

Public Procurement documents – how to read them?

The Ignitis Group's Public Procurement Documents consist of a set of separate documents, each of which sets out certain Procurement Conditions or Requirements.

We provide an Informational instruction to a Supplier interested in the Procurement, explaining how to better understand the Procurement Documents and decide on participation in the Procurement.

The Public Procurement Documents consist of:

Technical Specification	The Technical Specification provides the main information about the Object of the Procurement – a description of the Procurement Object, its Scope, Technical Parameters, Deadlines, and other relevant details.
	After reviewing the Technical Specification, the Supplier can assess their ability to offer a Procurement Object that meets the Buyer's requirements.
Requirements for Suppliers	Specific Grounds for Supplier Exclusion are indicated (criminal convictions, professional misconduct, etc.) and (or) Qualification Requirements (experience, financial capacity, etc.).
	The Supplier must meet all Qualification Requirements set out in Procurement Documents from the beginning of participation in the Procurement. However, the documents proving the Supplier's Qualification will usually be requested only at the end of the Procurement – before the decision on the Successful Tenderer is made.
General and Special Procurement Conditions	General Procurement Conditions provide detailed general information about the Procurement Procedures and their course: explanations of the Procurement documents, possibilities for their modification, participation of Supplier Groups and (or) involvement of Subcontractors, Grounds for Exclusion, and other relevant aspects.
	Special Procurement Conditions set out an essential summary of the specific Procurement Procedure, Requirements: whether the Qualification of Participants will be checked whether Negotiations will be allowed, what Tender Evaluation Criteria will be applied, the estimated value of the Contract to be concluded, and etc.
Application Form	The Supplier expresses their interest in participating in the Procurement by submitting an Application, completing the designated Application Form, and providing the Attachments specified in the Form – the main one being the European Single Procurement Document (ESPD).
	ESPD is completed by importing the .xml file attached to the Procurement Documents into the ESPD website . If the Procurement Documents do not include an Application Form, no Applications are submitted for the Procurement. The Supplier prepares and submits a Tender directly.
Tender Form	The Supplier submits a Tender by completing the Tender Form and providing the specified Attachments. In the Tender, the Supplier indicates the specific Product, Services, or Works being offered, the proposed Price or Rates, provides information on compliance with Technical Requirements, and other relevant details.
	All attachments specified in the Tender Form must be submitted with Tender. Documents in the folder "Documents to be Submitted Upon Request" don't need to be submitted.
Draft Contract	Draft Contract – the Prior-prepared Terms of the future Contract that will apply during an implementation of the Contract. The Contract consists of the General Contract Section and a Special Contract Section.
	The Contract cannot be amended at the moment of Signing; therefore, it is important to review its terms in detail before submitting the Tender.
Additional Information	When preparing the Application or Tender, the Supplier must not modify the Application or Tender Form , including the Price Table.
	The Supplier may submit Questions and Comments regarding the Procurement Documents by completing the annex to the Special Procurement Conditions "QUESTIONS / SUGGESTIONS REGARDING PROCUREMENT DOCUMENTS" and submitting them through the Central Public Procurement Information System (CPP IS).
	The Application, Tender, and their attachments that require an Authorized Person's signature, as indicated in the Respective Forms, must be signed with a Physical or Qualified Electronic Signature. If the Document is signed by someone other than the Supplier's Manager, a valid written Power of Attorney must be submitted. Applications and Tenders are submitted only via the Central Public Procurement Information System (CPP IS) , which is administered by the Public Procurement Office (PPO, Lithuanian Abbreviation – VPT). If Questions arise regarding the submission of an Application or Tender in the CPP IS system, more information can be found in the Methodological Guidelines for Suppliers prepared by the PPO here .