**TRAINING FOR A PUBLIC PROCUREMENT OFFICER**

**AGENDA**

**8-10 October 2025**

**Day One, 8 October 2025**

**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

***11:20-11:50:*** ***Break***

**11:50-12:50:** **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

***12:50-13:00:*** ***Break***

**13:00-14:00:** **Time allotted for the knowledge test - an example of taking the exam**

**Day Two, 9 October 2025**

**09:00-10:00:** **Marija Petković**

* Criteria for qualitative selection of the economic operator
* Exclusion grounds
* Selection criteria for an economic operator
* Statement on fulfilment of criteria for qualitative selection of economic operator
* Evidence on fulfilment 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:** **Milica Vuksanović**

* Contract award
* 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
* Training and advanced training for public procurement

***11:10-11:40:*** ***Break***

**11:40-12:40:** **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 National Commission
* Decision of the National Commission
* Right to an administrative dispute
* Special powers of the Republic Commission
* Penal provisions

***12:40-12:50:*** ***Break***

**12:50-14:00:** **Time allotted for the knowledge test - an example of taking the exam**

**Day Three, 10 October 2025**

**Work on the Public Procurement Portal**

**09:30 - 11:00:** **Tijana Tomić**

* Preparation of the Public Procurement Plan on the Portal and sending for publication
* Amendment of the published public procurement plan
* Preparation and publication of the procurement documentation and invitation to sibmit offers (examples of an open procedure)
* The communication of the contracting authority and the bidder before the expiry of the deadline for submitting the offers (sending a request for additional clarifications of the procurement documentation, publication of responses of the contracting authority)

*11:00 – 11:30 Break*

**11:30 - 13:00:** **Mirjana Gobeljić**

* Statement on fulfilment of criteria for qualitative selection of economic operator
* Review and expert evaluation of bids and applications
* Communication of the contracting authority and the bidder after the opening of bids during professional assessment (sending requests of the contracting authority to submit evidence on fulfilment of the criteria for qualitative selection of the economic operator)
* Publication of the decision of the contracting authority on the Portal
* Sending a request for inspection into the documentation and bids of other bidders
* Submission of a request for protection of rights and acting by the contracting authority upon the submitted request