

PUBLIC CONTRACT PROCUREMENT: PREPARING, LAUNCHING AND EVALUATING TENDERS



Dates and duration to be agreed



Location to be agreed

Contact us for a customised quote



OBJECTIVES

- Master all of the stages of public contract procurement: from preparation to selection of the service providers.
- Know how to develop the terms of reference (ToR) for a services, supply and works tender.



THE + OF YOUR TRAINING

- - High-level dynamic training based on teaching progression which encourages acquiring tools and methods that can be directly applied to the participants' professional environment;
- Importance given to exchanging experiences, practical work and case studies;



CONCERNED AUDIENCE

Procurement services



GOOD TO KNOW

Example of a 5 days programme



PEDAGOGICAL PROGRAMME

Module 1

Key concepts of public contract procurement

- Calls for competition.
- The contract and the reference documents: actors and responsibilities.
- Role and functioning of the contract procurement units.
- Open, restricted or international invitations to tender and other procurement procedures.



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Module 2

Launching invitations to tender

- Selecting the procedure in accordance with the type of contract (works, supply, services).
- Defining requirements.
- Determining selection criteria and their weighting.
- Drawing up the terms of reference.
- Standard documents for services, supply and works contracts.
- Technical specifications for works contracts.



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Module 3

Selecting tenders

- Preselecting service providers.
- Receiving, analysing and evaluating tenders.
- Notifying, negotiating and awarding contracts.



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Prerequisites : Have held or currently hold a position related to the training theme