



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

The Complete User Guide to Investment Competitions

Date Prepared: 07/04/2026 GD

Version Number: First One

investor's
Copy

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Login to the System

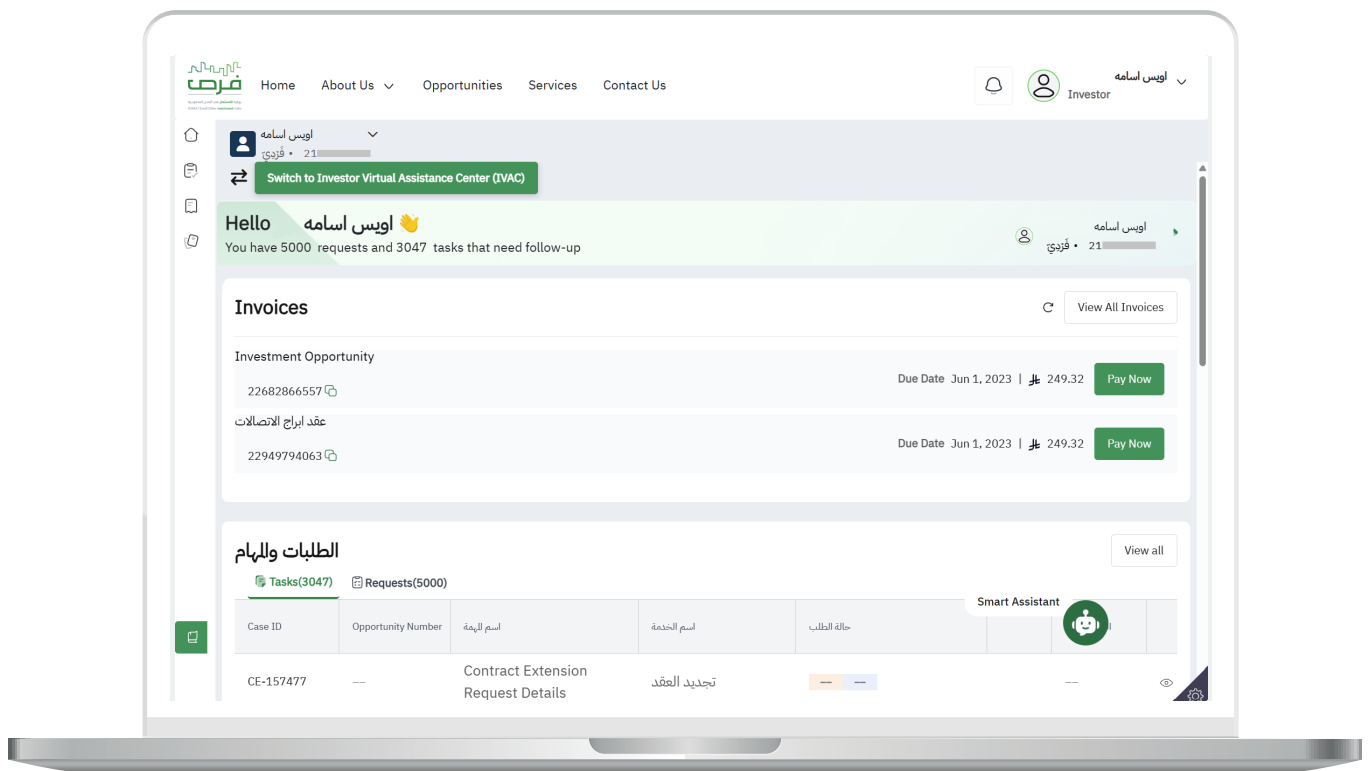
1) After accessing the (**Opportunities Portal**), select the (**Login**) icon. The login screen will then appear as follows:

Enter your national ID/residence number and password, enter the verification code, and then click the (**Login**) button.

You can also log in through the National Access Portal.

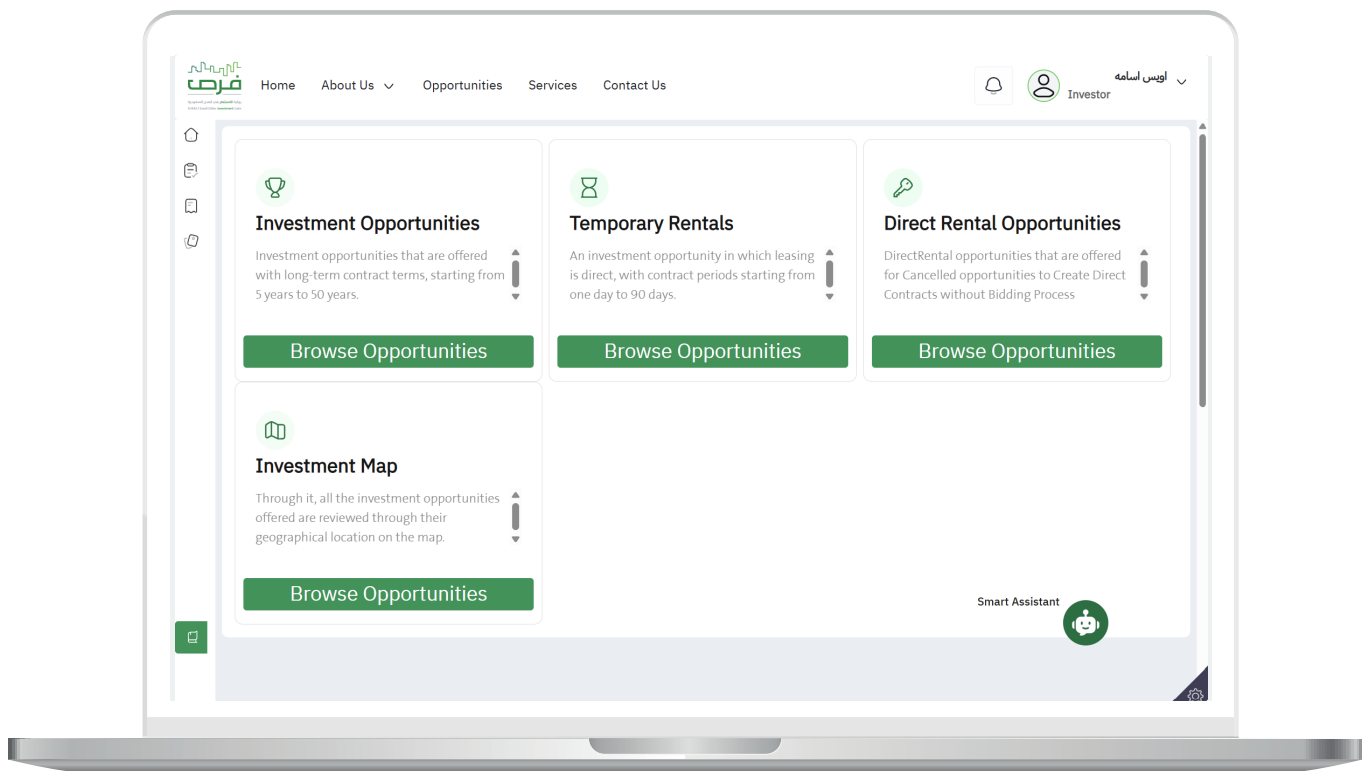


2) After that, the user will see the main screen of the Opportunities Portal.

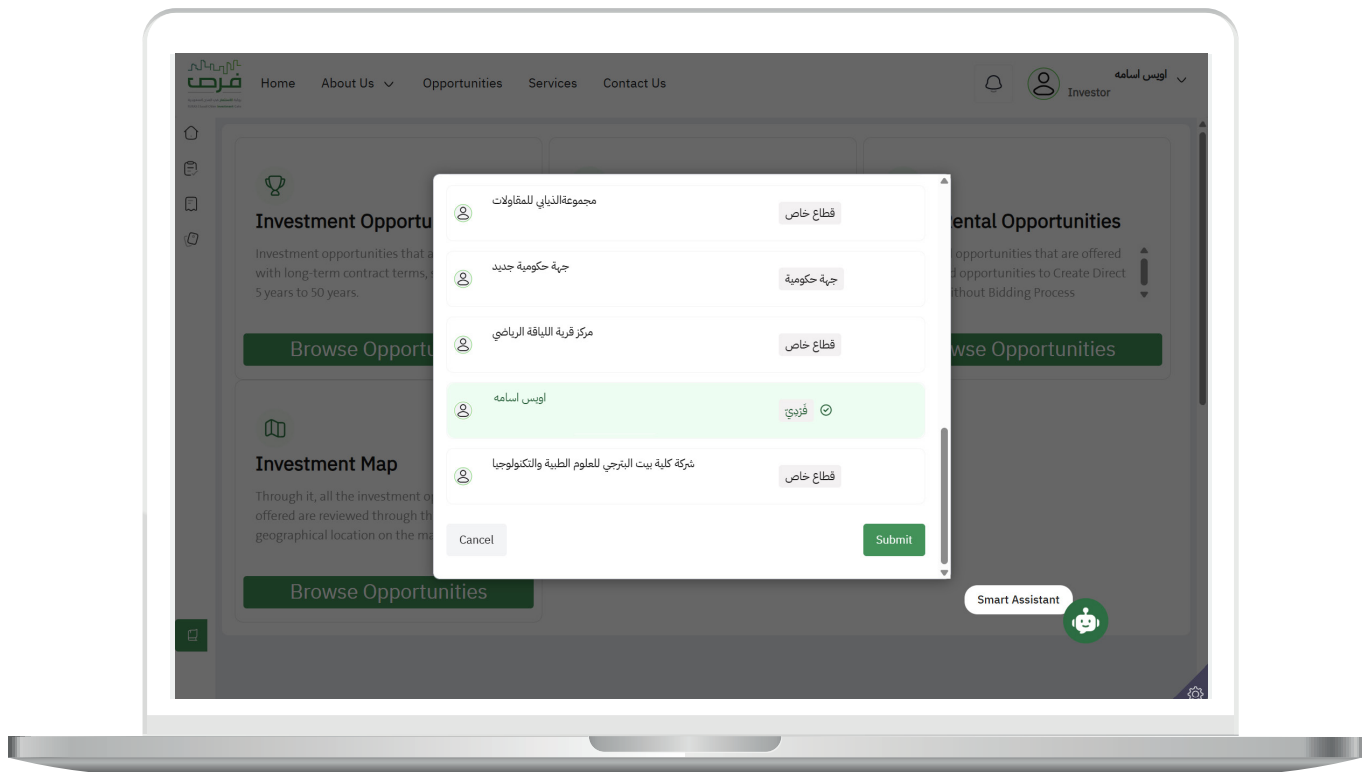


Buy a notebook

1) After selecting the (**Opportunities**) list from the top, the following lists are displayed, and the user can choose (**Investment Opportunities**) by clicking on the (**Browse Opportunities**) button.

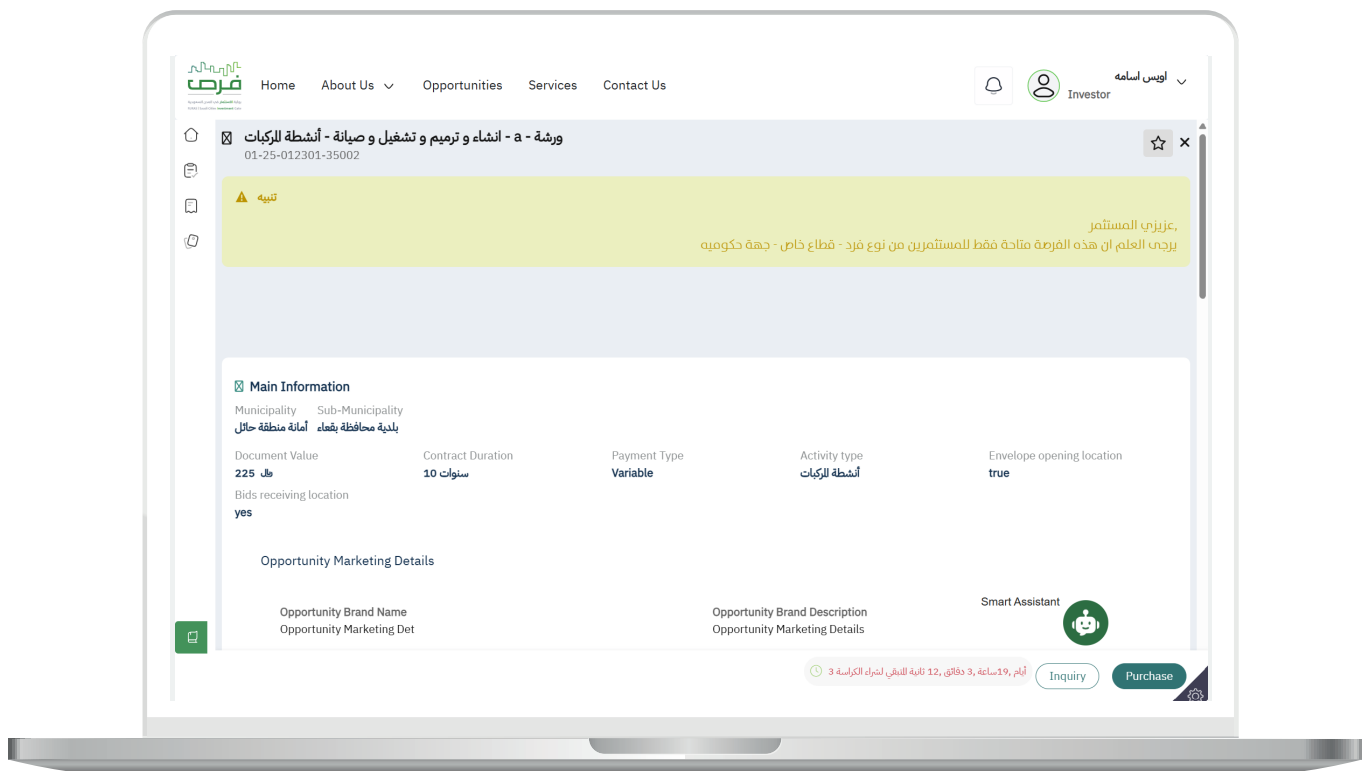


2) Then the **(List of Active Investors)** appears, from which you can make a selection and then press the **(Submit)** button.



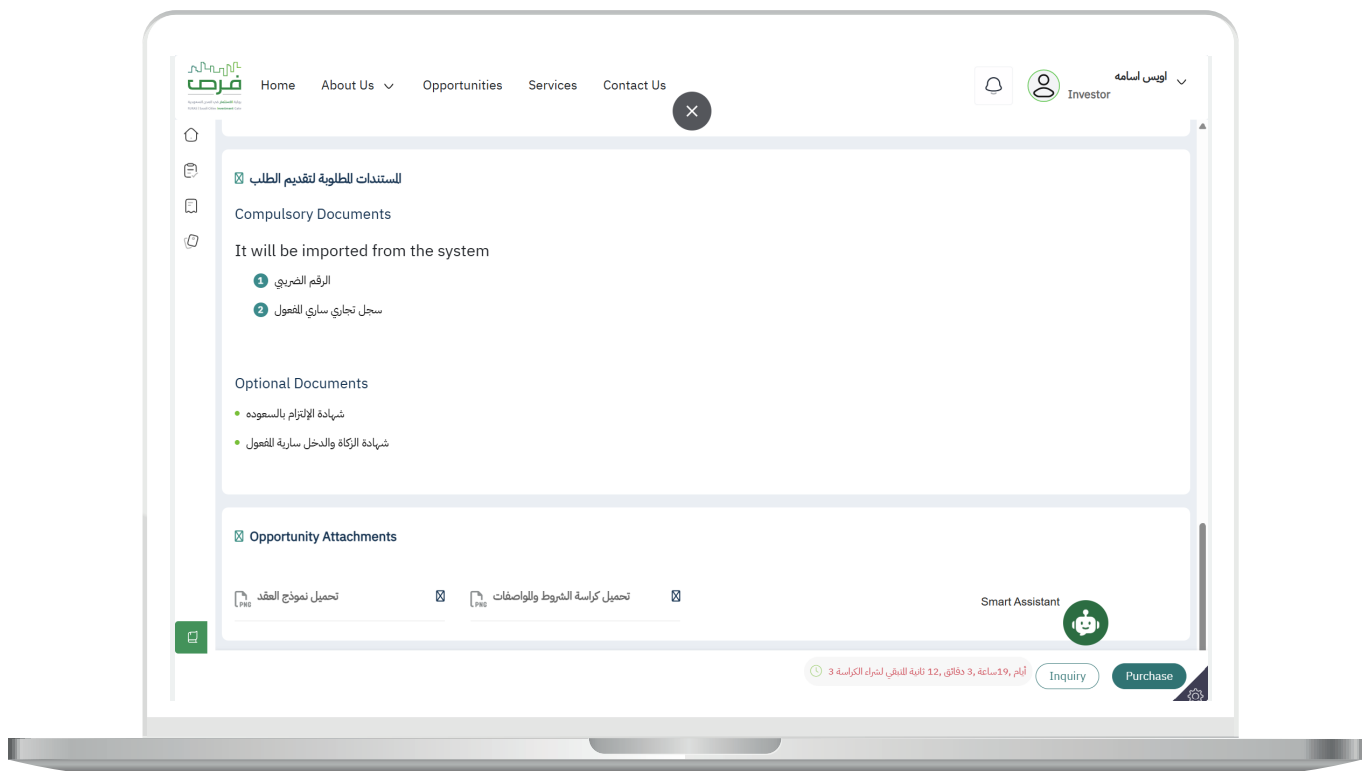
3) The user is then presented with investment opportunities, categorized as **(All)** and **(My Opportunities)**. Selecting **(All)** displays all investment opportunities, from which the user can choose an opportunity using the **(Details)** button.

The details of the investment opportunity are then displayed to the user as shown in the following image.

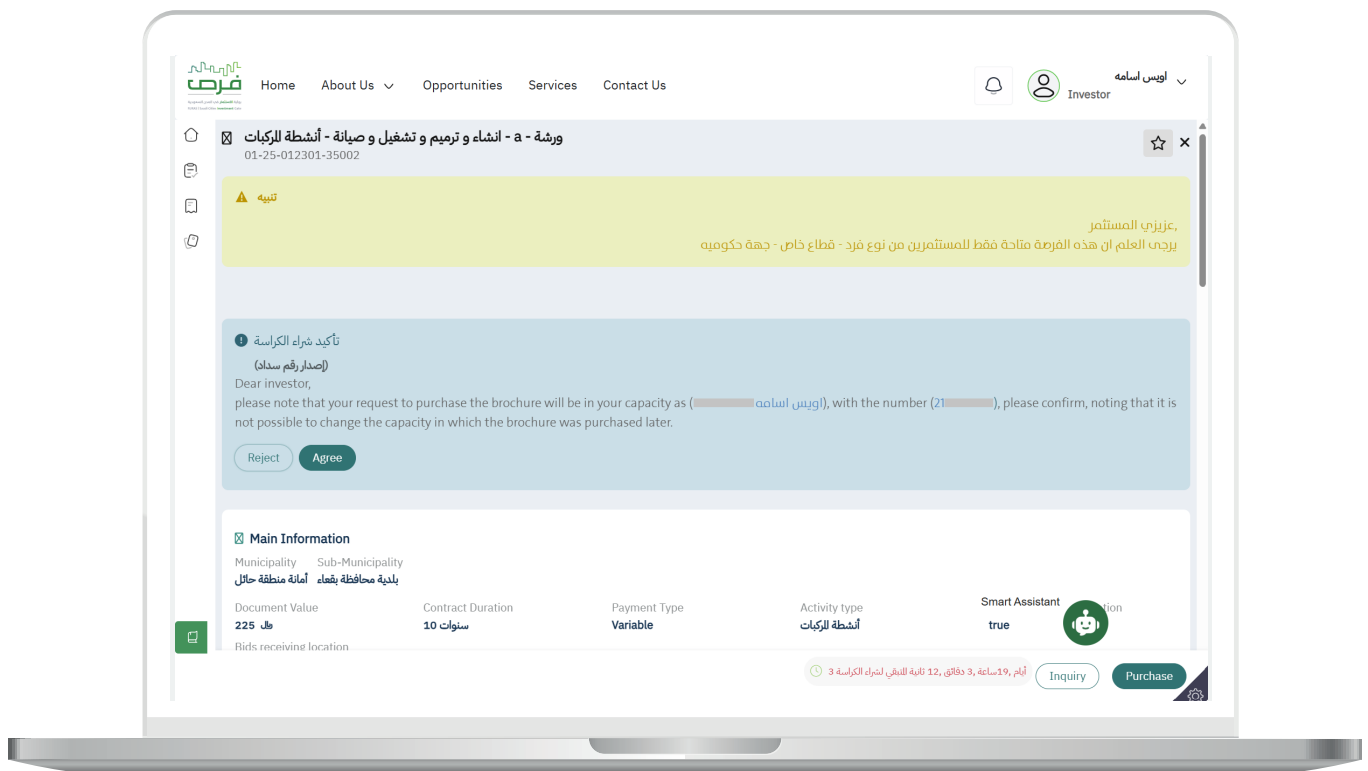


4) This is the second part of the screen.

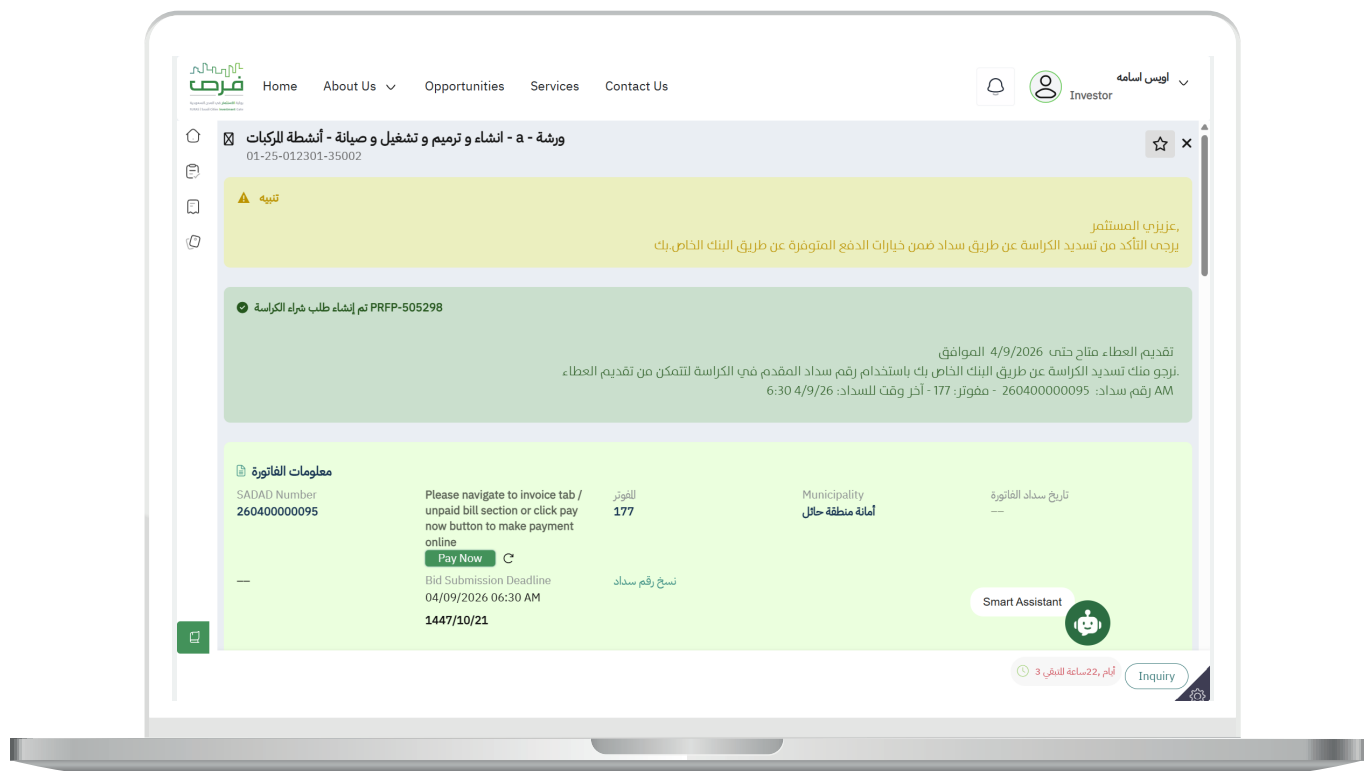
Then, the user clicks the button of **(Purchase)**.



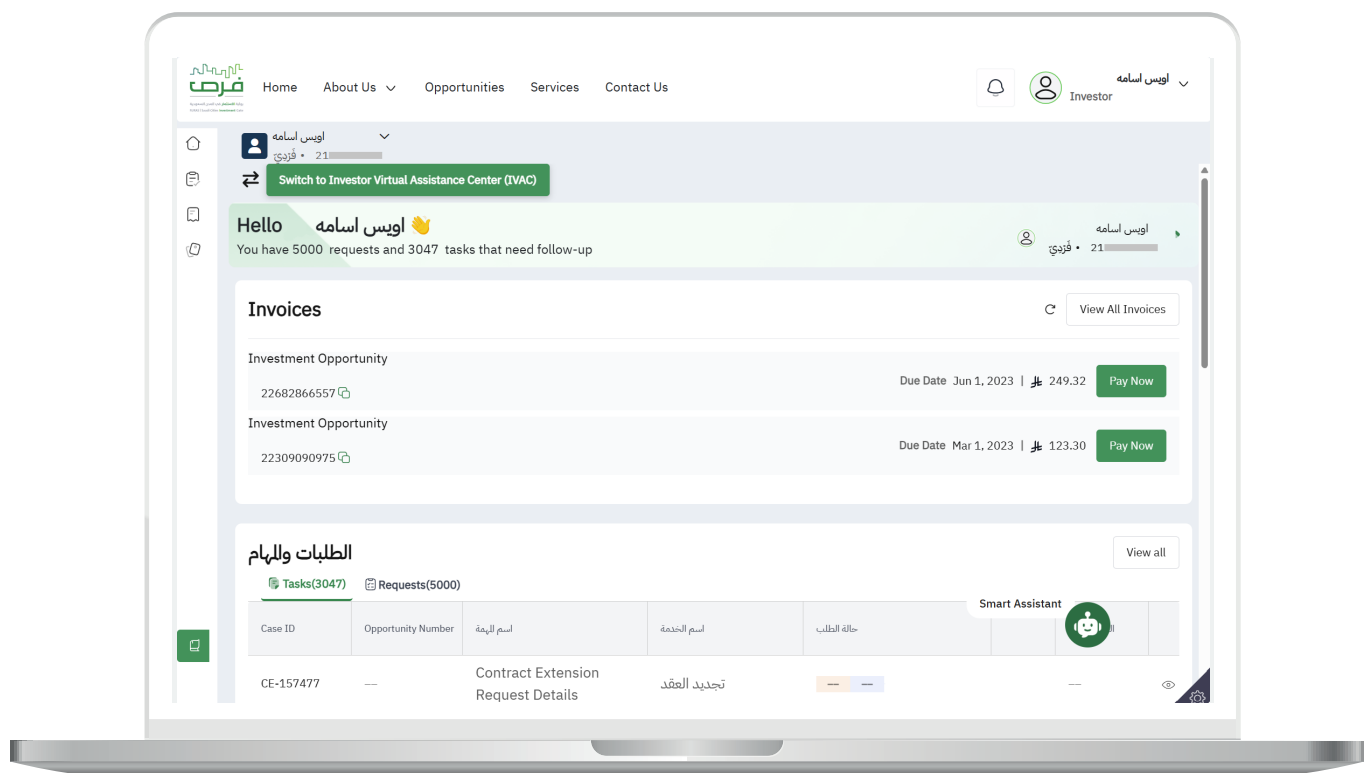
5) A notification message then appears, prompting the user to press the **(Agree)** button to confirm the purchase of the booklet.



6) Then a purchase request for the brochure is created, displaying the last bid submission date available to the user.

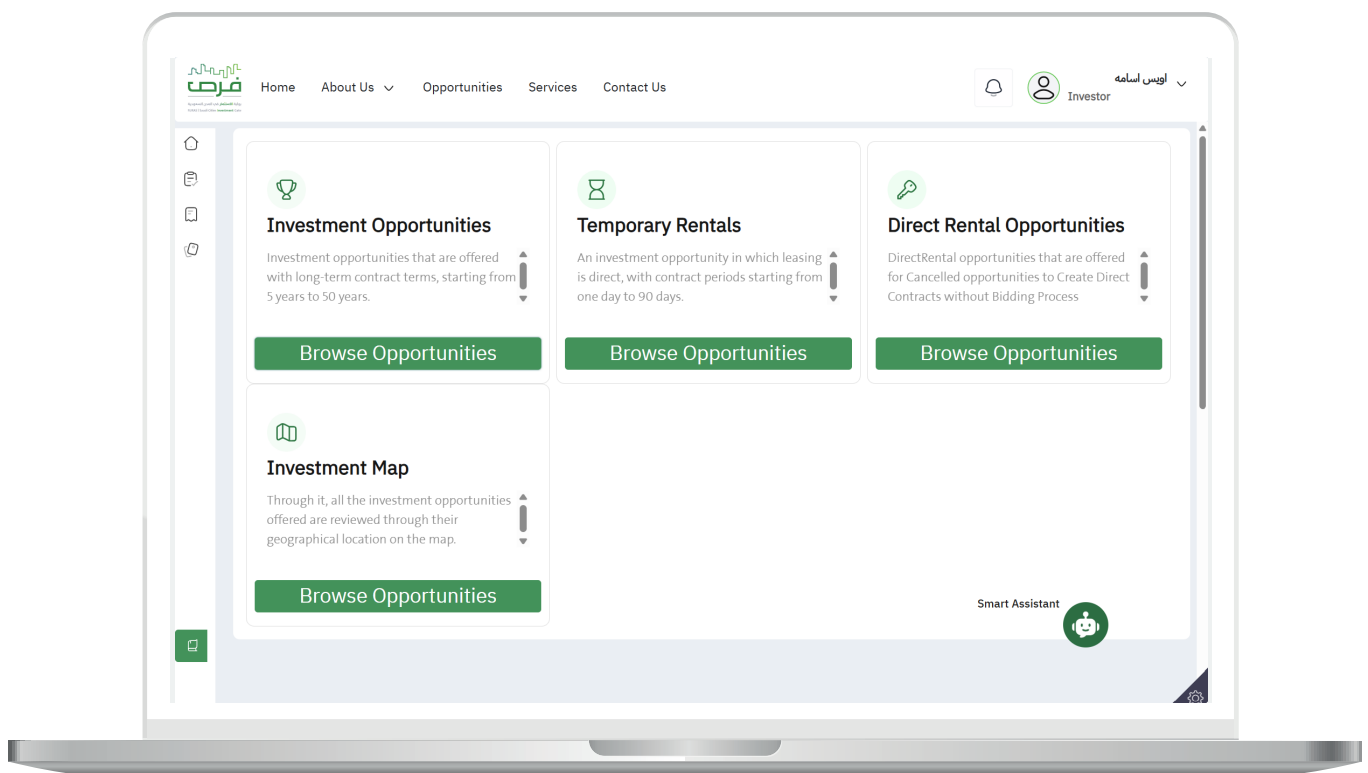


7) Back to main Screen.

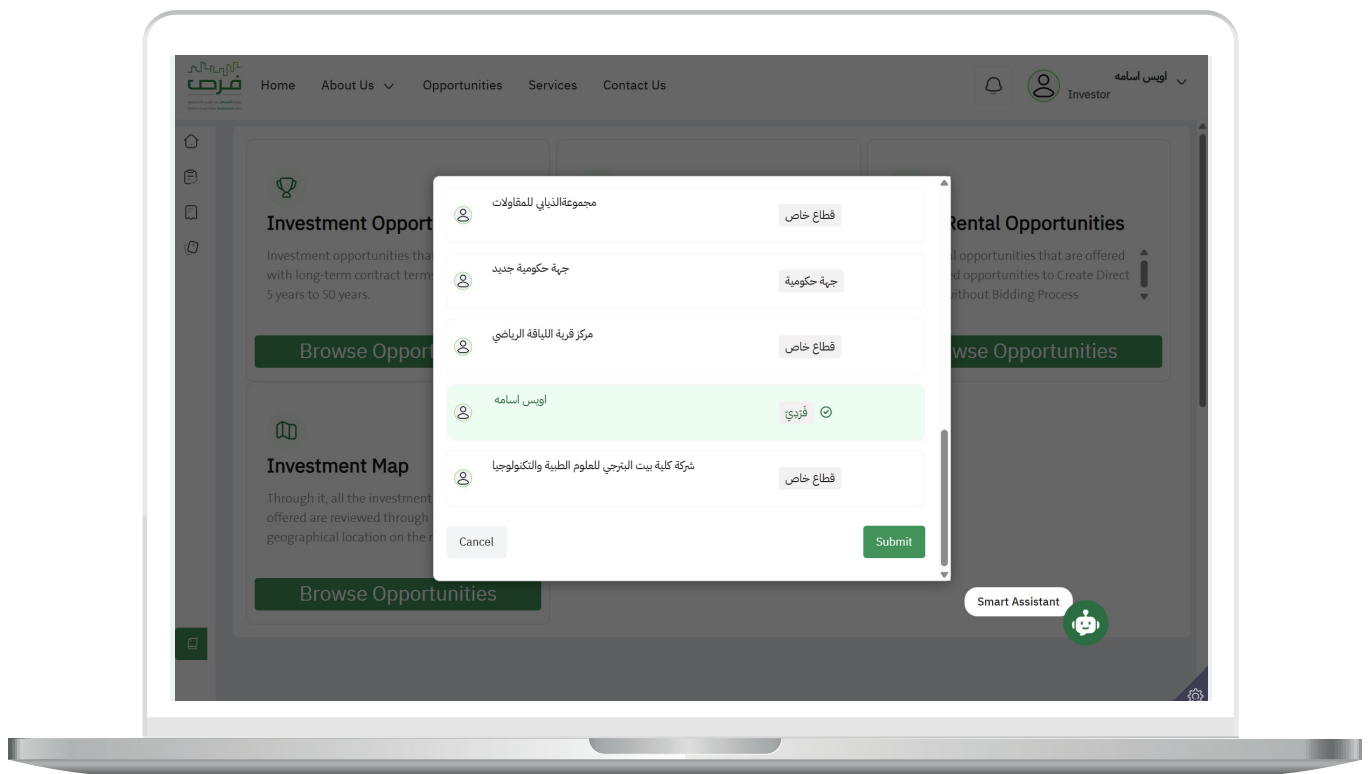


Submit a bid

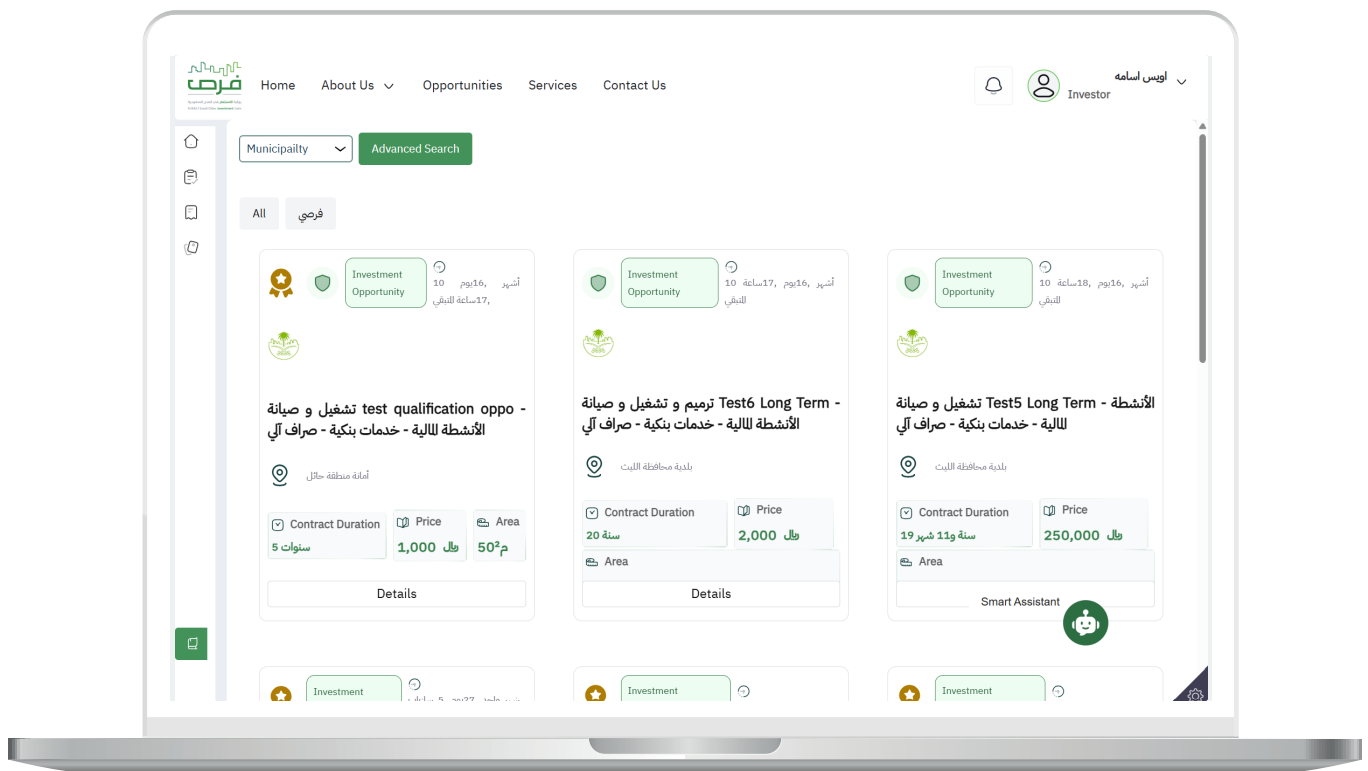
1) After selecting the (**Opportunities**) list from the top, the following lists are displayed, and the user can choose (**Investment Opportunities**) by clicking on the (**Browse Opportunities**) button.



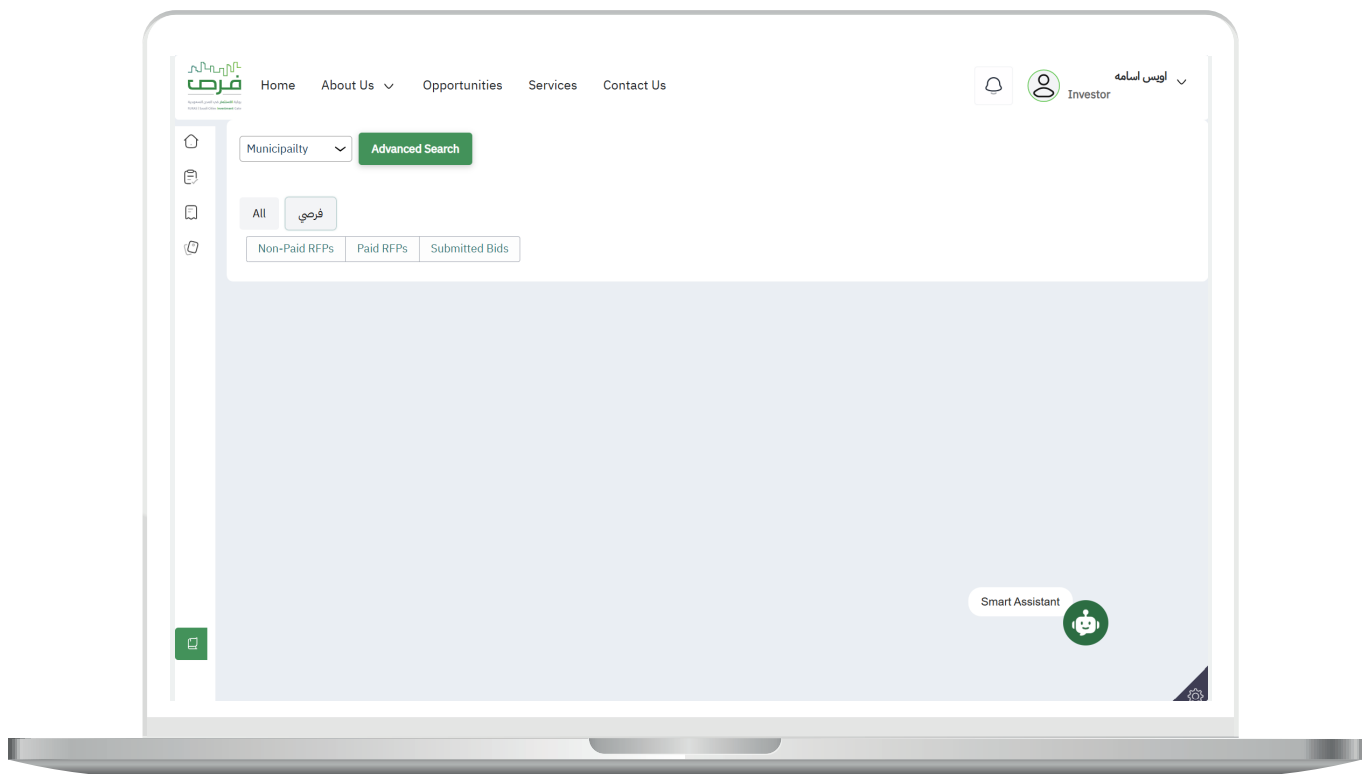
2) Then the **(List of Active Investors)** appears, from which you can make a selection and then press the **(Submit)** button.



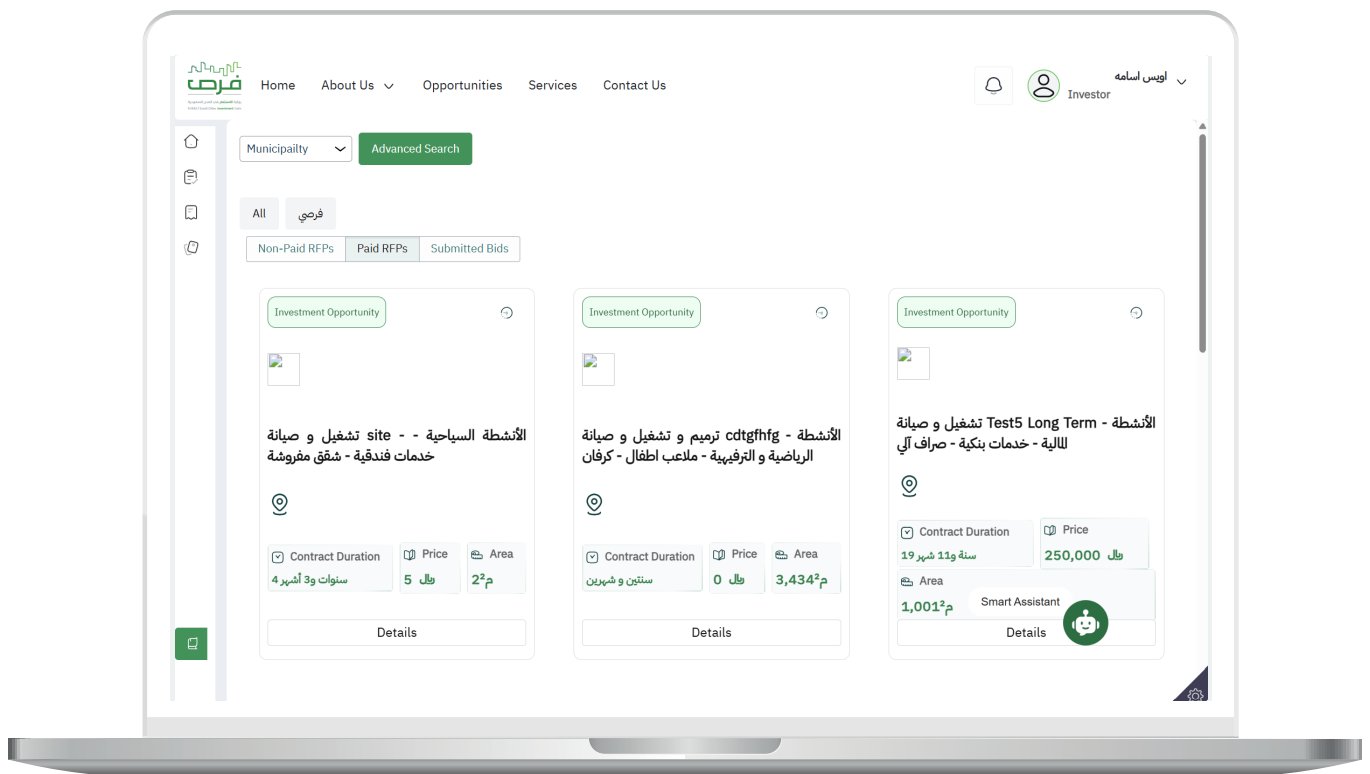
3) The user is then presented with investment opportunities, categorized as (All) and (My Opportunities).



4) After choosing (**My Opportunities**) the user will Choose (**Paid RFPs**).

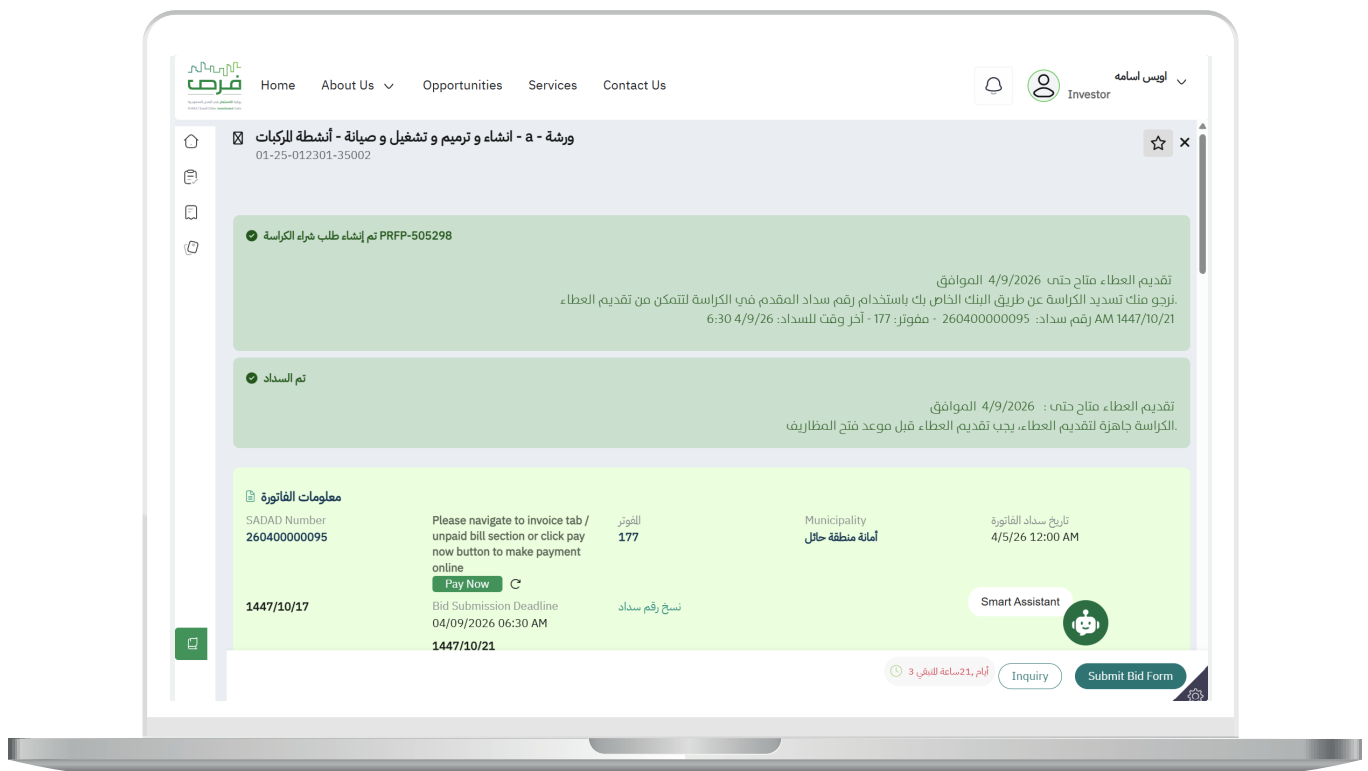


5) Then the user sees investment opportunities for which purchase requests have been submitted. They can then choose the opportunity they wish to bid on using the **(Details)** button.

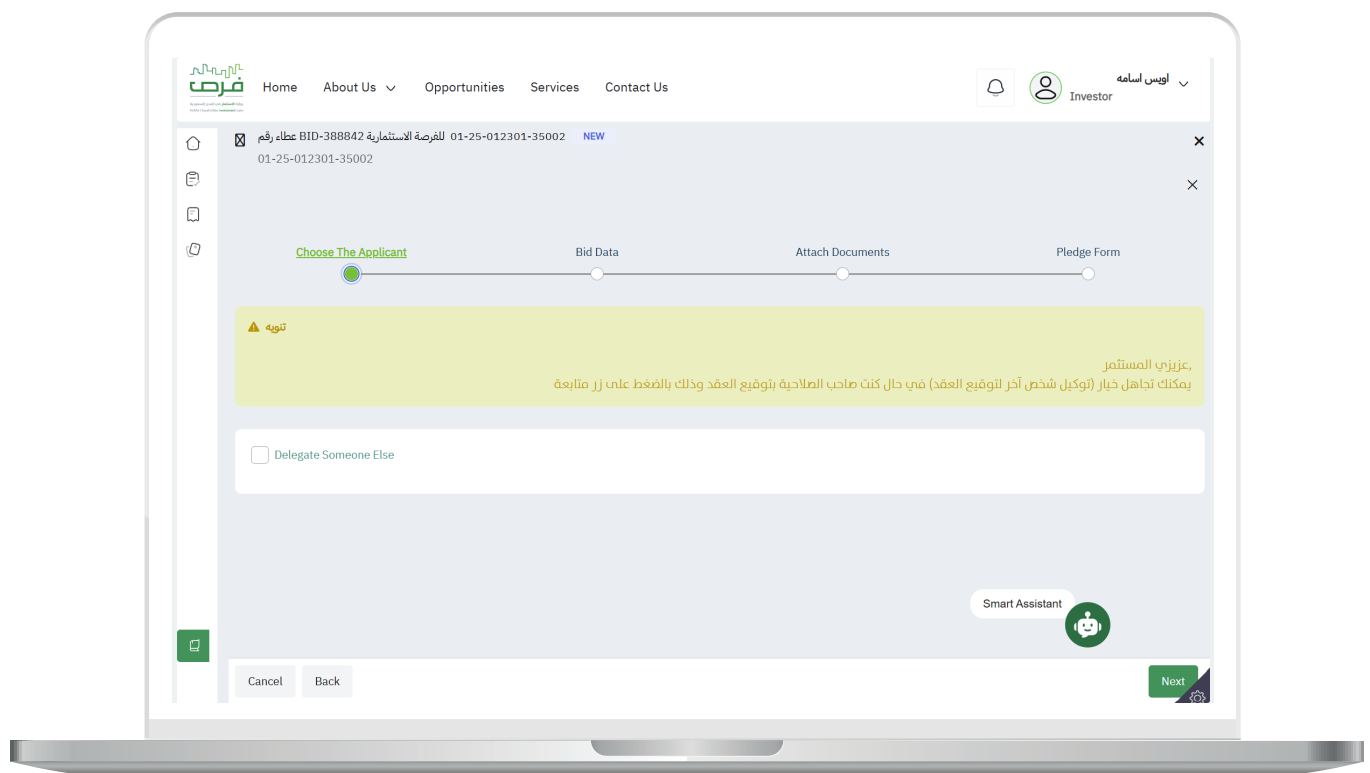


6) The investment opportunity details are then displayed to the user as shown in the following figure.

Then, the user clicks the **(Submit Bid Form)** button.



7) The user is then taken to the first stage (**Choose The Applicant**) where they press the (**Next**) button without selecting (**Delegate Someone Else**) if the user is the authorized signatory.



8) After Choosing **(Delegate Someone Else)** New fields appear to be filled in as shown in the following figure.

The screenshot shows a web application interface for an investor. At the top, there is a navigation bar with links: Home, About Us, Opportunities, Services, and Contact Us. A user profile icon labeled 'Investor' is in the top right. Below the navigation bar, a progress bar indicates the current step. A yellow warning box contains Arabic text: 'عزيزي المستثمر، يمكنك تجاهل خيار (توكيل شخص آخر لتوقيع العقد) في حال كنت صاحب الملاحية بتوقيع العقد وذلك بالضغط على زر متابعة' (Dear investor, you can ignore the option (authorize another person to sign the contract) if you are the owner of the contract by signing the contract, by clicking the 'Follow Up' button). Below this, the 'Signatory Information' section is active, with the option 'Delegate Someone Else' checked. The instructions state: 'Please fill the data of the authorized person to sign the contract where he will sign the contract electronically of you have been rewarded'. The form contains the following fields: ID / Residence Number (21), HijriDateOfBirth (1417/02/12), Investor Name (رائد علي), Nationality (اليمن), Mobile Phone (05), Email (@gmail.com), City/Town (Riyadh), Mail Box (12345), Postal Code (1), District (olaya), Home Street Address (olaya), and Building Number (25). A 'Smart Assistant' chatbot icon is in the bottom right. At the bottom of the form, there are 'Cancel', 'Back', and 'Next' buttons.

Home About Us Opportunities Services Contact Us

Investor

01-25-012301-35002 NEW

01-25-012301-35002

تنويه

عزيزي المستثمر، يمكنك تجاهل خيار (توكيل شخص آخر لتوقيع العقد) في حال كنت صاحب الملاحية بتوقيع العقد وذلك بالضغط على زر متابعة

☒ Delegate Someone Else

☒ Signatory Information

Please fill the data of the authorized person to sign the contract where he will sign the contract electronically of you have been rewarded

ID / Residence Number * HijriDateOfBirth Investor Name Nationality

21 1417/02/12 رائد علي اليمن

Mobile Phone * Email * City/Town * Mail Box * Postal Code *

05 @gmail.com Riyadh 12345 1

District * Home Street Address * Building Number *

olaya olaya 25

Smart Assistant

Cancel Back Next

9) After pressing the **(Next)** button, the user moves to the **(Bid Data)** stage where the **(Annual rental value)** field is filled in by the user.

The field values are then automatically calculated as shown in the following figure.

Bid Data

قيمة الاجار السنوي (البلغ للدخل لا يشمل ضريبة القيمة للضافة أو أي رسوم أخرى)

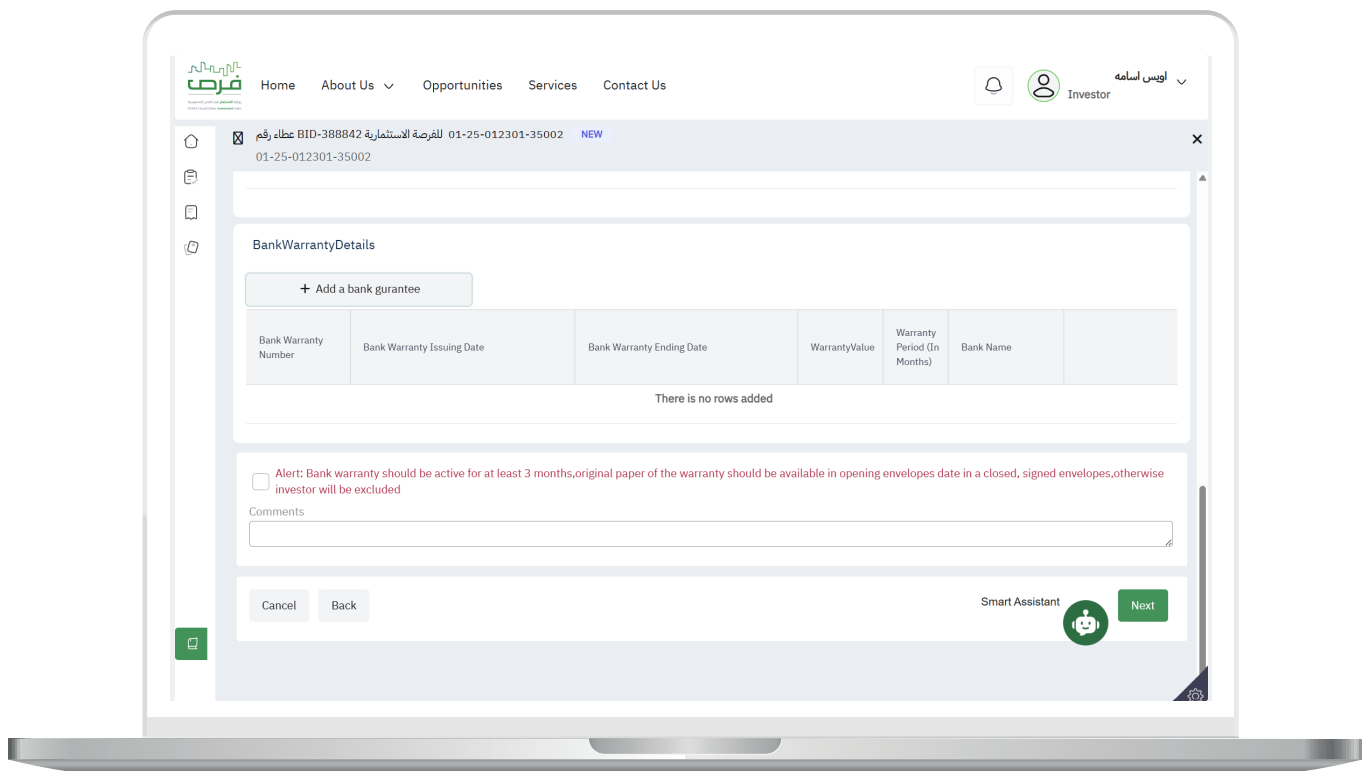
10,000.00

Total Contract value WWithVat 382,408.45	Payment Type Variable	Contract Duration 10 سنوات 15	(%) نسبة فترة التجهيز 5.00	Preparation Day(s) 182.50 يوم
Offer Type Financial And Technical	AnnualVATAmount 1500.00	VAT % 15	Annual Value With VAT 11500.00	ContractValue 332,529.09

Smart Assistant

From 1.00 To Year 1.00 10,000	From 2.00 To Year 2.00 12,500	From 3.00 To Year 3.00 15,625	From 4.00 To Year 4.00 19,531.25	From 5.00 To Year 5.00 24,414.06
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10) A bank guarantee can be added by clicking on (Add a Bank Guarantee).



11) After clicking on **(Add a Bank Guarantee)** a sub-screen will appear as shown below, where you can fill in the required information and then click the **(Submit)** button.

Note that the value of the **(Warranty Value)** field is equal to **(25%)** of the value of the **(Annual Rental Value)** field.

The screenshot shows a web application interface on a laptop. A modal window titled "Financial tender data" is open, displaying the following fields:

- Bank Warranty Number*: 123
- Warranty Value*: 2500
- Bank Warranty Issuing Date*: 4/5/2026
- Bank Warranty Ending Date*: 12/23/2026
- Bank Name*: Alawwal bank
- Warranty Period (In Months): 8
- Bank Warranty Type: Initial

At the bottom of the modal are "Cancel" and "Submit" buttons. The background interface includes a sidebar with "BankWarrantyDetails" and a main area with a form and a "Smart Assistant" chatbot.

12) The bank guarantee is then added as follows, and the user selects the box **(Alert: Bank warranty should be active ...)** and presses the **(Next)** button.

The screenshot shows a web application interface for an investor. At the top, there is a navigation bar with links: Home, About Us, Opportunities, Services, and Contact Us. On the right, there is a user profile section labeled 'Investor' with a bell icon and a dropdown arrow. Below the navigation bar, there is a header for the current page: 'BankWarrantyDetails'. A button '+ Add a bank guarantee' is visible. Below this, there is a table with columns: Bank Warranty Number, Bank Warranty Issuing Date, Bank Warranty Ending Date, Warranty Value, Warranty Period (In Months), and Bank Name. The table contains one row with the following data: Bank Warranty Number: 123, Bank Warranty Issuing Date: Gregorian 04/05/2026, Hijri 1447/10/17, Bank Warranty Ending Date: 12/23/2026, Warranty Value: 2500, Warranty Period (In Months): 8, Bank Name: Alawwal bank. To the right of the table, there are 'Delete' and 'Edit' buttons. Below the table, there is a section with a checkbox and an alert message: 'Alert: Bank warranty should be active for at least 3 months, original paper of the warranty should be available in opening envelopes date in a closed, signed envelopes, otherwise investor will be excluded'. Below the alert, there is a 'Comments' section with a text input field. At the bottom, there are 'Cancel' and 'Back' buttons on the left, and 'Smart Assistant' and 'Next' buttons on the right. The 'Next' button is highlighted in green.

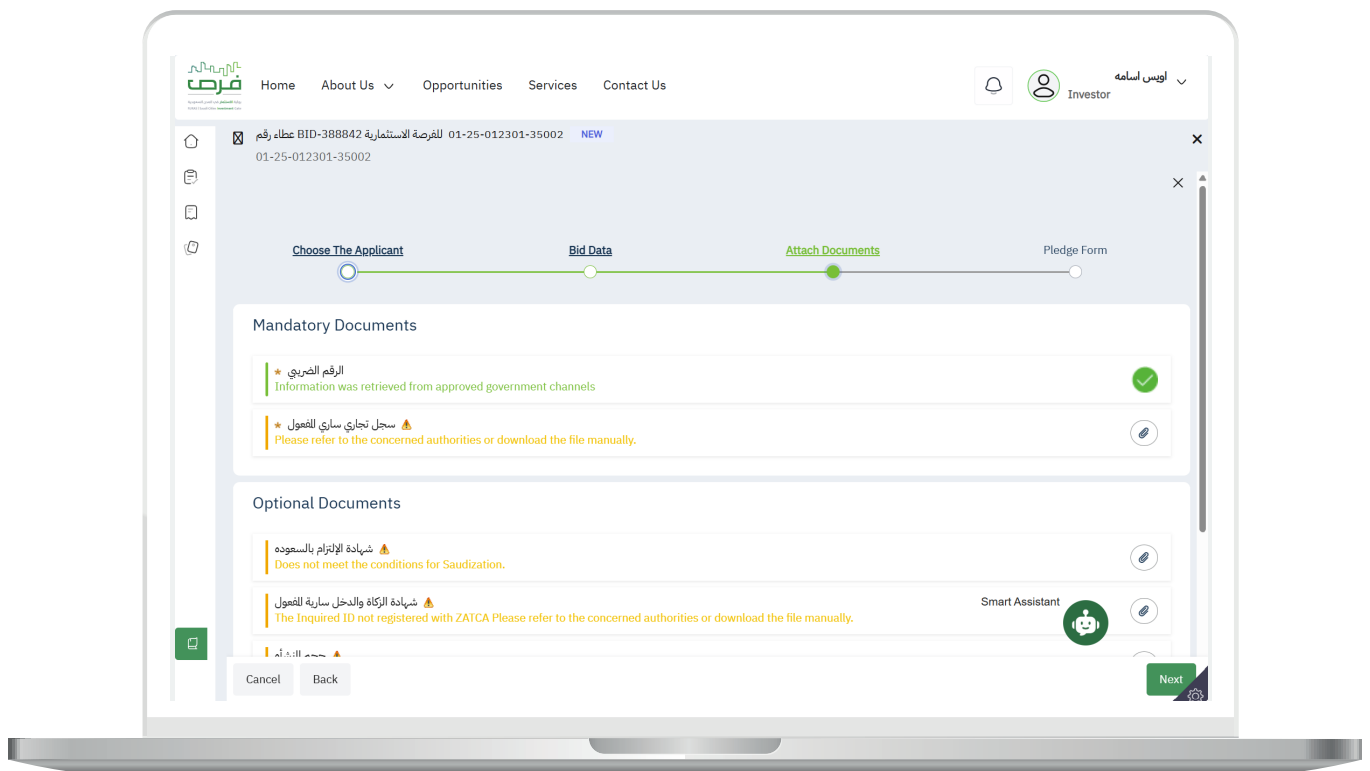
Bank Warranty Number	Bank Warranty Issuing Date	Bank Warranty Ending Date	Warranty Value	Warranty Period (In Months)	Bank Name	
123	Gregorian 04/05/2026 Hijri 1447/10/17	12/23/2026	2500	8	Alawwal bank	Delete Edit

☒ Alert: Bank warranty should be active for at least 3 months, original paper of the warranty should be available in opening envelopes date in a closed, signed envelopes, otherwise investor will be excluded

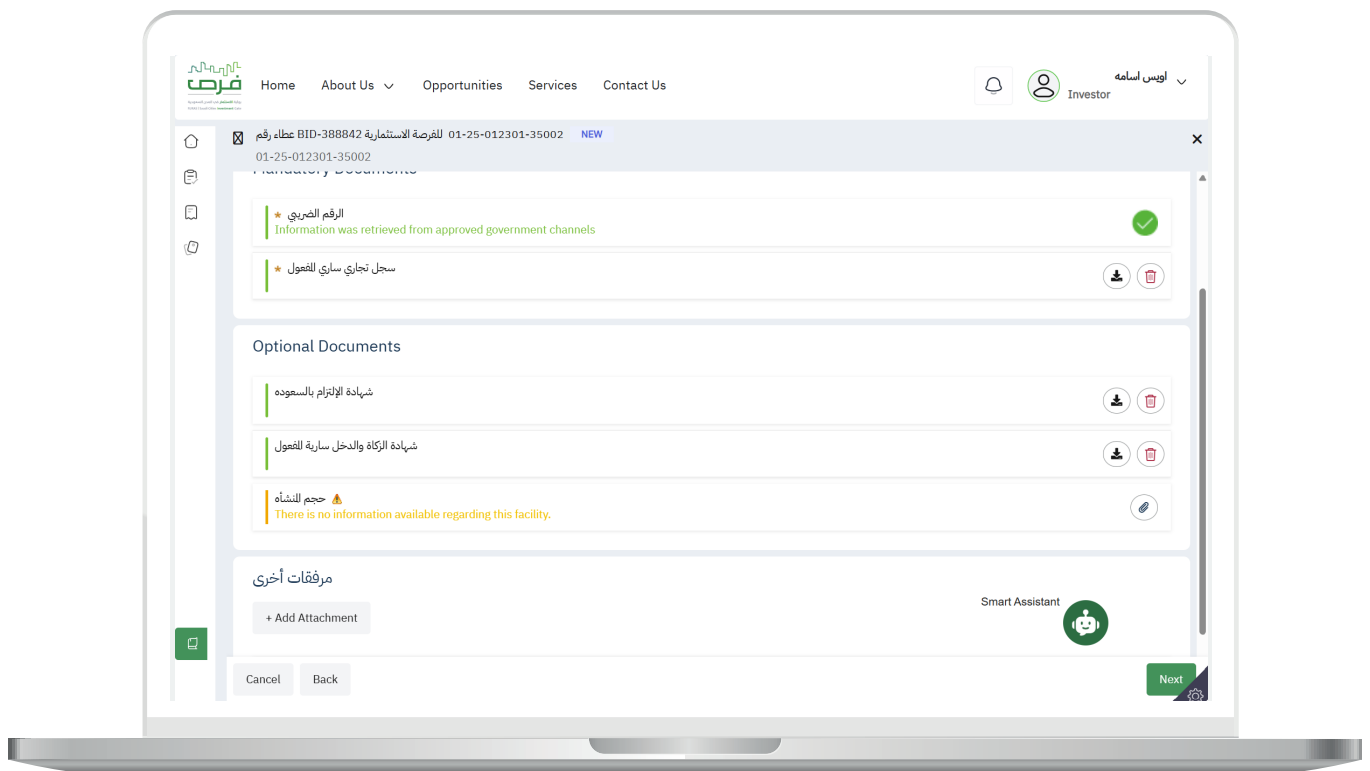
Comments

Cancel Back Smart Assistant Next

13) The user is then taken to the **(Attach Documents)** stage to add the required mandatory attachments.

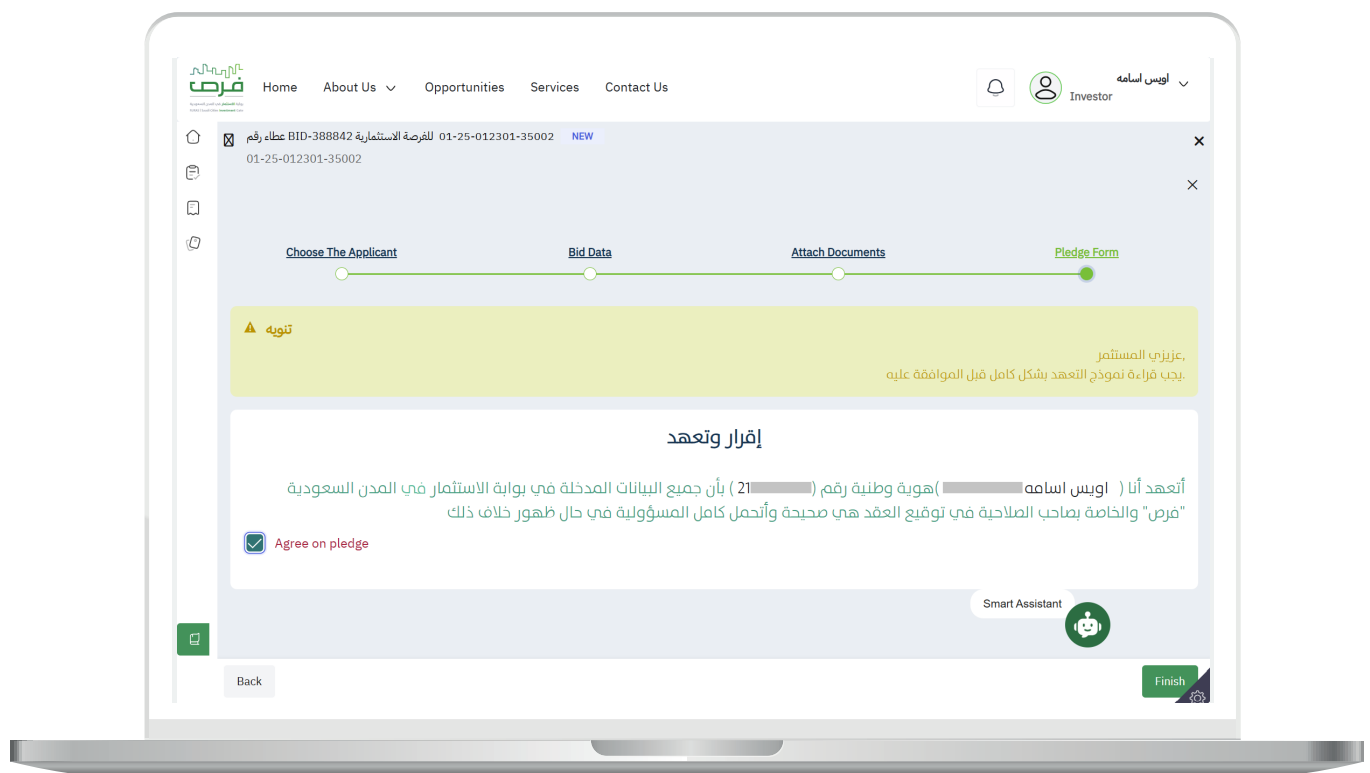


14) Then the **(Next)** button is pressed.

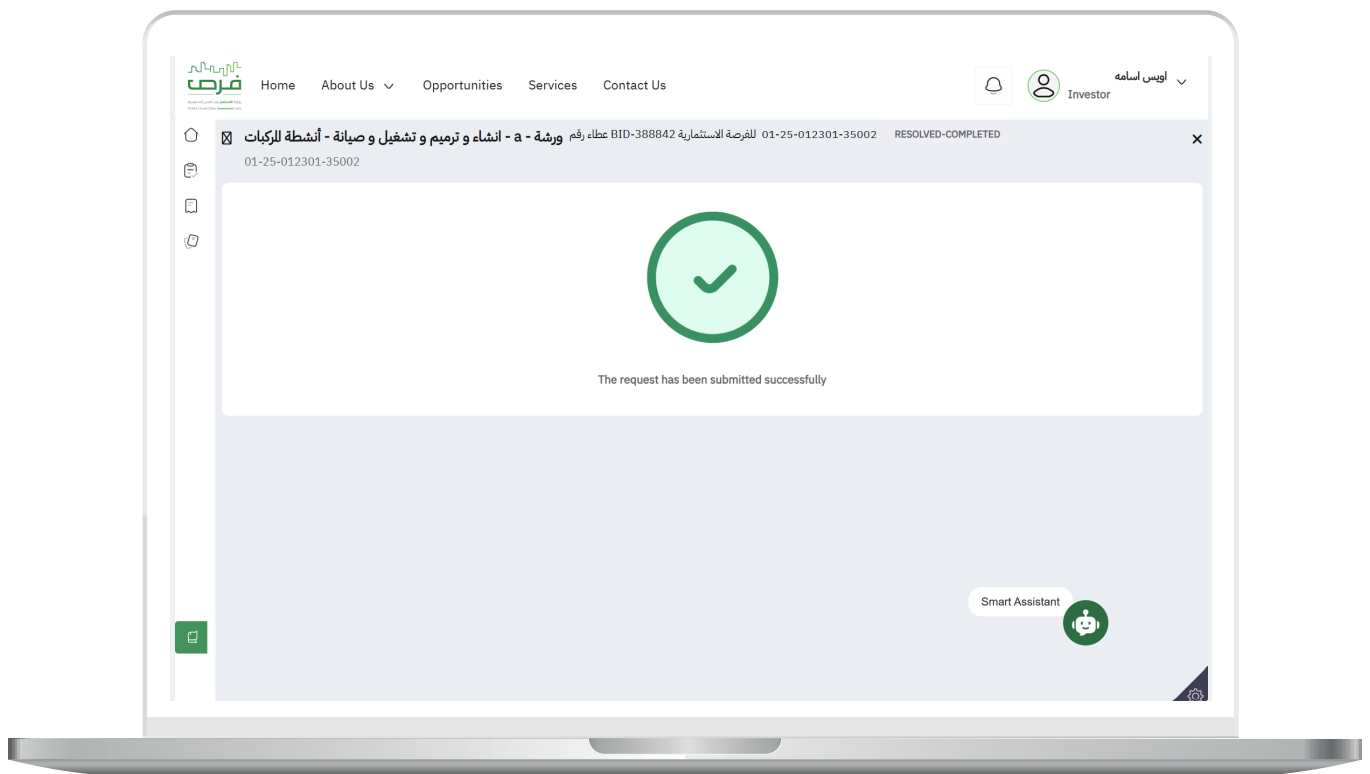


15) Then the **(Pledge Form)** stage appears, where the user reads the pledge and agrees to it by selecting the box.

Then the **(Finish)** button is pressed.



16) The application is then submitted successfully, with a confirmation message displayed.



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