



EU Support for further improvement of Public Procurement system in Serbia

Public Procurement Office

in cooperation with

Chamber of Commerce of Serbia



with support of the Project

**organises practical workshop for contracting authorities and
economic operators:**

THE NEW PUBLIC PROCUREMENT PORTAL AND ITS FUNCTIONALITIES

October – November 2019

Agenda – day one

9:00 – 11:00	Welcome and Introduction <ul style="list-style-type: none">– Introduction to the workshop (representative of the Chamber of Commerce of Serbia, representative of the Public Procurement Office, representative of the Project)– New Public Procurement Law (representative of the PPO)– New Public Procurement Portal (representative of the PPO and representative of the Project)
11:00 – 11:30	Coffee break
11:30 – 13:00	Preparing for the use of the Portal and public procurement plans <ul style="list-style-type: none">– Overview of the user interface of the new Portal– Registration on the new Portal– Preparation and publication of the public procurement plan– Browsing and analysing the public procurement plans Publication of contract notice and tender documents – open public procurement procedure <ul style="list-style-type: none">– Open public procurement procedure according to the new Public Procurement Law– Preparation and publication of the open public procurement procedure – Exercise no. 1
13:00 – 14:00	Lunch
14:00 – 16:00	Publication of contract notice and tender documents – open public procurement procedure (cont.) <ul style="list-style-type: none">– Preparation and publication of open procedure – Practical work– Overview of procedures and public procurement notices on the Portal, automatic notifications about new procedures and notices – Exercise no. 2– Clarifications and modifications of tender documents– Requests for clarifications, publication of responses, changes of the tender documents – Exercise no. 3 and practical work
16:00	End of the day one

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Day two

9:00 – 11:00

Submission and opening of tenders – open procedures

- Submission of tenders, opening of tenders, proof of the criteria for qualitative selection of economic operator
- Submission, changes of tenders, opening of tenders, communication between contracting authorities/entities and tenderers on the Portal after submission of tenders – **Exercise no. 4**
- Submission and opening of tenders – **Practical work**

11:00 – 11:30

Coffee break

11:30 – 13:30

Award of contracts and legal protection – open procedures

- Drawing up report on procedure, adopting and publication of contract award decision / suspension of procedure – **Exercise no 5 and practical work**
- Insight in the documentation of procedure and e-request for protection of rights – **Exercise no 6 and practical work**
- Contract award notice, Modification of contracts during their term – **Exercise no. 7**

13:30 – 14:30

Lunch

14:30

End of workshop

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