



EXPLO National Manual for Projects Management

Volume 4, chapter 1

Introduction to Contracts and Tendering



Document No. EPM-KD0-GL-000001 Rev 004



Introduction to Contracts and Tendering

Document Submittal History:

Revision:	Date:	Reason For Issue
000	30/10/2017	For Use
001	21/02/2018	For Use
002	09/12/2018	For Use
003	31/03/2019	For Use
004	11/08/2021	For Use



Introduction to Contracts and Tendering

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.



Introduction to Contracts and Tendering

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
7.0	ATTACHMENTS.....	7



Introduction to Contracts and Tendering

1.0 PURPOSE

The purpose is to achieve consistency in the planning, execution and handing over of the Works or Services contracted by Entities to 2nd Parties in the field of infrastructure projects by providing a uniform approach across Entities within the Kingdom of Saudi Arabia

Each Procedure is outlined following the chronological timeline and sequence of activities required to be performed by an Entity, together with the necessary tools, templates and forms for use in institutionalizing EXPRO's Projects White Book in their respective Contracts Management Departments. Entities are responsible to implement process under Government Procurement and Regulation Law as applicable.

Entities shall utilize this EXPRO's Projects White Book in the development of any necessary Project Specific Procedures using the templates and forms provided herein as a guideline for implementing a consistent approach across the Kingdom of Saudi Arabia in the execution of Projects.

2.0 SCOPE

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

The scope provides guidelines and best practices for the development of:

1. Contracting and procurement execution strategy,
2. Selection and prequalification of Tenderers,
3. Tendering, evaluation and award of Agreements,
4. Post award commercial management of Agreements,
5. Preliminary and Final Handover and Contract Closeout

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
Entity	A Saudi Government organization which is responsible for the delivery of government funded infrastructure construction projects.
Law	Government Tenders and Procurement Law issued pursuant to Royal Decree No. (M/128) dated 13/11/1440 AH and the Implementing Regulations thereof issued pursuant to the Minister of Finance's Resolution No. (1242) dated 21/3/1441 AH and as amended thereafter.
Implementing Regulations	The Implementing Regulation of the Government Tendering and Procurement Law
EXPRO	The Government Expenditure & Projects Efficiency Authority
EXPRO Projects White Book	EXPRO document that describes the process for delivering projects and includes references to all required procedures, templates, and checklists.



Introduction to Contracts and Tendering

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 Project
Requisition	Requisition for Tendering
Contracts Management Department	Department within the Entity Project Management Organization (EPMO) or at corporate level authorized to conduct contracts formation and administration activities.
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

4.0 REFERENCES

See Section 6.0.

5.0 ROLES & RESPONSIBILITIES

Individual roles and responsibilities vary depending on what phase of the Project an Entity is in (**see Attachments 1 & 2**). Specific information on roles and responsibility is available in each procedure, listed in Section 6.0.

6.0 PROCESS

Entity may follow the below established processes and procedures from EXPRO's Projects White Book for tendering, contract award, administration, management, and closeout or the respective procedures outlined in the Law

1. EPM-KD0-PR-000001 – Contracting Strategy and Reporting Procedure.
2. EPM-KD0-PR-000002 – Requisitions for Tendering Procedure
3. EPM-KD0-PR-000003 – Prequalification of Tenderers Procedure
4. EPM-KD0-PR-000004 – Advertising of Prequalification and Tendering Procedure
5. EPM-KD0-PR-000005 – Preparation and Issuance of Tender Documents Procedure
6. EPM-KD0-PR-000006 – Tender Evaluation Criteria Procedure
7. EPM-KD0-PR-000007 – Project Pre-Tender Meeting Procedure
8. EPM-KD0-PR-000008 – Tender Period Communications and Addenda Procedure
9. EPM-KD0-PR-000009 – Project Tender Receipt and Opening procedure
10. EPM-KD0-PR-000010 – Tender Evaluation and Negotiation Procedure
11. EPM-KD0-PR-000011 – Recommendation to Award Procedure
12. EPM-KD0-PR-000012 – Award and Contract Execution Procedure
13. EPM-KD0-PR-000013 – Agreement Kick-off Meeting Procedure
14. EPM-KD0-PR-000014 – Insurances, Defects and Warranties Procedure
15. EPM-KD0-PR-000015 – Performance Bonds Procedure
16. EPM-KD0-PR-000016 – Correspondence Procedure
17. EPM-KD0-PR-000023 – Invoicing and Payment Procedure
18. EPM-KD0-PR-000017 – Variation and Change Order Management Procedure
19. EPM-KD0-PR-000018 – Claims by 2nd Parties Procedure
20. EPM-KD0-PR-000019 – Preliminary and Final Handover Procedure



Introduction to Contracts and Tendering

21. EPM-KD0-PR-000021 – Performance Evaluations Procedure
22. EPM-KD0-PR-000022 – Contract Closeout Procedure

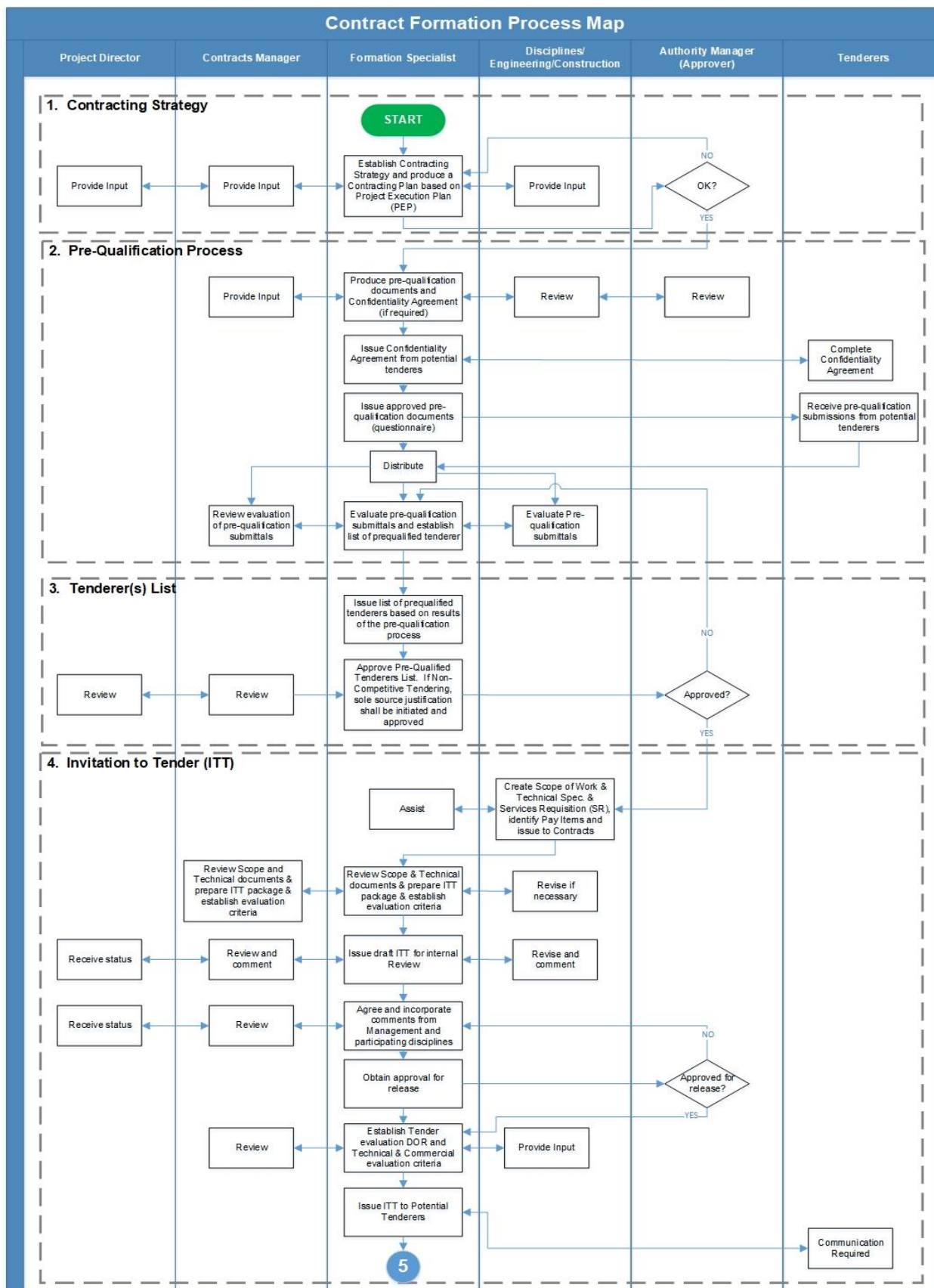
7.0 ATTACHMENTS

1. Contract Formation Process Map
2. Contract Administration Process Map



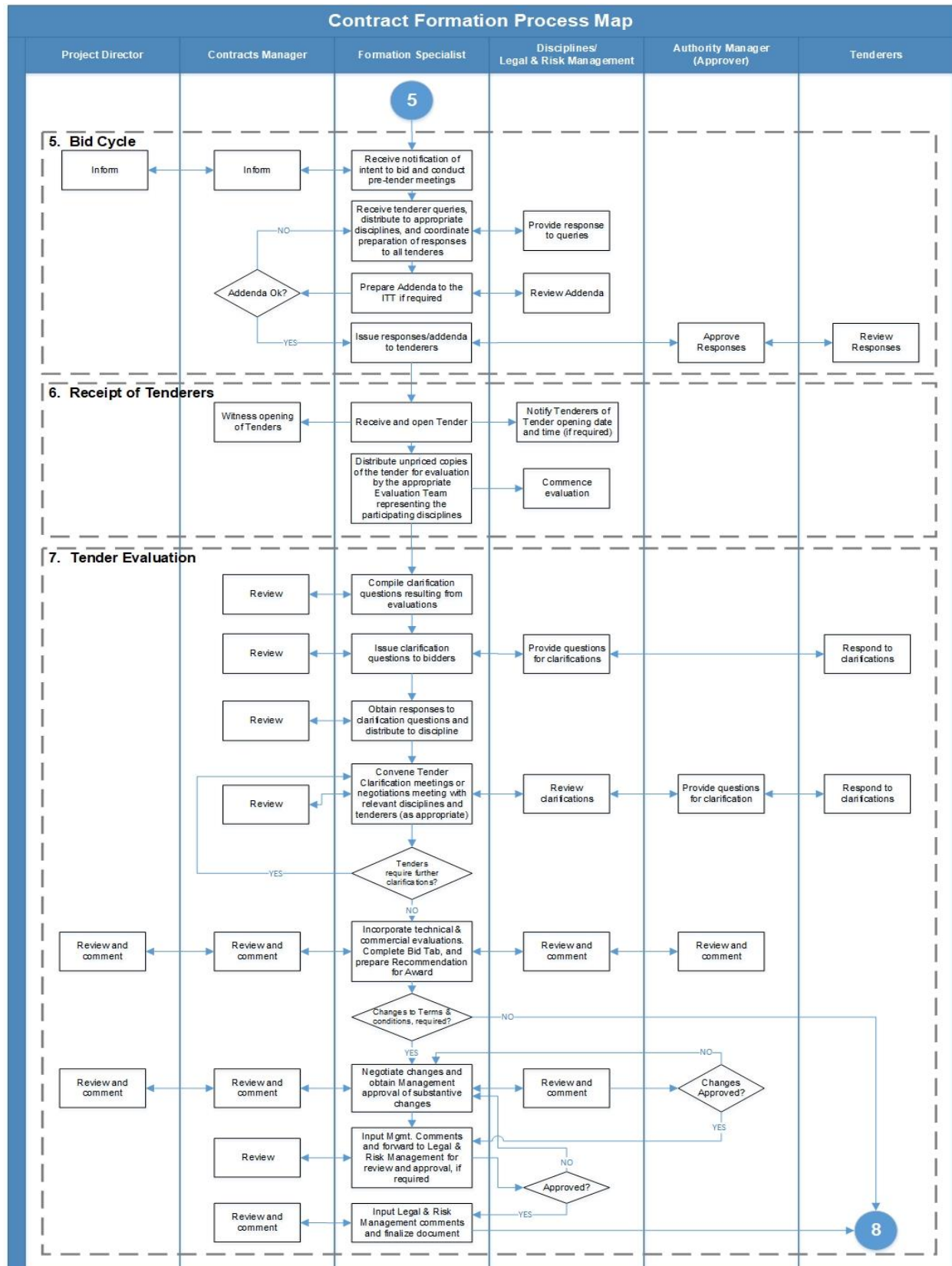
Introduction to Contracts and Tendering

Attachment 1 - Contract Formation Process Map



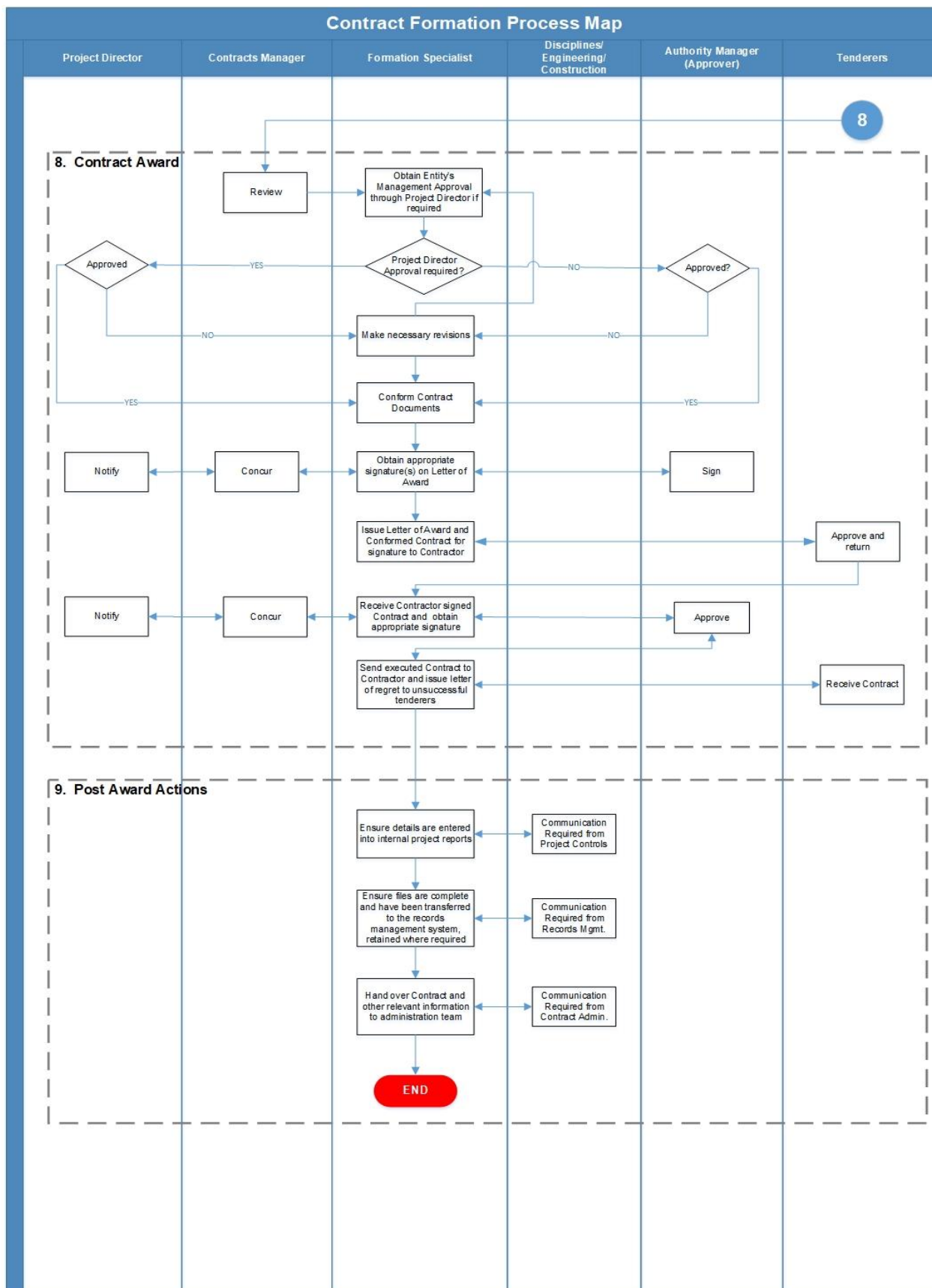


Introduction to Contracts and Tendering





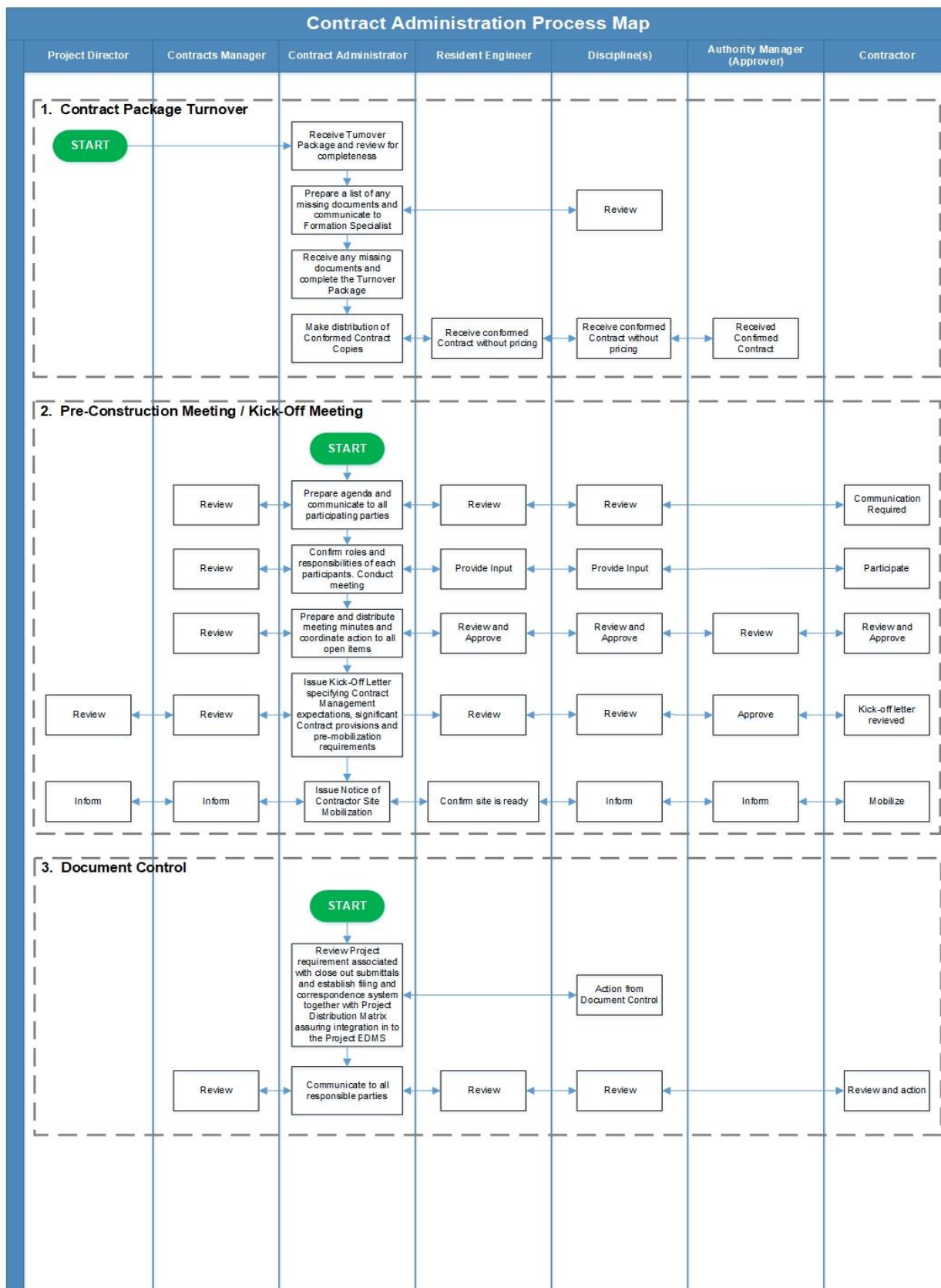
Introduction to Contracts and Tendering





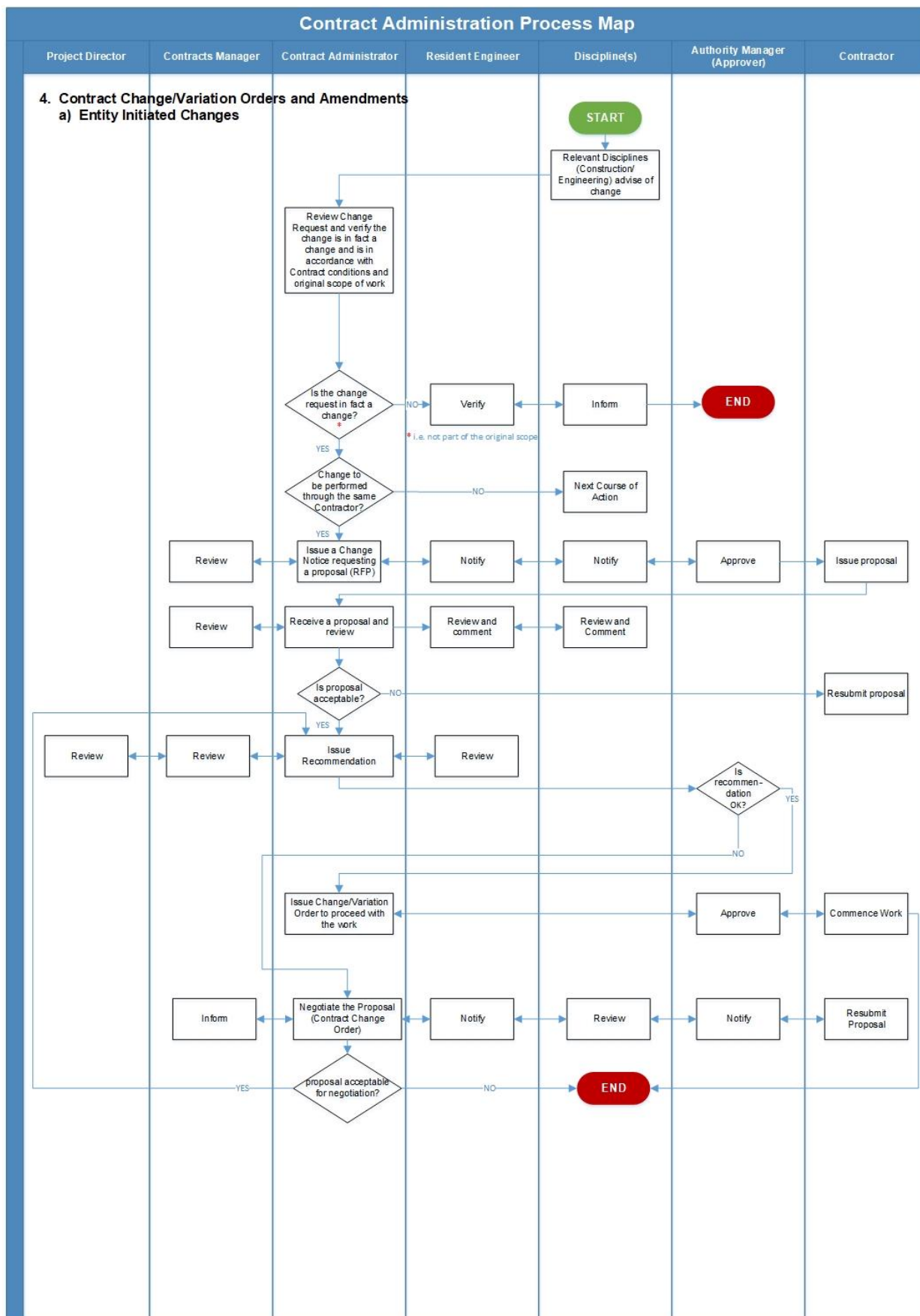
Introduction to Contracts and Tendering

Attachmen2 - Contract Administration Process Map





Introduction to Contracts and Tendering





Introduction to Contracts and Tendering

