

RABiTAH (SAP SRM) Bidder Guidelines

1. Background:

PDO maintains a list of approved vendors for the supply of products and specialized services for its oil and gas operations throughout Oman. The registration of Vendors with PDO intends to ensure that Contracts are awarded to proven, technically capable and financially viable Vendors.

PDO is also implementing an online SAP SRM system (RABiTAH) covering vendor registration, ABC due diligence, qualification of prospective vendors, performance evaluation, governance and risk mitigation processes currently being done manually or using emails.

RABiTAH (SAP SRM) system will allow online submission and tracking of PDO required forms and documents for qualification and classification.

2. Pre-Registration in JSRS (Joint Supplier Registration System):

All Vendors, Products and Services, who wish to do Business with PDO, shall be commercial qualified and registered at Business Gateway International (BGI) in the new Oil & Gas sector's Joint Registration Suppliers System (JSRS).

To register with BGI, please follow this URL link: <https://www.businessgateways.com/>

PDO will not accept to conduct business with any Vendor who has not been registered and/or de-activated from BGI-JSRS.

The exceptions to the registration in JSRS are as followed:

- a. Land Lords
- b. Shell Vendors
- c. Government Bodies
- d. NGO's
- e. Foreign Vendors with local representatives.

3. New Vendor Registration:

All new vendors needing to become PDO's approved vendors after JSRS (Tier 1 and Tier 2) registration need to register using online PDO registration form.

To register with PDO, please follow this URL link: <https://srm.pdo.co.om>

Completion of the online vendor registration does not guarantee that your company will receive Request for Quotations or Purchase Orders from PDO nor does it confirm "Approved" status as a PDO Vendor. It is the first step of the mandatory process for doing business with PDO. Once you have entered your information, you will receive 2 emails sent with User Id and Password separately, acknowledging your vendor registration request. With this user ID and a Password you will be able to formally start PDO vendor registration process.

4. PDO Public Tender:

Vendors can access PDO public tenders using URL link: <https://srm.pdo.co.om>

In order to provide technical and/or commercial submission i.e. tender submission the vendors would need to complete the online vendor registration and complete the contact person. JSRS registration of a Foreign Vendor (If not completed) and selected for award by PDO, should be completed within 21 days.

Participation of local vendors will not be accepted if not pre-registered with JSRS.

5. Vendor ABC Due Diligence

PDO is required to identify in advance, monitor and ensure contractor compliance in as far as it relates to issues pertaining to (i) Anti-Bribery, (ii) Corruption, (iii) probable/perceived contractor Conflicts of Interest and other (iv) Ethical non-compliance. This procedure is known as the PDO, Anti-Bribery and Corruption ("ABC") Vendor Due Diligence ("DD") process and shall perform during or after vendor registration. Such DD review may also be conducted at any time after the completion of the vendor registration process.

Failure by a vendor to pass the DD process could result in PDO declining the applicant's vendor registration, or re-registration.

6. Technical and Financial Assessment for a Product or a Service Vendor

PDO assessment team from Function & Quality Discipline for products and specialized services are responsible for initial review of the documents submitted by the Vendor's for completeness and technical/quality compliance.

PDO assessment team shall decide the necessity of conducting an audit on vendor premises based on criticality rating of the product or specialized services to be approved as per PR-1984. Where requirements to audit vendors' premises are identified, an audit shall be conducted by PDO assessment team.

7. Cost

Vendor shall in all instances be responsible for the cost associated with the assessment outside Oman. This shall include air tickets, land transportation in the Country of assessment, accommodation and normal daily living allowance for each assessment team member. The Vendor shall deposit the estimated amount in the PDO's account within 30 days of notification in advance. The notification shall be issued by Vendor Management team.

Country	Audit Fee [in USD (\$)]
All Countries Outside Oman	20,000
Gulf Countries	5,000
Oman	On PDO's account.

Such audits will not be conducted without proper cause and motivation.

The difference between actual spend and the vendor deposited amount will be reimbursed to the vendor, with supporting evidence of acceptable business expenditure.

8. Communications of Acceptance or Rejection:

On the product/service Vendor's Technical & Commercial approval; the Lead Vendor management team (FPB/3) shall issue a registration acceptance certificate to the Vendor.

Where a Vendor's registration request has not been accepted, the Lead Vendor management team (FPB/3) shall advise the Vendor.

The notification will be done using the RABITAH (SAP SRM) system.

9. Suspension and de registration following technical non-compliance, poor material delivery performance: Yellow card/Red card

The Card System shall measure local agents'/manufacturers' performance in the following areas:

- Technical Integrity (quality)
- Communication
- Vendor Delivery Performance for key Vendors.

Where any of the above is covered in a Contract the clause in the Contract shall prevail.

10. In Country Value (ICV)

Compliance to ICV requirements shall be reviewed and verified for local vendor / Supplier (based in Sultanate of Oman). Examples of items to be verified are:

- Certificate from Ministry of Manpower on Local Workforce (Omanisation).
- Omanisation percentage
- Certificate of Goods manufactured in Oman (Oman Products).
- OPAL CVC certification (optional).

For any clarification you can reach to email: SAP-Helpdesk@pdo.co.om or contact at phone: 00 968 24671111.