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Advertising of Prequalification and Tendering Procedure



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Advertising of Prequalification and Tendering Procedure

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Advertising of Prequalification and Tendering Procedure

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Advertising of Prequalification and Tendering Procedure

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Advertising of Prequalification and Tendering Procedure

1.0 PURPOSE

The purpose of this procedure is to define the responsibilities for the formulation of advertisements for prequalification Expressions of Interest and Tendering (when not subject to a prequalification), together with the setting and approving application requirements, including the sale of the Invitation to Tender (ITT) documents to approved Tenderers.

Announcements of bids, selection of applicants, formation of advertising, determination of requirements, and sale of bid documents shall be performed in strict accordance with all the Law and through Etimad.

2.0 SCOPE

This procedure applies to Contract activities conducted under the administration and management of the Contracts Management Department.

3.0 DEFINITIONS

Term	Definition
2nd Party	Contractor, Consultant, Engineer or Supplier who expresses interest in prequalifying for a specific package of Works or Services and upon Award becomes the entity contracted to perform such Works or Services
Agreement	Contract or Purchase Order (collectively "Agreement") between the Entity and a 2nd Party
Construction Contractor	The Main or Principal Contractor responsible for undertaking the Construction Works on the Project.
Entity	A Saudi Government organization which is responsible for the delivery of government funded infrastructure construction projects.
ITT	Invitation to Tender documents, also known as Request for Proposal (RFP)
Law	Government Tenders and Procurement Law issued pursuant to Royal Decree No. (M/128) dated 13/11/1440 AH and the Implementing Regulations thereof issued pursuant to the Minister of Finance's Resolution No. (1242) dated 21/3/1441 AH and as amended thereafter.
Etimad	A unified electronic portal for procurement processes administered by Ministry of Finance
MOF	Ministry of Finance
PCS	Project Contracting Strategy
Project	Project to be undertaken by an Entity that consists of single or multiple Agreements with 2nd Parties to perform Works or Services as part of the execution plan to deliver such a Project. Scope of Work and/or services identified by Entity that needs to be executed.
Regulations	Are Authority imposed requirements, which specifies product, process or service characteristics, including the applicable administrative provision, with which compliance is mandatory, such as building codes.
Requisition	Requisition for Tendering
Services	Provision of technical or consulting services for design, studies, investigations (geotechnical, surveying testing), specialist advice or the like that are not the Works but necessary to support them.



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Site Construction Department	Department within the Project Management Company that is responsible for Construction activities/operations.
Contracts Management Department	Department within the Entity Project Management Organization (EPMO) or at corporate level authorized to conduct contracts formation and administration activities.
Site Document Control	Department within the Project Management Company that is responsible for the control of all project Documents using ECMS.
Site Engineering Department	Department within the Project Management Company that is responsible for Engineering or design activities/operations.
Tenderer	A 2nd Party that has prequalified for bidding a specific package for Works or Services, sometimes referred to as a Tenderer
TSR	Tender Status Report
Works	Construction or supply of goods, facilities or the like of permanent and temporary nature as contracted by the Entity

4.0 REFERENCES

- EPM-KD0-PR-000003 Prequalification of Tendering procedure.
- Chapter two (2) of the Law, and the relevant Articles in the Implementing Regulations.

5.0 ROLES & RESPONSIBILITIES

The following define the respective roles in relation to the advertisement and sale of ITT Documents:

Individual	Role
Contracts Managements Department	Coordinate with the Communications and Finance Departments on the placement of advertisements in forums and means required (Etimad Platform, newspapers, online etc) and follow up of such placements, including the receipt and sale of the ITT documents and issuance of such to prequalified 2nd Parties
Contracts Management Department Manager	Responsible for reviewing and approving the advertisements and validating that the submission dates / durations meet requirements of the Tender Status Report (TSR).
Contracts Specialist	Responsible for preparing advertisements to prequalify and drafting of letters notifying successful applicants of their eligibility to purchase ITT Documents following approval of the Tender Examination Committee of the outcome of the prequalification process.

6.0 PROCESS

6.1 Contractor Symposiums

In an effort to attract 2nd Parties for both critical and non-critical packages, Symposiums may be utilised by the Authorities where 2nd Parties will be invited to presentations on the Authorities annual work plan.

The symposiums will take place at the beginning of each fiscal year following the Work Plan approval. These Symposiums will describe all work to be tendered during the coming year, and include discussions on the Prequalification and Tendering process, timing of packages, scopes of work, schedules, locations and other pertinent information.



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The symposiums will be organized and arranged by Project Management and the Communication Department. Participants from Contracts, Engineering, Construction, Project Controls and Health, Safety, Security, and Environment (HSS&E) departments will be expected to support these symposiums as applicable. Other department representatives may be requested as needed.

Entities may elect, at their discretion, not to hold some or all the symposiums each year, e.g. if past symposiums have been successful in generating a strong base of new and high performing contractors. At the Authorities discretion, symposiums may be announced by publication in media, or by invitation to the contracting community. Value of the packages will not be discussed at the Symposium.

6.2 Specific Project or Package Workshops

Approximately 12 weeks before an ITT Document is scheduled for issuance to 2nd Parties, Contracts Management Department and assigned Communication Department may prepare and sponsor a workshop to follow-up on the Symposium that was held at the beginning of the fiscal year.

The purpose of the workshop is to reaffirm the importance of this specific package and to renew the interest of high performing contractors in prequalifying to receive the ITT Documents. Attendees to the workshop will be drawn from the list of symposium attendees, as well as other selected contractors. Other sources of workshop attendees may be utilized.

Each critical package released over the course of the year may have a workshop. If two or more critical packages are to be released at approximately the same time they may be combined into a single workshop if the scope of the work and the type of contractors to execute the work are similar.

6.3 Preparation of Advertisement

The Contracts Specialist will prepare an e-mail to the Communications Department requesting to advertise the Prequalification for a Project EPM-KD0-TP-000005 or the availability to purchase the Tender Package (not having been subject to a Prequalification) not less than one week prior to the Prequalification Expression of Interest or ITT Collection date.

The e-mail will include an Agreement Unique Number, title, brief description of the scope of work and other pertinent information required to solicit Expressions of Interest to prequalify or to tender (as applicable), the minimum required classification field and the submission date for Prequalification or Tender in accordance with Contracts and Tendering procedure EPM-KD0-PR-000003.

Contracts Management Department shall review the e-mail, determine the type of required classification if applicable, and prepare other required conditions for each package through coordination with the Contracts Specialist.

The Communications Department shall then formulate the advertisement for approval.

Entity shall use Etimad portal for advertisement in accordance with the Law if applies.

6.4 Approval of Advertisement

Following the preparation of the final text in Arabic, the advertisement will then be translated into English or through Etimad if the entity under Government Law.

The Department responsible for external advertisements shall sign the "Concurrence" form and the form shall be approved by the Director of Contracts Management Department.

6.5 Project Advertising

Following the approval of the advertisement, transmittal letters shall be prepared for publishing throughout Etimad (if applies) or EPM-KD0-TP-000009.



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The transmittal letters shall be signed by the Director of Contracts Management Department, who shall then request the project advertisement in accordance with the Law and Regulations including Etimad platform.

6.6 Advertisement Follow-up

In case the advertisement was submitted to a newspaper, the Communications Department shall follow-up the project advertisement in the newspapers. In case of delay, and contact the newspaper publisher to ensure receipt of the advertisement and urge them to publish the same. In case the newspaper publisher does not respond positively to the request of Communications Department, he shall notify the Contracts Management Department Manager.

If a delay in advertising the prequalification or tender package, the Contracts Management Department Manager should in review with the Director of Contracts Management Department consider a change in the dates for submission and if approved, notify the 2nd Parties via Etimad portal.

6.7 Sale of Prequalification Documents

If the Entity determines that the Prequalification Questionnaire is to be purchased by 2nd Parties, this shall be clearly stated in the Advertisement and the procedure in Section 5.3.8 "Sale of ITT Documents" shall be followed relative to the Sale of Prequalification Documents.

Entity shall use MOF Prequalification if the entity under Government Procurement and Regulations Law. Prequalification templates shall be available on MOF and submit through Etimad.

6.8 Sale of ITT Documents

The Contracts Management Department shall sell the ITT Documents to applicants in accordance with the following requirements:

- Following approval by the Director of Contract Management Department, the Contracts Specialist shall undertake internal distribution following, in which he shall forward the original invitation letters to the Contracts Management Department for dissemination together with the ITT documents and other attachments to the invited 2nd Parties.
- Contracts Management Department shall inform all prequalified 2nd Parties of the availability of ITT Documents and invite them to come and collect them or through Etimad. If the Contracts Specialist fails to contact, or get a response, from invited 2nd Parties, they shall register all attempts made to contact those 2nd Parties and notify the Director of Contracts Management Department accordingly who may authorize the exclusion of that prequalified 2nd Party and select the next most suitably qualified 2nd Party that was initially unsuccessful in prequalification to participate (if possible).
- Contracts Management Department shall complete and make one copy of the ITT Documents Purchasing Form. The form will then be submitted, along with the certified check which represents the value of the ITT Documents, to the Accounting Department to deposit the check and to acknowledge receipt on the form or other acceptable mean of sale.
- Should in-Kingdom Tenderers fail to respond to request to collect the ITT Documents within one week from the date they were contacted, the Director of Contract & Procurement Department shall be notified.
- The documents shall then be handed over to the 2nd Parties' authorized representative upon submittal of an authorization to the effect.

7.0 ATTACHMENTS

Government Entity shall use template and forms as per the applicable law and issued by MOF, and the following templates/forms are indicatives for use if applicable.

1. EPM-KD0-TP-000005 - Request to Advertise for Prequalification Template
2. EPM-KD0-TP-000009 - Request for Public Advertisement to Tender Template



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Attachment 1 - EPM-KD0-TP-000005 - Request to Advertise for Prequalification Template

[INSERT PROJECT NAME] **Request to Advertise for Prequalification**

Please prepare an advertisement for the following prequalification package:

Agreement No.:	[INSERT NUMBER]
Description:	[INSERT TITLE]
Scope of Works / Services	[INSERT BRIEF SCOPE OF WORKS / SERVICES] This advertisement is for interested Companies who wish to express an interest in prequalification for the above future Tender for the works described herein
Classification:	[INSERT CLASSIFICATION]
Prequalification Issue Date:	[INSERT DATE]
Prequalification Submission Date:	[INSERT DATE]
Selection of Tenderers:	[INSERT DATE]

Please note that the dates set forth above are tentative. The prequalification documents are currently being routed for departmental signatures.

The advertisement is not to be placed until approval from the Director of the Contracts Management Department is received — Contract Specialist to confirm approval.

Signed by
Contracts Management Department

[INSERT NAME]
Contracts Specialist

Entity shall use Etimad portal for Request to Advertise for Prequalification in accordance with the Law if applies.



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Attachment 2 - EPM-KD0-TP-000009 - Request for Public Advertisement to Tender Template

[INSERT PROJECT NAME] Request for Public Advertisement to Tender

Please prepare an advertisement for the following Tender package:

Agreement No.:	[INSERT NUMBER]
Description:	[INSERT TITLE]
Scope of Works / Services	[INSERT BRIEF SCOPE OF WORKS / SERVICES]
Classification:	[INSERT CLASSIFICATION]
Invitation to Tender Issue Date	[INSERT DATE]
Pre-Tender Meeting Date:	[INSERT DATE]
Tender Opening Date	[INSERT DATE]

Please note that the dates set forth above are tentative. The Tender documents are currently being routed for departmental signatures.

This is advance notice to prepare the Advertisement for publication.

The advertisement is not to be placed until approval from the Director of the Contracts Management Department is received — CONTRACT SPECIALIST to confirm approval.

Signed by
Contracts Management Department

[INSERT NAME]
Contracts Specialist

Entity shall use Etimad portal for Request for Public Advertisement to Tender in accordance with the Law if applies.