

Procurement
Department



هيئة الطرق والمواصلات
ROADS & TRANSPORT AUTHORITY



Your guide to working with us

Who are we?

The Roads and Transport Authority (RTA) was formed by decree number 17 in 2005. RTA is responsible for planning and providing the requirements of transport, roads, and traffic in the Emirate of Dubai, between Dubai and other Emirates of the UAE and neighbouring countries. We provide an efficient and integrated transport system capable of achieving Dubai's vision and serving the vital interests of the Emirate.

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Ensuring quality and maintaining credibility

RTA gives utmost importance to the quality and flow of projects, services and investments, which requires annual bidding. Hence, RTA established the below criteria to achieve its goals and strategic objectives:

To maintain the highest degree of credibility and institutional reputation

To have strong focus on the continuity of excellence and success

To ensure the highest degree of transparency, objectivity and impartiality and equal opportunities

To be objective and impartial

To comply within all applicable laws in Dubai

Our vision

**Safe and smooth
transport for all**

Our mission

Develop integrated and sustainable transportation systems and provide distinguished services to all stakeholders to support Dubai's comprehensive growth plans through preparing policies and legislations, adapting technologies and innovation approaches and implementing world-class practices and standards.

Corporate values

In our endeavour to achieve our vision and mission at all levels, we refer to our mutual values that remain our first and prime reference at all times.

Corporate reputation
Excellence and success
Leadership and teamwork
Happiness
and positive energy
Innovation and creativity

Procurement Department

The Procurement Department is considered one of the important organisational units in Corporate Administrative Support Services Sector at RTA.

This department provides the below:

Undertakes all bidding and auction procedures for all RTA sectors.

Is the central point for contractual issues between RTA and external parties.

Contributes to the development of performance.

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A quick guide
for tender
procedures

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A quick guide for
purchasing
procedures

A quick guide for tender procedures

Steps 1 and 2

Tender procedures

a. Registration

Vendors should register in the GRP (Government Resources Planning) System to proceed with next steps. The vendor can use the contact details in the booklet to find out about the registration process, required information template and also submit a valid trade license or registration

b. www.rta.ae

1. Visit www.rta.ae then select Login, New User.
2. Register as a company and provide details of the business license, fill the necessary fields and attach all documents.

To qualify

Step 3

Tender procedures

c. Using e-PQ system

Contractors, consultants and suppliers interested and/or requested to be added to the List of Approved Vendors and to be invited to tenders can now proceed with Prequalification through the online e-Prequalification System.

There are two types of prequalification:

Periodic prequalification is initiated by interested vendors and is valid for three years to contractors, consultants or suppliers. Prior to expiry, a renewal application can also be submitted to RTA.

Project-specific prequalification is initiated through an invitation by RTA and performed for a particular project only. The prequalification procedure is as follows:

Following registration on www.rta.ae, the vendor can apply online through the e-Prequalification System. The vendor must electronically fill the prequalification form and upload the supporting documents as required.

The Prequalification submission shall be processed and assessed by RTA's concerned parties as per approved internal procedures. Following review, approval or rejection decision is made. A notification will be sent to the vendor. A prequalification category is assigned to the approved vendor. All of these procedures shall be executed through the e-Prequalification System.

**We will help
you participate**

Step 4

Tender procedures

d. Participation and release

Key information to note when participating

1. Tender buying should be done prior to the mentioned time and date in the announcement letter/invite.
2. Payment should be made in cash during regular hours of 08:00 am to 1:00 pm.
3. Submission should be placed in the Tender Box at the Vendors Affairs section, First floor, Block C at RTA HQ.
4. Queries should be submitted prior to the date outlined in the invite/ announcement letter. All queries will be addressed within the specified time on the invite or tender documents.
5. All proposals submitted will be opened in public by the Tender and Contracts Committee at the set date.

Proposal submission is easy

Step 5

Tender procedures

e. Proposal submission

Submission of proposals should be done following the requirements as mentioned above and following these steps:

First envelope to include the original financial offer and 2 copies.

Second envelope includes the original technical proposal with two hard copies and two soft copies on CD.

Third envelope includes the bid bond and valid trade license.

Awarding the best

Steps 6 and 7

Tender procedures

f. Awarding letter and contract signature

The vendor who has won will receive an award letter informing him to deliver the performance bond and to sign the contract with RTA.

g. Release of Bid Bond

All vendors (with the exception of the first and second vendors) will receive a letter thanking them for their participation and informing them about the release of their bid bond.

Release of the bid bond for the second vendor will be done following the receipt of performance bond from the winner.

Payment step by step

Step 8

Tender procedures

h.1 Release of payments

For contracts that do not involve consultant from outside RTA:

Contractor will deliver the original invoice and supporting documents to the Vendor Support Office located on the first floor of Block C at RTA headquarters.

The office will register the payment request in the system and forward it to the concerned department for study, review and approval.

Vendors will be able to monitor the progress of payment through "Corporate Services" mobile app or through www.rta.ae (e-prequalification link)

Vendor evaluation

Step 9

Tender procedures

i. Vendor performance evaluation

Evaluation for vendor will be done at the end of each contract issued on the criteria mentioned on the www.rta.ae.

And the result will be one of the following:

Evaluation effect on qualification

- 1 Upgrade of qualification level**
- 2 Downgrade of qualification level**
- 3 Maintain the qualification level**
- 4 Suspension of qualification**
- 5 Blacklisting of vendor**

Purchasing Procedures

Steps 1 and 2

Purchasing procedures

a. Registration

To proceed with the next steps, supplier should register in the GRP system by sending an email to cpdepartment@rta.ae

b. e-Supply registration (Tejari)

Supplier should register on: <http://esupply.dubai.gov.ae/web/login.html>.

Both registrations will enable the supplier to participate in any RTA purchase request related to his scope of work.

Next steps

Steps 3 to 6

Purchasing procedures

c. Submission of proposals

Supplier should review <http://esupply.dubai.gov.ae/web/login.html>. daily to follow up with new tenders released by RTA and upload prices directly through the site.

For any enquiries during the submission period, the supplier can use the contact details mentioned on the request.

At the end of the submission period, all offers will be downloaded and shared with concerned department for evaluation.

d. Approval of purchase order and signing of contract

The winning supplier will receive an email to deliver the performance bond related to the purchase order. On delivery, the supplier will receive the approved purchase order.

For blanket purchase orders, purchasing section will prepare the contract and follow up signing the contract by the two parties.

e. Release of Bid Bond

All vendors (with the exception of the first and second vendors) will receive a letter thanking them for their participation and informing them about the release of their bid bond.

Release of the bid bond for the second vendor will be done following the receipt of performance bond from the winner.

f. Item delivery

The supplier has to deliver the purchased items as per date, location and quantities approved in the purchase order and get a copy of receipt signed by the requester.

A few more insights

Steps 7 to 8

Purchasing procedures

g. Release of purchasing payments

The supplier should submit original invoice, original purchase order, signed receipt and delivery note signed by the receiving department to the finance office at the RTA headquarters. The finance department will review and proceed with payment release.

h. Suppliers evaluation

Suppliers will be evaluated according to the following criteria:

Commitment to delivery date and schedule.

Commitment to the quantity ordered.

Commitment to quality.

Promote new products and services

Vendors who like to promote their new products and services should send all the details to Procurement Department via email at cpdepartment@rta.ae.

Purchasing procedures

Official references for Procurement Department

The decree number 17 in the year 2005 for RTA formation.

Law No. 6 of 1997 On Contracts of Government Departments in the Emirate of Dubai.



Contact us

We will be happy to receive your suggestions and complaints through the vendor's channel on www.rta.ae

You can also download the app to apply

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Fax: +971 4 290 3390

Email: cpdepartment@rta.ae

Visit us at:

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Umm Ramool
Block C, First floor,
Purchasing Department
Vendors Affairs Section

