



**Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria –Vlada-Government**

Ministry of Industry, Entrepreneurship and Trade
Ministarstvo Industrije, Preduzetništva i Trgovine
Ministry of Industry, Entrepreneurship and Trade

Kosovo Investment and Enterprise Support Agency

**GUIDE FOR APPLICATION TO THE PUBLIC CALL FOR FINANCIAL
SUBSIDIES FOR SMEs AND CRITERIA FOR APPLICANTS**

Enterprise financial support scheme for product certification

Contracting authority: Ministry of Industry, Entrepreneurship and Trade (MIET)

Implementing authority: Kosovo Investment and Enterprise Support Agency
(KIESA)

Deadline for submitting the application and additional documents:
From 23.06.2023 to 13.07.2023

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1. Introduction

The key purpose of the financial support scheme is to enable the achievement of a dimension of the industrial policy objectives with the aim that by 2030, the Kosovo economy will achieve a structural transformation into a more globally integrated industry which can produce high-added value products. To achieve this goal, sectors with the highest potential to achieve the fulfilment of the industrial policy objectives have been identified based on the assessment according to the analysis of industrial performance and studies of value chains for industrial development and business support, which contribute to the expansion of production, reduction of the trade deficit, increase in export, increase in investment and inclusive employment. Therefore, the Ministry of Industry, Entrepreneurship and Trade, respectively the KIESA, through this form of financial support, invites SMEs to apply for financial support for product certification from an internationally recognized accrediting body that are intended to be exported. Financial support under this scheme is provided in accordance with value chain studies on industrial development for sub-sectors according to the classification as follows:

- Code 10 Processing of food products
- Code 11 Production of beverages
- Code 16 and 31 Manufacture of wood and furniture
- Code 20 Production of chemical products
- Code 22 Production of rubber and plastic products
- Code 23 Production of non-metallic mineral products
- Code 24 and 25 Manufacture of wood and furniture metal fabrications
- Code 27 Production of electrical equipment
- Code 28 Production of machinery and equipment p.k.t

2. Financial support provided by MIET/KIESA

The total amount of this call is 400,000,00 Euro. The contracting authority reserves the right not to allocate all the available funds. The enterprise financial support will be allocated through three following categories:

1. Lot 1 – Micro-enterprises, employing up to 9 employees can benefit a maximum amount of up to 20,000 Euro, while the enterprise is obliged to co-fund no less than 30% for the completion of the project. The budget required for this project proposal is 100,000.00 Euro.
2. Lot 2 – Small-sized enterprises, employing 10 to 49 employees can benefit a maximum amount of up to 20,000 Euro, while the enterprise is obliged to co-fund no less than 40% for the completion of the project. The budget required for this project proposal is 150,000.00 Euro.
3. Lot 3 – Medium-sized enterprises, employing up to 249 employees can benefit a maximum amount of up to 20,000 Euro, while the enterprise is obliged to co-fund no less than 50% for the completion of the project. The budget required for this project proposal is 150,000.00 Euro.

Note:

- The evaluation of applicants will be done between categories according to the size of the enterprise: micro to micro, small to small and medium to medium.
- The budget surplus in any of the Lots can be transferred to other Lots.

3. Documents required according to Administrative Instruction 01/2018

- Business registration certificate with all accompanying information according to the requirements of the applicable legislation in the Republic of Kosovo;
- Fiscal number certificate (not applicable to businesses that have their business registration number and fiscal number in a single certificate).
- Tax certificate certifying that the applicant has no outstanding tax debts or other tax liabilities or is under a debt settlement agreement with TAK.
- The list of employees for 2022 issued by TAK (it can be downloaded online from TAK's website). Based on the list, the enterprises will be categorized and evaluated as micro, small or medium and the female gender.¹
- A copy of the identity card of the owner/s in whose name the applicant is registered.
- The evidence from the applicant that he/she is not in bankruptcy or under violent court administration issued by the Basic Court. Original not older than 30 days is required.
- Proof of the applicant's active account in one of the banks licensed by the Central Bank of Kosovo.
- The applicant's bank statement for the last year (2022). For newly established applicants this is not applicable.
- The project proposal including the purpose, project activity, financial cost, project implementation timeline and applicant's organizational structure.²
- Should have not received funds from other funding sources for the same activities (evidenced by a statement under oath).
- Have performed all obligations from the preliminary financial support, in case they have benefited from public funding sources from MIET for the last two years (evidenced by a statement under oath).
- The enterprise must submit the proforma invoice or pre-contract where it will certify the product and prove that the certifying body is accredited by an internationally recognized accrediting body.

¹ The list of employees for 2022 issued by TAK is based on Article 5, paragraph 4 of AI 01/2018, aiming at categorizing and evaluating micro, small and medium-sized enterprises.

² The form to be completed can be downloaded from the web.

In accordance with the aforementioned criteria, the applicant's package must contain:

	Annex A	Application Form
	Annex B	Budget
	Annex C	Declaration by the applicant
	Annex D	Draft proposal

Note:

In the absence of any of the documents required above, including the annexes, the applying entities will be disqualified and will not be considered for evaluation.

4. Disqualified business entities

Business entities that have gone bankrupt or are being wrapped up, are under court administration, have suspended business activities, or have been subjected to procedures related to these issues, cannot be beneficiaries of the respective scheme.

5. Duration

The planned duration of the project funded by MIET/KIESA cannot exceed three (3) months from the signing of the contract between the two parties (unless otherwise provided for by the terms of the contract or the monitoring commission report).

6. Additional clarifications

- Documentation can be submitted in Albanian, English or Serbian.
- Enterprises that have benefited from subsidies in funds for product certification for 2021 and 2022 within the MIET and/or KIESA projects are not entitled to benefit from this call.
- In case such an enterprise becomes a beneficiary, then a bilateral agreement will be signed (MIET/KIESA and the enterprise), with the statements made during the application being part thereof.
- The scope of enterprises, amended after the announcement of the call for the sole purpose of benefiting from this scheme, will not be taken into account.
- After signing the agreement, 80% of the approved amount will be transferred to the beneficiary enterprise, while 20% of the remaining value will be transferred after the project is completed. Before signing the agreement, the beneficiary companies are obliged to bring a guarantee from insurance companies or banks, for the total value of the project.
- VAT is an eligible expense only for natural persons and companies not declaring VAT. For companies that are declaring VAT, this is an ineligible expense.
- Beneficiaries will be the enterprises that have been ranked with the highest points by the evaluation commission, depending on the planned budget limits.
- The list of beneficiary enterprises will be published on the MIET/KIESA website.

7. How to apply?

The public call announcement will be published on the MIET and KIESA websites:

- ⇒ <https://mint.rks-gov.net/>
- ⇒ <http://kiesa.rks-gov.net/>

The application is made via email address: certifikimi.kiesa@rks-gov.net

The deadline for submitting the application and supporting documents is 13.07.2023, at 16:00. Whereas additional information can be obtained through the email address: sme.kiesa@rks-gov.net

8. Evaluation criteria

#	Evaluation:	Maximum points		
		Lot 1 micro	Lot 2 small	Lot 3 medium
1	Project proposal ³	25	25	25
2	ISO 9001 certified enterprises ⁴	20	20	20
3	The turnover declared and certified by TAK for 2022 ⁵	20	20	20
4	Export certified by Kosovo Customs for 2022 ⁶	20	20	20
5	The applicant should prove that it implements the relevant standard/s covering the relevant product or certification system. ⁷	15	15	15

³ Indicate in the project proposal the purpose, activity of the project, financial cost, time schedule of the project, organizational structure of the applicant, current production capacities and intentions to increase production and export in case of benefiting from financial support. Regarding the relevance of the proposal to the call priorities, please also indicate how feasible and resilient the activities are in relation to the expected outcomes and possible risks, as well as the way of implementing the project in terms of product certification.

⁴ The ISO 9001 certificate must be valid and internationally recognized. The certifying body issuing the certificate must be accredited by an internationally recognized accrediting body.

⁵ The annual turnover for 2022 must be proven by a document issued by TAK. This means the total turnover of the business for 2022.

⁶ Export for 2022 must be proven by a document issued by Kosovo Customs. This means the total export of the business for 2022.

⁷ This is evidenced through the purchase invoice of the standard or a statement under oath applying the standard or the relevant certification system.

9. Appeals

Following the publication of the preliminary results, applicants can address complaints within the deadline set under AI 01/2018 via the following email address: certifikimi.kiesa@rks-gov.net

Note:

Should any information provided in this project/application is proven to be incorrect, the entity will not be paid and the case will be further referred according to the relevant applicable legislation.