**Republic of Serbia**

**Public Procurement Office**

**TRAINING FOR A PUBLIC PROCUREMENT OFFICER**

**AGENDA**

**6-7 December 2023**

**Day One, 6 December 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-matter of public procurement
* Contracting authorities/entities
* Principles public procurement
* Exceptions from the applications of the law
* Mixed procurement
* Thresholds
* Method of determining evaluated value of public procurement and division into lots
* Division of procurements into lots
* Reserved public procurement
* Protection data, documentation and recording procedure
* Language, currency and communication in the process public procurement
* Prevention of corruption and conflict of interest

***10.10-10.20: Break***

**10.20-11.20: Suzana Todorović**

* Types of public procurement procedures
* Open procedure
* Restrictive procedure
* Competitive procedure with negotiation
* Competitive dialogue
* Partnership for innovations
* Negotiating procedure without publication of a public call
* Negotiating procedure with publication of a public call
* Techniques and instruments in public procurement procedures
* Framework agreement
* The system of dynamic procurement
* The system of qualifications
* Electronic bidding
* Electronically catalogues

***11.20-11.30: Break***

**11.30-12.30: Đorđe Tadić**

* Special regimes of procurement
* Social and others special services
* Reserved contracts for certain services
* Competition for design
* Centralised and common public procurement
* Calculation and determination of deadline
* Preparation for implementation of public procurement procedure
* Public procurement plan
* Starting up procedure public procurement
* Public Procurement Commission
* Competitive documentation
* Advertisements on public procurements

***12 .3 0-12.40: Break***

**12.40-14.00: Time planned for the knowledge check – an example of taking an exam**

**TRAINING FOR A PUBLIC PROCUREMENT OFFICER**

**AGENDA**

**Day Two, 7 December 2023**

**09.00-10.00: Marija Petković**

* Criteria for the qualitative selection of a business entity
* The basics for exclusion
* Eligibility criteria for selection of a business entity
* Declaration of fulfilment of criteria for a qualitative selection of a business entity
* Evidence of fulfilment of criteria for a qualitative selection of a business entity
* Register of Bidders in the Republic Serbia
* Use of capacities of other entities
* Subcontractor
* Contract award criteria
* Offer in process public procurement

***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
* Unusually low bid
* Contract award decision
* Decision on suspension of procedure
* Access to documentation
* Public procurement contract and framework agreement
* Execution and amendments to 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
* Procedure of protection of rights
* Method and deadline for submission of request for protection of rights, content of requests
* Prior procedure
* Action of the contracting authority/procuring entity after the previous checks of re quest for the protection of rights
* Procedure before the Republic Commission
* Decision of the Republic Commission
* Right to administrative dispute
* Special powers of the Republic Commission
* Penal provisions

***12.20-12.30: Break***

**12.30-14.00: Time planned for the knowledge check – an example of taking an exam**