

## Vendor Registration Guidelines

### Introduction

OWWSC is committed to maintaining a qualified vendor list for procuring goods and services. Registration ensures that we engage with vendors who are proven, technically capable, and financially viable.

### 1. About Vendor Registration

- **Purpose:**  
To establish a reliable pool of vendors for various business categories.
- **Application:**  
Vendors may apply for one or more categories simultaneously. Please select from the following list:

### Item Categories

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

Eligible entities including freelancers, SMEs, hotels, travel agencies, tourism offices, event organizers, OIA entities, training institutes, agents, dealers, distributors, stockists, traders, service providers, and manufacturers should register online via the I-Supplier Portal on the OWWSC website: [www.nama.om](https://www.nama.om)

### 3. General Instructions

- **Complete Information:** Ensure all mandatory fields are filled and the required supporting documents are attached.
- **Notification:** The ICV & Vendor Management team will communicate the registration status via online/email notifications.
- **Rejection:** Incomplete or non-compliant applications will be rejected with reasons provided.



#### 4. Online Vendor Registration Process

**Important:**

The Oracle Vendor Registration application is optimized for Internet Explorer 11 or later. Using other browsers or earlier versions may result in data loss or reduced functionality.

**Step-by-Step Process:**

- 1. Log on:**  
Visit [nws.nama.om](http://nws.nama.om).
- 2. Select “Business with us”**
- 3. Choose Registration Type:**
  - Click *Vendor Registration* for general vendors.
  - Click *SME Registration* for Small & Medium Enterprises holding Riyada card.
- 4. Review Guidelines:**  
Click *Vendor Registration Guideline* to read and understand the process.
- 5. Complete the registration Form:**  
Fill in your company details and attach all required documents (ensure documents have valid expiry dates).
- 6. Submit:**  
Click *Submit* to send your application.
- 7. Acknowledgement:**  
An autogenerated email confirmation will be sent to your registered email.
- 8. Review Process:**  
Your application will be evaluated by the ICV & VM team.
- 9. Notification:**  
You will receive an online notification detailing approval or rejection along with justifications.
- 10. Access Credentials:**  
If approved, a User ID and Password will be generated for portal access (RFQs, Closed Tenders, Open Tenders).



## 5. Eligibility Criteria

### SME Eligibility Criteria

- **Ownership & Management:**  
Must be 100% owned and managed by Omani Nationals.
- **Registration:**  
Valid commercial registration in the Sultanate of Oman and a valid Riyada card.

### Classification by Enterprise Size

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

- Employees or their close relatives up to 1st/2nd degree relations of OWWSC are prohibited from submitting tenders, making purchases, or executing works/services with the company.
- Vendors falling under these conflict criteria will not be registered.

## 7. Benefits of Being a Registered Vendor

- **Open Tenders:**  
Ability to participate in competitive bidding opportunities.
- **Closed Tenders / Requests for Quotation:**  
Eligibility to participate in procurement processes specific to goods and services.

### Note:

- Registered vendors must maintain updated registration details and notify OWWSC of any significant business changes.
- Additional documentation may be required to determine vendor eligibility for specific procurements.
- Registration does not guarantee business—it enables participation in competitive tenders.

## 8. Types of Registration

- **New Registration:**  
For vendors not previously registered with OWWSC. Valid for two years (or until the expiry of the Riyada card for Riyada holders).
- **Registration link:**  
[https://iportal.nws.nama.om:4443/OA\\_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProsperRegPG&OAHP=POS\\_GUEST\\_REG\\_HP&OASF=POS\\_SUPPREG\\_REGISTER&OAPB=POS\\_ISP\\_BRAND&ouid=C7E7BFC37111DE2B](https://iportal.nws.nama.om:4443/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProsperRegPG&OAHP=POS_GUEST_REG_HP&OASF=POS_SUPPREG_REGISTER&OAPB=POS_ISP_BRAND&ouid=C7E7BFC37111DE2B)



- **Renewal:**  
For extending the registration period. Notifications for renewal will be sent 30 days prior to expiry.
- **Renewal link:** [https://iportal.nws.nama.om:4443/OA\\_HTML/OA.jsp?OAFunc=XXHW\\_VEN\\_REN\\_FEE](https://iportal.nws.nama.om:4443/OA_HTML/OA.jsp?OAFunc=XXHW_VEN_REN_FEE)
- **Change of Vendor Information:**  
Any changes in vendor information must be reported within 30 days. Failure to update may render the registration invalid.

## 9. Vendor Registration Fee

Registration Type	Fee (RO)
Local Vendors New/Renewal	100 + 5% VAT
Overseas Vendors New/Renewal	100 + 5% VAT

*Note: Any expenses incurred during the registration process are the sole responsibility of the applicant. SMEs (with Riyada card) and certain categories such as (Hotels, Travels, Tourism Offices, Events, OIA Entities, Training, Advertising, Freelancer & Government Entities) are exempt from registration fees.*

## 10. Document Requirements

Incomplete submissions will result in immediate rejection. Please ensure you submit all mandatory documents according to your vendor category.

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

- Commercial Registration (CR) Paper (*Mandatory*)
- Chamber of Commerce and Industry Certificate (*Mandatory*)
- Riyada Card (*Mandatory*)
- TAX Card (*Mandatory*)
- VAT Certificate (*If available*)
- Company Profile (*Mandatory*)
- Economic Activities License (*Mandatory*)
- Bank Account Details (*Mandatory*)
- Declaration Letter confirming no 1st/2nd degree relations with OWWSC (*Mandatory*)
- GTB Registration Certificate (*If available*)
- Staff Headcount Details (MOW/Omanization) (*Mandatory*)



**For Agents / Dealers / Distributors / Stockists / Traders / Service Providers (STP/Network) / Manufacturers:**

- Authorization Letter from the Principal (*Applicable for Agents/Dealers/Distributors*)
- Commercial Registration Certificate (*Mandatory*)
- Chamber of Commerce and Industry Certificate (*Mandatory*)
- Tax Card (*Mandatory*)
- VAT Certificate (*Mandatory*)
- Company Profile (*Mandatory*)
- Staff Headcount Details (MOW/Omanization) (*Mandatory*)
- Bank Account Details (*Mandatory*)
- Declaration Letter confirming no 1st/2nd degree relations with OWWSC (*Mandatory*)
- Economic Activities License (*Mandatory*)
- GTB Registration Certificate (*If available*)

**For Overseas, Authorized Agents/Dealers/Distributors/Stockists/Traders/Service Providers/Consultants (STP/Network) / Manufacturers:**

- Certificate of Incorporation (*Mandatory*)
- Bank Account Details (*Mandatory*)
- Company Profile (*Mandatory*)

**For Hotels / Travels / Tourism Offices / Events / OIA Entities / Training / Advertising:**

- Commercial Registration Certificate (*Mandatory*)
- Chamber of Commerce and Industry Certificate (*Mandatory*)
- Tax Card (*Mandatory*)
- VAT Certificate (*If available*)
- Bank Account Details (*Mandatory*)

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**11. Vendor Evaluation Period**

- The ICV & VM team will communicate the registration status within a maximum of 10 working days (for applications not requiring a vendor survey or site visit).

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**12. Delisting of Products/Services**

- **Participation Requirement:**  
Approved vendors are expected to participate in RFQs/tenders for the registered items.
  - **Performance Monitoring:**  
The ICV & VM Head reserves the right to recommend removal or suspension of vendors who consistently demonstrate unsatisfactory performance.
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