Karachaganak

May 2023

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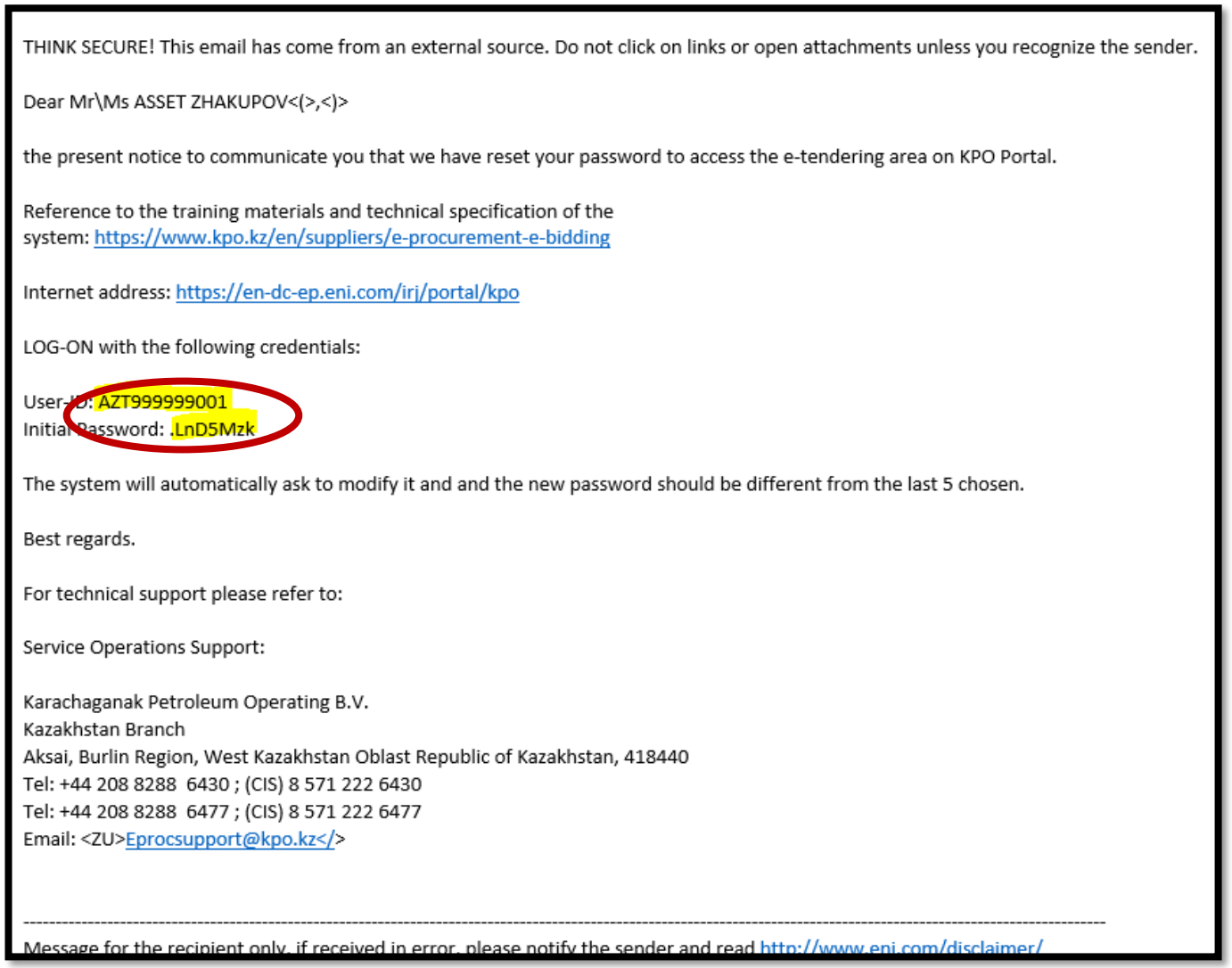
1. **Bidder** should receive an automatic e-mail from the E-bidding system the below login details in order to enter the platform. Please use credentials highlighted in yellow.

- If not received, please send an e-mail with request to Eprocsupport@kpo.kz



THINK SECURE! This email has come from an external source. Do not click on links or open attachments unless you recognize the sender.

Dear Mr\Ms ASSET ZHAKUPOV<(>,<)>

the present notice to communicate you that we have reset your password to access the e-tendering area on KPO Portal.

Reference to the training materials and technical specification of the system: https://www.kpo.kz/en/suppliers/e-procurement-e-bidding

Internet address: https://en-dc-ep.eni.com/irj/portal/kpo

LOG-ON with the following credentials:

User-ID: AZT999999001
Initial Password: .LnD5Mzk

The system will automatically ask to modify it and and the new password should be different from the last 5 chosen.

Best regards.

For technical support please refer to:

Service Operations Support:

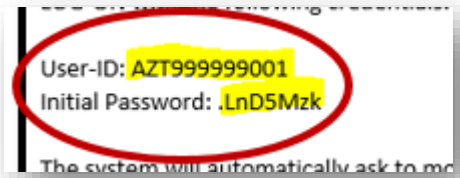
Karachaganak Petroleum Operating B.V.
Kazakhstan Branch
Aksai, Burlin Region, West Kazakhstan Oblast Republic of Kazakhstan, 418440
Tel: +44 208 8288 6430 ; (CIS) 8 571 222 6430
Tel: +44 208 8288 6477 ; (CIS) 8 571 222 6477
Email: <ZU>Eprocsupport@kpo.kz</>

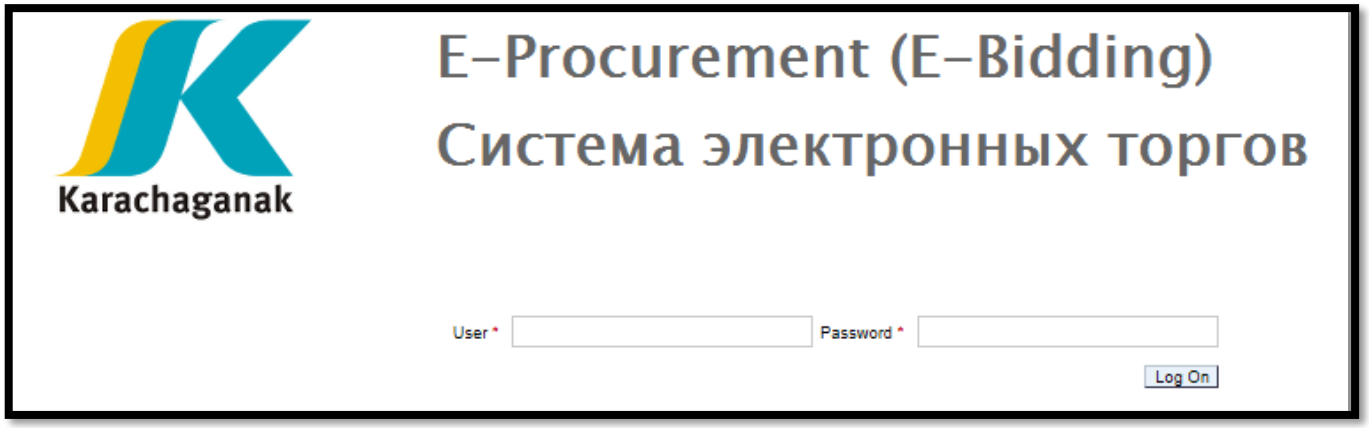
Message for the recipient only, if received in error, please notify the sender and read http://www.eni.com/disclaimer/

2. For entering the system, it is highly recommended to:

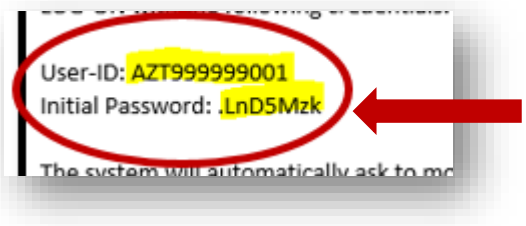
- **Use “Microsoft Edge” browser**
- **Clean up browsing history for “All Time”**

3. Access to the system by entering your User ID and initial password details via the link https://en-dc-ep.eni.com/irj/portal/KPO





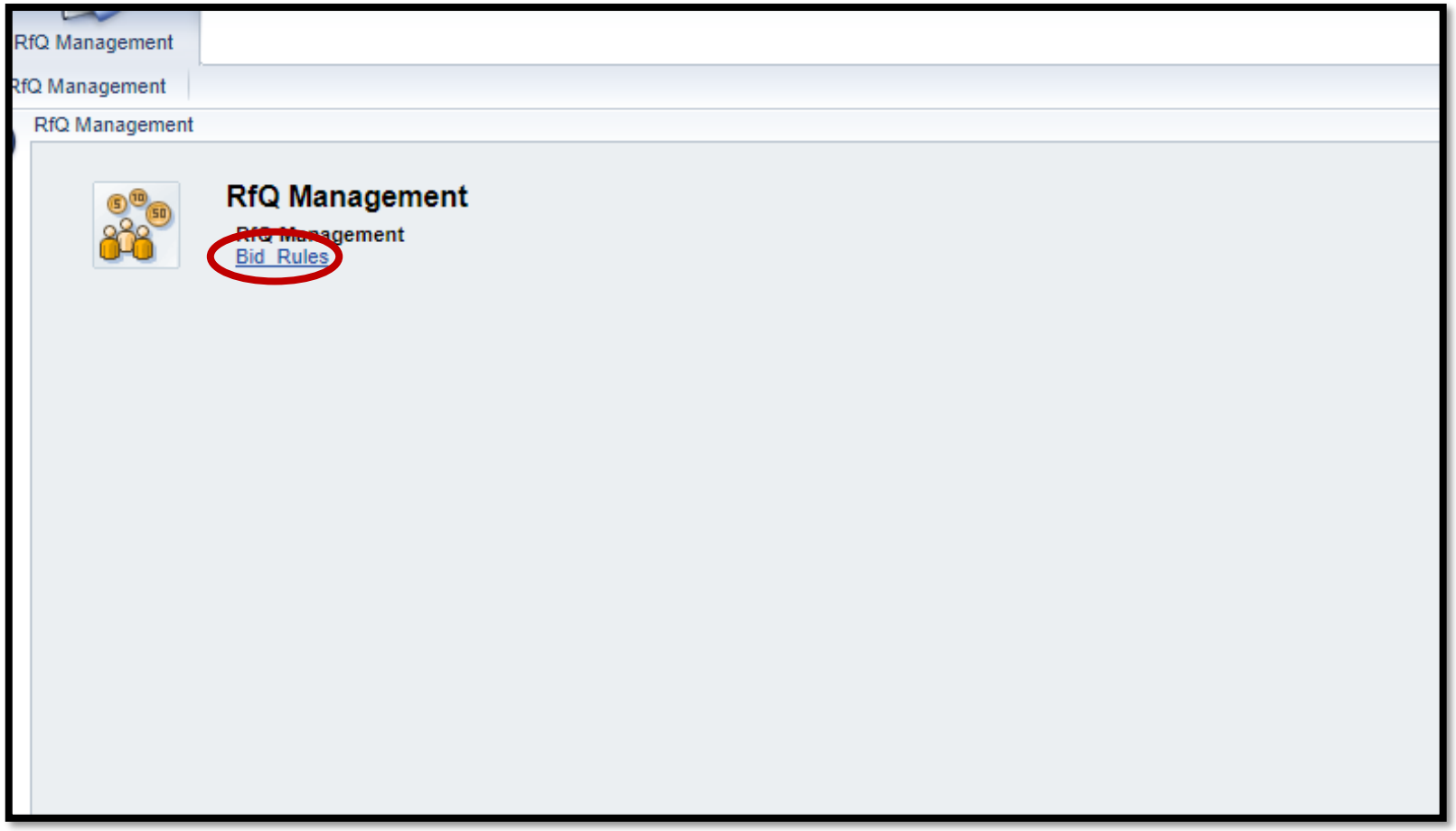
4. Once entered, it is required to change the password by entering the initial password (highlighted in yellow) provided via e-mail insert into “Old Password” and create a new password.



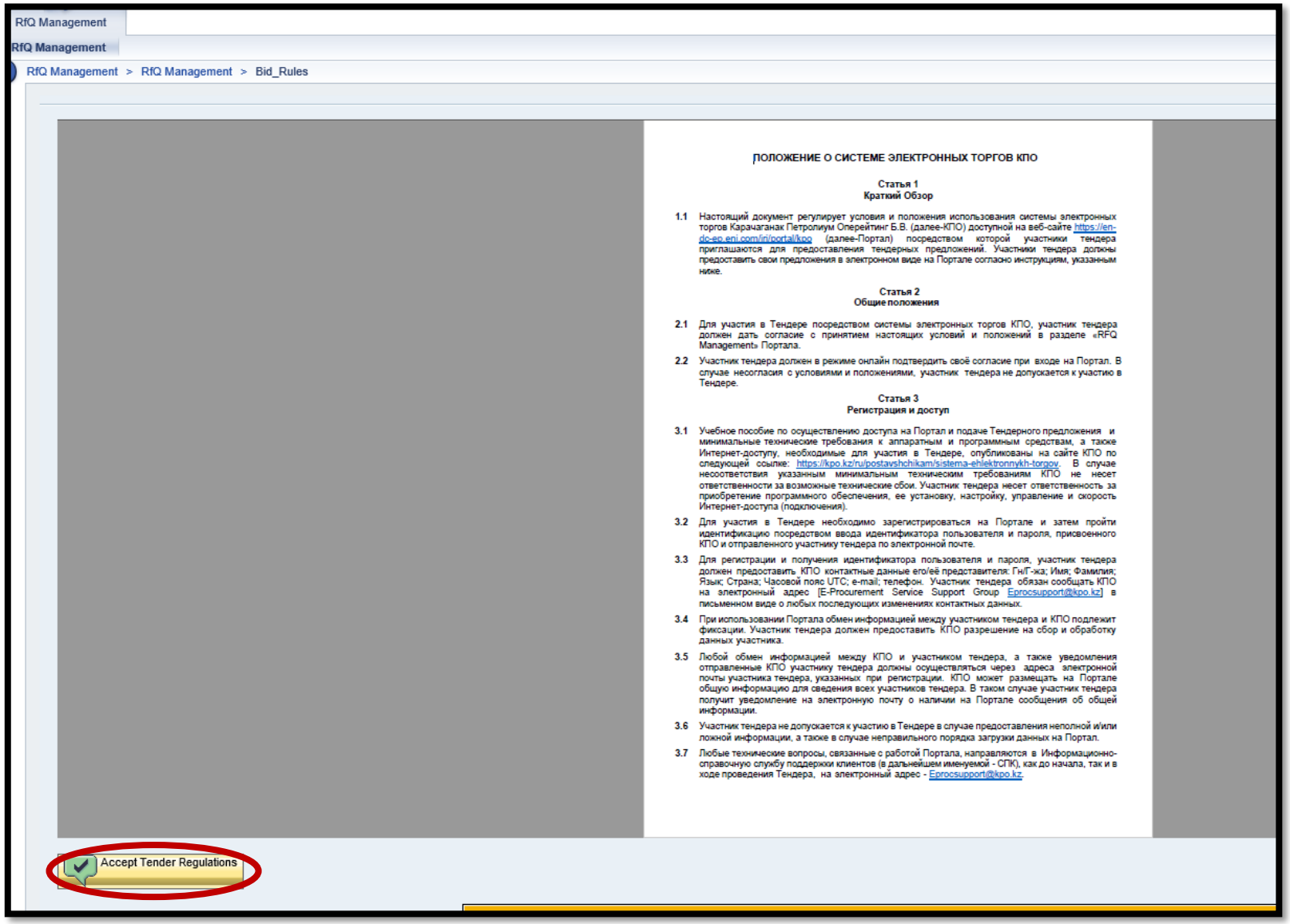
The new password must contain:

- **Upper/lower case letters,**
- **Numbers**
- **Special characters.**

5. Once password changed, please click “**Bid Rules**” and system will redirect you to **Regulation acceptance** view.

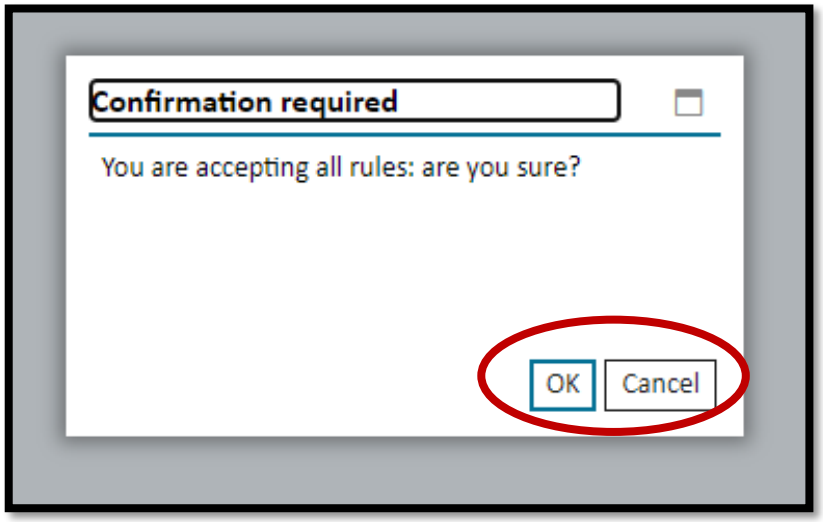


6. In order to participate to any **Bid Invitation**, you need to "**Accept Tender Regulations**".

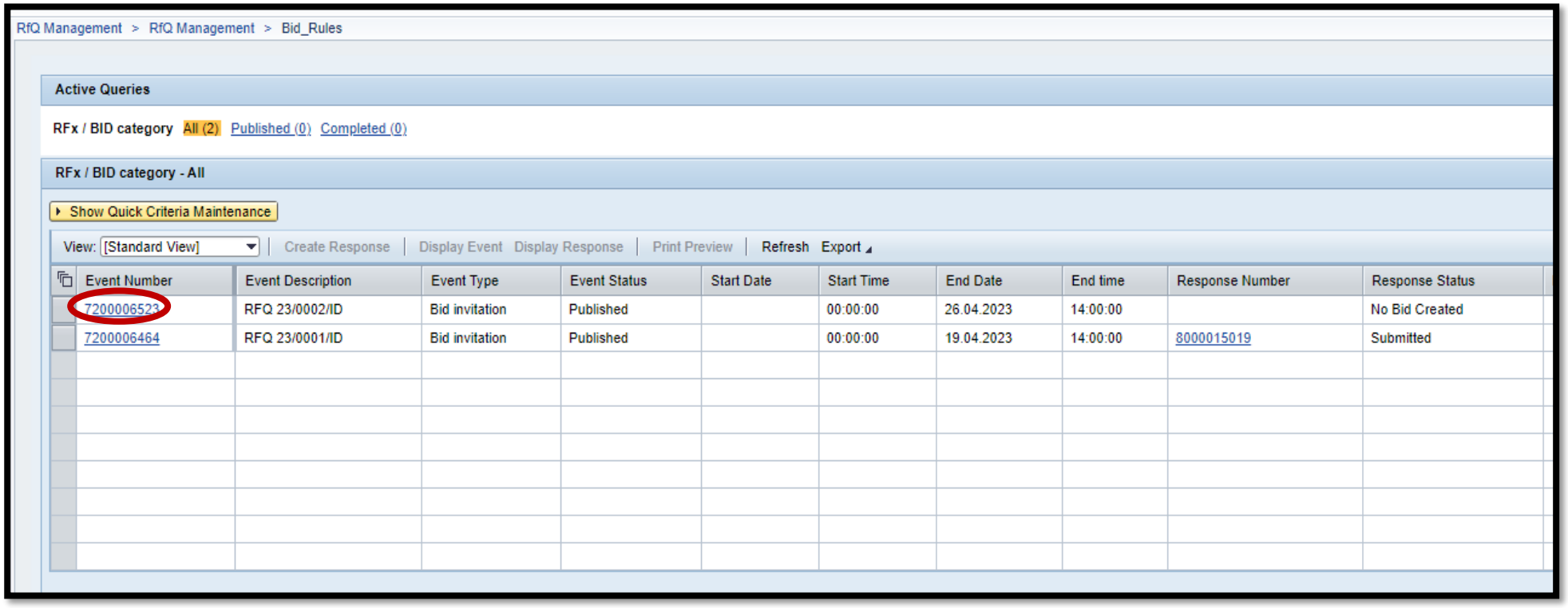


7. System will ask for confirmation. Please press "**OK**".

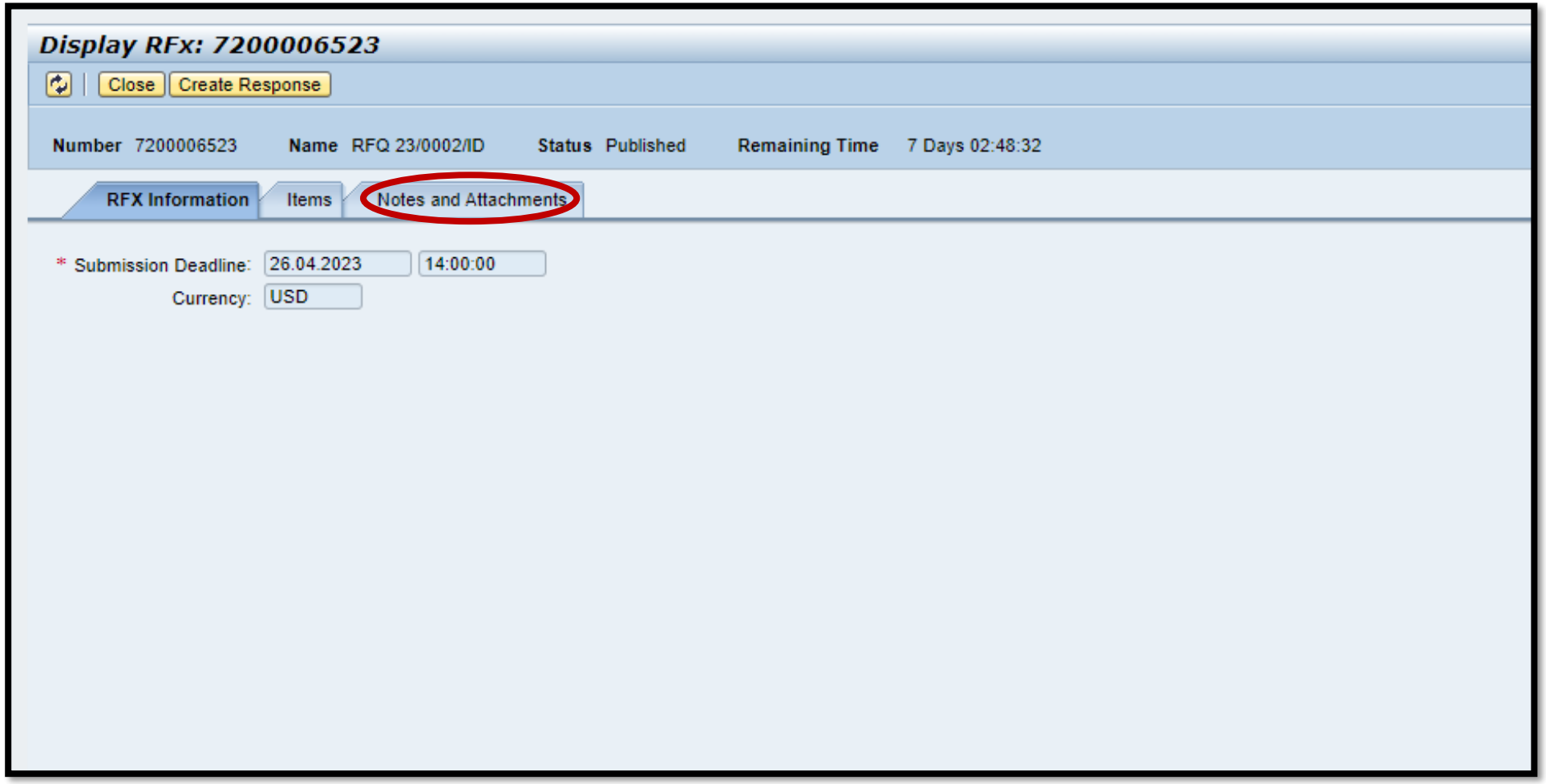
- If you click on "**Cancel**", RfQ won't be displayed.
- If you click "**OK**" system will open RfQ Panel.
- Every time you want to open an RfQ, regulation must be accepted first.



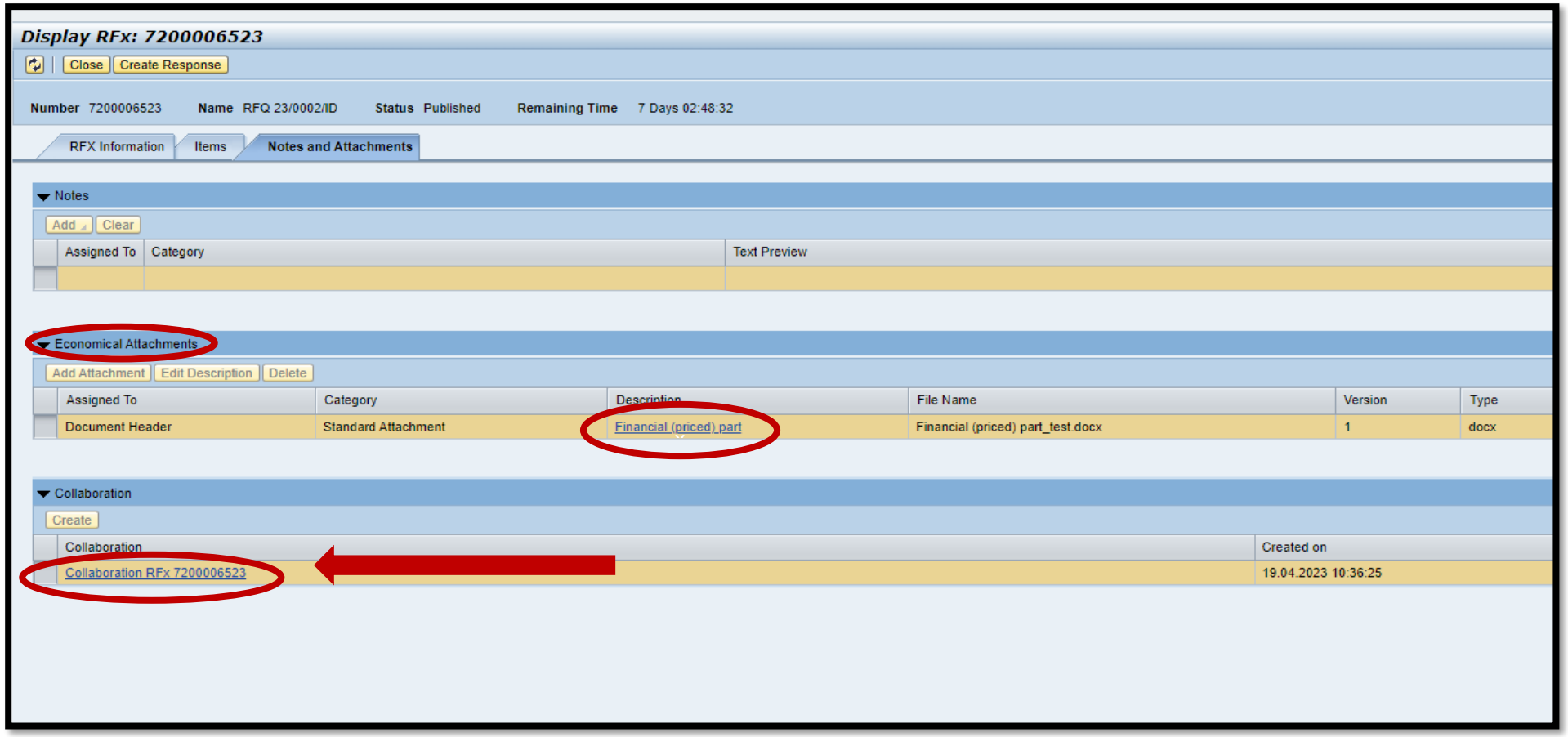
8. To <u>open a **Bid invitation**</u>, it is required to press on an appropriate "**Event Number**".



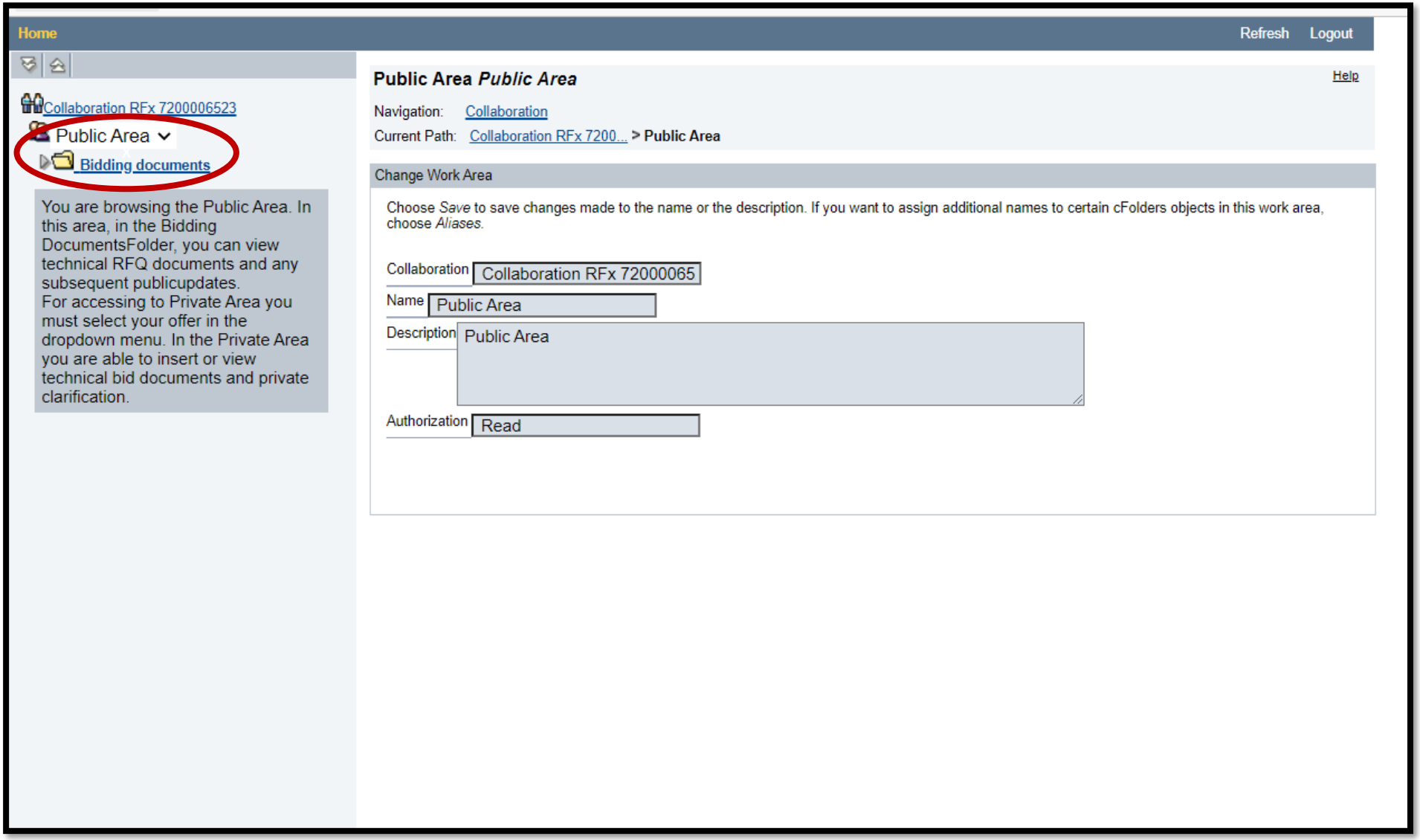
9. In below tab, press on “**Notes and Attachments**”.



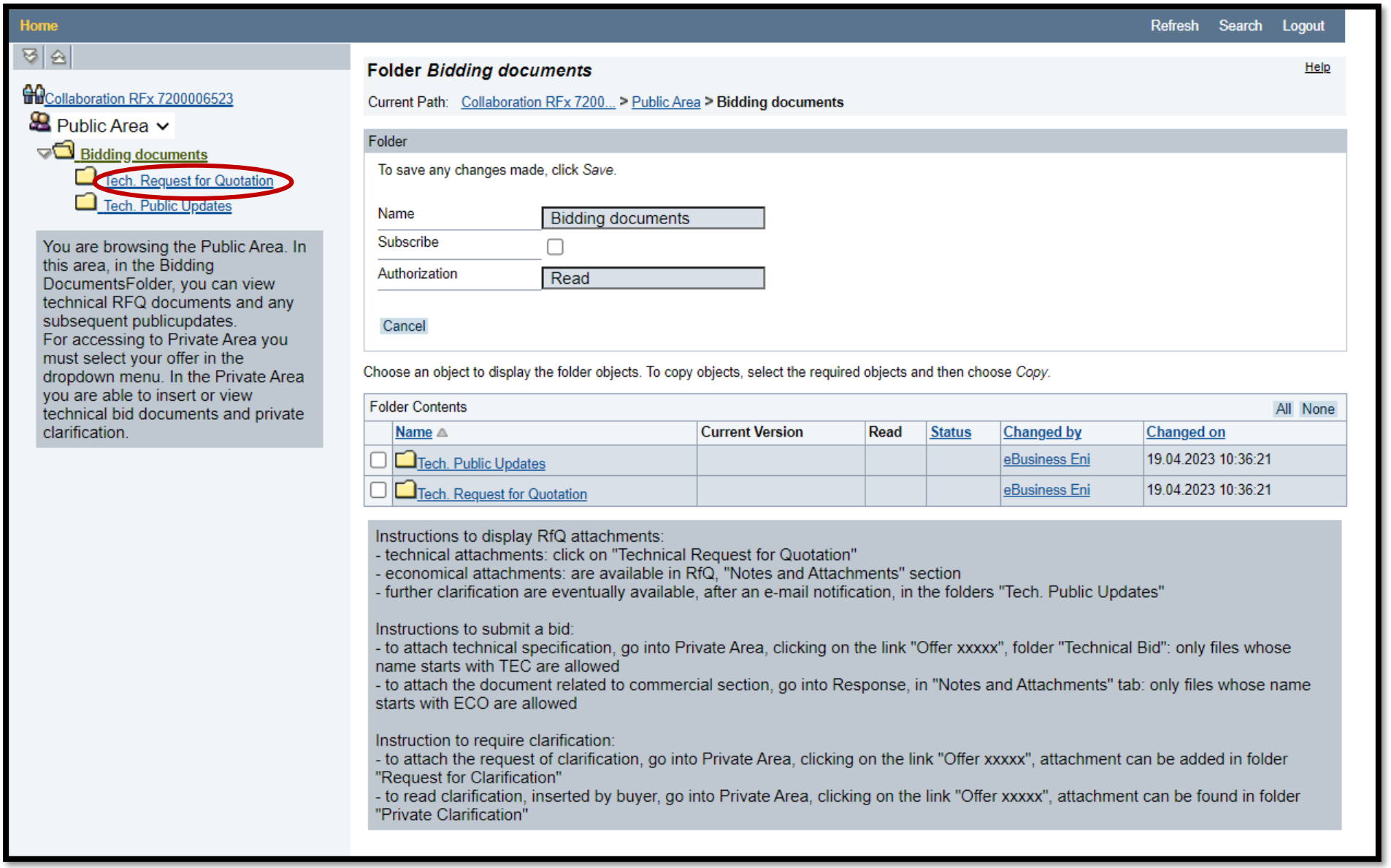
10. In **Notes and Attachments** tab, press on "**Collaboration**" to download technical information first and then "**Economical Attachments**" to download financial information.



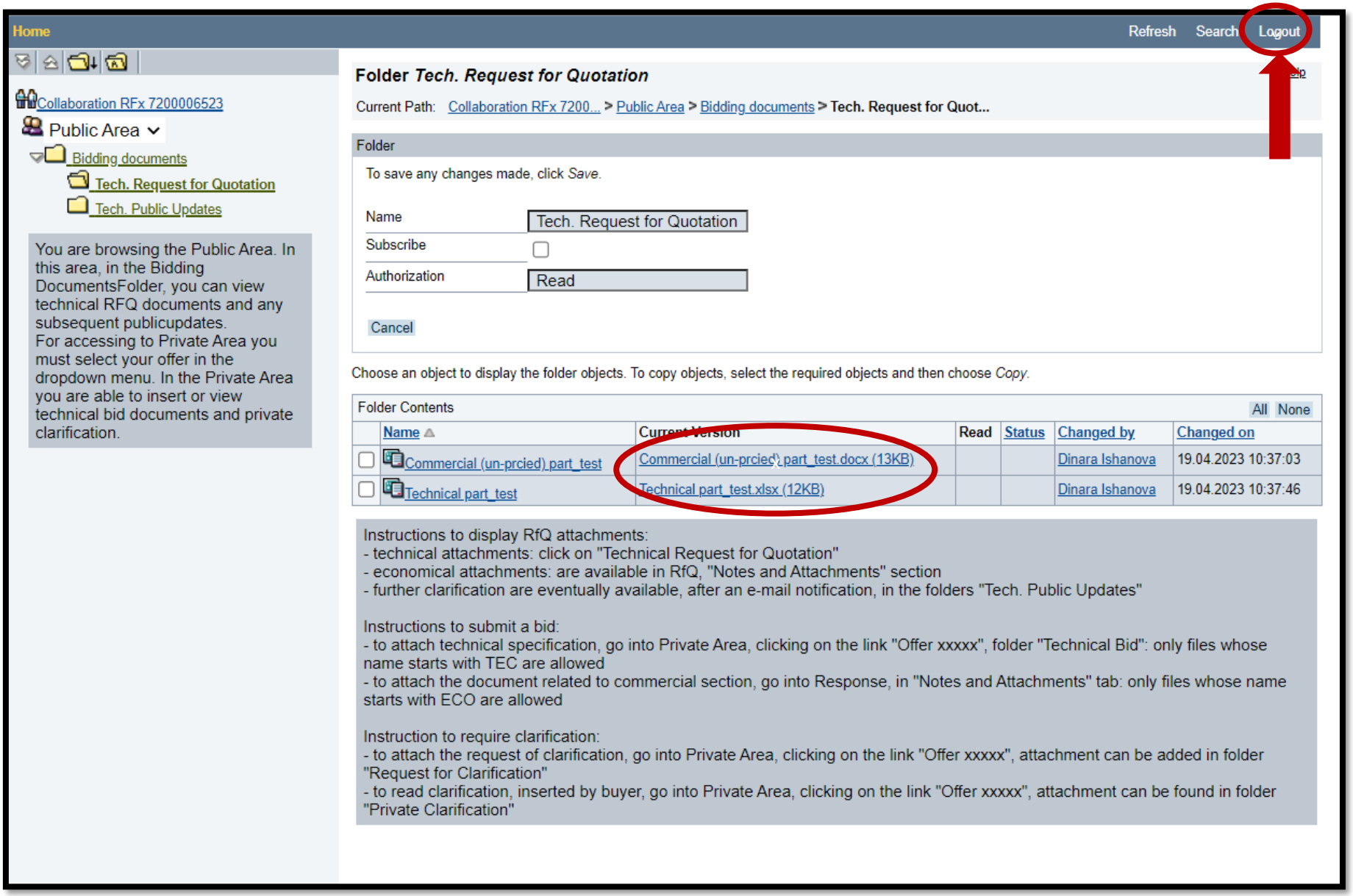
11. Once entered into Collaboration room, in “**Public Area**”, please click on “**Bidding documents**”.



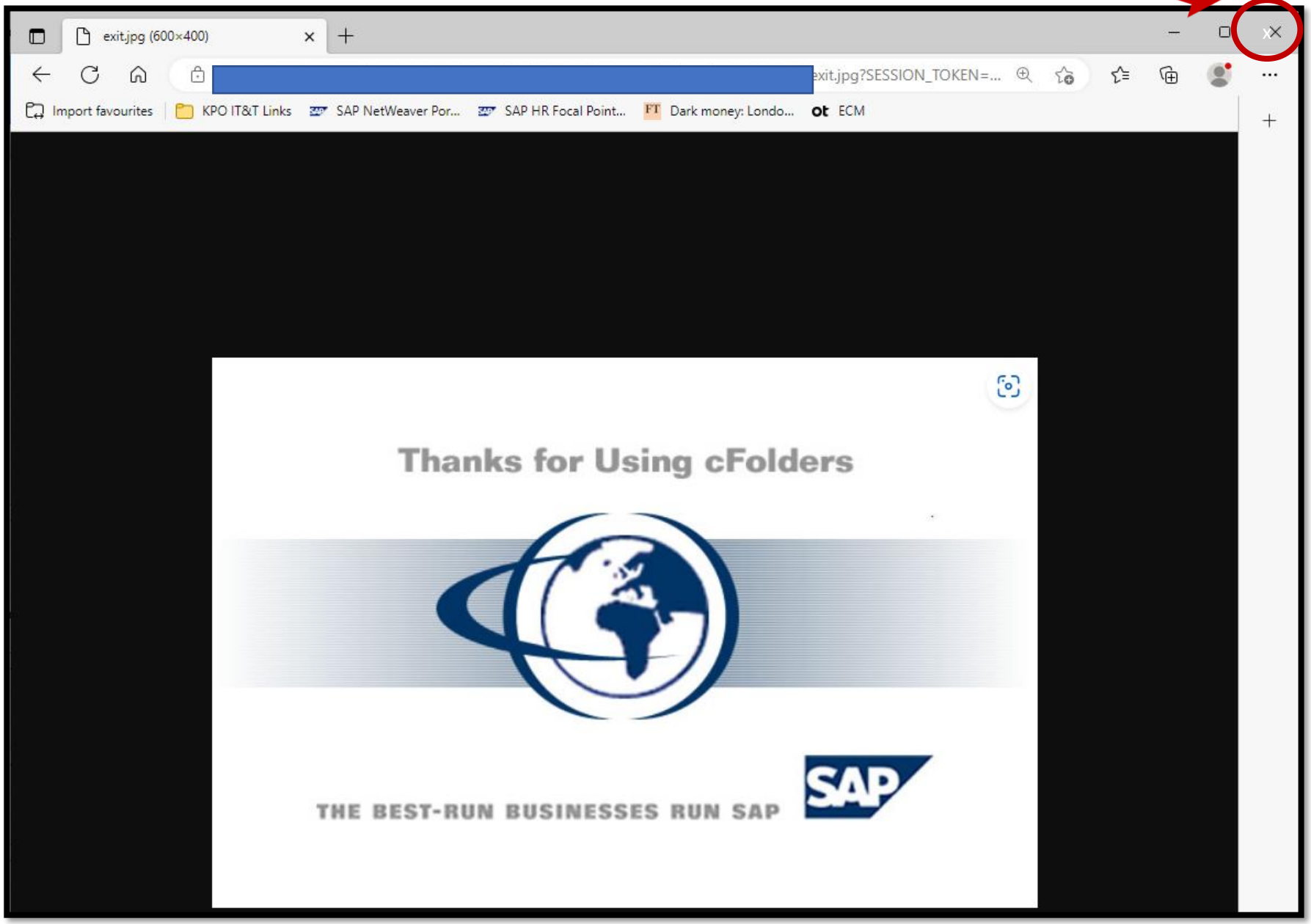
12. In **Bidding documents**, bidder can see two folders. Please click on "**Tech. Request for Quotation**".



13. In "**Tech. Request for Quotation**" folder, **documents for tender** can be opened and downloaded. Once downloaded, please press on **Logout**.



14. Once Logout, please **close** the window.



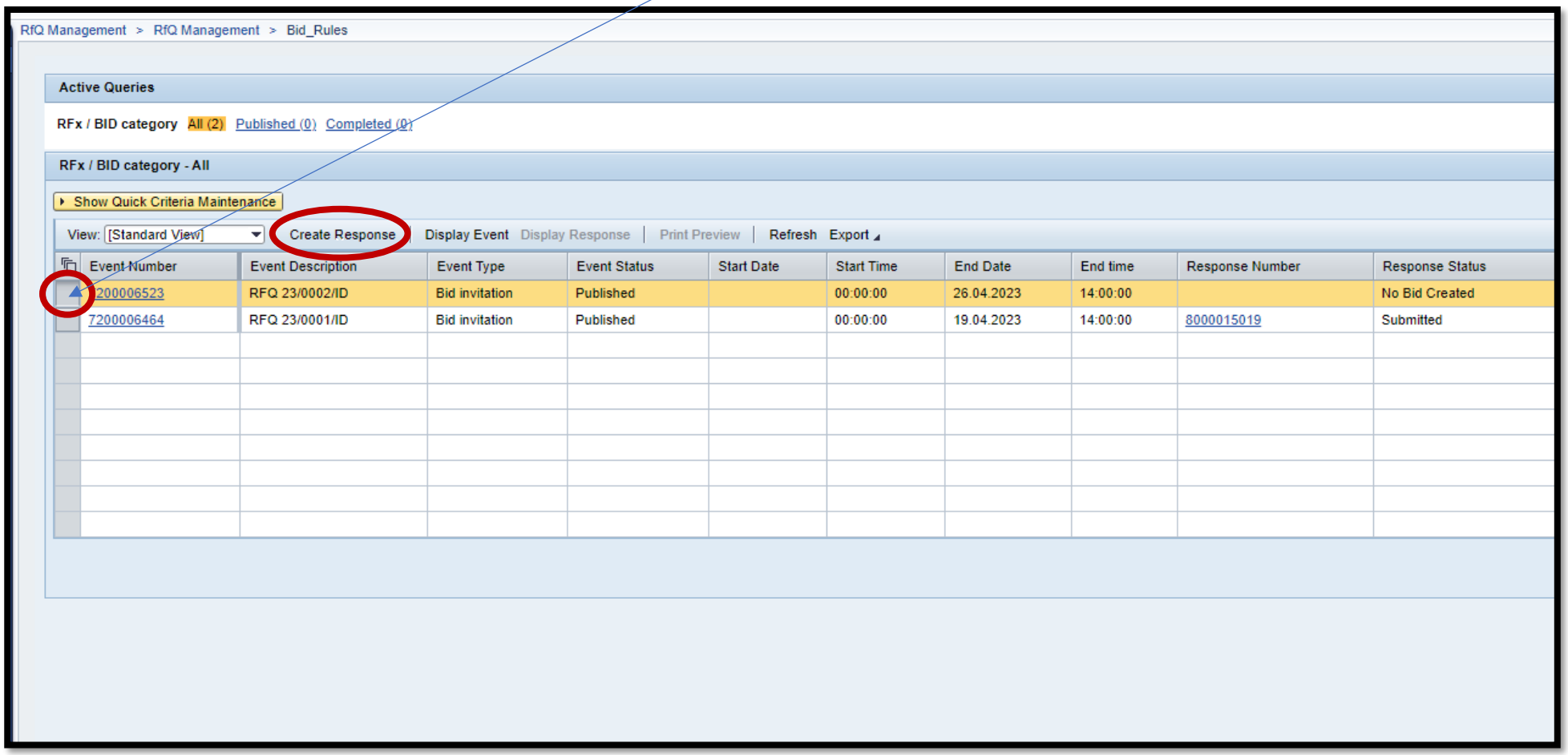
Submit response documents

Response shall contain two document packages:

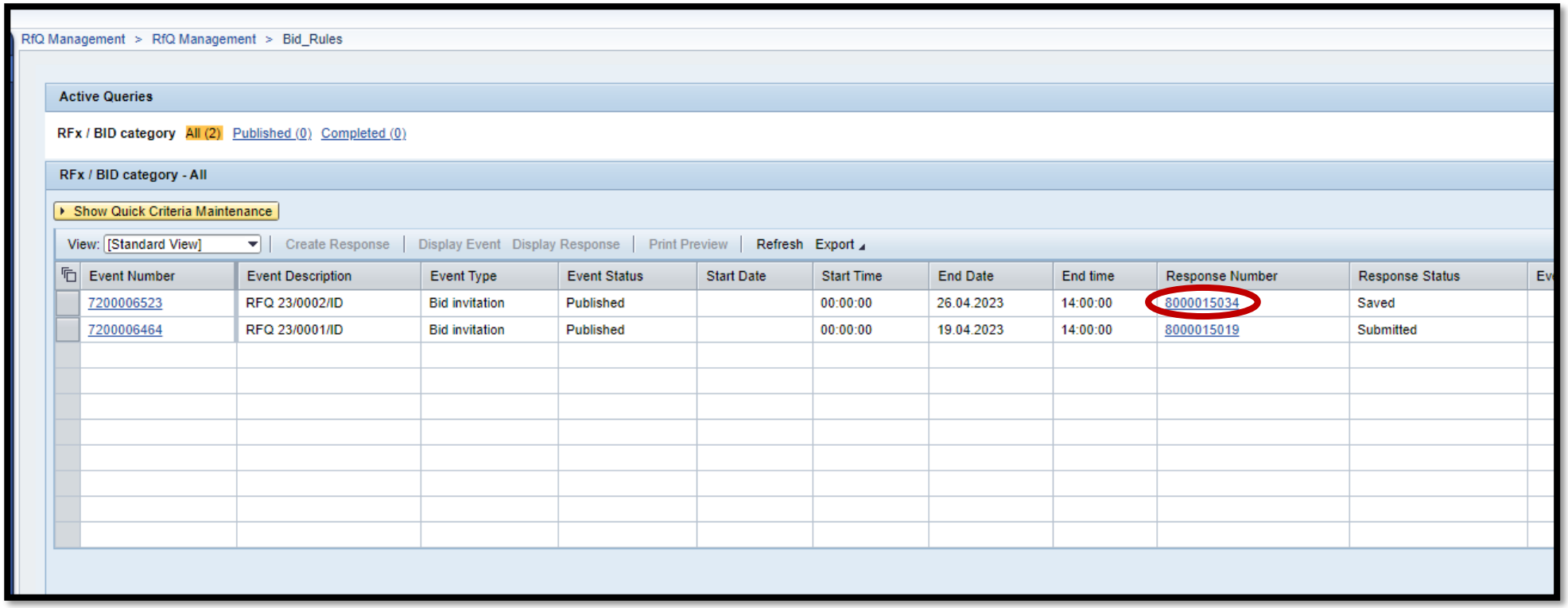
- "**Commercial priced proposal**"
  Please note, that document package must be named **"ECO", (if several document packages ECO1, ECO2, etc.)**
- "**Technical and Commercial unpriced**"
  Please note, that document must be named **"TEC", (if several document packages TEC1, TEC2, etc.)**

Please note, that each file size shall be less than 70 Mb. The files shall be saved on Desktop in order to shorten the path.

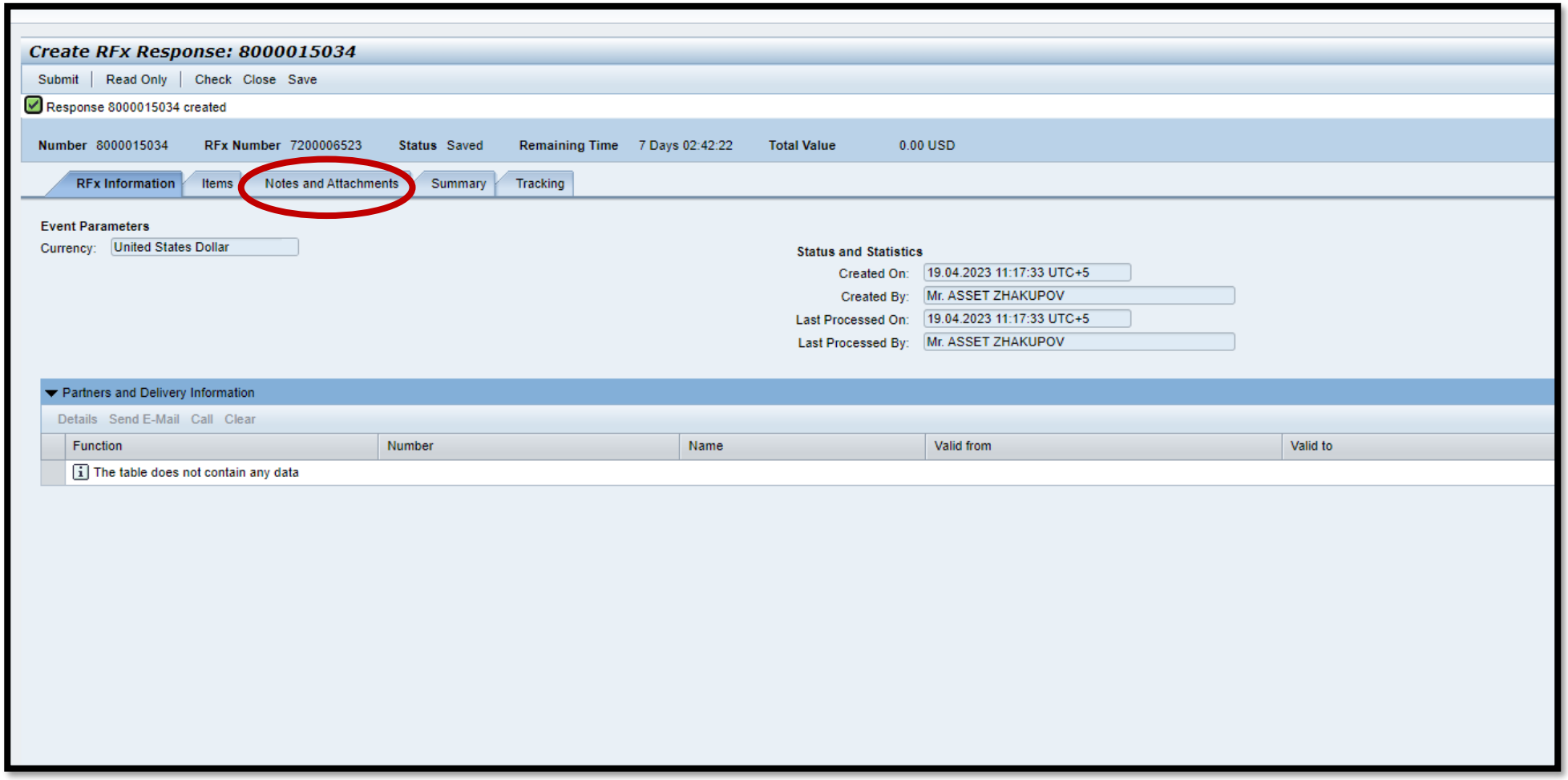
15. In order to submit the response (TEC, ECO), the **grey square box** in front of event number shall be clicked, this will highlight the row. Once highlighted, please press on "**Create Response**" button.



16. If the platform was closed accidently or it was decided to submit your response later, upon re-entry into the platform, please press on response number which starts with 8, number like **8XXXXXXX** as response already created.



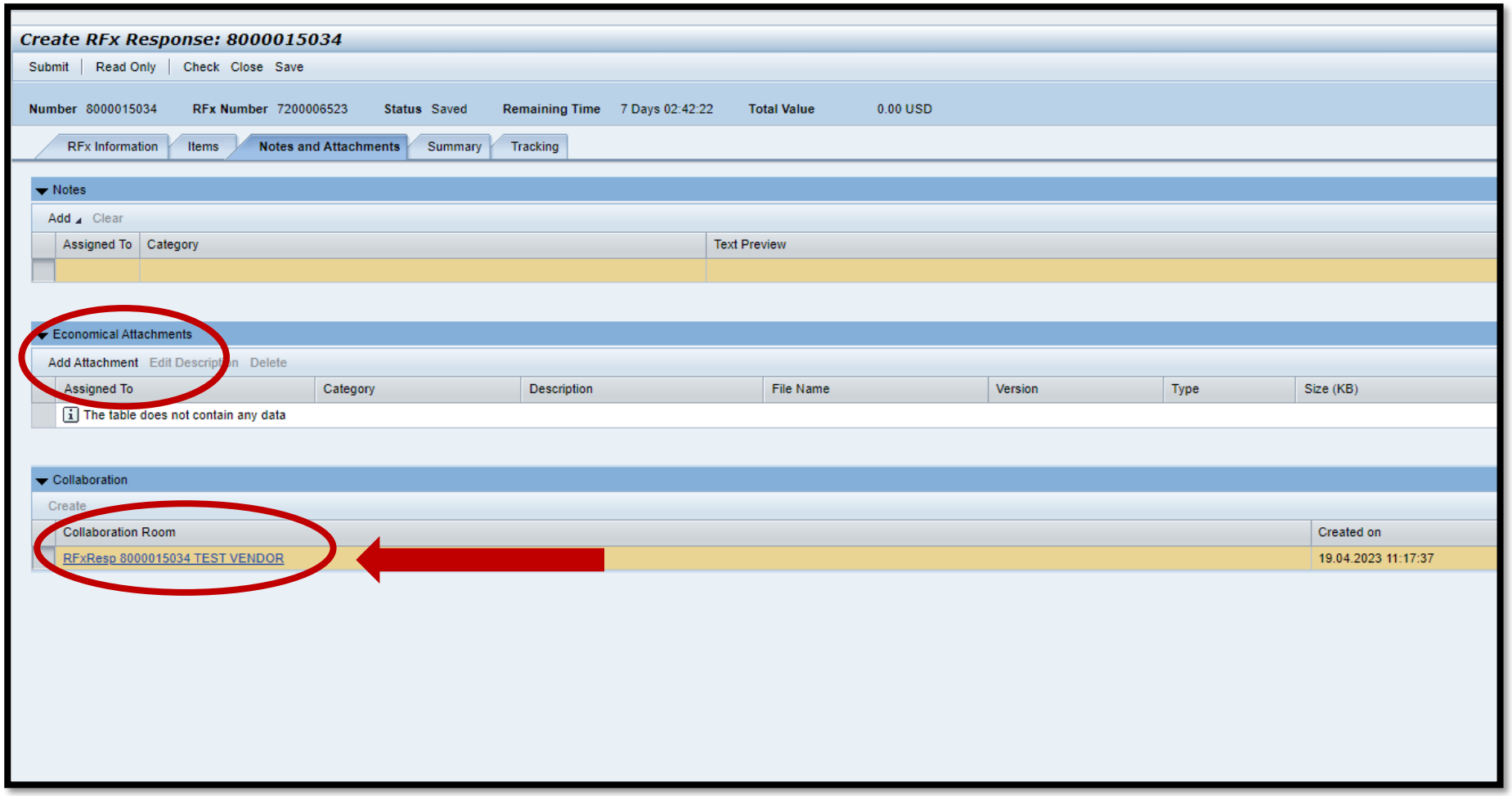
17. Next, press on "**Notes and Attachments**".



18. In “**Notes and Attachments**”, you will see two sections:

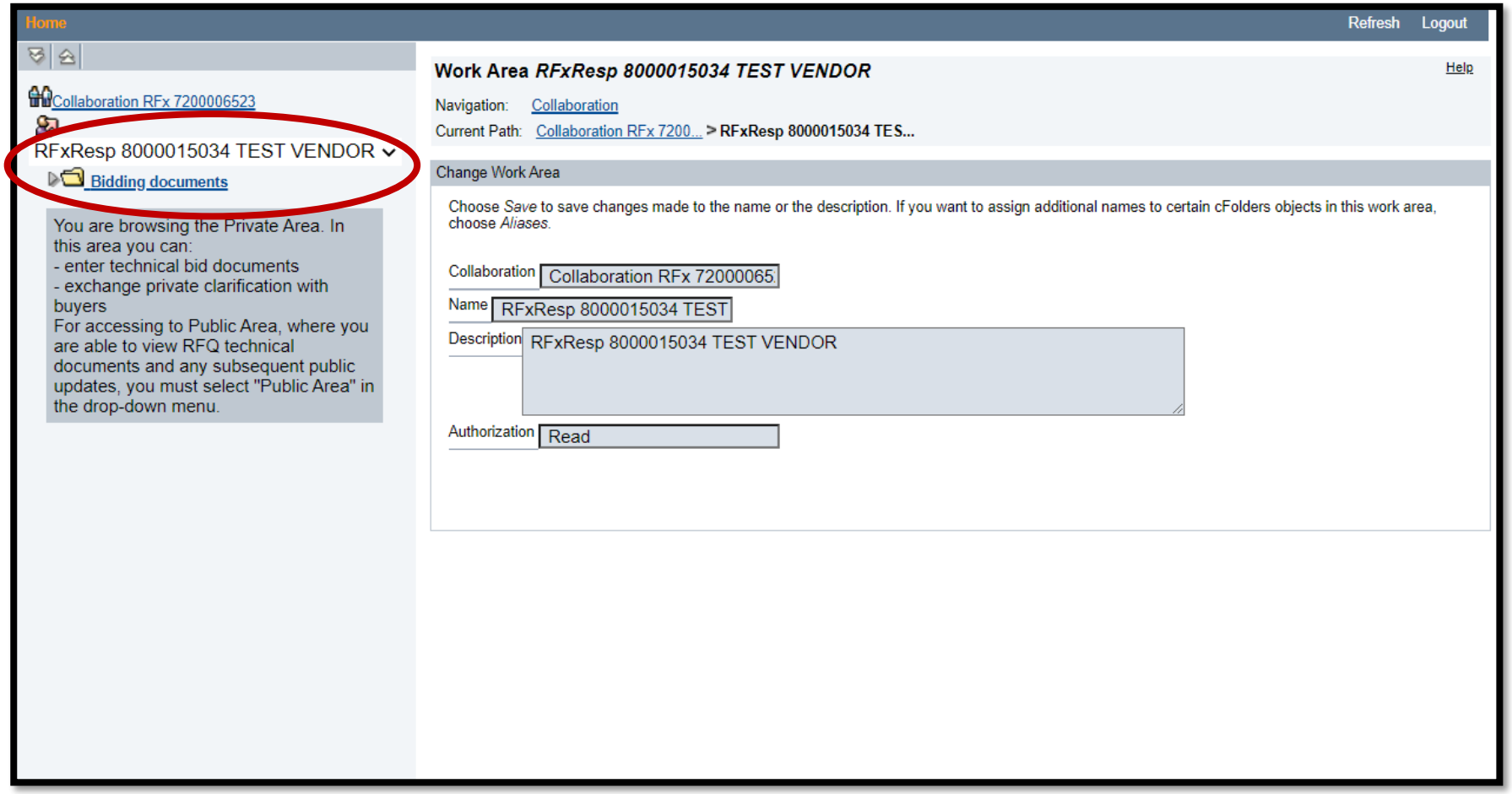
- The “**Economical Attachments**” is for priced proposal
- “**Collaboration**” for technical and commercial attachments without a price.

➢ To upload Technical and Unpriced Commercial Attachments, the **Collaboration** section has to be opened.

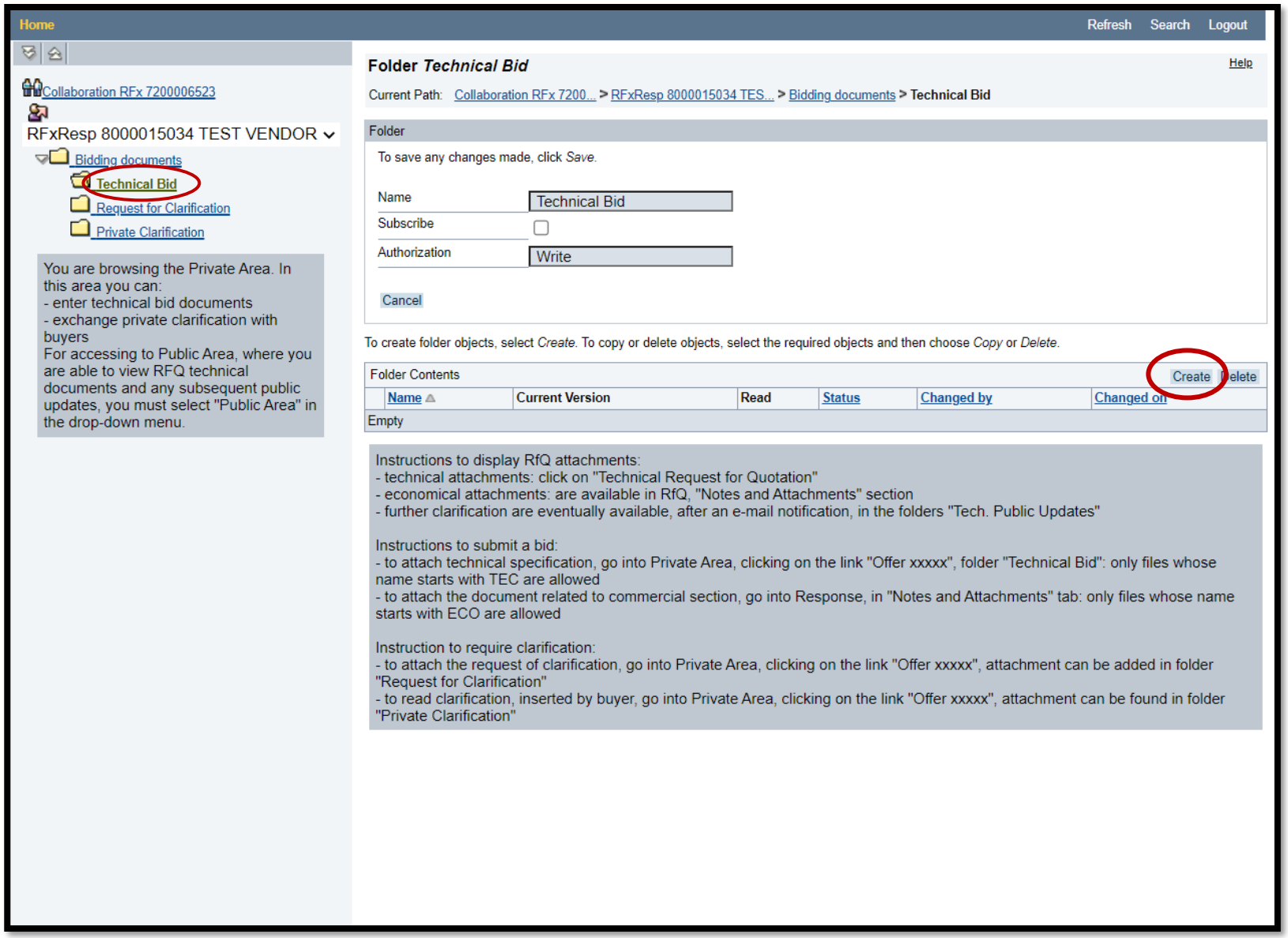


19. To attach technical specification, go into:

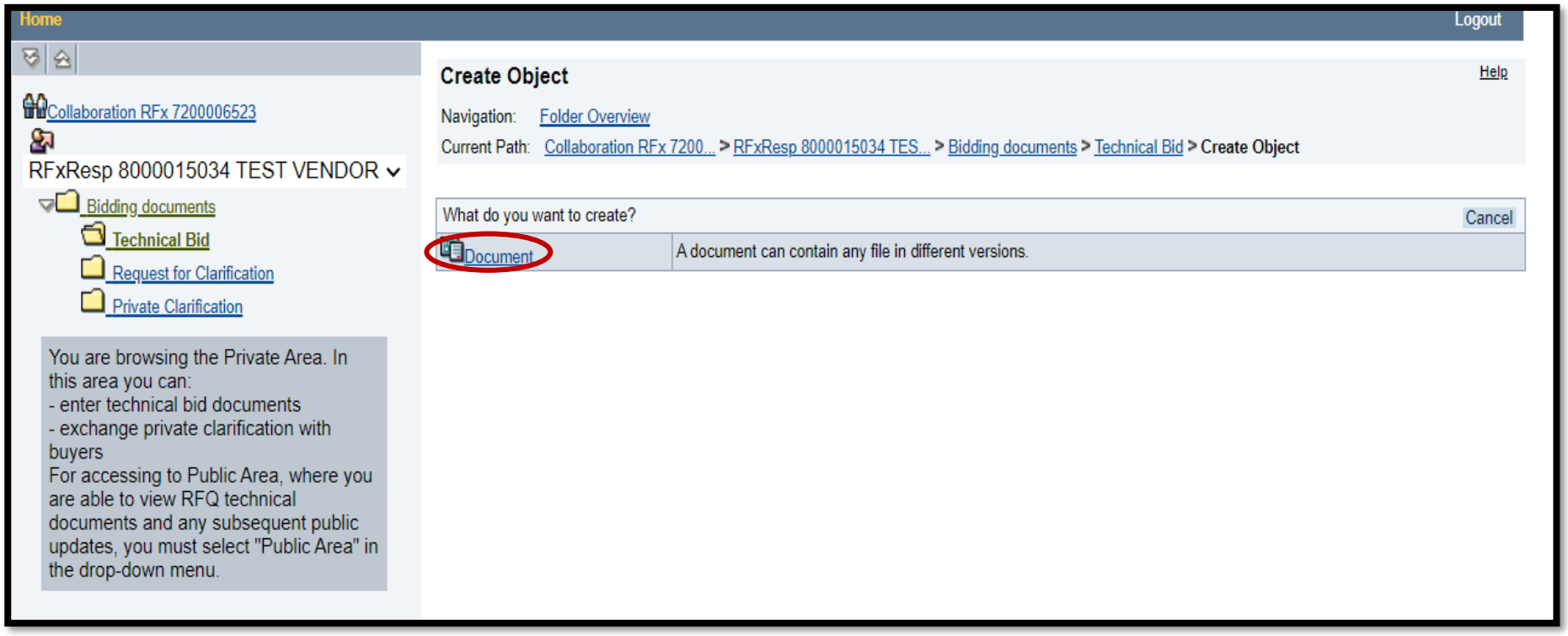
a. **Collaboration** room
   => **Private Area**
   => Offer "**RfxResp 80000015034 TEST VENDOR**" (In below you will see you company name).
   => Open **Bidding documents**



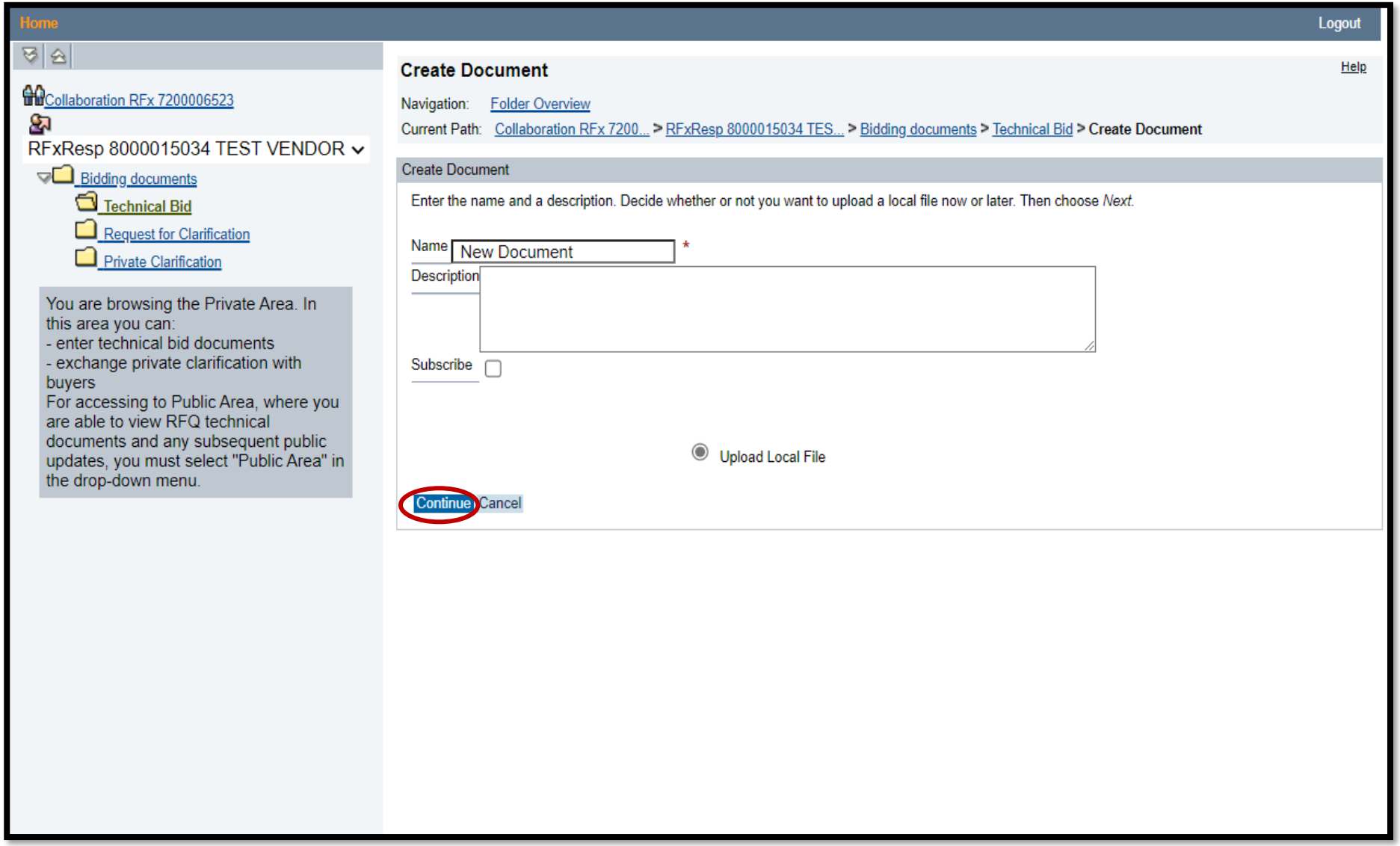
b. => Open folder “**Technical Bid**”,
=> Click on “**Create**” button.



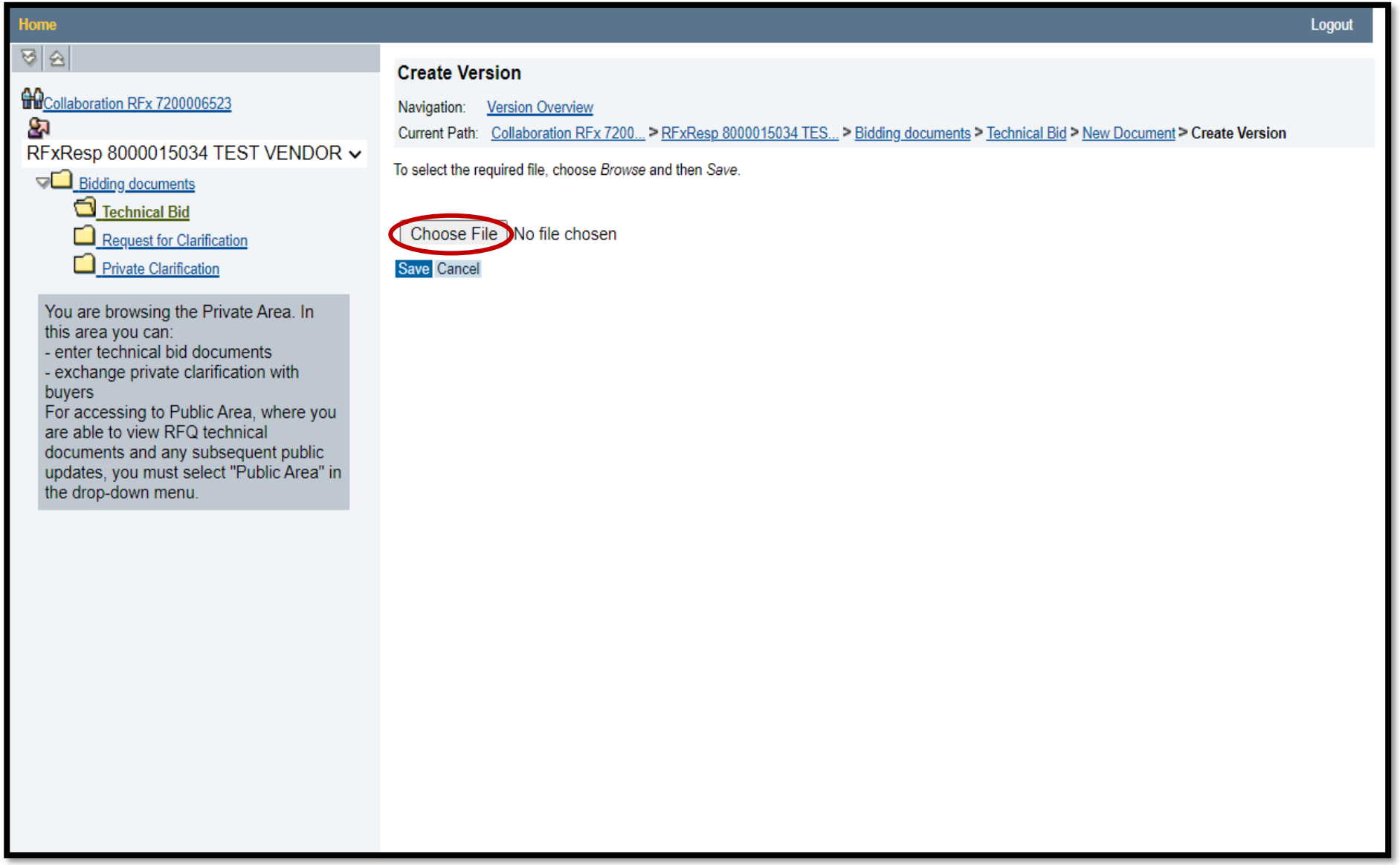
c. => Click on “**Document**”



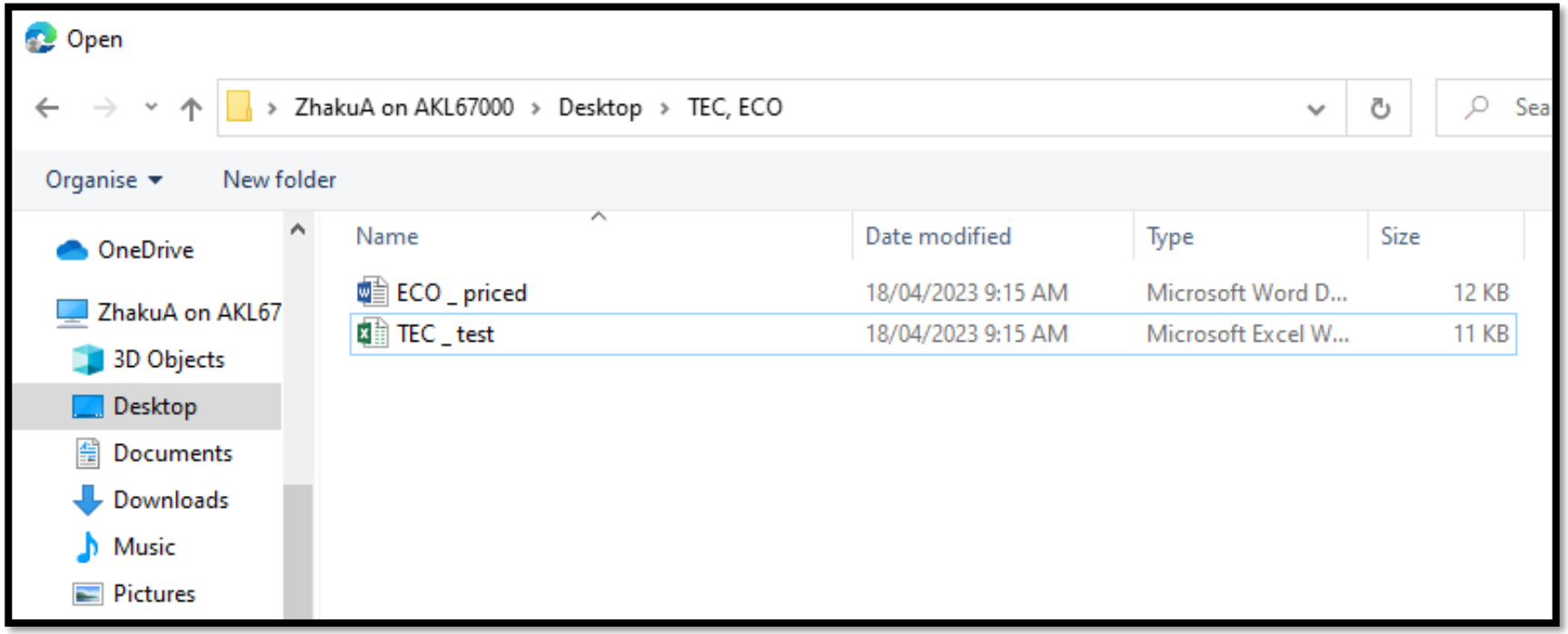
d. => Click on “**Continue**” button



e. => Click on “**Choose File**” Button

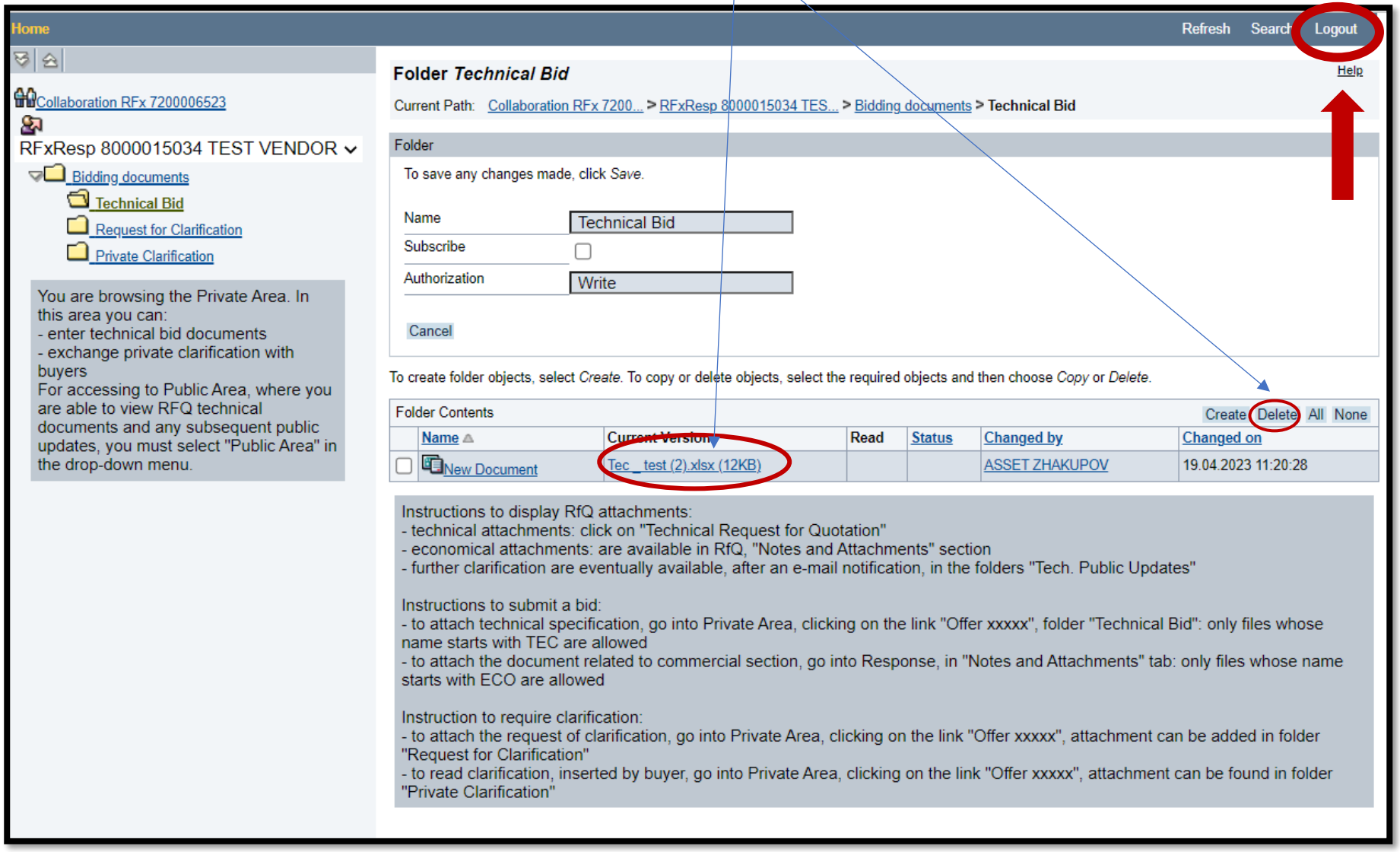


f. => Attach the documents which have to be named with short name “**TEC**” **and located in short path** (i.e. Desktop).

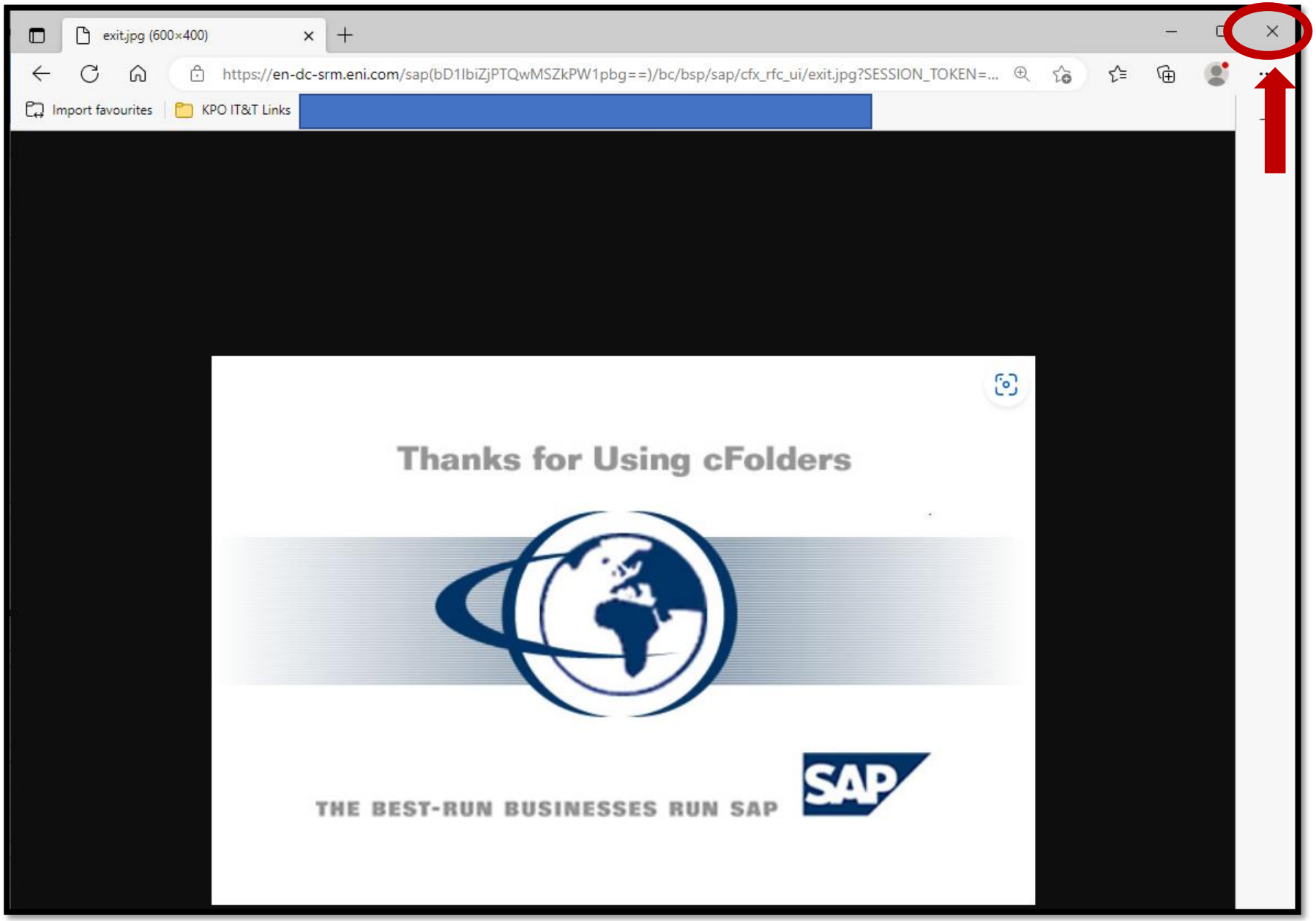


g. Once all documents uploading is complete, check the documents list. Then, please Logout by clicking the button in the upper right corner.

- While, proposal is not submitted yet, you can delete the attachments and create new one.



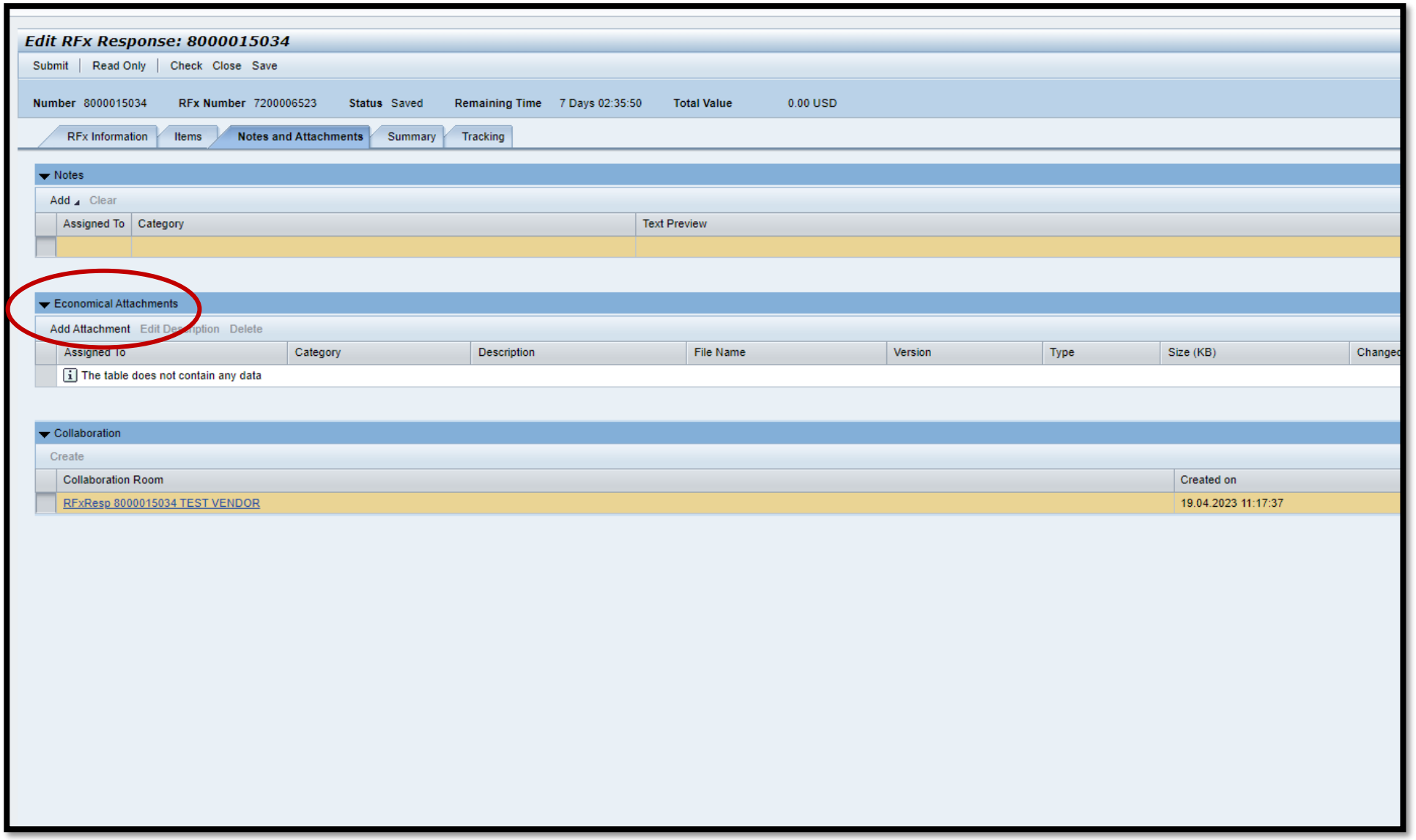
h. Once Logout, please close the window.



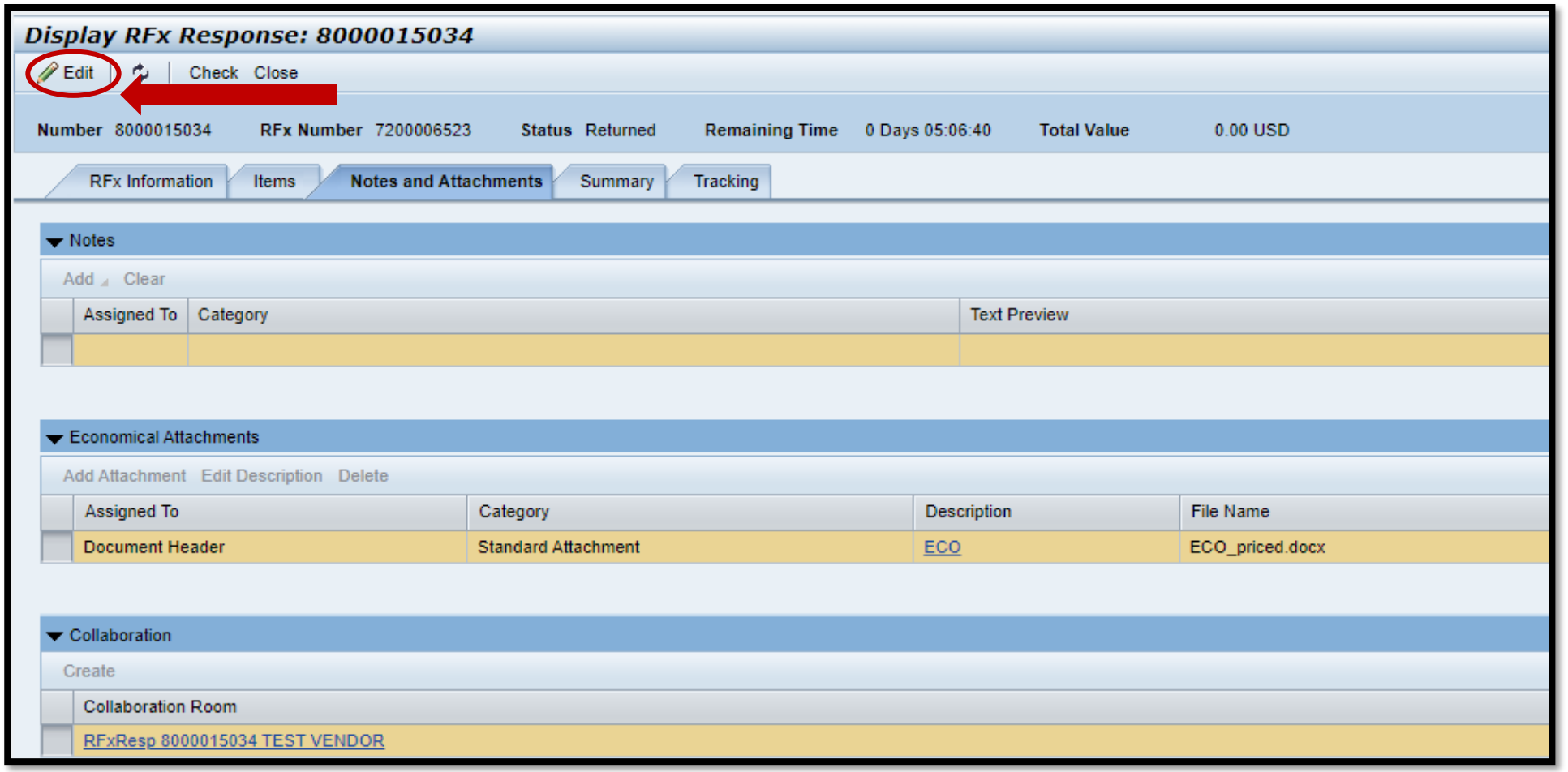
20. To attach **economical** proposal <u>with Price</u>:

a. => Open the "**Economical Attachments**"

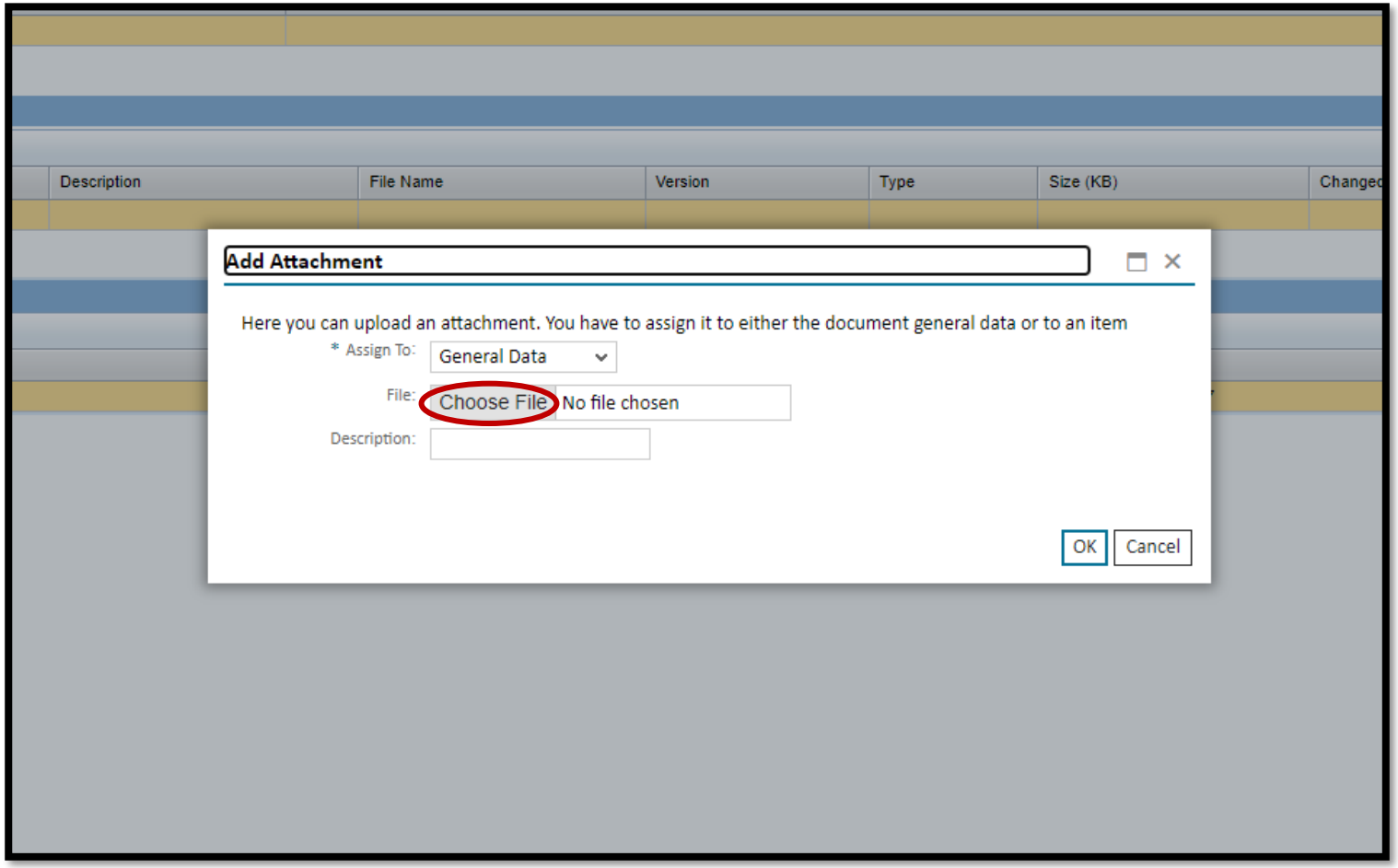
=> Click on "**Add Attachment**" button



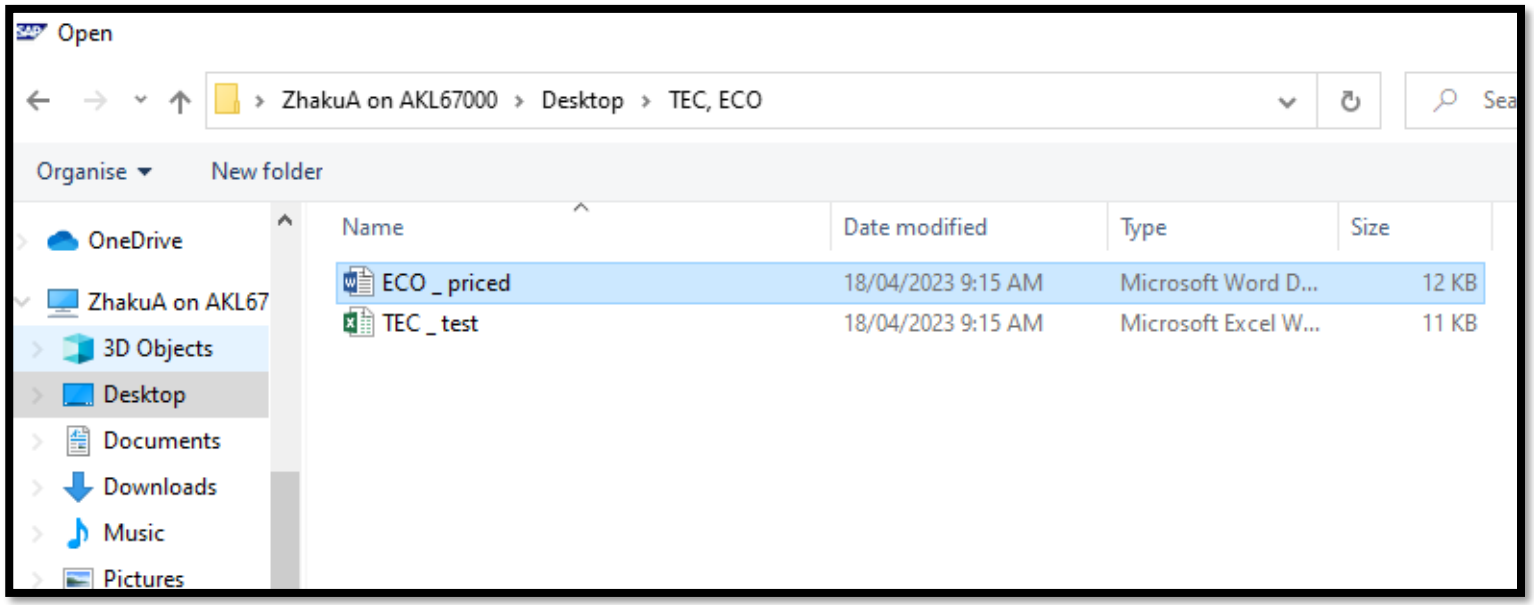
✓ FYI, if "**Add Attachment**" button is not active, then, press on "**Edit**" button in the upper left corner and "**Add Attachments**" button will be active.



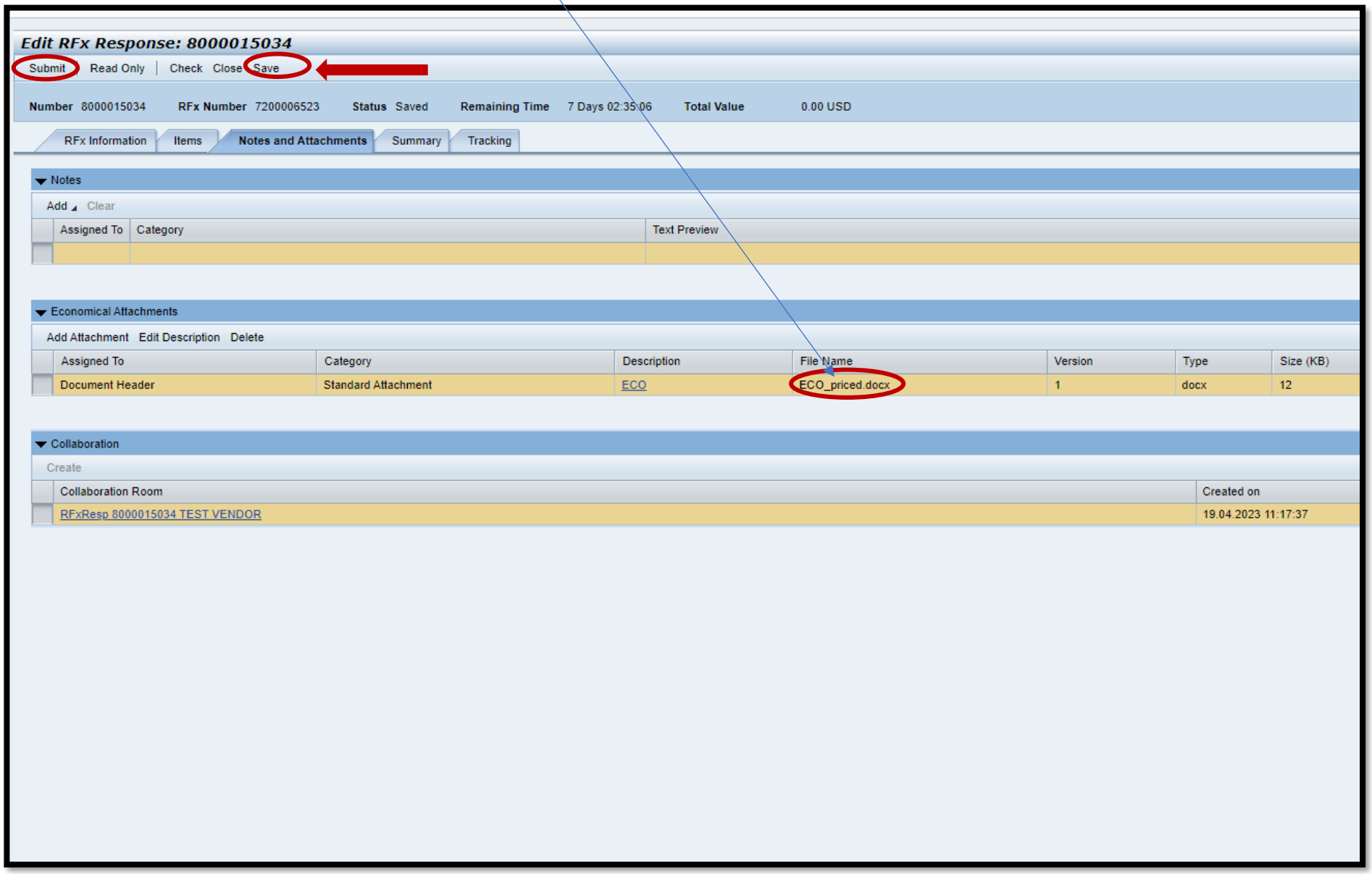
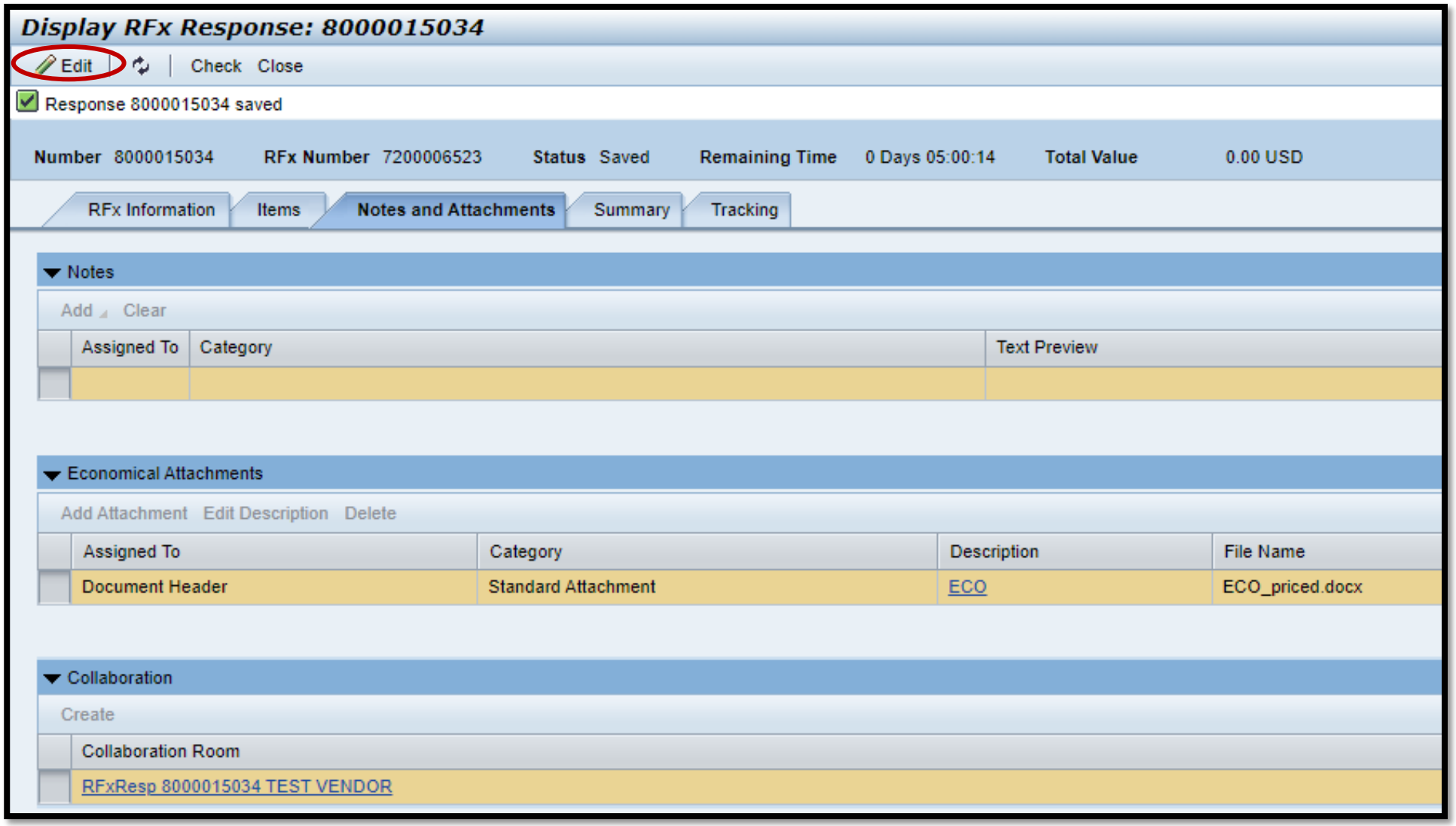
b. => Click on “**Choose File**” button



c. => Attach the documents which have to be named with short name “**ECO**” and **located in short path** (i.e. Desktop).



21. Please make sure, that document was attached. Once TEC and ECO proposal attached, please click "**Save**" in upper side of the window. Once saved, please click on "**Submit**" button.



22. If you cannot see "**Submit**" button, press on "**Edit**" button in the upper left corner and the button "**Submit**" will be activated.