



مجلس المناقصات والمزايدات

Tender Board

GUIDELINE MANUAL FOR PURCHASING AUTHORITIES

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مجلس المناقصات والمزايدات
Tender Board

Guideline Manual for Purchasing Authorities

Government Tenders, Auctions, Purchases and Sales

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Icons to Facilitate the Process



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Content Interaction



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TB**, To obtain the Forms in
PDF Format



The Law



The Decisions



The Circulars



Vision

Position Bahrain as a regional and global benchmark for effective tendering practices.

Mission

To work closely with the public and private sector as we strive to continuously enhance the transparency and efficiency of the Kingdom's government procurement practices, boost private sector growth, and, by maximizing the use of public funds, support economic sustainability.

Goals

- Protection of public property and preventing the influence of personal interests on tender formalities.
- Achieving the maximum level of economic efficiency to obtain government purchases at competitive and fair prices.
- Encouraging the participation of suppliers and contractors in government purchasing procedures.
- Enhancing integrity, competitiveness and providing fair treatment for all the suppliers and contractors for the realization of the principle of equal opportunities.
- Achieving transparency in all phases of government purchasing procedures.



INTRODUCTION

This guideline manual aims to be a simplified yet comprehensive reference for the Purchasing Authorities for the procedures of tenders and auctions. It includes a copy of all the legislations regulating government tenders and auctions.

The manual includes an updated set of forms and checklists that the Purchasing Authorities must take into consideration when submitting their requests to the Board. These forms aim to develop a unified template for receiving application requests, resulting in the ease and speed of reviewing application requests with the Board. The checklists attached to these forms will greatly contribute to ensuring the integrity of the application requests and the inclusion of all required information and documents.

The procedures enclosed in this guideline manual is applicable to tenders and auctions procedures for all Purchasing Authorities subject to the Law Regulating Government Tenders, Auctions, Purchases and Sales. In addition, the procedures contained therein cover the main operations of the Board.

This guideline manual is divided into two chapters. The first chapter includes several sections, each highlighting one of the Boards' operations whereas the second chapter includes the latest version of the forms and checklists. The annex section includes a list of all the legislations regulating the procedures for government tenders, auctions, Purchases and sales.



GUIDELINE MANUAL REVISION PROCEDURES

This guideline manual is issued by the technical and administrative body of the Tender Board. The technical and administrative body is solely responsible for keeping the original copy of the guideline manual and updating it according to the development of the approved procedures and as per the decisions and circulars issued by the Board.

This manual is subject to periodic review to verify the validity of the procedures and requirements, and to ensure that it keeps pace with developments in legislation.

A version number is assigned to the guideline manual. The version number is modified when any modifications are made in the contents of the manual. The latest version of the guide is uploaded on the Tender Boards' website and the E-Tendering System.



Tender Board



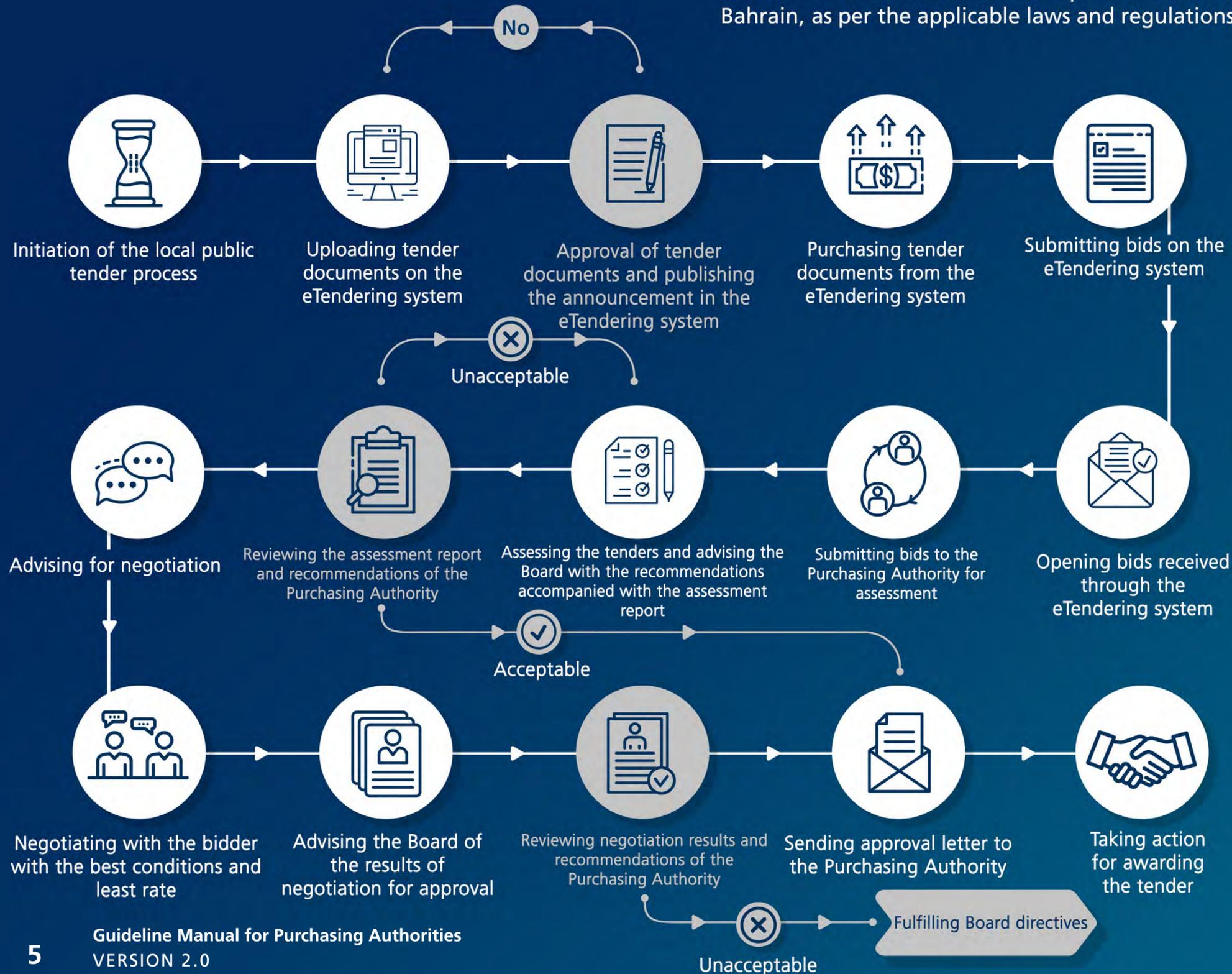
مجلس المناقصات والمزايا

CHAPTER I BOARD OPERATIONS



Local Public Tender

Is a public tender where participation is limited to the suppliers and contractors that are authorized to practice business in the Kingdom of Bahrain, as per the applicable laws and regulations.



Section 1 Local Public Tender

Reasons for Invitation

It is the primary method for tendering, whereas other tendering methods are not applicable unless sufficient justifications are provided.

First: Invitation Stage

Invitation is made directly through the eTendering System by uploading the following documents:

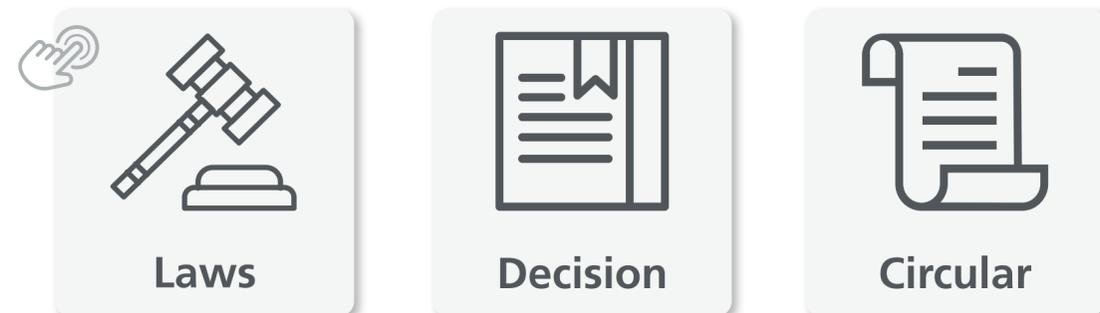
1. Tender documents.
2. Ministry of Finance and National Economy approval to allocate the financial appropriation required for the tender. The financial approval attained must be issued recently, dedicated specifically to the publication of the tender invitation itself and covers the estimated cost.

Check list

1. Issuing a Tender via the E-Tendering System checklist - TBC01.
2. Inviting for Tender or Auction

TBC05.

Legislation



Laws, Resolutions and Circulars Page No. 144



Notes

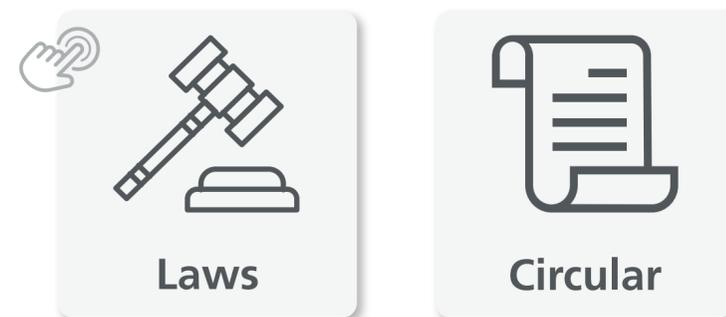
1. Companies entirely owned by the State and authorities with an independent budget are exempted from the requirement to obtain the financial approval from the Ministry of Finance and National Economy.
2. In the event of the Board does not receive a sufficient number of bids for the issued tender, a decision will be made by the Board to postpone the opening of the bids. This is to achieve economic efficiency by giving the opportunity for the participation and of more suppliers and contractors.
3. If the nature of the subject of the tender requires preassessment of the competencies and qualifications of the suppliers and contractors, the prequalification process must be taken into account before initiating the tendering process, especially if the following applies:
 - a. Similar and frequently issued tenders; similar in requirements and specifications and are issued repeatedly over a concurrent or a consecutive amount of time.
 - b. Tenders of large projects with an estimated value of more than Ten Million Bahraini Dinars.
 - c. Tenders of complex projects and of special nature; projects that are unique in their works and are not recurring, projects in which the Purchasing Authority lacks previous experience, and lastly projects where it is impossible or difficult to formulate detailed specifications for goods or constructions or to determine the required service characteristics, criteria and scope.
 - d. Projects of unique and advanced technology.
 - e. Specialized consulting services.
 - f. Purchases and services of great importance and are critical to the activities and operations of the Purchasing Authorities.

Second: Evaluation Stage

After opening the bids received by the Board, they are transferred to the Purchasing Authority for them to study and evaluate. Next, the recommendation of the Purchase Authority is submitted to Tender Board through a letter addressed to the Boards' chairman, in addition to a detailed evaluation report for all bids received.

 **Check list**
1. Evaluation of Tender Bids [TBC07](#).

 **Legislation**



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 **Notes**
The bid evaluation report must include all the information and documents mentioned in the Evaluation of Tender Bids Check list TBC07.

Third: Negotiation Stage

It is permissible to negotiate with the bidder, whose offer gained the highest score in terms of their technical and financial evaluation to bring his price down to the lowest possible price, if the bid price is higher than the estimated cost received, provided that the negotiation takes place through a committee that is formed for this purpose. The official letter concerning the negotiation results is submitted to the Board where it must include a summary of the negotiation process, and the names of the negotiation committee members.



Check list

1. Tender Negotiation Results - [TBC10](#).



Legislation



Laws, Resolutions and Circulars Page No. 146



Notes

The negotiation process summary submitted to Tender Board must contain all the information and documents mentioned in the Tender Negotiation Results check list TBC10.

Fourth: Post-Award Stage

The tender is awarded by the Board to the bid with the best terms and the lowest price. Whereas the Purchasing Authority must do the following:

1. Notify the winning company of the tender to submit the performance bond within ten days.
2. After receiving the performance bond, all companies that have participated in the tender must be notified of the award decision within three working days, as well as all initial bonds submitted by the companies must be refunded.
3. The contract must be signed with the company that won the tender after the lapse of ten days from the date of issue of the award decision, and within a maximum period of thirty days.
4. The performance bond must be refunded to the company that won the tender after the completion of contractual obligations.



Legislation



Laws



Circular

Laws, Resolutions and Circulars Page No. 146

Other Procedures:

1. Extension of the Tender Closing Date

- Closing date extension requests must be submitted at least 72 hours prior to the previously agreed closing date.
- In the event where the duration is less than 72 hours, the request for the extension of the closing date must be made through an official letter addressed to the Boards' Chairman, signed by the Minister or an equivalent authority.



Check list

Extension of the Closing Date - [TBC06](#)



Legal
Basis

Circular No. (6) regarding 2004 on the requests to postpone deadlines for the submittal of bids.

2. Extension of the Evaluation Period

- A request to extend the evaluation period for tenders of large and technically complex projects must be submitted to the Board for approval not less than ten days prior to the expiration of the original deadline.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC12](#)



Legal
Basis

Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.

3. Extension of the Bid Validity

- The request to extend the validity of bids must be submitted to the Board for approval, before proceeding with addressing the bidders.
- In the event that a supplier or a contractor refuses to extend the validity of his bid with the same condition and prices, he shall be deemed as withdrawn from the tenders without forfeiting his right to recover the initial bond.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC12](#)



Legal Basis

Article (27) of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

4. Tender Cancellation

- The Board must be addressed and provided with the reasons for canceling the tender.
- In the event of the Board's approval, the initial bond must be refunded to all participants in the tender.



Check list

Cancellation of Tender, Auction or Prequalification - [TBC13](#)



Legal Basis

Article No. (36) of Legislative Decree No (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.

Regulatory Durations

Regulatory Durations	Deadline
Minimum period for public tender invitation	15 days until the tender opening date
Bidding submission period	Until the tender closing date
Initial bond submission period	Before the tender closing date
Initial bond validity period	As per the initial bond validity period stated in the tender documents, as it should cover the bid validity period
Bid validation period	As per the bid validation period stated in the tender documents, where it is not less than 90 days
Deadline for submitting a request to extend the tender closing date	At least 72 hours prior to the closing date. It is permissible for a shorter period by submitting an official letter, signed by the Minister or an authorized signatory, addressed to the Boards' Chairman
Maximum period for the extension of the tender closing date	90 days
Response period for clarification requests from suppliers and contractors	Before the deadline stated in the tender documents
Deadline for amending tender documents	Before the closing date, not less than a week
The duration period for notifying the suspended bidders the reasons of their suspension	Within a period not exceeding 5 working days

Regulatory Durations

Deadline

Deadline for submitting the CR certificate	Not less than one week from the date of informing the bidder
Deadline for submitting the Bahrainization certificate	Until the completion of the evaluation process
Grace period for submitting the original copy of the initial bond	7 days from the date of opening the bids
Grace period for correcting the initial bond validity period	30 days from the date of opening the bids or until the recommendation for the award is raised, whichever comes first
Bid evaluation period	Within 30 days from the date of submitting the bids to the Purchasing Authority
Deadline for requesting an extension of the bid evaluation period	10 days before the evaluation period ends
Deadline for notifying the winning bidder of the award decision	Within 3 days from receiving the decision
Deadline for notifying the unsuccessful bidders of the bid evaluation results	Within 3 working days from receiving the decision
Deadline for the initial bond refund	Within 7 working days from the date of submitting the performance bond to whom the tender was awarded to

Regulatory Durations

Deadline

Performance bond submission period	Within 10 days from receiving the letter of the initial desire to award the tender, and within 20 days for the international supplier or contractor. With the approval of the board, the period may be extended for 10 days
Performance bond validity period	Until the contract is fully executed
Deadline for Performance bond recovery	After the execution of all contractual obligations
Purchase contract initiation date	From the date of notifying the winning bidder with the award decision
Downtime prior to signing the contract	After 10 days have passed for local tenders and 20 days for international tenders from the date on which the unsuccessful bidders were notified that they had not won
Contract signing period	Within a maximum of 30 days from the date of the award decision
Contract execution date	From the date determined by the letter of award, from the date of contract, or from any other date determined by the contract
Period for submitting an application for a reconsideration request	Within 10 days from the date of being aware of the procedure or decision for local tenders, and 20 days for international tenders

Regulatory Durations

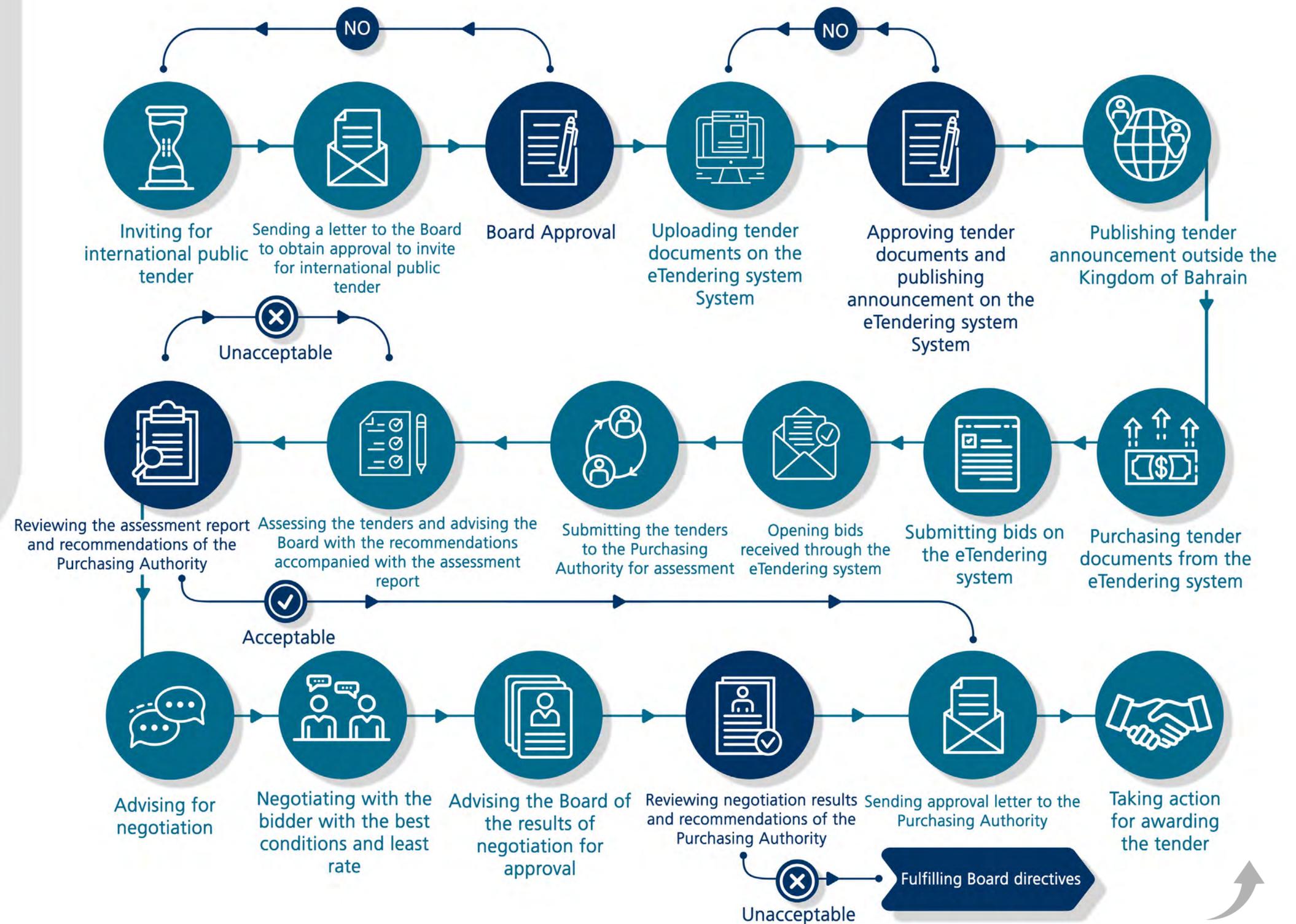
Deadline

Period for responding to a reconsideration request	Within 30 days from the date of submission
Period where the bidder is considered as aware of the procedure or decision	After 7 working days have passed from the date of the announcement in the advertisements board dedicated for this purpose in the Board and on the Boards' website
Period for submitting an application for grievance	Within 10 days from the date of being aware of the procedure or decision for local tenders, and 20 days for international tenders
Period for responding to a grievance application	Within 30 days from the date of submission

Section 2 International Public Tender

International Public Tender

Is a tender that allows local and international suppliers and contractors not registered in the Kingdom of Bahrain to participate.



Reasons for Invitation

As per the nature of goods, constructions or services to be purchased, their size, degree of complexity and the level of standards required therein.

First: Invitation Stage

An official letter is addressed to the Board clarifying the reasons for the issuing an international tender. In the event of the Board's approval, procedures are initiated through the eTendering System by uploading the following documents:

1. Tender documents.
2. Board approval of the invitation for the tender.
3. Ministry of Finance and National Economy approval to allocate the financial appropriation required for the tender. The financial approval attained must be issued recently, dedicated specifically to the publication of the tender invitation itself and covers the estimated cost.



Check list

1. Inviting for Tender or Auction [TBC05](#).
2. Issuing a Tender via the E-Tendering System checklist - [TBC01](#)



Legislation



Laws



Decision



Circular



Notes

1. Companies entirely owned by the State and authorities with independent budget are exempted from the requirement to obtain the financial approval from the Ministry of Finance and National Economy approval.
2. In the event of the Board does not receive a sufficient number of bids for the issued tender, a decision will be made by the Board to postpone the opening of bids. This is to achieve economic efficiency by giving the opportunity for the participation of more suppliers and contractors.
3. If the nature of the subject of the tender requires preassessment of the competencies and qualifications of the suppliers and contractors, the Prequalification process must be taken into account before initiating the tendering process, especially if the following applies:
 - a. Similar and frequently issued tenders; similar in requirements and specifications and are issued repeatedly over a concurrent or a consecutive amount of time.
 - b. Tenders of large projects with an estimated value of more than Ten Million Bahraini Dinars.
 - c. Tenders of complex projects and of special nature; projects that are unique in their works and are not recurring, projects in which the Purchasing Authority lacks previous experience, and lastly projects where it is impossible or difficult to formulate detailed specifications for goods or constructions or to determine the required service characteristics, criteria and scope.
 - d. Projects of unique and developed technology.
 - e. Specialized consultancy services.
 - f. Purchases and services of great importance and are critical to the activities and operations of the Purchasing Authorities.

Second: Evaluation Stage

After opening the bids received by the Board, they are transferred to the Purchasing Authority for them to study and evaluate. Next, the recommendation of the Purchase Authority is submitted to Tender Board through a letter addressed to the Boards' chairman, in addition to a detailed evaluation report for all bids received.



Check list

1. Evaluation of Tender Bids [TBC07](#).



Legislation



Laws



Circular

Laws, Resolutions and Circulars Page No. 148



Notes

The bid evaluation report must include all the information and documents mentioned in the Evaluation of Tender Bids TBC07.

Third: Negotiation Stage

It is permissible to negotiate with the bidder, whose offer gained the highest score in terms of their technical and financial evaluation to bring his price down to the lowest possible price, if the bid price is higher than the estimated cost received, provided that the negotiation takes place through a committee that is formed for this purpose.

The official letter concerning the negotiation results is submitted to the Board where it must include a summary of the negotiation process, and the names of the negotiation committee members.



Check list

1. Tender Negotiation Results - [TBC10](#).



Legislation



Laws, Resolutions and Circulars Page No. 149



Notes

The negotiation process summary submitted to Tender Board must contain all the information and documents mentioned in the Tender Negotiation Results TBC10.

Fourth: Post-Award Stage

The tender is awarded by the Board to the bid with the best terms and the lowest price. Whereas the Purchasing Authority must do the following:

1. Notify the winning company of the tender to submit the performance bond within ten days.
2. After receiving the performance bond, all companies that have participated in the tender must be notified of the award decision within three working days, as well as all initial bonds submitted by the companies must be refunded.
3. The contract must be signed with the company that won the tender after the lapse of ten days from the date of issue of the award decision, and within a maximum period of thirty days.
4. The performance bond must be refunded to the company that won the tender after the completion of contractual obligations.



Legislation



Laws



Circular

Laws, Resolutions and Circulars Page No. 149

Other Procedures:

1. Extension of the Tender Closing Date

- Closing date extension requests must be submitted at least 72 hours prior to the previously agreed closing date.
- In the event where the duration is less than 72 hours, the request for the extension of the closing date must be made through an official letter addressed to the Boards' Chairman, signed by the Minister or an equivalent authority.



Check list

Extension of the Closing Date - [TBC06](#)



Legal Basis

Circular No. (6) regarding 2004 on the requests to postpone deadlines for the submittal of bids.

2. Extension of the Evaluation Period

- A request to extend the evaluation period for tenders of large and technically complex projects must be submitted to the Board for approval not less than ten days prior to the expiration of the original deadline.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC12](#)



Legal Basis

Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.

3. Extension of the Bid Validity

- The request to extend the validity of bids must be submitted to the Board for approval, before proceeding with addressing the bidders.
- In the event that a supplier or a contractor refuses to extend the validity of his bid with the same condition and prices, he shall be deemed as withdrawn from the tenders without forfeiting his right to recover the initial bond.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC12](#)



Legal Basis

Article (27) of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

4. Tender Cancellation

- The Board must be addressed and provided with the reasons for canceling the tender.
- In the event of the Board's approval, the initial bond must be refunded to all participants in the tender.



Check list

Cancellation of Tender, Auction or Prequalification - [TBC13](#)



Legal Basis

Article No. (36) of Legislative Decree No (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.

Regulatory Durations

Regulatory Durations	Deadline
Minimum period for public tender invitation	15 days until the tender opening date
Bidding submission period	Until the tender closing date
Initial bond submission period	Before the tender closing date
Initial bond validity period	As per the initial bond validity period stated in the tender documents, as it should cover the bid validity period
Bid validation period	As per the bid validation period stated in the tender documents, where it is not less than 90 days
Deadline for submitting a request to extend the tender closing date	At least 72 hours prior to the closing date. It is permissible for a shorter period by submitting an official letter, signed by the Minister or an authorized signatory, addressed to the Boards' Chairman
Maximum period for the extension of the tender closing date	90 days
Response period for clarification requests from suppliers and contractors	Before the deadline stated in the tender documents
Deadline for amending tender documents	Before the closing date, not less than a week
The duration period for notifying the suspended bidders the reasons of their suspension	Within a period not exceeding 5 working days

Regulatory Durations

Deadline

Deadline for submitting the CR certificate	Not less than one week from the date of informing the bidder
Deadline for submitting the Bahrainization certificate	Until the completion of the evaluation process
Grace period for submitting the original copy of the initial bond	7 days from the date of opening the bids
Grace period for correcting the initial bond validity period	30 days from the date of opening the bids or until the recommendation for the award is raised, whichever comes first
Bid evaluation period	Within 30 days from the date of submitting the bids to the Purchasing Authority
Deadline for requesting an extension of the bid evaluation period	10 days before the evaluation period ends
Deadline for notifying the winning bidder of the award decision	Within 3 days from receiving the decision
Deadline for notifying the unsuccessful bidders of the bid evaluation results	Within 3 working days from receiving the decision
Deadline for the initial bond refund	Within 7 working days from the date of submitting the performance bond to whom the tender was awarded to

Regulatory Durations

Deadline

Performance bond submission period	Within 10 days from receiving the letter of the initial desire to award the tender, and within 20 days for the international supplier or contractor. With the approval of the board, the period may be extended for 10 days
Performance bond validity period	Until the contract is fully executed
Deadline for Performance bond recovery	After the execution of all contractual obligations
Purchase contract initiation date	From the date of notifying the winning bidder with the award decision
Downtime prior to signing the contract	After 10 days have passed for local tenders and 20 days for international tenders from the date on which the unsuccessful bidders were notified that they had not won
Contract signing period	Within a maximum of 30 days from the date of the award decision
Contract execution date	From the date determined by the letter of award, from the date of contract, or from any other date determined by the contract
Period for submitting an application for a reconsideration request	Within 10 days from the date of being aware of the procedure or decision for local tenders, and 20 days for international tenders

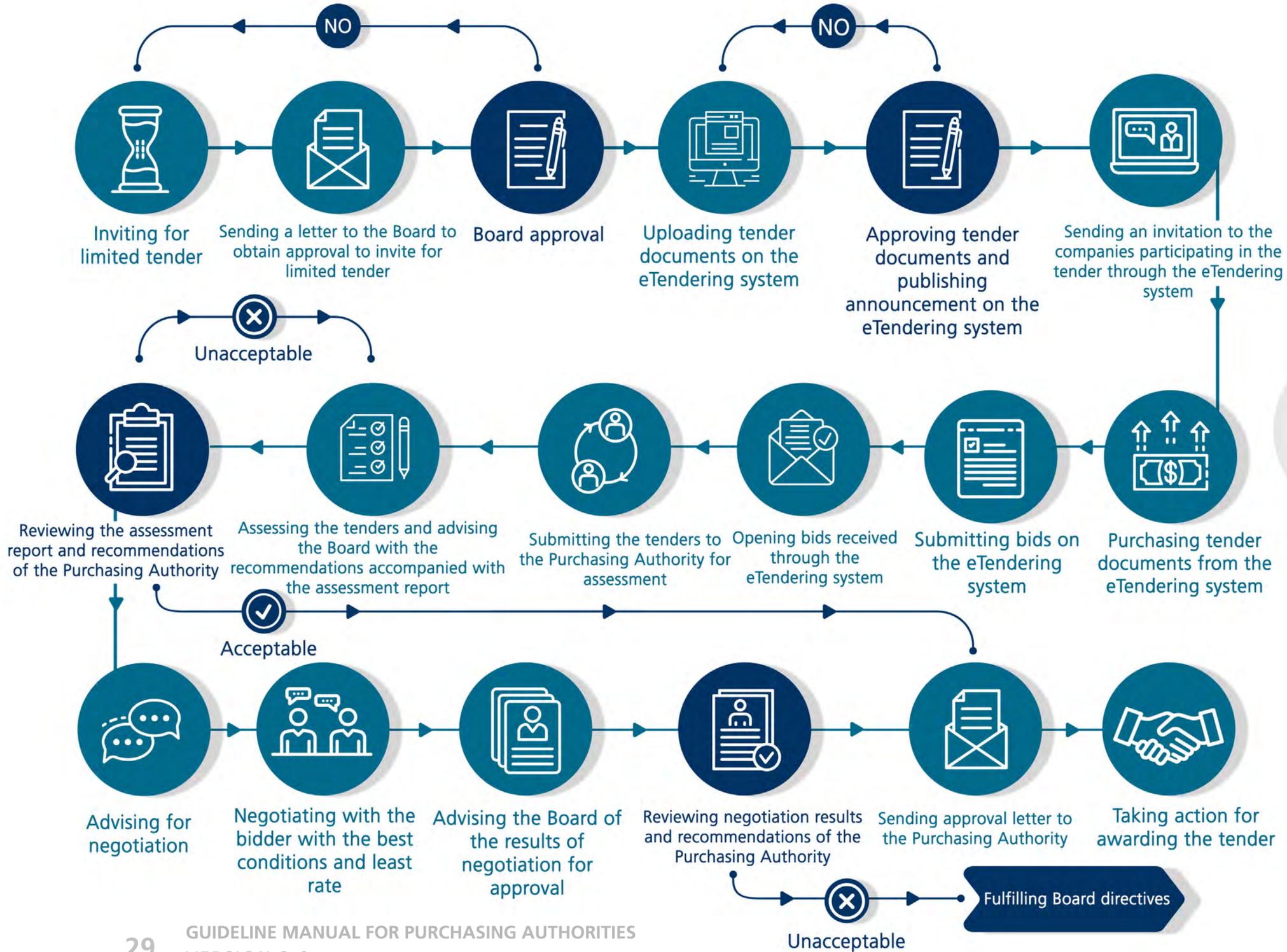
Regulatory Durations

Deadline

Period for responding to a reconsideration request	Within 30 days from the date of submission
Period where the bidder is considered as aware of the procedure or decision	After 7 working days have passed from the date of the announcement in the advertisements board dedicated for this purpose in the Board and on the Boards' website
Period for submitting an application for grievance	Within 10 days from the date of being aware of the procedure or decision for local tenders, and 20 days for international tenders
Period for responding to a grievance application	Within 30 days from the date of submission

Limited Tender

Is a tender in which participation is limited to a specified number or a specified category of suppliers or contractors.



Section 3 Limited Tender

Reasons for Invitation

Upon one of the following reasons:

- 1.If the goods, constructions or services are not available due to their highly specialized nature except with a limited number of suppliers, contractors, consultants, technicians, or experts inside or outside the Kingdom of Bahrain.
- 2.If the goods, constructions or services are of low value and are not commensurate with the time and cost required for examining and evaluating a large number of bids.
- 3.If the purchase from a limited number of suppliers, contractors, consultants, technicians, or experts is vital to enhance national economy, especially to support the balance of payments or foreign currency reserves.

First: Invitation Stage

An official letter is addressed to the Board clarifying the reasons for issuing a limited tender. In the event of the Boards' approval, procedures are initiated through the eTendering System by uploading the following documents:

- 1.Tender documents.
- 2.Board approval of the invitation for the tender.
- 3.Ministry of Finance and National Economy approval to allocate the financial appropriation required for the tender. The financial approval attained must be issued recently, dedicated specifically to the publication of the tender invitation itself and covers the estimated cost.



Check list

1. Inviting for Tender or Auction [TBC05](#).
2. Issuing a Tender via the E-Tendering System checklist - [TBC01](#)



Legislation



Laws



Decision



Circular

Laws, Resolutions and Circulars Page No. 150



Notes

1. Companies entirely owned by the State and authorities with independent budget are exempted from the requirement to obtain the financial approval from the Ministry of Finance and National Economy approval.
2. In the event of the Board does not receive a sufficient number of bids for the issued tender, a decision will be made by the Board to postpone the opening of bids. This is to achieve economic efficiency by giving the opportunity for the participation of more suppliers and contractors.
3. If the nature of the subject of the tender requires preassessment of the competencies and qualifications of the suppliers and contractors, the Prequalification process must be taken into account before initiating the tendering process, especially if the following applies:
 - a. Similar and frequently issued tenders; similar in requirements and specifications and are issued repeatedly over a concurrent or a consecutive amount of time.
 - b. Tenders of large projects with an estimated value of more than Ten Million Bahraini Dinars.
 - c. Tenders of complex projects and of special nature; projects that are unique in their works and are not recurring, projects in which the Purchasing Authority lacks previous experience, and lastly projects where it is impossible or difficult to formulate detailed specifications

for goods or constructions or to determine the required service characteristics, criteria and scope.

- d. Projects of unique and developed technology.
- e. Specialized consultancy services.
- f. Purchases and services of great importance and are critical to the activities and operations of the Purchasing Authorities.

Second: Evaluation Stage

After opening the bids received by the Board, they are transferred to the Purchasing Authority for them to study and evaluate. Next, the recommendation of the Purchase Authority is submitted to Tender Board through a letter addressed to the Boards' chairman, in addition to a detailed evaluation report for all bids received.



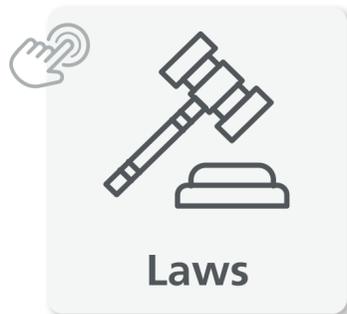
Check list

1. Evaluation of Tender Bids

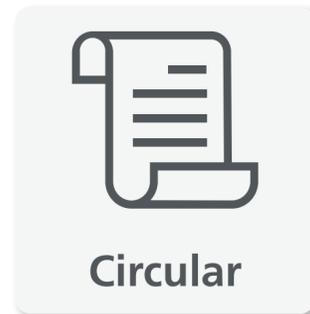
[TBC07.](#)



Legislation



Laws



Circular

Laws, Resolutions and Circulars Page No. 151



Notes

The bid evaluation report must include all the information and documents mentioned in the Evaluation of Tender Bids TBC07.

Third: Negotiation Stage

It is permissible to negotiate with the bidder, whose offer gained the highest score in terms of their technical and financial evaluation to bring his price down to the lowest possible price, if the bid price is higher than the estimated cost received, provided that the negotiation takes place through a committee that is formed for this purpose.

The official letter concerning the negotiation results is submitted to the Board where it must include a summary of the negotiation process, and the names of the negotiation committee members.



Check list

1. Tender Negotiation Results - [TBC10](#).



Legislation



Laws, Resolutions and Circulars Page No. 152



Notes

The negotiation process summary submitted to Tender Board must contain all the information and documents mentioned in the Tender Negotiation Results TBC07.

Fourth: Post-Award Stage

The tender is awarded by the Board to the bid with the best terms and the lowest price. Whereas the Purchasing Authority must do the following:

1. Notify the winning company of the tender to submit the performance bond within ten days.
2. After receiving the performance bond, all companies that have participated in the tender must be notified of the award decision within three working days, as well as all initial bonds submitted by the companies must be refunded.
3. The contract must be signed with the company that won the tender after the lapse of ten days from the date of issue of the award decision, and within a maximum period of thirty days.
4. The performance bond must be refunded to the company that won the tender after the completion of contractual obligations.



Legislation



Laws



Circular

Laws, Resolutions and Circulars Page No. 152

Other Procedures:

1. Extension of the Tender Closing Date

- Closing date extension requests must be submitted at least 72 hours prior to the previously agreed closing date.
- In the event where the duration is less than 72 hours, the request for the extension of the closing date must be made through an official letter addressed to the Boards' Chairman, signed by the Minister or an equivalent authority.



Check list

Extension of the Closing Date - [TBC06](#)



Legal Basis

Circular No. (6) regarding 2004 on the requests to postpone deadlines for the submittal of bids.

2. Extension of the Evaluation Period

- A request to extend the evaluation period for tenders of large and technically complex projects must be submitted to the Board for approval not less than ten days prior to the expiration of the original deadline.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC12](#)



Legal Basis

Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.

3. Extension of the Bid Validity

- The request to extend the validity of bids must be submitted to the Board for approval, before proceeding with addressing the bidders.
- In the event that a supplier or a contractor refuses to extend the validity of his bid with the same condition and prices, he shall be deemed as withdrawn from the tenders without forfeiting his right to recover the initial bond.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC12](#)



Legal Basis

Article (27) of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

4. Tender Cancellation

- The Board must be addressed and provided with the reasons for canceling the tender.
- In the event of the Board's approval, the initial bond must be refunded to all participants in the tender.



Check list

Cancellation of Tender, Auction or Prequalification - [TBC13](#)



Legal Basis

Article No. (36) of Legislative Decree No (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.

Regulatory Durations

Regulatory Durations	Deadline
Minimum period for public tender invitation	15 days until the tender opening date
Bidding submission period	Until the tender closing date
Initial bond submission period	Before the tender closing date
Initial bond validity period	As per the initial bond validity period stated in the tender documents, as it should cover the bid validity period
Bid validation period	As per the bid validation period stated in the tender documents, where it is not less than 90 days
Deadline for submitting a request to extend the tender closing date	At least 72 hours prior to the closing date. It is permissible for a shorter period by submitting an official letter, signed by the Minister or an authorized signatory, addressed to the Boards' Chairman
Maximum period for the extension of the tender closing date	90 days
Response period for clarification requests from suppliers and contractors	Before the deadline stated in the tender documents
Deadline for amending tender documents	Before the closing date, not less than a week
The duration period for notifying the suspended bidders the reasons of their suspension	Within a period not exceeding 5 working days

Regulatory Durations

Deadline

Deadline for submitting the CR certificate	Not less than one week from the date of informing the bidder
Deadline for submitting the Bahrainization certificate	Until the completion of the evaluation process
Grace period for submitting the original copy of the initial bond	7 days from the date of opening the bids
Grace period for correcting the initial bond validity period	30 days from the date of opening the bids or until the recommendation for the award is raised, whichever comes first
Bid evaluation period	Within 30 days from the date of submitting the bids to the Purchasing Authority
Deadline for requesting an extension of the bid evaluation period	10 days before the evaluation period ends
Deadline for notifying the winning bidder of the award decision	Within 3 days from receiving the decision
Deadline for notifying the unsuccessful bidders of the bid evaluation results	Within 3 working days from receiving the decision
Deadline for the initial bond refund	Within 7 working days from the date of submitting the performance bond to whom the tender was awarded to

Regulatory Durations

Deadline

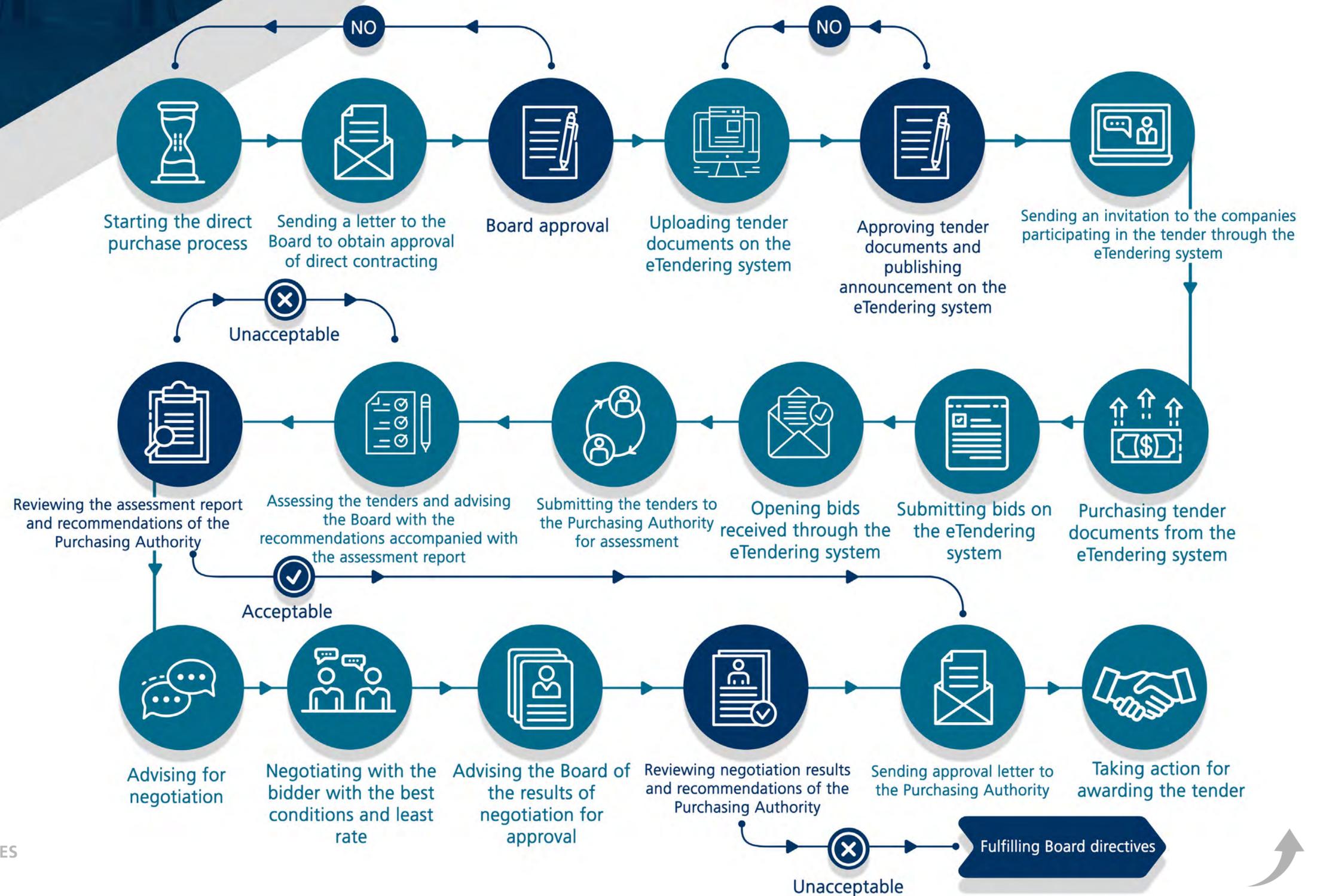
Performance bond submission period	Within 10 days from receiving the letter of the initial desire to award the tender, and within 20 days for the international supplier or contractor. With the approval of the board, the period may be extended for 10 days
Performance bond validity period	Until the contract is fully executed
Deadline for Performance bond recovery	After the execution of all contractual obligations
Purchase contract initiation date	From the date of notifying the winning bidder with the award decision
Downtime prior to signing the contract	After 10 days have passed for local tenders and 20 days for international tenders from the date on which the unsuccessful bidders were notified that they had not won
Contract signing period	Within a maximum of 30 days from the date of the award decision
Contract execution date	From the date determined by the letter of award, from the date of contract, or from any other date determined by the contract
Period for submitting an application for a reconsideration request	Within 10 days from the date of being aware of the procedure or decision for local tenders, and 20 days for international tenders

Regulatory Durations

Deadline

Period for responding to a reconsideration request	Within 30 days from the date of submission
Period where the bidder is considered as aware of the procedure or decision	After 7 working days have passed from the date of the announcement in the advertisements board dedicated for this purpose in the Board and on the Boards' website
Period for submitting an application for grievance	Within 10 days from the date of being aware of the procedure or decision for local tenders, and 20 days for international tenders
Period for responding to a grievance application	Within 30 days from the date of submission

Section 4 Direct Purchase



Direct Purchase

Is the process of purchase through one source only.

Reasons for Invitation

Upon one of the following reasons:

- 1.If the goods, constructions or services are not available except with a certain supplier or contractor and there is no acceptable alternative.
- 2.Urgent cases that are not likely able to handle and undergo all kinds of tender procedure or practices.
- 3.In the event of a disaster situation that causes an urgent need of goods, constructions or services, and with which is it not likely be able to handle or undergo the public tender process.
- 4.Cases of standardization or compatibility with the existing goods, equipment, technology or services, taking into account the limitations of the proposed purchase compared to original purchase, reasonableness of price and unsuitability of the substitute.
- 5.Purchasing for the purpose of research, experimentation, study or development
- 6.If the purchase from a specific supplier or contractor is necessary to strengthen the national economy, such as supporting the balance of payments or foreign currency reserves.

First: Invitation Stage

The Board shall be addressed to state the reasons that require direct purchase, upon an official letter. In case of Board approval, procedures shall be undertaken through the eTendering system by uploading the following documents:

- 1.Tender documents.
- 2.Board approval of the invitation for the tender.
- 3.Ministry of Finance and National Economy approval to allocate the financial appropriation required for the tender. The financial approval attained must be issued recently, dedicated specifically to the publication of the tender invitation itself and covers the estimated cost.



Check list

1. Inviting for Tender or Auction
2. Issuing a Tender via the E-Tendering System

[TBC05.](#)

[TBC01](#)



Legislation



Laws, Resolutions and Circulars Page No. 153



Notes

Companies entirely owned by the State and authorities with independent budget are exempted from the requirement to obtain the financial approval from the Ministry of Finance and National Economy approval.

Second: Evaluation Stage

After opening the bids received by the Board, they are transferred to the Purchasing Authority for them to study and evaluate. Next, the recommendation of the Purchase Authority is submitted to Tender Board through a letter addressed to the Boards' chairman, in addition to a detailed evaluation report for all bids received.



Check list

1. Evaluation of Tender Bids [TBC07](#).



Legislation



Laws



Circular

Laws, Resolutions and Circulars Page No. 154



Notes

The bid evaluation report must include all the information and documents mentioned in the Evaluation of Tender Bids TBC07.

Third: Negotiation Stage

It is permissible to negotiate with the bidder, whose offer gained the highest score in terms of their technical and financial evaluation to bring his price down to the lowest possible price, if the bid price is higher than the estimated cost received, provided that the negotiation takes place through a committee that is formed for this purpose.

The official letter concerning the negotiation results is submitted to the Board where it must include a summary of the negotiation process, the Tender Negotiation Results and the names of the negotiation committee members.



Check list

1. Tender Negotiation Results - [TBC10](#).



Legislation



Laws, Resolutions and Circulars Page No. 155



Notes

The negotiation process summary submitted to Tender Board must contain all the information and documents mentioned in the Tender Negotiation Results TBC10.

Fourth: Post-Award Stage

The tender is awarded by the Board to the bid with the best terms and the lowest price. Whereas the Purchasing Authority must do the following:

1. Notify the winning company of the tender to submit the performance bond within ten days.
2. After receiving the performance bond, all companies that have participated in the tender must be notified of the award decision within three working days, as well as all initial bonds submitted by the companies must be refunded.
3. The contract must be signed with the company that won the tender after the lapse of ten days from the date of issue of the award decision, and within a maximum period of thirty days.
4. The performance bond must be refunded to the company that won the tender after the completion of contractual obligations.



Legislation



Laws



Circular

Laws, Resolutions and Circulars Page No. 155

Other Procedures:

1. Extension of the Tender Closing Date

- Closing date extension requests must be submitted at least 72 hours prior to the previously agreed closing date.
- In the event where the duration is less than 72 hours, the request for the extension of the closing date must be made through an official letter addressed to the Boards' Chairman, signed by the Minister or an equivalent authority.



Check list

Extension of the Closing Date - [TBC06](#)



Legal Basis

Circular No. (6) regarding 2004 on the requests to postpone deadlines for the submittal of bids.

2. Extension of the Evaluation Period

- A request to extend the evaluation period for tenders of large and technically complex projects must be submitted to the Board for approval not less than ten days prior to the expiration of the original deadline.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC12](#)



Legal Basis

Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.

3. Extension of the Bid Validity

- The request to extend the validity of bids must be submitted to the Board for approval, before proceeding with addressing the bidders.
- In the event that a supplier or a contractor refuses to extend the validity of his bid with the same condition and prices, he shall be deemed as withdrawn from the tenders without forfeiting his right to recover the initial bond.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC12](#)



Legal Basis

Article (27) of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

4. Tender Cancellation

- The Board must be addressed and provided with the reasons for canceling the tender.
- In the event of the Board's approval, the initial bond must be refunded to all participants in the tender.



Check list

Cancellation of Tender, Auction or Prequalification - [TBC13](#)



Legal Basis

Article No. (36) of Legislative Decree No (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.

Regulatory Durations

Regulatory Durations	Deadline
Minimum period for public tender invitation	15 days until the tender opening date
Bidding submission period	Until the tender closing date
Initial bond submission period	Before the tender closing date
Initial bond validity period	As per the initial bond validity period stated in the tender documents, as it should cover the bid validity period
Bid validation period	As per the bid validation period stated in the tender documents, where it is not less than 90 days
Deadline for submitting a request to extend the tender closing date	At least 72 hours prior to the closing date. It is permissible for a shorter period by submitting an official letter, signed by the Minister or an authorized signatory, addressed to the Boards' Chairman
Maximum period for the extension of the tender closing date	90 days
Response period for clarification requests from suppliers and contractors	Before the deadline stated in the tender documents
Deadline for amending tender documents	Before the closing date, not less than a week
The duration period for notifying the suspended bidders the reasons of their suspension	Within a period not exceeding 5 working days

Regulatory Durations

Deadline

Deadline for submitting the CR certificate	Not less than one week from the date of informing the bidder
Deadline for submitting the Bahrainization certificate	Until the completion of the evaluation process
Grace period for submitting the original copy of the initial bond	7 days from the date of opening the bids
Grace period for correcting the initial bond validity period	30 days from the date of opening the bids or until the recommendation for the award is raised, whichever comes first
Bid evaluation period	Within 30 days from the date of submitting the bids to the Purchasing Authority
Deadline for requesting an extension of the bid evaluation period	10 days before the evaluation period ends
Deadline for notifying the winning bidder of the award decision	Within 3 days from receiving the decision
Deadline for notifying the unsuccessful bidders of the bid evaluation results	Within 3 working days from receiving the decision
Deadline for the initial bond refund	Within 7 working days from the date of submitting the performance bond to whom the tender was awarded to

Regulatory Durations

Deadline

Performance bond submission period	Within 10 days from receiving the letter of the initial desire to award the tender, and within 20 days for the international supplier or contractor. With the approval of the board, the period may be extended for 10 days
Performance bond validity period	Until the contract is fully executed
Deadline for Performance bond recovery	After the execution of all contractual obligations
Purchase contract initiation date	From the date of notifying the winning bidder with the award decision
Downtime prior to signing the contract	After 10 days have passed for local tenders and 20 days for international tenders from the date on which the unsuccessful bidders were notified that they had not won
Contract signing period	Within a maximum of 30 days from the date of the award decision
Contract execution date	From the date determined by the letter of award, from the date of contract, or from any other date determined by the contract
Period for submitting an application for a reconsideration request	Within 10 days from the date of being aware of the procedure or decision for local tenders, and 20 days for international tenders

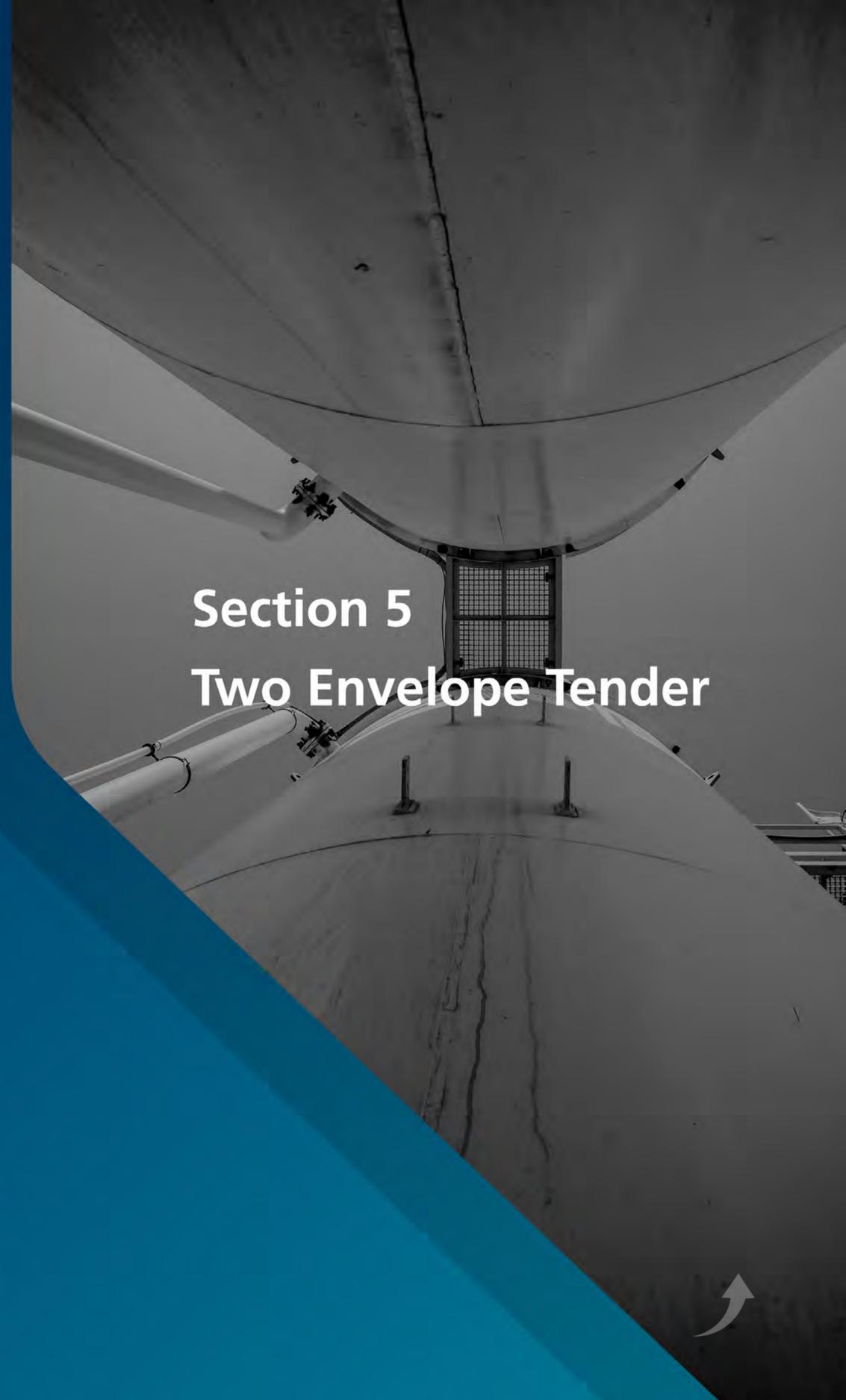
Regulatory Durations

Deadline

Period for responding to a reconsideration request	Within 30 days from the date of submission
Period where the bidder is considered as aware of the procedure or decision	After 7 working days have passed from the date of the announcement in the advertisements board dedicated for this purpose in the Board and on the Boards' website
Period for submitting an application for grievance	Within 10 days from the date of being aware of the procedure or decision for local tenders, and 20 days for international tenders
Period for responding to a grievance application	Within 30 days from the date of submission

Two Envelope Tender

A public or limited tender in which the technical bids are opened separately from the financial bids.



Section 5 Two Envelope Tender



Reasons for Invitation

Due to the special nature of consultancy, specialized studies and services tenders, especially with regard to the evaluation process and its accompanying preference in selecting the winning bid.

First: Invitation Stage (as a public local tender)

The tender is issued directly through the eTendering system by uploading the following documents:

1. Tender documents.
2. Ministry of Finance and National Economy approval to allocate the financial appropriation required for the tender. The financial approval attained must be issued recently, dedicated specifically to the publication of the tender invitation itself and covers the estimated cost.

The Purchasing Authority shall include in the tender documents a provision to submit the bid in two parts (one for the technical bid and the other for the financial bid). The technical bid shall not include prices and the bidder shall attach with it the initial bond for the tender.



Check list

1. Inviting for Tender or Auction [TBC05.](#)
2. Issuing a Tender via the E-Tendering System [TBC01](#)



Legislation



Laws



Decision



Circular

Laws, Resolutions and Circulars Page No. 156



Notes

1. Companies entirely owned by the State and authorities with an independent budget are exempted from the requirement to obtain the financial approval from the Ministry of Finance and National Economy.
2. In the event of the Board does not receive a sufficient number of bids for the issued tender, a decision will be made by the Board to postpone the opening of the bids. This is to achieve economic efficiency by giving the opportunity for the participation and of more suppliers and contractors.
3. If the nature of the subject of the tender requires preassessment of the competencies and qualifications of the suppliers and contractors, the prequalification process must be taken into account before initiating the tendering process, especially if the following applies:
 - a. Similar and frequently issued tenders; similar in requirements and specifications and are issued repeatedly over a concurrent or a consecutive amount of time.
 - b. Tenders of large projects with an estimated value of more than Ten Million Bahraini Dinars.

- c. Tenders of complex projects and of special nature; projects that are unique in their works and are not recurring, projects in which the Purchasing Authority lacks previous experience, and lastly projects where it is impossible or difficult to formulate detailed specifications for goods or constructions or to determine the required service characteristics, criteria and scope.
- d. Projects of unique and advanced technology.
- e. Specialized consulting services.
- f. Purchases and services of great importance and are critical to the activities and operations of the Purchasing Authorities.

Second: Evaluation Stage

After opening the bids received by the Board, they are transferred to the Purchasing Authority for them to study and evaluate. Next, the recommendation of the Purchase Authority is submitted to Tender Board through a letter addressed to the Boards' chairman, in addition to a detailed evaluation report for all bids received.



Check list

1. Evaluation of Tender Bids

[TBC07](#).



Legislation



Laws



Circular

Laws, Resolutions and Circulars Page No. 157



Notes

The bid evaluation report must include all the information and documents mentioned in the Evaluation of Tender Bids TBC07, as well as the names of financial bids to be opened.

Third: Financial Evaluation Stage

Ten days after the approval of technical evaluation results and all participants in the tenders have been notified with the results of the technical evaluation by the purchase authority, the financial bids are opened by the Board and then transferred to the Purchasing Authority for study and evaluation. Then, the final recommendation is submitted to the Tender Board through a letter addressed to the Boards' chairman, in addition to a technical and financial evaluation report for all bids received.



Check list

Evaluation of Tender Bids

[TBC07](#).



Legislation



Laws



Circular

Laws, Resolutions and Circulars Page No. 157



Notes

The bids evaluation reports must include both the technical and financial evaluation results and all information and documents mentioned in the Evaluation of Tender Bids TBC07.

Fourth: Negotiation Stage

It is permissible to negotiate with the bidder, whose offer gained the highest score in terms of their technical and financial evaluation to bring his price down to the lowest possible price, if the bid price is higher than the estimated cost received, provided that the negotiation takes place through a committee that is formed for this purpose.

The official letter concerning the negotiation results is submitted to the Board where it must include a summary of the negotiation process, and the names of the negotiation committee members.



Check list

1. Tender Negotiation Results - [TBC10](#).



Legislation



Laws, Resolutions and Circulars Page No. 158



Notes

The negotiation process summary submitted to Tender Board must contain all the information and documents mentioned in the Tender Negotiation Results TBC10.

Fourth: Post-Award Stage

The tender is awarded by the Board to the bid with the best terms and the lowest price. Whereas the Purchasing Authority must do the following:

1. Notify the winning company of the tender to submit the performance bond within ten days.
2. After receiving the performance bond, all companies that have participated in the tender must be notified of the award decision within three working days, as well as all initial bonds submitted by the companies must be refunded.
3. The contract must be signed with the company that won the tender after the lapse of ten days from the date of issue of the award decision, and within a maximum period of thirty days.
4. The performance bond must be refunded to the company that won the tender after the completion of contractual obligations.



Legislation



Laws



Circular

Laws, Resolutions and Circulars Page No. 158

Other Procedures:

1. Extension of the Tender Closing Date

- Closing date extension requests must be submitted at least 72 hours prior to the previously agreed closing date.
- In the event where the duration is less than 72 hours, the request for the extension of the closing date must be made through an official letter addressed to the Boards' Chairman, signed by the Minister or an equivalent authority.



Check list

Extension of the Closing Date - [TBC06](#)



Legal Basis

Circular No. (6) regarding 2004 on the requests to postpone deadlines for the submittal of bids.

2. Extension of the Evaluation Period

- A request to extend the evaluation period for tenders of large and technically complex projects must be submitted to the Board for approval not less than ten days prior to the expiration of the original deadline.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC12](#)



Legal Basis

Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.

3. Extension of the Bid Validity

- The request to extend the validity of bids must be submitted to the Board for approval, before proceeding with addressing the bidders.
- In the event that a supplier or a contractor refuses to extend the validity of his bid with the same condition and prices, he shall be deemed as withdrawn from the tenders without forfeiting his right to recover the initial bond.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC12](#)



Legal Basis

Article (27) of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

4. Tender Cancellation

- The Board must be addressed and provided with the reasons for canceling the tender.
- In the event of the Board's approval, the initial bond must be refunded to all participants in the tender.



Check list

Cancellation of Tender, Auction or Prequalification - [TBC13](#)



Legal Basis

Article No. (36) of Legislative Decree No (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.

Regulatory Durations

Regulatory Durations	Deadline
Minimum period for public tender invitation	15 days until the tender opening date
Bidding submission period	Until the tender closing date
Initial bond submission period	Before the tender closing date
Initial bond validity period	As per the initial bond validity period stated in the tender documents, as it should cover the bid validity period
Bid validation period	As per the bid validation period stated in the tender documents, where it is not less than 90 days
Deadline for submitting a request to extend the tender closing date	At least 72 hours prior to the closing date. It is permissible for a shorter period by submitting an official letter, signed by the Minister or an authorized signatory, addressed to the Boards' Chairman
Maximum period for the extension of the tender closing date	90 days
Response period for clarification requests from suppliers and contractors	Before the deadline stated in the tender documents
Deadline for amending tender documents	Before the closing date, not less than a week
The duration period for notifying the suspended bidders the reasons of their suspension	Within a period not exceeding 5 working days

Regulatory Durations

Deadline

Deadline for submitting the CR certificate	Not less than one week from the date of informing the bidder
Deadline for submitting the Bahrainization certificate	Until the completion of the evaluation process
Grace period for submitting the original copy of the initial bond	7 days from the date of opening the bids
Grace period for correcting the initial bond validity period	30 days from the date of opening the bids or until the recommendation for the award is raised, whichever comes first
Bid evaluation period	Within 30 days from the date of submitting the bids to the Purchasing Authority
Deadline for requesting an extension of the bid evaluation period	10 days before the evaluation period ends
Deadline for notifying the winning bidder of the award decision	Within 3 days from receiving the decision
Deadline for notifying the unsuccessful bidders of the bid evaluation results	Within 3 working days from receiving the decision
Deadline for the initial bond refund	Within 7 working days from the date of submitting the performance bond to whom the tender was awarded to

Regulatory Durations

Deadline

Performance bond submission period	Within 10 days from receiving the letter of the initial desire to award the tender, and within 20 days for the international supplier or contractor. With the approval of the board, the period may be extended for 10 days
Performance bond validity period	Until the contract is fully executed
Deadline for Performance bond recovery	After the execution of all contractual obligations
Purchase contract initiation date	From the date of notifying the winning bidder with the award decision
Downtime prior to signing the contract	After 10 days have passed for local tenders and 20 days for international tenders from the date on which the unsuccessful bidders were notified that they had not won
Contract signing period	Within a maximum of 30 days from the date of the award decision
Contract execution date	From the date determined by the letter of award, from the date of contract, or from any other date determined by the contract
Period for submitting an application for a reconsideration request	Within 10 days from the date of being aware of the procedure or decision for local tenders, and 20 days for international tenders

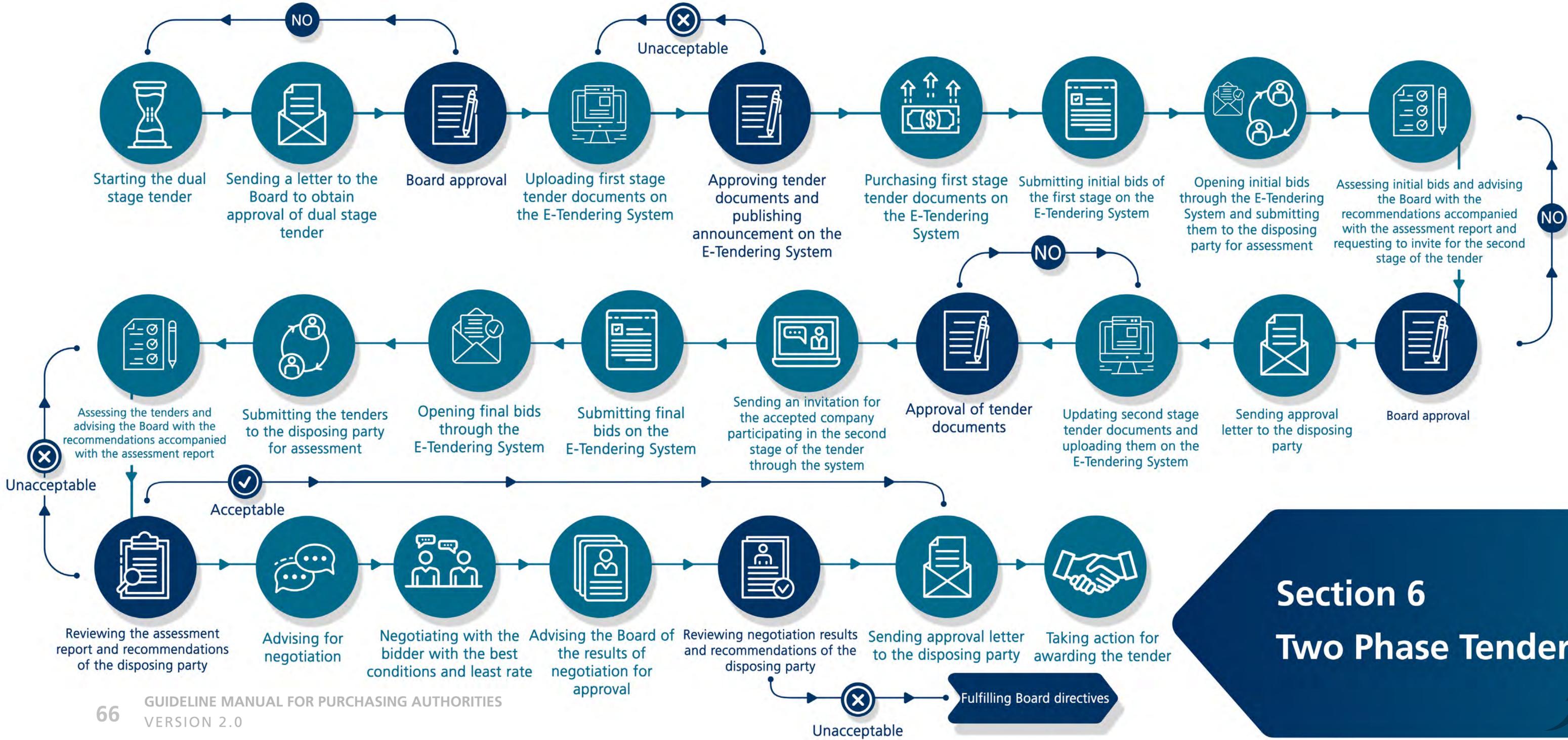
Regulatory Durations

Deadline

Period for responding to a reconsideration request	Within 30 days from the date of submission
Period where the bidder is considered as aware of the procedure or decision	After 7 working days have passed from the date of the announcement in the advertisements board dedicated for this purpose in the Board and on the Boards' website
Period for submitting an application for grievance	Within 10 days from the date of being aware of the procedure or decision for local tenders, and 20 days for international tenders
Period for responding to a grievance application	Within 30 days from the date of submission

Two Phase Tender

A public tender that takes place in two stages. In the first stage, preliminary technical bids are submitted. In the second stage, final bids are submitted including the prices



Section 6 Two Phase Tender

Reasons for Invitation

If it is unfeasible to draft detailed specifications for the goods or constructions or to determine and define the characteristics of services in order to obtain the most solutions that meet the needs of the Purchasing Authority, under the following conditions:

1. Existence of a are clear criteria for the technical evaluation of the offers.
2. If there is sufficient time to process the tender in two stages.
3. If there is an intention to contract with a lump sum amount.
4. If it is expected to receive more than one offer.

First: Invitation Stage

The tender is issued directly through the eTendering system by uploading the following documents:

1. Tender documents.
2. Ministry of Finance and National Economy approval to allocate the financial appropriation required for the tender. The financial approval attained must be issued recently, dedicated specifically to the publication of the tender invitation itself and covers the estimated cost.



Check list

1. Inviting for Tender or Auction
2. Issuing a Tender via the E-Tendering System

[TBC05.](#)

[TBC01](#)

Legislation



Laws, Resolutions and Circulars Page No. 159

Notes

1. Companies entirely owned by the State and authorities with an independent budget are exempted from the requirement to obtain the financial approval from the Ministry of Finance and National Economy.
2. In the event of the Board does not receive a sufficient number of bids for the issued tender, a decision will be made by the Board to postpone the opening of the bids. This is to achieve economic efficiency by giving the opportunity for the participation and of more suppliers and contractors.
3. If the nature of the subject of the tender requires preassessment of the competencies and qualifications of the suppliers and contractors, the prequalification process must be taken into account before initiating the tendering process, especially if the following applies:
 - a. Similar and frequently issued tenders; similar in requirements and specifications and are issued repeatedly over a concurrent or a consecutive amount of time.
 - b. Tenders of large projects with an estimated value of more than Ten Million Bahraini Dinars.
 - c. Tenders of complex projects and of special nature; projects that are unique in their works and are not recurring, projects in which the Purchasing Authority lacks previous experience, and lastly projects where

it is impossible or difficult to formulate detailed specifications for goods or constructions or to determine the required service characteristics, criteria and scope.

- d. Projects of unique and advanced technology.
- e. Specialized consulting services.
- f. Purchases and services of great importance and are critical to the activities and operations of the Purchasing Authorities.

Second: Evaluation Stage

After opening the bids received by the Board, they are transferred to the Purchasing Authority for them to study and evaluate. Next, the recommendation of the Purchase Authority is submitted to Tender Board through a letter addressed to the Boards' chairman, in addition to a detailed evaluation report for all bids received.

After the approval of the Tender Board, the second stage of the tender will be issued through the eTendering System by uploading the following documents:

1. Tender documents, including the final specifications and requirements.
2. Board's official approval response letter regarding the invitation for the second stage of the tender.
3. Ministry of Finance and National Economy approval allocate the financial appropriation required for the tender. This financial approval attained must be issued recently, dedicated specifically to the publication of the tender invitation itself and covers the estimated cost.

The initial bond must be submitted by the suppliers and contractors participating in the tender during this stage.



Check list

1. Evaluation of Tender Bids

[TBC07.](#)



Legislation



Laws



Circular

Laws, Resolutions and Circulars Page No. 160



Notes

1. Companies entirely owned by the State and authorities with independent budget are exempted from the requirement to obtain the financial approval from the Ministry of Finance and National Economy approval.
2. The bid evaluation report must include all the information and documents mentioned in the Evaluation of Tender Bids TBC07, as well as the names of financial bids to be opened.

Third: : Final Bids Evaluation Stage

After receiving and opening the final bids by the Board, they are transferred to the Purchasing Authority for study and evaluation. Then, the recommendation is submitted to the Tender Board through a letter addressed to the Boards' Chairman, in addition to a detailed evaluation report for all final bids received.



Check list

1. Evaluation of Tender Bids

[TBC07.](#)



Legislation



Laws



Decision



Circular

Laws, Resolutions and Circulars Page No. 161



Notes

The bids evaluation report must include all information and documents mentioned in the Evaluation of Tender Bids TBC07.

Fourth: Negotiation Stage

It is permissible to negotiate with the bidder, whose offer gained the highest score in terms of their technical and financial evaluation to bring his price down to the lowest possible price, if the bid price is higher than the estimated cost received, provided that the negotiation takes place through a committee that is formed for this purpose.

The official letter concerning the negotiation results is submitted to the Board where it must include a summary of the negotiation process, and the names of the negotiation committee members.



Check list

1. Tender Negotiation Results - [TBC10](#).



Legislation



Laws, Resolutions and Circulars Page No. 162



Notes

The negotiation process summary submitted to Tender Board must contain all the information and documents mentioned in the Tender Negotiation Results check list TBC10.

Fifth: Post-Award Stage

The tender is awarded by the Board to the bid with the best terms and the lowest price. Whereas the Purchasing Authority must do the following:

1. Notify the winning company of the tender to submit the performance bond within ten days.
2. After receiving the performance bond, all companies that have participated in the tender must be notified of the award decision within three working days, as well as all initial bonds submitted by the companies must be refunded.
3. The contract must be signed with the company that won the tender after the lapse of ten days from the date of issue of the award decision, and within a maximum period of thirty days.
4. The performance bond must be refunded to the company that won the tender after the completion of contractual obligations.



Legislation



Laws



Circular

Laws, Resolutions and Circulars Page No. 162

Other Procedures:

1. Extension of the Tender Closing Date

- Closing date extension requests must be submitted at least 72 hours prior to the previously agreed closing date.
- In the event where the duration is less than 72 hours, the request for the extension of the closing date must be made through an official letter addressed to the Boards' Chairman, signed by the Minister or an equivalent authority.



Check list

Extension of the Closing Date - [TBC06](#)



Legal Basis

Circular No. (6) regarding 2004 on the requests to postpone deadlines for the submittal of bids.

2. Extension of the Evaluation Period

- A request to extend the evaluation period for tenders of large and technically complex projects must be submitted to the Board for approval not less than ten days prior to the expiration of the original deadline.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC12](#)



Legal Basis

Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.

3. Extension of the Bid Validity

- The request to extend the validity of bids must be submitted to the Board for approval, before proceeding with addressing the bidders.
- In the event that a supplier or a contractor refuses to extend the validity of his bid with the same condition and prices, he shall be deemed as withdrawn from the tenders without forfeiting his right to recover the initial bond.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC12](#)



Legal Basis

Article (27) of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

4. Tender Cancellation

- The Board must be addressed and provided with the reasons for canceling the tender.
- In the event of the Board's approval, the initial bond must be refunded to all participants in the tender.



Check list

Cancellation of Tender, Auction or Prequalification - [TBC13](#)



Legal Basis

Article No. (36) of Legislative Decree No (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.

Regulatory Durations

Regulatory Durations	Deadline
Minimum period for public tender invitation	15 days until the tender opening date
Bidding submission period	Until the tender closing date
Initial bond submission period	Before the tender closing date
Initial bond validity period	As per the initial bond validity period stated in the tender documents, as it should cover the bid validity period
Bid validation period	As per the bid validation period stated in the tender documents, where it is not less than 90 days
Deadline for submitting a request to extend the tender closing date	At least 72 hours prior to the closing date. It is permissible for a shorter period by submitting an official letter, signed by the Minister or an authorized signatory, addressed to the Boards' Chairman
Maximum period for the extension of the tender closing date	90 days
Response period for clarification requests from suppliers and contractors	Before the deadline stated in the tender documents
Deadline for amending tender documents	Before the closing date, not less than a week
The duration period for notifying the suspended bidders the reasons of their suspension	Within a period not exceeding 5 working days

Regulatory Durations

Deadline

Deadline for submitting the CR certificate	Not less than one week from the date of informing the bidder
Deadline for submitting the Bahrainization certificate	Until the completion of the evaluation process
Grace period for submitting the original copy of the initial bond	7 days from the date of opening the bids
Grace period for correcting the initial bond validity period	30 days from the date of opening the bids or until the recommendation for the award is raised, whichever comes first
Bid evaluation period	Within 30 days from the date of submitting the bids to the Purchasing Authority
Deadline for requesting an extension of the bid evaluation period	10 days before the evaluation period ends
Deadline for notifying the winning bidder of the award decision	Within 3 days from receiving the decision
Deadline for notifying the unsuccessful bidders of the bid evaluation results	Within 3 working days from receiving the decision
Deadline for the initial bond refund	Within 7 working days from the date of submitting the performance bond to whom the tender was awarded to

Regulatory Durations

Deadline

Performance bond submission period	Within 10 days from receiving the letter of the initial desire to award the tender, and within 20 days for the international supplier or contractor. With the approval of the board, the period may be extended for 10 days
Performance bond validity period	Until the contract is fully executed
Deadline for Performance bond recovery	After the execution of all contractual obligations
Purchase contract initiation date	From the date of notifying the winning bidder with the award decision
Downtime prior to signing the contract	After 10 days have passed for local tenders and 20 days for international tenders from the date on which the unsuccessful bidders were notified that they had not won
Contract signing period	Within a maximum of 30 days from the date of the award decision
Contract execution date	From the date determined by the letter of award, from the date of contract, or from any other date determined by the contract
Period for submitting an application for a reconsideration request	Within 10 days from the date of being aware of the procedure or decision for local tenders, and 20 days for international tenders

Regulatory Durations

Deadline

Period for responding to a reconsideration request	Within 30 days from the date of submission
Period where the bidder is considered as aware of the procedure or decision	After 7 working days have passed from the date of the announcement in the advertisements board dedicated for this purpose in the Board and on the Boards' website
Period for submitting an application for grievance	Within 10 days from the date of being aware of the procedure or decision for local tenders, and 20 days for international tenders
Period for responding to a grievance application	Within 30 days from the date of submission

Reasons for Invitation

This method for invitation may be applied in the following cases:

- 1.If the goods that cannot be determined with precise specifications.
- 2.Technical works that, by their nature, requires them to be implemented by certain technicians, specialists or experts.
- 3.Good, constructions or services that, by their nature or purpose of obtaining them, requires them to be purchased from their place of production.
- 4.Supplies, constructions and services for which no bids have been submitted in the tenders or for which bids have been submitted with unacceptable prices, as well as when it is unsuitable for issuing a new tender.
- 5.In the event of a disaster situation that causes an urgent need of goods, constructions or services, and with which is it not likely be able to handle or undergo the public tender process.

First: First Stage of issuing tender

An official letter is addressed to the Board clarifying the reasons for the issuing the tender in a competitive negotiation method. Along with the names of the suppliers or contractors to be invited for negotiation, as well as the names of the members of the negotiation committee.

In the event of the Board's approval, the suppliers or contractors are invited to submit their initial offers to the disposing party, and negotiations are conducted with them confidentially through the said committee.

After the negotiation is completed, the negotiation results are submitted in an official letter to the Board.

After the approval of the Board, the second stage of the tender will be issued through the eTendering system by uploading the following documents:

1. Tender documents, including the final specifications and requirements.
2. Board's official approval response letter regarding the invitation for the second stage of the tender.
3. Ministry of Finance and National Economy approval to allocate the financial appropriation required for the tender. This financial approval attained must be issued recently, dedicated specifically to the publication of the tender invitation itself and covers the estimated cost.

The initial bond must be submitted by the suppliers and contractors participating in the tender during this stage.



Check list

1. Inviting for Tender or Auction

[TBC05.](#)



Legislation



 **Notes**

1. Companies entirely owned by the State and authorities with independent budget are exempted from the requirement to obtain the financial approval from the Ministry of Finance and National Economy approval.
2. In the event of the Board does not receive a sufficient number of bids for the issued tender, a decision will be made by the Board to postpone the opening of bids. This is to achieve economic efficiency by giving the opportunity for the participation of more suppliers and contractors.
3. If the nature of the subject of the tender requires preassessment of the competencies and qualifications of the suppliers and contractors, the Prequalification process must be taken into account before initiating the tendering process, especially if the following applies:
 - a. Similar and frequently issued tenders; similar in requirements and specifications and are issued repeatedly over a concurrent or a consecutive amount of time.
 - b. Tenders of large projects with an estimated value of more than Ten Million Bahraini Dinars.
 - c. Tenders of complex projects and of special nature; projects that are unique in their works and are not recurring, projects in which the Purchasing Authority lacks previous experience, and lastly projects where it is impossible or difficult to formulate detailed specifications for goods or constructions or to determine the required service characteristics, criteria and scope.
 - d. Projects of unique and developed technology.
 - e. Specialized consultancy services.
 - f. Purchases and services of great importance and are critical to the activities and operations of the Purchasing Authorities.

Second: Second Stage of issuing tender

After obtaining the boards' approval of the results of the first stage, the second stage of the tender will be issued through the eTendering system by uploading the following documents:

1. Final tender documents
2. Ministry of Finance and National Economy approval to allocate the financial appropriation required for the tender. This financial approval attained must be issued recently, dedicated specifically to the publication of the tender invitation itself and covers the estimated cost.



Check list

1. Issuing a Tender via the E-Tendering System checklist - [TBC01](#)



Legislation



Laws



Decision



Circular

Laws, Resolutions and Circulars Page No. 163 & 164



Notes

1. Companies entirely owned by the State and authorities with independent budget are exempted from the requirement to obtain the financial approval from the Ministry of Finance and National Economy approval.
2. In the event that all the suppliers or contractors invited for the second stage of the tender do not submit their bids on time, the Board will take a decision to postpone the opening of bids, in order to achieve economic efficiency by giving the opportunity for the participation of the remaining suppliers and contractors.

Third: Final Bids Evaluation Stage

After receiving and opening the final bids by the Board, they are transferred to the Purchasing Authority for study and evaluation. Then, the recommendation is submitted to the Tender Board through a letter addressed to the Boards' Chairman, in addition to a detailed evaluation report for all final bids received.



Check list

1. Evaluation of Tender Bids [TBC07](#).



Legislation



Laws



Decision



Circular

Laws, Resolutions and Circulars Page No. 165



Notes

The bids evaluation report must include all information and documents mentioned in the Evaluation of Tender Bids check list TBC07.

Third: Negotiation Stage

It is permissible to negotiate with the bidder, whose offer gained the highest score in terms of their technical and financial evaluation to bring his price down to the lowest possible price, if the bid price is higher than the estimated cost received, provided that the negotiation takes place through a committee that is formed for this purpose.

The official letter concerning the negotiation results is submitted to the Board where it must include a summary of the negotiation process, and the names of the negotiation committee members.



Check list

1. Tender Negotiation Results - [TBC10](#).



Legislation



Laws, Resolutions and Circulars Page No. 166



Notes

The negotiation process summary submitted to Tender Board must contain all the information and documents mentioned in the Tender Negotiation Results check list TBC10.

Fourth: Post-Award Stage

The tender is awarded by the Board to the bid with the best terms and the lowest price. Whereas the Purchasing Authority must do the following:

1. Notify the winning company of the tender to submit the performance bond within ten days.
2. After receiving the performance bond, all companies that have participated in the tender must be notified of the award decision within three working days, as well as all initial bonds submitted by the companies must be refunded.
3. The contract must be signed with the company that won the tender after the lapse of ten days from the date of issue of the award decision, and within a maximum period of thirty days.
4. The performance bond must be refunded to the company that won the tender after the completion of contractual obligations.



Legislation



Laws



Circular

Laws, Resolutions and Circulars Page No. 166

Other Procedures:

1. Extension of the Tender Closing Date

- Closing date extension requests must be submitted at least 72 hours prior to the previously agreed closing date.
- In the event where the duration is less than 72 hours, the request for the extension of the closing date must be made through an official letter addressed to the Boards' Chairman, signed by the Minister or an equivalent authority.



Check list

Extension of the Closing Date - [TBC06](#)



Legal Basis

Circular No. (6) regarding 2004 on the requests to postpone deadlines for the submittal of bids.

2. Extension of the Evaluation Period

- A request to extend the evaluation period for tenders of large and technically complex projects must be submitted to the Board for approval not less than ten days prior to the expiration of the original deadline.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC19](#)



Legal Basis

Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.

3. Extension of the Bid Validity

- The request to extend the validity of bids must be submitted to the Board for approval, before proceeding with addressing the bidders.
- In the event that a supplier or a contractor refuses to extend the validity of his bid with the same condition and prices, he shall be deemed as withdrawn from the tenders without forfeiting his right to recover the initial bond.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC12](#)



Legal Basis

Article (27) of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

4. Tender Cancellation

- The Board must be addressed and provided with the reasons for canceling the tender.
- In the event of the Board's approval, the initial bond must be refunded to all participants in the tender.



Check list

Cancellation of Tender, Auction or Prequalification - [TBC13](#)



Legal Basis

Article No. (36) of Legislative Decree No (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.

Regulatory Durations

Regulatory Durations	Deadline
Minimum period for public tender invitation	15 days until the tender opening date
Bidding submission period	Until the tender closing date
Initial bond submission period	Before the tender closing date
Initial bond validity period	As per the initial bond validity period stated in the tender documents, as it should cover the bid validity period
Bid validation period	As per the bid validation period stated in the tender documents, where it is not less than 90 days
Deadline for submitting a request to extend the tender closing date	At least 72 hours prior to the closing date. It is permissible for a shorter period by submitting an official letter, signed by the Minister or an authorized signatory, addressed to the Boards' Chairman
Maximum period for the extension of the tender closing date	90 days
Response period for clarification requests from suppliers and contractors	Before the deadline stated in the tender documents
Deadline for amending tender documents	Before the closing date, not less than a week
The duration period for notifying the suspended bidders the reasons of their suspension	Within a period not exceeding 5 working days

Regulatory Durations

Deadline

Deadline for submitting the CR certificate	Not less than one week from the date of informing the bidder
Deadline for submitting the Bahrainization certificate	Until the completion of the evaluation process
Grace period for submitting the original copy of the initial bond	7 days from the date of opening the bids
Grace period for correcting the initial bond validity period	30 days from the date of opening the bids or until the recommendation for the award is raised, whichever comes first
Bid evaluation period	Within 30 days from the date of submitting the bids to the Purchasing Authority
Deadline for requesting an extension of the bid evaluation period	10 days before the evaluation period ends
Deadline for notifying the winning bidder of the award decision	Within 3 days from receiving the decision
Deadline for notifying the unsuccessful bidders of the bid evaluation results	Within 3 working days from receiving the decision
Deadline for the initial bond refund	Within 7 working days from the date of submitting the performance bond to whom the tender was awarded to

Regulatory Durations

Deadline

Performance bond submission period	Within 10 days from receiving the letter of the initial desire to award the tender, and within 20 days for the international supplier or contractor. With the approval of the board, the period may be extended for 10 days
Performance bond validity period	Until the contract is fully executed
Deadline for Performance bond recovery	After the execution of all contractual obligations
Purchase contract initiation date	From the date of notifying the winning bidder with the award decision
Downtime prior to signing the contract	After 10 days have passed for local tenders and 20 days for international tenders from the date on which the unsuccessful bidders were notified that they had not won
Contract signing period	Within a maximum of 30 days from the date of the award decision
Contract execution date	From the date determined by the letter of award, from the date of contract, or from any other date determined by the contract
Period for submitting an application for a reconsideration request	Within 10 days from the date of being aware of the procedure or decision for local tenders, and 20 days for international tenders

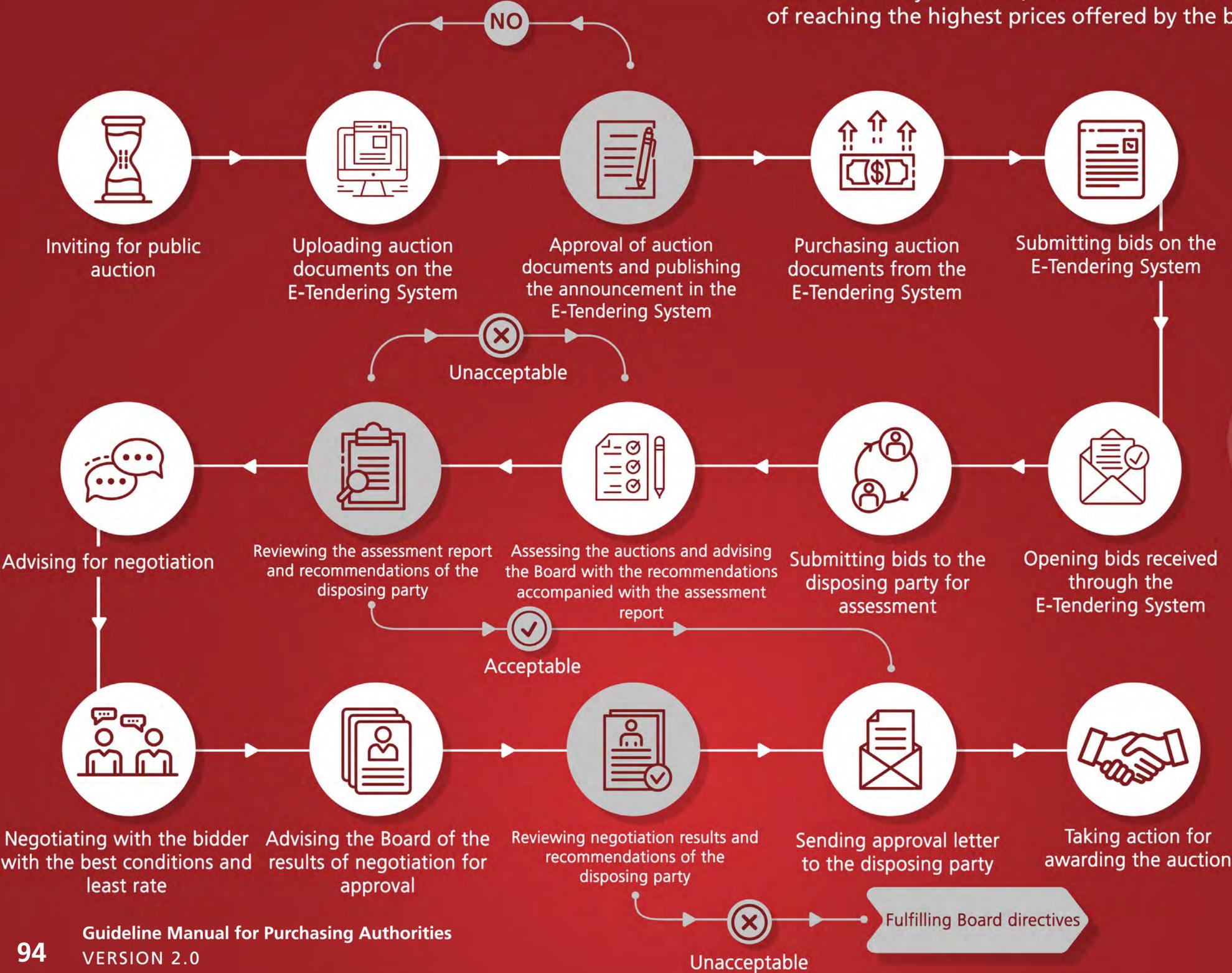
Regulatory Durations

Deadline

Period for responding to a reconsideration request	Within 30 days from the date of submission
Period where the bidder is considered as aware of the procedure or decision	After 7 working days have passed from the date of the announcement in the advertisements board dedicated for this purpose in the Board and on the Boards' website
Period for submitting an application for grievance	Within 10 days from the date of being aware of the procedure or decision for local tenders, and 20 days for international tenders
Period for responding to a grievance application	Within 30 days from the date of submission

Public Auctions

They are the procedures announced for the purpose of selling or leasing items owned by the State, whether movable or immovable, for the purpose of reaching the highest prices offered by the bidders.



Section 8 Public Auctions

Reasons for Invitation

This is the original method for issuing auctions.

First: Invitation Stage

Invitation is made directly through the E-Tendering System by uploading the following documents:

1. Auction documents



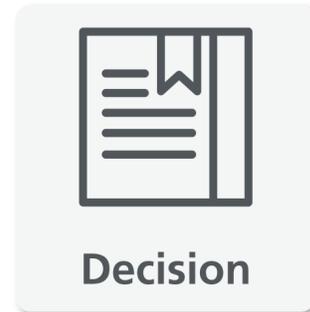
Check list

1. Issuing an Auction via the E-Tendering System - [TBC02](#).
2. Inviting for Tender or Auction Check list

[TBC05](#).



Legislation



Laws, Resolutions and Circulars Page No. 167



Notes

1. In the event of the Board does not receive a sufficient number of offers for the issued auction, a decision may be made by the Board to postpone the opening of the offers. This is to achieve economic efficiency by giving the opportunity for the participation and to obtain more suppliers and contractors.
2. If the nature of the subject of the tender requires preassessment of the competencies and qualifications of the suppliers and contractors, the prequalification process must be taken into account before initiating the tendering process, especially if the following applies:
 - a. Similar and frequently issued tenders; similar in requirements and specifications and are issued repeatedly over a concurrent or a consecutive amount of time.
 - b. Tenders of large projects with an estimated value of more than Ten Million Bahraini Dinars.

Second: Evaluation Stage

After opening the offers received by the Board, they are transferred to the Purchasing Authority for them to study and evaluate. Next, the recommendation of the Purchase Authority is submitted to Tender Board through a letter addressed to the Boards' chairman, in addition to a detailed evaluation report for all offers received



Check list

1. Evaluation of Auction Offers

[TBC08](#)



Legislation



Laws



Circular

Laws, Resolutions and Circulars Page No. 168



Notes

The bid evaluation report must include all the information and documents mentioned in the Evaluation of Auction Offers TBC08.

Third: Negotiation Stage

It is permissible to negotiate with the bidder, whose offer was the highest in price and was compatible with the terms, to increase his offer to the highest possible value if the offer price is lower than the estimated value, provided that the negotiation takes place through a committee that is formed for this purpose.

The official letter concerning the negotiation results is submitted to the Board where it must include a summary of the negotiation process, and the names of the negotiation committee members.



Check list

1. Auction Negotiation Results - [TBC11](#).



Legislation



Laws, Resolutions and Circulars Page No. 169



Notes

The negotiation process summary submitted to Tender Board must contain all information and documents mentioned in the Auction Negotiation Results TBC11.

Fourth: Post-Award Stage

The auction is awarded by the Board to the offer with the best terms and the highest price. Whereas the Purchasing Authority must do the following:

1. Notify the winning company of the auction to submit the performance bond (in the case of investment) within ten days.
2. After receiving the performance bond, all companies that have participated in the auction must be notified of the award decision within three working days, as well as all initial bonds submitted by the companies must be refunded.
3. The contract must be signed with the company that won the tender after the lapse of ten days from the date of issue of the award decision, and within a maximum period of thirty days.
4. The performance bond must be refunded to the company that won the auction after the completion of the construction and fitting works



Legislation



Laws



Circular

Laws, Resolutions and Circulars Page No. 169

Other Procedures:

1. Extension of the Tender Closing Date

- Closing date extension requests must be submitted at least 72 hours prior to the previously agreed closing date.
- In the event where the duration is less than 72 hours, the request for the extension of the closing date must be made through an official letter addressed to the Boards' Chairman, signed by the Minister or an equivalent authority.



Check list

Extension of the Closing Date - [TBC06](#)



Legal Basis

Circular No. (6) regarding 2004 on the requests to postpone deadlines for the submittal of bids.

2. Extension of the Evaluation Period

- A request to extend the evaluation period for auctions of large and technically complex projects must be submitted to the Board for approval not less than ten days prior to the expiration of the original deadline.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC12](#)



Legal Basis

Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.

3. Extension of the Bid Validity

- The request to extend the validity of offer must be submitted to the Board for approval, before proceeding with addressing the bidders.
- In the event that a supplier or a contractor refuses to extend the validity of his offer with the same condition and prices, he shall be deemed as withdrawn from the tenders without forfeiting his right to recover the initial bond.



Check list

Extension of the Evaluation Period and the Bids Validity - [TBC12](#)



Legal Basis

Article (27) of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

4. Tender Cancellation

- The Board must be addressed and provided with the reasons for canceling the auction.
- In the event of the Board's approval, the initial bond must be refunded to all participants in the tender.



Check list

Cancellation of Tender, Auction or Prequalification - [TBC13](#)



Legal Basis

Article No. (36) of Legislative Decree No (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.

Regulatory Durations

Regulatory Durations	Deadline
Minimum period for public auction invitation	15 days until the auction opening date
Bidding submission period	Until the auction closing date
Initial bond submission period	Before the auction closing date
Initial bond validity period	As per the initial bond validity period stated in the tender documents, as it should cover the bid validity period
Bid validation period	As per the bid validation period stated in the tender documents, where it is not less than 90 days
Deadline for submitting a request to extend the tender closing date	At least 72 hours prior to the closing date. It is permissible for a shorter period by submitting an official letter, signed by the Minister or an authorized signatory, addressed to the Boards' Chairman
Maximum period for the extension of the auction closing date	90 days
Response period for clarification requests from suppliers and contractors	Before the deadline stated in the tender documents
Deadline for amending auction documents	Before the closing date, not less than a week
The duration period for notifying the suspended bidders the reasons of their suspension	Within a period not exceeding 5 working days

Regulatory Durations

Deadline

Deadline for submitting the CR certificate	Not less than one week from the date of informing the bidder
Deadline for submitting the Bahrainization certificate	Until the completion of the evaluation process
Grace period for submitting the original copy of the initial bond	7 days from the date of opening the bids
Grace period for correcting the initial bond validity period	30 days from the date of opening the offers or until the recommendation for the award is raised, whichever comes first
Bid evaluation period	Within 30 days from the date of submitting the bids to the Purchasing Authority
Deadline for requesting an extension of the bid evaluation period	10 days before the evaluation period ends
Deadline for notifying the winning bidder of the award decision	Within 3 days from receiving the decision
Deadline for notifying the unsuccessful bidders of the bid evaluation results	Within 3 working days from receiving the decision
Deadline for the initial bond refund	Within 7 working days from the date of submitting the performance bond to whom the auction was awarded to

Regulatory Durations

Deadline

Performance bond submission period	Within 10 days from receiving the letter of the initial desire to award the auction, and within 20 days for the international supplier or contractor. With the approval of the board, the period may be extended for 10 days
Performance bond validity period	Until the contract is fully executed
Deadline for Performance bond recovery	After the execution of all contractual obligations
Purchase contract initiation date	From the date of notifying the winning bidder with the award decision
Downtime prior to signing the contract	After 10 days have passed for local auction and 20 days for international auction from the date on which the unsuccessful bidders were notified that they had not won
Contract signing period	Within a maximum of 30 days from the date of the award decision
Contract execution date	From the date determined by the letter of award, from the date of contract, or from any other date determined by the contract
Period for submitting an application for a reconsideration request	Within 10 days from the date of being aware of the procedure or decision for local auctions, and 20 days for international auctions

Regulatory Durations

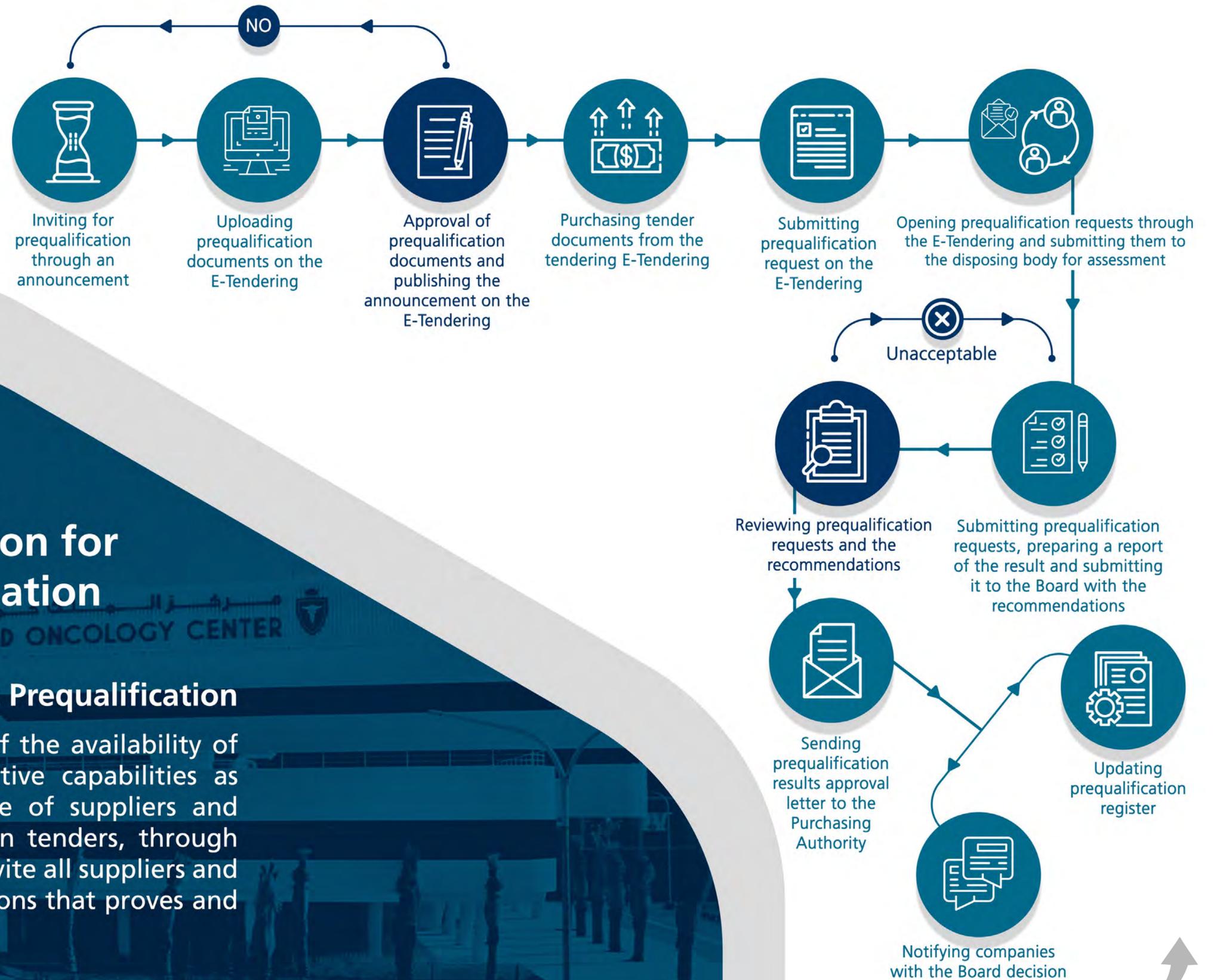
Deadline

Period for responding to a reconsideration request	Within 30 days from the date of submission
Period where the bidder is considered as aware of the procedure or decision	After 7 working days have passed from the date of the announcement in the advertisements board dedicated for this purpose in the Board and on the Boards' website
Period for submitting an application for grievance	Within 10 days from the date of being aware of the procedure or decision for local auctions, and 20 days for international auctions
Period for responding to a grievance application	Within 30 days from the date of submission
Payment period for items in the auction	Within 7 working days from the day after the auction is awarded
Period for receiving the items sold in the auction	Within 15 days from the day after the payment is made

Section 9 Issuing an Invitation for Public Prequalification

Issuing an invitation for Public Prequalification

The process of prior investigation of the availability of technical, financial and administrative capabilities as well as the professional experience of suppliers and contractors wishing to participate in tenders, through issuing a public announcement to invite all suppliers and contractors to submit their applications that proves and supports their qualification.



Reasons for Invitation

1. Qualification to participate in a certain tender.
2. Qualification to be included in the prequalification register to be able to participate in all tenders within the same scope of work.

First: Invitation Stage

Invitation is made directly through the eTendering System by uploading the prequalification documents.



Check list

1. Issuing a Prequalification via the E-Tendering System - [TBC03](#).



Legislation



Laws



Decision

Laws, Resolutions and Circulars Page No. 170

Notes

1. In the event that the prequalification process is being conducted in preparation for an international tender, the Purchasing Authorities must obtain the Boards' prior approval to issue an international advertisement.
2. The period granted to suppliers and contractors to purchase, prepare and submit the prequalification requests shall not be less than three weeks, provided that the prequalification documents are available for purchase for a period not less than two weeks.

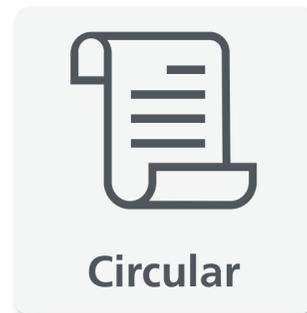
Second: Evaluation Stage

After opening the prequalification application requests received by the Board, they are transferred to the Purchasing Authority for them to study and evaluate. Next, the recommendation of the Purchase Authority is submitted to Tender Board through a letter addressed to the Boards' chairman, in addition to a detailed evaluation report for all prequalification application requests received.

Check list

1. Evaluation Results of Prequalification Applications - [TBC09](#)

Legislation



Laws, Resolutions and Circulars Page No. 170 & 171

Third: Prequalification Results Approval Stage

After the prequalification results are approved by the Board, the following actions shall be taken:

1. The Purchasing Authority shall notify all those who participated in prequalification with the results within three working days.
2. The Board shall update the prequalification register available on the website.
3. The Purchasing Authority may proceed on to issue the tender to qualified suppliers or contractors qualified within the same scope of work.



Check list

1. Evaluation Results of Prequalification Applications - [TBC09](#)



Legislation



Laws



Decision



Circular

Laws, Resolutions and Circulars Page No. 171



Notes

Prequalification report must include all information and documents mentioned in the Evaluation Results of Prequalification Applications TBC09.

Other Procedures:

1. Extension of the Tender Closing Date

- Closing date extension requests must be submitted at least 72 hours prior to the previously agreed closing date.
- In the event where the duration is less than 72 hours, the request for the extension of the closing date must be made through an official letter addressed to the Boards' Chairman, signed by the Minister or an equivalent authority.



Check list

Extension of the Closing Date - [TBC06](#)



Legal Basis

Circular No. (6) regarding 2004 on the requests to postpone deadlines for the submittal of bids.

2. Extension of the Bid Validity

- The Board must be addressed and provided with the reasons for canceling the prequalification process.
- Notifying everyone who participated in the pre-qualification process of the cancellation decision within three working days from the date of informing the Purchase Authority of the decision to approve the cancellation. A refund for the purchasing of the prequalification documents are made to the participating companies.
- Cancellation of the prequalification process through the eTendering System.



Check list

Cancellation of Tender, Auction or Prequalification - [TBC13](#)



Legal
Basis

Article No. (43) of the Implementing Regulation of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

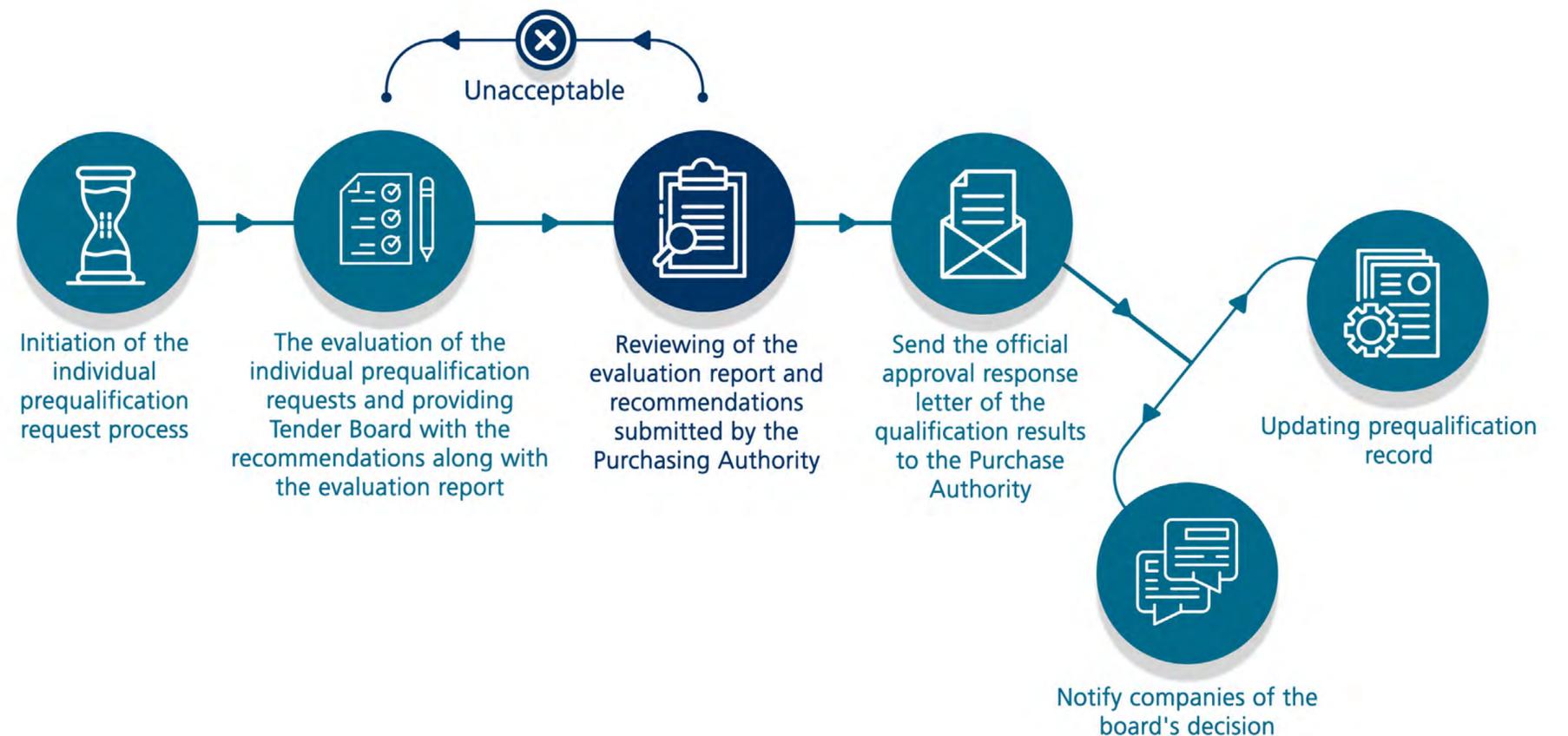
Regulatory Durations

Regulatory Durations	Deadline
Minimum period for prequalification invitation	3 weeks
Minimum period for purchasing prequalification documents	2 weeks
Prequalification application period	Until the closure deadline mentioned in the documents
Deadline for notifying the suppliers with the prequalification results or the cancellation of the prequalification process	Within 3 days from the date of notifying the Purchasing Authority
Period for requesting clarification on the results of the prequalification	Within 30 days from the date of being aware of the decision
Period for submitting an application for grievance against the prequalification results	Within 30 days from the date of being aware of the decision
Period for responding to a grievance application	Within 30 days from the date of receiving the application
Requalification of suppliers & contractors	Within a period that does not exceeds 3 years
Issuing a public announcement for a prequalification	On a yearly basis

Section 10 Individual Prequalification Requests

Individual Prequalification Request

A prequalification application request submitted by a supplier or contractor without a public invitation for prequalification. The application request includes all information and documents necessary to prove technical, financial and administrative capabilities and professional experience.



Reasons for Invitation

- 1.If the supplier or contractor would like to be enrolled in the prequalification register.
- 2.Renewal of the validity of prequalification for the supplier or contractor (requalification).
- 3.To raise the grade that was given to the supplier or contractor.
- 4.Responding to a special invitation from the Purchasing Authority after surveying the market and searching for suppliers and contractors, for the purpose of preventing the monopolizing of some goods or services.

First: Request Application Submission Stage

1. The Boards' prior approval of the prequalification documents is obtained.
2. Providing prequalification documents for suppliers and contractors who would like to participate, after they have made the payment for purchasing.
3. The supplier or contractor is allowed to submit the prequalification application request at the place and time determined in the documents.
4. The Purchasing Authority may request any additional documents from the supplier or contractor during the application evaluation stage, in order for the qualification application request can pass the approved qualification criteria.



Check list

1. Approval of the Re-qualification Documents - [TBC04](#).

Legislation



Laws, Resolutions and Circulars Page No. 172

Notes

The prequalification application request shall be submitted as per the method determined in the prequalification documents. This includes online or traditional manual submission of requests.

Second: Evaluation Stage

The Purchasing Authority studies and evaluates the prequalification application request. Next, the recommendation of the Purchase Authority is submitted to Tender Board through a letter addressed to the Boards' chairman, in addition to a detailed evaluation report for all prequalification application requests received.

Check list

1. Evaluation Results of Individual Prequalification Applications - [TBC09](#).

 **Legislation**



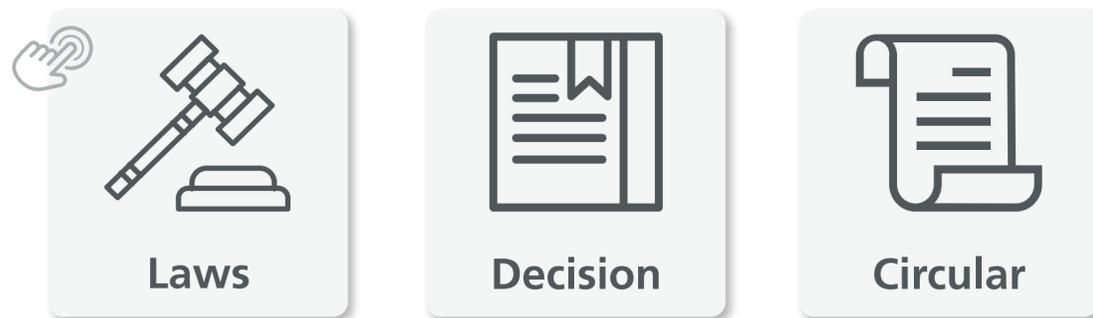
Laws, Resolutions and Circulars Page No 172 & 173

Third: Prequalification Results Approval Stage

After the prequalification results are approved by the Board, the following actions shall be taken:

1. The Purchasing Authority shall notify the supplier or contractor who participated with the results within three working days.
2. The Board shall update the prequalification register available on the website.

 **Legislation**



Laws, Resolutions and Circulars Page No. 173

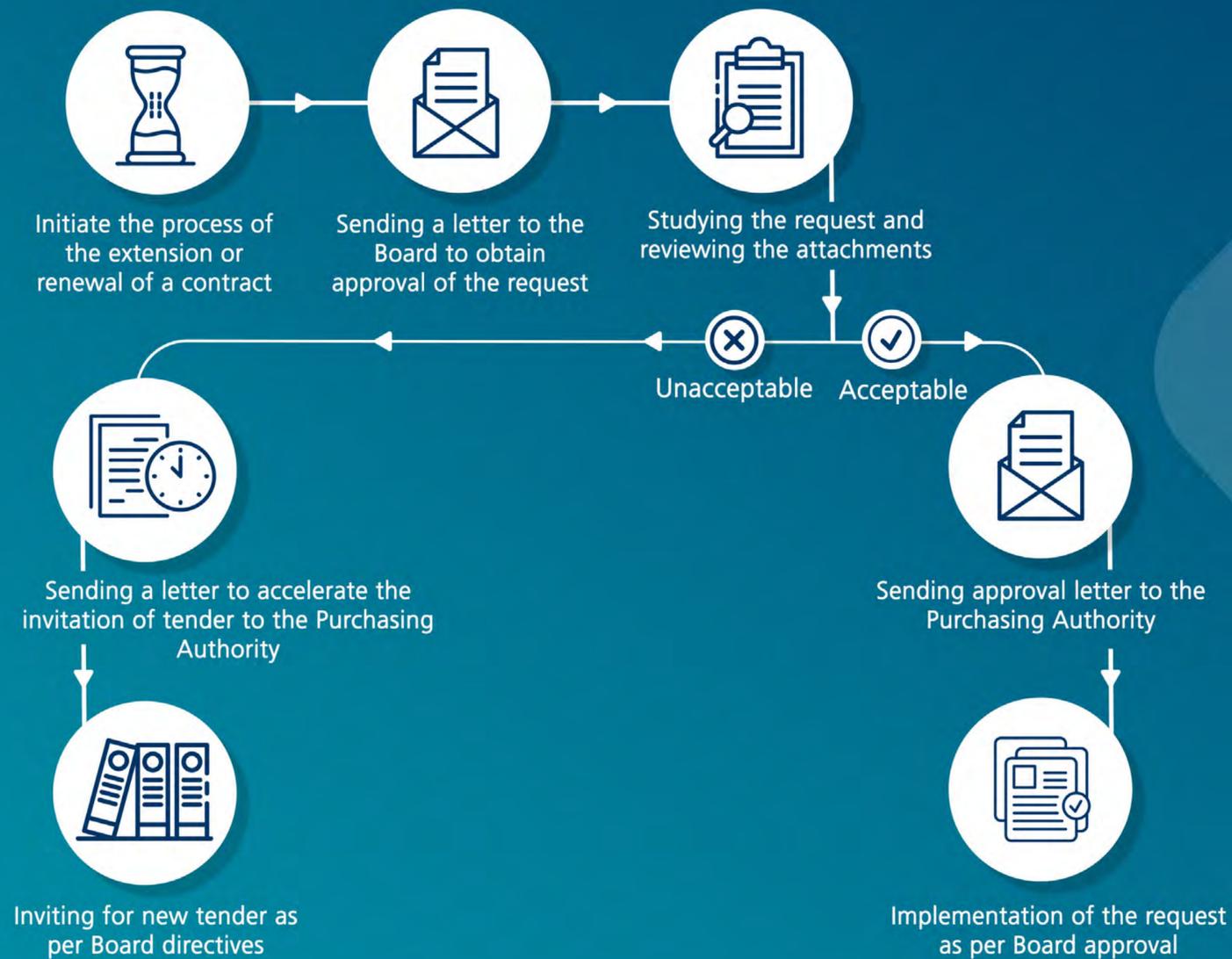


Notes

Prequalification report must include all information and documents mentioned in the Approval of Individual Prequalification Applications form TBF06.

Regulatory Durations

Regulatory Durations	Deadline
Notifying suppliers with the prequalification results	Within 3 days from the date of notifying the Purchasing Authority
Period for requesting clarification on the results of the prequalification	Within 30 days from the date of being aware of the decision
Period for submitting an application for grievance against the prequalification results	Within 30 days from the date of being aware of the decision
Period for responding to a grievance application	Within 30 days from the date of receiving the application
Requalification of suppliers	Within 30 days from the date of receiving the application
Issuing a public announcement for a prequalification	On a yearly basis



Section 11 Extension and Renewal of Contracts

Extension of Contract

The extension of the validity of an existing contract for a period less than the period stated in the contract.

Renewal of Contract

The renewal of the validity of an existing contract for the same period stated in the contract.



Procedures

1. The Boards' prior approval must be obtained before the extension or renewal of existing contracts.
2. Contract renewal must be requested at least (3) months prior to contract expiration date.
3. The Purchasing Authority must provide the Board with all the necessary information and documents, as per the Contracts Extension or Renewal check list TBC14.
4. For contracts concluded with a cost less than the financial threshold that is determined for the Purchasing Authority, and the cumulative cost for extension or renewal exceeds the financial threshold, the Boards' prior written approval must be obtained.



Check list

1. Contracts Extension or Renewal - [TBC14](#).



Legislation



Laws



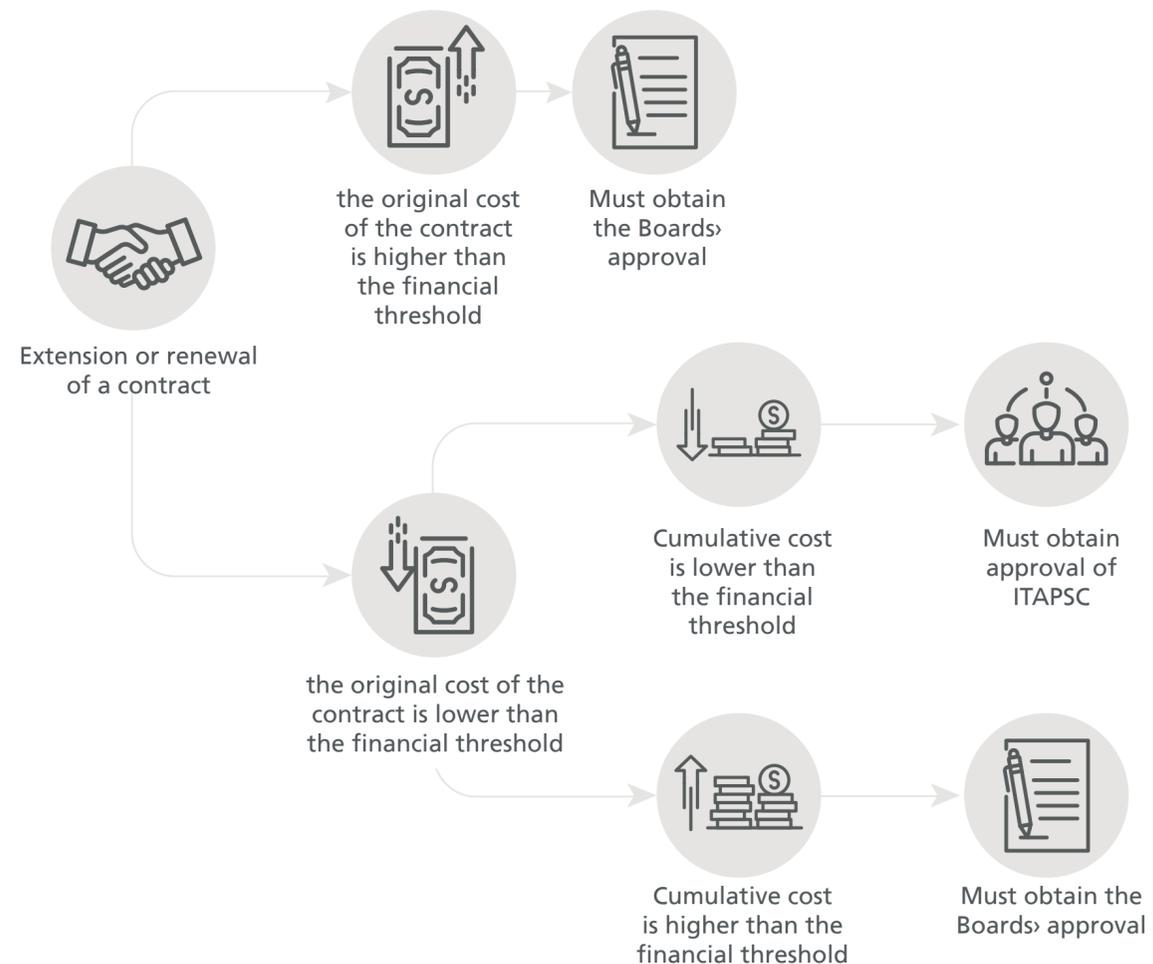
Decision

Laws, Resolutions and Circulars Page No. 174

Notes

1. The approval of the Ministry of Finance and National Economy must be provided to allocate the financial appropriation for the extension or renewal of contract, so that the Board can make a decision upon the matter.
2. Companies entirely owned by the State and authorities with independent budget are exempted from the requirement to obtain the financial approval from the Ministry of Finance and National Economy approval. This financial approval attained must be issued recently, dedicated specifically to the publication of the tender invitation itself and covers the estimated cost.

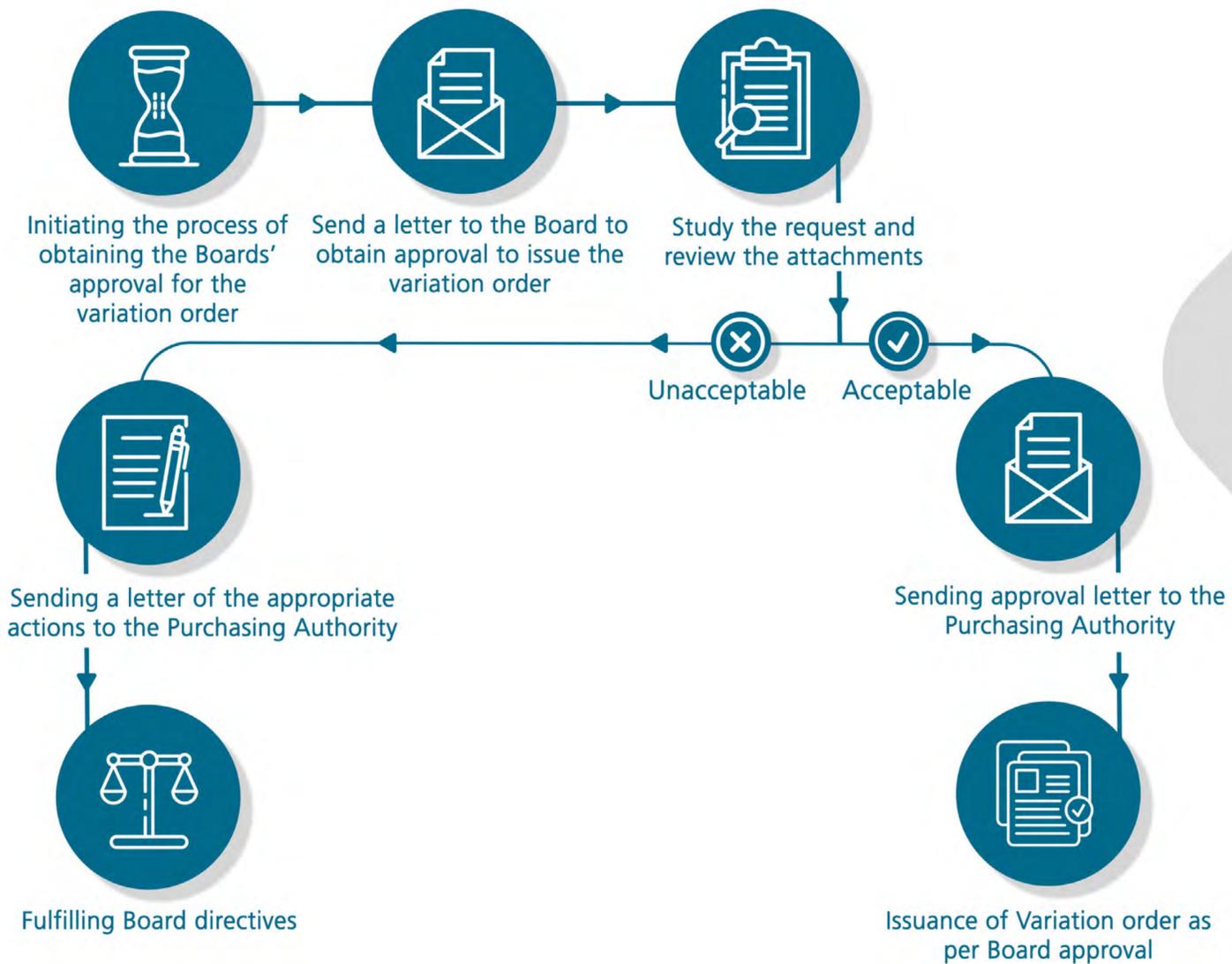
Extension and Renewal of Contracts Principles



Regulatory Durations

Regulatory Durations	Deadline
Deadline for addressing the Board for contract renewal	At least three months prior to the contract expiration date
Deadline for addressing the Board to extend or renew a term contract	At least three months prior to the expiration of the value of the contract or the duration, whichever comes earlier.

Section 12 Variation Orders



Variation Orders

Any modifications in the quantities or volume of works included in the contract's scope of work, either by increase or decrease.

Additional Works

Any modifications made that increase the scope of works, where the need for them arose during the execution of the contract, provided that they commensurate with them and are within their scope, taking into consideration the specifications and execution site included in the tender documents and the concluded contract.

Procedures

1. The Boards' prior approval must be obtained before issuing the variation orders to the existing contracts.
2. The Purchasing Authority must provide the Board with all the necessary information and documents, as per the Variation Orders check list TBC15.
3. In the event that the cumulative cost of the variation orders do not exceed 15% of the original contract value, the decision will be made by the Internal Tenders, Auctions, Purchases and Sales Committee (ITAPSC) of the Purchasing Authority.



Check list

1. Variation Orders - [TBC15](#).



Legislation



Laws



Decision



Circular

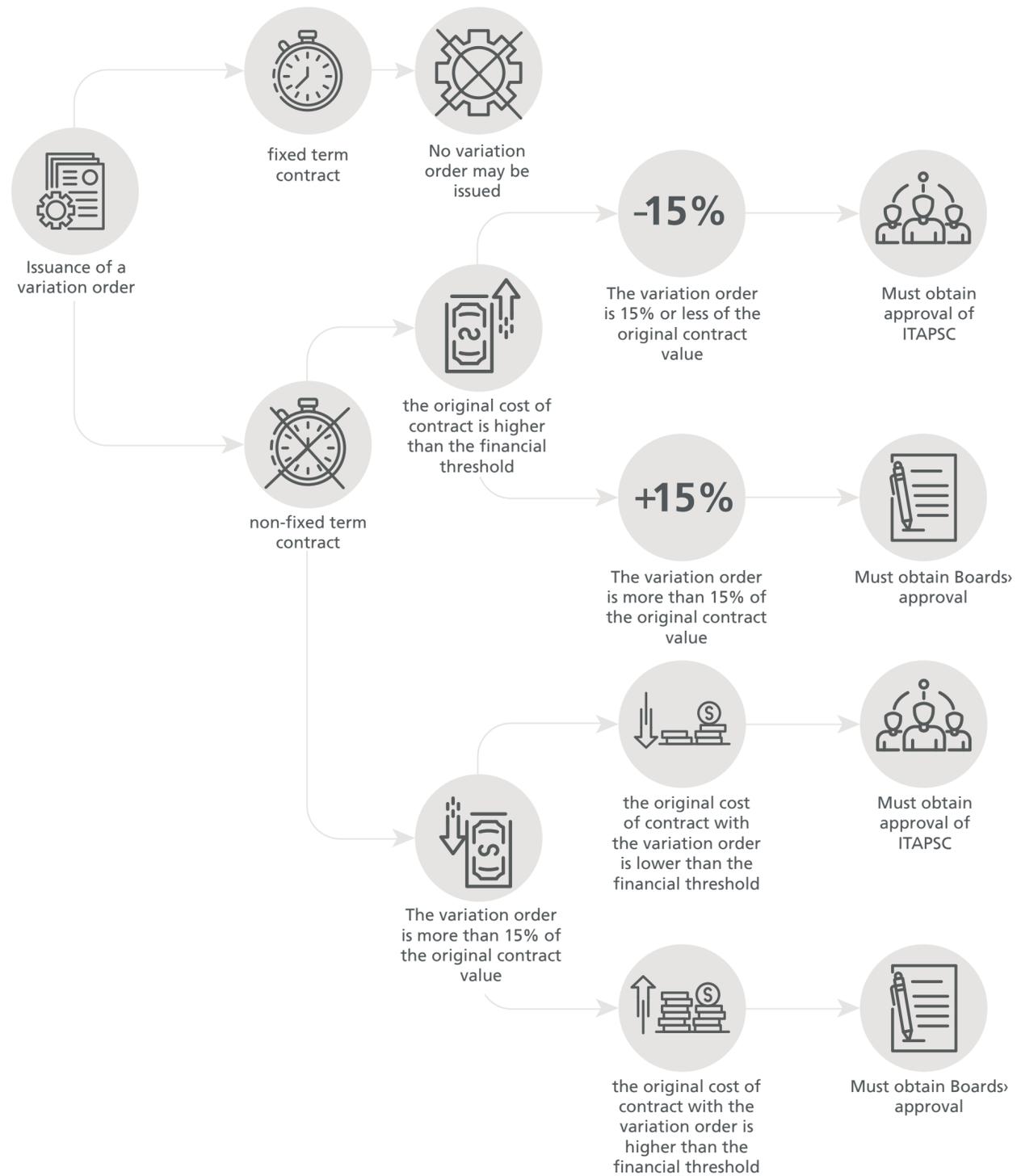
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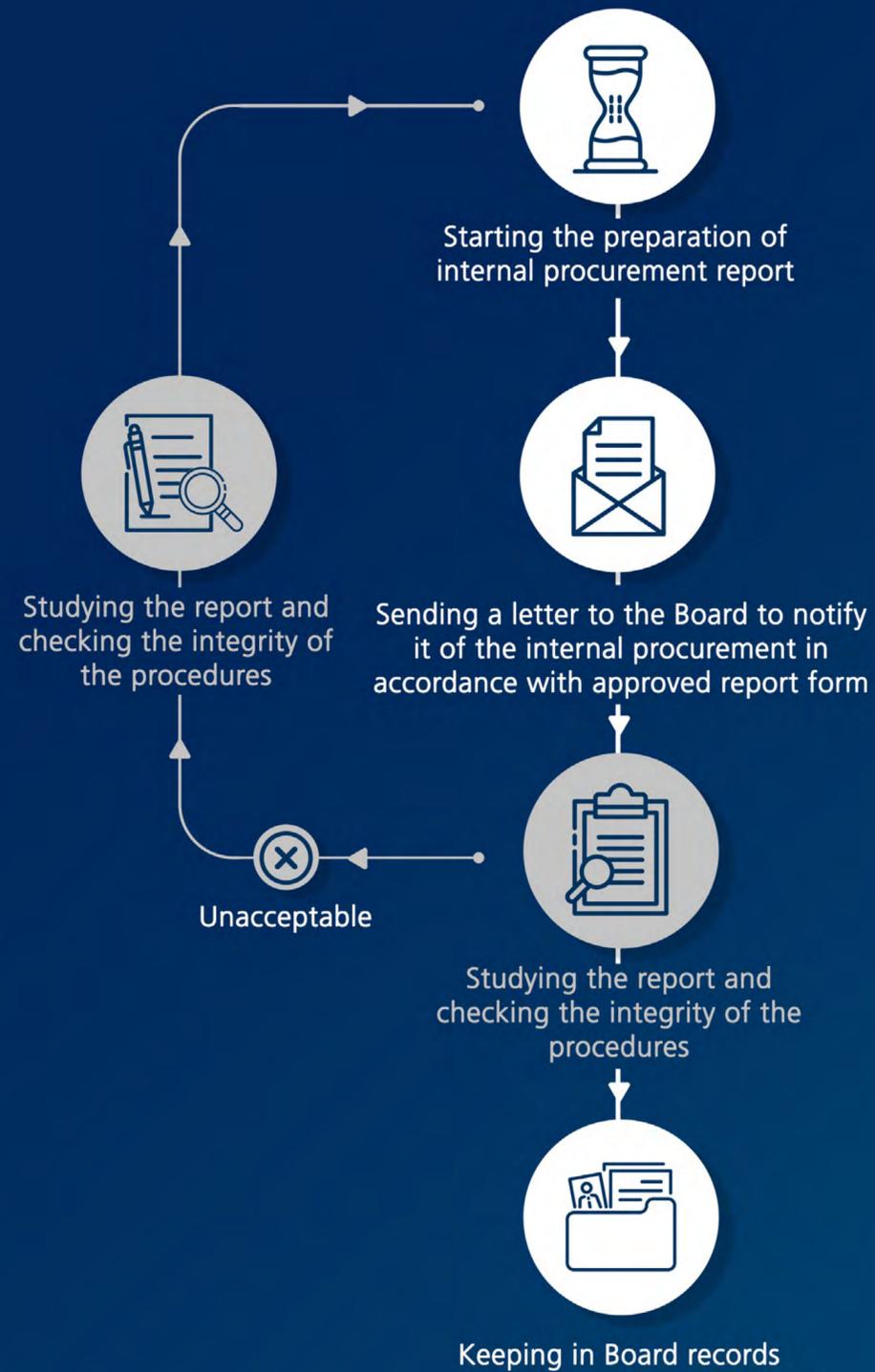


Notes

1. The approval of the Ministry of Finance and National Economy must be provided to allocate the financial appropriation for the variation order, so that the Board can make a decision upon the matter.
2. Companies entirely owned by the State and authorities with independent budget are exempted from the requirement to obtain the financial approval from the Ministry of Finance and National Economy approval. This financial approval attained must be issued recently, dedicated specifically to the publication of the tender invitation itself and covers the estimated cost.

Variation Orders Principles





Section 13 Internal Purchases and Sales

Internal Purchases and Sales

All purchases, tenders, auctions, and sales whose cost is lower than the financial threshold of the Purchasing Authority.



Procedures

1. The Purchasing Authorities shall carry out the internal Purchases and sales procedures according to the table mentioned below:

No.	Estimated Cost	Procedures
1	Does not exceed 3000 Bahraini Dinars	Purchase and sale via direct contracting
2	Above 3000 Bahraini Dinars and does not exceed 10,000 Bahraini Dinars	Request at least 3 offers in closed envelopes
3	Above 10,000 Bahraini Dinars	Issued through the eTendering System by applying the method of public tender / auction or any other methods stipulated by law, provided that a justified decision is obtained from the Internal Tenders, Auctions, Purchases and Sales Committee (ITAPSC).

2. For purchases and sales with an estimated cost below 10,000 Bahraini Dinars, the supplier or contractor is not required to submit an initial bond or a performance bond.
3. In the event that the proposal that the offer to be awarded exceeds the estimated cost amount, it is permissible to negotiate with the bidder to lower his price to the estimated cost limit.
4. For tenders and auctions whose estimated cost exceeds 10,000 Bahraini Dinars, the Purchasing Authorities must carry out the procedures through the eTendering System. The Internal Tenders, Auctions, Purchases and Sales Committee (ITAPSC) are to supervise and decide thereupon.
5. For tenders and auctions whose estimated cost exceeds above 10,000 Bahraini Dinars, the supplier or contractor must submit an initial bond to participate in the tender, and the winning supplier or contractor must submit a performance bond.

6. Tender Board is provided every three months with a summary of the tenders and auctions with an estimated cost above 10,000 Bahraini Dinars and does not exceed the financial threshold determined for the Purchasing Authority, as per the form attached to the Circular No. (3) of 2019.
7. In the event that the value of the bid to be awarded the internal tender exceeds the financial threshold determined for the Purchasing Authority, the bidder is negotiated after obtaining the approval of the Internal Tenders, Auctions, Purchases and Sales Committee (ITAPSC). And in the event that, after negotiation, the award amount remains above the financial threshold, the Boards' approval of the award must be obtained.

Financial Threshold

For Ministries, authorities and public organizations	For companies entirely owned by the State
Bahraini Dinars 25,000	Bahraini Dinars 50,000

Internal Tenders, Auctions, Purchases and Sales Committee (ITAPSC).

Formation

- 3 or more experienced and specialized members
- They are selected by the competent Minister or an equivalent authority

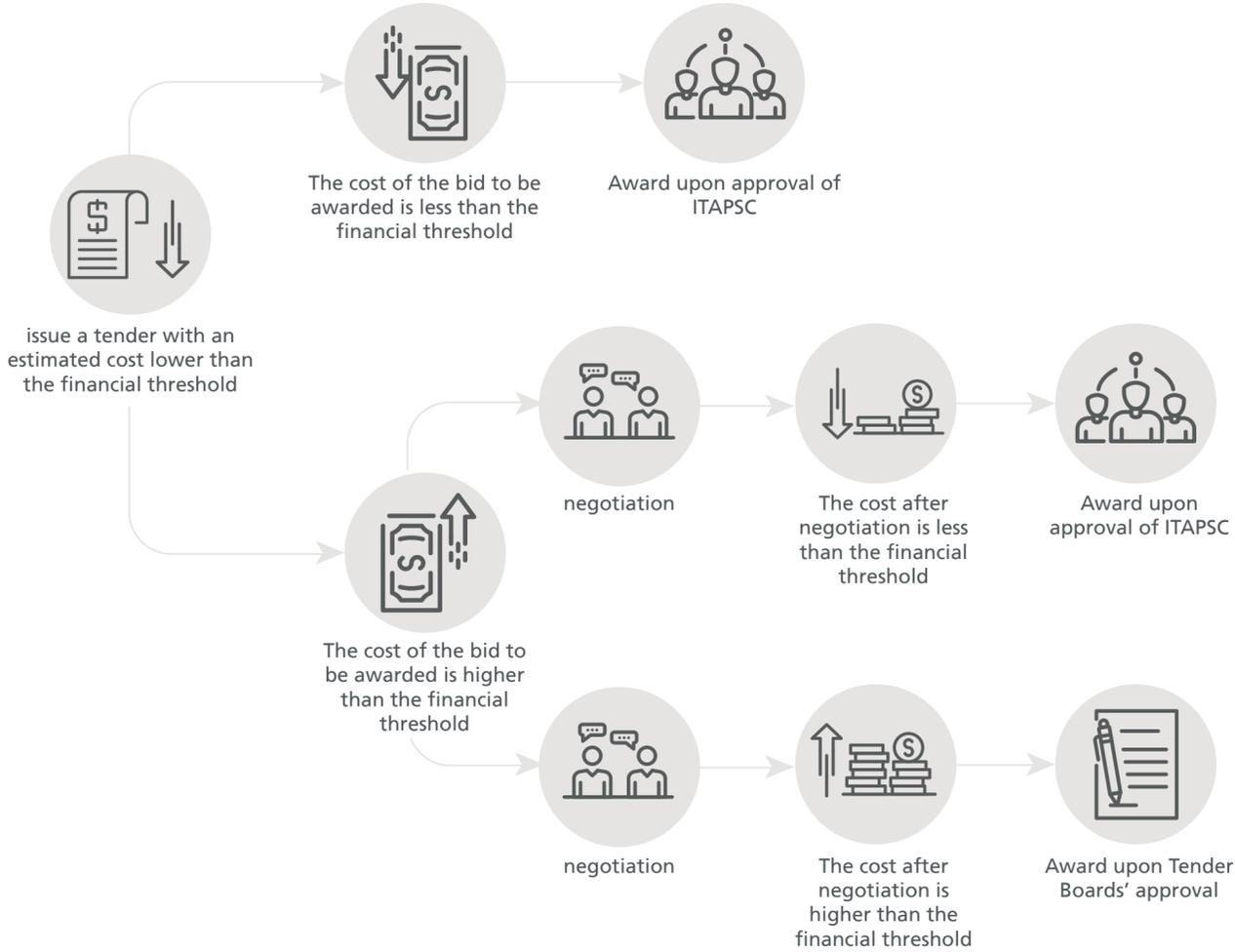
Role

- Supervising all procedures for internal tenders, auctions, Purchases and sales, in particular:
 1. Deciding on the method of tender or auction
 2. Approval of technical specifications and tender/auction documents
 3. Opening tender bids
 4. Evaluato of the received bids
 5. Deciding on negotiating and awarding requests
 6. Cancelling tenders and retendering
- Providing the Board with the report of internal purchases and sales every 3 months, at least.

Validity of Decision

- All tenders, auctions, Purchases and sales whose estimated cost does not exceed the financial threshold determined for the Purchasing Authority.

Powers of the Internal Tenders, Auctions, Purchases and Sales Committee (ITAPSC).



Summary of Internal Tenders and Auctions

NO.	Tender No.	Subject of Tender	Method of Purchase (Type of Tender)	Estimated Cost (BD)	List of Invited Companies	List of Participating Companies	Rates of Submitted Bids	Winner Bid	Classification of the Winning Company	Reasons of Award	Notes	Award amount (DB)
1												
2												
3												
4												

Regulatory Durations

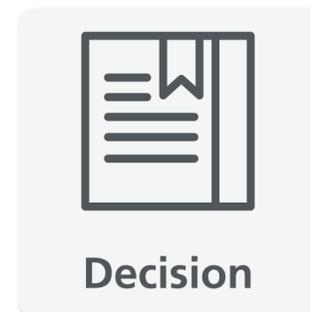
Regulatory Durations

Deadline

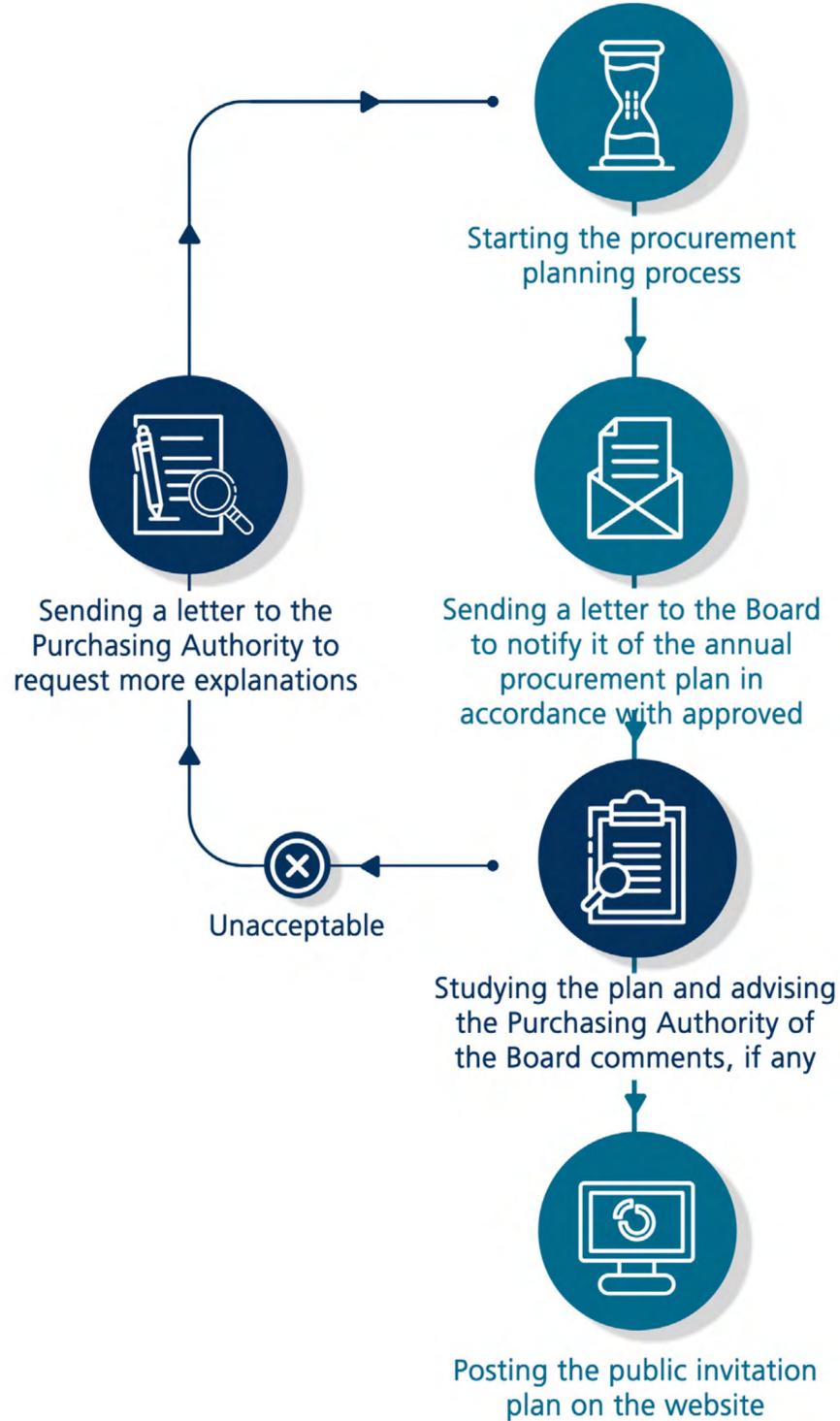
Providing the Board with the internal Purchases report

At least every 3 months

Legislation



Laws, Resolutions and Circulars Page No. 176



Section 14 Procurement Plan

Procurement Plan

A plan that includes the government tenders, auctions and prequalification processes, which the Purchasing Authority intends to execute to meet its needs during the year.

Procedures

1. The Purchasing Authorities shall carry out the planning process for their annual procurements in advance, before the beginning of the year.
2. During the planning process, the Purchasing Authorities must consider tendering method appropriate to the nature of purchases and the conditions of purchase. They shall also issue the invitation within sufficient time to avoid having to extend the existing service contracts or using different invitation methods.
3. The Purchasing Authority must consider to compile the homogeneous needs that are specifically related or have one goal to be purchased at once, and avoid dividing them into more than one tender.
4. If the nature of the subject of the tender requires pre-assessment of the competencies and qualifications of the suppliers and contractors, the Prequalification process must be taken into account before initiating the tendering process, especially for the following:
 - a. Similar and frequently issued tenders; similar in requirements and specifications and are issued repeatedly over a concurrent or a consecutive amount of time.
 - b. Tenders of large projects with an estimated value of more than Ten Million Bahraini Dinars.
 - c. Tenders of complex projects and of special nature; projects that are unique in their works and are not recurring, projects in which the Purchasing Authority lacks previous experience, and lastly projects where it is impossible or difficult to formulate detailed specifications for goods or constructions or to determine the required service characteristics, criteria and scope.
 - d. Projects of unique and developed technology.
 - e. Specialized consultancy services.
 - f. Purchases and services of great importance and are critical to the activities and operations of the Purchasing Authorities.
5. The Purchasing Authorities must provide the Board with the annual procurement plan for the next year, maximum during the month of November, in accordance with the forms approved by the Board.
6. The Purchasing Authorities must provide the Board with a report every three months, explaining the updates and modifications made to the plan and what has been accomplished therefrom.

Procurement Plan Tables

First: Tenders and Auctions Plan

No.	Tender No.	Subject of Tender	Description of Tender	Estimated Cost (BD)	Tendering Method	Justifications of the tendering method	Date of Invitation	Priority	Tender or Auction	Type of Procurement	Commercial Sector
1											
2											
3											
4											

Second: Prequalification Plan

Table of prequalification processes through a public announcement:

No	Prequalification Announcement No.	Subject of Prequalification	Description of the Subject of Prequalification	Date of invitation	Priority	Type of Procurement	Commercial Sector
1							
2							
3							
4							

Table of prequalification processes of individual requests:

No.	Subject of Prequalification	Description of the Subject of Prequalification	Justifications	Type of Procurement	Commercial Sector
1					
2					
3					
4					

Table of requalification processes:

No.	Name of Supplier or Contractor	Subject of Prequalification	Start Date	Type of Procurement	Commercial Sector
1					
2					
3					
4					

Regulatory Durations

Regulatory Durations	Deadline
Providing the Board with the procurement plan	Every year, before the end of November
Procurement plan update	Every 3 months
First update of the plan	In the 4th week of the month of March
Second update of the plan	In the 4th week of the month of June
Third update of the plan	In the 4th week of the month of September



Legislation



Procurement Plan General Guidelines

First: Providing the Board with the plan and updating it

1. Tender Board shall be provided with the procurement plan through an official letter, maximum by November.
2. The official letter should be sent to the Board official email inbox@tenderboard.gov.bh including an attachment of a copy of the procurement plan in MS Excel format.
3. The plan shall be prepared as per the template available on the Boards' website (direct link): <https://www.tenderboard.gov.bh/MediaHandler/ImageHandler/Pdf/eForms/Procurement%20Plan%20Template.xlsx>.
4. The Board shall be provided with updates and modifications on the procurement plan every three months, in accordance with the schedule mentioned above.
5. In the event of the lack of a plan for the invitation for tenders, auctions or prequalification, the Board must be notified through an official letter.

Second: Plan Preparation

1. The procurement plan is composed of two parts. The first part represents the tenders and auctions plan and the second part represents prequalification plan.
2. The first part (tenders and auctions plan) must include a list of all tenders and auctions to be issued whose estimated cost / revenue exceeds 10,000 Bahraini Dinars (Ten Thousand Dinars).
3. When preparing the tenders and auctions plan, prequalification must be taken into consideration before issuing the invitation for tenders or auctions, in case of one of the criteria mentioned below (in point 6) is applicable, as per Article (2) of Decision No. (1) of 2020 regarding the Procedure of Prequalification.
4. The plan must include a list of the contracts to be renewed if the total contract cost (the cost of the original contract in addition to the cost of renewals and extensions) is above 10,000 Bahraini Dinars (Ten Thousand Dinars).
5. The prequalification plan must be prepared as per the Purchasing Authority's needs, taking into consideration to plan for prequalification processes within a sufficient time before issuing the concerned tenders or auctions.
6. If the nature of the subject of the tender requires pre-assessment of the competencies and qualifications of the suppliers and contractors, the prequalification process must be taken into account before initiating the tendering process, especially for the following :
 - a. Similar and frequently issued tenders; similar in requirements and specifications and are issued repeatedly over a concurrent or a consecutive amount of time.
 - b. Tenders of large projects with an estimated value of more than Ten

Million Bahraini Dinars.

- c. Tenders of complex projects and of special nature; projects that are unique in their works and are not recurring, projects in which the Purchasing Authority lacks previous experience, and lastly projects where it is impossible or difficult to formulate detailed specifications for goods or constructions or to determine the required service characteristics, criteria and scope.
- d. Projects of unique and developed technology.
- e. Specialized consultancy services.
- f. Purchases and services of great importance and are critical to the activities and operations of the Purchasing Authorities.

Third: Filling out the plan

1. Complying and preserving the the design of the approved template of the plan (without deleting or adding any columns).
2. To comply with providing all information by filling in all the required fields in the provided template.
3. Fill in the "Subject of Tender" field with the title of the tender or auction to be issued.
4. Fill in the "Description of Tender" field with a brief description of the scope of work of the tender or auction.
5. Fill in the "Estimated Cost" field with the estimated cost of the tender or the estimated revenue of the auction in Bahraini Dinars.
6. Fill in the "Justifications for Selecting the Tendering Method" field with an explanation of the reasons for choosing the invitation method. This condition is not applied when selecting the "Public Local Tender" method.

7. Fill in the following fields, as per the options provided in the drop-down list in the template:

- | | |
|----------------------|----------------------|
| 1) Tendering Method | 5) Type of Purchases |
| 2) Publishing Date | 6) Business Sector |
| 3) Priority | 7) Status |
| 4) Tender or Auction | |

8. Fill in the “Priority” field to indicate the priority of the tender in relation to the strategic plan of the Purchasing Authority.

9. Fill in the “Publishing Date” field, as per the quarter of the year in which the tender is expected to be issued:

- 1) Q1 (January, February, March)
- 2) Q2 (April, May, June)
- 3) Q3 (July, August, September)
- 4) Q4 (October, November, December)

10. Fill in the “Remarks” with any explanations that the Purchasing Authority would like to add.

11. When the Board is provided with an update of the procurement plan, and in the event of the need for cancelling one of the tenders/auctions mentioned in the plan, the cancelled tender/auction must remain in the plan and including an indication that it has been cancelled in the “Status” field. And in the event of the addition of a new tender/auction, it must be added to the procurement plan as well as include an indication as a “new tender/auction” in the “Notes” field.



CHAPTER II FORMS AND CHECKLISTS



No. Check List Title

- | | |
|-----------------------|---|
| TBC01 | Publish a Tender via etendering system |
| TBC02 | Publish an Auction via etendering system |
| TBC03 | Publish a Prequalification invitation via the etendering system |
| TBC04 | Approval of Prequalification renewal request |

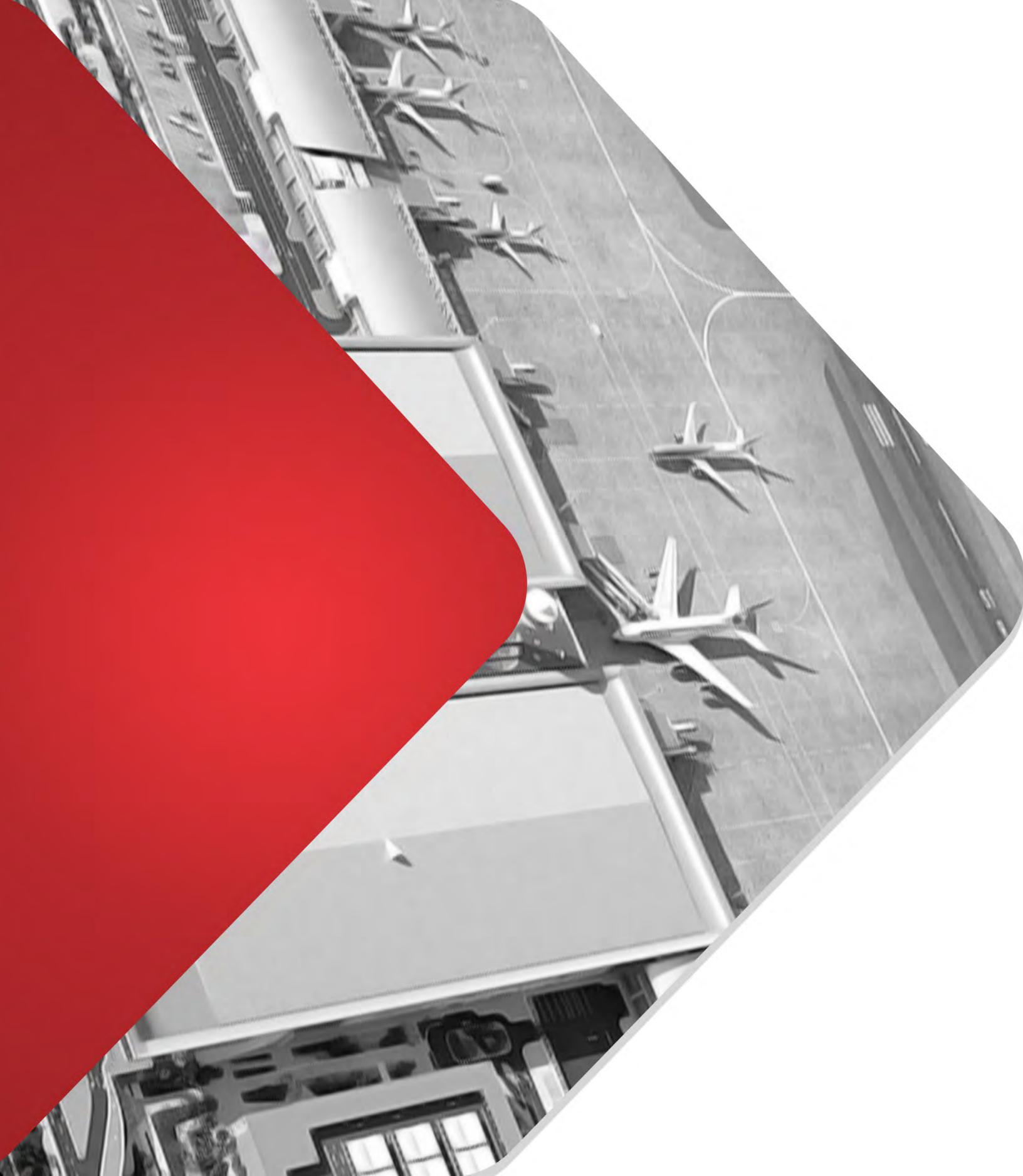
No. Check List Title

- | | |
|-----------------------|--|
| TBC05 | Approval of Tender or Auction invitation method |
| TBC06 | Extension of Tender, Auction or Prequalification closing date |
| TBC07 | Tender bids evaluation |
| TBC08 | Auction offers evaluation |
| TBC09 | Evaluation Results of Prequalification Applications |
| TBC09 | Evaluation Results of Individual Prequalification Applications |
| TBC10 | Tender negotiation result |
| TBC11 | Auction negotiation result |
| TBC12 | Extension of evaluation period and bid validity |
| TBC13 | Cancellation of Tender, Auction or Prequalification |
| TBC14 | Contract extension and renewal |
| TBC15 | Variation orders |





CHAPTER III LEGISLATION





Local Public Tender - Invitation Stage



Laws

- Articles (19) to (30) of Legislative Decree No.36 of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (32) to (47) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Decision

- Prime Minister Decision No. (25) of 2012 on Ministries and Government Authorities Financial Actions Controls.
- Decision No (1) of 2017 regarding the Value of Prequalification and Tender Documents.
- Decision No. (1) of 2010 regarding Standards of Comparing between Bids.
- Decision No. (3) of 2004 regarding the Provisions and Conditions of Initial Bond and Performance Bond.



Circular

- Circular No. (7) of 2021 regarding Preventing Cash Receipt of Bonds.
- Circular No. (6) of 2021 regarding the Validity of Prequalification in Tendering and Auctioning.
- Circular No. (4) of 2021 regarding Notifying Suppliers and Contractors participating in a Tender or Auction of the Amendment of Documents and Responding to Inquiries.
- Circular No. (5) of 2020 regarding Adding Bank Transfer to Bond Submittal Methods.





Local Public Tender - Evaluation Stage



Laws

- Articles (31) to (37) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (48) to (53) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Circular

- Circular No. (5) of 2021 regarding matters to be considered when inspecting initial bonds.
- Circular No. (3) of 2021 regarding secondary errors and omissions.
- Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.
- Circular No. (2) of 2019 regarding the application of preference for small and medium enterprises.





Local Public Tender - Negotiation Stage



Laws

- Article (33) of Legislative Decree No.36 of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Article (77) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales



Local Public Tender - Post-Award Stage



Laws

- Articles (38) to (40) and Article (54) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.



Circular

- Circular No. (1) of 2020 on the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.





International Public Tender - Invitation Stage



Laws

- Articles (19) to (30) of Legislative Decree No.36 of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (32) to (47) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Decision

- Prime Minister Decision No. (25) of 2012 on Ministries and Government Authorities Financial Actions Controls.
- Decision No (1) of 2017 regarding the Value of Prequalification and Tender Documents.
- Decision No. (1) of 2010 regarding Standards of Comparing between Bids.
- Decision No. (3) of 2004 regarding the Provisions and Conditions of Initial Bond and Performance Bond.



Circular

- Circular No. (7) of 2021 regarding Preventing Cash Receipt of Bonds.
- Circular No. (6) of 2021 regarding the Validity of Prequalification in Tendering and Auctioning.
- Circular No. (4) of 2021 regarding Notifying Suppliers and Contractors participating in a Tender or Auction of the Amendment of Documents and Responding to Inquiries.
- Circular No. (5) of 2020 regarding Adding Bank Transfer to Bond Submittal Methods.





International Public Tender - Evaluation Stage



Laws

- Articles (31) to (37) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (48) to (53) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Circular

- Circular No. (5) of 2021 regarding matters to be considered when inspecting initial bonds.
- Circular No. (3) of 2021 regarding secondary errors and omissions.
- Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.
- Circular No. (2) of 2019 regarding the application of preference for small and medium enterprises.





International Public Tender - Negotiation Stage



Laws

- Article (33) of Legislative Decree No.36 of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Article (77) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales



International Public Tender - Post-Award Stage



Laws

- Articles (38) to (40) and Article (54) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.



Circular

- Circular No. (1) of 2020 on the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.





Limited Tender - Invitation Stage



Laws

- 1. Articles (4344-) in addition to Articles (20, 21, 22, 24 and 30) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- 2. Articles (32) to (47) and Articles (5455-) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Decision

- Prime Minister Decision No. (25) of 2012 on Ministries and Government Authorities Financial Actions Controls.
- Decision No (1) of 2017 regarding the Value of Prequalification and Tender Documents.
- Decision No. (1) of 2010 regarding Standards of Comparing between Bids.
- Decision No. (3) of 2004 regarding the Provisions and Conditions of Initial Bond and Performance Bond.



Circular

- Circular No. (7) of 2021 regarding Preventing Cash Receipt of Bonds.
- Circular No. (6) of 2021 regarding the Validity of Prequalification in Tendering and Auctioning.
- Circular No. (4) of 2021 regarding Notifying Suppliers and Contractors participating in a Tender or Auction of the Amendment of Documents and Responding to Inquiries.
- Circular No. (5) of 2020 regarding Adding Bank Transfer to Bond Submittal Methods.





Limited Tender - Evaluation Stage



Laws

- Articles (31) to (37) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (48) to (53) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Circular

- Circular No. (5) of 2021 regarding matters to be considered when inspecting initial bonds.
- Circular No. (3) of 2021 regarding secondary errors and omissions.
- Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.
- Circular No. (2) of 2019 regarding the application of preference for small and medium enterprises.





Limited Tender - Negotiation Stage



Laws

- Article (33) of Legislative Decree No.36 of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Article (77) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales



Limited Tender - Post-Award Stage



Laws

- Articles (38) to (40) and Article (54) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.



Circular

- Circular No. (1) of 2020 on the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.





Direct Purchase - Invitation Stage



Laws

- Article (50) in addition to Articles (20, 21, 22, 2430-) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (32) to (47) and Articles (6061-) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Decision

- Prime Minister Resolution No. (25) of 2012 regarding Ministries and Government Authorities Financial Actions Controls.
- Decision No (1) of 2017 regarding the Value of Prequalification and Tender Documents.
- Decision No. (1) of 2010 regarding Standards of Comparing between Bids.
- Decision No. (3) of 2004 regarding the Provisions and Conditions of Initial Bond and Performance Bond.



Circular

- Circular No. (7) of 2021 regarding Preventing Cash Receipt of Bonds.
- Circular No. (6) of 2021 regarding the Validity of Prequalification in Tendering and Auctioning.
- Circular No. (4) of 2021 regarding Notifying Suppliers and Contractors participating in a Tender or Auction of the Amendment of Documents and Responding to Inquiries.
- Circular No. (5) of 2020 regarding Adding Bank Transfer to Bond Submittal Methods.





Direct Purchase - Evaluation Stage



Laws

- Articles (31) to (37) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (48) to (53) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Circular

- Circular No. (5) of 2021 regarding matters to be considered when inspecting initial bonds.
- Circular No. (3) of 2021 regarding secondary errors and omissions.
- Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.
- Circular No. (2) of 2019 regarding the application of preference for small and medium enterprises.





Direct Purchase - Negotiation Stage



Laws

- Article (33) of Legislative Decree No.36 of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Article (77) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales



Direct Purchase - Post-Award Stage



Laws

- Articles (38) to (40) and Article (54) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.



Circular

- Circular No. (1) of 2020 on the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.





Two Envelope Tender - Invitation Stage



Laws

- Articles (19) to (30) of Legislative Decree No.36 of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (32) to (47) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Decision

- Prime Minister Decision No. (25) of 2012 on Ministries and Government Authorities Financial Actions Controls.
- Decision No (1) of 2017 regarding the Value of Prequalification and Tender Documents.
- Decision No. (1) of 2010 regarding Standards of Comparing between Bids.
- Decision No. (3) of 2004 regarding the Provisions and Conditions of Initial Bond and Performance Bond.



Circular

- Circular No. (7) of 2021 regarding Preventing Cash Receipt of Bonds.
- Circular No. (6) of 2021 regarding the Validity of Prequalification in Tendering and Auctioning.
- Circular No. (4) of 2021 regarding Notifying Suppliers and Contractors participating in a Tender or Auction of the Amendment of Documents and Responding to Inquiries.
- Circular No. (5) of 2020 regarding Adding Bank Transfer to Bond Submittal Methods.





Two Envelope Tender - Technical & Financial Evaluation Stage



Laws

- Articles (31) to (37) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (48) to (53) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Circular

- Circular No. (5) of 2021 regarding matters to be considered when inspecting initial bonds.
- Circular No. (3) of 2021 regarding secondary errors and omissions.
- Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.
- Circular No. (2) of 2019 regarding the application of preference for small and medium enterprises.





Two Envelope Tender - Negotiation Stage



Laws

- Article (33) of Legislative Decree No.36 of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Article (77) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales



Two Envelope Tender - Post-Award Stage



Laws

- Articles (38) to (40) and Article (54) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.



Circular

- Circular No. (1) of 2020 on the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.





Two Phase Tender - Invitation Stage



Laws

- Articles (4142-) in addition to Articles (20, 21, 22, 2430-) of Legislative Decree No (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (32) to (47) and Articles (6061-) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Decision

- Prime Minister Resolution No. (25) of 2012 regarding Ministries and Government Authorities Financial Actions Controls.
- Decision No (1) of 2017 regarding the Value of Prequalification and Tender Documents.
- Decision No. (1) of 2010 regarding Standards of Comparing between Bids.



Circular

- Circular No. (6) of 2021 regarding the Validity of Prequalification in Tendering and Auctioning.
- Circular No. (4) of 2021 regarding Notifying Suppliers and Contractors participating in a Tender or Auction of the Amendment of Documents and Responding to Inquiries.





Two Phase Tender - Initial Bids Evaluation Stage



Laws

- Articles (31) to (37) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (48) to (53) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Circular

- Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.





Two Phase Tender - Final Bids Evaluation Stage



Laws

- Articles (31) to (37) of Legislative Decree No (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (48) to (53) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Decision

- Resolution No. (3) of 2004 regarding the Provisions and Conditions of Initial Bond and Performance Bond.



Circular

- Circular No. (7) of 2021 regarding Preventing Cash Receipt of Bonds.
- Circular No. (5) of 2021 regarding matters to be considered when inspecting initial bonds.
- Circular No. (4) of 2021 regarding Notifying Suppliers and Contractors participating in a Tender or Auction of the Amendment of Documents and Responding to Inquiries.
- Circular No. (3) of 2021 regarding secondary errors and omissions.
- Circular No. (5) of 2020 regarding Adding Bank Transfer to Bond Submittal Methods.
- Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.
- Circular No. (2) of 2019 regarding the application of preference for small and medium enterprises.





Two Phase Tender - Negotiation Stage



Laws

- Article (33) of Legislative Decree No.36 of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Article (77) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales



Two Phase Tender - Post-Award Stage



Laws

- Articles (38) to (40) and Article (54) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.



Circular

- Circular No. (1) of 2020 on the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.





Competitive Negotiation - First Stage of issuing tender



Laws

- Articles (4549-) of Legislative Decree No (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (5659-) of the Bylaw of the Government Tenders, Auctions, Purchases and Sales Regulation Law.



Competitive Negotiation - Second Stage of issuing tender



Laws

- Articles (4549-) in addition to Articles (20, 21, 22, 2430-) of Decree No. (36) of 2002 Regulating Government Tenders, Auctions, Purchases and Sales.
- Articles (32) to (47) and Articles (5659-) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.





Competitive Negotiation - Second Stage of issuing tender



Decision

- Prime Minister Decision No. (25) of 2012 on Ministries and Government Authorities Financial Actions Controls.
- Decision No (1) of 2017 regarding the Value of Prequalification and Tender Documents.
- Decision No. (1) of 2010 regarding Standards of Comparing between Bids.
- Decision No. (3) of 2004 regarding the Provisions and Conditions of Initial Bond and Performance Bond.



Circular

- Circular No. (4) of 2021 regarding Notifying Suppliers and Contractors participating in a Tender or Auction of the Amendment of Documents and Responding to Inquiries.
- Circular No. (5) of 2020 regarding Adding Bank Transfer to Bond Submittal Methods.





Competitive Negotiation - Final Bids Evaluation Stage



Laws

- Articles (31) to (37) of Legislative Decree No (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (48) to (53) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Decision

- Resolution No. (3) of 2004 regarding the provisions and conditions of initial bond and performance bond.



Circular

- Circular No. (7) of 2021 regarding Preventing Cash Receipt of Bonds.
- Circular No. (5) of 2021 regarding matters to be considered when inspecting initial bonds.
- Circular No. (3) of 2021 regarding secondary errors and omissions.
- Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.
- Circular No. (2) of 2019 regarding the application of preference for small and medium enterprises.





Competitive Negotiation - Negotiation Stage



Laws

- Article (33) of Legislative Decree No.36 of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Article (77) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales



Competitive Negotiation - Post-Award Stage



Laws

- Articles (38) to (40) and Article (54) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.



Circular

- Circular No. (1) of 2020 on the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.





Public Auctions - Invitation Stage



Laws

- Articles (6265-) in addition to Articles (20, 21, 22, 2430-) of Legislative Decree No (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (32) to (47) and Article (98) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Decision

- Decision No (1) of 2017 regarding the Value of Prequalification and Auction Documents.
- Decision No. (1) of 2010 regarding Standards of Comparing between Bids.
- Decision No. (3) of 2004 regarding the Provisions and Conditions of Initial Bond and Performance Bond.



Circular

- Circular No. (7) of 2021 regarding Preventing Cash Receipt of Bonds.
- Circular No. (4) of 2021 regarding Notifying Suppliers and Contractors participating in a Tender or auction of the Amendment of Documents and Responding to Inquiries.
- Circular No. (5) of 2020 regarding Adding Bank Transfer to Bond Submittal Methods.
- Circular No. (6) of 2012 regarding Listing Materials offered for Sale by way of Auction in Lists that include Details of the Materials to be sold.





Public Auctions - Evaluation Stage



Laws

- Articles (31) to (37) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Articles (48) to (53) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Circular

- Circular No. (5) of 2021 regarding matters to be considered when inspecting initial bonds.
- Circular No. (3) of 2021 regarding secondary errors and omissions.
- Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Auctions, Auctions, Purchases and Sales works.
- Circular No. (2) of 2019 regarding the application of preference for small and medium enterprises.





Public Auctions - Negotiation Stage



Laws

- Article (33) of Legislative Decree No.36 of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.
- Article (77) of the Implementing Regulations of the Law Regulating Government Tenders, Auctions, Purchases and Sales



Public Auctions - Post-Award Stage



Laws

- Articles (38) to (40) and Article (54) of Legislative Decree No. (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.



Circular

- Circular No. (1) of 2020 on the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.





Issuing an Invitation for a Public Prequalification - Invitation Stage



Laws

- Articles (12) to (31) of the Implementing Regulation of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Decision

- Decision No (1) of 2020 regarding the Procedure of Prequalification.
- Decision No. (1) of 2017 regarding the Value of Prequalification Documents and Tender Documents.



Issuing an Invitation for a Public Prequalification - Evaluation Stage



Laws

- Articles (12) to (31) of the Implementing Regulation of the Law Regulating Government Tenders, Auctions, Purchases and Sales.





Decision

- Decision No. (1) of 2020 regarding the Procedure of Prequalification.



Issuing an Invitation for a Public Prequalification Prequalification Results Approval Stage



Laws

- Articles (12) to (31) of the Implementing Regulation of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Decision

- Decision No. (1) of 2020 regarding the Procedure of Prequalification.



Circular

- Circular No. (6) of 2021 regarding the Validity of Prequalification in Tenders and Auctions Processes.





Individual Prequalification Requests Request Application Submission Stage



Laws

- Articles (12) to (31) of the Implementing Regulation of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Decision

- Decision No (1) of 2020 regarding the Procedure of Prequalification.
- Decision No. (1) of 2017 regarding the Value of Prequalification Documents and Tender Documents.



Individual Prequalification Requests - Evaluation Stage



Laws

- Articles (12) to (31) of the Implementing Regulation of the Law Regulating Government Tenders, Auctions, Purchases and Sales.





Decision

- Decision No. (1) of 2020 regarding the Procedure of Prequalification.



Individual Prequalification Requests Prequalification Results Approval Stage



Laws

- Articles (12) to (31) of the Implementing Regulation of the Law Regulating Government Tenders, Auctions, Purchases and Sales.



Decision

- Decision No. (1) of 2020 regarding the Procedure of Prequalification.



Circular

- Circular No. (6) of 2021 regarding the Validity of Prequalification in Tenders and Auctions Processes.





Extension and Renewal of Contracts



Decision

- Prime Minister Resolution No. (25) of 2012 regarding Ministries and Government Authorities Financial Actions Controls.



Circular

- Circular No. (1) of 2020 regarding the consideration of some regulatory matters in the Government Tenders, Auctions, Purchases and Sales works.
- Circular No. (2) of 2003 regarding the Procedures to be taken for Contracts between Purchasing Bodies and Private Companies or Establishments.



Variation Orders

Laws

- Article (54) of Legislative Decree No (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales

Decision

- Prime Minister Decision No. (25) of 2012 regarding Ministries and Government Authorities Financial Actions Controls.

Circular

- Circular No. (2) of 2020 regarding the Procedures for Issuance of Alteration Orders.





Internal Purchases and Sales



Laws

- Article (11) of Legislative Decree No (36) of 2002 With Respect to Regulation Government Tenders, Auctions, Purchases and Sales.



Decision

- Resolution No. (1) of 2015 regarding the Procedures of Internal Tenders, Auctions, Purchases and Sales.





Procurement Plan



Decision

- Decision No. (1) of 2020 regarding the Procedures of Prequalification.



Circular

- Circular No. (6) of 2020 regarding the Procurement Plan.



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