

EXPRO National Manual for Projects Management

Volume 5, chapter 5

e Procurement Guideline



Document No. EPM-KDR-GL-000001 Rev 004



e Procurement Guideline

Document Revisions History:

Revision:	Date:	Reason For Issue
000	22/10/2017	For Use
001	12/02/2018	For Use
002	12/12/2018	For Use
003	31/03/2019	For Use
004	15/08/2021	For Use



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1.0 PURPOSE

The purpose of this guideline is to describe potential areas where Entities may consider the use of eProcurement Solutions to improve efficiencies and operational management of Tendering and Contracting Practices.

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

2.0 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.
ECMS	Enterprise Content Management System An information management and collaboration platform for managing and controlling Project documents and Entity records
Entity	A Saudi Government organization which is responsible for the delivery of government funded infrastructure construction projects.
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.
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
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

3.0 SCOPE

eProcurement Solutions have developed substantially and are widely available in the market place for "off the shelf" or customized solutions to improve the operational performance, reporting and management of Tendering and Contract Processes.

Entities are encouraged to investigate within their organizations how manual reporting, tasks and management activities can be simplified and enhanced through the use of technological improvements in software development and widely available tools



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Potential uses for eProcurement Solutions are identified below and Entities are encouraged to investigate and consider the use of eProcurement as it pertains to the execution of their respective projects.

eProcurement Solutions	Scope of Application	Benefits
Contract / Purchase Order Management System	Electronic system for the critical activities in relation to the management of changes, variations, invoicing and payments, completion dates etc. Certain systems cover the pre-award activities from raising of Requisition of Tendering through to execution of Contract (and maybe capable of providing automatic notification of Awards to Interested Ministries (i.e. Ministry of Finance))	Provide system with reporting functionality to allow an Entity to maintain overview and reporting metrics on key activities across the entire remit of projects under its purview. Ensures necessary controls are in place in the process to maintain governance and delegated authority of individual and project teams in administration of Agreements. Direct links to Accounts Payable Systems also remove manual interface in approving and certification of Payments.
eAuctions / Reverse Auctions	Web portal for solicitation and negotiations on the Tendered Prices can be used for materials or as a “best and final” on the overall tendered Contract Price	Online auction format where short-listed Tenderers within a specific time can submit discounted prices in a competitive environment avoiding need for protracted and lengthy negotiation meetings saving time and resulting in savings to the tendered prices obtained in an ethical and controlled manner
ePortal for Receipt & Opening of Tenders	Web portal for approved Tenderers with unique account access to submit confidentially Tender Submissions before deadline for closing of Tenders	If established correctly the Tenders through a unique login for a package may submit their tenders and upon closing time the system automatically generates the “as opened” Tender Opening Form allowing Tenderers immediately following the closing time identify their position in the order of submissions fulfilling the same sharing of information as a public opening. Note: if established with links to the Classification System this could automatically validate the Tenderers Classifications.
Prequalification and Tender Periods	Web based distribution system for the issuance of ITT Invitation to Tender documents , Addenda, Questions & Answers and like on secure platform for access to approved Tenderers	Reduces the printing and labor costs in production of multiple sets of documents, provides a secure platform for the receiving and responding to tenderer questions, Addenda and like and fully auditable process