**Republic of Serbia**

 **Public Procurement Office**

**TRAINING FOR A PUBLIC PROCUREMENT OFFICER**

**AGENDA**

**2-3 October 2023**

**Day 1, 2 October 2023**

**09.00 - 9.10:** **Opening of the meeting and opening speech - Suzana Todorović**

**09.10-10.10:** **Anita Dejanović**

* Legislative and institutional framework of public procurement in the Republic of Serbia
* Concept and subject of public procurement
* Contracting authorities
* Principles of public procurement
* Exceptions from the application of the law
* Mixed procurement
* Thresholds
* Method of determining the estimated value of public procurement and division into parties
* Division of procurement into lots
* Reserved public procurements
* Data protection, documentation and procedure recording
* Language, currency and communication in the public procurement procedure
* Prevention of corruption and conflicts of interest

***10.10-10.20:*** ***Break***

**10.20-11.20:** **Suzana Todorović**

* Types of public procurement procedures
* Open procedure
* Restrictive procedure
* Competitive negotiated procedure
* Competitive dialogue
* Partnership for innovation
* Negotiated procedure without publishing a public invitation
* Negotiated procedure with publication of a public invitation
* Techniques and instruments in public procurement procedures
* Framework agreement
* Dynamic procurement system
* Qualification system
* Electronic bidding
* Electronic catalogues

***11.20-11.30:*** ***Break***

**11.30-12.30:** **Đorđe Tadić**

* Special procurements regimes
* Social and other special services
* Reserved contracts for certain services
* Design competition
* Centralised and joint public procurement
* Calculation and determination of deadlines
* Preparation for the implementation of the public procurement procedure
* Public procurement plan
* Initiation of the public procurement procedure
* Commission for Public Procurement
* Tender documentation
* Public procurement notices

***12.30-12.40:*** ***Break***

**12:40-2:00 p.m.:** **Time allotted for the knowledge test – an example of taking the exam**

**TRAINING FOR A PUBLIC PROCUREMENT OFFICER**

**AGENDA**

**Day 2, 3 October 2023**

**09.00-10.00:** **Marija Petković**

* Criteria for qualitative selection of the economic operator
* Exclusion grounds
* Selection criteria for an economic operator
* Statement on fulfillment of criteria for qualitative selection of economic operator
* Evidence on fulfillment of criteria for qualitative selection of economic operator
* Register of Bidders in the Republic of Serbia
* Using the capacities of other entities
* Subcontractor
* Contract award criteria
* Offer in the public procurement procedure

***10.00-10.10:*** ***Break***

**10.10-11.10:** **Aleksandra Savić**

* Award of contract
* Review and expert evaluation of bids and applications
* Additional explanations, control and permitted corrections
* An unusually low bid
* Contract award decision
* Decision to suspend the procedure
* Inspection of documentation
* Public procurement contract and framework agreement
* Execution and amendments of public procurement contracts
* Public procurement in the field of defence and security
* Sectoral activities
* Public Procurement Office
* Public Procurement Portal
* Training and advanced training for public procurement

***11.10-11.20:*** ***Break***

**11.20-12.20:** **Aleksandra Đelević**

* Legal protection
* Republic Commission for Protection of Rights in Public Procurement Procedures
* Rights protection procedure
* Method and deadline for submitting a request for the protection of rights, content of the request
* Previous procedure
* Acting by the contracting authority after the preliminary verification of the request for the protection of rights
* Proceedings before the Republic Commission
* Decision of the Republic Commission
* Right to an administrative dispute
* Special powers of the Republic Commission
* Penal provisions

***12.20-12.30:*** ***Break***

**12:30-2:00 p.m.:** **Time allotted for the knowledge test – an example of taking the exam**