



GOVERNMENT OF MONTENEGRO
PUBLIC PROCUREMENT ADMINISTRATION

Broj: 01 – 1391
Podgorica; 07 March 2012

Pursuant to Article 15 of the Law on State Administration (Official Gazette of Montenegro 38/2003-1, 22/2008-21 and 42/2011-66), the Director of the Public Procurement Administration hereby issues

RULEBOOK

on use of official vehicles of the Public Procurement Administration of Montenegro

I. BASIC PROVISIONS

Article 1

This Rulebook shall regulate the terms, conditions and criteria as well as the competences for giving approval for use of official vehicles, manner of registering the use of the vehicles belonging to Public Procurement Administration, manner of maintenance, servicing and filling with fuel and justification of the fuel consumption, as well as measures to be taken in purpose of insurance of the vehicles during and outside the working hours.

Article 2

The following vehicles shall be considered as the official vehicles of the Administration:

- the vehicles that are the Administration's property,
- the vehicles made available temporarily to the Administration,
- the vehicles, the use of which is within the competence of the Administration on any other basis.

II. TERMS AND CONDITIONS OF USE OF THE VEHICLES

Article 3

The Administration shall manage the official vehicle in accordance with the terms prescribed by provisions of the Law on Traffic Safety in Montenegro and the Decree on Terms and Conditions of Use of Means of Transport Owned by Montenegro.

Article 4

The official vehicle, in terms of its use, shall be at disposal of the Sector for Implementing Regulations and Inspection Control and the Department for General Affairs and Finances, and the vehicle shall be driven by the Administration's staff employed as drivers, the persons performing the driver's tasks apart from their regular duties, and other persons in accordance with the Director's authorization.

81000 Podgorica, Jovana Tomaševića 2
Tel: 020/246-411, 020/242-457 Fax: 020/245-549
www.ujn.gov.me



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Article 5

The official vehicles shall be used provided that the official need for their use was established by the Director, or the need defined in the scope of the state authority's competences in accordance with the Decree on Terms and Conditions for Use of Official Vehicles Owned by the Administration and the Rulebook of the Administration.

The Rulebook referred to in paragraph 1 of this Article shall regulate the obligations stipulated by Article 1 hereof. The official needs within meaning of this Rulebook shall encompass performance of tasks and assignments within the Administration's competences, in particular:

- tasks and assignments outside the Administration's premises,
- participation at meetings and sessions,
- transport needed for functioning of the Sector for Implementing Regulations and Inspection Control and the Department for General Affairs and Finances,
- performance of other tasks, by authorization of the Director,
- transport intended for performance of tasks of general purpose (transport of: materials and inventory upon moving to new premises, transport of money, securities, documents of payment transfers to providers of goods and services, representation of the Administration before judicial bodies, operation control and so on.),
- group transport of employees (working meetings, seminars, etc.),
- transport of ill employee in order to provide him/her with medical help,
- transport in case of natural disaster.

Article 6

The Director of the Administration shall have the right to use the official vehicle 24 hours a day, with or without the official driver.

The use of official vehicle referred to in paragraph 1 of this Article shall be considered as the use for official purposes.

Apart from the person referred to in paragraph 1 of this Article, the right to use official vehicles may be realized by other employees as well, due to specific nature of their tasks, with the written request approved by the person referred to in paragraph 1 hereof.

Article 7

The persons operating the official vehicles shall be responsible for the proper use, accuracy, safety, completeness and other aspects of use of official vehicles, as well as insurance from theft of the vehicle. The official vehicle of the Administration shall be under constant supervision during its use in public traffic, to the extent allowed by the objective circumstances in accordance with the Article 21 of this Rulebook.

Article 8



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The persons operating the official vehicle shall, during operating that vehicle in the public traffic, act in accordance with the provisions of the Law on Traffic Safety of Montenegro and the provisions of this Rulebook, regardless of the requests made by the person/s who is/are being transported.

In case that the person referred to in paragraph 1 of this Article acts contrary to stipulated provisions and is sanctioned by the person in charge of control over public traffic, that person shall bear all the sanctions individually.

Article 9

The right to permanently use the official vehicle, with or without a driver, shall have the following persons:

- Director of the Administration,
- other employees due to specific nature of their work (inspection), in accordance with Article 6 of this Rulebook.

Article 10

Only technically correct vehicles may participate in the traffic on public roads, provided also that these vehicles have the required documents and are operated by a qualified person who holds a driver's license for the appropriate category.

The documents of the vehicle shall be the following:

- a driver's license for the vehicle category held by the driver,
- authorization for operating the vehicle for the person/s to whom it is issued,
- registration card for the vehicle,
- valid travel order containing date of issuing, name of the person who uses the official vehicle, location to which the person is travelling, purpose of travel, duration of travel, date and time of departure and the starting mileage, date and time of return and final mileage, information about damage and defects on the vehicle, the signature of the authorized person and seal,
- order for the control over use of the official vehicle and fuel consumption,
- other prescribed documents relating to vehicles in accordance with the Law on Traffic Safety in Montenegro.

Upon finishing the use of the official vehicle, the user shall submit a completed travel order to the Administration's Service for General Affairs and Finances.

At the end of each month, the user of the official vehicle shall settle the order, and determine the mileage and fuel consumption.

The Service for General Affairs and Finances shall make a review of monthly fuel consumption and mileage of the vehicle and, in the form of information, submit the data regarding the previous month to the Director no later than 5th day of the current month.

Article 11



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Monthly fuel consumption for each vehicle must be compared to the applicable allowances as determined by the Decision on the monthly consumption of fuel.
For any exceedings, the procedures shall be conducted in accordance with the stated Decision.

III. COMPETENCES AND DISPOSITION AND APPROVAL OF THE USE

Article 12

The Director shall be responsible for disposition, use and charge of the official vehicle.

Article 13

All official vehicles of the Public Procurement Administration shall be materially charged in the Service for General Affairs and Finances, in exceptional circumstances the Director of the Administration may, in consultation with the Assistant Director, pass the decision on temporary assignment of the official vehicle outside of the Administration or to other administrative bodies.
Director and Assistant Director have the competence to sign travel orders.

Article 14

The Service for General Affairs and Finances shall prepare the annual information (overview) on the mileage and fuel consumption, as a basis for planning of activities of the Administration in the forthcoming period, until 15 January of the current year.

IV. METHOD OF MAINTENANCE, SERVICING AND FUEL CHARGE

Article 15

The official vehicles used by the Public Procurement Administration shall be maintained, serviced, technically correct and complete (with accessories).

Article 16

Technical maintenance and repair of vehicles shall be performed by authorized bidders (service providers) for providing this type of services. As an authorized bidder (service provider) a legal person shall be considered in case it has concluded with the Public Procurement of Montenegro a contract on performance of tasks related to technical maintenance and servicing of the vehicles and which was selected in a manner defined by the Public Procurement Law of Montenegro.

By exception of the above paragraph, a vehicle may be serviced by another bidder only in exceptional cases and with the approval by the Director or Assistant Director (impossibility of repair, lack of spare parts, emergency repair, inadequacy of services for certain types of vehicles...) on which the person authorized for operating the vehicle shall provide a specific explanation.



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Article 17

The obligation of the person operating the vehicle is to maintain the vehicle on a daily basis, to charge the vehicle with fuel, cleaning, washing and lubrication as well as other actions included in preventive maintenance of the vehicle. All comments shall be entered into the part of the travel order intended for these purposes. Daily maintenance shall include examination of the vehicle before, during and after its use.

Article 18

The official vehicle shall be serviced at the authorized bidder (service provider) and within the time periods stipulated by the Law.

Data on servicing of the vehicle shall be entered into the vehicle documents for each respective vehicle. Upon completion of servicing works, the person accepting the vehicle shall conduct quality check of performed works and certification of the assignment order and invoice for performance of the services.

Article 19

Charging of the vehicle with fuel shall be performed at the authorized bidders in accordance with the instructions given by authorized persons.

As an authorized bidder (service provider) a legal person shall be considered in case it has concluded with the Public Procurement of Montenegro a contract on delivery or charging with fuel in accordance with the Public Procurement Law of Montenegro.

Each charging with fuel shall be recorded on the corresponding travel order for the vehicle and verified by the authorized bidder (fiscal account).

Article 20

During working hours, the vehicles shall be parked at the parking lot managed by the Public Property Administration of Montenegro, at the foreseen parking places, and shall be used when needed.

After 17 h, the vehicles which are not on performance of official duties, shall be left within the parking lot managed by the Public Property Administration of Montenegro.

Article 21

Persons responsible for use of the vehicles shall propose the need and methods of preventive protection of the vehicles from theft, and in terms of installing security systems.

The person operating the vehicle, upon its use outside the seat of the Administration (business trips), shall undertake all necessary measures related to securing the vehicle from possible theft and damage.



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The necessary measures include personal surveillance, parking at the places supervised by authorized persons, parking garages, as well as other places where the possibility of theft and damage is reduced to minimum.

The persons who act contrary to paragraphs 1, 2 and 3 of this Article, in case of theft of the vehicle, shall bear financial responsibility for the material damage caused to the Public Procurement Administration.

V. TRANSITIONAL AND FINAL PROVISIONS

Article 22

This Rulebook shall enter into force on the day of its adoption.

DIRECTOR

Mersad Z. MUJEVIĆ

Delivered to:
Service for General Affairs and Finances,
Registry.

The Administration possesses two vehicles, namely:

- Opel Vektra HDI 1.9 from 2007, license plate PG CG 113 and
- Honda Accord 2.0 C from 2008, license plate PG CG 777.