

Luxembourg public purchaser certification course

Practical course - 8d - 56h00 - Ref. KAA

Price : 4310 € E.T.

This certification course will enable you to master the procedure for awarding a public procurement contract in Luxembourg, from the formulation of requirements to the follow-up of the contract. You will learn about the legal and regulatory framework, as well as the main provisions of the public procurement code. You'll learn how to design and draw up a consultation file, then select bids. Finally, you will learn how to secure the administrative, technical and financial aspects of your contracts.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understand the Luxembourg legal and regulatory framework governing public procurement contracts
- ✓ Identifying the obligations of purchasers and holders of a public procurement contract in Luxembourg
- ✓ Preparing a contract and choosing the most appropriate award procedure
- ✓ Draw up the various contract documents and comply with their formalities
- ✓ Analyzing, selecting bids and awarding a Luxembourg contract
- ✓ Monitoring the execution of a Luxembourg contract
- ✓ Set up tools to manage contract performance
- ✓ Identify and avoid the pitfalls of executing a Luxembourg contract

Intended audience

Legal directors, public procurement managers, purchasing managers and anyone involved in managing or drafting public procurement tenders.

Prerequisites

No special knowledge required.

Certification

Ce parcours certifiant est validé via un examen écrit sous forme d'étude de cas (cf. Réf KYL).

PARTICIPANTS

Legal directors, public procurement managers, purchasing managers and anyone involved in managing or drafting public procurement tenders.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

Practical details

Hands-on work

Exchange and feedback, theoretical input, case studies and practical exercises.

Course contents

This course consists of the following modules :

Luxembourg public procurement: organizing every stage of your consultation

Ref. DOL - 2 days  3/5


Securing the performance of public procurement contracts in Luxembourg

Ref. SMM - 2 days  5/5

Mastering Luxembourg public procurement regulations

Ref. APK - 3 days  5/5

Luxembourg public purchaser certification

Ref. KYL - 1 day  5/5

Course schedule

1 Defining your needs, preparing your contract and tendering

- Identification of criteria: purpose, requester, prescriber, user, quality, quantity, budget, deadlines, etc.
- Internal organization, tools and supports for identifying needs.
- Implicit preparation of selection criteria for the subsequent competitive bidding phase.
- Administrative, financial and technical information.
- Allotment of your contract.
- Sheltered workshops: how to reserve a contract or lot.
- Sustainable development issues in public procurement.
- Bid evaluation criteria: promoting innovation and the environment.

Hands-on work

Produce an inventory of requirements. Implement [[sourcing]] in line with new legislation. Quiz on labels and ecolabels. Formulate solidarity-based purchasing criteria. Analyze bids and implement TCO.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

2 Select the bids and choose the contractor

- Admissibility of the offer.
- Unsuitable, irregular or unacceptable bids.
- Detecting and dealing with abnormally low bids.
- Checking prices and analyzing samples, briefs or mock-ups.
- Preparation of purchasing committees.
- The scoring grid.
- Drafting of the tender analysis report.
- Proposal of the winning bid to the bid committee.

Hands-on work

Prepare bid selection and write a bid analysis report.

3 Manage the execution of the Luxembourg market in total security

- The start of the contractual relationship.
- Contract duration, lead times and warranty.
- Firm, discountable, revisable and provisional prices.
- The players involved in contract performance: contractors, subcontractors, co-contractors, the role of the trustee...
- Contract duration, lead times and warranty.
- Service orders, purchase orders.
- Contract penalties and termination.
- Complementary and similar contracts.

Hands-on work

Sub-group work on incentive and disincentive clauses in contractual relations.

4 Settle disputes arising from the performance of the Luxembourg contract

- Dealing with a service provider in financial difficulty.
- To obtain compensation for defects discovered during the performance of the contract.
- Guarantee effective recourse against the various market participants.
- Find an amicable solution to disputes.
- Recourse or litigation.

Hands-on work

Identify the types of recourse against the contractor.

5 Understanding Luxembourg legislation and the main players involved

- Directive 2014/24/EU on public procurement and repealing Directive 2004/18/EC.
- Focus on the law of April 8, 2018 on public procurement, published in the JO of the Grand Duchy of Luxembourg on April 16, 2018.
- Grand-Ducal regulation of April 8, 2018 implementing the law of April 8, 2018.
- Grand-Ducal regulation of January 25, 2019, modifying the use of electronic means.
- Stakeholder roles and responsibilities.

6 Completion of the procedure and litigation situations

- Drafting the presentation report.
- Risk assessment and compliance.
- Informing unsuccessful candidates.
- Certificates of non-obligation.
- Awarding and signing the contract.
- Notice of award.
- Litigation under administrative jurisdiction.

Hands-on work

Case law on public procurement litigation.

Dates and locations

LUXEMBOURG

2026 : 17 Sep., 7 Dec.