TYPICAL MISTAKES
& 25 MOST COMMON ERRORS
HOW TO HANDLE SITUATIONS?
GOOD PRACTICES, CASE STUDIES,
TEMPLATES, TIPS

19% of EU’s GDP*
48% of EU FUNDS go through Public Procurement

Lack of KNOWLEDGE
Insufficient ADMINISTRATIVE CAPACITY

TYPICAL MISTAKES
& 25 MOST COMMON ERRORS
HOW TO HANDLE SITUATIONS?
GOOD PRACTICES, CASE STUDIES,
TEMPLATES, TIPS

WHY IS IT SO IMPORTANT?

WHY DO WE NEED A GUIDANCE?

DO

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

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

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

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

TENDERING

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

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

AWARD

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

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

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

TOP 10 TIPS TO AVOID PUBLIC PROCUREMENT ERRORS

TOP 10 TIPS TO AVOID PUBLIC PROCUREMENT ERRORS

PLANNING

TENDERING

IMPLEMENTATION

TO Do

DON’T

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

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

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

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

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

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

Lack of KNOWLEDGE
Most of the ERRORS

EUROPEAN COMMISSION

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

*Gross Domestic Product