

PRACTICAL LEGAL GUIDE

Participating in Public Procurement

A checklist before submitting a tender and when protection may be required

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Review the Procedure

- Check the scope, lots, estimated value, deadlines and submission method.
- Distinguish selection criteria from award criteria.
- Assess early whether clarification or challenge of the conditions is required.

The Tender

- Prepare a matrix of every required document and assign responsibility.
- Verify electronic signatures, authority, validity periods and price calculations.
- Ensure the technical proposal addresses every requirement without contradiction.

After the Decision

- Retain the complete submission and all platform communications.
- For an adverse decision, record the notification date and immediately assess review deadlines.

IMPORTANT

This guide provides general information only and is not legal advice, a legal opinion or an offer to accept a particular matter. Legal consequences depend on the facts, documents, applicable law and deadlines. Obtain individual advice before taking action with legal consequences.

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