



Internal Purchase Rules

Approved by the General Assembly held in Termoli (Italy) on 08/02/2018

On the basis of the Public Procurement Act (Official Gazette No.120 / 2016. Art. 12 and 15, Republic of Croatia) The Assembly of the Adriatic Ionian Euroregion, at its meeting held on February 8th 2018 brings rules on simple procurement of goods, services and works:

REGULATION OF SIMPLE PROCUREMENT PROCEDURES FOR GOODS, WORKS AND SERVICES

I - Subject and contents of the Ordinance Article

Article 1.

1. In order to respect the basic principles of public procurement and legal, dedicated and purposeful use of funds shall be passed this ordinance which regulates procedures simple procurement of goods, works and services, to values that are not subject to the Law on public procurement:

1. procurement procedures for goods and services estimated value of 25.000 €
2. procurement procedures of works estimated value of up to 65.000 €.

II - Prevention of conflicts of interest

Article 2.

The client is obliged to take appropriate measures to effectively prevent, identify and eliminate conflicts of interest in connection with the procedure simple purchase.

III - Principles of procurement

Article 3.

Procurement procedures regulated by this ordinance are based on the following basic principles:

- Rational and efficient use of budgetary funds, the principle of free movement of goods, the principle of freedom to provide services, the principle of freedom of the meeting, the principle of competition, the principle of equal treatment, the principle of non-discrimination, the

principle of mutual recognition, the principle of proportionality and the principle of transparency.

IV - Start and preparation process of simple procurement whose estimated value is less than 5.000 €

Article 4.

Procurement of works, goods and services estimated value of less than 5.000 € shall be carried out by issuing a purchase order one economic entity. The President signs the Purchase Order and in his absence or inability other person authorized to represent the Association. Depending on the object of procurement, we can conclude the contract. The order must contain at least the following information, name and address of the contracting authority, the name and address of the supplier / contractor, purchase order number, item orders, order value, maturity, signature of the President or other person authorized to represent the Association. Issued purchase orders and contracts are required to keep records.

V - The preparation and implementation process simple procurement whose estimated value is equal to or higher than 5 000 €

Article 5.

Process simple procurement whose estimated value is equal to or higher than 5 000 € and less than 20.000 € begins with the decision on the commencement of simple purchase by enacting the association's president. Preparation and implementation of simple purchase of the estimated value of more than 5.000 € but less than 20.000 € shall be carried out by making a call for tenders to address at least three (3) economic entity, in a manner that allows proving that it has been received by the economic operator (delivery, return receipt e-mail, sending a report of the successful fax, etc.) The invitation to tender must include; information about the contracting authority, registration of procurement, cost estimate, the estimated value of procurement, the criteria for the selection of offers, conditions and requirements that bidders must meet (if required), the deadline for submission of tenders, a method for delivering offers (in a verifiable way: e-mail, fax, personal delivery, mail, etc.), address to which tenders should be submitted, and details of the person to contact.

Article 6.

The deadline for submission of tenders shall not be less than five (5) days of the invitation to tender.

Article 7.

In order to select the bidder, 1 (one) received offer that meets all the required conditions of the client is sufficient.

Article 8.

The President makes a decision to select or cancel a procedure which has to be submitted to each bidder in a provable way. Simple procurement whose estimated value is equal to or greater than 5.000 € is being carried out by issuing a purchase order or conclusion of a contract with the selected operator.

In exceptional cases, depending on the nature of the procurement and the level of competition, the contracting authority may conduct the invitation to tender one economic entity in the following cases:

- when it requires technical and artistic reasons, with the protection of exclusive rights on the basis of exclusive rights on the basis of specific laws and regulations;
- for procurement of consulting services, conservation services and expert;
- when necessary for the performance of services or works for the completion of the initiated, and related functional or geographical units;
- in the case of the implementation of procurement that requires urgency;

VI - Preparation and implementation process simple procurement estimated value equal to or greater than 20.000 €.

Article 10.

The method of simple procurement estimated value equal to or greater than 20 000 € begins with the decision on the commencement of a simple purchase bringing by the President. Preparation and implementation process of simple purchase is equal or greater than 20.000 € and carried out by a panel comprising the President and two (2) members of the Executive Committee elected by the Executive Committee for each procedure. The Council shall prepare and implement procedures, defines a proposed decision on the selection or Decision on cancellation of the procedure on the basis of the review and assessment of the offer.

Article 11.

The procedure of simple procurement estimated value equal to or greater than 20.000 € is carried out by the invitation to tender which reference is made to address at least three (3) economic operators or publishing an invitation to tender (in the daily newspaper or through an Internet portal intended for advertising) at the same time sending the invitation to tender, the invitation is published on the website of the Association. The invitation to tender shall contain details of the contracting authority, a description of the procurement, cost estimate, the estimated value of procurement, the criterion for the selection of offers, conditions and requirements that bidders must meet (if required), the deadline for submission of tenders (date and time), way submission of tenders, adress to which tenders are submitted, the date of publication on the website and details of a contact person for questions of purchase.

Article 12.

The deadline for submission of tenders shall not be less than eight (8) days from the date of referral, or the publication of calls for tenders.

Article 13.

The tender shall be submitted in a sealed envelope, and must contain at least the name of the bidder, the name of the procurement and the number of purchases, and an indication "do not open". To select offers, 1 (one) received offer that meets all the required conditions of the client is sufficient.

Article 14.

Opening of tenders is carried out by at least two (2) members of the council from the Article 10 of these Regulations, within five (5) days of the deadline for submission of tenders and they make a report about that.

Article 15.

The examination and evaluation are being performed by the Council from Article 10 of this Regulation under the terms and requirements of the invitation to tender and they make a report.

Article 16.

The bid selection decision or the decision about cancellation of procedure of the simple purchase estimated value more than 20.000 € is taken by the Executive Board on the results of examination and evaluation. The decision on the selection of bids shall contain: data for the contracting authority, the name of the bidder whose bid is selected, the object of procurement, price of the tender selected without VAT, the exclusion of the bidder, the reasons for the rejection of tenders, the date of the decision on the selection and signature. The decision about cancellation of the procedure must contain: data on the client, the object of procurement, a cancellation notice, explanation of the reasons cancellation, the date of adoption and signature. The Executive Committee will cancel the simple purchase estimated value equal to or greater than 20.000 € for reasons specified in the Public Procurement Act.

Article 17.

The deadline for making a decision on the selection of the winning bid or decisions on the cancellation of the procurement is 15 (fifteen) days from the deadline for submission of tenders. By publishing the decisions on the selection of the most favourable bid or its delivery performed in a verifiable manner, the customer meets the requirements for the conclusion of a simple procurement.

VII - The reasons for exclusions, conditions and abilities guarantees

Article 18.

For simple procurement estimated value equal to or greater than 5.000 €, the contracting authority may specify the reasons for exclusions and conditions of the tenderer, the application of the Public Procurement Act, and in this case the bidders can deliver requested

documents in uncertified copies. For simple procurement estimated value equal to or greater than 5.000 €, the contracting authority may require economic operators to seek bid guarantee, a guarantee for the proper performance of the contract, the warranty for removal of defects within the warranty period to which the provisions of the Public Procurement Act are applied appropriately.

VIII - Criteria for the selection of offers

Article 19.

Criteria for selection offer is the lowest price or the most economically advantageous offer. If the criterion is the most economically advantageous offer, beside the price criteria, the criteria that include quality, technical merit, aesthetic and functional characteristics, environmental characteristics, delivery date and delivery time or deadline of execution can also be used. In the record of the examination and evaluation is necessary to explain the selected offer.

IX - Transitional and Final Provisions

Article 20.

These Regulations will be published on the website of the Association and will enter into force upon its adoption.

Termoli, 08/02/2018

President

Nikola Dobroslavić