



Online Bidding System Manual

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Notice Before Use

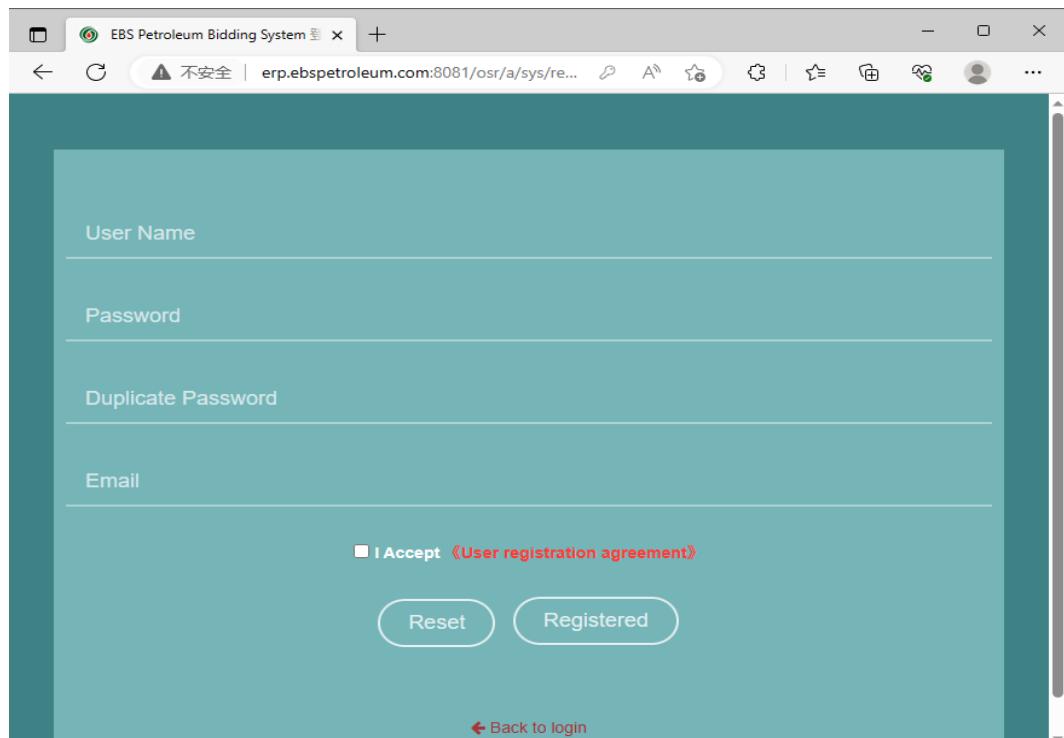
This manual is part of the bidding document. EBS Petroleum Company Limited will not bear any responsibility for bidder's failure to comply with this manual.

1. User Account Registration

- 1) Open the website: <https://erp.ebspetroleum.com/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:



- Username: 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.
- Email Activation: Receive verification link after successful registration

The left screenshot shows a registration form with a green header bar stating "Please go to your email for verification!". The right screenshot shows a verification email from "EBS Petroleum Bidding System" with a "Verify email address" button.

4) Registration Successful

After receiving registration success email after successful email verification, please keep your username and password secure

The left screenshot shows a registration form with a green header bar stating "Your email verification is successful and you can start to logon!". The right screenshot shows an email from "cp_bidder" with the subject "Account Activation: Your Email Verification is Successful!" containing a message of congratulations and activation details.

2. User Logon

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



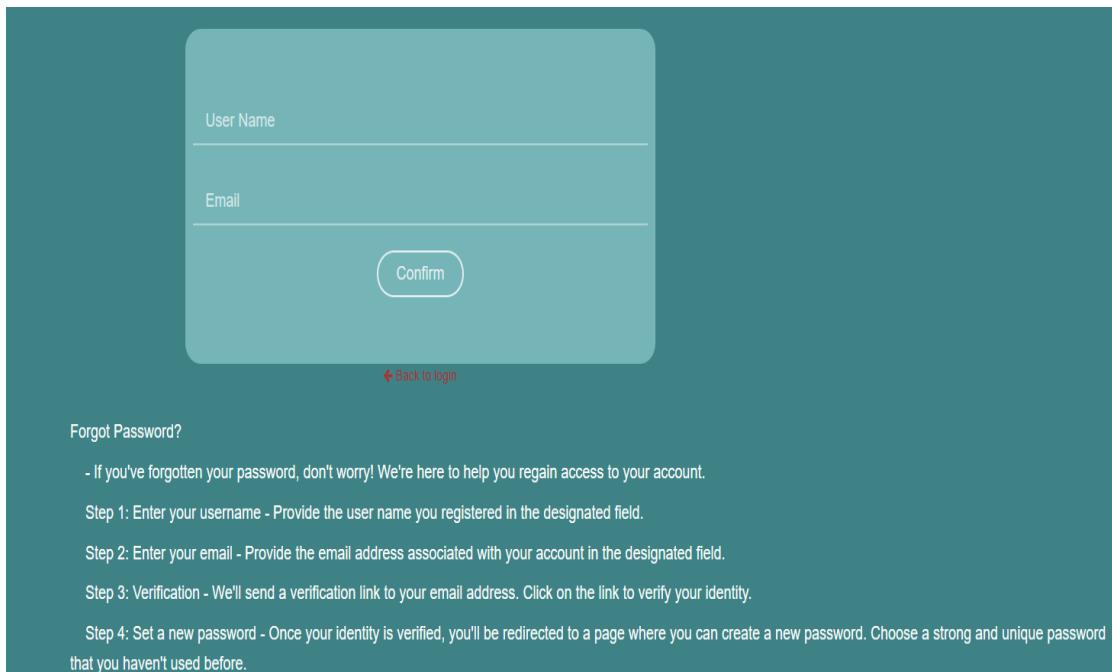
Upon successful logon, the system will automatically open the main interface

3. Change Password

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

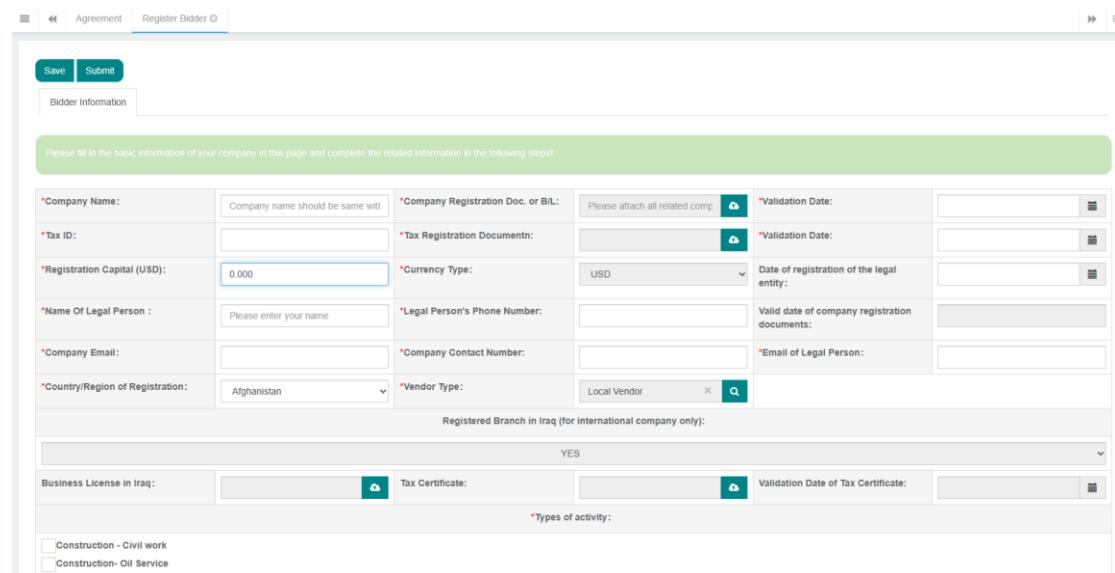


- 2) Follow the steps to reset your password through the registered email

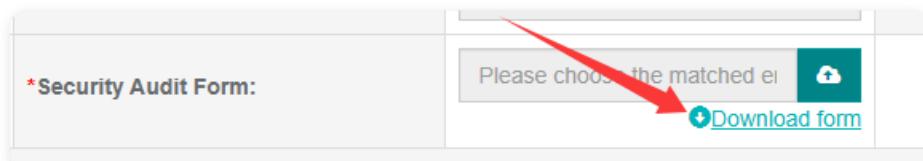


4. Company Registration

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



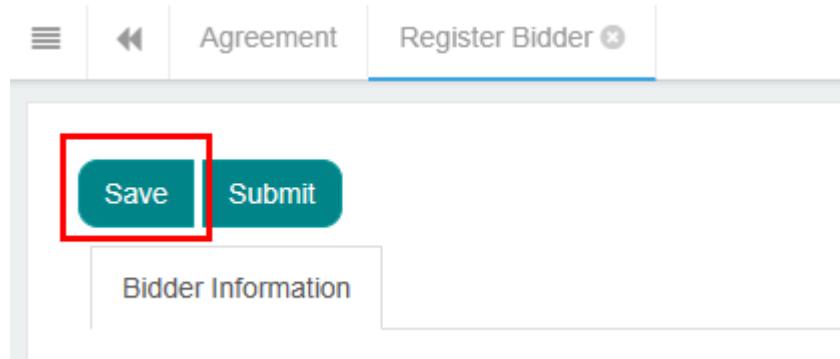
- 2) Fill in the registration information, and please pay attention to the following:
 - Various company details: Please complete each item as required by the system, with the * indicating mandatory item.
 - Qualification documents: Upload clear PDF attachments.
 - Security Audit Form: Please click the 'Download Form' button to download the template and the filling instructions. Kindly ensure that the attachment is uploaded strictly in accordance with the template requirements.



- Expiry Date: If the validity period is long-term, please select a date more than 99 years from now.
- 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.

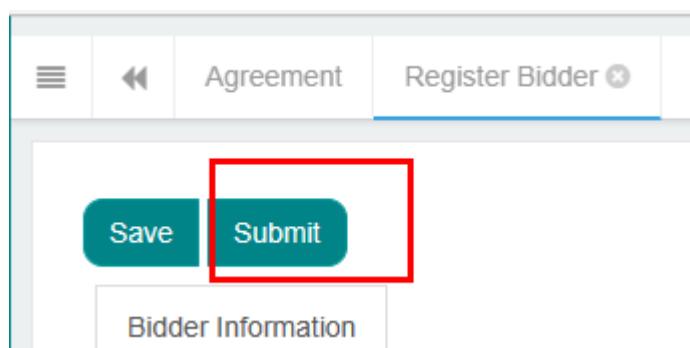


If some red error messages appear when saving, please make the necessary corrections as instructed; otherwise, the save will not be completed

The screenshot shows the 'Register Bidder' form with various input fields for company information. A red arrow points to a red error message at the bottom of the form: "Please ensure that the Beneficiary Name and Company Name are identical; otherwise, the payment cannot be processed."

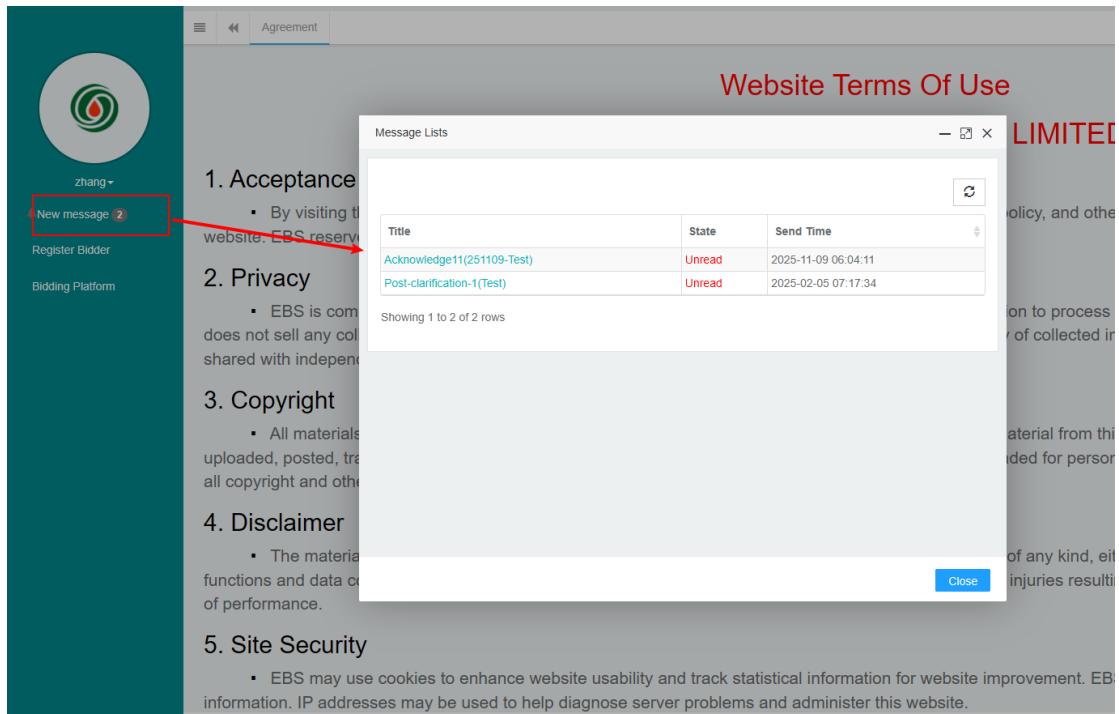
4) Submit Information

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

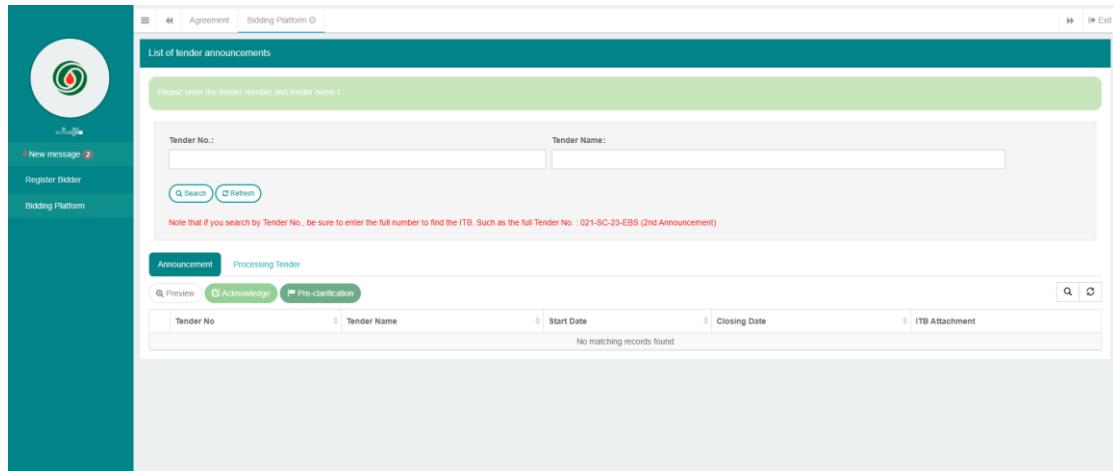
Please monitor the system notifications regularly. If you receive a "New Message," it may indicate that the company information has not passed the review. Follow the instructions in the notification to update the company information, then save and submit the information again as described above, awaiting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

Tender No.: 000-PC-23-EBS AND Tender Name:

Search Refresh

Note that if you search by Tender No., be sure to enter the full number to find the ITB. Such as the full Tender No. 021-SC-23-EBS (2nd Announcement)

Announcement	Processing Tender
000-PC-23-EBS	Testing tender

Showing 1 to 1 of 1 rows

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

Announcement Information

Tender No: 032-SC-23-EBS Start Date: 2023-10-26

Tender Name: Provision of 8 overseas Training Program Closing Date: 2023-12-12

The remaining time: 5(Day) 16:19:33

Pre-clarification									
Vendor	Content	Attachment	Send Date	operate	Buyer	Content	Attachment	Send Date	operate
No matching records found									

Clarification Attachment:

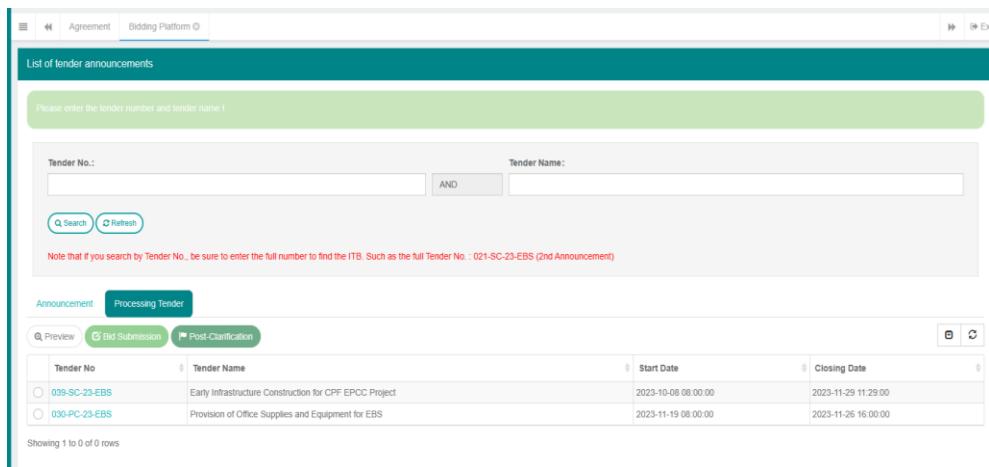
Content:

Submit

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



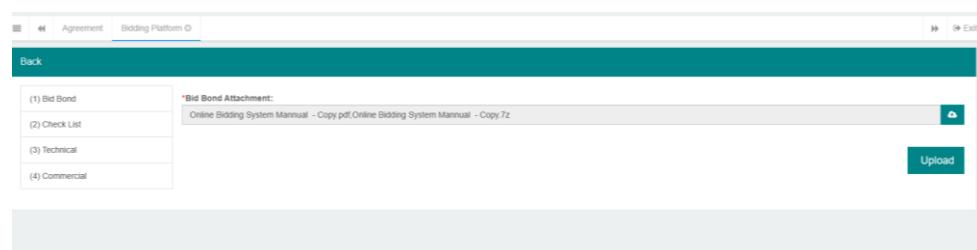
The screenshot shows a search interface for tender announcements. At the top, there are search fields for 'Tender No.' and 'Tender Name' with a 'Search' button. Below the search bar is a note: 'Note that if you search by Tender No., be sure to enter the full number to find the ITB. Such as the full Tender No.: 021-SC-23-EBS (2nd Announcement)'. Below the search bar is a table with two rows of tender information:

Tender No.	Tender Name	Start Date	Closing Date
039-SC-23-EBS	Early Infrastructure Construction for CPF EPCC Project	2023-10-08 08:00:00	2023-11-29 11:29:00
030-PC-23-EBS	Provision of Office Supplies and Equipment for EBS	2023-11-19 08:00:00	2023-11-26 16:00:00

At the bottom of the table, it says 'Showing 1 to 0 of 0 rows'.

(2)

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



The screenshot shows the 'Bid Submission' interface. On the left, there is a sidebar with options: (1) Bid Bond, (2) Check List, (3) Technical, and (4) Commercial. On the right, there is a section for 'Bid Bond Attachment' with a file name: 'Online Bidding System Manual - Copy.pdf'. Below this is a large 'Upload' button.

Totally there are three or 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 (if required): 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 contains 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 preferably be no larger than 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 preferably be no larger than 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.

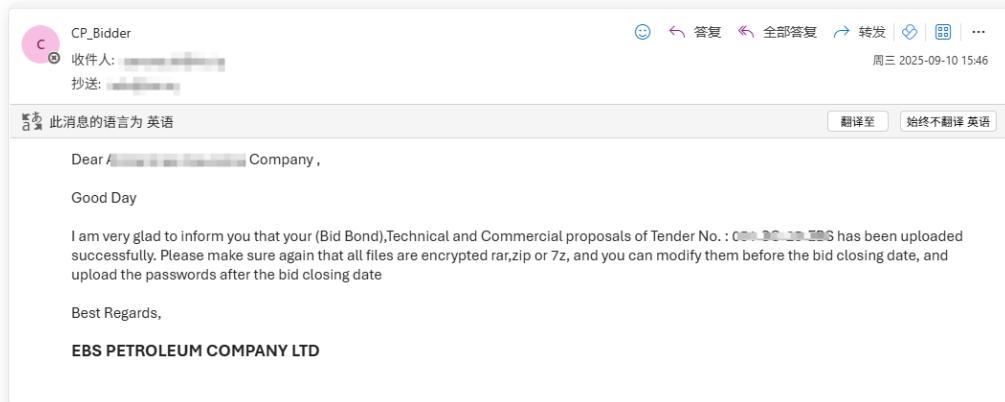
Name of the file should be in English, not exceeding 100 characters, and should avoid the use of illegal characters. Only basic characters such as letters, numbers, underscores, and hyphens are allowed.

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

E. Verify Password and File Integrity: After uploading, click the "Download" button to save the file to your computer. Use the password to open the archive, ensure it can be extracted successfully, and check that all files can be opened without issues.

F. Replace the File: You may replace the uploaded file any time before the submission deadline. After replacing it, repeat the verification step above—download the file again and use the password to confirm it opens and extracts properly.

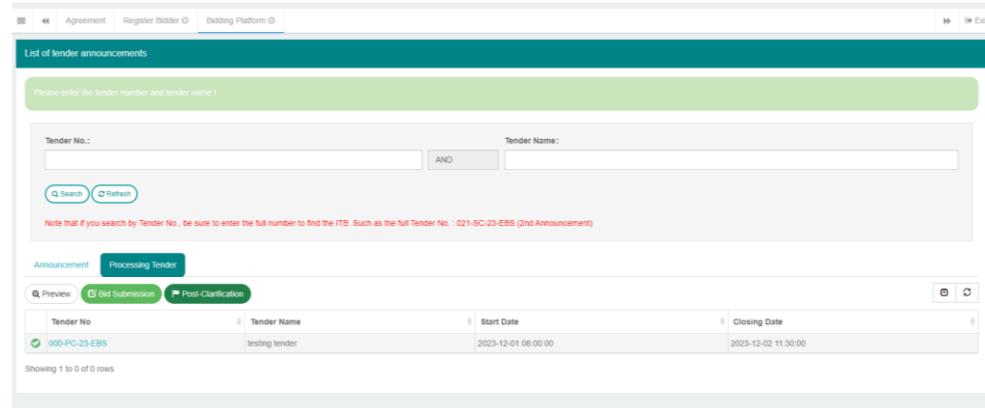
G. Confirmation Email: Once both the technical and commercial proposals have been successfully uploaded, the system will send a confirmation email, indicating the upload process is complete.



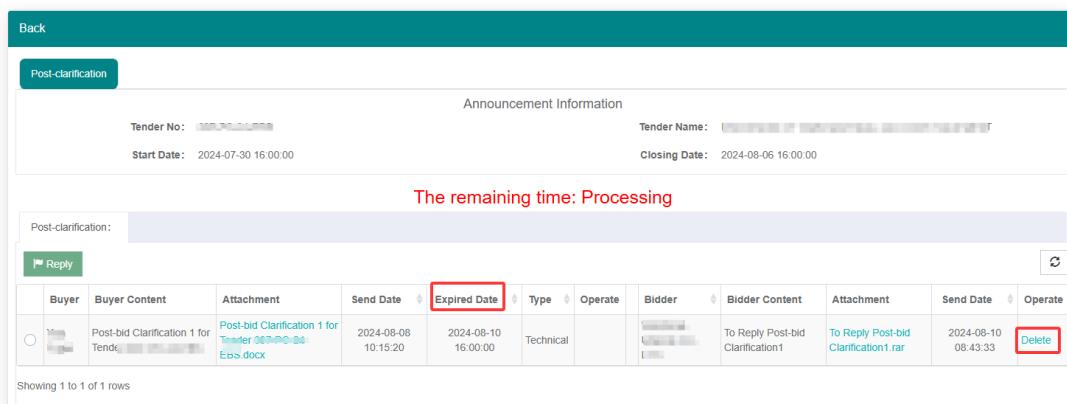
(2) Post-Bid Clarification if required

If required, EBS will initiatively release a clarification after technical opening or commercial opening to the subjected bidder. Then this system will send reminder messages 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.



Please pay attention to the following:



- About expiry date: Only upload your post-bid clarification documents prior to the expired date

- Should you need to replace your clarification: Before the expired date, click “Delete” first and then re-upload the new clarification.

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.

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!