PROCUREMENT RULES

Pursuant to the Statute of the Citizens' Association "ProForma", Belgrade, Vardarska 20, registration number 28029845, tax ID (PIB) 106883254 (hereinafter: the Association), the Management Board adopted these Rules at its regular session held on 12 February 2026, under number D-1/2026.

Article 1. Subject

These Rules govern the procurement of goods, services and works for the Association and for the projects it implements.

Where a contract with a donor sets stricter rules, the donor's rules apply.

Article 2. Principles

The Association procures in line with the following principles:

- **Best value for money:** the offer with the best price-quality ratio is chosen, which is not necessarily the cheapest.
- **Equal treatment:** all bidders receive the same information and the same deadlines.
- **Transparency:** every decision is recorded and can be verified.
- **Avoidance of conflict of interest:** no person with a personal interest takes part in the decision.

Article 3. Procedures by value

The value of a purchase is estimated in Serbian dinars (RSD), without VAT. The thresholds are aligned with Article 27 of the Serbian Law on Public Procurement, which does not apply to purchases of goods and services below RSD 1,000,000 or of works below RSD 3,000,000. Where that Law applies to a particular purchase, the Association follows it.

Estimated value	Procedure	Evidence kept
Up to RSD 300,000	Direct purchase with a market price check	Invoice
RSD 300,000 to 1,000,000 for goods and services, or up to RSD 3,000,000 for works	At least three written offers	Requests, offers, award decision
RSD 1,000,000 or more for goods and services, or RSD 3,000,000 or more for works	Written invitation to at least three bidders, with criteria set in advance; offers are evaluated by a committee of at least two members	Invitation, offers, committee minutes, decision, contract

Article 4. Exceptions

The three-offer requirement may be waived only where there is a single supplier on the market, where the purchase is urgent for reasons not caused by the Association, or where the donor contract allows it.

The reason is explained in a written note signed by the Association's representative.

Article 5. Conflict of interest

A conflict of interest exists where a person taking part in the procurement, or a person related to them, has a family, ownership, business or other personal link with a bidder.

A person in a conflict of interest reports it in writing without delay and withdraws from the procedure.

Members of the committee referred to in Article 3 sign a declaration of absence of conflict of interest.

Article 6. Decision and contract

The award decision is made by the Association's representative.

For purchases above RSD 300,000, a contract is signed or a purchase order issued, stating the subject, price, deadline and payment terms.

Article 7. Record keeping

Procurement records are kept with the project file for at least five years after the final payment, or longer where the donor contract or the law requires.

Article 8. Entry into force

These Rules enter into force on the day of adoption.

Number: D-1/2026

Belgrade, 12 February 2026

President of the Management Board

Dejan Masliković

Signed and stamped. The original is kept at the registered office of the Association.