiency</b> Projects contributing to increased efficiency will be awarded with additional points. The efficiency will be assessed through relation of outputs and inputs for production and ratio of proven lessened costs of production (in %).</p>	<b>10</b>
	<p><b>Job Creation</b> A minimum of one new job created for an Entrepreneur or a Micro Enterprise and two new jobs for a Small Enterprise is mandatory. Projects generating additional jobs will be awarded with additional points. Likewise, projects with a longer-term impact on employability will be awarded with additional points.</p>	<b>10</b>
	<p><b>Innovation</b> Projects with an innovation component will be awarded with additional points. Innovation will be assessed through the following factors:</p> <ul style="list-style-type: none"> <li>• The proposal includes introduction of ICT technology</li> <li>• The proposal envisages enhancement of production processes</li> </ul>	<b>5</b>
<b>Sustainability and Operational Capacity (20)</b>	<p><b>Sustainability</b> Sustainability will be assessed through the applicant’s ability to use and maintain the equipment and achieve the set targets in a post project period. . The following factors will be considered:</p> <ul style="list-style-type: none"> <li>• Will the applicant have sufficient technical expertise to maintain equipment operational and in use?</li> <li>• Will the applicant have sufficient funding to maintain the equipment and cover other costs deriving from its use (e.g. maintenance, repairs, tests, insurance, and tax)?</li> <li>• What will be the impact on environment (e.g. energy consumption, waste quantities, recycling)<sup>33</sup></li> </ul>	<b>15</b>

<sup>33</sup> The projects must be environmentally friendly in terms of compliance with the current environmental policy. Thus, ecological impact will be assessed through a scope wider than the minimum legal requirements



	<p><b>Operational capacity</b></p> <p>Operational capacity will be assessed through the applicant's ability to properly implement the planned investment. The following factors will be considered:</p> <ul style="list-style-type: none"> <li>• Will the applicant have sufficient expertise to prepare technical specifications and conduct procurement(s) for the new equipment and services?</li> </ul>	<b>5</b>
<b>Social Impact<sup>34</sup> (20)</b>	<p><b>Social Impact</b></p> <ul style="list-style-type: none"> <li>• Does the applicant have production facilities in rural area?</li> <li>• Category of development of the LSG where the business is registered</li> <li>• Is the owner of the applicant enterprise a woman or youth?</li> <li>• Does the proposal envisages employment or other benefits for women, youth, persons with disabilities, or minorities?</li> <li>• Does the proposal include corporate social responsibility activities i.e. measures that make a positive impact on the local communities?</li> </ul>	<b>20</b>
<b>Cost Effectiveness (10)</b>	<p><b>Cost Effectiveness</b></p> <p>An assessment of cost-effectiveness will take into account the benefits arising from the activities compared to the projected budget of the activity. More specifically, the assessment will include ratio between EU PRO investment and number of new jobs created.</p>	<b>10</b>
<b>TOTAL</b>		<b>100</b>

Applications that have been given a total score of a **minimum 60 points** will be considered for the award. The Programme reserves the right to lower the threshold upon receipt of applications.

The Programme reserves the right to conduct a site validation visit, to validate information related to applicants' eligibility and assess past performance, management and administrative capacity of the applicant as well as to validate the project proposal and data provided by the applicant. A site validation visits may include meetings with responsible persons and key operational and business personnel and visits to any part of the premises/sites for the purposes related to the application.

<sup>34</sup> Social impact parameters will also be assessed based on past performance as well as projections



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## 9. Application Procedure

**Application procedure** includes submission of the **Application Form and related statement** based on which assessment of eligibility of the applicant will be conducted in relation to General Eligibility Criteria and technical evaluation of the project proposal in line with evaluation criteria given in the previous section of this document.

### a. Forms for submission of the Applications

The applicant must submit the following documents in Serbian language:

- Filled-in Application Form (Annex A) in the original Excel format and an identical copy with signature of the responsible person and stamp of the applicant's enterprise, scanned and transferred into PDF format
- Filled-in Statement on Acceptance of Conditions of the Call (Annex B) with signature of the responsible person and stamp of the applicant's enterprise, scanned and transferred into PDF format
- Filled- in Application Checklist (Annex C) enclosed
- Supporting documents as listed in Annex C:
  - ✓ Printed ID cards or photocopy of the first page of passport for all owners and responsible persons/ legal representatives of the applicant
  - ✓ Balance Sheets and Income Statements for years 2017 and 2018 (Entrepreneurs with simple bookkeeping who do not keep Balance Sheet submit the Income Statement only. Entrepreneurs who are in the flat-rate taxation system, instead of the balance sheet and income statement, must submit Turnover according to the current account (accounts) registered in banks, for each business year and Decision on flat-rate taxation.
  - ✓ Statistical Annexes for years 2017 and 2018 (if available).
- Applicants for LOT 2 in addition the above listed documents also submit:
  - ✓ Document that proves the average number of employees for 2016, 2017 and 2018, signed and stamped signed by the enterprise's accountant for the micro enterprises and entrepreneurs with simple bookkeeping if Statistical Annexes for those years are not available.
  - ✓ Income statements with details on export for 2016, 2017 and 2018 signed by the enterprise's accountant for the micro enterprises and entrepreneurs where this data is not available in the official Income Statement.

### b. Instructions for submission of the applications

The Application documents must be submitted in the following manner:



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- Exclusively via E-mail in PDF format (signed, stamped and scanned) and in original editable format (MS Excel). Signed, stamped and scanned versions must contain exactly the same application documents as the electronic versions in original editable format. In case of discrepancies, signed, stamped and scanned version will prevail.
- The applicant must submit application forms in Serbian language.
- The total email size of the application should not exceed 15 MB, as that is the maximum allowed email message size by the UNOPS server. If the application is larger than 15 MB, documents should be sent in series of e-mails, with each e-mail not exceeding 15 MB size thresholds. Each part of the application should be numbered in the e-mail subject field.
- Applications must be submitted to the E-mail address below: [rsoc.prijava@unops.org](mailto:rsoc.prijava@unops.org) with the e-mail subject "CFP 10-2019". Automatic notification of the delivery would follow upon successful submission of email application. (in case of multiple mails, only the first email will receive the automatic notification).
- The deadline for the submission of applications is 10 November 2019. Any application submitted after the deadline will be rejected.
- Applications must be received before midnight-local time on the closing date of the Call for Proposal. Applicants are kindly advised to submit the application timely, as late deliveries due to slow internet connection or other network/hardware/software related problems may lead to disqualification of the application. Only bids received by UNOPS mail server before the deadline would be accepted.
- Requests for clarification should be submitted to the E-mail address below: [rsoc.pitanja@unops.org](mailto:rsoc.pitanja@unops.org) by 27 October 2019 the latest.
- Applications sent by any other means (e.g. by fax or by post or by hand delivery) or delivered to other E-mails different from the stated in CFP will be rejected. Hand-written applications will not be accepted.
- UNOPS reserves the right to request the original versions of submitted documents from applicants where/when original documentation is required by the Evaluation Team.

## 10. Monitoring, Reporting and Evaluation

The grantees must monitor their own projects and make relevant records, including photos if need be.

The grantee will be expected to submit the final report on the carried out activities at the end of the project.

EU PRO Programme will monitor implementation and audit grantees. The grantee can be audited at any time during the project implementation and subsequent actions may be taken according to the assessment's findings.



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Republic of Serbia



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## 11. Additional Considerations

Selected beneficiaries will be required to provide project proposal and budget forms (Annex A) in English language.

Selected beneficiaries will be required to provide proofs on meeting the requirements of the Call for Proposal, including originals or certified copies of:

- The certificates of the local and national tax administration that the applicant has paid all tax obligations - original or certified copy of the certificate.
- The certificate that owner(s) and responsible person(s)/legal representatives of the applicant have not been criminally convicted – original or certified copy of the certificate.

NOTE: In case that Applicant does not submit the requested Certificates or the Certificates are not consistent with the Statements submitted (Annex B), the application will be rejected and contract will not be signed.

The contracting authority reserves the right to require additional proofs related to the requirements of the Call for Proposal, if needed.

The grantee will be obligated to keep all the records related to the project implementation for five years after the project completion.

The grantee will be obligated to keep the same or higher level of employment for two years after the project completion.

The grantee cannot sell or in any other way transfer ownership over the equipment obtained through the implementation of the project for at least three years after completion of the project.

The grantee beneficiaries will need to conduct competitive procurement process for the equipment and services covered by the grant following the guidelines for procurement provided by UNOPS.

The Call is published in English and Serbian Language. The English version will always prevail in the event of any discrepancy or inconsistency between the English version and its Serbian translation.

## 12. Indicative Timeframe

<b>Activity</b>	<b>Timeframe/ Deadline</b>
Publishing the Call for Proposals	23 September 2019
Implementation of the Info Sessions for the Call	7 – 18 October 2019
Deadline for Submission of Project Proposals	10 November 2019
Evaluation of the Project Proposals	November – December 2019
Site Validation Visits	January - February 2020



**EUPRO**

EU SUPPORT TO MUNICIPAL DEVELOPMENT



Republic of Serbia



UN  
OPS  
Implementing partner

The Programme Steering Committee approves the Evaluation Results	March 2020
Information on the Evaluation Results	March 2020
Signing of Agreement	March 2020

### 13. Annexes

- Annex A            Application Form
- Annex B            Statement on Acceptance of Conditions of the Call
- Annex C            Application Checklist