



Public procurement guidance for practitioners

23 APRIL 2018

DG Regional and Urban Policy
Unit E1 "Competence Centre for Administrative Capacity-Building and the
Solidarity Fund"

Second edition (2018)

English version published on 13 February 2018

http://ec.europa.eu/regional_policy/en/policy/how/improving-investment/public-procurement/guide/

Comments from practitioners in all MS taken into account

Language versions (all languages) coming very soon!

The purpose of this guidance and the update

This guidance **aims** at assisting **procurement officers** in a practical way to avoid the **most common errors**

Managing Authorities may also find the guidance useful when acting themselves as public buyers as well as conducting checks on public procurements carried out by beneficiaries



The purpose of this guidance and the update

The updated document incorporates:

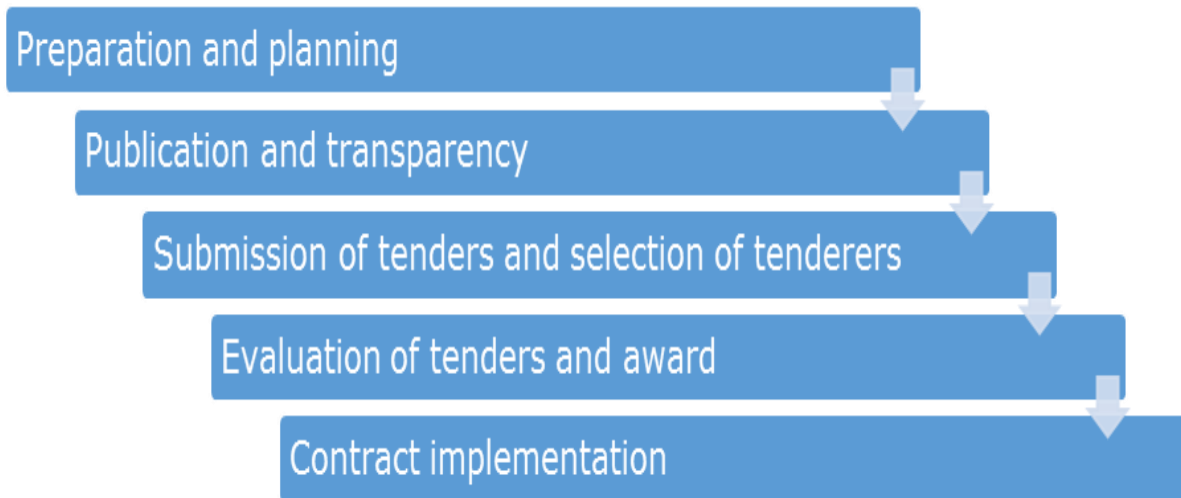
- key changes introduced by **new PP Directive 2014/24/EU**
- **users' feedback** on the 1st version

Living document – guidance and accompanying toolkit should be regularly updated

It is not a legal interpretation of the Directives!

Structure of the guidance

The guidance is structured around the **main stages of a public procurement process**, highlighting issues to look out for and potential mistakes to avoid:



In addition, a **toolkit** provides some ready-to-use instruments and additional resources on specific topics.

Explanation of symbols



RISK OF ERROR!

This highlights the points where the most common and serious errors arise. Analysis and further guidance are provided to avoid these errors in the most effective way.



HELP!

This is an area where specific advice is given to public procurement practitioners and/or where resources are provided through the toolkit or via links to other documents.

Toolkits on specific topics:

- ✓ Most common errors in public procurement
- ✓ Resources and references
- ✓ Checklist for specifications drafting
- ✓ Checklist for the control of public procurement
- ✓ Template declaration of absence of conflict of interest and confidentiality

Key changes introduced by the public procurement Directive 2014/24/EU

- New definitions, new thresholds, and a new category of contracting authority
- Facilitating SME participation in public contracts
- More provisions on the exclusion grounds and award criteria
- Improved safeguards against corruption
- Inclusion of environmental, social and innovation policy goals in procurement procedures
- Electronic procurement
- Changes in the scope of Directive 2014/24/EU

Preparation and planning

- **Assess future needs**
- Engage stakeholders
- **Analyse market**
- Define the subject matter
- **Choose the procedure**
- Plan the procedure

Publication and transparency

- Draft procurement documents
- **Define specifications and standards**
- **Define the criteria**
- **Set the time limits**
- Advertise the contract

Submission of tenders and selection of tenderers

- Ensure a delivery of tenders according to instructions
- Acknowledge receipt and open tenders
- **Assess and select tenders**

Evaluation of tenders and award

- Set up the evaluation committee
- **Apply the award criteria**
- **Deal with abnormally low tenders**
- **Request clarifications**
- Finalise the evaluation and decide
- Award the contract

Contract implementation

- Manage the relationship with the contractor
- Manage the contract
- **Deal with contract modifications**
- Deal with complaints and remedies
- Terminate a contract during its term
- Close the contract

Next steps

Editing the language versions

Publication on the REGIO website (all languages)

Printed copies in all languages

