



# **Vendor Registration Public Relation Awareness Services**

***Haya Water (Oman Wastewater  
Services Co.)***  
**Finance & Procurement Department**

**DOCUMENT NO. :**

**REVISION :**

**DATE :**

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## **Section C-01: INSTRUCTIONS TO APPLICANTS**

### **1. General**

This Registration Document is issued by Haya Water to Companies interested in tendering for the works defined in Section C-02 of this document. The description included in Section C-02 contains general information on the scope of the proposed project. The Applicant shall examine all instructions, forms and terms defined in the Registration Document, and shall submit all information and documentation required. Incomplete submissions will be rejected by Haya Water.

### **2. Submittal of Application**

This application shall be completed in the English language and in one (1) original, plus 1 Copy, which shall be delivered in sealed envelope or package boldly marked:

**VENDOR REGISTRATION FOR THE PUBLIC RELATION AWARENESS SERVICES**

Company's submission should be delivered on the date and time specified in the invitation and should be addressed to:

**Finance & Procurement Department**  
**Haya Water (Oman Wastewater Services Company (OWSC)),**  
**P.O. Box: 1047, Al Khuwair,**  
**Postal Code: 133, Sultanate of Oman**  
**Fax No. 24603084,**  
**Email: [tender@haya.com.om](mailto:tender@haya.com.om)**

### **3. Right to Accept or Reject Applications**

Haya Water reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time without giving reasons and without incurring any liability to the Applicants.

### **4. Clarification of Registration Document**

A prospective Applicant requiring any clarification of the Registration Document shall contact Haya Water in writing at the address indicated in clause 2 above.

*For the purpose of this clause, 'working days' shall mean Saturday to Wednesday from 07:00 am till 15:30 pm.*

### **5. Expenses for Registration**

Any or all costs and expenses incurred by the Applicants in an effort to be registered including presentations, if required, shall be at the Applicants expense and will not be reimbursed by Haya Water.

## **7. Letter of Application**

The Applicants shall complete the Letter of Application and shall sign, put date and stamp all pages of the Registration Document with the company official stamp. The Application must be signed by the duly appointed principal fully authorized to represent and bind the Applicant. Any incomplete or improper Application will be rejected.

## **8. Supporting Documents**

The Application shall be submitted solely on the basis of the Registration Document issued to the prospective Bidders.

**In addition to the Registration Document issued to prospective Bidders, it is mandatory for the Applicant to provide details regarding the constitution of the company comprising of a copy of the following certificates and documents. Any Application not accompanied by all the required documents will be rejected.**

1. The registration certificate of the company at the Commercial Registration Department of the Ministry of Commerce and Industry.
2. The license approved and issued by the Ministry of Commerce and Industry.
3. The certificate of Membership of the company with Oman Chamber of Commerce and Industry (Local Companies Only).
4. The certificate of registration with the Tender Board (Local Companies Only).
5. In the case the Applicant has no registration in the Sultanate of Oman; he undertakes to take all necessary action to register the firm in accordance with the rules and regulations prevalent in the Sultanate of Oman within one month of the acceptance of his tender. The Applicant must submit an undertaking to that effect, along with the present registration documents and details of his company in his home country.

## **9. Evaluation of Applications**

Haya Water will evaluate the applications against the qualification criteria defined in Section C-03. Haya Water reserves the right to waive minor deviations in the qualification criteria if, in its opinion, the deviation will not materially affect the capability of the Applicant to undertake the Works/Services.

**10. Letter of Application**

**VENDOR REGISTRATION FOR THE PUBLIC RELATION AWARENESS SERVICES**

To: Finance & Procurement Department  
Haya Water  
P O Box 3568, P C 112,  
Sultanate of Oman

Gentlemen,

Having examined the Registration Document, we hereby submit all the necessary information and relevant documents for registering us for bidding for the above mentioned work. The application is made by us on behalf \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_, duly authorized.

We understand that Haya Water reserves the right to reject any application without assigning any reason.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant including the title  
And capacity in which the application is made.

Enclosures:

1. Forms duly filled.
2. Evidence of authority to sign.
3. Latest brochure, if any.

## **SECTION C-02**

### **PROJECT DESCRIPTION AND SCOPE OF WORKS**

Haya Water is a Government of the Sultanate of Oman owned entity, and is empowered to build and operate the Muscat Wastewater Project covering an area of 3,900 km<sup>2</sup>. The company is currently executing a very large infrastructure project to build wastewater collection, treatment and reuse system in the Muscat Governorate.

**The Objectives:**

You are hereby invited to submit your profile to register for Public Relation activities specifically in planning, designing and the full execution of a year long Safety Media Campaign. The objectives of the campaign are as follows:

- Ø Reduce accidents by making the public aware of the inherent dangers in the construction work.
- Ø Increase the public acceptance of the project through the demonstration of its benefits and enhancing the understanding of its different stages of execution.
- Ø Make Haya Water a household name in Muscat Governorate.

## **SECTION C-03**

### **Qualification Criteria and Requirements**

This Section contains all the methods, criteria, and requirements that Haya Water shall use to evaluate applications. The Applicants must fill out all information and parts of this Section and submit all required statements and sheets as an appendix to this document.

**Part 1 : Specific and Relevant Experience in the Past (5) years**

Company Name:

Sr.	Client/Owner & Principal Reference	Project Description & Location	Type of Contract Awarded to Company	Brief Description of the works	Contract Duration	Schedule Completion		Actual Completion Date	Total Contracts Value RO.
						Start	End		
1									
2									

**(NB. Each Project shall be accompanied with Client’s Letter of Acceptance, Purchase Order, and Certificate of Completion)**

**Part 2 : Status of Current Workload**

Company Name:

Sr.	Client/Owner & Principal Reference	Project Description & Location	Brief Description of the works	Date Awarded	Contracts Value R.O.	Scheduled Date of Completion	Actual Date of Completion
1							
2							

**(NB. Each Project shall be accompanied with Client’s Letter of Acceptance, Purchase Order, and Certificate of Completion)**

**Part 3: Resources:**

1. Personnel and Workforce

List below the number of your current personnel and workforce:

- 1)
- 2)
- 3)
- 4)

Total :

\_\_\_\_\_

2. Other Resources

**Part 4: Vendor Registration Criteria:**

<b>Sr.</b>	<b>Criterion</b>	<b>Description</b>	<b>Criterion Weight</b>
<b>1</b>	<b>Specific Experience</b>		<b>55%</b>
<b>2.</b>	<b>Track Record</b>		<b>15%</b>
		a- Completion on Time	7.5%
		b- References	7.5%
<b>3.</b>	<b>Resources</b>		<b>15%</b>
<b>4.</b>	<b>Documentation &amp; Information Submitted</b>		<b>15%</b>
<b>Total</b>			<b>100%</b>

**Only those Applicants who have scored above (60%) will be considered as technically acceptable and shall be listed as Registered Contractors.**

## HAYA WATER

### VENDOR REGISTRATION FORM – SERVICES

Please fill in the following required information and submit supporting documents

#### 1.0 General Information

1.1 Company name:

\_\_\_\_\_

1.2 Contact Person (Managerial Level): \_\_\_\_\_ GSM  
No. \_\_\_\_\_

1.3 Date of company establishment:

\_\_\_\_\_

1.4 Business Address:

\_\_\_\_\_

1.5 Telephone Number(s):

\_\_\_\_\_

1.6 Facsimile Number(s):

\_\_\_\_\_

1.7 E-mail Address: \_\_\_\_\_ Website:

\_\_\_\_\_

1.8 Brief Details of Services: *(attach a separate sheet if required)* \_\_\_\_\_

\_\_\_\_\_

1.9 Principals, if any: *(Please write principals name and their service)* \_\_\_\_\_

\_\_\_\_\_

1.10 Local Agents, if any: *(Applicable to Overseas Companies only)* \_\_\_\_\_

\_\_\_\_\_

1.11 Certificate of commercial registration/incorporations *(To be attached)*

#### 2.0 Omanisation (Local vendors Only):

2.1 Status

3.0 Details of resources i.e. manpower, facilities & equipment (To be attached).

4.0 Experience details for the last 5 years.

5.0 Copy of Audited Financial Statements as applicable (To be attached).

**Please add additional pages if required to fill the details.**

**All fields to be filled and Haya Water reserves the right to reject incomplete application forms.**

**We confirm that the information provided is true and acknowledged that our registration may be cancelled if found otherwise.**

Signature :

Date :

Name :

Designation :

Company Seal :

**For official use of 'HAYA' only.**

Details of On-site assessment (if required):

- 1. ....
- 2. ....
- 3. ....
- 4. ....

Remarks, if any:

Functional Head : \_\_\_\_\_

Procurement Head : \_\_\_\_\_

**Vendor status:**

Accepted	Rejected
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**Allotted Vendor code:**

MSC/F114b/R.0