

Procedure for the Implementation of the Rehabilitation Projects (Improvement)

- a. Identifying the need for the project
- b. Preparation of the cost estimate with detailed Bill of Quantities for the work (By maintenance Division)
- c. Obtaining recommendation of the Land and Building Management Committee of the University for the Project
- d. Preparation of the Bidding Document and detail Bill of Quantities for the Project (By maintenance Division)
- e. Appointment of Technical Evaluation Committee (TEC)
- f. Obtaining the recommendation of the Technical Evaluation Committee (TEC) for the Bidding Document
- g. Obtaining the recommendation of the Department Procurement Committee for the Bidding Document for invitation for Bids (for more than 10 Mn valued projects)
- h. Inviting the bids and issuing of bidding documents to interested bidders
- i. Closing of bids and bid opening by bid opening committee
- j. Checking of arithmetical correction and prepare the draft schedules for the received bids
- k. Arranging TEC meeting for obtaining recommendation for the award of contract
- l. Forwarding the TEC recommendation to relevant Procurement Committee for the approval to award the contract
- m. Award of Contract to the successful Bidder based on the recommendation of the Technical Evaluation Committee and upon the approval of Procurement committee
- n. Signing the agreement with the contractor by obtaining the relevant performance security
- o. Raise the payment vouchers to Advance payment and Interim Payments upon the recommendation of the Engineer
- p. Arranged the Final Payment TEC meetings for Practical Completion Payments and Raise the payment vouchers
- q. Release the Retention upon the recommendation of the Engineer