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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.ext.lukoil.com/sap/bc/webdynpro/sap/ztenders_eng, using your registration details.

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



SAP NetWeaver

User: * KATALIZATOR

Password: *

Language: English

Log On

[Change Password](#)

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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:



SAP NetWeaver

☒ This is an initial password that must be changed

User: KATALIZATOR

Current Password: *

New Password: *

Repeat Password: *

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



SAP NetWeaver

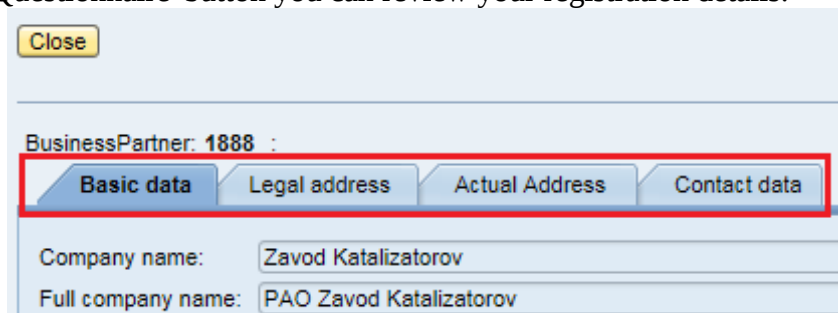
☒ The password was changed

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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.



Close

BusinessPartner: 1888 :

Basic data Legal address Actual Address Contact data

Company name: Zavod Katalizatorov

Full company name: PAO Zavod Katalizatorov

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.

Reason for decline/Comment	Tender category	Tender owner
	*	
	Drilling Modules / Packages	
	Buildings including Service Stations	
	Other Systems	
	Management and Provision of all Facilities Engineering, Modi	
	Management and Operations, including Production Supervision	
	Hydrocarbon Reservoir Development and Production Services	
	Extended Well Test / Early Production Services including Pro	
	Well Management / Construction Services	
	Management and Provision of all Catering, Cleaning, Office a	
	Field Development	

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

When tenders from the selected categories are published you'll receive an automatic notification by email

	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	Tender category	▲
	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	

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						
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	Test 123	Application submission	14.02.2017	05.03.2017		

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	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.

Change 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

Close Save Check Send request

Tender information Tender documentation **Application for tender**

Add file Add from documents library Delete

Item	Document	File name	Type	Si
0001	The documentation for the application			

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

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

Close Save Check Send request

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)

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

Zavod 1

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	Reason for decline/Comment
32323	Закупка MTP 2	Application submission	07.02.2017	26.02.2017	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.

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	
32323	Закупка MTP 2	Bid submission	07.02.2017	26.02.2017	Bid submitted

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
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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'.



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	Bid submission	23.01.2017	13.03.2017	Registration denied	

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.



Close **Save** **Check** **Submit bid** **Create alternative bid**

Tender information **Tender documentation** **Application for tender** **Tender bid**

☒ The bidder hereby confirms that s/he/it has considered the draft Contract incorporated into ITB and

Tender lots			
	Line #	Lot #	
☐	0001	1	
☐	0002	2	
☐			
☐			
☐			

Technical bid **Commercial bid**

To the special attention of bidders!
Kindly note that no information on the bid's price must be submitted with

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

stance thereof, including Contract form and Contract terms and conditions. The bidder hereby also confirms that s/he/it will execute a Contract with a Company under given form and given terms and conditions

	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).

Change tender bid Zavod Katalizatorov for Tender No 12121

Tender # 12121 Tender subject Большая закупка 1 Tender type Open two-stage tender Type Procurement of materials and equipment

☒

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 a

Tender lots

	Line #	Lot #	Name
	0001	1	1 лот большой закупки
	0002	2	2 лот юольшой закупки

Price

Currency: Delivery time:

Bid price (without VAT):

Delivery basis:

Item	Document	File name
0001	List of Documents in the Envelope B; Form 9	Заключение 1
0002	BID; Form 2 (if applicable)	Заклучение 1
	Commercial (price) proposal Form 7	Заклучение 1

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.

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

☐

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

Price

Currency: Time provision of services:

Bid price (without VAT):

Delivery basis:

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'.

Change tender bid Zavod Katalizatorov for Tender No Test MV2

Tender # Test MV2 Tender subject Test MV2 Tender type Open two-stage tender Type Work performance /delivery of services

[Close](#)
[Refresh tender offer](#)
[Check](#)
[Recall bid](#)

[Tender information](#)
[Tender documentation](#)
[Application for tender](#)
[Tender bid](#)
[Additions to tender docum](#)

[Technical bid](#)
[Commercial bid](#)

To the special attention of bidders!
 Kindly note that no information on the bid's price must be submitted with the technical proposal (Clause 17.3 of "Instruction to Bidders").
Особому вниманию Претендентов!!!
 Обращаем Ваше внимание на недопустимость представления какой-либо информации о цене тендерного предложения в составе технической части тендерного предложения. Тендерное предложение, оформленное с нарушением данного требования, к рассмотрению приниматься не будет.

Documentation

[Добавить документ](#)
[Delete document](#)
[Add file](#)
[Add from documents library](#)
[Delete](#)

Item	Document
0001	List of Documents in the Envelope A; Form 9
	Qualification Data; Form 1
0002	BID; Form 2
0003	Technical Proposal Preparation Requirements; Form 3
0004	Service Bidding Schedule; Form 5

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

Tender # 32323 Tender subject Закупка МТР 2 Tender type Open two-stage tender Type Procurement of materials and equipment

[Close](#)
[Refresh tender offer](#)
[Check](#)

[Tender information](#)
[Tender documentation](#)
[Application for tender](#)
[Tender bid](#)
[Alternative bid](#)
[Additions to tender docum](#)

Tender lots

Line #	Lot #	Name	Quantity	UoM	Choose	Recall bid
0001	1	Закупка МТР 2 лот 1	0,000		☒	Recall
0002	2	Закупка МТР 2 лот 2	0,000		☐	Recall

[Technical bid](#)
[Commercial bid](#)

To the special attention of bidders!
 Kindly note that no information on the bid's price must be submitted with the technical proposal (Clause 17.3 of "Instruction to Bidders"). Bids violating this requirement will be rejected.
Особому вниманию Претендентов!!!
 Обращаем Ваше внимание на недопустимость представления какой-либо информации о цене тендерного предложения в составе технической части тендерного предложения. Тендерное предложение, оформленное с нарушением данного требования, к рассмотрению приниматься не будет.

Documentation

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

Tender # #7 Tender subject test#7 Tender type Open two-stage tender Type Work performance /delivery of services

Close Recall bid

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

Technical bid Commercial bid

To the special attention of bidders!
Kindly note that no information on the bid's price must be submitted with the technical proposal (Clause 17.3 of
Особому вниманию Претендентов!!!
Обращаем Ваше внимание на недопустимость представления какой-либо информации о цене тендерного
(п.17.3. «Инструкции претенденту»). Тендерное предложение, оформленное с нарушением данного требо

Documentation	
Item	Document
0001	List of Documents in the Envelope A; Form 9
0002	Original Bid Security; Form 4 (if applicable)
0003	BID Form 2

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	Partner Doc	docx	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».

documents library

CloseSaveCheckSend request

Tender informationTender documentationApplication for tender

Add fileAdd from documents libraryDelete

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.

Close

Copy selected documents

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.