



ACHILLES PROCUREMENT SERVICES

Training Calendar – Spring & Summer 2012

OPEN TRAINING COURSES

Course Details	Date	Cost
January 2012		
National Tendering (1 day)	Tuesday 31 st	€375
February 2012		
Understanding the European Public Sector Procurement Rules (2 day)	Wednesday 15 th & Thursday 16 th	€650
Preparing Tender Documentation (1 day)	Tuesday 28 th	€375
March 2012		
Framework Agreements (1 day)	Tuesday 13 th	€375
April 2012		
Understanding the European Public Sector Procurement Rules (2 day)	Wednesday 25 th & Thursday 26 th	€650
May 2012		
National Tendering (1 day)	Thursday 10 th	€375
Preparing Tender Documentation (1 day)	Thursday 24 th	€375
June 2012		
Understanding the European Public Sector Procurement Rules (2 day)	Wednesday 13 th & Thursday 14 th	€650
Breakfast Briefings (8am-9.30am - Breakfast available from 7.40am)		
All 4 for €200 or book for the organisation & send different people to the various courses		
Smarter Procurement Initiatives <i>Covering spend information & data analysis, sourcing strategies, strategic planning & supply market research, category management plus capability development & teamwork</i>	Tuesday 21 st February	€75
Technical Specifications <i>Covering scoping the requirement, catering for options, internal challenge process, avoiding material changes plus options to define the requirement</i>	Thursday 29 th March	€75
The Contract Award Phase <i>Covering what to record in evaluations, dealing with self-declaration, notifying tenderers, handling requests during Standstill, formal conclusion of contract</i>	Tuesday 17 th April	€75
Service Level Agreements <i>Covering when and why to use an SLA, what is in "The Agreement", what is being measured, how to measure plus using SLA's for continuous improvement</i>	Tuesday 15 th May	€75
Regional Sessions – Galway & Cork		
4 half day courses - All 4 courses for €650, 2 courses for €375 or 1 course for €200		
Day 1 morning ~ Selection & Award Criteria	GALWAY: Tuesday 27 th & Wednesday 28 th March CORK: Tuesday 16 th & Wednesday 17 th May	
Day 1 afternoon ~ Remedies and Notifications		
Day 2 morning ~ Competitive Dialogue		
Day 2 afternoon ~ Framework Agreements		

BOOK EARLY TO ENSURE YOUR PLACE

**All our open courses can be customised and conducted on an in-house basis.
Please contact training@achilles.ie for a detailed proposal and availability**

Achilles Procurement Services Limited

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T: +353 (0)1 4020114 F: +353 (0)1 4020110 E: training@achilles.ie W: www.achilles.ie

ACHILLES PROCUREMENT SERVICES TRAINING PROGRAMME APPLICATION FORM



Participant(s) Contact Details

1: _____ Email: _____ Job Title: _____

2: _____ Email: _____ Job Title: _____

3: _____ Email: _____ Job Title: _____

Company name: _____ Tel no: _____

Address: _____

Course Details

1 Day Course 2 Day Course Breakfast Briefing Regional Session

Course title(s): _____

Date (where more than one date is available for the course): _____

Payment Details

Please tick one of the following three payment options:

1. Cheque enclosed for € _____ (Payable to Achilles Procurement Services Ltd.)

2. Please invoice against PO: _____

3. Please charge my credit / debit card:

Visa Mastercard Amex Laser

Expiry Date

Security Code

Cardholder name: _____

Address: _____

I hereby authorise Achilles Procurement Services Ltd. to charge my card for € _____

Cardholder signature: _____

PLEASE FORWARD THIS COMPLETED REGISTRATION FORM TO **EMER McINTYRE REAPE**
EMAIL: training@achilles.ie FAX: **01-4020110**

NOTE: THIS FORM CAN ALSO BE COMPLETED ONLINE AT WWW.ACHILLES.IE

CANCELLATIONS / SUBSTITUTIONS

All cancellations must be received in writing or the full course fee is payable. Where delegates cancel more than 5 days prior to the course 50% of the course fee is payable. Cancellations received within 5 days will be liable for the full fee. Substitutions may be made at any time prior to the event.

VENUES

1 & 2 Day courses take place in the Hilton Hotel in Kilmainham, Dublin 8, which has ample parking. The **Breakfast Briefings** take place in the Stephen's Green Club, St. Stephen's Green, Dublin 2 – no parking other than public parking. **Regional Courses** – Radisson Hotels Galway & Cork, both with ample parking.