

# EXPLO National Manual for Projects Management

## Volume 4, chapter 6

### Preparation and Issuance of Tender Documents Procedure



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## Preparation and Issuance of Tender Documents Procedure

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## Preparation and Issuance of Tender Documents Procedure

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# Preparation and Issuance of Tender Documents Procedure

## Table of Contents

<b>1.0</b>	<b>PURPOSE .....</b>	<b>5</b>
<b>2.0</b>	<b>SCOPE .....</b>	<b>5</b>
<b>3.0</b>	<b>DEFINITIONS .....</b>	<b>5</b>
<b>4.0</b>	<b>ROLES &amp; RESPONSIBILITIES .....</b>	<b>6</b>
<b>5.0</b>	<b>REFERENCES .....</b>	<b>6</b>
<b>6.0</b>	<b>PROCESS .....</b>	<b>7</b>
6.1	Selection of Agreement Form.....	7
6.2	Agreement Structure .....	7
6.3	Selection of Appendices to the ITT Documents .....	7
6.3.1	Main Contract Document.....	8
6.3.2	General Terms .....	8
6.3.3	Detailed Conditions of Contract .....	8
6.3.4	Financial Terms.....	9
6.3.5	Scope of Works / Services .....	10
6.3.6	Compiling Final Invitation to Tender Package.....	11
6.3.7	Issuance of ITT Documents .....	11
<b>7.0</b>	<b>ATTACHMENTS .....</b>	<b>12</b>
	Attachment 1 - List of EXPRO Approved ITT Templates .....	13
	Attachment 2 - EPM-KD0-TP-000010 - Templates Forms (Forms A to Y) .....	14
	Attachment 2 - EPM-KD0-TP-000011 - Approval of Invitation to Tender Template .....	48
	Attachment 4 - EPM-KD0-TP-000050 - Tender Letter Template .....	49



# Preparation and Issuance of Tender Documents Procedure

## 1.0 PURPOSE

This procedure establishes a consistent structure and format for the preparation and issuance of Invitation to Tender Documents by an Entity for purposes of obtaining consistent responses from 2nd Parties in relation to tendering of Works or Services in accordance with the approved Forms and Templates published by the Ministry of Finance.

This Procedure applies to Works performed under all Government construction projects executed throughout the Kingdom of Saudi Arabia.

The Entity oversees the activities outlined within this procedure, and responsible to implement process under Government Procurement and Regulation Law if applies.

## 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	Government Entity, Authority or Ministry responsible for the Project(s)
ITT	Invitation to Tender documents, also known as Request for Proposal (RFP)
Jobsite	Place or location where the Works or Services will be performed sometimes referred to as the site or location of Works or Services.
Laws	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
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
Site Construction Department	Department within the Project Management Company that is responsible for Construction activities/operations.



## Preparation and Issuance of Tender Documents Procedure

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 company that has been prequalified and issued a specific Tender Document package for Works or Services.
Works	Construction or supply of goods, facilities or the like of permanent and temporary nature as contracted by the Entity

### 4.0 ROLES & RESPONSIBILITIES

The Contracts Management Department remains accountable for the Invitation to Tender Document to ensure consistency in structure, content and basis of evaluation criteria associated with a particular scope of Works or Services.

The following defines the individual roles and responsibilities for preparation and issuance of Invitation to Tenders:

Individual	Role
Construction Manager	Responsible for reviewing applicable Forms for inclusion and approving, on behalf of the Construction Department, the final ITT for Design & Build and Construction Contracts.
Contracts Management Department Manager	Responsible for monitoring compliance with this process and maintaining consistency in format and structure of Tender Documents and final approval on the Approval to Issue Invitation to Tender (ITT)
Contracts Specialist	Responsible for compiling the ITT Documents and obtaining appropriate Departments approval and input to the Forms prior to the release to 2nd Parties
Engineering Management Department Manager	Responsible for providing the Forms assigned and reviewing the applicable Forms for inclusion and approving on behalf of Engineering Department the final ITT for Design and Consultants Contracts.
Health, Safety, Security, and Environmental (HSS&E) Manager	Responsible for providing the Forms assigned and reviewing the applicable Forms for Inclusion in ITT
Project Controls Manager	Responsible for providing the Forms assigned and reviewing the applicable Forms for inclusion in the ITT
Quality Manager	Responsible for providing Project Quality Plan and reviewing the applicable Forms for inclusion in ITT

Department Managers may delegate their responsibilities to assigned members of their Department provided such delegation is notified to the Contracts Management Department Manager and Contracts Specialist.

### 5.0 REFERENCES

1. EPM-KD0-PR-000001 Prequalification of Tenderers Procedure



## Preparation and Issuance of Tender Documents Procedure

2. Chapter nine (9) of the Law, and Articles twenty-one (21) to thirty-two (32) of the implementing regulations.

### 6.0 PROCESS

#### 6.1 Selection of Agreement Form

The Contracts Specialist shall at time of receiving the Requisition review the Scope of Works or Services, and with reference to the Project Contracting Strategy (PCS), select from one of the following Forms of Contract that is most suitable form for the Works or Services to be Tendered. The Form of Contract shall be approved by the Project Manager and Contracts Department Manager.

A. Design / Engineering Services (ENG)

An Architect/Engineer Contract is used when the scope is for design, engineering or architectural services and the end products are engineering drawings and/or specifications. There are no permitted works to be carried out on-site without modification to the Terms other than the provision of support services related to design during construction.

B. Construction Contract (CC)

The Construction Contract is for supply, construction/installation and commissioning of the Works including labor, supervision, materials, equipment, temporary facilities and as-builts for Works.

C. Consulting Services (CON)

A Consulting Services Contract is used when the scope requires the provision of consulting services in a capacity of advisory or performing specific Services such construction supervision which do not include any design or engineering aspects. It May also be used for the purposes of producing reports and studies associated with a Project.

#### 6.2 Agreement Structure

The Contracts Specialist shall compile the Agreement using the outline structure below for consistency across the Authorities:

- **Main Contract Document (the Agreement)**
- **General Terms**
- **Financial Terms**
- **Scope of Services/Works**
- **Specifications**
- **Local Content Requirements**
- **Detailed Conditions**
- **Annexes**
  - Annex (1) Bill of Quantities and Prices
  - Annex (2) Working Team Qualifications
  - Annex (3) Key Objectives and project deliverables
  - Annex (4) Office rent and fit out (if needed)
  - Annex (5) Guiding list of EXPRO's deliverables
  - Annex (6) List of Penalties
  - Annex (7) Terms and Conditions on Weighing Local Content in Financial Assessment

#### 6.3 Selection of Appendices to the ITT Documents



## Preparation and Issuance of Tender Documents Procedure

The Contracts Specialist shall identify and include in the ITT Document the following Appendices as applicable to the Contract Form selected above.

Departments with assigned responsibility for preparation of an Appendix are listed in the following tables using the abbreviations below:

Abbreviation	Department
All	Means all of the below may review and add requirements to these Forms
Construction	Construction
Contracts	Contracts Management
Engineering	Engineering / Design Management
HSS&E	Health, Safety, Security & Environment
Project Controls	Project Controls Department including estimating, cost and scheduling
Quality	Quality Assurance and Quality Control
Legal	Legal and/or Finance Department

### 6.3.1 Main Contract Document

The Contracts Specialist shall select for inclusion into the ITT the appropriate from the Matrix below:

Y = Mandatory Inclusion

O = Optional

N/A = Not Applicable

Appendices	Department	ENG	CC	CON
Form of unconditional bank guarantee	Contracts	Y	Y	O
Requirements for Joint Ventures	Legal/Contracts	N/A	N/A	N/A

### 6.3.2 General Terms

As provided by the Ministry of Finance

### 6.3.3 Detailed Conditions of Contract

The Contracts Specialist shall select for inclusion into the ITT the appropriate from the Matrix below:

Y = Mandatory Inclusion

O = Optional (if applicable to the Works or Services)

N/A = Not Applicable

All documents shall be maintained by the Department Responsible in the Document Management System with access provided to the Contracts Specialist to maintain use of the latest revision in a controlled manner. If an Appendix is not available, the responsible Department shall either confirm it is not required for the scope of work or produce a specific Annex for the Works or Services as needed. Note all Appendix listed below are indicative and may be revised at the time of issuing the actual ITT.





## Preparation and Issuance of Tender Documents Procedure

Appendices	Department	CC	ENG	CON
Environmental, Safety, Security & Health Plan	HSS&E	Y	Y	O
Project Reporting Requirements	Project Controls	Y	Y	Y
Release & Certificate of Partial & Final Payment	Contracts	Y	Y	Y
Quality Management Plan	Quality	Y	Y	O
Master Importation List	Construction /Contracts	O	N/A	N/A
Worker Welfare Standards	Construction	Y	N/A	N/A
Preferred Suppliers	Contracts/ Construction/Engineering	O	N/A	N/A
Procurement Schedule	Contracts / Construction/Project Control	Y	N/A	N/A

### 6.3.4 Financial Terms

Contracts Specialist shall select for inclusion into the ITT of the appropriate from the Matrix below- Note all Forms listed below are indicative and may be revised at the time of issuing the actual ITT, that not applies for Entities under Government Law:

Y = Mandatory Inclusion

O = Optional (if needed to demonstrate capability)

N/A = Not Applicable

Appendices to	Department	CC	ENG	CON
Tender Letter	Contracts	Y	Y	Y
FORM A Schedule of Prices / Bill of Quantities (UR / LS)	Engineering/ Project Controls	Y	Y	Y
FORM B Method of Measurement	Engineering / Project Controls/ Construction	Y	Y	Y
FORM C Rates for Changes	Engineering / Project Controls	Y	Y	Y
FORM D Design Execution Plan	Engineering	N/A	Y	N/A
FORM D-1 BIM Project Delivery Capability	Engineering	O	O	O
FORM E Construction Plant & Equipment	Construction	Y	N/A	N/A



## Preparation and Issuance of Tender Documents Procedure

Appendices to		Department	CC	ENG	CON
FORM F	Subcontractors and Supply Chain	Contracts	Y	O	O
FORM F-1	Subcontractor and Supplier Experience	Contracts	Y	O	O
FORM G	Schedule	Project Controls	Y	Y	Y
FORM H	Personnel Tabulation	All Departments	Y	Y	Y
FORM J	Saudization Program	Contracts	Y	Y	Y
FORM K	Project Organization and Work Plan	Construction / Engineering	Y	Y	Y
FORM L	Safety Program	HSS&E	Y	Y	Y
FORM L-1	Safety & Health History	HSS&E	Y	O	O
FORM M	Resumes of Key Personnel	Construction / Engineering / Contracts	Y	Y	O
FORM N	Quality Program	Quality	Y	O	O
FORM O	Technical Data	Construction / Engineering	Y	N/A	O
FORM R	Workers Welfare	Construction	Y	N/A	N/A
FORM S	Tenderer Company Information	Contracts	Y	Y	Y
FORM T	Tenderer Financials	Contracts	Y	Y	Y
FORM U	Environmental Compliance	HSS&E	Y	O	O
FORM V	Estimated Payment Schedule	Project Controls	Y	O	N/A
FORM W	Importation and Materials Management Plan	Construction	O	N/A	N/A
FORM X	Alternative Material and Equipment	Engineering	Y	N/A	N/A

Contracts Specialist shall extract from the Requisition issued for Tender (90% Stage or 100% as applicable) the relevant components provided by Originator to incorporate into the ITT Forms necessary to solicit a Tender in conformance with the Requisition.

### 6.3.5 Scope of Works / Services

Contracts Specialist shall select for inclusion into the ITT the appropriate from the Matrix below, note all Appendices listed below are indicative and may be revised at the time of issuing the actual ITT:

Y = Mandatory Inclusion

O = Optional (if needed to demonstrate capability)



## Preparation and Issuance of Tender Documents Procedure

N/A = Not Applicable

Appendices to Scope of Work		Department	CC	ENG	CON
FORM A	Engineering Deliverables Matrix	Engineering	N/A	Y	O
FORM B	Handover and Start-Up Requirements	Testing & Commissioning/ Engineering/ Construction	Y	N/A	N/A
FORM C	Document Management Requirements	Document Management	Y	Y	Y
FORM D	Jobsite Requirements	Construction	Y	N/A	N/A

The Contracts Specialist shall solicit from the responsible Department listed above the relevant documents for inclusion in the final ITT Documentation for Tender.

### 6.3.6 Compiling Final Invitation to Tender Package

The Contracts Specialist shall prepare the final ITT package, which shall include the following documentation:

1. Invitation to Tender (ITT) Letter
2. Instructions to Tenderers,
3. Information for Tenderers,
4. Main Contract Document (the Agreement)
5. General Terms
6. Financial Terms
7. Scope of Services/Works
8. Specifications
9. Local Content Requirements
10. Detailed Conditions
11. Technical submittals
12. Financial Submittals

Once the Contracts Specialist is satisfied that the draft ITT Document is ready for approval, the Contract Specialist shall arrange a “page-turn” session with representatives of the participating Departments to go through the final ITT package in detail for review and comments. The Contracts Specialist will then incorporate any agreed comments into the ITT Document, prepare the ITT Approval Sheet and circulate it to the respective Departments for approval using the Approval of Invitation to Tender document.

Upon receipt of the final Approved ITT document, the Contracts Specialist shall proceed with the issuance of the ITT Documents as per Section 4.3.6.

### 6.3.7 Issuance of ITT Documents

Final Approved ITT Document shall be issued to prequalified Tenderers.



### 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. List of EXPRO Approved ITT Templates
2. EPM-KD0-TP-000010 - Templates for Forms (Forms A to Y)
3. EPM-KD0-TP-000011 - Approval of Invitation to Tender Documents Template
4. EPM-KD0-TP-000050 - Tender Letter Template



### Attachment 1 - List of EXPRO Approved ITT Templates

No.	Title	Document Number
1	EPMO Services	EXP-KD0-TP-000058
2	Engineering Services	EXP-KD0-TP-000113
3	Construction Services	EXP-KD0-TP-000111



## Preparation and Issuance of Tender Documents Procedure

### Attachment 2 - EPM-KD0-TP-000010 - Templates Forms (Forms A to Y)

**Note: Not applicable if the entity under Government Procurement Law and Regulations. Entity shall use MOF Prequalification template.**

#### FORM A - SCHEDULE OF PRICES (Unit Rate/Lump Sum)

The Tenderer shall submit its Tender Price using the Schedule of Prices / Bill of Quantities (Lump Sum/Unit Rates) listed in Financial Terms. All Pay Items are to be priced and failure to price each and every item within the attached tables may be subject to the rejection of the proposal or adjustments by the Entity in the evaluation of the Tender Price.

The Lump Sum / Unit Rates will be used for the valuation of Changes and Variations where scope of such Variation or Change matches the description of the Lump Sum /Unit Rates and adjustment to the Unit Rates will be accepted provided the quantity variance is within the thresholds stated in Financial Terms.

As applicable, Tenderer shall include total Lump Sum/Estimated prices with quantity breakdown for each facility listed in the Scope of work and Financial Terms.

Pay Item	Description	Quantity	Unit	Unit Rate	Total SAR
I	Facility AAA				
Total Lump Sum/Estimated Price For Facility AAA					
II	Facility BBB				
Total Lump Sum/Estimated Price For Facility BBB					



### FORM B - METHOD OF MEASUREMENT

The Unit Rates contained in Form A “Schedule of Prices / Bill of Quantities” have been measured generally in accordance with the principles contained in [INSERT STANDARD METHOD OF MEASUREMENT].

The above referenced Method of Measurement is available via [Entity Website or enclosed in this Invitation to Tender (ITT)]

Any questions or clarifications related to the interpretation of the Method of Measurement shall be submitted to the Entity during the Tender Period for clarification.

SAMPLE



## Preparation and Issuance of Tender Documents Procedure

### FORM C - UNIT RATES FOR CHANGES

The Tenderer shall submit its Unit Prices for purposes of pricing of Day Work or time related Changes in accordance with Financial Terms. The Unit Rates for Changes shall be evaluated and agreed negotiated rates shall be incorporated in the Contract

The rates shall include for all overheads, burden, tool allowances, travel, accommodations, meals, insurances under law and medical coverage, pensions, and other employment costs including payroll and off project charges but exclude profit and margins.

#### Craft & Labor Rates

The below table provides a template for the Tender to input the total labor rate for each relevant employment classification is configured.

**NOTE THE BELOW ARE INDICATIVE AS AN EXAMPLE AND SHOULD BE TAILORED TO REFLECT THE SCOPE OF WORKS**

No.	Labor Category	Labor Classification	Hourly Rate
1	Carpentry	Carpenter	
2	Carpentry	Leading Hand / Foreman	
3	Electrical	Laborer	
4	Electrical	Qualified Electrician	
5	Electrical	Electrical Foreman	
6	Concrete	Laborer	
7	Concrete	Rebar Placer	
8	Concrete	Concrete Finisher	
9	Concrete	Leading Hand / Foreman	
10	Operators	Tower Crane Operator	
11	Operators	Mobile Crane Operator	
12	Operators	Banksman	
etc.			

#### Design Rates

The below table provides a template for the Tender to input the total labor rate for each relevant employment classification is configured.

The Tenderer shall state the Home Office where the resource is intended to perform the majority of the Services and this rate will apply to the individual (irrespective of whether the Tenderer decides to change the Home Office Location). The rate for Services at the Jobsite shall include for any additional travel costs associated with the role being performed at the Jobsite including, PPE (Safety Clothing) and like necessary to perform the Services.

**NOTE THE BELOW ARE INDICATIVE AS AN EXAMPLE AND SHOULD BE TAILORED TO REFLECT THE SCOPE OF WORKS**

No.	Design Category	Home Office Location	Home Office Hourly Rate	Hourly Rate for Services at Jobsite
1	Design Manager			
2	Lead Electrical Engineer			





## Preparation and Issuance of Tender Documents Procedure

No.	Design Category	Home Office Location	Home Office Hourly Rate	Hourly Rate for Services at Jobsite
3	Electrical Engineer			
4	Lead Mechanical Engineer			
5	Mechanical Engineer			
6	Lead Civil Engineer			
7	Civil Engineer			
8	Lead Architectural Engineer			
9	Architect			
10	CAD operator / Draftsman			
11	BIM Technician			
12	BIM Manager			
13	Technical Writer (Specifications)			
14	Geotechnical Engineer			
etc.				

### Plant and Equipment Rates

Tenderer shall list the relevant rates in FORM E “Construction Plant and Equipment List” and these rates will be applicable for time charges and Day works.



## Preparation and Issuance of Tender Documents Procedure

### FORM D - DESIGN EXECUTION PLAN

Tenderer Please provide details below of proposed methodology for the development of the detailed design as required under the ITT Documents including narrative of not to exceed four (4) pages of A4 (in addition to completing the table below) to demonstrate it has adequately planned for and taken consideration of the design obligations and the coordination with the various designers identifying those elements to be subcontracted to designers or performed by the Tenderer

#### Column Completion Notes:

1. **Location:** State Office Location (City, Country) and if more than one office state number (e.g. London, UK (2 Offices))
2. **Provider:** State if design services provided by either
  - a. "In-house" (full time employees)
  - b. "Subsidiary" Company Subsidiary of the Company (e.g. Subsidiary [XYZ Limited])
  - c. "2nd Party" existing subcontract or agreement with a 2nd party designer and state that company name (e.g. "2nd Party [XYZ Limited])
3. **Scope:** State the main discipline of design works performed (i.e. Architectural, Structural, Mechanical, Electrical, Fire etc.)
4. **Previous Experience:** If design is to be done by a subcontracted Design Company, Tenderer shall state the previous projects and years of experience working with the Designer.

Item No.	Location of Design Office	Provider	Scope	Previous Experience with Tenderer
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

The Designers listed above shall present their Individual Experience relevant to the design scope being performed in response to Form F and Form F-1 of this ITT.



## Preparation and Issuance of Tender Documents Procedure

### FORM E - CONSTRUCTION PLANT AND EQUIPMENT LIST

Tenderer shall provide the following Construction Plant and Equipment to be used on the Jobsite.

Equipment Type	Current Location	Owned	Mobilization Date	Mob Cost	De-mob Cost	MRR Rate
						SAR / wk
[list each individual item of plant/equipment]						

#### **NOTES:**

**Equipment Type:** Provide description, capacity, make, model and year of manufacture.

**Current Location:** State City where equipment is currently located

**Owner:** Enter (a) for Tenderer owned and available equipment, (b) for equipment to be hired, or (c) for equipment to be purchased.

**Mobilization Date:** Enter dates equipment is to be mobilized.

**Mobilization Cost:** Enter Cost to Mobilize (Lump Sum included within the Tendered Price)

**Demobilization Cost:** Enter Cost to Demobilize (Lump Sum included within the Tendered Price)

**MRR Rate:** Enter the all in weekly cost for the equipment whilst on jobsite including operator and consumables.



## Preparation and Issuance of Tender Documents Procedure

Tenderer shall, in relation to the above-mentioned plant and equipment provide the tabulation of such equipment by type planned for deployment and use on the Project using the table below:

	MONTH (After Award)											
Equipment Type	1	2	3	4	5	6	7	8	9	10	11	12
[Tenderer to list Plant Type]												
<i>Example:</i>												
<i>Excavator D8</i>	1	4	4	4	2	1						
<i>Grader</i>		1	1	1	1	1	1					
<i>50t Mobile Crane</i>				1	1	1	1	1				
<i>Truck (State Type)</i>		6	6	6	6	6	6	6	4	3	2	
<i>Water Truck</i>		1	1	1	1	1	1	1	1	1		
<b>Total Equipment Fleet</b>	<b>1</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>11</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>5</b>	<b>4</b>	<b>2</b>	



## Preparation and Issuance of Tender Documents Procedure

### FORM F - SUBCONTRACTORS AND SUPPLY CHAIN

Tenderer shall provide its responses to the below questions relative to the selection and nomination of key Subcontractors or Suppliers whose planned scope of works on the subject Project exceed SAR **[INSERT THRESHOLD VALUE]**. For each listed or named Subcontractor or Supplier, the Tenderer shall also complete and submit FORM F-1 to demonstrate to the satisfaction of the Entity that the Subcontractor or Supplier has the relevant financial, technical capabilities and experience to perform the Works or Services to be subcontracted. The answers to the following questions shall not exceed four (4) pages of A4 paper.

QUESTION TO TENDERER	TENDERER RESPONSE
1. Tenderer to explain its process and procedure for the identification, prequalification, evaluation and selection of Subcontractors and/or Suppliers:	
2. Tenderer to explain how it manages its Subcontractors and Suppliers during execution of the Works to maintain schedule and quality of the Works being performed by the Subcontractor and/or Supplier	
3. Tenderer to explain its process and procedure for the quality inspections, assurance, delivery, storage and distribution of materials and equipment by Subcontractors and/or Suppliers for the Project	
4. Tenderer to identify which of the proposed Subcontractors or Suppliers are performing elements of the Works on the Critical Path for the Project, what risks it has identified and what mitigation measures it has planned to maintain certainty on completion of the Works	
5. Tenderer to explain how they ensure Subcontractors and/or Suppliers are contracted on terms and conditions aligned with this ITT and the management of such obligations for works performed by the Subcontractor or Supplier	

The Tenderer may respond using the table format above or its own formatting provided the answers to all questions are provided and remain within the page limits specified.



## Preparation and Issuance of Tender Documents Procedure

Tenderer shall list in the table below the proposed Subcontractors or Suppliers identified who will furnish major components, equipment, materials, and/or perform elements of the Works – the completion of the table and submission is in addition to the four (4) page limit:

No.	Information Required	Tenderers Response
1	Subcontractor / Supplier Name	
	Scope of Works or Supply	
	Value of Subcontract / Supply Agreement	
	Terms of Subcontract or Supply Agreement	
	Planned Award of Subcontract / Supply Agreement	
	Planned Completion of Subcontract / Supply Agreement	
2	Subcontractor / Supplier Name	
	Scope of Works or Supply Agreement	
	Value of Subcontract / Supply Agreement	
	Terms of Subcontract or Supply Agreement	
	Planned Award of Subcontract / Supply Agreement	
	Planned Completion of Subcontract / Supply Agreement	
3	Subcontractor / Supplier Name	
	Scope of Works or Supply	
	Value of Subcontract / Supply Agreement	
	Terms of Subcontract or Supply Agreement	
	Planned Award of Subcontract / Supply Agreement	
	Planned Completion of Subcontract / Supply Agreement	
4	Subcontractor / Supplier Name	
	Scope of Works or Supply	
	Value of Subcontract / Supply Agreement	
	Terms of Subcontract or Supply Agreement	
	Planned Award of Subcontract / Supply Agreement	
	Planned Completion of Subcontract / Supply Agreement	
5	TENDERER TO ADD OTHERS AS NECESSARY	

**NOTES:** Terms of Subcontract / Supply: Enter Cost Reimbursable, Lump Sum, Unit Price, etc.

For each of the above listed Subcontractors or Suppliers, Tenderer shall complete Form F-1.



## Preparation and Issuance of Tender Documents Procedure

### FORM F-1 LOWER-TIER EXPERIENCE STATEMENT

This Form F-1 statement of experience qualifications is submitted for the each of the listed Subcontractors or Vendors identified in Form F of the Tenderer, with an anticipated subcontract or supply agreement valued in excess of SAR [INSERT THRESHOLD VALUE]:

Company Name:		
Address:		
Contact Person:		
Phone Number:		
Email Address:		
Commercial Registration No:		
Classification Class:		
Annual Turnover	Financial Year Ending 2016	SAR
	Financial Year Ending 2015	SAR
	Financial Year Ending 2014	SAR
Total Number of Permanent Employees:	Non Manual / Management	
	Manual / Trades	
Number of Saudi National Employees:	[STATE No. and % OF WORKFORCE]	
Scope of Works that account for 70% of Subcontractors / Suppliers Turnover	Provide list of the main works performed that account for 70% of the Subcontractor / Supplier Turnover	
What was the basis of the selection of the Subcontractor or Supplier by the Tenderer:	Provide description (prequalification, competitive tender, past experience)	
Does the Subcontractor / Supplier have a Health and Safety Policy:	If yes, please explain and provide reference to manner and frequency audits are performed on the compliance with such Policy on the Projects	
Does the Subcontractor / Supplier have an accredited Quality Management / Quality Control System:	If yes, please explain and provide reference to manner and frequency audits are performed on the compliance with such Policy on the Projects	



## Preparation and Issuance of Tender Documents Procedure

Does the Subcontractor or Vendor manufacture products or materials in KSA or import:	Provide description of the types of materials manufactured by the Vendor or Subcontractor in KSA or if imported identify the source of the imported materials.		
How many projects has the Tenderer engaged the named Subcontractor or Supplier in last five (5) years:			
Number of years Subcontractor or Supplier has been providing services, works or supplies of similar scope to ITT:			
List here last five years or relevant project experience of similar scope and complexity	Project Name	[INSERT NAME]	
	Subcontract / Supply Value	SAR [INSERT VALUE]	
	Award Date	[INSERT AWARD DATE]	
	Completion Date	[INSERT COMPLETION DATE]	
	Owner or Main Contractor	[INSERT NAME OF COMPANY, CONTACT PERSON AND PHONE NUMBER]	
	Project Name	[INSERT NAME]	
	Subcontract / Supply Value	SAR [INSERT VALUE]	
	Award Date	[INSERT AWARD DATE]	
	Completion Date	[INSERT COMPLETION DATE]	
	Owner or Main Contractor	[INSERT NAME OF COMPANY, CONTACT PERSON AND PHONE NUMBER]	
	Project Name	[INSERT NAME]	
	Subcontract / Supply Value	SAR [INSERT VALUE]	
	Award Date	[INSERT AWARD DATE]	
	Completion Date	[INSERT COMPLETION DATE]	
		Owner or Main Contractor	[INSERT NAME OF COMPANY, CONTACT PERSON AND PHONE NUMBER]
		Project Name	[INSERT NAME]
Subcontract / Supply Value		SAR [INSERT VALUE]	
Award Date		[INSERT AWARD DATE]	





## Preparation and Issuance of Tender Documents Procedure

	Completion Date	[INSERT COMPLETION DATE]
	Owner or Main Contractor	[INSERT NAME OF COMPANY, CONTACT PERSON AND PHONE NUMBER]
	Project Name	[INSERT NAME]
	Subcontract / Supply Value	SAR [INSERT VALUE]
	Award Date	[INSERT AWARD DATE]
	Completion Date	[INSERT COMPLETION DATE]
	Owner or Main Contractor	[INSERT NAME OF COMPANY, CONTACT PERSON AND PHONE NUMBER]
Has the Subcontractor or Supplier been boycotted by any Government Entity in last ten years		

### **NOTES:**

This form is for tender evaluation and will not be part of the contract. The Entity may elect to contact selected references above to verify data provided by the Subcontractor or Supplier prior to accepting such Subcontractor or Supplier for the Project



### FORM G - CONTRACT SCHEDULE

Tenderer shall submit a Preliminary Contract Schedule in the format specified in Detailed Conditions titled "CONTRACT SCHEDULE," addressing as a minimum, the Contract Milestone dates listed in the Special Condition titled "COMMENCEMENT, PROGRESS AND COMPLETION OF THE WORK". The Preliminary Schedule shall clearly demonstrate the critical activities for delivery of the Works and illustrate the Tenderer's understanding and ability to sequence and the Works to meet the Contract Milestones.

Tenderer shall identify at least three major problem areas that may affect successful contract completion and Tenderer's proposed resolution of each problem should it occur. Tenderer's response shall not exceed 3 pages of A4, showing the risk, mitigation plans and contingency planning allowances within the schedule to manage the risks on delivery of the Works.

Based on the successful Tenderer's Preliminary Contract Schedule and Entity's requirements, an agreed schedule shall be developed after award, in accordance with the Detailed Condition titled "CONTRACT SCHEDULE".

SAMPLE

#### **NOTES:**

This form is for tender evaluation purposes and will not be a part of the contract. However, the Entity may, if the Preliminary Schedule is compliant with the ITT Documents requirements, incorporate the Preliminary Schedule into the Contract as the baseline Schedule for execution of the Works.



## Preparation and Issuance of Tender Documents Procedure

### FORM H – STAFFING PLAN

Tenderer shall list all classes of manual and non-manual personnel which will be assigned to the Work during the contract period.

	MONTH											
Resource Category	1	2	3	4	5	6	7	8	9	10	11	12
Non-Manual Position												
Non-Manual Position												
Non-Manual Position												
Non-Manual Position												
<b>Total Non-Manual</b>												
Trades (Electrical, Mechanical etc)												
Trades (Electrical, Mechanical etc)												
Trades (Electrical, Mechanical etc)												
Trades (Electrical, Mechanical etc)												
Trades (Electrical, Mechanical etc)												
<b>Total Manual</b>												

Tenderer shall state below the percentages of workers envisaged for employment by the Tenderer in the performance of the Work:

	Non-Manual	Manual	Comments
Saudi Nationals	___%	___%	Nationals
International Workers	___%	___%	Philippines, India, Pakistan, Asian, other
Expatriate Workers	___%	___%	American, British, European, GCC, Australian, New Zealand, Lebanese, Egyptian

#### **NOTES:**

Tenderer shall indicate the hours worked/day as the basis of its price: \_\_\_\_\_ hrs. /day-manual, \_\_\_\_\_ hrs. /day-non-manual

This form is for Tender Evaluation purposes and is not intended to be a part of the Contract. However, the Authority may elect to incorporate it into the Contract if during tender clarification/negotiation meetings, the tabulation is finalized and agreed to as the baseline for execution of the Works.



### FORM J - SAUDIZATION PLAN

#### FOR USE WHEN TENDERING WORKS TO INTERNATIONAL COMPANIES

Tenderer shall submit its Policies and Procedures relative to the hiring and development of Saudi Nationals and its implementation of such Policies and Procedures for the performance of the Works under this ITT Document and submit as part of its Tender its specific plan for implementation of its Saudization Plan.

The plan shall identify;

- (1) The target roles for Saudi Nationals, those that are to be filled by existing Saudi National Employees or those that the Tenderer plans to identify for the hiring of Saudi Nationals.
- (2) The use of Saudi Manufactured Products and Commodities using the table below:

Goods	Manufacturer	Manufacturing Location	Approximate Value (SAR)

- (3) The use of Saudi Arabian Airlines for passenger and freight movements in and out of Kingdom of Saudi Arabia and stating the approximate spend envisaged for the Contract
- (4) The use of Saudi Flagships for the marine transportation and handling of goods in and out of Kingdom of Saudi Arabia and stating approximate spend envisaged for the Contract

#### **NOTES:**

This form is for tender evaluation purposes and will not be a part of the contract. However, the Entity may, if the Preliminary Schedule is compliant with the ITT Documents requirements, incorporate the Preliminary Schedule into the Contract as the baseline Schedule for execution of the Works.



### FORM K - PROJECT ORGANIZATION AND WORK PLAN

#### Part 1: Project Organization

Tenderer shall attach an organization chart showing key personnel, including numbers, titles and categories of home office and field personnel. Tenderer shall also provide a written description of the organization, defining lines of authority/responsibility/communication and the overall working of the organization with particular emphasis on Home Office/Site interfaces and the procedures for monitoring and controlling the Works. Response to not exceed four (4) pages of A4 (A3 may be used for the Organization Chart)

#### Part 2: Work Plan

Tenderer shall attach a narrative, not to exceed four (4) pages (A4), describing its plan for conducting the Work under this contract. This plan should be developed in conjunction with the preliminary schedule, organization chart, resumes, personnel tabulation, equipment list and proposed suppliers/subcontractors to knit this information together and explain the management and flow of work to contract conclusion.

The Plan shall include but not be limited to the following activities:

##### **SAMPLE ONLY**

- Compliance with Company Procedures;
- Detailed Design / Engineering
- Procurement of materials;
- Manufacture of materials;
- Mobilization to Site including:
  - Plant and equipment;
  - Materials (including customs clearance);
  - Labor (including completion of the Employment Management Procedure);
- Site establishment (e.g. site offices, workshop, storage and the like);
- Access to work sites;
- Execution of the construction work;

Tenderer shall, in addition to the above narrative provide a specific Mobilization Plan that shall identify the resources (plant, labor and facilities) to be mobilized for performance of the Work together with a specific schedule describing the mobilization activities. This should include:

- Mobilization of Key Personnel, including visas and permits
- Mobilization of Equipment including FRCS compliance
- Set-up of Temporary Offices and Accommodation for initial period up to 3 months
- Establishment of Accommodation and Offices for period beyond 3 months
- Initial Procurement activities

#### **NOTES:**

This form is for Tender Evaluation purposes and not intended to be a part of the Contract. However, the Entity may elect to incorporate it into the Contract if during tender clarification/negotiation meetings, the Plan is finalized and agreed to as the baseline for execution of the Works.



## Preparation and Issuance of Tender Documents Procedure

### FORM L - SAFETY PROGRAM

Tenderer shall complete and submit the Safety and Health (S&H) Questionnaire (Form L-1) attached to this Form L.

Tenderer shall also submit the following Safety and Health data with the S&H Questionnaire for evaluation:

1. Safety Program: A copy of Tenderer's written Safety Program if the response to Item 8 of the attached S&H Questionnaire is affirmative.
2. Safety and Environmental Program Accreditation: A copy of Tenderers 2nd Party safety and environmental accreditation.
3. New Hire Orientation Program: A copy of your written New Hire Orientation Program if the response to Item 9 of the attached S&H Questionnaire is affirmative.
4. Newly Hired or Promoted Foreman Program: A copy of your written Newly Hired or Promoted Foreman Orientation Program if the response to Item 10 of the attached S&H Questionnaire is affirmative.
5. Risk Assessment: Complete a Risk Assessment for the Work to be performed under this contract. The Risk Assessment should address all tasks associated with the work and contain controls required to reduce the risk to as low as reasonably practicable (ALARP).

#### NOTES:

This form is for tender evaluation purposes and not intended to be a part of the contract. Final program will be approved as submitted under the contract requirements.



## Preparation and Issuance of Tender Documents Procedure

### FORM L-1 SAFETY AND HEALTH QUESTIONNAIRE

<b>1. SAFETY PERFORMANCE</b>					
1.1.a Provide a brief description of each fatality your firm has incurred in the three most recent years (add pages if required):					
Year 201[ ]	Year 201[ ]	Year 201[ ]			
1.1.b Provide a brief description of each fatality by any sub-tier subcontractor working under your direction has incurred in the three most recent years (add pages if required):					
Year 201[ ]	Year 201[ ]	Year 201[ ]			
1.2.a Provide the following information on your firm for the three most recent years:					
	201[ ]	201[ ]	201[ ]		
a. Number of lost workday cases.					
b. Number of restricted workday cases.					
c. Number of cases with medical attention only.					
d. Number of fatalities.					
e. Number of hours worked.					
1.2.b Provide the following information on any sub-tier subcontractor working under your direction for the three most recent years:					
	201[ ]	201[ ]	201[ ]		
a. Number of lost workday cases.					
b. Number of restricted workday cases.					
c. Number of cases with medical attention only.					
d. Number of fatalities.					
e. Number of hours worked.					
2. Are accident reports and report summaries sent to the following and how often?					
	No	Yes	Monthly	Quarterly	Annually
a. Project Superintendent/Site Manager.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Vice President/Manager of Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Safety Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. President of Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 3. Do you hold site safety meetings for field employees both Manual and Non-Manual?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
How Often?							
Weekly	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Less Often, As needed	<input type="checkbox"/>



## Preparation and Issuance of Tender Documents Procedure

4. Do you conduct project safety inspections?

Yes

☐

No

☐

If yes, who conducts this inspection?

TITLE

HOW OFTEN?

5. How are accident records and accident summaries kept? How often are they reported?

	No	Yes	Monthly	Annually
a. Accidents totaled for the entire company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accidents totaled by project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Subtotaled by superintendent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Subtotaled by foreman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. How are costs of individual accidents kept? How often are they reported?

	No	Yes	Monthly	Annually
a. Costs totaled for the entire company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Costs totaled by project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Subtotaled by superintendent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Subtotaled by foreman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. List key Safety and Health personnel planned for this project. Please list name and expected position. When a project has not been specified, list key company personnel.

NAME

POSITION

PROPOSED / CURRENT PROJECT

8. Do you have a written safety & health program?

Yes

☐

No

☐

If yes, submit a copy for evaluation.

9. Do you have an orientation program for new hires?

Yes

☐

No

☐

If yes, submit a copy for evaluation. Does it include instruction on the following?

	Yes	No		Yes	No
a. Head protection	<input type="checkbox"/>	<input type="checkbox"/>	i. Fire protection	<input type="checkbox"/>	<input type="checkbox"/>
b. Eye protection	<input type="checkbox"/>	<input type="checkbox"/>	j. First aid facilities	<input type="checkbox"/>	<input type="checkbox"/>
c. Hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	k. Emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>
d. Respiratory protection	<input type="checkbox"/>	<input type="checkbox"/>	l. Toxic substances	<input type="checkbox"/>	<input type="checkbox"/>
e. Safety belts and lifeline	<input type="checkbox"/>	<input type="checkbox"/>	m. Trenching and excavation	<input type="checkbox"/>	<input type="checkbox"/>
f. Scaffolding	<input type="checkbox"/>	<input type="checkbox"/>	n. Signs, barricades, flagging	<input type="checkbox"/>	<input type="checkbox"/>
g. Perimeter guarding	<input type="checkbox"/>	<input type="checkbox"/>	o. Electrical safety	<input type="checkbox"/>	<input type="checkbox"/>
h. Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	p. Rigging and crane safety	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	q. Road Safety (Driving)	<input type="checkbox"/>	<input type="checkbox"/>





## Preparation and Issuance of Tender Documents Procedure

10. Do you have a program for newly hired or promoted foremen?

Yes ☐ No ☐

If yes, submit a copy for evaluation. Does it include the following?

	Yes	No		Yes	No
a. Safe work practices	<input type="checkbox"/>	<input type="checkbox"/>	e. First aid procedures	<input type="checkbox"/>	<input type="checkbox"/>
b. Safety supervision	<input type="checkbox"/>	<input type="checkbox"/>	f. Accident investigation	<input type="checkbox"/>	<input type="checkbox"/>
c. Toolbox meetings	<input type="checkbox"/>	<input type="checkbox"/>	g. Fire protection and prevention	<input type="checkbox"/>	<input type="checkbox"/>
d. Emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>	h. New worker orientation	<input type="checkbox"/>	<input type="checkbox"/>

11. Do you hold craft "toolbox" safety meetings?

Yes ☐ No ☐

How Often?

Weekly ☐ Bi-Weekly ☐ Monthly ☐ Less Often, As needed ☐

12. Do you have a written Hazard Communication program?

Yes ☐ No ☐

If yes, how is it implemented on each project?

13. Do you have/require Material Safety Data Sheets (M.S.D.S.) for material/chemicals/equipment?

Yes ☐ No ☐

If yes, explain field procedure for informing craft workers about potential hazards:

14. List three (3) client references that could verify the quality and management commitment of your safety program.

Name

Address

Phone No.

a. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Preparation and Issuance of Tender Documents Procedure

### FORM M - RESUMES OF KEY PERSONNEL

Tenderer shall provide a resume for each key person to be assigned to the contract for each position listed in the following table that meets or exceeds the requirements specified therein.

Each Resume shall be provided corresponding to the named individuals for the Key Positions listed and each Resume shall not exceed two (2) pages of A4 size paper highlighting relevant experience on similar projects.

CV No.	Position	Years relevant Experience	Degree Qualification Required	Proposed Individual	Employee / Subcontractor
1	Project Manager	15	Yes		
2	Construction Manager	15	Yes		
3	Design Manager	15	Yes		
4	Quantity Surveyor	10	Yes		
5	Health, Security, Safety, & Environmental Manager	15	Yes		
6	Quality Manager	10	Yes		
7	Planner	10	Yes		

Each Resume submitted shall clearly identify the following information:

a.	Name:	Full Name
b.	Employer:	Name of current Employer
c.	Nationality / Residence:	Nationality of Birth and Current Residence Permit Validity
d.	Education / Qualifications:	Provide Qualification, Year of Obtaining, Issuing Entity
e.	Professional Memberships:	List any professional or chartership memberships
f.	Current Position:	Provide current role and time in position
g.	Relevant Experience:	½ Page overview of the named Individuals prior experience as relevant to this ITT Document that demonstrates suitability and skills to perform the role required.
h.	Employment History:	List of previous employers, country of work, durations and roles (maximum 1 page A4)



### FORM N - QUALITY PROGRAM

Tenderer shall provide a summary description of the Quality Assurance/Quality Control (QA/QC) Program to be implemented in performance of the Work. This summary shall include information on the organization of the program, including the following and be limited to four (4) pages of A4:

- Entity and responsibility of all involved personnel in the QA/QC Process.
- QA/QC Manager/Engineers reporting to the Project Manager
- Administrative policies and procedures to be used in carrying out the program to demonstrate how all work activities performed by the tenderer will conform to the applicable quality and contract requirements.
- Details of any QA/QC audit and approval by any other major client, contractor or independent body in the last four years.
- Non Conformance Process including client notification
- Typical Inspection and Test Plan including client notification period
- ISO 9001 certificate and its Scope of application (or Third Party certifications applicable)

**PREPARER NOTE: DELETE ABOVE ITEMS THAT ARE NOT APPLICABLE OR THOSE DOCUMENTS ALREADY OBTAINED DURING PREQUALIFICATION AND ASSESSED AS PART OF THE PREQUALIFICATION EVALUATION (I.E. DON'T ASK FOR SAME THING TWICE.)**

#### **NOTES:**

This form is for bid evaluation purposes and will not be a part of the contract. Final program will be approved as submitted under the contract requirements.



### FORM O - TECHNICAL DATA

Tenderer shall submit the following technical data with its Tender to demonstrate its understanding of the design requirements and interpretation of the Works necessary to provide assurance to the Entity of the understanding of the design and build nature of the Works and the level of finishes and specifications required:

#### SAMPLE ONLY

1. Finishes Schedule and Finishes Board (covering, flooring, ceilings, decoration, skirting, joinery) and digital rendering of interiors proposed to be the basis of the Works
2. Schedule of Mechanical Air-conditioning / Ventilation Plant, Equipment and Fittings including product data sheets on performance of nominated system equipment for the office layouts and proposed system operating conditions (temperature, humidity etc.)
3. Schedule of Light Fittings, Electrical Outlets, Data Outlets, Switches
4. Proposed Security and Access Control Systems (including card access readers, CCTV, finger print and facial recognition)
5. Computer Server Room Control Systems (Fire Suppression, Air-conditioning etc.)
6. Proposed Drawing Submittal Matrix, listing the drawings to be produced for the detailed design covering floor plans, ceiling plans, coordinated services and reflected ceiling integrated plans, partition details, joinery and like that form the basis of the Tender in compliance with the ITT Documents and the schedule for the timeline for preparation and submission to the Owner for approvals if successful with the Tender.
7. Schedule of Spare Parts included in the Tender Submission and Price



### FORM Q - MISCELLANEOUS REQUIREMENTS

Tenderer shall provide with its Tender sufficient information necessary for the evaluation of miscellaneous elements associated with the execution of the Contract as requested below:

#### **SAMPLE ONLY**

1. ***Tenderer lists its space requests for the facilities it proposes to furnish. Space requirements and their location, when applicable, are subject to Entity's approval.***

2. ***Computer & Systems Plan***

***Computer usage plan which, as a minimum, shall contain the following:***

- a. ***A list of all programs and data bases which will be utilized for the Work, identifying which programs will be used for each activity/function necessary to manage the Contract***
- b. ***A brief description and listing of the computer hardware available in each location where the Work will be performed.***

3. ***Management Agreement***

***If the Tenderer is a joint venture, consortium, association or partnership, a copy of the group management agreement shall be provided.***

#### **NOTES:**

This form is for Tender evaluation purposes and will not be part of the contract. Pertinent information will be written into the appropriate Contract Documents.



## Preparation and Issuance of Tender Documents Procedure

### FORM R - WORKERS WELFARE

Tenderer shall provide its Worker Welfare Plan for direct labor, supervision and subcontractors to be employed in relation to the Works clearly addressing the standards of Worker Welfare by responding to the following questions:

Tenderer may expand relevant sections below as necessary to demonstrate to the Entity the considerations made in relation to the welfare of its workers.

QUESTION	COMPANY RESPONSE	
PROVIDE ADDRESS AND SIZE OF NON-MANUAL WORKERS CAMP ACCOMMODATIONS AVAILABLE		
PROVIDE APPROXIMATE MANNING LEVELS PER ROOM BY GRADE OF MANUAL WORKER	Junior Workers	
	Senior Workers	
DESCRIBE RECREATIONAL FACILITIES AVAILABLE IN THE CAMPS		
PROVIDE SPECIFICATIONS AND STANDARDS OF WORKERS TRANSPORTATION SERVICES		
DESCRIBE ANY OTHER FACILITIES AVAILABLE IN THE CAMPS FOR WORKERS		
PROVIDE STANDARD WORKING HOURS FOR WORKERS		
PROVIDE LIST OF STANDARD PERSONNEL PROTECTION CLOTHING AND LIKE FOR WORKERS		
IDENTIFY ANY OTHER CONDITIONS OR LIKE THAT ARE PROVIDED TO WORKERS LIVING IN THE CAMPS THAT DEMONSTRATES A LEVEL OF CONSIDERATION OF WORKERS WELFARE (I.E. MEDICAL SERVICES)		
DESCRIBE HOW DIFFERENT NATIONALITIES REQUIREMENTS ARE ACCOMMODATED IN REGARDS TO CATERING, AND ACCOMMODATIONS		

This form may be incorporated into the contract.



## Preparation and Issuance of Tender Documents Procedure

### FORM S - TENDERING COMPANY INFORMATION

Tenderer shall complete the below table providing overview of the Tendering Entity's Company Profile for evaluation purposes.

INFORMATION REQUESTED		TENDERER RESPONSE	
FULL NAME OF COMPANY:			
REGISTERED OFFICE ADDRESS:			
DATE OF REGISTRATION:			
KSA REGISTRATION NO.			
KSA CLASSIFICATION CLASS:			
STATE MIN VALUE FOR BIDDING:			
STATE MAX VALUE FOR BIDDING:			
INTERNATIONAL REGISTRATION NO.			
PUBLIC / PRIVATE COMPANY			
NOMINATED REPRESENTATIVE	Name:		
	Phone:		
	Email:		
COMPANY STRUCTURE (confirm Structure)	Corporation:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Subsidiary	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Division	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Joint Venture / Consortium	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PARENT COMPANY DETAILS (If Applicable)	Parent Company Name:		
	Address:		
	Contact Person:		
	Phone No:		
TYPE OF BUSINESS (Confirm scopes of works and percentage of turnover for each type)	Civil Construction	<input type="checkbox"/> YES <input type="checkbox"/> NO	%
	Roads & Highways	<input type="checkbox"/> YES <input type="checkbox"/> NO	%
	Manufacturing / Fabrication	<input type="checkbox"/> YES <input type="checkbox"/> NO	%
	Buildings	<input type="checkbox"/> YES <input type="checkbox"/> NO	%
	Mechanical / Electrical	<input type="checkbox"/> YES <input type="checkbox"/> NO	%
	Engineering / Design	<input type="checkbox"/> YES <input type="checkbox"/> NO	%
	Consulting	<input type="checkbox"/> YES <input type="checkbox"/> NO	%



Preparation and Issuance of Tender Documents Procedure

	Other	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	%
NUMBER OF EMPLOYEES	Total Employees			
	Management			
	Non-Manuals			
	Manuals			
SAUDIZATION	State Level			

SAMPLE





## Preparation and Issuance of Tender Documents Procedure

### FORM T - TENDERING COMPANY FINANCIALS

Tenderer shall complete the below table providing overview of the Tenderers Financial History and include within the Tender Submission the last three (3) years of audited Financial Statements for evaluation purposes. If Tenderer is tendering as a Joint Venture, Partnership or Consortium, the below table shall be completed for each of the individual entities.

INFORMATION REQUESTED	COMPANY RESPONSE		
PRESENT NET WORTH	SAR		
ANNUAL SALES VOLUME (related to classification for this package)	2016	SAR	
	2015	SAR	
	2014	SAR	
BANKING REFERENCE	Name		
	Position		
	Phone Number		
TENDER SECURITY (TO BE PROVIDED WITH TENDER)	Security Reference No		
	Issuing Bank / Institution		
	Amount		
PERFORMANCE BOND	Can you furnish a Performance Bond		<input type="checkbox"/> YES <input type="checkbox"/> NO
	State Maximum Value Available		
	Surety Provider		
	Contact Person		
	Contact Phone Number		
BANK GUARANTEE / LETTER OF CREDIT	Can you furnish a Guarantee / Letter of Credit (State "YES" or "NO")		<input type="checkbox"/> YES <input type="checkbox"/> NO
	Maximum Value Available		
	Name of Bank		
	Contact Person		
	Contact Phone Number		
CAN YOU PROVIDE LAST THREE (3) YEARS OF ANNUAL FINANCIAL REPORTS. (Provide copies with this submission)	2016	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Available	
	2015	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Available	
	2014	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Available	
	If Not Available State Reason		



### FORM U - ENVIRONMENTAL COMPLIANCE

#### General

The Project shall be managed to maintain compliance with all environmental permit conditions as required by the relevant agencies, Authorities and Project policies and procedures and all Environmental Permits issued by such Authorities.

Work methods shall be undertaken in an environmentally responsible manner and at all times, shall aim to minimize impacts to the receiving environment.

It is also of great importance to the Entity and the Entity's Representative that safe, efficient and predictable work methods are adopted to achieve on time completion, within the contracted price, and with the aim of 'Zero Harm' to human health and the environment.

#### Required Submittals

Tenderer shall submit a description of work experience, expertise and methods for complying with required environmental regulations, laws, permitting conditions, standards and project policies and procedures. At a minimum the following must be submitted:

1. A written corporate environmental policy covering the planning and execution of construction work.
2. A list of work, undertaken within the last five years, falling under the purview of environmental regulatory agencies, State/Provincial Departments of Environment and local boards.

The listing must cover:

- a. Name and address of Client
- b. Work description
- c. Location
- d. Duration
- e. Environmental agencies/governmental departments involved.

*If the form titled "EXPERIENCE STATEMENT" has been completed, refer to appropriate form item entries and list only the additional data not covered by the EXPERIENCE STATEMENT.*

3. List of instances, over the last 5 years, in which the Tenderer was required to report any environmental incidents to a Government department / agency / Entity; committed an offence; was required to pay a penalty or was issued with an order by a Government department / agency / Entity in relation to an environmental matter. For each instance, provide an overview of the incident details, the consequences of the incident (e.g. fines, notices of non-conformance, clean-up orders, other penalties); and the actions taken to mitigate environmental impacts and/or to minimize the likelihood of incident re-occurrence (e.g. changes to work methods, hazard identification process, etc.). If the Tenderer has had no such incidents, the Tenderer shall clearly so state it in their tender.
4. A listing, by agency, of the environmental permits that will be obtained to perform the Work, as applicable.
5. A draft document addressing the following details of the Tenderer's Environmental Management System (EMS):
  - a. Compliance with International Certification (e.g. ISO 14001)
  - b. Evidence of such compliance (i.e. certificate of compliance)
  - c. Lines of environmental management responsibility within the Tenderer's organization
  - d. Duties, responsibilities and training of the Tenderer's on-site and off-site environmental management personnel
  - e. Details of current management level environmental training programs undertaken and a schedule of proposed training, indicating timing of such training
  - f. Details of current workforce level environmental training programs undertaken and a schedule of proposed training, indicating timing of such training



## Preparation and Issuance of Tender Documents Procedure

- g. Methods used to promote and publicize environmental awareness and procedures within the workforce and the management organization
6. A description of the standard processes and procedures to be used during the work for:
- a. Compliance with applicable regulations in the receipt, handling, storage, and issuance of hazardous materials and required training for personnel involved in such work
  - b. On-site storage and disposal of solid and liquid wastes or surplus materials
  - c. Notification, protection and subsequent corrective action in the event hazardous materials are inadvertently discovered
  - d. Control, correction, and documentation of hazardous materials spillage or discharge
  - e. Reporting protocols and samples of such protocols
7. A preliminary environmental management plan (EMP) outlining the Tenderer's approach to the specific environmental requirements of the work.
8. A description for how the Tenderer's EMP and EMS shall be audited (externally and internally) during Works. As a minimum guideline, the EMS and EMP should be reviewed / audited on an annual basis, or as required due to change in project scope, environmental conditions, or due to environmental incident.

**NOTES:** This form is for evaluation and will not become a part of the Contract.

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## Preparation and Issuance of Tender Documents Procedure

### FORM V - ESTIMATED PAYMENT SCHEDULE

Tenderer shall propose herein its monthly incremental Payment Schedule (based on forecast percentage progress or installed quantities as applicable) indicating estimated monthly billings for the duration of the Contract based on the Total Tender Price:

Month (after Notice to Proceed)	Monthly Estimated Amount		Cumulative Amount  (c) =(a) + (b)
	Preliminary and Overhead Items (Time Related Costs) (a)	Direct Works (Unit Rates) (b)	
Month 1			
Month 2			
Month 3			
Month 4			
Month 5			
Month 6			
Month 7			
Month 8			
Month 9			
Month 10			
Month 11			
Month 12			
Month 13			
Month 14			
Month 15			
Month 16			
Month 17			
Add others			
<b>TOTAL</b>			

Preliminary and Overhead Items shall include site supervision, facilities, mobilization, demobilization and general operating costs for the management and control of the jobsite.

Advance Payments shall not be included in the above monthly estimated amounts.

#### **NOTES:**

This form is for bid evaluation purposes; but may be incorporated into the contract for projected cash flow and payment purposes.



## Preparation and Issuance of Tender Documents Procedure

### FORM W - IMPORTATION AND MATERIALS MANAGEMENT PLAN

Tenderer shall submit on no more than four (4) pages (A4 size excluding the table below) its execution plan for the manufacture, supply, storage and transportation of materials, and equipment required for the successful execution of the Works, including where necessary, the international shipping and importation of foreign materials and/or equipment.

Tenderer's response shall include the completion of the below table to identify those materials and/or equipment that will be imported into the Kingdom of Saudi Arabia. If all materials and equipment are to be procured within Saudi Arabia, the response to the management of the importation and logistics plan shall clearly state that no materials or equipment are to be imported:

Reference	Product (Material or Equipment)	Manufacturer / Supplier	Location of Manufacturing (City, Country)	Port of Arrival to KSA	Lead-time (weeks)

The four (4) page response, in addition to completing the above table shall identify the following elements and provide evidence of past projects where Tenderer has undertaken similar scope and management of logistics for the execution of works in the Kingdom of Saudi Arabia:

1. Key Individuals and organization structure for management of logistics and importation
2. Proposed Customs Clearance / Freight Forwarding Subcontractors
3. Material laydown and storage requirements including planned locations of laydowns, warehousing and the like
4. Material Inspection and Receiving Process (including at point of Manufacture through to delivery to jobsite)
5. Quality Control and management of surplus or non-conforming materials or equipment
6. Tracking and Reporting on Materials and Equipment for the Works

This form is for evaluation purposes and may not be part of the contract unless Employer determines that the successful management and logistics of materials and equipment is critical to the execution of the Works, in which case, the Logistics and Management Plans may be incorporated into the Contract as a baseline to define the Tenderer's execution plan.

## FORM X - ALTERNATIVE MATERIALS & EQUIPMENT

Tenderer shall submit its Base Tender in full compliance with the requirements of the Invitation to Tender (ITT) Documents. Alternatives proposed by the Tenderer to specified materials or equipment may be considered, but only if they are provided in addition or as a full alternative to the specified product(s) and are of equal quality, performance, price and schedule or offer an improvement that the Entity may deem beneficial in determining the final Tender.

Tenderer shall Identify below any alternative materials or equipment it proposes referencing the original specified materials or equipment in the ITT Documents and those proposed by the Tenderer using the table below. If no alternatives are proposed, Tenderer shall state "NONE" in the Table below.

Substitutes will be considered only for those items which are so specified with the phrase, "or approved equal" within the ITT Documents. Upon request, Tenderer shall furnish to the Entity such additional information relating to any such substitute item(s) as Entity may require.

Should any such substitute item not be satisfactory to Entity, Entity may require Tenderer to modify its Tender to reflect the use of the specified item or permit Tenderer to withdraw its Tender.

[illegible]

NOTES:

This form is for alternative bid evaluation purposes only and will not be a part of the Base Bid evaluation. Acceptable alternatives will be incorporated in the Contract Documents



## Preparation and Issuance of Tender Documents Procedure

### FORM Y - EXCEPTIONS AND DEVIATIONS

Tenderer submits herein any exceptions and deviations Tenderer wishes to make to any part of the Invitation to Tender (ITT), taking care to refer precisely to which part of the ITT Documents the exception or deviation is being made. All exceptions and deviations shall be submitted in the form of amendments to the ITT Documents and each must be listed separately. No exceptions or deviations to the ITT Documents shall be recognized unless expressly set forth herein and all other terms and conditions of the ITT Documents remain in full force and effect except as modified herein. If no exceptions or deviations are proposed by Tenderer, it shall so state below. Failure to complete this form may be cause for rejection of Tenderer's proposal.

LIST EXCEPTIONS IN ITT DOCUMENT ORDER (i.e. Exhibit A, B, etc.) TO SEPARATE COMMERCIAL AND TECHNICAL EXCEPTIONS.

No.	ITT Reference	Exception or Deviation	Price/Schedule Impact

#### **NOTES:**

Reference: Provide ITT Document location where the exception or deviation applies (e.g., Part E Paragraph 5.2.1).

Price/Schedule: Identify impact to schedule and price if accepted.

This form is for bid evaluation and will not be a part of the contract unless accepted by the Owner. Acceptable exceptions and deviations will be incorporated into the appropriate Contract Documents.



## Preparation and Issuance of Tender Documents Procedure

### Attachment 2 - EPM-KD0-TP-000011 - Approval of Invitation to Tender Template

#### APPROVAL OF INVITATION TO TENDER

**Project:** [INSERT PROJECT NAME]

**Contract Package:** [Insert Title]

**Contract Number:** [Insert Contract No]

**Scope of Work** [Insert Synopsis – 1 to 2 lines]

**ITT Release Date:** [Insert Planned RFP Issue Date]

**Originating Dept:** [Insert Department who Originated Requisition]

**Contract Specialist:** [Insert Name]

**Date:** [Insert Date RFP Issued for Approval]

REVIEWED BY:			
Department	Name	Signature	Date
Engineering	[Insert Name]		
Construction	[Insert Name]		
Project Controls	[Insert Name]		
HSS&E	[Insert Name]		
[INSERT OTHERS AS NECESSARY]			

APPROVED BY:			
Title	Name	Signature & Date	Date
Contracts Management Department Manager			
Project Manager	[Insert Name]		

DISTRIBUTION:	Original Returned to Contract Specialist Copy to Document Control (including RFP Document)
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## Preparation and Issuance of Tender Documents Procedure

### Attachment 4 - EPM-KD0-TP-000050 - Tender Letter Template

#### TENDER LETTER

In response to the Request for Proposal (RFP) dated **[INSERT DATE]** and in accordance with the accompanying "INSTRUCTIONS TO TENDERERS", the undersigned hereby proposes to furnish all plant, labor, technical and professional services, supervision, materials and equipment (as applicable per the Scope of Work/Services) (other than materials and equipment specified as furnished by others) and to perform all operations necessary and required for **[INSERT TITLE OF RFP]**, in accordance with provisions of the Request for Proposal Documents and any addenda thereto, and at the prices stated opposite the respective items set forth in the Schedule of Quantities and Prices in Financial Terms Template attached hereto.

The undersigned agrees that this Tender constitutes a firm offer to **[INSERT NAME ENTITY]** which cannot be withdrawn for **[INSERT TENDER VALIDITY PERIOD]** calendar days from and after the due date or until a Contract for the Work/Services is executed by the undersigned and **[INSERT NAME OF ENTITY]**, whichever is earlier.

The undersigned certifies that it has examined and is fully familiar with all of the provisions of the Request for Proposal Documents and any addenda thereto; that it has carefully checked all of the words and figures shown in its Schedule of Quantities and Prices; that it has carefully reviewed the accuracy of all statements in this Tender and attachments hereto; and that it has by careful examination of the Request for Proposal Documents and any addenda thereto and by examination of the actual site conditions (if applicable), satisfied itself as to the nature and location of all work, the general and local conditions to be encountered in the performance of any work, the requirements of the Contract and all other matters which can in any way affect the Work/Services or the cost thereof. The undersigned hereby agrees **[INSERT NAME OF ENTITY]** shall not be responsible for any errors or omissions on the part of the undersigned in preparing this Tender.

If awarded a Contract, the undersigned agrees to execute the Contract and deliver it to **[INSERT NAME OF ENTITY]** within **[INSERT SPECIFIED PERIOD]** calendar days after Contract award with the certificates of insurance and Performance and Payment Securities as required. Attached hereto and by this reference incorporated herein and made a part of this Tender are the Tender Data required by the Financial Terms Template, Table of Contents.

The undersigned hereby acknowledges that any Contract resulting from this Tender will represent the entire agreement and that any exceptions taken in this Tender, if not expressly included in the Contract, will be considered resolved and void and that all exceptions have been listed on the attached Financial Terms Template Form titled "EXCEPTIONS AND DEVIATIONS".

The undersigned also acknowledges receipt, understanding and full consideration of the following addenda to the Request for Proposal Documents:

Addenda Nos. \_\_\_\_\_



## Preparation and Issuance of Tender Documents Procedure

TENDERER

Signed by:

[Type or print name]

[Title]

Tenderer's Business Address:

Tenderer's Dun and Bradstreet No.:

Tenderer's License No.:

[Country]

License Expiration Date:

Tender Dated: \_\_\_\_\_, 20 \_\_\_\_\_

If Tenderer is a corporation, enter Province/Country of Incorporation in addition to Business Address. Evidence of the authority of the person signing on behalf of the Tenderer shall be attached to the Tender; if a joint venture, association, consortia or partnership, attach evidence of the signatory's authority signed by and listing the full names of all partners or joint ventures, who shall be jointly and severally liable.