



الأمانة العامة للمجلس التنفيذي
GENERAL SECRETARIAT OF THE
EXECUTIVE COUNCIL

The Official Gazette

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The Official Gazette

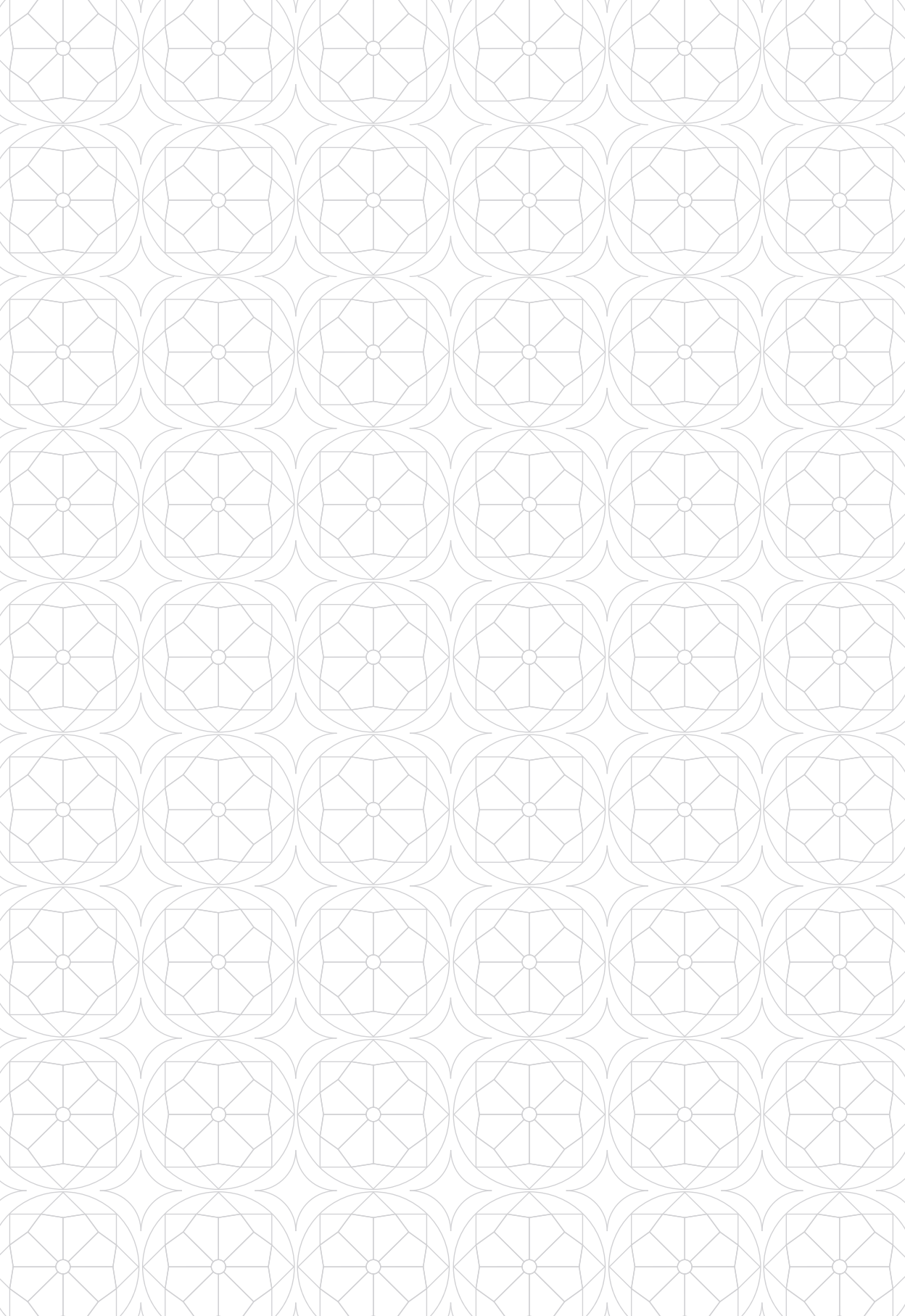
The Eleventh Edition - The Forty Second Year

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Laws



Law No. (8) of 2013 Concerning the New Competencies of the Department of Economic Development and the Department of Municipal Affairs

We, Khalifa bin Zayed Al Nahyan, Ruler of Abu Dhabi,

Having reviewed:

- Law No. (1) of 1974 concerning the Reorganisation of the Governmental Body in the Emirate of Abu Dhabi and its amendments;
- Law No. (2) of 1971 concerning the National Advisory Council and its amendments;
- Law No. (3) of 2004 concerning the establishment of the Higher Corporation for Specialized Economic Zones in the Emirate of Abu Dhabi, as amended by the Law No. (24) of 2006;
- Law No. (9) of 2007 concerning the establishment of the Department of Municipal Affairs,
- Law No. (22) of 2007 concerning the establishment of Abu Dhabi Future Energy Company (private joint stock company), and the establishment of Masdar Institute of Science and Technology;
- Law No. (2) of 2009 concerning the establishment of the Department of Economic Development in the Emirate of Abu Dhabi;
- Amiri Decree No. (5) of 2006 concerning the establishment of Abu Dhabi Airports Company (public joint stock company);

- Amiri Decree No. (6) of 2006 concerning the establishment of Abu Dhabi Ports Company (public joint stock company);
- Federal Law No. (1) of 1979 concerning the organization of industry affairs;
- Federal Law No. (8) of 1984 concerning commercial companies and its amendments; and
- Based on what was presented to and approved by the Executive Council;

Issued the following Law:

Article (1)

A bureau shall be established at the Department of Economic Development for the organization and development of the industrial sector in Abu Dhabi, under the name of "Industrial Development Bureau".

Article (2)

The Bureau's headquarters shall be located in Abu Dhabi and it may, upon a decision issued by the Head of the Department after the approval of the Executive Council, establish branches or offices within or outside the Emirate.

Article (3)

The Bureau aims to implement the policies, plans and programs related to the industrial sector, through the provision of regulatory, legal and environmental frameworks for the development and establishment of industrial projects, the issuance of licenses for all activities of the industrial projects and enterprises

in the Emirate, as well as the supervision and control of the same in coordination with the operational authorities and other relevant parties, which would contribute to the development and enhancement of the competitiveness in the industrial sector in the Emirate, raise the competence of the workers thereof and achieve sustainable development.

Article (4)

The Bureau shall, alone, assume the responsibilities of planning, organization and supervision related to the industrial activity in the Emirate according to the best practices applied in this field, and shall be responsible for the following:

1. Supervising the application of the industrial strategy of the Emirate, the industrial development policies and the initiatives related to the industrial sector, as approved by the Department, and providing various industrial development factors in the Emirate.
2. Coordinating with the concerned entities to find the methods and mechanisms necessary for the provision of enablers of industrial development according to the industrial strategy of the Emirate.
3. Developing the detailed strategies of every industrial sector or activity and supervising their implementation in cooperation with the concerned entities.
4. Evaluating the economic and development plans of the various industrial areas, approving the same and following upon their implementation in

order to ensure their compatibility with the industrial strategies and policies of the Emirate.

5. Approving the main plans of industrial areas and lands and submitting the appropriate recommendations to the concerned entities regarding the allocation of industrial lands to the entities developing the industrial areas.
6. Reviewing the legislations related to the industrial sector, suggesting the appropriate amendments thereto or suggesting new legislations in coordination with the relevant authorities.
7. Issuing, developing and supervising the application of all rules, regulations, decisions and controls necessary for the exercise of industrial activities and establishment of industrial projects and enterprises in the Emirate in coordination with the concerned entities.
8. Set the technical controls related to private sector companies that wish to develop the various industrial areas in the Emirate.
9. Contributing to the development and implementation of initiatives and programs related to the following:
 - Promotion of projects and activities of the industrial sector in the Emirate in coordination with the relevant entities.

- Attraction of local, regional and international investments for the industrial projects and activities in the Emirate in coordination with the relevant entities.
10. Monitoring the performance of the industrial sector according to the performance indicators specified by the Department.
 11. Suggestion of quality standards and specifications for the industrial sector and their submittal to the concerned entities.
 12. Preparation of studies, research and statistics and provision of a database related to the industrial sector.
 13. Coordination with all concerned entities in the provision of licensing services and services related to the establishment of industrial projects.
 14. Issuance, renewal, cancellation, modification and suspension of industrial licenses.
 15. Supervision of activities of industrial projects and establishments in the industrial areas in the Emirate.

Article (5)

The Bureau shall set the regulatory and technical controls for the establishment of industrial projects and the exercise of their activities in the free zones and their supervision, provided that the necessary licenses are issued by the relevant entities.

Article (6)

The Head of the Department shall issue the administrative and operational structure of the Bureau as well as the rules, regulations and instructions related to the implementation of the competencies and tasks of the Bureau, after the approval of the Executive Council.

Article (7)

- The competencies and capacities of the Department of Economic Development concerning the classification of contractors and classification of engineering consulting offices as well as the engineers' record shall be transferred to the Department of Municipal Affairs.
- The Head of the Department of Municipal Affairs shall issue the rules and instructions necessary for the classification of contractors, classification of engineering consulting offices and engineers' record.
- The decisions issued by the Head of the Department of Economic Development shall continue to be applied in this regard until the issuance of the implementing decisions of the same by the Department of Municipal Affairs.

Article (8)

- The financial allocations, documents, registers and employees involved in the classification of the contractors, classification of engineering consulting offices and engineers' record shall be transferred to the Department of Municipal Affairs, without prejudice to their financial rights.

Article (9)

- All that is related to the classification of contractors, classification of engineering consulting offices and engineers' record shall be cancelled from said Law No. (2) of 2009.
- Any provision violating or contradicting the provisions of this Law shall be cancelled.

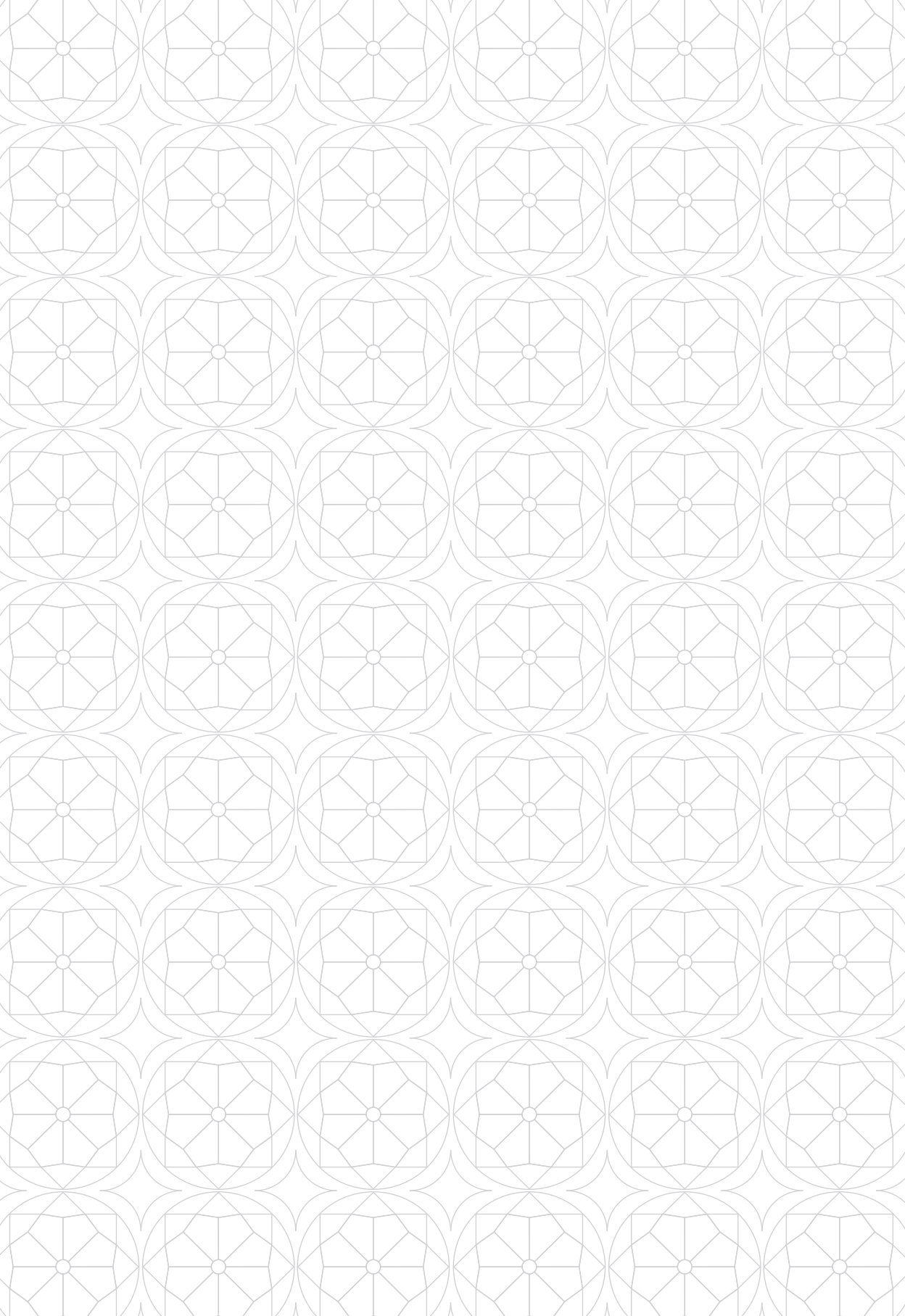
Article (10)

This Law shall enter into force as of its issuance date and shall be published in the Official Gazette.

Khalifa bin Zayed Al Nahyan
Ruler of Abu Dhabi

Issued by us in Abu Dhabi
On: 04th of November 2013
Corresponding to: 01 Muharram 1435 H

Amiri Decrees



Amiri Decree No. (7) of 2013 Concerning the Dismissal of a Judge

We, Khalifa bin Zayed Al Nahyan, Ruler of Abu Dhabi,

Having reviewed:

- Law No. (1) of 1974 concerning the Reorganisation of the Governmental Body in the Emirate of Abu Dhabi and its amendments;
- Law No. (1) of 2006 concerning the Civil Service in the Emirate of Abu Dhabi and its amendments;
- Law No. (23) of 2006 concerning the Judicial Department in the Emirate of Abu Dhabi and its amendments;
- The recommendation of the Judicial Council; and
- Based on the proposal of the Chairman of the Judicial Department,

Issued the following Law:

Article (1)

The service of the Judge Mohammed Saeed Thiab Al Abdouli shall be terminated according to the final penal judgment rendered stipulating his imprisonment for ten years in case No. (79) of 2012 Penal Federal Supreme Court.

Article (2)

This Decree shall enter into force with effect from the 2nd of July 2013, and shall be published in the Official Gazette.

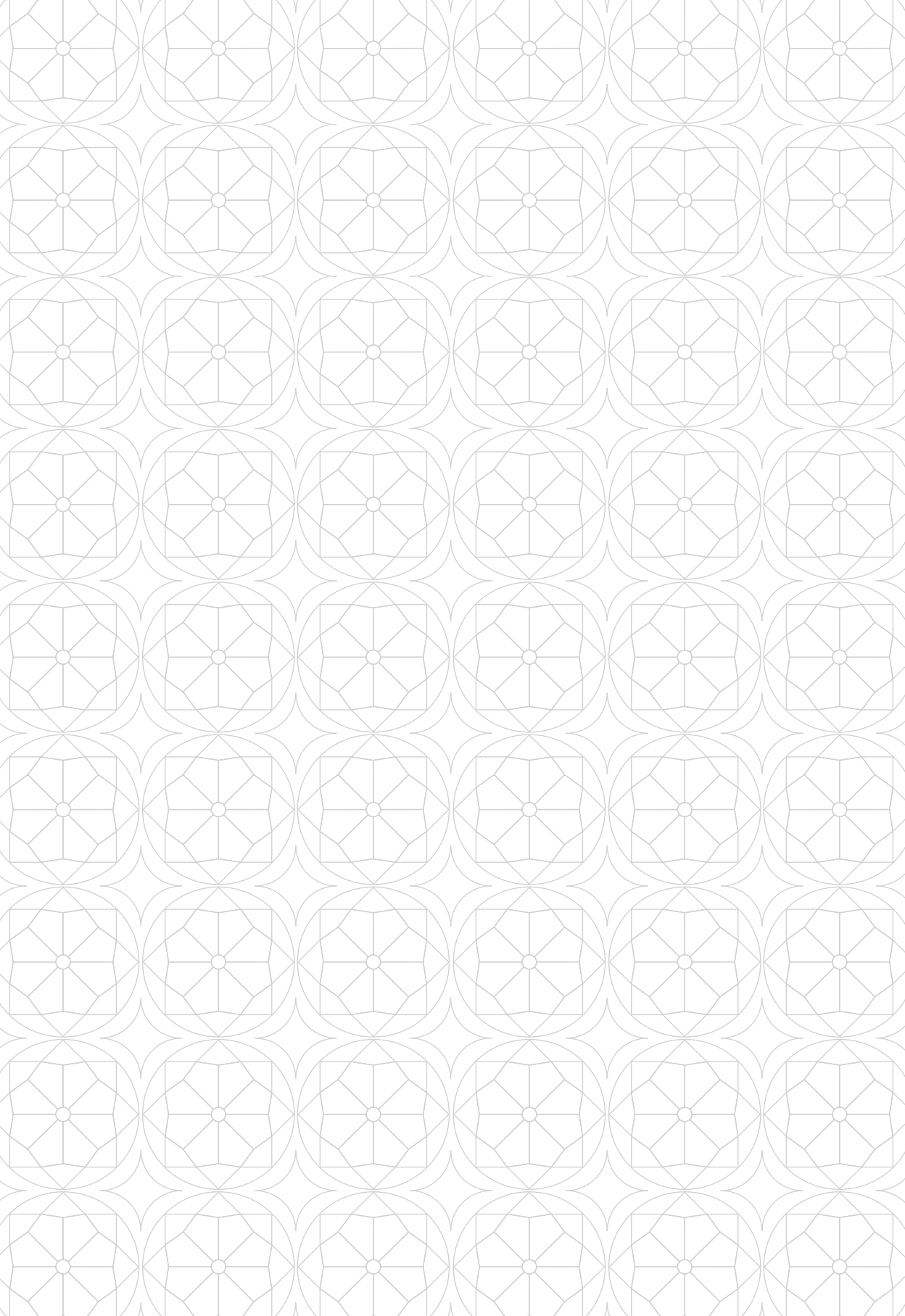
Khalifa bin Zayed Al Nahyan

Ruler of Abu Dhabi

Issued by us in Abu Dhabi
On: 04th of November 2013
Corresponding to: 01 Muharram 1435 H

Chairman of the Executive Council Resolutions

Chairman of the Executive
Council Resolutions



Chairman of the Executive Council Resolution No. (39)
of 2013 Concerning the Formation of the
Board of Trustees of Mohammed V University -
Agdal - Abu Dhabi

We, Mohamed bin Zayed Al Nahyan, Crown Prince, Chairman of the Executive Council,

Having reviewed:

- Law No. (1) of 1974 concerning the Reorganisation of the Governmental Body in the Emirate of Abu Dhabi and its amendments;
- Law No. (2) of 2013 concerning the establishment of Mohammed V University - Agdal - Abu Dhabi; and
- Based on what was presented to and approved by the Executive Council;

Issued the following Resolution:

Article (1)

The Board of Trustees of Mohammed V University - Agdal - Abu Dhabi shall be formed under the chairmanship of H.E Dr. Mohammed Matar Salem bin Abid Al Kaabi and the membership of their Excellencies:

- | | | |
|-------------------------------|---|---|
| 1. Salem Saleh Al Sayari | : | Abu Dhabi Educational Council |
| 2. Dr. Arif Sultan Al Hammadi | : | Khalifa University of Science,
Technology and Research |
| 3. Dr. Wael Benjelloun | : | Mohammed V University - Agdal
(Rabat - Morocco) |
| 4. Dr. Abdul Rahim Benhada | : | Mohammed V University - Agdal
(Rabat - Morocco) |

5. Dr. Raja'a Al Sharkawy Al Mursali : Mohammed V University - Agdal
(Rabat - Morocco)

Article (2)

The period of the Boards membership shall be three renewable years.

Article (3)

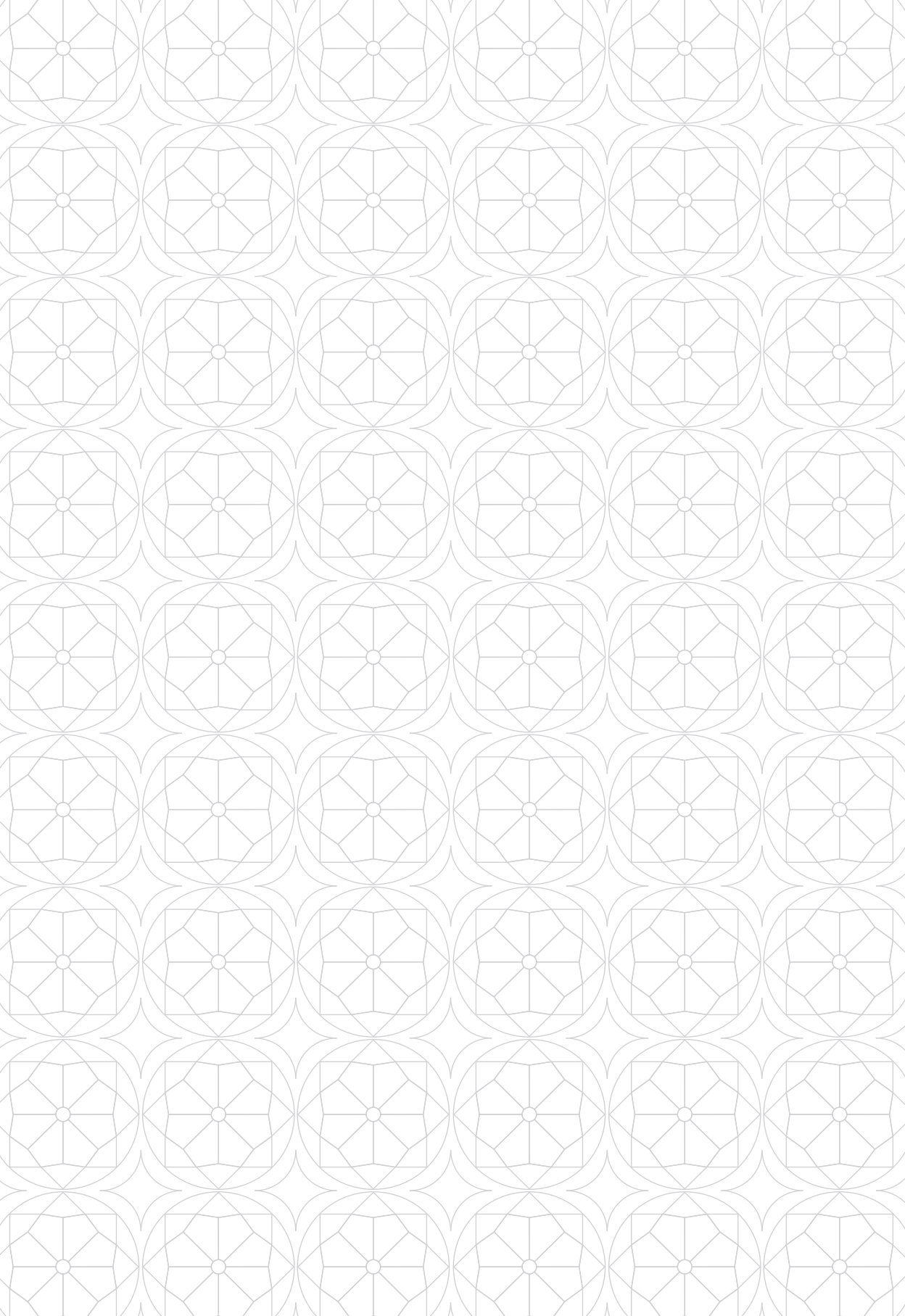
This Resolution shall be effective from the date of its issuance and published in the Official Gazette.

Mohamed bin Zayed Al Nahyan
Crown Prince
Chairman of the Executive Council

Issued by us in Abu Dhabi
On: 10th of November 2013
Corresponding to: 06 Muharram 1435 H

Crown Prince Resolutions

Crown Prince Resolutions



Crown Prince Resolution No. (40) of 2013
Concerning the Appointment of an Executive
Director for the Business Support
Division at the Crown Prince Court

We, Mohamed bin Zayed Al Nahyan, Crown Prince and Chairman of the Executive Council,

Having reviewed:

- Law No. (1) of 1974 concerning the Reorganisation of the Governmental Body in the Emirate of Abu Dhabi and its amendments;
- Law No. (4) of 2007 concerning the Reorganisation of the Crown Prince Court;
- Crown Prince Resolution No. (78) of 2009 concerning the appointment of a Director for the Business Support Division at the Crown Prince Court; and
- Based on what was presented to and approved by the Executive Council;

Issued the following Resolution:

Article (1)

His Excellency Ali Ghanem Murshed Al Rumaithi shall be appointed as Executive Director of the Business Support Division at the Crown Prince Court, with effect from 01/12/2013.

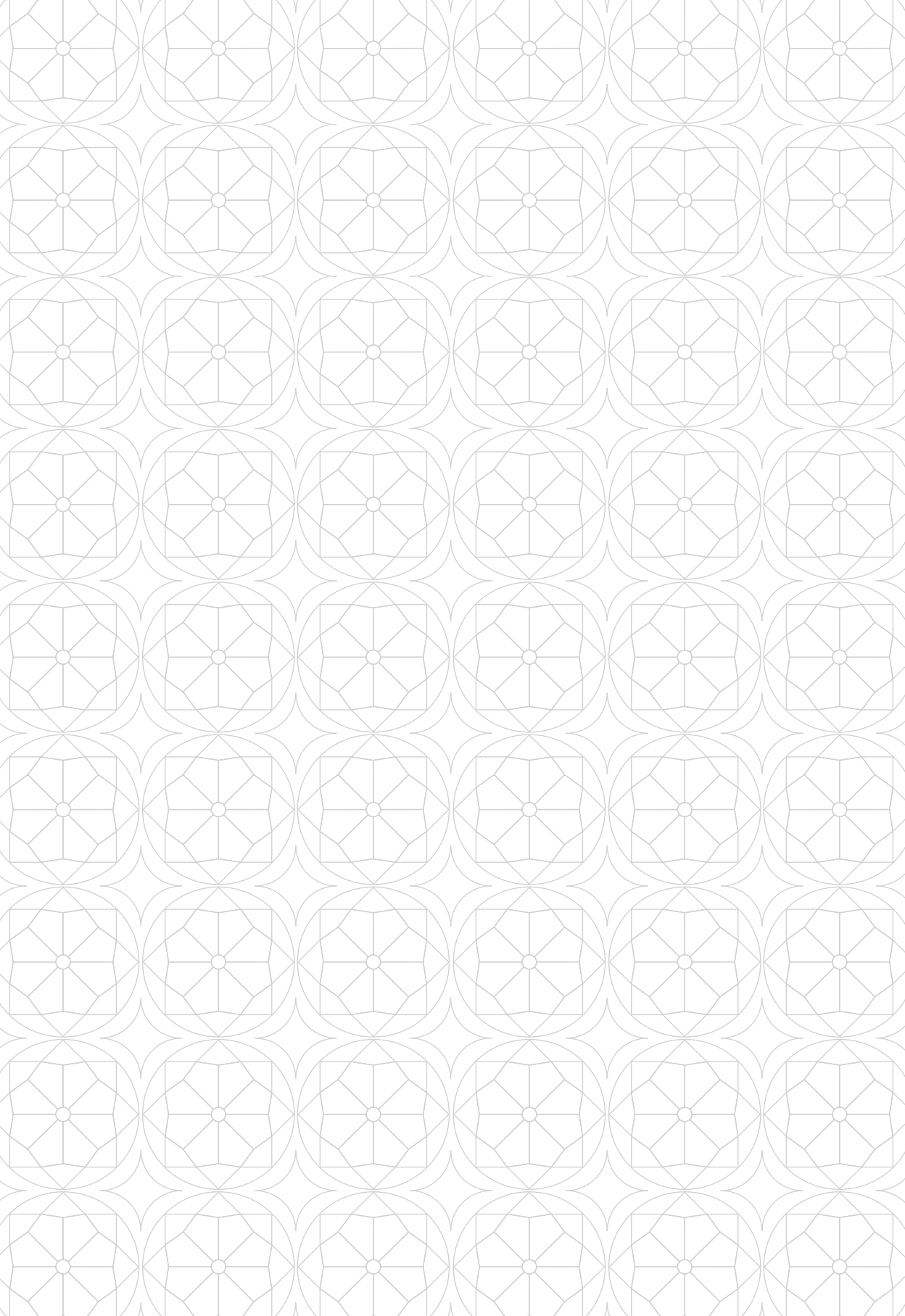
Article (2)

This Resolution shall be effective from the date of its issuance and published in the Official Gazette.

Mohamed bin Zayed Al Nahyan
Crown Prince

Issued by us in Abu Dhabi
On: 12th of November 2013
Corresponding to: 08 Muharram 1435 H

Circulars



Circular No. (20) of 2013

Concerning the Websites of Government Entities

To all governmental entities in the Emirate of Abu Dhabi

Peace and Allah's mercy and blessings be upon you,

The Executive Council is pleased to greet you and express its sincere gratitude for your continuous cooperation for the realisation of the public interest.

In line with the Abu Dhabi Government Information Security policy and standards issued in Circular No. (6) of 2013, and in order to achieve the Governments objectives and to provide the necessary protection to Governmental information, and to guarantee the security and confidentiality of information and to set the appropriate security controls to protect these websites and services provided through it.

Please note that the hosting of the websites provided by you shall be conducted locally and not outside the Country, which must be implemented within a period not exceeding six months from the date of issuance of this circular.

Thank you for your efforts and cooperation

For your necessary action

May Allah guide you,

Dr. Ahmed Mubarak Al Mazrouie
Secretary-General

Date: 17/11/2013

For more information: Please contact Mr. Abdullah Al Thehli - Information Security Control Supervisor - Abu Dhabi Systems and Information Centre, Telephone No.: 050/7515599 - 026961663 or by E-mail to : Abdulla.althehli@adsic.abudhabi.ae Enclosed: Circular No. (6) of 2013

Circular No. (6) of 2013 Concerning Abu Dhabi Government Information Security Policy and Standards

To all governmental entities and departments in the Emirate of Abu Dhabi,

Peace and Allah's mercy and blessings be upon you,

The Executive Council is pleased to greet you and express its sincere gratitude for your continuous cooperation for the realization of the public interest.

- In line with the implementation of Executive Committee Resolution No. (12 / 3 / 2013) dated 23/01/2013 concerning the adoption of the second version of Abu Dhabi Information Security Policy and Standards, following the adoption and circulation of the first version to government bodies by virtue of Circular No. (5) of 2009.

- In order to achieve the objectives of the government concerning Information Security and to ensure the necessary protection for government information in the Emirate of Abu Dhabi in line with its importance and value, please note that you are required to:

1. Implement the second version of Abu Dhabi Information Security Policy and Standards.
2. Develop a strategic plan to implement the Information Security Policy and Standards along with the requirements in coordination with Abu Dhabi Systems and Information Centre; submit periodic reports to said centre

regarding the work progress based on the performance indicators of Abu Dhabi Information Security Program.

- Abu Dhabi Systems and Information Centre will communicate with you to provide you with the second version aforementioned and introduce you to the program mechanism of action and performance indicators, as well as the guidelines needed for the implementation of the provisions of this Circular. The Centre will also submit periodic reports to the Executive Council on the performance of the government bodies and the program in general.

Thank you for your efforts and cooperation

For your necessary action

May Allah guide you

Dr. Ahmed Mubarak Al Mazrouie
Secretary-General

Circular No. (21) of 2013
Concerning the Organization of Industrial
Projects that Require Natural Gas

To all governmental entities and companies in the Emirate of Abu Dhabi

Peace and Allah's mercy and blessings be upon you,

The Executive Council is pleased to greet you and express its sincere gratitude for your continuous cooperation for the realisation of the public interest.

Within the efforts undertaken by the Government of Abu Dhabi to achieve the objectives of the industrial plans in the Emirate, please note that you are required to obtain the approval of the Office of Industrial Development at the Department of Economic Development in order to commence on the study of any industrial project requiring natural gas - regardless of the source and uses of the gas - as well as obtaining approval of the Executive Council.

Thank you for your efforts and cooperation
For your necessary action
May Allah help you

Dr. Ahmed Mubarak Al Mazrouie
Secretary-General

Date: 17/11/2013

For enquiries and coordination, please contact Mr. Ayman Raja' Al Makkawy, Director General of the Industrial Development Bureau at the Department of Economic Development, Telephone No. 02/4031117 - 8158888 or by E-mail to : amakkawy@adeconomy.ae

Circular No. (22) of 2013 Concerning Expenses Related to the Identity Card for Employees

To all governmental entities in the Emirate of Abu Dhabi

Peace and Allah's mercy and blessings be upon you,

The Executive Council is pleased to greet you and express its sincere gratitude for your continuous cooperation for the realisation of the public interest.

Within the efforts undertaken by the Government of Abu Dhabi for the continuous coordination and communication between governmental entities, please note that you are not required to bear the expenses related to the issuance and renewal of identity cards for your employees, with effect as of the date of issuance of this circular.

Thank you for your efforts and cooperation

For your necessary action

May Allah guide you

Dr. Ahmed Mubarak Al Mazrouie
Secretary-General

Date: 24/11/2013

For more information: Please contact Mr. Saeed Ahmed Al Mheiri - Director of the Operations Department at the Civil Service Council / Civil Service Sector at the General Secretariat of the Executive Council - Telephone No.: 056/3805078 or by E-mail to: saalmheiri@ecouncil.ae

Circular No. (23) of 2013

Concerning the Establishment of a Hall for the Opening of Government Tenders' Envelopes

To all governmental entities in the Emirate of Abu Dhabi

Peace and Allah's mercy and blessings be upon you,

The Executive Council is pleased to greet you and express its sincere gratitude for your continuous cooperation for the realisation of the public interest.

Within the efforts undertaken by the Government of Abu Dhabi to achieve credibility and transparency in the management of government purchases, a Central Hall was established for the opening of government tenders' envelopes, to be headed by a supervisory committee and managed by the Department of Finance, having the following roles and tasks:

- Receiving technical and financial offers for capital projects, with a total amount exceeding AED 120 million, which the governmental entities request tenders for.
- Maintaining the principles of credibility, equality and non - disclosure of information related to the procedures of opening of government tenders' envelopes.
- Managing the whole process of the opening of government tenders' envelopes centrally, such as the coordination, storage, delivery, processing and other.

- Submitting periodical reports on the progress of opening government tenders' envelopes and reporting suspected cases to the Executive Council and referring them to Abu Dhabi Accountability Authority in order to take all necessary actions according to the applicable rules and regulations.

The temporary location of the Hall shall be at the Tourism Development and Investment Company - Sheikh Khalifa Park - Building No. 2, Abu Dhabi, and the permanent location of the Committee will be determined at a later date.

Thus, please note that you are required to:

First: Suspend the procedures of receiving and opening the technical and financial envelopes of all approved capital projects with all their contracts, of which the total amount exceeds AED 120 million according to the rules applicable at your governmental entity and proceed on receiving and opening them at the Central Hall according to the guidelines determined by the Department of Finance.

Second: Nominate members of the Committee responsible for opening the envelopes, representing your esteemed entity, according to the form prepared for this objective after obtaining the approval of the highest executive power at the entity or its legal representative (enclosing the power of attorney) to the Department of Finance and the General Secretariat of the Executive Council.

Third: Provide all data on the capital projects with a total amount exceeding AED 120 million which were publicised within accredited media,

and provide data on all the anticipated envelopes to be received in the following six months according to the form prepared for this purpose.

Fourth: Follow the Procedures Manual of the Hall for opening government tenders' envelopes.

Fifth: Adjusting the current situations by not later than 01/03/2014.

Consequently, no technical and financial envelopes shall be accepted unless the above-mentioned conditions are adhered to.

For your necessary action

May Allah guide you

Dr. Ahmed Mubarak Al Mazrouie
Secretary-General

Date: 24/11/2013

For more information: Please contact the concerned team at the Hall, telephone No.: 02/8101130
or by E-mail to : GTCC@DOF.ABUDHABI.AE

Enclosed:

Procedures Manual Of The Central Hall for Government Tenders' Opening

Circular No. (24) of 2013 Concerning the National Day Holiday

To all governmental entities in the Emirate of Abu Dhabi

Peace and Allah's mercy and blessings be upon you,

On the occasion of the forty-second National Day of the United Arab Emirates, it has been decided that the National Day Official Holiday shall be on the First and Second of December 2013 for all governmental entities in the Emirate of Abu Dhabi, and that work shall be resumed on Tuesday the Third of December 2013.

We are pleased on this national occasion to express our deepest congratulations and best wishes to His Highness Sheikh Khalifa bin Zayed Al Nahyan, President of the United Arab Emirates, may Allah protect him, His Highness Sheikh Mohamed bin Zayed Al Nahyan, Crown Prince of Abu Dhabi, Deputy Supreme Commander of the Armed Forces and Chairman of the Executive Council, may Allah protect him, and the distinguished members of the Executive Council, asking Allah Almighty to bless them with health and wellness.

We also congratulate the people of the United Arab Emirates on this gracious occasion, praying to Allah Almighty to give them and our nation further progress and prosperity.

Many happy returns

Dr. Ahmed Mubarak Al Mazrouie
Secretary-General

Date: 25/11/ 2013

Circular No. (25) of 2013 Concerning the Government Case Management

To all governmental entities in the Emirate of Abu Dhabi

Peace and Allah's mercy and blessings be upon you,

The Executive Council is pleased to greet you and express its sincere gratitude for your continuous cooperation for the realisation of the public interest.

In reference to Circular No. (12) of 2013 On the Follow - up of Cases of governmental entities and departments, which authorised the Case Management Department at the Judicial Department in the Emirate of Abu Dhabi, to follow up on all the cases of the governmental entities at the Emirate, and in order to enable it to perform its designated role in the current legal system, in its capacity as the representative of all governmental entities, please note that you are required to:

- Provide the Government Case Management with the responses and documents related to your cases as soon as possible.
- Accumulate all the laws and regulations related to your entity and provide the Government Case Management with it in addition to any modification that may be conducted on them in the future.

- Specify the name of the legal advisor or concerned person at your entity, responsible for communication with the Government Case Management.

Thank you for your efforts and cooperation

For your necessary action

May Allah help you

Dr. Ahmed Mubarak Al Mazrouie
Secretary-General

Date: 25 /11/ 2013

For more information: Please contact the Case Management Department / Abu Dhabi Judicial Department, Telephone No.:026655291 / 026512905 or by E-mailto: Gov.affairs.ad@adjd.gov.ae
Enclosed: Circular No. (12) of 2013

Circular No. (12) of 2013 On the Follow-up of Cases of Government Bodies and Departments

To all governmental entities and departments in the Emirate of Abu Dhabi,

Peace and Allah's mercy and blessings be upon you,

The Executive Council is pleased to greet you and express its sincere gratitude for your continuous cooperation for the realisation of the public interest.

In line with the continuous endeavours to unify and integrate efforts of follow up of cases to which government entities and departments are a party, kindly note that the Government Case Management in Abu Dhabi Judicial Department shall be the sole authorised entity in charge of following up all cases filed by or against government entities and departments in the Emirate, whether before courts or before internal arbitration panels. Therefore, please refer all new cases to the Government Case Management as of 1/11/2013. As for the cases currently under review, their usual procedures shall continue to apply.

Thank you for your efforts and cooperation

For your necessary action

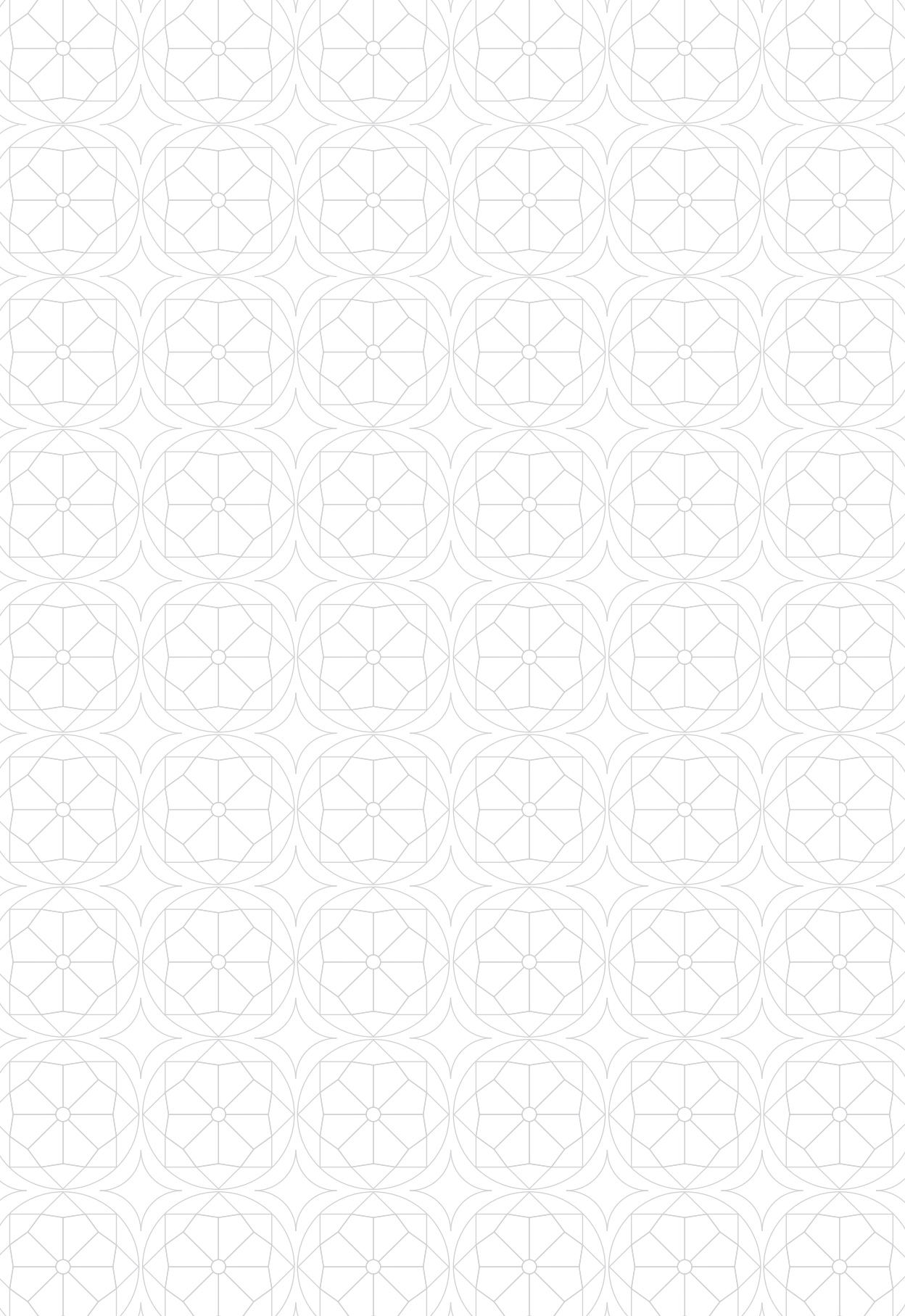
May Allah guide you

Dr. Ahmed Mubarak Al Mazrouie
Secretary-General

Date: 17/11/2013

For more information: Please contact Mr. Abdullah Al Thehli - Information Security Control Supervisor - Abu Dhabi Systems and Information Centre, Telephone No.: 050/7515599 - 026961663 or by E-mail to : Abdulla.althehli@adsic.abudhabi.ae Enclosed: Circular No. (6) of 2013

Procedure Manuals



Procedures Manual Of The Central Hall for Government Tenders' Opening

We are pleased to issue this manual based on the decision of the Executive Committee (No.2↗ 11/2013) dated 22/09/2013 on the adoption of the recommendations of the Work Team for the establishment of a hall for the government tenders opening.

The government tenders opening hall was established in order to achieve greater transparency, competition and openness with respect to government entities tenders in the Emirate of Abu Dhabi.

This manual shows the procedures and functions of the hall with regards to the process of receiving enclosed offers, whether electronic or hardcopy, as well as the procedures of supervision and control over the process of opening hardcopy and electronic offers by the committees assigned to open tenders subject to the governmental bodies. Each governmental entity thereafter shall conduct the process of evaluation and award procedures according to the rules currently applied. The hall shall advertise in the media the dates of government tenders opening in order to shed the light on the development projects implemented by the emirate.

This manual applies at this stage to parties subject to the scope of the procurement, tenders, bids and warehouses law of the Emirate of Abu Dhabi No. (6) of 2008 and other government entity which are subject to the same law according to the Executive Council. The said law applies as well to capital projects tenders that are worth more than \$ 120 million dirhams, and its scope of validity will be later and gradually expanded to

capital contracts tenders that are worth less than 120 million dirhams as well as operational contracts.

The management of the hall shall be undertaken by a Supervisory Committee to be appointed by the Head of the Department of Finance that will assume multiple tasks including the preparation of periodic reports and reports of irregularities, if any, and other reports that shall be referred to the Executive Council.

Furthermore, the Committee shall decide on the grievances and complaints submitted by contractors regarding the activities of the hall and other tasks listed in this manual.

The procedures set out in this manual are binding to concerned government agencies and to the hall's staff and shall be fully observed and handled with the highest degree of ethics and transparency, and in an atmosphere of high professional integrity under penalty of accountability.

May Allah guide us in serving our beloved Country and help us contribute more to achieve continued prosperity and development.

Hamad Al Hurr Al Suwaidi
Head of the Department of Finance

Procedures Manual Of The Central Hall for Government Tenders'
Opening

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Chapter One- Definitions and General Provisions

Article (1)

Definitions

The words and expressions contained herein shall have the meaning assigned thereto, unless the context stipulates otherwise:

Executive Council: The Executive Council of the Emirate of Abu Dhabi.

Governmental Entities: Public departments and Public legal entities that are subject to the government and enjoy full legal capacity to act. They are based on the management of a public facility, and aim to provide public services. They include public bodies, public institutions, apparatus and centres, councils and any entity whose budget is within the general budget of the government whether annexed or separate.

Chairman: Head of the governmental entity or the chairman of the board of directors, or any person exercising such powers under the laws and regulations relating to such entity.

Undersecretary: Undersecretary of the Department or the Director General of a public entity and the like.

Manual: The manual, which contains provisions, policies and procedures of the government tenders opening hall.

Hall: a central hall managed by the Department of Finance and dedicated to the receipt of hardcopy or electronic government tenders. It is established to ensure media coverage of tenders, and in order to achieve the principle of transparency. Technical and financial offers are opened in the hall, and the prices offered at public hearings are there in announced.

Supervisory Committee: The committee in charge of management of the central hall for opening of offers.

Employees in Charge of the Hall procedures: Hall sessions supervisors and co-ordinators as well as support staff.

Policies: rules and provisions contained in the manual, reflecting the Emirate's strategies.

Procedures: Detailed procedural steps that shall be adopted to implement the policies.

Contractor: third – party supplying the government with materials or services, performing the design works or implementing construction and engineering projects and others.

Public tender: the tender advertised in newspapers, magazines and other media, in order to provide an opportunity for all contractors / consultants who are interested in bidding tenders to supply materials or services, perform the design or implement construction and engineering projects and other, under the conditions and regulations set by the government entity.

Restricted Tender: Tender which is sent to a specific number of contractors / consultants who are selected in advance by the government for bidding in order to supply materials or services, perform the design or implement construction and engineering projects, and the like under the conditions and regulations set by the government entity.

Government tender: Public or restricted tender posted by the government.

Request for quotation (RFQ): Oral or written request / invitation sent to potential suppliers, contractors and consultants to obtain quotations for the purchase of items corresponding to standard and accredited specifications or the provision of services and implementation of work so that the price constitutes the primary factor upon which the offer is accepted and the purchase order or the contract or the price agreement is issued.

Call for bids: written call / invitation advertised in newspapers, magazines , websites and other media (in the case of public tender) or sent directly to a specific number of contractors (in the case of restricted tender) so as to get the detailed offers for the purchase of specific items or the provision of services or performance of work .

Quotation / tender: A document issued by the Contractor based on the request for quotation / call for bids addressed to him by the government entity and including the specifications of items or services, or the implementation of the work he provided including the prices and terms of sale, delivery and payment.

List of bidders: List of Contractors invited to participate in a restricted tender.

Tender security deposit: A bank guarantee to be submitted with quotations as collateral for a serious participation in the bid.

Article (2)

Responsibility of Application of the Manual

1. The Supervisory Committee is responsible for the application of the provisions, policies and procedures of this manual.
2. Heads of government entities covered in the scope of validity of this manual regarding related procedures.

Article (3)

The scope of application of this manual

1. The provisions of this manual apply to:

- a. All government entities subject to the scope of validity of Law No. 6 of 2008 concerning procurement, tenders, bids, and warehouses of the Emirate of Abu Dhabi, or others as determined by the Executive Council.
 - b. All government entities tenders or other, as determined by the Executive Council.
2. The provisions of this guide do not apply to contracts and agreements between government entities covered by the scope of the validity of Law No. 6 of 2008 referred to.
 3. This manual contains provisions and procedures applicable to all kinds of tenders, whatever they may be.
 4. Any matter not provided for in this manual shall be considered as one of the provisions, policies and procedures under the exclusive competence of the government entity.

Article (4) Work ethics

1. The government entities shall implement the provisions of this guide with the highest degree of transparency and in an atmosphere of high professional integrity.
2. The employees of government entities and of the Supervisory Committee shall comply with all policies and procedures adopted with respect to the receipt of tenders, whatever the kind.
3. Receiving unannounced tender offers (in the case of public tender), or tenders submitted by contractors / suppliers / consultants that have not been invited (in the case of restricted tender) is prohibited.

4. The employees of the Supervisory Committee and those of the Hall process shall not give any preferential treatment to any person, group or institution, or act in any way that could lead to weakening the confidence among contractors or the public in the integrity of the government.
5. The employees of the Supervisory Committee and the Hall process are prohibited to have a particular interest whether in person or by proxy in the work or constructions related to its activity.
6. Employees of the Supervisory Committee assigned to keep documents are required to preserve them in a safe manner and safeguard the information contained. Both employees of the Supervisory Committee and of the Hall process shall not disclose any of such information or inform unconcerned third parties or individuals about them except in accordance with regulations and procedures in this manual.
7. All graphics, reports and studies, and other intellectual property in the government are the property of concerned government entities. Employees of the Supervisory Committee may not dispose or disclose any of them, while being in service or after termination thereof, unless by virtue of a written authorization by the concerned government entities.

Article (5)

Right to file a grievance

Parties working with government entities and whose representatives attended sessions of tenders opening are entitled to file complaints and grievances before the President of the Supervisory Committee so as to address them, and decide thereon or refer them to the Abu Dhabi Accountability

Authority, as appropriate, provided that the grievances are serious and accompanied by convincing evidence.

Chapter II – Functions and roles

Article (6)

The functions of the Supervisory Committee

1. A supervisory committee appointed by the head of the Department of Finance shall undertake the management of the hall.
2. The Supervisory Committee shall be composed of not less than six members and not more than eight members, including its chairman and his deputy who assists him and replaces him in his absence.
3. The Supervisory Committee shall perform the following functions:
 - a. Overseeing the proper functioning of the hall, and monitoring its compliance with the procedures of this manual.
 - b. Developing adopted procedures.
 - c. Documenting and preserving tenders' information.
 - d. Referring irregularities, if any, to the concerned authorities.
 - e. Deciding on the grievances and complaints submitted by contractors in relation to the activities of the hall and referring them, if necessary or in the case of suspicion, to the Abu Dhabi Accountability Authority.
 - f. Preparing periodic reports and irregularities reports, if any, and submitting them to the head of the department.
 - g. Submitting reports related to the activities of the hall to the concerned government entities.

Article (7)

Responsibility for the management of the hall

The Chairman of the Supervisory Committee shall be responsible of the management and operation of the hall under the provisions of this manual and the relevant legislation. He shall equip the hall with all the requirements necessary for its efficient operation and in particular the following:

- Installation of furniture and cabinets.
- Paper drill & binding machine for the Tender Opening Committee
- Audio-visual equipment and connectivity
- Computers and accessories such as printers, photocopiers and scanners
- Connection devices and e-mail address for the hall
- Maintenance, hospitality, guard services and other support services
- Stationery and Publications
- Any other needs required for the good management of the hall

Article (8)

The functions of the Chairman of the Supervisory Committee

1. Supervising and managing the activities of the hall.
2. Verifying the smooth and regular performance of the operating functions of the hall and compliance with the provisions of this manual and the relevant legislation.
3. Ensuring the provision of all the requirements necessary for the completion of the work such as equipment, tools, support services, database, and so on.

- 4.Communicating with relevant government entities and media regarding the activities of the hall.
- 5.Keeping proper records of the activities and work of the hall.

Article (9)

The tasks of the Sessions Supervisor

- 1.Attending meetings of tenders opening.
- 2.Verifying the regularity of tenders opening process and the completion of various tasks in a proper manner.
- 3.Signing the minutes of tenders opening sessions, and in case of suspicion, taking note of such in the same document of the minutes.
- 4.Keeping copies of all sessions' minutes.

Article (10)

Tasks of the hall sessions' management coordinator

- 1.Receiving requests for the hall booking from the concerned government entities.
- 2.Coordinating with the concerned government entities about opening times for bidders, and communicating with them on the sessions' schedule.
- 3.Determining the date of the session in which each tender will be opened, and informing the concerned government entity thereof.
- 4.Setting up, at the end of each month, schedule dates for the hall sessions for the following six months, taking into account the dates of public holidays, and circulating the same to the concerned government entities.

5. Advertising at the beginning of each week, and again at the end of the week, in the media on sessions for the opening of bids envelopes for public and restricted tenders scheduled to be opened the following week. The advertisement shall include a brief statement on the subject of the tenders to be opened as well as an invitation to the representatives of participating contractors to attend the session in question.
6. Announcing the last modification of date and time of receipt of restricted and public tenders, or cancelling the same as set forth in item (5) of this Article.

Article (11)

Tasks of tenders' coordinator

1. Allocating a safe place to deposit the bids envelopes.
2. Receiving technical and financial offers from contractors and making sure their envelopes are properly closed and do not include any distortions.
3. Providing a receipt to the offering party indicating the tender number and address, and the date and time of the receipt.
4. Keeping the received offers in a safe place until the time of their opening according to hall sessions schedule.
5. Processing technical or financial envelopes, as the case may be, which are scheduled to be opened and delivering the same at the beginning of the session to the rapporteur of the Tender Opening Committee subject to the governmental entity.
6. Receiving offers rejected in the session and implementing the session's decision whether to return them to the bidding contractor, or keep them in a safe place until the procedure thereof is decided.

- 7.Rejecting any bids submitted after the date and time specified in the tender invitation.
- 8.Rejecting any bids not included in the bidding plan of the government entity, unless approved by the Chairman of the Supervisory Committee of the hall upon the recommendation of the head of the concerned government entity.

Article (12)

The functions of the concerned government entity

- 1.Appointing members of the Tenders' Opening Committee subject to the government entity upon the approval of the head of the concerned government entity. The committee shall include three members at least; including the Chairman of the Committee and his deputy. The session shall not be valid unless attended by the majority of the appointed members or three members whichever is greater, including the Chairman of the Committee or his deputy.
- 2.Notifying the Chairman of the Supervisory Committee of the names of the Chairman, the members and the rapporteur of the Tenders' Opening Committee appointed by the head of the concerned government entity, and any amendments thereof.
- 3.Preparing tender documents.
- 4.Advertising public tender in the media, or issuing invitations for participation in the restricted tender, according to the provisions of the procurement law in force. Amendment and cancellation are subject to the same aforesaid procedure.

- 5.Delivering tender documents to their participants.
- 6.Collecting cash equivalent of tender documents.
- 7.Providing the Chairman of the Supervisory Committee of the hall at the end of each month with the tendering plan for the next six months, along with the following data for each tender included in the bidding plan:
 - a.The name and type of the tender (restricted or public)
 - b.Tender's subject
 - c.Date of offering and the last date and time for receipt of tender offers.
The date of receipt of offers shall not be less than two months as of the date of issuance of the bidding plan.
 - d.Any other matters related to the plan of the offering.
- 8.Notifying the Chairman of the Supervisory Committee of the Hall of any modifications to the tendering plan, including cancellation cases.
- 9.Ensuring the availability of the forms designed to reserve dates for tenders opening hall sessions.
- 10.Inserting the title of the hall in the bidding documents among other things, upon delivery of their offer envelopes.
- 11.Notifying the Chairman of the Supervisory Committee of Hall of the names of contractors whose technical offers are accepted and determining a date for financial bids opening.
- 12.Delivering open bids to the rapporteur of the government Tender Opening Committee, and proving the same in the session's minutes.

Chapter III
Procedures of receiving and opening government tenders

Article (13)

Procedures of government tenders receipt

1. Technical bids shall be delivered in an envelope separate from the financial offers envelopes, at the site and address of the hall specified in the tender invitation, to the coordinator of tenders offers.
2. The coordinator of tenders shall issue upon delivery of offers a receipt showing the date and time of receipt of each envelope, and the security deposit, as the case may be.
3. Received Technical offers envelopes shall be deposited in separate rooms. The same applies to financial bids.
4. In the event a participant submits more than an offer, each envelope shall be considered as a separate offer.
5. The coordinator of the tenders subject to the hall Committee shall prepare a list of tenders' security deposits, and further refer it with the security deposits to the procurement department in the government entity, or the like, the day after the technical envelope opening session.
6. Envelopes of technical or financial offers, as the case may be, listed on the agenda of the session, shall be transferred sealed as they are to the venue of the bids opening session the same day of the session and prior to its opening.

7.Regarding the rejected technical offers as per the concerned government entity notice, returning their financial bids sealed to the concerned government entity in order to return them to the contractors with the statement of reasons for rejecting their technical offers.

Article (14)

Procedures of offers' opening sessions

- 1.The government bids opening committee shall meet in the hall devoted to the opening of the envelopes in the presence of the supervisor of the sessions at the time scheduled for the opening of tenders of the concerned government entity, at the time reserved for the government entity.
- 2.Representatives of contractors who submitted their offers shall be allowed to enter the session hall after confirmation of their identity and presenting an official copy for the payment of cash equivalent to the tender documents.
- 3.In the case of hardcopy tenders, technical or financial offers envelopes, as the case may be, shall be opened on the same date and time as specified. In the case of electronic tender, the rapporteur of the government Tenders Opening Committee shall extract the offers report from the computer in the same opening session hall.
- 4.In case of any suspicion in the tender documents, such as lack of the red wax seal or any other safeguards or if the envelope is open, the Committee may refuse to open the envelope, and the Committee's rapporteur shall record it in the minutes of the session and notify the sessions supervisor subject to the hall Committee thereof. In the event of difficulty in resolving

the matter, the undersecretary / general manager at the concerned government entity, or the like shall decide upon such.

5. In case of hardcopy tenders, quotations shall be signed by members of the bids opening committee. In case of electronic tenders, all the pages of the offers' report extracted from the Computer shall be signed.
6. The Chairman of the government bids opening committee shall announce to the public and attendees of the meeting the quotations submitted by contractors; in case the total value of the financial offer is not known, such as cases of pricing agreements with many items and others, the chairman of the government bids opening committee shall propose in the meeting to the present representatives of Contractors who submitted offers to provide them within 3 working days with the electronic version of the financial offers which total value is indefinite, on a CD-ROM or equivalent, and shall record the same in the minutes of the session.
7. Tender documents or computer report shall be stamped or perforated with the opening date.
8. Open tenders shall be submitted to the rapporteur of the government Tenders Opening Committee and recorded in the minutes of the session.
9. The minutes of the session shall be prepared by the rapporteur of the government bids opening committee.

Article (15)

Minutes of bids opening

1. The rapporteur of the government bids opening committee shall prepare at the end of the session a minutes of facts where the following shall be indicated:

- The names of members of the Tenders Opening Committee, its chairman and its rapporteur who attended the session
- The name of the session supervisor subject to the hall supervisory committee.
- Names of contractors' representatives who attended the session.
- Number of envelopes received by the Committee from the bids coordinator subject to the hall committee, and the status of the received tenders.
- In the case of restricted tender, the list of bidders who have been invited to tendering. In the case of public tender, the number of contractors who have received the tender documents.
- Names of Contractors who submitted offers and their total value.
- The names of bidders who failed to present bids or did not participate in the tender, so as the record matches the list of bidders.
- Data of offers that have been opened and tender security deposit.
- Data of offers which were refused to be opened and the reasons for rejection.
- Notes of the sessions supervisor subject to the hall Committee on the session facts, if any, otherwise a statement of the absence of notes.
- Proof of delivery of opened offers to the rapporteur of the government bids opening committee.
- Any other matters related to the session.

2. The minutes of the session shall be signed by the chairman, members, and the rapporteur of the tenders opening Committee for the concerned government entity and the session supervisor subject to the hall committee.
3. The supervisor of sessions subject to the hall committee shall submit to the rapporteur of the government tenders opening committee a signed copy of the minutes of the session.
4. Receiving open offers and delivering the same to the concerned entities in the government to complete the procedures for evaluation and award by the relevant government entity.

Article (16)

Receiving Offers electronically

1. A separate page shall be allocated in the portal for each tenderer for entering electronic tenders, which should be submitted as of the date of issuance of the tender and prior to the date and time of closure, as for the tender guarantee, as the case may be, it shall be delivered to the procurement department prior to the opening of bids.
2. The date and time of closure of the electronic bid shall be the same for the closing of the traditional tender.
3. The secretary of the opening bids committee shall undertake in conjunction with the opening of hardcopy envelopes at the same session, to extract electronically registered information of electronic offers from the computer, on a paper report to be signed by the members of the Committee in conjunction with the signing of hardcopy offers. All hardcopy and electronic offers shall be recorded in the same session minutes.

- 4.The Computer report containing data of electronic offers, stamped with the seal of the Committee and signed by its members shall be adopted as official tenders such as those provided in hardcopies.
- 5.Electronic bids or files rejected for any reason whatsoever in accordance with the provisions of this manual shall be returned through the electronic portal.

Annexes

Annex (1)

Form of capital projects tenders data

A	Project Number	Project Name	Contract Number	Name of the Contract	Estimated Cost of the Project	Announcement Date	Receiving Date	Opening Date	Tender Type	Notes
1										
2										
3										

Annex (2)

Form of government bids opening Committee members data

A	Name	Job No.	Identity No.	Job Title	E-mail	Phone	Mobile
1							
2							
3							

Signature of the head of government entity

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