



Ministry of Finance  
The Directorate for Finance and Contracting of the EU Assistance Funds

## CONTRACTING AUTHORITY'S CLARIFICATIONS

Reference: EuropeAid/136938/ID/ACT/ME

**Subject: Transfer of knowledge between sectors of higher education, research and industry**

Q1	<b>Are the private higher education institutions from Bosnia and Herzegovina are eligible to apply for this call?</b>
A1	<p>Please note that, in order to be eligible, an applicant has to fulfil all the eligibility criteria as defined in section 2.1.1 of the GfA. In relation to the specific question Q1 any applicant, including higher education institutions, must:</p> <p><b>“be established<sup>1</sup> in a Member State of the European Union or other eligible state stipulated in the basic act (Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA))“.</b></p> <p>Additionally, please bear in mind that: <u>“At least one eligible entity from the category 1 and one eligible entity from the category 2 must be involved as applicant OR co-applicant in this Call for Proposals”</u>, as it is provided in section 2.1.1 of the GfA</p>
Q2a	<b>Can you please clarify how we are going to prove financial capacity and legal status?</b>
A2a	<p>According to section 2.4 of the Guidelines for Applicants, <i>applicants</i> whose application has been preselected will be invited by the Contracting Authority to submit supporting documents - Legal Entity Sheet (annex D), accompanied by the justifying documents requested there, and Financial Identification form (Annex E). With regard to <i>co-applicant(s)</i>, the document to be submitted is the Legal Entity Sheet (annex D), accompanied by the justifying documents requested there. Legal Entity Sheet and its supporting documents act as a proof of the legal status of the applicant.</p> <p>As for the financial capacity, applicant is obliged to fill in the section 3.3.3. of the Annex A (Grant application form) based on which its financial capacity will be assessed. Considering that maximum value of the grant under this Call for Proposals is EUR 25.000 (low value grant) no supporting documents is required for this purpose.</p>
Q2b	<b>Besides annexes D and E should we submit certificate of registration and/or balance sheet and profit and loss statements?</b>

<sup>1</sup> To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.



A2b	Please refer to the answer A2a.
Q3	<b>Should we submit individual CVs for project leaders, researchers and administrative staff?</b>
A3	<p>Please refer to section 2.2.1 of the GfA, where it is provided that:</p> <ul style="list-style-type: none"> <li>• “Applications must be submitted in accordance with the instructions on the Concept Note and the Full Application form in the Grant Application Form annexes to these Guidelines (Annex A)“, and also,</li> <li>• ”only the application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. No additional annexes should be sent.”</li> </ul>
Q4	<b>Our company is engaged in production of furniture, if we would like to improve production and money is not allocated for the purchase of equipment, for what we would specifically be able to get these funds?</b>
A4	Please, refer to the section 2.1.4 of the GfA for a list of eligible activities which might be financed under this Call for Proposals.
Q5	<p><b>Namely, as written in the Guidelines for grant applicants (pg 10), the following actions are included:</b></p> <ul style="list-style-type: none"> <li>- <b>Improvement and/or innovation of the existing technological processes, products and/or services, and</b></li> <li>- <b>Increasing capacities in technological development and innovation.</b></li> </ul> <p><b>As well as the following activity:</b></p> <ul style="list-style-type: none"> <li>- <b>Development and testing new innovative products and/or innovative services.</b></li> </ul> <p><b>In reference to above mentioned, it is our understanding that purchasing some equipment that would allow implementation of those actions and activity for the small company which is our co-applicant is eligible. The equipment we refer to costs less than 20% of the overall project value and doesn't jeopardize other activities, in contrary.</b></p> <p><b>Please kindly confirm that our understanding is correct, or let us know if additional information is needed for proper clarification from your side.</b></p>
A5	Refer to the section 2.1.5 (Eligibility of costs) in the GfA and Corrigendum No.1 published by the Contracting Authority.
Q6	<b>We would like to ask if the Annex - Logical Framework is obligatory, bearing in mind that in the package available on the website of the European Delegation to Montenegro, the abovementioned document is not included?</b>
A6	<p>Refer to the section 3 of the GfA – List of Annexes.</p> <p><b>The Annex - Logical Framework is not requested under this Call for Proposals.</b></p> <p>Please bear in mind that application package and/or any additional communication by the Contracting Authority is posted and available for download on the following web pages, which are the only official pages applicants should refer to:</p> <ul style="list-style-type: none"> <li>• the EuropeAid website</li> </ul>



	<p><a href="https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&amp;userlanguage=en">https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&amp;userlanguage=en</a></p> <ul style="list-style-type: none"><li>Website of the Contracting Authority <a href="http://www.mf.gov.me/rubrike/CFCU_tenderi/Tenderi/Otvoreni">http://www.mf.gov.me/rubrike/CFCU_tenderi/Tenderi/Otvoreni</a></li></ul>
Q7a	<p><b>According to the Correction 1 "Purchase of small items and consumables in the form of non-capital items which can't be depreciated are eligible. As there is no limit for the number of such small items which can be claimed, the expenditure generated should be in correct relation with the planned results of the Action and with a view to value for money (sound financial management)" in Corrigendum No.1 published by the Contracting Authority, please clarify the meaning of "small items and consumables in the form of non-capital items"?</b></p>
A7a	<p>Please refer to the part of sentence that is quoted in the question "small items and consumables in the form of non-capital items which <i>can't be depreciated are eligible</i>". This means that long term assets, as well as supply which requires calculation of depreciation - are not eligible under this Call for Proposals.</p>
Q7b	<p><b>Is there a financial limit for the purchase of the "small items and consumables in the form of non-capital items"? If there is financial limit, which are those limits that can be budgeted?</b></p>
A7b	<p>There is no financial limit for the purchase of the "small items and consumables". Also, refer to the Correction 2, of the Corrigendum No 1:</p> <p>Within article 7.2 of the Draft contract, <b>the following sub-clause is introduced:</b></p> <p><i>"7.2.2 By way of derogation from Article 14.2.(c) of Annex II, the purchase of small items and consumables in the form of non-capital items which can't be depreciated are eligible. As there is no limit for the number of such small items which can be claimed, the expenditure generated should be in correct relation with the planned results of the Action and with a view to value for money (sound financial management)"</i></p>
Q8	<p>██████████ in cooperation with the ██████████ has an idea to apply for the grant scheme Transfer of knowledge between sectors of higher education, research and industry Europe Aid/136938/ID/ACT/ME with the project "██████████".</p> <p>██████████ as scientific and researching institution, also responsible for ██████████ would be engaged as Project Leader, whilst the ██████████ would be Logistic Partner in the Project.</p> <p><b>Project would involve following parts:</b></p> <ol style="list-style-type: none"><li>1. Developing the project design</li><li>2. Developing the project</li><li>3. Developing the software</li><li>4. Data analysis</li><li>5. Developing recommendations ██████████.</li></ol> <p><b>Successful implementation of this project would allow:</b></p>



	<p>1. Improvement of the [REDACTED] [REDACTED]</p> <p>2. Appropriate basis for comparison of the situation in Montenegro and other European countries,</p> <p>3. Equality in participation in European projects,</p> <p>4. Improvement of the [REDACTED],</p> <p>5. It would serve as pilot project for similar projects concerning [REDACTED] [REDACTED]).</p> <p>Please find enclosed [REDACTED] [REDACTED]</p> <p>We would really appreciate if you could confirm if this idea is eligible for this particular Grant and if it is worth developing it to meet the grant criteria.</p>
A8	<p>In accordance to the Section 2.2.4 of the GfA, in order to ensure equal treatment of applicants the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity (ies), an action or specific activities.</p> <p>Please refer to section 2.1.4 for activities that might be eligible under this CfP. The design of a proposal is applicant's task. The validity and relevance of the proposed activities for this CfP are to be demonstrated by an applicant in the proposal itself, and are to be checked during the evaluation stage.</p>
Q9a	<p><b>The grant provided the call is moving within a min. 3.000 € up Max. € 25,000. Also, in the Guidelines states that "simplified costs option" cannot exceed € 60,000, which is anticipated in the General Conditions of Contract (Count10.5). Please clarify to what that refers to.</b></p> <ul style="list-style-type: none"><li>• <b>Does it refer to costs that may relate to costs for the purchase and installation of equipment that would perform the third party?</b></li><li>• <b>Is the amount of up to 60,000 € covered by predicted Grant, and can we apply for a grant up to \$ 25,000 + € 60,000 € for the purchase and Installation of equipment?</b></li></ul>
A9a	<p>According to the section 1.3 of the GfA, the grant requested under this CfP has to be between EUR 3.000 and EUR 25.000. This means that the value of 25.000 EUR is the maximum contribution of the Contracting Authority to the Project. The maximum grant of 25.000 EUR means that the total cost of the Project would have to be equal or superior to 27.777,77 EUR (as it is provided in the GfA that a minimum of 10% contribution from the applicant is necessary).</p> <p>The text which provides that “simplified costs option” cannot exceed <b>EUR 60,000</b> is part of the standard text of General Conditions. It the standard maximum amount as defined per PRAG. This amount applies to all grant contracts contracted under PRAG rules, and which vary in sizes.</p> <p>However, please bear in mind that under this Call for Proposals, the use of simplified costs option must fit between the minimum and maximum amounts of an eligible grant (between 3,000 EUR and 25,000 EUR)</p>
Q9b	<p><b>If so, whether the funds are intended for the purchase and</b></p>



	<b>installation equipment (assets to third parties) must be presented in the budget (Annex B, Excel file)?</b>
A9b	All costs intended to be incurred under the grant contract within this Call for Proposals must be presented in the <b>Annex B, Excel file.</b>