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Tender Procedure Automated System operation manual

1. Submitting tender participation request

To start working in the System, please follow the link https://tender.lukoil.com/sap/bc/webdynpro/sap/ztenders_eng, using you registration details.

A new page will open, where you will be requested to use your login and password.

IMPORTANT: If you enter wrong password three times, your login will be blocked. In this case you will have to contact the Helpdesk.

When the user enters the System for the first time, he/she will be requested to change the password:

If the new password is entered incorrectly, the following message will appear:

After the bidder's registration in the system, a new window will open. This window will contain a list of tenders in which the bidder may participate.

Using the 'Questionnaire' button you can review your registration details.
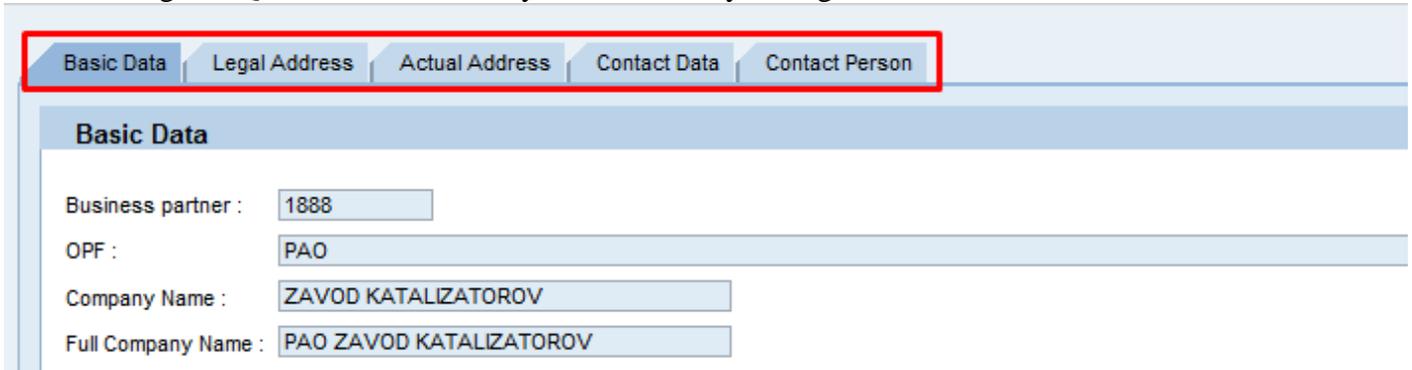
Also, there is a 'News' button on the home page. You can use it to read information about updates and other events related to the Tender Procedure Automated System.

To find tenders related to a certain category, select the required category in the drop-down list in the 'Tender Category' column. The system will then show only the list of tenders related to that category.

To start receiving e-mail notifications about newly announced tenders related to the category of your interest, click 'Tender Category' and select the required category in the pop-up list.

Once you've selected the categories, the system will start sending notifications to the email address of your company's contact person to inform you that a tender from the chosen category has been published in the Tender Procedure Automated System.

Save and close	Close without saving	Clear

При опубликовании тендеров по выбранным категориям Вам будет направлено автоматическое оповещение по электронной почте	
Tender type	▲
1. LIST OF PRODUCTS / EQUIPMENT / MATERIAL CODES	
2. LIST OF PRODUCTS / EQUIPMENT / MATERIAL CODES (Continued)	▼

X	Tender business segment	
☐	1.01 DRILLING EQUIPMENT	▲
☐	1.02 MATERIAL AND PRODUCT HANDLING EQUIPMENT	
☐	1.03 COMPRESSORS / EXPANDERS / BLOWERS AND ACCESSO	▼

X	Категория тендера	
☐	Drilling Machinery, Mud Equipment and Accessories	▲
☐	Production Surface Equipment	
☐	Drilling Tools and Retrievable Production Tools	
☐	Casing, Tubing, Liner, Connectors and Accessories (OCTG)	
☐	Cementing Equipment and Line Hanger Systems	
☐	Fishing and Repair Tools (Drilling)	
☐	Drilling and Mud Control Instruments	
☐	Production Well Test and Monitoring Instruments	
☑	Wellhead Equipment, Xmas Trees and Accessories	
☐	Production String Components	
☐	Derricks and Accessories	
☐	Drill Bits	
☑	BOP and Accessories	
☐	Wireline Equipment and Accessories	
☐	Coiled Tubing Tools and Accessories	
☐	Down Hole Pressure Control Equipment	
☐	Pipe Handling and Lifting Equipment	
☐	Subsea Equipment	
☐	Other Drilling and Production Equipment	▼

To find a tender based on its number or subject, enter the required tender information in the search filter field and click 'Enter'.

ПАО Zavod Katalizatorov

	Lot #	Tender subject	Tender documentation review status	Deadline for filing tender bids	Technical bid opening date	Bid status
🔽		Test 123 ✕	* ▼			*
	Test 123	Test 123	Application submission	14.02.2017	05.03.2017	

Browse | Edit | Refresh | | Lines on screen: 15 | Install | Category tenders | Questionary | Documents library

You can view tender information by highlighting the required line and clicking 'Browse'.

ПАО Zavod Katalizatorov

Browse | Edit | Refresh | | Lines on screen: 15 | Install | Category tenders | Questionary | Documents library

	Lot #	Tender subject	Tender documentation review status	Deadline for filing tender bids	Technical bid opening date	Bid status
🔽		Test 123	* ▼			*
	Test 123	Test 123	Application submission	14.02.2017	05.03.2017	

Tender Information tab contains general information about the tender: its number, subject, scope, deadlines and category.

Tender # Test 123   **Tender subject** Test 123   **Tender type** Open two-stage tender   **Type** Procurement of materials and equipment

Edit | Close

Tender information | Tender documentation | Application for tender

Key data

Application #:	Test 123
Tender subject and object:	Test 123

Deadlines

Application deadline for the bidder:	14.02.2017
Bids submission deadline:	02.03.2017
Technical bid opening date & time:	05.03.2017 00:00:00
Tender date & time:	00:00:00
Structural unit:	Contracts&Procurement
Tender category:	Risk Analysis Consultancy

You can view tender documentation in the Tender Documentation tab. The document is downloaded by pressing 'File Name'.

Tender # Test 123   **Tender subject** Test 123   **Tender type** Open two-stage tender   **Type** Procurement of materials and equipment

Edit | Close

Tender information | Tender documentation | Application for tender

Tender documentation

	Item	Document	File name	Type	Size (Kb)
	0001	Invitation to bid (Приглашение для участия в тендере)	Tender Doc 3	docx	12
	0002	Instruction to Bidders (Инструкция претенденту)	Tender Doc 1	docx	12
	0003	General Information about Tender Object (Общие сведения об объекте и предмете тендера)	Tender Doc 2	docx	12

On the Application for Tender tab, you need to attach your application along with the required documentation package (**one or more files**) by clicking 'Edit', after which the 'Add File' button will appear.

To participate in the tender, the bidder shall submit an application by clicking **'Send request'** before the deadline indicated on the Tender Information tab.

After that, the status of the application will change to "Application for participation submitted".

Upon approval of the bidder's application by the tender organizer and other approvers, the status of the tender application will change to "Application registered", and additional design and engineering documentation will appear on the Tender Documentation tab.

After the registration of the tender application and prior to the bid submission deadline, the bidder should submit the relevant bid through the Tender Procedure Automated System.

The date of the bid receipt will be registered in the system. After that the bid status will change to "Bid submitted".

The procedure for bids submission in the Tender Procedure Automated System is described in Part 2 of the Manual.

If the bidder's application is not registered, the bid status will change to "Registration denied".

Zavod Katalizatorov

| Browse | Edit | Refresh | | Lines on screen: | 15 | Install | Category tenders | Questionary | Documents library | |

	Lot #	Tender subject	Tender documentation review status	Deadline for filing tender bids	Technical bid opening date	Bid status	
🔻			*	▼			* ▼
	Test MV	Test MV	Bid submission	23.01.2017	13.03.2017	Application registered	
	Test MV2	Test MV2	Bid submission	23.01.2017	13.03.2017	Bid submitted	
	Test MV3	test mv3	Application submission	23.02.2017	12.03.2017	Registration denied	

IMPORTANT: In case of rejection, the bidder may re-submit the application prior to the bid submission deadline. To do so, the bidder should open the relevant tender and click 'Re-create request'.

Display tender bid Zavod Katalizatorov for Tender No Test MV3

Tender # Test MV3   Tender subject test mv3   Tender type Open two-stage tender   Type Work performance /delivery of services

| Re-create request | Close |

Tender information | Tender documentation | Application for tender

Key data
Application #:   Test MV3
Tender subject and object: test mv3

Deadlines
Application deadline for the bidder: 23.02.2017
Bids submission deadline: 11.03.2017
Technical bid opening date & time: 13.03.2017 00:00:00
Tender date & time: 00:00:00

Structural unit: Contracts&Procurement
Tender category: Casing, Tubing, Liner, Connectors and Accessories (OCTG)

When re-submitting the bid, the bidder should attach a full package of required documents.

Upon successful registration (or upon rejection of the registration) the contact person of the bidder will receive a relevant notification by e-mail.

2. Submitting the bid

After the registration of the tender application and prior to the bid submission deadline, the bidder should submit the relevant bid.

To submit the bid you need to open the specific tender by selecting the required line and clicking 'Browse'. When the tender is opened, click 'Edit'.
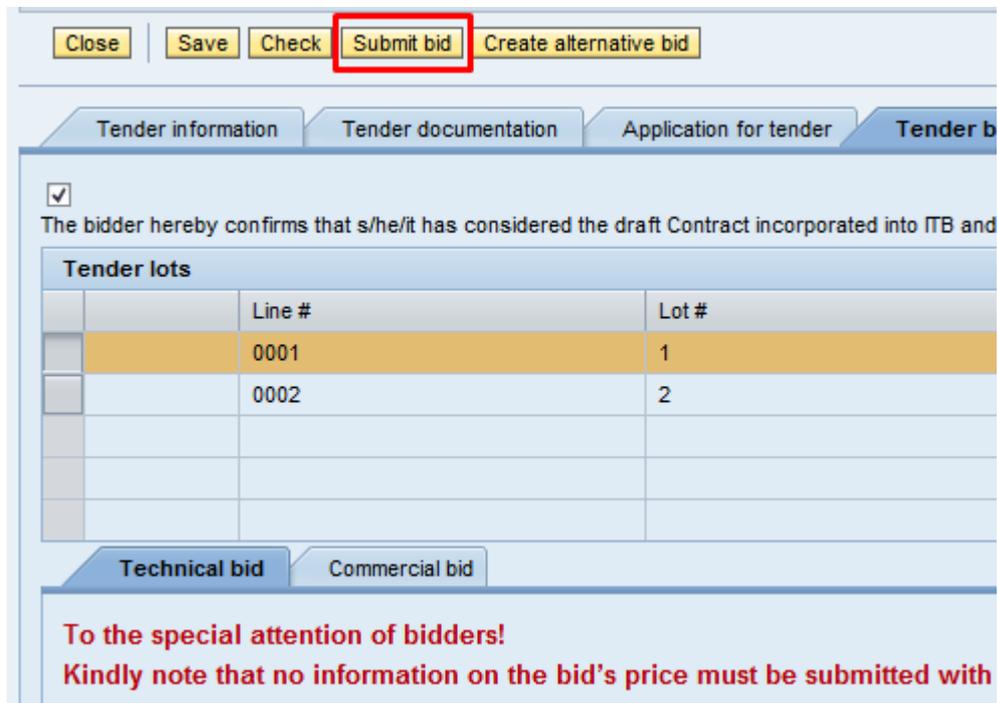

The following information should be filled on the Tender Bid tab:
- 'Documentation' table in the Technical bid;
- 'Bid price (without VAT)', 'Delivery basis' and 'Time provision of services' fields in the Commercial bid as well as the commercial documentation.

You can use 'Check' button to check the accuracy and completeness of the generated bid.

IMPORTANT: In order to submit a bid after filling all the required information, click 'Submit bid'. If consent with contract conditions is required, the 'Submit bid' button appears after ticking the 'Consent with draft contract terms' field.

A tick should be removed against the numbers of the lots in the 'Choose' column for which a bid won't be submitted.

	Quantity	UoM	Choose
	1,000		☑
	1,000		☐

The bidder can also submit an alternative bid by clicking 'Create alternative bid' (if the option of submit an alternative bid is available in this tender).

On the appeared Alternative Bid tab, you need to generate a documentation package in the same way as for the main bid. The Alternative Bid tab can be removed by clicking 'Delete alternative bid'. The alternative bid is to be submitted simultaneously with the main bid.

LUKOIL International Procurement

Change tender bid Indonesia for Tender No Test MV3

Tender # Test MV3   Tender subject test mv3   Tender type Open two-stage tender   Type Work performance /delivery of services

| Close | Save | Check | Submit bid | Create alternative bid | Delete alternative bid |

Tender information | Tender documentation | Application for tender | Tender bid | **Alternative bid** | Additions to tender docum

☐

The bidder hereby confirms that s/he/it has considered the draft Contract incorporated into ITB and acknowledges unconditional acceptance thereof, including Contract form and Contract terms and condition

| Technical bid | **Commercial bid** |

Price

Currency: USD
Bid price (without VAT): 0,00   Time provision of services: _____
Delivery basis: ▼

| Add document | Delete document | Add file | Delete |

	Item	Document	File name
	0001	List of Documents in the Envelope B; Form 9	
	0002	BID; Form 2 (if applicable)	
	0003	Title Page of the Bid; Form 6	
	0004	Commercial (price) proposal; Form 7	
	0005	Initialed draft contract filled in by th	
	0006	Other Documents	

IMPORTANT: Make sure that the data is filled for all lots in which the bidder is going to participate before clicking 'Submit bid'. Otherwise, after you have submitted the bid, it's no longer possible to add information on any lot which you did not highlight prior to clicking 'Submit Bid'.

The date of the bid receipt will be registered in the system. After that the bid status will change to 'Bid submitted'.

ATTENTION! It is recommended that you check the Bid status upon submission of the bid. If the status changed from 'Application Registered' to 'Bid Submitted', then it would mean that the bid was submitted to the responsible party. However, if the Bid Status remained 'Application Registered', then it would mean that the bid submission procedure was not completed in full. Stated differently, it means that the bid was not submitted and the documents which you uploaded are not available for review. Thus, it would be necessary to open the bid and click 'Submit bid' before the bid submission deadline.

A tender bid may be edited before the technical bid submission deadline by clicking 'Refresh tender offer'.

To recall a bid for specific lots, click 'Recall' in the respective lot's line.

In order to recall the bid without lots, click 'Recall bid'. The bid can be recalled any time before the bidding has started.

If you recall the main bid, the alternative bid will be recalled automatically. The alternative bid may be recalled independently from the main bid by clicking 'Recall alternative bid'.

IMPORTANT: If a bidder recalls its bid, a new bid can't be submitted any longer. Recalling the bid means refusal to participate in the tender.

If a bid is returned for revision by the responsible party, the relevant contact person will receive an email notification, the Bid status will change to 'Bid editing', while the column "Reason for decline / Comment" will contain the reason for decline and recommendations for editing both the main and the alternative bid.

Also, in addition to its comment, the responsible party may attach a file which may be further downloaded and reviewed using 'Tender bid' or 'Alternative bid' tabs in the 'Information on bid editing' field.

In order to edit a bid, open the tender, go to 'Tender bid' tab and click 'Edit', after which the 'Add file' and 'Delete' buttons will become available.

Once the bid editing is completed, click 'Amend bid'.

After the bidder is admitted to the tender, the relevant bid status will change to 'Qualification for tender'.

If the bidder is not considered qualified for the tender, the Bid status will change to 'Non-qualification for tender'.

Upon successful qualification (or upon rejection of the qualification), the contact person of the bidder will receive a relevant notification by e-mail.

3. "Documents library" operation manual

An opportunity has been created to maintain a documents library in the personal account, in order to use previously uploaded files when submitting applications and tender bids.

The documents routinely used by the entity for participation in tender procedures can be uploaded to the System and further used when preparing an application or tender bid.

Zavod Katalizatorov					
Browse Edit Refresh || Lines on screen: 15 Install Category tenders Questionary Documents library					
	Lot #	Tender subject	Tender documentation review status	Deadline for filing tender bids	Technical bid opening date	Bid status
			*			*
	Test MV	Test MV	Bid submission	23.01.2017	13.03.2017	Application registered
	Test MV2	Test MV2	Bid submission	23.01.2017	13.03.2017	Bid submitted
	Test MV3	test mv3	Application submission	23.02.2017	12.03.2017	Registration denied

Click 'Documents library' on the System's home page to start working with the Documents library.

A required number of lines can be added to the table by clicking 'Add document'.

Click 'Add file' to upload files to the chosen line. Any number of files can be added to a single line. The size of each file should not exceed 100 Mb.
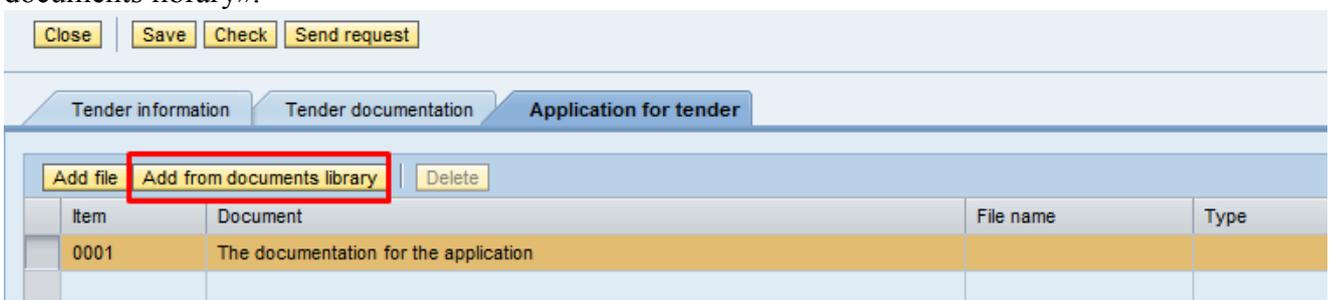
Close							
Add document Delete document | Add file Delete file | Save							
		Documentation type			Size (Kb)	By	Created on
0001	1		Partner Doc 1	docx	00000012	Glebova Galina	15.02.2017 17:37
0002	2		Partner Doc 2	docx	00000012	Glebova Galina	15.02.2017 17:37

After making changes to the Library, press 'Save'.

'Close' button allows returning to the System's home page with the list of tenders after finishing with the Documents library.

To add files from the Documents library to the tender application or bid, click «Add from documents library».

Close	Save	Check	Send request			
Tender information	Tender documentation	**Application for tender**				
Add file Add from documents library | Delete						
	Item	Document			File name	Type
	0001	The documentation for the application				

Choose files from the opened list of documents which should be added to the selected application or tender bid line.

Choose		Documentation type			Size (Kb)
☐	0001	123	Hydrangeas	jpg	00000581
☑			Partner Doc 1	docx	00000012
☑			Partner Doc 2	docx	00000012
☐			Partner Doc 3	docx	00000012

To add a file to several tender lots at the same time, use the 'Fill all chosen lots' option. When 'Yes' is pressed, all chosen files are added to the relevant line of all previously chosen lots.

4. Manual for the Internet Explorer and Mozilla Firefox settings configuration

1. In order to access the portal, we recommend using Internet Explorer browser (versions 9 and more recent).
2. Internet Explorer should be used in a compatibility mode.

   Adjusting the compatibility mode settings for version 9.
   - in the Tools tab choose 'Compatibility view settings';
   - in the opened window press "Add" to add "lukoil.com" (the address will appear automatically in the line "Add this website").

   For version 10:
   - press the grey button (looking like a torn sheet) in the address line.

   For version 11:
   - press the 'Settings' button (gear-shaped, in the upper-right corner);
   - choose 'Compatibility view settings';
   - Write "lukoil.com" in the opened window ("Add this website") and press "Add".

3. When using Firefox, a message may appear that the connection is unprotected. In this case, the following should be done:
   - write «about:config» instead of the usual URL in the address line;
   - acknowledge the warning;
   - enter «security.tls.version.min» into the search line;
   - change the «security.tls.version.min» variable value from 1 to 0;
   - restart 'Firefox'.

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