



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

Ministria e Tregtisë dhe Industrisë-Ministarstvo Trgovine i Industrije- Ministry of Trade and Industry
Agjencia për Investime dhe Përkrahjen e Ndërmarrjeve në Kosovë
Agencija za Investicije i Podršku Preduzeča na Kosovu
Kosovo Investment and Enterprise Support Agency (KIESA)

01.08.2018

Public Competition for allocation for use and administration of the Business Incubator at Drenas Business Park

Pursuant to paragraph 2 of Article 11 of the Administrative Instruction no.15/2016 on the manner of establishing and functioning of business incubators, the Kosovo Investment and Enterprise Support Agency (KIESA), operating under the Ministry of Trade and Industry, whose mandate is to support SMEs in establishing a favourable environment for doing business, therefore, it calls and encourages all legal and natural persons to apply for allocation for use and administration of the “Drenas Business Incubator”.

Business Incubator is located at Drenas Business Park (DBP), road Prishtina – Peja, namely at the village Korreticë e Epërme, Drenas.

Business Incubator offers total of 14 office spaces of various sizes ready for use and equipped with basic inventory (working desk, chairs and closets) or total of 371.22 m² + - 46.15 m².

All natural or legal persons defined under the Administrative Instruction no. 15/2016 on the manner of establishing and functioning of business incubators, are entitle to apply.

1. Technical criteria;

- 1.1. Must be registered in the Republic of Kosovo, as NGO or as business organization. Verified by a copy of registration certificate as NGO or business;
- 1.2. Tax certificate certifying that the applicant has no delayed tax obligations or it entered into tax due settlement agreement with TAK;
- 1.3. Court certificate certifying that the authorized representative of the Entity is not subject to investigations, please provide the original copy not older than 30 days;
- 1.4. Evidences of active bank account/s from one of the Bank/s licenced by Central Bank of Kosovo;
- 1.5. Copy of the ID of the person/s under whose name is registered the Applicant.

2. Evaluation criteria for allocation for use and administration of the Business Incubator at DBP are as follows:

- 2.1. Must have at least three (3) years of work experience in developing and advancing of start-up businesses.
 - ✓ Proof that the applicant offered/delivered training, counselling, design of various business documents (business, marketing, accounting plan/s etc.), by providing a list of beneficiary businesses, signed and stamped by the Applicant (original), up to 40 points;

2.2. Professional staff in management and development of start-up businesses.

- ✓ At least two (2) economists with a minimum of 5 years working experience proven by CV and employment contract or work experience-related references. Also, the Applicant must have a preliminary contract or agreement on the engagement of these economists for management and development of start-up businesses, up to 30 points;

2.3. Implementation Plan for management, administration and monitoring of start-ups located at the Incubator.

- ✓ Elaborated chronologically from two to four pages, up to 30 points;

3. Visit/s to the Incubator:

MTI/Kosovo Investment and Enterprise Support Agency will organize a visit to the DBP Business Incubator for all interested parties in order to introduce them with the office space/s and sizes offered at the Business Incubator. Visits shall take place every Thursday starting from 09:00 to 11:00, during the entire period while this public competition is open.

4. Timeline of allocation for use and administration of the Business Incubator

The timeline of allocation for use and administration of the Business Incubator at DBP is five (5) years, with the possibility of extension for another five (5) years given that user has fully observed the contractual obligations. The price per m² is three (3) euros per year. All obligations shall be outlined in a joint contract to be signed between: the Beneficiary (in the capacity of lessee) and MTI and the Municipality of Drenas (in the capacity of lessor).

5. Evaluation of applications

MTI together with the Municipality of Drenas shall establish a Commission consisting of four (4) members (2 from MTI and 2 from Municipality) for the purpose of evaluation of applications as per criteria set forth with this Expression of Interest for allocation for use and administration of the Business Incubator at DBP.

6. Rights and obligations of the parties

The rights and obligations of the parties, the founder of the DBP Business Incubator and the beneficiary awarded with the use of Business Incubator, shall be defined under the contract.

7. Getting and submitting the Application form:

This public competition notice is published at the website of the Ministry of Trade and Industry mti.rks-gov.net and kiesa.rks-gov.net. All entities interested to apply under this Public Competition, must apply by submitting all documentation, in hard copy, to the Archive Office at the Ministry of Trade and Industry, Str. Muharrem Fejza, Lagjja e Spitalit n.n. Prishtina, 10000, Republic of Kosovo.

The deadline for application is until 30.08.2018 at 16:00. Applications submitted beyond this deadline shall not be considered.

Upon submitting the application, the entity agrees with all responsibilities, obligations, criteria and duties set forth under this Public Competition.