



إحدى شركات مؤسسة البترول الكويتية
A Subsidiary of Kuwait Petroleum Corporation

K-Tendering Portal K-Companies Unified Portal Bidder/Supplier Bid Submission Guide



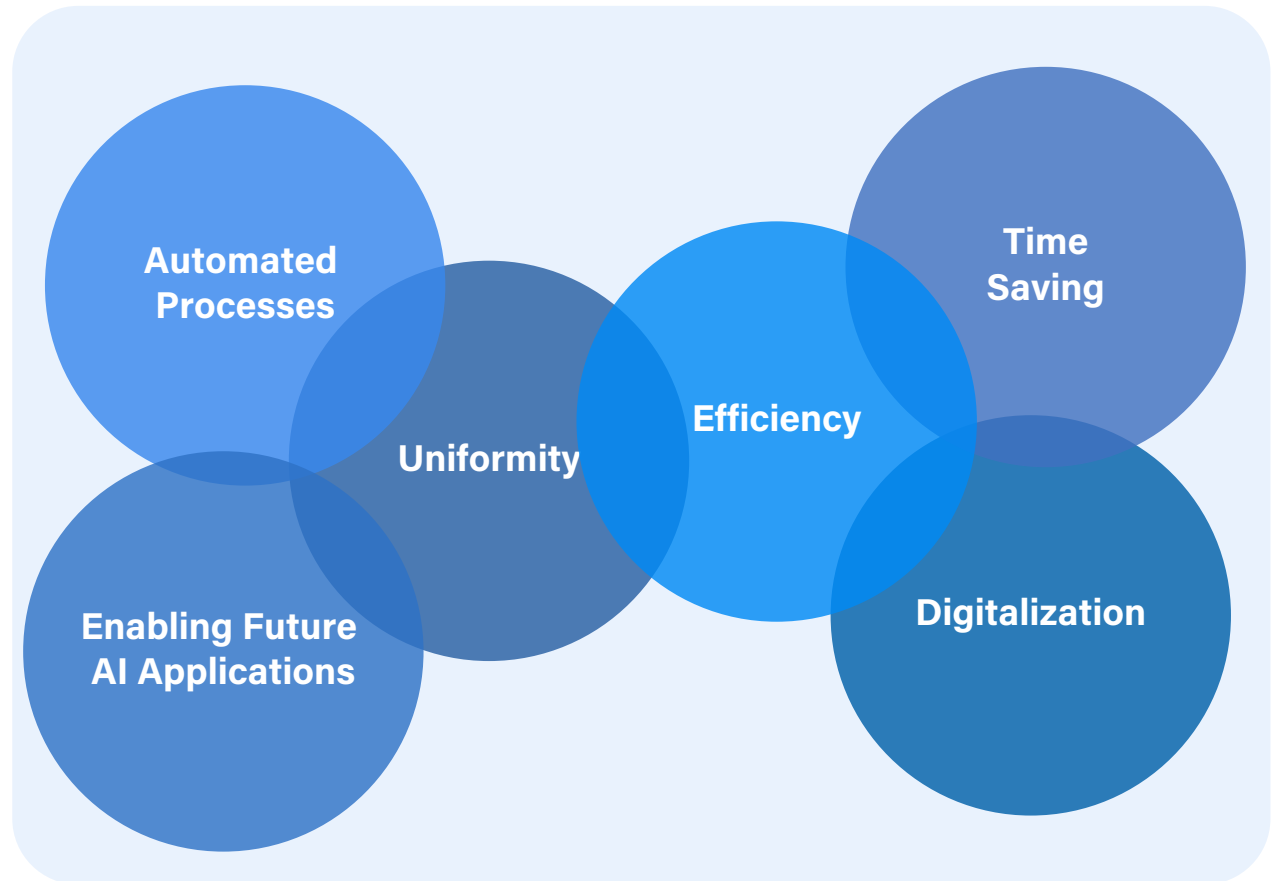
Kuwait Petroleum Corporation | **مؤسسة البترول الكويتية**
and subsidiaries | **وشركاتها**

K-Tendering Portal

K-Tendering Portal is a unified Portal for K-Companies where Bidders/Suppliers and Business Partners can utilize it ensuring ease of use and uniformity across the Oil Sector in Kuwait.

Benefits for Business Partners:

- User Friendly
- Ease of Access
- Streamlined Tendering Process
- Enhance the Quality of Bids Submissions
- Carry out all Pre-Qualifications for the Common Categories Registration
- Ability to Participate in all Open Tenders of K-Companies without the hassle of registering multiple times separately



K-Tendering Portal

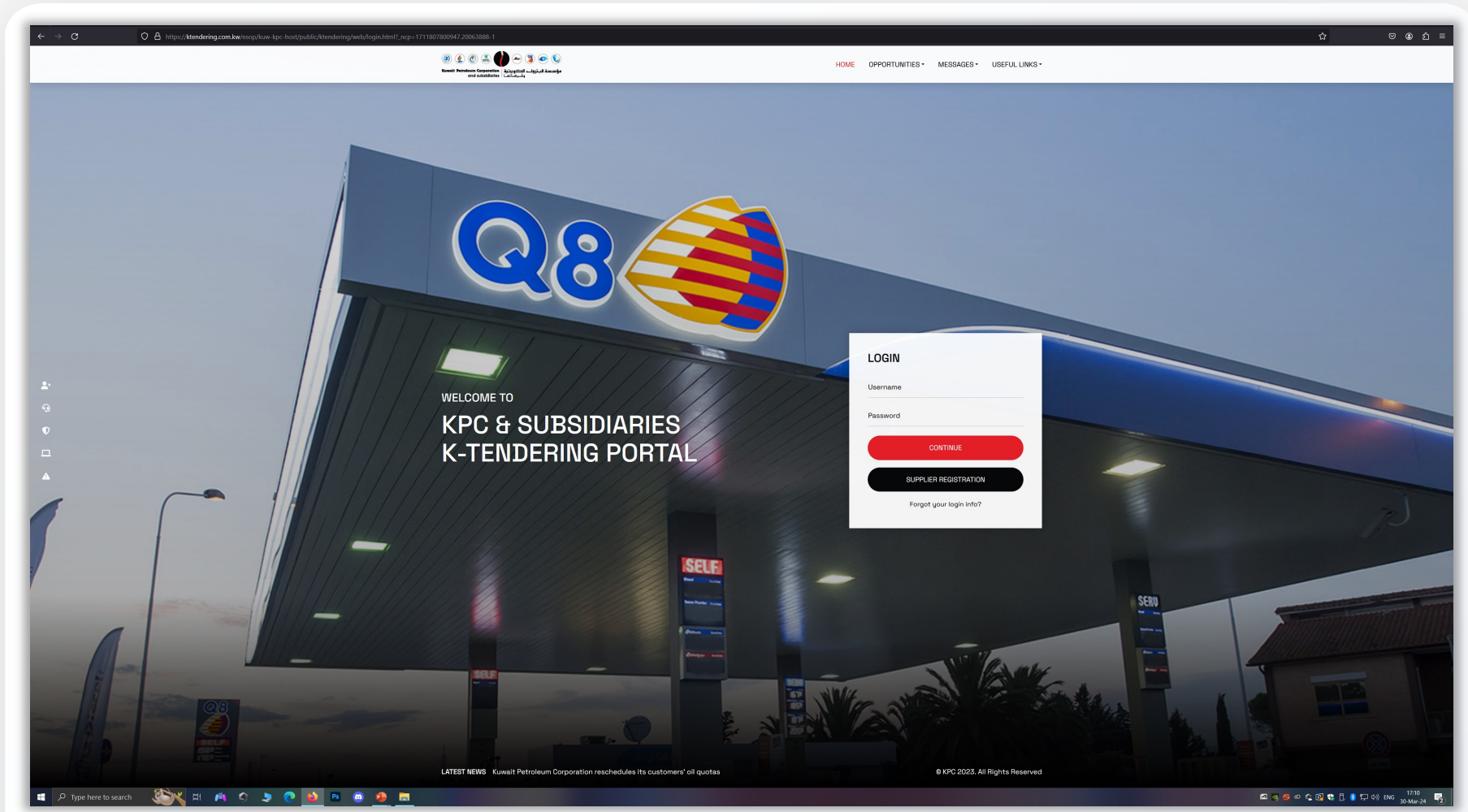
Kuwait Oil Company Message regarding K-Tendering Portal to our Business Partners:

- Simplicity in allowing Business Partners to find relevant opportunities
- Expedite the overall process of Bid Submission and Award of Contracts
- Enhance & Ease the Process of Bids Submissions by the Business Partners
- Ease the communication channel between the Company and the Business Partners
- Increase the participation of Business Partners in upcoming/published RFQ's/RFP's
- Provide User Friendly interface/system wherein Business Partners can effortlessly utilize
- Provide utmost security to the Business Partners by guaranteeing a secure environment for sharing prices and commercial documents

Kuwait Oil Company is continuously working to improve and enhance the Tendering Process for its Business Partners aiming to achieve the highest possible standards and strengthen its relationship with its Contractors.

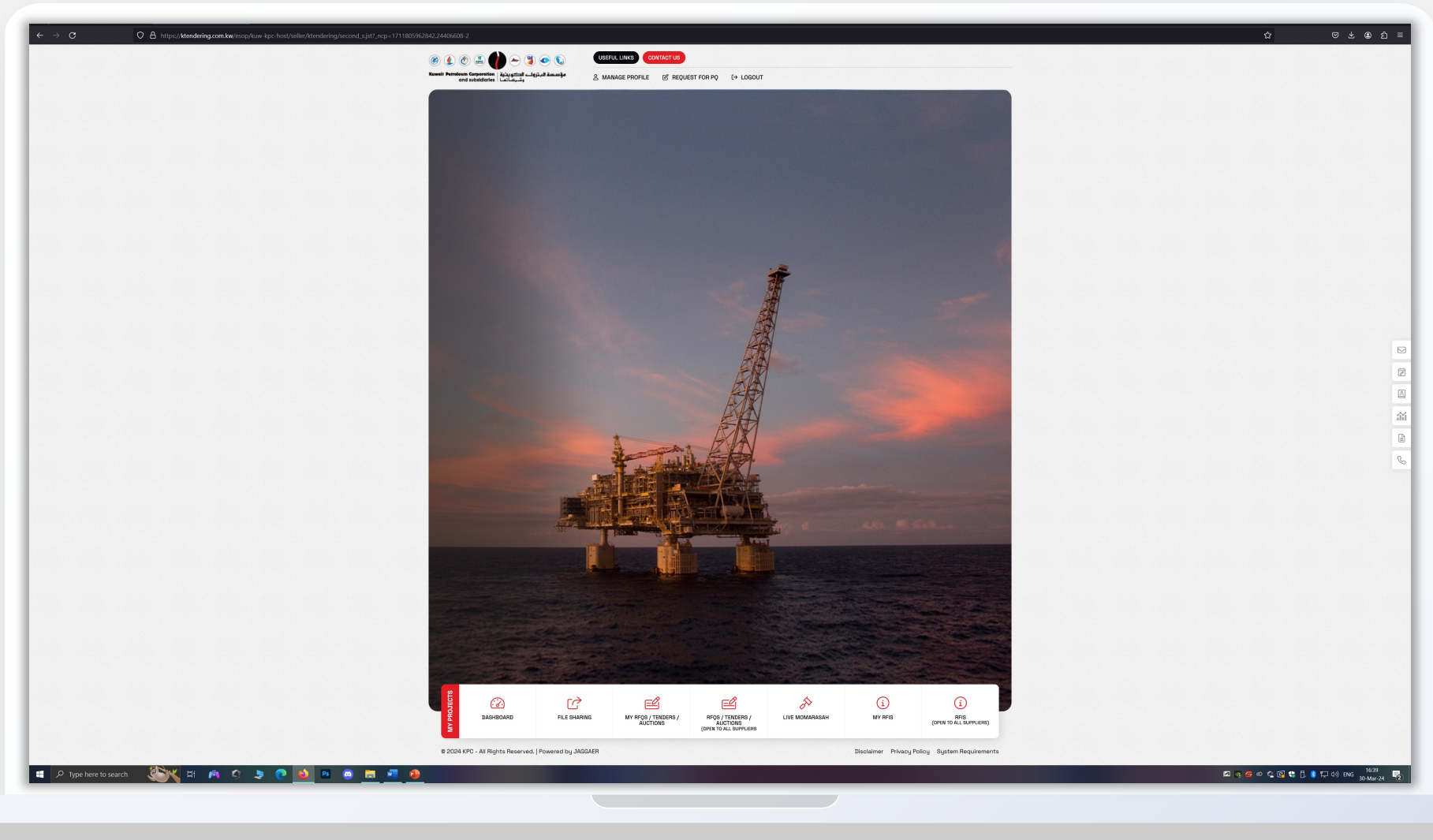
The following slides will stipulate in details how Business Partners can access K-Tendering Portal, overview their dashboard & what kind of information does it contain, from where new users can be added to the Organisation registered account and how to access restricted and unrestricted RFQ's/RFP's as well as how to submit their offers/bids.

K-TENDERING PORTAL BID SUBMISSION GUIDE



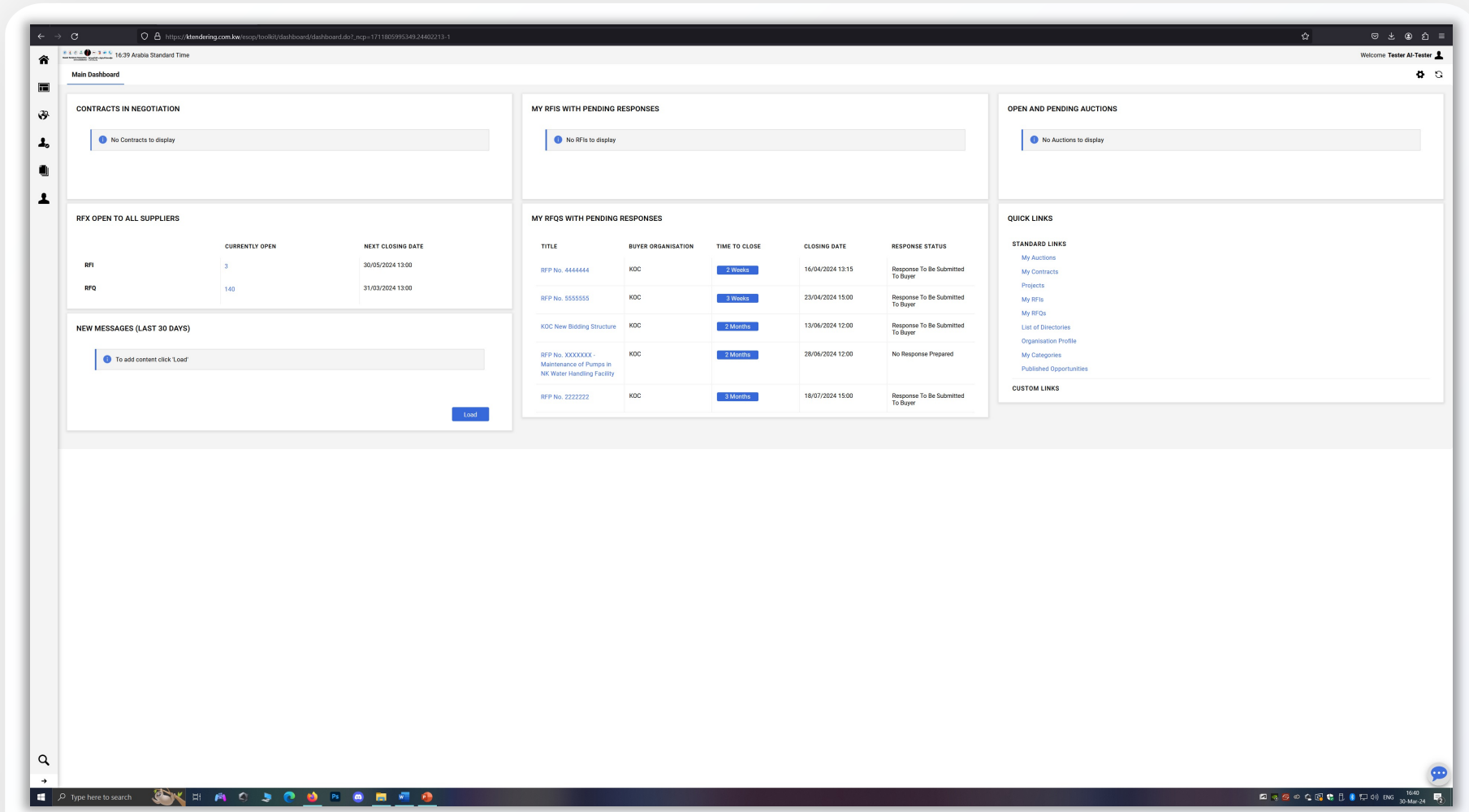
Business Partners can navigate to <https://ktendering.com.kw> and login using their credentials

K-TENDERING PORTAL BID SUBMISSION GUIDE



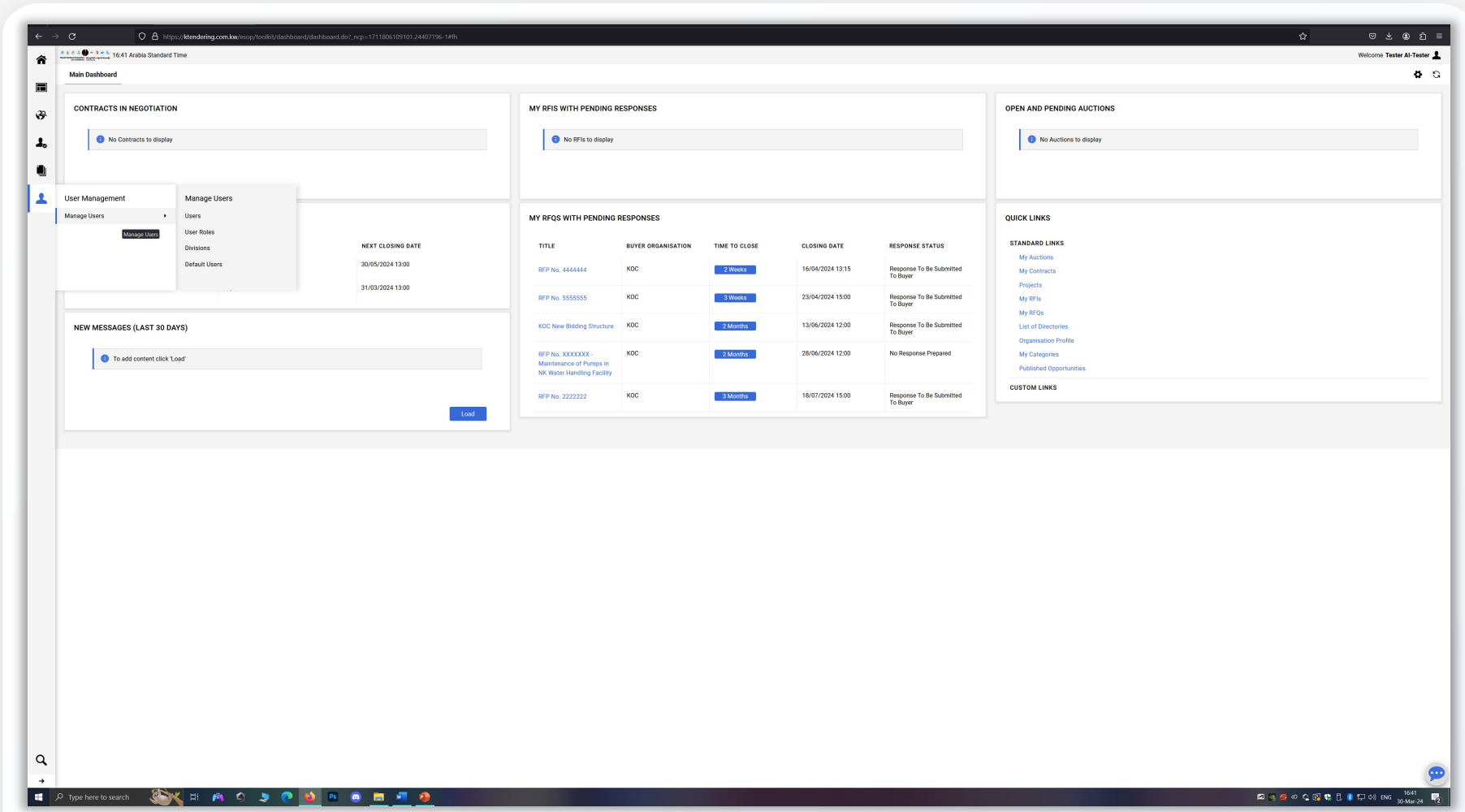
Business Partner Landing Page View

K-TENDERING PORTAL BID SUBMISSION GUIDE



The Dashboard Page provides overall view of all open RFQ's/RFP's for Bidding as well as additional Information as shown

K-TENDERING PORTAL BID SUBMISSION GUIDE



At any page, the Business Partner may select User Management and manage the users (including their rights) of its Organisation Profile on K-Tendering Portal

K-TENDERING PORTAL BID SUBMISSION GUIDE

The screenshot displays the 'My RFQs' section of the K-Tendering Portal. The page shows a list of 10 RFQs with the following columns: EVENT ID, TITLE, PROJECT CODE, CLOSING DATE, STATUS, RESPONSE STATUS, and BUYER ORGANISATION. The table contains the following data:

EVENT ID	TITLE	PROJECT CODE	CLOSING DATE	STATUS	RESPONSE STATUS	BUYER ORGANISATION	
1	event_49911	RFP No. 2222222	66051	18/07/2024 15:00	Running	Response To Be Submitted To Buyer	KOC
2	event_51167	RFP No. XXXXXXX - Maintenance of Pumps in NK Water Handling Facility	67031	28/06/2024 12:00	Running	No Response Prepared	KOC
3	event_50000	KOC New Bidding Structure	66199	13/06/2024 12:00	Running	Response To Be Submitted To Buyer	KOC
4	event_49929	RFP No. 5555555	66055	23/04/2024 15:00	Running	Response To Be Submitted To Buyer	KOC
5	event_49924	RFP No. 4444444	66054	16/04/2024 13:15	Running	Response To Be Submitted To Buyer	KOC
6	event_49921	RFP No. 3333333	66053	17/01/2024 12:00	Closed: To Be Opened	Response Submitted To Buyer	KOC
7	event_49913	RFP No. 200000	66052	17/01/2024 10:47	Closed: To Be Opened	Response Submitted To Buyer	KOC
8	event_49871	PIC Website Test record	66050	16/01/2024 11:45	Closed: Awarded	Response Evaluated	PIC
9	event_49870	Contracts I - S3	66056	16/01/2024 00:04	Closed: To Be Opened	Response Submitted To Buyer	KOC
10	event_49834	Contracts I - S3 Bid	66014	15/01/2024 23:10	Closed: To Be Opened	Response Submitted To Buyer	KOC

Business Partners can access “My RFQs” from the Main Landing Page or the left side menu which shows Restricted RFQ’s/RFP’s wherein they are invited to Bid

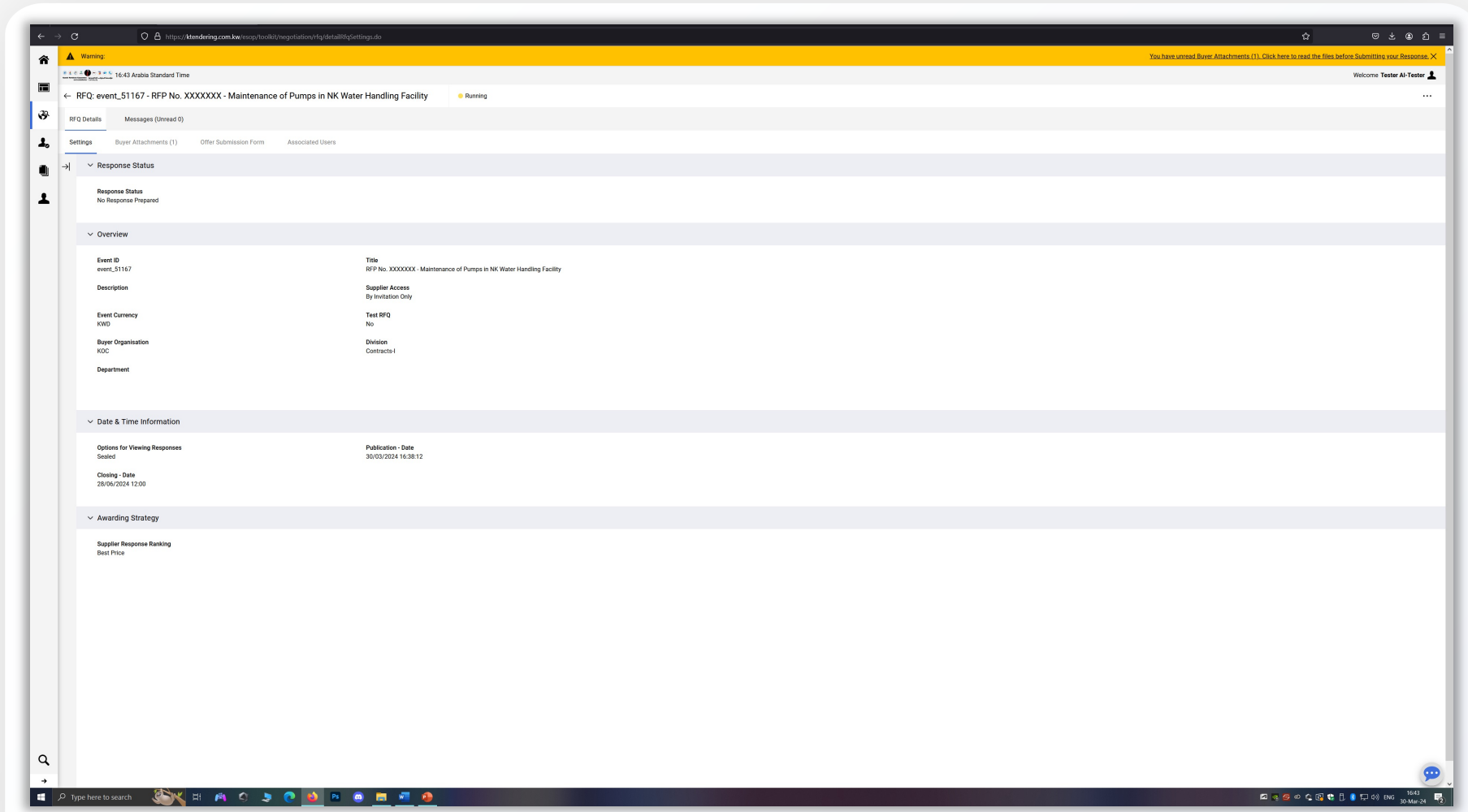
K-TENDERING PORTAL BID SUBMISSION GUIDE

The screenshot displays the 'RFQs' section of the K-Tendering Portal. The page title is 'RFQs' and the user is logged in as 'Tester Al-Tester'. The page shows a list of 10 RFQs under the 'RFQs Open to All Suppliers' category. The table below summarizes the data shown in the screenshot.

EVENT ID	TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST ↑	STATUS	BUYER ORGANISATION	
1	event_51116	1050930 - MAB - DC - PDM GASKETS FOR FIRE WATER VALVE GASKET PIT CFP-179-010 IN U-156 TR2 (VEC 18 - 15)	67548	31/03/2024 13:00	Running	KNPC
2	event_51071	1050887 - MAA - SPARE FOR MOTOR OPERATED VALVE	67461	31/03/2024 13:00	Running	KNPC
3	event_51065	1050901 - BEARINGS - VEC (33-10)	67454	31/03/2024 13:00	Running	KNPC
4	event_51063	1050535 - MAA-D/C-Tools for New Workshop	67452	31/03/2024 13:00	Running	KNPC
5	event_51045	1050892 - MAA - (CFP) SPARE PARTS FOR COKE DRUM	67434	31/03/2024 13:00	Running	KNPC
6	event_51041	1050875 - MAA - GT'S SPARE FOR NITROGEN GENERATION SYSTEM	67429	31/03/2024 13:00	Running	KNPC
7	event_51037	1050866 - MAA - SPARE FOR MARINE EQUIPMENT	67422	31/03/2024 13:00	Running	KNPC
8	event_51029	1050886 - MAA-Spares (CFP) For Internals & Mixer	67414	31/03/2024 13:00	Running	KNPC
9	event_51028	1050885 - MAA-Spares For Jacket Cooling Water Pumps	67413	31/03/2024 13:00	Running	KNPC
10	event_51024	1050865 - MAA-SPARE PARTS FOR ANALYZER SYSTEM	67408	31/03/2024 13:00	Running	KNPC

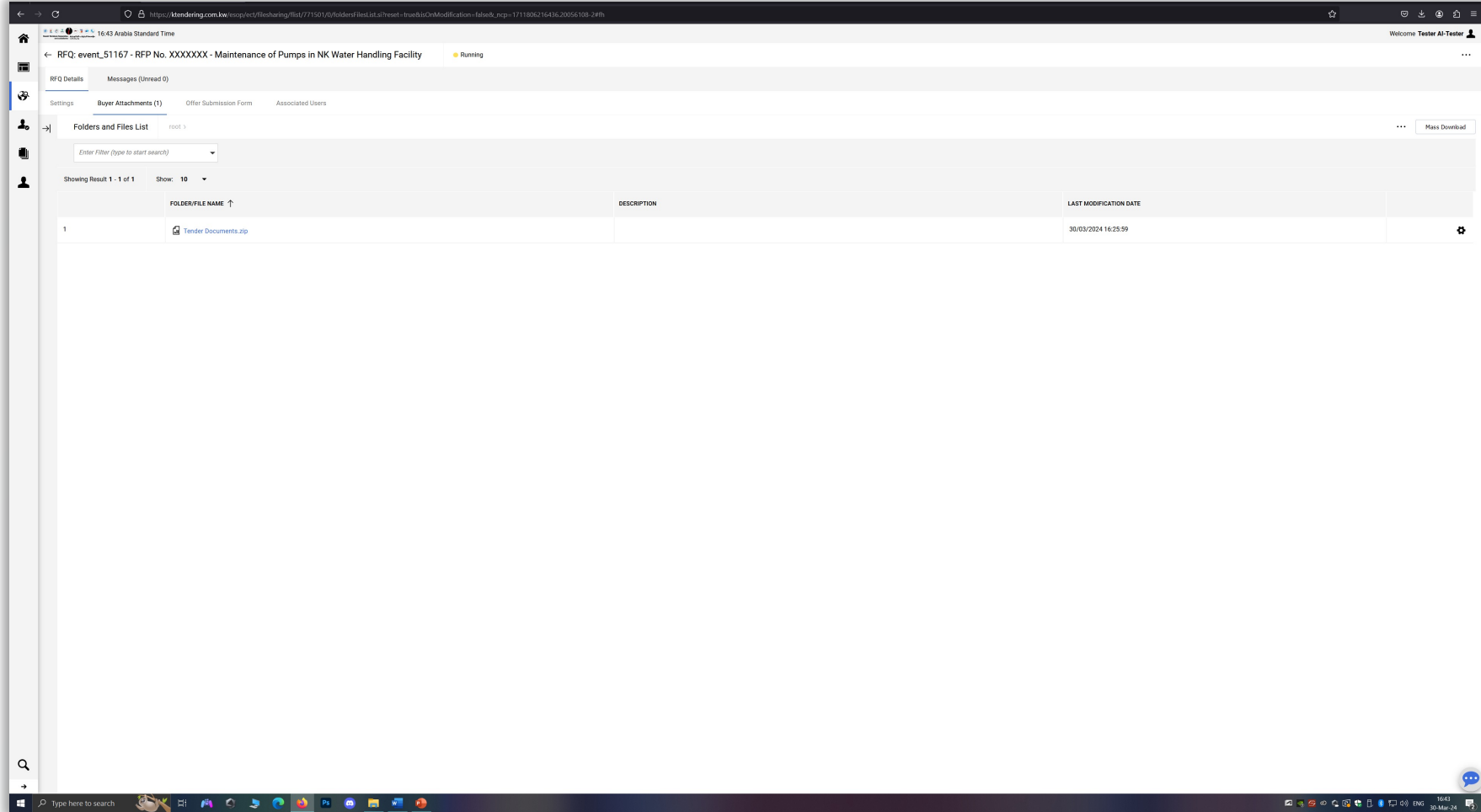
Similarly, Business Partners can access “[RFQs Open to All Suppliers](#)” wherein they can participate in these Public/Open Tenders

K-TENDERING PORTAL BID SUBMISSION GUIDE



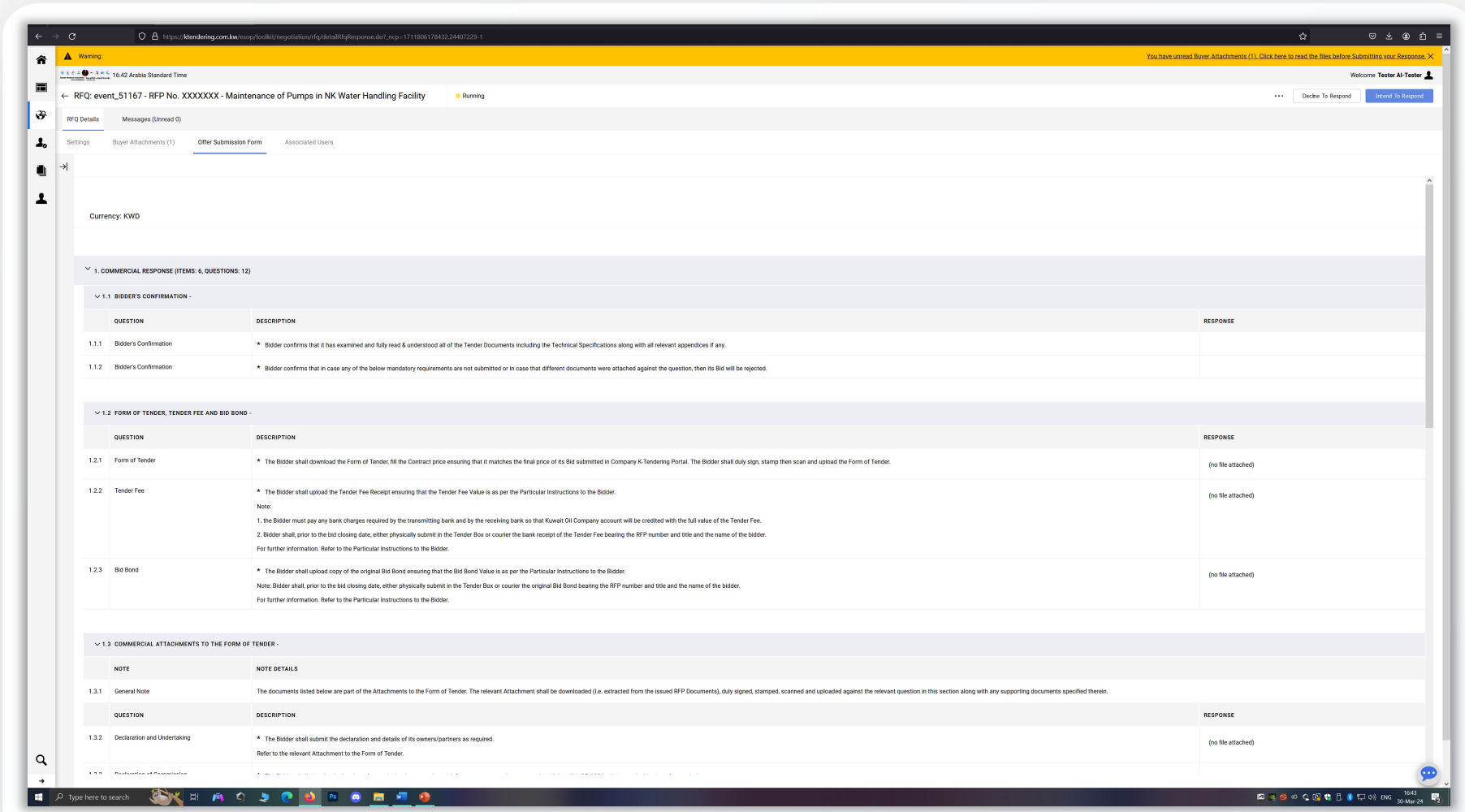
Selecting an RFQ will land the Business Partner in this section wherein in the Settings he can view basic information about the RFQ

K-TENDERING PORTAL BID SUBMISSION GUIDE



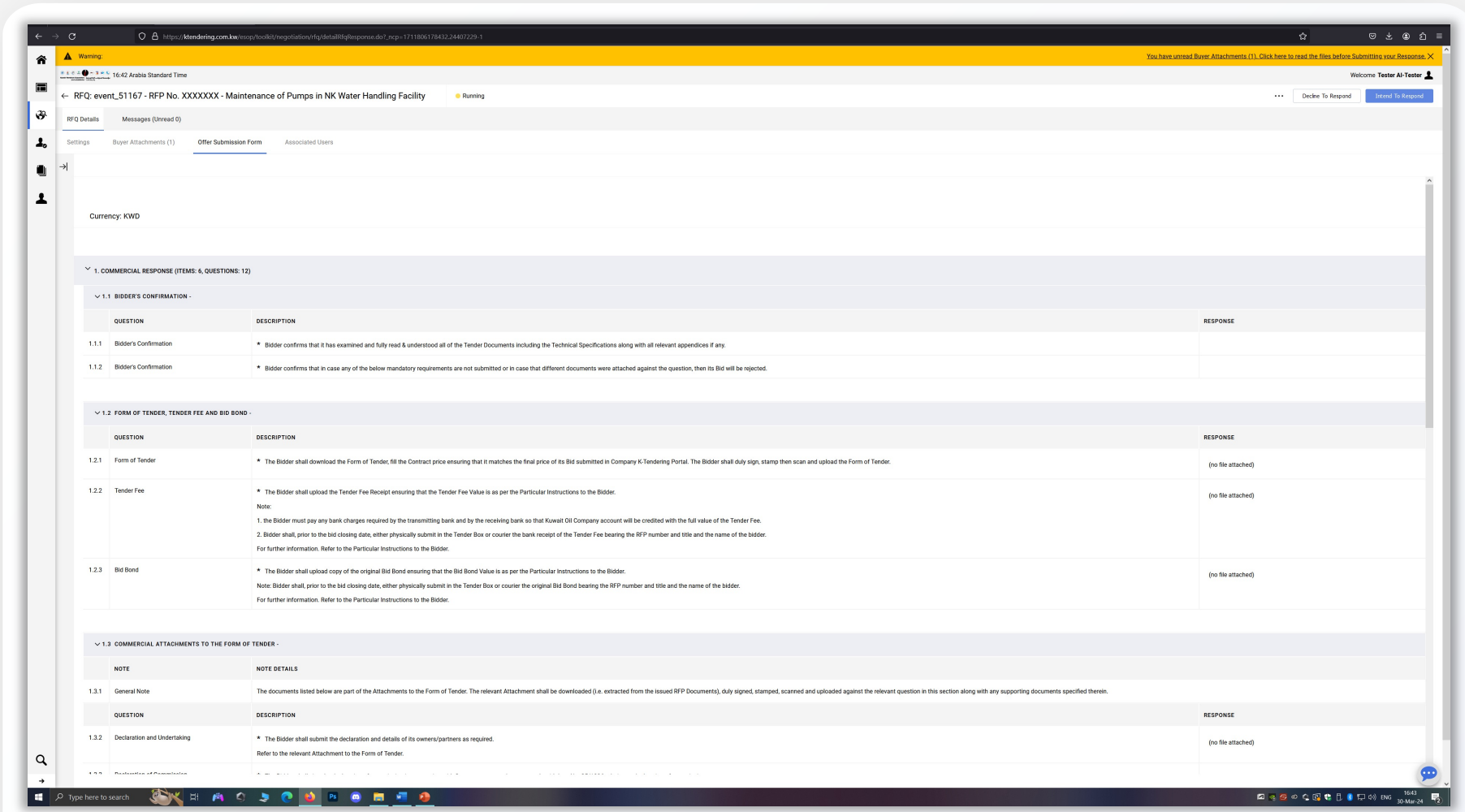
In the Buyer Attachment Section of the RFQ, you can download the Tender Documents by clicking on them or using the “[Mass Download](#)” button

K-TENDERING PORTAL BID SUBMISSION GUIDE



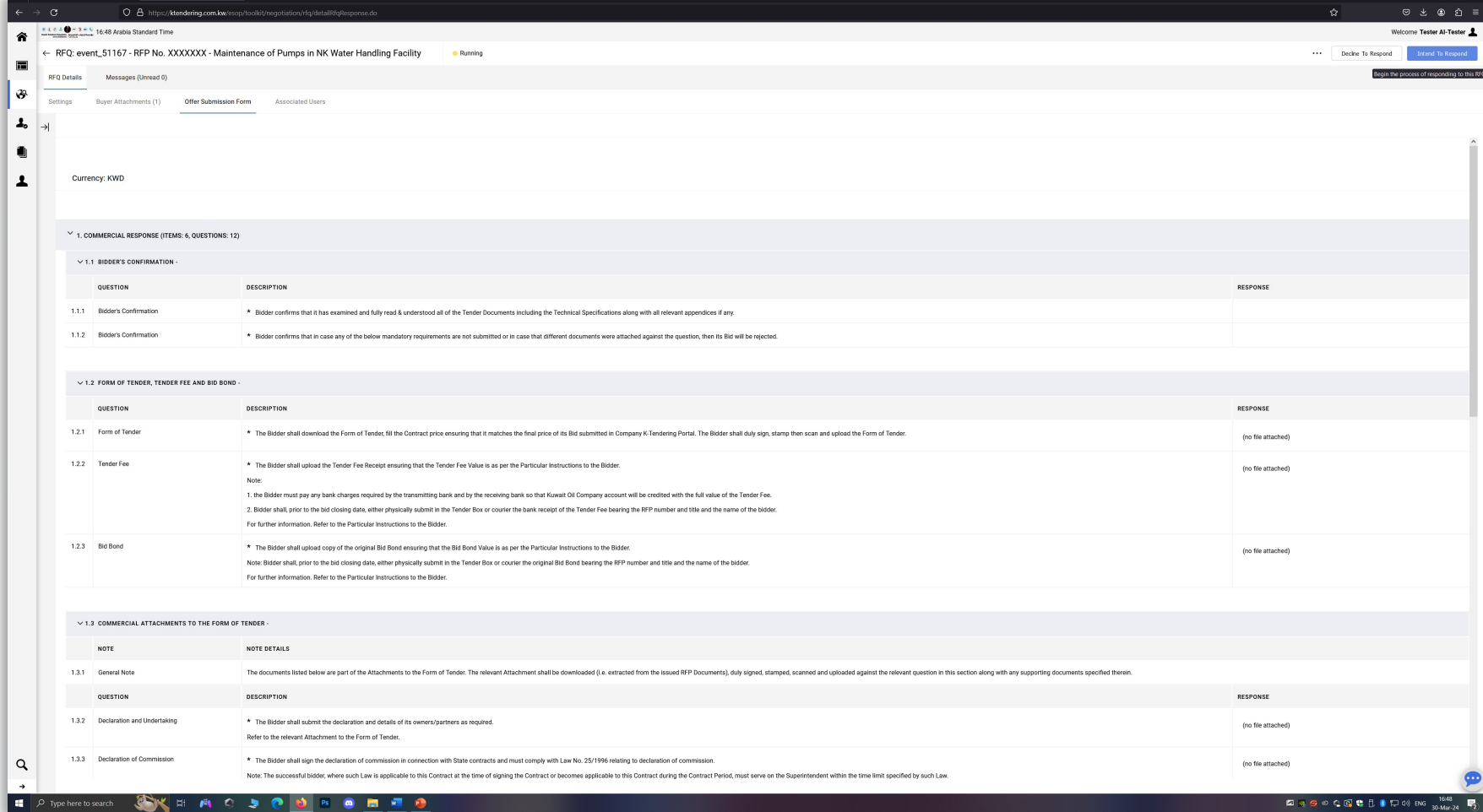
In the Offer Submission Form, you can view the overall requirement(s) to be submitted such as mandatory commercial documents as well as the Prices

K-TENDERING PORTAL BID SUBMISSION GUIDE



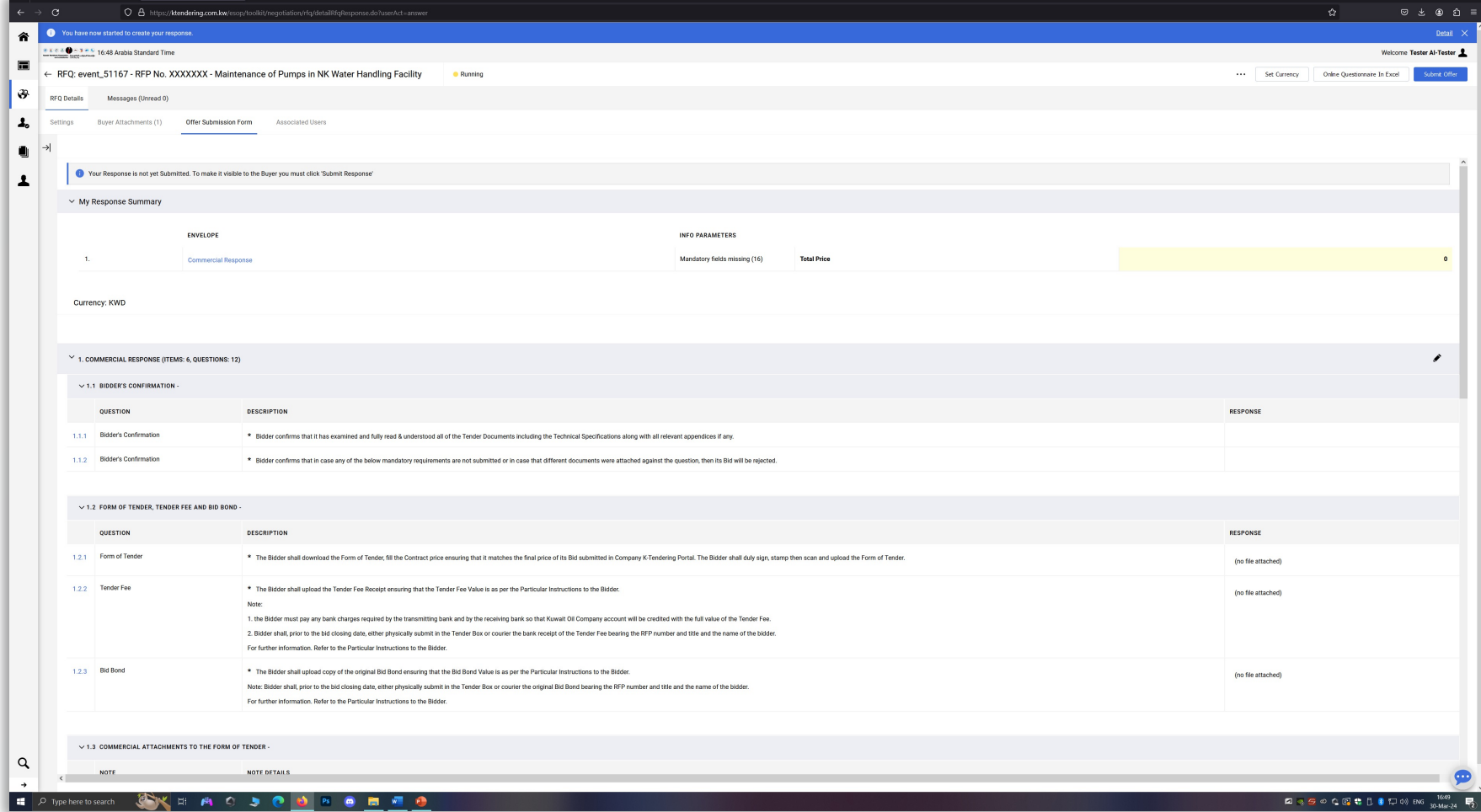
In the Offer Submission Form, you can view the overall requirement(s) to be submitted such as mandatory commercial documents as well as the Prices

K-TENDERING PORTAL BID SUBMISSION GUIDE



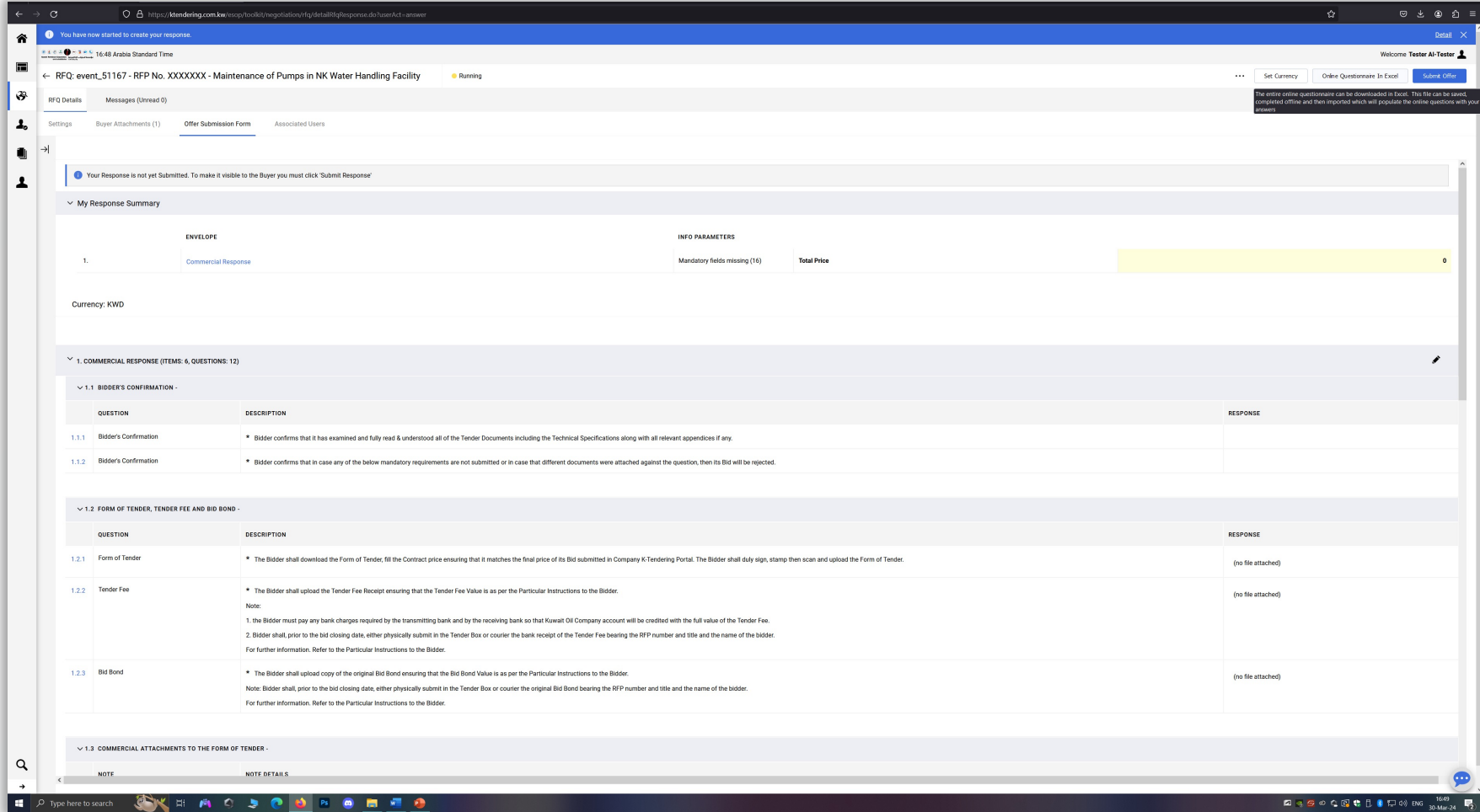
Business Partner willing to Participate in the RFQ/RFP shall click on the “Intend to Respond” button at the top right of the screen

K-TENDERING PORTAL BID SUBMISSION GUIDE



After which, you can prepare your response. You may prepare a draft response or you may submit & withdraw your submitted response at any time before BCD

K-TENDERING PORTAL BID SUBMISSION GUIDE



Business Partners may utilize the “[Online Questionnaire in Excel](#)” button to download an Excel File and fill in the Unit Rates/Prices

K-TENDERING PORTAL BID SUBMISSION GUIDE

You have now started to create your response.

RFQ: event_51167 - RFP No. XXXXXXX - Maintenance of Pumps in NK Water Handling Facility

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
1. Commercial Response	Mandatory fields missing (16) Total Price 0

Currency: KWD

1. COMMERCIAL RESPONSE (ITEMS: 6, QUESTIONS: 12)

1.1 BIDDER'S CONFIRMATION


QUESTION	DESCRIPTION	RESPONSE
1.1.1 Bidder's Confirmation	* Bidder confirms that it has examined and fully read & understood all of the Tender Documents including the Technical Specifications along with all relevant appendices if any.	
1.1.2 Bidder's Confirmation	* Bidder confirms that in case any of the below mandatory requirements are not submitted or in case that different documents were attached against the question, then its Bid will be rejected.	

1.2 FORM OF TENDER, TENDER FEE AND BID BOND

QUESTION	DESCRIPTION	RESPONSE
1.2.1 Form of Tender	* The Bidder shall download the Form of Tender, fill the Contract price ensuring that it matches the final price of its Bid submitted in Company K-Tendering Portal. The Bidder shall duly sign, stamp then scan and upload the Form of Tender.	(no file attached)
1.2.2 Tender Fee	* The Bidder shall upload the Tender Fee Receipt ensuring that the Tender Fee Value is as per the Particular Instructions to the Bidder. Note: 1. The Bidder must pay any bank charges required by the transmitting bank and by the receiving bank so that Kuwait Oil Company account will be credited with the full value of the Tender Fee. 2. Bidder shall, prior to the bid closing date, either physically submit in the Tender Box or courier the bank receipt of the Tender Fee bearing the RFP number and title and the name of the bidder. For further information. Refer to the Particular Instructions to the Bidder.	(no file attached)
1.2.3 Bid Bond	* The Bidder shall upload copy of the original Bid Bond ensuring that the Bid Bond Value is as per the Particular Instructions to the Bidder. Note: Bidder shall, prior to the bid closing date, either physically submit in the Tender Box or courier the original Bid Bond bearing the RFP number and title and the name of the bidder. For further information. Refer to the Particular Instructions to the Bidder.	(no file attached)

1.3 COMMERCIAL ATTACHMENTS TO THE FORM OF TENDER

NOTE	NOTE DETAILS
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Otherwise, Business Partners may directly respond on the same web page by clicking the edit button 

K-TENDERING PORTAL BID SUBMISSION GUIDE

The screenshot displays the K-Tendering Portal interface for a bid submission. The page title is 'RFQ: event_51167 - RFP No. XXXXXXX - Maintenance of Pumps in NK Water Handling Facility'. The user is logged in as 'Tester Al-Tester'. The interface is divided into several sections:

- 1. COMMERCIAL RESPONSE (ITEMS: 6, QUESTIONS: 12)**
 - 1.1 BIDDER'S CONFIRMATION -**

QUESTION	DESCRIPTION	RESPONSE
1.1.1 Bidder's Confirmation	Bidder confirms that it has examined and fully read & understood all of the Tender Documents including the Technical Specifications along with all relevant appendices if any.	Yes
1.1.2 Bidder's Confirmation	Bidder confirms that in case any of the below mandatory requirements are not submitted or in case that different documents were attached against the question, then its Bid will be rejected.	Yes
 - 1.2 FORM OF TENDER, TENDER FEE AND BID BOND -**

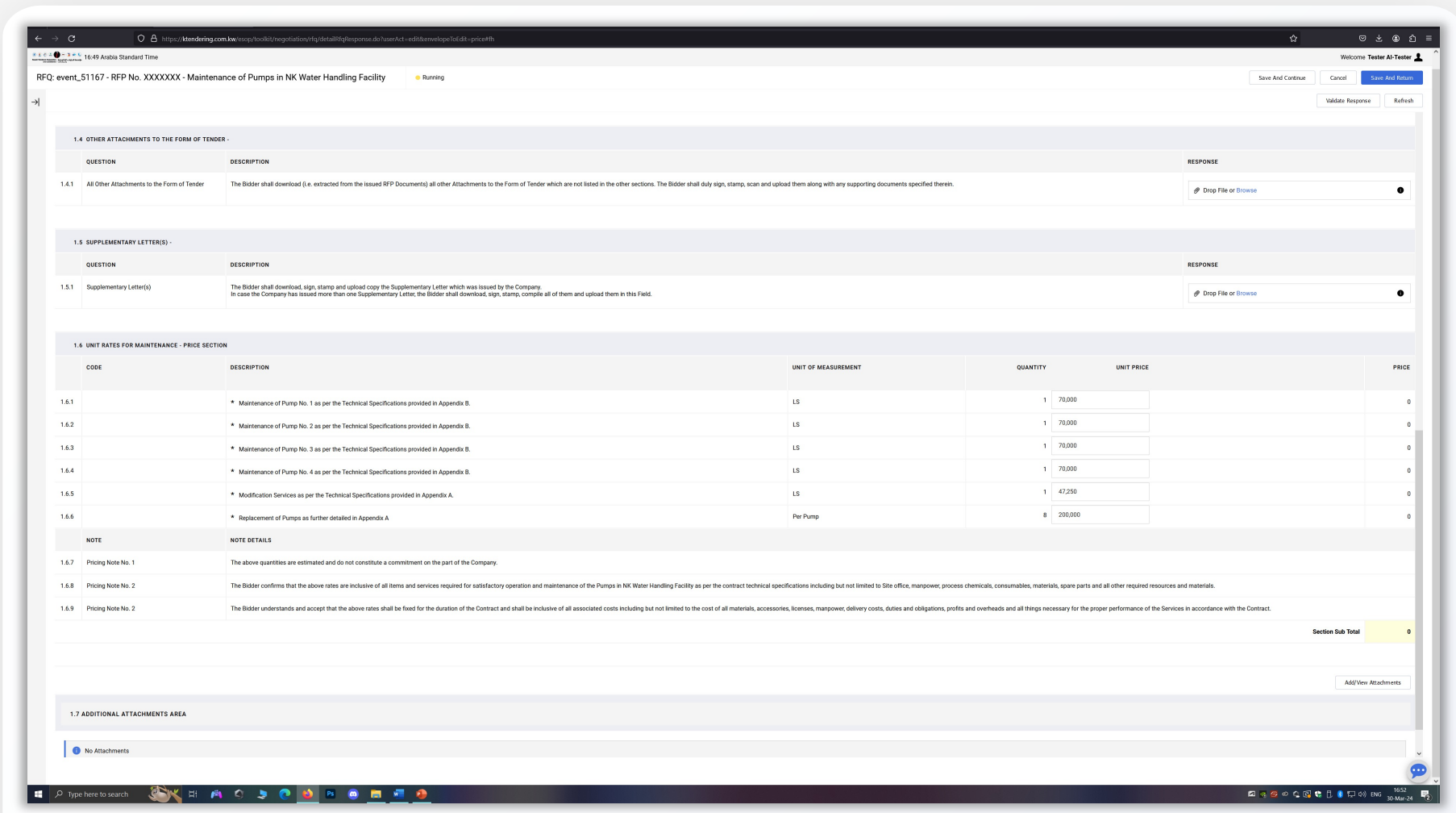
QUESTION	DESCRIPTION	RESPONSE
1.2.1 Form of Tender	The Bidder shall download the Form of Tender, fill the Contract price ensuring that it matches the final price of its Bid submitted in Company K-Tendering Portal. The Bidder shall duly sign, stamp then scan and upload the Form of Tender.	Drop File or Browse
1.2.2 Tender Fee	The Bidder shall upload the Tender Fee Receipt ensuring that the Tender Fee Value is as per the Particular Instructions to the Bidder. Note: 1. The Bidder must pay any bank charges required by the transmitting bank and by the receiving bank so that Kuwait Oil Company account will be credited with the full value of the Tender Fee. 2. Bidder shall, prior to the bid closing date, either physically submit in the Tender Box or courier the bank receipt of the Tender Fee bearing the RFP number and title and the name of the bidder. For further information, Refer to the Particular Instructions to the Bidder.	Tender Fee.pdf 302 KB
1.2.3 Bid Bond	The Bidder shall upload copy of the original Bid Bond ensuring that the Bid Bond Value is as per the Particular Instructions to the Bidder. Note: Bidder shall, prior to the bid closing date, either physically submit in the Tender Box or courier the original Bid Bond bearing the RFP number and title and the name of the bidder. For further information, Refer to the Particular Instructions to the Bidder.	Bid Bond.pdf 302 KB
 - 1.3 COMMERCIAL ATTACHMENTS TO THE FORM OF TENDER -**

NOTE	NOTE DETAILS
1.3.1 General Note	The documents listed below are part of the Attachments to the Form of Tender. The relevant Attachment shall be downloaded (i.e. extracted from the issued RFP Documents), duly signed, stamped, scanned and uploaded against the relevant question in this section along with any supporting documents specified therein.

QUESTION	DESCRIPTION	RESPONSE
1.3.2 Declaration and Undertaking	The Bidder shall submit the declaration and details of its owners/partners as required. Refer to the relevant Attachment to the Form of Tender.	Declaration and Undertaking.pdf 302 KB
1.3.3 Declaration of Commission	The Bidder shall sign the declaration of commission in connection with State contracts and must comply with Law No. 25/1996 relating to declaration of commission. Note: The successful bidder, where such Law is applicable to this Contract at the time of signing the Contract or becomes applicable to this Contract during the Contract Period, must serve on the Superintendent within the time limit specified by such Law. Refer to the relevant Attachment to the Form of Tender.	Declaration of Commission.pdf 302 KB
1.3.4 Government Certificates	The Bidder shall submit the required government certificates. Refer to the relevant Attachment to the Form of Tender.	Government Certificates.pdf 302 KB
1.3.5 Authorized Signatory	The Bidder shall submit its Authorized Signatory as required. Refer to the relevant Attachment to the Form of Tender.	Authorized Signatory.pdf 302 KB
1.3.6 Bank Details	The Bidder shall submit its bank details. Refer to the relevant Attachment to the Form of Tender.	Bank Details.pdf 302 KB

Business Partners should respond to the Questions and Upload all necessary documents as required in the [Offer Submission Form](#)

K-TENDERING PORTAL BID SUBMISSION GUIDE



Business Partners shall fill in the Unit Price as required in the [Offer Submission Form](#) and shall read all the Pricing Notes if any

K-TENDERING PORTAL BID SUBMISSION GUIDE

The screenshot displays the K-Tendering Portal interface for a bid submission. The page title is "RFQ: event_51167 - RFP No. XXXXXXX - Maintenance of Pumps in NK Water Handling Facility". The user is logged in as "Tester Al-Tester".

The form is divided into several sections:

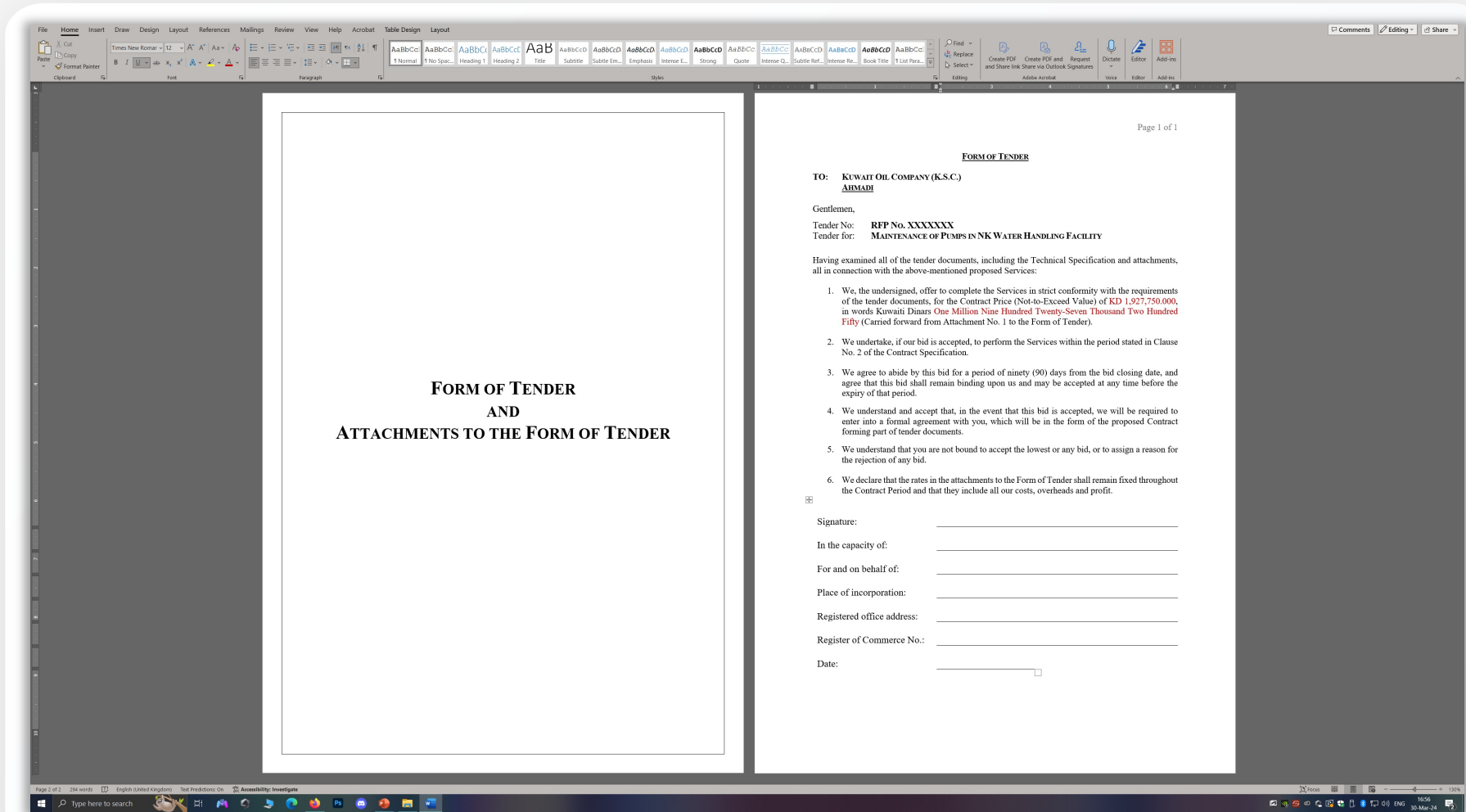
- 1.4.1 All Other Attachments to the Form of Tender:** A question asking for attachments not listed in other sections. The response field contains a "Drop File or Browse" button.
- 1.5 SUPPLEMENTARY LETTER(S) -** A question asking for a supplementary letter. The response field contains a "Drop File or Browse" button.
- 1.6 UNIT RATES FOR MAINTENANCE - PRICE SECTION:** A table with columns for CODE, DESCRIPTION, UNIT OF MEASUREMENT, QUANTITY, UNIT PRICE, and PRICE.

CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE
1.6.1	* Maintenance of Pump No. 1 as per the Technical Specifications provided in Appendix B.	LS	1	70,000	70,000
1.6.2	* Maintenance of Pump No. 2 as per the Technical Specifications provided in Appendix B.	LS	1	70,000	70,000
1.6.3	* Maintenance of Pump No. 3 as per the Technical Specifications provided in Appendix B.	LS	1	70,000	70,000
1.6.4	* Maintenance of Pump No. 4 as per the Technical Specifications provided in Appendix B.	LS	1	70,000	70,000
1.6.5	* Modification Services as per the Technical Specifications provided in Appendix A.	LS	1	47,250	47,250
1.6.6	* Replacement of Pumps as further detailed in Appendix A	Per Pump	8	200,000	1,600,000
- NOTE DETAILS:** Pricing Note No. 1, 1.6.8, and 1.6.9.
- 1.7 ADDITIONAL ATTACHMENTS AREA:** A section for additional attachments, currently showing "No Attachments".

At the bottom right, the "Section Sub Total" is 1,927,250, and the "Total Price" is 1,927,250. A "Refresh" button is located at the top right of the form.

After filling in all the Unit Prices, Business Partners shall click on the “Refresh” button at the top right in order to calculate and display the final Prices

K-TENDERING PORTAL BID SUBMISSION GUIDE



Business Partners shall copy and restate the Total Bid Price as shown in the [Offer Submission Form](#) (Previous Slide) into the Form of Tender

K-TENDERING PORTAL BID SUBMISSION GUIDE

RFQ: event_S1167 - RFP No. XXXXXXX - Maintenance of Pumps in NK Water Handling Facility

Currency: KWD

TOTAL PRICE: 1,927,250

1.1 BIDDER'S CONFIRMATION -

QUESTION	DESCRIPTION	RESPONSE
1.1.1	Bidder's Confirmation	Bidder confirms that it has examined and fully read & understood all of the Tender Documents including the Technical Specifications along with all relevant appendices if any.
1.1.2	Bidder's Confirmation	Bidder confirms that in case any of the below mandatory requirements are not submitted or in case that different documents were attached against the question, then its Bid will be rejected.

1.2 FORM OF TENDER, TENDER FEE AND BID BOND -

QUESTION	DESCRIPTION	RESPONSE
1.2.1	Form of Tender	The Bidder shall download the Form of Tender fill the Contract price ensuring that it matches the final price of its Bid submitted in Company's Tendering Portal. The Bidder shall duly sign, stamp then scan and upload the Form of Tender.
1.2.2	Tender Fee	The Bidder shall upload the Tender Fee Receipt ensuring that the Tender Fee Value is as per the Particular Instructions to the Bidder. Note: 1. The Bidder must pay any bank charges required by the transmitting bank and by the receiving bank so that Kuwait Oil Company account will be credited with the full value of the Tender Fee. 2. Bidder shall, prior to the bid closing date, either physically submit in the Tender Box or courier the bank receipt of the Tender Fee bearing the RFP number and title and the name of the bidder. For further information, Refer to the Particular Instructions to the Bidder.
1.2.3	Bid Bond	The Bidder shall upload copy of the original Bid Bond ensuring that the Bid Bond Value is as per the Particular Instructions to the Bidder. Note: Bidder shall, prior to the bid closing date, either physically submit in the Tender Box or courier the original Bid Bond bearing the RFP number and title and the name of the bidder. For further information, Refer to the Particular Instructions to the Bidder.

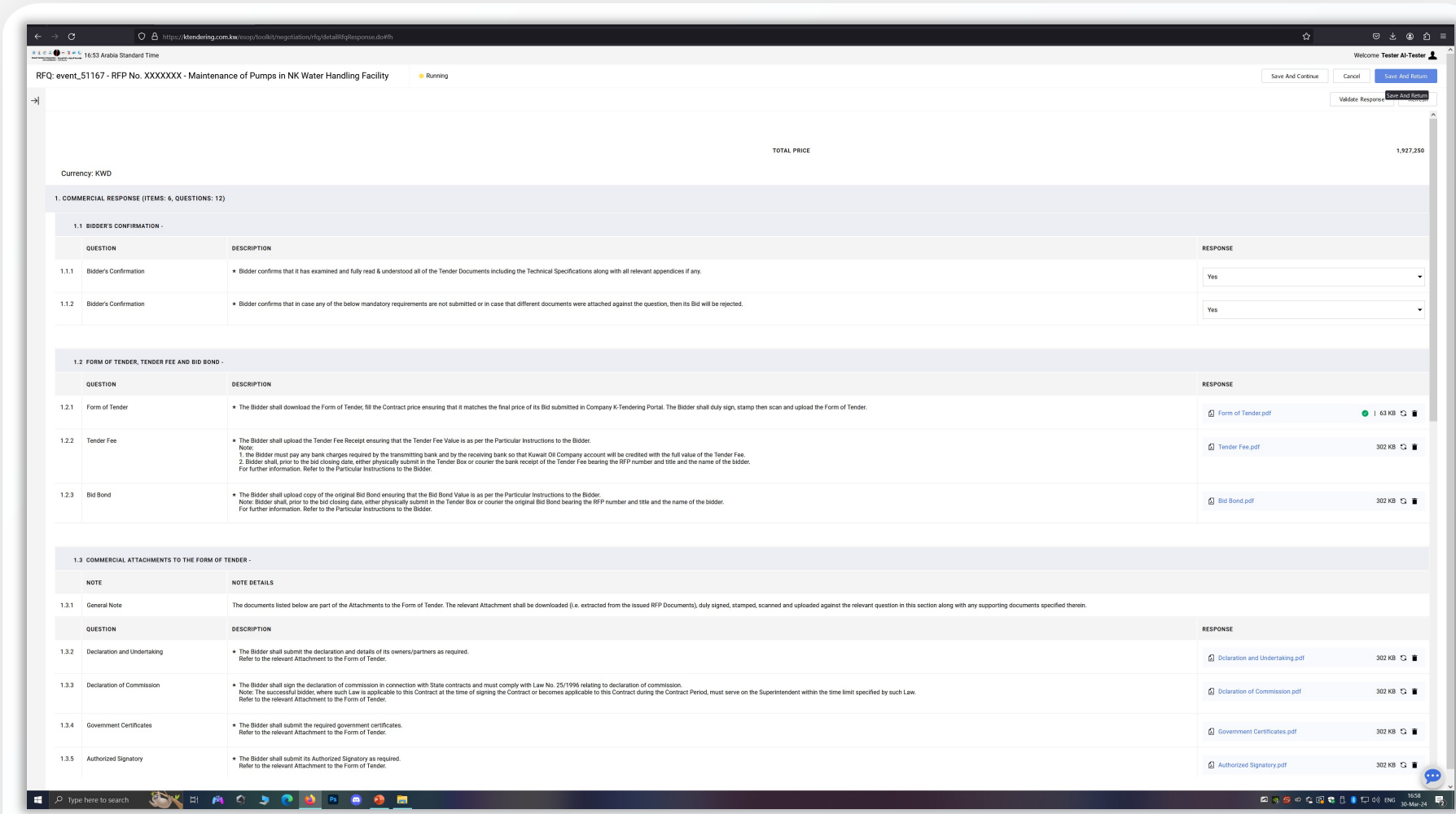
1.3 COMMERCIAL ATTACHMENTS TO THE FORM OF TENDER -

NOTE	NOTE DETAILS	
1.3.1	General Note	The documents listed below are part of the Attachments to the Form of Tender. The relevant Attachment shall be downloaded (i.e. extracted from the issued RFP Documents), duly signed, stamped, scanned and uploaded against the relevant question in this section along with any supporting documents specified therein.

QUESTION	DESCRIPTION	RESPONSE
1.3.2	Declaration and Undertaking	The Bidder shall submit the declaration and details of its owners/partners as required. Refer to the relevant Attachment to the Form of Tender.
1.3.3	Declaration of Commission	The Bidder shall sign the declaration of commission in connection with State contracts and must comply with Law No. 25/1996 relating to declaration of commission. Note: The successful bidder, where such Law is applicable to this Contract at the time of signing the Contract or becomes applicable to this Contract during the Contract Period, must serve on the Superintendent within the time limit specified by such Law. Refer to the relevant Attachment to the Form of Tender.
1.3.4	Government Certificates	The Bidder shall submit the required government certificates. Refer to the relevant Attachment to the Form of Tender.
1.3.5	Authorized Signatory	The Bidder shall submit its Authorized Signatory as required. Refer to the relevant Attachment to the Form of Tender.

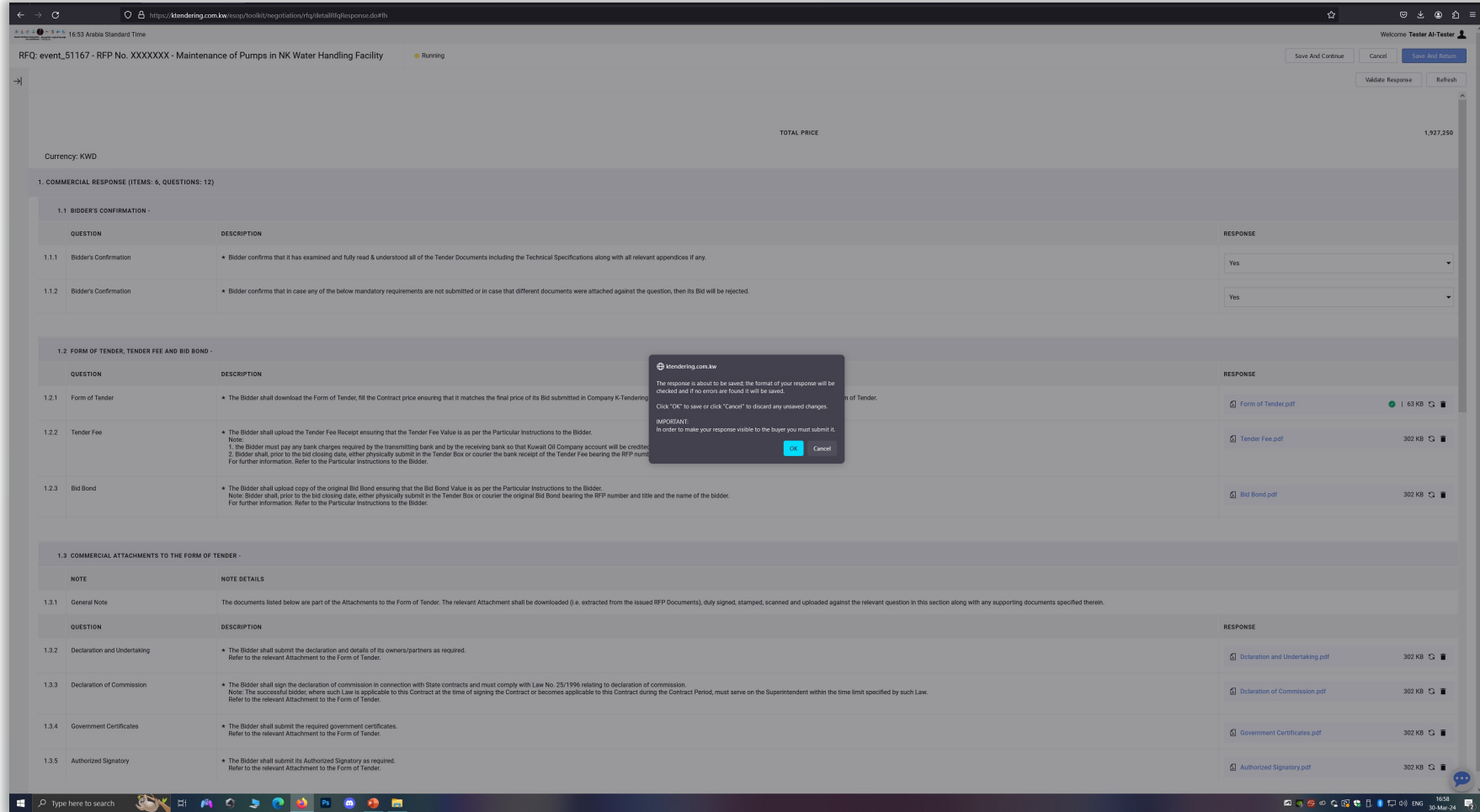
Business Partners shall fill in the details, sign, stamp, scan the Form of Tender and Upload it in the [Offer Submission Form](#)

K-TENDERING PORTAL BID SUBMISSION GUIDE



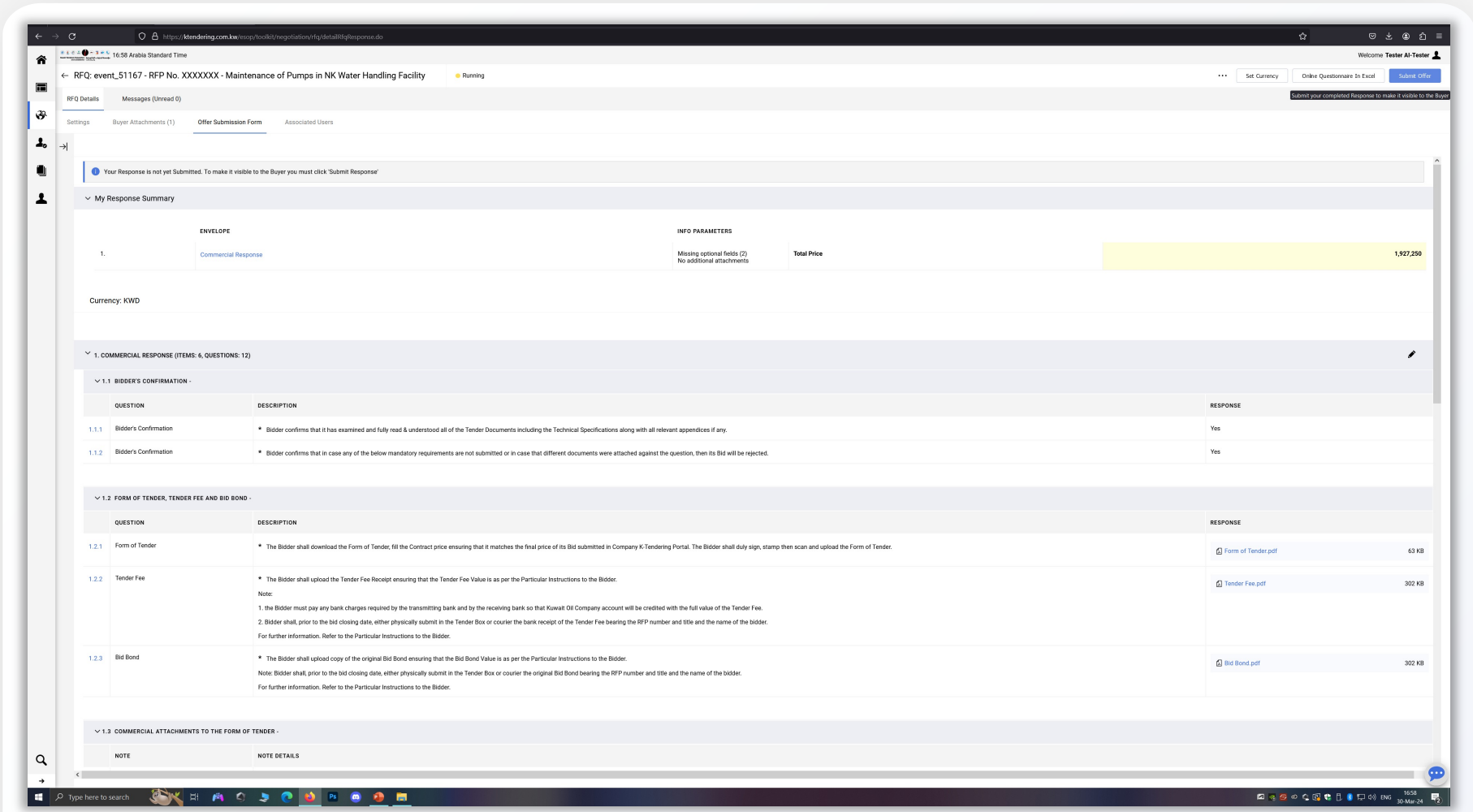
After filling all the required details and uploading the required documents in the [Offer Submission Form](#), Business Partners shall click on ["Save and Return"](#)

K-TENDERING PORTAL BID SUBMISSION GUIDE



Pop-up Window will appear to confirm saving the response of the [Offer Submission Form](#)

K-TENDERING PORTAL BID SUBMISSION GUIDE



Business Partners may submit their Bid by clicking on "Submit Offer" at the top right – Note that KOC will not be able to see any Bids submitted until the BCD

K-TENDERING PORTAL BID SUBMISSION GUIDE

The screenshot displays the K-Tendering Portal interface for an RFQ titled "RFQ: event_51167 - RFP No. XXXXXXX - Maintenance of Pumps in NK Water Handling Facility". The user is logged in as "Tester Al-Tester". A pop-up window from "ktendering.com.kw" is centered on the screen, displaying the following text:

IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

Note: The submitted offer may be modified before the closing date.

Buttons: OK, Cancel

The background interface shows a "My Response Summary" table with the following data:

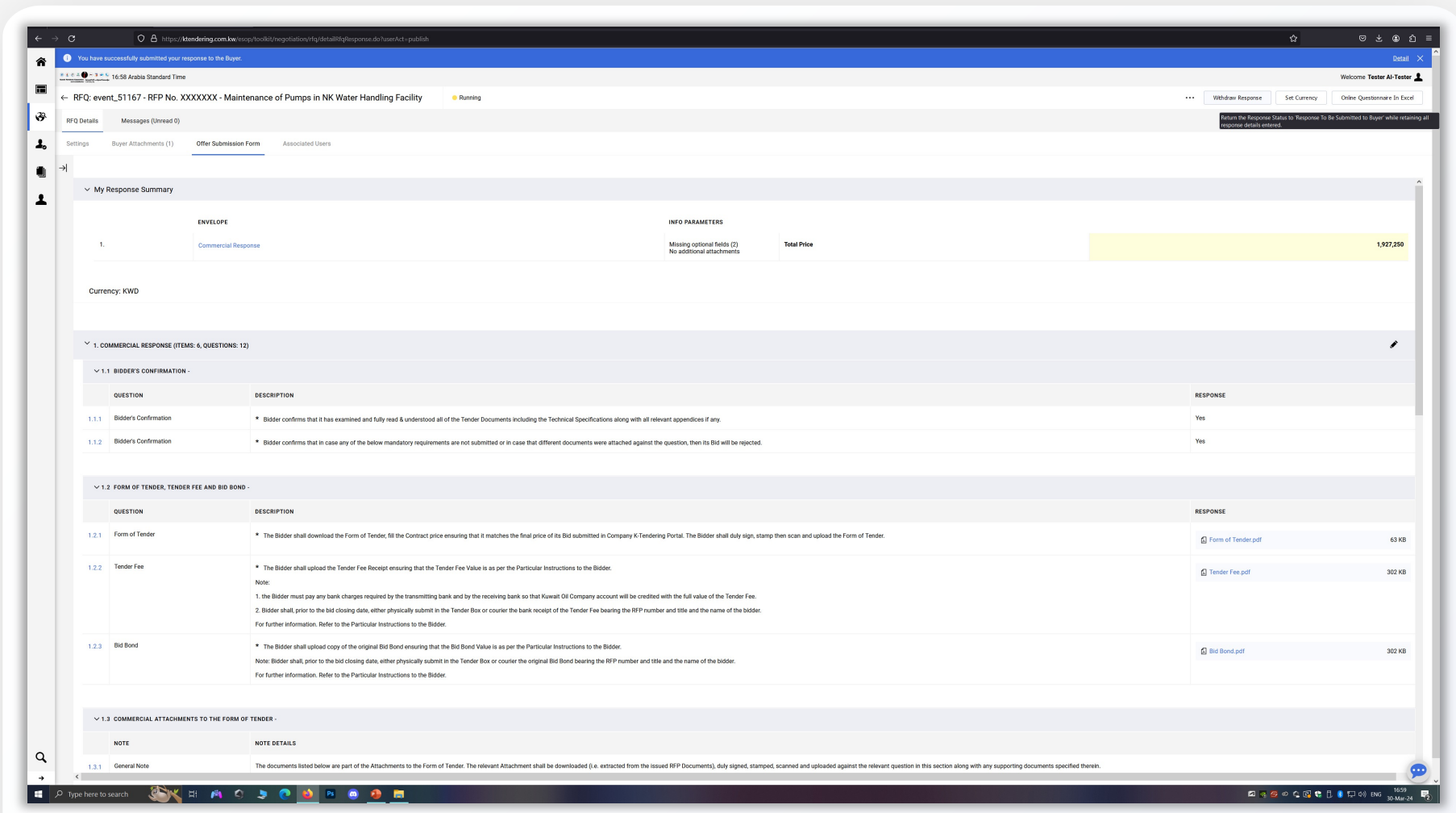
ENVELOPE	INFO PARAMETERS	Total Price
1. Commercial Response	Missing optional fields (2) No additional attachments	1,927,250

Below the summary, the "COMMERCIAL RESPONSE" section is expanded, showing a list of questions and their corresponding responses:

QUESTION	DESCRIPTION	RESPONSE
1.1.1	Bidder's Confirmation	Yes
1.1.2	Bidder's Confirmation	Yes
1.2.1	Form of Tender	Form of Tender.pdf (63 KB)
1.2.2	Tender Fee	Tender Fee.pdf (302 KB)
1.2.3	Bid Bond	Bid Bond.pdf (302 KB)

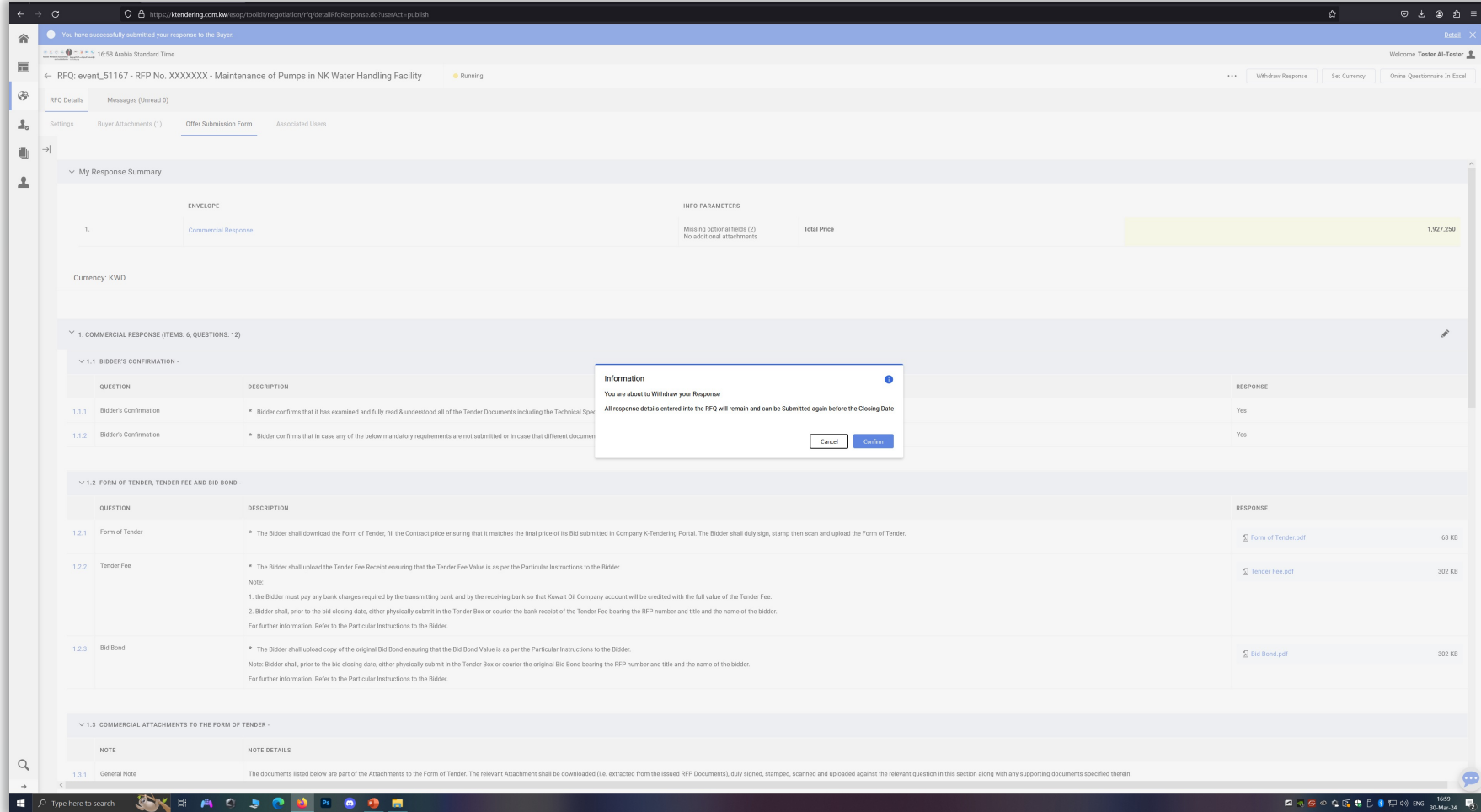
Pop-up Window will appear to confirm the submission of the Bid. Business Partners can also withdraw submitted Bids until the Bid Closing Date at 13:00 Hours

K-TENDERING PORTAL BID SUBMISSION GUIDE



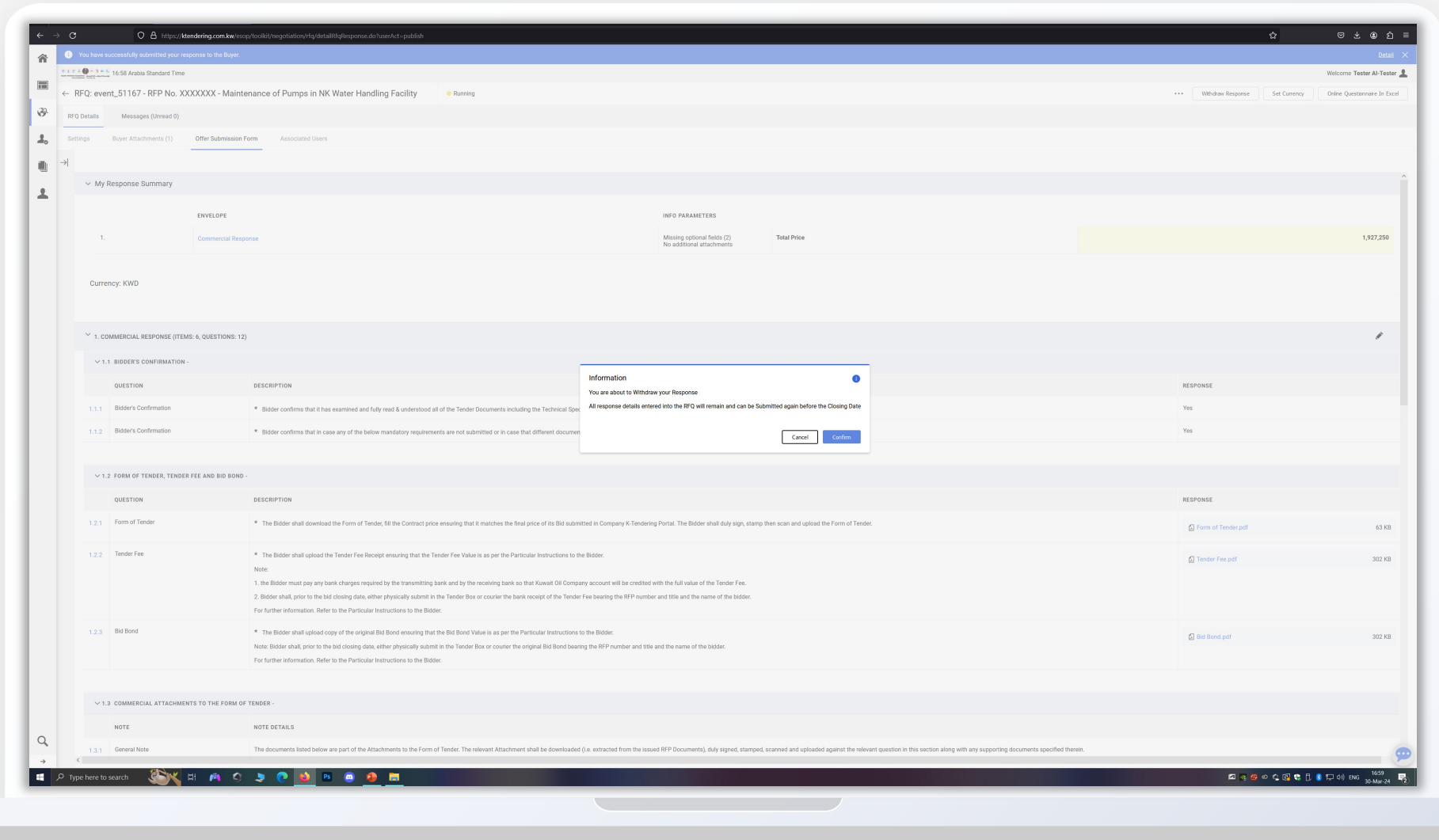
After submitting the Bid and before the Bid Closing Date, Business Partners may click on “[Withdraw Response](#)” to withdraw their Bid Submission

K-TENDERING PORTAL BID SUBMISSION GUIDE



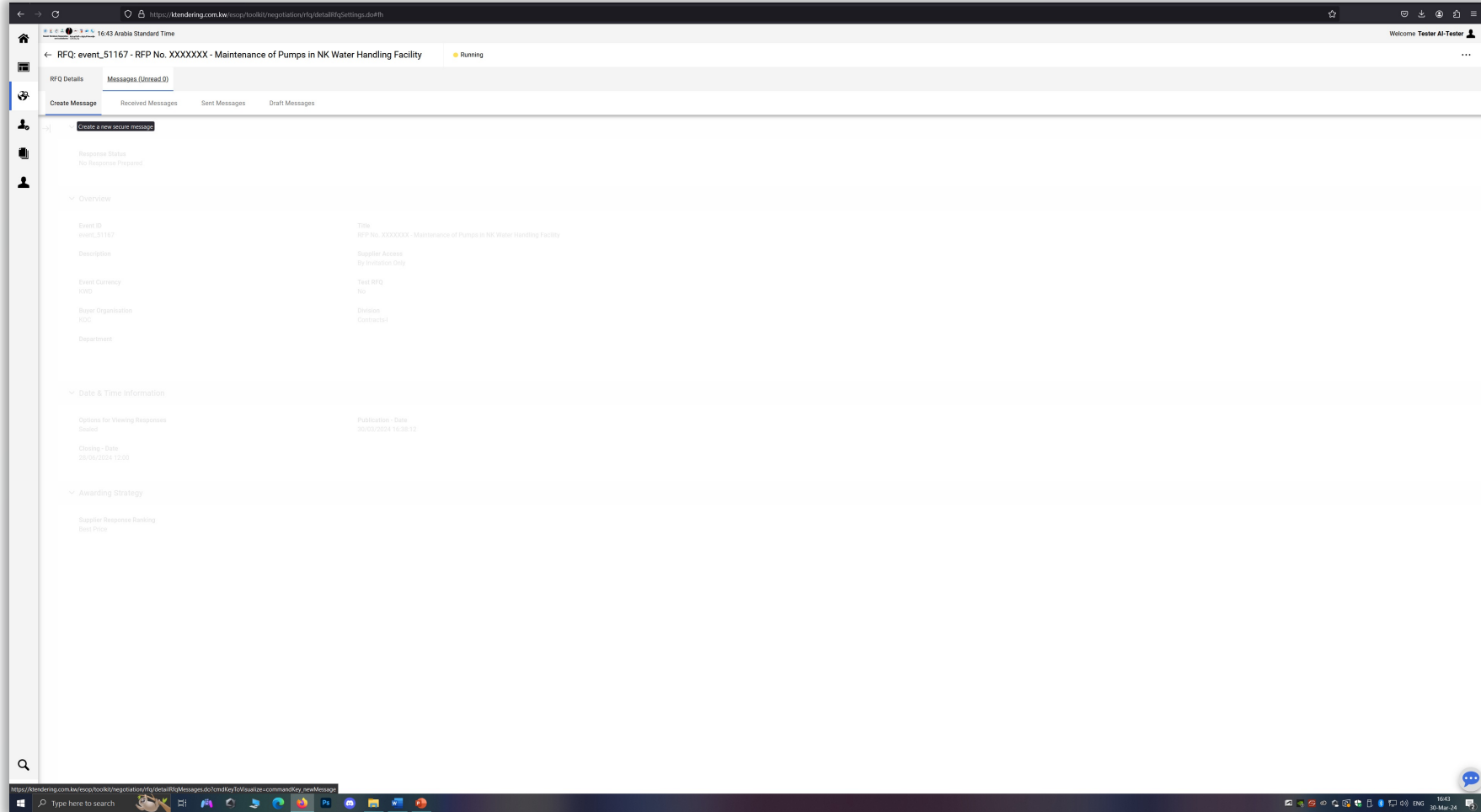
Pop-up Window will appear to confirm Withdrawing the Bid Submission

K-TENDERING PORTAL BID SUBMISSION GUIDE



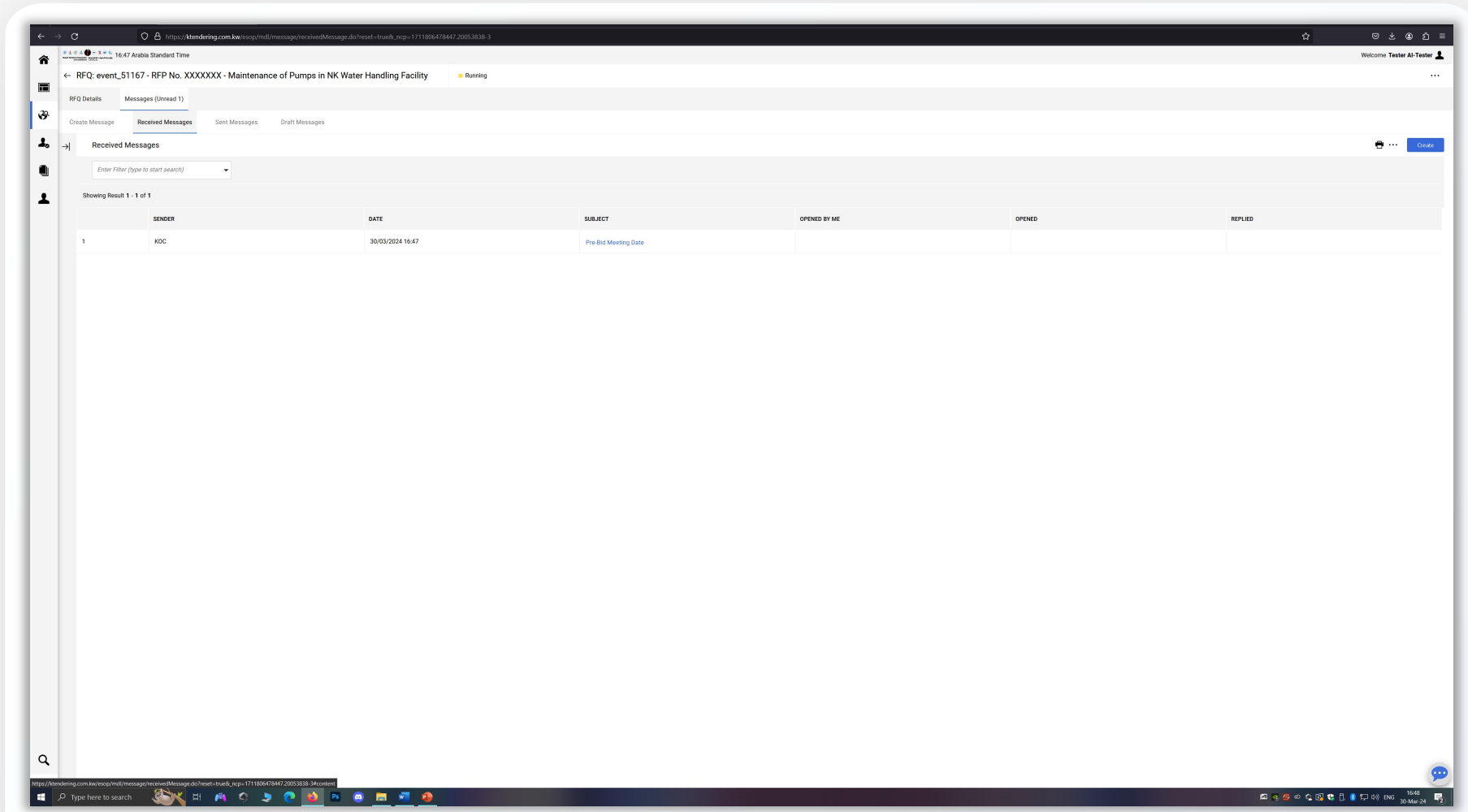
Business Partners may modify any documents or Unit Prices and re-submit their Bid as many times until the Bid Closing Date/Time

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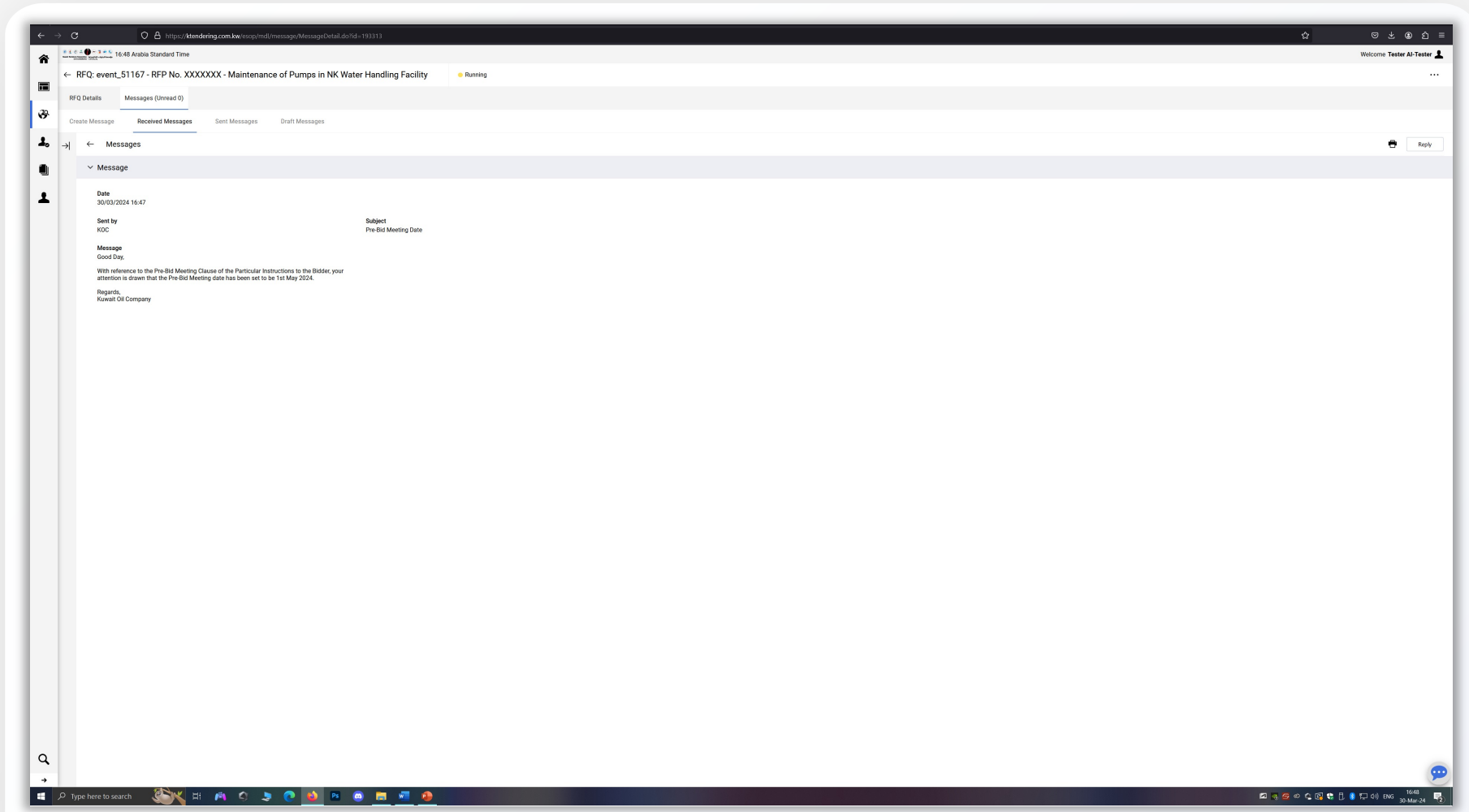
Next to the RFQ Details, Messaging Tool is available in which Business Partners may receive notifications from KOC or they can send Queries to KOC

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By clicking on Received Messages, Business Partners can view Notifications sent by Kuwait Oil Company. Click on the subject to view the Full Message

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The above is an example Message Notification from KOC. Business Partners may create draft Messages, or they can direct submit Messages to KOC



Thank you

Kuwait Oil Company (K.S.C.)

P.O. Box 9758 Ahmadi
61008 Ahmadi, Kuwait

kocinfo@kockw.com
00965 - 23989111

