

**Preparation of tender documentation for waste management projects
in line with EU rules (PRAG)**

Agenda

31st January 2019

HOTEL NOVI SAD, Blvd. Jaše Tomića bb, Novi Sad

Time	Session
08:30 - 09:00	Registration of participants
09:00 -09:10	Welcome speech <ul style="list-style-type: none"> • Introduction of trainers and participants • Presentation of training content
09:10 -10:30	Operational structure for preparation and implementation of projects financed from EU funds <ul style="list-style-type: none"> • Means of managing EU funds • Key actors in the public procurement process • Types of contracts (service contracts, works contracts, contracts for the procurement of goods)
10:30 -11:30	PRAG procedures <ul style="list-style-type: none"> • Basic principles of public procurement according to PRAG rules • Guidance for contracting, rules and procedures • Value of the contract - the limits specified by the type of procedure, time frames • Procurement procedures (tender announcement, invitation to bid, bidding, evaluation, contracting)
11:30 -11:45	Coffee break
11:45 -13:00	Procurement of works <ul style="list-style-type: none"> • Elements of tender documentation Procurement of services <ul style="list-style-type: none"> • Elements of tender documentation (ToR, instructions for bidders, forms, etc.)
13:00 - 14:00	Lunch break

14:00 - 15:00	Evaluation of bids <ul style="list-style-type: none"> • Organisation of evaluation procedure • Nomination of evaluation committee • Selection criteria • Opening of bids and evaluation • Evaluation committee report • Announcement of contract award
15:00 - 15:15	Coffee break
15:15 – 15:45	Exercise <ul style="list-style-type: none"> • Evaluation of key experts
15:45 – 16:00	Closing session <ul style="list-style-type: none"> • Q&A • Training evaluation