

MINISTRY OF INDUSTRY AND MINERAL RESOURCES

Kingdom of Saudi Arabia

ROUND 11

Submitting the PQQ: A step-by-step guide

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والثروة المعدنية
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1. Why the PQQ Matters

The Pre-Qualification Questionnaire (PQQ) is the first formal gate into Licensing Round 11. It is how the Ministry confirms, before the bidding stage opens, that every company or consortium entering the tender has the legal standing, technical competence and financial capacity to responsibly hold an exploration license and deliver its committed work program in the Kingdom.

Qualifying at the PQQ stage does two things for a bidder:

- **Eligibility.** Only qualified bidders may select sites, place bids in the Multi-Round Auction, and potentially receive a Provisional Award Letter if successful.
- **Twelve-month validity.** A successful qualification remains valid for one calendar year. Within that window you can participate in subsequent tender rounds without re-submitting the full PQQ.

Where the PQQ sits in the Round 11 timeline

The full Round 11 process is structured into sequential stages. The PQQ covers only the first; the remaining become available to you once you are qualified.

Stage	What happens
1. PQQ	Register on Bidding Platform, complete the PQQ form, upload supporting documents. Ministry reviews technical and financial capability. PQQ evaluation and announcement of results are expected to take approximately 14 to 21 calendar days from the close of the PQQ submission period.
2. Block Selection Period	Qualified bidders view Round 11 sites, download shapefiles and technical data packs (<i>already made available in the data room during PQQ stage</i>), and select the site(s) (blocks) they wish to compete for.
3. Multi Round Auction (MRA)	Single-bidder award at minimum commitment for non-contested blocks, or Multi-Round Auction with 20% increments up to the cap. Technical tiebreak where applicable. Further details on the tender process, MRA rules, and other requirements will be shared through the Round 11 Participation Guidelines.
4. Award & license	Provisional Award Letter issued; local incorporation (if required); PFG submission; exploration license issuance.

Qualify once, bid often

- The PQQ remains open year-round for companies wishing to pre-qualify for Round 11 and future tender rounds.

- Once qualified, you will remain eligible to participate in any future tender round for a full calendar year from the date of qualification, subject to there being no material change in your company circumstances.
- To ensure participation in a given round, please submit your PQQ at least 14 working days before that round opens for bidding (Block Selection Period).

Pre-qualification is not a commitment to bid: Submitting the PQQ and, where successful, achieving qualified status confers the right to participate in the tender round but does not oblige the applicant to do so. Each qualified applicant remains free to decide whether, and on which sites, it wishes to bid.

2. Before You Start: Documents Checklist

Completing the PQQ on Bidding Platform typically takes 30 to 45 minutes, but only if your documents are assembled beforehand. Collect the items below into a single working folder before you begin. All documents must be legible and in English or Arabic; bilingual copies are acceptable.

Mandatory documents

Document	Who provides it / what to note
Constitutional documents	Required for all applicants, Saudi and foreign. Typically the Articles of Association, Memorandum of Association, or equivalent. Upload the latest executed version.
Non-Disclosure Undertaking (NDU)	Template is provided inside the online form. Download it, sign on company letterhead, scan and upload. One NDU per applicant (or per consortium member).
Copy of active or prior exploration licenses	Upload copies of any mineral exploration licences currently held or previously held by the applicant or its shareholders, in any jurisdiction. Helps demonstrate track record.
Audited financial statements - past 3 years	Must be prepared in accordance with IFRS, in Arabic or English. Typically the consolidated statements of the applicant entity.
Bank statement (for newly established companies only)	If the applicant is newly incorporated and cannot produce three years of audited financials, upload a recent bank statement (typically within the last 90 days) in lieu, evidencing available working capital.
Technical team CVs	CVs of the exploration technical team, geologists and other specialists, who will deliver or supervise the work program.
Proof of employment for the technical team	For companies already registered in KSA: Qiwa contracts. For other applicants: employment contracts, a company-letterhead confirmation letter, or an engagement letter if the specialist is a consultant.
Commercial Registration (CR) certificate	Required only for entities already incorporated in the Kingdom of Saudi Arabia. Upload the most recent certificate, valid at the time of submission.
Consortium supporting documents	Required only if you are bidding as a consortium. Template is provided in the online form; must identify each member (including the Lead Consortium Member) and specify their role and responsibilities. Signed by each consortium member.

Templates live inside the form

The Non-Disclosure Undertaking and the Consortium Agreement templates are embedded inside the PQQ form on the Bidding Platform. You do not need to request them separately: simply download, sign, and upload back into the same section.

File format and size

- Preferred format: searchable PDF for all documents. Word files are accepted for text-only uploads.
- Target file size: under 25 MB per file. If a financial statement or technical report is larger, split into logical parts (e.g. "FY2024 – Part 1 of 2").
- Name files with the company name and document type, for example:
AcmeMinerals_AuditedFS_FY2024.pdf.

3. Platform Roles Explained

The Bidding Platform is built around three distinct roles. A single person can hold more than one role, but each role carries its own permissions on the platform.

The three roles at a glance

Role	What they do on Bidding Platform
Company Admin	Creates the organization on the platform, registers the company profile, and manages all users (bidders and approvers). The person who signs up first automatically becomes the Admin. Admins have full visibility over every form and every document.
Bidder	Fills in the PQQ form, uploads supporting documents and, at a later stage, selects blocks and places bids in the auction on behalf of the company. A Bidder may save and revise the PQQ form as many times as required but cannot submit it to the Ministry. The Bidder is the only role authorised to participate in the Block Selection and Multi-Round Auction phase.
Approver	Reviews the Bidder's completed PQQ, confirms that the information is accurate and duly authorised, and submits the form to the Ministry. The Approver is the only role permitted to submit the PQQ: although the Admin or the Bidder may complete the form, submission to the Ministry may be performed solely by the Approver.

Permissions in practice

Action on Bidding Platform	Admin	Bidder	Approver
Create company profile & register the organization	●	—	—
Add or remove team members and assign roles	●	—	—
Edit company details (address, contacts, website)	●	—	—
Open and fill in the PQQ form	●	●	○
Upload or replace supporting documents	●	●	—
Save the PQQ as a draft and return later	●	●	—

Action on Bidding Platform	Admin	Bidder	Approver
Mark the PQQ as "Complete" (but not submit)	●	●	—
Approve and submit the PQQ to the Ministry	—	—	●
Select blocks and place bids in the auction (later – MRA stage)	○	●	—

● = full permission ○ = read-only / contextual — = not permitted

4. Step-by-Step Submission Guide

This section walks through the PQQ submission end-to-end. Allow approximately 30 to 45 minutes for the online form once your documents are ready.

Overview: six steps, one submission

- 1. Access the Bidding Platform. Open the bidding portal in a modern browser.**
- 2. Create your company and admin account.** Register the organization on behalf of the applicant or consortium.
- 3. Add bidders and approvers.** Invite the people who will fill in and authorize the form.
- 4. Open the Round 11 PQQ form.** Navigate to the PQQ and begin a draft.
- 5. Complete the PQQ form.** Answer each section and upload every mandatory document.
- 6. Approve and submit.** The Approver reviews and sends the submission to the Ministry.

STEP 1 Access the Bidding Platform

Open your browser and navigate to the Bidding Platform bidding portal.

<https://bidding.taaden.sa>

A link to the platform is also included in the invitation email sent to interested investors by the Ministry.

Before you click "Sign Up"

- Use the latest version of Chrome, Edge, Safari or Firefox. Outdated browsers may not render the form correctly.
- Switch the interface language between English and Arabic using the globe icon (عربي / English) in the top-right corner; progress is preserved in either case.
- Select the email address used to register with care. It becomes your Admin username and cannot be changed later without a support request.

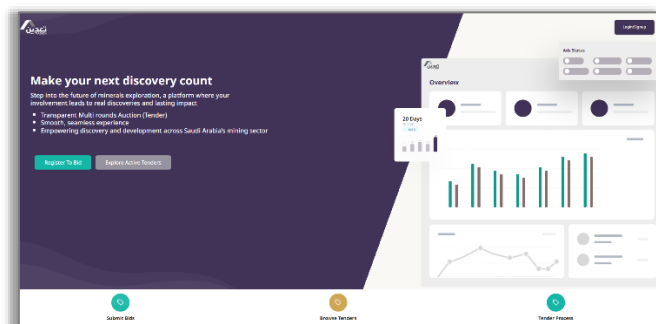


Figure 1 Visit the bidding platform

STEP 2 Create your company and admin account

Registration takes place in two phases: sign up (email and password) and then complete a four-step company profile. The person who completes this step becomes Company Admin.

2.1 — Sign up with email and password

- From the landing page, click Login / Sign Up in the top-right corner.
- On the login screen, scroll down and click Sign Up.
- Enter a working business email address.
- Choose a password that meets the platform rules (minimum length, mix of letters, numbers and special characters).
- Click Continue. You will land on the Bidding Platform home page.

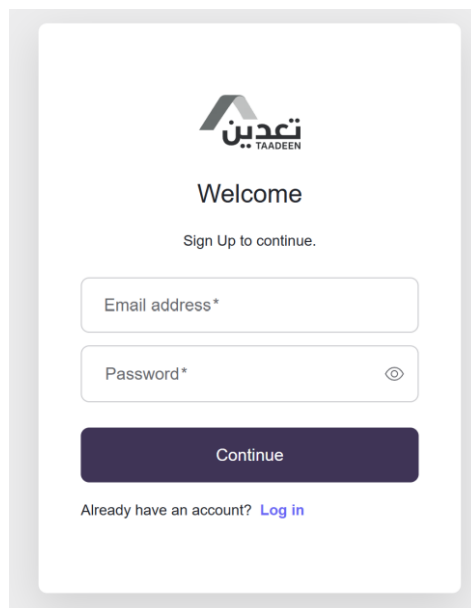


Figure 2 Sign-up page

2.2 — Start registering your company

- In the top-right corner, click your user icon and select Register to Bid. Alternatively, click Register to Bid on the homepage.
- This opens the Complete Profile flow, which has four sequential steps shown at the top of the dialogue.

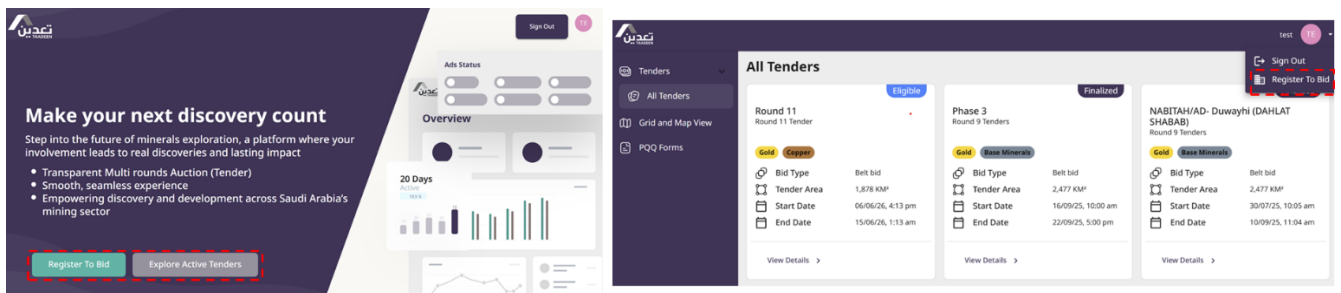
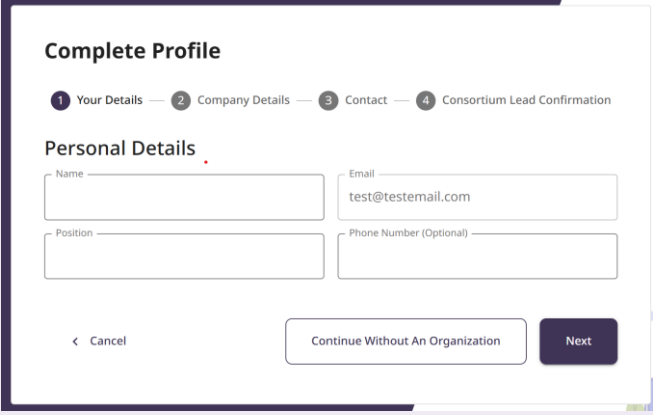
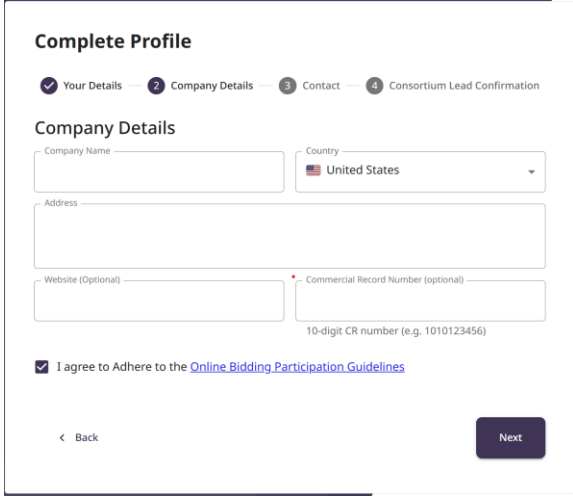
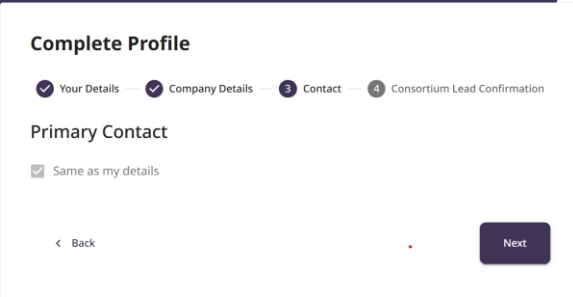
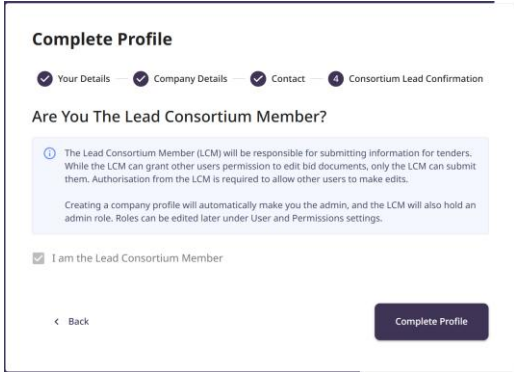


Figure 3 Register to Bid

2.3 — Complete the four-step profile

Step	What you enter	Reference screenshot
<p>1. Your Details</p>	<p>Your full name, your role / title, and a valid phone number including the country code.</p>	 <p>Your email is pre-filled from the sign-up step and cannot be changed here.</p>
<p>2. Company Details</p>	<p>Legal company name, Commercial Registration (CR) number for Saudi-registered entities, country of incorporation, registered address, city / region, postcode, and company website, plus acceptance of the Tender Participation Guidelines</p>	 <p>If your company is not yet registered in the Kingdom, leave the CR number blank.</p>
<p>3. Contact</p>	<p>You will be automatically designated as the primary contact and Company Administrator.</p>	

Step	What you enter	Reference screenshot
<p>4. Consortium Lead Confirmation</p>	<p>Confirm whether you are the Lead Consortium Member (LCM). The checkbox is pre-ticked: <i>If you are applying as a consortium, the LCM should be the one creating the Admin account</i></p>	

Click Complete Profile. You will land on the Bidding dashboard page, where Active Bids, Tenders, and Settings are now all visible in the left-hand navigation.

Who should create the account?

The first user to sign up is locked in as Admin. Make sure that first user is someone who will remain with the bid process for its duration. The Admin can always add more users, but transferring the Admin role itself requires a support request.

For consortiums, the Admin role must be from the Lead Consortium Member (LCM).

STEP 3 Add bidders and approvers to your organization

3.1 — Open the team management page

- In the left-hand navigation, click Settings.
- Select Team.
- Click Add Member in the top-right of the team table.

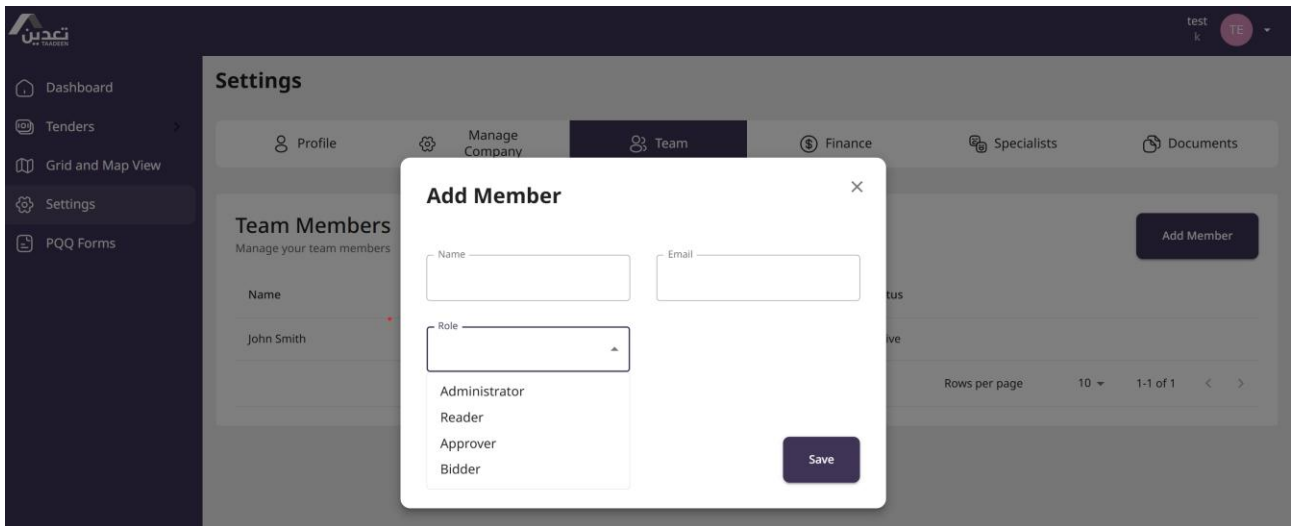


Figure 4 Adding team members

3.2 — Invite a team member

In the Add Member dialogue, provide:

- Name — the person's full name.
- Email — a valid business email address. The invitation will go to this address.
- Role — choose *Bidder* if they will fill in the form and upload documents and also participate in subsequent tender phases (if qualified) phase, or *Approver* if they will review and submit.
- Click Save. The invitee receives an email (from *security@bidding.taadeen.sa*) with a link and secret code to activate their account.

3.3 — How the invitee activates their account

- The invitee opens the invitation email and clicks the activation link.
- They are directed to the Bidding platform to set their password and will be subsequently asked to enter their secret code.
- Once they sign in, they will see only the tenders and forms your company is eligible for.

3.4 — Editing or removing a team member

From Settings → Teams, use the three-dot menu next to a member's name to change their role, reset their access, or remove them.

Invitation email not arriving?

Ask the invitee to check their spam / junk folder and their corporate quarantine system. Invitations are sent from a "no-reply" address (*security@bidding.taadeen.sa*), which some enterprise filters treat with caution.

STEP 4 Bidder/Admin logs in and opens the PQQ form

Once invited, the Bidder or Admin logs into the Bidding Platform using the email address the invitation was sent to and the password they set on activation.

4.1 — Locate the Round 11 PQQ form

There are three equally valid ways to find the form:

1. From the Dashboard, scroll to the "Auctions / Tenders you are eligible for" panel and click View Details on Round 11.
2. From the left-hand menu, click Tenders → All Tenders, filter for tenders where the status is Eligible, and open the Round 11 card.
3. From the left-hand menu, click PQQ Forms. The Round 11 Pre-Qualification Questionnaire appears with its current status — typically "Not Submitted" for a new form.

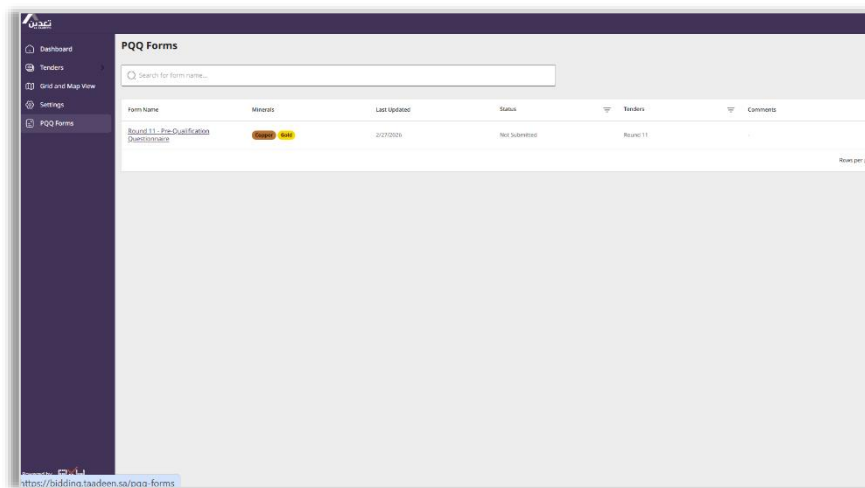


Figure 5 Navigate to PQQ Form

4.2 — Open the form

Click on the Round 11 — Pre-Qualification Questionnaire entry, then click Complete the Form (top-right). The form expands into its six sections, each with a progress indicator to help you track what remains.

STEP 5 Complete the PQQ form

The PQQ form is structured into six sections. The Bidder or Admin may complete the form in any order, save and return as often as required, and reassign editing within the team at any time.

5.1 — Answer every mandatory question

- Mandatory questions are marked with a red asterisk (*) next to the question label.
- The form will not allow you to mark a section as complete if any mandatory question is left blank.
- Some questions trigger follow-ups — for example, answering "Yes" to a compliance question opens a free-text box for you to explain the circumstances.

5.2 — Upload supporting documents

- Each upload field specifies the document type and accepted formats. Use the file names nomenclature recommended in Section 2.
- Upload one document per field. If your file exceeds the size limit, split it into parts named "Part 1 of 2" etc. and upload each to the same field.
- After upload, the file name appears under the field with a small trash-can icon — use it to replace the file with a newer version.

5.3 — Save your progress

- The platform autosaves most fields as you navigate between sections.
- If you need to leave the platform for an extended period, click outside the current field first to trigger a save, then log out normally.
- You can return and continue at any time until the PQQ submission deadline.

5.4 — Mark the form as Complete

- When every section shows a green tick and every mandatory upload is in place, click Complete Form at the bottom of the form.
- The status changes from "Not Submitted" to "Pending Approval". The form is now locked for edits.
- At this point the Approver is automatically notified by email.

Complete ≠ Submitted

Clicking "Complete Form" does not send your submission to the Ministry. It merely signals that the Bidder (or Admin) is finished and has handed the form over to the Approver. Until the Approver explicitly approves and submits, your form is still inside your organization and has no effect on your qualification.

STEP 6 Approve and submit to the Ministry

The final step is carried out exclusively by a designated Approver. Although the Admin or the Bidder may complete the form, submission to the Ministry may be performed only by the Approver.

6.1 — Approver opens the form

- The Approver logs into Bidding Platform with their own credentials.
- From the left-hand navigation, they click PQQ Forms.
- The Round 11 form appears with status Pending Approval.

6.2 — Review the submission

- The Approver clicks the three-dot menu on the right of the row and selects View / Review Form.
- Each section opens read-only so the Approver can verify answers and view the uploaded documents.
- If anything needs changing, the Approver clicks Send Back to Bidder, optionally with a comment. The form returns to "Not Submitted" and the Bidder can edit again.

6.3 — Submit to the Ministry

- When satisfied, the Approver clicks Approve and Submit.

- The status updates to Submitted / Approved (green).

Form Name	Minerals	Last Updated	Status	Auctions	Comments
NorthWest PQQ	Gold	20/11/2025	Approved	NorthWest Sites, Michigan Auction	20/11/2025 -
Rnd 11 PreQualifying Questionnaire	Gold	09/04/2026	Not Submitted	NorthWest Sites, Michigan Auction, Round 11	-

Figure 7 Approve and submit the “PQQ form” by the Approver

6.4 — Ministry review and outcome

Once submitted, the PQQ is transmitted to the Ministry for evaluation. Each submission is assigned one of the following outcomes:

- Approved — the submission has met the qualification requirements. The applicant is eligible to participate in the next stage of the tender process, namely block selection.
- Rejected — the submission has not met the requirements as presented. The Ministry's comments accompany the outcome and may, in certain cases, request clarifications or missing information or documents. Where a submission is rejected, the PQQ form is reopened for editing so that the applicant may revise and complete it for resubmission. The reopening of any rejected submission for resubmission remains at the Ministry's discretion.

Need more help?

Step-by-step videos walking through the key steps are available [here](#): • Creating a Company Admin and Organization • Signing up as a Bidder

For any further questions, please contact the Ministry at miningbidding@mim.gov.sa.