

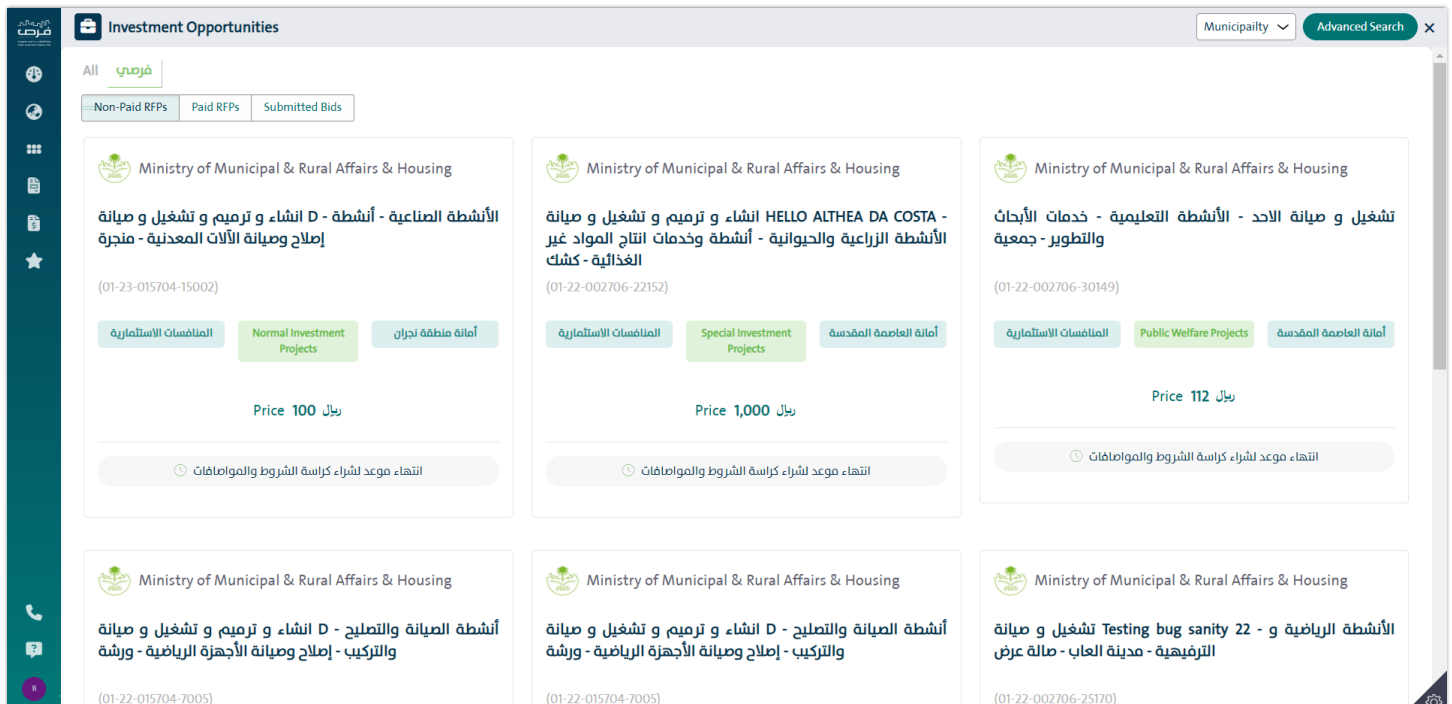
# **User Guide**

## **Competition Form Submission**

After clicking on the purchase of the RFP, the request will move to the related competitions field and include the following fields:

- **Unpaid RFPs:** It includes all the RFPs that were requested to be purchased and not paid.
- **Paid RFPs:** It includes all previously purchased RFPs, and no competition form was submitted or filled out.
- **Submitted Bids:** It includes all bids and competitions submitted for the investment opportunity.

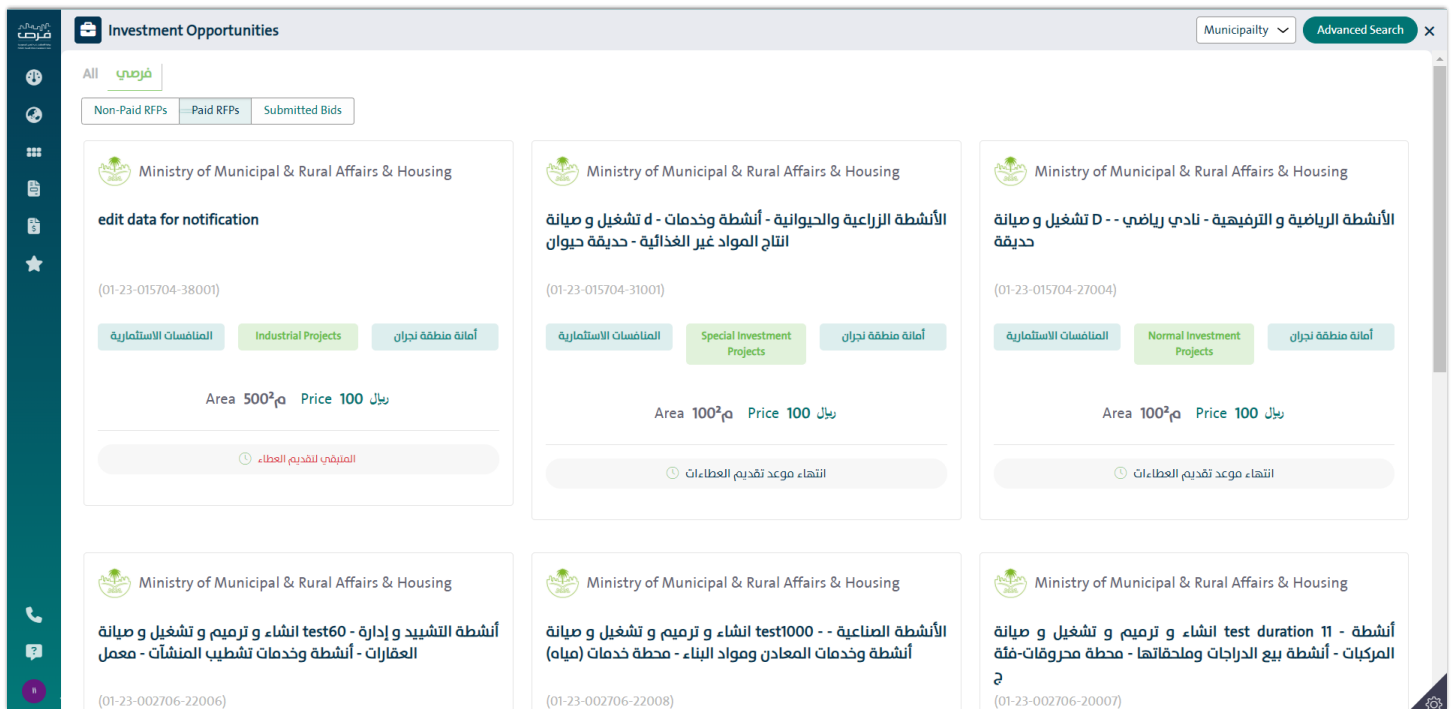
When buying the RFP, the investment opportunity in competitions related to me appears in Non-paid RFP part:



The screenshot displays the 'Investment Opportunities' section of a web application. The interface includes a sidebar with navigation icons and a main content area with a grid of six investment opportunities. Each opportunity card contains the following information:

- Ministry of Municipal & Rural Affairs & Housing**
- Project Title:**
  - Card 1: الأنشطة الصناعية - أنشطة D إنشاء و ترميم و تشغيل و صيانة إصلاح وصيانة الآلات المعدنية - منجرة
  - Card 2: HELLO ALTHEA DA COSTA - الأنشطة الزراعية والحيوانية - أنشطة وخدمات انتاج المواد غير الغذائية - كشك
  - Card 3: تشغيل و صيانة الاحد - الأنشطة التعليمية - خدمات الأبحاث والتطوير - جمعية
  - Card 4: أنشطة الصيانة والتصلح - D إنشاء و ترميم و تشغيل و صيانة والتركيب - إصلاح وصيانة الأجهزة الرياضية - ورشة
  - Card 5: أنشطة الصيانة والتصلح - D إنشاء و ترميم و تشغيل و صيانة والتركيب - إصلاح وصيانة الأجهزة الرياضية - ورشة
  - Card 6: الأنشطة الرياضية و - 22 Testing bug sanity و صيانة الترفيهية - مدينة ألعاب - صالة عرض
- Reference Number:** (01-23-015704-15002), (01-22-002706-22152), (01-22-002706-30149), (01-22-015704-7005), (01-22-015704-7005), (01-22-002706-25170)
- Investment Type:** Normal Investment Projects, Special Investment Projects, or Public Welfare Projects
- Price:** ريال 100, ريال 1,000, or ريال 112
- Deadline:** انتهاء موعد لشراء كراسة الشروط والمواصفات

When the value of the RFP is paid, the opportunity will move to the Paid RFPs:



The screenshot displays the 'Investment Opportunities' section of a web portal. The interface includes a sidebar with navigation icons and a top header with a search bar and filters. The main content area shows a grid of project listings, each with a title, description, area, price, and a button to submit a bid.

Project ID	Project Title	Area (m²)	Price (BHD)	Status
(01-23-015704-38001)	edit data for notification	500	100	Non-Paid RFPs
(01-23-015704-31001)	الأنشطة الزراعية والحيوانية - أنشطة وخدمات - تشغيل وصيانة انتاج المواد غير الغذائية - حديقة حيوان	100	100	Paid RFPs
(01-23-015704-27004)	الأنشطة الرياضية و الترفيهية - نادي رياضي - - تشغيل وصيانة حديقة	100	100	Paid RFPs
(01-23-002706-22006)	أنشطة التشييد وإدارة - test60 إنشاء و ترميم و تشغيل و صيانة العقارات - أنشطة وخدمات تشغيل المنشآت - معمل	-	-	Submitted Bids
(01-23-002706-22008)	الأنشطة الصناعية - - test1000 إنشاء و ترميم و تشغيل و صيانة أنشطة وخدمات المعادن ومواد البناء - محطة خدمات (مياه)	-	-	Submitted Bids
(01-23-002706-20007)	أنشطة - 11 test duration إنشاء و ترميم و تشغيل و صيانة المركبات - أنشطة بيع الدراجات وملحقاتها - محطة محروقات-مئة ج	-	-	Submitted Bids

Click on the previously purchased opportunity that appears in the paid RFPs part to display the investment opportunity screen, which includes the following:

- Opportunity name and number
- Notice of completion of payment and the deadline for submitting the bid.

فرص

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edit data for notification

01-23-015704-38001

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🟢 تم إنشاء طلب شراء الكراسية PRFP-117013

تقديم العطاء متاح حتى 9/20/2023 الموافق  
نرجو منك تسديد الكراسية عن طريق البنك الخاص بك باستخدام رقم سداد المقدم في الكراسية لتتمكن من تقديم العطاء  
12:00 9/15/23 - آخر وقت للسداد: 177 - موفوتر: 23788687253 - رقم سداد: 1445/02/30 AM

🟢 تم السداد

تقديم العطاء متاح حتى: 9/20/2023 الموافق  
الكراسية جاهزة لتقديم العطاء، يجب تقديم العطاء قبل موعد فتح المظاريف

معلومات الفاتورة

SADAD Number	الموفوتر	Municipality	تاريخ سداد الفاتورة
23788687253	177	أمانة منطقة نجران	—
Bid Submission Deadline	نسخ رقم سداد		
09/20/2023 04:00 AM			
1445/03/05			

Main Information

Municipality	Sub Municipality
بلدية تار	أمانة منطقة نجران

يوم 5 ساعات 29 دقيقة 33 ثانية المتبقي لتقديم العطاء: 27

Inquiry

Submit Bid Form

Main information for the opportunity:

- a. Municipality
- b. Sub Municipality
- c. Activity Type
- d. The value of the RFP
- e. Duration of the contract
- f. Payment type
- g. Envelope opening site
- h. Competition reception site
- i. Description of the investment opportunity
- j. Warning that there will be an annual increase of a certain percentage for each specific number of years.

**Edit Bid Information**

09-23-015704-28001

**تم إنشاء طلب شراء الكراسة**

تقديم العطاء متاح حتى 9/20/2023 الموافق  
 لرفع فاتورة اسددة الكراسة عن طريق البنك الاتحادي باستخدام رقم سداد المخصص في الكراسة لتتمكن من تقديم العطاء  
 AM 1445/02/30 رقم سداد: 23788687253 - مقرر: آخر وقت للسداد: 9/20/23 12:00

**تم السداد**

تقديم العطاء متاح حتى 9/20/2023 الموافق  
 الكراسة جاهزة لتقديم العطاء يجب تقديم العطاء قبل موعد فتح المظاريف.

**معلومات المناقصة**

SADAD Number <b>23788687253</b>	المقررات <b>177</b>	Municipality <b>أمانة منطقة الحجاز</b>	تاريخ سداد المناقصة ---
Bid Submission Deadline 09/20/2023 04:00 AM 1445/03/05	نسخة رقم سداد		

**Main Information**

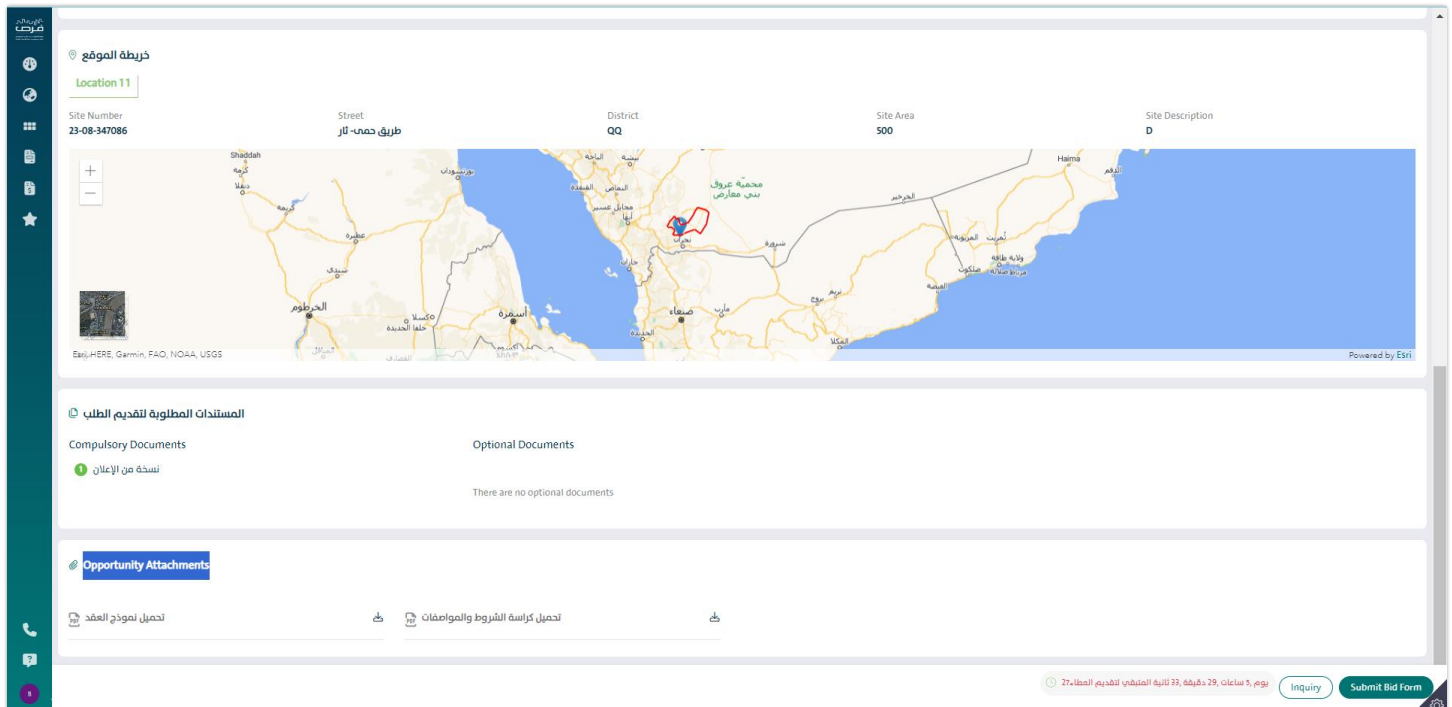
Municipality Sub Municipality <b>بلدية تار أمانة منطقة الحجاز</b>	Contract Term <b>سنوات 4</b>	Payment Type <b>مؤخر</b>	Activity type <b>الأشغال الصناعية</b>	Envelope opening location <b>5555</b>
Document Value <b>100 ريال</b>				
Bids receiving location <b>aaa</b>				

\*ستكون هناك زيادة في الأجرة السنوية بواقع 10.0 لكل 3 سنوات

**Competition Dates**

Offering Time 07:00 AM	Envelope Opening Date/Time 2023/09/20 10:00 AM	Bid End Date Time 2023/09/20 04:00 AM	Deadline for receiving inquiries 2023/09/20 04:00 AM	Bid End Date Time 2023/09/20 04:00 AM
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1. Competition times:
  - a. The beginning of the competition
  - b. The date of opening the envelopes
  - c. Bid End Date Time
2. Site Map
3. Documents required to submit the application
4. Opportunity Attachments



خريطة الموقع

Location 11

Site Number  
23-08-347086

Street  
طريق حمص- تار

District  
QQ

Site Area  
500

Site Description  
D

المستندات المطلوبة لتقديم الطلب

Compulsory Documents

نسخة من الإعلان

Optional Documents

There are no optional documents

Opportunity Attachments

تحميل نموذج العقد

تحميل كراسة الشروط والمواصفات

يوم 5 ساعات 29 دقيقة 38 ثانية المتبقي لتقديم الطلبات: 27

Inquiry

Submit Bid Form

After confirming all the opportunity information, click on Fill out the competition form,

When clicking on Fill in a competition form, a competition submission screen is displayed, which consists of several sections:

### **Section (1):** Determine the owner of the contract

The system allows another person to sign the contract. If the request is approved, the authorized person signs the contract electronically.

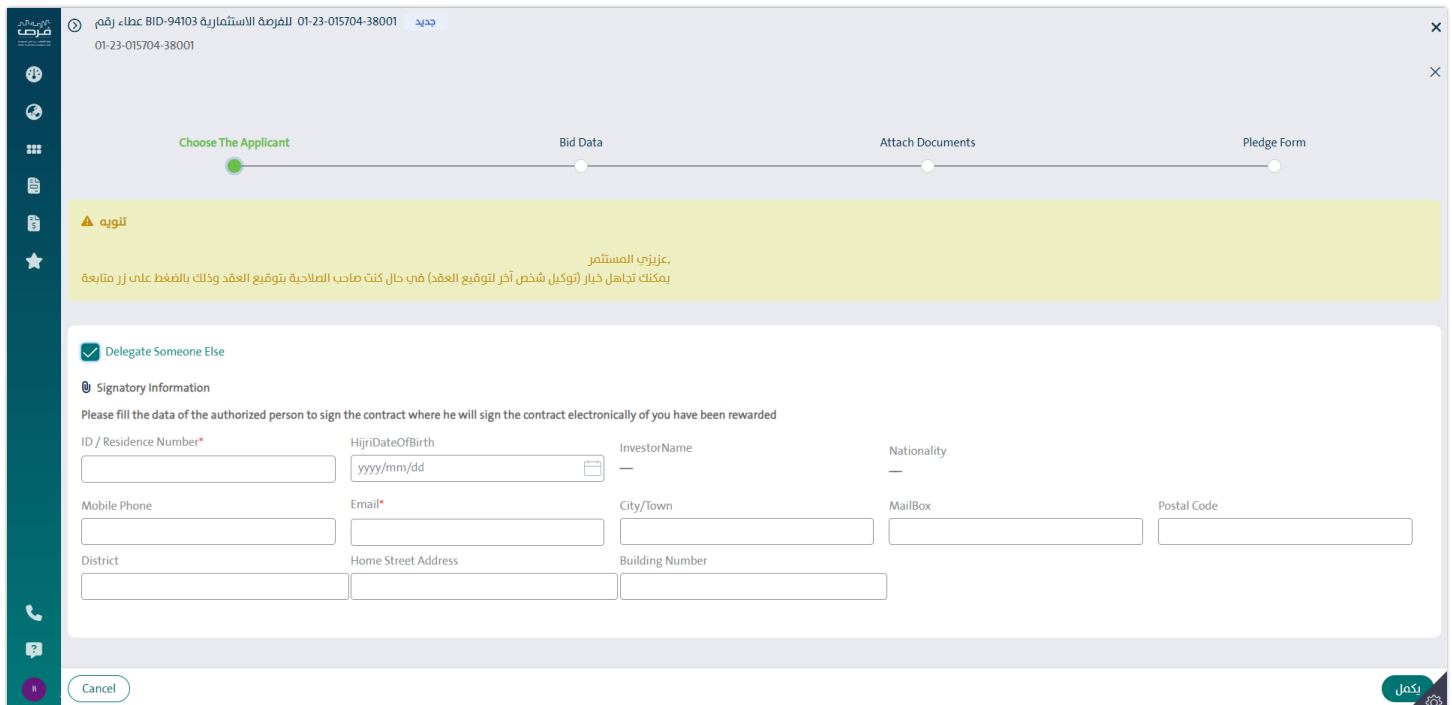
To choose to appoint another person to sign the contract, the investor enters the data of the person authorized to sign the contract, as he enters the following data:

- ID or residence number
- Date of birth in Hijri

The system integrates with Absher to retrieve the name and nationality of the person authorized to sign the contract, Then the investor enters the following data:

- Mobile number
- E-mail
- mail box
- City
- Postal code

After verifying the data of the person with signing the contract, click on the follow-up icon.



The screenshot shows a web application interface for submitting a competition form. At the top, there is a header bar with a logo on the left and a title "User Guide Competition Form Submission - Investor" in the center. Below the header, there is a navigation bar with four tabs: "Choose The Applicant", "Bid Data", "Attach Documents", and "Pledge Form". The "Choose The Applicant" tab is currently selected. Below the navigation bar, there is a yellow warning box with a triangle icon and Arabic text: "تنبؤه", "عزيزي المستثمر", "يمكنك تجاهل خيار (توكيل شخص آخر لتوقيع العقد) في حال كنت صاحب المصلحة بتوقيع العقد وذلك بالضغط على زر متابعة". Below the warning box, there is a form titled "Signatory Information" with a checkbox "Delegate Someone Else" which is checked. The form contains several input fields for personal information: "ID / Residence Number\*", "HijriDateOfBirth" (with a calendar icon), "InvestorName", "Nationality", "Mobile Phone", "Email\*", "City/Town", "MailBox", "Postal Code", "District", "Home Street Address", and "Building Number". At the bottom left of the form, there is a "Cancel" button. At the bottom right, there is a green button with the Arabic word "يكمل" (Continue).

## Section (2): Bid Data

The investor shall enter the annual rent value of the investment opportunity, as the value entered It does not include value added tax or any other fees, as shown in the following screen:

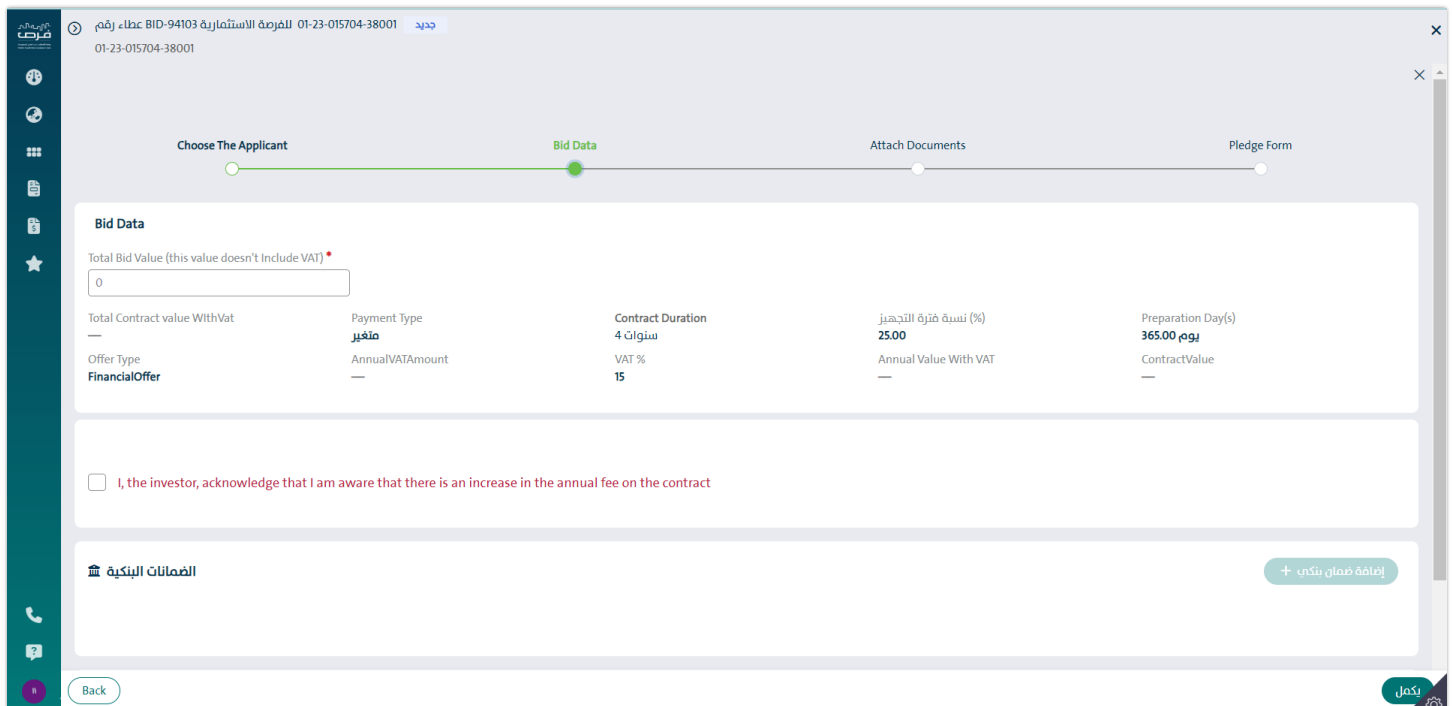
After entering the annual rent value, the system calculates the following:

- The total contract value with the value of the added tax
- The processing time value
- The number of days of the processing period

The investor undertakes to know that the type of the contract is variable, and therefore an increase in the contract will be calculated

The annual fee for the contract is at the rate of a certain percentage for each specific number of years.

The investor adds the bank guarantee by clicking on the icon.



The screenshot shows the 'Bid Data' section of a competition submission form. The form is titled 'الفرصة الاستثمارية BID-94103' and includes a progress bar with four steps: 'Choose The Applicant', 'Bid Data' (current step), 'Attach Documents', and 'Pledge Form'. The 'Bid Data' section contains the following fields:

- Total Bid Value (this value doesn't Include VAT):** A text input field with the value '0'.
- Total Contract value WithVat:** A text input field.
- Payment Type:** A dropdown menu with the selected option 'مستحقر' (Deferred).
- Contract Duration:** A text input field with the value '4 سنوات' (4 years).
- VAT %:** A text input field with the value '15'.
- نسبة فترة التجهيز (%):** A text input field with the value '25.00'.
- Annual Value With VAT:** A text input field.
- Preparation Day(s):** A text input field with the value '365.00 يوم' (365 days).
- Contract Value:** A text input field.
- Offer Type:** A dropdown menu with the selected option 'Financial Offer'.

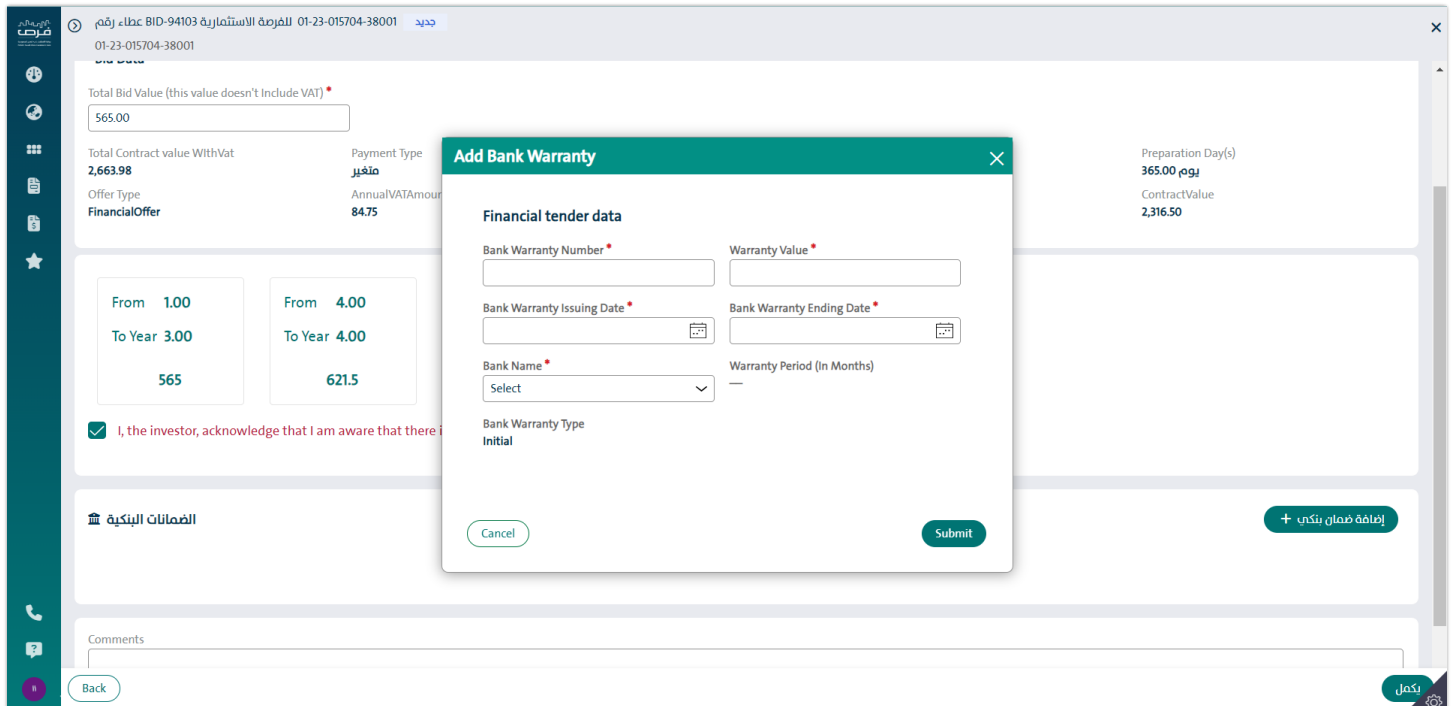
Below the form fields, there is a checkbox with the text: 'I, the investor, acknowledge that I am aware that there is an increase in the annual fee on the contract'. At the bottom of the form, there is a section for 'الضمانات البنكية' (Bank Guarantees) with a button to '+ إضافة ضمان بنكي' (Add Bank Guarantee). The form also includes a 'Back' button and a 'يُكمل' (Complete) button.



After clicking on the Add Bank Warranty icon, the Add Bank Warranty screen appears, where the investor enters the following:

- Bank Warranty Number
- Warranty Value
- Bank Warranty Issuing Date
- Bank Warranty Ending Date
- Bank Name

The system shows the validity period of the bank guarantee from the date of opening the envelopes in months, as it should be Valid for a period not less than 3 months after the date of opening the envelopes, in addition to the type of Bank Warranty.



The screenshot shows the 'Add Bank Warranty' modal form overlaid on the main competition submission interface. The modal form is titled 'Add Bank Warranty' and contains the following fields:

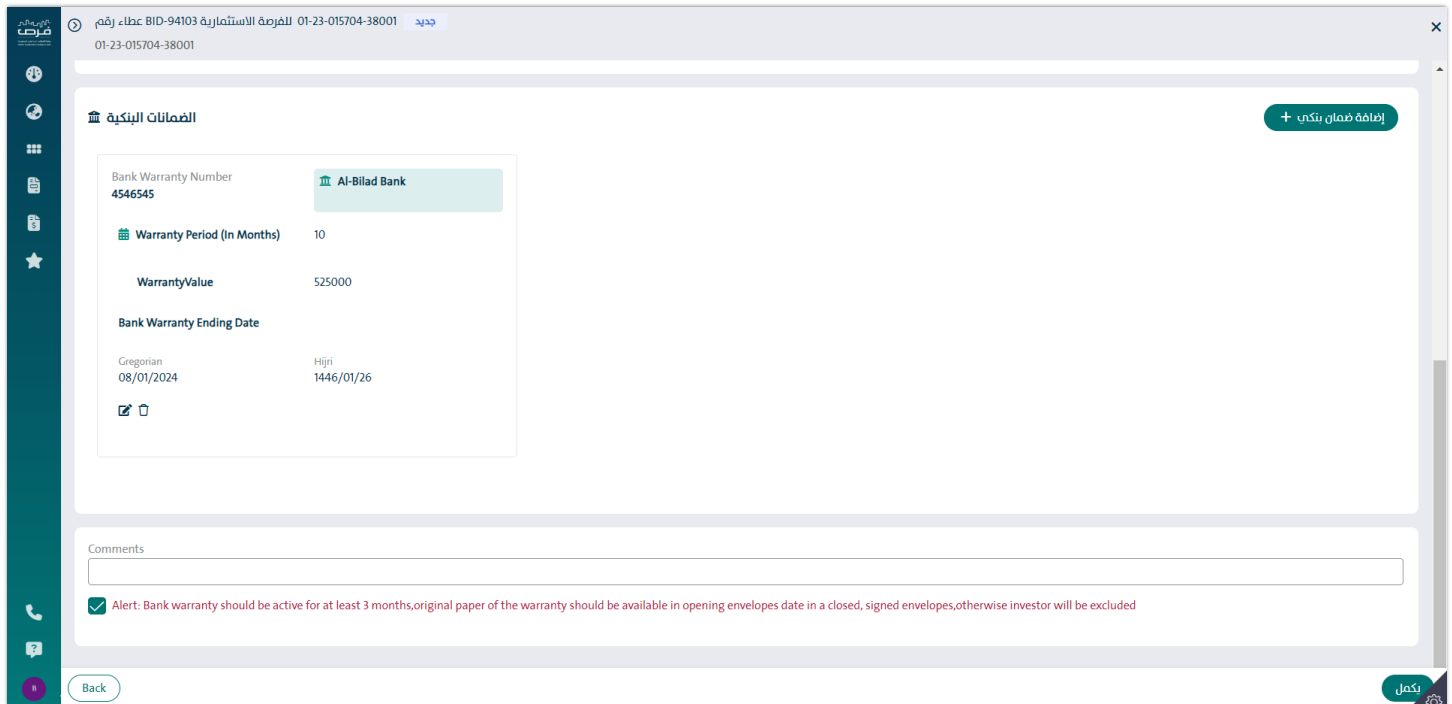
- Financial tender data**
  - Bank Warranty Number \*
  - Warranty Value \*
  - Bank Warranty Issuing Date \*
  - Bank Warranty Ending Date \*
  - Bank Name \*
  - Warranty Period (In Months)
  - Bank Warranty Type

The main interface in the background displays the following information:

- Top header: 01-23-015704-38001 جديد
- Left sidebar: قائمة المشاريع, فواتير, مذكرات, ملفات, أدوات, نجوم
- Main content area:
  - Total Bid Value (this value doesn't Include VAT) \*: 565.00
  - Total Contract value WithVat: 2,663.98
  - Offer Type: FinancialOffer
  - Payment Type: متغير
  - AnnualVATAmount: 84.75
  - Preparation Day(s): 365.00 يوم
  - ContractValue: 2,316.50
- Bottom section:
  - From 1.00 To Year 3.00: 565
  - From 4.00 To Year 4.00: 621.5
  - Checkmark: I, the investor, acknowledge that I am aware that there is
  - الضمانات البنكية
  - Comments
  - Back button

After entering the Bank Warranty data, all added Bank Warranty appear as shown on the screen.

The investor undertakes that "the bank guarantee must be valid for a period not less than 3 months after the date of opening the envelopes, and they are delivered in a closed and sealed envelope on the day and "Date of opening envelopes" and then press Continue.



The screenshot shows a web application interface for submitting bank warranty data. The header includes the Ministry of Economic and Trade Relations logo and the text "وزارة الشؤون الاقتصادية والتجارة". The main content area is titled "الضمانات البنكية" (Bank Guarantees) and contains a form with the following fields:

- Bank Warranty Number: 4546545
- Bank: Al-Bilad Bank
- Warranty Period (In Months): 10
- Warranty Value: 525000
- Bank Warranty Ending Date: 08/01/2024 (Gregorian) / 1446/01/26 (Hijri)

Below the form is a "Comments" section with a text input field. At the bottom, there is a "Back" button and a "تكمّل" (Complete) button. A red alert message is displayed at the bottom of the form:

**Alert:** Bank warranty should be active for at least 3 months, original paper of the warranty should be available in opening envelopes date in a closed, signed envelopes, otherwise investor will be excluded

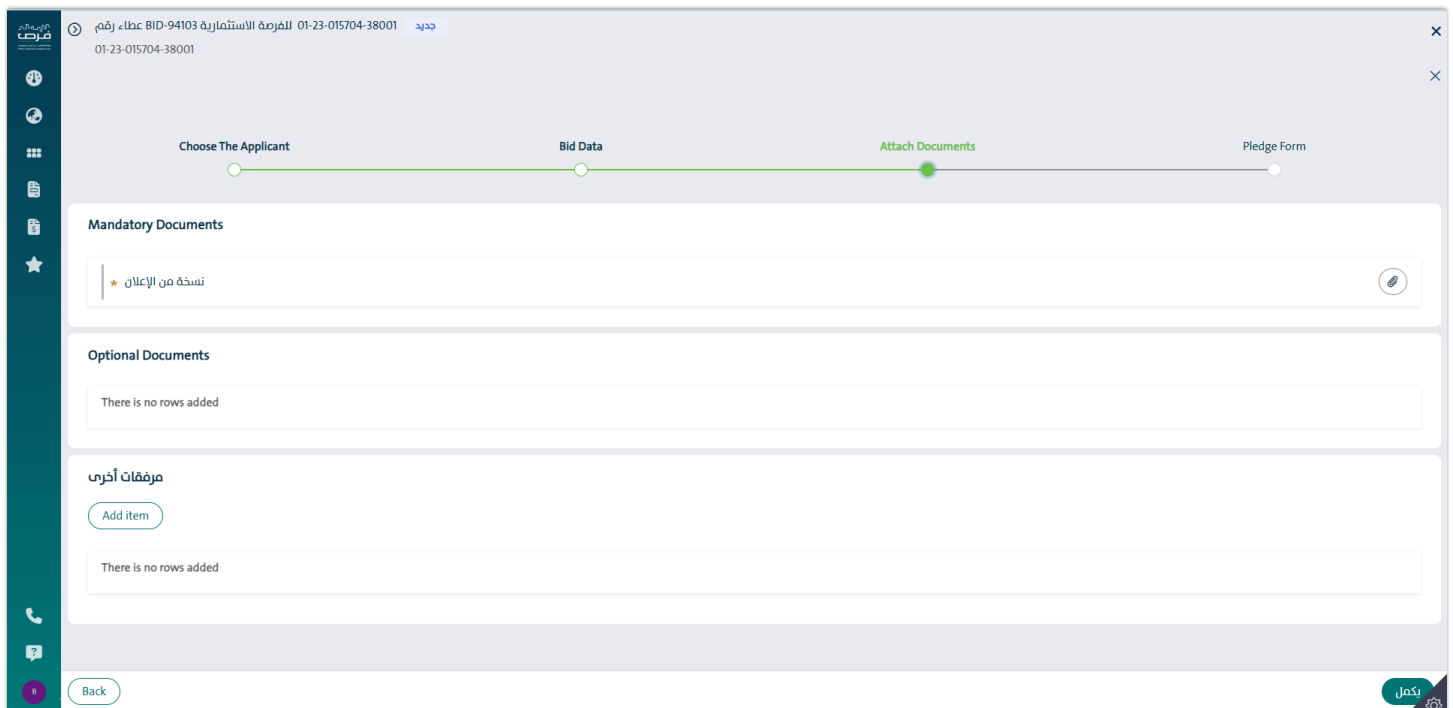
### **Section (3):** Attach documents

The investor should attach the mandatory attachments,

In the case that there are optional attachments, the attachment is made available to the investor.

The system allows you to delete or download the attachment

After attaching the attachments, press Continue.



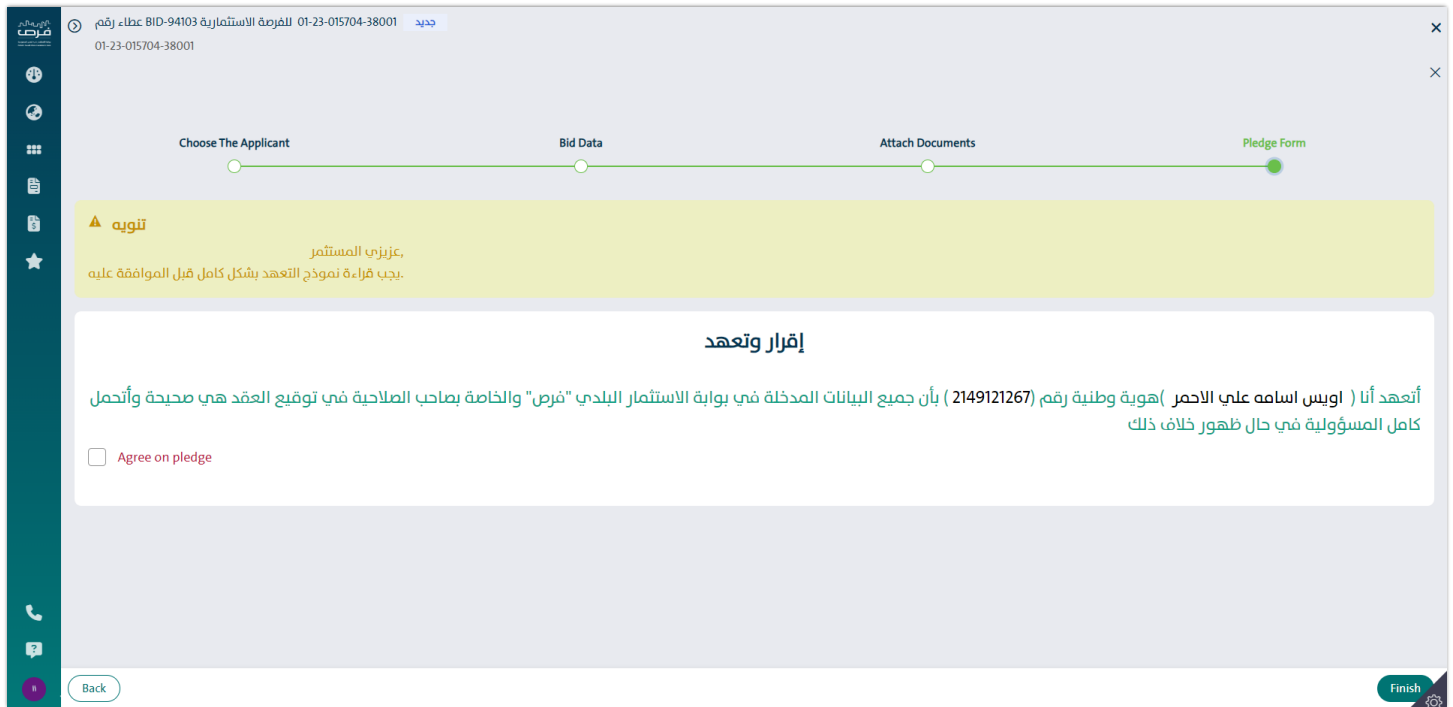
The screenshot shows a web application interface for submitting a competition form. At the top, a progress bar indicates four steps: 'Choose The Applicant', 'Bid Data', 'Attach Documents' (which is the current step and highlighted with a green dot), and 'Pledge Form'. Below the progress bar, there are three main sections for document uploads:

- Mandatory Documents:** This section contains a single row with the text 'نسخة من الإعلان' (Copy of the announcement) and a circular icon with a document symbol.
- Optional Documents:** This section contains a message 'There is no rows added'.
- مرفقات أخرى (Other Attachments):** This section contains a button labeled 'Add item' and a message 'There is no rows added'.

At the bottom left, there is a 'Back' button. At the bottom right, there is a 'أكمل' (Complete) button with a green checkmark icon.

### Section (4): Pledge Form

The investor undertakes that all data entered in the municipal investment portal "Foras" and the one with the authority to sign the contract is correct, with full responsibility in the case that otherwise appears.



The screenshot shows the 'Pledge Form' step in a four-step process: 'Choose The Applicant', 'Bid Data', 'Attach Documents', and 'Pledge Form'. A yellow warning box contains the text: 'تنويه: عزيزي المستثمر، يجب قراءة نموذج التعهد بشكل كامل قبل الموافقة عليه.' Below this, the title 'إقرار وتعهد' (Declaration and Commitment) is followed by a statement: 'أتعهد أنا ( اويس اسامه علي الاحمر ) هوية وطنية رقم ( 2149121267 ) بأن جميع البيانات المدخلة في بوابة الاستثمار البلدي "فرص" والخاصة بصاحب الصلاحية في توقيع العقد هي صحيحة وأتحمّل كامل المسؤولية في حال ظهور خلاف ذلك'. There is an unchecked checkbox labeled 'Agree on pledge'. At the bottom, there are 'Back' and 'Finish' buttons.

After committing, click Finish, and the following screen will appear:

