**5614**

Pursuant to Article 185, paragraph 2 of the Law on Public Procurement (“Official Gazette of the Republic of Serbia”, Nos. 91/19 and 92/23), the Public Procurement Office enacts the following

RULEBOOK

on amendments to the Rulebook on the procedure and conditions for obtaining  
a certificate for a public procurement officer and keeping the Register  
of Public Procurement Officers

Article 1

The Rulebook on the Procedure and Conditions for Obtaining a Certificate for a Public Procurement Officer and Keeping the Register of Public Procurement Officers (“Official Gazette of the Republic of Serbia”, Nos. 93/20 and 21/21), Article 3 is amended to read as follows:

“Article 3

A person with acquired higher education in second degree studies (undergraduate academic studies - master, specialist academic studies, specialist vocational studies), or who has higher education with the academic title of master in undergraduate studies lasting at least four years, who has submitted an application for taking the exam or for which the application was submitted by the contracting authority or other legal entity shall have the status of a candidate for taking the exam referred to in Article 2 of this Rulebook (hereinafter referred to as: the candidate).

The application for taking the exam (hereinafter referred to as: the application) shall be submitted to the Public Procurement Office (hereinafter referred to as: the Office).

Proof of paid exam costs is submitted with the application.

The costs of taking the examination shall be RSD 3,000.

The costs of taking the practical part of the examination shall be RSD 2,000.

The costs of taking the exam referred to in paragraph 4 of this article of the rulebook shall be borne by the candidate:

1. who submits an application for taking the exam for the first time;
2. who re-submits an application for taking the exam;
3. who did not take the written part of the exam, and did not make the reasons for which he was prevented from taking the exam plausible.

The costs of taking the exam referred to in paragraph 5 of this article of the rulebook shall be borne by the candidate:

1. who re-submits an application for taking the exam;
2. who did not take the written part of the exam, and did not make the reasons for which he was prevented from taking the exam plausible.

Along with the application, the candidate may also submit proof of acquired higher education.

The candidate who submits the proof referred to in paragraph 8 of this Article with the application for the examination, shall bring to the examination a certified copy of the diploma of higher education, which the Office shall retain.

If the candidate does not submit the evidence referred to in paragraph 8 of this Article with the application, by signing the application, the candidate agrees that the Office may obtain that evidence ex officio.”.

Article 2

Article 6 is amended to read as follows:

“Article 6

The exam is taken before the examination commission (hereinafter referred to as: the commission). The Commission has at least three members, consisting of representatives of the Office. The Commission is appointed by a resolution of the Director of the Office.

The exam consists of two parts: written and practical.

During the exam taking, the use of laws and bylaws is allowed, unless they are in the form of publications that contain the interpretation or explanation of individual articles of these regulations.

The test for each exam is determined separately by the commission.

The written part of the exam is taken by testing for 180 minutes without interruptions and breaks.

The test has a total of 55 exam questions, of which 15 questions carry one point each, 35 questions carry two points each and five questions carry three points each, for a total of 100 points.

The commission evaluates the candidate's success, and the candidate who gets at least 75 points on the written part of the exam is eligible to pass the practical part of the exam.

The practical part of the exam is taken within 7 days at the earliest, and within 45 days at the latest from the day of taking the written part of the exam.

The practical part of the exam is taken by testing the work on the Public Procurement Portal and lasts 120 minutes without interruptions or breaks.

The test for the practical part of the exam has a total of three tasks.

The commission evaluates the candidate's success in the practical part of the exam, which is graded as “passed” or “failed”.

The practical part of the exam was passed by the candidate who successfully completed all three tasks.

It is considered that the candidate did not pass the exam:

1. who gave up the started testing,
2. who received less than 75 points on the written part of the exam and
3. who did not achieve a “passed” result in the practical part of the exam.

Article 3

Article 8 is amended to read as follows:

“Article 8

The Office shall deliver to the candidate who passed the written part of the exam a notification about the results of the written part of the exam and an invitation to take the practical part of the exam, within 15 days from the day of taking the written part of the exam.

The Office shall notify the candidate who did not pass the written part of the exam of the results of the written part of the exam within 15 days from the date of passing that part of the exam.

Candidates who have passed the practical part of the exam will be notified of the results of the practical part of the exam and a certificate of passing the exam within 15 days from the day of taking the practical part of the exam.

Candidates who did not pass the practical part of the exam will be notified of the results of the exam within 15 days from the day of taking the practical part of the exam.

In case the candidate does not pass the practical part of the exam, applications for retaking the practical part of the exam can be submitted to the Office no later than six months from the date of delivery of the notification from paragraph 4 of this article of the rulebook.

If the candidate does not submit the application within the period referred to in paragraph 5 of this article or if he does not pass the practical part of the exam based on the applications submitted within the specified period, it will be considered that he did not pass the written part of the exam either.

The candidate who took the exam can inspect their test.

The request for inspection of the test is submitted to the Office.

The Office shall provide the candidate with an insight into the test within three days from the day of receipt of the request referred to in paragraph 8 of this Article.

The candidate has the right to object to the results of the examination within seven days from the day of receipt of the notification referred to in paragraphs 1-4 of this Article.

The complaint is submitted to the commission through the Office.

The commission decides on the candidate’s complaint within seven days from the day of receiving the complaint.”.

Article 4

Article 9 is amended to read as follows:

“Article 9

The certificate shall be obtained on the day of the finality of the certificate referred to in Article 8, paragraph 3 of this Rulebook, and shall be delivered to the official within 90 days from the day of taking the exam.”.

Article 5

This rulebook shall enter into force on 1 January 2024.

Number 110-00-17/2023

In Belgrade, dated 18 December 2023

Director,

Sandra Damčević, **personally signed**