



شركة البترول الوطنية الكويتية
إحدى شركات مؤسسة البترول الكويتية
A Subsidiary of Kuwait Petroleum Corporation

البترول الوطنية
KNPC



Responding to RFQs/ITBs on KNPC eSourcing Portal and Sending Clarification Messages

Quick User Guide

Version 2.0

March 2022



شركة البترول الوطنية الكويتية
إحدى شركات مؤسسة البترول الكويتية
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Visit <https://esourcing.knpc.com> and login to the KNPC eSourcing Portal.



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KNPC

Contact us Home



WELCOME TO CWP - KNPC's eSOURCING PORTAL

LOGIN OR REGISTER

username:

password:

Enter

Forgot your password?

[Supplier Registration](#)

eSOURCING HELPDESK

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

RUNNING TENDERS

USEFUL LINKS

- Commercial Documents
- Monthly Supplier Services Newsletter
- Invoice Payment Status Enquiry
- KNPC Annual Tender Plan 2020-21

MESSAGE TO KNPC E-SOURCING CUSTOMERS

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Please be aware that KNPC does not request wire transfers via email and all commercial activities are conducted via esourcing.knpc.com

WARNING: Do not proceed if you are not an Authorised User. This application is protected by appropriate security measures. Access to and use is restricted to Authorised Users only. Any attempt to use this system in a manner not authorised or any attempt to alter, destroy or damage any Information contained within it may constitute a breach of the provisions of the Computer Misuse Act 1990 and/or other legislation and shall leave the user liable to both criminal and civil proceedings. It is strictly forbidden to attempt to access this system using any third party's logon identity. Anyone using this system consents to active monitoring for security policy compliance purposes.

Note: If you have not yet Registered and been through the Authentication process with KNPC you should first consult the help document entitled 'Getting Started – Registration and Authentication'.

Once you have successfully logged in, you will be directed to the Supplier Area within the KNPC eSourcing Portal Home page.



The screenshot shows the 'SUPPLIER AREA' dashboard. At the top left is the KNPC logo and name in Arabic and English. At the top right are 'Logout' and 'Home' buttons. Below the header is a large banner image of an industrial facility. The main content area is divided into three columns: 'MY PROJECTS', 'USER PROFILE', and 'eSOURCING HELPDESK'. The 'MY PROJECTS' column contains six icons: Dashboard, File Sharing, My RFQs / ITBs (highlighted with a red box), RFQs / ITBs Open to All Suppliers (highlighted with a red box), Auctions / e-Momarasah, and My RFIs. The 'USER PROFILE' column contains a list of links: Manage my Profile, Request for PQ, Modify password, User Administration, and Commercial Documents. The 'eSOURCING HELPDESK' column contains 'Need assistance?' with contact information (Phone: (+965) 23887792, 23887794; E-mail: cwphelp@knpc.com) and a 'Contact Form' link. At the bottom right are three icons for Bid Results, Awarded Tenders, and Running Tenders. A footer contains copyright and policy links.

Click on the 'My RFQs / ITBs' link to view tenders that you have either been invited to or have already expressed interest in. To view a list of Public opportunities that you may be interested in responding to click on the 'RFQs / ITBs Open to All Suppliers'.

This is a close-up of the 'MY PROJECTS' section from the dashboard. It features six icons arranged in two rows. The top row includes 'Dashboard', 'File Sharing', 'My RFQs / ITBs' (highlighted with a red box), and 'RFQs / ITBs Open to All Suppliers' (highlighted with a red box). The bottom row includes 'Auctions / e-Momarasah', 'My RFIs', and 'RFIs Open to All Suppliers'.

RFQs/ITBs Open to All Suppliers (Public Tenders)

Clicking on the 'RFQs / ITBs Open to All Suppliers' link will direct you to a list of all Public opportunities. Click on the relevant RFQ/ITB Title to view further information about that opportunity.

My RFQs **RFQs Open To All Suppliers**

Enter Filter (type to start search)

Showing Result 1 - 2 of 2 Show: 10

EVENT ID	TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST ↑	STATUS	BUYER ORGANISATION
1 event_2217	1014711 - 11-ITB ITC test for KNPCCONT number 2	1276	30/03/2022 13:00	Running	KNPC
2 event_2216	1023136 - TEST LV Version 2	1416	31/03/2022 13:00	Running	KNPC

Having viewed summary information about the RFQ / ITB you can click on the 'Express Interest' button to start responding. Click 'Decide Later' to return to the list of Public RFQs/ITBs.

RFQ: event_2217 - 1014711 - 11-ITB ITC test for KNPCCONT number 2 Running Decide Later Printable View **Express Interest**

→|

Response Status

Response Status
No Response Prepared

Overview

Event ID	Title
event_2217	1014711 - 11-ITB ITC test for KNPCCONT number 2
Description	Supplier Access
	RFQ Open to All Suppliers
Event Currency	Test RFQ
KWD	No
Buyer Organisation	Division
KNPC	Division
Department	

If you have decided to 'Express Interest' in the opportunity then a pop up message will be displayed informing you that the RFQ has moved to the "My RFQs/ITBs" area.

prep-esourcing.knpc.com says

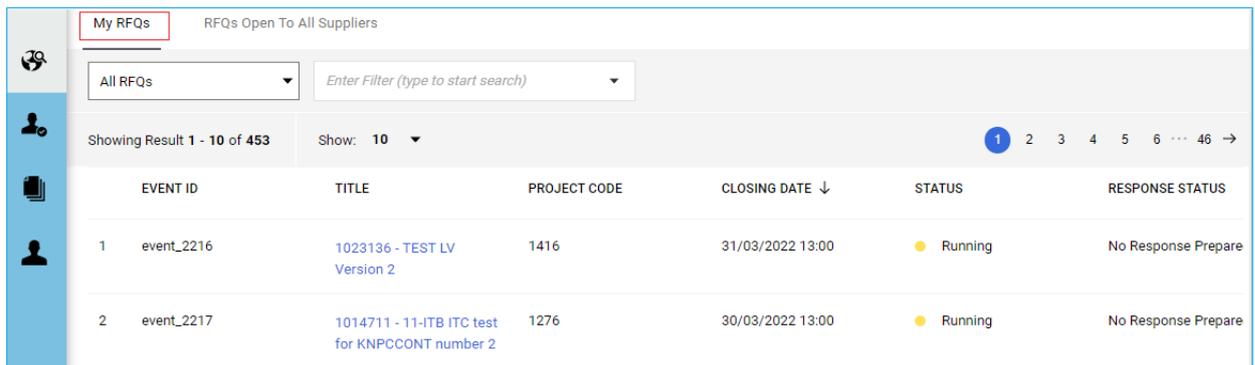
Please click OK to Express Interest in this RFQ.
The RFQ will move to your "My RFQs" area, and you will have the option to view all RFQ Details, download Buyer Attachments, send and receive Messages with the Buyer, and submit your Response.

OK Cancel

You have now Expressed Interest and can start responding to the RFQ/ITB.

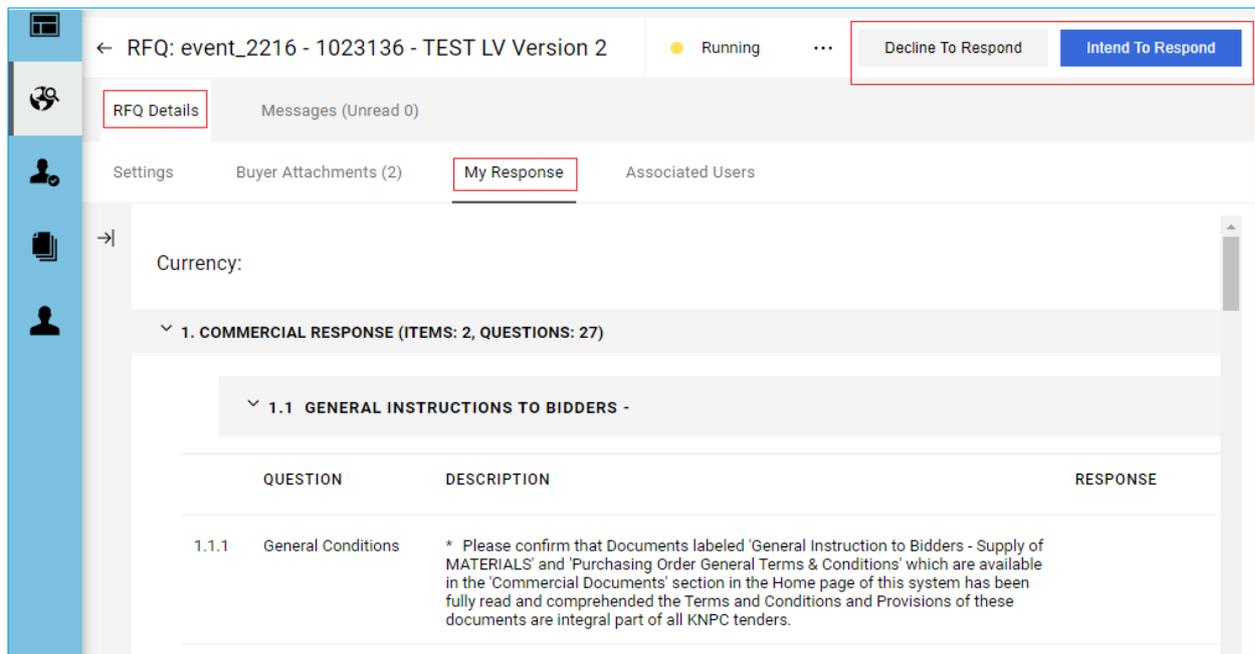
My RFQs/ITBs

Clicking on the 'My RFQ/ITBs' link on the main page will direct you to 'My RFQs/ITBs' summary list page. This summary list displays ALL the RFQs/ITBs that you have been invited by KNPC to participate in and those which you have previously 'Expressed Interest' in. Click on the relevant RFQ/ITB line that you would like to respond to.



EVENT ID	TITLE	PROJECT CODE	CLOSING DATE ↓	STATUS	RESPONSE STATUS	
1	event_2216	1023136 - TEST LV Version 2	1416	31/03/2022 13:00	Running	No Response Prepare
2	event_2217	1014711 - 11-ITB ITC test for KNPCCONT number 2	1276	30/03/2022 13:00	Running	No Response Prepare

Now that you have selected an RFQ you will be taken to the 'RFQ Details' page.



← RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running ... Decline To Respond Intend To Respond

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) My Response Associated Users

Currency:

1. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 27)

1.1 GENERAL INSTRUCTIONS TO BIDDERS -

QUESTION	DESCRIPTION	RESPONSE
1.1.1	General Conditions	* Please confirm that Documents labeled 'General Instruction to Bidders - Supply of MATERIALS' and 'Purchasing Order General Terms & Conditions' which are available in the 'Commercial Documents' section in the Home page of this system has been fully read and comprehended the Terms and Conditions and Provisions of these documents are integral part of all KNPC tenders.

If you do not wish to participate click on 'Decline to Respond' button and provide a reason for not responding.



Decline To Respond

Intend To Respond

It is mandatory to give a reason for declining to respond.

RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running Cancel Decline To Respond

* Enter Decline to Respond Reason Details

Characters available 512

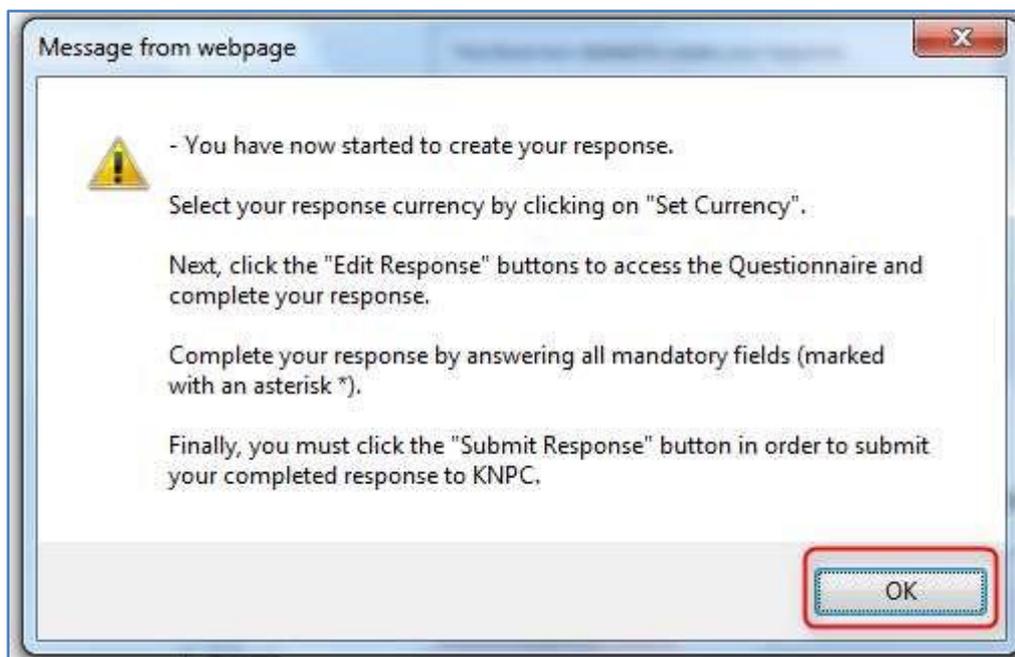
If you do wish to respond to an RFQ/ITB, Click on the 'Intend To Respond' button.

← RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running ... Decline To Respond Intend To Respond

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) My Response Associated Users

→ Currency:



← RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running ... **Set Currency** Online Questionnaire In Excel **Submit Response**

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) **My Response** Associated Users

→ 1. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 27)

1.1 GENERAL INSTRUCTIONS TO BIDDERS -

QUESTION	DESCRIPTION	RESPONSE
1.1.1	General Conditions	* Please confirm that Documents labeled 'General Instruction to Bidders - Supply of MATERIALS' and 'Purchasing Order General Terms & Conditions' which are available in the 'Commercial Documents' section in the Home page of this system has been fully read and comprehended the Terms and Conditions and Provisions of these documents are integral part of all KNPC tenders.

From this page you will be able to:

- Access the RFQ details
- Complete and Submit a Commercial response
- Download attachments from KNPC
- Upload attachments to support your response
- Set your Currency by choosing one of the currencies from the dropdown list and save. This will populate the chosen currency for all lines.

Please note: This option is available only before submitting response. If the correction is required then either correct at line level or delete and recreate your response.

×

Cancel **Save**

SET CURRENCY

Currency

KWD ▲

KWD
EUR
GBP
JPY
USD

If the selection of the currency is disabled, the tender should be in KWD only.

Cancel

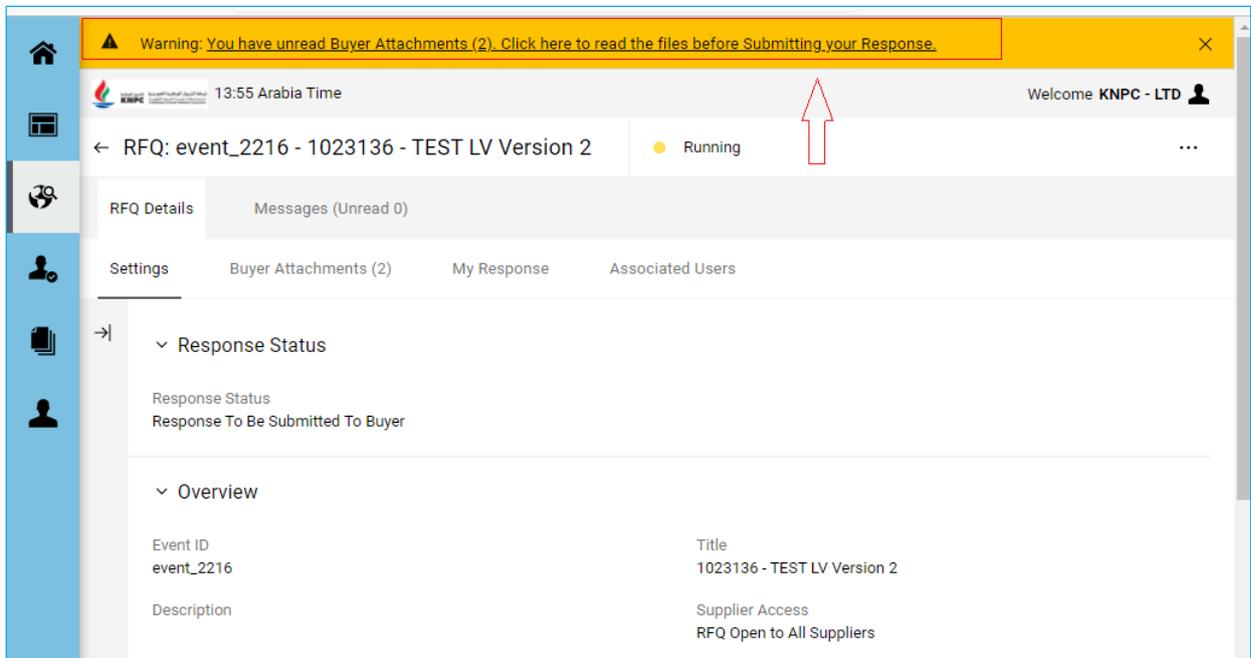
SET CURRENCY

Currency

KWD ▼

Selection of Currency disabled. Bids for this tender must be in KWD.

Search for Attachments that may have been uploaded by KNPC from the navigation at the top of the page.



Warning: You have unread Buyer Attachments (2). Click here to read the files before Submitting your Response.

13:55 Arabia Time

Welcome KNPC - LTD

RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) My Response Associated Users

Response Status

Response Status
Response To Be Submitted To Buyer

Overview

Event ID	Title
event_2216	1023136 - TEST LV Version 2
Description	Supplier Access
	RFQ Open to All Suppliers

To download the attachment(s), Click on the 'Buyer Attachments' link. You will now be directed to the 'Buyer Attachments' page.

← RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running

RFQ Details Messages (Unread 0)

Settings **Buyer Attachments (2)** My Response Associated Users

→ Folders and Files List root > ... Mass Download

Enter Filter (type to start search)

Showing Result 1 - 2 of 2 Show: 10

	FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE	
1	1039680 CWP_Evaluation_Report.pdf		21/03/2022 10:43:30	
2	Tender Documents.zip	Tender Documents	21/03/2022 10:42:44	

Select the attachment that you would like to download, Click on the 'File Name'. Download (save) the file to your local computer, Click the 'Save' button.

Note: The steps above take you through how to download a single buyer attachment. You can also download all the buyer attachments in a single step by clicking 'Mass Download'. By Clicking 'Mass Download', all the files in the 'Buyer Attachments' area will be downloaded in the same folder structure as they appear online. Mass Download is only applicable to folders and files available in the 'Buyer Attachments' area and not question level attachments contained within a questionnaire. Attachments contained at the question level need to be downloaded individually.

← RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running

RFQ Details Messages (Unread 0)

Settings **Buyer Attachments (2)** My Response Associated Users

→ Folders and Files List root > ... **Mass Download**

Enter Filter (type to start search)

Showing Result 1 - 2 of 2 Show: 10

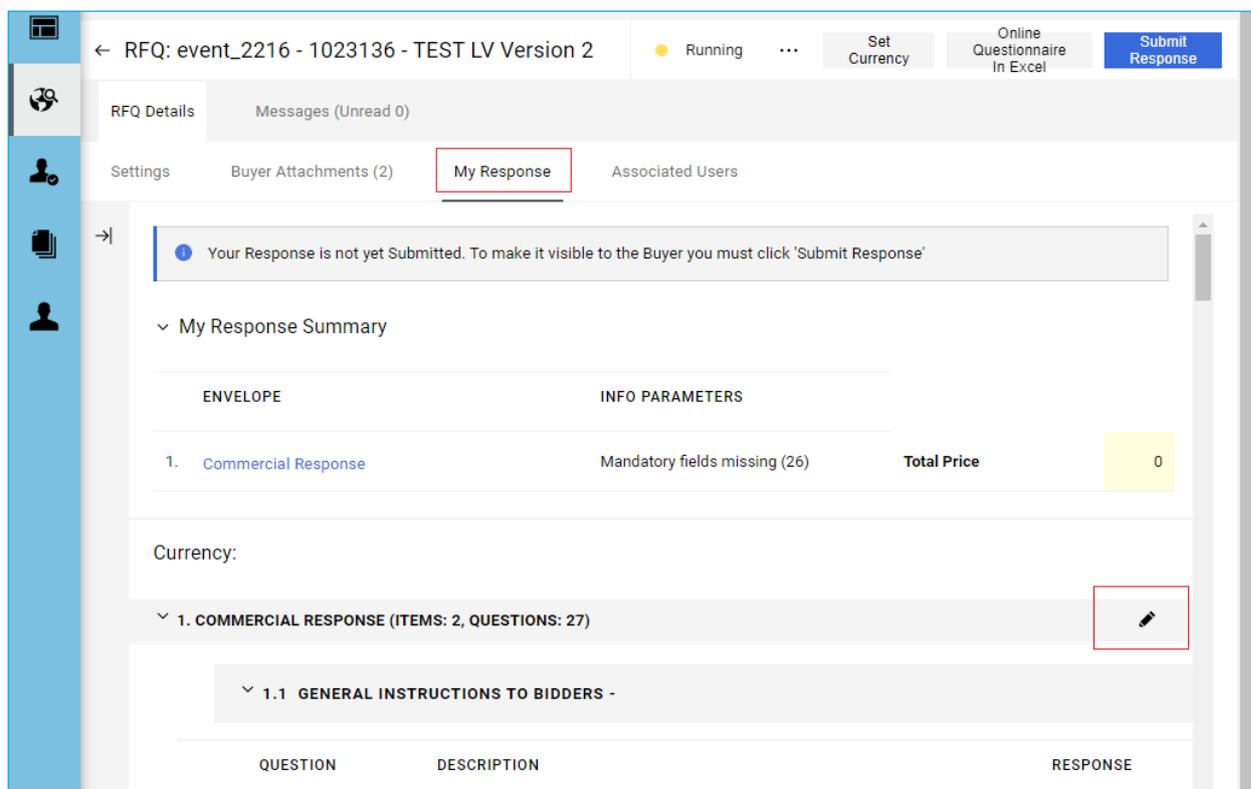
	FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE	
1	1039680 CWP_Evaluation_Report.pdf		21/03/2022 10:43:30	
2	Tender Documents.zip	Tender Documents	21/03/2022 10:42:44	

To use the Mass Download feature, you must have a recent version of Java installed on your computer. If you wish to download a free version of Java, go to www.java.com

Open the downloaded file from your computer. Review KNPC's comments, instructions, or requests before responding to the RFQ/ITB.

To return to the online questionnaire Click on the 'My Response' link.

To respond to the RFQ, click on the "Pen icon" (Edit Response) to complete your response to the online questionnaire.



← RFQ: event_2216 - 1023136 - TEST LV Version 2 Running Set Currency Online Questionnaire In Excel Submit Response

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) **My Response** Associated Users

→ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

ENVELOPE	INFO PARAMETERS	Total Price
1. Commercial Response	Mandatory fields missing (26)	0

Currency:

1. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 27) 

1.1 GENERAL INSTRUCTIONS TO BIDDERS -

QUESTION	DESCRIPTION	RESPONSE
----------	-------------	----------

Complete the questionnaire. Fields that are marked with asterisk (*) are mandatory.

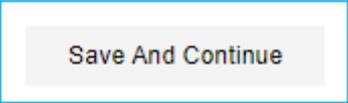


RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running Cancel Save And Continue Save And Return

→ 1.3 TERMS & CONDITIONS -

QUESTION	DESCRIPTION	RESPONSE
1.3.1 Freight Term	* Please confirm that your Freight Term is as specified under 'RFQ Details' - 'Settings' - 'RFQ/ITB Details'.	---
1.3.2 Payment Term	* Please select Payment Term. Note: For Freight Term 'FRANCO', the Payment Term to be selected shall be ONLY be 'INVOICE'.	---
1.3.3 Shipment Mode	* Please confirm that your Shipment Mode is as specified under 'RFQ Details' - 'Settings' - 'RFQ/ITB Details'.	---
1.3.4 Delivery period	* Please provide the delivery period in DAYS	
1.3.5 Customs Duty	* Is Customs Duty included in your quoted Price?	

The KNPC eSourcing Portal will log you out after 30 minutes of inactivity due to security protocols. Any 'unsaved' changes to your online response may be lost as result of the time-out. It is therefore extremely important that you click the 'Save and Continue' button regularly when completing online responses.



If you are required to upload an attachment as part of your response, please follow the below steps:

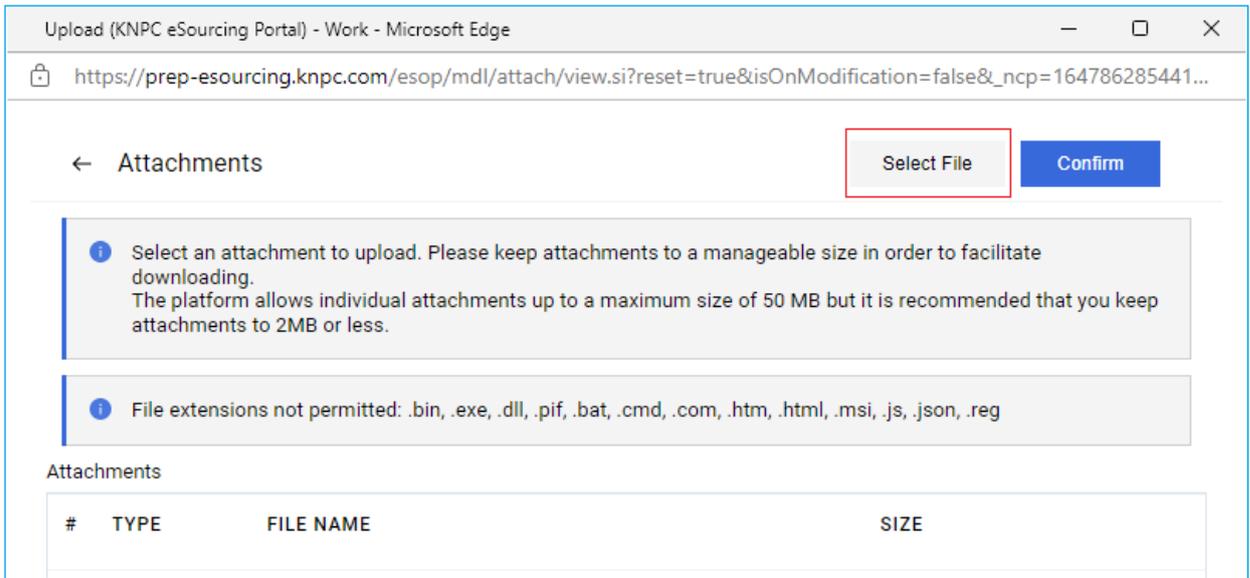
RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running Cancel Save And Continue Save And Return

→

QUESTION	DESCRIPTION	RESPONSE
1.4.2 Completeness of Bid	* Please confirm that you have responded to this Tender with all the requirements requested in order to complete your Bid.	---
1.4.3 Compliance to Tender Specifications	* Please confirm that you comply to the tender specifications while submitting this bid.	---
1.4.4 Deviations	* Attach "Deviations from Tender Documents" If there is no deviation from this Tender document, Bidder shall clearly mention "No Deviations" in the Form. (Bidder lists deviations or confirms "No deviations" from tender documents).	+ Attach File
1.4.5 Compliance to Code of Conduct	* Please confirm that you comply to the KNPC Code of Conduct in this bid.	---
1.4.6 Disclosure of Commission	Attach "Forms of Disclosure of Commission" ONLY In case the offer value is more than KD 100,000/-. (Bidders updates price related information).	+ Attach File
1.4.7 Principal's Quote/Manufacturer's Proforma Invoice	* Please attache Principal's Quote/Manufacturer's Proforma Invoice. Note: If this document is required as per tender condition and you do not attach the Principal's Quote/Manufacturer's Proforma Invoice correctly you Bid will be rejected.	+ Attach File

Click on the 'Attach File' button.

Search for the attachment on your local computer (by clicking the 'Choose File' button); select the file you wish to upload Click 'Open' and then click on the 'Confirm' button.



Upload (KNPC eSourcing Portal) - Work - Microsoft Edge

https://prep-esourcing.knpc.com/esop/mdl/attach/view.si?reset=true&isOnModification=false&_ncp=164786285441...

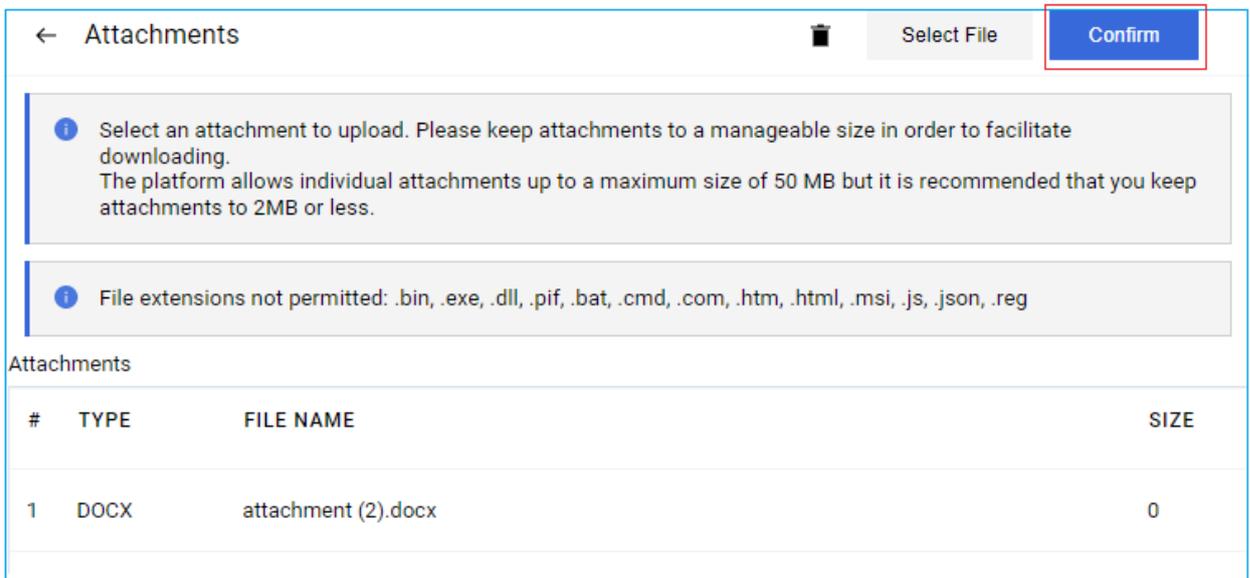
← Attachments Select File Confirm

i Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading. The platform allows individual attachments up to a maximum size of 50 MB but it is recommended that you keep attachments to 2MB or less.

i File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Attachments

#	TYPE	FILE NAME	SIZE
---	------	-----------	------



← Attachments Select File Confirm

i Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading. The platform allows individual attachments up to a maximum size of 50 MB but it is recommended that you keep attachments to 2MB or less.

i File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Attachments

#	TYPE	FILE NAME	SIZE
1	DOCX	attachment (2).docx	0

When your response is complete, click on the 'Save and Return' button.



RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running Cancel Save And Continue Save And Return

QUESTION	DESCRIPTION	RESPONSE
Completeness of Bid	* Please confirm that you have responded to this Tender with all the requirements requested in order to complete your Bid.	Confirmed
Compliance to Tender Specifications	* Please confirm that you comply to the tender specifications while submitting this bid.	Confirmed
Deviations	* Attach "Deviations from Tender Documents" If there is no deviation from this Tender document, Bidder shall clearly mention "No Deviations" in the Form. (Bidder lists deviations or confirms "No deviations" from tender documents).	attachment (2).docx (0 KB)
Compliance to Code of Conduct	* Please confirm that you comply to the KNPC Code of Conduct in this bid.	Confirmed

A prompt will appear. Read the prompt carefully and then Click on the 'OK' button.

prep-sourcing.knpc.com says

The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

Click "OK" to save or click "Cancel" to discard any unsaved changes.

IMPORTANT:
In order to make your response visible to the buyer you must submit it.

OK Cancel

You are also able to complete your response by using the 'Online Questionnaire in Excel' functionality. This allows you to complete the RFQ/ITB questionnaire (excluding attachment questions) offline in excel and then import it back into the RFQ/ITB to create the online response.



← RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running ... Set Currency Online Questionnaire In Excel Submit Response

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) My Response Associated Users

→ | **1** Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

∨ My Response Summary

ENVELOPE	INFO PARAMETERS	Total Price
1. Commercial Response	Mandatory fields missing (14)	0

Currency:

∨ 1. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 27)

Note: Please read the instructions provided within the excel template carefully to ensure that you do not change the format of the file as any changes to the format will result in the file not being compatible for import.

Having completed your response, it is time to submit it to KNPC. If you would like to view your entire response to all the online questionnaire envelopes and any attachments that you have uploaded, please click the 'Printable View' button.

At any stage throughout the response process, either whilst you are completing your response or after you have submitted your response to KNPC, you are able request clarifications to the RFQ/ITB.

Click on the "Messages" tab in the RFQ/ITB to communicate with KNPC for any clarifications to the RFQ/ITB. You can create, send, receive and forward message through this Messages area.

← RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running ... Set Currency Online Questionnaire In Excel **Submit Response**

RFQ Details Messages (Unread 0) **Delete Response** **Printable View**

Settings Buyer Attachments (2) **My Response** Associated Users

→| **Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'**

∨ My Response Summary

ENVELOPE	INFO PARAMETERS	Total Price
1. Commercial Response	Mandatory fields missing (14)	0

Currency:

∨ 1. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 27) ✎

Click on “Create Message” button to send mail to KNPC. 1

RFQ Details **Messages (Unread 0)**

Create Message Received Messages Sent Messages Draft Messages

Type the subject and content of your clarification message and then click on “Send Message” to send your message to KNPC.

RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running Cancel Save As Draft **Send Message**

→| Messages

∨ Message

Subject

1.1.12 clarification

Message

Please send us the size of your product available.

Regards,|

∨ Attachments Attachments

If KNPC responds to your clarification message, you will receive an email alert informing you that you have received a new message. Clicking on the URL in the message will take you directly to your “Received Messages” area.



← RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running ...

RFQ Details **Messages (Unread 0)**

Create Message **Received Messages** Sent Messages Draft Messages

→ Received Messages 🖨️ ... [Create](#)

By clicking on the “Draft Messages” button, you can view a list of the all the messages that you have saved as a draft but not sent to KNPC.

RFQ Details **Messages (Unread 0)**

Create Message Received Messages Sent Messages **Draft Messages**

→ Draft Messages 🖨️ ... [Create](#)

Once you have completed your response, it is highly recommended that you click the ‘Validate Response’ button. The system will perform a check to ensure that all mandatory questions have been answered.

RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running [Cancel](#) [Save And Continue](#) [Save And Return](#)

→

i Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

[Refresh](#) [Validate Response](#)

Total Price 0

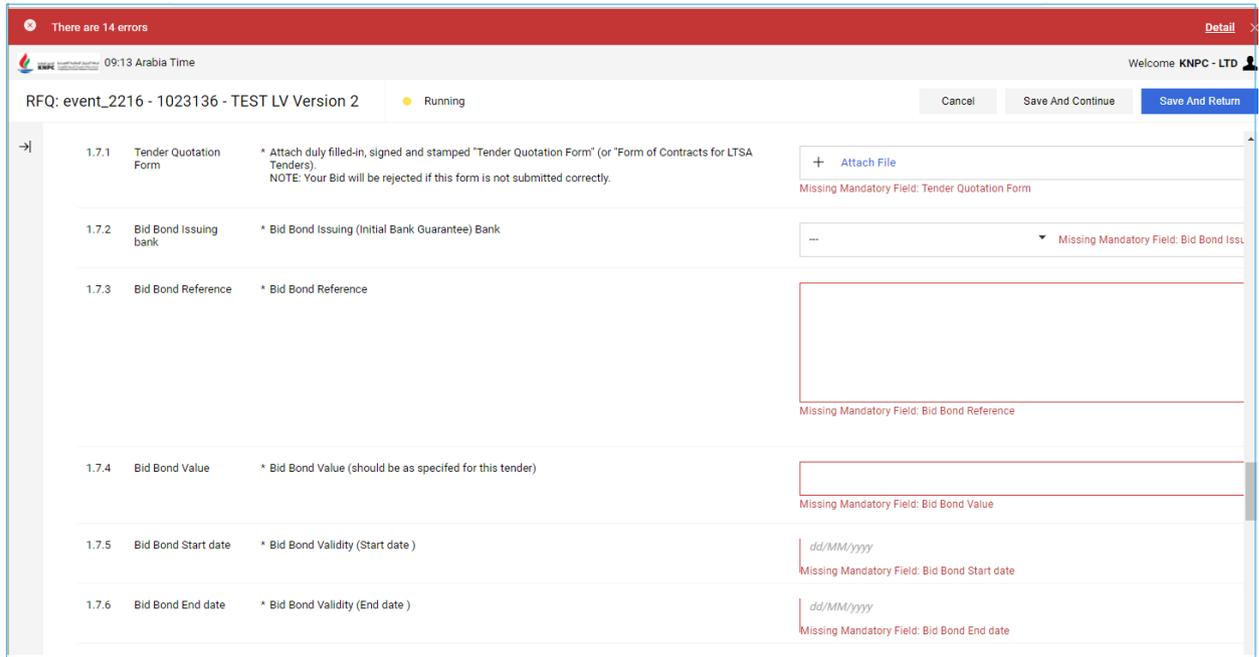
CURRENCY:

1. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 27)

1.1 GENERAL INSTRUCTIONS TO BIDDERS -

QUESTION	DESCRIPTION	RESPONSE
1.1.1	General Conditions	<div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;">* Please confirm that Documents labeled 'General Instruction to Bidders - Supply of MATERIALS' and 'Purchasing Order General Terms & Conditions' which are available in the 'Commercial Documents' section in the Home page of this system has been fully read and comprehended the Terms and Conditions and Provisions of these documents are integral part of all KNPC tenders.</div> <div style="text-align: right; border: 1px solid #ccc; padding: 5px; width: fit-content; margin-top: 5px;">Confirmed</div>

In the event of any missing mandatory questions, a pop-up message will appear indicating the exact questions that require a response, and these questions will be highlighted in red against each question.



There are 14 errors

09:13 Arabia Time

Welcome KNPC - LTD

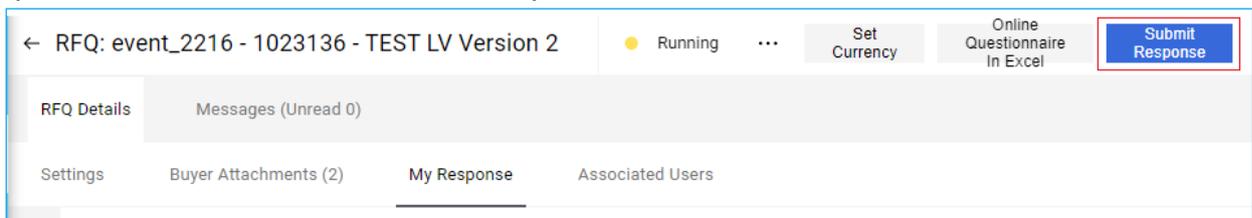
RFQ: event_2216 - 1023136 - TEST LV Version 2

Running

Cancel Save And Continue Save And Return

1.7.1	Tender Quotation Form	* Attach duly filled-in, signed and stamped "Tender Quotation Form" (or "Form of Contracts for LTSA Tenders"). NOTE: Your Bid will be rejected if this form is not submitted correctly.	+ Attach File	Missing Mandatory Field: Tender Quotation Form
1.7.2	Bid Bond Issuing bank	* Bid Bond Issuing (Initial Bank Guarantee) Bank	---	Missing Mandatory Field: Bid Bond Issu
1.7.3	Bid Bond Reference	* Bid Bond Reference		Missing Mandatory Field: Bid Bond Reference
1.7.4	Bid Bond Value	* Bid Bond Value (should be as specified for this tender)		Missing Mandatory Field: Bid Bond Value
1.7.5	Bid Bond Start date	* Bid Bond Validity (Start date)	dd/MM/yyyy	Missing Mandatory Field: Bid Bond Start date
1.7.6	Bid Bond End date	* Bid Bond Validity (End date)	dd/MM/yyyy	Missing Mandatory Field: Bid Bond End date

Upon updating your response and completing any of the missing mandatory questions, click on the 'Submit Response' button.



← RFQ: event_2216 - 1023136 - TEST LV Version 2

Running

Set Currency

Online Questionnaire In Excel

Submit Response

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) My Response Associated Users

Congratulations, you have just successfully submitted your response to KNPC. You will now see that the 'Response Last Submitted On' status has changed from stating 'Not Submitted Yet' to displaying the exact date and time stamp of your submitted response. You will receive a system generated email alert confirming your submission.



← RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running ... Set Currency Online Questionnaire In Excel **Submit Response**

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) **My Response** Associated Users

▼ Details ←

Project
1416 - 1023136

RFQ Closing Date
31/03/2022 13:00:00

Response Last Submitted On:
Not Submitted Yet

ⓘ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

▼ My Response Summary

ENVELOPE	INFO PARAMETERS	Total Price
1. Commercial Response	Mandatory fields missing (14)	0

Currency:

▼ 1. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 27)

← RFQ: event_2216 - 1023136 - TEST LV Version 2 ● Running ... Withdraw Response Set Currency Online Questionnaire In Excel

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) **My Response** Associated Users

▼ Details ←

Project
1416 - 1023136

RFQ Closing Date
31/03/2022 13:00:00

Response Last Submitted On:
22/03/2022 09:35:54

▼ My Response Summary

ENVELOPE	INFO PARAMETERS	Total Price
1. Commercial Response	Missing optional fields (3) Optional prices not quoted (1) No additional attachments	46,000

Currency:

▼ 1. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 27)

Note: You are able to change your submitted response until the closing date & time of the RFQ / ITB. When making changes to your submitted response, you must ensure to 'Keep Changes' and 'Submit Changes' to the edited version of your response. If you do not 'Submit Changes', your previous response will remain submitted and be considered valid by KNPC.

Clicking on "Printable View" you will be able to see the full details of your bid for a particular RFQ.



← RFQ: event_2216 - 1023136 - TEST LV Version 2 Running ... Withdraw Response Set Currency Online Questionnaire In Excel

Printable View ↑

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) My Response Associated Users

Details

Project
1416 - 1023136

RFQ Closing Date
31/03/2022 13:00:00

Response Last Submitted On:
22/03/2022 09:35:54

My Response Summary

ENVELOPE	INFO PARAMETERS	Total Price
1. Commercial Response	Missing optional fields (3) Optional prices not quoted (1) No additional attachments	46,000

Currency:

1. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 27)

The details can be downloaded as a PDF or can be printed automatically, and the date of submission is the confirmation that the response has been submitted on date and time to KNPC.

09:40 Arabia Time

Zoom 100% Print Download PDF Close

Event_2216 - 1023136 - TEST LV Version 2

USER	DATE
KNPC - LTD	22/03/2022 09:40:33 - Time Zone: Arabia Time

BUYER ORGANISATION	DIVISION	DEPARTMENT
KNPC	Division	

PROJECT INFORMATION

PROJECT CODE	PROJECT TITLE
1416	1023136

RESPONSE STATUS

RESPONSE STATUS	LAST SUBMITTED ON
Response Submitted To Buyer	22/03/2022 09:35:54



Bid for 2 envelopes

If the RFQ is containing 2 separate envelopes (Technical & Commercial), it will appear as number One “**1. Technical Response**” and then number Two “**2. Commercial Response**”.

To start filling your “**Technical Response**” you have to click on “**Pen Icon**” (Edit Response), answer to the questions and then click on “**Save and Return**”.

← RFQ: event_2219 - 1011004 - BNV TEST - 06-MARCH-2022 ● Running ... Set Currency Online Questionnaire In Excel **Submit Response**

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) **My Response** Associated Users

→ | **i** Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

∨ My Response Summary

ENVELOPE	INFO PARAMETERS	Total Price
1. Technical Response	Missing mandatory responses (16)	0
2. Commercial Response	Mandatory fields missing (3)	

Currency: KWD

∨ **1. TECHNICAL RESPONSE (QUESTIONS: 26)**

RFQ: event_2219 - 1011004 - BNV TEST - 06-MARCH-2022 ● Running Cancel Save And Continue **Save And Return**

→ | **i** Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Validate Response

1. TECHNICAL RESPONSE (QUESTIONS: 26)

1.1 CONFIRMATION OF UNDERSTANDING -

NOTE	NOTE DETAILS
1.1.1 Note#1	Bidders to confirm that the following documents have been fully read and understood. The documents listed below are available in the "Commercial documents" section in the Home page.

QUESTION	DESCRIPTION	RESPONSE
1.1.2 General Instructions	* 'General Instructions to Bidders - Supply of Services' document. Note: The terms, conditions and provisions of this document is an integral part of all KNPC tenders.	Yes
1.1.3 HSE Guidelines	* 'HSE Guidelines for Contractors' document.	Yes



To continue with the “**Commercial Response**”, same process as Technical questions click on “**Pen Icon**” (Edit Response), answers to the questions and then click on “**Save and Return**”
Once you completed filling all the Technical and Commercial questions, click on “**Submit Response**” to send it to KNPC .

← RFQ: event_2219 - 1011004 - BNV TEST - 06-MARCH-2022 ● Running ... Set Currency Online Questionnaire In Excel **Submit Response**

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) **My Response** Associated Users

→ | **2. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 1)**

 ▼ 2.1 FORM OF TENDER -

QUESTION	DESCRIPTION	RESPONSE
2.1.1	Attachment to "FORM OF TENDER" (Pricing Sheets) * Attach Pricing Sheets including Annexures, if any. (Bidders updates price related information).	(no file attached)

RFQ: event_2219 - 1011004 - BNV TEST - 06-MARCH-2022 ● Running Cancel Save And Continue **Save And Return**

→ | Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Refresh Validate Response

Total Price 0

CURRENCY: KWD

2. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 1)

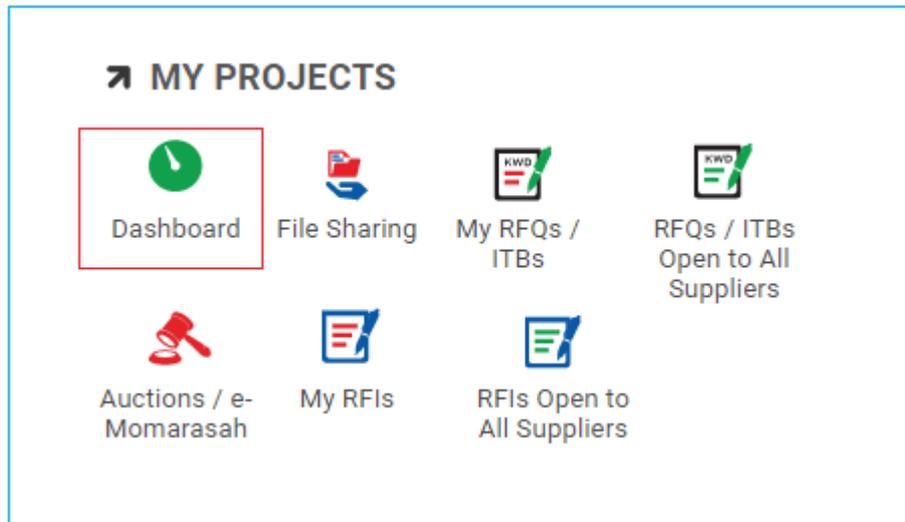
 2.1 FORM OF TENDER -

QUESTION	DESCRIPTION	RESPONSE
2.1.1	Attachment to "FORM OF TENDER" (Pricing Sheets) * Attach Pricing Sheets including Annexures, if any. (Bidders updates price related information).	+ Attach File



Dashboard

Clicking on the 'Dashboard' link will direct you to KNPC movement and status of the RFQ that you have been invited or Express interest with all messages to facilitate your work from one page and can be customized as per your need.



Main Dashboard

RFX OPEN TO ALL SUPPLIERS

	CURRENTLY OPEN	NEXT CLOSING DATE
RFI	0	-
RFQ	0	-

NEW MESSAGES (LAST 30 DAYS)

No Unread Messages

OPEN AND PENDING AUCTIONS

TITL E	BUYE R	STAR T DATE	END DATE
test1	KNP C	16/1 14 13:30	16/1 1/20 14 13:50

MY RFQS WITH PENDING RESPONSES

No RFIs to display

MY RFQS WITH PENDING RESPONSES

TITLE	BUYER ORGANISATION	TIME CLOS
1014711 - 11-ITB ITC test for KNPCCONT number 2	KNPC	

QUICK LINKS

STANDARD LINKS

- My Auctions
- My Contracts
- Projects
- My RFIs
- My RFQs

Multiple users

At any time that you want to add a new users to your organization, click on User Administration and for more information you can follow the user guide uploaded in the 'Creating Multiple Users on the KNPC eSourcing Portal'.

Note: Throughout the various stages of the RFQ/ITB process you will receive system generated alerts to either confirm an action you have performed or notifications being provided by KNPC.

Examples of these alerts include, an alert to notify you that you have been invited to participate in an RFQ/ITB; an alert to advise you that a new clarification message has been issued by KNPC; an alert to advise you that changes have been made to an online RFI/RFQ questionnaire, etc.

Guidance on Spam Filters:

In order to prevent system generated email alerts from being quarantined by your organization fire wall or spam filter, please instruct your IT team to accept all emails from cwphelp@knpc.com.

Please also review the Junk Email settings of your email client software to avoid accidental message deletion.

Note: It is important to submit your Response BEFORE the closing date and time that is specified by KNPC. This deadline is clearly visible in the RFQ/ITB setting page as well as mentioned in the email that you will receive when you are invited to participate in an RFQ/ITB.

Need Help?

Please contact the eSourcing Helpdesk for assistance at:

Phone: (+965) 23887792, 23887794

Email: cwphelp@knpc.com