Annex:

**Jiangsu Province Engineering Bidding Agency Operation** **Guide**

**Section 1: Basic Guidelines for** **Agency Activities**

**1.** **Basic requirements for** **the conduct of** **tendering agencies**

1.1 In the agency activities, the bidding agency shall fully understand the nature, scale, characteristics, on-site environment and expectations of the bidder, and provide the bidder with necessary legal and policy consulting services. In accordance with the principles of openness, fairness, impartiality and good faith, carry out bidding agency service work in accordance with law, and ensure the realization of the rights and interests of bidders within the scope permitted by laws and regulations.

1.2 The bidding agency shall establish an internal quality management system, and the documents and results in the bidding agency activities shall be submitted and issued to the bidders, bidders and supervision and management agencies after being reviewed at different levels.

1.3 The tendering agency shall formulate an agency work plan and, after approval by the tenderer, implement the agency work in accordance with the plan.

1.4 The main documents and results in the bidding agency activities shall be submitted to the bidder in a timely manner in accordance with the contract, and the tenderer who needs to be approved shall be submitted to the bidder in a timely manner It can only be issued after review approval.

1.5 Tendering agency process documents and outcome documents shall be kept properly.

1.6 The project team members shall correctly perform their duties in accordance with the scope of work and work distribution stipulated in the entrustment agency contract.

**2.**  **Bidding agency** **entrustment** **contract signing** **and staffing**

2.1 When signing an agency entrustment contract, the model text of the bidding agency entrustment contract formulated by the competent administrative department of construction shall be used, the main contents of which are (agency matters, scope, charging standards, and composition of the project team). and division of labor, power of attorney, etc.) must be complete.

2.2 The project team shall be composed of two or more full-time personnel, and all project team members must be certified to work , and carry out agency business in accordance with the division of labor in the entrustment contract. Project team personnel should wear identity badges such as badges when going to the bidding supervision department or trading center to carry out project agency operations, and non-project team personnel shall not engage in agency work for the project.

2.3 The acting project team leader must have the qualification of engineering construction registration, and be responsible for preparing pre-qualification documents, bidding documents and organizing bid opening activities. The project team leader cannot engage in the bidding agency activities of more than three (excluding three) projects at the same time (from the issuance of the bidding announcement to the issuance of the notice of winning the bid).

2. 4 Where the agency entrustment contract implements electronic filing, the members of the agency group shall be correctly selected in the system in accordance with the content of the contract, and all the contents shall be completely filled in and uploaded Complete tender agency entrustment contract electronic text attachment.

**Section 2 : Preparation for Contract Issuance**

**3.**  **Preliminary plan** **preparation** **and** **submission** of the contract

3.1 Prepare the preliminary plan for contract issuance, collect the project feasibility study report or project application report, project approval documents and other materials, and work with the bidder Carry out the necessary communication, explore the project site, and fully grasp the actual situation of the project. Its bidding sections shall be reasonably divided according to national laws, regulations and the content of the project feasibility study report or project application report, and the content of all the bidding sections of the project (including the bidding section of this tender and the unbided bidding section and the bidding section that may be tendered) shall be compiled in its entirety. For group projects or residential community projects, the building number shall be listed in detail in the name of the bidding section, and if the provisional valuation meets the scale standards prescribed by the State, a separate bidding section shall be set up.

3. 2 After the preliminary plan for contract issuance is formulated, it should be logged into the electronic bidding system and filled in at one time as required, and the relevant attachments should be uploaded for filing.

3.3 If the preliminary plan for contract issuance needs to be changed, a document for changing the contract issuance plan shall be prepared, and after written confirmation by the bidder, log on to the electronic bidding system for the recordal of the change.

**4. Preparation of qualification examination documents**

4.1 The prequalification documents shall be prepared in accordance with the relevant national and provincial regulations. Where the state, provinces and municipalities have standard texts, they shall be adopted. Among them, the setting of the necessary qualification conditions shall be explained in a special way when sending the bidder for review.

4.2 The conditions for eligibility or invalidity set by the prequalification documents shall be clear and unambiguous, and listed separately in a centralized manner. Among them, the invalid target conditions shall be prepared in accordance with the provisions. Under special circumstances, if the bidder needs to separately stipulate the conditions for invalid bids, it shall write the adjusted invalid bid conditions and their explanations into the prequalification documents after soliciting the opinions of the bidding regulatory authorities in advance.

4.3 Where electronic bidding is carried out, the potential bidder who has downloaded the prequalification documents obtains clarifications or modifications to the prequalification documents by the bidders The network address and method shall be stated in the prequalification documents.

4.4 The prequalification documents shall be submitted for the record in conjunction with the tender announcement. At the time of filing, the personnel of the bidding agency may make the necessary explanations of the main points in the prequalification documents.

**5. Preparation of solicitation documents**

5.1 The bidding documents (including the bidding documents, the bill of quantities and other necessary constituent annexes) shall be prepared in accordance with the provisions of relevant laws, regulations and relevant normative documents, fully embodying the principles of fairness, impartiality and equal competition.

5.2 After the preparation of the solicitation documents, they shall be submitted for the record in accordance with the regulations, and the necessary explanations may be made of the main points of the bidding documents during the filing.

5.3 Attention shall be paid to the following in the preparation of solicitation documents:

5.3.1 The conditions for passing or invalid bidding set in the solicitation documents shall be clear and unambiguous, and listed separately in a centralized manner. Among them, the invalid target conditions shall be prepared in accordance with the provisions. Under special circumstances, if the bidder needs to separately stipulate the conditions for invalid bids, it shall write the adjusted invalid bid conditions and their explanations into the bidding documents after soliciting the opinions of the bidding regulatory authorities in advance.

5.3.2 The construction period requirements shall be based on the fixed construction period, combined with the actual situation, scientific, objective and reasonable formulation.

5.3.3 The setting of A's supply of materials and provisional valuation shall comply with the relevant regulations, and the list of quantities shall be accompanied by a list of materials and provisional valuation.

5.3.4 Bidders shall not be required to contract in any way or under additional conditions.

5.3.5 In the case of prequalification, the identification of similar works shall be consistent with the requirements in the prequalification documents.

5.3.6 Where post-qualification examination is adopted, there shall be special and detailed provisions on the qualifications of qualified bidders.

5.3.7 The detailed rules for bid evaluation shall be prepared in accordance with the relevant national and provincial regulations, and the establishment of relevant special clauses formulated for the characteristics of the project shall have a legal and regulatory basis.

5.3.8 The main terms of the contract to be signed shall be detailed and complete. Changes that may occur during the implementation of the project, market risks, and factors affecting the signing and performance of the contract, such as price adjustments, approvals and review of final accounts, shall be agreed in advance.

5.3.9 Where electronic bidding is carried out, the network address and method for potential bidders who have downloaded the solicitation documents to obtain clarifications or modifications to the solicitation documents shall be stated in the solicitation documents.

5.3.10 The tender documents may clarify the remedy for the failure to decrypt the tender documents and require the tender documents to respond to them.

5.4 Where the solicitation documents are sold, the price shall be reasonable for the purpose of recovering costs and reasonably priced to the extent permissible.

**6. Bidding controls the price**

6.1 The bidding control price shall be prepared in accordance with the provisions of relevant laws, regulations and relevant normative documents, fully embodying the principles of fairness, justice and equal competition.

6. 2 The bidding agency shall promptly submit the bidding control price result documents to the cost management agency of the project location for the record.

6.3 The bidding control price shall be published together with the bidding documents, and if it cannot be released on time, the bidding deadline shall be extended.

**Section 3 Bidding Procedures**

**7.** **Preparation** **and publication** of  **tender announcements**

7.1 The agency shall carefully and detail the relevant contents of the bidding announcement (or invitation to bid), clarify the qualification review method, and determine the qualification requirements of the bidder and the project leader in accordance with the relevant provisions of the qualification standards of the enterprise qualification and the project leader The bidding announcement shall be accompanied by eligibility conditions, criteria and methods for qualification review, and criteria and methods for bid evaluation.

7.2 The period of sale of prequalification documents and solicitation documents shall meet the requirements of the statutory time limit.

7.3 When a tenderer issues an announcement, it shall submit the announcement to the tendering regulatory authority for the record. The bidding announcement (including the pre-qualification announcement) shall be published on statutory media such as the Jiangsu Construction Project Bidding Network, and at the same time published in the Construction Engineering Trading Center.

7.4 Where the tender is tendered by means of post-qualification examination, the tender documents shall be submitted for the record together with the tender announcement.

7.5 Where electronic bidding is carried out, the bidding agency shall indicate the network address and method of potential bidders to access the electronic bidding and bidding trading platform in the prequalification announcement, bidding announcement or invitation to bid.

**8.**  **Eligibility Screening**

8.1 The qualification examination shall be carried out in the trading center at the time and place specified in the prequalification documents or the solicitation documents, and the examination committee or bid evaluation committee composed of the bidders organization shall be responsible.

8.2 The qualification examination materials used for the qualification review shall generally be subject to the valid electronic qualification review materials submitted by the applicant.

8. 3 If it is necessary to accept the qualification review materials on the spot, the personnel of the bidding agency shall arrive at the trading center on time. When receiving the qualification review materials, the content of the pre-qualification materials received and their defects shall be recorded, registered and signed and confirmed by the sender. After the deadline for accepting qualification review materials, the collection and filling of relevant materials should be completed in a timely manner, and archived for future reference.

8. 4 Organize the qualification examination committee in accordance with the methods specified in the prequalification documents, conduct a qualification review of the materials submitted by each applicant or bidder, and complete the prequalification report.

8. 5 The pre-qualification report shall be reported to the bidding regulatory department for the record in a timely manner, and the units that have not passed the pre-qualification examination shall be publicized. At the same time, the results of the qualification examination shall be notified in writing to all the units that have submitted the qualification examination materials.

**9.Site surveys and tendersfileAnswering**

9.1 On-site survey shall generally be conducted by the bidder at the time specified in the solicitation documents. The bidding agency shall cooperate with the bidder to provide all potential bidders with barrier-free on-site survey conditions during the prescribed on-site survey period.

9.2 No single or partial potential bidder shall be organized to visit the project site.

9. 3 If the bidder has doubts about the solicitation documents and needs clarification, it shall submit them to the bidders in the form specified in the solicitation documents. The bidding agency is responsible for collecting and sorting out the questions raised in writing, organizing relevant personnel to answer questions, and notifying all the recipients of bidding documents in writing within the prescribed time limit after the content of the questions is confirmed by the bidder.

9. 4. Technical specifications, quality requirements, time for completion, delivery or service of the works, goods or services to be tendered, requirements for the form and amount of tender guarantees, as well as the bidding procedures involved, ancillary services to be performed, and the metering and valuation of the works Where the clarification and modification of such contents may affect the preparation of bidding documents, all potential bidders who have obtained the bidding documents shall be notified at least 15 days before the bidding deadline, and shall be filed in advance or at the same time as the amendment is issued. Where it is necessary to extend the deadline for bidding in accordance with law, it shall be extended.

9.5 For reductionTender documentsThe data, information or data that need to be included adjust the amount of the provisional valuation, increase the provisional valuation items, and the location of the bid openingFine tuneand in accordance with the provisions of the solicitation documentsQ&A, relevant commitments, confirmation documents, etcJob的Recordingfileetc. does not affect the preparation of bidding documentsTender documentsNon-critical contentClarification and modification，应当及when filing is made。

9. 6 Supplementary documents to the solicitation documents shall be issued to all potential bidders in accordance with the provisions of the solicitation documents.

**10.**  **Receive** **bid documents**

1 0.1 The tendering agency shall, when it arrives at the place specified in the tender documents 15 minutes before the tender deadline, accept the tenders of the tenderers in accordance with the requirements of the tender documents file.

1 0.2 When accepting the bidding documents, it shall check whether the name of the bidder is consistent with the pre-qualification, whether the seal of the bidding documents meets the requirements of the bidding documents, etc., and make detailed registration. The bidding agency shall refuse to accept the bidding documents submitted by the applicant who have not passed the pre-qualification examination, as well as the bidding documents that are delivered late or are not sealed in accordance with the requirements of the bidding documents.

**11.** **Selection by bid evaluation** **experts**

1 1.1 The bid evaluation committee shall be composed of representatives of the tenderers and experts on technical and economic aspects. Regardless of the bid evaluation method, experts in relevant technical, economic and other fields shall use random selection to determine the bid evaluation experts in the roster of bid evaluation experts in Jiangsu Province, and establish an expert bid evaluation committee in accordance with law. A recusal system should be implemented when selecting and determining bid evaluation experts.

1 1.2 The time and method of selection of bid evaluation experts shall be handled by the bidders and agencies at the prescribed places in accordance with the relevant provisions.

**12.**  **Bid opening** **organization**

1 2.1 The opening of tenders shall follow an immediate and open bid opening system, and the opening of tenders shall be organized at the same time as the bidding deadline.

1 2.2 Precautions for bid opening activities:

12. 2.1 The bid opening meeting shall be presided over by the tenderer at the place specified in the solicitation documents, and all bidders shall be invited to participate, and the bid evaluation experts shall not participate;

1 2.2.2 Check the sealing status of the tender documents. At the time of bid opening, the bidder or his elected representative shall inspect the sealing of the bidding documents, and the notary public entrusted by the bidder may also inspect the sealing of the bidding documents and notarize them;

1 2.2.3 Bidding documents must be opened (decrypted) in public. After the tender documents have been inspected and confirmed to be correct, all tender documents received before the tender deadline shall be opened (decrypted) in public, read out and recorded at the time of bid opening. The solicitation documents set the order in which the bids are opened in order;

1 2.2.4 Reading of tender documents. The tenderer shall read out the main contents of all opened bidding documents, including the name of the bidder, the person in charge of the project, the duration, the quality, the bid deposit and the bid price etc.;

1 2.2.5 Matters such as the raising and handling of objections in the process of bid opening shall be recorded in detail and archived for future reference.

1 2.3 In the implementation of electronic bidding, if the bidding documents are not declassified due to the reasons of the bidders, the bidding documents shall be deemed to be revoked; if the bidding documents are not declassified due to reasons other than the bidders, the bidding documents shall be deemed to be withdrawn, and the bidders shall have the right to claim compensation from the responsible party for the direct losses suffered as a result. If some of the bidding documents are not declassified, the opening of bidding for other bidding documents may continue.

**13.**  **Bid evaluation** **organization**

1 3.1 On the day of bid opening, the tendering agency shall prepare several tender documents, bid evaluation report forms, drawings, bills of quantities and project budgets and other information and possible calculators. And the evaluation room computer will be turned on, debugging related equipment, to ensure normal use.

1 3.2 The bid evaluation shall be organized and implemented by the bid evaluation committee, and the entire bid evaluation process shall be carried out in a confidential manner. Except for the evaluation committee and 1-2 staff members, the rest of the personnel will leave the evaluation site, and at the same time, the communication tools of the personnel present should be closed and specially kept.

1 3.3 The bid evaluation process shall strictly abide by the discipline of bid evaluation, and there shall be no behavior that affects the members of the bid evaluation committee, so as to ensure the objectivity and fairness of the bid evaluation.

13. 4 Notes on bid evaluation activities:

13. 4.1 Before the bid evaluation begins, the bid evaluation expert shall be informed of the bidders and bidders of the bidding project, and the bid evaluation expert shall be reminded to recuse himself in time. If there is a recusal of the bid evaluation expert, supplementary sampling shall be carried out in accordance with the regulations;

13. 4.2 After the bid evaluation begins, introduce the composition of personnel to the bid evaluation committee, announce the discipline of bid evaluation, issue bid evaluation materials to the members of the bid evaluation committee, introduce the project overview, the scope and nature of the bidding project, the main technical requirements, standards and commercial terms specified in the bidding documents, the evaluation methods and standards specified in the bidding documents, and the relevant factors, information and data to be considered in the bid evaluation process;

13. 4.3 The staff of the bidding agency shall check the work completed by the bid evaluation committee, and report to the supervisory personnel in a timely manner if there are major matters such as the failure of the bid evaluation committee to implement the provisions of the bidding documents;

13. 4.4 In the bid evaluation, the staff of the bidding agency shall cooperate with the bid evaluation committee to complete the bid evaluation work such as defense, questioning, clarification and explanation.

**14.**  **Assist in** **the submission of bid evaluation reports**

1 4.1 After the bid evaluation is complete, the personnel of the bidding agency shall assist the bid evaluation experts to check whether the content of the bid evaluation report is complete and standardized, whether the signature is complete, and the bid evaluation conclusion is confirmed to be accurate and the bid evaluation report will be submitted to the bidding regulatory agency in a timely manner.

1 4.2 The members of the bid evaluation committee and the staff involved in the bid evaluation activities shall not disclose the evaluation and comparison of the bid documents, the recommendation of the successful candidate and other circumstances related to the bid evaluation.

**15 Announcement of successful** **candidates and** **proposed successful** **bidders**

1 5.1 For projects that must be tendered according to law, the bidder or the bidding agency shall, within 3 days from the date of receipt of the bid evaluation report, determine the winning candidates for the bids through statutory media such as the Jiangsu Construction Project Bidding Network and the construction project trading center in accordance with the regulations The information that shall be publicized by the person and the person to be successful in the bidder shall be publicly disclosed.

1 5.2 The content of the publicity shall include the successful candidates, the results of the evaluation and the name of the proposed successful bidder, and the publicity period shall not be less than 3 days (except for holidays of more than 3 days).

**16.**  **Announcement of the successful bidder and** **handling of the procedures for winning the bid**

1 6.1 After the bid evaluation committee submits a written bid evaluation report, and the bidder or other interested parties have no objections during the period of announcement of the winning candidate, the evaluation result and the proposed successful bidder, the bidder shall generally determine the winning bidder within 15 days, and shall determine the bidder at the latest before the validity period of the bid.

1 6.2 The tenderer shall announce the name of the successful bidder, the winning bid price, the project leader and other key project management personnel specified in the bidding documents on the medium of the bidding announcement and issue a notice of winning the bid (the time of the announcement shall be consistent with the time of issuance of the notice of winning the bid).

1 6.3 The tendering agency shall notify the tenderer and the successful bidder to pay the relevant fees and assist the tenderer in issuing the notice of winning the tender.

1 6.4 The content of the notice of winning the bid shall be consistent with the bidding documents of the successful bidder, and the project and the lot number and the specific building number contained therein, the list of project management personnel (including the project leader and technical leader, construction personnel, safety personnel, quality inspectors, etc. specified in the bidding documents) and other contents should be specified, and the supervision should be supervised The notice of winning the bid of the bid section shall indicate the name of the supervising engineer, the representative of the supervising engineer, the professional supervision engineer and other supervisors, and other relevant contents and dates shall be filled in as required, and the official seal must be affixed by the bidder.

**17.**  **Written situation report**

1 7.1 The tenderer shall, within 15 days from the date of determining the successful bidder, truthfully fill in all the materials such as the written report (except those that have been filed) according to the catalog (provided), upload it and submit it to the bidding regulatory department.

1 7.2 The written report on the tendering and bidding situation prepared shall be stamped by the bidding agency and signed by the project team manager for the record after being stamped and confirmed by the bidder.

1 7.3 The following data messages in electronic tendering and bidding activities shall be electronically signed and electronically archived in accordance with the requirements of the Electronic Signature Law of the People's Republic of China and the solicitation documents:

（1）Project registrationmaterial(Including proof of source of funds, scanned copy of project approval documents);
（2）Principal-agent contracts ;
（3）Contents of the tender announcement ;
（4）Bid registration ;
（5）Electronic tender documents;
（6）Tender control price (if any);
（7）Q&A clarification (if any);
（8）Tenderer's judges for the record (if any);
（9 ）Experts extract results from records ;
（10）Bid evaluation report ;
（11）Announcement of successful candidates;
（12）Successful bidderannouncementNotice of Successful Bid;
（13）contract。

**18.**  **Filing of construction contracts**

1 8.1 According to the provisions of the Law on Tendering and Bidding, "the tenderer and the successful bidder shall conclude a written contract in accordance with the tender documents and the bidding documents of the successful bidder within 30 days from the date of issuance of the notice of winning the bid", in accordance with the entrustment of the agent Scope assists the tenderer in signing contracts with the bidders and handling other matters related to the tender.

1 8.2 The tendering agency shall check whether the content of the contract is consistent with the tender documents and the tender documents of the successful bidder.

18. 3 The tenderer is required to send the contract to the bidding regulatory authority for the record within seven days after the conclusion of the construction contract.

**Section 4: Handling of Objections and Complaints**

**19.**  **Handling of objections and complaints**

19.1 Where the bidder or other interested parties believe that the bidding and bidding activities do not comply with the provisions of laws and administrative regulations, they may raise objections to the bidders in accordance with the regulations.

19.2 The tenderer shall accept and respond to the objection in accordance with the regulations. Where there is a reply on the spot according to the regulations, it shall be replied on the spot. The tendering agency has the obligation to assist the tenderer in completing the response work.

19. 3 During the period of handling objections, bidding and bidding activities shall be suspended.

19. 4 The bidding supervision department shall handle complaints and have the right to consult and copy relevant documents and materials, investigate relevant situations, and relevant units and personnel shall cooperate. When necessary, the bidding regulatory department may order the suspension of bidding activities. The bidding agency shall take the initiative to collect relevant supporting materials and cooperate with the regulatory authorities in investigating and handling complaints.

19.5 Where electronic bidding is implemented to accept objections or complaints online, the bidders or other interested parties shall raise objections to the prequalification documents, bidding documents, bid opening and bid evaluation results in accordance with law, and the bidding agency shall assist the bidders in replying online.

**Section 5: Data Archives and Confidentiality**

**20.**  **Data** **archiving** **and confidentiality**

2 0.1 The bidding agency and its staff shall collect, sort out and archive the process data in accordance with the requirements of file management, Important documents shall be signed and approved in accordance with the authority of the system.

2 0.2 The files submitted to the bidding regulatory department shall be in accordance with the provisions of the bidding regulatory department, and the files transferred to the bidders shall be According to the requirements of the agency entrustment contract, the work file retained by the self should completely contain all the process information. The evaluation opinion form of the project bidding agent shall be filled in by the bidder and sent to the bidding regulatory authority.

2 0.3 Where electronic bidding is carried out, an electronic file shall be formed after confirming the completeness of all bidding data and their signatures in the electronic bidding and bidding trading platform. Electronic archives saved outside the trading platform should be in a format that can be opened by general office tools, or with a special tool for opening electronic archives.

2 0.4 State secrets and commercial secrets learned of in the course of agency shall be kept confidential in accordance with law. Without the permission of the bidder, it shall not be presented to any unit or individual.