

Professional training program “Public Procurement”

Load: 20 hours of lecture/exercises/practice (internship)

<p>Public Procurement Basis</p> <ul style="list-style-type: none"> • Subcontracting and Division of Contracts into Lots • Institutional framework • Procurement Phases • Procurement Components • Contracting Authority • Economic operators • Public Fund 	<p>2 hours of lecture</p>
<p>Procurement Components</p> <ul style="list-style-type: none"> • Public Contract • Union of Economic Operators • Support in the Capacities of Other Entities • Subcontracting/Division of Contracts into Lots • Institutional framework • Holder of the Contracting Authority/Entity • Procurement Officers, Responsible Person • Procurement Unit / Field Specialist • Bid Evaluation/Complaint Review Commission 	<p>1 hour of lecture /1 hour of exercises/ group work/discussions</p>
<p>Procurement Procedures</p> <ul style="list-style-type: none"> • National and International Procedures 	<p>2 hours of lecture</p>

<ul style="list-style-type: none"> • Time Limits • Open/Limited/Competitive Procedure with Negotiation 	
<p>Low-Value Procurement Procedure</p> <ul style="list-style-type: none"> • Declaration form • Procurement Order Form • Tender Invitation Form • Emergency Case Record Form • Form for Notification of Cancellation of the Procurement Procedure 	<p>1 hour of lecture /1 hour of exercises/ group work/discussions</p>
<p>Dynamic System for Buying International Air Transport Tickets</p> <ul style="list-style-type: none"> • Standard Forms/Declaration • Procurement Order • Standard Form/ Invitation to Offer • Form for Notification of Cancellation of the Dynamic International Air Transport Ticket Purchase System 	<p>1 hour of lecture /1 hour of exercises/ group work/discussions</p>
<p>Qualification Criteria / Selection Criteria</p> <ul style="list-style-type: none"> • Criteria for the Qualification of Economic Operators • EO selection criteria • Mandatory Disqualification Criteria • Economic and Financial Requirements • Technical requirements, Similar Contracts for Work • Conflict of Interest EO 	<p>2 hours of lecture</p>
<p>Technical Specifications of Public Procurement</p> <ul style="list-style-type: none"> • Role of Technical Specifications • Technical Specifications References 	<p>2 hours of lecture</p>

<ul style="list-style-type: none"> • Type of Technical Specifications 	
<p>Framework Agreement / Purpose and Parties/types of FA</p> <ul style="list-style-type: none"> • Parties to the Framework Agreement • Purpose of the Framework Agreement • Obligations Arising from the Framework Agreement • Types of the Framework Agreement 	<p>2 hours of lecture</p>
<p>Administrative Appeal</p> <ul style="list-style-type: none"> • Legitimate Persons • Types of Complaints and Deadlines • Waiting Period/Exceptional cases • Submission of Complaint • Decision Making • Notices 	<p>1 hour of lecture /1 hour of exercises/ group work/discussions</p>
<p>Case Study/Complaints Exercise</p> <ul style="list-style-type: none"> • Examples • Practical cases 	<p>2 hours of exercises/ group work/discussions</p>