



# Vendor registration Gulf States – Some Country Specifics

Zoetermeer, 11 februari 2011



# Abu Dhabi pre qualification



## Applicable UAE and Abu Dhabi Laws and Regulations

### Commercial Agencies Law No. 18 of 1981

- The Federal Commercial Agencies Law No. 18 of 1981 provides that:
  - Only companies and establishments wholly owned by U.A.E. nationals may act as local agents for overseas principals.
  - The only legally recognized proof of agency relationship is the official "Agency Registration Certificate" issued by the Ministry of Economy and Commerce. Agreements between local and foreign companies are not acceptable by themselves as evidence of such relationship.
  - The Law permits an overseas principal to have one agent for the whole of U.A.E. or one agent in each Emirate or in any number of Emirates.
  - Importation into the U.A.E. of any merchandise or goods for trading purposes shall only be allowed if carried out by or with the consent of the registered local agent of such merchandise or goods.



## Applicable UAE and Abu Dhabi Laws and Regulations

### Special Requirements about Municipality Licenses for “Onshore / Offshore Oil and Gas Fields” and Registration in the Emirate of Abu Dhabi

- The Department of Petroleum's Circular No. A-146/Petroleum/3551 dated 20.8.1984 stipulates that
  - Companies seeking to be invited for the provision of all type of services, construction works, supplies, catering, etc. in oil and gas fields must possess licences issued by the Abu Dhabi Chamber of Commerce & Industry and Department of Economic Development containing the phrase **“Onshore/Offshore Oil and Gas Fields and Installation Services”**. The granting of security passes to such companies is conditional upon securing this special licence.



## Applicable UAE and Abu Dhabi Laws and Regulations

- The Supreme Petroleum Council's Circular No. SPC\2-3\1680 dated 11 May, 1998 instructs
  - All operating companies to restrict contracts for works, projects and supplies in oilfield areas to companies duly licenced by the Abu Dhabi Municipality to operate in the Emirate of Abu Dhabi. The Circular also requires that all personnel employed in the execution of such contracts should be under the direct sponsorship of the contractors engaged by such operating companies.



## List of Prequalification Requirements in the UAE

### 1.1 An introduction letter (Company Profile)

- brief profile
- company's organization
- main activities and infrastructural facilities available in Abu Dhabi emirates
- a list of products/services they wish to register for

### 1.2 Trade license issued by Abu Dhabi municipality

### 1.3 Membership certificate issued by Abu Dhabi chamber of commerce & industry



## List of Prequalification Requirements in the UAE

1.4 Legal translation of trade license or Abu Dhabi chamber of commerce certificate (ADNOC)

1.5 Power of attorney (ADNOC)

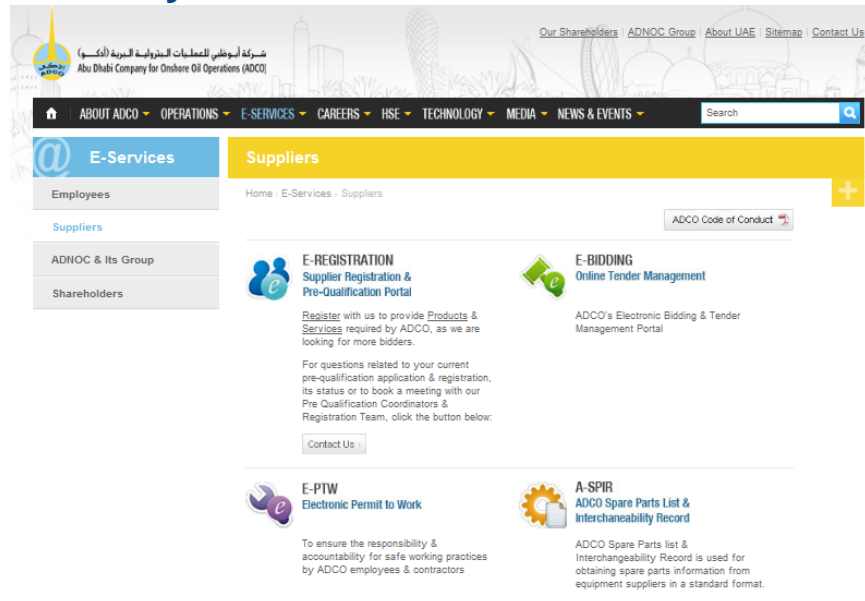
1.6 Certificate of percentage ownership from Abu Dhabi chamber of commerce

1.7 Copy of valid Environmental License issued by Environmental Research & Wildlife Development Agency (If Applicable, ADNOC)

1.8 Agency Agreement

# ADCO

- **E-registration System**



The screenshot shows the ADCO website's E-Registration System interface. At the top, there is a navigation bar with links for 'Our Shareholders', 'ADNOC Group', 'About UAE', 'Sitemap', and 'Contact Us'. Below this is a main navigation menu with categories like 'ABOUT ADCO', 'OPERATIONS', 'E-SERVICES', 'CAREERS', 'HSE', 'TECHNOLOGY', 'MEDIA', and 'NEWS & EVENTS'. A search bar is also present. The 'E-Services' section is highlighted, with a sub-menu for 'Suppliers'. The main content area features four key services: 'E-REGISTRATION Supplier Registration & Pre-Qualification Portal', 'E-BIDDING Online Tender Management', 'E-PIW Electronic Permit to Work', and 'A-SPIR ADCO Spare Parts List & Interchangeability Record'. Each service includes a brief description and a 'Contact Us' button.

- <http://www.adco.ae/eService/vendors.aspx?mnu=esr&page=2>



## ADCO

- e-Registration & Prequalification is a web enabled, user friendly system which will capture, update and manage vendor information for registration & prequalification with ADCO.
- Company profile and status of applications is available on line (for application submitted on line).
- Scan and link certificates / licences / data / manuals will be entered by the applying company
- No manual entry by ADCO, companies are responsible for the accuracy of data provided.



وزارة التنمية الاقتصادية  
 DEPARTMENT OF ECONOMIC DEVELOPMENT

**رخصة تجارية**  
Commercial License

رقم الرخصة: 10001234  
 رقم الهوية الوطنية: 12340  
 الشكل القانوني: شركة خاصة  
 الاسم التجاري: DEMO COMPANY

تاريخ التأسيس: 31-01-2006  
 تاريخ التصدار: 31-01-2010  
 تاريخ الانتهاء: 31-12-2010

نوع الشركة	الجنسية	الوصف	الرمز
Partner Type	Nationality	Description	No.
الشريك	الجنسية	نوع الشركات	#
Partner	Demo Country	CV No. Min. A	#
الشريك	الجنسية	نوع الشركات	#
Partner	Demo Country	Trade Name	#
الشريك	الجنسية	نوع الشركات	#
Partner	Demo Country	Commercial Name	#

Commercial Activities: **التشغيل التجاري**  
 The following activities are considered as fields services: **تقديم خدمات الصيانة والتشغيل في المجالات البحرية والبرية**  
 Other activities: **مشتريات أخرى**  
 Address: **Demo Address** **العنوان: Demo Address**  
 Remarks: **This Document is Considered As Commercial Register** **يتم هذا الوثيقة بحالة سجل تجاري**



**شهادة العضوية**  
Membership Certificate

Membership No 12345 E.D. Licence No 10001234  
 ADCCI Unique No. 123456

**Pursuant To Law No 27 of 2005 Abu Dhabi Chamber of Commerce & Industry**

Heroby Register **DEMO COMPANY**  
 To Practice The Activities of **Nationality Demo Country**  
 Demo Activities - Onshore & Offshore Gas & Oil Installations & Fields Services

Address **Demo Address**  
 Nationality of Partners **Demo Country**  
 Legal Form **Demo Company Branch**  
 Issued on **01/01/2010**

Valid Until **31/12/2010**  
**Abu Dhabi Chamber of Commerce & Industry**

  
 أبو ظبي  
 المجلس  
 التجاري  
 والصناعي  
 والتجارة  
 1969-2010

123456 [www.AbuDhabiChamber.ae](http://www.AbuDhabiChamber.ae)  
 الهيئة الإلكترونية  
 THE SMART e-CHAMBER  
 معكم سنواصل التقدم  
 With you we will be ahead



## ADNOC

- The Registration process for ADNOC is handled by Procurement Support Department of Procurement Services Division and can be contacted at:

PROCUREMENT SUPPORT DEPARTMENT  
ADNOC HEADQUARTERS BUILDING  
5TH FLOOR, ROOM NO. 502  
CORNICHE ROAD - ABU DHABI, UAE  
(Tel: +971 6023081/ Fax: +971 6024264)

- Open time on each Sunday between 9 AM and 11 AM when you can just walk in without any prior appointment for new registration / update existing data / clarification of registration status with ADNOC.
- The registration may take between 2 weeks to 2 months .



DUTCH ENERGY SOLUTIONS



# Kuwait pre qualification



# KOC eTendering Portal

<http://mcsetender.kockw.com/ET/Services/Common/Home.aspx>



The screenshot shows the KOC eTendering Portal website. At the top, it says "Kuwait Oil Company (K.S.C.)" and "Home | Help | Contact us". The main header features the "KOC eTendering PORTAL" logo. Below this, a grey bar contains the text: "While using this site look for this symbol [question mark icon] and obtain instant help!". On the left, there is a navigation menu with links: "Sign in", "Apply online", "KOC Tenders", "CTC Tenders", "KOC Policies and Regulations for contracts", "Commercial Documents", "KOC Approved Contractors for Categories of Work", "Application for Pre-Qualification Under KOC Category", "Tenders Under Evaluation", "Active Tenders", "Signed Contracts", "Future Tenders", and "Search". Below the menu is a "Download Links" section with links for "Internet Explorer 5.5 & above.", "Adobe Acrobat Reader 5.0", and "Winzip". The main content area has a large graphic of a globe with the text "Welcome to KOC eTendering Portal Internet". To the right of the globe is a banner image of an offshore rig with the text "KOC eTendering PORTAL" and "Today eTendering - Tomorrow eContracting". Below the banner, it states: "This site is best viewed with Microsoft Internet Explorer Ver. 5.5 and above. Prerequisite for KOC eTendering Portal is MS Office 2000."

Kuwait Oil Company, 2002 - All rights reserved.






## Kuwait Prequalification

Prequalify under KOC category





























- There are 55 categories devised by KOC

### APPLICATION FOR PRE-QUALIFICATION UNDER KOC CATEGORY

 CATEGORY FOR LOCAL ONLY  - Please click to download

 CATEGORY FOR ALL  - Will be Posted at later time.



Category	Type of Works/Services		Download
1A & 1B	Engineering, Procurement and Construction (EPC) of Major/Minor Storage Tanks and Repair Works to Existing Tanks		
1M	Tanks - Construction of New Mega Storage Tanks (Exceeding 500,000 BBL)		
1C	Tanks - Maintenance, Repair, Painting and Fiberglass Treatment to Tanks		
2A	Pipelines Exceeding 12" Diameter, Major Manifold Construction and Associated Works		
2B	Pipelines Upto 12" Diameter, Major Manifold Construction and Associated Works		
2C	Pipelines and Manifold Maintenance		
3	Air, Water & Domestic Gas Mains Upto and Including 4" Diameter		
4A	Mechanical Engineering and Plant Installation & Maintenance - Major Installation		
4B	Mechanical Engineering and Plant Installation & Maintenance - Minor Installation		
4C	Mechanical Engineering and Plant Installation & Maintenance - Process Plant Piping		
5	Electrical Installation and Maintenance - Plant, Switchgear and Cabling		
6	Cabling Installation (Telecommunication)		
7	Installation and Maintenance of Instrumentation & Control Systems		
8	Plant Maintenance - Production Facilities		



## Prequalification for Environmental Monitoring Services: Category 50

The prequalification document comes in the form of questionnaire that has to be filled in exactly as stated and supported by the requested attachments per section:

- **Invitation to Pre-qualify**
- **Prequalification Questionnaire**
- Section One - Mandatory Questions
- Section Two - Applicant's Organization and Structure
- Section Three - Applicant's Previous Experience Section
- Four - Applicant's Current Workload
- Section Five - Applicant's Resources
- Section 6 - Applicant's Health, Safety and Environment Management System
- Section 7 - Applicant's Financial Status
- Appendix- Parent Company Guarantee



## Prequalification for Environmental Monitoring Services: Category 50

Applicants should demonstrate that they:

- take full responsibility and has records of completing similar Services/Works.
- have annual turnover in excess of three (3) million US Dollars and has a record of relevant Services over the last ten (10) years.



DUTCH ENERGY SOLUTIONS



# Qatar pre qualification



## Qatar prequalification

Qatar Petroleum's e-registration consists of 3 stages process:

- Initial Registration:
  - Accept, print, duly sign, stamp, date and sent via courier QP User Agreement
  - Fill the Company basic details and include a summary of your Company Profile
  - Submit the request to QP.
  - QP will forward a user identification number and password in order to allow you to complete the e-registration process.



## Qatar prequalification

- Final Registration:
  - Online the following documentation for all Vendors (Local/Foreign) unless specified:
    - Commercial Registration (for local suppliers only)
    - Certificate from the Qatar Chamber of Commerce or GCC
    - Appointment Agreement/Letter
    - Import/Export –Trade License – Municipal License
    - Specimen official letterhead
    - Specimen official invoice
    - Vendor Master File Update Form: It must be duly signed, stamped and dated send by courier in order to be processed. Then send an e-mail to QP stating the attachments.
    - Bank letter/bank statement
    - Company Profile (to include Product range, History, Facilities', Equipment, Layout etc)
    - Third party Certification (ISO, ASME,API, ATEX, others)
  - The request will be reviewed by Materials Department .
- Maintaining your data accurately in case for renewal, profile update etc.



## eRegistration

<https://ereg.qp.com.qa/veronline/Welcome.do>



### e-Registration

*"Extending the Supply Chain through quality local and global sourcing"*

Welcome to Qatar Petroleum's e-Registration.

As part of QP's strategy to progress with e-procurement you are requested to submit your company details as per QP's [e-registration process](#). This requirement is for new suppliers and suppliers already registered with QP. An easy to follow presentation with the required stages of the process has been included for your convenience.

The database will be monitored daily by Materials staff to identify companies that are suitable for providing required goods/services to meet QP's requirements.

Notification of Registration does not confer any approval or pre-qualification status on any supplier. The award of any business by QP will follow established procedures for bidding, evaluation, quality and negotiation.

Note, any information submitted and found to be incorrect and not a true statement of your business, could lead to the removal of your company from the QP Materials Department supplier database.

For further clarification, contact [Supplier Relation](#)

New Supplier Registration [Click here](#)  
[here](#)

Registered Suppliers [Click](#)

