

PUBLIC PROCUREMENT

Guidance for practitioners

on the avoidance of the most common errors in projects funded by the European Structural and Investment Funds

WHY IS IT SO IMPORTANT?



WHY DO WE NEED A GUIDANCE?

Lack of KNOWLEDGE



Insufficient ADMINISTRATIVE CAPACITY

Most of the ERRORS

HOW DOES IT HELP?

TYPICAL MISTAKES & 25 MOST COMMON ERRORS

HOW TO HANDLE SITUATIONS?

GOOD PRACTICES, CASE STUDIES, TEMPLATES, TIPS



TOP 10 TIPS TO AVOID PUBLIC PROCUREMENT ERRORS

DO

DON'T

PLANNING

PLAN, choose the **CORRECT PROCEDURE**, document
Find the appropriate **CONTRACT PACKAGING OPTIONS**

Launch **WITHOUT ADEQUATE PLANNING**, approval and controls
SPLIT or avoid grouping **CONTRACTS**



PUBLISH the Contract Notice in the OJEU
Check potential **CROSS-BORDER INTEREST** and advertise

Start **WITHOUT ADVERTISING** nationally and/or in OJEU
Launch **WITHOUT** stating the selection and **AWARD CRITERIA**

TENDERING

SELECTION

Follow **MINIMUM TIME LIMITS** in Directives and national rules
DESIGN selection criteria (eligible tenderers), **AWARD** criteria (best tenders)

ACCELERATE TIMETABLES faster than the minimum time limits
Apply discriminatory, unrelated or unproportionate selection criteria



Apply **TRANSPARENT** and **FAIR** procedures
Ensure that everyone has signed a Conflict of interest declaration

Evaluate using **UNLAWFUL AWARD** criteria/modify award criteria after opening
Allow **CONFLICT OF INTEREST** in preparation or evaluation

AWARD

IMPLEMENTATION

PUBLISH contract award notice
Tender additional works if they are not justified by **UNFORESEEN CIRCUMSTANCES**

Implement without **STANDSTILL/REMEDIES PERIOD**
MODIFY the contract/**AWARD DIRECTLY SUPPLEMENTARY** contracts unless the modifications are clearly non-substantial

