



Guidelines for Purchasing Authorities



Version 3.0

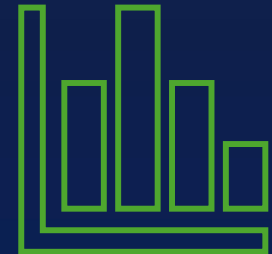
September 2026

Note: The below translation is unofficial. The Arabic original is the recognized text for the legal purposes.

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Vision

For the Tender Board to be a model of institutional excellence and a customer-focused institution that maintains an efficient and effective tender and auction cycle.



Mission

Support the national economy through efficient and effective governance and management of government procurement and auctions.



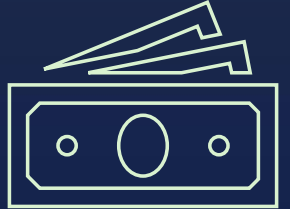
Objectives of the Law Regulating Government Tenders, Auctions, Purchases and Sales



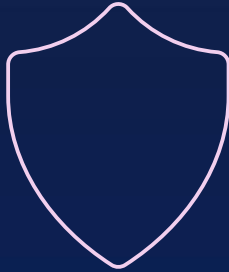
Ensure transparency throughout government procurement procedures



Encourage supplier and contractor participation in government procurement



Protect public funds and prevent personal interests from influencing tender procedures



Promote integrity and competition and fair treatment of all suppliers and contractors, ensuring equal opportunity



Achieve maximum economic efficiency in government procurement at fair, competitive prices

This guide provides Purchasing Authorities with a comprehensive reference on tender and auction procedures, presented simply. It also includes the legislation regulating government tender and auction procedures.

The guide includes updated forms and checklists that Purchasing Authorities must use when submitting requests to the Board. These standardise submissions and help the Board review requests efficiently. The checklists also help ensure requests contain all required information and documents.

The procedures apply to government procurement by all Purchasing Authorities subject to the Law Regulating Government Tenders, Auctions, Purchases and Sales, and cover the Board's main processes.

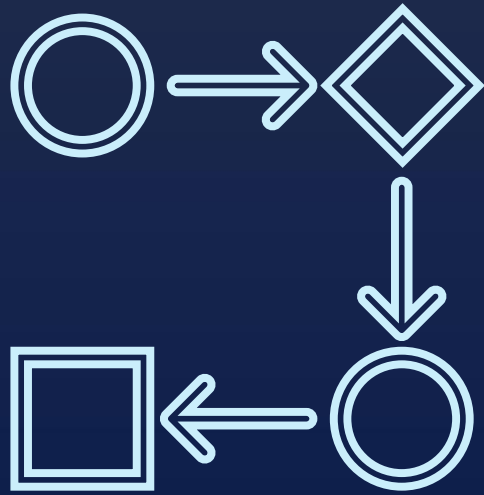
The guide is divided into three chapters: chapter one has sections covering the Board's main processes, chapter two contains updated checklists, and chapter three contains legislation governing government tenders, auctions, purchases and sales.

Guide Update Procedures

The Tender Board issues this guide and is solely responsible for retaining its original version and updating it as approved procedures evolve and as the Board issues decisions and circulars.

The guide undergoes periodic review to verify its procedures and requirements and reflect legislative developments.

Each version bears a version number, updated whenever the content changes. The latest version is available on the Board's website.



Chapter One: Processes



مجلس المناقصات والمزايدات
Tender Board

Sections of Chapter One

1. Local Public Tender
2. International Public Tender
3. Limited Tender
4. Two-Envelope Tender
5. Two-Stage Tender
6. Competitive Negotiation
7. Direct Purchase
8. Public Auction
9. Public Prequalification Invitation
10. Individual Prequalification Requests
11. Contract Extensions and Renewals
12. Variation Orders
13. Internal Procurements
14. Procurement Plans



مَجْلِسُ الْمُنَاقَصَاتِ وَالْمَزَادَاتِ
Tender Board

Section One: Local Public Tender



A public tender to suppliers and contractors authorised to conduct business in the Kingdom of Bahrain under applicable laws and regulations.



Grounds for Use	Requirements should normally be met using this method. Other procurement methods may be used where sufficient grounds exist.
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First: Tendering Stage

Proceed directly through the electronic system by uploading the following documents:

- 1. Tender documents
- 2. Approval from the Ministry of Finance and National Economy allocating the tender budget. The approval must relate specifically to the tender, cover its estimated cost and be recently issued

Checklists

Issuing a tender through the electronic system TBC01

Issuing a tender or auction TBC05

Extending the tender closing date

1. All extension requests must include a letter approved by the authorised signatory under Circular No. 1 of 2025 and comply with Circular No. 2 of 2026, whether submitted before or within the final 72 hours.
2. Submit closing date extension requests at least 72 hours before the previously agreed closing deadline.
3. For requests made within the final 72 hours, send a letter addressed to the Board's Chairman and approved by the authorised signatory under Circular No. 1 of 2025.

Checklists



Extending the closing date of a tender, auction or prequalification

TBC06

Regulatory Instrument



Circular No. 2 of 2026 on requests from Purchasing Authorities to postpone bid submission deadlines

Circular No. 1 of 2025 on the powers of authorised signatories for tender and auction requests and receipt of letters issued by the Board

Notes



1. Wholly state-owned companies and authorities with independent budgets are exempt from obtaining Ministry of Finance and National Economy approval.
2. Conduct prequalification before tenders whose nature requires prior assessment of suppliers' and contractors' capabilities, particularly in the following cases:
 - a. Similar tenders issued repeatedly: tenders with similar requirements and specifications issued frequently at short intervals.
 - b. Large projects: projects with an estimated value exceeding BHD 10 million.
 - c. Complex or specialised projects: unique, non-recurring projects unfamiliar to the Purchasing Authority, where detailed specifications for goods or works, or required service characteristics, cannot be defined.
 - d. Advanced and unique technology projects.
 - e. Specialist consultancy services.
 - f. Purchases and services critical to Purchasing Authorities' activities and operations.

Second: Evaluation Stage

After the Board opens the bids received, the Purchasing Authority examines and evaluates them. Submit recommendations to the Tender Board by letter, with a detailed evaluation report covering all bids received.

Checklists



Tender bid evaluation checklist TBC07

Notes



The bid evaluation report must include all information and documents specified in tender bid evaluation checklist TBC07.

Extending the evaluation period

For large and technically complex project tenders, submit requests to extend the evaluation period to the Board for approval at least 45 days before the original period expires.

Extending bid validity

1. Submit requests to extend bid validity to the Board for approval before contacting bidders.
2. A supplier or contractor who refuses to extend bid validity on the same terms and prices is deemed to have withdrawn, without losing the right to recover the initial bond.

Checklists



Extending the evaluation period and bid validity

TBC12

Regulatory Instrument



Circular No. 3 of 2026 on regulatory requirements for tender and auction evaluation

Third: Negotiation Stage

Negotiation is permitted under Article 34 bis of Law No. 30 of 2026 amending certain provisions of Legislative Decree No. 36 of 2002 regulating government tenders, auctions, purchases and sales. A committee formed for this purpose must conduct the negotiation. The letter submitting negotiation results to the Board must include a summary of the process.

Checklists



Tender negotiation results

TBC10

Notes



The negotiation summary must include all information and documents specified in tender negotiation results checklist TBC10.

Fourth: Post-Award Stage

The Board awards the tender to the bid offering the best terms and lowest price. The Purchasing Authority must:

1. Notify the winning company to provide the performance bond within ten days.
2. After receiving the performance bond, notify all participating companies of the award decision within three working days and return all companies' initial bonds.
3. Sign the contract with the winning company after ten days have elapsed from the award decision, and within a maximum of thirty days.
4. Return the performance bond to the winning company after it fulfils all contractual obligations.

Notes



The negotiation summary must include all information and documents specified in tender negotiation results checklist TBC10.

Tender cancellation

1. Write to the Board explaining the reasons for cancelling the tender.
2. Following the Board's approval, return the initial bonds to all tender participants.

Checklists



Cancellation of a tender, auction or prequalification

TBC13

Regulatory Instrument



Article 36 of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

Regulatory Timeframes



Period / Deadline

- 15 days before tender opening
- Until the tender closing deadline
- Before the tender closing deadline
- As specified in the documents, covering the bid validity period
- As specified in the documents, and at least 90 days
- At least 72 hours before closing. A shorter period is permitted with a letter signed by the Minister or equivalent official
- 90 days.
- Before the deadline specified in the tender documents
- Before closing, allowing at least one working week
- The Purchasing Authority must notify bidders whose bids are suspended of the reasons within 5 working days.

Regulatory Timeframes

- Minimum public tender advertising period
- Bid submission period
- Initial bond submission period
- Initial bond validity period
- Required bid validity period
- Deadline for requesting an extension of the tender closing date
- Maximum extension of the tender closing date
- Period for responding to suppliers' and contractors' clarification requests
- Period for amending tender documents
- Deadline for notifying bidders of reasons for suspension

Regulatory Timeframes



Period / Deadline

At least one week from notifying the bidder

Until completion of the evaluation process

7 days from bid opening

30 days from bid opening or until submission of the award recommendation, whichever is earlier

Within 45 days of referring bids to the Purchasing Authority

10 days before the evaluation period expires

Within 3 working days of receiving the decision.

Within 3 working days of receiving the decision

Within 7 working days of the successful tenderer providing the performance bond

Regulatory Timeframes

Deadline for providing the Commercial Registration certificate

Deadline for providing the Bahrainisation certificate

Grace period for submitting the original initial bond

Grace period for correcting initial bond validity

Bid evaluation period

Deadline for requesting an extension of the bid evaluation period

Deadline for notifying the winning bidder of the award decision

Deadline for notifying unsuccessful bidders of the evaluation results

Deadline for returning the initial bond

Regulatory Timeframes



Period / Deadline

Within 10 days of receiving the letter of initial intent to award, or 20 days for an international supplier or contractor. The Board may approve a further 10-day extension

Until full contract performance

After fulfilment of all contractual obligations

From notification of the award decision to the winning bidder

After 10 days from notifying unsuccessful bidders that they were not selected

Within a maximum of 30 days from the award decision

From the date specified in the award letter, the contract date, or another date specified in the contract

Within 10 days of becoming aware of the action or decision

Regulatory Timeframes

Performance bond submission period

Performance bond validity period

Deadline for returning the performance bond

Effective date of the purchase contract

Standstill period before contract signing

Contract signing period

Contract commencement date

Period for submitting a reconsideration request

Regulatory Timeframes

Regulatory Timeframes	Period / Deadline
Period after which a bidder is deemed aware of proceedings	After 7 working days from publication on the Board's designated noticeboard and website
Period for submitting a grievance	Within 10 days of becoming aware of the action or decision for local tenders, or 20 days for international tenders
Period for responding to a grievance	Within 30 days of submission
Period for responding to a reconsideration request	Within 30 days of submission



Section Two: International Public Tender



مجلس المناقصات والمزايدات
Tender Board

A public tender open to local suppliers and contractors and international suppliers and contractors not registered in the Kingdom.

International Public Tender



International Public Tender

Grounds for Use	Based on the nature, scale and complexity of the goods, works or services to be procured, and the required standards.
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First: Tendering Stage

Write formally to the Board explaining the grounds for issuing an international tender. Following approval, proceed through the electronic system by uploading the following documents:

1. Tender documents
2. The Board's approval to issue the tender.
3. Approval from the Ministry of Finance and National Economy allocating the tender budget. The approval must relate specifically to the tender, cover its estimated cost and be recently issued

Checklists



Issuing a tender through the electronic system

TBC01

Issuing a tender or auction

TBC05

Extending the tender closing date

1. All extension requests must include a letter approved by the authorised signatory under Circular No. 1 of 2025 and comply with Circular No. 2 of 2026, whether submitted before or within the final 72 hours.
2. Submit closing date extension requests at least 72 hours before the previously agreed closing deadline.
3. For requests made within the final 72 hours, send a letter addressed to the Board's Chairman and approved by the authorised signatory under Circular No. 1 of 2025.

Checklists



Extending the closing date of a tender, auction or prequalification

TBC06

Regulatory Instrument



Circular No. 2 of 2026 on requests from Purchasing Authorities to postpone bid submission deadlines

Circular No. 1 of 2025 on the powers of authorised signatories for tender and auction requests and receipt of letters issued by the Board

Notes



1. Wholly state-owned companies and authorities with independent budgets are exempt from obtaining Ministry of Finance and National Economy approval.
2. Conduct prequalification before tenders whose nature requires prior assessment of suppliers' and contractors' capabilities, particularly in the following cases:
 - a. Similar tenders issued repeatedly: tenders with similar requirements and specifications issued frequently at short intervals.
 - b. Large projects: projects with an estimated value exceeding BHD 10 million.
 - c. Complex or specialised projects: unique, non-recurring projects unfamiliar to the Purchasing Authority, where detailed specifications for goods or works, or required service characteristics, cannot be defined.
 - d. Advanced and unique technology projects.
 - e. Specialist consultancy services.
 - f. Purchases and services critical to Purchasing Authorities' activities and operations.

Second: Evaluation Stage

After the Board opens the bids received, the Purchasing Authority examines and evaluates them. Submit recommendations to the Tender Board by letter, with a detailed evaluation report covering all bids received.

Checklists



Tender bid evaluation checklist

TBC07

Notes



The bid evaluation report must include all information and documents specified in tender bid evaluation checklist TBC07.

Extending the evaluation period

For large and technically complex project tenders, submit requests to extend the evaluation period to the Board for approval at least 45 days before the original period expires.

Extending bid validity

1. Submit requests to extend bid validity to the Board for approval before contacting bidders.
2. A supplier or contractor who refuses to extend bid validity on the same terms and prices is deemed to have withdrawn, without losing the right to recover the initial bond.

Checklists



Extending the evaluation period and bid validity

TBC12

Regulatory Instrument



Circular No. 3 of 2026 on regulatory requirements for tender and auction evaluation

Third: Negotiation Stage

Negotiation is permitted under Article 34 bis of Law No. 30 of 2026 amending certain provisions of Legislative Decree No. 36 of 2002 regulating government tenders, auctions, purchases and sales. A committee formed for this purpose must conduct the negotiation. The letter submitting negotiation results to the Board must include a summary of the process.

Checklists



Tender negotiation results

TBC10

Notes



The negotiation summary must include all information and documents specified in tender negotiation results checklist TBC10.

Fourth: Post-Award Stage

The Board awards the tender to the bid offering the best terms and lowest price. The Purchasing Authority must:

1. Notify the winning company to provide the performance bond within ten days.
2. After receiving the performance bond, notify all participating companies of the award decision within three working days and return all companies' initial bonds.
3. Sign the contract with the winning company after ten days have elapsed from the award decision, and within a maximum of thirty days.
4. Return the performance bond to the winning company after it fulfils all contractual obligations.

Notes



The negotiation summary must include all information and documents specified in tender negotiation results checklist TBC10.

Tender cancellation

1. Write to the Board explaining the reasons for cancelling the tender.
2. Following the Board's approval, return the initial bonds to all tender participants.

Checklists



Cancellation of a tender, auction or prequalification

TBC13

Regulatory Instrument



Article 36 of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

Regulatory Timeframes



Regulatory Timeframes	Period / Deadline
Minimum international public tender advertising period	15 days before tender opening
Bid submission period	Until the tender closing deadline
Initial bond submission period	Before the tender closing deadline
Initial bond validity period	As specified in the documents, covering the bid validity period
Required bid validity period	As specified in the documents, and at least 90 days
Deadline for requesting an extension of the tender closing date	At least 72 hours before closing. A shorter period is permitted with a letter signed by the Minister or equivalent official
Maximum extension of the tender closing date	90 days.
Period for responding to suppliers' and contractors' clarification requests	Before the deadline specified in the tender documents
Period for amending tender documents	Before closing, allowing at least one working week
Deadline for notifying bidders of reasons for suspension	The Purchasing Authority must notify bidders whose bids are suspended of the reasons within 5 working days.

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Deadline for providing the Commercial Registration certificate

At least one week from notifying the bidder

Deadline for providing the Bahrainisation certificate

Until completion of the evaluation process

Grace period for submitting the original initial bond

7 days from bid opening

Grace period for correcting initial bond validity

30 days from bid opening or until submission of the award recommendation, whichever is earlier

Bid evaluation period

Within 45 days of referring bids to the Purchasing Authority

Deadline for requesting an extension of the bid evaluation period

10 days before the evaluation period expires

Deadline for notifying the winning bidder of the award decision

Within 3 working days of receiving the decision.

Deadline for notifying unsuccessful bidders of the evaluation results

Within 3 working days of receiving the decision

Deadline for returning the initial bond

Within 7 working days of the successful tenderer providing the performance bond

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Performance bond submission period	Within 10 days of receiving the letter of initial intent to award, or 20 days for an international supplier or contractor. The Board may approve a further 10-day extension
Performance bond validity period	Until full contract performance
Deadline for returning the performance bond	After fulfilment of all contractual obligations
Effective date of the purchase contract	From notification of the award decision to the winning bidder
Standstill period before contract signing	After 10 days from notifying unsuccessful bidders that they were not selected
Contract signing period	Within a maximum of 30 days from the award decision
Contract commencement date	From the date specified in the award letter, the contract date, or another date specified in the contract
Period for submitting a reconsideration request	Within 10 days of becoming aware of the action or decision

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Period after which a bidder is deemed aware of proceedings

After 7 working days from publication on the Board's designated noticeboard and website

Period for submitting a grievance

Within 10 days of becoming aware of the action or decision for local tenders, or 20 days for international tenders

Period for responding to a grievance

Within 30 days of submission

Period for responding to a reconsideration request

Within 30 days of submission



Section Three: Limited Tender

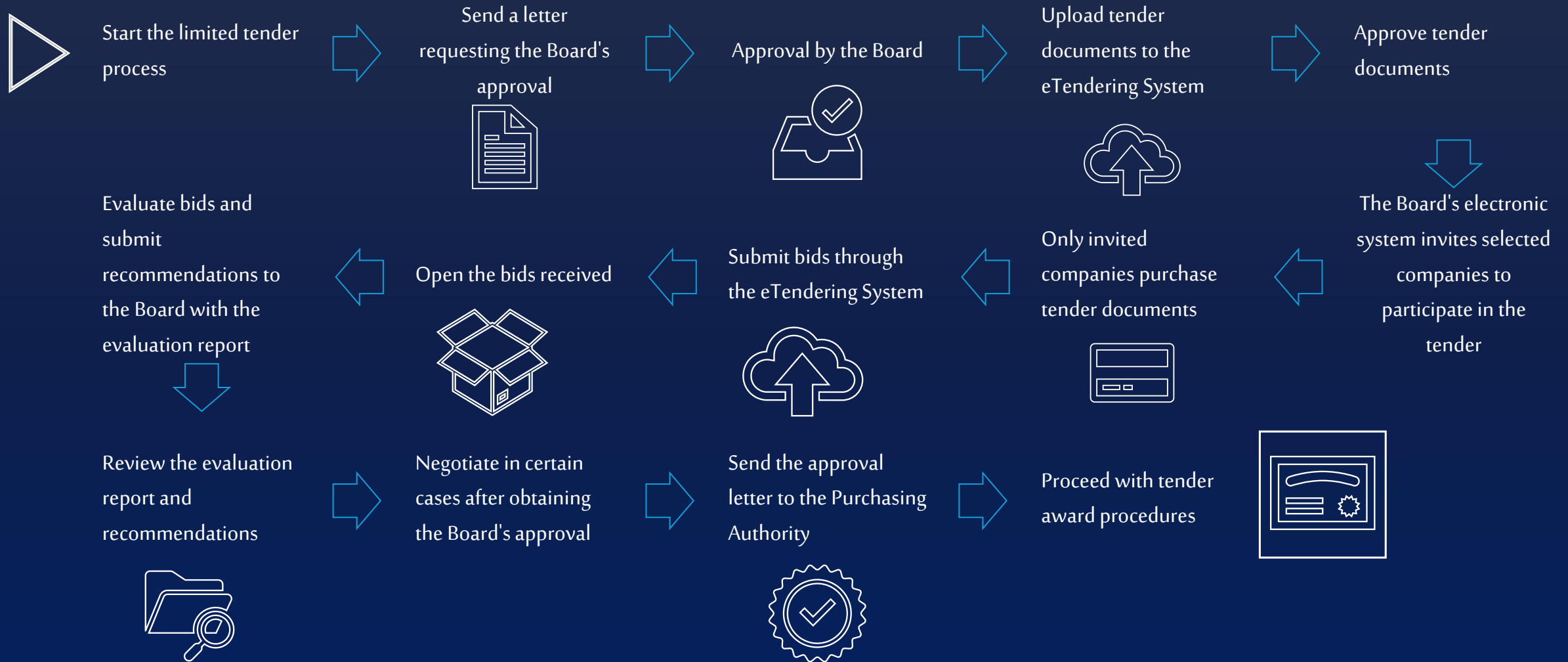


مجلس المناقصات والمزايا

Tender Board

A tender restricted to a specified number or category of suppliers or contractors.

Limited Tender



Limited Tender

Grounds for Use	Where any of the following grounds applies: 1. The goods, works or services are available only from a limited number of suppliers, contractors, consultants, technicians or experts, either in the Kingdom of Bahrain or abroad, owing to their highly specialized nature. 2. The goods, works or services are of such low value that examining and evaluating a large number of bids would require disproportionate time and cost. 3. Procurement from a limited number of suppliers, contractors, consultants, technicians or experts is necessary to strengthen the national economy, particularly to support the balance of payments or foreign exchange reserves
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First: Tendering Stage

Write formally to the Board explaining the grounds for a limited tender. Following approval, proceed through the electronic system by uploading the following documents:

1. Tender documents
2. The Board's approval to issue the tender.
3. Approval from the Ministry of Finance and National Economy allocating the tender budget. The approval must relate specifically to the tender, cover its estimated cost and be recently issued.

Checklists



Issuing a tender through the electronic system

TBC01

Issuing a tender or auction

TBC05

Extending the tender closing date

1. All extension requests must include a letter approved by the authorised signatory under Circular No. 1 of 2025 and comply with Circular No. 2 of 2026, whether submitted before or within the final 72 hours.
2. Submit closing date extension requests at least 72 hours before the previously agreed closing deadline.
3. For requests made within the final 72 hours, send a letter addressed to the Board's Chairman and approved by the authorised signatory under Circular No. 1 of 2025.

Checklists



Extending the closing date of a tender, auction or prequalification

TBC06

Regulatory Instrument



Circular No. 2 of 2026 on requests from Purchasing Authorities to postpone bid submission deadlines

Circular No. 1 of 2025 on the powers of authorised signatories for tender and auction requests and receipt of letters issued by the Board

Notes



1. Wholly state-owned companies and authorities with independent budgets are exempt from obtaining Ministry of Finance and National Economy approval.
2. Conduct prequalification before tenders whose nature requires prior assessment of suppliers' and contractors' capabilities, particularly in the following cases:
 - a. Similar tenders issued repeatedly: tenders with similar requirements and specifications issued frequently at short intervals.
 - b. Large projects: projects with an estimated value exceeding BHD 10 million.
 - c. Complex or specialised projects: unique, non-recurring projects unfamiliar to the Purchasing Authority, where detailed specifications for goods or works, or required service characteristics, cannot be defined.
 - d. Advanced and unique technology projects.
 - e. Specialist consultancy services.
 - f. Purchases and services critical to Purchasing Authorities' activities and operations.

Second: Evaluation Stage

After the Board opens the bids received, the Purchasing Authority examines and evaluates them. Submit recommendations to the Tender Board by letter, with a detailed evaluation report covering all bids received.

Checklists



Tender bid evaluation checklist

TBC07

Notes



The bid evaluation report must include all information and documents specified in tender bid evaluation checklist TBC07.

Extending the evaluation period

For large and technically complex project tenders, submit requests to extend the evaluation period to the Board for approval at least 45 days before the original period expires.

Extending bid validity

1. Submit requests to extend bid validity to the Board for approval before contacting bidders.
2. A supplier or contractor who refuses to extend bid validity on the same terms and prices is deemed to have withdrawn, without losing the right to recover the initial bond.

Checklists



Extending the evaluation period and bid validity

TBC12

Regulatory Instrument



Circular No. 3 of 2026 on regulatory requirements for tender and auction evaluation

Third: Negotiation Stage

Negotiation is permitted under Article 34 bis of Law No. 30 of 2026 amending certain provisions of Legislative Decree No. 36 of 2002 regulating government tenders, auctions, purchases and sales. A committee formed for this purpose must conduct the negotiation. The letter submitting negotiation results to the Board must include a summary of the process.

Checklists



Tender negotiation results

TBC10

Notes



The negotiation summary must include all information and documents specified in tender negotiation results checklist TBC10.

Fourth: Post-Award Stage

The Board awards the tender to the bid offering the best terms and lowest price. The Purchasing Authority must:

1. Notify the winning company to provide the performance bond within ten days.
2. After receiving the performance bond, notify all participating companies of the award decision within three working days and return all companies' initial bonds.
3. Sign the contract with the winning company after ten days have elapsed from the award decision, and within a maximum of thirty days.
4. Return the performance bond to the winning company after it fulfils all contractual obligations.

Notes



The negotiation summary must include all information and documents specified in tender negotiation results checklist TBC10.

Tender cancellation

1. Write to the Board explaining the reasons for cancelling the tender.
2. Following the Board's approval, return the initial bonds to all tender participants.

Checklists



Cancellation of a tender, auction or prequalification

TBC13

Regulatory Instrument



Article 36 of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Deadline for inviting participation in a limited tender

At least 15 days before tender opening

Bid submission period

Until the tender closing deadline

Initial bond submission period

Before the tender closing deadline

Initial bond validity period

As specified in the documents, covering the bid validity period

Required bid validity period

As specified in the documents, and at least 90 days

Deadline for requesting an extension of the tender closing date

At least 72 hours before closing. A shorter period is permitted with a letter signed by the Minister or equivalent official

Maximum extension of the tender closing date

90 days.

Period for responding to suppliers' and contractors' clarification requests

Before the deadline specified in the tender documents

Period for amending tender documents

Before closing, allowing at least one working week

Deadline for notifying bidders of reasons for suspension

The Purchasing Authority must notify bidders whose bids are suspended of the reasons within 5 working days.

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Deadline for providing the Commercial Registration certificate

At least one week from notifying the bidder

Deadline for providing the Bahrainisation certificate

Until completion of the evaluation process

Grace period for submitting the original initial bond

7 days from bid opening

Grace period for correcting initial bond validity

30 days from bid opening or until submission of the award recommendation, whichever is earlier

Bid evaluation period

Within 45 days of referring bids to the Purchasing Authority

Deadline for requesting an extension of the bid evaluation period

10 days before the evaluation period expires

Deadline for notifying the winning bidder of the award decision

Within 3 working days of receiving the decision.

Deadline for notifying unsuccessful bidders of the evaluation results

Within 3 working days of receiving the decision

Deadline for returning the initial bond

Within 7 working days of the successful tenderer providing the performance bond

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Performance bond submission period	Within 10 days of receiving the letter of initial intent to award, or 20 days for an international supplier or contractor. The Board may approve a further 10-day extension
Performance bond validity period	Until full contract performance
Deadline for returning the performance bond	After fulfilment of all contractual obligations
Effective date of the purchase contract	From notification of the award decision to the winning bidder
Standstill period before contract signing	After 10 days from notifying unsuccessful bidders that they were not selected
Contract signing period	Within a maximum of 30 days from the award decision
Contract commencement date	From the date specified in the award letter, the contract date, or another date specified in the contract
Period for submitting a reconsideration request	Within 10 days of becoming aware of the action or decision

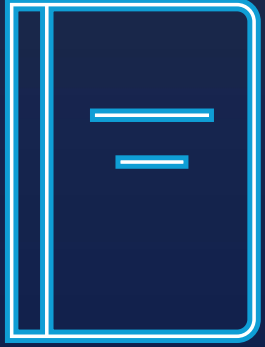
Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Period after which a bidder is deemed aware of proceedings	After 7 working days from publication on the Board's designated noticeboard and website
Period for submitting a grievance	Within 10 days of becoming aware of the action or decision for local tenders, or 20 days for international tenders
Period for responding to a grievance	Within 30 days of submission
Period for responding to a reconsideration request	Within 30 days of submission



Section Four: Two-Envelope Tender



مَجْلِسُ الْمُنَاقَصَاتِ وَالْمَزَائِدَاتِ
Tender Board

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

Two-Envelope Tender



Two-Envelope Tender

Grounds for Use	Due to the particular nature of tenders for studies and consultancy and specialist services, especially regarding the evaluation process and the comparisons involved in selecting the winning bid.
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First: Tendering Stage (as a Local Public Tender)

Proceed directly through the electronic system by uploading the following documents:

- 1. Tender documents
- 2. Approval from the Ministry of Finance and National Economy allocating the tender budget. The approval must relate specifically to the tender, cover its estimated cost and be recently issued

******The Purchasing Authority must specify in the tender documents that bids comprise two parts, one technical and one financial. The technical bid must exclude prices and include the initial bond.

Checklists



Issuing a tender through the electronic system TBC01

Issuing a tender or auction TBC05

Extending the tender closing date

1. All extension requests must include a letter approved by the authorised signatory under Circular No. 1 of 2025 and comply with Circular No. 2 of 2026, whether submitted before or within the final 72 hours.
2. Submit closing date extension requests at least 72 hours before the previously agreed closing deadline.
3. For requests made within the final 72 hours, send a letter addressed to the Board's Chairman and approved by the authorised signatory under Circular No. 1 of 2025.

Checklists



Extending the closing date of a tender, auction or prequalification

TBC06

Regulatory Instrument



Circular No. 2 of 2026 on requests from Purchasing Authorities to postpone bid submission deadlines

Circular No. 1 of 2025 on the powers of authorised signatories for tender and auction requests and receipt of letters issued by the Board

Notes



1. Wholly state-owned companies and authorities with independent budgets are exempt from obtaining Ministry of Finance and National Economy approval.
2. Conduct prequalification before tenders whose nature requires prior assessment of suppliers' and contractors' capabilities, particularly in the following cases:
 - a. Similar tenders issued repeatedly: tenders with similar requirements and specifications issued frequently at short intervals.
 - b. Large projects: projects with an estimated value exceeding BHD 10 million.
 - c. Complex or specialised projects: unique, non-recurring projects unfamiliar to the Purchasing Authority, where detailed specifications for goods or works, or required service characteristics, cannot be defined.
 - d. Advanced and unique technology projects.
 - e. Specialist consultancy services.
 - f. Purchases and services critical to Purchasing Authorities' activities and operations.

Two-Envelope Tender

Second: Evaluation Stage

After the Board opens the bids received, the Purchasing Authority examines and evaluates them. Submit recommendations to the Tender Board by letter, with a detailed evaluation report covering all bids received.

Checklists



Tender bid evaluation checklist

TBC07

Notes



The bid evaluation report must include all information and documents specified in tender bid evaluation checklist TBC07.

Extending the evaluation period

For large and technically complex project tenders, submit requests to extend the evaluation period to the Board for approval at least 45 days before the original period expires.

Two-Envelope Tender

Extending bid validity

1. Submit requests to extend bid validity to the Board for approval before contacting bidders.
2. A supplier or contractor who refuses to extend bid validity on the same terms and prices is deemed to have withdrawn, without losing the right to recover the initial bond.

Checklists



Extending the evaluation period and bid validity

TBC12

Regulatory Instrument



Circular No. 3 of 2026 on regulatory requirements for tender and auction evaluation

Two-Envelope Tender

Third: Financial Evaluation Stage

Ten days after approval of the technical evaluation results and notification of all participants by the Purchasing Authority, the Board opens the financial bids and refers them for evaluation. Submit final recommendations to the Tender Board by letter addressed to its Chairman, with a technical and financial evaluation report covering all bids received.

Checklists



Tender negotiation results

TBC10

Notes



The bid evaluation report must include all information and documents specified in tender bid evaluation checklist TBC07.

Two-Envelope Tender

Fourth: Negotiation Stage

Negotiation is permitted under Article 34 bis of Law No. 30 of 2026 amending certain provisions of Legislative Decree No. 36 of 2002 regulating government tenders, auctions, purchases and sales. A committee formed for this purpose must conduct the negotiation. The letter submitting negotiation results to the Board must include a summary of the process.

Checklists



Tender negotiation results

TBC10

Notes



The negotiation summary must include all information and documents specified in tender negotiation results checklist TBC10.

Fifth: Post-Award Stage

The Board awards the tender to the bid offering the best terms and lowest price. The Purchasing Authority must:

1. Notify the winning company to provide the performance bond within ten days.
2. After receiving the performance bond, notify all participating companies of the award decision within three working days and return all companies' initial bonds.
3. Sign the contract with the winning company after ten days have elapsed from the award decision, and within a maximum of thirty days.
4. Return the performance bond to the winning company after it fulfils all contractual obligations.

Notes



The negotiation summary must include all information and documents specified in tender negotiation results checklist TBC10.

Two-Envelope Tender

Tender cancellation

1. Write to the Board explaining the reasons for cancelling the tender.
2. Following the Board's approval, return the initial bonds to all tender participants.

Checklists



Cancellation of a tender, auction or prequalification

TBC13

Regulatory Instrument



Article 36 of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Minimum tender advertising period

15 days before tender opening

Bid submission period

Until the tender closing deadline

Initial bond submission period

Before the tender closing deadline

Initial bond validity period

As specified in the documents, covering the bid validity period

Required bid validity period

As specified in the documents, and at least 90 days

Deadline for requesting an extension of the tender closing date

At least 72 hours before closing. A shorter period is permitted with a letter signed by the Minister or equivalent official

Maximum extension of the tender closing date

90 days.

Period for responding to suppliers' and contractors' clarification requests

Before the deadline specified in the tender documents

Period for amending tender documents

Before closing, allowing at least one working week

Deadline for notifying bidders of reasons for suspension

The Purchasing Authority must notify bidders whose bids are suspended of the reasons within 5 working days.

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Deadline for providing the Commercial Registration certificate

At least one week from notifying the bidder

Deadline for providing the Bahrainisation certificate

Until completion of the evaluation process

Grace period for submitting the original initial bond

7 days from bid opening

Grace period for correcting initial bond validity

30 days from bid opening or until submission of the award recommendation, whichever is earlier

Bid evaluation period

Within 45 days of referring bids to the Purchasing Authority

Deadline for requesting an extension of the bid evaluation period

10 days before the evaluation period expires

Deadline for notifying the winning bidder of the award decision

Within 3 working days of receiving the decision.

Deadline for notifying unsuccessful bidders of the evaluation results

Within 3 working days of receiving the decision

Deadline for returning the initial bond

Within 7 working days of the successful tenderer providing the performance bond

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Performance bond submission period

Within 10 days of receiving the letter of initial intent to award, or 20 days for an international supplier or contractor. The Board may approve a further 10-day extension

Performance bond validity period

Until full contract performance

Deadline for returning the performance bond

After fulfilment of all contractual obligations

Effective date of the purchase contract

From notification of the award decision to the winning bidder

Standstill period before contract signing

After 10 days from notifying unsuccessful bidders that they were not selected

Contract signing period

Within a maximum of 30 days from the award decision

Contract commencement date

From the date specified in the award letter, the contract date, or another date specified in the contract

Period for submitting a reconsideration request

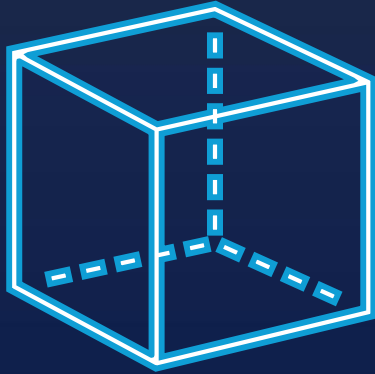
Within 10 days of becoming aware of the action or decision

Regulatory Timeframes

Regulatory Timeframes

Period / Deadline

Period after which a bidder is deemed aware of proceedings	After 7 working days from publication on the Board's designated noticeboard and website
Period for submitting a grievance	Within 10 days of becoming aware of the action or decision for local tenders, or 20 days for international tenders
Period for responding to a grievance	Within 30 days of submission
Period for responding to a reconsideration request	Within 30 days of submission



Section Five: Two-Stage Tender



مجلس المناقصات والمزايا
Tender Board

A public tender conducted in two stages: preliminary technical bids in the first stage, and final bids including prices in the second stage.

Two-Stage Tender



Two-Stage Tender

Grounds for Use	Where it is impractical to prepare detailed specifications for the goods or works, or to define the characteristics of the services, to obtain the solution that best meets the Purchasing Authority's needs, provided that the following conditions are met: 1. Clear criteria exist for the technical evaluation of bids. 2. Sufficient time is available to conduct the tender in two stages. 3. A lump-sum contract is intended. 4. More than one bid is expected to be received.
-----------------	--

Two-Stage Tender

First: Tendering Stage

Proceed directly through the electronic system by uploading the following documents:

1. Tender documents
2. Approval from the Ministry of Finance and National Economy allocating the tender budget. The approval must relate specifically to the tender, cover its estimated cost and be recently issued

Checklists



Issuing a tender through the electronic system

TBC01

Issuing a tender or auction

TBC05

Extending the tender closing date

- 1. All extension requests must include a letter approved by the authorised signatory under Circular No. 1 of 2025 and comply with Circular No. 2 of 2026, whether submitted before or within the final 72 hours.
- 2. Submit closing date extension requests at least 72 hours before the previously agreed closing deadline.
- 3. For requests made within the final 72 hours, send a letter addressed to the Board's Chairman and approved by the authorised signatory under Circular No. 1 of 2025.

Checklists



Extending the closing date of a tender, auction or prequalification

TBC06

Regulatory Instrument



Circular No. 2 of 2026 on requests from Purchasing Authorities to postpone bid submission deadlines
Circular No. 1 of 2025 on the powers of authorised signatories for tender and auction requests and receipt of letters issued by the Board

Notes



1. Wholly state-owned companies and authorities with independent budgets are exempt from obtaining Ministry of Finance and National Economy approval.
2. Conduct prequalification before tenders whose nature requires prior assessment of suppliers' and contractors' capabilities, particularly in the following cases:
 - a. Similar tenders issued repeatedly: tenders with similar requirements and specifications issued frequently at short intervals.
 - b. Large projects: projects with an estimated value exceeding BHD 10 million.
 - c. Complex or specialised projects: unique, non-recurring projects unfamiliar to the Purchasing Authority, where detailed specifications for goods or works, or required service characteristics, cannot be defined.
 - d. Advanced and unique technology projects.
 - e. Specialist consultancy services.
 - f. Purchases and services critical to Purchasing Authorities' activities and operations.

Two-Stage Tender

Second: Preliminary Bid Evaluation Stage

After the Board opens preliminary bids, evaluate them and negotiate where necessary. Submit recommendations on preliminary bids to the Tender Board by letter, with an evaluation report covering all preliminary bids received.

Following the Board's approval, issue the second stage through the electronic system by uploading the following documents:

1. Tender documents containing final specifications and conditions.
2. The Board's approval to issue the second stage.
3. Approval from the Ministry of Finance and National Economy allocating the tender budget. The approval must relate specifically to the tender, cover its estimated cost and be recently issued.

Participating suppliers and contractors must provide the initial bond during this stage.

Checklists



Tender bid evaluation checklist

TBC07

Third: Final Bid Evaluation Stage

After the Board receives and opens final bids, the Purchasing Authority examines and evaluates them. Submit recommendations to the Tender Board by letter, with a detailed evaluation report covering all final bids.

Checklists



Tender bid evaluation checklist

TBC07

Notes



The bid evaluation report must include all information and documents specified in tender bid evaluation checklist TBC07.

Extending bid validity

1. Submit requests to extend bid validity to the Board for approval before contacting bidders.
2. A supplier or contractor who refuses to extend bid validity on the same terms and prices is deemed to have withdrawn, without losing the right to recover the initial bond.

Checklists



Extending the evaluation period and bid validity

TBC12

Regulatory Instrument



Circular No. 3 of 2026 on regulatory requirements for tender and auction evaluation

Fourth: Negotiation Stage

Negotiation is permitted under Article 34 bis of Law No. 30 of 2026 amending certain provisions of Legislative Decree No. 36 of 2002 regulating government tenders, auctions, purchases and sales. A committee formed for this purpose must conduct the negotiation. The letter submitting negotiation results to the Board must include a summary of the process.

Checklists



Tender negotiation results

TBC10

Notes



The negotiation summary must include all information and documents specified in tender negotiation results checklist TBC10.

Fifth: Post-Award Stage

The Board awards the tender to the bid offering the best terms and lowest price. The Purchasing Authority must:

1. Notify the winning company to provide the performance bond within ten days.
2. After receiving the performance bond, notify all participating companies of the award decision within three working days and return all companies' initial bonds.
3. Sign the contract with the winning company after ten days have elapsed from the award decision, and within a maximum of thirty days.
4. Return the performance bond to the winning company after it fulfils all contractual obligations.

Notes



The negotiation summary must include all information and documents specified in tender negotiation results checklist TBC10.

Two-Stage Tender

Tender cancellation

1. Write to the Board explaining the reasons for cancelling the tender.
2. Following the Board's approval, return the initial bonds to all tender participants.

Checklists



Cancellation of a tender, auction or prequalification

TBC13

Regulatory Instrument



Article 36 of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

Regulatory Timeframes



Regulatory Timeframes	Period / Deadline
Minimum tender advertising period	15 days before tender opening
Bid submission period	Until the tender closing deadline
Initial bond submission period	Before the tender closing deadline
Initial bond validity period	As specified in the documents, covering the bid validity period
Required bid validity period	As specified in the documents, and at least 90 days
Deadline for requesting an extension of the tender closing date	At least 72 hours before closing. A shorter period is permitted with a letter signed by the Minister or equivalent official
Maximum extension of the tender closing date	90 days.
Period for responding to suppliers' and contractors' clarification requests	Before the deadline specified in the tender documents
Period for amending tender documents	Before closing, allowing at least one working week
Deadline for notifying bidders of reasons for suspension	The Purchasing Authority must notify bidders whose bids are suspended of the reasons within 5 working days.

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Deadline for providing the Commercial Registration certificate

At least one week from notifying the bidder

Deadline for providing the Bahrainisation certificate

Until completion of the evaluation process

Grace period for submitting the original initial bond

7 days from bid opening

Grace period for correcting initial bond validity

30 days from bid opening or until submission of the award recommendation, whichever is earlier

Bid evaluation period

Within 45 days of referring bids to the Purchasing Authority

Deadline for requesting an extension of the bid evaluation period

10 days before the evaluation period expires

Deadline for notifying the winning bidder of the award decision

Within 3 working days of receiving the decision.

Deadline for notifying unsuccessful bidders of the evaluation results

Within 3 working days of receiving the decision

Deadline for returning the initial bond

Within 7 working days of the successful tenderer providing the performance bond

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Performance bond submission period

Within 10 days of receiving the letter of initial intent to award, or 20 days for an international supplier or contractor. The Board may approve a further 10-day extension

Performance bond validity period

Until full contract performance

Deadline for returning the performance bond

After fulfilment of all contractual obligations

Effective date of the purchase contract

From notification of the award decision to the winning bidder

Standstill period before contract signing

After 10 days from notifying unsuccessful bidders that they were not selected

Contract signing period

Within a maximum of 30 days from the award decision

Contract commencement date

From the date specified in the award letter, the contract date, or another date specified in the contract

Period for submitting a reconsideration request

Within 10 days of becoming aware of the action or decision

Regulatory Timeframes

Regulatory Timeframes

Period / Deadline

Period after which a bidder is deemed aware of proceedings	After 7 working days from publication on the Board's designated noticeboard and website
Period for submitting a grievance	Within 10 days of becoming aware of the action or decision for local tenders, or 20 days for international tenders
Period for responding to a grievance	Within 30 days of submission
Period for responding to a reconsideration request	Within 30 days of submission



Section Six: Competitive Negotiation



مجلس المناقصات والمزايدات
Tender Board

A tender conducted in two stages: suppliers or contractors submit preliminary offers in the first stage and final offers in the second stage.

Competitive Negotiation



Grounds for Use	This procurement method may be used in the following cases: 1. Goods that cannot be defined by precise specifications. 2. Technical works that, by their nature, must be carried out by specific technicians, specialists or experts. 3. Goods, works or services that, by their nature, require to be carried out by specific technicians, specialists or experts. 4. Supplies, works or services for which no bids were submitted, or the prices submitted were unacceptable, and the urgency of the requirement does not permit retendering. 5. Disasters or urgent circumstances that create a pressing need for goods, works or services and do not allow the public tender procedures to be followed.
-----------------	--

First: Tendering Stage

Write formally to the Board explaining the grounds for competitive negotiation. Include the names of suppliers or contractors to be invited and the negotiation committee members.

Following approval, invite suppliers or contractors to submit preliminary offers to the Purchasing Authority. The committee conducts negotiations confidentially.

After negotiation, submit the results formally to the Board, recommending qualified suppliers or contractors to invite to submit final bids.

Following the Board's approval, issue the second stage through the electronic system by uploading the following documents:

- 1. Tender documents containing final specifications and conditions
- 2. The Board's approval to issue the second stage
- 3. Approval from the Ministry of Finance and National Economy allocating the tender budget. The approval must relate specifically to the tender, cover its estimated cost and be recently issued.

Participating suppliers and contractors must provide the initial bond during this stage.

Checklists



Issuing a tender through the electronic system

TBC01

Issuing a tender or auction

TBC05

Extending the tender closing date

1. All extension requests must include a letter approved by the authorised signatory under Circular No. 1 of 2025 and comply with Circular No. 2 of 2026, whether submitted before or within the final 72 hours.
2. Submit closing date extension requests at least 72 hours before the previously agreed closing deadline.
3. For requests made within the final 72 hours, send a letter addressed to the Board's Chairman and approved by the authorised signatory under Circular No. 1 of 2025.

Checklists



Extending the closing date of a tender, auction or prequalification

TBC06

Regulatory Instrument



Circular No. 2 of 2026 on requests from Purchasing Authorities to postpone bid submission deadlines

Circular No. 1 of 2025 on the powers of authorised signatories for tender and auction requests and receipt of letters issued by the Board

Notes



1. Wholly state-owned companies and authorities with independent budgets are exempt from obtaining Ministry of Finance and National Economy approval.
2. Conduct prequalification before tenders whose nature requires prior assessment of suppliers' and contractors' capabilities, particularly in the following cases:
 - a. Similar tenders issued repeatedly: tenders with similar requirements and specifications issued frequently at short intervals.
 - b. Large projects: projects with an estimated value exceeding BHD 10 million.
 - c. Complex or specialised projects: unique, non-recurring projects unfamiliar to the Purchasing Authority, where detailed specifications for goods or works, or required service characteristics, cannot be defined.
 - d. Advanced and unique technology projects.
 - e. Specialist consultancy services.
 - f. Purchases and services critical to Purchasing Authorities' activities and operations.

Second: Second Tendering Stage

Following the Board's approval of first-stage results, issue the second stage through the electronic system by uploading:

1. Final tender documents
2. Approval from the Ministry of Finance and National Economy allocating the tender budget. The approval must relate specifically to the tender, cover its estimated cost and be recently issued.

Checklists



Tender bid evaluation checklist

TBC01

Notes



Wholly state-owned companies and authorities with independent budgets are exempt from obtaining Ministry of Finance and National Economy approval.

Third: Final Bid Evaluation Stage

After the Board receives and opens final bids, the Purchasing Authority examines and evaluates them. Submit recommendations to the Tender Board by letter, with a detailed evaluation report covering all final bids.

Checklists



Tender bid evaluation checklist

TBC07

Notes



The bid evaluation report must include all information and documents specified in tender bid evaluation checklist TBC07.

Extending bid validity

1. Submit requests to extend bid validity to the Board for approval before contacting bidders.
2. A supplier or contractor who refuses to extend bid validity on the same terms and prices is deemed to have withdrawn, without losing the right to recover the initial bond.

Checklists



Extending the evaluation period and bid validity

TBC12

Regulatory Instrument



Circular No. 3 of 2026 on regulatory requirements for tender and auction evaluation

Fourth: Negotiation Stage

Negotiation is permitted under Article 34 bis of Law No. 30 of 2026 amending certain provisions of Legislative Decree No. 36 of 2002 regulating government tenders, auctions, purchases and sales. A committee formed for this purpose must conduct the negotiation. The letter submitting negotiation results to the Board must include a summary of the process.

Checklists



Tender negotiation results

TBC10

Notes



The negotiation summary must include all information and documents specified in tender negotiation results checklist TBC10.

Fifth: Post-Award Stage

The Board awards the tender to the bid offering the best terms and lowest price. The Purchasing Authority must:

1. Notify the winning company to provide the performance bond within ten days.
2. After receiving the performance bond, notify all participating companies of the award decision within three working days and return all companies' initial bonds.
3. Sign the contract with the winning company after ten days have elapsed from the award decision, and within a maximum of thirty days.
4. Return the performance bond to the winning company after it fulfils all contractual obligations.

Notes



The negotiation summary must include all information and documents specified in tender negotiation results checklist TBC10.

Tender cancellation

- 1. Write to the Board explaining the reasons for cancelling the tender.
- 2. Following the Board's approval, return the initial bonds to all tender participants.

Checklists



Cancellation of a tender, auction or prequalification

TBC13

Regulatory Instrument



Article 36 of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Deadline for inviting participation in competitive negotiation

Allow at least 15 days for submission of offers from the invitation date

Bid submission period

Until the tender closing deadline

Initial bond submission period

Before the tender closing deadline

Initial bond validity period

As specified in the documents, covering the bid validity period

Required bid validity period

As specified in the documents, and at least 90 days

Deadline for requesting an extension of the tender closing date

At least 72 hours before closing. A shorter period is permitted with a letter signed by the Minister or equivalent official

Maximum extension of the tender closing date

90 days.

Period for responding to suppliers' and contractors' clarification requests

Before the deadline specified in the tender documents

Period for amending tender documents

Before closing, allowing at least one working week

Deadline for notifying bidders of reasons for suspension

The Purchasing Authority must notify bidders whose bids are suspended of the reasons within 5 working days.

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Deadline for providing the Commercial Registration certificate

At least one week from notifying the bidder

Deadline for providing the Bahrainisation certificate

Until completion of the evaluation process

Grace period for submitting the original initial bond

7 days from bid opening

Grace period for correcting initial bond validity

30 days from bid opening or until submission of the award recommendation, whichever is earlier

Bid evaluation period

Within 45 days of referring bids to the Purchasing Authority

Deadline for requesting an extension of the bid evaluation period

10 days before the evaluation period expires

Deadline for notifying the winning bidder of the award decision

Within 3 working days of receiving the decision.

Deadline for notifying unsuccessful bidders of the evaluation results

Within 3 working days of receiving the decision

Deadline for returning the initial bond

Within 7 working days of the successful tenderer providing the performance bond

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Performance bond submission period	Within 10 days of receiving the letter of initial intent to award, or 20 days for an international supplier or contractor. The Board may approve a further 10-day extension
Performance bond validity period	Until full contract performance
Deadline for returning the performance bond	After fulfilment of all contractual obligations
Effective date of the purchase contract	From notification of the award decision to the winning bidder
Standstill period before contract signing	After 10 days from notifying unsuccessful bidders that they were not selected
Contract signing period	Within a maximum of 30 days from the award decision
Contract commencement date	From the date specified in the award letter, the contract date, or another date specified in the contract
Period for submitting a reconsideration request	Within 10 days of becoming aware of the action or decision

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Period after which a bidder is deemed aware of proceedings

After 7 working days from publication on the Board's designated noticeboard and website

Period for submitting a grievance

Within 10 days of becoming aware of the action or decision for local tenders, or 20 days for international tenders

Period for responding to a grievance

Within 30 days of submission

Period for responding to a reconsideration request

Within 30 days of submission



Section Seven: Direct Purchase



مجلس المناقصات والمزايدات
Tender Board

Procurement from a single source only.

Direct Purchase



Direct Purchase

Grounds for Use	Where any of the following grounds applies: 1. The goods, works or services are available only from a particular supplier or contractor, and no acceptable alternative exists. 2. Urgent circumstances that do not permit any type of tender procedure or competitive negotiation. 3. Disasters that create a pressing need for goods, works or services and do not allow public tender procedures to be followed. 4. Standardization or compatibility with existing goods, equipment, technology or services, provided that the proposed procurement is limited in relation to the original procurement, the price is reasonable, and alternatives are unsuitable. 5. Procurement for research, experimentation, study or development purposes. 6. Procurement from a particular supplier or contractor is necessary to strengthen the national economy, such as supporting the balance of payments or foreign exchange reserves.
-----------------	---

Direct Purchase

First: Tendering Stage

Write formally to the Board explaining the grounds for direct purchase. Following approval, proceed through the electronic system by uploading the following documents:

- 1. Tender documents
- 2. The Board's approval to issue the tender.
- 3. Approval from the Ministry of Finance and National Economy allocating the tender budget. The approval must relate specifically to the tender, cover its estimated cost and be recently issued.

Checklists



Issuing a tender through the electronic system

TBC01

Issuing a tender or auction

TBC05

Extending the tender closing date

1. All extension requests must include a letter approved by the authorised signatory under Circular No. 1 of 2025 and comply with Circular No. 2 of 2026, whether submitted before or within the final 72 hours.
2. Submit closing date extension requests at least 72 hours before the previously agreed closing deadline.
3. For requests made within the final 72 hours, send a letter addressed to the Board's Chairman and approved by the authorised signatory under Circular No. 1 of 2025.

Checklists



Extending the closing date of a tender, auction or prequalification

TBC06

Regulatory Instrument



Circular No. 2 of 2026 on requests from Purchasing Authorities to postpone bid submission deadlines

Circular No. 1 of 2025 on the powers of authorised signatories for tender and auction requests and receipt of letters issued by the Board

Notes



1. Wholly state-owned companies and authorities with independent budgets are exempt from obtaining Ministry of Finance and National Economy approval.
2. Conduct prequalification before tenders whose nature requires prior assessment of suppliers' and contractors' capabilities, particularly in the following cases:
 - a. Similar tenders issued repeatedly: tenders with similar requirements and specifications issued frequently at short intervals.
 - b. Large projects: projects with an estimated value exceeding BHD 10 million.
 - c. Complex or specialised projects: unique, non-recurring projects unfamiliar to the Purchasing Authority, where detailed specifications for goods or works, or required service characteristics, cannot be defined.
 - d. Advanced and unique technology projects.
 - e. Specialist consultancy services.
 - f. Purchases and services critical to Purchasing Authorities' activities and operations.

Second: Evaluation Stage

After the Board opens the bids received, the Purchasing Authority examines and evaluates them. Submit recommendations to the Tender Board by letter, with a detailed evaluation report covering all bids received.

Checklists



Tender bid evaluation checklist

TBC07

Notes



The bid evaluation report must include all information and documents specified in tender bid evaluation checklist TBC07.

Extending bid validity

1. Submit requests to extend bid validity to the Board for approval before contacting bidders.
2. A supplier or contractor who refuses to extend bid validity on the same terms and prices is deemed to have withdrawn, without losing the right to recover the initial bond.

Checklists



Extending the evaluation period and bid validity

TBC12

Regulatory Instrument



Circular No. 3 of 2026 on regulatory requirements for tender and auction evaluation

Third: Negotiation Stage

Negotiation is permitted under Article 34 bis of Law No. 30 of 2026 amending certain provisions of Legislative Decree No. 36 of 2002 regulating government tenders, auctions, purchases and sales. A committee formed for this purpose must conduct the negotiation. The letter submitting negotiation results to the Board must include a summary of the process.

Checklists



Tender negotiation results

TBC10

Notes



The negotiation summary must include all information and documents specified in tender negotiation results checklist TBC10.

Fourth: Post-Award Stage

The Board awards the tender to the bid offering the best terms and lowest price. The Purchasing Authority must:

1. Notify the winning company to provide the performance bond within ten days.
2. After receiving the performance bond, notify all participating companies of the award decision within three working days and return all companies' initial bonds.
3. Sign the contract with the winning company after ten days have elapsed from the award decision, and within a maximum of thirty days.
4. Return the performance bond to the winning company after it fulfils all contractual obligations.

Notes



The negotiation summary must include all information and documents specified in tender negotiation results checklist TBC10.

Tender cancellation

1. Write to the Board explaining the reasons for cancelling the tender.
2. Following the Board's approval, return the initial bonds to all tender participants.

Checklists



Cancellation of a tender, auction or prequalification

TBC13

Regulatory Instrument



Article 36 of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Deadline for providing the Commercial Registration certificate

At least one week from notifying the bidder

Deadline for providing the Bahrainisation certificate

Until completion of the evaluation process

Grace period for submitting the original initial bond

7 days from bid opening

Grace period for correcting initial bond validity

30 days from bid opening or until submission of the award recommendation, whichever is earlier

Bid evaluation period

Within 45 days of referring bids to the Purchasing Authority

Deadline for requesting an extension of the bid evaluation period

10 days before the evaluation period expires

Deadline for notifying the winning bidder of the award decision

Within 3 working days of receiving the decision.

Deadline for notifying unsuccessful bidders of the evaluation results

Within 3 working days of receiving the decision

Deadline for returning the initial bond

Within 7 working days of the successful tenderer providing the performance bond

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Bid submission period

Until the tender closing deadline

Initial bond submission period

Before the tender closing deadline

Initial bond validity period

As specified in the documents, covering the bid validity period

Required bid validity period

As specified in the documents, and at least 90 days

Deadline for requesting an extension of the tender closing date

At least 72 hours before closing. A shorter period is permitted with a letter signed by the Minister or equivalent official

Maximum extension of the tender closing date

90 days.

Period for responding to suppliers' and contractors' clarification requests

Before the deadline specified in the tender documents

Period for amending tender documents

Before closing, allowing at least one working week

Deadline for notifying bidders of reasons for suspension

The Purchasing Authority must notify bidders whose bids are suspended of the reasons within 5 working days.

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Performance bond submission period	Within 10 days of receiving the letter of initial intent to award, or 20 days for an international supplier or contractor. The Board may approve a further 10-day extension
Performance bond validity period	Until full contract performance
Deadline for returning the performance bond	After fulfilment of all contractual obligations
Effective date of the purchase contract	From notification of the award decision to the winning bidder
Standstill period before contract signing	After 10 days from notifying unsuccessful bidders that they were not selected
Contract signing period	Within a maximum of 30 days from the award decision
Contract commencement date	From the date specified in the award letter, the contract date, or another date specified in the contract
Period for submitting a reconsideration request	Within 10 days of becoming aware of the action or decision

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Period after which a bidder is deemed aware of proceedings

After 7 working days from publication on the Board's designated noticeboard and website

Period for submitting a grievance

Within 10 days of becoming aware of the action or decision for local tenders, or 20 days for international tenders

Period for responding to a grievance

Within 30 days of submission

Period for responding to a reconsideration request

Within 30 days of submission



Section Eight: Public Auction

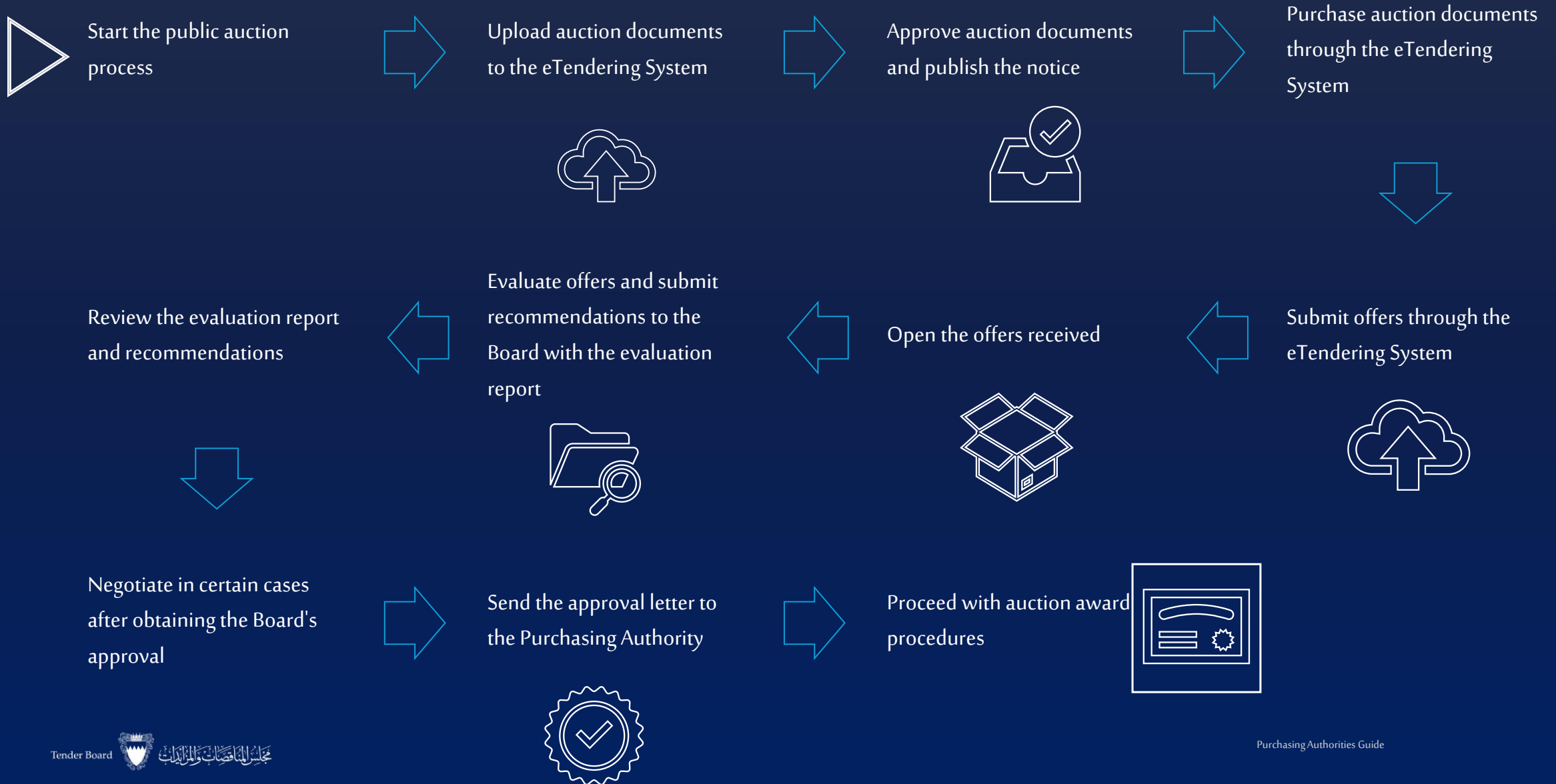


مَجْلِسُ الْمُنَاقَصَاتِ وَالْمَزَائِدِ

Tender Board

Publicly announced procedures to sell or lease state-owned movable or immovable assets, seeking the highest prices offered by bidders.

Public Auction



Grounds for Use	This is the standard method for conducting auctions.
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First: Tendering Stage

Proceed directly through the electronic system by uploading the following documents:

- 1. Auction documents
- 2. Approval of the Government Land Investment Committee and the Ministry of Finance, with the email confirming that the approval attached to the auction remains valid

Checklists



Issuing a tender through the electronic system	<u>TBC01</u>
Issuing a tender or auction	<u>TBC05</u>

Extending the auction closing date

1. All extension requests must include a letter approved by the authorised signatory under Circular No. 1 of 2025 and comply with Circular No. 2 of 2026, whether submitted before or within the final 72 hours.
2. Submit closing date extension requests at least 72 hours before the previously agreed closing deadline.
3. For requests made within the final 72 hours, send a letter addressed to the Board's Chairman and approved by the authorised signatory under Circular No. 1 of 2025.

Checklists



Extending the closing date of a tender, auction or prequalification

TBC06

Regulatory Instrument



Circular No. 2 of 2026 on requests from Purchasing Authorities to postpone bid submission deadlines

Circular No. 1 of 2025 on the powers of authorised signatories for tender and auction requests and receipt of letters issued by the Board

Notes



1. If the Board receives an insufficient number of offers, it will postpone opening to improve economic efficiency by allowing more suppliers and contractors to participate.
2. Conduct prequalification before auctions whose nature requires prior assessment of suppliers' and contractors' capabilities, particularly in the following cases:
 - أ- Similar auctions issued repeatedly: auctions with similar requirements and specifications issued frequently at short intervals.
 - ب- Large projects: projects with estimated revenue exceeding BHD 10 million.

Second: Evaluation Stage

After the Board opens the offers received, the Purchasing Authority examines and evaluates them. Submit recommendations to the Tender Board by letter, with a detailed evaluation report covering all offers received.

Checklists



Auction offer evaluation checklist TBC08

Notes



The offer evaluation report must include all information and documents specified in evaluation checklist TBC08.

Extending bid validity

1. Submit requests to extend offer validity to the Board for approval before contacting bidders.
2. A supplier or contractor who refuses to extend offer validity on the same terms and prices is deemed to have withdrawn from the auction, without losing the right to recover the initial bond.

Checklists



Extending the evaluation period and bid validity

TBC12

Regulatory Instrument



Circular No. 3 of 2026 on regulatory requirements for tender and auction evaluation

Third: Negotiation Stage

Negotiate with the highest-priced compliant bidder to obtain the highest possible price if the offer is below estimated revenue. A committee formed for this purpose must conduct the negotiation.

The letter submitting negotiation results to the Board must include a summary of the process and the names of the negotiation committee members.

Checklists



Auction negotiation results

TBC11

Notes



The negotiation summary must include all information and documents specified in auction negotiation results checklist TBC11.

Fourth: Post-Award Stage

The Board awards the auction to the highest-priced compliant offer. The Purchasing Authority must:

1. Notify the winning company to provide the performance bond, for investment cases, within ten days.
2. After receiving the performance bond, notify all participating companies of the award decision within three working days and return all companies' initial bonds.
3. Sign the contract with the winning company after ten days have elapsed from the award decision, and within a maximum of thirty days.
4. Return the performance bond to the winning company after completion of construction and fit-out works.

Tender cancellation

1. Write to the Board explaining the reasons for cancelling the auction.
2. Following the Board's approval, return the initial bonds to all auction participants.

Checklists



Cancellation of a tender, auction or prequalification

TBC13

Regulatory Instrument



Article 36 of the Law Regulating Government Tenders, Auctions, Purchases and Sales.

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Minimum auction advertising period	15 days before auction opening
Offer submission period	Until the auction closing deadline
Initial bond submission period	Before the auction closing deadline
Initial bond validity period	As specified in the documents, covering the offer validity period
Required offer validity period	As specified in the documents, and at least 90 days
Deadline for requesting an extension of the auction closing date	At least 72 hours before closing. A shorter period is permitted with a letter signed by the Minister or equivalent official
Maximum extension of the auction closing date	90 days.
Period for responding to suppliers' and contractors' clarification requests	Before the deadline specified in the auction documents
Period for amending auction documents	Before closing, allowing at least one working week
Deadline for notifying bidders of reasons for suspension of offers	The Purchasing Authority must notify bidders whose bids are suspended of the reasons within 5 working days.

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Deadline for providing the Commercial Registration certificate

At least one week from notifying the bidder

Deadline for providing the Bahrainisation certificate

Until completion of the evaluation process

Grace period for submitting the original initial bond

7 days from offer opening

Grace period for correcting initial bond validity

30 days from offer opening or until submission of the award recommendation, whichever is earlier

Offer evaluation period

Within 45 days of referring bids to the Purchasing Authority

Deadline for requesting an extension of the offer evaluation period

10 days before the evaluation period expires

Deadline for notifying the winning bidder of the award decision

Within 3 working days of receiving the decision.

Deadline for notifying unsuccessful bidders of offer evaluation results

Within 3 working days of receiving the decision

Deadline for returning the initial bond

Within 7 working days of the successful auction bidder providing the performance bond

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Performance bond submission period	Within 10 days of receiving the letter of initial intent to award the auction, or 20 days for an international supplier or contractor. The Board may approve a further 10-day extension
Performance bond validity period	Until full contract performance
Deadline for returning the performance bond	After fulfilment of all contractual obligations
Effective date of the purchase contract	From notification of the auction award decision to the winning bidder
Standstill period before contract signing	After 10 days for a local tender, or 20 days for an international tender, from notifying unsuccessful bidders that they were not selected
Contract signing period	Within a maximum of 30 days from the award decision
Contract commencement date	From the date specified in the award letter, the contract date, or another date specified in the contract
Period for submitting a reconsideration request	Within 10 days of becoming aware of the action or decision for local auctions, or 20 days for international auctions

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Period after which a bidder is deemed aware of proceedings

After 7 working days from publication on the Board's designated noticeboard and website

Period for submitting a grievance

Within 10 days of becoming aware of the action or decision for local tenders, or 20 days for international tenders

Period for responding to a grievance

Within 30 days of submission

Period for responding to a reconsideration request

Within 30 days of submission

Period for paying for auctioned items

Within 7 working days starting on the day after the auction award

Period for collecting items sold at auction

Within 15 days from the day after payment



Section Nine: Public Prequalification Invitation



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Tender Board

Prior verification of the technical capabilities, financial and administrative resources and relevant experience of suppliers and contractors wishing to participate in tenders, through a public invitation to submit evidence of eligibility.

Public Prequalification Invitation



Public Prequalification Invitation

Grounds for Use	1. Prequalification to participate in a specific tender. 2. Prequalification for inclusion in the Prequalification Register.
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First: Tendering Stage

Proceed directly through the electronic system by uploading prequalification documents.

Checklists



Issuing a prequalification invitation through the electronic system

TBC03

Notes



1. Purchasing Authorities must obtain the Board's prior approval for international advertising when prequalification is intended for a tender involving international companies.
2. Allow suppliers and contractors at least three weeks to purchase, prepare and submit prequalification applications. Documents must remain available for purchase for at least two weeks.

Second: Evaluation Stage

After the Board opens prequalification applications, it refers them to the Purchasing Authority for examination and evaluation. Submit recommendations to the Tender Board by letter addressed to its Chairman, with a detailed prequalification report.

Checklists



Prequalification application approval checklist TBC09

Notes

The prequalification report must include all information and documents specified in prequalification evaluation results checklist TBC09.

Third: Approval of Prequalification Results

After the Board approves prequalification results:

1. The Purchasing Authority notifies all participants of the results within three working days.
2. The Board updates the prequalification register on its website.
3. The Purchasing Authority may proceed with a tender for prequalified suppliers or contractors within the same scope of work.

Prequalification cancellation

1. Write to the Board requesting approval to cancel, explaining the reasons and justification for cancelling the prequalification process.
2. Notify all prequalification participants of cancellation within three working days of informing the Purchasing Authority of the approval decision.
3. Cancel the prequalification process in the Board's electronic system.

Checklists



Cancellation of a tender, auction or prequalification

TBC13

Legal Basis



Article 43 of the Regulations on Supplier and Contractor Prequalification Procedures

Regulatory Timeframes



Regulatory Timeframes

Period / Deadline

Minimum prequalification invitation period	3 weeks
Minimum period for purchasing prequalification documents	Two weeks
Prequalification application submission period	Until the closing deadline specified in the documents
Notifying suppliers of prequalification results	Within 3 days of notifying the Purchasing Authority
Period for requesting clarification of prequalification results	Within 30 days of becoming aware of the decision
Period for submitting a grievance about prequalification results	Within 30 days of becoming aware of the decision
Period for responding to a grievance about prequalification results	Within 30 days of receipt
Supplier requalification	Within a period not exceeding 3 years
Public prequalification announcement	Every year



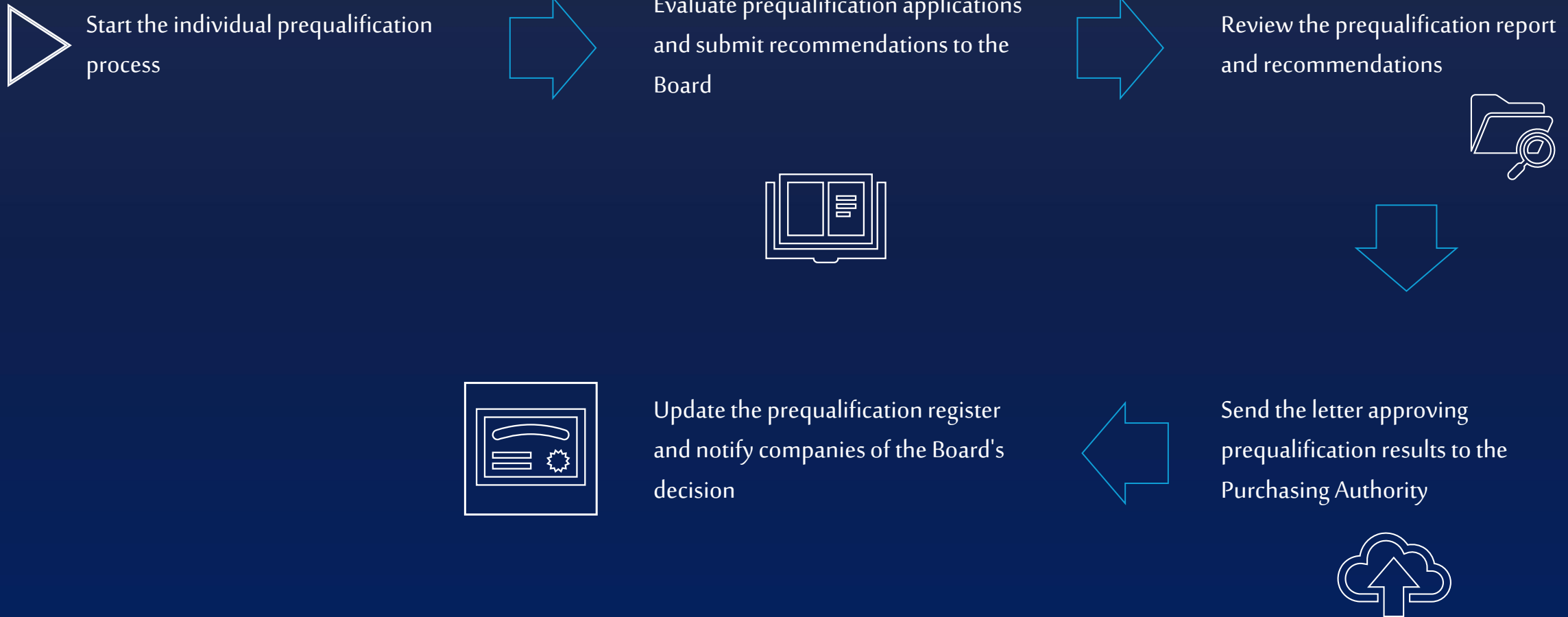
8. Section Ten: Individual Prequalification Requests

A prequalification application submitted by a supplier or contractor without a public invitation, containing all information and documents needed to demonstrate technical capabilities, financial and administrative resources and relevant experience.



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Individual Prequalification Requests



Individual Prequalification Requests

Grounds for Use	1. A supplier or contractor wishes to be included in the Prequalification Register. 2. Renewal of a supplier's or contractor's prequalification validity (requalification). 3. Upgrading the classification granted to a supplier or contractor. 4. Responding to a specific invitation from the Purchasing Authority following market research to identify suppliers and contractors, with the aim of preventing monopolies in certain goods or services.
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First: Application Stage

1. Obtain the Board's prior approval of prequalification documents.
2. Make prequalification documents available to interested suppliers and contractors after payment of the document fee.
3. Allow the supplier or contractor to submit the application at the place and time specified in the documents.
4. During evaluation, the Purchasing Authority may request additional documents from the supplier or contractor to enable the application to meet approved prequalification criteria.

Individual Prequalification Requests

Notes



Submit the prequalification application using the method specified in the documents, whether electronically or by traditional manual submission.

Second: Evaluation Stage

Examine and evaluate the prequalification application, then submit recommendations to the Tender Board by letter, with a detailed prequalification report.

Checklists



Individual Prequalification approval checklist

TBC09

Notes

The prequalification report must include all information and documents specified in prequalification evaluation results checklist TBC09.

Third: Approval of Prequalification Results

After the Board approves individual prequalification results:

1. The Purchasing Authority notifies all participants of the results within three working days.
2. The Board updates the prequalification register on its website.
3. The Purchasing Authority may proceed with a tender for prequalified suppliers or contractors within the same scope of work.

Regulatory Timeframes



Regulatory Timeframes

Notifying suppliers of prequalification results

Within 3 days of notifying the Purchasing Authority

Period for requesting clarification of prequalification results

Within 30 days of becoming aware of the decision

Period for submitting a grievance about prequalification results

Within 30 days of becoming aware of the decision

Period for responding to a grievance about prequalification results

Within 30 days of receipt

Supplier requalification

Within a period not exceeding 3 years

Public prequalification announcement

Every year



Section Eleven: Contract Extensions and Renewals

Contract Extension

Extending the validity of an existing contract for a period shorter than the period specified in the contract.

Contract Renewal

Renewing the validity of an existing contract for the same period specified in the contract.

Contract Extensions and Renewals



Contract Extensions and Renewals

First: Procedures

- 1. Obtain the Board's prior written approval before extending or renewing existing contracts.
- 2. Request contract renewal at least 3 months before the contract expires.
- 3. The Purchasing Authority must provide all required information and documents under contract extension and renewal checklist TBC14.
- 4. For contracts originally concluded below the Purchasing Authority's financial ceiling, obtain the Board's prior written approval if the cumulative extension or renewal cost exceeds that ceiling.

Checklists



Contract extension and renewal checklist

TBC14

Notes



1. Provide Ministry of Finance and National Economy approval allocating the budget for the contract extension or renewal so that the Board can decide on the request.
2. Wholly state-owned companies and authorities with independent budgets are exempt from Ministry of Finance and National Economy approval. Where required, approval must cover the requested cost and be recently issued.

Regulatory Timeframes

Regulatory Timeframes

Period / Deadline

Deadline for requesting contract renewal from the Board

At least three months before contract expiry

Deadline for requesting extension or renewal of a time-based contract

At least three months before either the contract value is exhausted or its term expires



Section Twelve: Variation Orders



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Tender Board

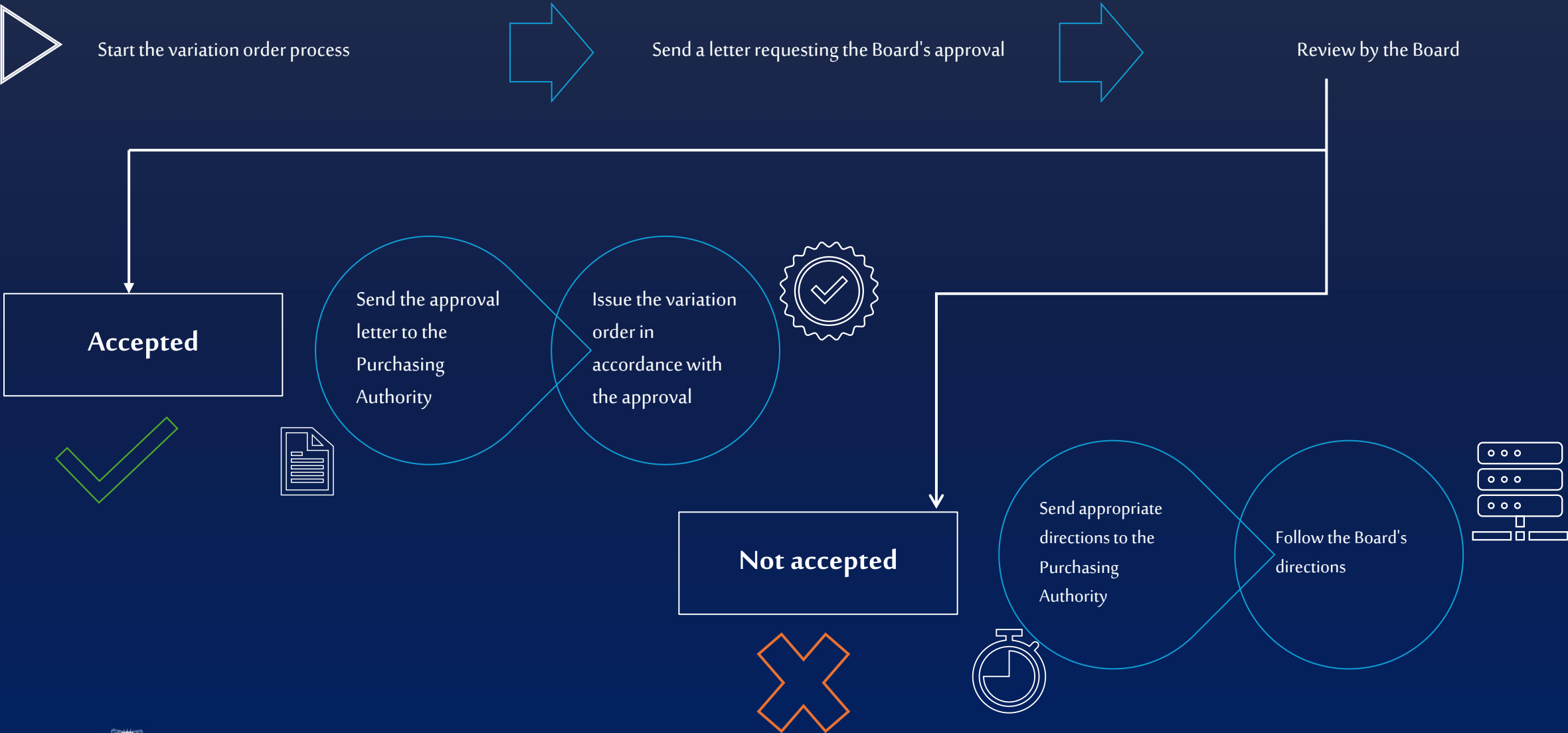
Variation Orders

Any increase or decrease in quantities or the volume of work included within the contract's scope.

Additional Works

Variation orders increasing the volume of work needed during contract execution, consistent with the contracted works and within their scope, taking account of the specifications and execution site in the tender documents and signed contract.

Variation Orders



Variation Order Rules



First: Procedures

- 1. Obtain the Board's prior written approval before issuing variation orders for existing contracts.
- 2. The Purchasing Authority must provide all required information and documents under variation order checklist TBC15.
- 3. Where cumulative variation orders do not exceed 5% of the original value of the current contract, the Purchasing Authority's Internal Procurement Committee decides on them.

Checklists



Variation order checklist

TBC15

Notes



1. Provide Ministry of Finance and National Economy approval allocating the budget for the variation order so that the Board can decide on the request.
2. Wholly state-owned companies and authorities with independent budgets are exempt from Ministry of Finance and National Economy approval. Where required, approval must cover the requested cost and be recently issued.

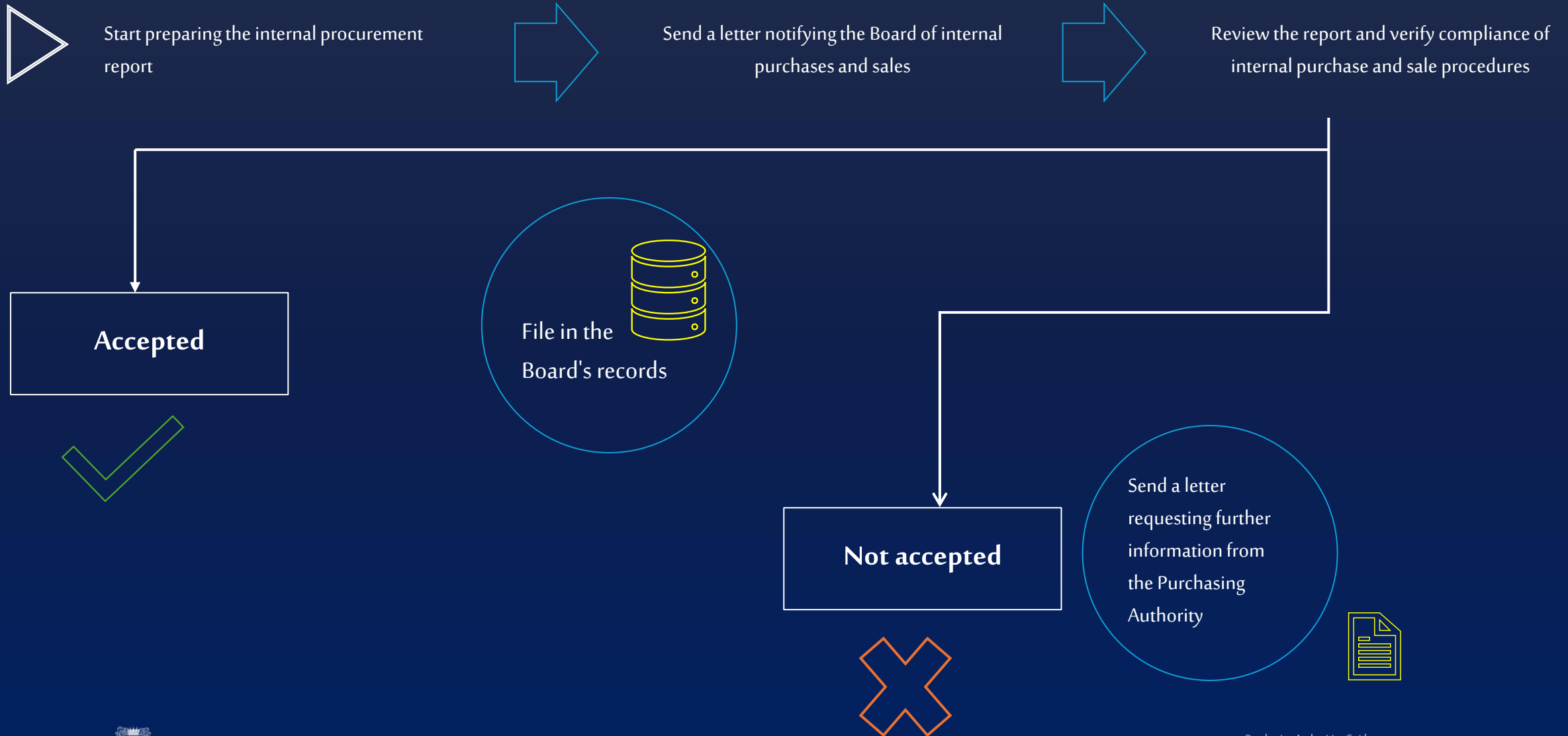


Section Thirteen: Internal Procurements

All purchases, tenders, auctions and sales with a value below the Purchasing Authority's financial ceiling.



Internal Procurements



Procedures



- 1. Purchasing Authorities conduct internal purchase and sale procedures in accordance with the table below.
- 2. For purchases and sales with an estimated value not exceeding BHD 10,000, suppliers and contractors need not provide an initial bond or a performance bond.
- 3. If the proposed winning offer exceeds the estimated cost, negotiate with the bidder to reduce the price to within that estimate.
- 4. For tenders and auctions with an estimated value exceeding BHD 10,000, Purchasing Authorities must use the eTendering System. The Internal Tenders, Auctions, Purchases and Sales Committee supervises and decides on these procedures.
- 5. For tenders and auctions with an estimated value exceeding BHD 10,000, the supplier or contractor must provide an initial bond to participate. The successful supplier or contractor must provide a performance bond.

Estimated Cost

Not exceeding BHD 3,000

Above BHD 3,000 and not exceeding BHD 10,000

Above BHD 10,000

Procedure

Purchase and sale through direct contracting

Request at least 3 offers in sealed envelopes

Issue through the eTendering System using a public tender or auction, or another method permitted by law, subject to a reasoned decision from the Tenders and Auctions Committee

Procedures



6. Every three months, provide the Board with a summary of tenders and auctions exceeding BHD 10,000 and within the Purchasing Authority's financial ceiling, using the form attached to Circular No. 3 of 2019.
7. If the proposed winning internal tender bid exceeds the authority's financial ceiling, negotiate after obtaining the Internal Tenders, Auctions, Purchases and Sales Committee's approval. If the award value remains above the ceiling after negotiation, obtain the Board's approval to award.

Financial Ceiling

Ministries, authorities and public institutions

BHD 50,000

Wholly state-owned companies

BHD 100,000

Tender and Auction Evaluation Committees at Purchasing Authorities



Composition

- 5 or more members with relevant expertise and specialisation
- Selected by the competent Minister or equivalent official

Responsibilities

- Supervise all internal tender, auction, purchase and sale procedures, particularly:
 1. Decide the tender or auction method
 2. Approve technical specifications and tender and auction documents
 3. Open tender and auction bids
 4. Receive and evaluate bids
 5. Decide on negotiation and award requests
 6. Cancel and reissue tenders
- Notify the Board periodically of the list of internal purchases and sales

Decision-Making Authority

All tenders, auctions, purchases and sales whose estimated value does not exceed the Purchasing Authority's financial ceiling

Powers of the Internal Tenders, Auctions, Purchases and Sales Committee



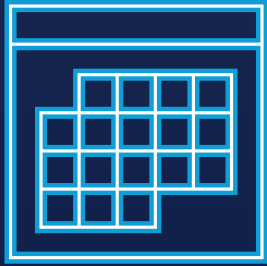
Regulatory Timeframes

Regulatory Timeframes

Period / Deadline

Submitting the internal procurement report to the Board

At least once every three months

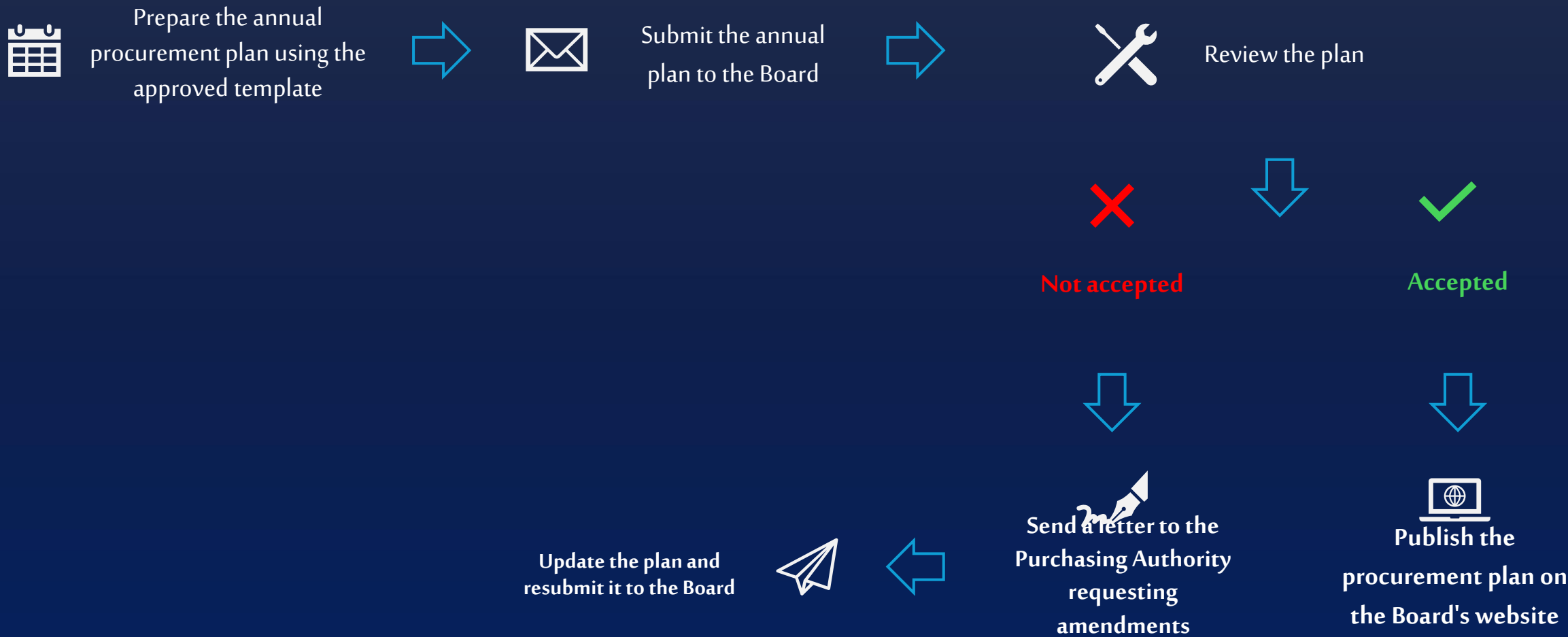


Section Fourteen: Procurement Plans

A plan covering government tenders, purchases and sales, together with prequalification activities that the Purchasing Authority intends to undertake to meet its annual needs.



Annual Procurement Plan Review and Publication



Procedures



1. Purchasing Authorities must prepare and plan their annual procurement before the start of each year.
2. During planning, select methods suited to the nature and circumstances of procurement. Allow sufficient lead time to avoid extending existing service contracts or resorting to different procurement methods.
3. Group related requirements linked by a common purpose for purchase together, and avoid splitting them across multiple tenders.
4. Submit the next year's annual procurement plan to the Board no later than September, using the Board's approved templates published on its official website.
5. Every six months, submit a report showing updates to the plan and progress in its implementation.

Regulatory Timeframes

Regulatory Timeframes

Period / Deadline

Submitting the procurement plan to the Board	Before the end of September each year
Updating the procurement plan	Every 6 months
First plan update	Fourth week of June
Second plan update	Fourth week of December

General Guidance on Preparing the Plan



First: Submission and Updating

1. Purchasing Authorities must prepare an annual procurement plan for their needs from January to December, using the template on the Board's website (direct link [to the template](#)).
2. Submit the plan for the following year to the Board no later than September each year.
3. Submit the plan by completing the unified electronic procurement plan submission form on the Board's website (direct [link to the unified submission form](#)).
4. Send the request to the Board's correspondence inbox, inbox@tenderbaord.gov.bh, [attaching](#) a copy of the plan in MS Excel format.
5. Prepare the plan using the template available on the Board's website.
6. If no tenders, auctions or prequalification activities are planned, notify the Board in writing.

General Guidance on Preparing the Plan



Second: Preparing the Plan

1. The procurement plan has two parts: the tender and auction plan, and the prequalification plan.
2. Part one must list all planned tenders and auctions with estimated cost or revenue exceeding BHD 10,000 (ten thousand Bahraini dinars).
3. When preparing the tender and auction plan, arrange prequalification first if any criterion in point 6 below applies, in accordance with Article 2 of the Regulations on Supplier and Contractor Prequalification Procedures issued by Decision No. 1 of 2020.
4. Include contracts intended for renewal if their total value, comprising the original contract plus renewals and extensions, exceeds BHD 10,000 (ten thousand Bahraini dinars).
5. Prepare part two, the prequalification plan, according to the Purchasing Authority's needs. Schedule prequalification sufficiently in advance of the relevant tenders or auctions.

General Guidance on Preparing the Plan



Third: Completing the Plan

1. Retain the approved template's layout without adding or deleting columns.
2. Provide all information by completing every required field in the plan template.
3. Enter the title of the planned tender or auction in the "Tender Subject" field.
4. Enter a brief description of its scope of work in the "Tender Description" field.
5. Enter the estimated tender cost or auction revenue in Bahraini dinars in the "Estimated Cost" field.
6. Explain the reasons for selecting the procurement method in the "Justification" field. This is not required for local public tenders.
7. Complete the following fields using the template's dropdown lists:

Procurement Method	Issue Date	Priority
Tender or Auction	Procurement Type	Business Sector

General Guidance on Preparing the Plan



8. Use the "Priority" field to show the tender's priority within the Purchasing Authority's strategic plan.
9. Complete the "Issue Date" field with the quarter in which the tender notice is expected:
 1. Q1 (January, February, March)
 2. Q2 (April, May, June)
 3. Q3 (July, August, September)
 4. Q4 (October, November, December)
10. Use the "Notes" field for additional explanations or changes and updates to the tender or auction.
11. When updating the plan, retain cancelled tenders and mark them as cancelled in the "Status" field. When adding a new tender, record this in the "Notes" field.



Chapter Two: Forms and Checklists

Forms and Checklists

Checklist Title	Reference
Issuing a tender through the electronic system	<u>TBC01</u>
Issuing an auction through the electronic system	<u>TBC02</u>
Issuing a prequalification invitation through the electronic system	<u>TBC03</u>
Approval of supplier requalification documents	<u>TBC04</u>
Issuing a tender or auction	<u>TBC05</u>
Extending the closing date of a tender, auction or prequalification	<u>TBC06</u>
Tender bid evaluation	<u>TBC07</u>
Auction offer evaluation	<u>TBC08</u>

Checklist Title	Reference
Approval of prequalification applications	<u>TBC09</u>
Individual Prequalification	<u>TBC09</u>
Tender negotiation results	<u>TBC10</u>
Auction negotiation results	<u>TBC11</u>
Extending the evaluation period and bid validity	<u>TBC12</u>
Cancellation of a tender, auction or prequalification	<u>TBC13</u>
Contract Extensions and Renewals	<u>TBC14</u>
Variation Orders	<u>TBC15</u>



Chapter Three: Legislations



Laws

Click the icon to open the laws page



Decisions

Click the icon to open the decisions page



Circulars

Click the icon to open the circulars page





Chapter Four: Frequently Asked Questions



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Tender Board

Frequently Asked Questions



Click the icon to open the frequently asked questions page





Chapter Five: Technical Support



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Tender Board



Technical support telephone number

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Technical support email address

info@tenderboard.gov.bh



The Board's website

<https://www.tenderboard.gov.bh/>