



Ministry of Finance  
of the Czech Republic



**European Bank**  
for Reconstruction and Development



Ministry of Foreign Affairs  
of the Czech Republic

***Invitation to the Public Procurement in EBRD Projects Seminar***  
***14 – 15 November 2012, Prague, Czech Republic***

**Venue:** **First Part (14 November, 2012):** Ministry of Foreign Affairs of the Czech Republic,  
Loretánské náměstí 5, Prague

**Second Part (15 November, 2012):** Ministry of Finance of the Czech Republic,  
Letenská 15, Prague

**Language:** English

**The Ministry of Finance of the Czech Republic and the European Bank for Reconstruction and Development (EBRD) in cooperation with the Ministry of Foreign Affairs of the Czech Republic** are hosting a Seminar on EBRD Procurement Policies and Rules (PP&R) in EBRD financed projects.

**The objective of this Seminar** is to better equip the participants to:

- apply the advantages of sound Procurement and the Bank's Procurement Policies;
- promote and grasp why the policies are important for the Bank's clients, contractors, suppliers and consultants;
- and to identify the main procurement issues during project implementation in real life.

**This Seminar is targeted for Czech Contractors, Suppliers and Consultants, *practitioners in procurement*** and will concentrate on the Bank's PP&R. Further, this Seminar aims to increase the interest and participation of the *business community* in order to secure quality competition on projects.

This will be an opportunity for procurement professionals and practitioners to interact in a Seminar environment both with EBRD procurement staff, as well as, procurement professionals (from Private Sector firms) exposed to EBRD PP&R and/or the best practices in procurement.

The detailed Agenda is attached. The first day of the seminar will be dedicated to procurement practitioners, focusing on topics that are frequently consulted by Executing Agencies and/or business community or are subject to complaints.

During the second day there will be an informal discussion concentrating on Experience of Czech Companies with the EBRD Technical Assistance Projects (roundtable discussion). Special attention will be paid to the bilateral Czech Official Development Assistance (ODA) Technical Cooperation Fund at the EBRD. If required on the second day, there will also be an opportunity for "one-on-one" up to 20 minute consultations with EBRD Procurement staff.

***In order to register for this event***, please send an email (profile of company, number of participants, contact details) to [dev@mfcz.cz](mailto:dev@mfcz.cz); copied to [pavla.knotkova@mfcz.cz](mailto:pavla.knotkova@mfcz.cz) and indicate '**EBRD Seminar**' in the subject line of the e-mail. Please specify whether you are interested in both parts.

**Registration is open till November 7, 2012. Limited capacity. The seminar will be conducted in English (14 November 2012) and in Czech (15 November). The seminar is free of charge.**



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## DRAFT AGENDA, FIRST PART – 14 NOVEMBER 2012

**Venue:** Ministry of Foreign Affairs of the Czech Republic, Loretánské náměstí 5, Prague  
**Language:** English

<b>8:30 – 9:00</b>	<b>Registration</b>
<b>9:00 – 9:30</b>	<b>First session – Opening and Greetings</b> Mr Tomas Dub, Deputy Minister, Ministry of Foreign Affairs Ms Eva Anderova, Director of the International Relations Department, Ministry of Finance
<b>9:30 – 11:00</b>	<b>Second session*:</b> <ul style="list-style-type: none"><li>• Part 1: Introduction and Objectives</li><li>• Part 2: Business Opportunities in EBRD financed projects</li><li>• Part 3: Procurement and EBRD</li></ul>
<b>11:00 – 11:15</b>	<i>Coffee break</i>
<b>11:15 – 12:45</b>	<b>Third session*:</b> Case: “Energy-Goods. What can go wrong in Procurement Process” <ul style="list-style-type: none"><li>• Part 4: Project design, Planning, Responsibilities</li></ul> Case: “Energy - Goods. Disqualification of a Tenderer” <ul style="list-style-type: none"><li>• Part 5: Tender Documents and PP&amp;R</li></ul> Case: “Roads-Works. Experience in Construction”
<b>12:45 – 14:00</b>	<b>Fourth session*:</b> Case: “Infrastructure-Works. Contractor Non-Performance” <ul style="list-style-type: none"><li>• Part 6: Tender Opening and Evaluation Works and Goods</li></ul> Case: “Energy - Goods. Planning and Packaging Tenders” <ul style="list-style-type: none"><li>• Part 7: Consultant Services in Projects</li></ul> Case: Case: “Energy – Goods. Conflict of Interest”
<b>14:00 – 15:00</b>	<i>Lunch break</i>
<b>15:00 – 16:00</b>	Experience of Czech Companies (tbc.)
<b>16:00– 16:15</b>	<i>Coffee break</i>
<b>16:15 – 18:00</b>	<b>Fifth session*:</b> Case: “Transport – Works. Integrity of Tender Process” <ul style="list-style-type: none"><li>• Part 8: Contract Management and Implementation</li></ul> Case: “Roads – Works. Clarification of Tender” <ul style="list-style-type: none"><li>• Part 9: Strategy for Business – How to win contracts</li><li>• Questions and Answers</li><li>• Summary and Conclusions</li></ul>
<b>18:00 – 19:00</b>	<i>Buffet dinner</i>

\* Main speaker / EBRD facilitator: Veljko Sikirica, Senior Procurement Specialist, EBRD Procurement Department



## **DRAFT AGENDA, SECOND PART – 15 NOVEMBER 2012**

**Venue:** Ministry of Finance of the Czech Republic, Letenská 15, Prague  
- Roundtable discussion (Room 422)  
- Bilateral meetings (“Winter Garden”)

**Language:** Czech (roundtable discussion) and English (bilateral meetings)

<b>9:45 – 10:00</b>	<b>Registration</b>
<b>10:00 – 12:00</b>	<b>Roundtable discussion *</b> <ul style="list-style-type: none"><li>• Experience of Czech Companies with EBRD Technical Assistance Projects;</li><li>• Bilateral Czech Official Development Assistance (ODA) Technical Cooperation Fund at the EBRD (<i>the Fund is tied for Czech consultants only</i>).</li></ul>

*\*Participants: Dagmar Silna - Adviser for the Czech Republic Relations with Czech Business Sector (EBRD); Ministry of Finance staff and professionals from private sector firms.*

**Czech Republic Official Development Assistance (ODA) Technical Cooperation Fund** was established in 2008 following the Agreement between the Czech Republic and the EBRD for the purpose of financing advisory services and technical cooperation in respect of projects managed by the EBRD. It is funded by the Czech Republic.

<b>9:00 – &gt;</b>	<b>Bilateral Meetings with interested companies</b> <ul style="list-style-type: none"><li>• “one-on-one” up to 20 minute consultations with EBRD Procurement staff*;</li><li>• Registration will be open during the first day of the seminar.</li></ul>
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*\* Veljko Sikirica, Senior Procurement Specialist, EBRD Procurement Department*