



# Online Bidding System Manual

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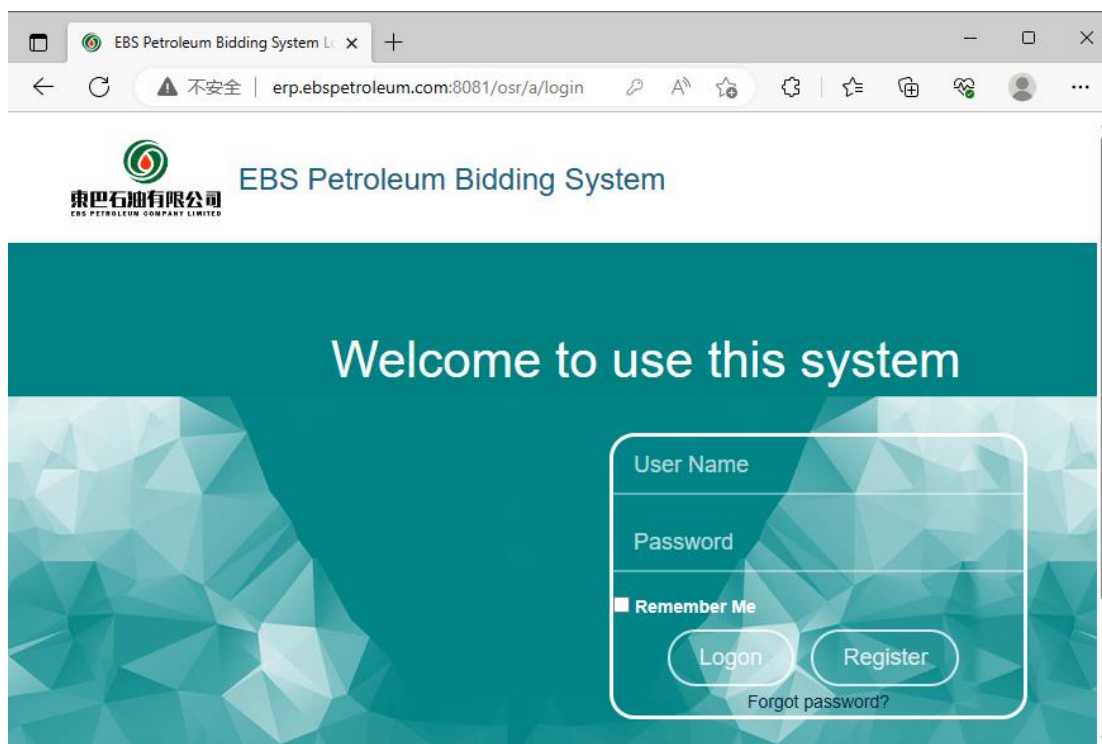
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### Notice Before Use

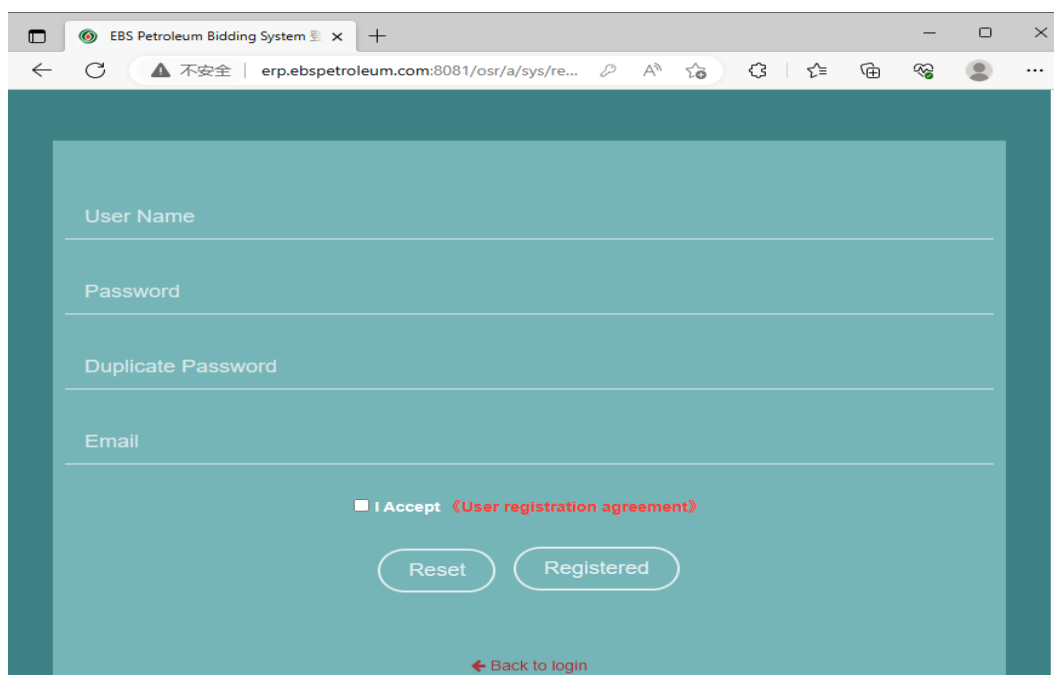
This manual is part of the bidding document. EBS Petroleum Company Limited will not bear any responsibility for bidder's failure to comply with this manual.

## 1. User Account Registration

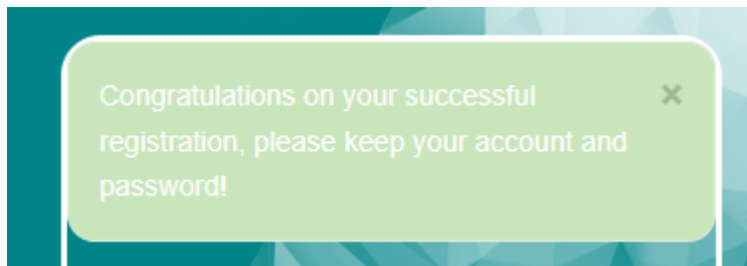
- 1) Open the website: <http://erp.ebspetroleum.com:8081/osr/a/login> in your web browser
- 2) Click the "Register" button on the login page to open the registration page, as shown below



- 3) Fill in the necessary registration information, including:



- User Name: A unique identifier for logging into the system. Once registered, it cannot be changed.
  - Password/Duplicate Password: Ensure a strong password, preferably including letters, numbers, special characters, and with a considerable length
  - Email: Provide an email address to receive system notifications and password reset emails.
  - User Registration Agreement: Agree to the user agreement to complete the registration.
- 4) Registration Successful
- After receiving the system's successful registration message, please keep your username and password secure



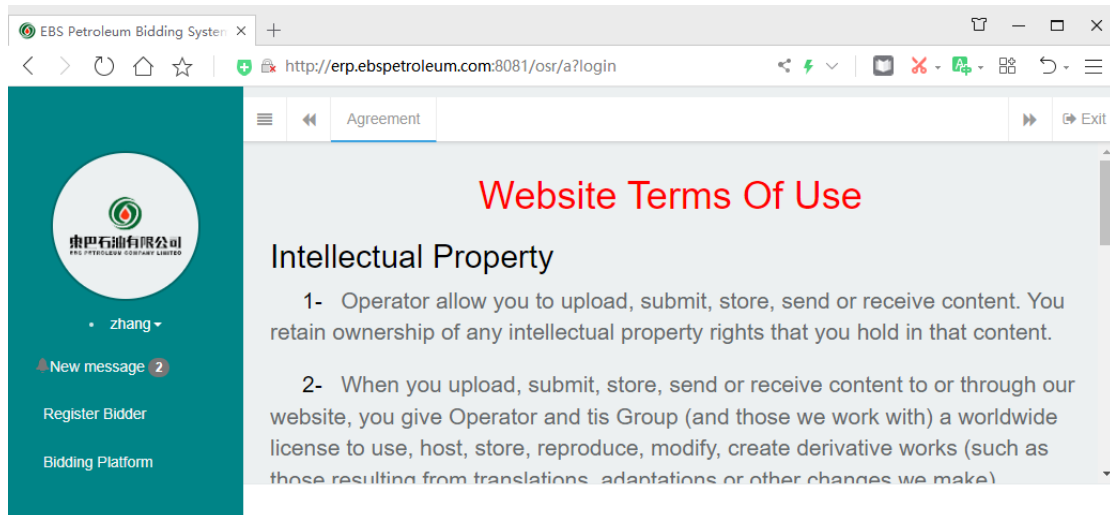
## 2. User Logon

Enter your registered account information and click "Logon" to access the system.



The image shows a login form with a teal background and a white border. It contains the following elements: a "User Name" input field, a "Password" input field, a "Remember Me" checkbox, a "Logon" button, a "Register" button, and a "Forgot password?" link.

Upon successful logon, the system will automatically open the main interface



The screenshot shows a web browser window with the URL <http://erp.ebspetroleum.com:8081/osr/a?login>. The main interface features a teal sidebar on the left with the EBS Petroleum Bidding System logo and the text "张巴石油有限公司 THE PETROLEUM BIDDING SYSTEM LIMITED". Below the logo, there is a user profile "zhang" and a "New message 2" notification. The main content area displays "Website Terms Of Use" in red, followed by "Intellectual Property" and two numbered points: "1- Operator allow you to upload, submit, store, send or receive content. You retain ownership of any intellectual property rights that you hold in that content." and "2- When you upload, submit, store, send or receive content to or through our website, you give Operator and tis Group (and those we work with) a worldwide license to use, host, store, reproduce, modify, create derivative works (such as those resulting from translations, adaptations or other changes we make)".

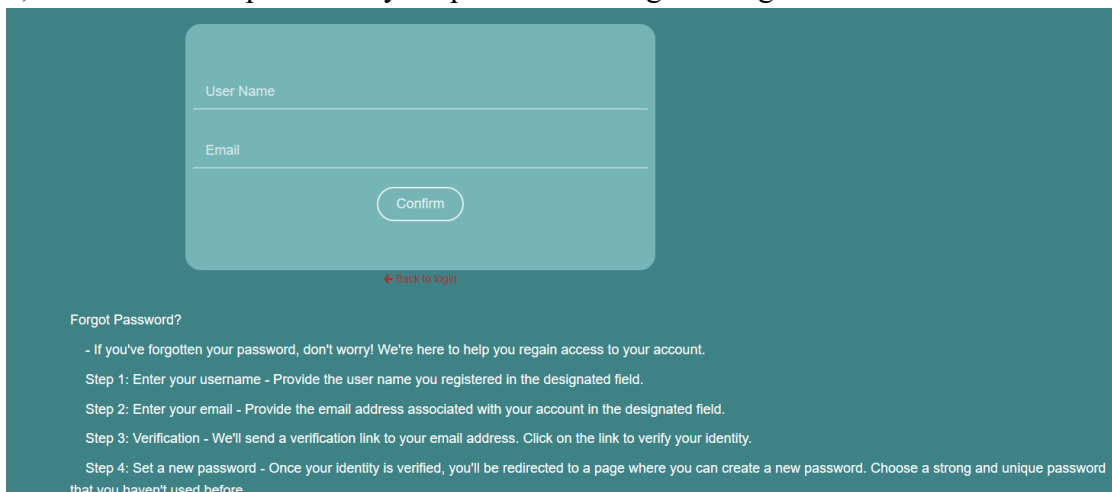
### 3. Change Password

- 1) On the login page, click "Forgot Password" to change the password



The image shows a login form on a teal background. It contains three input fields: "User Name", "Password", and a checkbox labeled "Remember Me". Below the fields are two buttons: "Logon" and "Register". At the bottom of the form, the text "Forgot password?" is highlighted with a red rectangular border.

- 2) Follow the steps to reset your password through the registered email



The image shows the "Forgot Password" form and its instructions. The form is a light teal box with two input fields: "User Name" and "Email", and a "Confirm" button. Below the form is a red link with a left-pointing arrow: "← back to login".

**Forgot Password?**

- If you've forgotten your password, don't worry! We're here to help you regain access to your account.
- Step 1: Enter your username - Provide the user name you registered in the designated field.
- Step 2: Enter your email - Provide the email address associated with your account in the designated field.
- Step 3: Verification - We'll send a verification link to your email address. Click on the link to verify your identity.
- Step 4: Set a new password - Once your identity is verified, you'll be redirected to a page where you can create a new password. Choose a strong and unique password that you haven't used before.

## 4. Company Registration

- 1) Click "Register Bidder" on the left-side menu of the main interface to open the registration page.

Please fill in the basic information of your company in this page and complete the related information in the following steps!

*Company Name:	Company name should be same will	*Company Registration Doc. or B/L:	Please attach all related comp	*Validation Date:	
*Tax ID:		*Tax Registration Documents:		*Validation Date:	
*Registration Capital (USD):	0.000	*Currency Type:	USD	Date of registration of the legal entity:	
*Name Of Legal Person :	Please enter your name	*Legal Person's Phone Number:		Valid date of company registration documents:	
*Company Email:		*Company Contact Number:		*Email of Legal Person:	
*Country/Region of Registration:	Afghanistan	*Vendor Type:	Local Vendor		

Registered Branch in Iraq (for international company only): YES

Business License in Iraq: Tax Certificate: Validation Date of Tax Certificate:

\*Types of activity:

- Construction - Civil work
- Construction- Oil Service

- 2) Fill in the registration information, including:
  - Various company details: Please complete each item as required by the system, with the \* indicating mandatory item.
  - Qualification documents: Upload clear PDF attachments.
  - Types of Activity: Select the appropriate options based on actual activities; multiple selections are supported.
- 3) Save Information

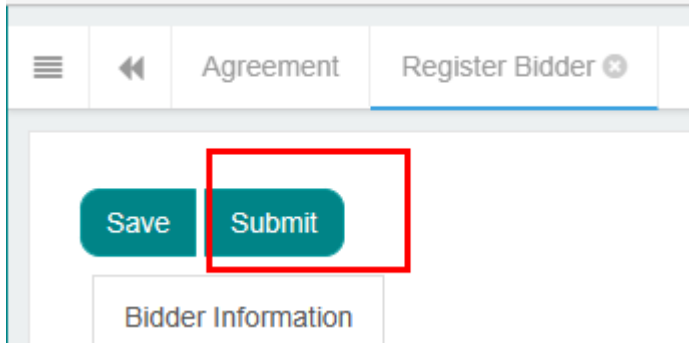
Before submitting the information, users can click the "Save" button anytime to save the company information.

Save Submit

Bidder Information

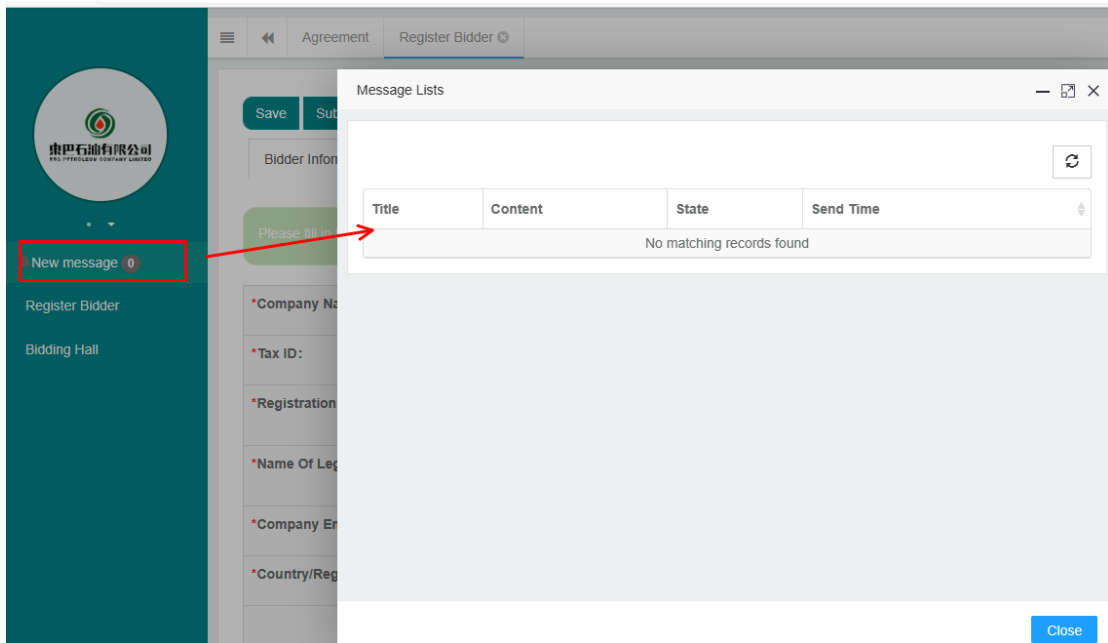
- 4) Submit Information

If the company information is completed, click "Submit" to submit the company details. If any errors are detected, correct the information as required by the system. Submitted information cannot be modified, and it awaits EBS review.



### 5) Update Information

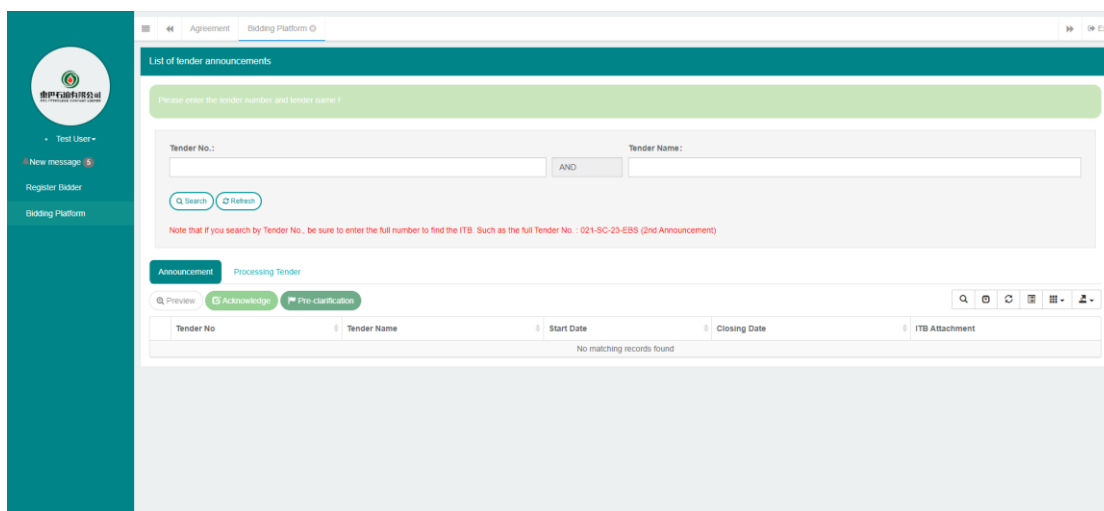
Please monitor the system notifications regularly. If you receive a "New Message," it may indicate that the company information has not passed the review. Follow the instructions in the notification to update the company information, then save and submit the information again as described above, awaiting EBS approval.



## 5. Download ITB

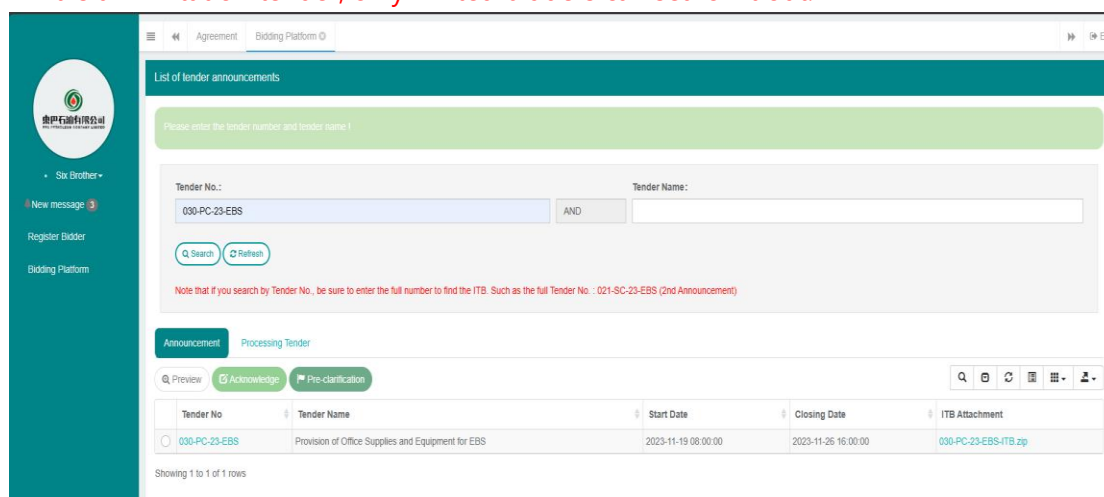
After successfully registration of Company's Information in this system, the company could download the ITB for bidding projects.

- 1) Click the 'bidding platform' on the main interface to access the bidding projects.



- 2) Input the full tender number or the tender Name that announced in Local Newspaper and EBS website, then click 'search' button to access to the ITB document.

If it is an invitation tender, only invited bidders can search it out.

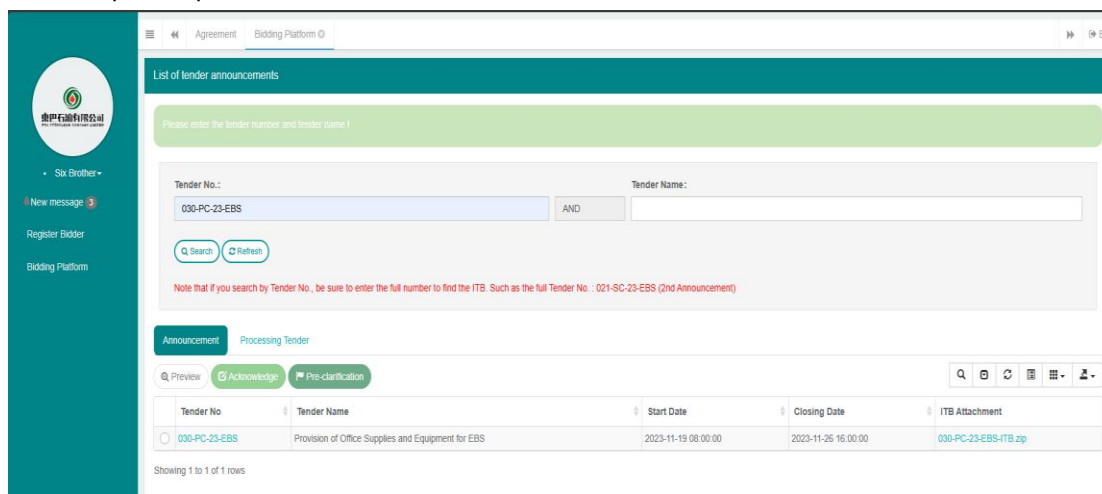


- 3) Click 'tender number' to check the announcement information of this tender and pre-bid clarification, or click 'ITB Attachment' to download the ITB document.

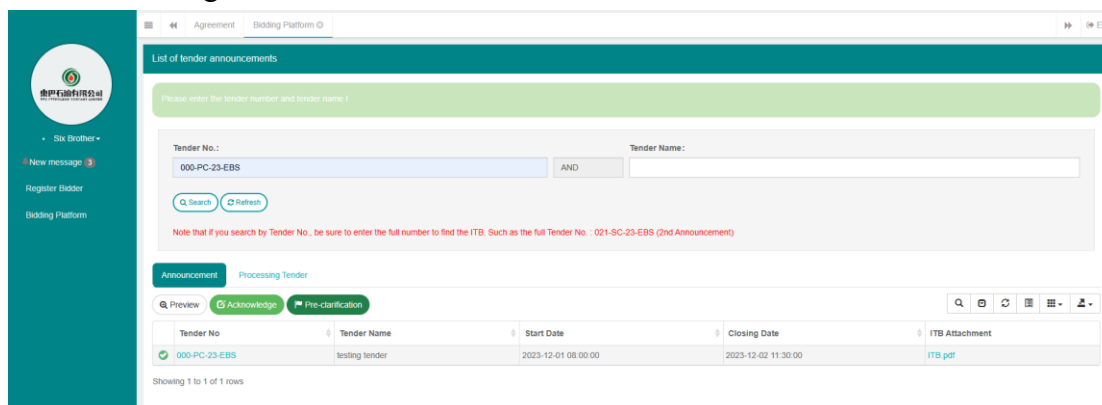


## 6. Submit Acknowledgement Letter and Process Pre-bid Clarification if need.

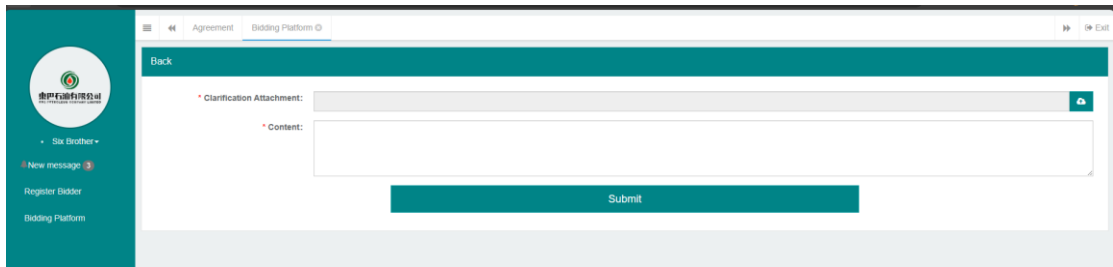
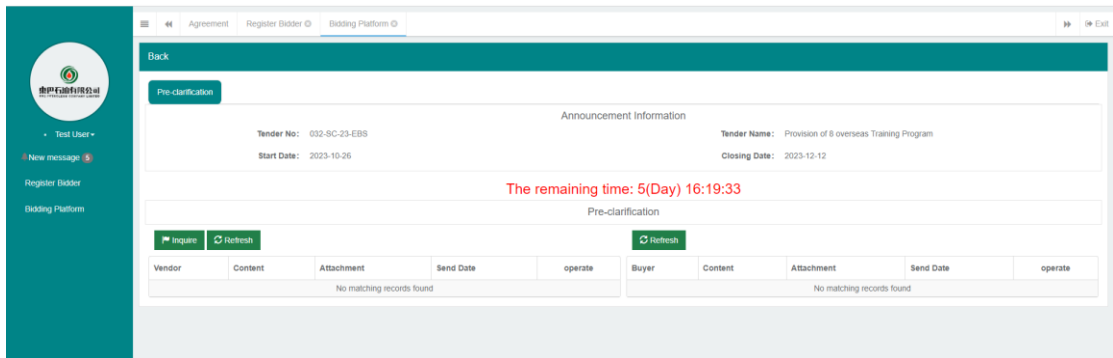
- 1) Submit Acknowledgement Letter: Read the ITB document carefully, if the company are interested in this tender, please click 'Acknowledge' button to submit the acknowledgement letter. The acknowledgement letter shall be a PDF document with signature and company stamp as required.



- 2) Process Pre-bid Clarification if required: during announcement period, any time that no later than required time in ITB document or enquiry document, Pre-Bid clarification could be processed through the system instead of email. Search for the tender firstly. Choose the tender and click the button 'Pre-clarification' to enter the interface for clarification. Bidder could only initiate the Pre-bid clarification after submitting your Acknowledgement Letter.



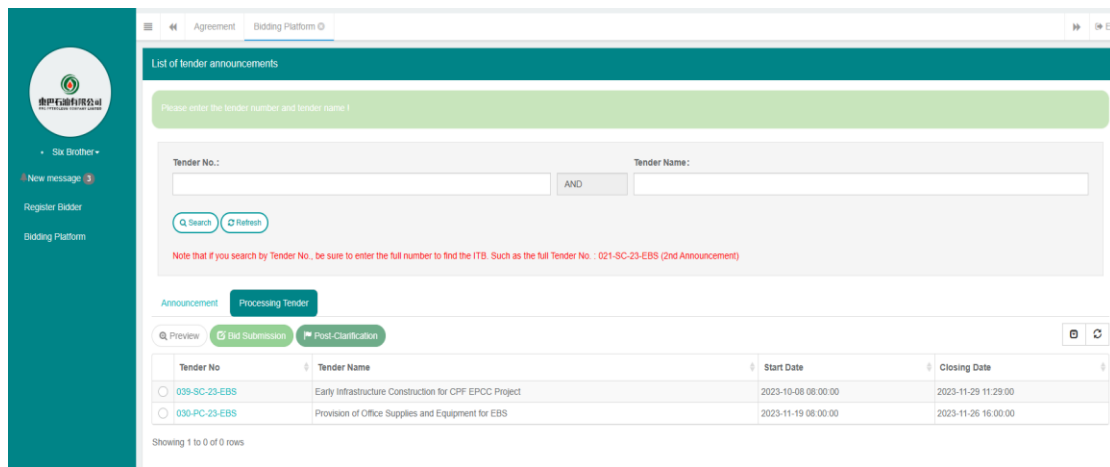
Click the button 'Inquire' button, and upload document for Pre-bid Clarification.



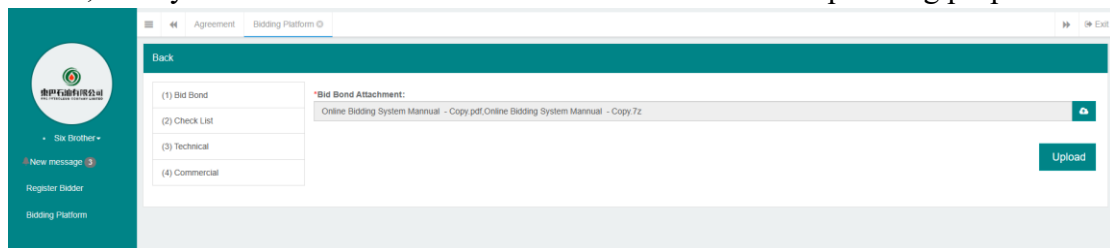
Once there is new released update (might from bidder or EBS) regarding pre-bid clarification, The system will automatically send out a reminder message to company account and the email box that filled in when processing company registration.

## 7. Upload the Encrypted Tendering Proposal and Its Password

### (1) Upload the Encrypted Tendering Proposal



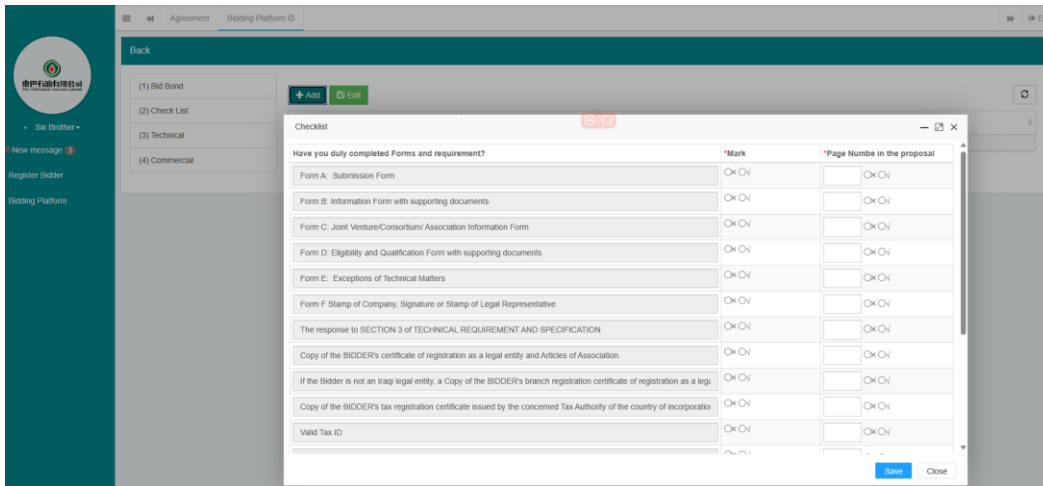
Click 'Bidding Platform' button, and then click 'processing tender', choose the subject tender, finally click 'Bid Submission' to enter the interface for uploading proposals.



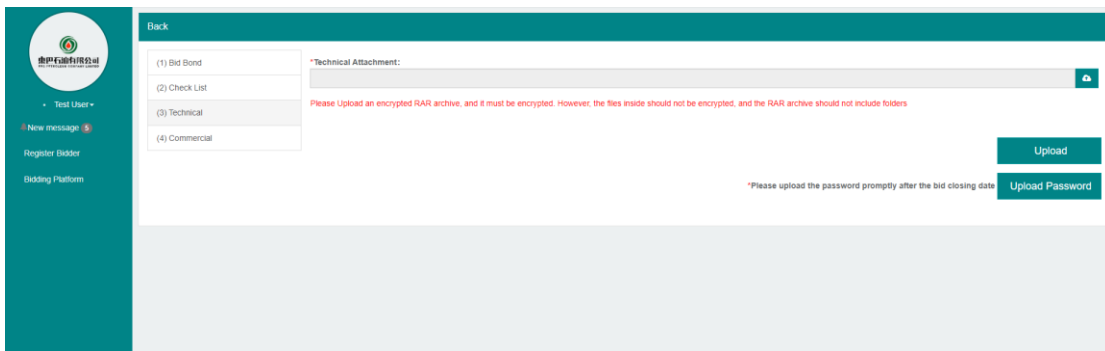
Totally there are four parts need to be filled in and uploaded with document. Before tender closing date, you could upload again the document or modify information that filled in. But after due time in closing date, upload (**even the document is uploading**) and modification are not allowed.

***Considering the upload speed of your network, please familiarize the system in advance and keep enough time (recommend to be 24 hours before the due time) for uploading your proposals. Bidder shall bear any consequences in case of failure in submitting his proposals before the tender closing date.***

A. Bid Bond: a copy of Bid Bond shall be uploaded in PDF document. And the original bid bond shall be delivered to EBS by hand as required before tender closing date, unless otherwise stipulated in the ITB document.



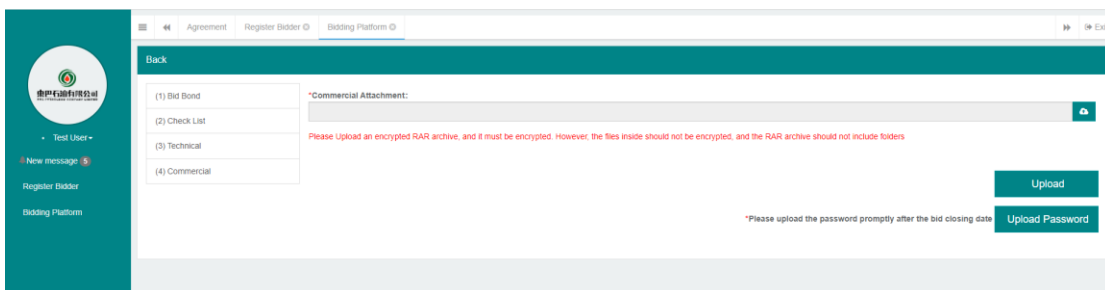
B. Check List: Click ‘Check List’ and click ‘Add’ in the new interface, then mark whether your proposal contain each item, and fill in its page number (or plus section No./volume No.) in your proposal. Save and close after completed.



C. Technical Proposal: Technical Proposal shall be only one encrypted compressed package with the file type of ‘RAR’. And the size of the compressed package shall not exceed 200 MB. Ensure a strong password, preferably including letters, numbers, special characters, and with a considerable length. The password shall be uploaded later **after tender closing date** in response to requirement of EBS through system message and email.

Name of the file should be in English, not exceeding 100 characters, and should avoid the use of illegal characters. Only basic characters such as letters, numbers, underscores, and hyphens are allowed.

***The bidder shall bear any consequences in case of improper password.***



D. Commercial Proposal: Commercial Proposal shall be only one encrypted

compressed package with the file type of 'RAR'. And the size of the compressed package shall not exceed 200 MB. Ensure a strong password, preferably including letters, numbers, special characters, and with a considerable length. The password shall be uploaded later after tender closing date in response to requirement of EBS through system message and email.

Name of the file should be in English, not exceeding 100 characters, and should avoid the use of illegal characters. Only basic characters such as letters, numbers, underscores, and hyphens are allowed.

***The Bidder shall bear any consequences in case of improper password.***

## (2) Post-Bid Clarification if required

If required, EBS will initiatively release a clarification after technical opening or commercial opening to the subjected bidder. Then this system will send reminder message to your account and an email to your email box.

Once you received the reminder message or email, you could logon the system, click 'bidding platform', then click 'Possessing tender'. Choose the subject tender and click 'Post clarification', you will see the content of clarification from EBS. Prepare your answer and then click 'Reply' to upload your document.

The top screenshot shows the 'List of tender announcements' page. It features a search bar with fields for 'Tender No.' and 'Tender Name', and buttons for 'Search' and 'Refresh'. Below the search bar is a table with columns: 'Tender No.', 'Tender Name', 'Start Date', and 'Closing Date'. The table contains one row with the following data:

Tender No.	Tender Name	Start Date	Closing Date
000-PC-23-EBS	testing tender	2023-12-01 08:00:00	2023-12-02 11:30:00

The bottom screenshot shows the 'Post-clarification' page for the tender '000-PC-23-EBS'. It displays 'Announcement Information' with the following details:

- Tender No.: 000-PC-23-EBS
- Tender Name: testing tender
- Start Date: 2023-12-01
- Closing Date: 2023-12-02

A red banner indicates 'The remaining time: Processing'. Below this is a 'Post-clarification' section with a 'Reply' button. A table shows the reply details:

Bidder	Bidder Content	Attachment	Send Date	operate	Vendor	Vendor Content	Attachment	Send Date	operate
AdminUser	Post-bid clarification 1 of 000-PC-23-EBS	Post-bid clarification 1 of 000-PC-23-EBS.pdf	2023-12-03		Test Company	Reply Post-bid clarification 1 of 000-PC-23-EBS	Post-bid clarification 1 of 000-PC-23-EBS.pdf	2023-12-03	Delete

## 8. The Tender Opening

The tender technical proposal will be opened automatically once the matched password is input by bidder after closing date.

The tender commercial proposal will be opened automatically once the matched password is input by bidder after notification is issued via system or email to bidders to submit.

EBS will not bear any responsibility for the unmatched password, which might cause disqualification.

## **Contact Us**

For any issues related to system usage, you can contact us by email [cp\\_bidder@ebspetroleum.com](mailto:cp_bidder@ebspetroleum.com).

Hotline No.: 07734937939

Hotline Working hours:

From Sunday to Thursday (Except Holiday): 9:00 AM – 11:30 AM (Baghdad Time)  
14:00 PM – 16:00 PM (Baghdad Time)

It is not available on Weekend (Friday and Saturday).

Thank you!