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Pursuant to Article 9, paragraph 4 of the Statute of the Association "Club for Youth Empowerment 018", at the Assembly of the Association held on 17.11.2015. In accordance with the Law on Public Procurement (Official Gazette of RS, No. 124/2012, 14/2015 and 68/2015), the following was adopted:

Procurement policy

Article 1.

Association Club for Youth Empowerment 018 (hereinafter KOM 018) in the sense of this policy is a procuring entity for goods, supplies or services and for the purpose of implementing project activities and meeting needs for smooth running of the activities.

Article 2.

Association KOM 018 performs procurement of goods, supplies or services in accordance with its needs, and according to the principle of availability of goods, supplies and services on the market, taking into account the quality and price of certain goods, supplies or services.

Article 3.

Legal entities that can provide services, supplies or goods are those legal entities that are registered in the territory of the Republic of Serbia in accordance with the law and who perform their business in the manner prescribed by law. Legal entities that provide services, supplies and goods must have a current account and the possibility of payment through the account, as well as the possibility of ordering goods through the budget, in order to implement project activities and meet the needs for the smooth running of the activities.

Article 4.

KOM 018 performs procurement of goods, supplies or services from local firms, taking into account the price and quality of required goods, services or supplies, in accordance with verbal agreements and previous experience. In addition to local firms, KOM 018 making a purchase of goods, supplies or services from companies located on the territory of the Republic of Serbia, in accordance with their needs, and in case local firms are not able to provide certain goods, supplies or goods.

Article 5.

The process of procurement of goods, supplies or services is done by preparing the budget with a particular company, in accordance with the offer of that company. The budget should include the company's data, the specific offer that is required for the association KOM 018, with the quantity, price per unit, price with and without VAT, as well as the data of the association KOM 018. In the event that goods, supplies or services whose quantity is limited or in case the firm has a lot of pro forma invoices, it is necessary to provide a reference number of pro forma invoice.

Article 6.

KOM 018 requires goods, supplies and services of limited value in accordance with budget categories, and according to project activities. Supplies, services and goods whose value exceeds 1000 euros in dinar equivalent value KOM 018 provides through a tender, i.e. open offers from different companies.

Article 7.

The tender is published in accordance with the needs of the organization KOM 018, and according to the rules of open offers of various companies. The tender is sent via mail to addresses of companies that meet the criteria and who have the necessary goods, supplies or services.

Article 8.

The tender documentation should include the subject of procurement, the description of each lot, if the subject of procurement is based on lots, type, technical characteristics (specifications), quality, quantity and description of goods, supplies or services, manner of conducting control and ensuring quality assurance, instruction to bidders to make the offer, technical documentation and plans if necessary for the execution of the procurement.

Article 9.

Instructions to bidders to make an offer (hereinafter: the Instruction) in accordance with the type of procedure and the nature of the subject of procurement include:

- 1) information of the language in which the offer should be made, and if there is a possibility of offering, in whole or in part, offer to be done in a foreign language as well, an indication in which foreign language, and which part of the offer may be in a foreign language;
- 2) manner of submitting the offer;
- 3) notice of the possibility for a tenderer to submit an offer for one or more lots and an instruction on how the tender should be submitted, if the subject of the procurement is formed in several lots;

- 4) notification of the possibility of submitting an offer with variants, if submission of such an offer is allowed;
- 5) the manner of amending, supplementing and revoking the offer within the meaning of Article 87, paragraph 6 of the Law on Public Procurement;
- 6) notice that the tenderer who submitted the offer independently cannot participate simultaneously in a joint offer or as a subcontractor, nor participate in several joint offers;
- 7) the requirement that if a contractor hires a subcontractor, indicate in his offer the subcontractor's information, the percentage of the total value of the procurement that will be entrusted to the subcontractor and part of the subject-matter of the procurement that will be executed by the subcontractor, and the rules of the contracting authority in case it is determined to use the possibility of claims transferred directly to the subcontractor for the part of the procurement carried out by that subcontractor;
- 8) notification that an integral part of the joint offer is an agreement by which the bidders from the group commits each other and according to the contracting authority to the execution of the procurement, as well as information on the obligatory content of the agreement;
- 9) requirements regarding the required manner and conditions of payment, the guarantee period, as well as any other circumstances on which the acceptability of the offer depends;
- 10) the currency and the way in which it should be stated and the expressed price in the offer;
- 11) information on the type, content, manner of submission, amount and deadlines for ensuring the financial fulfillment of the obligations of the bidders, if the same requester requests;
- 12) defining specific requirements, if any, in respect of the protection of confidentiality of information made by the procuring entity to the bidders, including their subcontractors;
- 13) a notice on how to download technical documentation and plans, or certain parts of it, if for the sake of scope and technical reasons it is not possible to publish it;
- 14) notification that the tenderer may request additional information or clarifications in relation to the preparation of the offer in writing, as well as to indicate to the contracting authority and to the identified deficiencies and irregularities in the tender documentation, with the note that the communication in the procurement procedure is carried out in the manner defined in Article 20 The Law on Public Procurement;
- 15) notice on the manner in which additional explanations may be requested from the bidders after the opening of offers and perform control with the bidder or his subcontractor;
- 16) notification that the fee for use of patents, as well as the liability for infringement of protected intellectual property rights of third parties shall be borne by the bidder;
- 17) notice on deadlines and manner of filing a request for the protection of rights, with detailed instructions on the content of the complete request for protection of rights in accordance with Article 151, paragraph 1, item 1) -7) of the Law, as well as the amount of the fee referred to in Article 156, paragraph 1, item 1) -3) of the Law and the detailed instruction on the certificate referred to in Article 151, paragraph 1, item 6) of the Law which confirming that the payment of the fee has been executed, which is enclosed with the request for protection of rights when filing a request to the contracting authority is complete.

Article 10.

The offer form is prepared so that it is filled out by the bidder include:

- 1) general information about the bidder, ie each bidder from the group of bidders, as well as subcontractors (business name or abbreviated name from the appropriate register, address of the head office, registration number and tax identification number, contact, etc.);
- 2) the validity period of the offer expressed in the number of days from the date of receiving the offer, which cannot be shorter than 30 days;
- 3) price and other information which the contracting authority considers relevant for the conclusion of the contract or execution of the procurement;
- 4) data on the percentage of the total value of the procurement that will be entrusted to the subcontractor, if such procurement is determined.

Article 11.

On the request of KOM 018, bidders may, compile a statement of an independent offer, by which the bidder, under full substantive and criminal responsibility, confirms that the offer has been submitted independently, without agreement with other bidders or interested parties.

Article 12.

In addition to the procurement of goods, supplies or services from local firms and companies in the territory of the Republic of Serbia, KOM 018, in accordance with its project activities, has the need to engage external experts who provide certain services, authors, creators and intellectuals. In this regard, KOM 018 engages experts on the basis of an author's contract or work contract, depending on which project activity is being implemented.

Article 13.

KOM 018 engages external experts on the recommendation of already existing partners, taking into account their previous work and engagement, their expertise and biography. Where necessary, KOM 018 also publishes a public call for the engagement of external experts.

Article 14.

KOM 018 can also engage firms and external experts from abroad in order to realize certain project activities in accordance with the rules of international business. Companies and external experts from abroad are engaged in the same way as companies and external experts from the Republic of Serbia.

Article 15.

Amendments to this policy shall be carried out in the same manner and in accordance with the same procedure envisaged for its adoption.

Article 16.

This policy shall enter into force on the eighth day from the date of its adoption at the Assembly.

In Nis, 17.11.2015

