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COURSE BROCHURE

Public Tendering Rules and Contract Award Procedures Training Course

14 – 18 June 2027
Geneva

Public Tendering Rules and Contract Award Procedures Training Course

Ref: 3049_115698 **Date:** 14 – 18 June 2027 **Location:** Geneva **Fees:** 6500 GBP

Public Tendering Rules and Contract Award Procedures is a 1-week training course for public sector buyers, tender committee members and procurement officers, built around a Tender Award Dossier that records every step from value estimate to signed contract. Public bodies spend public money under scrutiny from auditors, bidders and citizens, so a tender that cannot be defended invites challenge, delay and loss of trust. Jupiter Prime Training delivers this course on public tendering rules.

Why Public Tendering Rules Matter Now

Three pressures shape public tendering rules today. Bidders are better informed and more willing to lodge complaints when they suspect unequal treatment. Audit bodies and oversight committees expect a written trail for every threshold decision, clarification and score. Electronic platforms time-stamp every action. An authority that applies the rules well awards on time and survives challenge; one that does not faces suspended awards and repeated procedures. The course rests on the core principles of public purchasing: equal treatment, transparency, proportionality and value for public money.

Who Gains Most from Public Tendering Rules

- Officers who prepare tender documents, advertise opportunities and answer bidder clarifications
- Tender committee members who open envelopes, score bids and sign evaluation minutes
- Buyers who estimate contract values and select the procurement method for each requirement
- Contract officers who issue award letters, manage the standstill pause and draft award notices
- Internal control staff who check procurement files before payment or audit

Procurement units that send their tender preparers and committee members together gain most and share one reading of each rule.

Public Tendering Rules Capabilities

Participants leave able to carry a public tender from the estimate of value through to the award notice.

- Calculate the estimated contract value and apply the matching threshold — the choice of procedure
- Specify award criteria and weightings before advertising — fair treatment of every bidder
- Apply bid opening and clarification rules consistently — the tender committee and its minutes
- Weigh compliant bids against published criteria and record reasons — the award recommendation
- Communicate award decisions with clear debrief letters — unsuccessful bidders and challenge risk
- Build a complete procurement record ready for review — auditors and oversight bodies

Key Public Tendering Rules Terms

- Estimated contract value — the total expected payment over the contract term, which decides the threshold and procedure.
- Open procedure — a tender in which any interested supplier may bid after public advertisement.
- Restricted procedure — a two-stage tender where only shortlisted applicants are invited to bid.
- Standstill period — a pause between notifying the award and signing, allowing bidders to challenge.
- Bid opening minutes — the signed committee record of bids received and read out at opening.
- Contract award notice — the published notice naming the winner, contract value and procedure used.

Public Tendering Rules Day by Day

Day 1: Principles and Thresholds of Public Purchasing

- Equal Treatment and Transparency Principles — How Each Rule Is Read
- Estimated Contract Value Calculation — Threshold and Procedure Selection
- Splitting and Aggregation Tests — Avoiding Artificial Division of Contracts
- Procurement Plan Entries — Timing Tenders Against Budget Approval
- Conflict of Interest Declarations — Independence of Officers and Committees

Day 2: Choosing and Advertising the Procedure

- Open and Restricted Procedures — Matching Competition to Market Size
- Negotiated and Direct Award Grounds — Justifying Exceptions in Writing
- Call-Off From Standing Agreements — Reusing Existing Supplier Arrangements
- Tender Advertisement Content — Minimum Information Bidders Must Receive
- Time Limits for Bid Submission — Fair Preparation Time for Suppliers

Day 3: Tender Documents and Bidder Clarifications

- Specification Neutrality Checks — Removing Brand and Supplier Bias
- Qualification Criteria Setting — Proportionate Financial and Technical Tests
- Award Criteria and Weighting Matrix — Price and Quality Balance
- Clarification Log and Shared Answers — Equal Information for All Bidders
- Tender Amendment Notices — Extending Deadlines When Documents Change

Day 4: Bid Opening, Evaluation and Award Decisions

- Bid Opening Session Procedure — Late, Incomplete and Unsigned Bids
- Abnormally Low Bid Review — Requesting and Weighing Price Explanations
- Evaluation Scoring Sheets — Consistent Marks and Recorded Reasons
- Standstill Letters and Debriefs — Explaining Scores to Unsuccessful Bidders
- Complaint and Challenge Handling — Suspension, Review and Corrective Action

Day 5: Practising the Tender Award Dossier

- Threshold and Procedure Justification Memo — Applying the Day 1 and Day 2 Rules
- Mock Tender Committee Session — Opening and Scoring a Sample Bid Set
- Challenge Scenario Exercise — Responding to a Bidder Complaint Letter
- Contract Award Notice Drafting — Publishing Results and Retaining Records
- Tender Award Dossier Assembly — Complete Record From Value Estimate to Signature

Applying Public Tendering Rules After the Course

- Review three recent procurement files against the Day 5 dossier checklist and close any missing records.
- Agree with the tender committee one standard scoring sheet and debrief letter for the next open procedure.

Public Tendering Rules Questions FAQ

What are public tendering rules and why do they matter now?

Public tendering rules are the legal and procedural steps a public body follows to buy goods, works and services fairly. They matter now because bidders challenge more often and audits are stricter.

Which roles gain most from public tendering rules training?

Tender preparers, committee members, buyers and contract officers gain most. Internal control staff also learn which records each stage must leave.

How does a public tendering rules course differ from a supplier bidding course?

A public tendering rules course looks at the process from the contracting authority's side: thresholds, procedures, evaluation and award. A supplier bidding course covers the bidder's side: response writing and pricing.

What do you bring back from public tendering rules training?

You bring back a Tender Award Dossier template and a worked example. It lists the records needed from value estimate to signature, ready for audit or challenge.

Public Tendering Rules: The Way Forward

The Tender Award Dossier gives each procurement unit one complete record for every tender. Its first use is the choice of procedure for the next requirement above a threshold, where the justification memo sets the course of the whole tender. Tender preparers, committee members and internal control staff all work from it. After the first award, revisit the debrief letters and any complaints received.