

# Course : Mastering Luxembourg public procurement regulations

**Practical course - 3d - 21h00 - Ref. APK**

**Price : 1670 € E.T.**

This training course introduces you to the main provisions of Luxembourg's new public procurement regulations and the associated procedures. It shows you how to prepare and follow up on these regulations, and how to identify the obligations of contracting authorities and economic operators.

## Teaching objectives

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

- ✓ Preparing a contract and choosing the most appropriate award procedure
- ✓ Draw up the various contract documents and comply with their formal requirements
- ✓ Analyze and select bids
- ✓ Awarding and monitoring contracts
- ✓ Identify the obligations of buyers and holders of public procurement contracts

## Intended audience

Public purchasers, sales managers, all employees who have to make a commercial offer to a public purchaser in Luxembourg.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Application exercises in sub-groups, case studies followed by interactive discussions.

### Teaching methods

This training course is delivered in accordance with the latest public procurement regulations.

## PARTICIPANTS

Public purchasers, sales managers, all employees who have to make a commercial offer to a public purchaser in Luxembourg.

## 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.

## Course schedule

### 1 Know the texts and the main players

- 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.

#### Hands-on work

Discussions on the new public procurement legislation adopted in Luxembourg.

### 2 Assessing thresholds

- Thresholds for small-scale public contracts (Book I).
- Thresholds for large-scale public contracts (Books II and III).
- Provisions relating to the sector plan.
- The method for calculating the applicable thresholds.
- Specific rules for small lots.

#### Hands-on work

Large-group exercise on calculating thresholds and common mistakes to avoid.

### 3 Preparing your contract and tendering

- Exclusions from public procurement contracts.
- Preventing and detecting conflicts of interest.
- Securing the drafting of advertising: information to be included, compulsory details...
- Market allotment.
- Set-asides.
- Sustainable development issues.
- Choice of criteria for judging bids: Favor innovation and the environment.

### 4 Public procurement procedures

- Open procedure.
- Restricted procedure with or without publication of a notice.
- La procédure négociée sans publicité préalable.
- Competitive procedure with negotiation.
- Competitive dialogue.
- Innovation partnership.
- Framework agreements.

#### Hands-on work

Prepare and update a procedure data sheet.

## 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](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 5 Content of the submission file

- Special specifications for public procurement.
- The contract and mandatory information.
- Technical specifications.
- Price list.
- The consultation regulations.
- The Single European Market Document (Dume).

### Hands-on work

Pre-submit the Dume via the dedicated website.

## 6 Room for manoeuvre during the procedure

- Candidates' request for information.
- The error on the advertising notice.
- Modification of the consultation file.

## 7 Receiving bids

- The role and composition of the Tender Commission.
- Opening of bids and examination of applications.
- Requesting missing documents from candidates.
- Verification of information provided.
- Assessment of professional and financial guarantees.
- Analysis of applications: compliance or rejection.
- Admissibility of the offer.

### Hands-on work

Definition of a control procedure for the receipt of bids.

## 8 Offer selection

- Unsuitable, irregular or unacceptable bids.
- Detecting and dealing with abnormally low bids.
- Checking prices and analyzing samples, briefs or mock-ups.
- Social, employment and sustainable development objectives.
- Receipt of a dematerialized offer.
- Steering a selection committee.
- The differences between the declaration "sans suite" and the declaration "d'infructuosité".

### Hands-on work

Élaborer des tableaux d'analyse de candidatures. Vérification des critères d'infructuosité d'une procédure de marché public.

## 9 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: 18 Mar., 3 June, 5 Oct., 7 Dec.