

Clarifications and Responses

Reference 062-026

Open Call for Consulting Services, Reference Number 062-026, Western Balkans Academia–Business Innovation Policy Lab

1. Question

Duration of the engagement:

The Terms of Reference state the duration as September 2026 – September 2027 on the cover page and October 2026 – October 2027 in Section IV, while the deliverable schedule in Section V runs from the first week of October 2026 to the end of September 2027. Could you confirm which period should be used as the basis for the work plan and the financial offer?

Answer: The implementation of the contract will last from October to October as outlined in the timeline of the deliverables in the ToR

2. Question

VAT and the budget ceiling

Section VII states that the maximum budget should not exceed EUR 30,000 and that the VAT amount should be presented if applicable. Could you confirm whether the EUR 30,000 ceiling is to be understood as inclusive or exclusive of VAT?

Answer: Our practice confirms that non-BiH companies providing professional services to clients in Bosnia and Herzegovina are generally not required to charge or calculate VAT.

VAT is applicable only where the service provider is a BiH company and the VAT obligation arises under applicable domestic legislation.

3. Question

Travel and subsistence

Could you confirm whether the global price is expected to cover the consultants' travel and subsistence for consultations and missions in the region, or whether these are reimbursed separately?

Answer: Yes, it is expected to cover travel and DSA. No separate reimbursement. However, note that the first year will entail mainly remote work, apart from no.5 preparation/attendance.

4. Question

Costs of the regional Academia–Business Innovation event

Section III foresees that the consultants facilitate the design of a regional event. Could you confirm that the direct costs of the event — venue, participant travel, interpretation and catering — are borne by the RCC, and that the consultants' role is limited to design, facilitation and reporting?

Answer: Yes, these costs will be covered by RCC, including participation cost in case your presence is required

5. Question

Pilot academia–business collaborative projects

Section III, Phase 2 foresees the facilitation of three to five pilot collaborative projects. Could you clarify whether any financial support to these pilots is expected from the consultants' budget, or whether the consultants' role is limited to scoping, action planning and facilitation of early-stage implementation

Answer: The consultants will be tasked to identify, where possible, existing good examples of academia-business collaboration and assist in scoping, action planning and facilitation of early-stage implementation.

6. Question

Composition of the proposed team

Could you confirm whether curricula vitae are required at the bid stage for all proposed team members, including any country-level experts, or whether such experts may be nominated during the inception phase?

Answer: CV's of the team members must be part of your application