



شركة تنمية نفط عُمان

Petroleum Development Oman

Vendor Registration and Due Diligence Form (F2)

(For distribution with all Requests for Tender, Bids, First Time Vendor Registrations and/or Re-Registration)

FOREIGN/LOCAL VENDOR, POST/PRE-CONTRACT AWARD–FOREIGN/LOCAL SERVICE OR PRODUCTS REGISTRATION: FORM F2

This form should be used by foreign/Local Vendors seeking registration/re-newels with PDO prior to the award of a contract for the provision of services/products from abroad. Foreign Vendors can also log on to www.pdotenders.com, to register for floated tenders and submit their bids prior to registration with PDO (Registration should however commence within 24 Hours after registering your participation in published bids/tenders). For services to be carried out in Oman you are advised to approach the Ministry of Commerce & Industry and Ministry of Finance and/or other concerned Omani Authorities to enquire about the registration requirements and regulations in Oman.

PDO acknowledges that (part of) the information to be provided is confidential. PDO undertakes (i) to use the confidential information provided solely for evaluation purposes, (ii) to keep such information in strict confidence and (iii) to limit dissemination of the confidential information to only those representatives who have a legitimate need to know the information in order to perform their duties relating to the evaluation.

Guidance (Registration Requirements)

- (i.) In the event that the tenderer/bidder would act as an agent to a principal contractor in the delivery of the contract/supply/services, the form must also be completed by the Principal.
- (ii.) If the application relates to a vendor registration associated with a tender/bid requiring the sub-contracting of works, the applicant must also have the form completed by all material sub-contractors/suppliers delivering more than 10% of the proposed contract.
- (iii.) The form must also be completed by all joint venture partners planning to participate in a tender/bid, whether the tendered for award would be based on the joint venture partnership or on the award being made to the Principal contractor.
- (iv.) Prospective applicants to further comply with any other requirements/requests that might be deemed necessary at the time of registration.
- (v.) All sections contained in the F2 form shall be completed before submission and in addition thereto all requested supporting documentation shall be attached. The supporting documents shall be in either Arabic or English (if in any other language because of country restrictions, an officially translated English version will be required).
- (vi.) In the event that the request for vendor registration relates to the registration of an Agent or Principal, please attach a Agency Agreement confirmation letter and Ministry of Commerce and Industry ("MOCI") registration certificate.
- (vii.) No applications for registration of re-registration will be processed prior to the receipt of complete application forms, inclusive of all requested supporting documents in either English or Arabic.

Instructions

- (i.) Refer all questions related to the due diligence requirement to FPB5 team or in the event of re-registration or registration post award, to the relevant Contract Holder responsible for the tender/bid.
- (ii.) Where questions are not applicable mark it as **"Not Applicable" ("N/A")**.

A. Vendor Information	
Name of Company:	
Company Registration Number:	
Country of incorporation:	
Year established/Registered:	

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Facility Location	
Address:	
Telephone:	
Fax:	
Email:	
Business Website:	
Type of business organization: <i>(sole proprietorship, partnership, corporation, limited liability company, etc...)</i>	
Number of full-time employees: <i>(PDO reserves the right to have these numbers verified via relevant authorities)</i>	
List Geographic territories in which you have done business	

B. Primary Contact Information for the Purpose of this Vendor Registration / Due Diligence Form	
Contact Person:	
Contact's Title:	
Contact's Phone:	
Contact's E-mail:	
Provide the names and contact details of your Company Lawyers / Legal Representatives:	

1. List the following information about the Vendor's Officers, Partners, Directors and Owners (Including Companies):

Name (Full Names plus Last Name)	Identity Number	Position (e.g., Owner, Director)	Ownership Percentage (if any)	Title	Nationality

(Attach additional information if required)

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If Ownership Resides With a Legal Entity			
Company Name Company Authority – (Shareholding, Board membership, etc.)	Ownership Percentage (if any)	Decision making Authority (Yes/No)	Country of Origin Comment (For internal use)

(Attach additional information if required)

** If space provided is insufficient, please add additional pages to the end of the document if required

C. Relationships with PDO and with Government Entities and Officials

2. Do any Owners, Partners, Directors, Officers, Employees or majority shareholder with decision making authority currently hold (or did they within the last two years hold) any position of employment with PDO? ☐ Yes ☐ No

(If yes, please provide the details below):

Name	Department	Position(s)	Dates (From / To)

3. Do any Owners, Partners, Directors, Officers, Employees or majority shareholder with decision making authority currently hold any position of employment with any government or governmental entity (including agencies and sub-agencies, as well as wholly or partially state-owned enterprises) or any Public International Organization (e.g., World Bank, United Nations)? ☐ Yes ☐ No

(If yes, please provide the details below):

Name	Name of Entity	Position(s)	Dates of Office (From / To)

4. Is any immediate family member (spouse, child, parent, up to first cousin) of any of the Owners, Partners, Directors, Officers, Shareholders with decision-making authority currently employed by, or acting on behalf of PDO as consultant, contractor staff, etc.? ☐ Yes ☐ No

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If the answer is "Yes" then please provide the information required below:

Name of Relative	Position at PDO	Relationship (i.e. Husband, Wife, Child, etc.)	Year (s) during which the person was employed

D. Other Information

5. Has the Vendor or any Owner, Partner, Director, Officer or Employee with decision-making authority ever been accused, subjected to investigation, or convicted of bribery or fraud? ☐ Yes ☐ No

(If yes, please provide details and outcomes below):

6. Has the Vendor or any Owner, Partner, Director, Officer or Employee ever paid or given anything of value to a government official in order to retain business or obtain an improper advantage? ☐ Yes ☐ No

(If yes, please describe the circumstances of the payment):

7. Has the Vendor or any Owner, Partner, Director, Officer or Employee with decision-making authority ever been the subject of any criminal investigation or disciplinary procedure in relation to the Company's professional conduct and/or activities? ☐ Yes ☐ No

(If yes, please explain):

8. Has the Vendor or any Owner, Partner, Director, Officer or Employee of the Vendor ever been disciplined by any professional organization or body in relation to the Company's professional activities? ☐ Yes ☐ No

(If yes, please explain):

9. Has the Vendor ever been denied membership in any professional association or body, or had its membership been revoked? ☐ Yes ☐ No

(If yes, please explain):

10. Do you have a formal employee Code of Ethics/Conduct and/or other related policies and procedures outlining the expectations of behavior for all employees in as far as it relates to conflict of interest and anti bribery and corruption initiatives? ☐ Yes ☐ No

If yes, please attach a copy of the document to this form.

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11. Do you have a compliance program related to the prevention of bribery and/or corruption? ☐ Yes ☐ No
12. If so, does this program include employee training? ☐ Yes ☐ No
13. If your organization retains subcontractors, dealers or sub-dealers, agents or representatives to assist in providing services did you perform any, or adequate due diligence in respect of commercial as well as anti-corruption and anti-money laundering? ☐ Yes ☐ No

E. Business Arrangement

14. Provide a list of third parties/sub-contractors (names and addresses) anticipated to be materially involved (50% of delivery or more) in supplying goods or services to Vendor for purposes of the proposed contract.

Name of third party / Sub-Contractor	Company Registration	Address	Contact Person	Contact Number	Comment (For internal use)

15. Have you reviewed and will you agree to abide by both the Company's Supplier Statement of General Business Principles ("SGBP"), the PDO Code of Conduct and the Company's standard anti-corruption contract provisions in the event that your tender is successful? (The PDO SGBP and COC attached to the Request for Tender) ☐ Yes ☐ No

(If no, please explain why not):

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Certification of Information Accuracy:

I, _____, hereby certify, on behalf of _____, that to the best of our knowledge, after due inquiry, the information provided on this Form, including any attached documents, is accurate, complete and up-to-date. I also certify that if we learn of any additional information that is relevant to this review, we will promptly report that information to the Company.

Content Confirmed	<input type="checkbox"/> (Please tick to confirm)
Title	
Date	

(For Internal Use):	
Printed Name (DD Reviewer)	
Ref. Indicator:	
Date	

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Additional Information

If you provide additional information for any of the questions, include it as a numbered attachment and clearly cross reference it in the asterisked check box of the applicable question.

Mail this form to:

Business Gateways International LLC

Knowledge Oasis Muscat (KOM), Office 14, Building 4, Rusayl, Muscat, Sultanate of Oman

Tel: +968 24 166 100 / 24 166 123 Fax: +968 24 170 045 Hotline: +968 9671 3467

Email for Registration: register@businessgateways.com.

Email for Support: jsrs@businessgateways.com.

The submission of requested information for the registration of a foreign vendor/company awarded a contract to deliver service to PDO from abroad:

(All foreign commercial documents submitted shall be scanned copies of the original documents and must be provided in English/Arabic, and if not, it must be accompanied by officially certified translations).

Submit copies of below documents with application form (The provision of the requested documentation is mandatory to facilitate the timely registration of a vendor)

1. A scanned copy of the Certificate of Incorporation from the country of origin (A valid Certificate/Permit/License/Advocacy Certificate or any other document issued by the registrar of companies legalizing the existence and the present commercial operations of the Company in country of origin or elsewhere)
2. Bank details on the Company's letter head including the following: Bank name, Branch name, Account Holder's name, Bank key, (e.g. Sort Code, ABA, BLS, Swift code, etc.), Iban number, Invoice Currency, Account number, Account number currency, Country, signature and name and title of account's authorised person.
3. A maximum of one A4 page giving a brief explanation on the cause of any ongoing or outstanding dispute or claim in a civil or criminal court, parties involved, the date the dispute was officially filed in court, the names of the companies involved, dates, the current legal status of the dispute and the date of that status (If applicable)
4. A scanned copy of the Fax of Award or Purchase Order issued to the foreign Company either directly by PDO or by a PDO contractor issued to the foreign Company for PDO work. Registration of sub contractors is subject to conditions specified in the PDO contract.
5. The number of the PDO Contract for work sub-contracted to the local Company. (Registration is conditional to specifications in the PDO contract).
6. Technical information relating to the service which the company is applying to be registered for (Required only if applying for registration as a sub Contractor. Registration of sub contractors is subject to conditions specified in the PDO contract).

Note: The PDO's Legal department (FLG) will be consulted on the documents required for registration for any case not listed in this document.

Shell

1. Bank details on an e-mail from Shell or on a Shell letter head.

Note: As Shell Vendors are created by Shell the completion of this form by shell is not mandatory.

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Guidelines for Registration of a Foreign Vendor, Post Contract Award, For the Provision of a Service from Abroad:

Items below are extracted from Vendor Registration Guidelines GU-364. The full and controlled version of Vendor Registration Guidelines GU-364 resides in www.pdo.co.om/PDO/CommercialInfo/. GU-364 will be reviewed and updated when changes in management procedures occur and the same will be reflected in this form on the web site. Once this form or GU-364 is printed it is not controlled. Refer to the form on the website for latest updates.

Background: PDO maintains a list of approved Vendors for the provision of 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.

General: This document is intended to give Vendors and PDO users a simple guidance to the relevant legal rules applicable to conducting business for Oman. Independent legal advice and or tax advice shall be taken by Vendors before and throughout their engagement in business transactions with PDO; and while this information provided herein is believed to be accurate, no warranty is given.

Branch office: In certain circumstances a foreign Vendor can establish a branch office in Oman. One of these circumstances is where the foreign Vendor has an agreement with the Government of Oman which, for these purposes, includes a Contract with PDO. However, the Ministry of Commerce and Industry will normally grant a license for the establishment of a commercial, industrial or tourism business in Oman to an Omani Company. The foreign interest in such Company is not, normally, permitted to exceed 49%, although in certain exceptional circumstances this can be increased. Following Oman's entry into the World Trade Organization in 2000, the foreign ownership permitted might be increased to 70%.

Agency: A foreign Vendor can enter into an agency agreement with a commercial agent in Oman. Such agency must be registered with the Ministry of Commerce and Industry. The terms of the agency agreement are to be agreed between the Principal and the agent. A Principal can appoint more than one local agent for the same service.

Taxation: Applicable corporate income tax rates in Oman depend on the type of entity and extent of foreign participation. In instances where businesses are wholly owned by Omani nationals, and other companies incorporated and registered in the Sultanate of Oman, as well as branches of foreign companies taxable profits will be applicable. Where a Vendor does not have a permanent establishment in Oman or provides service as a Foreign Contractor and charges a fee for the provision of certain services, withholding tax may be payable. For applicable services, rates and other legal requirements, Vendors shall seek further advice and guidance from the relevant authorities.

Application by a foreign Vendor, post-Contract award, for the provision of Foreign Service:

All Vendors, Products and Services, who wish to do Business with PDO, shall be commercial qualified and registered at Business Gateway International (BGI)-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.

PRODUCT VENDOR IN BGI-JSRS:

Interested product vendors who wish to do a business with PDO shall initiate its request by joining PDO operator's page through JSRS, please follow this link <https://www.businessgateways.com>

The Product vendor will then be technically evaluated by Corporate Functional Discipline Head (CFDH) and if required the facility audit will be conducted by the CFDH. When approved, Vendors will be informed and registered in PDO's approved Vendor list.

SERVICE VENDOR IN BGI-JSRS:

Service provider may register in the JSRS and can be qualified as a Service provider by BGI-JSRS. PDO maintains a list of approved vendors for the services for its oil and gas operations

Currently PDO does not pre-approve and pre-register the Service Vendor till they are awarded a contract. PDO Public Tender – PPT (Post-contract award) - Application by a local/foreign Vendor/Manufacturer, for the supply of a product or the provision of a service post-Contract award vendor should post a technical bid, via the PDO Public Tender (PPT) at: <https://web.pdo.co.om/PPT/Pages/Home.aspx>.

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The PDO registration of a service vendor, who has been selected to provide the services through PDO public Tender (PPT) will immediately start, provided the vendor has already registered with BGI-JSRS. If the selected Vendor is not already registered with BGI-JSRS, then the Vendor shall immediately start the registration process.

Fax of Award shall only be issued at successful completion of the registration process with BGI-JSRS. Where a Vendor will be supplying products or services as a sub-contractor, the registration requirements and associated process will be subject to the terms and conditions (T&C's), stipulated in the Contract.

Commercial and technical submission: For tenders floated via the Public Open Tendering system technical submission, normally, precedes commercial submission. Public Open Tendering is open to both, PDO registered and none registered Vendors. The default for commercial submission is reverse auction via electronic bidding.

Technical and financial assessment for a service Vendor

- **Team:** PDO Treasury along with a PDO assessment team nominated by the Service Group Custodian is responsible for assessing the Vendor.
- **Assessment:** At the service Vendor's technical evaluation stage the Service Group Custodian shall coordinate the technical evaluation of the service Vendor and the assessment team might make a visit to the premises, as deemed necessary. PDO Treasury shall conduct a financial assessment by reviewing the Vendor's audited financial statements, where applicable. The principal objective of the financial assessment is to determine the financial status of the Vendor, evidence of banking facilities and, where relevant, insurance coverage. Treasury shall advise the Service Group Custodian the outcome of the financial review, as part of the overall evaluation. Based on the total risk/exposure to PDO the Service Group Custodian shall classify the service Vendor accordingly.
- **Cost:** The Vendor shall 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 in advance. The Vendor shall obtain the banking details and the account number from PDO Treasury on telephone number + (968) 24677271. Upon completion of the assessment Treasury shall reimburse any balance to the Vendor: Estimated cost for the assessment is as follows:
 - Europe/China/Japan/USA - \$20,000
 - India and Pakistan - \$ 7,000
 - Gulf Countries - \$ 5,000
 - Oman - On PDO's account.

The Service Group Custodian shall estimate and advise the Vendor on the estimated cost for a location not covered above or where there has been a change on the estimate provided in this document.

- **Report:** The Service Group Custodian shall authorise the assessment report and clearly highlight any registration restrictions in the remarks section of the registration cover sheet. Lead CP Data& System Management (FPB/3) shall incorporate these remarks into Omnicom which shall be referred to when bid lists are being compiled.
- **Acceptance of a service Vendor:** On the service Vendor's technical approval by the Service Group Custodian and the services Vendor's approval by the Tender Board as the winning Bidder the Lead CP Data& System Management (FPB/3) shall issue a registration acceptance certificate to the Vendor.

Vendor Registration Monitoring Report

- (i.) **Rejection of a service Vendor:** Where a Vendor has not been successful in a tender the Contract Engineer shall advise the Vendor accordingly.
- (ii.) **Registration of a service Vendor:** Lead CP Data& System Management (FPB/3) shall register the Vendor in Omnicom. The registered Vendor shall, normally, be the Vendor whose name appears on the Agency Certificate, Commercial Registration, Advocacy Certificate, Certificate of Incorporation or any other document issued to the Company as a means of legalising its existence and commercial operations.
- (iii.) **Transmission of documents:** Requests For Quotations, Purchase Orders, Service Receipt confirmations, Payment Notifications, as applicable, plus most of the procurement related documents are transmitted electronically. The Vendor shall contact OMAN TRADANET on telephone number + (968) 24153200, email ixsupport@otn.com.om to register for the digital document exchange service. No fee shall be charged to the Vendor for the registration or for the receipt of documents from PDO.

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- (iv.) **Duration of registration:** Registration duration for a foreign service Vendor providing service from abroad shall be for a maximum of 4 years. PDO has the right to extend or terminate the Vendor's registration to suit its operational needs and Business principles. Renewal of registration: On expiry, the registration is subject to renewal. The Vendor is responsible for the initiation of the renewal process. PDO reserves the right to exclude from tendering, any Vendor whose registration has expired. The Vendor shall address the request for registration renewal to Business Gateways International LLC, Knowledge Oasis Muscat (KOM), Office 14, Building 4, Rusayl, Muscat, Sultanate of Oman, Tel: +968 24 166 100 / 24 166 123 Fax: +968 24 170 045 Hotline: +968 9671 3467, Email for Registration: register@businessgateways.com or Email for Support: jsrs@businessgateways.com
- (v.) **Business Principles:** PDO's general business principles insist on honesty, integrity and fairness in all aspects of its business and PDO expects the same from its Vendors. Its Contracting out policy is on the basis of competitive bidding, with transparent procedures, providing equal opportunities to qualified and approved Vendors.
- (vi.) **Data retention: Lead CP Data& System Management (FPB/3)** shall ensure that all documents relating to Registration, including application, evaluation, acceptance, rejection, referral, updating, re-appraisal, re-grading or de-registration are retained safely and securely as follows:
- Registered Vendors: Throughout the registration life; and
 - De-registered Vendors: For a period of 4 years, before they are archived for 2 years. (Reference Finance Procedure Manual section H3 – registration documents are to be retained for 6 years).

Glossary of Definitions, Terms and Abbreviations

- PDO: Petroleum Development Oman L.L.C;
- Vendor: In this context, mainly, includes a commercially registered provider of a service, except where specified separately or differently. The only non commercially registered bodies that fall under this category are real estate service providers, Government Bodies, nonprofit organizations;
- Foreign Contractor: A company that provides service from abroad and charges fees for the provision of these services
- Company: Vendor;
- Service Group Custodian: In this context is the sponsor of the particular service group;
- Oman: The Sultanate of Oman;
- Permanent establishment in Oman: This will depend on the circumstances of each Contract, where issues such as having presence by way of a branch office, site office or the presence of their personnel in Oman for the purpose of executing a Contract of service will be considered by the Omani authorities;
- Contract: In this context means an agreement between PDO and the Vendor to provide a service(s) at an agreed price and period and agreed specifications and conditions;
- Yellow Card/Red Card system: A system for measuring the performance of PDO registered Vendors in various aspects, identifying non compliance and enforcing remedial actions;
- Principal: In this context is, normally, the Foreign Service provider which the local agent represents, and normally, not a regional office.

Related Business Control Documents References

PDO, Anti Bribery and Corruption References:

- PDO Statement of General Business Principles – GU 529;
- PDO Code of Conduct – CP 202;
- Conflict Of Interest and Confidentiality Requirements – PR 2002;
- Business Control Incident Procedures - PR 1617;
- Blow The Whistle Procedure - PR 1572;
- Public Fund Protection and Conflict of Interests Avoidance Law, Act 112 of 2011; and
- State Financial and Administrative Audit Law, Act 111 of 2011.

Business Procedures

- With Holding Tax Guidelines - GU 270;
- Contracts And Procurement Procedures - PR 1233;
- Online Bidding Procedures;
- Yellow Card/Red Card Procedures: MoM Vendor Delivery Performance and UEC Card System 4/12/2005;
- Vendor Delivery Performance Stretch Target Procedures;

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- Human Resources Manual - PR 150;
- Business Control Incident Procedures - PR 1617;
- Blow The Whistle Procedures - PR 1572;
- Royal Decree 87/96 on 'Law of Income Tax on Companies and amendment SD 54/2003; and
- Finance Procedure Manual section H3.

The release of the above Business control documents to the Vendor partially or fully is conditional to the security classification of the document.