



EU Support for further improvement of Public Procurement system in Serbia

Public Procurement Office

with the support of the Project

organizes webinar for contracting authorities and economic
operators:

NEW PUBLIC PROCUREMENT PORTAL

Dynamic purchasing system and electronic catalogue

6 and 7 October 2020

Zoom platform

Agenda – day one

10:00 – 12:15

Introduction (Ana Simić, Public Procurement Office, Teja Kolar, Project team leader)

- Introduction to the webinar

Dynamic purchasing system and electronic catalogue (Teja Kolar)

- What is dynamic purchasing system (DPS)
- Advantages of DPS for contracting authorities and economic operators in relation to „regular“ public procurement procedure
- How to establish and operate DPS
- Duration of DPS, categories and other characteristics of DPS
- What is electronic catalogue
- When to use tender in the format of e-catalogue and why
- Advantages of e-catalogue for contracting authorities and economic operators

Practical example of dynamic purchasing system and e-catalogue on the Public Procurement Portal (Dean Firkelj, Project expert and Ana Simić, Public Procurement Office)

Contracting authorities

- Preparation of e-catalogue by contracting authority (basic and additional elements, entry of items)
- Preparation of dynamic purchasing system on the Portal
- Import of e-catalogue and publication of contract notice

12:15 – 12:30

Break

12:30 – 14:00

Practical example (*continued*)

Tenderers

- Filling in the e-catalogue
- Preparation and submission of request to participate in DPS with e-catalogue

Contracting authorities

- Opening of requests and minutes on opening of requests
- Expert evaluation of requests received within the time limit for first requests
- Decision on the results of the evaluation of requests
- Admission of candidates onto the DPS

14:00

End of day one

Agenda – day two

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| 10:00 – 10:30 | Recap of day one and answering the questions (Dean Firkelj, Project expert, Ana Simić, Public Procurement Office, Teja Kolar, Project team leader) |
| 10:30 – 12:15 | Practical example of dynamic purchasing system and e-catalogue on the Public Procurement Portal (Dean Firkelj, Project expert and Ana Simić, Public Procurement Office) Contracting authorities <ul style="list-style-type: none"> – Preparation of e-catalogue by contracting authority for the purpose of individual procurement within the DPS – Preparation of invitation to tender for individual procurement within the DPS – Import of e-catalogue and sending out the invitations Tenderers <ul style="list-style-type: none"> – Filling in the e-catalogue – Preparation and submission of tender for individual procurement within the DPS with filled e-catalogue Contracting authorities <ul style="list-style-type: none"> – Opening of tenders and minutes on opening of tenders – Expert evaluation of tenders – Contract award decision |
| 12:15 – 12:30 | Break |
| 12:30 – 14:00 | Practical example (continued) Tenderers <ul style="list-style-type: none"> – Submission of request to participate in DPS during its validity Contracting authorities <ul style="list-style-type: none"> – invitations to tender for individual procurement during the period of validity of DPS – checking the criteria for qualitative selection of economic operators during the period of validity of DPS – quarterly aggregate contract award decision – change of the period of validity of the DPS – termination of DPS before the expiry of the period of DPS |
| 14:00 | End of webinar |