

INTERNAL INSTRUCTIONS

**QUESTIONNAIRE ON IMPLEMENTATION OF THE ANTI-CORRUPTION METHODOLOGY
FOR THE PERIOD 1 JANUARY - 31 DECEMBER OF THE YEAR _____**

NO	QUESTION	ANSWER				EXPLANATION AND PROOFS (on a sample of 10% of the implemented procedures or concluded contracts)
		YES	Y/N	NO	N/A	
	The Public Procurement Plan was drawn up on the prescribed form within the time limit stipulated by the Public Procurement Law	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	A copy of the Public Procurement Plan
	Planning of the subject of public procurement was conducted in accordance with the CPV (Common Procurement Vocabulary) and the type of goods, services or works were determined in an objective manner in relation to technological and functional characteristics, purpose and properties	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	A copy of the Public Procurement Plan
	The approval to the Public Procurement Plan was obtained from the competent authority	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	A copy of the approval to the Public Procurement Plan
	The Public Procurement Plan was timely submitted to the competent authority for purpose of its publication at the Public Procurement Portal	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	A proof of timely submission
	The Public Procurement Plan and its changes and/or amendments were published at the Public Procurement Portal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Address of the Internet page where the Public Procurement Plan was published
	There is a written procedure (an internal act) on conducting of the public procurement procedure by a direct agreement	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	The reference number and date of the act or a copy of its front page
	There has been conducted an internal control of total annual value of planned and realized public procurement by use of the direct agreement in relation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Report or statement on conducted control

	to restriction of the executed budget of the contracting authority in the previous year, referred to in Article 30 of the Public Procurement Law					
	By conducted internal control of total annual value of realized public procurement by using direct agreement, it was established that the restriction of the executed budget of the contracting authority in the previous year, referred to in Article 30 of the Public Procurement Law, was not exceeded	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Report or statement on conducted control containing visible financial indicators
	For all subjects of public procurement with estimated value exceeding EUR 5,000, an appropriate public procurement procedure was conducted in accordance with the provisions of the Public Procurement Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Codes and date of publication, copies of notices on public procurement procedures from daily newspapers
	Time limits for submission of bids or applications for qualification are in accordance with the Public Procurement Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the contract notice or tender documentation containing the time limit
	In cases when the preparation of a bid or an application for qualification required review of an extensive tender documentation or site visits, especially when it comes to public contracts of a high estimated value, as well as the complex technical characteristics or specifications, the foreseen time limit for submission of bids or applications was longer than the one prescribed by the Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the contract notice or tender documentation containing the time limit
	In public procurement procedures where the time limit was shortened due to urgency reasons, the contract notice or tender documents contain an objective justification for those reasons of urgency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the contract notice or tender documentation containing justification for the reasons of urgency
	At least one public procurement officer holding an university degree and having passed a professional examination participated in preparation and conducting of a public procurement procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy or a reference to the decision on appointment of that person to the position of a public procurement officer
	The Commission for Opening and Evaluation of Bids was appointed in accordance with the Public Procurement Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy or a reference to the decision and internal decisions on appointment of members of the Commission

The public procurement officer was regularly sent to professional development and education in public procurement field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy or a reference to the certificate on attending the professional development and training and decision on appointment of the person to the position of a public procurement officer
The statement made by the authorized person on non-existence of conflict of interest has been published at the Internet page of the contracting authority	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Address of the Internet page where the statement was published
The statements of all officials involved in the public procurement procedure on the absence of conflict of interest are disclosed in the tender documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of parts of tender documents containing those statements
The market research was conducted before initiation of a public procurement procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of received non-binding bids or some other proof that the market research was conducted
The financial means were provided in full before the start of a public procurement procedure, unless otherwise determined in accordance with the provisions of the Public Procurement Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of budget or financial plan
The approval from the competent authority on fulfillment of legal condition before conducting of each negotiated procedure with or without prior publication of contract notice obtained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of approval by the competent authority
There is a written procedure (an internal act) on handling the confidential data and on receipt and securing the confidentiality of bids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reference number and date of the act or a copy of its front page
A consolidated version of the text of tender documents was made or there were clearly indicated the parts which were modified and or/amended in relation to the basic text, in case that the changes and/or amendments to tender documents were made	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of front pages of tender documents or their parts from which it could be seen that it is a consolidated text or that the changes and/or amendments are clearly indicated
The control of the calculation error was performed in all public procurement procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the Minutes on review, assessment and evaluation of bids
The guarantee in the amount up to 2% of the estimated value of public procurement was required in all public procurement procedures with estimated value exceeding EUR 30,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of parts pf tender documents containing that requirement

Opening of bids is conducted immediately after expiry of the deadline for bid submission, and no later than an hour after that deadline expired	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of the Minutes on opening of bids
The Minutes on public opening of bids submitted to all bidders within the period prescribed by the Public Procurement Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of delivery notes or some other proof that the Minutes were submitted to the bidders
Authorized persons of the contracting authority who prepared technical characteristics or specifications are not the same persons performing review, assessment and evaluation of bids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy or reference to the internal decisions on appointment of officials who prepared technical characteristics, as well as of the officials performing review, assessment and evaluation of bids
Decision on selection of the most advantageous bid is published at the Public Procurement Portal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Address of the Internet page where the decision on selection of the most advantageous bid is published
All bidders who requested so were allowed to, after submission of the decision and until expiry of the date for filing an appeal, realize their right to have an insight into documentation pertaining to the public procurement procedure and the submitted bids, except for the data marked as confidential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of requests for insight and a confirmation that the insight was performed
The compensation of a damage in the amount of 10% of the value of the bid was requested in case that the bidder whose bid was selected as the most advantageous one rejected to conclude a public procurement contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of the required damage compensation
The public procurement contract was concluded in accordance with the terms prescribed in tender documents and the selected bid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies or references to documentation on conducted procedures and copies or references to the contracts
In concluded public procurement contracts with estimated value above EUR 30,000,00 a guarantee for good execution of a contract was submitted in the amount foreseen by the tender documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of the guarantees
The concluded public procurement contract with estimated value above EUR 30,000.00 contains a clause on penalties for the case of exceeding the deadline and/or rewards for completion before expiry of the agreed schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies or references to the contracts, the article containing these clauses should be indicated

Each public procurement contract contains anti-corruption clause	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies or references to the contracts, the article containing these clauses should be indicated
Established records on concluded public procurement contracts and framework agreements	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	A copy of the records
The records on concluded public procurement contracts and framework agreements are updated regularly, at least once in a quarter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the records
The records on concluded public procurement contracts and framework agreements are published at the Public Procurement Portal/Internet pages of the contracting authority	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Addresses of the Internet pages where the records were published
Established records on concluded public procurement contracts on basis of exclusions of application of the Public Procurement Law	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	A copy of the records
The records on concluded contracts on basis of exclusions from application of the Public Procurement Law are updated regularly, at least once in a quarter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the records
The records on concluded contracts on basis of exclusions from application of the Public Procurement Law are published at the Internet pages of the contracting authority, except for the contracts marked as confidential in accordance with the Law	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Address of the Internet page where the records were published
The officers of the contracting authority who performed review, assessment and evaluation of bids are not the same persons who monitor and control implementation of the contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies or references to internal decisions on appointment of the officers who perform review, assessment and evaluation of bids as well as of the officers who monitor implementation of the contracts
All documents pertaining to a public procurement procedure are kept for at least five years, or three years for the procurement procedures whose estimated value is up to EUR 15,000.00, since the procedure is completed, in accordance with the Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy or reference to the procedure's acts
A report on conducted public procurement procedures and concluded contracts with all prescribed data is submitted to the competent authority by 28 February	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	A copy or reference to the report, delivery note or some other proof of timely submission

INSTRUCTION FOR FILLING OUT THE QUESTIONNAIRE:

The Questionnaire is filled out on basis of the data from initiated and completed public procurement procedures in the year the Questionnaire refers to as well as the procedures carried forward from the previous years, but ended in the year to which the Questionnaire refers. Upon completion of the Questionnaire, the procedures conducted by another contracting authority in the name and on behalf of the contracting authority filling out the Questionnaire, on basis of the authorization in accordance with the Public Procurement Law, shall not be taken into account.

All the questions in the Questionnaire shall be answered by typing [X] into the appropriate column.

If in 95% of all cases the answer to a question can be positive, a mark [X] shall be entered in the column YES.

If in 90%-95% of all cases the answer to a question can be positive or partially positive, the mark [X] shall be entered into column Y/N.

If in less than 90% of all cases the answer can be partially negative or the answer is negative in all cases, the mark [X] shall be entered into column NO.

If the question is not applicable to the contracting authority, the mark [X] shall be entered into column N/A.

If the same proof is required in different questions, it should be submitted only once.

If three or more questions in the Questionnaire were answered by NO and/or Y/N, the contracting authority shall fill out the plan for removing irregularities (the Table) from the Annex 3 for each individual question.

**THE PLAN FOR REMOVING IRREGULARITIES
OBSERVED IN IMPLEMENTATION OF ANTI-CORRUPTION METHODOLOGY
FOR THE PERIOD 1 JANUARY - 31 DECEMBER OF THE YEAR _____**

Contracting authority:		
Question from the Questionnaire where a weakness or an irregularity were observed:		
Description of the irregularity with the cause analysis:		
[Describe the irregularity]		
The Plan for Removing Irregularities with accompanying activities and expected date of removal		
Activity	Expected date of removal	Responsible person
1.		[name and surname, position, organizational unit]
2.		
3.		