CONCEPT

GTPL Implementing Regulations in Practice: Tender Preparation, Evaluation and Award

18 – 22 January 2027
Barcelona - Eixample district four-star



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Introduction

Public procurement operations require rigorous procedural compliance to prevent tender cancellations, supplier grievances, and administrative audit observations during contract award. Solicitations frequently encounter delivery failures when tender packages contain ambiguous performance scopes, unweighted scoring criteria, missing baseline estimates, or inadequately minuted committee determinations. Mastering the GTPL Implementing Regulations equips procurement personnel and committee members with the statutory controls needed to administer competitions on the Etimad platform from initial procurement planning through final contract award. This one-week practitioner course is delivered by Core Concept.

Course Objectives

- Plan government purchasing actions by validating operational requirements, cost estimates, and approved procurement methods under the GTPL Implementing Regulations.
- Draft a unified conditions and specifications booklet featuring functional requirements, priced schedules, local content rules, and draft contractual terms.
- Establish objective technical evaluation criteria, weighting schedules, and scoring matrices published prior to proposal receipt on the Etimad portal.
- Execute formal bid opening and evaluation procedures, complete arithmetic verification, apply the national product price preference, and draft defensible committee minutes.
- Detect abnormally low submissions, identify conflicts of interest, and implement statutory controls during supplier grievance proceedings.
- Assemble a complete Tender Preparation and Award File alongside formal award recommendations suitable for internal audit scrutiny.

Target Audience

- Procurement professionals preparing and publishing government solicitations through the Etimad system.
- Members and rapporteurs serving on an offer opening committee or an offer examination committee.
- Technical specialists authoring scopes of work, specifications, and bills of quantities.
- Legal and contracts officers reviewing tender conditions, compliance findings, and award decisions.
- Financial analysts developing internal government cost estimates and verifying budget allocations.
- Internal audit and governance personnel inspecting procurement dossiers for regulatory conformity.

Course Outline

Day 1: Regulatory Framework and Procurement Planning

- UNCITRAL Model Law on Public Procurement Principles Aligned with Statutory Tendering Mandates
- Statutory Structure of the GTPL Implementing Regulations and Recent Legislative Updates
- Procurement Method Selection: Public Competitions, Limited Tendering, Direct Purchase Thresholds, and Framework Agreements
- Annual Procurement Plan Execution on Etimad and Needs Statement Authorisation
- Procurement File Assessment Using MAPS Pillar III Indicators

Day 2: Tender Documentation and Specification Standards

- Structure and Mandatory Sections of the Standard Unified Conditions and Specifications Booklet
- Functional and Performance-Based Specifications Versus Restrictive Brand Designations
- Bill of Quantities Structuring and Pricing Schedule Formulation
- Baseline Cost Estimation Build-Up and Financial Commitment Verification
- Local Content Requirements, Mandatory List Baseline, and ISO 20400 Sustainable Procurement Guidance

Day 3: Etimad Portal Operations and Bid Examination

- Etimad Notice Publication, Bidder Clarification Management, and Addenda Protocols
- Statutory Bid Security Administration on Etimad and Performance Guarantees Aligned with URDG 758
- Offer Opening Session Workflows and Joint Opening and Examination Committee Functions
- Technical Evaluation Scoring Protocols, Minimum Thresholds, and Non-Price Scoring Matrices
- Financial Bid Analysis, Arithmetical Verification, and National Product Price Preference Application

Day 4: Award Governance, Integrity and Grievance Management

- Abnormally Low Bid Investigation Methodology and Price Realism Verification
- Conflict of Interest Mitigation and Anti-Bribery Controls Aligned with ISO 37001
- Statutory Negotiation Protocols with the Lowest Compliant Bidder and Audit Trail Maintenance
- Standstill Period Administration, Award Notification Protocols, and Grievance Committee Workflows
- Grounds for Solicitation Cancellation and Re-Tendering Decision Workflows

Day 5: Practical Case Exercises and Award File Assembly

- Facilities Maintenance Solicitation Case Study: Scope Drafting and Criteria Evaluation Critique
- Medical Supplies Solicitation Case Study: Proposal Examination, Disqualification, and Grievance Analysis
- Custom Evaluation Scoring Matrix Construction for an Enterprise Solicitation
- Assembly and Verification of the Tender Preparation and Award File
- Mock Committee Review Session and Award Recommendation Defence

Skills You Will Gain

- Procurement Planning
- Specification Authorisation
- Unified Conditions Booklet Formulation
- Bid Evaluation
- Committee Minuting
- Procurement Integrity Risk Control
- Vendor Grievance Resolution
- Tender Documentation

Why Attend This Course

- Compile an audit-ready Tender Preparation and Award File for an institutional requirement, validated through structured committee simulations.
- Eliminate administrative errors in solicitation booklets to reduce bidder queries, cancellation risks, and post-award claims.
- Justify selection decisions and committee findings with documented audit trails that withstand oversight review.
- Exchange operational procurement experiences and evaluation practices with peers managing statutory competitions.

Conclusion

Sound procurement outcomes depend on rigorous upfront preparation, ensuring that specifications, pricing sheets, and evaluation rubrics function effectively before proposals arrive. This programme follows the statutory lifecycle mandated by the GTPL Implementing Regulations, guiding practitioners through procurement planning, document publication on Etimad, offer examination with local content evaluation, and the resolution of award challenges. Participants conclude the course by completing practical scenarios and structuring a Tender Preparation and Award File ready for executive sign-off and administrative review.