

Pursuant to Article 30 paragraph 4 of the Public Procurement Law (Official Gazette of Montenegro 42/11, 57/14, 28/15 and 42/17), the Ministry of Finance hereby adopts the

**RULEBOOK
ON CONTENT OF THE ACT AND THE FORMS FOR IMPLEMENTATION OF
LOW VALUE PROCUREMENT**

Article 1

This Rulebook shall lay down the content of an act of the contracting authority for the implementation of a procedure and the accompanying forms for procurement of goods and services with the estimated value of 15,000.00 euros, and for the procurement of works with the estimated value of 30,000.00 euros (hereinafter: the low-value procurement) provided that for such procurement the contracting authority does not implement the procedure referred to in Article 20 of the Public Procurement Law (hereinafter referred to as: the Law).

Article 2

By the act referred to in Article 1 of this Rulebook, a contracting authority shall regulate the manner of launching, implementation and termination of a low-value procurement procedure.

The act referred to in paragraph 1 of this Article shall determine the manner of receipt, review, assessment and evaluation of bids, selection of the most advantageous bid and the manner of notifying participants in the procedure on the outcome thereof.

Article 3

A contracting authority may determine the estimated value of the low-value procurement for goods, works and services which will be implemented by a direct receipt of an estimate/pro forma invoice or by conclusion of a contract depending on the procurement subject (e.g., upon successive purchases, intellectual services, and the like), or other appropriate document.

Article 4

A contracting authority may determine the estimated value of the low-value procurement for goods, services and works which will be implemented by collecting bids from several bidders, by comparing the received bids using either the lowest price criterion or the MEAT (most economically advantageous tender) criterion.

The collecting of bids referred to in paragraph 1 of this Article shall be carried out upon the request for submission of bids of the contracting authority, which shall include the information contained in Form 1.

The contracting authority shall submit the request referred to in paragraph 2 of this Article to bidders by fax, email or otherwise

Article 5

The Minutes on receipt, review, assessment and evaluation of bids shall be drawn up on Form 2.

The notification on the outcome of the procedure shall be drawn up on Form 3.

Article 6

Forms 1, 2 and 3 of this Rulebook shall constitute an integral part thereof.

Article 7

This Rulebook shall enter into force on the day of its publication in the Official Gazette of Montenegro.

No 07-12199/1
Podgorica, 24 July 2017.godine

MINISTER

Darko Radunović

Contracting authority _____
 No _____
 Date _____

Pursuant to Article 30 paragraph 4 of the Public Procurement Law (Official Gazette of Montenegro 42/11, 57/14, 28/15 and 42/17) and the Rulebook on Content of the Act and the Forms for Implementation of Low-value Procurement (Official Gazette ____), ____ (the contracting authority) hereby submits the

REQUEST FOR SUBMISSION OF BIDS FOR THE LOW-VALUE PROCUREMENT

I Information on the contracting authority

Contracting authority:	Contact person(s):
Address:	Zip code:
Head office:	Tax ID:
Telephone:	Fax:
E-mail address:	Internet page:

II Subject of procurement:

- goods
 services
 works

III Description of the procurement subject:

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IV Estimated value of procurement:

Estimated value of procurement with VAT included _____ €;

V Technical characteristics or specifications

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VI Method of payment

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VII Time limit for delivery of goods, execution of works, or provision of services:

VIII Criterion for selection of the most advantageous bid:

- The lowest price offered number of points
- The most economically advantageous bid, with the following sub-criteria:
 - the lowest price offered number of points
 - time of delivery of goods or execution of works or services number of points
 - quality number of points
 - running costs number of points
 - cost-efficiency number of points
 - technical and technological advantages number of points
 - program and degree of environmental protection, or energy efficiency number of points
 - after-sale service and technical assistance number of points
 - warranty period, type and quality of guarantees and guaranteed value number of points
 - provision of spare parts number of points
 - post-warranty maintenance number of points
 - aesthetic and functional characteristics number of points
 - _____ number of points

IX Time limit and method of bid submission

The bids shall be submitted on working days from _____ to _____ hours, no later than _____ (date) of _____ (year) until _____ hours.

The bids may be submitted in one of the following methods:

- directly to the registry office of the contracting authority at the following address _____.
- by registered mail with return receipt at the address _____.
- by electronic means at the following e-mail address _____.

X Time limit for adoption of a notification on the outcome of the procedure

XI Other information

Public Procurement Officer Authorized person of the Contracting authority

_____ stamp here _____

Contracting authority _____
No _____
Place and date _____

FORM 2

THE MINUTES
ON RECEIPT, REVIEW, ASSESSMENT AND EVALUATION OF BIDS
submitted upon the Request for submission of bids, no. _____ of _____ (date) for
the procurement of (*description of the procurement subject*)

The public procurement officer _____, having received the bids, acceded to the review, assessment and evaluation of the bids, on (*specify the date and year of commencement of the work*).

Upon the Request for submission of bids, within the time limit prescribed thereby, the bids of the following bidders were received, by the order of their receipt:

Title of the bidder	Seat of the company	Method of bid submission	Time of bid submission

Conditions and evidence prescribed by the Request for bid submission:

Review and assessment of bids:

Valid bids: (title of the bidder, the assessment of the facts and reasons for the assessment of bid validity in relation to the conditions provided for in the Request for bid submission).

Invalid bids: (title of the bidder, the assessment of the facts and reasons for the assessment of bid invalidity in relation to the conditions provided for in the Request for bid submission).

Evaluation of bids:

The public procurement officer performed the evaluation of valid bids in the following manner:

Using the lowest price criterion and:

- 1) The bid of the bidder _____, for the offered price of _____ euro/s, _____ point/s was/were awarded;
- 2) The bid of the bidder _____, for the offered price of _____ euro/s, _____ point/s was/were awarded;
- 3) ...

The most economically advantageous bid with the following sub-criteria:

- 1) sub-criterion 1 _____ number of points _____
- 2) sub-criterion 2 _____ number of points _____
- 3) sub-criterion 3 _____ number of points _____

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Total of 100 points

Ranking list of the bids in descending order:

Based on the average number of points awarded to the bids according to the prescribed criteria or sub-criteria, the following ranking list has been established, in descending order:

1. *(Title of the bidder)* a total number of the points awarded _____
2. *(Title of the bidder)* a total number of the points awarded _____
3. *(Title of the bidder)* a total number of the points awarded _____
4.

Proposal of the procedure outcome:

The public procurement officer, on basis of the ranking list of bids, proposes the following to the authorized person of the contracting authority:

- (title of the bidder) as the most advantageous bid for the offered price of _____ euro;
- suspension of the low-value procurement procedure.

Public procurement officer: _____ (*Name and surname*), _____ (*personal signature*);

Consentient to the proposal:

Authorized person of the contracting authority: _____ (*Name and surname*), _____ (*personal signature*).

List of Annexes:

Proposal of the Notification on the Outcome of the Low-value Procurement Procedure.

Contracting authority _____
No _____

FORM 3

Place and date _____

**NOTIFICATION ON THE OUTCOME
OF THE LOW-VALUE PROCUREMENT PROCEDURE**

I Information on the contracting authority

Contracting authority:	Contact person(s):
Address:	Zip code:
Head office:	Tax ID:
Telephone:	Fax:
E-mail address:	Internet page:

II Subject of procurement:

- goods
- services
- works

III Description of the procurement subject:

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IV Estimated value of the procurement:

Estimated value of procurement with VAT included _____ €;

V The outcome of the low-value procurement procedure is the following

- suspension of the procurement procedure or
- selection of the most advantageous bid
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VI Reasons for suspension of the procurement procedure:

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VII Ranking list of bids in the descending order:

Based on the average number of points awarded to the bids according to the prescribed criteria or sub-criteria, the following ranking list has been established, in descending order:

1. *(Title of the bidder)* a total number of the points awarded _____
2. *(Title of the bidder)* a total number of the points awarded _____
3. *(Title of the bidder)* a total number of the points awarded _____
4.

VIII Title of the bidder whose bid was selected as the most advantageous one:

Bidder:	Contact person:
Address:	Zip code:
City:	Tax ID:
Telephone:	Fax:
Electronic address (e-mail):	Internet page:

IX The price of the most advantageous bid

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X With the selected bidder, the contracting authority shall

- conclude a contract
- will implement the procurement in question on the basis of the invoice.

Public Procurement Officer

Authorized person of the Contracting authority

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