

# Negotiated Procedure with Publication of a Contract Notice – 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><b>This is the Preparation Stage for the Procurement.</b> 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><b>Important:</b> 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 <b>Supplier will be required to submit a Tender in accordance with the published Procurement Conditions</b>, as described in the following steps of this Guide.</p>
2. Publication of the Procurement	<p><b>This is the initial stage of the Procurement Procedure.</b> Once the Procuring Entity has announced the Procurement, the Procurement Documents become publicly available in the <a href="#">Central Public Procurement Information System</a> (CPP IS, Lithuanian Abbreviation – CVP IS).</p> <p><b>What must a Supplier do to Participate in the Procurement:</b></p> <ul style="list-style-type: none"> <li>• Log in to the CPP IS system;</li> <li>• Review the Procurement Documents;</li> <li>• Accept the Invitation to Participate in the Procurement via the CPP IS system.</li> </ul> <p>If the Supplier is not yet connected to the CPP IS, this can be done here: <a href="#">Registration to the CPP IS</a>.</p> <p><b>Important:</b> Suppliers may only submit Applications, 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 Documents	<p><b>This is the Stage of waiting for Suppliers' Applications</b>, during which Suppliers can ask the Procuring Entity Questions about the Procurement Documents.</p> <p><b>Important:</b> Suppliers can submit Questions regarding the Procurement Documents and Subsequent Stages of the Procurement Process (until the end of the Negotiation Process).</p> <p>More information about the Procedure for submitting Questions can be found in <b>Section 6 of the General Procurement Conditions (GPC)</b>, titled "Explanations of and amendments to the Procurement Documents".</p>
4. Acceptance of Applications	<p><b>This is the stage for Suppliers to submit their Applications. What the Supplier must do:</b></p> <ul style="list-style-type: none"> <li>• Submit an Application by the deadline set by the CPP IS system by completing the specified Application Form and submitting the Attachments specified in the Application Form. Applications submitted after the deadline set by the CPP IS system or Applications not submitted via the CPP IS system will not be evaluated.</li> </ul> <p><b>At this Stage, the Supplier does not need to submit a Tender.</b></p> <p><b>Important:</b> In the Request to Participate, the Supplier must indicate any Economic Operators whose capacities they intend to Rely on in order to meet the Qualification Requirements set out in the Procurement Documents. If this is not done at this Stage, it will not be possible to rely on those Economic Operators in later Stages of the Procurement Procedure.</p>

	More information about Relying on Economic Operators can be found in <b>Section 9 of the GPC</b> , titled "Engaged economic entities".
	More information about the Submission of Requests to Participate in the Procurement is available in <b>Part C of the GPC</b> , titled "Preparing and submitting applications".
<b>5. Evaluation of Applications</b>	<b>This is the Stage of Evaluating Supplier Applications</b> , during which the Procuring Entity will review the Applications submitted and notify Suppliers of the Evaluation Results. Suppliers whose Applications are not rejected in accordance with the Provisions of the Procurement Documents will be invited to submit Initial Tenders.
	<b>What the Supplier must do:</b> <ul style="list-style-type: none"> <li>• If any Inconsistencies are identified in the Request to Participate, the Supplier will be required to Clarify the Information based on the Procuring Entity's Comments.</li> </ul>
	More information about the Evaluation of Applications can be found in <b>Part D of GPC</b> , titled "Evaluating applications".
<b>6. Submission of Initial Tenders</b>	<b>This is the Stage for Preparing and Submitting Initial Tenders by Suppliers. What the Supplier must do:</b> <ul style="list-style-type: none"> <li>• By the deadline set in the CPP IS system, the Supplier must Prepare and Submit the Initial Tender by completing the Tender Form and attaching all Annexes and Documents specified in the Form.</li> </ul>
	<b>Important:</b> Initial Tenders submitted after the specified deadline or not submitted via the CPP IS system will not be considered.
	If the Initial Tender is not submitted, it is considered that the Supplier has voluntarily withdrawn from further Participation in the Procurement Procedure.
	More information about the Preparation and Submission of Initial Tenders can be found in <b>Part E of the GPC</b> , titled "Preparing tenders," and in <b>Part G</b> , titled "Submitting tenders".
<b>7. Evaluation of Initial Tenders</b>	<b>This is the Stage of Evaluating the Initial Tenders submitted by Suppliers.</b> During this phase, the Procuring Entity will assess the Tenders and inform Suppliers of the Evaluation Results.
	If the Procuring Entity finds that certain Documents are missing, incomplete, or do not meet the Requirements, the Supplier will be asked to provide Clarifications or Corrections.
	<b>What the Supplier must do:</b> <ul style="list-style-type: none"> <li>• Correct the identified Deficiencies in the Tender within the deadline set by the Procuring Entity.</li> </ul>
	More information about the Evaluation of Initial Tenders can be found in <b>Part H of the GPC</b> , titled "Evaluating Initial Tenders, negotiations".
<b>8. Negotiations</b>	<b>This is the Negotiation Stage with Suppliers</b> , during which the Procuring Entity will: <ul style="list-style-type: none"> <li>• Use the CPP IS system to Inform Suppliers about the Start of Negotiations and how they will be conducted;</li> <li>• Publish updated Procurement Documents before the Submission of Final Tenders, if any changes were made during the Negotiations;</li> <li>• Send an Invitation to Suppliers to submit their Final Tender once Negotiations are concluded.</li> </ul>
	More information about the Negotiations can be found in <b>Part H of the GPC</b> , titled "Evaluating Initial Tenders, negotiations".
<b>9. Submission of Final Tenders</b>	<b>This marks the End of the Negotiation Process and the Stage for Preparing and Submitting Final Tenders. What the Supplier must do:</b>

	<ul style="list-style-type: none"> <li>By the deadline set in the CPP IS system, Prepare and Submit the Final Tender by completing the relevant Tender Form and providing the Documents requested by the Procuring Entity.</li> </ul>
	<p><b>Important:</b> Final tenders submitted after the Specified Deadline or not submitted via the CPP IS system will not be considered.</p> <p><b>Once the Final Tender is submitted, it cannot be modified.</b></p>
	<p>More information about the Submission of Final Tenders can be found in <b>Section 49 of the GPC</b>, titled "Concluding negotiations".</p>
<b>10. Evaluation of Final Tenders</b>	<p><b>This is the Stage of Evaluating the Final Tenders submitted by Suppliers</b>, during which the Procuring Entity Assesses:</p> <ul style="list-style-type: none"> <li>Whether the Supplier's Final Tender meets all the Requirements set out in the Procurement Documents;</li> <li>Whether the Supplier meets the Qualification Requirements and is not subject to Exclusion Grounds;</li> <li>Whether the Price and other Economic Aspects of the Tender are justified.</li> </ul> <p><b>What the Supplier must do upon receiving a Request from the Procuring Entity:</b></p> <ul style="list-style-type: none"> <li>Provide Documents proving the absence of Exclusion Grounds and Compliance with the Qualification Requirements;</li> <li>Correct any Arithmetic Miscalculations identified in the Final Tender;</li> <li>Provide Clarification regarding the Proposed Price or other Elements of the Tender and etc.</li> </ul> <p>More information about the Evaluation of Final Tenders can be found in <b>Part I of the GPC</b>, titled "Evaluating and determining the successful tender".</p>
<b>11. Notice of the Successful Tender</b>	<p><b>This is the Stage of Announcing the Decision on the Successful Tender</b>, during which the Procuring Entity, after Reviewing and Evaluating all Final Tenders, informs Suppliers about:</p> <ul style="list-style-type: none"> <li>Rejected Tenders;</li> <li>The Ranking of Tenders and the Successful Tenderer.</li> </ul> <p><b>Important:</b> 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>
<b>12. Conclusion of the Contract</b>	<p><b>This is the Final Stage of the Procurement Procedure</b>, 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 <b>Part J of the GPC</b>, titled "Procurement Contract".</p>