



Tender Process Management

--Web Portal User Manual

--Online Bidding

PetroChina International Iraq FZE Iraq Branch



Important Note:

1. Bidder shall encrypt bidding documents with WinRAR;
2. The encrypt bidding documents shall include relevant documents in PDF file stamped, initialed and signed by the bidder's dully authorized person(s) as well as in Word/Excel file formats;
3. The password for commercial proposal and cost impact shall be different with technical proposal;
4. Bidder shall not send password along with their bidding documents;
5. Bidder shall test its encrypted proposals and make sure the proposals can be opened;
6. Bidder may be disqualified if the above rules are not complied with;
7. **Bid shall be rejected for the following situation:**
 - a. **Technical Proposal, Commercial Proposal or Cost Impact is not encrypted;**
 - b. **Technical Proposal, Commercial Proposal or Cost Impact cannot be opened due to reasons such as file corrupted, incorrect password etc.;**
 - c. **Password cannot be provided as requested by Company;**
8. Bidder shall take document size and network into account



and complete proposal submission before the time of bid close;

9. The operation as below needs to use IE11 browser with flash plugin;

10. Any questions, please contact:

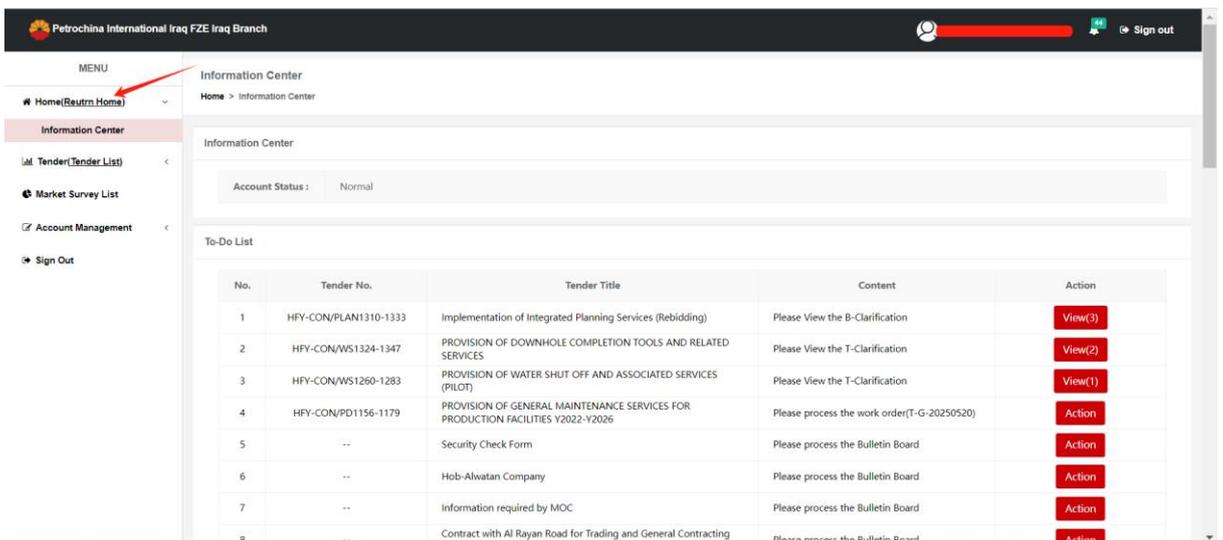
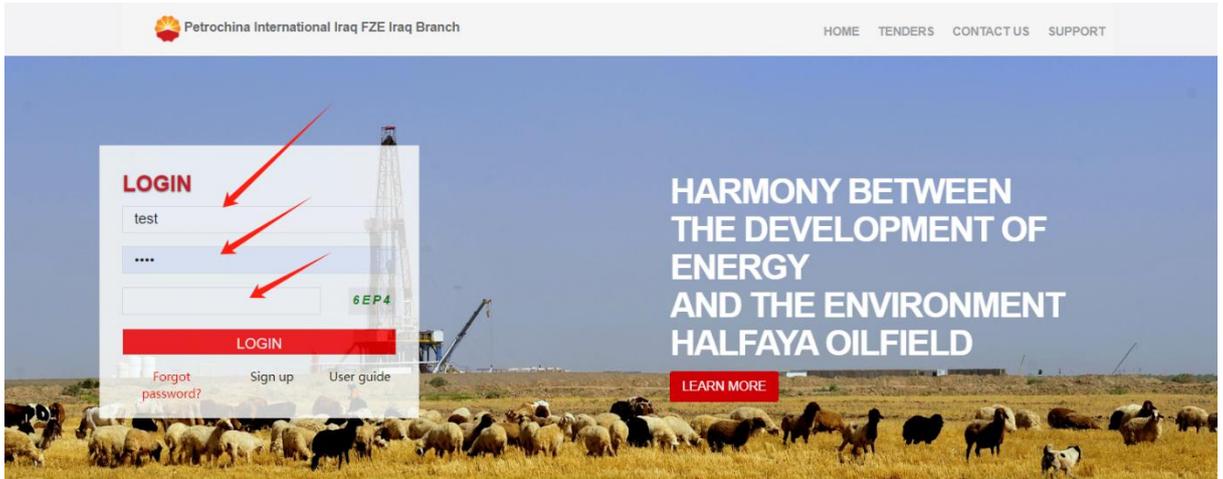
e.procurement@petrochina-hfy.com



User Guidance

1. Online Upload Technical & Commercial Proposal

1.1 Login web portal and click the Tender Name Link in the default page.





Implementing the Resolution of Federal Supreme Court

Dear All Suppliers or Bidders
You are required to read the attachment carefully and action accordingly.

[Details >](#)

Online Bidding Notice

Dear All Suppliers or Bidders
Due to current covid-19 situation, bidders are strongly recommended to submit ...

[Details >](#)

Iraq Local Branch Notice

PetroChina's contractors must inform Missan Social Insurance and Pension Department of their contracts with PetroChina ...

[Details >](#)

Iraq Local Branch Notice

From 1st January 2018, bidders are requested to submit Registration Certificate of Iraq Branch along ...

[Details >](#)

Registration Notice

Please note that PetroChina Halfaya has terminated the service contract with ISNetworld since 14th Dec. 2021 ...

[Details >](#)

Tenders

Current Tenders

Tender No.	Title	Starting Date	Closing Date	Fee	Attribute
HFY-PUR/1259-1245	PURCHASE OF INSTRUMENT SPARE PARTS FOR PHASE 3 POWER PLANT:PRICE AGREEMENT	02/05/2024 14:00	12/05/2024 14:00	free of charge	Purchase
HFY-CON/1323-1345	PROVISION OF REMOTE MONITORING AND DIAGNOSTIC SERVICE FOR PHASE 3 POWER PLANT	22/04/2024 08:00	02/05/2024 14:00	free of charge	Contract
HFY-CON/1317-1340	截圖(Alt + A) PROVISION OF msc7 FOR DRILLING OF DEEP EXPLORATION WELL	08/04/2024 08:00	02/05/2024 14:00	free of charge	Contract

« 1 » GO

[Learn more](#)



1.2 Click "Participate" button to participate in the tender.

Tender Content

Arabic Tender Link	
Attribute	Purchase
Title	PURCHASE OF INSTRUMENT SPARE PARTS FOR PHASE 3 POWER PLANT-PRICE AGREEMENT
Issue Date	02/05/2024 14:00
Bid Closing Date	12/06/2024 14:00
Submission Location	Online
Scope of Work	PURCHASE OF INSTRUMENT SPARE PARTS FOR PHASE 3 POWER PLANT-PRICE AGREEMENT
Newspaper	Newspaper 02-05-2024.pdf
<div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: #c00; color: white; font-weight: bold; margin: 10px 0;">PARTICIPATE</div> <p>Please note that only approved vendor can participate</p>	

1.3 Download the template and Upload the Confidentiality Statement.

Petrochina International Iraq FZE Iraq Branch Sign out

MENU

- Home(Return Home)
- Information Center
- Tender(Tender List)
- Market Survey List
- Account Management
- Sign Out

Upload Confidentiality Statement

Home > Upload Confidentiality Statement

Upload Confidentiality Statement

Tender No: HFY-PUR/PD1259-1246

Tender Title: PURCHASE OF INSTRUMENT SPARE PARTS FOR PHASE 3 POWER PLANT-PRICE AGREEMENT

Select File

No.	File Name	File Size	Operation
No files have been uploaded			

Upload File Format: *.jpg *.pdf

Submit Export Template

Notes:

- Bidder shall submit the Confidential Statement with bidder's Company letterhead duly signed by its authorized representative and upon which the bidder's stamp is affixed.
- ITB could be downloaded only after Confidential Statement is approved.

1.4 Once Confidentiality Statement is approved in system, bidder can download ITB documents.



My Tender Operating

Tender No.	HFY-PUR/PD1259-1246
Tender Title	PURCHASE OF INSTRUMENT SPARE PARTS FOR PHASE 3 POWER PLANT-PRICE AGREEMENT
Starting Date	02/05/2024 14:00(Iraq Time)
Closing Date	12/06/2024 14:00(Iraq Time)
Attribute	Purchase

Bidding

Bidding Clarification: [View](#) [+ Create](#)

Acknowledgement: [Action](#)

Online Bidding: [Bidding](#)

Declined: [Action](#)

Bid Closing Date Extension Request: [Action](#)

ITB Package: [Download](#)

1.5 After bidder completed the Technical & Commercial proposals, bidder can upload encrypted proposals in web portal.

Bid Preparation: The proposals must include soft copies of original bidding documents which is stamped, initialed and signed as well as the editable copies as per ITB requirements.

1.5.1 Click the “Ongoing Tender” menu.

Petrochina International Iraq FZE Iraq Branch

Home(Return Home) <

Tender(Tender List) >

Ongoing Tender

Completed Tender

My Project

Bid Bond List

Invited Tender

Not Participate Tender

BCD Extension Request View

B-Clarification Draft

T-Clarification Draft

C-Clarification Draft

Market Survey List

Account Management <

Sign Out

Ongoing Tender

Tender > Ongoing Tender

Ongoing Tender

Tender No. Tender Title [Search](#)

Tender No.	Title	Starting Date	Closing Date	Fee	Attribute	Status	Operating
HFY-PUR/PD1259-1246	PURCHASE OF INSTRUMENT SPARE PARTS E...	02/05/2024 14:00	12/06/2024 14:00	free of charge	Purchase	Uploaded Confidentiality Statement	Action
HFY-CON/PD1323-1346	PROVISION OF REMOTE MONITORING AND DJ...	22/04/2024 08:00	02/06/2024 14:00	free of charge	Contract	Not Process	Action
HFY-PUR/PD1252-1239	PURCHASE OF CHEMICAL INJECTION QUILL...	08/04/2024 08:00	20/05/2024 14:00	free of charge	Purchase	ITB Downloaded	Action
HFY-CON/OP1317-1340	PROVISION OF PMC FOR DRILLING OF DEEP...	08/04/2024 08:00	02/06/2024 14:00	free of charge	Contract	Not Process	Action
HFY-CON/PLAN1310-1333	Implementation of Integrated Planning Services (...)	29/02/2024 08:00	07/05/2024 14:00	free of charge	Contract	Uploaded Confidentiality Statement	Action
HFY-CON/PD1321-1344	PROVISION OF SITE SERVICES FOR POWER...	05/02/2024 08:30	31/03/2024 14:00	free of charge	Contract	Bid Submitted	Action



1.5.2 Select the relevant tender.

Petrochina International Iraq FZE Iraq Branch

MENU

- Home(Reutrn.Home)
- Tender(Tender.List)
- Ongoing Tender**
- Completed Tender
- My Project
- Bid Bond List
- Invited Tender
- Not Participate Tender
- BCD Extension Request View
- B-Clarification Draft
- T-Clarification Draft
- C-Clarification Draft
- Market Survey List
- Account Management
- Sign Out

Ongoing Tender

Tender No. Tender Title Search

Tender No.	Title	Starting Date	Closing Date	Fee	Attribute	Status	Operating
HFY-PUR/FPD1259-1246	PURCHASE OF INSTRUMENT SPARE PARTS E...	02/05/2024 14:00	12/06/2024 14:00	free of charge	Purchase	Uploaded Confidentiality Statement	Action
HFY-CON/FPD1323-1346	PROVISION OF REMOTE MONITORING AND DI...	22/04/2024 08:00	02/08/2024 14:00	free of charge	Contract	Not Process	Action
HFY-PUR/FPD1252-1239	PURCHASE OF CHEMICAL INJECTION QUILL ...	08/04/2024 08:00	20/05/2024 14:00	free of charge	Purchase	ITB Downloaded	Action
HFY-CON/OP1317-1340	PROVISION OF PMC FOR DRILLING OF DEEP ...	08/04/2024 08:00	02/08/2024 14:00	free of charge	Contract	Not Process	Action
HFY-CON/PLAN1310-1333	Implementation of Integrated Planning Services (...)	29/02/2024 08:00	07/05/2024 14:00	free of charge	Contract	Uploaded Confidentiality Statement	Action
HFY-CON/FPD1321-1344	PROVISION OF SITE SERVICES FOR POWER ...	05/02/2024 08:30	31/03/2024 14:00	free of charge	Contract	Bid Submitted	Action

1.5.3 Click the “Action” button.

Petrochina International Iraq FZE Iraq Branch

MENU

- Home(Reutrn.Home)
- Tender(Tender.List)
- Ongoing Tender**
- Completed Tender
- My Project
- Bid Bond List
- Invited Tender
- Not Participate Tender
- BCD Extension Request View
- B-Clarification Draft
- T-Clarification Draft
- C-Clarification Draft
- Market Survey List
- Account Management
- Sign Out

Ongoing Tender

Tender No. Tender Title Search

Tender No.	Title	Starting Date	Closing Date	Fee	Attribute	Status	Operating
HFY-PUR/FPD1259-1246	PURCHASE OF INSTRUMENT SPARE PARTS E...	02/05/2024 14:00	12/06/2024 14:00	free of charge	Purchase	Uploaded Confidentiality Statement	Action
HFY-CON/FPD1323-1346	PROVISION OF REMOTE MONITORING AND DI...	22/04/2024 08:00	02/08/2024 14:00	free of charge	Contract	Not Process	Action
HFY-PUR/FPD1252-1239	PURCHASE OF CHEMICAL INJECTION QUILL ...	08/04/2024 08:00	20/05/2024 14:00	free of charge	Purchase	ITB Downloaded	Action
HFY-CON/OP1317-1340	PROVISION OF PMC FOR DRILLING OF DEEP ...	08/04/2024 08:00	02/08/2024 14:00	free of charge	Contract	Not Process	Action
HFY-CON/PLAN1310-1333	Implementation of Integrated Planning Services (...)	29/02/2024 08:00	07/05/2024 14:00	free of charge	Contract	Uploaded Confidentiality Statement	Action
HFY-CON/FPD1321-1344	PROVISION OF SITE SERVICES FOR POWER ...	05/02/2024 08:30	31/03/2024 14:00	free of charge	Contract	Bid Submitted	Action

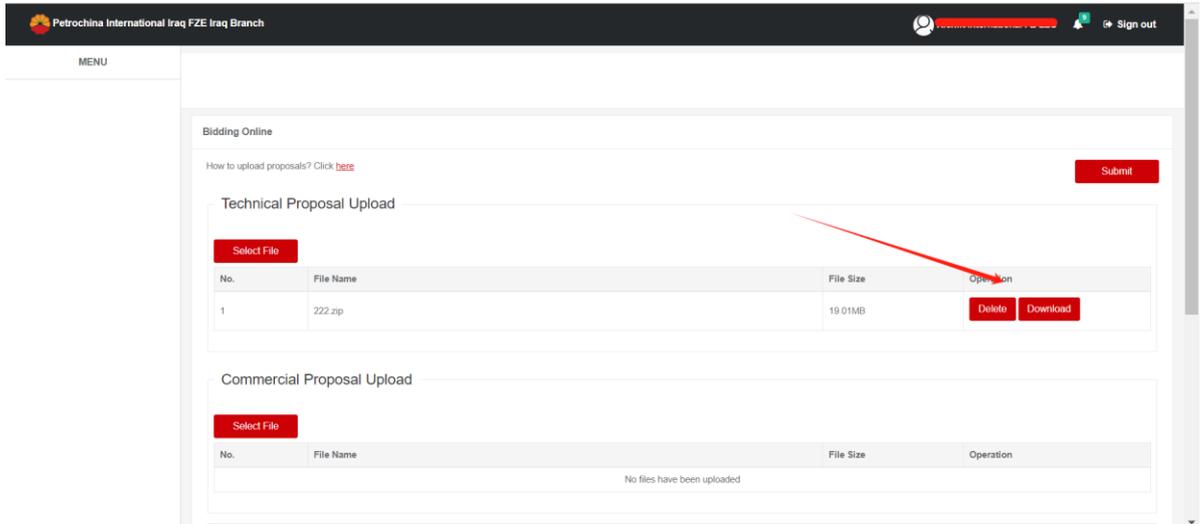


1.5.4 Click the “Submit Proposals” button.

The screenshot shows the 'Tender Operating' page. The left sidebar contains a 'MENU' with options like 'Home(Restrict Home)', 'Tender(Tender List)', 'Ongoing Tender', 'Completed Tender', 'My Project', 'Bid Bond List', 'Invited Tender', 'Not Participate Tender', 'BCD Extension Request View', 'B-Clarification Draft', 'T-Clarification Draft', 'C-Clarification Draft', 'Market Survey List', 'Account Management', and 'Sign Out'. The main content area is titled 'Tender Operating' and shows details for a specific tender, including 'Tender No.', 'Tender Title', 'Starting Date', 'Closing Date', and 'Attribute'. Below this, there is a 'Bidding' section with several buttons: 'View', 'Create', 'Action', 'Declined', 'Action', 'Submit Proposals', 'Action', and 'Download'. A red arrow points to the 'Submit Proposals' button.

1.5.5 Click “Upload\Modify Technical Proposal” or Click “Upload\Modify Commercial Proposal” to upload the encrypted Technical or Commercial Proposal

The screenshot shows the 'Bidding Online' page. The top header includes the Petrochina International Iraq FZE Iraq Branch logo and a 'Sign out' button. The main content area is titled 'Bidding Online' and contains a 'How to upload proposals? Click here' link. Below this, there are two sections: 'Technical Proposal Upload' and 'Commercial Proposal Upload'. Each section has a 'Select File' button highlighted with a red box. Below each section is a table with columns for 'No.', 'File Name', 'File Size', and 'Operation'. The tables are currently empty, showing 'No files have been uploaded'. At the bottom, there is an 'Important Note' section.



Note:

(1) Technical Proposal

Bidder shall encrypt the technical proposal with WinRAR into one or several files which often includes the follows. The technical proposal shall be named as '[Last four digit of tender] – [Bid Bond/Tech/Corp] – [Bidder Name]'

- a) General and Technical Proposal
- b) Bid bond
- c) Bidder's Corporate Documentation and Authorization
- d) Other documents required in ITB

(2) Commercial Proposal

Bidder shall encrypt the commercial proposal with WinRAR into a single file. The unencrypted commercial proposal will be rejected. The commercial proposal shall be named as '[Last four digit of tender] – [Com] – [Bidder Name]'.

(3) Bidding Documents Encryption

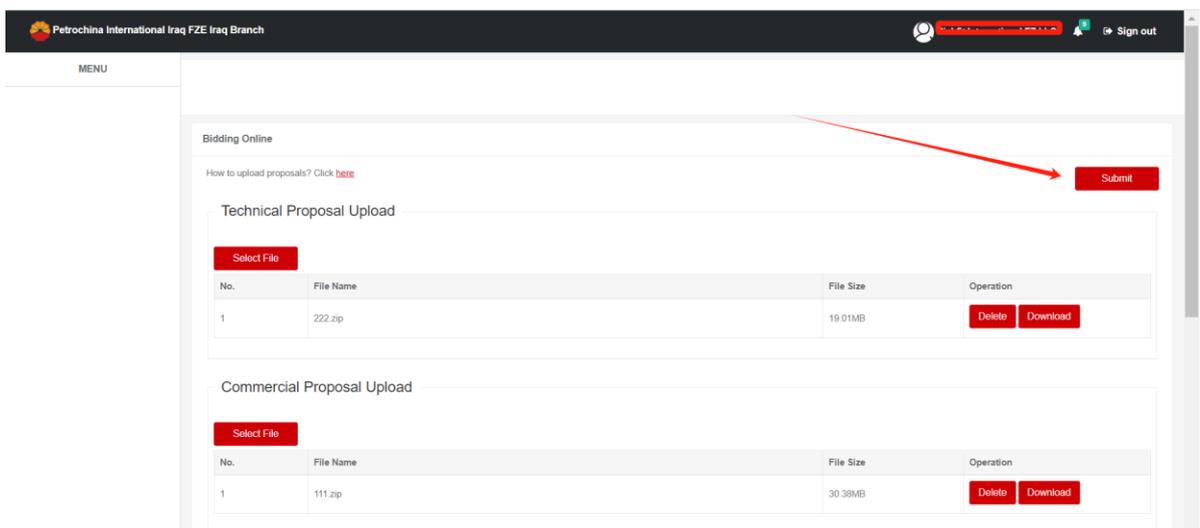
- a) Bidder shall test its encrypted bidding documents before uploading and make sure the encrypted bidding documents can be opened.



- b) The password for opening the technical and commercial proposal shall be provided by bidder only upon request from PetroChina before bid opening.
- c) The password is recommended to have at least 9 characters in length and contain:
 - A minimum of 1 lower case letter [a-z] and
 - A minimum of 1 upper case letter [A-Z] and
 - A minimum of 1 numeric character [0-9] and
 - A minimum of 1 special character
 - Passwords should not be based on a dictionary word or have been previously cracked.
 - Passwords should not contain any personal information.

1.5.6 Click the “Submit” button to submit the Technical & Commercial Proposal.

Remark: Before Bid Closing Date, bidder can modify it by clicking the “Submit Proposals” button.





2. Online Upload T-Clarification or C-Clarification Cost Impact

2.1 Click “View Clarification” in information center or click “OnGoing Tender” menu.

Petrochina International Iraq FZE Iraq Branch

MENU

- Home(Beutrn Home)
- Information Center
- Tender(Tender List)
- Market Survey List
- Account Management
- Sign Out

Information Center

Home > Information Center

Account Status : Documents are under approval

To-Do List

No.	Tender No.	Tender Title	Content	Action
1	HFY-PUR/PD1251-1238	PURCHASE OF 3 YEARS GENERIC SPARES AND CONSUMABLES FOR PRODUCTION FACILITIES (PRICE AGREEMENT)	Please View the B-Clarification	View(5)
2	HFY-CON/IT1288-1311	PROVISION OF OA SYSTEM UPGRADING AND MAINTENANCE SERVICE FOR PETROCHINA AND MOC	Please View the T-Clarification	View(1)
3	HFY-CON/CS1325-1348	PROVISION OF NETWORK EQUIPMENT INSTALLATION AND CONFIGURATION FOR BASE CAMP EXPANSION	Please View the T-Clarification	View(1)
4	HFY-CON/PLAN1310-1333	Implementation of Integrated Planning Services (Rebidding)	Please View the B-Clarification	View(4)
5	HFY-CON/IT1296-1319	PROVISION OF VIDEO CONFERENCE ROOMS RENOVATION	Please View the C-Clarification	View(2)
6	--	Vendors to Register with MOC	Please process the Bulletin Board	Action
7	--	Suspension of work leave-Triple Canopy Security Services Company	Please process the Bulletin Board	Action
8	--	MOC-HFD-2024-L- 1257 Lifting license suspension- Aegis Defence	Please process the Bulletin Board	Action

2.2 Select the relevant tender.

Tender(Tender List)

Ongoing Tender

Tender No. Tender Title

Tender No.	Title	Starting Date	Closing Date	Fee	Attribute	Status	Operating
HFY-PUR/PD1259-1246	PURCHASE OF INSTRUMENT SPARE PARTS E...	02/05/2024 14:00	12/06/2024 14:00	free of charge	Purchase	Not Process	Action
HFY-CON/PD1323-1346	PROVISION OF REMOTE MONITORING AND DI...	22/04/2024 08:00	02/06/2024 14:00	free of charge	Contract	ITB Downloaded	Action
HFY-PUR/PD1252-1239	PURCHASE OF CHEMICAL INJECTION QUILL...	08/04/2024 08:00	20/05/2024 14:00	free of charge	Purchase	Uploaded, Confidentiality Statement	Action
HFY-CON/OP1317-1340	PROVISION OF PMC FOR DRILLING OF DEEP...	08/04/2024 08:00	02/06/2024 14:00	free of charge	Contract	ITB Downloaded	Action
HFY-PUR/IT1257-1244	PRICE AGREEMENT OF IT PRINTER CONSUM...	28/03/2024 11:12	15/05/2024 14:00	free of charge	Purchase	ITB Downloaded	Action
HFY-PUR/PD1251-1238	PURCHASE OF 3 YEARS GENERIC SPARES A...	25/03/2024 08:00	15/05/2024 14:00	free of charge	Purchase	ITB Downloaded	Action
HFY-PUR/IT1256-1243	PURCHASE OF SERVERS FOR THE PRODUCT...	20/03/2024 08:00	11/04/2024 14:00	free of charge	Purchase	Bid Submitted	Action
HFY-CON/IT1288-1311	PROVISION OF OA SYSTEM UPGRADING AND...	14/03/2024 08:00	01/05/2024 14:00	free of charge	Contract	Bid Submitted	Action
HFY-CON/CS1325-1348	PROVISION OF NETWORK EQUIPMENT INSTA...	11/03/2024 10:23	28/04/2024 14:00	free of charge	Contract	Bid Submitted	Action



2.3 Click the “Action” button.

The screenshot displays the 'Ongoing Tender' section of a web portal. A sidebar on the left contains navigation options such as 'Completed Tender', 'My Project', 'Bid Bond List', 'Invited Tender', 'Not Participate Tender', 'BCD Extension Request View', 'B-Clarification Draft', 'T-Clarification Draft', 'C-Clarification Draft', 'Market Survey List', 'Account Management', and 'Sign Out'. The main content area shows a table of tenders with the following columns: Tender No., Title, Starting Date, Closing Date, Fee, Attribute, Status, and Operating. A red arrow points to the 'Action' button in the 'Operating' column for the tender with ID HFY-DON11228-1331.

Tender No.	Title	Starting Date	Closing Date	Fee	Attribute	Status	Operating
HFY-PUR/PO1259-1246	PURCHASE OF INSTRUMENT SPARE PARTS E...	02/05/2024 14:00	12/06/2024 14:00	free of charge	Purchase	Not Process	Action
HFY-CON/PO1323-1346	PROVISION OF REMOTE MONITORING AND DI...	22/04/2024 08:00	02/06/2024 14:00	free of charge	Contract	ITB Downloaded	Action
HFY-PUR/PO1252-1239	PURCHASE OF CHEMICAL INJECTION QUILL...	08/04/2024 08:00	20/05/2024 14:00	free of charge	Purchase	Uploaded Confidentiality Statement	Action
HFY-CON/OP1317-1340	PROVISION OF PMC FOR DRILLING OF DEEP...	08/04/2024 08:00	02/09/2024 14:00	free of charge	Contract	ITB Downloaded	Action
HFY-PUR/IT1257-1244	PRICE AGREEMENT OF IT PRINTER CONSUM...	28/03/2024 11:12	15/05/2024 14:00	free of charge	Purchase	ITB Downloaded	Action
HFY-PUR/PO1251-1238	PURCHASE OF 3 YEARS GENERIC SPARES A...	25/03/2024 08:00	16/05/2024 14:00	free of charge	Purchase	ITB Downloaded	Action
HFY-PUR/IT1256-1243	PURCHASE OF SERVERS FOR THE PRODUCT...	20/03/2024 08:00	11/04/2024 14:00	free of charge	Purchase	Bid Submitted	Action
HFY-DON11228-1331	PROVISION OF QA SYSTEM UPGRADING AND...	14/03/2024 08:00	01/05/2024 14:00	free of charge	Contract	Bid Submitted	Action
HFY-CON/CS1325-1348	PROVISION OF NETWORK EQUIPMENT INSTA...	11/03/2024 10:23	28/04/2024 14:00	free of charge	Contract	Bid Submitted	Action

2.4 Click “Technical Clarification View/Reply” or “Commercial Clarification View/Reply”.

The screenshot displays the 'Bidding' and 'Evaluation' sections of a web portal. The 'Bidding' section includes buttons for 'View', 'Create', 'Declined', 'Action', 'Acknowledgement', 'Bid Closing Date Extension Request', 'Action', 'Online Bidding', 'Bidding', 'ITB Package', and 'Download'. The 'Evaluation' section includes buttons for 'View', 'Reply', 'Request Cancellation Letter For Bid Bond', 'Action', 'View message', and 'Action'. A red arrow points to the 'Reply' button in the 'Evaluation' section.



2.5 Click “Reply” button to reply the Clarification.

PetroChina International Iraq FZE Iraq Branch

MENU

T-Clarification List

Tender No. HFY-CON/IT1288-1311

Tender Title PROVISION OF OA SYSTEM UPGRADING AND MAINTENANCE SERVICE FOR PETROCHINA AND MOC

Number Date

Phase	Number	From	Viewed	Date	Expires Date	Content
T	T1	HFY	Yes	04/05/2024 07:59	30/05/2024 22:35	<input type="button" value="Reply"/>

2.6 Upload Cost Impact and reply the Clarification

Reply Valid Time: 30/05/2024 22:35(Iraq)

No.	Ref.	PetroChina's Question	View Attachment From HFY	Bidder's Reply	Add Attachment
1	Important notice	Bidder to note that Bidder MUST NOT disclose any price information in your reply to this clarification, otherwise your Bid may be disqualified. Any Encrypted Cost Impact shall NOT be uploaded as attachment in technical clarification table. Encrypted Cost Impact shall be uploaded separately in the location below technical clarification table.			
2	Original Bid Bond	Bidder is requested to submit the original Bid Bond to the below address no later than 09 May 2024 @ 14:00 (Iraq Time). Please contact PetroChina's representative on the below phone number to arrange submission. PetroChina International Iraq FZE - Iraq Branch Department of Contracts, Procurement and Logistics Halfaya Oil Field Base Camp, Training Centre, Office No.1 Al- Kahlara District, Missan Governorate Republic of Iraq Mobile: 0782 759 9732 / Ext No.: 29579		<input type="text"/>	<input type="button" value="Upload(0)"/>
3	Form G11 - ECDD Questionnaire	PetroChina has noticed that the ECDD Questionnaire submitted by Bidder is not signed and stamped. Therefore, Bidder is requested to re-submit the document duly signed by Bidder's Authorized Representative and stamped.		<input type="text"/>	<input type="button" value="Upload(0)"/>
4	Form T4 - Previous and Current Work, Commitment Letter	PetroChina has noticed that the Commitment Letter submitted by Bidder is not duly completed as Bidder's name is missing in the first clause. Therefore, Bidder is requested to re-submit this document duly completed, signed by Bidder's Authorized Representative and stamped.		<input type="text"/>	<input type="button" value="Upload(0)"/>

Cost Impact: Yes No How to upload cost impact? Click [here](#)

Cost Impact Upload

No.	File Name	File Size	Operation
No files have been uploaded			

Important Note:
Bid shall be rejected for the following situations:
(1) Technical Proposal, Commercial Proposal or Cost Impact is not encrypted;
(2) Technical Proposal, Commercial Proposal or Cost Impact cannot be opened due to reasons such as file corrupted, incorrect password etc.;
(3) Password cannot be provided as requested by Company;

1) Bidder is requested to encrypt Cost Impact into RAR file and upload separately.
2) The password for opening Cost Impact shall be provided by bidder only upon request from PetroChina before bid opening.
3) The Cost Impact shall be named as '[Last four digit of tender] - [CostImpact] - [Bidder Name]'.
4) The password is recommended to have at least 9 characters in length and contain:
- A minimum of 1 lower case letter [a-z] and



2.5 Click “Reply” button to reply the Clarification.

(1) Select “Yes” for Cost Impact.

(2) Click “Select File” in Cost Impact Upload to upload encrypted cost impact file.

(3) Click “Send” to submit after complete reply



Note:

(1) Cost Impact

Bidder shall encrypt the Cost Impact with WinRAR if there is cost impact in its reply to T or C clarification. The Cost Impact shall be named as '[Last four digit of tender] – [CostImpact] – [Bidder Name]'.

(2) Cost Impact Encryption

- a) Bidder shall test its encrypted Cost Impact before uploading and make sure the encrypted Cost Impact can be opened.
- b) The password for opening Cost Impact shall be provided by bidder only upon request from PetroChina before bid opening.
- c) The password is recommended to have at least 9 characters in length and contain:
 - A minimum of 1 lower case letter [a-z] and
 - A minimum of 1 upper case letter [A-Z] and
 - A minimum of 1 numeric character [0-9] and
 - A minimum of 1 special character
 - Passwords should not be based on a dictionary word or have been previously cracked.
 - Passwords should not contain any personal information.