PROCUREMENT POLICIES AND PROCEDURES

This document was adopted by the Managing Board of the association
"Zdravo i Zeleno"

Procurement policies and procedures within the association **"Zdravo i zeleno"** are governed by the organization's internal acts, primarily the Financial Operations Policy and the Internal Procurement Procedures, in accordance with the applicable legislation of the Republic of Serbia and donor rules.

The association applies the principles of legality, transparency, cost-effectiveness, efficiency, and equal treatment of bidders. Procurements are planned on the basis of the approved project and annual budget, and each procurement must be directly linked to the planned activities and objectives of the project.

The procurement process includes the following steps:

1. **Procurement planning -** Procurements are defined through the project budget and the annual work plan. For each procurement, a statement of need and a value estimate are prepared.
2. **Collection of offers -** Depending on the value of the procurement, one or more comparable offers are collected (usually a minimum of three, where applicable), in order to ensure competitiveness and the rational use of funds.
3. **Evaluation of offers -** Offers are assessed on the basis of predefined criteria (price, quality, delivery time, references). The decision on the selection of the most favorable offer is made by the Managing Board or an authorized person, together with a justification and a selection record.
4. **Conclusion of a contract or issuance of a purchase order -** A contract is concluded with the selected supplier, or an official purchase order is issued.
5. **Monitoring of implementation and documentation -** The delivery of goods/services is verified, and all supporting documentation (offers, decisions, contracts, invoices, proof of payment) is archived in accordance with the rules of financial management and donor requirements.

Procurement procedures are carried out under the supervision of the Managing Board, while the Supervisory Board monitors the legality and correctness of financial operations and reports on this to the Assembly as the highest governing body.