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

### **Background**

The European Union Support to Municipal Development – EU PRO Programme[[1]](#footnote-1) 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.[[2]](#footnote-2) 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.[[3]](#footnote-3)

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[[4]](#footnote-4), 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)[[5]](#footnote-5), significant for Serbia’s EU accession process and 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.

### **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 competiveness 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.[[6]](#footnote-6)

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 around about 70% behind.[[7]](#footnote-7) 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 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 Government’s Economic Reform Programme (ERP)[[8]](#footnote-8) 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.

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.

This approach also provides an opportunity for the private sector to contribute to greater social impact[[9]](#footnote-9) by integrating social responsibility measures that make a positive impact on the local communities into its business model.

### **Objectives**

**Overall objective:** To contribute to enhanced competiveness 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.

### **Scope**

The Call for Proposals includes two LOTs: LOT1 focuses on the newly established enterprises (registered between 1 January 2016 and 31 December 2017) and the LOT2 focuses on those MSEs that had been operational for more than three and up to five years (registered between 1 January 2013 and 31 December 2015).

The eligible activities under this Call include:

1. Provision of **equipment**[[10]](#footnote-10) 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
2. Provision of **services**[[11]](#footnote-11) 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

### **Financial Allocation and Cost Share Contribution**

The indicative overall amount available under this Call for Proposals is 4.5 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, Maximum – 20.000 Euros

LOT2: Minimum 10.000 Euros, Maximum – 30.000 Euros, or 50.000 Euros for fast-growing and export-oriented enterprises[[12]](#footnote-12)

### 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

### **Duration of the intervention**

The planned duration of the intervention may not exceed 12 (twelve) 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.

### **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[[13]](#footnote-13).

### **Criteria**

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

### **General Eligibility Criteria**

### Registration

* Entrepreneurs and Companies (hereafter ‘Enterprises’)[[14]](#footnote-14)  registered at the Serbian Business Registers Agency (SBRA) and classified into Micro and Small Companies[[15]](#footnote-15)  in accordance with the financial statements for 2017[[16]](#footnote-16)
* Enterprises registered on the territory of the 99 Programme local self-governments[[17]](#footnote-17) in the two statistical regions: Šumadija and Western Serbia and South and Eastern Serbia.
* Enterprises established between 1 January 2016 and 31 December 2017 for an unlimited duration and with an active status in SBRA (for LOT1)[[18]](#footnote-18)
* Enterprises established between 1 January 2013 and 31 December 2015 for an unlimited duration and with an active status in SBRA (for LOT2)
* Enterprises registered for production or services, excluding the following categories
	1. 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 or green houses).
	2. Production of controlled substances, including:
		1. tobacco industry,
		2. producers of alcoholic drinks,
		3. producers of weapons and military equipment,
		4. production and trade of oil and petroleum products
		5. organization of games of chance, lottery and similar activities
		6. producers/dealers of any other substances/materials/products controlled by the Law
	3. Execution of construction works (however, production of construction materials is permitted)
	4. Traffic and transport
	5. Any form of trade, touristic or hospitality business, except for hotels and small lodgings[[19]](#footnote-19)
	6. Printing and multiplication of audio and video recordings, including printing services
	7. Production of steel and synthetic fibres and extraction of coal
	8. Consulting, accounting, marketing and market research services

### Ownership

* The enterprise has a majority domestic ownership[[20]](#footnote-20)
* The enterprise has a majority private ownership

### Number of employees:

* At least 1 employee (at end-2017) including the owner

### Finances

* The enterprise has a net profit at the end of year 2017[[21]](#footnote-21)
* The enterprise does not have negative equity
* 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[[22]](#footnote-22)
* The bank accounts of the enterprise were not blocked due to the unpaid obligations for a period longer than 40 days during the year 2017

### Legal issues

* The owner(s) and responsible persons of legal entity have not been criminally convicted or under on-going criminal investigation[[23]](#footnote-23)
* The enterprise has not been issued with prohibition of performing their activities within two years before submitting the application[[24]](#footnote-24)
* Is not using incentives on the same grounds[[25]](#footnote-25) from other institutions or donors during the period of implementation of activities[[26]](#footnote-26)
* The enterprise owns business premises or has a valid long-term leasing agreement
* The enterprise is not producing anything that infringes copyright, trade mark or intellectual property laws[[27]](#footnote-27)

### Other

* Purpose of provisioning of equipment is in line with the current business activity

### For LOT2 applicants complying with fast-growing and export-orientation criteria, applying for funds over 30,000 Euros

* The enterprise conducted export of its products in year 2017[[28]](#footnote-28)
* At the end of year 2015 the enterprise had a minimum of five employees and has registered growth of over 20% in income from regular business activity or average annual growth of employees[[29]](#footnote-29)

### **Evaluation of the Concept Notes**

The Concept Notes will be evaluated against the following:

1. **Relevance and viability of the business idea** assessing inputs related to subject, potential market and expected impact of the business idea.
2. **Capacities for the implementation of the business idea** assessing inputs related to physical, human resource and operational and technical and financial capacities of the applicant to implement the business idea.
3. **Design and feasibility of the business idea** assessing the proposed activities and timeframe for its implementation.

The following Evaluation Grid will be used for evaluation of the Concept Notes:

|  |  |  |
| --- | --- | --- |
| Criteria | Criteria Description | Maximum points |
| Relevance and viability of the business idea (50) | ***Subject of the business idea**** Is the business idea aligned with Objectives of the Call, i.e. could it contribute to enhance market potential, value chain contribution and jobs creation?
* Are the proposed actions within the Scope of the Call, i.e. production equipment and services in support of the equipment?
* Does the proposal enhance quality of existing or envisage development of new products?
* Does it increase productivity?

***Potential market for the business idea**** Is there a market potential for the business idea? Is the market clearly assessed?
 | **20****10** |
| ***Expected impact of the business idea**** Does the business idea proposal includes value chain contribution and jobs creation?
* Does the proposal contain specific added-value elements, such as:
* promotion of gender equality and equal opportunities
* needs of disabled people and youth, rights of minorities
* introduction of innovations
 | **20** |
| Capacities for implementation of the business idea (40)  | ***Physical capacities**** Does the applicant have adequate premises and space to install the requested equipment?

***Human resource capacities**** Does the project team have experience and expertise to realise the business idea?

***Operational and technical capacities**** Are there technical requirements beyond the project that needs to be fulfilled in order to enable realisation of the business idea?

***Financial capacities**** Does the applicant have financial capacity to realise the business idea?
* Has the applicant calculated all relevant costs for realisation of the business idea (e.g. equipment installation)?
 | **10****10****10****10** |
| Design and feasibility of the business idea (10) | * Are the proposed activities appropriate and consistent with expected business results?
* Is the projected time frame realistic and does it include early capturing of results?
* Is the proposed technology available? Are the potential obstacles taken into consideration and manageable in the projected time frame?
 | **10** |

*NOTE: The points will be awarded in the scale 0-10 or 0-20 in relation to the strength of the argumentation and quality of inputs for the question.*

Only the applications that have been given a total score of a minimum 70 points will be considered for the second phase of the evaluation process.

### **Evaluation of the Full Project Proposals**

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

| **Area** | **Criteria** | **Maximum points** |
| --- | --- | --- |
| **Expected Results and Effects (50)** | **Market Potential*** Market Extension - Proven market potential based on the market analysis and increase in business revenues
* Export orientation will be awarded with additional points
 | **10** |
|
| **Value Chain Contribution**The value chain contribution will be assessed through several factors:* The projected value of contribution to the value chain in the first year after the investment
* Position within the value chain
* Establishing cooperation between the applicant and larger companies and investors
* Percentage of input from domestic production
 | **15** |
| **Increased Efficiency** 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 %).  | **10** |
| **Job Creation**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. | **10** |
| **Innovation**Projects with an innovation component will be awarded with additional points. Innovation will be assessed through the following factors:* The proposal includes introduction of ICT technology
* The proposal envisages enhancement of production processes
 | **5** |
| **Sustainability (10)** | **Sustainability** 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:* Will the applicant have sufficient technical expertise to maintain equipment operational and in use?
* 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)?
* What will be the impact on environment (e.g. energy consumption, waste quantities, recycling)[[30]](#footnote-30)
 | **10** |
| **Social Impact[[31]](#footnote-31) (30)** | **Social Impact*** Does the applicant have production facilities in rural area?
* Category of development of the LSG where the business is registered
* Is the owner of the applicant enterprise a woman or youth?
* Does the proposal envisages employment or other benefits for women, youth, persons with disabilities, or minorities?
* Does the proposal include corporate social responsibility activities i.e. measures that make a positive impact on the local communities?
 | **30** |
| **Cost (10)** | **Cost Effectiveness** 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.  | **5** |
| **Cost Share Contribution**The minimum cost share contribution for LOT1 beneficiaries is 20% of the requested award and the minimum cost share contribution for LOT2 beneficiaries is 30% of the requested award. Applicants with cost share contribution higher than the required will be awarded with additional points.  | **5** |
| **TOTAL** | **100** |

Only the applications that have been given a total score of a minimum 70 points will be considered for the award.

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.

### **Application Procedure**

The Call will be conducted using a two-phase procedure:

1. **Phase One** includes submission of the **Concept Note Application** based on which assessment of eligibility of the applicant will be conducted in relation to General Eligibility Criteria and evaluation of the project proposal in line with evaluation criteria given in the previous section of this document.
2. **Phase Two** is open only for applicants who have been positively assessed in Phase One andincludes submission of the **Full Application Form and related documents.** The second phase includes additional eligibility assessment and technical evaluation of the Full Project Proposal.

The Draft Full Application Form provided at the concept note application stage is given for information only. The editable Full Application Form will be provided only to candidates whose concepts of the project proposal are positively evaluated along with instructions on the necessary supporting documentation.

### **Forms for submission of the Concept Note Applications**

The applicant must submit the following documents in Serbian language:

* Filled-in Concept Note Application Form (Annex A) in the original word 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

### **Instructions for submission of the applications**

 The Application documents must be submitted in the following manner:

* Exclusively via E-mail in PDF format (signed, stamped and scanned) and in original editable format, while using Word. 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 20 MB, as that is the maximum allowed email message size by the UNOPS server. If the application is larger than 20 MB, documents should be sent in series of e-mails, with each e-mail not exceeding 20 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.applications@unops.org Automatic notification of the delivery would follow upon successful submission of email application
* The deadline for the submission of applications is 6 July 2018. 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.cfp.clarifications@unops.org by 25 June 2018 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.

### **Indicative Timeframe**

|  |  |
| --- | --- |
| **Activity** | **Timeframe/ Deadline** |
| Publishing the Call for Proposals | 22 May 2018 |
| Implementation of the Info Sessions for the Call | 1 – 14 June 2018 |
| Deadline for Submission of Concept Notes | 6 July 2018 |
| Evaluation of the Applicants’ eligibility and evaluation of the Concept Notes | July – early August 2018 |
| Deadline for Submission of the Full Project Proposal | early September 2018 |
| Evaluation of the Full Project Proposals | September – October 2018 |
| Site Validation Visits | September - October 2018 |
| The Programme Steering Committee approves the Evaluation Results | October - November 2018 |
| Information on the Evaluation Results  | Early November 2018 |
| Signing of Agreement | Mid November 2018 |

### **Annexes**

Annex A Concept Note Application Form

Annex B Statement on Acceptance of Conditions of the Call

Annex C Draft Format of the Full Application Form

1. The Programmes 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> [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)
4. 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> [↑](#footnote-ref-4)
5. 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%28english%29.pdf) [↑](#footnote-ref-5)
6. 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> [↑](#footnote-ref-6)
7. <http://www.privreda.gov.rs/wp-content/uploads/2016/09/Izvestaj-O-Stanju-MSPP-2014-25-Decembar-2015.pdf> [↑](#footnote-ref-7)
8. [http://www.mfin.gov.rs/UserFiles/File/strategije/ERP%202017-2019(1).pdf](http://www.mfin.gov.rs/UserFiles/File/strategije/ERP%202017-2019%281%29.pdf) [↑](#footnote-ref-8)
9. 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. [↑](#footnote-ref-9)
10. 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 [↑](#footnote-ref-10)
11. 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 [↑](#footnote-ref-11)
12. Criteria for fast-growing and export-oriented enterprises is provided in the General Eligibility Criteria Section [↑](#footnote-ref-12)
13. 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> [↑](#footnote-ref-13)
14. 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)*  [↑](#footnote-ref-14)
15. 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> [↑](#footnote-ref-15)
16. Source of information: Statistical Annex for 2017. [↑](#footnote-ref-16)
17. 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; Aranđelovac, Batočina, Knić, Lapovo, Rača, Topola and Kragujevac in Šumadijski District; Despotovac, Jagodina, Paraćin, Rekovac, Svilajnac and Ćuprija 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 Ćićevac in Rasinski District; Aleksinac, Gadžin Han, Doljevac, Merošina, Ražanj Svrljig and Niš in Nišavski District; Blace, Žitorađa, Kuršumlija 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 [↑](#footnote-ref-17)
18. Source of information: Certified photocopy of the registration documents with the Serbian Agency for business registration (SRBA) [↑](#footnote-ref-18)
19. The hotels and small lodgings will be eligible to apply for procurement of industrial equipment, and not furniture or small white appliances [↑](#footnote-ref-19)
20. A minimum of 51% of the domestic private ownership is required. Sources of information: For entrepreneurs: Certified photocopy of the registration documents with the Serbian Agency for business registration (SRBA) and photocopy of a personal ID card; For companies: Constitutive Act of a Company (Decision on Incorporation or Memorandum of Association with all amendments issued), Certified photocopy of the registration documents with the Serbian Agency for business registration (SRBA)/ “United Registration Application” (Jedinstvena registraciona prijava osnivanja) for SRBA or and photocopy of a personal ID card for a domestic natural person, a photocopy of a passport for foreign person [↑](#footnote-ref-20)
21. Source of information: Income Statement (Profit and Loss Account) and Balance Sheet for 2016 [↑](#footnote-ref-21)
22. Source of information: The certificate of the competent tax administration that the applicant has paid all tax obligations until the date of publication of the call (certificate must not be issued before date of publication of the call) - original or certified copy of the certificate [↑](#footnote-ref-22)
23. Source of information: The certificate that owner(s) and responsible person of legal entity have not been criminally convicted or under criminal investigation – original or certified copy of the certificate [↑](#footnote-ref-23)
24. Source of information: The certificate that the applicant has not been issued with executive measure of prohibition of performing their activities within two years before submitting the application [↑](#footnote-ref-24)
25. 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 [↑](#footnote-ref-25)
26. Source of information: Statement that the applicant is not using incentives on the same grounds from other institutions or donors during the period of implementation of activities [↑](#footnote-ref-26)
27. Source of information: Statement that the applicant is not producing products infringing copyright, trade mark or intellectual property laws [↑](#footnote-ref-27)
28. Source of information: Income Statement for 2016 and 2017, or signed financial report on export for 2016 and 2017 by the enterprise’s accountant for the micro enterprises and entrepreneurs with simple bookkeeping [↑](#footnote-ref-28)
29. Source of information: Statistical report for 2016 and 2017, or signed document confirming average number of employees for 2016 and 2017 for the entrepreneurs with simple bookkeeping. [↑](#footnote-ref-29)
30. 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 [↑](#footnote-ref-30)
31. Social impact parameters will also be assessed based on past performance as well as projections [↑](#footnote-ref-31)