



Republic of Serbia

MINISTRY OF FINANCE

Department for Contracting and Financing of EU Funded Programmes (CFCU)

Belgrade, 14th July 2025

CONTRACTING AUTHORITY'S CLARIFICATIONS No. 2

1st Call for Proposals for the Cross-border Cooperation programme Serbia – North Macedonia for 2021-2027 under the Instrument of Pre-Accession Assistance (IPA III), allocations 2022 and 2024

EuropeAid/182708/IH/ACT/Multi

No.	Question	Answer
1.	<p>Dear Sir/Madam,</p> <p>I have a questions regarding the supporting documentation:</p> <p>1. Since we have to submit all offline PADOR documentation my question is can we use documents from PADOR such as LEF and FIF with dates that are prior to 2025, if the data are the same, or we need to submit the new forms with current dates?</p> <p>2. Do we have to submit all supporting documents in the originals in hard copies (blue ink and stamp) from all partners, or the originals in electronic/scanned versions and just print off those documents in hard copy?</p>	<p>1) In line with the Guidelines for applicants (GfA), Section 3. List of Annexes/subtitle Documents to be completed: Legal entity form, Financial identification form (FIF) and Organisation data (ONLY IF IMPOSSIBLE TO REGISTER IN PADOR) should be submitted using the provided templates and must not be older than one year from the date of submission of the full application. The same requirement applies to PADOR, which must be duly submitted and dated within one year prior to the submission date of the full application.</p> <p>2) The supporting documentation – including the Declaration of the Lead Applicant, Mandates, and the Declaration on Honour – must be submitted in original form and as hard copies, duly signed in blue ink and bearing the official stamp. Submission of original hard copies is not required for the remaining documents.</p>
2.	<p>Please, we need information regarding following question:</p>	<p>Only a duly authorized representative may sign the documentation on behalf of the Lead Applicant.</p>

	<p>Who can sign the documentation (Declaration by the lead applicant, Mandate) instead of the mayor of the municipality, what is the procedure and what documentation must be submitted?</p>	<p>If the authority to sign is delegated to another person, it is necessary to submit official documentation confirming the signatory's authorisation.</p>
<p>3.</p>	<p>Dear Sir/Madam,</p> <p>We, Municipality of Bojnik are in the process of preparing full application. We have one doubt and would like to hear your recommendation. Namely, we have prepared technical documentation for the infrastructure part, but in fact, we have 2 independent phases, but we plan to do it both. First one, we intend to ask for a co-funding under the project, second phase will be funded by our own sources. In this case:</p> <p>1) shall we present within the budget as our co-funding as this will increase significantly the project budget (for example, if the project is planned to be 500.000, now will be 590.000)</p> <p>2) we might present this is added value expressing our commitment to do both phases, but as separate municipal project.</p> <p>Please advice as we are in the process of preparing detailed budget and we have to clarify this.</p>	<p>Please refer to the Guidelines for applicants (GfA), Section 1.3 Financial allocation provided by the Contracting Authority/subtitle Size of grants where it is stated:</p> <p>“Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:</p> <p>Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:</p> <ul style="list-style-type: none"> • Minimum percentage: 60% of the total eligible costs of the action. • Maximum percentage: 85% of the total eligible costs of the action.” <p>Furthermore, please refer to the GfA, Section 2.2.5 Full applications where it is stated: “The EU contribution may not vary from the initial estimate by more than 20%. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentage of co-financing, as laid down in these guidelines in Section 1.3”</p> <p>In line with the GfA, Section 2.2.8 Further information about full applications “To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), or an action.”</p>