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|  | APPROVED BY  Minister of National Defence of the Republic of Lithuania and Minister of Foreign Affairs of the Republic of Lithuania Order No V-809/V-188 of 31 August 2017 |

**DESCRIPTION OF THE PROCEDURE FOR CONDUCTING SIMPLIFIED PUBLIC PROCUREMENT BY DIPLOMATIC MISSIONS OF THE REPUBLIC OF LITHUANIA IN FOREIGN STATES, MISSIONS OF THE REPUBLIC OF LITHUANIA TO INTERNATIONAL ORGANISATIONS, CONSULAR POSTS AND SPECIAL MISSIONS, ALSO OTHER CONTRACTING AUTHORITIES PROCURING ABROAD THE SUPPLIES, SERVICES OR WORKS INTENDED FOR THEIR STRUCTURAL DIVISIONS, LITHUANIAN DIPLOMATIC MISSIONS ABROAD, LITHUANIAN REPRESENTATIONS TO INTERNATIONAL ORGANIZATIONS, CONSULATES, AND SPECIAL MISSIONS,** **MILITARY ENVOYS OR SPECIAL ATTACHÉS ABROAD OR INTENDED FOR THE DEVELOPMENT COOPERATION AND OTHER PROJECTS UNDER IMPLEMENTATION ABROAD**

**CHAPTER I**

**GENERAL PROVISIONS**

1. The Description of the procedure for conducting simplified public procurement by diplomatic missions of the Republic of Lithuania in foreign states, missions of the Republic of Lithuania to international organisations, consular posts and special missions, also other contracting authorities procuring abroad the supplies, services or works intended for their structural divisions, Lithuanian diplomatic missions abroad, Lithuanian representations to international organizations, consulates, and special missions military envoys or special attachés abroad or intended for the development cooperation and other projects under implementation abroad (hereinafter: the ‘Description’) shall regulate:

1.1 the simplified public procurement of supplies, services and works conducted by diplomatic missions of the Republic of Lithuania in foreign states, missions of the Republic of Lithuania to international organisations, consular posts and special missions (hereinafter: ‘Mission’);

1.2 the simplified public procurement of supplies, services and works conducted by the contracting authorities other than the Missions for the purpose of procuring abroad the supplies, services or works intended for the divisions, military envoys or special attachés of these contracting authorities structural divisions abroad, Lithuanian diplomatic missions abroad, Lithuanian representations to international organizations, consulates, and special missions, military representatives or special attachés or intended for the development cooperation and other projects under implementation abroad.

2. In conducting the public procurement governed by this Description, the provisions of 1-17 Articles (except the Article 17(6)), 26, 86(7) and Chapter VI of the Law of the Republic of Lithuania on Public Procurement shall apply on a compulsory basis.

3. The value of the procurement governed by this Description shall be calculated based on the Expected public procurement procedures, values and procurement value calculation methodology approved by the Director of the Public Procurement Service by order No. 1S-94 of June 27, 2017 "On the methodology of Expected public procurement and procurement value calculation".

4. The concepts used in this Description:

4.1 Common Procurement Vocabulary the system for classifying procurement objects, established on November 5, 2002 by Regulation (EC) No. 2195/2002 of the European Parliament and of the Council on Commom Public Procurement Vocabulary (CPV) (Official Journal of the European Union, Special Edition 2004, Chapter 6, Volume 5, page 3) with the latest amendments made on June 18, 2009, by Regulation (EC) No. 596/2009 of the European Parliament and of the Council amending certain provisions concerning the regulatory procedure with scrutiny referred to in Article 251 of the Treaty, and adapting to Council Decision 1999/468/EC (Official Journal 2009 L 188, p. 14).

4.2 Small value procurement means procurement which meets at least one of the conditions stipulated in Article 4(3) of the Law on Public Procurement.

4.3 Unpublished selective tendering - a procurement method in which the contracting authority directly approaches the supplier(s), inviting them to submit proposals, or analyzes the publicly available information from them.

4.4 Contracting authority means a Mission or another contracting authority procuring abroad the supplies, services or works intended for its divisions, military envoys or special attachés of these contracting authorities structural units abroad, Lithuanian diplomatic missions abroad, Lithuanian representations to international organizations, consulates, and special missions, military representatives or special attachés or intended for the development cooperation and other projects under implementation abroad.

4.5. Procurement abroad means the procurement of supplies, services or works conducted by the contracting authority by awarding a public sales-purchase contract to the selected supplier (suppliers) in the cases when the place of supply of the products, provision of the services or execution of the works is located in the territory of a foreign state.

4.6. Procurement logbook means a document prepared and stored on paper or in an electronic medium by a person authorised by a contracting authority which contains information (wherein relevant entries are made) about all the procurement procedures conducted and completed under this Description. The format thereof shall be specified by the contracting authority in compliance with the provisions of this Description and the features of the procurement in question.

4.7 Procurement organiser means a civil servant, a diplomat, a serviceman or an employee working under an employment contract who has been appointed by the head of a contracting authority or a person authorised by him and who, in accordance with the procedure specified in this Description, organises and carries out procurement procedures in the cases when the Public Procurement Commission is not formed for the conduct of the procurement in question. When selecting procurement organizers, consideration must be given to their economic, technical, legal knowledge, as well as their understanding of the Public Procurement Law and other laws regulating procurement. Only a person of good repute may be the procurement organiser.

4.8 Published selective tendering - is a procurement procedure whereby contracting authority publishes about a carried-out procurement using selected communication tools and inviting the suppliers to submit a tender.

4.9 Simplified open tendering procedure means a procurement procedure whereby each interested supplier can submit a tender (contracting authority announces about the procurement carried out using the Central Public Procurement Information System tools).

4.10 Simplified public procurement (hereinafter – procurement) - Article 4, section 2.

5. Other concepts used in this Description have been understood as they are defined in Article 2 of the Law on Public Procurement and in the Article 3 of the Law on the Diplomatic Service of the Republic of Lithuania.

6. If a contracting authority decides to carry out procurement using any of the procurement types or means provided for in the Law on Public Procurement, the procurement shall be carried out in compliance with the provisions of the Law on Public Procurement governing the respective procurement type or means.

7. Procurement shall be conducted in compliance with the principles of equality, non-discrimination, transparency, mutual recognition and proportionality and the requirements of and other requirements set out in Article 17 of the Public Procurement Law.

**CHAPTER II**   
**PLANNING OF PROCUREMENT**

8. A contracting authority that procures goods, services or work for ongoing development of cooperation and other projects abroad must prepare and approve procurement plans planned for the current calendar year and publish a summary of planned procurements in the Central Public Procurement System (hereinafter - CPP IS) in accordance with the requirements and procedure established by the Public Procurement Office. This summary must be published no later than on 15th of March each year and after adjusting the procurement plans planned for the current calendar year - no later than within 5 business days.

9. The summary of the procurement planned to be carried out published in accordance with the procedure indicated in paragraph 8 of this Description may be additionally published on the website (if there is such) of a contracting authority in the specially assigned section (in the buyer profile). The content of the published summary of the procurement planned to be carried out must be identical everywhere.

**CHAPTER III**   
**ORGANISATION OF PROCUREMENT, PERSONS CONDUCTING PROCUREMENT**

10. For the purpose of conducting of procurement procedures, the head of a contracting authority or a person authorised by him shall form the Public Procurement Commission (hereinafter – Commission) or appoint the procurement organiser.

11. The Commission shall be formed by an order/decree of the head of a contracting authority ~~forming it~~ from at least three natural persons, namely, the chair of the Commission and at least two members of the Commission. The chairman of the Commission is appointed a employee of the procurement organization that formed the Commission or another procurement organization related by subordinate authority. Other members of the Commission may also be persons other than employees of the contracting authority forming the Commission. The contracting authority forming the Commission shall have the right to invite experts, namely, those knowledgeable on the subject requiring special knowledge or assessment. State officials and state politicians, as defined in the Law on State Service of the Republic of Lithuania, cannot be members or experts of the Commission.

12. When appointing members of the Commission, account must be taken of their economic, technical and legal knowledge as well as understanding of the Law on Public Procurement and other legal acts regulating procurement. Only persons of good repute may be members of the Commission. The meetings of the Commission and the decisions taken thereat shall be valid if more than half of all members of the Commission attend a meeting, and if the Commission is composed of 3 members, - when all Commission members participate in the meeting.

13. The Commission shall observe in its activities the Commission’s rules of procedure approved by the head of a contracting authority or a person authorised by him who composed the Commission, is accountable to it and carries out only its written tasks and duties. The Commission must be granted all the powers necessary for the performance of the tasks. The Commission shall take decisions independently.

14. The Commission shall act from the taking of a decision to form it and establishment of the tasks thereof until the taking of a decision to dissolve it or from assignment of written tasks thereto by a contracting authority forming it until completion of all the tasks assigned or the taking of a decision to terminate procurement procedures. The Commission shall take decisions by a simple majority of the votes cast by open roll call. Voting shall be possible only in favour of or against a proposed decision. In the event of a tie, the chair of the Commission shall have the decisive vote. The Commission’s decisions shall be recorded in minutes. The minutes shall indicate reasons for the Commission’s decision, provide explanations and separate opinions of members of the Commission. The minutes shall be signed by all the members attending the Commission’s meeting.

15. It shall be possible not to form the Commission and the procurement organiser shall be appointed to conduct procurement procedures in the following cases:

15.1 when conducting small value procurement;

15.2 where the estimated procurement value exceeds the small value procurement threshold, but it is intended to enter into a contract. the value of a public contract does not exceed EUR 30,000 (thirty thousand euros) (net of value added tax);

15.3 where, at the time of conducting the procurement in question, there are less than three persons meeting the requirements set out for a member of the Commission who work at a Mission or at a structural division of a contracting authority conducting procurement procedures abroad, at the office of a military envoy or a special attaché.

16. A decision to assign the conduct of procurement procedures to the procurement organiser in the cases indicated in paragraph 15 of this Description shall be taken by the head of a contracting authority or a person authorised by him.

17. Where several procurement procedures are conducted simultaneously, several Commissions or one standing Commission may be formed or several procurement organisers may be appointed.

18. In order to prevent conflicts of interest in procurement, as defined in Article 21 (1) of the Public Procurement Law, the contracting authority or a procurement assistance service provider must require that every employee, procuring initiator, procuring entity, member of the Commission or expert, observer, participant participating in the procurement procedure or a person who is able to influence the results, should participate in procurement procedures or make procurement-related decisions only after signing a  pledge of confidentiality (annex to this Schedule of procedures) in accordance with the procedure established by the Law on the Coordination of Public and Private Interests of the Republic of Lithuania, individuals who are required to declare private interests have declared them, while individuals who are not required to declare private interests have signed a declaration of impartiality approved template form of the Declaration of Impartiality by the order No. 1S-93 of the Director of the Public Procurement Service of June 23, 2017. Individuals specified in Article 21(1) of the Public Procurement Law who are in a conflict of interest situation must recuse themselves or may be removed from the decision-making process, adoption process, considerations, or monitoring of the relevant procurement in accordance with the Law on the Co-ordination of Private Interests.

19. In order to procure supplies, services or works, a contracting authority may:

19.1 conduct procurement procedures independently;

19.2 authorise another contracting authority to conduct procurement procedures in accordance with the provisions of Article 83 of the Law on Public Procurement;

19.3 procure the supplies, services and works from a central purchasing body or using a procurement procedure conducted, a dynamic purchasing system managed or a framework agreement concluded by the central purchasing body;

19.4 procure the supplies, services and works from a foreign central purchasing body or using a procurement procedure conducted, a dynamic purchasing system managed or a framework agreement concluded by the foreign central purchasing body;

19.5 conduct joint procurement procedures with other contracting authorities of the Republic of Lithuania or other Member States in accordance with the provisions of Articles 84 and 85 of the Law on Public Procurement;

19.6 have access to the services of providers of ancillary purchasing activities, as defined in Article 2(22) and (23) of the Law on Public Procurement.

20. In order to prepare for the procurement and inform the suppliers about the procurement plans and requirements, the contracting authority may, in accordance with the provisions of Article 27 of the Law on Public Procurement, request to obtain advice from independent experts, institutions or market participants, may consult the public and publish procurement technical specification projects in advance in the CPP IS system in accordance with the procedure established by the Public Procurement Office.

21. A contracting authority:

21.1 shall have the right, at any time before the award of a public contract/conclusion of a framework agreement, to terminate the procurement procedures which have been commenced on its own initiative in the event of emergence of circumstances that could not be and to assess whether there were significant errors in the procurement documents that make the procurement no longer feasible or result in the acquisition of a procurement object that does not meet the needs of the contracting authority;

21.2 must terminate the initiated procurement procedures if the principles stipulated in Article 17(1) of the Law on Public Procurement have been violated and the situation in question cannot be remedied.

22. The Commission or the procurement organiser shall submit a recommendation for the termination of the procurement procedures to the head of the contracting authority or a person authorised by him, who shall decide on the termination of the procurement procedures. A decision on the termination of small value procurement procedures may be taken by the Commission or the procurement organiser.

**CHAPTER IV**   
**TYPES OF PROCUREMENT PROCEDURES**

23 Procurement shall be conducted by means of the following types of procedures:

23.1 unpublished selective tendering;

23.2 published selective tendering;

23.3 simplified open tendering.

24. A contracting authority shall choose the type of procurement procedure taking into account the following conditions are specified:

24.1 Procurement can be carried out through a non-public procurement procedure when the estimated value of the procurement does not exceed the low value procurement threshold or one of the conditions set out in Point 28 of this Description exists;

24.2 Procurement can be carried out by means of a published survey when the anticipated value of the procurement does not exceed the small value procurement threshold;

24.3 Procurement through simplified open tender is carried out when the estimated value of the procurement exceeds the threshold for small value procurement, but does not exceed the threshold for international procurement.

25. Unpublished selective tender may be conducted in writing or orally. A written informal tender may be carried out whenever a decision is made to procure through an informal tender process. An oral unpublished selective tender may be conducted:

25.1 where the estimated contracted value of a public contract does not exceed EUR 30,000 (thirty thousand euros) (net of value added tax);

25.2 where, due to the events unforeseeable by a contracting authority, it is necessary to urgently procure the required supplies, services or works, and it would not be possible to timely acquire the supplies, services or works if the unpublished selective tendering procedure was ~~conducted~~ carried out in writing;

26. The decision on the procurement method is made by the Commission or the organiser.

27. A decision on the format of a selective tendering procedure (published or unpublished, if unpublished – in written or oral) shall be taken by the Commission or the procurement organiser.

28. A unpublished selective tendering procedure may involve a single supplier in the following cases:

28.1. where the estimated contracted value of a public contract does not exceed EUR 30,000 (thirty thousand euros) (net of value added tax);

28.2. when carrying out the announced procurement it has not received any applications or offers, or all the applications and offers that were submitted are inadmissible or ineligible and the original terms of the procurement are not substantially altered;

28.3. a contracting authority has referred in writing to at least three suppliers inviting them to submit a tender, however none of the suppliers has submitted its tender or the prices indicated in the tenders submitted by all suppliers are excessive and are unacceptable to the contracting authority (in this case, another supplier who did not participate in the initial selective tendering procedure shall be invited). The price offered shall be deemed to be excessive and unacceptable to the contracting authority if it exceeds the funds allocated to the procurement that were fixed by the contracting authority before the commencement of the procurement procedure, as it is indicated in the Article 45 (1), (5) of the Law on Public Procurement;

28.4. due to the events unforeseeable by a contracting authority, it is necessary to urgently procure supplies, services or works. The circumstances invoked to justify extreme urgency must not be attributable to the contracting authority. When the procurement in question is conducted by the Commission, the circumstances invoked to justify extreme urgency shall be indicated in the minutes of a meeting of the Commission or, in the case when it is conducted by the procurement organiser, in the procurement logbook;

28.5. services are procured following a design contest published in the CPP IS where a public contract is awarded according to the rules set in the design contest and the services are procured from the successful candidate of the design contest;

28.6. products may be supplied, services may be provided or works may be executed only by a specific supplier for one of the following reasons:

28.6.1. the purpose of the procurement is to create or to procure an artistic work or an artistic performance;

28.6.2. competition is absent for technical reasons;

28.6.3. for the protection of exclusive rights, including intellectual property rights.

Subparagraphs 28.6.2 and 28.6.3 of this paragraph may be applied only if there is no reasonable alternative or substitute and the absence of competition has not been created by the contracting authority by artificially tightening procurement requirements;

28.7. the object of the procurement is services charged at approved rates and there is no alternative for the supplier (for example, cold water, gas, electricity, etc.);

28.8. where a contracting authority has procured supplies from a supplier under the original public contract and established the expediency of additional deliveries by the supplier intended either as a partial replacement of normal supplies or installations or as the extension of existing supplies or installations where a change of supplier would oblige the contracting authority to acquire material having different technical characteristics which would result in incompatibility or disproportionate technical difficulties in operation and maintenance. The length of such contracts as well as that of recurrent contracts may not, as a general rule, exceed three years following the award of the original public contract;

28.9. for supplies quoted and purchased on a commodity market;

28.10. where it is possible to procure the supplies, services or works required by the contracting authority by taking advantage of an opportunity available for a short time at a price considerably lower than normal market prices (such opportunity must be indicated in the minutes of a meeting of the Commission or, in the case when the procurement in question is conducted by the procurement organiser, in the procurement logbook) or for purchases on particularly advantageous terms, from either a supplier which is going into liquidation, is being restructured, is involved in bankruptcy proceedings, is bankrupt or has entered into a composition with creditors, or following a similar procedure applicable to the supplier under the legal acts of its country of registration;

28.11. for new services or works consisting in the repetition of similar services or works entrusted to the same supplier to whom an original contract was awarded, if all of the following conditions are met:

28.11.1. all new purchases are intended for the execution of the same project for which the original public contract was awarded, while the basic project provided for the scope of the procurement of additional services or works and the conditions under which additional contracts would be awarded;

28.11.2. the initial procurement contract was concluded after the announcement of the procurement in accordance with the procedure established in this Schedule of procedures or the Law on Public Procurement, indicating in the announcement the possibility of additional procurements and taking into account the value of additional procurements;

28.11.3. new procurement can be made from the moment of the entry into force of the initial procurement contract (previously it was from the moment of conclusion of the contract) and must not exceed the period of 3 years.

28.12. for the procurement of supplies and services using the funds allocated for representation purposes;

28.13. for the procurement of museum exhibits, archive and library documents, subscribed newspapers, magazines, publications purchased directly from publishers;

28.14. for the procurement of supplies from the state reserve;

28.15. for the procurement of licences to use library documents or data (information) bases;

28.16. for the procurement of training and conference services for servicemen in professional military service, civil servants of the contracting authority and/or its employees working under an employment contract;

28.17. the purchase of intangible (intellectual) services provided by expert commissions, committees, members of councils, as well as their experts or experts required for the control activities of the state institutions or bodies;

28.18. for the procurement of passenger transport, accommodation and other official work mission-related services, when they are purchased from a direct service provider;

28.19. for the procurement of legal and consultancy services;

28.20. for the procurement of books, textbooks and other educational literature;

28.21. the services of a platform for sharing user-generated information with the public are purchased when they are purchased from a direct service provider according to the same pricing and modes of organisation of the services established for all users and the service provider does not take responsibility for the content of the information published content;

28.22. procured participation services at exhibitions, when they are procured from the exhibition organizer at a uniform service price applicable to all service recipients.

28.23. the procured expert services are intangible (intellectual) services provided by experts for internationally funded projects conducted abroad.

28.24 the purchase of services withCommon Procurement Vocabulary codes: 79341400-0 (services of advertising agencies), 79416000-3 (public relations services), 92111230-3 (production of propaganda films) of and 92111240-6 (production of propaganda videotapes) and 75131000-3 (services for the public sector).

29. In a selective tendering procedure published or unpublished, the Commission or the procurement organiser may negotiate with suppliers the terms and prices which are more advantageous to the contracting authority.

**CHAPTER V**   
**WRITTEN UNPIBLISHED SELECTIVE TENDERING PROCEDURE**

30. When conducting unpublished selective tendering procedure in writing, one or more suppliers, based on the procedure established in Chapter XIV of this Description, shall be provided with the procurement documents prepared in accordance with the requirements specified in Chapter IX   of this Description and shall be invited to submit tenders in accordance with the requirements set by a contracting authority.

31.  The suppliers to be invited for unpublished selective tendering and the number thereof shall be determined by the Commission or the procurement organiser. A single supplier may be invited for unpublished selective tendering in the cases specified in paragraph 28 of this Description.

32.  Tenders of suppliers shall be accepted, examined and evaluated in accordance with the procedure established in Chapter XII of this Description.

33.  The results of a written unpublished selective tendering shall be recorded in minutes of a meeting of the Commission or, in the cases when the procurement in question is conducted by the procurement organiser, in the procurement logbook.

**CHAPTER VI**   
**ORAL UNPUBLISHED SELECTIVE TENDERING PROCEDURE**

34.  When conducting unpublished selective tendering procedure orally, one or more suppliers shall be invited to submit a tender or the information publicly provided by the suppliers (for example, online advertising, store information, etc.) about the offered supplies, services or works shall be analysed.

35.  The suppliers to be invited for unpublished selective tendering, their number and the format of an oral unpublished selective tendering procedure (direct contact or analysis of publicly available information) shall be determined by the Commission or the procurement organiser. A single supplier may be invited for selective tendering in the cases specified in paragraph 28 of this Description.

36.  When conducting an unpublished selective tendering procedure orally, it shall be possible not to draw up the procurement documents (including a technical specification) if a contracting authority decides to draw them up and establishes requirements for such documents at its own discretion.

37 The results of an oral unpublished selective tendering shall be recorded in minutes of a meeting of the Commission or, in the cases when the procurement in question is conducted by the procurement organiser, in the procurement logbook.

**CHAPTER VII**   
**PUBLISHED SELECTIVE TENDERING PROCEDURE**

38.  When conducting a published selective tendering, the number of tenderers shall not be limited. An invitation to participate in the tender is published in accordance with the procedure specified in Chapter XIV   of this Description.

39. Together with the invitation, procurement documents prepared in accordance with the requirements set out in this Description Section IX are announced, and bidders are requested to submit proposals in accordance with the requirements set by the contracting organization.

40. The deadline for submitting proposals cannot be shorter than 3 working days from the date of publication of the announcement.

41. Suppliers' proposals are accepted, examined, and evaluated in accordance with the procedures set out in Section XII of this Description.

42. The results of the tendering announced, are recorded in the Commission meeting protocol, and when the purchase is made by the purchasing organizer – in the purchase journal.

**CHAPTER VIII**   
**SIMPLIFIED OPEN TENDERING PROCEDURE**

43. When conducting a simplified open tender, the number of participants is not limited. The procurement is announced in accordance with the procedure established in this Description Chapter XIV.

44.  The time limit for the submission of tenders may not be less than seven working days from the publication of a notice of procurement in the CPPP.

45.  A simplified open tendering procedure may provide for negotiations between the contracting authority and tenderers. The cases of negotiations and the conditions that will be negotiated must be clearly defined and provided for in the procurement documents.

46.  If tenders are submitted in paper envelopes, representatives of all suppliers (tenderers) who have submitted the tenders shall be invited to participate in the opening of the envelopes with the tenders, except the cases where negotiations are foreseen in the simplified open tender.

**CHAPTER IX** **ROCUREMENT DOCUMENTS, THEIR CLARIFICATION AND AMENDMENT**

47.  The procurement documents to be provided to suppliers shall be drawn up by the Commission or the procurement organiser in accordance with the basic terms of procurement drafted by the procurement initiator. The persons drawing up the procurement documents shall have the right to obtain all information necessary for the drawing up of the procurement documents and for conducting procurement procedures.

48.  The procurement documents must be accurate, clear and unambiguous, so that suppliers could submit tenders and the contracting authority could procure what it needs.

49.  The requirements set out in the procurement documents may not artificially restrict suppliers’ access to the tendering procedure or allow only for the participation of certain suppliers.

50.  The following information shall be provided in the procurement documents, depending on the specific features of the object of the procurement in question, the terms of procurement, the selected type of the procurement procedure and other circumstances:

50.1. a reference to this Description;

50.2. the name, surname and contact information of a member (one or more) of the Commission of a contracting authority or the procurement organiser authorised to maintain direct contact with suppliers and to receive from them, without any mediators, the notices relating to the procurement procedures;

50.3. requirements for the preparation of tenders;

50.4. the time limit (date, hour and minute) for the submission of tenders and the place and manner of their submission;

50.5. the required tender validity period;

50.6. the date of acquaintance with the offers, if it is established in the procurement documents that the offers are submitted in the manner specified in, CPP IS system in other cases - place, date, hour and minute;

50.7. tender opening and tender examination procedures;

50.8. the name of supplies, services or works, their provisional and, if possible, exact quantities (volumes), time limits for the supply of the products, provision of the services or execution of the works;

50.9. the technical specification prepared in compliance with the requirements specified in ChapterXI   of this Description;

50.10. an indication of division of the object of the procurement into lots for each of which a public contract will be awarded or a framework agreement will be concluded and the possibility of submission of tenders only for one lot, for several lots or for all lots of the object of the procurement; a description of the lots of the object of the procurement for which the tenders may be submitted;

50.11. if applicable, grounds for eliminating suppliers, qualification requirements and/or the required quality assurance system and/or environmental management system standards, also a list of the documents evidencing the absence of the grounds for eliminating the suppliers, compliance with the qualification requirements and, if applicable, with the required quality assurance system and/or environmental management system standards;

50.12. an indication that, if a supplier’s qualification in relation to the right to engage in the relevant activity has not been verified or has not been verified to the full extent, the supplier shall undertake to satisfy a contracting authority that the public contract will be performed only by the persons having such a right;

50.13. an indication of the calculation of the price or costs and the manner of quoting the price or the costs in tenders. The price or the costs must be inclusive of all taxes;

50.14. an indication that the prices quoted in tenders will be estimated in euros. If the prices in the tenders are quoted in a foreign currency, they will be converted to euro according to the indicative exchange rate of the euro and the foreign currency published by the European Central Bank or, in the cases when the European Central Bank does not publish the indicative exchange rate of the euro and the foreign currency, according to the indicative exchange rate of the euro and the foreign currency determined and published by the Bank of Lithuania on the last day of the period set for the submission of the tenders;

50.15. criteria and conditions of the evaluation of tenders;

50.16. the main terms of the proposed public contract (framework agreement) and/or a draft public contract (framework agreement), if such has been drafted;

50.17. if required –tender security requirements;

50.18. the ways in which suppliers can request clarifications of the procurement documents;

50.19. the procedure for modifying and revoking tenders;

50.20. when it is relevant, the supplier may be required to indicate in its tender the subcontractors which it intends to contract and the part of the procurement for which it intends to contract them;

50.21. an indication of whether negotiations will be held and in what cases the conditions of a tender may be negotiated, as well as the procedure for conducting the negotiations;

50.22. other required information about the conditions and procedures of the procurement in question.

51.  Not all the information referred to in paragraph 50 of this Description may be available in the procurement documents. The scope of the information provided in the procurement documents shall be determined by the Commission or the procurement organiser, taking into account the specific characteristics of the procurement item.

52.  The procurement documents shall usually be drawn up in the Lithuanian language. The procurement documents may be drawn up in other languages, depending on the circumstances and conditions of the specific procurement.

53.  As regards requirements for the preparation and submission of tenders, the procurement documents shall indicate that:

53.1. the tenders submitted in writing must be signed by the supplier or a person authorised by it and submitted in one the following ways selected by the Commission or the procurement organiser (indicating a specific day in the procurement documents):

53.1.1. courier (applies to conducting a published or unpublished selective tendering, or a simplified open competition)

53.1.2. by sending a copy of the tender by e-mail to the address indicated in the procurement documents (applies when conducting a procurement by published or unpublished selective tendering procedures);

53.1.3.by means of CPP IS system. If it is not possible to submit part of the bid using CPP IS means (e.g. product samples) specified in the procurement documents submission procedure (applicable when conducting a simplified open tendering procurement).

53.2. a tender submitted by post or by courier must be placed in an envelope, it shall be sealed and the title of the procurement and the name and address of the supplier shall be written thereon. If the tenders are to be evaluated according to the price- or cost-to-quality ratio using methods of expert assessment, the procurement documents shall include the requirement for suppliers to submit the price of a tender in one sealed envelope and the remaining parts of the tender (technical data of the tender and other information and documents) in another sealed envelope. Both envelopes must be put into a single envelope, the latter shall also be sealed and the title of the procurement and the name and address of the supplier shall be written thereon. The requirement to submit a tender in two envelopes shall not apply when the terms of the tender may be negotiated in the course of the procurement or when a single tenderer is invited to submit his tender;

53.3. The procurement documents may stipulate that the pages of a tender (parts of the tender) must be numbered and thread-sewn to prevent the insertion into the tender of new sheets, removal or replacement of the existing sheets without damaging the sewing. In this case, the thread on the backside of the last page of the tender shall be sealed by a slip of paper bearing the signature of the supplier or a person authorised by him. The backside of the last page of the tender shall contain the name, surname and position title of the person affixing his signature and the number of the pages constituting the tender. The document evidencing tender security shall not be thread-sewn and numbered. The requirements of this paragraph shall not apply if the contracting authority accepts the tenders submitted by electronic means.

54.  In order to ensure compliance of the offered supplies, services or works with the mandatory technical requirements as specified in legal acts, the documents issued by official bodies may be requested.

55.  The procurement documents may require to provide descriptions, samples or photographs of the products supplied, the works executed or the services provided by a supplier, or the supplier’s permission to visually inspect the object of the procurement may be requested.

56. Procurement documents are published submitted as per the procedure established in Chapter XIV of this Description.

57.  A supplier may request a contracting authority to clarify the procurement documents, requesting this in writing (a specific way, in which the supplier may request the explanation of procurement documents is indicated in the procurement documents). The contracting authority shall respond to any written request of the supplier to clarify the procurement documents received at least three working days (when published or a unpublished selective tendering is carried out - results are delivered within 2 working days at the latest) before the expiry of the time limit for the submission of tenders. The contracting authority may respond to the written requests received later if there is enough time to prepare and ~~send~~ submit the reply. When replying to the supplier, the contracting authority shall also send clarifications to all other suppliers to whom it has provided the procurement documents, but shall not specify from whom it has received the request for clarification of the procurement documents.

58.  Before the expiry of the time limit for the submission of tenders, a contracting authority may, clarify/fine-tune the procurement documents on its own initiative.

59. The explanations provided in points 57 and 58 of this Description must be submitted no later than 1 business day (was sufficient) before the deadline for the submission of offers. Explanations are provided using the same means as the procurement documents were presented, and additionally can be published on the buyer's organization website (if available). If the deadline for submitting clarification of procurement documents is not met and/or, after submitting them, the suppliers do not have enough time to adjust their proposals based on the provided explanations, the deadline for submitting proposals is extended.

**CHAPTER X**    
**GROUNDS FOR ELIMINATING A SUPPLIER, QUALIFICATION REQUIREMENTS, QUALITY ASSURANCE SYSTEM AND ENVIRONMENTAL MANAGEMENT SYSTEM STANDARDS**

60.  A contracting authority may, having regard to the circumstances and conditions of the specific procurement, determine in the procurement documents grounds for eliminating suppliers and/or qualification requirements and/or the required standards of a quality assurance system and/or an environmental management system (hereinafter: ‘requirements for the supplier’).

61.  When setting out in the procurement documents the requirements referred to in paragraph 60 of this Description, it shall be recommended to follow article settings 46-49 of the Law on Public Procurement.

62.  While verifying whether there are no grounds for eliminating a supplier determined in procurement documents, whether the supplier meets the qualification requirements set out in the procurement documents, whether the supplier complies with the quality assurance system and/or environmental management system standards specified in the procurement documents, the contracting authority may require to present the supporting documents indicated in Articles 48 and 51 of the Law on Public Procurement. In verifying whether the supplier has access to the resources available to other economic entities whose capacity it relies upon in accordance with Article 49 of the Law on Public Procurement, the contracting authority shall accepts from the supplier any proof thereof.

**CHAPTER XI**    
**TECHNICAL SPECIFICATION**

63.  The specific features of the supplies, services or works to be procured shall be described in a technical specification provided in the procurement documents. In conducting procurement, with the exception of small value procurement and the procurement with the foreseen contracted value of a public contract not exceeding EUR 30,000 (thirty thousand euros) (net of value added tax), the technical specification shall be prepared in accordance with the provisions of Article 37 of the Law on Public Procurement.

64.  Each product, service or work to be procured must be described in a technical specification in a clear and unambiguous manner. The technical specification must ensure competition and non-discrimination of suppliers.

65.  A technical specification may be prepared by indicating the standard, technical regulation or normative standard or by specifying the functional characteristics of the object of the procurement in question or by describing the desired result or by using a combination of these methods. These characteristics and requirements must be clear and precise so that suppliers could prepare suitable tenders and the contracting authority could procure the required supplies, services or works.   
66.  When preparing a technical specification, the characteristics of the object of the procurement or those of the purpose and conditions of the use of the object of the procurement (for example, productivity, dimensions, energy consumption, the desired benefit of the use of the object of the procurement, etc.) and values of requirements for these characteristics shall be indicated. The values shall be indicated in limit values (‘not more than...’, ‘not less than...’) or in value ranges (‘from.... to....’). Precise values (‘must be equal to...’) may be indicated only in duly justified cases.   
67.  In the case of procurement of services, a technical specification shall indicate the nature of the services and the place of their provision and establish technical requirements for the products supplied or the works executed along with the provision of the services. In the case of procurement of supplies, a technical specification shall establish technical requirements for the services provided or the works executed along with the supply of products. In the case of procurement of works, the place of execution of the works and requirements for the services and supplies procured along with the execution of the works shall be indicated.

68.  The technical specification must not describe a specific model or source of supply, a process which is specific to the goods or services supplied by a particular supplier or a trademark, patent, type, specific origin or production. It must not include information which would favour or reject certain entities or certain products unless it is not possible to describe the object of the procurement precisely and intelligibly without using this information. In this case, it must be stated that objects which are equivalent in their characteristics are acceptable by adding the words “or equivalent”.   
69. Functional requirements may also include environmental requirements. The procurement documents may contain certain requirements, for example, requirements for the method of production or the main materials used (food products not to be treated with harmful substances, a certain proportion of the materials used to be made from recycled materials, energy to be produced from renewable sources) or for the environmental impact of certain product groups or services. In establishing the requirements, a contracting authority may rely on standards or eco-labels. In this case, it shall indicate the requirements set out in the standards or the eco-labels for the characteristics of the object of the procurement and accept the documentation issued by official bodies or the manufacturer’s certificate as evidence of compliance with these requirements.

**CHAPTER XII**    
**ACCEPTANCE, EXAMINATION AND EVALUATION OF TENDERS**

70.  Tenders must be accepted in accordance with the procedure indicated in the procurement documents.

71.  In the case of the tenders submitted in ~~sealed~~ paper envelopes, the following provisions shall apply:

71.1.  the delayed envelopes with tenders which have been received ~~late~~ shall not be opened, shall not be examined and shall be returned to the suppliers which have submitted them. The tenders submitted in the envelopes which are not sealed, have been damaged by mechanical or other means that may raise doubts as to the confidentiality of the tenders shall not be accepted and shall be returned to the suppliers which have submitted them.

71.2. envelopes with tenders shall be opened and the tenders shall be examined and evaluated by the Commission or the procurement organiser conducting the simplified procurement in question.

71.3. envelopes with tenders shall be opened at a meeting of the Commission. If the procurement is entrusted to the procurement organiser, it shall be recommended that it would open the envelopes with the tenderers in the presence of a contracting authority’s another civil servant, diplomat, serviceman or in a presence of an employee working under an employment contract, when making an entry in the procurement logbook (indicating the person's position, first name, last name), the requirement for the presence of another person does not apply when there is only one person working in the Representation or in a structural unit of the contracting authority performing procurement procedures abroad, a military representative, or a special attaché institution. If representatives of participants were invited to the meeting to familiarize themselves with the proposals, the proposals are reviewed even if they do not attend the meeting.

71.4. if it has been requested to submit tenders in two envelopes, envelopes with the tenders must be opened at two meetings. At the first meeting, only the envelopes containing the technical details of a tender and other information and documents shall be opened, at the second meeting – the envelopes containing the prices. The second meeting may only take place after a contracting authority has verified whether there are grounds for eliminating a supplier determined in the procurement documents, whether a supplier meets the qualification requirements set out in the procurement documents, whether the supplier complies with the quality assurance system and/or environmental management system standards specified in the procurement documents, whether the technical details of the submitted tenders are in conformity with the requirements set out in the procurement documents and has evaluated the technical details of the tenders in compliance with the requirements set out in the procurement documents. The contracting authority must give a written notice of the results of the verification and the evaluation to all interested parties and, at the same time, indicate the time and venue of the second meeting of the opening of the envelopes. If the contracting authority, after verifying and evaluating the data provided by the supplier in the first envelope, rejects its tender, the unopened envelope with the offered price shall be kept together with other documents submitted by the supplier.

71.5. Upon opening an envelope, the attending members of the Commission or the procurement organiser shall sign on the backside of the last page of the tender.

72.  The Commission shall record the results of the envelope opening procedure and the initial examination of the tenders received by electronic means in minutes. If the procurement is conducted by the procurement organiser, it shall enter these data into the procurement logbook.

73.  Tenders shall be examined and evaluated confidentially, in the absence of representatives of the suppliers which have submitted the tenders.

74.  When examining a supplier’s tender, the Commission or the procurement organiser shall:

74.1. if applicable, verify, in accordance with the procedure established in the procurement documents, whether there are grounds for eliminating the supplier, whether the supplier meets the established qualification requirements, whether the supplier complies with quality assurance system and/or environmental management system standards;

74.2. verify whether the tender meets the requirements set out in the procurement documents;

74.3. if the tenderer has provided inaccurate, incomplete or false documents or data concerning its compliance with the requirements of the procurement documents or such documents or data are missing, may, without prejudice to the principles of equality and transparency, to request the tenderer to adjust, supplement or clarify these documents or data within a reasonable time limit fixed by it. Tenders may be adjusted, supplemented or clarified in accordance with ~~the~~ Rules for clarification, supplement or explanation of proposals, approved by the Order No. 1S-240 of the Director of the Public Procurement Service dated December 30, 2022 "Approval of Rules for Clarification, Supplement or Explanation of Proposals");

74.4.  when the price or the costs quoted in a submitted tender appear to be abnormally low, have the right and, if intending to reject the tender, be under the obligation to require the supplier to provide a justification of the offered price or costs. The price or costs of supplies, services or works quoted in tenders must in all cases be considered abnormally low if they are 30% or more below the arithmetic average of the prices or costs offered by all suppliers whose tenders have not been rejected for other reasons and whose offered price or costs do not exceed the funds allocated for the procurement, as determined and recorded in the documents drawn up by the contracting authority prior to the launching of the procurement procedure;

74.5.  verify whether the offered price is excessive and unacceptable to the contracting authority.

75. A contracting authority shall reject a tender if:

75.1. a ground for eliminating the supplier is determined, the supplier does not meet qualification requirements, or the supplier does not comply with quality assurance system and/or environmental management system standards, provided that such requirements were set out in the procurement documents;

75.2. the tenderer has failed to adjust, supplement or clarify the information indicated in subparagraph 74.3 of this Description within the time limit fixed by the contracting authority;

75.3. the tender does not meet the requirements set out in the procurement documents;

75.4. an abnormally low price was offered and the supplier has failed to provide adequate evidence of the validity of the price at the request of the contracting authority;

75.5. all tenderers whose tenders have not been rejected for other reasons have offered excessive prices which are unacceptable to the contracting authority;   
75.6. the tenderer submitted in the tender false information concerning its compliance with the established requirements, which can be proved by the contracting authority by any lawful means.

76.  A contracting authority shall have the right not to evaluate the entire tender of a supplier if, upon checking a part of it, it establishes that the tender must be rejected in accordance with the requirements of this Description. The provision of this paragraph shall not apply if the contracting authority intends to conduct negotiations between the contracting authority and tenderers.

77.  A contracting authority shall select the most economically advantageous tender from among the tenders not rejected for the reasons referred to in paragraph 67 of this Description in accordance with:   
77.1. the price- or cost-to-quality ratio. When evaluating tenders, account shall be taken of the price or costs and the criteria linked to the object of the procurement, including qualitative, environmental and/or social aspects, such as:

77.1.1. technical advantages, aesthetic and functional characteristics, accessibility, suitability for all users, social, environmental and innovative characteristics and fair trade conditions;  
77.1.2. the organisation, qualifications and experience of the employees assigned to performing the public contract, where this has a significant impact on the level of performance of the public contract;

77.1.3. after-sales service and technical assistance, delivery conditions (such as delivery date, delivery process, delivery period or period of completion);

77.2. the costs calculated according to the life-cycle costing approach described in Article 56 of the Law on Public Procurement;

77.3. the price.

78.  In evaluating tenders according to the price- or cost-to-quality ratio, the contracting authority may predetermine in the procurement documents a fixed price or costs. In this case, suppliers shall compete and the most economically advantageous tender shall be selected solely on the basis of quality criteria.

79.  In order to decide on the successful tender, a contracting authority must immediately evaluate the tenders submitted by tenderers and produce a ranking of the tenders (except for the cases when only one supplier is invited to submit his tender or a tender is submitted by only one supplier). The ranking of the tenders shall be done in the decreasing order of economic advantage. In the cases when the tenders submitted by multiple suppliers are equal in terms of their economic advantage, the ranking of the tenders shall be produced by putting first in this ranking the supplier who was the first to submit his tender.

80.  In cases where only one supplier is invited to submit an offer or only one supplier submits an offer, his offer shall be deemed to be the winning offer unless this offer is not an inadmissible procurement offer.

81.  Information on the results of the written unpublished selective tendering, published selective tendering or simplified open tender shall be made available to all participants no later than within 5 business days after the date of the decision to identify the winning offer unless the procurement contract is drawn up orally. The contracting authority shall notify the participants in writing of the decision to determine the winning offer for which the procurement contract will be concluded, shall indicate the established order of the offers, the winning offer and the exact deferral period which not less than it is specified in Clause 83 of the Schedule of procedures. The contracting authority must also state the reasons for the decision not to conclude the contract or the preliminary contract and the reasons to reopen the procurement.

**CHAPTER XIII**    
**PUBLIC CONTRACT/FRAMEWORK AGREEMENT**

82.  The Commission or the procurement organiser shall, upon completing procurement procedures and having determined the successful tenderer, prepare a draft public contract/framework agreement, unless it has been prepared as a constituent part of the procurement documents, and organise the signing of the public contract/framework agreement.

83.  A supplier shall be invited to enter into a public contract/framework agreement in writing or by e-mail (except for the cases when the public contract is awarded orally or the cases indicated in paragraph 28 of this Description). An invitation for the entry into the public contract/framework agreement indicate indicates a time limit for a supplier to enter into the public contract/framework agreement. In a simplified open tendering procedure and a unpublished selective tendering procedure, the public contract may be awarded or the framework agreement may be concluded not earlier than after the lapse of five working days from the dispatch to suppliers of the information indicated in paragraph 81 of this Description, except for the following cases when:

83.1 the principal contract is concluded on the basis of the framework agreement;

83.2. the only interested tenderer is the one to whom the public contract is awarded or with whom the framework agreement is concluded;

83.3. the public contract is awarded orally;

83.4. the public contract is awarded by conducting small value procurement.

84.  n the cases when a public contract is awarded or a framework agreement is concluded in writing and the supplier to whom the public contract is awarded or which whom the framework agreement is concluded refuses in writing to enter into it or fails to present security for the performance of the public contract specified in the procurement documents or fails to sign the public contract or the framework agreement by the deadline fixed by the contracting authority or refuses to enter into the public contract or the framework agreement under the terms specified in this Description and in the procurement documents, a contracting authority shall propose to award the public contract (framework agreement) to the supplier whose tender in the order of tenders is next after that of the supplier who has refused to enter into the public contract/framework agreement.

85. When awarding a public contract or concluding a framework agreement, the price of the successful tenderer’s tender or the final results of the negotiations and the terms of procurement specified in the procurement documents and in the tender may not be altered.

86.  A public contract shall be awarded or a framework agreement shall be concluded in writing, except where the public contract may be awarded orally. The public contract awarded or the framework agreement concluded in writing, must specify the following in the contract:

86.1. the rights and obligations of the parties to the public contract/framework agreement;

86.2. the supplies, services or works procured and their provisional or, if possible, exact quantity/volume;

86.3 the price or pricing rules;

86.4. the settlement and payment procedure;

86.5. time limits for discharge of obligations under the public contract/framework agreement;

86.6. security of discharge of obligations under the public contract/framework agreement (if security is applicable);

86.7 the conditions of review of the public contract/framework agreement or options, if such are foreseen;

86.8. the procedure for settling disputes;

86.9. the procedure for terminating the public contract/framework agreement;

86.10. the term of the public contract/framework agreement;

86.11. in case of conclusion of a framework agreement – the provisions of the Law on Public Procurement specific to it.

87. The requirements of point 86 of the Description may not apply to a written contract if the anticipated value of the procurement contract is less than 15,000 euros (fifteen thousand) (excluding value-added tax) or when the content of the contract is the same for all recipients of such goods, services, or works and the supplier does not change the content of the contract according to individual needs.

88.  A public contract with a value not exceeding EUR 15,000 (fifteen thousand euros) (net of value added tax) may be awarded orally.

89.  A public contract/framework agreement may be amended during its term without conducting a new procurement procedure in accordance with Article 89 of the Law on Public Procurement.

**CHAPTER XIV**    
**PUBLICATION AND PROVISION OF INFORMATION ABOUT PROCUREMENT**

90.  A contracting authority shall publish a notice of each procurement conducted by way of a simplified open tendering procedure and publish the procurement and this procurement’s documents in the CPP IS means in accordance with the procedure stipulated in Article 34 of the Law on Public Procurement. The date of the publication of the notice shall be the date of its publication in the CPP IS means.

91.  Additional notices and information notices about the simplified open tendering may be published on the website of the contracting authority if it has such, or elsewhere on the Internet, in local publications of the state wherein the procurement is conducted or by other means. A contracting authority shall ensure that additional information may be published not earlier than it is published in the CPPP and that the content of the same notice will be identical everywhere. The content of the notice shall be the responsibility of the contracting authority.

92. The contracting authority invites participants to participate in a procurement carried out by published selective tender and publishes the procurement documents on the contracting authority's website (if available), elsewhere on the internet, in local publications, or through other selected means. The contracting authority ensures that the content of the invitation and procurement documents is consistent in all locations. The contracting authority is responsible for the content of the invitation.

93. The contracting authority invites participants to participate in a procurement carried out by closed tender and provides suppliers with the procurement documents by one of the following means: handing them over in person, sending them by registered mail, or sending them by email.

94. Clarifications and amendments to the procurement documents are announced or provided to suppliers by the same means through which the procurement announcement or invitation to participate in a procurement carried out by closed tender was made.

**CHAPTER XV**    
**DOCUMENTS SUPPORTING THE CONDUCT OF PROCUREMENT, STORAGE THEREOF**

95.  The contracting authority must document the conduct of procurement even in the cases when the procurement in question is conducted by electronic means. The following documents shall be presented in support of each procurement procedure being conducted:

95.1. where a unpublished selective tendering procedure is conducted orally, the supporting documents shall be a contract or, in the cases when the contract is awarded orally, an invoice or other accounting documents;

95.2 where a simplified open tendering procedure or aselective tendering procedure is conducted in writing (published or unpublished), the supporting documents shall be correspondence information, including a notice of procurement (in the cases when a notice of procurement is published) and other procurement documents, minutes (documenting decisions of the Commission or drawn up in the case of negotiations or meetings with suppliers), as well as an awarded contract or, in the cases when the contract is awarded orally, an invoice or other accounting documents.

96.  In the cases when procurement is conducted by a procurement organiserand the supporting documents are stored in that person’s electronic mail or in a CPPP user account, a contracting authority shall ensure the accessibility of such documents in case of such need.

97.  Entities specified in Article 92(3) of the Public Procurement Law shall have the right to monitor all procurement procedures and, where necessary, film meetings of the Commission and other procurement procedures, and also, obtain all documents related to the organization and execution of purchases.

98.  The Commission, the procurement organiser or the person responsible for the record-keeping of the procurement documents shall register each completed procurement in the procurement logbook.

99.  Upon completing the procurement in question, the Commission or the procurement organiser shall transfer all documents relating to the procurement and copies of payment documents to the person responsible for the record-keeping of the procurement documents and the original copies of the payment documents – to a person responsible for accounts of a contracting authority.

100.  Planning and preparation documents, the procurement documents, requests to participate, tenders, documentation of their examination and evaluation, minutes of Commission decision-making meetings, negotiations, dialogue or other minutes, correspondence with suppliers, other documents relating to the procurement in question shall be stored for not less than four years from the date of completion of the procurement and framework agreements, public contracts, their amendments and the documents relating to their performance (including the procurement logbook) – for ~~not less than~~ four years from the performance of a public contract.

101.  The documents indicated in paragraph 100 of this Description shall be stored in accordance with the procedure established by the Law of the Republic of Lithuania on Documents and Archives.

**CHAPTER XVI**    
**REPORT ON ALL PUBLIC CONTRACTS AWARDED DURING THE CALENDAR YEAR**

102 The contracting authority provides the reports specified in Article 96 of the Public Procurement Law to the Public Procurement Office in the format and according to the requirements established by it.

**CHAPTER XVII**

**PROCUREMENT ORGANIZATION AND INTERNAL CONTROL**

103. The individuals participating in the internal control process of procurement (structural units of the contracting authority) are specified, their functions, responsibilities and accountability are defined in the procurement organization and internal control procedures approved by the contracting organization. The procurement internal control system created and implemented by the contracting authority should help ensure the achievement of the internal control objectives specified in the Law of the Republic of Lithuania on Internal Control and Internal Audit by preparing a complete report of procurement contracts for the calendar year. process - from preparation for procurement to the execution of the procurement contract.

**CHAPTER XVIII**     
**SETTLEMENT OF DISPUTES**

104.  Disputes between a contracting authority and suppliers shall be examined in accordance with the procedure specified in Chapter VII of the Law on Public Procurement.

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