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REPUBLIKA E KOSOVËS - REPUBLIKA KOSOVA - REPUBLIC OF KOSOVO			
QEVERIA - VLADA - GOVERNMENT			
MINISTRIA E FINANCËVE / MINISTARSTVO ZA FINANSIJE / MINISTRY OF FINANCE			
AGJENCIA QENDRORE E PROKURIMIT / CENTRALNA AGENCIA NABAVKE / CENTRAL PROCUREMENT AGENCY			
Mjësia Org. Org. Instance Org. Unit	AOP		Nr. Prot. Broj Prot. Prot. No.
Nr. I Faqeve Ish. Stranica No. Pages	1/23		Data : Datum : 27.02.2018
Prishtinë / a			

Republika e Kosovës
Republika Kosova - Republic of Kosovo
Qeveria –Vlada - Government
Ministria e Financave – Ministarstvo za Finansije – Ministry of Finance
AGJENCIA QENDRORE E PROKURIMIT
CENTRALNA AGENCIA NABAVKE / CENTRAL PROCUREMENT AGENCY

WORK REPORT OF THE CENTRAL PROCUREMENT AGENCY

1st January - 31st December 2017

February, 2018
Prishtina

CONTENT

- Legal Base
- Organisational Structure
- Directorate of Centralised Procurement
- Directorate of Special Procurement
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- Directorate of Finance and General Issues

LEGAL BASE

The Central Procurement Agency (CPA) is an executive agency that functions within the Ministry of Finance.

CPA is a Public Authority and Budget Organization within the Ministry of Finance and is subject to Laws and Regulations governing administrative matters. Based on the Law on Public Procurement in Kosovo No. 04 / L-042, Article 95, as amended and supplemented by Law No. 04 / L-237, Law no. 05 / L-068 and the Law No. 05 / L-092, the Central Public Procurement Agency is mandated as a central procurement body either at the central level (ministry) or at the local level (the municipality).

CPA, pursuant to Article 95, point 2 of the Law on Public Procurement No. 04 / L042 as amended and supplemented by Law No. 04 / L-237, Law No. 05 / L-068 and the Law No. 05 / L-092 and Administrative Instructions, upon the proposal of the Minister of Finance and approval of the list of common use items by the Government of the Republic of Kosovo, conducts procurement activities for centralized procedures. The Centralized Procedures shall be conducted in accordance with the legislation regulating public procurement issues in Kosovo and the Administrative Instruction approved by the Government for the list of common use items.

The procurement activities for centralized procedures will be conducted in close coordination between the Central Procurement Agency, the Ministry of Finance and the Contracting Authorities, which are users of the contracts under the list of common items.

The Central Procurement Agency is responsible for conducting the procurement procedures until the signing of the contract, while the contract management will be done by the Contracting Authorities that use these contracts. All monetary obligations arising from such contracts shall be paid by the Contracting Authorities from their budget codes.

The Central Procurement Agency has new competencies as a central body:

The CPA is responsible for carrying out the functions as foreseen under the Article 95 of the Law on Public Procurement in Kosovo (Law No. 04 / L-042), with regard to the development and implementation of centralized and specific procurement activities in the Republic of Kosovo, as follows:

- Carries out specific procurement activities for and on behalf of the contracting authorities, which will be carried out after a decision of the Minister of Finance (MF);
- Conducts centralized procurements for common use items, list of which will be adopted in the form of an Administrative Instruction under MF proposals and government approval;
- Performs procurement for any goods, works or services as requested by a contracting authority approved by MF;

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- Implements Article 21 / A of the Law No. 04 / L-042 on Public Procurement of the Republic of Kosovo, as amended and supplemented by Law No. 04 / L-237, Law No. 05 / L-068 and the Law No. 05 / L-092 respectively carries out procurements for 16 independent agencies with less than 50 employees who report to the Kosovo Assembly;
- Assisting contracting authorities at their request, during the implementation of procurement activities that are led by contracting authorities themselves at all stages of procurement activities.

Furthermore, the Central Procurement Agency assists any contracting authority in carrying out any procurement activity that is being carried out, following a relevant request from the concerned contracting authority.

ORGANISATIONAL STRUCTURE

General Director

Directorate of Centralised Procurement

- Sector of Centralised Procurement
- Sector of Work and Services

Directorate of Special Procurement

- Sector of Activities on behalf of the Contracting Authorities
- Sector of Procurement of Donations

Directorate of Finance and General Issues

- Director of Finance and General Issues;
- Senior Personnel Officer;
- Interpreters;
- Logistic Officer, and
- Assistant

Directorate of Centralised Procurement

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Scope and benefits:

- With centralized procurements, they get better prices i.e. the most useful contract for contracting authorities / requesting units as users of those contracts:
- Specifications for goods and services are standardized and this creates the possibility for many users of these contracts to be provided with quality of goods or services:
- The possibility of 'conflict of interest' situations is eliminated altogether since contracting parties and contract implementers are completely different and the implied or even supposed impact will be missed;
- The joint work (organized by the CPA) of many CA/Requesting Units in drafting technical specifications and in the bidding process enhances their professional preparation, security and self-confidence and exchange of experiences:
- The Centralized Procurement Directorate publishes all contracts (together with the winning bid) on the CPA web site is an example for all CAs for full transparency in relation to stakeholders and any other citizen:
- Complaint procedures will be more functional because instead of some unsatisfied Economic Operator complaints, only one complaint can be filed to a CPA proposal that saves the financial resources and other engagement of the CA staff.

The Central Procurement Agency, during the period from 01.01.2017 until 31.12.2017, successfully carried out the procurement activities, pursuant to the Law No. 04 / L-042 on Public Procurement of the Republic of Kosovo, as amended and supplemented by Law no. 04 / L-237, Law no. 05 / L-068 and the Law no. 05 / L-092 and Administrative Instructions approved by the Government of Kosovo, as follows.

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Table No. 1. Activities of the Centralised Procurement Directorate

Contract Title	Date of Contract Signature, Notice	Estimated value Vlera e	Contractor	On procedure	Type of Contract	Status
Cleaning Service Lot VII	17.01.2017	380,000.00	379,137.51		Framework Contract	Contracted
Cleaning Service Lot VIII	17.01.2018	550,000.00	544,694.91		Framework Contract	Contracted
Cleaning Service Lot IX	17.01.2017	1,230,000.00	1,219,814.64		Framework Contract	Contracted
Supply of Copy Paper - Lot I	04.08.2017	300,000.00	217,546.00		Framework Contract	Contracted
Supply of Copy Paper - LOT II	04.08.2017	200,000.00	152,112.25		Framework Contract	Contracted
Supply of Copy Paper - Lot III	04.08.2017	190,000.00	163,965.82		Framework Contract	Contracted
Supply of Copy Paper – Lot IV	04.08.2017	100,000.00	74,931.31		Framework Contract	Contracted
Supply of Copy Paper - Lot V	04.08.2017	130,000.00	72,202.62		Framework Contract	Contracted
Supply of Copy Paper - Lot VI	04.08.2017	190,000.00	97,731.31		Framework Contract	Contracted
Supply of Fuel, Lot I	17.11.2017	6,700,000.00	5,743,150.10		Framework Contract	Contracted
Supply of Fuel, Lot 2	17.11.2017	2,700,000.00	2,338,656.26		Framework Contract	Contracted
Supply of Fuel, Lot 3	17.11.2017	1,600,000.00	1,367,770.69		Framework Contract	Contracted
Supply of Fuel, Lot IV	11.12.2017	1,150,000.00	1,111,554.69		Framework Contract	

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Supply of Fuel, Lot V	11.12.2017					1,094,255.20	Framework Contract	Complaining phase
Supply of Fuel, Lot 6	11.12.2017					2,459,164.30	Framework Contract	Complaining phase
Rental Cars, 1/1, Cat. 1	24.10.2017	1,615,000.00	1,271,556.00				Framework Contract	Contracted
Rental Cars, 1/2, Cat.1	24.10.2017	1,615,000.00	1,238,952.00				Framework Contract	Contracted
Rental Cars,2/1, Cat.2	16.10.2017	2,350,000.00	2,336,004.00				Long Term Contract	Contracted
Rental Cars,2/2, Cat.2	16.10.2017	2,350,000.00	2,336,004.00				Long Term Contract	Contracted
Rental Cars, 3/1, Cat 3.	29.12.2017	1,287,000.00	1,281,749.04				Long Term Contract	Contracted
Rental Cars, 3/1, Cat 3.	29.12.2017					1,281,749.04	Long Term Contract	Complaining phase
Supply of Heavy Oil	03.11.2017	630,000.00	567,131.66				Framework Contract	Contracted
Supply of IT equipment	06.12.2017	N/A				6,000,000.00	Framework Agreement	Contract Notice
Photocopy and Priming Services	26.12.2017	N/A				8,500,000.00	Long Term Contract	Contract Notice
Supply of Office Stationery	27.12.2017	N/A				610,000.00	Framework Contract	Contract Notice
Total		25,267,000.00	22,514,664.81			19,945,168.00		

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Table No. 1

From the data presented in table No. 1 it is seen that the estimated value of contracts by contracting authorities that have submitted requests to the Central Procurement Agency for the conduct of procurement activities is **25,267,000.00 €** whereas the value of goods and services according to the value of contracts is **22,514,664.81 €**. During the development of procurement activities, funds were saved in the amount of **2,752,335.19 €** Expressed in percentage savings rate is **12.22%**.

Note: Only the signed contracts are included in this analysis.

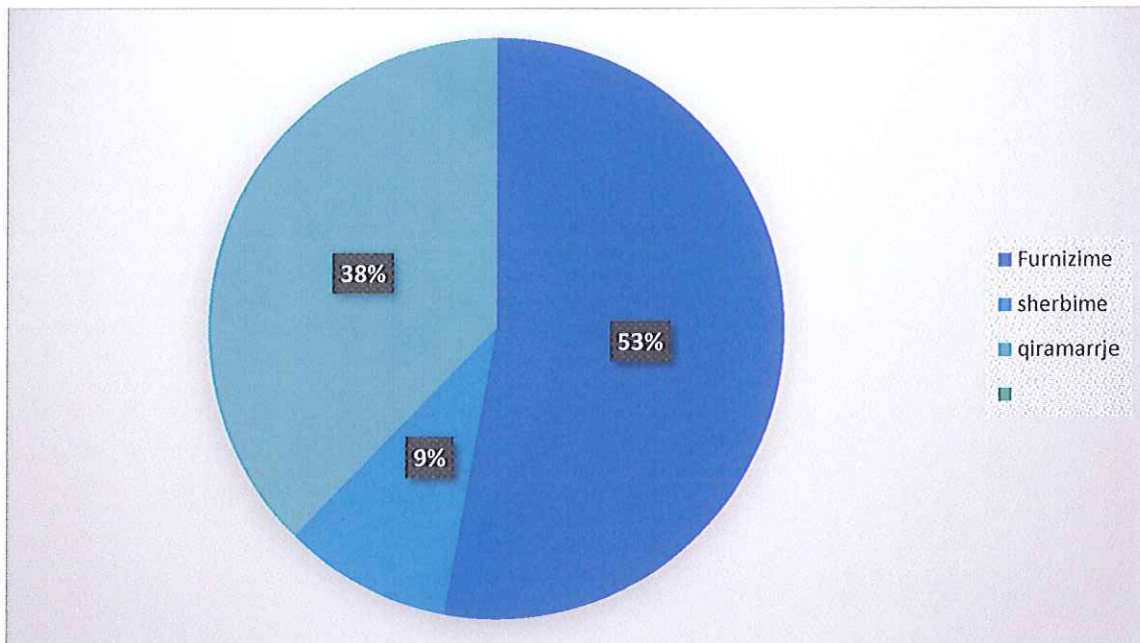
These budget savings results have been achieved thanks to the transparency and professional work that have been shown by the officials of the Central Procurement Agency during the conduct of procurement activities.

Graphic No. 1.

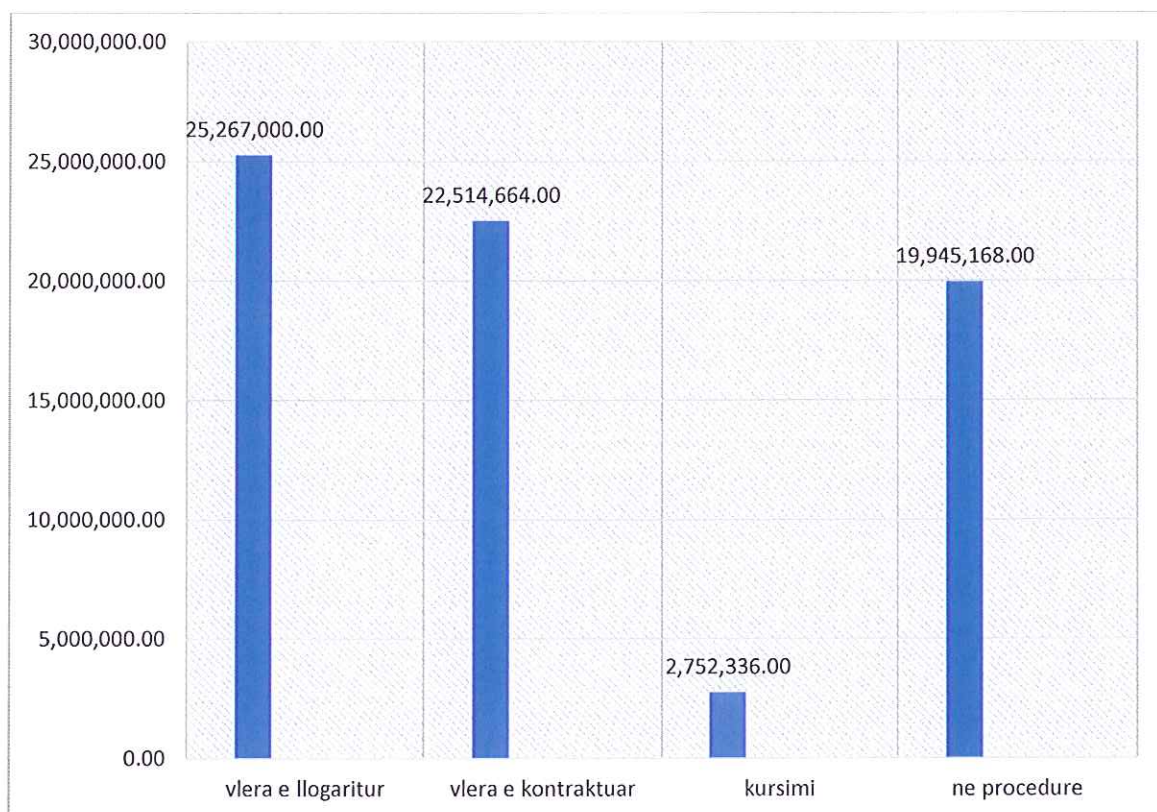
Graphic presentation of procurement activities according to the type of contract:

- Supply Contracts;
- Rental Contracts;
- Service Contract

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Graphic No. 2. Graphic of contracts presentation of the Central Procurement Directorate for 2017, estimated value, contracted value and savings



Directorate of Special procurement

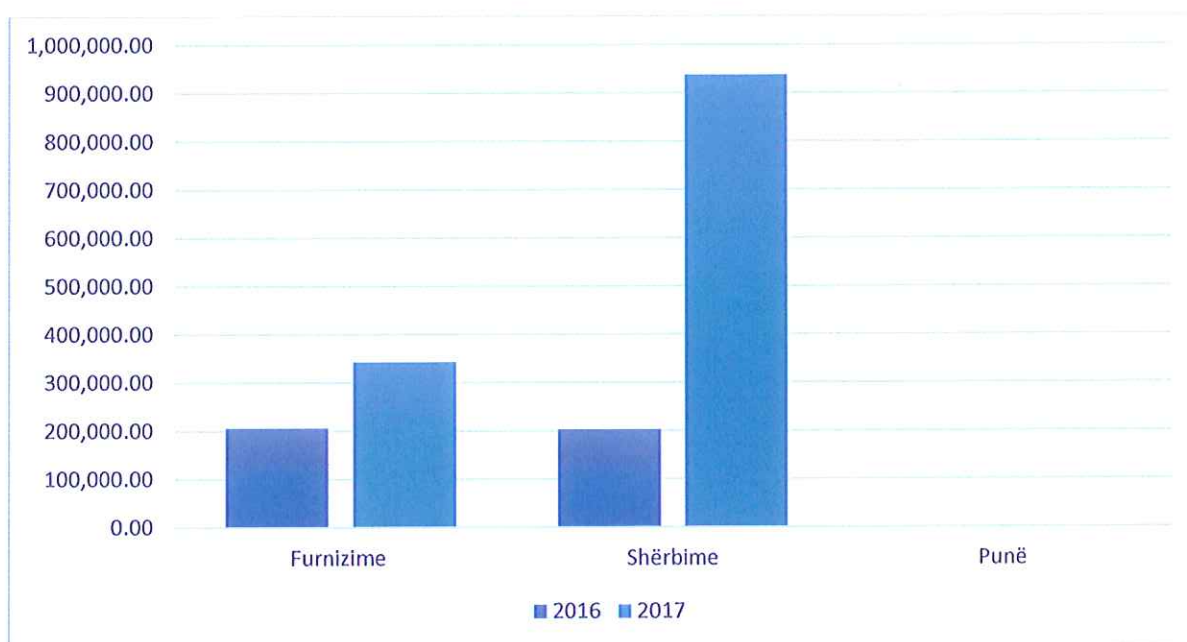
The Directorate for Special Procurement during the period from 01.01.2017 to 31.12.2017 has successfully carried out the activities and responsibilities for which is responsible. According to Article 95, paragraph 4 and Article 21 / A of the Law No. 04 / L-042 on Public Procurement of the Republic of Kosovo, as amended and supplemented by law no. 04 / L-237, Law no. 05 / L-068 and the Law no. 05 / L-092 we have developed a total of 74 procurement activities. In the absence of responsive bidding, 21 procurement activities were canceled. 13 procurement activities were re-tendered and at the request of Independent Agencies after cancellation for 8 procurement activities, there was no continuation of re-tender. 13 procurement activities have been divided into more than one lot. During the year 2017, 83 contracts were signed with Economic Operators.

Compared to the previous year 2016 where only 41 procurement activities were conducted in 20117, there was an increase in the number of procurement activities for **80.50 %**.

Table No.2

VALUE OF CONTRACTS BASED ON PROCUREMENT TYPES						
No.	Type of Procurement	Contract Value		Participation in %		Comparison of total values 2017/2016
		2016	2017	2016	2017	
1	Supply	206,034.27	343,125.87	50.40	26.76	
2	Services	202,745.67	937,768.35	49.60	73.13	
3	Work	0.00	1,440.07	0.00	0.11	
Total		408,779.95	1,282,334.29	100.00	100.00	213.70%

Graphic 3: Value of Contacts by Procurement Types



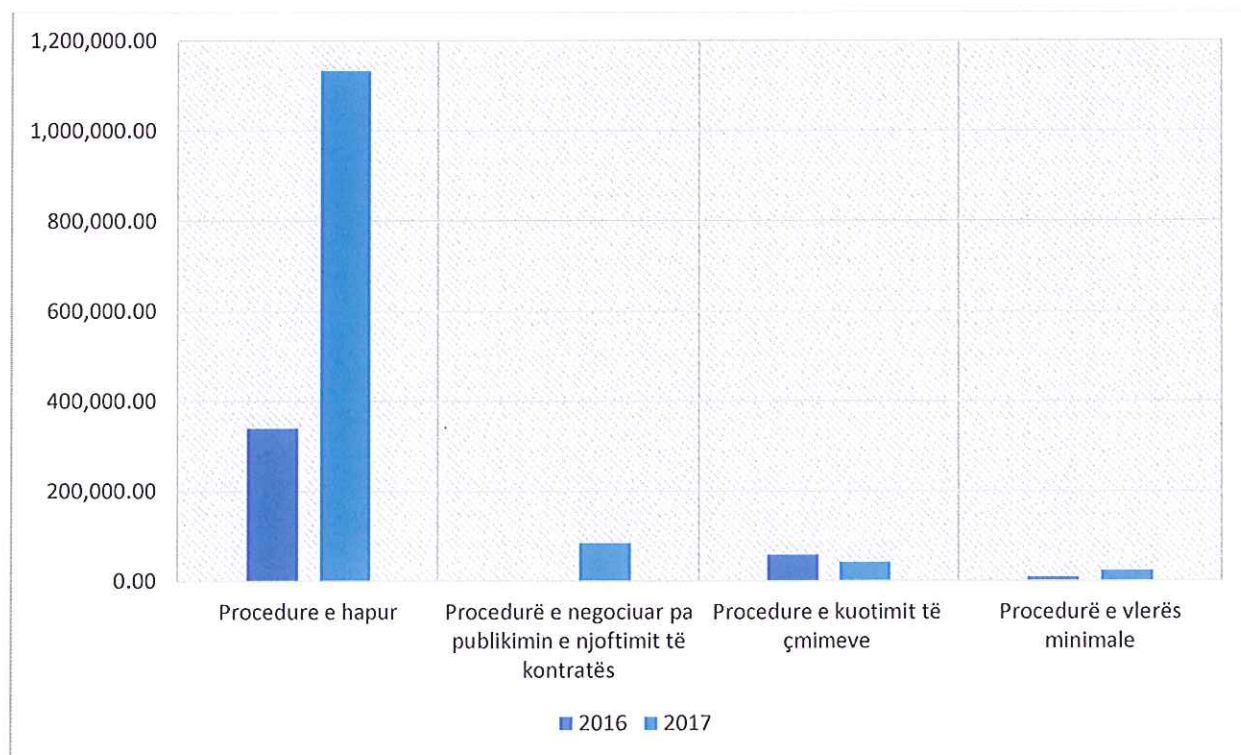
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From the data presented in Table 1 and Graph 1, compared to the previous year 2016, it is seen that the total value of signed contracts has increased by 213.70%

TABLE 3: VALUE OF CONTRACTS BASED ON TYPE OF PROCUREMENT

No.	Type of Procedure	Contract Value		Participation in %	
		2016	2017	2016	2017
1	Open Procedure	339,822.84	1,133,443.11	83.13	88.39
2	Negotiated Procedure without Publication of Contract Notice	2,440.00	84,120.80	0.60	6.56
3	Price Quotation Procedure	58,209.97	41,988.53	14.24	3.27
4	Minimal Value Procedure	8,307.14	22,781.85	2.03	1.78
Total		408,779.95	1,282,334.29	100.00	100.00

GRAPHIC 4: VALUE OF CONTRACTS BASED ON THE TYPE OF PROCUREMENT PROCEDURE



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No.	Procurement No.	Title of procurement activities	Estimated value in €	Contracted value in €
1	AQP-AK-17-03- 235	Visual Studio Premium with MSDN Subscription Renewal	2,500.00	2,500.00
2	AQP-AK-17-05-221	Fiduciary security services for the needs of the Kosovo Pension Savings Trust	25,833.00	22,511.00
3	AQP-AK-17-07-236	Maintenance and installation of Microsoft Devices as well as domain renewal and web site hosting of the Energy Regulatory Office.	5,000.00	4,820.00
4	AQP-AK-17-10-221	Translation and proofreading services for the needs of independent agencies.	119,709.00	112,842.29
5	AQP-AK-17-11-236	Printing Services of Annual Report	9,777.50	2,695.80
6	AQP-AK-17-13-136	Supply of mobile phones for the needs of independent agencies - Part 2 - Supply of mobile phones - mobile for the needs of the Independent Media Commission.	1,920.00	1,760.00
7	AQP-AK-17-15-111	Supply of Information Technology Equipment for the Needs of Independent Agencies - Lot 8.	8,000.00	5,470.00
8	AQP-AK-17-15-111	Supply of Information Technology Equipment for the Needs of Independent Agencies - Lot 17.	€ 3,000.00	2,998.79
9	AQP-AK-17-15-111	Supply of information technology equipment for the needs of Independent Agencies - Lot 18.	€ 13,000.00	9,740.77
10	AQP-AK-17-15-111 Re-tender	Supply of Information Technology Equipment for the Needs of Independent Agencies - Lot 1, Lot 6, Lot 7, Lot 9.	18,750.00	16,105.00
11	AQP-AK-17-15-111 Re-tender	Supply of Information Technology Equipment for the	6,580.00	6,481.00

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		Needs of Independent Agencies - Lot 2, Lot 13.		
12	AQP-AK-17-15-111 Re-tender	Supply of information technology equipment for the needs of Independent Agencies - Lot 5.	24,900.00	
13	AQP-AK-17-15-111 Re-tender	Supply of information technology equipment for the needs of Independent Agencies - Lot 8, Lot 11	7,685.00	7,240.00
14	AQP-AK-17-16-247	Regular servicing of REAP vehicles.	950.00	937.00
15	AQP-AK-17-17-147	Supply of gifts (souvenirs) for various delegations for the needs of the Public Procurement Regulatory Commission.	950.00	871.00
16	AQP-AK-17-018-221	Services for cleaning and maintenance of facilities of Independent Agencies.	82,792.00	57,223.34
17	AQP-AK-17-019-236	Road transport services in connection Prishtina - Ljubljana and vice versa, for the needs of the Agency for Free Legal Aid.	1,500.00	1,340.00
18	AQP-AK-17-020-136	Supply of metal hinges for the needs of Independent Agencies - Lot 1.	3,000.00	2,266.00
19	AQP-AK-17-020-136	Supply of metal hinges for the needs of Independent Agencies - Lot 2.	1,800.00	1,320.00
20	AQP-AK-17-021-211	Servicing and maintenance of vehicles for the needs of Independent Agencies - Lot 10.	6,000.00	6,000.00
21	AQP-AK-17-021-211	Servicing and maintenance of vehicles for the needs of Independent Agencies - Lot 1,6,13.	12,000.00	12,000.00
22	AQP-AK-17-021-211 Re-tender	Servicing and maintenance of vehicles for the needs of Independent Agencies - Lot 13.	36,900.00	36,900.00
23	AQP-AK-17-021-211 Re-tender	Servicing and maintenance of vehicles for the needs of Independent Agencies - Lots - 2,3,4,5,7,8,9,10,11,12,14.	139,040.00	139,040.00
24	AQP-AK-17-023-236	Cleaning and Maintenance Services at the Academy of Justice facilities.	1,950.00	1,444.66

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25	AQP-AK-17-026-121	Supply toner for the needs of Independent Agencies.	22,460.00	15,889.16
26	AQP-AK-17-027-221	Accommodation, food and beverage services for training participants according to the needs of the Academy of Justice - Lot 3:	23,000.00	24,998.00
27	AQP-AK-17-031-221	Insurance services for the needs of Independent Agencies - Lot 1	6,365.16	6,190.00
28	AQP-AK-17-032-247	Continue hosting web site www.kosix.net .	215.46	215.46
29	AQP-AK-17-033-221	External Audit of Financial Statements for the needs of the Kosovo Pension Savings Trust.	45,000.00	26,550.00
30	AQP-AK-17-034-221 Re-tender	Washing vehicles for the needs of Independent Agencies.	22,070.00	11,398.00
31	AQP-AK-17-038-221 Re-tender	Servicing and maintaining climate for the needs of independent agencies.	14,850.00	14,850.00
32	AQP-AK-17-043-121	Supply of vehicles for the needs of Kosovo Prosecutorial Council.	66,000.00	58,507.00
33	AQP-AK-17-044-236	Physical Security Services of the Facility for Water Services Regulatory Authority.	9,990.00	6,482.40
34	AQP-AK-17-045-121	Supply with printed materials and design services for the needs of Independent Agencies.	26,047.20	13,518.30
35	AQP-AK-17-046-136	Supply and installation of climates for the needs of the Regulatory Authority of Electronic and Postal Communications.	2,000.00	1,963.52
36	AQP-AK-17-047-211	Maintenance of Monitoring Equipment - for the Independent Media Commission.	218,362.96	218,361.80
37	AQP-AK-17-049-221	Creating, designing and maintaining websites for the needs of independent agencies - Lot 1, 2, 3, 4, 5, 6.	17,785.00	9,340.00

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38	AQP-AK-17-049-221	Creating, designing, and maintaining websites for the needs of independent agencies - Lot 7.	6,000.00	2,800.00
39	AQP-AK-17-050-221	Servicing and maintenance of IT equipment for the needs of Independent Agencies, Lots 1,2,3,4,5,6,7,8,11,12,13,14,15.	62,531.00	62,531.00
40	AQP-AK-17-054-211	Printing and enveloping individual statements and other notices and typing of forms.	180,000.00	51,000.00
41	AQP-AK-17-056-225	Maintenance of the Public Procurement Platform for the period October 2017 to February 2018.	70,000.00	70,000.00
42	AQP-AK-17-059-136	Supply with furniture for the needs of the Anti-Corruption Agency.	4,908.80	2,530.00
43	AQP-AK-17-062-221	Health Insurance for the needs of the Kosovo Pension Savings Trust.	13,000.00	8,700.00
44	AQP-AK-17-063-121	Supply of IT equipment for the needs of Independent Agencies - Lot 1.	24,500.00	24,363.94
45	AQP-AK-17-063-121	Supply of IT equipment for the needs of Independent Agencies - Lot 2 and Lot 3.	7,455.00	6,275.60
46	AQP-AK-17-064-236	Services for maintaining the quality of service (QoS) of voice and SMS services.	7,500.00	€ 7,476.00
47	AQP-AK-17-066-136	Supply with UPS and other IT equipment for the needs of three Independent Agencies - Lot 2.	2,160.00	2,141.28
48	AQP-AK-17-067-136	Supply of mobile-telephony for the needs of the board of the Railway Regulatory Authority.	3,000.00	1,360.00
49	AQP-AK-17-068-121	Supply with ready-made meals and drinks to participants in training for the needs of the Academy of Justice Supply of furniture for the needs	122,220.00	102,360.00

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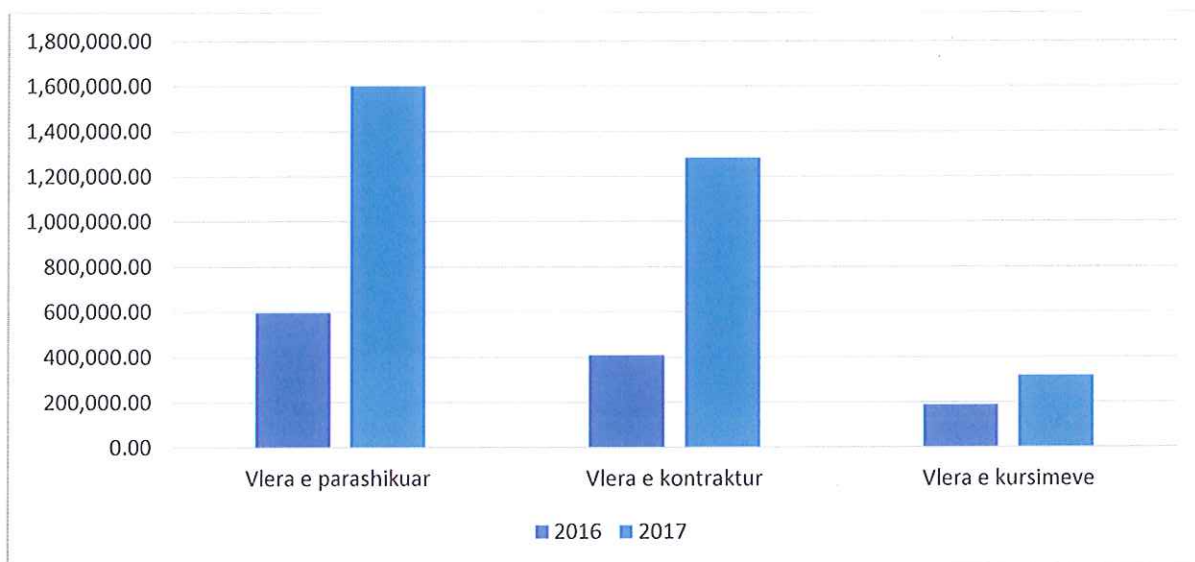
		of Independent Agencies, Lot 1 and Lot 3.		
50	AQP-AK-17-069-136	Supply of furniture for the needs of Independent Agencies, Lot 1 and Lot 3.	6,000.00	4,085.00
51	AQP-AK-17-069-136	Supply of furniture for the needs of Independent Agencies - Lot 2.	2,734.00	2,684.00
52	AQP-AK-17-070-121	Supply of Microsoft Licenses for the needs of the Energy Regulatory Office.	12,000.00	8,645.12
53	AQP-AK-17-073-136	Supply with toilet paper and toilet.	4,157.00	3,540.00
54	AQP-AK-17-074-121	Supply of water for the needs of Independent Agencies.	12,486.50	8,315.00
55	AQP-AK-17-076-225	Broadcasting of video ads: Lot 1 - RTK1.	12,000.00	3,404.80
56	AQP-AK-17-076-225	Broadcasting of video ads: Lot 2 – RTV21	9,000.00	3,648.00
57	AQP-AK-17-076-225	Broadcasting of video ads: Lot 3 –KTV.	9,000.00	3,648.00
58	27 activities of minimal value.		20,961.00	17,168.00
Total covering the period from 01.01.2017 to 31.12.2017			1,599,751.08	1,282,334.29
Total of saving funds				317,416.79

TABLE 5: VALUE OF SIGNED CONTRACTS BASED ON YEARS

No.	Procurement Type	Contracts value		Saving Value in % for 2016	Saving Value in % for 2017
		2016	2017		
1	Estimated value	596,045.40	1,599,751.08		
2	Contracted Value	408,779.95	1,282,334.29		
3	Saving Value	187,265.45	317,416.79	45.81	24.75

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GRAPHIC 5: ESTIMATED VALUE, CONTRACTS VALUE AND SAVINGS VALUE 2016,2017



From the data presented in table No. 3 and Graph No. 3 it is seen that the estimated value of procurement activities by Contracting Authorities that have made requests to the Central Procurement Agency for the conduct of procurement activities during 2017 is 1,599,751.08 €, whereas the value of contracts signed during 2017 is 1,282,334.29 €. During the development of procurement activities in 2017, budget funds were saved in the amount of € 317,416.79 or expressed in percentage of **24.75%**.

These savings budget results have been achieved due to transparency, professional work that have shown the officials of the Special Procurement Directorate and close cooperation with the officials of the Contracting Authorities for which procurement activities have been conducted.

During the reporting period, January 1st to December 31st 2017, a total of 21 procurement activities were canceled, mainly due to the lack of responsive bids.

Other activities of the officials of the Directorate for Special Procurement:

- At the beginning of each month, we have calculated the price of fuel for the previous month, according to the terms of contract No. 7/2014 of the 15.09.2014 with procurement No: CPA-AK-14-002-111;
- In accordance with the legal provisions, we have prepared the Annual Report on Contracts signed for Fiscal Year 2016 (standard form of PPRC);
- We have drafted the Annual Report of the work and Activities of the Special Procurement Directorate for Fiscal Year 2016 and we have sent the same to the Executive Director of CPA;
- According to Article 95 paragraph 4, upon request of some Contracting Authorities, we have provided support and advice in carrying out some procurement activities;

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- Employees in the Directorate of Special Procurement according to the requests of the responsible officials of the CPA have participated in seminars, workshops, workshops and trainings organized by local and international institutions.

In addition to the results achieved, the Special Procurement Directorate during the achievement of the 2017 objectives has faced several problems and difficulties, with the following being:

- The small number of procurement officers, when it is known that with the amendments of the LPP, this Directorate has been added responsibility for the development of procurement activities for 16 Independent Agencies (Article 21A) and Requirements submitted from the Contracting Authorities, which are approved by the Minister of the Ministry of Finance (Article 95, paragraph 4);
- Non-harmonization of the procurement plans of the Independent Agencies, where we are often obliged to develop some procurement activities for the same goods or services but at different time periods;
- Non-professional design of technical specifications by Contracting Authorities;
- Proposals from the Contracting Authorities of the members for participation in the Bid Evaluation Commissions without proper professional preparation regarding the nature of supplies, services, etc., for which procurement activities were conducted:

To avoid facing the same problems in the coming years, I recommend that the Central Procurement Agency management undertake the following actions:

- Completion of vacant positions and increase of the number of procurement officers in the Special Procurement Directorate;
- Consider the possibility of salary increases or other forms of material stimulation of the Special Procurement Directorate Officers;
- Organization and financing by the CPA of the workshops to be attended by the Responsible Officers of the Independent Agencies and Responsible Officers of the CPA for harmonization of the final procurement plans;
- To be requested by the Contracting Authorities that submit requests for the conduct of procurement activities to the CPA that the technical specifications are drafted professionally and in accordance with the LPP provision and the Bid Evaluation Committees propose members who have professional knowledge regarding the goods, services, works, etc., that are being carried out procurement activities;
- Providing possibilities for participation of the staff of the Special Procurement Directorate to seminars and trainings at home and abroad that lecture topics from developing best public procurement practices.

Joint activities of the Centralized Procurement Directorate and Special Procurement Directorate

Presentation of procurement activities during 2017 for the Centralized Procurement Directorate and the Special Procurement Directorate

Table 6.

No.	Directorate	Estimated Value in €	Contracted Value in €	Saving Value in €	Savings in %
1	Centralised Procurement	25,267,000.00	22,514,664.81	2,752,335.19	12.89 %
2	Special Procurement	1,599,751.08	1,282,334.29	317,416.79	
	Total	26,866,751.00	23,796,998.00	3,069,751.00	

During 2017, the CPA contracted 23,796,998.00 € and managed to save 3,069,751.00 € in total.

In addition to the results achieved, the Central Procurement Agency in the course of achieving the objectives for 2017 has also faced several problems and difficulties, such as:

The small number of procurement officers, when it is known that with the changes of the PPL, the CPA has been charged responsibilities for the development of procurement activities for 16 Independent Agencies (Article 21A) and requirements submitted from the Contracting Authorities that are approved by Minister of the Ministry of Finance (Article 95 paragraph 4).

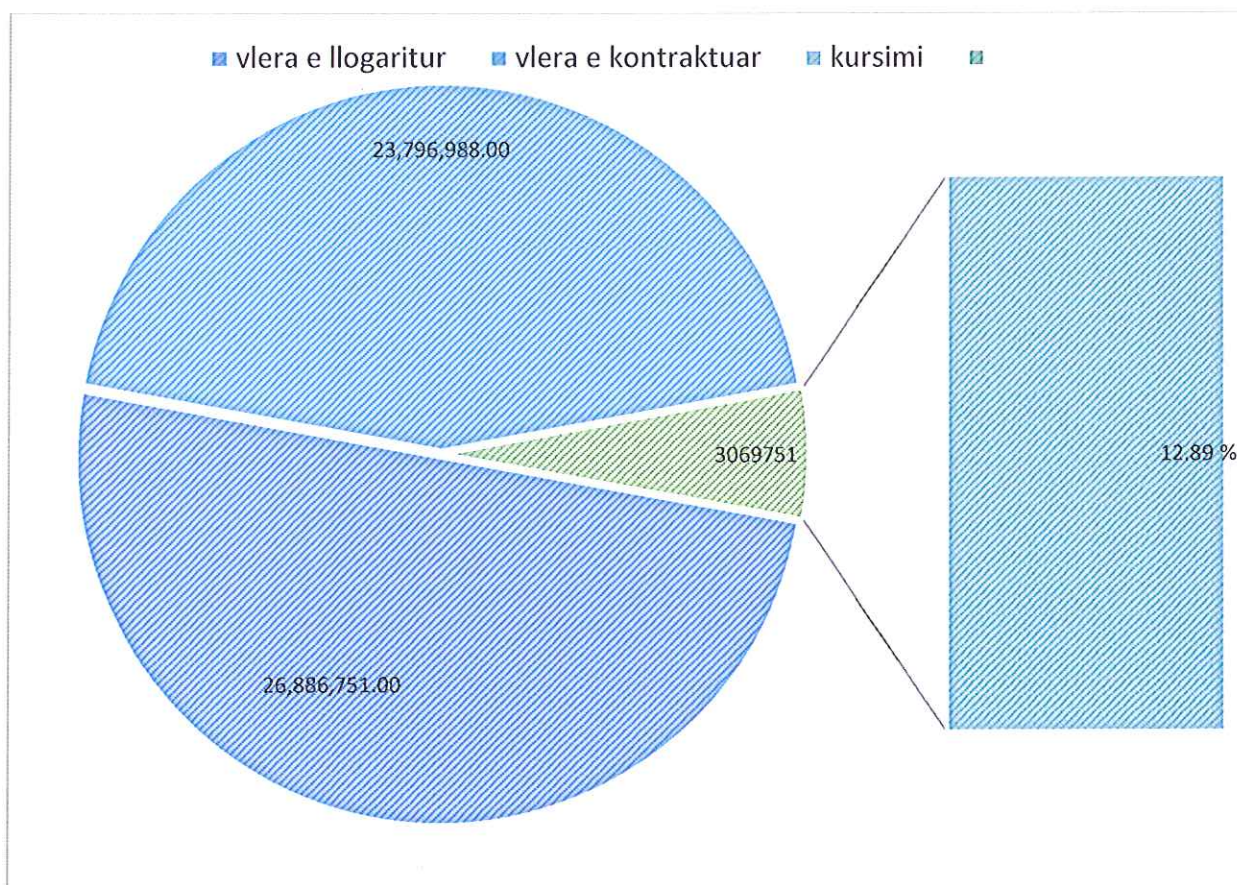
There have been delays regarding start of procurement procedures for the CPA in relation to e-procurement because initially the CPA was obliged to conduct the procedures only through E-procurement but, the Government of Kosovo respectively PPRC enables the CPA to accept bids also in hard copy and electronic form.

Non-Professional drafting/preparation of Technical Specifications by Contracting Authorities - which have submitted the requests to the CPA for the conduct of procurement activities has influenced in most cases to spend a lot of time for the re-drafting/preparation and the requirement of many institutions to be part of central procurement after the conclusion of procurement activities.

Proposals by the Contracting Authorities of the members to participate in the Bid Evaluation Commissions without adequate professional preparation and knowledge regarding the nature of supplies, services, etc., for which procurement activities were conducted.

Graphic of the estimated values, the contracted values and the savings for the benefit of the Kosovo budget.

Graphic 6.



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Requirements for 2018 for the fulfillment of plans and obligations:

- Increasing the number of procurement officers in the Central Procurement Agency;
- Increase training funds and cover expenses for engaging experts in drafting terms of reference;
- Overtime and weekend engagement of officers, when needed;
- Organization and financing by the CPA of a workshop in which the Officers of Independent Agencies and the Responsible Officers of CPA will participate to harmonize the final procurement plans for the fiscal year 2018;
- Organize two workshops, one with central level officials and the other with local level officials to harmonize requirements and goals and standardize documents for filing requirements and technical specifications;
- To seek the discipline and responsibility of the requesting units respectively of the Contracting Authorities in providing the data and technical specifications for the procurement activities to be carried out by the CPA;
- To request the Contracting Authorities that submit requests for the development of procurement activities to the CPA to draft technical specifications in a professional manner and in harmony with the PPL's provision;
- To request the Contracting Authorities for which the procurement activities are conducted that for the participation in bid evaluation commissions propose members who have knowledge about the goods, services, works, etc. that are being carried out the procurement activity;
- Provide possibilities to the Procurement Officers to participate in seminars and trainings at home and abroad to gain experience from the development of procurement activities under the World Bank's Rules and Legislation;
- Provide additional training on e-procurement.

Argumentation

Institutional, financial and staff support of the CPA will result in millions of savings, saving time and resources for CA.

In addition, a selection of serious companies is expected, with the expectation of providing better quality supplies and services.

The CPA will also engage local and central CA officials who can gain teamwork experience in evaluating large value projects.

A supported CPA will be a success story for the Ministry of Finance and CA by providing useful contracts.

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Directorate of Finance and General Services

Directorate of Finance and General Services for 2017, includes activities performed under the terms of the contract and additional responsibilities such as:

- Interpreter/translator of English Language & Expenditure Officer;
- Interpreter/translator of Serbian Language & Commitment Officer;
- Senior Personnel Officer & Certifying Officer;
- Logistic Officer;

Expenditures during 2017

Table 7

Category: Goods and Services/Wages and Salaries	Economic Code	Sum
Mobile phone expenditures	- 13320	3,760.00
Fuel for car	- 13780	2,551.08
Official lunches	- 14310	2,671.50
Maintenance and reparation of car	- 14010	105.90
Per Diem – Official Abroad Travelling	- 13141	1,063.32
Furniture less than 1000 Euro	- 13501	982.00
Abroad official travel expenses	- 13140	77.60
Official abroad accommodation expenses	- 13142	111.00
Other contracting services	- 13460	24,603.32
Computers less than 1000 Euro	- 13503	2,793.57
Advertisement	- 14210	60.00
Education and training services	- 13410	2,100.00
Supply of Stationery	- 13610	1,918.80
Utilities/ landline phone	- 13250	792.07
Total		43,590.16
Wages and Salaries – January-December 2017		87,148.60
Total		130,738.76

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Interpreter/translator of English Language & Expenditure Officer:

- Tender Dossier, twenty-four (24), Contract Notice, a total of three (3), Cancellation Notice of procurement activity, total eight (8), Translation of decisions, total of five (5), Translation of correspondence with international institutions, World Bank, SIGMA, translation of materials related to European Integration and SAA (procurement field) and other translations according to the requirements of the Director and other officials.
- Participation in Evaluation Commission and Opening Commission for several procurement activities.
- Activities carried out during this period as expenditure officer::
- Activities carried out regarding budget and procurement

Interpreter/translator of Serbian Language & Commitment Officer:

- The translator of Serbian language, during 2017, has translated the following materials: Tender Dossier: 37, Price Quotation: 16, Contract Notice: 20, Contract Award Notice for signing the contract: 29, Announcements for cancellation of the procurement activity: 5, Information for economic operators: 17, Technical specifications of procurement activities: 3 and has participated in tender opening for the needs of two directorates:

Senior Personnel Officer & Certifying Officer

Include activities conducted based on the duties and responsibilities, including additional work too:

- Activities carried out during this period related to personnel issues:
- Activities carried out during this time period related to expenditures in KFMIS - Free Balance.
- Managing the list of daily evidence of staff, list of monthly salary, preparation annual Personnel Plan, Work Plan of CPA staff, training Plan, recruitment plan and process and other decision relating to maternity leave, annual leave etc.;
- Approval of all expenditures of CPA for fiscal year, 2017.