

Infrastructure projects - Working on PRAG service and supply contracts

Agenda

16th April 2019

HOTEL Jump Inn, Koče Popovića 2a, Belgrade

Time	Session
09:00 -09:30	Welcome speech <ul style="list-style-type: none"> • Introduction of trainers and participants • Presentation of training content
09:30 -10:45	From a project idea to a project implementation <ul style="list-style-type: none"> • Basics on service contracts and relevant procurement procedures (PRAG and FWC SIEA 2018) • Elaboration of tender documents – key steps to be taken and mistakes to be avoided
10:45-11:00	Coffee break
11:00-12:30	Responsibilities and challenges during the tendering and implementation phase <ul style="list-style-type: none"> • Managing Q&As, corrigenda and tender evaluation; • A flavour of implementation – which challenges lie ahead and how to mitigate these in advance?
12:30-13:30	Lunch break
13:30-14:45	From a project idea to a project implementation <ul style="list-style-type: none"> • Basics on supply contracts and relevant procurement procedures (PRAG and EBRD procurement policy rules) • Preparatory stage (procurement planning, market analysis, managing deviations/exceptions, deciding about the scope) • Tender dossier preparation – best practice & typical errors • Complaints & requests for tender dossier clarification • Tender evaluation & contracting (time frame for completion, specific stages, contract beneficiary's role)
14:45–15:30	Managing supply contracts <ul style="list-style-type: none"> • Managing contractor's vs managing contracts (establishing appropriate communication channels, assuring understanding of mutual responsibilities, contract beneficiary's role) • Contract implementation monitoring arrangements (programme of implementation of tasks, monitoring meetings) • After-sales and warranty services (scope and eligibility of specific after-sales services, warranty vs commercial warranty etc.) • Acceptance procedure (partial, provisional & final acceptance) • Breach of contract & termination
15:30-15:45	<ul style="list-style-type: none"> • Plenary discussions;



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| | <ul style="list-style-type: none">• Training evaluation;• Conclusions. |
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