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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)

# **Concept Note Application Form (Annex A)**

**Instructions and rules**

# Please submit your Concept Note Application Form on the following email address: [rsoc.applications@unops.org](mailto:rsoc.applications@unops.org) with reference number of the Call (CFP 05-2018)

The Application should be submitted in PDF format (with signature and stamp) and in word document format

Deadline for Concept Note Application Form: **06 July 2018**

Application Form contanies from two parts: (1) General information and (2) Concept Note Application Form for Procurement of Equipment and Provision of Services for Entrepreneurs, Micro and Small Enterprises

In the Application Form, please fill in the answers only in in the "white fields", while the "blue fields" represent the questions and additional clarifications.

Please be precise and clearly summarize your responses. Your application should not exceed **10 pages** in total (excluding the front page and instruction and rules page), using regular font size.

If you have a question or need additional clarification please contact us via email: [rsoc.cfp.clarifications@unops.org](mailto:rsoc.cfp.clarifications@unops.org) referencing the Call (CFP 05-2018) in line with the Call for Proposals

|  |  |
| --- | --- |
| Ref.no.  (to be filled by EU PRO) |  |

General information

Please fill in the general information about your company

|  |  |  |
| --- | --- | --- |
| Full Title of the company (as registered with the APR) |  | |
| Founded on (day/month/year) |  | |
| APR Registry Number |  | |
| The classification of company (based on the Government of Serbia Law on Accounting): | Choose an item. | |
| Company address (as per APR registry): |
| Structure of ownership: | Domestic: \_\_\_\_% | Private:\_\_\_\_% |
| Foreign: \_\_\_\_% | Other:\_\_\_\_% |
| Owner(s) of the company: |  | |
| Contact person for the Concept Note application: |  | |
| Telephone: |  | |
| Fax: |  | |
| Email address: |  | |
| WEB page: |  | |
| Total number of employees: |  | |
| Number of female employees: |  | |
| Number of male employees: |  | |
| Line of industry: |  | |
| Predominant activity (in accordance with APR registry): |  | |
| Indicative budget (in euros) | EU PRO contribution: |  |
| Company cost share contribution: |  |
| Total budget: |  |
| Company overview  (Please describe your business in one or two paragraphs) |  | |

Concept Note Application Form for Procurement of Equipment and Provision of Services for Entrepreneurs, Micro and Small Enterprises

|  |  |
| --- | --- |
| **Relevance and viability of the business idea**  *Subject of the business idea*   * Please briefly describe your business idea. * Describe the subject of investment and the expected impact it will achieve. * Describe how that investment reflects on your current business operations and how it will contribute/ complete your business expansion/advancements.   *Potential market for the business idea*   * Please describe the market for your product/services. * Reflect on your existing buyers and expected expansion of the market. Be as precise as possible as to which groups of buyers you are aiming at.   *Expected impact of the business idea*   * Please describe the impact of your business idea, if implemented, in the wider community, i.e. will you engage new workforce from you community, will you procure additional raw material from other companies, where does your business stand in the value chain for the product, will you implement corporate-social responsibility activities addressing issues from your community? * What would be the benefits of your local suppliers and buyers from the business idea you want to implement? If possible, quantify the benefits, i.e. reflect on the number of new buyers/suppliers, potential income. * Will women, youth, minorities or representatives of vulnerable groups be in any way (positively or negatively) affected by the planned intervention?   If you are in the position to implement social responsibility activities, which ones are you planning to implement (i.e. will you sponsor a local sports club, will you provide scholarships for youth or children of your employees, will you donate your products to a cause, etc.)*Recommendation: Can you name the potential beneficiaries of your CSR measures?* | *Response* |
| **Capacities for the implementation of the business idea**  *Physical capacities*   * Please describe which premises (physical capacities) you would be using. * Do you have appropriate space to install the requested equipment? Is the space in the ownership of the company, rented or regulated in another manner? Provide details on the production premises which will be used for the requested equipment.   *Human resource capacities*   * Who will be responsible for development of technical specification for the needed equipment? * Who will be in charge of the procurement process, reorganization of the work of the company? * Who will be responsible for financial monitoring and reporting? * Indicate whether you need additional resources outside your company to be outscored for tasks needed to implement your business idea?   *Recommendation: Reflect on the competencies of the people who will be conducting activities mentioned above.*  *Operational and technical capacities*   * Provide a list of your operational capacities (such as possessed standards, organizational structure and etc.). * How this capacities will be improved in the case of business idea implementation? * Please specify if there are any additional operational and technical requirements (certificates, licences, law regulations, etc.) beyond this project that needs to be fulfilled in order to enable business idea realisation?   *Financial capacities*   * Please list the costs contributing to the investment, including the cost of the equipment itself but also related costs such as insurance, maintenance, certification, customs, transportation, etc. * Please list the cost of resources needed to support implementation of the business idea.   *Recommendation:* Please list any other potential costs of your business idea that you are aware of.     * Reflect on how would you secure/ provide the funding for the cost-share? |  |
| **Design and feasibility of the business idea**   * Please list the basic steps and timeframe for implementation of your business idea, including the early results it plans to achieve. * When do you expect to register results? Especially focus on objectives of the Call, i.e. new jobs, export, increased productivity, increased revenue etc. * Please describe the technology you are using and the new technology you would introduce with implementation of your business idea. * Where do you plan to procure this technology? Is the subject equipment available in Serbia or is there a need to import of equipment, and, if known, potentially from which countries?   *Recommendation: Break down the tasks needed to complete the intervention with indicative timeframes, i.e. preparing terms of reference for the procurement, collecting bids, contracting, importing, installing, and etc.* |  |

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and position of the authorized person)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature and stamp)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)