



EXPRO National Manual for Projects Management

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Introduction to Procurement



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Introduction to Procurement

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Introduction to Procurement

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Introduction to Procurement

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Introduction to Procurement

1.0 OBJECTIVE

This Introduction to Procurement is prepared for the use of an Entity in defining the good practices and guidelines for consistent application and implementation of the procurement process to support the Kingdom of Saudi Arabia 2030 Vision and to support the Entity to become a world-class organization by achieving efficiency and effectiveness in the management of Projects.

2.0 PURPOSE

The purpose of is to define the key roles and responsibilities directly related to executing the project's procurement plan.

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

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.
GCC	Gulf Cooperation Council
EXPRO	Government Expenditure & Projects Efficiency Authority.
Procurement	Those activities required for the acquisition, transport, and storage of materials and equipment required for the execution of the project work.
Procurement Plan	Defines the plan for executing the Procurement activities including, purchasing, expediting, delivery, quality surveillance, transport, customs clearance and proper storage of materials including preservation if required.
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. 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	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
Works	Construction or supply of goods, facilities or the like of permanent and temporary nature as contracted by the Entity



4.0 REFERENCES

This Handbook has been prepared consistent with the following hierarchical documents:

- *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.*
- *Expro Projects White Book Introduction and Guideline User Guide EPM-K00-GL-000001*

5.0 PROCESS

The Procurement Manager is responsible for the preparation of the Procurement Plan. The plan should clearly identify all the requirements and associated information for the successful acquisition, delivery and storage of the materials and equipment required at the site.

The Procurement Plan shall describe the methods required for the monitoring of supplier's performance related to the procurement of material and equipment required for the execution of the construction work. When equipment is required, the Procurement Plan should include the criteria for determining the strategy for evaluating the appropriate method/process for determining if the equipment should be purchased, leased or rented for the period required.

Included in the Procurement Plan shall be the procedure for handling unsatisfactory or damaged material or equipment; indicating the division of responsibilities for reporting, evaluating and returning such material/equipment.

The Procurement Plan shall indicate that priority should be given to the award of purchase orders to suppliers providing products with a national origin in Saudi Arabia and other GCC and/or are a registered supplier in Kingdom of Saudi Arabia.

The Procurement Manager shall assure that awards are only made to pre/post qualified Contractors and Suppliers through an approved competitive bid process in alignment with the Government Tenders and Procurement laws. The Procurement Manager will evaluate and approve where necessary suppliers' Delivery Schedule, Quality Plan, Traffic Management Plan and assure document reviews are completed in a timely manner in order to assure the On-Site requirements will be met.

6.0 CONTROLLED AND UNCONTROLLED DOCUMENTS

Expro Projects White Book is available online for use by Entities and their respective Procurement Management Departments via Government Expenditure & Projects Efficiency Authority (Expro) portal <http://expro.gov.sa>.

The online version is controlled. Any hardcopies are not controlled and Entities are referred to the online Controlled versions for implementation.

Entities should refer to the website for downloading and accessing the latest version of all Forms and Templates for use.