

KNPC Supplier Orientation Session – February 2014



KNPC cares about its Suppliers

Old Prequalification System



VECPQ Form Download / Entry Control System - Main Login Screen

If you have already registered through this screen and have received your user_name and password from KNPC then you may continue to complete your application by providing the following user_name and password fields . If you have not yet registered with KNPC, You will have to register your company using our new e-Sourcing System as shown in the previous screen. The following screen is only for those users who have already got registered with us , having their user_id / password for the old system and intends to complete their PQ application using old system.

User Name

Password

2 4 7 9 9 << Re-fresh Image Code

Enter Image Code

Notes for Contractors: From 23-09-2012, there are no shaded services applicable for above KD 1 million. KNPC is receiving PQ application from the potential contractor for all services listed in CEC index for all Financial Categories.

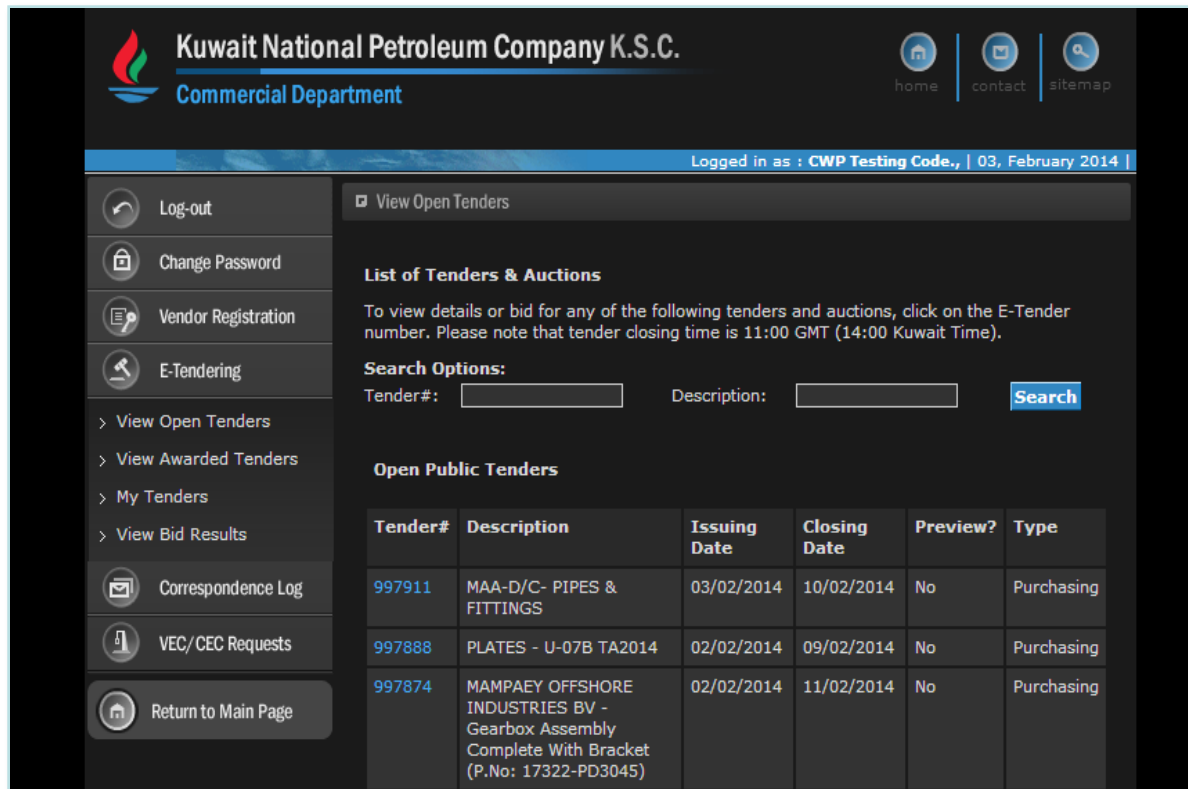
Please note that KNPC has replaced its old PQ System with a new e-Sourcing Portal. All new Registration / Pre-Qualifications for the suppliers are to be done through our new e-Sourcing portal. However, for existing PQ users who have got user-id and password for the old system and they have not yet completed / Finalized their Online PQ application in the old system, the old system will still be available for a short period of time, to enable the user to complete their existing in-complete PQ application.

Please try to finalize your in-complete PQ application as soon as possible as this PQ system will be discontinued shortly.

Want to know more about KNPC New e-Sourcing portal ? click here

- Setup in 2009
- Manufacturers PQ Applications Registered = 3607
- Contractors PQ Applications Registered = 2159

Old eTendering System

Kuwait National Petroleum Company K.S.C.
Commercial Department

home | contact | sitemap

Logged in as : CWP Testing Code., | 03, February 2014 |

- Log-out
- Change Password
- Vendor Registration
- E-Tendering
 - > View Open Tenders
 - > View Awarded Tenders
 - > My Tenders
 - > View Bid Results
- Correspondence Log
- VEC/CEC Requests
- Return to Main Page

View Open Tenders

List of Tenders & Auctions

To view details or bid for any of the following tenders and auctions, click on the E-Tender number. Please note that tender closing time is 11:00 GMT (14:00 Kuwait Time).

Search Options:

Tender#: Description: **Search**

Open Public Tenders

Tender#	Description	Issuing Date	Closing Date	Preview?	Type
997911	MAA-D/C- PIPES & FITTINGS	03/02/2014	10/02/2014	No	Purchasing
997888	PLATES - U-07B TA2014	02/02/2014	09/02/2014	No	Purchasing
997874	MAMPAEY OFFSHORE INDUSTRIES BV - Gearbox Assembly Complete With Bracket (P.No: 17322-PD3045)	02/02/2014	11/02/2014	No	Purchasing

- Setup in 2007
- 33,000 Tenders issued
- No of Vendors Registered in CWP = 6244
- No of lines quoted during the period = 612823



The new KNPC eSourcing Portal

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إحدى شركات مؤسسة البترول الكويتية
A Subsidiary of Kuwait Petroleum Corporation

Logout Home

SUPPLIER AREA

MY PROJECTS

- Dashboard
- Projects
- My RFQs / ITBs
- RFQs / ITBs Open to All Suppliers
- File Sharing
- Auctions
- My RFIs
- RFIs Open to All Suppliers

USER PROFILE

- Registration data
- Modify password
- User Administration

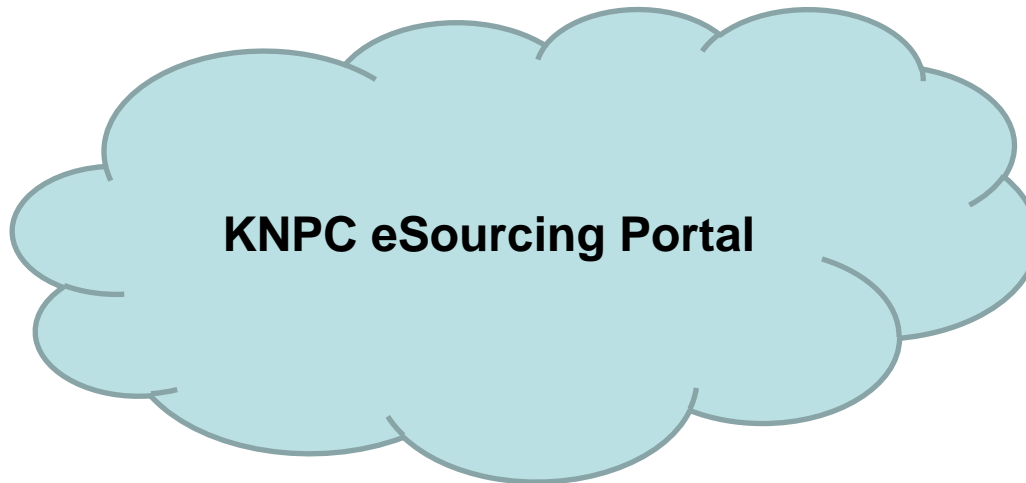
eSOURCING HELPDESK

Need assistance?
Please contact our eSourcing Helpdesk:
Phone: (+965) 23887792, 23887794
E-mail: cwp@knp.com

Contact us

- Launched on 8th December to manage Prequalification process
- Will shortly be handling all tendering activities

The KNPC Commercial Cloud



Flexibility – easily upgraded to deliver continuous improvements

Accessibility - from anywhere

Availability - service available 24x7x365

Security - Securely used around the world.





Why the new portal?

Efficiency – accelerating the sourcing process making it simpler and easier for suppliers to do business with KNPC

Security – enhanced measures to ensure the security of commercially sensitive data

Transparency & Audit – providing greater visibility of the decision making process

Governance – standardising the way we manage relationships with our suppliers

Ease of Access – making it easier for suppliers to find and respond to opportunities with KNPC



Multiple Browser Support



- Mac Support: Safari



- Google Chrome



- Internet Explorer



About the KNPC eSourcing Project



- BravoSolution are proud to be partnering with KNPC on this major initiative – the first of it's kind in Kuwait
- KNPC's relationship with its suppliers is fundamental to supporting it's business aims
- Delivering efficiencies
- Partnership culture with suppliers
- Importance of supplier experience

Today's session is to inform you of the benefits you will be receiving from this initiative and to best prepared to engage with KNPC in the tendering process.



Key messages

KNPC want to:

- Make it easier for suppliers to find relevant opportunities
- Make it easier and quicker for suppliers to respond to tenders
- Provide user friendly technology with the necessary support if required
- Make it easier for suppliers to communicate with the Buyer during the tendering process
- Provide a highly secure environment for sharing of commercial documents



KNPC eSourcing Portal - Overview



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KNPC
إحدى شركات مؤسسة الشراء الوطنية
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WELCOME TO CWP - KNPC's eSOURCING PORTAL

LOGIN OR REGISTER

username: *

password: *

Enter

• Forgot your password?

Supplier Registration

USEFUL LINKS

- > Commercial Documents
- > Future Projects

eSOURCING HELPDESK

Need assistance?
Please contact our eSourcing Helpdesk:
Phone: (+965) 23887792, 23887794
E-mail: cwphelp@knpc.com

For help with PQ applications please
contact the VCEC Helpdesk:
Phone: (+965) 23887639, 87217/87279
E-mail: vec_cec@knpc.com

- The KNPC eSourcing Portal is available 24x7 at <https://esourcing.knpc.com>
- The portal is completely confidential and independently security accredited.
- System requirements are minimal – PC, Internet Explorer 7+, reliable internet connection



Who Gets Access and When?

- Existing suppliers to KNPC have already been granted access to the eSourcing portal and have been issued login credentials via email.
- Any new company wishing to participate in KNPC tenders must first Register on the eSourcing portal.
- Once Registered on the system a Supplier must be Authenticated by KNPC to gain full access to eSourcing portal.
- The Authentication process is managed within the eSourcing portal although local suppliers are required to present original documents to KNPC Head Office.

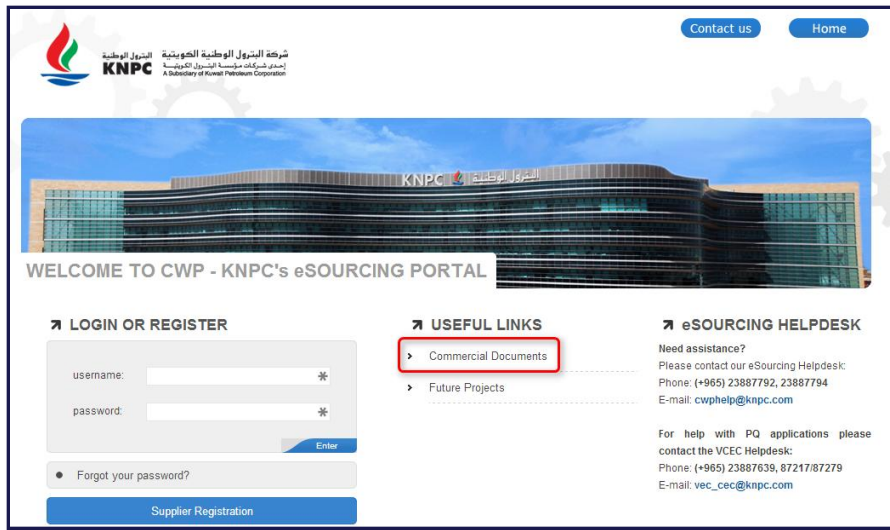
Once Registered & Authenticated what can I access?


- View a list of all running KNPC tenders and the ability to 'Express Interest' and respond to Public tenders.
- The opportunity to request, respond and submit Contractor and Manufacturer Prequalification applications.



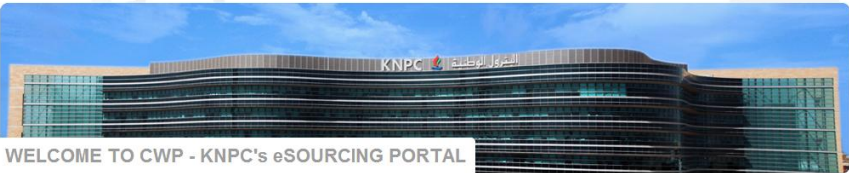
Providing additional users access to the eSourcing Portal

- Please note that you are able to add additional users directly on the eSourcing Portal.
- It is your responsibility to control the level of access that is granted to your additional users and any associated confidentiality matters.
- Creating additional users can be useful to your company if you have different divisions with different company representatives who would normally respond to tenders.
- Your company representatives can then be added to specific tenders which allow them to view and respond to tenders on the portal (depending on the user rights you have assigned them).


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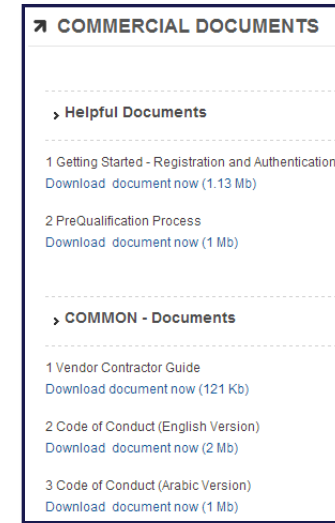
WELCOME TO CWP - KNPC's eSOURCING PORTAL

LOGIN OR REGISTER
 username: *
 password: *

 Forgot your password?

USEFUL LINKS
 > **Commercial Documents**
 > Future Projects

eSOURCING HELPDESK
 Need assistance?
 Please contact our eSourcing Helpdesk:
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 E-mail: cwp@help@knp.com
 For help with PQ applications please contact the VCEC Helpdesk:
 Phone: (+965) 23887639, 87217/87279
 E-mail: vec_cec@knp.com

COMMERCIAL DOCUMENTS

Helpful Documents

1 Getting Started - Registration and Authentication
Download document now (1.13 Mb)

2 PreQualification Process
Download document now (1 Mb)

COMMON - Documents

1 Vendor Contractor Guide
Download document now (121 Kb)

2 Code of Conduct (English Version)
Download document now (2 Mb)

3 Code of Conduct (Arabic Version)
Download document now (1 Mb)

Helpful documents can be downloaded via the 'Commercial Documents' link on the KNPC eSourcing Portal homepage. These include:

- Getting Started – Registration and Authentication
- PreQualification Process
- How to Respond to RFQs / ITBs
- Managing Additional Users



For queries relating to Registration, Authentication and eTendering the eSourcing helpdesk can provide support:

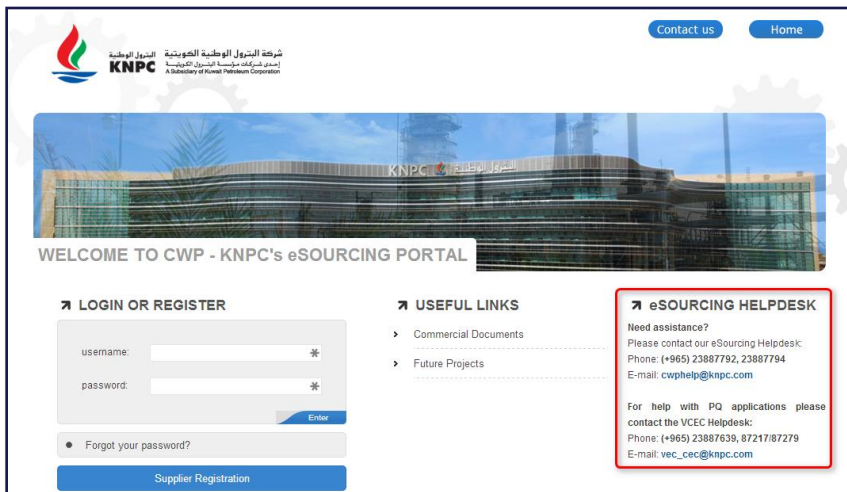
Phone: (+965) 23887792, 23887794

Email: cwp@knpc.com

For queries relating to Prequalification the VCEC Helpdesk can be contacted on:

Phone: (+965) 23887639, 87217/87279

Email: vec_cec@knpc.com



The eSourcing helpdesk is able to provide support with:


- Technical queries regarding the portal
- Functional use of the portal

The helpdesk CANNOT provide support for specific tender related queries.

KNPC Tendering Process – Responding to Tenders



Express Interest / Decide Later

Printable View 

Response status

Response status: No Response Prepared

Overview

Event ID	event_427
Title	3067 - LT/026 - SUPPLY OF MASONERIAN SPARES FOR CONTROL VALVES
Detailed Description	225033: TAG # 07FCV251 BODY REPLACEMENT - 1 EACH
Type of Supplier Access	RFQ Open to All Suppliers
Response Currency	KWD

Suppliers will be able ‘Express Interest’ in Public Tenders or access Limited tenders that they have been invited to.

Create Response / Decline To Respond

View Response Index Only

1. Technical Response (questions: 28)

1.1 General Instructions to Bidders - Question Section

	Question	Description	Response
1.1.1	General Conditions	<p>★ Please confirm that you have read, understood and agree to the General Conditions detailed in the document labeled 'General Instructions to Bidders'.</p> <p>The Terms, Conditions and Provisions of this document is an integral part of all KNPC tenders.</p>	

You must ‘Accept’ or ‘Decline’ to respond to an online Tender. Prior to the closing date and time of a tender you can change your mind and reverse this decision.

Also prior to the closing date and time of a tender you have the flexibility to edit a previously ‘Submitted’ response. Your final submitted response will only be visible to KNPC after the closing date and time.

THE SYSTEM DOES NOT ALLOW LATE RESPONSE TO BE SUBMITTED

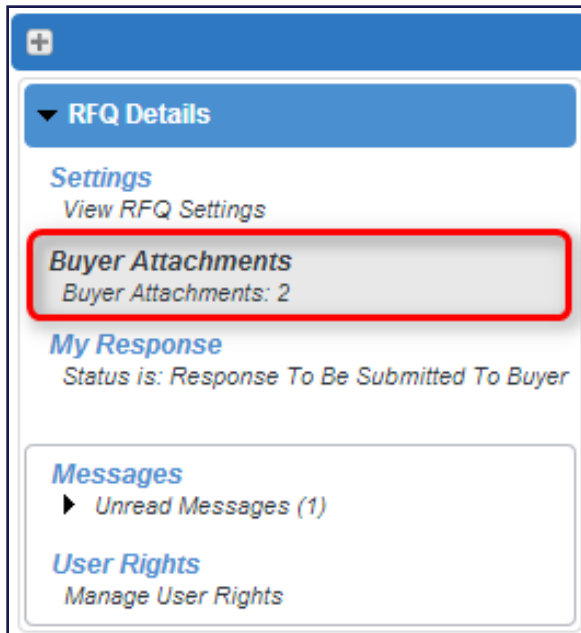
KNPC Tendering Process – Response to Tender



Attachments

An RFQ will contain attachments that have been provided by KNPC. You should always download and view all attachments as they will contain critical tender related information. You can use the ‘Mass Download’ feature to download all the attachments in the Buyer Attachments area and save them locally.

Any instructional attachments at question level must be downloaded individually.



KNPC Tendering Process – Response to Tender



Response Form

- An RFQ will include a question form for completion.
- The form will include technical and commercial questions
- Some questions are marked as mandatory and must be completed in order to submit a response.

1.1.3	HSE Guidelines	* 'HSE Guidelines for Contractors' document.	<input type="text"/>
1.1.4	System Guidance	* 'KNPC eSourcing System Guidance' document.	<input type="text"/>
1.1.5	Performance Evaluation Criteria	* 'Performance Evaluation Criteria' document.	<input type="text"/>
1.1.6	Project Methodology	* 'Project Methodology Handbook' document.	<input type="text"/>
1.1.7	Code of Conduct	* 'Code of Conduct' document.	<input type="text"/>
1.2 Mandatory Documentation -			
	Note		Note Det
1.2.1	Note#2	The documents listed below are available as part of the downloaded, duly completed, signed, stamped and attache	
	Question	Description	
1.2.2	Completeness of Bid	* Attach 'Completeness of Bid'. (Bidder confirms that all necessary documents have been considered in the Bid submitted).	+ Click to attach file

Standardised Questions – storing and reusing previous answers



Standardised Questions - Saving you time in responding!

- An RFQ may contain questions that are commonly asked of suppliers (standardised questions)
- Suppliers that have answered Standardised questions previously, will have their previous answers pre-populated for them
- It is the Suppliers responsibility to review, and where appropriate update these answer prior to the submission of a response

This functionality is used in both Prequalification applications and in Tendering exercises.

KNPC Tendering Process – Sending Clarifications



Messages

▼ Unread Messages (0)

Create Message

Received Messages

Sent Messages

Draft Messages

Forwarded Messages

User Rights

► Manage Rights and Mailing List

- During a Tender process you are able to seek and receive clarifications from KNPC by using the 'Messages' functionality. Ensure that you raise your clarifications within the specified timeframe, as KNPC is not obliged to respond to bidders after this period.
- Requests for the extension of a bid submission deadline can also be requested through messaging.
- For tenders processed through the portal, no paper based faxes/letters will be considered (except for documents specified in the tender).

Save As Draft Send message Cancel

Subject Clarification

Message

Dear Sir,

Please can you confirm whether a site visit will be required?

Kind regards,

Husain

KNPC Tendering Process – Tender Response Attachments



1.1.3	HSE Guidelines	* 'HSE Guidelines for Contractors' document.	<input type="button" value="v"/>
1.1.4	System Guidance	* 'KNPC eSourcing System Guidance' document.	<input type="button" value="v"/>
1.1.5	Performance Evaluation Criteria	* 'Performance Evaluation Criteria' document.	<input type="button" value="v"/>
1.1.6	Project Methodology	* 'Project Methodology Handbook' document.	<input type="button" value="v"/>
1.1.7	Code of Conduct	* 'Code of Conduct' document.	<input type="button" value="v"/>
1.2 Mandatory Documentation -			
	Note		Note Det
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	Question	Description	
1.2.2	Completeness of Bid	* Attach 'Completeness of Bid'. (Bidder confirms that all necessary documents have been considered in the Bid submitted).	+ Click to attach file

Attaching Documents to your Tender Response

If requested by KNPC, you will be able to attach supporting documents to your tender response. Files can be attached in any format (e.g. PDF, Word, Excel, PowerPoint etc.).

It is recommended that you avoid uploading extremely large files, as the maximum individual file size is limited to 50MB per file.

Hard Copy Documents

Certain documents, such as your Bid Bond, will still need to be submitted as an original hard copy, as per the specific tender instructions provided by KNPC.



KNPC Tendering Process – Response to Tender



Submitting your Response

- Once you have completed your response you must SUBMIT it to the Buyer.



▼ Project : tender_261 - 995946 - New Elevator for Admin Building
RFQ: event_427 - 3067 - LT/026 - SUPPLY OF MASONIELAN SPARES FOR CONTROL VALVES
Closing Date: 09/02/2014 14:23:04
Response Last Submitted On: **Not Submitted Yet**

Export / Import Response Delete response Printable View

Submit Response

- Responses not submitted will not be received by the Buyer and will therefore not be evaluated.
- Suppliers are able to SUBMIT and update their response more than once. The Buyer will only receive the latest submission.

Do's...



1. Ensure that you read and understand all the documentation thoroughly and make note of key actions and deadlines.
2. Always use the secure messaging tool for communicating with the KNPC Commercial Team. Any offline communications will not be considered.
3. Only upload attachments when requested.
4. Ensure that you answer all mandatory questions within your tender response (and where appropriate any non-mandatory questions).

Do's...



5. Ensure that you follow all instructions carefully. Every tender that you respond to will have specific instructions that you need to follow.
6. Consistently 'SAVE' your work – at least every 15 minutes.
7. Please keep your username and password secure – if you forget your password you are able to request a new one via the homepage. This will be emailed to the registered email address.
8. Please remember you **MUST** submit your response to make it visible to KNPC by clicking the 'Submit Response' button.

Don'ts...



- Don't leave your response until the last minute – if you have problems you may not be able to resolve them before the deadline.
- Use the links within the website to navigate through the online screens. Do NOT use the Back or Forward buttons in your web browser as this may result in your online session becoming inactive.

Online Demonstration – Key Functionality



1. Homepage

2. Logging in to the portal

3. 2nd homepage:

- Viewing existing registration data
- Changing your password
- Dashboard
- RFQs/ITBs

4. Responding to Tenders:

- RFQ settings
- Buyer Attachments
- Creating a Response or Declining to Respond
- Saving and editing a response
- Re-submitting a response
- Sending clarification messages to KNPC



Question and Answers



Thank you for your participation in this orientation session