

Practical Information

Course venue

European Institute of Public Administration (EIPA)
O.L. Vrouweplein 22
6211 HE, Maastricht
the Netherlands

Programme Organiser

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Fee

EIPA Members' fee: € 1170,-
Regular fee: € 1300,-

The fee includes documentation and refreshments. Lunches, a reception or dinner are included if mentioned in the programme. Accommodation and travel costs are at the expense of the participants or their administration.

Discounts

EIPA offers a 10% discount to all civil servants working for one of EIPA's supporting countries, and civil servants working for an EU institution, body or agency.

Who are the supporting countries?

Civil servants coming from the following EIPA supporting countries are entitled to get the reduced fee: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Spain, Sweden, United Kingdom. For all other participants, the regular fee applies.

Meals

Lunches and the reception will be served at a restaurant in town. Special dietary requirements (e.g. vegetarian, diabetic) can be indicated once you receive the confirmation of the seminar.

Hotel reservations

EIPA has special price arrangements with a number of hotels. All hotels are within 10 minutes walking distance from EIPA. Should you wish to make use of this possibility, please book directly via the links below. Payment is to be made directly and personally to the hotel upon checking out. At the time of booking, please mention in the requested field the EIPA project number for your course **1930803**.

- **Townhouse Hotel**
www.townhousehotels.nl/eipa
- **Hotel Derlon**
www.derlon.com/eipa
- **Designhotel Maastricht**
<https://www.edenhotels.nl/en/promotions/eipa-maastricht/>
- **Bastion Hotel**
<https://www.bastionhotels.com/en-gb/eipa>

Registration

Kindly complete the online registration form which can be found on EIPA's website <https://www.eipa.eu/courses/> before 11 March 2019.

Confirmation

Confirmation of registration will be forwarded to participants on receipt of the completed online registration form.

Payment

Prior payment is a condition for participation.

Cancellation policy

For administrative reasons you will be charged €150 for cancellations received within 15 days before the activity begins. There is no charge for qualified substitute participants.

EIPA reserves the right to cancel the activity up to 2 weeks before the starting date. In that case, registration fees received will be fully reimbursed. EIPA accepts no responsibility for any costs incurred (travel, accommodation, etc.).



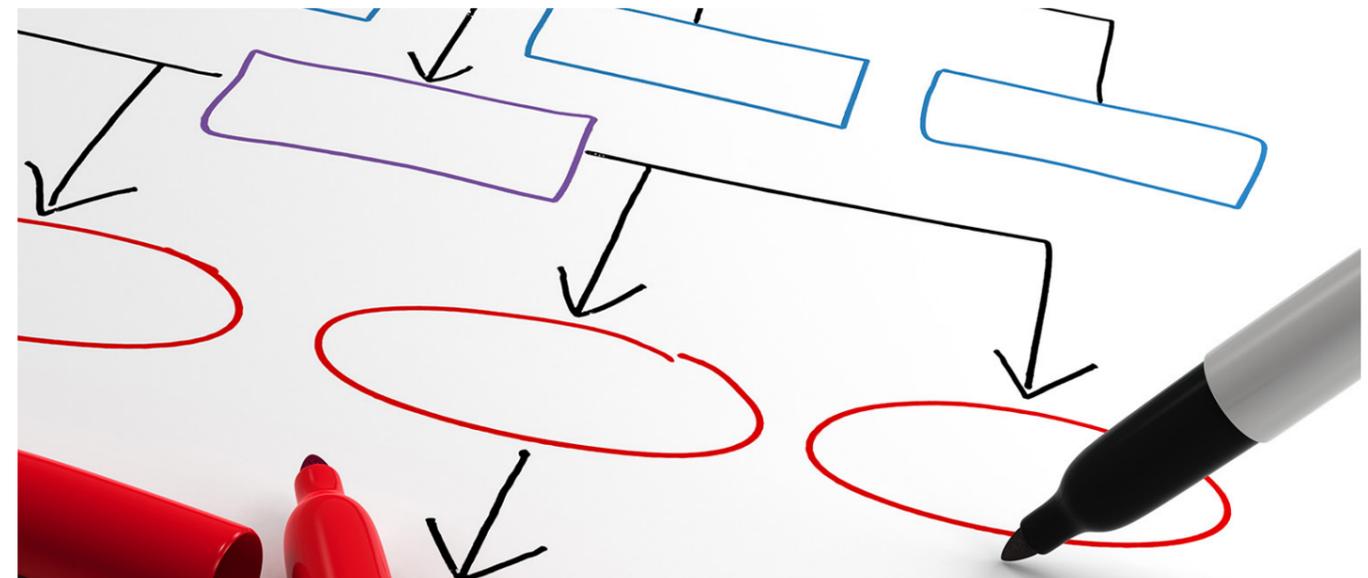
www.eipa.eu



Workshop

Workshop: The Procurement Cycle and Practice

Maastricht (NL), 26-27 March 2019



www.eipa.eu

Description

What is this workshop about?

Join us to discuss and learn about practical issues related to public procurement. This workshop will guide you through the procurement cycle using practical cases and exercises. It will cover the following steps:

- Procurement planning;
- Preliminary market consultations and deciding on the procedure;
- Exclusion grounds, setting the selection criteria, drafting technical specifications, and award criteria;
- Contract notice and invitation to tender;
- Tenders;
- Evaluation procedure (tender opening, suitability of tenderers, verification, award criteria comparison);
- Award decision and notification;
- Contract management, modifications and invoicing.

How will it help you?

We will address the various issues that arise during the various phases of the procurement cycle. You will also have the opportunity to discuss your problems and questions with experienced procurement practitioners.

Who will benefit most?

The workshop is aimed principally at officials from national, regional and local authorities and other public bodies in EU Member States and candidate countries, as well as officials from European institutions and agencies, who are involved in procurement. It should also be of interest to evaluators, auditors and consultants.

Programme

TUESDAY 26 MARCH 2019

- 09.15 **Welcome and introduction to the workshop**
Rita Beuter, Senior Expert, European Policies, EIPA, Maastricht (NL)
- 09.30 **The procurement rules – an overview**
Rita Beuter
- 11.00 Coffee break
- 11.30 **The procurement cycle - from planning to invoicing**
Pilvi Takala, Chair of the Board, Shareholder PTC Services Oy, Helsinki (FI)
- 13.00 Lunch
- 14.15 **Presentation of cases and issues by the participants**
- 15.00 **Setting selection criteria, drafting technical specifications and award criteria**
Gareth Jones, former Director, Sardis Consulting Ltd., Pontypridd (UK)
- 15.45 Coffee break
- 16.15 **Setting selection criteria, drafting technical specifications and award criteria (continued)**
Gareth Jones
- 17.45 **Distribution of exercises and case study**
Gareth Jones
- 18.15 Reception
- 19.45

WEDNESDAY 27 MARCH 2019

- 09.15 **Case study and debriefing**
Gareth Jones
- 10.00 **Practical examples - from drafting technical specifications to invitation to tender**
Bonnie Epema, Lawyer, Procurement Consultant The Drone BV, Leur (NL)
- 11.15 Coffee break
- 11.30 **Practical application of a procurement procedure – case study**
Bonnie Epema
- 13.00 Lunch
- 14.00 **Evaluation procedure (from tender opening to award decision and notification)**
Pilvi Takala
- 15.30 Coffee break
- 15.45 **Contract management, modifications and invoicing**
Pilvi Takala
- 16.45 **Guidance for evaluators**
Pilvi Takala
- 17.30 Evaluation
- 17.45 End of the workshop

