

EXPLO National Manual for Projects Management

Volume 4, chapter 12

Recommendations to Award Procedure



Document No. EPM-KD0-PR-000011 Rev 004



Recommendations to Award Procedure

Document Submittal History:

Revision:	Date:	Reason For Issue
000	31/10/2017	For Use
001	14/01/2018	For Use
002	04/02/2019	For Use
003	31/03/2019	For Use
004	11/08/2021	For Use



Recommendations to Award Procedure

THIS NOTICE MUST ACCOMPANY EVERY COPY OF THIS DOCUMENT

IMPORTANT NOTICE

This document, ("Document") is the exclusive property of the Government Expenditure and Projects Efficiency Authority.

This Document should be read in its entirety including the terms of this Important Notice. The government entities may disclose this Document or extracts of this Document to their respective consultants and/or contractors, provided that such disclosure includes this Important Notice.

Any use or reliance on this Document, or extracts thereof, by any party, including government entities and their respective consultants and/or contractors, is at that third party's sole risk and responsibility. Government Expenditure and Projects Efficiency Authority, to the maximum extent permitted by law, disclaim all liability (including for losses or damages of whatsoever nature claimed on whatsoever basis including negligence or otherwise) to any third party howsoever arising with respect to or in connection with the use of this Document including any liability caused by negligent acts or omissions.

This Document and its contents are valid only for the conditions reported in it and as of the date of this Document.



Recommendations to Award Procedure

Table of Contents

1.0	PURPOSE	5
2.0	SCOPE	5
3.0	DEFINITIONS	5
4.0	REFERENCES	6
5.0	ROLES & RESPONSIBILITIES	6
6.0	PROCESS	6
6.1	Preparing Recommendation to Award	6
6.2	Resolution of Differences	7
6.3	Departmental Reviews	7
6.3.1	Contracts Management Department Review	7
6.3.2	Project or Program Management Department	7
6.3.3	Director of Contract Management Department	7
6.4	Distribution and Approvals	7
7.0	ATTACHMENTS	7
	Attachment 1 - EPM-KD0-TP-000024 - Recommendation to Award Template	8



Recommendations to Award Procedure

1.0 PURPOSE

This procedure outlines the process for the preparation and submission for approval of the Entity the Letter of Recommendation to Award a Contract.

2.0 SCOPE

This procedure applies to Contract activities conducted under the administration and management of the Contract 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, . Individual(s) or firm(s) engaged in the construction of buildings, either residences or commercial structures, as well as construction activities such as paving, highway construction, utility construction and landscape installation.
Entity	A Saudi Government organization which is responsible for the delivery of government funded infrastructure construction projects.
ITT	Invitation to Tender documents
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.
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.
Services	. The conductors and equipment for delivering electric energy from the serving utility to the wiring system of the premises served. Also referred to as "Supply Intake" or "Main Incomer".
Site Construction Department	Department within the Project Management Company that is responsible for Construction activities/operations.
Site Contracts Department	Department within the Project Management Company that is responsible for administering Contracts.



Recommendations to Award Procedure

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
Works	Construction or supply of goods, facilities or the like of permanent and temporary nature as contracted by the Entity
TEC	Tender Examination committee

4.0 REFERENCES

Article Five (5) of the implementation laws.

5.0 ROLES & RESPONSIBILITIES

The following defines the individual roles and responsibilities associated with the Recommendation to Award an Agreement:

Individual	Role
Contract Specialist	Prepares the Recommendation to Award based on the signed off Technical and Commercial Evaluations prepared by the Tender Examination Committee and obtains departmental approvals and concurrence to Award
TEC	Approves the Recommendation to Award

6.0 PROCESS

The following sections describe the process for compiling and presenting the Recommendation to Award to obtain the Entity's approval to Award a subject Agreement / Contract

6.1 Preparing Recommendation to Award

Following the completion of the Technical, Commercial and Pricing evaluations, the Recommendation shall be prepared in such a manner as to provide a clear and concise basis for the selection and recommendation of a Tenderer in relation to the proposed Contract.

The Recommendation to Award shall be presented in a logical chronological sequence capturing the key elements of the Tendering process as it specifically relates to the particular Contract covering:

1. Prequalification / Sale of ITT Documents
2. ITT Issuance
3. Addenda, Tender Clarification Questions & Answers
4. Pre-Tender Meeting
5. Tender Opening
6. Unevaluated Prices (As opened)
7. Shortlisting of Tenderers (if applicable)
8. Summary of the Technical and Commercial Evaluations
9. Summary of the Negotiations
10. Variance to Budget



Recommendations to Award Procedure

11. Recommended Award (Tenderer and price)

The Recommendation to Award based upon the evaluations, shall be prepared by the Contracts Specialist using the Recommendation to Award Template (**Attachment No. 1**), and provided to the Evaluation Team for review prior to submitting to the relevant Departments under Section 6.3 for approval.

6.2 Resolution of Differences

The Contracts Specialist shall be the recipient of the individual evaluations performed by members of the evaluation team and will be responsible for compiling all the received input in a master evaluation spreadsheet. Where substantial variances are noted in the evaluation performed by different team members, the Contracts Specialist will convene a meeting with the evaluation team to discuss such variances and attempt to resolve them by achieving a consensus. If such consensus is not achieved, the outstanding issues shall be raised to the TEC for resolution.

6.3 Departmental Reviews

The following reviews shall be performed during the finalization of the Recommendation to Award:

6.3.1 Contracts Management Department Review

The TEC shall transmit the Letter of Recommendation for Award in final form to the Contract Management Department Manager, under cover of a Document Transmittal Letter, for review and acceptance.

6.3.2 Project or Program Management Department

When the Contract Management Department Manager accepted the Letter of Recommendation for Award, the letter shall be forwarded to the Program Manager for review and acceptance

6.3.3 Director of Contract Management Department

The Program Manager shall sign and return the Letter of Recommendation for Award letter if it is approved to the Contracts Management Department Manager who will forward it to the Director of the Contract Management Department, together with a copy of all attachments.

6.4 Distribution and Approvals

Distribution, approvals and addressee of the Letter of Recommendation for Award will be in accordance with Document Management Procedures

7.0 ATTACHMENTS

1. EPM-KD0-TP-000024 - Recommendation to Award Template



Recommendations to Award Procedure

Attachment 1 - EPM-KD0-TP-000024 - Recommendation to Award Template

CONFIDENTIAL

[INSERT DATE]

[INSERT MINISTRY DEPARTMENT]

[INSERT ADDRESS]

[INSERT ADDRESS]

[INSERT ADDRESS]

[INSERT ADDRESS]

ATTENTION OF: [INSERT NAME & TITLE]

Subject: [INSERT INVITATION TO TENDER TITLE]

Contract Number: [INSERT NUMBER]

Recommendation to Award

Approval is requested to award the subject contract to [INSERT SUCCESSFUL TENDERER NAME] to undertake the [INSERT TITLE] for the amount of SAR [INSERT VALUE] (IN WORDS Saudi Arabian Riyals).

Section I. Scope of Works

The scope of works pertaining to this Contract includes [INSERT DESCRIPTION].

This Contract is scheduled to commence on [INSERT DATE] for a duration of [INSERT MONTHS] and conclude with Initial Acceptance on [INSERT DATE].

Section II. Budget Allocation

The approved budget for this contract is SAR [INSERT VALUE] (INSERT VALUE IN WORDS).

Section III. Prequalification Period

The prequalification process Pre-Qualification Questionnaire (PQQ) for this ITT was undertaken in accordance with the following timeline:

PQQ Phase	Description	No. of Companies	Date
1	Advertisement for Expressions of Interest	N/A	[INSERT DATE]
2	Prequalification Questionnaires Issued	[INSERT NO.]	[INSERT DATE]
3	Prequalification Submissions Received	[INSERT NO.]	[INSERT DATE]
4	Prequalification Evaluation Completed	[INSERT NO.]	[INSERT DATE]
5	Recommendation of Tenderers Issued	[INSERT NO.]	[INSERT DATE]
6	Prequalified Tenderers List Approved	[INSERT NO.]	[INSERT DATE]

Section IV. Tenderer Participation



Recommendations to Award Procedure

Following the completion of the [Prequalification Process / Advertisement for Public Tender] The following local companies were [invited / purchased] [insert date when issued to tender] the Invitation to Tender Documentation:

Tender	Company Name	Date Issued / Purchased
1	[INSERT COMPANY NAME]	[INSERT DATE]
2	[INSERT COMPANY NAME]	[INSERT DATE]
3	[INSERT COMPANY NAME]	[INSERT DATE]
4	[INSERT COMPANY NAME]	[INSERT DATE]
5	[INSERT COMPANY NAME]	[INSERT DATE]
6	[INSERT COMPANY NAME]	[INSERT DATE]

Section V. Tender Period

The following section summarizes the actions and management of the Tender Process relative to the Invitation to Tender Documents.

5.01 Pre-Tender Meeting/Jobsite

A Pre-Tender Meeting followed by a Jobsite visit took place on [] in which the following Tenderers participated:

5.02 Addenda Issued during Tender Period

During the Tender Period, the following Addenda were formally issued to the Tenderers relative to the ITT Documents

Addendum	Description	Date Issued
1	[INSERT SUMMARY DESCRIPTION]	[INSERT DATE]
2	[INSERT SUMMARY DESCRIPTION]	[INSERT DATE]
3	[INSERT SUMMARY DESCRIPTION]	[INSERT DATE]
	[INSERT SUMMARY DESCRIPTION]	[INSERT DATE]

5.03 Tender Clarifications during Tender Period

During period of the Tender, Tenderers raised [INSERT NUMBER] clarification questions before the last date permitted in the ITT Documents and the Entity responded to [INSERT NUMBER].



Recommendations to Award Procedure

5.04 Tenderers who Withdrew or Failed to Submit a Tender

The following Tenderers who [were Prequalified / purchased the ITT Documents] subsequently withdrew from participation and/or failed to submit a formal Tender for the reasons stated below:

Tenderer	Withdrew or Failed to Submit	Reason Stated
[INSERT TENDERER NAME]	[INSERT DATE or DID NOT SUBMIT]	[summarize Reason]
[INSERT TENDERER NAME]	[INSERT DATE or DID NOT SUBMIT]	[summarize Reason]
[INSERT TENDERER NAME]	[INSERT DATE or DID NOT SUBMIT]	[summarize Reason]
[INSERT TENDERER NAME]	[INSERT DATE or DID NOT SUBMIT]	[summarize Reason]

5.05 Late Tender Submissions

The following Tenderers Submissions were received after the Tender closing time stated in the ITT Documents and were therefore returned with the acknowledgement that the Tenders were late and accordingly not eligible for consideration by the Entity:

Tenderer	Date Received	Time Received
[INSERT TENDERER NAME]		
[INSERT TENDERER NAME]		

Section VI. Tender Opening

Tenders in response to this ITT were received at [INSERT LOCATION] on the [INSERT DATE] and opened in the presence of the Tender Opening Committee chaired by [INSERT NAME].

6.01 Tender Opening Summary

The Tenders were opened at the above location and time by the Tender Opening Committee chaired by [INSERT NAME]. The resultant as opened prices (unevaluated) are summarized below:

Tenderer	Opening Price (SAR)	Other Currency (USD)
[INSERT TENDERER NAME]	[INSERT PRICE]	[INSERT PRICE]
[INSERT TENDERER NAME]	[INSERT PRICE]	[INSERT PRICE]
[INSERT TENDERER NAME]	[INSERT PRICE]	[INSERT PRICE]



Recommendations to Award Procedure

Tenderer	Opening Price (SAR)	Other Currency (USD)
[INSERT TENDERER NAME]	[INSERT PRICE]	[INSERT PRICE]

Section VII. Initial Evaluation of Tenders

Following the opening of the Tender Submissions, the Tender Evaluation Committee were issued the Tenderers' Submissions on [INSERT DATE] to commence with the Initial Evaluation of the Tenders against the Tender Evaluation Criteria approved on [INSERT DATE OF APPROVAL].

7.01 Initial Evaluation Rankings

The Tender Examination Committee performed its initial evaluation of the Tenders received in accordance with the approved Criteria and resulted in the following rankings:

Tenderer	Initial Rating (Key Criteria)		Unevaluated Tender Price	Initial Evaluated Tender Price
	Commercial	Technical		
[INSERT TENDERER NAME]	[PASS /FAIL]	[PASS /FAIL]	[INSERT PRICE]	[INSERT PRICE]
[INSERT TENDERER NAME]	[PASS /FAIL]	[PASS /FAIL]	[INSERT PRICE]	[INSERT PRICE]
[INSERT TENDERER NAME]	[PASS /FAIL]	[PASS /FAIL]	[INSERT PRICE]	[INSERT PRICE]
[INSERT TENDERER NAME]	[PASS /FAIL]	[PASS /FAIL]	[INSERT PRICE]	[INSERT PRICE]

7.02 Shortlisted Tenderers for Detailed Evaluation

Based on the above, the Tender Evaluation Committee recommended to the Tender Opening Committee that the following Tenderers be shortlisted for detailed evaluation in order to identify the technically responsive and competitively priced Tenders:

Tenderer	Opening Price (SAR)	Initial Evaluated Price
[INSERT TENDERER NAME]	[INSERT PRICE]	[INSERT PRICE]
[INSERT TENDERER NAME]	[INSERT PRICE]	[INSERT PRICE]
[INSERT TENDERER NAME]	[INSERT PRICE]	[INSERT PRICE]
[INSERT TENDERER NAME]	[INSERT PRICE]	[INSERT PRICE]

Section VIII. Detailed Tender Evaluation

Approval of the Tender Opening Committee was obtained to proceed with the detailed evaluation and negotiation of the Tenders listed in Section 7.02 above.



Recommendations to Award Procedure

8.01 Evaluation Process

The detailed evaluation commenced on [INSERT DATE] and evaluations were completed against each of the tender forms included in the ITT Documents

Following completion of the above, the Tender Evaluation Committee prepared the necessary clarifications for each of the Tenderers to address the Forms rated as “UN” or “U” to form the basis of the clarifications and negotiations with the Tenderers.

8.02 Clarifications and Meetings with Tenderers

Clarification Questions prepared by the Evaluation Team for deficiencies or further information relative to the Evaluation Forms rated as UN or U were issued to the Tenderers and responses were received on [INSERT DATE]

Clarification and negotiations were then held in formal meetings with each of the Tenderers at [INSERT LOCATION] on following times:

Tenderer	Meeting Date
[INSERT TENDERER NAME]	[INSERT PRICE]
[INSERT TENDERER NAME]	[INSERT PRICE]
[INSERT TENDERER NAME]	[INSERT PRICE]
[INSERT TENDERER NAME]	[INSERT PRICE]

8.03 Detailed Evaluation Results:

The Tender Submissions for the following Tenderers were evaluated in accordance with the approved evaluation criteria and resulted in the final scores and ranking:

Tenderer	Evaluation Ratings		Original Tender Price	Final Tender Price
	Commercial	Technical		
[INSERT TENDERER NAME]	[S / N]	[S / N]	[INSERT PRICE]	[INSERT PRICE]
[INSERT TENDERER NAME]	[S / N]	[S / N]	[INSERT PRICE]	[INSERT PRICE]
[INSERT TENDERER NAME]	[S / N]	[S / N]	[INSERT PRICE]	[INSERT PRICE]
[INSERT TENDERER NAME]	[S / N]	[S / N]	[INSERT PRICE]	[INSERT PRICE]

8.04 Reconciliation with Approved Budget

The final evaluated tenders are [within / outside] the Budget for the Scope of Works

[IF the pricing is outside of the Budget then include here description of the actions taken to reconcile the scope to the budget or necessary steps to obtain approval to award.]

Section IX. Recommendation



Recommendations to Award Procedure

Based on the detailed evaluation of the Tenders received the Tender Examination Committee recommends award of this contract to **[INSERT SUCCESSFUL TENDERER NAME]** to undertake the **[INSERT TITLE]** for the amount of SAR **[INSERT VALUE]** (IN WORDS Saudi Arabian Riyals).

Prepared by:

Technical Concurrence by

[NAME]
Contracts Specialist

[NAME]
Tender Opening Committee Chairperson

Concurrence to Award:

Approval to Award:

[NAME]
Contracts Manager

[NAME]
Director Contracts Management
Department

Section X. Approval to Award

I, the undersigned duly authorized representative of **[INSERT MINISTRY NAME]** **approve** ☐ **reject** / **cancel** / **postpone** ☐ the award of the subject Contract (reasons for non-award are stated below and shall be addressed by the Tender Examination Committee where practical and resubmitted for approval).

Signed by:

[INSERT NAME]
[INSERT TITLE]
DATE:

This award is **rejected** / **cancelled** / **postponed** [STRIKE OUT ONE] pending resolution of the following:

Attachments to this Recommendation to Award: **[LIST HERE]**