**Contract Award Procedures under CBC grant contracts (PRAG 2018)**

**For the Grant Beneficiaries under Cross-Border Programme**

**North Macedonia – Albania 2014-2020**

**AGENDA**

**Date:** 27 and 28 February, 2020,

**Place:** Hotel Karpos, Sekspirova bb,1000 Skopje, North Macedonia)

**Day 1**

09.30 – 10.00 **Arrival and registration of participants**

10.00 – 11.30 **Introduction**

Discussion about the most frequent types of procurements under CBC grant contracts

Fundamental principles of procurement procedures

11.30 – 12.00 **Break for a tea/coffee**

12.00 – 13.30 **Contract award procedures: supplies**

When is it used? What exactly is procured this way?

Open procedure: steps, award criteria, documents, technical specifications, timeframe

13.30 – 14.30 **Lunch**

14.30 – 15.30 **Practical exercise**

Work in small groups: Revising and commenting an example of technical specifications

15.30 – 17.00 **Contract award procedures: services**

When is it used? What exactly is procured this way?

(16:00 – 16:15 Competitive negotiated procedure: steps, award criteria,

**coffee break**) documents, terms of reference (ToR), timeframe

17.00 – 17.30 **Closing day 1**

Questions/answers & discussions

Finishing remarks

**Day 2**

09.00 – 09.30 **Practical exercise – selection criteria and experts profiles**

Work in small groups: Set the selection criteria for tenderers

Create expert profiles required for certain services

09.30 – 11.00 **Contract award procedures: works**

When it is used? What exactly is procured this way?

Competitive negotiated procedure: steps, award criteria, documents, technical specifications, timeframe

11.00 – 11.30 **Break for a tea/coffee**

11.30 – 12.30 **Single tender procedure**

General rules and specific advice

12.00 – 12.30 **Evaluation of tenders**

General rules

Evaluation committee: nomination and composition, impartiality

and confidentiality, roles of evaluation committee members

12.30 – 13.00 **Evaluation of tenders for supplies and works**

Specificities

13.00 – 13.30 **Evaluation of tenders for services**

Specificities

13.30 – 14.30 **Lunch**

14.30 – 16.00 **Active discussion**

(15.30 – 16.00 Case study: tender dossier for procurement of equipment above **coffee break**) EUR 100.000 prepared by Red-Cross North Macedonia

16.00 – 17.00 **Closing day 2**

Questions/answers & discussions

Closing remarks