

PART A: INFORMATION FOR THE TENDERER

Name and address of the contracting authority: Development – Guarantee Fund of Brčko District BiH

Title of the tender: Capacity building of Business Entrepreneurial Centers and Incubators (BECI) staff in Brčko District and Loznica

Reference number: 09-23

Date of launching: 05.04.2024

1. INFORMATION ON THE SUBMISSION OF THE TENDERS

The subject of the contract:

The subject of this tender is:

- Implementation of services as indicated in the technical information in point 2 of this information.

Deadline for submission of the tenders:

The deadline for submission of tenders is **16.04.2024 at 12:00 hours**. Any tender received after this deadline will be automatically rejected.

Financial information

The tenderers are reminded that the maximum available value of the contract is 8.000,00 EUR / 15.600,00 BAM (VAT excluded).

The Financial offer must be presented as an amount in BAM and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER.

The applicable tax and customs arrangements are specified in the draft contract in Part A of this tender dossier.

Variant solutions

Tenderers are not authorized to tender for a variant in addition to this tender.

Subcontracting

Subcontracting is not allowed.

Award criteria:

In case more than one offer is received: best value for money, weighting 80% technical quality, 20% price.

Evaluation criteria for technical offer:

- Organization and methodology: 40 points
- Proposed inputs: 40 points
- Time frame: 20 points

TOTAL: 100 points

In case one offer is received: the Contracting Authority shall check whether the offer is administratively, technically, and financially compliant with the requirements set by this tender documentation.

Interviews:

No interviews are foreseen.

Award notification:

The successful tenderer will be informed of the results of the evaluation procedure in written form.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the **standard set of submission forms available in Part B – Technical Offer and Part C - Financial Offer**. Any other document supporting this invitation is sent for informational purposes only and is not to be modified nor submitted by the tenderer.

The tender will be submitted in **1 original**. Any tenders not using the prescribed form may be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation:

- Copy of legal registration,
- Reference list with contact information for consulting services performed in the last three years (2020-2023),
- Evidence of paid taxes not older than 90 days from this tender launching date or agreement with the relevant authority on payment of taxes.

The tenders will be submitted in sealed envelopes, containing the following information:

- Name and address of the tenderer: *Development – Guarantee Fund of Brčko District BiH / Unit for Implementation of International Projects*
- Title of the tender: Capacity building of Business Entrepreneurial Centers and Incubators (BECI) staff in Brčko District and Loznica
- Reference number: 09-23
- The words: “Not to be opened before the tender opening session” and “*Ne otvarati prije sastanka za otvaranje ponuda*”

Tenders must be submitted using a double envelope system, in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words "Technical offer"- part B and "Financial offer" - Part C. Any infringement of this rule (e.g., unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rule and will lead to rejection of the tender.

The tenders will be submitted in person, by post or by courier service to the following address:

Development – Guarantee Fund of Brčko District BiH / Unit for Implementation of International Projects

Cvijete Zuzorić bb, 76120 Brčko

n/r Indira Muharemović

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority by the deadline indicated above.

2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the tenderer's technical offer, the tenderers might indicate more details on the deliveries, referring back to the requirements below.

INFORMATION ABOUT THE PROJECT

In the past, both Bosnia and Herzegovina and Serbia have developed a culture of raising engineers, experts, highly valuable individuals and companies, while, the last two decades was reserved for the interest in technology. This interest of spreading to the IT sector and service provision grew about 10 times faster than in other sectors in both countries. The situation in this sector is very similar in the Brčko District and City of Loznica – who are beneficiary localities of the proposed Action. two cities on two neighbourhood rivers, Sava and Drina have a lot of common. First of the commonalities of Brčko and Loznica is high unemployment amongst youth, geo-strategic position of both cities, both Brčko and Loznica have business infrastructure support underdeveloped, and of both locations have Youth Policies/Action Plans and Youth Offices whose priorities are related to the development of youth entrepreneurship. These four main commonalities above presented also represent main challenges in the development of these locally progressive communities, that the Project partners jointly decided to address. Defining above presented three main challenges in the sector and cross-border region, the team from Development – Guarantee Fund of Brčko District BIH (concretely Unit for Implementation of International Projects- please see <https://rgfbd.com/>) and City of Loznica (please see <http://www.loznica.rs/>) jointly decided to address these issues. Having in mind the specific target group of the Project, both partners decided to involve one more CSO partner, a well-recognized think thank from Serbia, Institute for Progress and Innovations – IRI (please see <https://iri.rs/projekti/>). Discussing Project interventions presented further in the text, are result of a very detailed context analysis (as it can be seen from the background information above), whose main summary is presented here. One of the main answers **to the needs and challenges defined above are entrepreneurship Centres, accelerators, incubators, and coworking spaces, that are already appearing on the map of Serbia and BIH for last two decades.**

For this reason, project partners have designed project titled as: „NEwly established Start-up Enterprise SERvices“ – abbreviation NESESER – as a project designed and approved by Cross-border Programme Serbia-Bosnia and Herzegovina 2014-2020 implemented under the framework of the Instrument of Pre-accession Assistance (IPA II) and is the result of joint planning efforts made by the governments and other stakeholders of the two countries. IPA II supports cross-border cooperation with a view to promoting good neighborly relations, fostering European Union integration and promoting socio-economic development. The project contract number 48-00-162/2021-28-5 was signed on December 16th 2022 and has officialy stated on February 1st 2023. Overall project budget is € 235,881.36, out of which, € 179,128.36 (75.94%) has been awarded by Cross-border Programme Serbia-Bosnia and Herzegovina 2014-2020. The project has been implemented by project consortium consisted of Development – Guarantee Fund of Brčko District from BiH and City of Loznica and Institute for Development and Innovation (Institut za razvoj i inovacije) Belgrade from Serbia. Project details are presented in the table below:

Overall objective:	Fostered the cross-border joint economic self employment potential through improvement of entrepreneurship environment for youth and women-led start-ups
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Specific objective(s) or project purpose:	Stimulated economic growth and employment in Brčko district BIH and Loznica SRB through increase of vulnerable groups entrepreneurship abilities and skills and improvement of the cross-border
Estimated results:	<p>Output 1.1 Cross-Border Project is successfully implemented, monitored and reported toward Contracting Authority in line with contemporary project cycle and result based management methods</p> <p>Output 1.2 Established and functional Enterprise Centres and Business Incubators in Brčko District and Loznica</p> <p>Output 1.3. Government and business associations representatives in cross-border area raised their capacity, capability and awareness for business environment and business enterprise Centres and incubators</p> <p>Output 1.4. Best practices in business enterprise Centres and incubators operation and functionality shared in cross-border region</p> <p>Output 1.5. Sustainability – Feasibility Study (SFS) and Business plans for business enterprise Centres and incubators in Brčko District and Loznica developed and presented in cross-border region</p> <p>Output 1.6. Youth and/or women businesses/start-ups are using business enterprise Centres and incubators services in Brčko District and Loznica on a daily basis</p> <p>Output 1.7. Youth and/or women businesses/start-ups improved their business turnover</p> <p>Output 1.8. Youth and/or women businesses/start-ups and business enterprise Centres and incubators in Brčko District and Loznica networked and clustered into regional networks, such as European Enterprise Network</p> <p>Output 1.9. Web-based support within business enterprise Centres and incubators for all SMEs in Brčko District and Loznica established and functional</p> <p>Output 1.10. Cross-border project and business enterprise Centres and incubators in Brčko District and Loznica promoted and visible widely in the region.</p>

Above presented expected outputs and outcome will lead to the impact where it is envisaged that the Project will “Foster the cross-border joint economic self-employment potential through improvement of entrepreneurship environment for youth and women-led start-ups. The intervention logic behind the Project led to the definition of the following Activity Clusters:

Activity Cluster 1. Cross-border project management, implementation, monitoring and reporting (related to Output 1.1.) that will include: A1.1. Nomination of the Cross-Border Project Team – CBPT, A1.2. Establishment of Cross-Border Advisory Team – CBAT, A1.3. Organisation of the regular and ad hoc (if needed) meetings of the Cross-Border Project Team – CBPT on a monthly basis, A1.4. Implementation of the internal review on a 6-months basis as an input for bi-annual reports to CBAT and Contracting Authority, A1.5. Organization of the Cross-Border Advisory Team – CBAT meetings on a 6-months basis and A1.6. Financial verification / audit and Action impact evaluation.

Activity Cluster 2. Capacity building activities for government and business associations representatives in start-up development, enterprise “incubation” and business environment (related to Output 1.2.) that will include A2.1. Development of ToR and selection of the external

expert/company according to PRAG, A2.2. Capacity building in start-up development, enterprise “incubation” and business environment for government representatives and A2.3. Sharing of experiences and best practices with similar business environment and business enterprise Centres and incubators BiH-Serbia-Croatia.

Activity Cluster 3. Implementation of business pre-incubation phase in Brčko and Loznica (related to Output 1.3.) that will include A3.1. Development of Cross-Border Sustainability - Feasibility Study (SFS) for Brčko District and Loznica, A3.2. Development of business plans for Business Entrepreneurial Centres and Incubators (BECI) in Brčko District and Loznica, A3.4. Presentation of Cross-Border Sustainability - Feasibility Study (SFS) and business plans for Business Entrepreneurial Centres and Incubators (BECI) in Brčko District and Loznica.

Activity Cluster 4. Implementation of business incubation phase in Brčko and Loznica (related to Outputs 1.4. and 1.5.) that will include A4.1. Definition of the criteria, public call, selection and contract signature for the first start up “residents” of the Business Entrepreneurial Centres and Incubators (BECI) in Brčko District and Loznica, A4.2. Equipping Business Entrepreneurial Centres and Incubators (BECI) in Brčko District and Loznica, A4.3. Capacity building of Business Entrepreneurial Centres and Incubators (BECI) staff in Brčko District and Loznica and A4.4. Business Entrepreneurial Centres and Incubators (BECI) service provision in Brčko District and Loznica.

Activity Cluster 5. Establishment, implementation and web-based support and connection of Business Entrepreneurial Centres and Incubators (BECI) in cross-border region and European Union (related to Output 1.6. and 1.7.) that will include A5.1. Development and selection of vendor for development of the web-based application, A5.2. Development and context design, launching and updating Start-upTalkyWalky (Start-up Toki Voki), A5.3. Networking and clustering start-ups from Business Entrepreneurial Centres and Incubators (BECI) in Brčko and Loznica with the European Union, including networking within European Enterprise Network, Activity Cluster 6. Cross-border Project promotion, visibility and advocacy for further expanding of business enterprise Centres and incubators services (related to Output 1.8. and all other Outputs), A6.1. Organisation of the NESESER kick-off meeting, A6.2. Procurement and implementation of Visibility and Communication Services and A6.3. Organization and implementation of Cross-Border 1st Start-up Business Forum (CBC1stSBF).

In other words, the Project is aimed to develop **the capacity of government representatives + implement preincubation and incubation phase + accept start-up “residents” + built their capacity + offer free of charge services + network start-ups with EU based networks, which will all be reflected in minimum 30 youth self-employed from both side of the border by end of the project, minimum 15 women self-employed from both side of the border by end of the project, minimum 30 new jobs created through establishment of new youth and women-led start-ups from both side of the border by end of the project and create minimum 20 new business services available in the market in the last month of the project implementation from both side of the border.**

Capacity building of Business Entrepreneurial Centers and Incubators (BECI) staff in Brčko District and Loznica

Description of expected outputs/results to be achieved

The European Union (EU) has increasingly recognised the importance of entrepreneurship and SMEs, not only to improve competitiveness, and therefore, contribute to economic growth, but also as the main source of job creation and fundamental factor for social cohesion. In line with this approach, one of the key milestones in recent developments has been the approval of the Small Business Act (SBA), the Entrepreneurship 2020 Action Plan and others. Since Lisbon 2000, the EU policy framework reflects an economic development approach, strongly based on human capital development and

knowledge generation, which implies special focus on entrepreneurial and business skills. Currently, in a similar way the EU 2020 strategy puts central attention to youth education and an agenda for new skills and jobs. Sense of initiative and entrepreneurship is also selected as one of the eight EU key competences for lifelong learning. It is of strategic importance to acknowledge the linkages between the frameworks of enterprise and industry, on the one hand, and between training and education, on the other. Entrepreneurial learning and Enterprise skills, as a transversal concept can be found in the core of both frameworks. The SBA and the Entrepreneurship 2020 Action Plan, part of the enterprise and industry policy framework, both underline the importance of education and training. While the SBA puts special emphasis on upgrading skills and all forms of innovation, including better access to exchange programmes, additional training, research and development measures, and internationalisation, among others, the mentioned Action Plan has an explicit pillar on entrepreneurial education and training to support growth and business creation.

The Capacity building, or Training of Trainers should be designed as a comprehensive set of training consisted of modules (i.e. Using Modular Approach), so the participants (future trainers) are able to transfer the knowledge toward start-up businesses, with special focus on startups owned by youth and/or women in the upcoming Project activities and in a long-term.

The participants from Brčko District and Loznica (*maximum 10 per training module, minimum 40% of one gender*) should attend at least total of 30 days¹ of active ToT programme on the following envisaged topics (plus 10 days for preparation and reporting):

1. Business Plan Development and Review,
2. Business Enterprise Center development,
3. One-on-one business and on-site consultations (business mentoring skills),
4. Business registrations and licensing,
5. Market Research, Marketing Management, Branding & Digital Marketing
6. Referrals and links to business professionals, funding agencies and financial organizations,
7. Establishment and implementation business advisory services,
8. Consulting, mentorship, peer learning, sharing knowledge and know-how on women entrepreneurship,
9. Connecting with other startups in the region and EU

Other topics might include:

10. Entrepreneurship Motivation Lab
11. Design Thinking for Startups
12. Government initiatives for Entrepreneurship & Skill Development
13. MSME Policy and Schemes
14. Promotion of IT and service oriented startups
15. Intellectual Property Rights (IPR)
16. Identification of Business Opportunities
17. Curriculum Designing for Training Programmes
18. Basic Finance and Taxation
19. Building Managing the Mentoring Relationship
20. Export Procedure and Documentation.

It is important to note that the ToT programme should be designed according to the European Training Foundation (ETF) programme for start-ups specialists in order to ensure future alignment in the

¹ Day is defined as minimum 2 working hours – up to 6. The training can be organized jointly among Brčko and Loznica online and/or in person.

process of EU accession of Serbia and BiH – using EntreComp: The Entrepreneurship Competence Framework as a reference / guideline. For example, in the new ETF framework, entrepreneurial and enterprise skills gain importance and become an explicit thematic priority. The work of ETF will be centred on: i) training for young entrepreneurs, b) training and mentoring for women entrepreneurs and c) improved skills for growth enterprises, at the cross regional level and in the individual partner regions, in this case mostly BiH and Serbia.

Main outputs for the service are:

- Increased level of competences among trainees for minimum 50% in comparison to the baseline,
- Minimum 4 days of cross-border training days,
- Minimum 10 modules are implemented,
- Percentage of knowledge increase of government and business associations representatives (women and man) in topics of business environment and business enterprise centers and incubators establishment and functionality – ideally 50% higher than baseline (to be defined in pre testing of the participants).

Required inputs from tenderer (additional information)

The tenderer should propose methodology that will reflect the following conditions:

- The training can be organized individually and/or jointly among Brčko and Loznica participants online and/or in person (Brčko and/or Loznica). However, minimum 40% must be planned as *in situ* (in person) in Brčko and/or Loznica,
- The training modules must contain minimum 50% of above presented topics,
- The tenderer must propose, within its technical and financial proposal, minimum 4 days of training jointly with representatives of Loznica and Brčko for minimum 5 persons, either in Brčko or in Loznica. All other training can be held separately with Brčko and Loznica.
- Dedicate 1000 EUR for overnight costs and/or brunch for the participants from Brčko and/or Loznica (*depending where the joint training will take place*), which will be agreed upon selection (*this element does not affect technical evaluation but must be planned*),
- The tenderer should have in mind that capacity building must be measured through *pre* and *post* capacity building questionnaires that will reflect proposed topics and methodology,
- The tenderer should have in mind that Certificate of Attendance should be issued to each participants based on their level of achievements.

Within the above-proposed demands, the tenderer should have in mind the following:

The list of topics above is not exclusive nor mandatory! The bidder in its Methodology description should update / propose topics to be covered within ToR modules in line with recommendations from Cross-Border Sustainability - Feasibility Study (SFS) and business plans available at links <https://www.nesceser.rgfbd.com/dokumenti/studija-izvodljivosti/> and <https://www.nesceser.rgfbd.com/dokumenti/poslovni-planovi/>):

Required time frame

Capacity building of Business Entrepreneurial Centers and Incubators (BECI) staff in Brčko District and Loznica should be completed by end of June 2024.

ADDITIONAL INFORMATION

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure. In this sense the CA shall send a notification to the tenderers with the name of the successful tenderer followed by the mentioning that “all other tenders were not administratively /technically/ financially compliant”

Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority’s legislation on access to documents. The Evaluation Committee’s decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

**NOT TO BE FILED IN BEFORE CONTRACT SIGNING
NOT TO BE SUBMITTED WITHIN THE OFFER!!!**

FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY

CONTRACT TITLE: title of the contract

REF: reference number

Concluded between:

<Title>

<Address of the contracting authority>

(Contracting Authority)

AND

<Title>

<Address of the contractor>

<Official registration number/VAT number²>

(Contractor)

Article 1: Subject of the contract

The subject of the contract is the <service> as indicated in the contractor's offer – "Part B: Format of an offer to be provided by the tenderer"

Article 2: Contract value

The total contract value for the implementation of services indicated in Article 1 is <xxx EUR/NC>, (VAT excluded)³.

Article 3: Contracting documents

The documents which form part of this contract are (by the order of precedence):

- Contract Agreement
- Contractor's offer as provided in the tendering phase – "Part B: Format of an offer to be provided by the tenderer"
- Contractor's financial offer – "Part C: Format of financial offer"
- Any other supporting documentation if applicable (* - in case of asking for registration of a company or other information)

For any issues not defined in this contract agreement the rules of General conditions will be applied

b8d	Draft contract: General conditions (Annex I)	
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² Where applicable. For individuals, mention their ID card or passport or equivalent document - number

³ In accordance with the Law on ratification of Framework agreement between the Government of Republic of Serbia and the Commission of the European Communities on the rules for co-operation concerning EC financial assistance to Montenegro in the framework of the implementation of the assistance under the Instrument for pre-accession assistance (IPA), Community financed contracts for services, supplies or works carried out by contractors registered in Republic of Serbia or Montenegro shall be exempted from VAT for services rendered, goods supplied and/or works executed by them under EC contracts.

Article 4: Deliveries and Payments

The contractor will deliver without reservation the services indicated in the contractor's offer "Part B: Format of an offer to be provided by the tenderer". The deliveries will be implemented within the indicated dates.

The contracting authority will pay the contractor for the services in the amount indicated in Article 2 of this contract document.

In case the contract is concluded in EUR, and payments are made in NC, the applicable exchange rate must be the InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

The payments will be issued by the following time schedule.

Day/Month		<EUR/RSD>
< Day/Month >	Interim payment (*if applicable)	<XX% of the contract value / Absolute amount >
< Day / Month >	Balance final payment	< XX% of the contract value / Absolute amount>
	Total	<Total contract value>

* - The contractor will provide contracting authority with the brief report on execution of the services, which will represent the basis for issuing interim and balance final payment

Article 5: Duration of the contract

The duration of the contract is days .

Commencement date is 15/05/2023

Article 6: Resolving of disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of (* - specify responsible court or arbiter body) in accordance with the national legislation of the state of the Contracting Authority.

For the Contractor

Name:

Title:

Signature:

Date:

For the Contracting Authority

Name:

Title:

Signature:

Date: