

05 Annex - Public Procurement

29. METHOD OF PUBLIC PROCUREMENT RECORD KEEPING

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GOVERNMENT OF MONTENEGRO
Public Procurement Directorate

STANDARD FORM
Article 84. of the Public Procurement Law

METHOD OF PUBLIC PROCUREMENT RECORD KEEPING

This act shall lay down the contents of the standard forms for the public procurement record keeping, which are attached to this act and are its integral part.

I FORM

In the appendix of this act there are:

Form A for submitting data on awarded public contracts;

Form B for submitting data on awarded public contracts of low value.

II FORM A

The data on contracts concluded in the open procedure, restricted procedure, negotiated procedure without prior publication of the contract notice, negotiated procedure with prior publication of the contract notice, framework agreement, as well as the data on the contracts awarded by the design contest, are entered in the form A for submitting data on awarded public contracts, in the year for which the report is being prepared.

The contracting authority shall enter the following data into the form A for submitting data on awarded public contracts:

- type of procedure,
- type of subject-matter of the contract,
- subject-matter of the contract,
- description of the subject-matter of the contract,
- public contract value (estimated value, contracted value without VAT, contracted value with VAT),
- date of contract conclusion,
- name of the selected bidder,
- identification number of the selected bidder,
- number of received bids,
- number of rejected bids.

II FORM B

The contracting authority shall enter the data on all awarded contracts of low value (shopping method) without VAT, separately for goods, services and works, in the form B for submitting data on awarded public contracts of low value.

IV SIGNING OF THE ANNEXES

Forms A and B must be signed by the responsible person and submitted in writing to the Public Procurement Directorate and at the

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same time they must be submitted to the Public Procurement Directorate on a compact disk or by electronic mail.

V. COMPLETION OF THE FORM A ON THE AWARDED PUBLIC CONTRACTS

V.I FORM HEADING

Activity code is a five-digit label for the activity provided for by the Law on the Classification of the Activities and the Register of the Classification Units ("Official Gazette of Federal Republic of Yugoslavia", 31/96, 34/96, 12/98, 59/98 and 74/99) which is determined by the Statistical Office of Montenegro for the contracting authority in question.

Identification number is an eight-digit label which is determined by the Statistical Office of Montenegro for the contracting authority in question.

Tax and identification number is a nine-digit label which is determined by the Tax Administration of Montenegro for the contracting authority in question.

V.II. DATA ON THE TYPE OF PROCEDURE AND THE SUBJECT-MATTER OF THE CONTRACT

The contracting authority shall enter the data on the type of procedure and the subject-matter of the contract into columns II, III, IV and V of the Annex.

The column II (type of procedure) shall contain one of the following numbers:

- 1 – open procedure (Article 20 of the Public Procurement Law)
- 2 – restricted procedure (Article 22 of the Public Procurement Law)
- 3 – negotiated procedure without prior publication of the contract notice (Article 23 of the Public Procurement Law)
- 4 - negotiated procedure with prior publication of the contract notice (Article 24 of the Public Procurement Law)
- 5 – framework agreement (Article 25 of the Public Procurement Law)
- 6 – award of the public contract by design contest (Article 75 of the Public Procurement Law).

The column III (type of the subject-matter of the contract) shall contain one of the following numbers:

- 1 – goods
- 2 – services
- 3 – works

The column IV (subject-matter of the contract) shall contain:

- If the subject-matter of the contract is goods (the column III contains number 1) then the column IV shall contain one of the following numbers:

- 01 consumables (for performance of the activities, for maintenance of facilities, office and computer supplies, means for washing and cleaning, general small inventory, paper products, etc.)
- 02 food, provisions
- 03 technical equipment for performance of activities (devices, machines, appliances, machinery etc.)
- 04 office and other equipment in the facilities
- 05 computer equipment (hardware and software)
- 06 vehicles
- 07 construction (installation) materials, equipment and machinery
- 08 fuels and lubricants
- 09 working and protective clothing and equipment
- 10 other goods
- 11 goods in the field of water management
- 12 goods in the field of power supply
- 13 goods in the field of telecommunications
- 14 goods in the field of transport

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- If the subject-matter of the contract is services (the column III contains number 2) then the column IV shall contain one of the following numbers:

- 01 maintenance and repair services
- 02 land transport services (except rail transport services for which the label 19 shall be entered) including transport services in armored cars, courier services, except for the transport of mail
- 03 services of air transport of passengers and goods, except for the transport of mail
- 04 land and air transport of mail (except for the rail transport services for which the label 19 shall be entered)
- 05 telecommunication services except for the services of voice telephony, radio telephony, paging and satellite services
- 06 financial services – insurance services
- 07 financial services – banking and investment services, except procurement of financial services related to issuance, sale, purchase or transfer of securities or other financial instruments and services provided by the Central Bank of Montenegro
- 08 computer services and related equipment
- 09 research and development services, except the public procurement of services in the field of research and development of which the result of research is not used exclusively by the contracting authority for its own purposes, provided that the contracting authority in question pays the complete price of the offered services
- 10 accounting, auditing and book-keeping services
- 11 services in the field of market research and public opinion surveys
- 12 management consulting services, except for arbitration and settlement services and related services
- 13 architectural services, engineering services, urban planning and landscape architecture; technical testing and analysis
- 14 advertising services
- 15 cleaning services of the buildings and management services of real estate
- 16 publishing and printing services on the basis of the fees or the contract
- 17 services of removal of waste water and waste, sanitary services, etc.
- 18 hotels and restaurants services
- 19 rail transport services
- 20 waterways transport services
- 21 additional and auxiliary transport services
- 22 legal services
- 23 services in relation to staff
- 24 investigative services and security services, except for security services of transport in armored buses
- 25 educational services and services of professional training
- 26 health and social services
- 27 services in the field of culture, recreation and sport
- 28 other services
- 29 services in the field of water management
- 30 services in the field of power supply
- 31 services in the field of telecommunications
- 32 services in the field of transport

- If the subject-matter of the contract is works (the column III contains number 3) then the column IV shall contain one of the following numbers, that are:

For general works in the building construction area:

- 01 general works in the building construction area (with no particular specifications)
- 02 adaptations, recoveries, reconstructions and demolitions

For construction of buildings or parts of buildings:

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<p>03 construction-handicraft works, <i>(preparatory works, earth works, concrete and reinforced concrete works, metal works, building works, steel structure, isolation works, carpentry works, coverage works, tinsmith works, locksmith works, carpenter works, stone works, ceramics works, parquet works, paint works, suspended ceilings, facade works)</i></p> <p>04 other specialized activities associated with construction works</p>
<p>For civil engineering: construction of roads, bridges, railroads etc.:</p>
<p>05 general works in the civil engineering area, 06 earth works, 07 construction of bridges, tunnels, and panes 08 hydroelectric works and regulation of water (rivers, canals, ports, tributaries, narrow bays and dams) 09 construction of roads, railways, airports and sports facilities, 10 specialized construction work related to water (irrigation, land drainage, water supply, disposal of waste water, sewage, etc.) 11 other construction works and works of special professions</p>
<p>For building installation:</p>
<p>12 general industrial works, 13 water supply and sewerage installation, 14 electrical installation, 15 termo-technical installation</p>
<p>For final construction works:</p>
<p>16 final general building works, 17 interior works, 18 works on the arrangement of the field, 19 other finishing and additional building works</p>
<p>For construction:</p>
<p>20 in the field of water management 21 in the field of power supply 22 in the field of telecommunications 23 in the field of transport</p>
<p>The column V (description of the subject-matter of the contract) shall be filled out only in cases where the column IV contains the following numbers:</p>
<p>10 – other goods 28 – other services 04 - other specialized activities associated with construction works 19 - other finishing and additional building works, and they shall also be described by the words subject-matter of the contract.</p>
<p>Description of the subject-matter of the contract may contain no more than 20 characters (a brief description).</p>

V.III DATA ON THE PUBLIC CONTRACT VALUE

The contracting authority shall enter the data on the public contract value into the columns VI, VII and VIII. The amounts in the columns shall be entered in euro.

The column VI (entered value) shall contain the estimated value of public contract without VAT as provided for by the Decision on initiation of the procedure (Article 28 of the Public Procurement Law).

The column VII (contracted value without VAT) shall contain the value to which the contract is concluded without VAT.

The column VIII (contracted value with VAT) shall contain the value to which the contract is concluded with VAT.

V.IV DATA ON THE SELECTED BIDDER

The contracting authority shall enter the data on the selected bidder into columns IX, X and XI.

The column IX (contract conclusion date) shall contain the date on which the contract was concluded between the contracting authority and the bidder.

The column X (name of the selected bidder) shall contain abbreviated name of the company, that is the name and the seat of the bidder with whom the contract is concluded.

The column XI (identification number) shall contain:

- An eight-digit identification number of the selected bidder, in case that the bidder is from Montenegro,
- Name of the state where the seat of the selected bidder is, in case that the bidder is not from Montenegro (foreign bidder).

V.V DATA ON THE NUMBER OF RECEIVED BIDS

The column XII shall contain the number of received bids.

The column XIII shall contain the number of rejected bids.

VI COMPLETION OF THE FORM B FOR SUBMITTING THE DATA ON AWARDED CONTRACTS OF LOW VALUE (SHOPPING METHOD)

VI.I FORM HEADING

Activity code is a five-digit label for the activity provided for by the Law on the Classification of the Activities and the Register of the Classification Units ("Official Gazette of Federal Republic of Yugoslavia", 31/96, 34/96, 12/98, 59/98 and 74/99) which is determined by the Statistical Office of Montenegro for the contracting authority in question.

Identification number is an eight-digit label which is determined by the Statistical Office of Montenegro for the contracting authority in question.

Tax and identification number is a nine-digit label which is determined by the Tax Administration of Montenegro for the contracting authority in question.

VI.II. DATA ON THE SUBJECT-MATTER, NUMBER AND TOTAL VALUE OF THE LOW-VALUE CONTRACTS

The contracting authority shall enter the data on the subject-matter, number of procedures and total value of low-value public contracts (shopping method) into the columns II, III and IV of the annex.

The column II (type of the subject-matter of the contract) shall contain:

- goods
- services
- works

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The contracting authority shall enter the number of all low-value public procurement procedures for each type of the subject-matter of the contract, awarded in accordance with the Public Procurement Law, in the column III (total number of the low-value public procurement procedures). The data shall be entered on the right side of the column (right alignment).

The contracting authority shall enter the total value of all low-value public procurement procedures for each type of the subject-matter of the contract, awarded in accordance with the Public Procurement Law, in the column IV (total value of the low-value public procurement procedures). The amounts shall be entered in euro.