

# Vendor Registration Guidelines

Oman Water & Wastewater Service Company vendor management system is endeavoring to maintain a list of vendors for the procurement of goods and services. The registration of Vendors with OWWSC intends to ensure that Purchases are made from proven, technically capable, and financially viable Vendors. The registered vendor will get intimation of OWWSC Open Tenders/Closed Tenders/Request for Quotation's on their registered email address.

## 1. About Vendor Registration:

In order to do business with OWWSC, vendors can apply for registration for one or more than one business categories at a time. Item categories for registration are required to be selected only from the below list of item categories mentioned under Annexure-I.

Annexure-1	
1.	Chemicals
2.	Civil
3.	Consultants
4.	Electrical
5.	EPC Contractors for Network
6.	EPC Contractors for STP
7.	General
8.	Information Technology
9.	Instrumentation
10.	Mechanical
11.	Operations

## 2. Registration Process:

**"SMEs/Agent/Dealer/Distributor/Stockist/Trader/Service Providers/ (STP/Network)/Manufacturers"**

Shall apply for online registration through I-Supplier Portal via OWWSC website [www.owwsc.nama.om](http://www.owwsc.nama.om).

## 3. General Instructions:

1. Ensure all the mandatory information's are filled up and supporting documents are submitted as applicable.
2. Vendor management section will inform the registration status to all applicants via online/email notification.
3. In case any vendor fails to meet the minimum requirement, their submission shall be rejected and communicated via online/email indicating the reasons.

## 4. Online Vendor Registration Process:

The Oracle Vendor Registration application works better on Internet Explorer (IE) Version 11 or above. If you are using another browser or using Internet Explorer version 10 or below, you may lose system or application functionality."

Step 1: Logon to OWWSC Website [www.owwsc.nama.om](http://www.owwsc.nama.om)

Step 2: Click \*Business with us\*.

Step 3: Click \*Vendor Registration or SME Registration (Small & Medium Enterprises registered with Riyada only)

Step 4: Click \*Vendor Registration Guideline.

Step 4: Click Vendor registration.

Step 5: Fill Online vendor registration page;

Step 6: Click \*Submit\*.

Step 7: Autogenerated email acknowledgement will be sent to the registered email of the vendor

Step 8: Check for completeness of online application by OWWSC Vendor Management Section.

Step 9: Autogenerated email notification will be sent with the registration details and status of registration to the registered email of the vendor.

Step 10: System will generate User ID & Password for accessing OWWSC Portal for participating in RFQs/Closed and Open Tenders.

## 5. Eligibility Criteria to be registered as a vendor:

**SME Eligibility Criteria:** Any enterprise engaged in an economic activity, which is 100% owned & managed by Omani Nationals, having valid commercial registration in the Sultanate of Oman and holding Riyada card.

The SME's classification is as follows;

Enterprise Size	Head Count	Annual Sales Turnover
Micro	1 to 10 workers;	Less than RO 150,000
Small	11 to 50 workers;	RO 150,000 – RO 1,250,000
Medium	51 to 150 workers;	RO 1,250,000 – RO 5,000,000

## 6. Conflict of Interest

In pursuance to the Royal Decree no. 36/2008, Issuing the Tender Law: Article 6: Employees of entities subject to this Law shall not, directly or indirectly, submit tenders or offers to these entities. Further, and without prejudice to Royal Decree No. 39/82, and the interpretation thereof, no items shall be purchased from them nor shall execution of works or provision of services be assigned to them; provided that in the case of necessity the purchase of their writings and works of art or assigning to them execution of works or provision of services shall be in accordance with a reasoned decision of the head of the relevant entity within limits not exceeding five thousand Omani Riyals and the decision of the Ministry of Finance if the sum exceeds that limit. Provided further, that they shall not in any manner, participate in the process of the assignment.

Based on the above, OWWSC will not register the said category.

## 7. What does it mean to be a Registered Vendor?

**Open Tender:** Vendors need to be registered with OWWSC in order to participate in Open Tenders for bidding opportunities.

**Closed Tender/Request for Quotation:** Vendors need to be registered with OWWSC in order to participate in Closed Tender/Request for Quotation shall be used for the procurement of goods and services (for minor value).

### Note:

- Registered vendors will be expected to maintain their Vendor Registration details file (Online) and shall intimate OWWSC of any significant business changes.
- Registered vendors may be asked to submit updated and/or provide additional information that may be used in determining the vendor's ability to participate in specific requests for proposals for any form of procurements, where additional qualification criteria, specific to the requirement, have been determined.
- Vendor registration does not guarantee any business without competition. Registration as a vendor with OWWSC means that the vendor shall be invited to participate in Open Tender/Closed Tender/ Request for Quotation.

## 8. Types of registration with OWWSC is as follows:

- New registration
- Renewal
- Change of vendor information

### a) New Registration

A new registration is an application from a vendor that has not previously registered with OWWSC. The vendor must fulfil the registration criteria and requirements. The registration period is for two years and the vendor must fulfil the requirements according to their category or specialization.

### b) Renewal

Registration renewal is an application to extend the registration with OWWSC

### c) Change of Vendor Information

All vendors are required to notify OWWSC for any change of vendor information within thirty (30) days of the change. The registration with OWWSC will become invalid, if they fail to do so.

## 9. Vendor Registration Fee

Vendors applying for registration with OWWSC shall deposit a non-refundable fee as vendor registration fee to OWWSC account given below;

Registration Type	Fee (RO)
New Vendor Registration Local	100 + 5% VAT
New Vendor Registration Overseas	100

\* Any or all costs and expenses incurred by the applicants for vendor registration including presentations, if required, shall be at the applicant's expense and will not be reimbursed by OWWSC in any case.

\* SMEs (Micro/Small/Medium Enterprises) who are holding Riyada cards are exempted from Vendor Registration Fees.

#### 10. Document Requirements from all Categories of Vendors:

Vendors, who are interested in registration with OWWSC for supply of goods and services, shall fulfill the following requirements:  
The vendor who does not meet these requirements will not be considered for further scrutiny and their application would be summarily rejected.

##### For SMEs (Micro/Small/Medium Enterprises)

- Commercial Registration (CR Paper) (Mandatory)
- Chamber of Commerce and Industry. (Mandatory)
- Riyada Card (Mandatory)
- TAX Card (Mandatory)
- VAT Certificate
- Company Profile (Mandatory)
- Municipality License (Mandatory)
- Bank Account Details from the Bank OR in your company Litter Head. (Mandatory)
- Declaration Litter (Company litter Head) that Vendor doesn't have 1<sup>st</sup>/2<sup>nd</sup> degree relations with OWWSC (Mandatory)
- GTB Registration Certificate
- Work Experience (Mandatory)
- Staff Headcount details from MOW (Omanization) (Mandatory)

##### For (Local Vendor) Authorized Agent/Dealer/Distributor/Stockist/Trader/Service Provider/Consultant (STP/Network)

- Authorization letter from the principal. (Applicable only for Agent /Dealer/Distributor).
- Commercial Registration Certificate, (CR Paper). (Mandatory)
- Chamber of Commerce and Industry. (Mandatory)
- Tax Card (Mandatory)
- VAT Certificate (Mandatory)
- Company Profile (Mandatory)
- Staff Headcount details from MOW (Omanization) (Mandatory)
- Bank Account Details from the Bank OR in your company Litter Head. (Mandatory)
- Declaration Litter (Company Litter Head) that Vendor doesn't have 1<sup>st</sup>/2<sup>nd</sup> degree relations with OWWSC (Mandatory)
- Annual sales turnover for last 3 years; (from audited balance sheet) (or) a self-declaration (Mandatory)
- Work experience. (Mandatory)

##### For (Overseae Vendors) Authorized Agent/Dealer/Distributor/Stockist/Trader/Service Provider/Consultant (STP/Network)

- Certificate of incorporation of the firm (Mandatory)
- Full Adress
- Bank Account Details from the Bank OR in your company Litter Head. (Mandatory)
- Work experience. (Mandatory)
- Company Profile (Mandatory)

#### 11. Vendor Evaluation Period:

Vendor registration status shall be intimated to vendors by OWWSC vendor management team through email only.

- ⇒ Maximum 15 working days for applications handled by Vendor Management Section. (Which doesn't requires vendor survey/vendor site visit)

#### 17. Delisting Product/Service

All approved Vendors must participate in all RFQs/tenders issued by OWWSC for those items for which they are registered.  
Vendor Management Head may recommend removing or suspending any vendor whose constant performance is noticed unsatisfactory.