

OPERATIONS & SUPPLY CHAIN | COURSE BROCHURE

# Public Procurement Procedures and Compliance

5 days | Classroom training | English

**SMART HORIZON**

info@smarthorizon.uk
2 Kingdom Street, Paddington
London W2 6BD, United Kingdom

Explore current programmes

https://smarthorizon.uk



# Course content

## Why attend

Public procurement must deliver value for money while complying with strict rules on transparency, equal treatment and competition. This course covers public procurement principles and regulations, procedure selection, technical specifications, award criteria, evaluation, contract award and standstill, remedies, and contract management in the public sector.

Procurement errors in the public sector can lead to legal challenges, delays and audit findings. This course helps you run compliant, efficient procurements that achieve best value.

## Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

## Course methodology

The course uses procedure walkthroughs, evaluation exercises, case studies of challenges and document reviews. It provides general guidance; national rules vary.

## Course objectives

By the end of this course, participants will be able to:
• Explain public procurement principles and legal framework
• Select appropriate procurement procedures
• Prepare specifications and award criteria
• Evaluate tenders fairly and transparently
• Manage contract award, debriefs and challenges
• Manage public contracts and modifications

## Target audience

This course is suitable for:
• Public sector procurement officers
• Contract managers in public bodies
• Suppliers bidding for public contracts
• Auditors
• Finance and project staff in public organisations



# Course content

## Target competencies

Participants will develop competencies in:

- Procurement regulation
- Procedure selection
- Specification writing
- Tender evaluation
- Challenge management
- Public contract management

## Course outline

### Day 1: Public Procurement Principles

| | |
|---|---|
| **09:00–09:54** | Objectives of public procurement |
| **09:54–10:48** | Legal framework and thresholds |
| **10:48–11:00** | Transparency and equal treatment |
| **11:00–11:30** | **Coffee break** |
| **11:30–12:12** | Transparency and equal treatment (continued) |
| **12:12–13:06** | Value for money |
| **13:06–14:00** | Exercise: Identifying compliance risks |

### Day 2: Procedures

| | |
|---|---|
| **09:00–09:54** | Open and restricted procedures |
| **09:54–10:48** | Competitive dialogue and negotiation |
| **10:48–11:00** | Framework agreements and dynamic systems |
| **11:00–11:30** | **Coffee break** |
| **11:30–12:12** | Framework agreements and dynamic systems (continued) |
| **12:12–13:06** | Below-threshold procurement |
| **13:06–14:00** | Workshop: Selecting procedures |



# Course content

## Day 3: Specifications and Criteria

| | |
|---|---|
| 09:00–09:54 | Technical specifications |
| 09:54–10:48 | Selection criteria |
| 10:48–11:00 | Award criteria and weighting |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Award criteria and weighting (continued) |
| 12:12–13:06 | Social and environmental criteria |
| 13:06–14:00 | Exercise: Drafting criteria |

## Day 4: Evaluation and Award

| | |
|---|---|
| 09:00–09:54 | Evaluation process |
| 09:54–10:48 | Abnormally low tenders |
| 10:48–11:00 | Award decisions and standstill |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Award decisions and standstill (continued) |
| 12:12–13:06 | Debriefing and remedies |
| 13:06–14:00 | Case study: A procurement challenge |

## Day 5: Contract Management

| | |
|---|---|
| 09:00–09:54 | Contract performance monitoring |
| 09:54–10:48 | Modifications |
| 10:48–11:00 | Supplier relationships |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Supplier relationships (continued) |
| 12:12–13:06 | Audit trail |
| 13:06–14:00 | Capstone: Procurement plan |

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the



# Course content

sessions. They are indicative only and do not constitute a binding commitment.

## Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Istanbul<br>Confirmed dates | 16 Nov 2026 | 20 Nov 2026 | **£2,650.–** |
| Online<br>Confirmed dates | 16 Nov 2026 | 20 Nov 2026 | **£1,250.–** |
| Rome<br>Confirmed dates | 23 Nov 2026 | 27 Nov 2026 | **£2,450.–** |
| Online<br>Confirmed dates | 23 Nov 2026 | 27 Nov 2026 | **£1,250.–** |
| Amsterdam<br>Confirmed dates | 7 Dec 2026 | 11 Dec 2026 | **£2,540.–** |
| Online<br>Confirmed dates | 7 Dec 2026 | 11 Dec 2026 | **£1,250.–** |
| Singapore<br>Confirmed dates | 14 Dec 2026 | 18 Dec 2026 | **£2,820.–** |
| Online<br>Confirmed dates | 14 Dec 2026 | 18 Dec 2026 | **£1,250.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| London<br>Confirmed dates | 4 Jan 2027 | 8 Jan 2027 | **£2,450.–** |
| Online<br>Confirmed dates | 4 Jan 2027 | 8 Jan 2027 | **£1,250.–** |
| Dubai<br>Confirmed dates | 18 Jan 2027 | 22 Jan 2027 | **£3,150.–** |
| Online<br>Confirmed dates | 18 Jan 2027 | 22 Jan 2027 | **£1,250.–** |
| Frankfurt<br>Confirmed dates | 1 Feb 2027 | 5 Feb 2027 | **£2,650.–** |
| Online<br>Confirmed dates | 1 Feb 2027 | 5 Feb 2027 | **£1,250.–** |
| Kuala Lumpur<br>Confirmed dates | 15 Feb 2027 | 19 Feb 2027 | **£1,450.–** |
| Online<br>Confirmed dates | 15 Feb 2027 | 19 Feb 2027 | **£1,250.–** |
| Cape Town<br>Confirmed dates | 22 Feb 2027 | 26 Feb 2027 | **£1,890.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Online<br>Confirmed dates | 22 Feb 2027 | 26 Feb 2027 | **£1,250.-** |
| Paris<br>Confirmed dates | 1 Mar 2027 | 5 Mar 2027 | **£2,860.-** |
| Online<br>Confirmed dates | 1 Mar 2027 | 5 Mar 2027 | **£1,250.-** |
| Istanbul<br>Confirmed dates | 15 Mar 2027 | 19 Mar 2027 | **£2,650.-** |
| Online<br>Confirmed dates | 15 Mar 2027 | 19 Mar 2027 | **£1,250.-** |
| Amsterdam<br>Confirmed dates | 5 Apr 2027 | 9 Apr 2027 | **£2,540.-** |
| Online<br>Confirmed dates | 5 Apr 2027 | 9 Apr 2027 | **£1,250.-** |
| Rome<br>Confirmed dates | 12 Apr 2027 | 16 Apr 2027 | **£2,450.-** |
| Online<br>Confirmed dates | 12 Apr 2027 | 16 Apr 2027 | **£1,250.-** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Singapore<br>Confirmed dates | 19 Apr 2027 | 23 Apr 2027 | **£2,820.–** |
| Online<br>Confirmed dates | 19 Apr 2027 | 23 Apr 2027 | **£1,250.–** |
| London<br>Confirmed dates | 3 May 2027 | 7 May 2027 | **£2,450.–** |
| Online<br>Confirmed dates | 3 May 2027 | 7 May 2027 | **£1,250.–** |
| Dubai<br>Confirmed dates | 17 May 2027 | 21 May 2027 | **£3,150.–** |
| Online<br>Confirmed dates | 17 May 2027 | 21 May 2027 | **£1,250.–** |
| Frankfurt<br>Confirmed dates | 7 Jun 2027 | 11 Jun 2027 | **£2,650.–** |
| Online<br>Confirmed dates | 7 Jun 2027 | 11 Jun 2027 | **£1,250.–** |
| Cape Town<br>Confirmed dates | 14 Jun 2027 | 18 Jun 2027 | **£1,890.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Online<br>Confirmed dates | 14 Jun 2027 | 18 Jun 2027 | **£1,250.-** |
| Kuala Lumpur<br>Confirmed dates | 21 Jun 2027 | 25 Jun 2027 | **£1,450.-** |
| Online<br>Confirmed dates | 21 Jun 2027 | 25 Jun 2027 | **£1,250.-** |
| Paris<br>Confirmed dates | 5 Jul 2027 | 9 Jul 2027 | **£2,860.-** |
| Online<br>Confirmed dates | 5 Jul 2027 | 9 Jul 2027 | **£1,250.-** |
| Istanbul<br>Confirmed dates | 19 Jul 2027 | 23 Jul 2027 | **£2,650.-** |
| Online<br>Confirmed dates | 19 Jul 2027 | 23 Jul 2027 | **£1,250.-** |
| Amsterdam<br>Confirmed dates | 2 Aug 2027 | 6 Aug 2027 | **£2,540.-** |
| Online<br>Confirmed dates | 2 Aug 2027 | 6 Aug 2027 | **£1,250.-** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Singapore<br>Confirmed dates | 16 Aug 2027 | 20 Aug 2027 | **£2,820.-** |
| Online<br>Confirmed dates | 16 Aug 2027 | 20 Aug 2027 | **£1,250.-** |
| Barcelona<br>Confirmed dates | 23 Aug 2027 | 27 Aug 2027 | **£2,840.-** |
| Online<br>Confirmed dates | 23 Aug 2027 | 27 Aug 2027 | **£1,250.-** |
| London<br>Confirmed dates | 6 Sept 2027 | 10 Sept 2027 | **£2,450.-** |
| Online<br>Confirmed dates | 6 Sept 2027 | 10 Sept 2027 | **£1,250.-** |
| Dubai<br>Confirmed dates | 20 Sept 2027 | 24 Sept 2027 | **£3,150.-** |
| Online<br>Confirmed dates | 20 Sept 2027 | 24 Sept 2027 | **£1,250.-** |
| Frankfurt<br>Confirmed dates | 4 Oct 2027 | 8 Oct 2027 | **£2,650.-** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Online<br>Confirmed dates | 4 Oct 2027 | 8 Oct 2027 | **£1,250.–** |
| Kuala Lumpur<br>Confirmed dates | 18 Oct 2027 | 22 Oct 2027 | **£1,450.–** |
| Online<br>Confirmed dates | 18 Oct 2027 | 22 Oct 2027 | **£1,250.–** |
| Vienna<br>Confirmed dates | 25 Oct 2027 | 29 Oct 2027 | **£2,940.–** |
| Online<br>Confirmed dates | 25 Oct 2027 | 29 Oct 2027 | **£1,250.–** |
| Paris<br>Confirmed dates | 1 Nov 2027 | 5 Nov 2027 | **£2,860.–** |
| Online<br>Confirmed dates | 1 Nov 2027 | 5 Nov 2027 | **£1,250.–** |
| Istanbul<br>Confirmed dates | 15 Nov 2027 | 19 Nov 2027 | **£2,650.–** |
| Online<br>Confirmed dates | 15 Nov 2027 | 19 Nov 2027 | **£1,250.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Amsterdam<br>Confirmed dates | 6 Dec 2027 | 10 Dec 2027 | **£2,540.-** |
| Online<br>Confirmed dates | 6 Dec 2027 | 10 Dec 2027 | **£1,250.-** |
| Singapore<br>Confirmed dates | 13 Dec 2027 | 17 Dec 2027 | **£2,820.-** |
| Online<br>Confirmed dates | 13 Dec 2027 | 17 Dec 2027 | **£1,250.-** |

## Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

## Contact Smart Horizon

info@smarthorizon.uk
2 Kingdom Street, Paddington
London W2 6BD, United Kingdom

View the latest course details online