



**RULEBOOK ON THE IMPLEMENTATION OF SMALL  
VALUE PROCUREMENT**

**Podgorica, 02 August 2017**

Pursuant to Article 45 paragraph 2 item 7 of the Central Bank of Montenegro Law (OGM 40/10, 46/10, 6/13), and in connection with Article 30 of the Public Procurement Law (OGM 42/11, 57/14, 28/15, 42/17), the Governor of the Central Bank of Montenegro passed the following

## **RULEBOOK ON THE IMPLEMENTATION OF SMALL VALUE PROCUREMENT**

### **Article 1**

This Rulebook shall regulate the initiation, implementation and finalization of the procedure of procurement of goods and services with estimated value under 15,000 euros, i.e. the procurement of works with estimated value under 30,000 euros (hereinafter: small value procurement) in the Central Bank of Montenegro (hereinafter: the Central Bank), if the Central Bank does not implement this procurement in line with the public procurement procedure referred to in Article 20 of the Public Procurement Law.

### **Article 2**

Small value procurements shall be implemented in accordance with the Central Bank's current needs.

The Central Bank shall implement the small value procurement procedure in a manner ensuring the observation of the public procurement principles: the principle of cost-effective and efficient use of public funds, the principle of ensuring competition among the bidders, the principle of transparency of public procurement procedure, and the principle of equality of bidders.

### **Article 3**

Small value procurements of goods and services referred to in Article 1 herein, and the small value procurement of works with estimated value under 15.000 euros shall be implemented by directly accepting the calculation/pro-forma invoice or by concluding the contract depending on the subject of procurement (e.g. successive procurements, intellectual services etc.) or another appropriate document.

### **Article 4**

Small value procurements of works with estimated value from 15.000 euros and not exceeding 30,000 euros are implemented by collecting bids from one or more bidders, comparing the received bids based on the criteria of the lowest price offered or the economically most favourable bid.

### **Article 5**

Notwithstanding Articles 3 and 4 herein, the Central Bank may, when deemed appropriate, decide to implement the procurement of goods, services and works with estimated value under 15,000 euros by collecting the offers of one or more bidders, i.e. to implement the procurement of works with estimated value from 15,000 and not exceeding 30,000 euros by directly

accepting the calculation/pro-forma invoice or concluding a contract or another appropriate document.

#### **Article 6**

Small value procurement procedure shall be initiated by referring a procurement request to the organisation unit responsible for the activities of implementing the public procurement procedure (herein: the competent organisation unit), thereby initiating the procurement of goods, services or works.

The request referred to in paragraph 1 above shall be signed by the applicant and the person organising the activities in the basic organisation unit.

The request referred to in paragraph 1 above shall be described in a complete, clear and intelligible manner, in a way allowing acquisition of suitable bids according to the type, quality and price, as well as other required qualities and conditions.

The request referred to in paragraph 1 above shall include the estimated value of small value procurement.

The estimated value may be formed based on prices preceding similar procurements, upon market research.

If the submitted request referred to in paragraph 1 above includes all the required elements, the competent organisation unit shall conduct the activities necessary for meeting the conditions for the implementation of the procedure of procurement of goods, services and works of small value.

#### **Article 7**

Prior to inviting a specific bidder to submit their bid, the competent organisation unit shall check the situation in the goods, services or works market, especially the market price of goods, services or works that are the subject of procurement.

When conducting negotiations regarding the proposed price or offer, the Central Bank shall act in accordance with good commercial practice.

The Central Bank shall select the bidder in a manner that ensures an adequate exchange of value for money invested.

#### **Article 8**

The Central Bank shall execute small value procurement of goods, services and works conducted by collecting bids of more bidders, on the basis of the request for submission of bids, defined in the Form 1, which is an integral to the Rulebook on the contents of documents and templates for the implementation of small value procurement (OGM 49/17).

The Central Bank may refer the request from paragraph 1 above to the bidders via fax, e-mail or

in another manner.

The Minutes on the receipt, review, assessment, and valuation of bids referred to in paragraph 1 above shall be made in the Form 2, which is an integral part of the Rulebook referred to therein.

Information on the outcome of the procedure referred to in paragraph 1 above shall be made on the Form 3, which is an integral part of the Rulebook referred to therein.

#### **Article 9**

The Central Bank shall carefully assess the offered goods, services or works against the subject of procurement.

Following the principle of good procurement practice, the Central Bank shall select the bidder with sufficient qualifications to implement the said procurement in a proper manner.

#### **Article 10**

The Central Bank shall keep records on the implemented small value procurement procedures.

#### **Article 11**

The Rulebook on the Implementation of the Public Procurement Procedure by a Direct Agreement No. 0102-7041/1 of 1 December 2015 shall be repealed with the effect of this Rulebook.

#### **Article 12**

This Rulebook shall enter into force on the day following that of its publication.

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Podgorica, 02 August 2017

**G O V E R N O R,**

**Radoje Žugić, m.p.**