



EXPRO National Manual for Projects Management

Volume 4, chapter 10

Project Tender Receipt and Opening Procedure



Document No. EPM-KD0-PR-000009 Rev 004



Project Tender Receipt and Opening 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



Project Tender Receipt and Opening 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.



Project Tender Receipt and Opening 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	Tender Delivery & Receipt.....	6
6.2	Advance Notification for Tender Opening Committee	7
6.3	Convening of the Tender Opening Meeting.....	7
6.4	Verifying of Tender Securities and Contractor Classifications / Licenses	7
6.5	Reading Out of Tender Amounts	8
6.6	Recording of Tender Amounts and Securities	8
6.7	Tender Opening Form Distribution	8
6.8	Late Tenders	8
6.9	Distribution of Tenders	9
6.10	Storage of Tender Securities	9
7.0	ATTACHMENTS.....	9
	Attachment 1 - EPM-KD0-TP-000017 - Tender Opening Form Template	10
	Attachment 2 - EPM-KD0-TP-000018 - Late Tender Acknowledgement Template	11



Project Tender Receipt and Opening Procedure

1.0 PURPOSE

This procedure defines the requirements for the formal receipt and opening of Tenders to maintain fair and ethical treatment of all Tenderers throughout the tendering process in accordance with the Laws and Regulations utilizing a Public Opening Forum, however, the public Entity should consider the use of Etimad portal to facilitate the formal receipt and opening of Tenders.

2.0 SCOPE

This procedure applies to Contract and Procurement 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	A Saudi Government organization which is responsible for the delivery of government funded infrastructure construction projects.
IOM	Inter-Office Memorandum
ITT	Invitation to Tender documents.
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.
Contracts Management Department	Department within the Entity Project Management Organization (EPMO) or at corporate level authorized to conduct contracts formation and administration activities.



Project Tender Receipt and Opening Procedure

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 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

5.0 ROLES & RESPONSIBILITIES

The Contracts Management Department has the sole responsibility for receipt and opening of Tenders.

The following defines the individual roles and responsibilities for activities during the Tender Period and for the Receipt and Opening of Tenders:

Individual	Role
Contracts Specialist	Responsible for the arranging, scheduling, chairing and recording the Minutes of the Pre-Tender Meeting and issuance of such to all Tenderers.
Director of Contracts Management Department	Responsible for acknowledging receipt of Tenders from Tenderers.
Tender Opening Committee	Committee appointed by the Entity for the receipt and opening of Tenders relating to a specific package of Works or Services.

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

The whole process takes place on ETIMAD portal.

6.0 PROCESS

This procedure covers the main actions for the receipt of Tenders by the Entity.

6.1 Tender Delivery & Receipt

The acknowledgment of Receipt of Tender shall be distributed to the Tender Opening committee and for each tenderer upon the receipt of proposal. The Receipt of Tender may be in both English and Arabic or as stated on the ITT Documents.

Proposals submissions shall take place via ETIMAD portal as follows:

1. Encrypted proposals (Technical and commercial) shall be submitted through ETIMAD Portal as defined in the regulations.
2. Proposal shall be submitted within the specified period as mentioned in the advertising procedure
3. and durations stipulated in the Law. No proposals shall be accepted after deadlines.



Project Tender Receipt and Opening Procedure

4. In the event of technical issues with ETIMAD portal, proposals may be submitted in sealed envelopes as technical and commercial proposals. For proposals with estimated budget less than 5,000,000.00 SAR, one envelope can be submitted including both proposals.
5. Entity will publish the list of tenderers who submitted their proposals through ETIMAD. In the event of technical issues, the list will be published using other means as defined in the regulations

6.2 Advance Notification for Tender Opening Committee

A minimum of forty-eight (48) hours prior to the Tender opening time, the Contracts Specialist shall issue two (2) Inter-Office Memos (IOMs) to the Director of Contracts Management Department, through the Contracts Management Department Manager, advising of the date, time and location of the Tender Opening.

1. The first IOM will identify the members of the Tender Opening Committee.
2. The second IOM will identify the members of the Tender Evaluation Team.

Each member of the Tender Opening Committee and the Tender Evaluation Team will receive a copy of the relevant IOM. These transmittals also serve as an invitation to attend the Tender Opening Meeting for all nominated project personnel receiving a copy.

6.3 Convening of the Tender Opening Meeting

The Contracts Specialist shall convene the Tender Opening Meeting at the appropriate time and circulate the Tender Opening Attendance Sheet to all present to record names, so that the names, companies and signatures of those attendees are recorded.

Proposal opening takes place via ETIMAD platform, each member shall login by his account, with his authority level within the Committee, to carry out the process.

6.4 Verifying of Tender Securities and Contractor Classifications / Licenses

The Tenderers who express their intent to provide services, shall incorporate the following certificates with their proposal;

1. Valid Commercial Records, or any related certificates for the designated authorities.
2. Valid Zakat and Tax compliance certificates.
3. Valid GOSI registration certificate.
4. Valid GOSI criteria Compliance certificate.
5. Valid Chamber of Commerce registration certificate.
6. Valid Classification certificate in the Area of Application.
7. Valid Registration certificate of Saudi Contractors Association SCA, if the area of application belongs to the construction and Contracting Fields.
8. Valid Registration certificate of Saudi Engineers Association SEA, if the area of application belongs to the engineering Field.
9. Valid S&ME certificates in accordance with the criteria of the Authority of Small and medium enterprises.
10. Valid Saudization compliance certificate.
11. Any required documents due the nature of the project.
12. Valid registration certificate for non-profit or NGO's (Non-Governmental organizations)



Project Tender Receipt and Opening Procedure

The Contracts Specialist shall request each Tenderer to verbally confirm that the Tender Security and Contractor Classification Certificate, or Engineering License, as appropriate, is included with the Tender. He shall also request each Tenderer to confirm the submittal of any alternative proposals.

Tenders without a Tender Securities and/or a valid Contractor Classification Certificate in the required field, or a valid Engineering License, shall be rejected and the Director of Contracts Management Department shall be so advised by the Tender Opening Committee Chairman prior to proceeding with the Opening of Tenders.

Tenders with defective securities shall be brought to the attention of the Director of Contracts Management Department for resolution prior to proceeding with the Opening of Tenders.

Tenders shall then be opened, and prior to reading the Tender Prices, the Contracts Specialist shall verify the monetary value and expiry date of the Tender Security and the Contractor Classification Certificate expiry date and the field of specialization, or Engineering License, as appropriate.

Tenderers with minor irregularities noted in their Tender Securities, as determined by the Tender Opening Committee, shall be required to sign a Deficient Tender Security Statement immediately following the Opening of Tenders.

The Tender Opening Committee nominated by the Entity, shall consist of members of the Entity as required by the Regulations and may include: Finance and Budgeting, Legal, Supply Management, and Originating Departments.

The Contracts Specialist will record the Tender Prices.

6.5 Reading Out of Tender Amounts

The Contracts Specialist shall read out each Tender Price, including alternatives if any, in turn. The total Tender Price will be read out or, where appropriate, the total amount of each section will be read when the Tender is divided into major sections.

Tenders will be opened in random order, but all Tenders from one Tenderer will be opened prior to another's Tender.

6.6 Recording of Tender Amounts and Securities

The Contracts Specialist shall record all Tenders received, the amount of each Tender, the Tender security amount and Tender security expiry date on the front sheet of the Tender Opening Form (**Attachment 1**). In addition, the Contracts Specialist shall record all alternate Tender Prices on the Tender Opening Form.

6.7 Tender Opening Form Distribution

The completed Tender Opening Form is a highly confidential document. The front sheet, which contains the Tender security details for each Tender, will be signed by the Tender Opening Committee and distributed in "CONFIDENTIAL" envelopes only to specified Entity personnel.

6.8 Late Tenders

Tenders received after the date and time established in the ITT Documents (including any Addenda thereto) shall not be opened, but shall be returned unopened to the Tenderer. The Contracts Specialist shall record the receipt of the late Tender and obtain acknowledgement by the Tenderer on the time and date it was received and subsequently returned to the Tenderer using the Late Tender Submission Acknowledgement (**Attachment 2**).



6.9 Distribution of Tenders

The Contracts Specialist shall ensure that the required number of copies of the Tender Submissions are made available to the Tender Examination Committee and evaluators.

Original Tender submissions shall be retained by the Contracts Management Department in a secured room and filed into Document Management System.

6.10 Storage of Tender Securities

The Contracts Specialist will hand carry the review and transmittal form and original Tender Security to secure storage in the Contracts Management Department.

The Contracts Management Department shall, upon receipt, be responsible for safekeeping of the Tender Securities. The nominated individual within the Department shall maintain a log of all Tender Securities received and will note the expiry date of each Tender Security.

The Contracts Specialist is responsible for monitoring the expiry date of the securities and requesting tenderers to extend said validity in the event award of the contract is not made within the tender validity period and associated tender security expiry date. Upon award of a contract, the Contracts Management Department will return the Tender Securities to those Tenderers who were unsuccessful with their Tenders, and shall return the successful Tenderer's Security on presentation of the Performance Guarantees required upon Award of the Agreement

7.0 ATTACHMENTS

1. EPM-KD0-TP-000017 - Tender Opening Form Template
2. EPM-KD0-TP-000018 - Late Tender Acknowledgement Template



Project Tender Receipt and Opening Procedure

Attachment 1 - EPM-KD0-TP-000017 - Tender Opening Form Template

CONFIDENTIAL

[INSERT PROJECT NAME] **TENDER OPENING FORM**

Date of Tender Opening: XX-MMM-YYYY Time: _____

Location of Tender Opening: _____

Contract Number: _____

Contract Title: _____

Tender Currency: _____

No.	Tenderer	Tender Date	Date Received	Tender Bond Value	Unevaluated Tender Price	Remarks
1.						
2.						
3.						
4.						
5.						
6.						
7.	Engineer's Estimate					
8.	Project Budget					

WITNESSES

Signature:

Signature:

Name - Printed:

Name - Printed:

Title - Printed:

Title - Printed:

Signature:

Signature:

Name - Printed:

Name - Printed:

Title - Printed:

Title - Printed:

NOT FOR DISTRIBUTION



Project Tender Receipt and Opening Procedure

Attachment 2 - EPM-KD0-TP-000018 - Late Tender Acknowledgement Template

LATE TENDER ACKNOWLEDGEMENT TEMPLATE

Tenderer	[Insert Tenderer Company Name]
Authorized Representative	[Insert Tenderers Authorized Representative]
Invitation to Tender No.	[Insert ITT number]
Package Title	[Insert Title]
Tender Closing Date	[Insert Tender Closing Date / Time]
Date and Time of Receipt	[Enter Actual Date / Time Tender Received by Entity]

The above named Tenderer hereby acknowledges that its Tender in response to the subject Invitation to Tender, was not submitted by the Tender Closing Date stated above as specified in the Instructions to Tenderers. Tenderer accordingly recognizes that in view of this violation, the Entity may not accept its Tender for evaluation and may reject it in its entirety with no obligation to consider or accept such late Tender.

The Entity will formally notify Tenderer of its decision, which shall be final, regarding the disposition of its Tender and Tenderer further acknowledges acceptance of the Entity's decision, without objection and/or protest:

Acknowledged by Tenderer:

Confirmation by Entity

PRINT NAME:

PRINT TITLE:

PRINT DATE:

PRINT NAME:

PRINT TITLE:

PRINT DATE: