

Public Procurement carried out as an open procedure – Summary

This Guide outlines the main stages of Public Procurement, its sequence, and the most important actions to be taken by both the Procuring Entity and the Supplier. It is designed to help better understand the Procurement Process and prepare for Participation in Public Procurement.

Stages of Procedures	Actions of Participants in the Procurement Process
1. Market Research or Consultation	<p>This is the Preparation Stage for the Procurement. In order to better understand market opportunities, discuss technical specifications, possible solutions, or other aspects related to the Procurement, the Procuring Entity may consult with market Participants before the start of the Procurement Procedures. This Research or Consultation is not considered to be the start of public Procurement.</p> <p>Important: Any suggestions provided by a Supplier at this Stage are not considered an official Tender in the Public Procurement Procedure.</p> <p>To participate in the Procurement, the Supplier will be required to submit a Tender in accordance with the published Procurement Conditions, as described in the following steps of this Guide.</p>
2. Publication of the Procurement	<p>This is the initial Stage of the Procurement Procedure. Once the Procuring Entity has announced the Procurement, the Procurement Documents become publicly available in the Central Public Procurement Information System (CPP IS, Lithuanian Abbreviation – CVP IS).</p> <p>What must a Supplier do to Participate in the Procurement:</p> <ul style="list-style-type: none"> • Log in to the CPP IS system; • Review the Procurement Documents; • Accept the Invitation to Participate in the Procurement via the CPP IS system. <p>If the Supplier is not yet connected to the CPP IS, this can be done here: Registration to the CPP IS.</p> <p>Important: Suppliers may only submit Tenders, ask Questions, or perform other actions in the Procurement Process after Accepting the Invitation to Participate in the Procurement Process in the CPP IS system.</p>
3. Questions Regarding the Procurement Document	<p>This is the Stage of waiting for Suppliers' Tenders, during which Suppliers can ask the Procuring Entity Questions about the Procurement Documents.</p> <p>More information about the Procedure for submitting Questions can be found in Section 6 of the General Procurement Conditions (GPC), titled "Explanations of and amendments to the procurement documents".</p>
4. Submission of Tenders	<p>This is the Stage for the Preparation and Submission of Tenders. What the Supplier must do:</p> <ul style="list-style-type: none"> • By the deadline set in the CPP IS, Prepare and Submit the Tender by completing the Tender Form and attaching the Documents and Annexes specified in the Form. <p>Important: Tenders submitted after the specified deadline or not submitted via the CPP IS will not be considered.</p> <p>More information on the preparation and submission of Tenders can be found in Part C of the GPC – "Preparing tenders", Part E of the GPC – "Submitting tenders".</p> <p>In the Tender submitted by the Supplier, it is <u>important to indicate the Economic Operators</u> whose capacities the Supplier intends to Rely on in order to meet the Qualification Requirements set out in the Procurement Documents.</p>

	<p>If this is not done at this Stage, it will not be possible to rely on the capacities of such Economic Operators at later Stages of the Procurement Procedure.</p> <p>More information about Relying on Economic Operators can be found in Section 9 of the GPC – “Engaged economic entities”.</p>
5. Evaluation of Tenders	<p>This is the Stage of Tender Evaluation, during which the Procuring Entity:</p> <ul style="list-style-type: none"> • Verifies the information provided in the European Single Procurement Document (ESPD); • Evaluates the Tenders and identifies the Successful Tender. <p>What the Supplier must do upon receiving a request from the Procuring Entity:</p> <ul style="list-style-type: none"> • Provide Documents proving the absence of Grounds for Exclusion and Compliance with the Qualification Requirements; • Correct any Arithmetic Miscalculations identified in the Final Tender; • Provide Clarification regarding the Proposed Price and other Elements of the Tender and etc. <p>More information on Tender Evaluation can be found in Part F of the GPC – “Evaluating and determining the successful tender”.</p>
6. Announcement of the Successful Tender	<p>This is the Stage of Announcing the Decision on the Successful Tender. After reviewing and evaluating all Tenders, the Buyer informs the Suppliers about:</p> <ul style="list-style-type: none"> • Rejected Tenders; • The Ranking of Tenders and the Successful Tenderer. <p>Important: the Contract will be Concluded only after the Period of Deferment of the Award of a Contract has expired. The specific Period of Deferment of the Award of a Contract shall be specified in the Procuring Entity’s notification of the Successful Tender.</p>
7. Conclusion of the Contract	<p>This is the Final Stage of the Procurement Procedure, when the Period of Deferment of the Award of a Contract has expired, and the Successful Tenderer is invited to Sign the Contract.</p> <p>More information about the Conclusion of the Contract can be found in Part G of the GPC – “Procurement contract”.</p>