Saudi Aramco’s Registration and Prequalification for Service Suppliers
Objective

• Overview of Saudi Aramco’s:
  - Registration Process
  - Prequalification Process
  - General Bid Slates (GBS)
Electronic Contracting Network (ECN)

- ECN is a comprehensive and **user-friendly web-based system** that **automates most of the business functions and activities** that occur during the procurement of contracts.
- ECN enables Saudi Aramco and its contractors to **interact with each other online**.
- ECN provides Saudi Aramco registered contractors with their **own contractor profile section**, which enables them to provide their own information and updates online, at anytime from anywhere.
ECN Registration Process

New Contractor Registration
(Saudi Aramco Contractor)

Registration Stages

Introduction
- Submitter Information
- Required Documents
- Company General Information
- Ownership Information
- Designated Contacts
- Authorized Signatories
- System Generated Documents
- Confirmation of Accuracy
- Submission Confirmation

Registration Procedure for Saudi Aramco Contractors:

Thank you for your interest in registering your Company with Saudi Aramco Contracting Department. Registration with Saudi Aramco is required for all establishments/companies that enter into a contract with Saudi Aramco. Your Company will be required to upload certain Required Documents as well as complete the online Registration Screens.

It is important to note that this registration/update process merely provides Saudi Aramco with current contact and other basic information about your company. This registration is different from contractor prequalification which is performed separately in connection with a specific contract or group of similar contracts.

After successfully registering with Saudi Aramco, your Company will be granted online access to your own Contractor Profile section in which your Company will be able to present various prequalification type data (such as experience, human resource, equipment, certificates, etc.) and update such information online at any time. Saudi Aramco will refer to your Contractor Profile when searching for contractors who are potentially qualified for certain jobs.

Important: Please first print this page, prepare all required documents, and then scan them into the required PDF format prior to proceeding any further. Please make sure that the name on the letter head of co./est. should match the official name on the Commercial Registration.

The ECN Online Registration Process is composed of three main steps:

Step 1: Required Documents:
You are required to upload electronic scanned copies of the following documents in Adobe Acrobat PDF format only. Please note that each field allows only ONE file to be uploaded.
ECN Registration Process

- Introduction
- Submitter Info.
- Required Documentation
- Company General Info.
- Ownership Info.
ECN Registration Process

1. Designated Contacts
2. Authorized Signatories
3. System Generated Documents
4. Confirmation of Accuracy
5. Submission Confirmation
Required Registration Documentation

1. Valid Commercial Registration Certificate (or Government License)
2. Letter to the Manager of Saudi Aramco Contracting Department signed by your Company Owner or President
3. Chamber of Commerce and Industry Membership
4. Valid Zakat and Income Tax Payment or Clearance as well as Value Added Tax (VAT) Registration Certificate.
5. Recently issued Saudization Certificate (Decision 50) from the Labor Office
6. Valid Certificate from the General Organization for Social Insurance (GOSI) confirming that your Company is registered
Required Documentation (cont.)

7. Ownership and Authorized Signatories and Contacts Letter in Arabic and in English printed on your Company letterhead
   - Authenticated by the relevant Chamber of Commerce
8. Designated Contacts – Computer Use and Confidentiality Agreements (Senior Officer, Main Contact, Alternate Contacts)
9. Government Contractor Classification Certificate, if applicable
10. Article of Association and any amendment(s) made thereinafter
11. Power of Attorney (if needed)
12. Acknowledge and agree to Supplier Code of Conduct
Saudi Aramco Supplier Code of Conduct

• **Scope**
  - Establishes a Policy for all current and potential Saudi Aramco Suppliers

• **Intent**
  - Saudi Aramco requires its Suppliers to share its commitment to conduct business in an ethical, legal, safe, and environmentally and socially responsible manner
Service Providers

Electronic Contracting Network (ECN)

• esr.aramco.com

For help & support:

• contractor-registration@aramco.com
• Tel:+966-13-874-2222

Saudi Aramco Offices in Chamber of Commerce
(Riyadh & Dammam)
Access to bidding opportunities

Included in a Saudi Aramco approved list of technically and commercially capable contractors (General Bid Slate - GBS)
General Bid Slates (GBS)

What is a GBS?

- Lists of Prequalified Services Suppliers
- Sourcing Unit Develops and Manages GBS on Behalf of Proponent Departments
- GBS are Subject to Periodic Review
- Prequalified Contractors Re-evaluated Every Two Years
- Inclusion on a GBS is not a Guarantee of Work
General Bid Slates

Examples of Proponent Organizations:

- Project Management
- Drilling and Workover
- Marine Department

Examples of General Bids Slates:

- Onshore Pipelines
- Offshore Facilities
- Slickline Services
Saudi Aramco’s Prequalification Process
Saudi Aramco Prequalification Process

The prequalification and site visit will mainly focus on:

- Company Organization
- Work Experience
- Resources
- Certification & Training
- Safety Program
- QA/QC
Saudi Aramco Prequalification Process

Contractor Completes Prequalification Questionnaire

Submit to Sourcing Unit

Saudi Aramco Evaluates

Saudi Aramco Conducts Site Visit

Saudi Aramco Informs Contractor of Result

Debriefing & Courses of Action - Resubmittal

Saudi Aramco Adds Contractor to GBS
www.saudiaramco.com
Click on the links below to see examples of contracting opportunities with Saudi Aramco:

- Project Management Department Contracting Opportunities
- Drilling & Workover Department Contracting Opportunities
- Facilities and Corporate Maintenance Department Contracting Opportunities
- Marine Department Contracting Opportunities
- Community Services O&M Contracting Opportunities
- Inspection Department Contracting Opportunities
- Pipelines Department Contracting Opportunities
- Transportation Department Contracting Opportunities
To learn more about prequalification for these opportunities, **click here**. Please note that registration or prequalification with Saudi Aramco is not a guarantee of future work.

1. **Buildings**

Building construction work includes construction of:

1) Office and commercial buildings, clinics, schools, laboratories, dining halls, support shop buildings, and security gates.
2) Highrise buildings having more than 12 floors, iconic landmarks/buildings, and hospitals.

2. **Residential Housing**

Residential housing construction work includes construction of residential housing compounds. The definition of a residential compound is a complex of community villas (250 villas minimum), and associated community utilities and services such as: schools, community buildings, and parks.

3. **In-Plant**

In-plant construction work includes construction of oil and gas processing plants their upgrade and revamp, refinery plants, petrochemical plants, plant utilities (water, nitrogen, air, and steam), power generation, and bulk plants and storage tanks.
Thank You