



EUPRO

EU SUPPORT TO MUNICIPAL DEVELOPMENT



Republic of Serbia



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Public Call for Proposals for Procurement of Equipment and Provision of Services for Entrepreneurs, Micro and Small Enterprises CFP 05 – 2018 , phase II

Frequently Asked Questions, Version 1, 9 October, 2018

This document serves as a record of clarifications provided to interested parties related to the Public Call CFP 05-2018 in response to their inquiries received verbally through phone calls and on EU PRO info sessions related to the Call, as well as clarifications provided in writing in response to emails received through channels defined by the Call. The answers to received questions are summarised in this document.

I. General Eligibility Criteria

P1. Are the enterprises whose business results are negative or equal to zero by the end of 2017, eligible to apply for the funds under this Call for Proposals?

According to the criteria of this Call, it is necessary that an enterprise has net profit at the end of 2017. Therefore, enterprises with negative business results are not eligible to apply. Given that the criteria of this Call do not limit the enterprises whose business results by the end of 2017 are equal to zero, these enterprises are eligible to apply.

P2. The enterprise name has been amended and a new activity has been added after submission of the concept note. Does this present a problem for applying to the second phase?

The above mentioned changes do not present a problem for applying, unless the main activity you specified in the concept note has been deleted. It is necessary to clarify the mentioned changes in the part of the application form that relates to the business description of the enterprise.

P3. If an enterprise uses business premises without a lease contract, can these premises be indicated in the application form?

It is necessary that an enterprise has regulated the right of long-term use of the business premises where the business is performed and where the new equipment would be installed. The applicant should indicate the area used for performing business activities. The application form should provide the basis for the use of specific premises. During the field visit it is necessary that the applicant possesses an evidence under which bases the premises is used.

P4. Can an enterprise indicate in the application form, the premises that are shared with another enterprise?

Yes, but in such cases terms of joint use of the premises should be clearly defined, that enable unobstructed realization of the proposed business idea.



P5. An enterprise plans to move to a new premises in 2019. Which premises should be indicated in the application form?

Please, refer to question 12 of the application form to indicate the existing business premises and indicate the new business premises where you plan to move in question 16. In the comment under question 16, please indicate if and which premises are you moving from, after the relocation.

P6. What certificates should be submitted in cases of the ownership structure where a foreigner participates with 49% of ownership?

It is necessary to submit certificates of the same content as for domestic owners, issued in the country of his citizenship.

II. Financial Allocation and Cost Share Contribution

P1. How to show an increase in inventory values in the „profit and loss“ table? Is it necessary to reduce expenditures for this amount, as with the classic „profit and loss“ statement?

Increase in the value of inventories should be indicated under Section III of „Financial indicators“ Profit and loss, other operating incomes. Costs should not be reduced for that amount. If you consider it would improve the quality of the application if you explained/quantified the increase in inventory value, please provide this in question number 7 (General Information).

P2. Should the VAT be included in the budget and under which costs?

Yes, for the amount provided as cost-share contribution of the beneficiary. Donor funds are not subject to VAT. The Grant beneficiary pays the VAT for its share in the project costs. When designing the budget, it is necessary to indicate the price of the equipment without VAT and add the VAT for the amount of costs to be covered by the Grant beneficiary.

P3. Does the amount of funds requested in the full application form need to be the same as the amount of funds indicated in the concept note submitted within the first phase of the Call for Proposals?

The amount of funds requested in the full application form should not deviate significantly from the amount indicated in the concept note. Any budget deviation should be explained. When designing the budget, it is necessary to conduct market research and provide realistic estimation of costs for the required equipment.

P4. Is it allowed to procure equipment with a unit value below 1,000 euro, if it is grouped with other items?

Yes, but only in cases when these items present part of the equipment that can be defined as a whole.

III. Scope

P1. After the submission of the concept note, the management of the enterprise came up with an idea that differs from the proposal indicated in the concept note. Is it allowed to change the project proposal when completing the full application form?



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According to the criteria of the Call, deviations from the project proposal in the second phase in relation to phase one (deviation of Annex C in relation to Annex A) are not allowed.

P2. Which number of employees should be indicated by the end of 2017 and which number for business in 2018?

The average annual number of employees, for the years since the establishment of the enterprise until 2017 should be indicated in Annex C. Number of employees in 2018 should be recorded on the „Financial indicators“ page. If you consider it would contribute to the quality of your application, please, explain the number of employees in the section referring to general information on employees (questions 22 and 23).

P3. Are persons engaged full time in the enterprise based on the Contract on business-technical cooperation considered full time employees?

Only employees who are employed in the enterprise are considered full time employees. Persons with Contracts on business-technical cooperation are business partners.

P4. How to present persons employed under service contract, who participate in the wage costs but do not have the status of employees?

In the section „Basic information“ – General information on employees, you should indicate information on employees that are engaged with service contract (for a fixed or indefinite period of time), while in the section „Financial indicators“ – Employee costs you should indicate all employees and all costs on this basis.

P5. Is SWOT analyses relevant for the current or future business?

SWOT analyses enables you to determine where your enterprise is in the current situation, what are the main strengths and weaknesses and what are the opportunities and threats to reaching the planned goals in the future.

IV. Application procedure

P1. In what formats should the full application form (Annex C) and supporting documentation be submitted?

The Application form (Annex C) should be submitted in Excel and PDF format (scanned and signed document by the applicant) while the supporting documentation should be submitted in PDF format. For additional information, please visit EU PRO Programme website: (<http://eupro.org.rs/ktext/javni-poziv-za-podnosenje-predloga-projekata-za-nabavku-opreme>). The total file size in one email must not exceed 20 MB, which is the limit of the UNOPS server. Should the file size exceed 20 MB, it is necessary to divide the application in multiple emails respecting this limit, with appropriate indication on the subject of the email.

P2. How is it possible to get an application form with an increased number of rows on certain questions?

You can receive an application form (Annex C) with an increased number of rows, by sending a question to the following email address: rsoc.cfp.clarifications@unops.org



P3. When filling in information on CSR activities, is it enough to list past and future activities or is it necessary to document them (i.e. with contracts, appreciations, photos from the events, etc.)

The application form does not require additional documentation and verification, but if you consider that it would contribute to quality of your application, you may include them. You can also show your documentation during the field visit of the enterprise. When sending your application, please make shure that the file doesn't exceed 20 MB within one email.

P4. Under the question with offered options (drop-down menu) the options offered are not displayed.

In order to be able to use the drop-down menu option, you need to use a newer version of the Microsoft Excel program. Older versions of Excel do not support this option.

P5. When answering some questions, there is little space in the Excel format, therefore a part of the text can not be seen when the document is printed out. Is it necessary to request for extention of rows in such cases?

No. You can change the row height so that the entire text is visible when printed out. The following link explains how to change the height of rows in Excel:

<https://support.office.com/sr-latn-rs/article/promena-%C5%A1irine-kolone-i-visine-reda-72f5e3cc-994d-43e8-ae58-9774a0905f46>

P6. Is it possible to submit the full application form in English, immediately?

There is no possibility of applying in English language. Documents for both phases of the application process should be submitted in Serbian language. However, the applicants who would be approved for grant support will be required to translate the full application form in English language.

P7. Is it possible to enclose scanned photocopies of required certificates (certificate of Tax Administration, certificate from the Basic and Misdemeanor Court, certificate from the Police Administration) issued in July of the current year but the originals have been submitted for the needs of other Calls?

According to the criteria of the second phase of this Call it is necessary to submit pdf version of the documents, together with the application form, while the original documents or copies of documents certified by the court should be provided for inspection during the field visit. Certified photocopies of original documents are considered originals and can be provided for inspection during the field visit.

P8. Is it necessary to submit three offers of the required equipment as additional documentation along with the completed application form (Annex C)?

It is not necessary to submit collected offers for the required equipment when applying for the second phase of the Call, in order to prove the reality of the proposed budget. However, it is necessary to conduct a good market assessment and provide a realistic budget.



P9. What to write in the blue fields of the application form that do not relate to the business of a particular enterprise?

There is no particular criteria for this question, however it is recommended to mark it so that it is clear that the question has not been skipped but that it is not applicable to your enterprise and therefore it is not answered.

V. Project implementation

P1. Is it necessary to provide a guarantee for the funds received by the grant beneficiary?

EU PRO programme retains the right on ownership of the equipment during the realization of the project. The Programme may request security funds for the subject of investment, for which the grant beneficiary will be informed before signing of the Grant Agreement.

P2. Are the received grant funds for procurement of equipment and for introduction of services transferred to the account of the applicant or to the account of the supplier of the selected equipment and services?

The approved grant funds are transferred to the dedicated bank account, based on the signed Grant Agreement and after the transfer of cost-share participation of the grant beneficiary. The dedicated bank account will be protected by a double signature of the representatives of grant beneficiaries and UNOPS representatives.

P3. Can a grant beneficiary change the assortment of the production during the duration of contractual obligations and use the procured machines for production of products that are not listed in the application form?

The Grant Agreement defines a period of two years after the expiration of the contract, during which the grant beneficiaries can not sell the equipment purchased within the project or reduce the number of employees. Changes in production assortment are not defined by the Grant Agreement.

P4. Is it necessary to provide any proof on CSR activities?

The realization of CSR activities needs to be documented with appropriate accompanying materials- photographs, media news, appreciations for CSR activities, etc.