



NEŠTO VIŠE

**NESTO VIŠE CITIZENS' ASSOCIATION,
Trg Sabora Bosanskog br.36, 71000 Sarajevo**

Rulebook on Procurement and Grant Allocation

Pursuant to Article 20 of the Article of Association of "Nešto Više" Citizens' Association the Executive Director has enacted the following:

Rulebook on Procurement and Grant Allocation

Article 1

This Rulebook defines the standards and procedures which the "Nešto Više" Citizens' Association (hereafter UGNV) must meet when procuring goods, works and services (hereafter: Procurement), for purposes of project implementation and the functioning of the Association. Also, these regulations define the standards and procedures that must be met by UGNV when awarding grants (hereafter: grants).

Article 2

For the purpose of this Law, *procurement* means a process that involves selecting the best supplier, contracting with the most successful supplier, and full execution of contractual obligations. The procurement process is considered to have been completed when all obligations arising from the procurement contract have been executed.

For the purpose of this Law, *grant allocation* means a process that involves selection of a beneficiary of a grant, contracting with the beneficiary of the grant, and full execution of contractual obligations. The process of grant allocation is considered to have been completed when all obligations arising from the contracts on grants have been executed.

Article 3

UGNV shall perform all procurement and grant allocation in the manner ensuring a fair and transparent competitive contest. Accordingly, all steps in the procurement process or the grant allocation set out in Article 2 must be documented in writing, any document being certified by a competent and responsible persons from UGNV. This documentation must be fully available for inspection by auditors or representatives of the funding entities.

Article 4

Choosing the best supplier or beneficiary of a grant shall be made on the basis of pre-defined criteria, which will be clearly specified in the tender dossier for each individual procurement or grant allocation.

Article 5

When it comes to procurement, or grant allocation within the implementation of projects funded by funding entities, UGNV procedures of procurement and grant allocation shall respect the local laws, but the very methodology of procurement and grant allocation will be carried out in accordance with the procedures of funding entities that are valid at the time of signing a contract with the funding entities.

If particular donor/financier has no defined procedures and rules regarding procurement and/or grant awarding or in case of procurement and/or grant awarding from Association's funds, the Association will abide by local legislation.

Article 6

In accordance with the valid UGNV Rulebook on Accounting, Internal Accounting Controls, Accounting Policies and Financial Operations, the authorization to sign financial documents in the procurement process and grant allocation shall be defined in Financial Responsibility Matrix.

Article 7

A set of documents prescribed in procurement procedures and grant allocation procedures shall include the following:

- Tender documentation (public invitation, tender dossier, tenders/project proposals, documentation on the analysis of bids/project proposals and an evaluation report)
- Contracts with the most successful bidder/grant beneficiary
- Bank guarantees, if they are requested
- Documents evidencing the required quality of goods, services and works
- Documents on the delivery completed or the grant allocated (bills, statements, records)
- Invoices or payment requests
- Payment orders
- Any other relevant documentation

Article 8

The procurement process/grant allocation includes the following activities and persons responsible for their implementation.

Activity	Responsible persons	
<p>Updating the current procurement procedures/grant allocation in the event of the procedures having been defined by the funding entity.</p> <p>Updating the valid BiH procurement procedures/grant allocation in the event of the procedures not having been defined by the funding entity.</p> <p>Updating the valid BiH procurement procedures /grant allocation in the event of procurement/grant allocation from the own revenues of UGNV.</p>	Project Manager	A person authorized by the Executive Director (in the event of procurement/grant allocation from the own revenues of UGNV)
Planning the procurement process/grant allocation.	Project Manager	A person authorized by the Executive Director (in the event of procurement/grant allocation from the own revenues of UGNV)
Control of available funds and approval of the procurement/grant allocation.	Executive Director or Finance Director	
Preparation of documentation for the procurement process /grant allocation (drafting a public call and the tender dossier with technical descriptions and proposed text of the contract)	Project Manager	A person authorized by the Executive Director (in the event of procurement/grant allocation from the own revenues of UGNV)

Publication of tenders, issuing of tenders, receiving tenders and correspondence with the bidders until such time as a declaration of the most successful bidder/grant recipient is made.	A person authorized by the Executive Director, not a project manager	
Appointment of the Tender Committee consisting of President of the Committee, without voting rights, at least three members with voting rights, and the secretary without voting rights	Executive Director	
Review of the tenders/project proposal and drafting of the evaluation report	Tender Committee	
Preparation of contract documentation	Project Manager	A person authorized by the Executive Director (in the event of procurement/grant allocation from the own revenues of UGNV)
Signing a contract with the selected supplier/grant beneficiary	Executive Director and / or other person authorized in accordance with the Financial Responsibility Matrix or in accordance with donor's requirements	
Receipt and review of the validity of bank guarantees	A person authorized by the Executive Director	
Correspondence with contractors/grant beneficiaries during the contract execution	Project Manager	A person authorized by the Executive Director (in the event of procurement/grant allocation from the own revenues of UGNV)
Control over the execution of contractual obligations	Project Manager	A person authorized by the Executive Director (in the event of procurement/grant allocation from the own revenues of UGNV)
Receipt and review of the validity of the accounts/ request for payment	Finance Director	
Issuing orders for the payment to the finance department	Project Manager	A person authorized by the Executive Director (in the event of procurement/grant allocation from the own revenues of UGNV)
Control of completeness and validity of financial documents for payment	Financial Director or the Executive Director	
Paying to the contractor/grant beneficiary	A person authorized by the Executive Director	

Archiving and storage of original financial documents in accordance with the rules of the funding entity, in accordance with the valid legislation of Bosnia and Herzegovina	A person authorized by the Executive Director
Filing and keeping the original tender documentation in accordance with the rules of the funding entity, in accordance with the valid legislation of Bosnia and Herzegovina	Project Manager

Appointment of certain persons in charge and / or individual members of tender committee will be defined by the decisions of the Executive Director of the Association.

Article 9

Procurements up to 5,999.99 BAM (in accordance with Operational Procedures) are carried out directly by the appropriate staff of the Association managing the funds, with due diligence, while ensuring a balance between quality and price. For procurements ranging from 1,000 to 5,999.99 BAM, the process of finding suppliers must be documented (e.g., a screenshot of a website, an official note of a telephone conversation, etc.).

In these procurements, the following factors should be considered: price, supplier reliability, product/service quality, supplier location, and delivery time, with the most relevant criterion at that moment being prioritized.

Article 10

This Rulebook shall take effect on the seventh day from the date of its adoption.

Article 11

This Rulebook shall be regularly updated to reflect current policies and procedures, and its amendments shall be made in the manner and following the procedure for its adoption.

In Sarajevo, Dec 31, 2020

Number: 50-sa-20



Aleksandar Bundalo
Executive Director

