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EU Support for Further Improvement of  
Public Procurement System  
in Serbia



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EuropeAid/137117/IH/SER/RS, Support for further improvement of Public Procurement system in Serbia, IPA 2013

## Project “Support for further improvement of Public Procurement system in Serbia”

### Workshop:

# ELECTRONIC PUBLIC PROCUREMENT NEW PUBLIC PROCUREMENT PORTAL AND ITS FUNCTIONALITIES

## Module 1

### Planning and conducting public procurement procedures (from the aspect of contracting authorities)

InCentar, IT class room, Cara Lazara 5-7, Belgrade

20 / 21 March 2019 <sup>1</sup>

#### Trainers:

Dean Firkelj

Alena Detan Karlović

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<sup>1</sup> Program radionice za oba dana je identičan. Učesnici biraju datum radionice na kojoj žele učestvovati.





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## Agenda

20 / 21 March 2019<sup>2</sup>

<b>9:00 – 9:30</b>	<b>Registration</b>
<b>9:30 – 9:45</b>	<b>Welcome and Introduction</b> <ul style="list-style-type: none"> <li>– Teja Kolar (Team Leader, IPA Project), Dean Firkelj (e-procurement expert), Alena Detan Karlović (e-procurement expert)</li> </ul>
<b>9:45 – 10:30</b>	<b>General Points on the New Public Procurement Portal</b> <ul style="list-style-type: none"> <li>– Short overview of functionalities of the new Public Procurement Portal</li> <li>– Dynamics of introduction of functionalities of the new Portal</li> </ul>
<b>10:30 – 11:00</b>	<b>Registration and Managing of Accounts</b> <ul style="list-style-type: none"> <li>– Registration of contracting authority</li> <li>– Registration of contracting entity</li> <li>– Managing of user accounts</li> <li>– Administering of organisation entity data</li> </ul>
<b>11:00 – 11:30</b>	<b>Coffee break</b>
<b>11:30 – 13:00</b>	<b>Procurement Plans</b> <ul style="list-style-type: none"> <li>– Preparing the procurement plan on the Portal</li> <li>– Excel template for drafting the procurement plan</li> <li>– Publication of the Procurement plan</li> <li>– Changes to the procurement plan</li> <li>– Initiating the public procurement procedure on the basis of the procurement plan</li> </ul>
<b>13:00 – 13:45</b>	<b>Lunch break</b>

<sup>2</sup> The training programme for both days is identical. Participants choose the date of the workshop they wish to participate in.





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<b>13:45 – 15:00</b>	<b>Conducting of the Open Public Procurement Procedure</b> <ul style="list-style-type: none"><li>– Preparation of the contract notice and managing the tender documents</li><li>– Publication of the contract notice</li><li>– Question and answers (request for additional information/clarifications)</li></ul>
<b>15:00 – 15:30</b>	<b>Coffee break</b>
<b>15:30 - 16:30</b>	<b>Conducting of the Open Public Procurement Procedure (cont.)</b> <ul style="list-style-type: none"><li>– Amendments to the tender documents and contract notice</li><li>– Contract award decision / decision on cancelling the procedure</li><li>– Publication of the contract award notice</li></ul>
<b>End of workshop</b>	

