



Public Call for Proposals for Procurement of Equipment and Introduction of Services for Entrepreneurs, Micro and Small Enterprises (CFP EUPROPLUS 02-2022)

Frequently asked questions, 17 June, 2022

This document serves as a record of clarifications provided to stakeholders in relation to the Public Call CFP EUPROPLUS 02-2022 as a response to their questions asked orally, via telephone and during the informative sessions of the Call, as well as all the clarifications provided in writing, as a response to emails received through the channels defined by the Call. All the answers to the questions are summarized in this document.

I. General criteria

Ord. no.	Question	Answer
P1	Where can I get information regarding the Public Call and what documentation is needed to apply for funding under this Public Call?	Linkovi za preuzimanje dokumenata su u okviru sekcije Konkursna dokumentacija na stranici Javnog poziva: Links for downloading the documentation are located within the section Call documentation on the Public Call page: https://euproplus.org.rs/kpoziv/Javni-poziv-za-predlog-e-projekata-za-nabavku-opreme-i-uvodjenje-usluga-za-preduzetnike-mikro-i-mala-preduzeca
P2	If the company is registered in one of the 99 local self governments, and has production unit in other parts of Serbia, is it eligible to apply for this Public Call?	Yes. If new jobs will be opened and the equipment that is the subject of the investment will be installed on the territory of one of the 99 local self-governments covered by the program. If the plan is that the new equipment shall be installed outside the territory covered by the EU PRO Plus programme, then it is not in accordance with the conditions of the Public Call.
P3	Is the registration date an elimination criteria, i.e. whether the companies registered before 2016 or after 2020 are eligible to apply for this Public Call?	Yes, the registration date is an elimination criteria. The company must be registered in that specific period from 2016-2020 in order to apply for this Public Call.
P4	If a company is registered with the prevailing activity code - other trade, and in the meantime it has registered a branch with the production activity code, does it meet the conditions to apply for the Public Call?	Business entities that have a registered branch with an activity code supported through this Public Call are eligible to apply, if that activity was registered before 31.12.2020.

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Ord. no.	Question	Answer
P5	Is this Call valid for starting up a new company?	Not. Support for the establishment of new companies is not covered by this Call.
P6	What should the business space meet in order for the working conditions to be appropriate?	It is necessary that the business space meets the legal and technical criteria for the activity that will be performed in it.
P7	Is this Call valid for companies that are currently dormant/inactive?	No, one of the criteria of the Public Call is that entrepreneurs and companies must be in active status.
P8	Can companies established by another legal entity apply?	Not. Companies established by other legal entities do not meet the conditions to apply for this Public Call.
P9	Is the opening of new jobs mandatory?	Yes. Entrepreneurs and micro-enterprises are obliged to create at least one new job, and small enterprises at least two new jobs. When opening more jobs, applicants receive additional points in the evaluation of project proposals.
P10	Does an entrepreneur who is employed by another employer count as one employee in accordance with the terms of the Public Call?	No.
P11	How is it determined whether a company is micro or small?	According to the financial statements pursuant to the Law on Accounting.
P12	Can entrepreneurs and companies registered for the repair and maintenance of motor vehicles apply for this Public Call?	Not. Motor vehicle repair and maintenance services are not covered by this Public Call.
P13	Do cooperatives have the right to apply for this Public Call?	Cooperatives are not covered by this Public Call.
P14	Is a marketing agency (for digital marketing) in the category of Information Technology)?	Dear Sir/Madam,marketing services are not covered by this Public Call.

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**Ord. Question
no.**

Answer

P15 Is the activity of restaurants and mobile catering facilities covered by this Public Call?

Restaurant activities are not covered by this Public Call. The condition is that the supported activity was registered in the period 2016-2020.

P16 Can an entrepreneur whose activity is the installation of floor and wall coverings apply for funds?

Construction works are not covered by this Public Call.

P17 Is it necessary for the business address registered in the BRA to be within the territory of 99 local self - governments covered by the programme, or whether the ownership of the facility in those territories is sufficient?

Dear Sir/Madam, pursuant to the conditions of the Public Call, only companies registered in the territory of 99 local self governments covered by the Program have the right to participate.

P18 Can companies for professional rehabilitation and employment of persons with disabilities apply to the Call for the purchase of equipment?

Companies registered for professional rehabilitation and employment of persons with disabilities can apply if they are engaged in activities that are covered by the Public Call.

P19 How long is the obligation of keeping workers employed from the moment the subsidy/grant is received?

In the case of grant approval, the applicant will be obliged not to terminate the newly created jobs for a period of at least two years after the expiry of the grant agreement.

P20 Can companies that operate within free zones in Serbia and that meet the conditions of your Call apply for the purchase of equipment?

Yes, companies operating within the free zones located in the program territory, if they meet all the criteria of the call, can apply for this Public Call.

P21 Can entrepreneurs who are engaged in production, construction works and trade apply?

Respectful Sir/Madam, if the predominant activity of your company or branch/separate place of your company is the production of PVC joinery and you plan to purchase equipment and services for this activity, you can apply if you meet all other criteria of the Public Call.

P22 Do I have the right to participate in the contest if I am an entrepreneur who pays a flat-rate tax? Besides the owner, there are currently no other employees.

The condition of this Public Call is that there is at least 1 employee at the end of 2020 and beyond. If the owner is permanently employed in the company, ie. is not employed by another employer, this criteria is met.

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P23	Can agricultural cooperatives apply for this call for purchase of equipment?	Agricultural Cooperatives are not covered by this Public Call.
P24	If the company was registered in 2014 and in 2019 it changed the activity code in BRA, does it have the right to apply?	Regardless of the date changes in the activity code, the company registered in 2014 does not meet the conditions for participation in this Public Call. The Public Call is intended exclusively for companies established in the period between 01.01.2016. and 31.12.2020.
P25	Does a construction company have the right to apply?	Construction works are not covered by this Public Call.
P26	Is the activity under the code 1812 - Other printing, covered by this Public Call as a production activity?	Dear Sirs, the mentioned activity code is not supported by the Public Call.
P27	Do companies whose activity code is 2562 (Metal processing) have the right to participate in the contest?	Yes, the mentioned activity code 2562 is supported by this Public Invitation within LOT 1.
P28	Is the fruit and vegetable processing activity covered by this Public Call?	Yes, processing and canning of fruits and vegetables within the group of activity code 103 is covered by this Public Call within LOT 1.
P29	Can an entrepreneur registered for the transport of passengers by inland waterways apply for the purchase of electric motors for his vessels?	No, the mentioned activity is not covered by this Public Call.
P30	Can a company that had a negative business result in 2021. due to the COVID19 pandemic. apply for this Call?	Yes, the condition in the Public Call for companies registered before June 1, 2019 is that they have a net profit at the end of 2019. The years 2020 and 2021 are not covered/subject to this condition.
P31	Can a photography studio apply for a public call?	Photographic services are not supported by this Public Call.
P32	Does the hair salon belong to the supported areas under this Public Call?	Hairdressing salons are not covered by this Public Call.

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**Ord. Question
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Answer

P33 In which time period should a socially responsible activity be realized?

Socially responsible activities need to be implemented during the implementation of the project, which can last a maximum of 9 months.

P34 Can sports associations compete in this program?

Sports associations are not covered by the Public Call.

II. Financial allocation and contribution to cost sharing

P35 Is the equipment that potential customers buy VAT exempted?

Part of the equipment financed from the grant is exempted from VAT. Only the part financed from the user's funds is subject to VAT.

P36 What is the minimum value of the investment that can be applied for through this Public Call?

This Public Call is intended for investments with a value of more than 12,500 EUR (minimum grant amount EUR 10,000 + minimum participation of applicants 20% of the total investment, except for applicants from local governments in the fourth category of development for which the minimum participation is 15%, and minimum investment 11,450 EUR).

P37 What is the UN exchange rate?

The UN exchange rate is the exchange rate used for calculation by United Nations agencies and is available at:

<https://treasury.un.org/operationalrates/default.php>

P38 Does the project finance 80%, and from own sources it is 20%?

A minimum of 20% of the applicant's cash participation is required for both LOTs, except for applicants registered in one of the local governments belonging to the fourth development category, including "devastated LSUs" for which the minimum required cash participation is 15%.

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Answer

III. The Subject of the call

- P39** Can the grant be used to build and renovate the space?
- This Public Call is intended for the purchase of new production equipment and the introduction of complementary services. In that sense, the financing of construction works is not the subject of this Public Call.
- P40** Is it possible to change the list of equipment procured during the process?
- Upon application, it is not possible to change the type of equipment required. Minor adjustments are possible, if e.g. , if a new model of this equipment has been released in the meantime, which has different characteristics, but is used for the same purpose.
- P41** Is the invitation valid for the procurement of only one machine or can several machines be procured within the same project?
- The purchase of a larger number of machines is also allowed. What is important to know is that the individual value per unit of equipment cannot be less than EUR 1.000
- P42** Can only software licenses for the program we use in the production/provision of services be subject to procurement?
- Yes.
- P43** Can workers' salaries be financed by grant funds?
- No, salary subsidies are not covered by this Public Invitation, but only the procurement of new equipment and complementary services.
- P44** Can the equipment include a transportation vehicle that would perform the company's services?
- The procurement of transport vehicles is not supported by this Public Call.
- P45** Does the Public Call cover the construction or reconstruction of business premises?
- Dear Sirs, The Public Call covers exclusively the procurement of new equipment and the introduction of complementary services. Expansion of the facilities, construction of facilities, renovation of facilities and other construction works are not covered by this Public Call.

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P46	Is the purchase of software, a website for the realization of online shopping, considered the purchase of equipment?	Purchasing a license for existing software is considered equipment, while software development or website development is considered a service.
P47	Is it obligatory to buy new or is it possible to buy used equipment?	Respected Sir, according to the conditions of the Public Call, only the purchase of new equipment is allowed.
P48	In addition to the main equipment, can we also compete for solar panels - renewable energy sources?	Dear Sirs, you can apply for the purchase of solar panels in addition to the equipment that will be used for the production or provision of services, provided that you meet all the legally prescribed conditions for their installation.
P49	Is it possible to apply for the purchase of business premises in this Call?	No, the Public Call is intended exclusively for the procurement of new equipment and the introduction of complementary services, i.e. the purchase of business premises is not covered by this Public Call.
P50	Can a company registered for production apply for equipment that would enable the expansion of activities - construction works execution?	No, because the activity of performing construction works is not covered by this Public Call.
P51	Can a service company procure equipment with an individual value of at least EUR 500?	The minimum value of the necessary equipment should be at least €1000 euros per unit. The minimum value of complementary services procured under the project should be at least € 500 per unit for both LOTS.
P52	Is the purchase of new vehicles financed?	Procurement of means of transport is not covered by this Public Call.
P53	Can I buy CNC machine software abroad?	Procurement of software for CNC machine is covered by the Public Call. In this Public Call, the existing software is considered equipment.
P54	Is the purchase of a forklift to be used in the production process permitted by this Call?	Procurement of forklift to be used in production is covered by this Public Call.

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P55	Can new equipment from China be bought from the donation funds?	There are no special restrictions by the program regarding the origin of the equipment. However, since the risk of delivery of equipment is on the beneficiary of the grant, it is advisable to purchase equipment from countries where the risk is lower.
P56	Can we buy several licenses for CAD software from the grant funds?	Yes, software procurement is covered by the Public Call.
P57	How do I apply for a Public Call?	Visit the EU PRO Plus website. Within the section Call documentation, you will find a document called Public Call for Proposals for Procurement of Equipment and Introduction of Services for Entrepreneurs, Micro and Small Enterprises. You need to open that document and read the conditions from the Call, then fill in Annex A and Annex B (all available in the same section within the Application Documentation). Filled annexes and supporting documentation should be sent via the "Apply" link on the Public Call page by June 30, 2022 at the latest. Anyhow, in order to gain more knowledge regarding the application process itself, please watch the video of the info session posted on the website of the Public Call.
P58	Do entrepreneurs who do not keep double-entry bookkeeping fill in the financial data for the previous period?	Entrepreneurs who are in the lump-sum taxation system should reconstruct their financial indicators in previous years on the basis of available information. Financial indicators should be in accordance with the attached documentation (certificate of turnover on the accounts of the economic entity, etc.).

IV. Application procedure

P59	Why can't we select the options in the drop-down menu in the application form?	You need Google Sheets or MS EXCEL 2013 or later version to fill-in the application form. Earlier versions may have some of the problems with drop-down menus, as you mentioned.
P60	When printing the application form, you can't see all the text entered in the tables?	If you do not see all the entered text, you need to expand the lines in Excel before printing.

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**Ord. Question
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Answer

P61 Do entrepreneurs who are in the flat-rate taxation system also fill in the financial indicators?

Entrepreneurs who are in the lump-sum taxation system fill in financial data on the basis of the documentation they have (turnover on bank accounts, invoices and other documentation).

V. Project implementation

P62 Can the equipment supplier be a foreign company?

Applicants who receive a grant will conduct a procurement process. Bidders, and later suppliers, can be both from the country and from abroad.

P63 Since all documents must be submitted in Serbian language, at what point applicants should translate their application into English?

The translation of the application form into English is submitted only by applicants whose projects are approved for funding. During that period, they will receive the forms in English and will only transfer their entry into the application form.

P64 Is the company obliged to meet all the objectives in terms of projected balance sheets after the approval of funds?

No, balance sheet projections should be given realistically based on currently available information and research of the markets. The obligations of the beneficiary after receiving the grant are described in the notes in Annex A and relate to the procurement and non-disposal of equipment, maintenance of introduced services, employment of new workers and implementation of community socially responsible activities.

P65 From which date we consider the period in which the entrepreneur is obliged to maintain the number of employees?

From the moment of the end of the grant agreement, which is expected to be in the second half of 2023

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P66 In which way the equipment suppliers are selected?

All procurements will be part of the project implementation that will be implemented by the beneficiaries in accordance with the Procurement Manual, that will be part of the Grant Agreement with the EU PRO Plus programme. The Manual describes the procurement process and process support documentation. In most cases, the supplier can be selected by evaluating the three bids that ensure the best value for money. The EU PRO Plus Program will monitor the process and, if necessary, provide advisory assistance to the beneficiary.

P67 At what point should the beneficiary's funds be paid as a share of costs?

The transfer of the share of costs by the beneficiaries to their own dedicated account for the implementation of the project will be a prerequisite for the transfer of funds from the EU PRO Plus programme. After signing the Grant Agreement, the beneficiaries will carry out the procurement procedure and after selecting the bid, send a request for payment of EU PRO Plus program funds.

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