



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

Ministria e Industrisë, Ndërmarrësisë dhe Tregtisë 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 27.03.2024 to 19.04.2024

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1. Introduction

The Ministry of Industry, Entrepreneurship and Trade, through the Kosovo Investment and Enterprise Support Agency (KIESA), launches the grant scheme for the purchase of production and processing machinery for the private sector, particularly for sectors according to the analysis of industrial policy, which aims at structural transformation into a more globally integrated industry capable of producing high value-added products.

To achieve this goal, based on the analysis of industrial performance and value chain studies for industrial development and business support, sub-sectors with the highest potential to achieve the objectives of industrial policy have been identified. Therefore, the grant scheme aims to contribute to increasing production and processing, improving the trade balance either through increasing exports or increasing the share of products in the domestic market, increasing investments and employment, including encouraging businesses to contribute to and benefit from the circular economy.

MIET, respectively KIESA invites Small and Medium-Sized Enterprises (SMEs) to apply for financial support through this scheme according to the NACE Rev2 classification where the primary or secondary field of activity should be in one of the following codes:

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

2. Financial support provided by MIET/KIESA

The total amount of this call is 500,000.00 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:

- 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 category is 100,000.00 Euro.
- 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 category is 200,000.00 Euro.

- 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 category is 200,000.00 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 2023 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 forcible court administration issued by the Basic Court. Original not older than 30 days is required.
- Proof of applicant's active account of in one of the banks licensed by the Central Bank of Kosovo.
- The applicant's bank statement for the last year (2023). 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).

¹ The list of employees for 2023 issued by TAK with the name of the applying entity in accordance with UIN.

² The form to be completed can be downloaded from the e-Kosova portal.

- 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.

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

Annex A Application Form
Annex B Budget
Annex C 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 received financial subsidies for product certification during 2023 within the framework of KIESA do not have the right to benefit from this call. Within the year 2024, the same company cannot be a parallel beneficiary in two grant schemes, that of certification and machinery.
- 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 grant value.

- 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.
- Changes to the offer can only be made with a special request submitted to MIET/KIESA, respectively to the monitoring commission. The request must be based on grounded reasons from the beneficiary and can only be implemented after the approval of the request, and the project concept and grant amount are not changed by the Ministry. In cases where we have suppliers with prices higher than those presented in the applicant project, then changes in prices are the obligation of the beneficiary and in no case does the grant amount change from the Ministry.
- 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 website:

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

The application is submitted through the e-Kosova gateway. The deadline for submitting the application and supporting documents is 19.04.2024. Whereas additional information and clarifications can be obtained via e-mail at: sme.kiesa@rks-gov.net pursuant to AI 01/2018, no later than five (5) days before the closing of the public call.

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 2023 ⁵	20	20	20
4	Export certified by Kosovo Customs for 2023 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

9. Appeals

Following the publication of the preliminary results, applicants may address complaints within the deadline set under AI 01/2018 via the e-Kosova platform.

Note:

Should the information provided in this application be proven to be incorrect, the entity will not be paid and the same will be held liable for all the consequences according to the relevant applicable legislation.

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 2023 must be proven by a document issued by TAK. This means the total turnover of the business for 2023.

⁶ Export for 2023 must be proven by a document issued by Kosovo Customs. This means the total export of the business for 2023.

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