

# Course : Luxembourg public procurement: organizing every stage of your consultation

*Practical course - 2d - 14h00 - Ref. DOL*

*Price : 1190 € E.T.*

This training course shows you how to design and draw up a consultation file for a public procurement contract in Luxembourg. You will learn about the provisions to be complied with, and see how to go about selecting bids and drawing up the analysis report.

## Teaching objectives

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

- ✓ Understand the Luxembourg regulatory framework governing public procurement contracts
- ✓ Know how to define requirements and issue the various contract documents
- ✓ Integrate the right reflexes into market preparation
- ✓ Determine appropriate bid selection criteria and weighting methods
- ✓ Select the right suppliers efficiently and objectively

## Intended audience

Legal directors, public procurement managers and anyone involved in drafting invitations to tender for public contracts.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

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

### Teaching methods

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

## PARTICIPANTS

Legal directors, public procurement managers and anyone involved in drafting invitations to tender for public contracts.

## 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 A reminder of fundamental principles

- Apply the specifics of Luxembourg public procurement regulations.
- Special specifications for public procurement.
- Know the clauses to be included in the consultation regulations.

#### Hands-on work

Identifying the hierarchy of procurement documents

### 2 Define your needs

- 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.

#### Hands-on work

Produce an inventory of requirements. Implement [[sourcing]] in accordance with new legislation.

### 3 Preparing your contract and tendering

- Administrative, financial and technical information.
- Allotment of your contract.
- Sheltered workshops: how to reserve a contract or lot.
- Sustainable development issues in public procurement.
- Criteria for judging bids: Promoting innovation and the environment

#### Hands-on work

Knowledge quiz on labels and ecolabels. Formulate solidarity-based purchasing criteria. Analyze bids and apply TCO.

### 4 Tender documents: How to draw up technical and administrative specifications

- The necessary interdependence between administrative and technical specifications.
- Translate functional analysis into functional specifications.
- Reconciling technical watch and equal treatment of candidates.
- Propose a technical response framework to facilitate candidates' proposals.

#### Hands-on work

Tailor-made case studies - based on specifications proposed by participants.

### 5 Tender file: other contract documents

- The contract and mandatory information.
- The consultation regulations.
- The Single European Market Document (Dume).

#### Hands-on work

Know how to pre-submit the Dume via the dedicated website.

## 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.

## 6 Identify sensitive clauses in the contract

- The duration of the contract.
- Variants.
- Selection criteria.
- Firm, discountable, revisable and provisional prices.
- Contract performance deadlines, warranty...
- Penalties applicable to contracts.
- Contract termination.

### Hands-on work

Distinguish between the various forms of price and price variation clauses in relation to the different indexes.

## 7 Knowing how to negotiate offers

- Negotiation preparation.
- Identify negotiation opportunities and constraints.
- Understanding customer-supplier relations.

### Hands-on work

Prepare a complete negotiation after analyzing the offers. Build your sales pitch.

## 8 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.

## Dates and locations

### LUXEMBOURG

2026 : 12 Mar., 4 June, 17 Sep., 7 Dec.