

Course : Securing the performance of public procurement contracts in Luxembourg

Administrative, technical and financial aspects

Practical course - 2d - 14h00 - Ref. SMM

Price : 1190 € E.T.

The performance of public procurement contracts requires rigorous monitoring to ensure that the services provided meet requirements. This training course will enable you to secure the administrative, technical and financial aspects of contract execution in compliance with Luxembourg regulations.

Teaching objectives

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

- Mastering the legal framework for the execution of public contracts
- Identify and avoid the pitfalls of executing a public contract
- Set up tools to manage contract performance
- Efficient market management

Intended audience

Public procurement managers, purchasing managers and anyone involved in managing public procurement tenders.

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

Public procurement managers, purchasing managers and anyone involved in managing 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.

Course schedule

1 The impact of market forms on monitoring

- Purchase order contracts.
- Framework agreements and subsequent contracts.
- Single or multi-operator markets.
- Co-contracting and subcontracting.

2 Manage market execution in complete safety

- The start of the contractual relationship.
- Contract duration, lead times and warranty.
- Firm, discountable, revisable and provisional prices.
- Those 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.

3 Managing contract modifications during performance

- Modifications to contracts during performance.
- Modifications to contractual documents.
- Any additional services required.
- Change of owner.
- Non-substantial modifications.

Hands-on work

Analysis of contract control methods and implementation of a contract security sheet.

4 Managing financial guarantees to secure contract performance

- First demand guarantee or bank guarantee.
- Holdback and advance payment.
- Assignment or pledging of receivables.
- Payment on account: special cases of co-contracting and subcontracting.
- Rejection of a payment request.

5 Payment rules

- The global payment deadline and the mechanism's implications for the various parties involved.
- Cases of suspension of the overall payment period.
- Application of interest on arrears. Additional interest on arrears.

Hands-on work

Exercise on the liquidation of default interest.

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 Verification and acceptance of services

- Verification operations to be carried out: acceptance, guarantees provided for in the GCC.
- Contractual and post-contractual warranties.
- Cases of rejection, postponement and reduction.

7 Service monitoring and evaluation

- Performance monitoring and improvement.
- Verification of delivery of the service/product.
- Modifications at runtime.
- The main measurement indicators.
- The notion of continuous improvement in market monitoring: progress plan.
- Implementation of the Responsible Supplier Relations charter.

Hands-on work

Quotation of two suppliers based on quality, price, lead times and service.

8 Settle disputes related to contract performance

- 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

Identification of types of recourse against the holder

Dates and locations

LUXEMBOURG

2026: 16 Mar., 28 May, 15 Oct., 17 Dec.