

May 2023



E-Bidding

Introduction to Training Manuals KPO b.v.

Content

➤ Logon	3-5
➤ Regulation Acceptance.....	6-8
➤ Bid Invitation.....	9-15
• Notes and Attachments.....	10
• Download information.....	11-15
➤ Response.....	16-34
• Technical and Commercial Proposal without price ...	20-28
• Commercial proposal with price	29-34

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 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

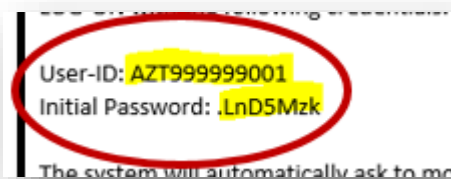
Email: <ZU>Eprocsupport@kpo.kz</>

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>



User-ID: AZT999999001
Initial Password: .LnD5Mzk
The system will automatically ask to mo

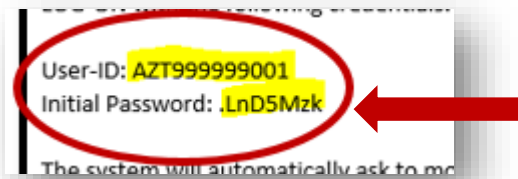



Karachaganak

E-Procurement (E-Bidding)
Система электронных торгов

User * Password *

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.



SAP NetWeaver

Change Password

Old Password *

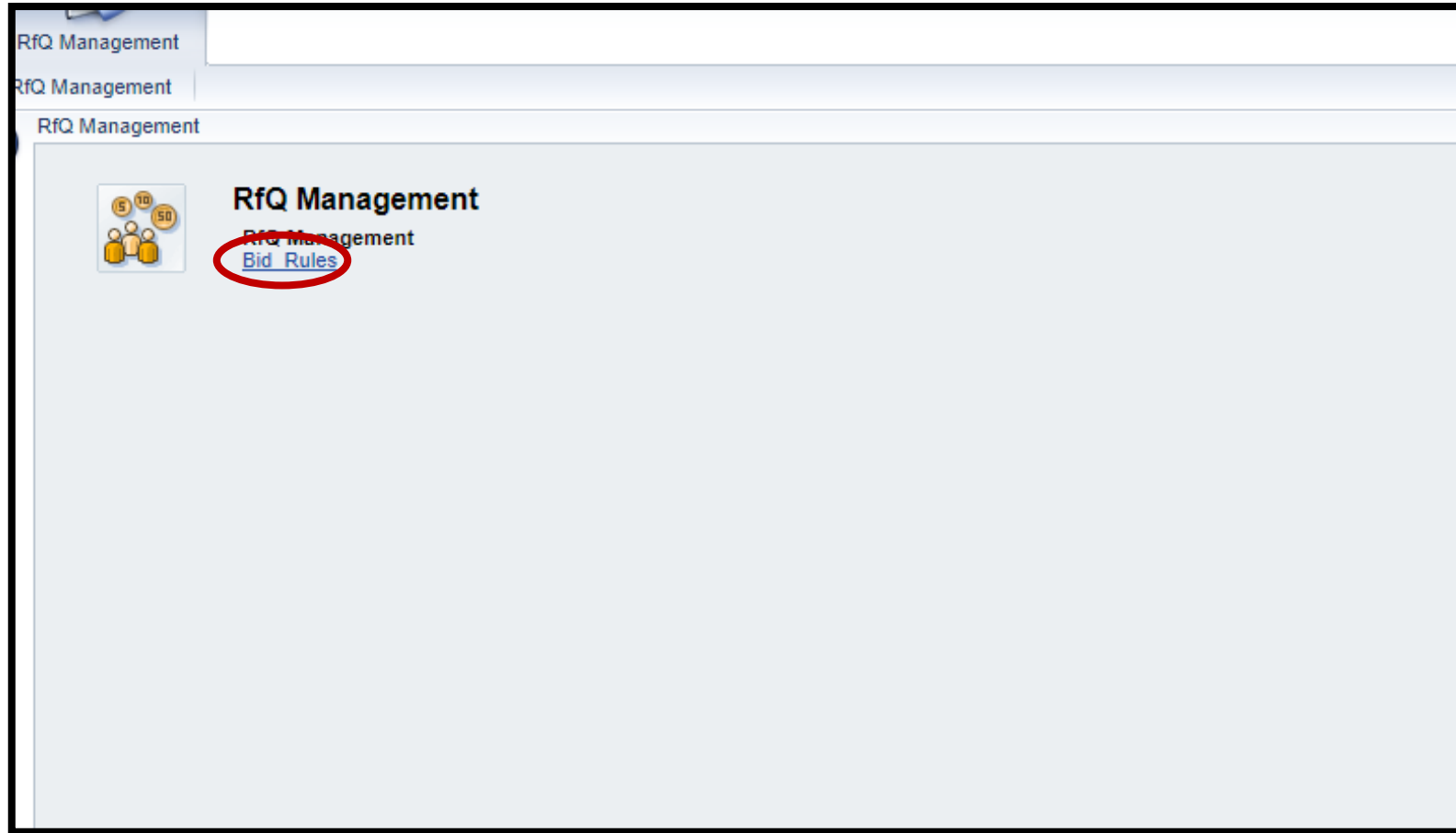
New Password *

Confirm Password *

Copyright © SAP AG. All Rights Reserved.

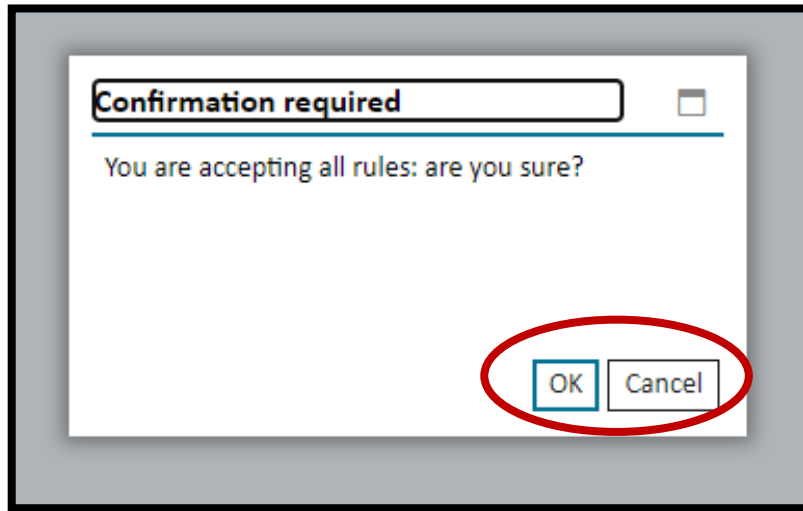


5. Once password changed, please click “**Bid Rules**” and system will redirect you to **Regulation acceptance** view.




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.



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

Display RFx: 7200006523

 [Close](#) [Create Response](#)

Number	7200006523	Name	RFQ 23/0002/ID	Status	Published	Remaining Time	7 Days 02:48:32
--------	------------	------	----------------	--------	-----------	----------------	-----------------

[RFX Information](#) [Items](#) [Notes and Attachments](#)

* Submission Deadline:

Currency:

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

Display RFX: 7200006523

Close Create Response

Number 7200006523 Name RFQ 23/0002/ID Status Published Remaining Time 7 Days 02:48:32

RFX Information Items **Notes and Attachments**

▼ Notes

Add Clear

Assigned To	Category	Text Preview

▼ **Economical Attachments**

Add Attachment Edit Description Delete

Assigned To	Category	Description	File Name	Version	Type
Document Header	Standard Attachment	Financial (priced) part	Financial (priced) part_test.docx	1	docx

▼ Collaboration

Create

Collaboration	Created on
Collaboration RFX 7200006523	19.04.2023 10:36:25

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

Home
Refresh
Logout

Collaboration RFx 7200006523
Public Area
Bidding documents

You are browsing the Public Area. In this area, in the Bidding DocumentsFolder, you can view technical RFQ documents and any subsequent publicupdates. For accessing to Private Area you must select your offer in the dropdown menu. In the Private Area you are able to insert or view technical bid documents and private clarification.

Public Area Public Area
Help

Navigation: Collaboration
Current Path: Collaboration RFx 7200... > Public Area

Change Work Area

Choose Save to save changes made to the name or the description. If you want to assign additional names to certain cFolders objects in this work area, choose Aliases.

Collaboration Collaboration RFx 72000065

Name Public Area

Description Public Area

Authorization Read

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

Home
Refresh Search Logout

Collaboration RFx 7200006523

Public Area ▾

Bidding documents

tech. Request for Quotation
 Tech. Public Updates

Folder Bidding documents [Help](#)

Current Path: [Collaboration RFx 7200...](#) > [Public Area](#) > Bidding documents

Folder

To save any changes made, click Save.

Name

Subscribe
☐

Authorization

[Cancel](#)

Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Folder Contents						All None
	Name ▲	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/>	Tech. Public Updates				eBusiness Eni	19.04.2023 10:36:21
<input type="checkbox"/>	Tech. Request for Quotation				eBusiness Eni	19.04.2023 10:36:21

Instructions to display RfQ attachments:

- technical attachments: click on "Technical Request for Quotation"
- economical attachments: are available in RfQ, "Notes and Attachments" section
- further clarification are eventually available, after an e-mail notification, in the folders "Tech. Public Updates"

Instructions to submit a bid:

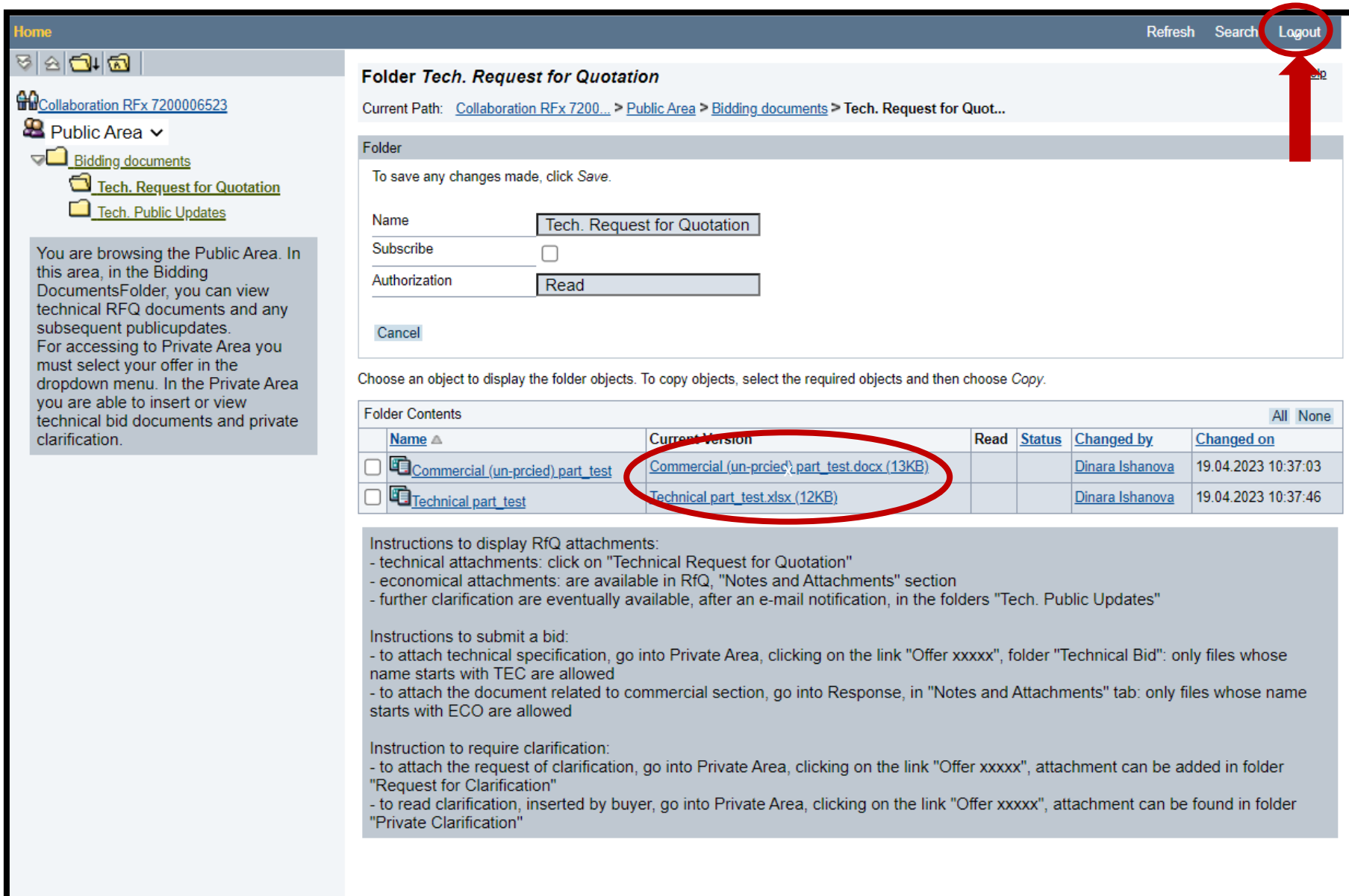
- to attach technical specification, go into Private Area, clicking on the link "Offer xxxxx", folder "Technical Bid": only files whose name starts with TEC are allowed
- to attach the document related to commercial section, go into Response, in "Notes and Attachments" tab: only files whose name starts with ECO are allowed

Instruction to require clarification:

- to attach the request of clarification, go into Private Area, clicking on the link "Offer xxxxx", attachment can be added in folder "Request for Clarification"
- to read clarification, inserted by buyer, go into Private Area, clicking on the link "Offer xxxxx", attachment can be found in folder "Private Clarification"

You are browsing the Public Area. In this area, in the Bidding DocumentsFolder, you can view technical RFQ documents and any subsequent publicupdates. For accessing to Private Area you must select your offer in the dropdown menu. In the Private Area you are able to insert or view technical bid documents and private clarification.

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



Home Refresh Search **Logout**

Collaboration RFx 7200006523

Public Area ▾

- Bidding documents
 - Tech. Request for Quotation
 - Tech. Public Updates

You are browsing the Public Area. In this area, in the Bidding DocumentsFolder, you can view technical RFQ documents and any subsequent publicupdates. For accessing to Private Area you must select your offer in the dropdown menu. In the Private Area you are able to insert or view technical bid documents and private clarification.

Folder Tech. Request for Quotation

Current Path: [Collaboration RFx 7200...](#) > [Public Area](#) > [Bidding documents](#) > [Tech. Request for Quot...](#)

Folder

To save any changes made, click Save.

Name

Subscribe ☐

Authorization

[Cancel](#)

Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Folder Contents						All	None
	Name ▲	Current Version	Read	Status	Changed by	Changed on	
<input type="checkbox"/>	Commercial (un-prciec) part_test	Commercial (un-prciec) part_test.docx (13KB)			Dinara Ishanova	19.04.2023 10:37:03	
<input type="checkbox"/>	Technical part_test	Technical part_test.xlsx (12KB)			Dinara Ishanova	19.04.2023 10:37:46	

Instructions to display RfQ attachments:

- technical attachments: click on "Technical Request for Quotation"
- economical attachments: are available in RfQ, "Notes and Attachments" section
- further clarification are eventually available, after an e-mail notification, in the folders "Tech. Public Updates"

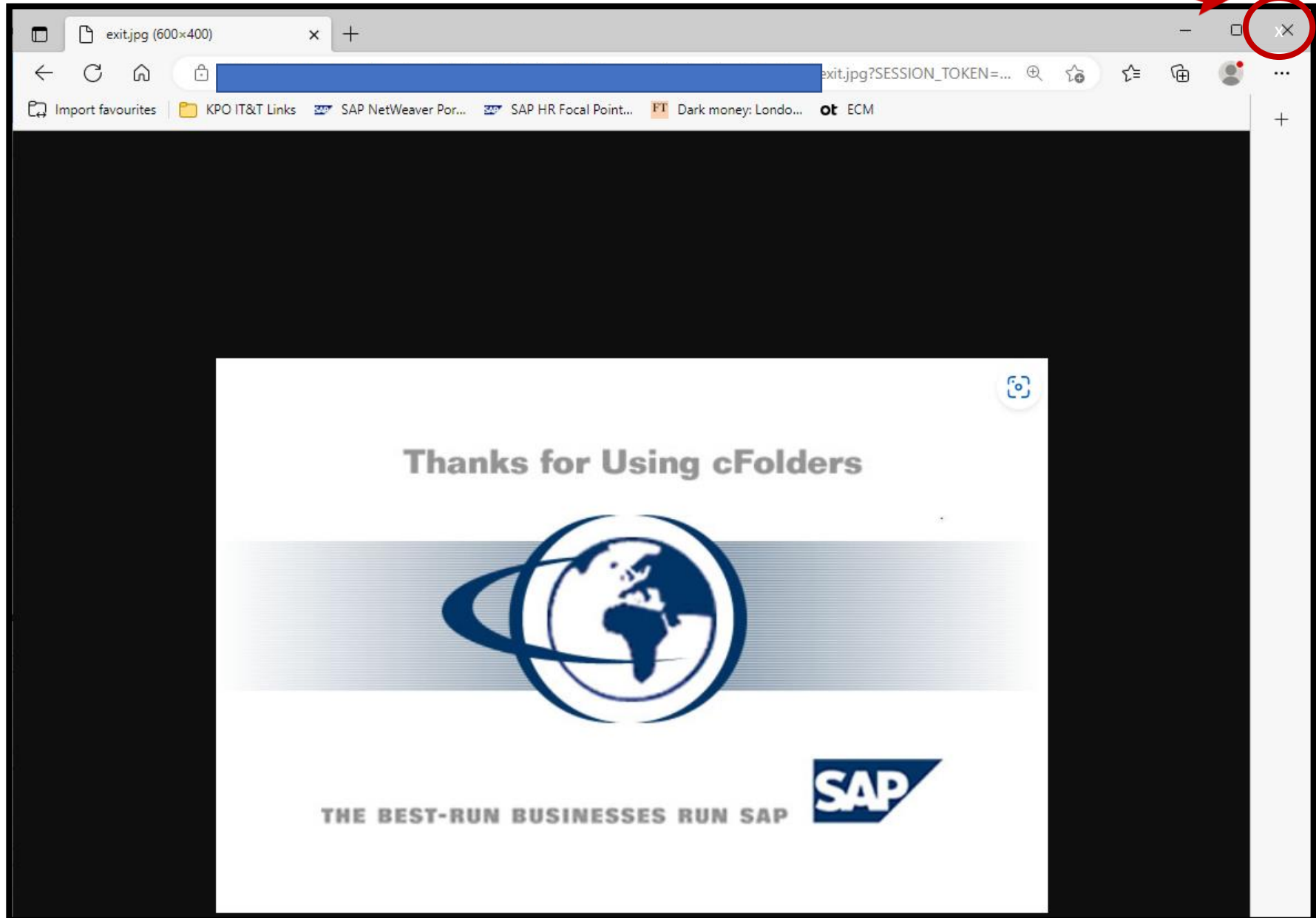
Instructions to submit a bid:

- to attach technical specification, go into Private Area, clicking on the link "Offer xxxxx", folder "Technical Bid": only files whose name starts with TEC are allowed
- to attach the document related to commercial section, go into Response, in "Notes and Attachments" tab: only files whose name starts with ECO are allowed

Instruction to require clarification:

- to attach the request of clarification, go into Private Area, clicking on the link "Offer xxxxx", attachment can be added in folder "Request for Clarification"
- to read clarification, inserted by buyer, go into Private Area, clicking on the link "Offer xxxxx", attachment can be found in folder "Private Clarification"

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.

[illegible]

16. If the platform was closed accidentally 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 **8XXXXXXXX** as response already created.

[illegible]

17. Next, press on “Notes and Attachments”.

Create RFX Response: 8000015034

[Submit](#) | [Read Only](#) | [Check](#) | [Close](#) | [Save](#)

☒ Response 8000015034 created

Number	8000015034	RFX Number	7200006523	Status	Saved	Remaining Time	7 Days 02:42:22	Total Value	0.00 USD
--------	------------	------------	------------	--------	-------	----------------	-----------------	-------------	----------

[RFX Information](#)
[Items](#)
[Notes and Attachments](#)
[Summary](#)
[Tracking](#)

Event Parameters

Currency:

Status and Statistics

Created On:
 Created By:
 Last Processed On:
 Last Processed By:

Partners and Delivery Information

[Details](#) | [Send E-Mail](#) | [Call](#) | [Clear](#)

Function	Number	Name	Valid from	Valid to
<i>i</i> The table does not contain any data				

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.

Create RFX Response: 8000015034

Submit | Read Only | Check Close Save

Number 8000015034 RFX Number 7200006523 Status Saved Remaining Time 7 Days 02:42:22 Total Value 0.00 USD

RFX Information Items **Notes and Attachments** Summary Tracking

▼ Notes

Add Clear

Assigned To	Category	Text Preview

▼ Economical Attachments

Add Attachment Edit Description Delete

Assigned To	Category	Description	File Name	Version	Type	Size (KB)
The table does not contain any data						

▼ Collaboration

Create

Collaboration Room	Created on
RFXResp 8000015034 TEST VENDOR	19.04.2023 11:17:37

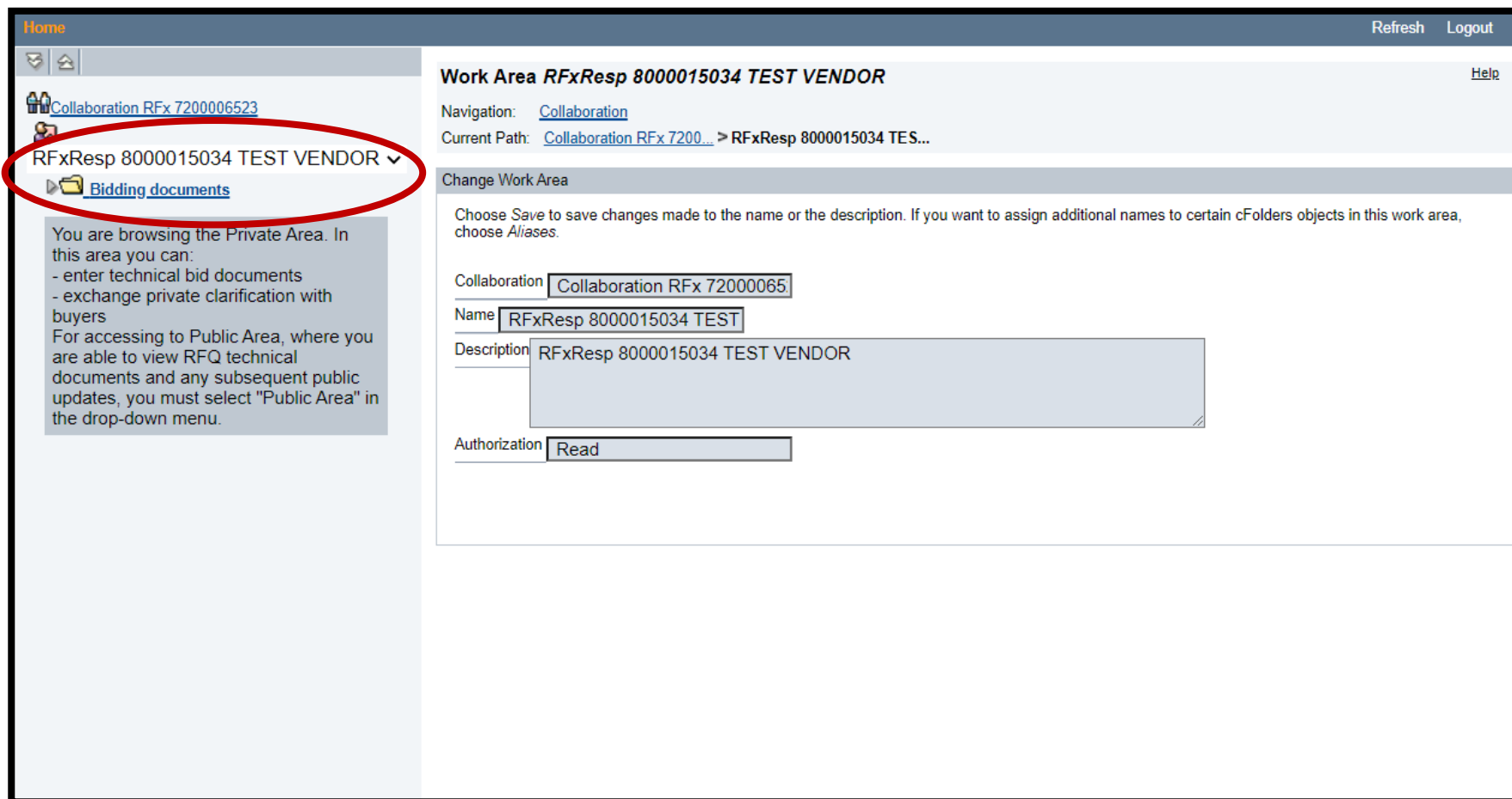
19. To attach technical specification, go into:

a. **Collaboration** room

=> **Private Area**

=> Offer “**RfxResp 8000015034 TEST VENDOR**” (In below you will see you company name).

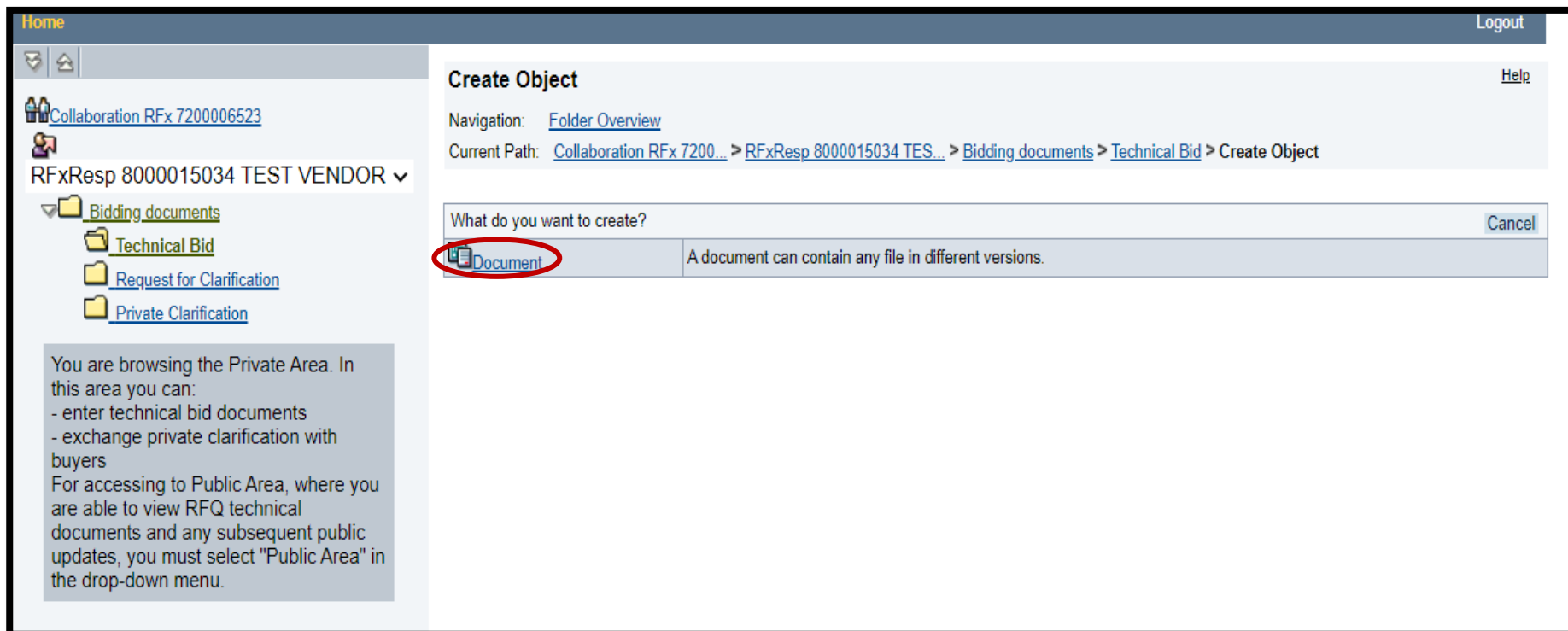
=> Open **Bidding documents**



The screenshot shows the Karachaganak web application interface. On the left sidebar, the 'Collaboration Rfx 7200006523' menu is expanded, and the 'RfxResp 8000015034 TEST VENDOR' option is selected and circled in red. Below it, the 'Bidding documents' link is visible. The main content area displays the 'Work Area' for 'RfxResp 8000015034 TEST VENDOR'. The 'Change Work Area' section includes a 'Collaboration' dropdown set to 'Collaboration Rfx 72000065', a 'Name' field containing 'RfxResp 8000015034 TEST', a 'Description' field containing 'RfxResp 8000015034 TEST VENDOR', and an 'Authorization' dropdown set to 'Read'. A 'Help' link is located in the top right corner of the work area header.

22

c. => Click on “Document”



The screenshot displays the 'Create Object' dialog in the Karachaganak system. The interface includes a top navigation bar with 'Home' and 'Logout' links. On the left, a sidebar shows the breadcrumb path: 'Collaboration RFx 7200006523' > 'RFxResp 8000015034 TEST VENDOR' > 'Bidding documents' > 'Technical Bid' > 'Create Object'. Below this, a list of folders is visible: 'Bidding documents', 'Technical Bid', 'Request for Clarification', and 'Private Clarification'. A text box on the left explains the Private Area's functionality. The main area of the dialog is titled 'Create Object' and contains a 'What do you want to create?' section with a 'Cancel' button. The 'Document' option is highlighted with a red circle, and a description states: 'A document can contain any file in different versions.'

Home Logout

Collaboration RFx 7200006523

RFxResp 8000015034 TEST VENDOR ▾

Bidding documents

Technical Bid

Request for Clarification

Private Clarification

You are browsing the Private Area. In this area you can:

- enter technical bid documents
- exchange private clarification with buyers

For accessing to Public Area, where you are able to view RFQ technical documents and any subsequent public updates, you must select "Public Area" in the drop-down menu.

Create Object Help

Navigation: [Folder Overview](#)


Current Path: [Collaboration RFx 7200...](#) > [RFxResp 8000015034 TES...](#) > [Bidding documents](#) > [Technical Bid](#) > Create Object


What do you want to create? Cancel


Document A document can contain any file in different versions.


d. => Click on “Continue” button


[Home](#)Logout


 [Collaboration RFx 7200006523](#)

 [RFxResp 8000015034 TEST VENDOR](#) ▾

 [Bidding documents](#)

 [Technical Bid](#)

 [Request for Clarification](#)

 [Private Clarification](#)

You are browsing the Private Area. In this area you can:

- enter technical bid documents
- exchange private clarification with buyers

For accessing to Public Area, where you are able to view RFQ technical documents and any subsequent public updates, you must select "Public Area" in the drop-down menu.

Create Document

Help

Navigation: [Folder Overview](#)

Current Path: [Collaboration RFx 7200...](#) > [RFxResp 8000015034 TES...](#) > [Bidding documents](#) > [Technical Bid](#) > [Create Document](#)

Create Document

Enter the name and a description. Decide whether or not you want to upload a local file now or later. Then choose *Next*.

Name *

Description

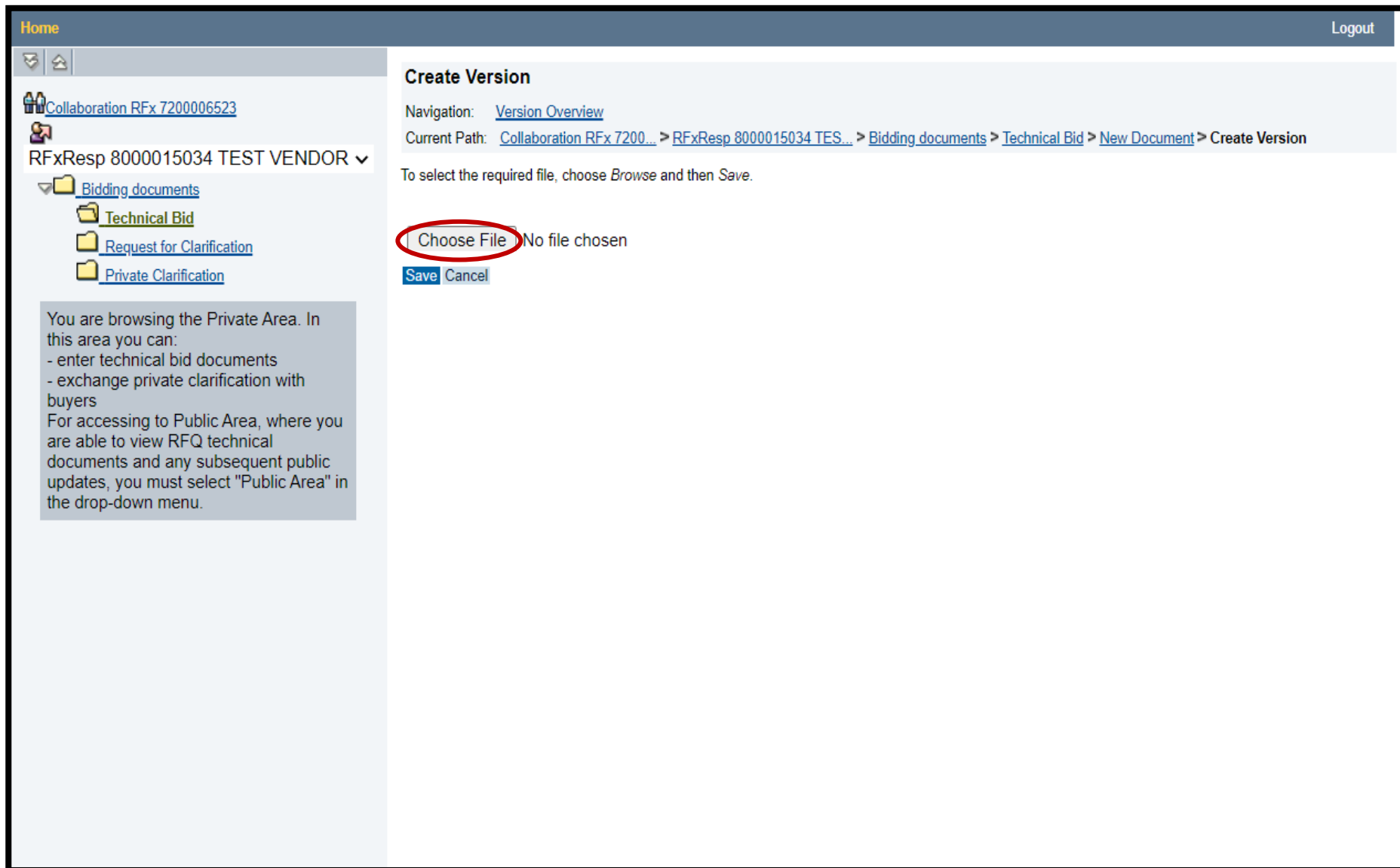
Subscribe ☐

☒ Upload Local File

[Continue](#)

[Cancel](#)

e. => Click on “Choose File” Button



Home Logout

Collaboration RFx 7200006523

RFxResp 8000015034 TEST VENDOR ▾

- Bidding documents
 - Technical Bid
 - Request for Clarification
 - Private Clarification

You are browsing the Private Area. In this area you can:

- enter technical bid documents
- exchange private clarification with buyers

For accessing to Public Area, where you are able to view RFQ technical documents and any subsequent public updates, you must select "Public Area" in the drop-down menu.

Create Version

Navigation: [Version Overview](#)

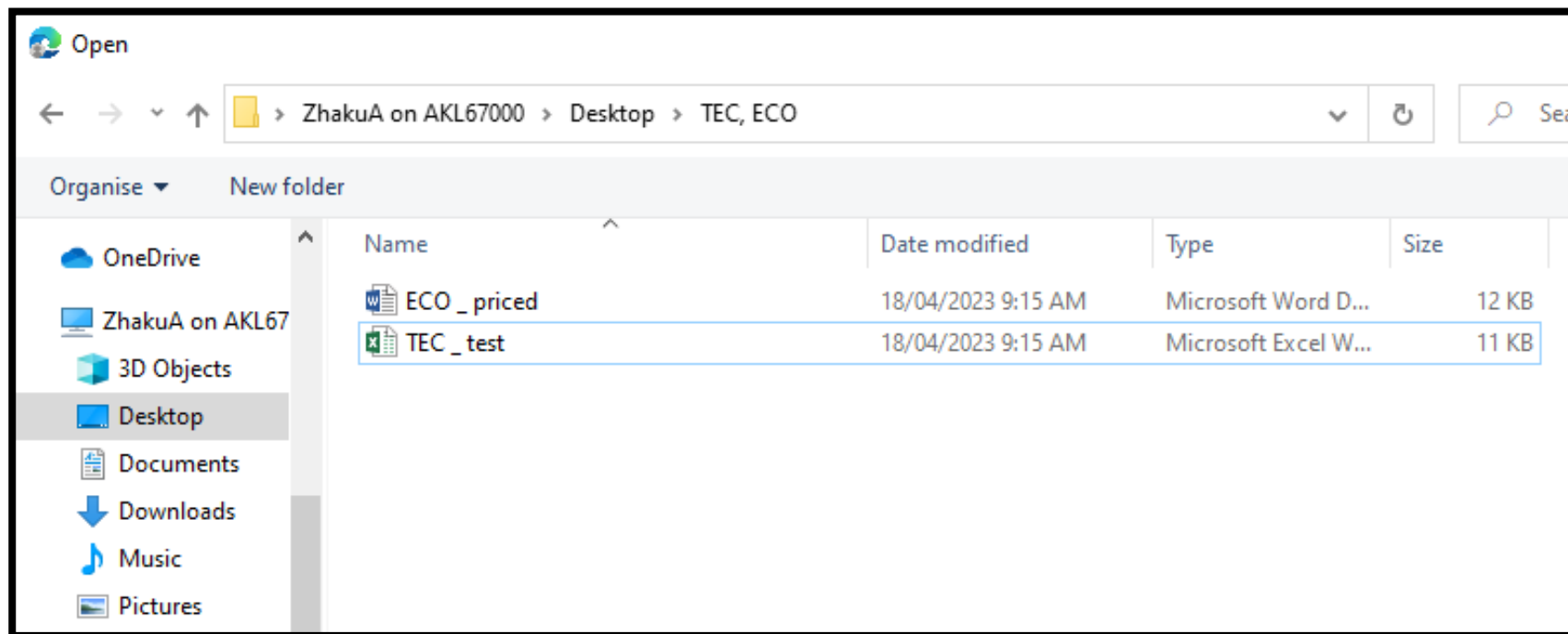
Current Path: [Collaboration RFx 7200...](#) > [RFxResp 8000015034 TES...](#) > [Bidding documents](#) > [Technical Bid](#) > [New Document](#) > [Create Version](#)

To select the required file, choose *Browse* and then *Save*.

Choose File No file chosen

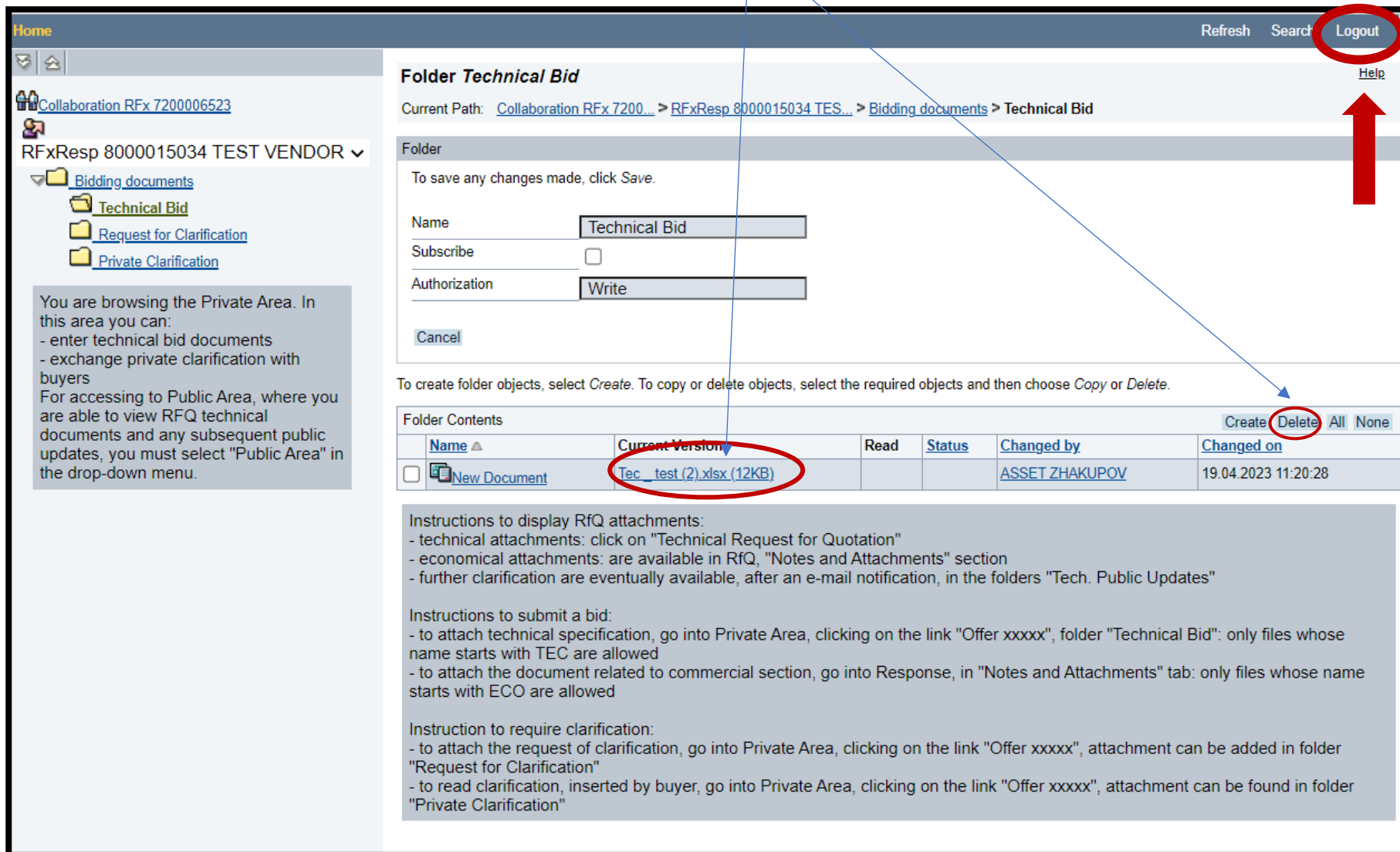
[Save](#) [Cancel](#)

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.



Home Refresh Search **Logout** Help

Collaboration RFx 7200006523

RFxResp 8000015034 TEST VENDOR ▾

- Bidding documents
 - Technical Bid
 - Request for Clarification
 - Private Clarification

You are browsing the Private Area. In this area you can:

- enter technical bid documents
- exchange private clarification with buyers

For accessing to Public Area, where you are able to view RFQ technical documents and any subsequent public updates, you must select "Public Area" in the drop-down menu.

Folder Technical Bid

Current Path: [Collaboration RFx 7200...](#) > [RFxResp 8000015034 TES...](#) > [Bidding documents](#) > **Technical Bid**

Folder

To save any changes made, click Save.

Name

Subscribe ☐

Authorization

To create folder objects, select *Create*. To copy or delete objects, select the required objects and then choose *Copy* or *Delete*.

Folder Contents						Create	Delete	All	None
	Name ▲	Current Version	Read	Status	Changed by	Changed on			
<input type="checkbox"/>	New Document	Tec_test (2).xlsx (12KB)			ASSET ZHAKUPOV	19.04.2023 11:20:28			

Instructions to display RfQ attachments:

- technical attachments: click on "Technical Request for Quotation"
- economical attachments: are available in RfQ, "Notes and Attachments" section
- further clarification are eventually available, after an e-mail notification, in the folders "Tech. Public Updates"

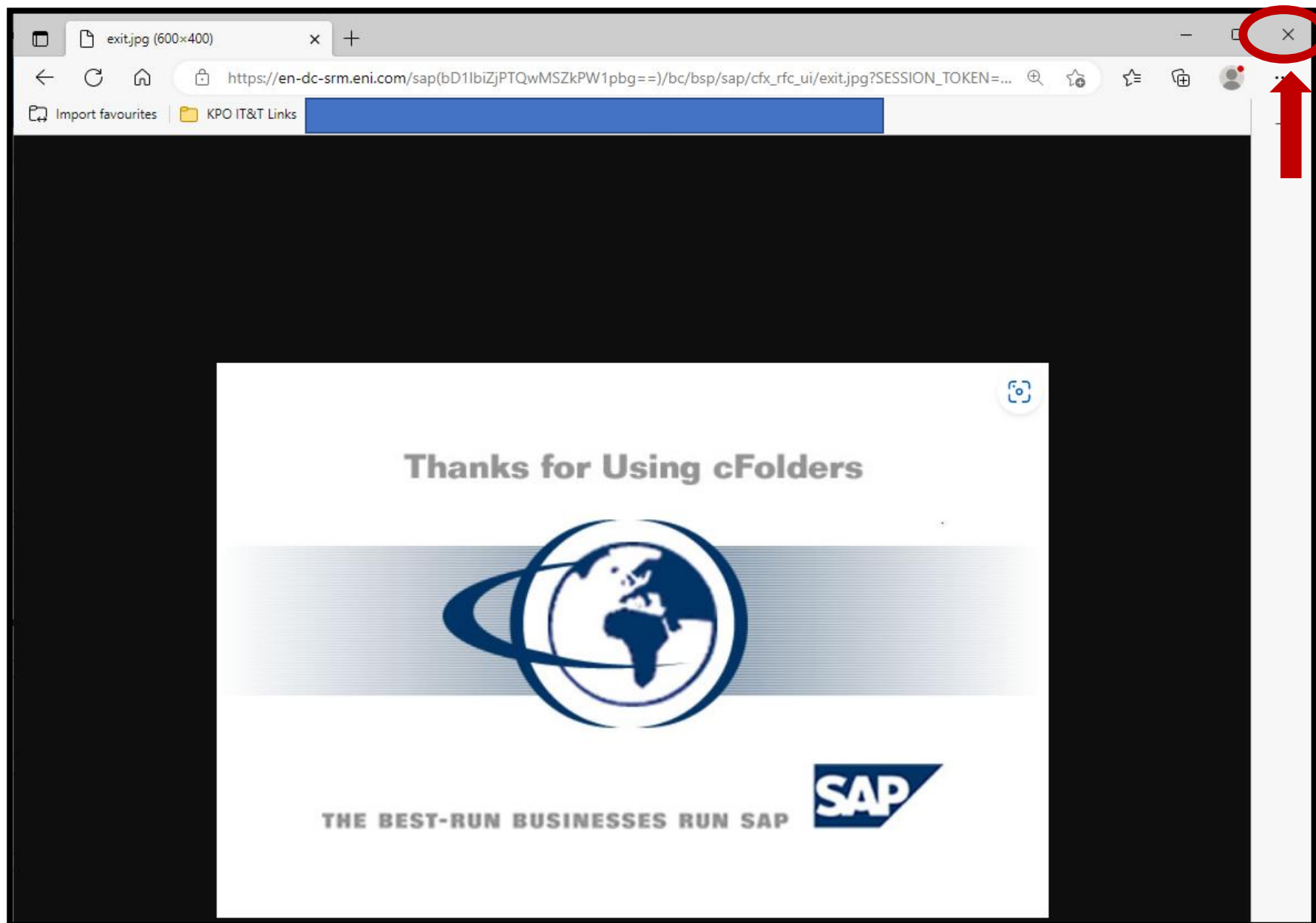
Instructions to submit a bid:

- to attach technical specification, go into Private Area, clicking on the link "Offer xxxxx", folder "Technical Bid": only files whose name starts with TEC are allowed
- to attach the document related to commercial section, go into Response, in "Notes and Attachments" tab: only files whose name starts with ECO are allowed

Instruction to require clarification:

- to attach the request of clarification, go into Private Area, clicking on the link "Offer xxxxx", attachment can be added in folder "Request for Clarification"
- to read clarification, inserted by buyer, go into Private Area, clicking on the link "Offer xxxxx", attachment can be found in folder "Private Clarification"

h. Once Logout, please close the window.



20. To attach **economical** proposal with Price:
- => Open the “**Economical Attachments**”
 - => Click on “**Add Attachment**” button

Edit RFX Response: 8000015034

Submit
Read Only
Check
Close
Save

Number 8000015034
RFX Number 7200006523
Status Saved
Remaining Time 7 Days 02:35:50
Total Value 0.00 USD

RFX Information
Items
Notes and Attachments
Summary
Tracking

Notes

Add
Clear

Assigned To	Category	Text Preview

Economical Attachments

Add Attachment
Edit Description
Delete

Assigned To	Category	Description	File Name	Version	Type	Size (KB)	Changed
<i>i</i> The table does not contain any data							

Collaboration


Create


Collaboration Room	Created on
RFXResp 8000015034 TEST VENDOR	19.04.2023 11:17:37

29

✓ 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.

Display RFX Response: 8000015034


Edit



Check

Close

Number 8000015034 RFX Number 7200006523 Status Returned Remaining Time 0 Days 05:06:40 Total Value 0.00 USD

RFX Information

Items

Notes and Attachments

Summary

Tracking

▼ Notes

Add Clear

Assigned To	Category	Text Preview

▼ Economical Attachments

Add Attachment Edit Description Delete

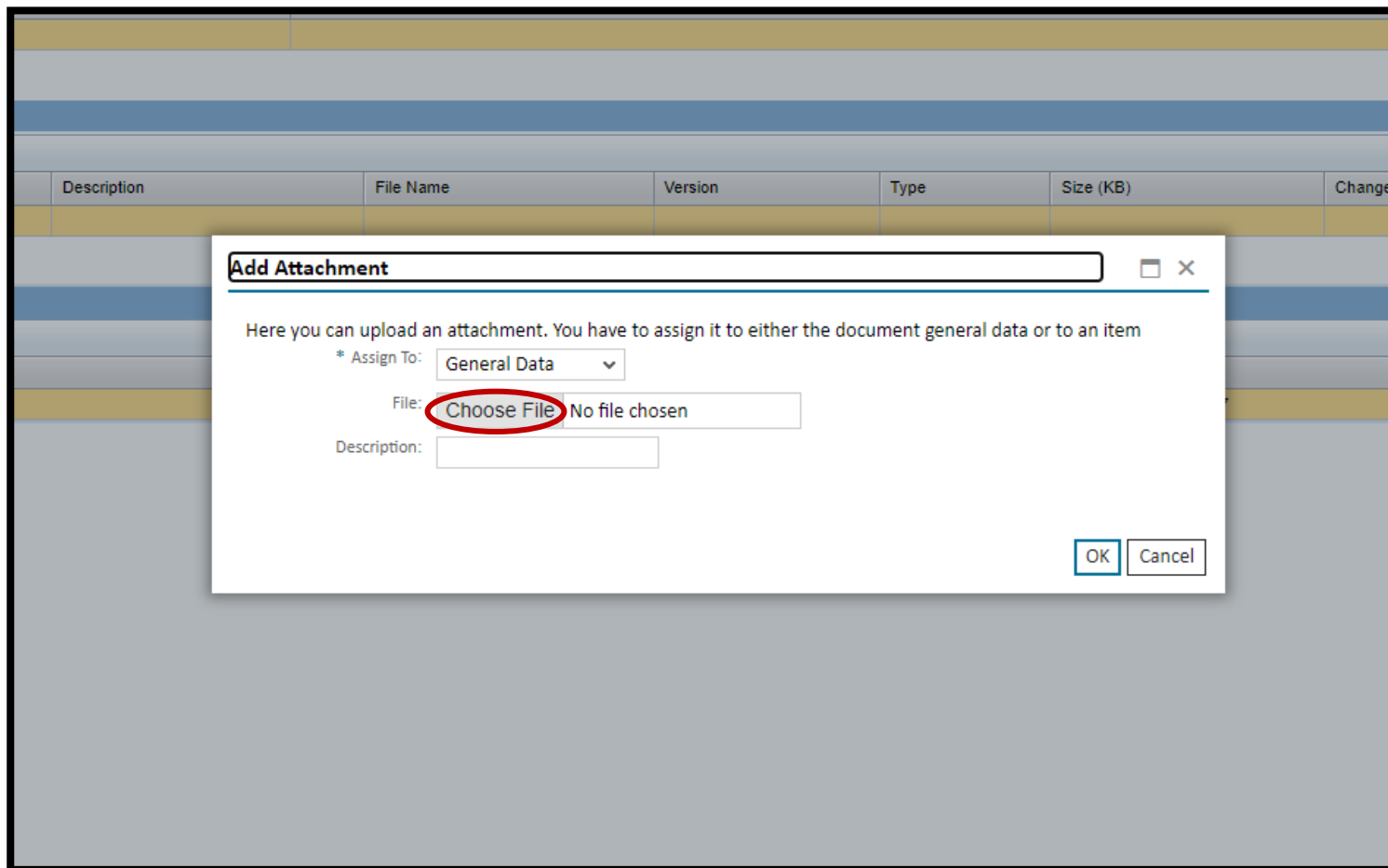
Assigned To	Category	Description	File Name
Document Header	Standard Attachment	ECO	ECO_priced.docx

▼ Collaboration

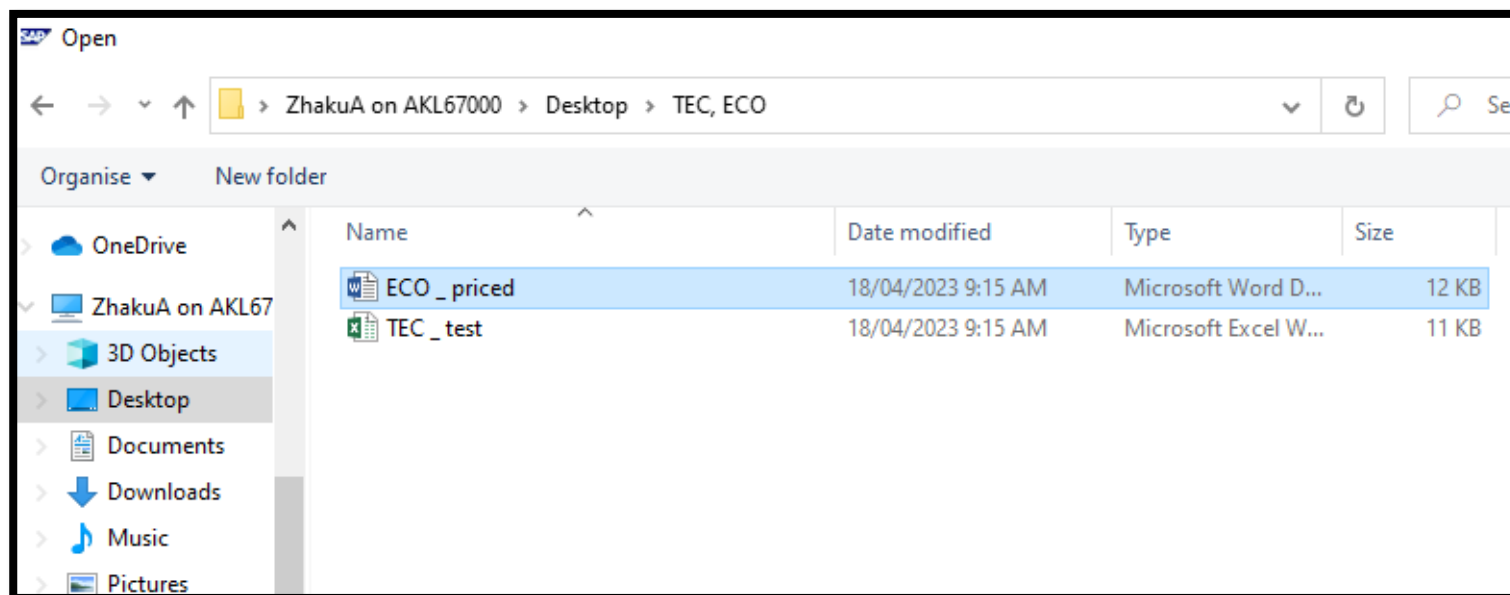
Create

Collaboration Room
RFXResp 8000015034 TEST VENDOR

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.

Edit RFx Response: 8000015034

Submit
Read Only
Check
Close
Save

Number 8000015034
RFx Number 7200006523
Status Saved
Remaining Time 7 Days 02:35:06
Total Value 0.00 USD

RFx Information
Items
Notes and Attachments
Summary
Tracking

Notes

Add
Clear

Assigned To	Category	Text Preview

Econometrical Attachments

Add Attachment
Edit Description
Delete

Assigned To	Category	Description	File Name	Version	Type	Size (KB)
Document Header	Standard Attachment	ECO	ECO_priced.docx	1	docx	12



Collaboration

Create

Collaboration Room	Created on
RFxResp 8000015034 TEST VENDOR	19.04.2023 11:17:37

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

Display RFX Response: 8000015034


 Edit
 
 Check Close

☒ Response 8000015034 saved

Number	8000015034	RFX Number	7200006523	Status	Saved	Remaining Time	0 Days 05:00:14	Total Value	0.00 USD
--------	------------	------------	------------	--------	-------	----------------	-----------------	-------------	----------

RFX Information
 Items
 Notes and Attachments
 Summary
 Tracking

▼ Notes

Add  Clear

Assigned To	Category	Text Preview

▼ Economical Attachments

Add Attachment Edit Description Delete

Assigned To	Category	Description	File Name
Document Header	Standard Attachment	ECO	ECO_priced.docx

▼ Collaboration

Create

Collaboration Room
RFXResp 8000015034 TEST VENDOR