



PETROLINES FOR CRUDE OIL LTD.

شركة بترولائيز لخدم النفط المحدودة

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USER GUIDE FOR VENDOR LISTING DATASHEET

Vendor Database Management System (VDMS)

CPL Section

ADMINISTRATION & SUPPLY DEPARTMENT

Level 7 GNPOC Tower

Plot No (91), Block No (4), AlMugran District
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VENDOR LISTING DATASHEET USER GUIDE

1.0 INTRODUCTION

PETCO is embarking on an integrated computerized ERP system. One of the tasks required for this exercise is the restructuring of the database of potential bidders for PETCO tenders. The Vendor Listing Datasheet is one of the tools for gathering data for the bidder list in a structured manner. All PETCO Invitation-To-Bids (ITB's) produced subsequent to the ERP 'on-line' date will be issued only to vendors listed in the ERP database. However, PETCO reserves the right to issue ITB's to vendors short-listed from this list.

2.0 GENERAL

Vendor is advised to read and understand the contents of this user guide. This is to ensure that the Vendor Listing Datasheet is filled-up correctly for subsequent upload into PETCO computerized database. The information requested in the datasheet is subject to change. As such, vendor is strongly encouraged to check for updates in PETCO Web Page at (<http://www.petrolinesd.com>). Any changes in the datasheet are at the sole discretion of the VDMS Unit in PETCO.

3.0 NEW APPLICATION

- A. The purpose of the datasheet is to exhibit the Vendor's company integrity and capability. Vendor is encouraged to submit any supporting document such as registrations with professional bodies, audit reports, recognitions etc. All attachments shall comply with the requirements in the document checklist.
- B. Vendor can apply for listing to not more than 10 (ten) secondary categories of MSSC (Material & Services Standard Categories).
- C. Datasheet downloaded/printed from PETCO website (<http://www.petrolinesd.com>) and completed, shall be submitted by the following methods:

By Postal Service:

Submit the completed datasheet to –

**PETROLINES FOR CRUDE OIL LTD
CONTRACTS, PURCHASING AND LOGISTICS SECTION (CPL)
ROOM 769
LEVEL 7
GNPOC Tower – Plot No (91), Block No (4), AlMugran District
Khartoum – Sudan, P.O. Box: 11856**

Tel +249 -18-70370769

Fax: +249-183760065

By Hand:

Submit the completed datasheet to CPL Section, Level 7 GNPOC Tower within the following hours –

Sunday to Thursday **10:00 am – 12:00 noon** and **2:30 pm – 3:30 pm**

4.0 RENEWAL AND MSSC ADDITION

- A. A new listing is valid for a period of 2 (two) years, after which a vendor will be put on 'hold' status and will not be included in any bidder list. Vendor is encouraged to renew its listing by as early as 2 (two) months before the expiry of its listing period.
- B. Application for MSSC addition is different from the application for renewal of listing. Vendor can apply for 3 (three) additional secondary level categories of MSSC per year by sending an application letter which shall include:
 - Justifications for additional categories.
 - Proof for justifications i.e.:
 - I. Partnership documents.
 - II. Assignment letter as sole agent.
 - III. Purchase proof of new equipment.
 - IV. Others.

5.0 GUIDELINES FOR MSSC (MATERIAL & SERVICES STANDARD CATEGORIES)

- A. The MSSC is divided into three (three) parts:
 - 1. Supply of Capital Items.**
 - 2. Supply of Goods.**
 - 3. Provision of Services.**

Vendor shall identify the types of Capital items, Goods or Services as provided for in the MSSC.

- B. Vendor may propose new MSSC categories, which are not available in the MSSC. However, the decision to include the proposed category in the MSSC is at the sole discretion of the VDMS Unit in PETCO.

6.0 NOTIFICATION TO VENDORS

- A. Vendor will be notified of successful listing through postal service or fax.
- B. Vendor can apply for MSSC addition only after 4 (four) months from the date of the first and any subsequent listings.

C. The decision to include Vendor in PETCO listing is at the sole discretion of PETCO. PETCO will decide whether the Vendor provided information is sufficient or to send clarifications to Vendor.

D. Vendor can contact the following numbers for enquiries on the datasheet:

+2491870370763

Requests for changing the requirements in the datasheet will not be entertained.

7.0 DOCUMENT CHECKLIST

	APPLICABLE DOCUMENT	REQUIREMENT
	GENERAL	
1	Vendor Listing Datasheet	Endorsed by Director / General Manager and Company Stamped.
	SECTION B	
2	Business License and / or certificate of incorporation	Indorsed by Director / General Manager
	Detailed plan for setting –up Office in Sudan	Indorsed by Director / General Manager
3	Parental Guarantee Letter	Indorsed by Director / General Manager
4	Organization Chart & Résumés	To include résumés for everybody listed in the chart
	SECTION D	
5	Accreditation Certificate	Indorsed by Director / General Manager
	OTHER ATTACHMENTS	
6	ANY Supporting Documents	Official Documents are to be endorsed by Director / General Manager