



Kenya Pipeline Company Limited

BIDDING PROCESS: TWO ENVELOPE

STEP 1: LOGIN WITH USER ID AND PASSWORD RECEIVED TO ACCESS THE PAGE

SAP NetWeaver Portal

susqasjv.kpc.co.ke:53301/irj/portal



SAP NetWeaver

User *

Password *

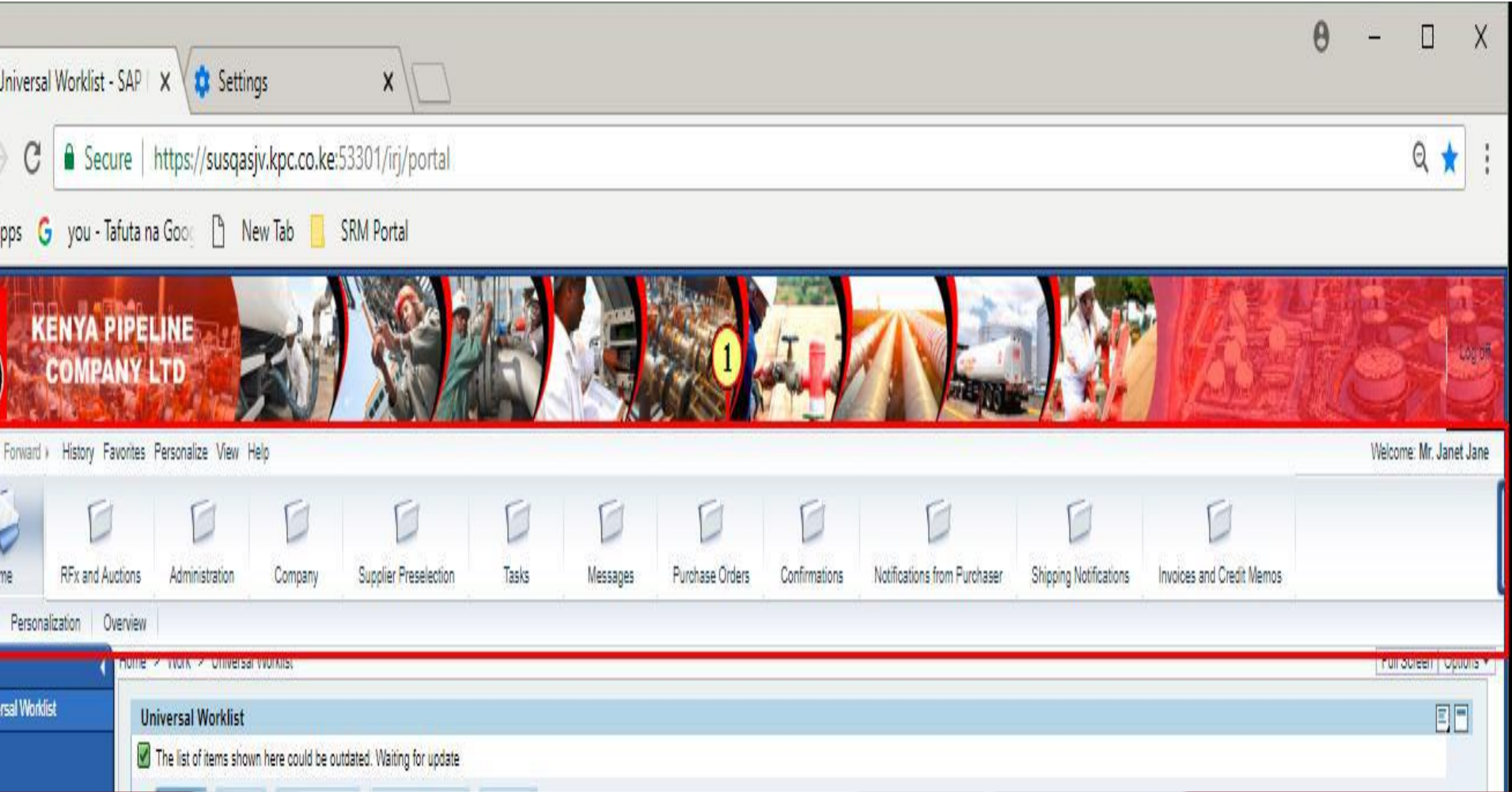
[Log On](#) **1**

Logon Problems? [Get Support](#)

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STEP 2: SUPPLIER LOG IN PAGE IS LAUNCHED



STEP 3: CLICK ON RFX AND AUCTIONS TAB



STEP 4: SELECT RFX TO RESPOND TO

KENYA PIPELINE COMPANY LTD

Navigation: Home | RFX and Auctions | Administration

Overview | Service Map

RFX and Auctions > Overview > RFX and Auctions

Active Queries

eRFxs **All (11)** Published (0) Ended (0) C
eAuctions All (0) Published (0) Ended (0) Co

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] | Create Res

Event Number	Event Description
2500000056	KPC/PU/HOSES SINGLE
2500000049	KPC/2398/PUBLIC SINGLE
2500000048	KPC/PU/003/2018/19
2500000044	KPC/PU/2019
2000000085	KPC2267 09.07.2018 19:4
2000000082	KPC/PU/CONS/001 - 18
2000000081	KPC/PU/0005/PUBLIC TEBV

STEP 5: CLICK ON TECHNICAL RFX TO VIEW THE TENDER DOCUMENT IN THE C-FOLDER

https://susqasjv.kpc.co.ke:53301/irj/portal?NavigationTarget=navurl%3A%2F%2Fe902dc2c3c2e9945f92f952d3c14bfe7&PrevNavTarget=navurl%3A%2F%2F4ce3882cf8a7f7020

Display RFX: 2000000300

Print Preview **Technical RFX** Close Register Export System Information Create Memory Snapshot

Number 2000000300 Name KPC3391 29.05.2023 15:25:35 Status Published Start Date End Date 16.06.2023 10:00:00 UTC+3 Remaining Time 13 Days 23:28:19

RFX Information

Items Notes and Attachments

RFX Parameters Questions Notes and Attachments

Start Date: 00:00:00

* Submission Deadline:

Opening Date:

End of Binding Period:

Currency:

Technical RFX Response Opening Date:

RFX Description: Tender

Supplier Type:

Confirm Document upload iin cFolders:

Partners and Delivery Information

Details Add Send E-Mail Call Clear

Function	Number	Name	Phone N
Requester			

STEP 6:IF IT'S THE FIRST TIME TO ACCESS THE C-FOLDER CLICK ON ACCEPT

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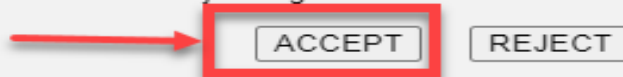
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STEP 7: CLICK ON EXTERNAL AREA TO VIEW THE TENDER DOCUMENT AND : CLICK ON TENDER DOCUMENT

The screenshot shows the mySAP PLM cFolders web interface. The browser address bar displays the URL: <https://susqsjv.kpc.co.ke:53301/irj/portal?NavigationTarget=navurl%3A%2F%2F63be7e3d92d5a7af1ce8bbe1444b6af0&PrevNavTarget=navurl%3A%2F%2F63be7e3d92d5a7af1ce8bbe1444b6af0>. The page header includes the KPC logo, the text "mySAP PLM cFolders", and the slogan "Collaboration on the Web". Navigation links for "Refresh", "Search", "Favorites", "Settings", "Help", and "Logout" are present. The main content area shows the "Folder EXTERNAL AREA" with a current path of "Collaboration > ... > EXTERNAL AREA". A red box highlights the "EXTERNAL AREA" folder in the left-hand navigation tree, with a red arrow and the number "1" pointing to it. The folder details on the right show the name "EXTERNAL AREA", a "Subscribe" checkbox, and "Authorization" set to "Read". Below this, there are buttons for "Save", "Notifications", "Additional Functions", and "Cancel". A message prompts the user to "Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy." Below this is a table titled "Folder Contents" with columns for "Name", "Current Version", "Read", "Status", and "Changed on". A red box highlights the first row of the table, which contains the file name "KPC/PU/OT - 212-MECH/NBI/22 - 23KPC/PU/C STORES.pdf" and a file size of "463KB". A red arrow and the number "2" point to this row.

Folder **EXTERNAL AREA** [Help](#)

Current Path: Collaboration > ... > EXTERNAL AREA

Folder

To save any changes made, click Save.

Name

Subscribe

Authorization

[Save](#) [Notifications](#) [Additional Functions](#) [Cancel](#)

Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Folder Contents		Copy	Copy as Bookmark	All	None
Name	Current Version	Read	Status	Changed on	
<input type="checkbox"/> KPC/PU/OT - 212-MECH/NBI/22 - 23KPC/PU/C STORES.pdf (463KB)				31.05.2023 13:07:48	

STEP 8: CLICK OPEN TO VIEW TENDER DOCUMENT

mySAP PLM cFolders Collaboration on the Web

Folder **EXTERNAL AREA**

Current Path: Collaboration > ... > EXTERNAL AREA

Name: EXTERNAL AREA

Subscribe:

Authorization: Read

Buttons: Save, Notifications, Additional Functions, Cancel

Folder Contents

Name	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/> KPC/PII/PUBLIC/TEB/2018-19	TENDER DOCUMENT - SAP OIL SUPPORT 16022015.pdf (516KB)			Pauline Ngechi	04.07.2018 20:09:16

Download bar: Do you want to open or save TENDER DOCUMENT - SAP OIL SUPPORT 16022015.pdf (514 KB) from susqsaxt.kpc.co.ke? **Open**

VIEW THE DOWNLOADED DOCUMENT



KENYA PIPELINE COMPANY

P. O. BOX 73422 – 00200

NAIROBI

Website: www.kpc.co.ke

OPEN TENDER

KPC/PU/OT-2398(CIVIL)NBI/21-22

HYDRAULIC OIL

STEP 9: LOG OUT OF C-FOLDER

Collaboration on the Web

Refresh Favorites Settings Help **Logout** Help

Document *KPC/PU/OT-2398(CIVIL)NBI/21-22*

Navigation: [Folder Overview](#)

Current Path: [Collaboration RFX 2500...](#) > [Public Area](#) > [Folder](#) > [KPC/PU/OT-2398\(CIVIL\)N...](#)

Document

Choose **Save** to save changes made to the name or description (or alias if available).

Name

Subscribe

Write Lock

Authorization

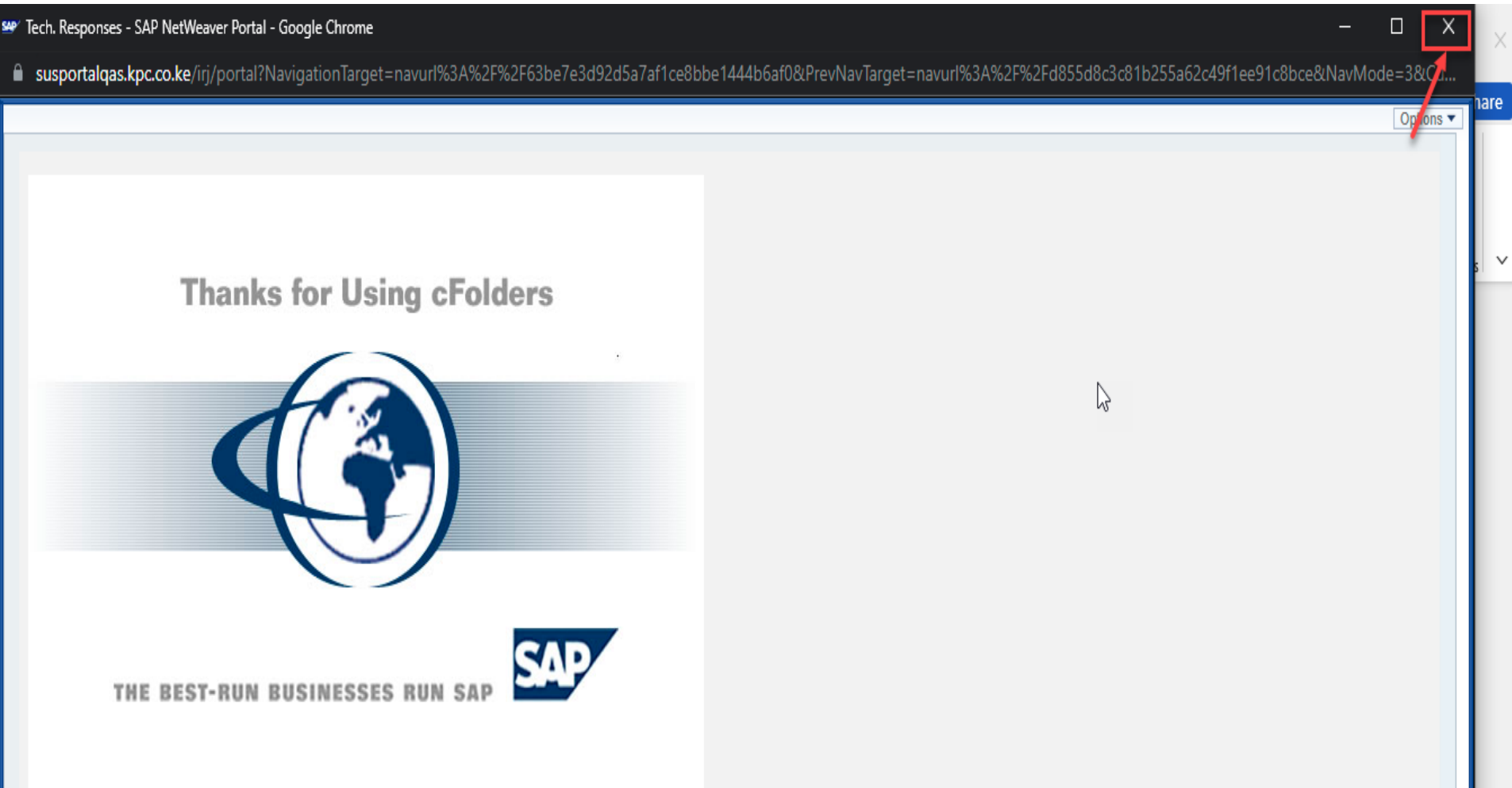
Discussions

Save Notifications Additional Functions Cancel

Versions

Name	File	File Size	Description	Redlining Layers	Changed by	Changed on
Version 1	TENDER DOCUMENT - OT-2398- CIVIL-21-22.pdf	337,248	TENDER FOR SUPPLY OF HYDRAULIC OIL	0	Pauline Ngochi	14.06.2022 09:24:10

STEP 10: CLOSE THE WINDOW



STEP 11: CLICK ON REGISTER

Display RFX: 2000000300

Print Preview

Technical RFX

Close

Register

Export

System Information

Create Memory Snapshot

Number 2000000300

Name KPC3391 29.05.2023 15:25:35

Status Published

Start Date

End Date 16.06.2023 10:00:00 UTC+3

RFX Information

Items

Notes and Attachments

RFX Parameters

Questions

Notes and Attachments

Start Date:

00:00:00

* Submission Deadline:

16.06.2023

10:00:00

Opening Date:

22.06.2023

10:05:00

End of Binding Period:

Currency:

KES

Technical RFX Response Opening Date:

16.06.2023

10:05:00

▼ Partners and Delivery Information

Details

Add

Send E-Mail

Call

Clear

STEP12:CLICK ON PARTICIPATE

https://susqasjv.kpc.co.ke:53301/irj/portal?NavigationTarget=navurl%3A%2F%2Fe902dc2c3c2e9945f92f952d3c14bfe78&PrevNavTarget=navurl%3A%2F%2F4ce3882cf

Display RFx: 2000000300

Print Preview | Technical RFx | Close | **Participate** | Do Not Participate | Tentative | Create Response | Export | System Information | Create Memory Snapshot

✔ You are registered to the RFx and will be informed of changes

Number	2000000300	Name	KPC3301	29.05.2023 15:25:35	Status	Published	Start Date	End Date	16.06.2023 10:00:00 UTC+3	Remaining Time	13 Days 23
--------	------------	------	---------	---------------------	--------	-----------	------------	----------	---------------------------	----------------	------------

RFX Information

Items | Notes and Attachments

RFx Parameters | Questions | Notes and Attachments

Start Date: 00:00:00

* Submission Deadline:

Opening Date:

End of Binding Period:

Currency:

Technical RFx Response Opening Date:

RFx Description:

Supplier Type:

Confirm Document upload in cFolders:

Partners and Delivery Information

Details | Add | Send E-Mail | Call | Clear

Function	Number	Name
Requester		
Goods Recipient		

STEP12:CLICK ON CREATE RESPONSE

https://susqasjv.kpc.co.ke:53301/irj/portal?NavigationTarget=navurl%3A%2F%2Fe902dc2c3c2e9945f92f952d3c14bfe7&PrevNavTarget=navurl%

Display RFX: 2000000300

Print Preview | Technical RFX | Close | Do Not Participate | Tentative | **Create Response** | Export | System Information | Create Memory Snapshot

✔ You have been registered. You will be informed of RFX changes

Number	2000000300	Name	KPC3391 29.05.2023 15:25:35	Status	Published	Start Date		End Date	16.06.2023 10:00:00 UTC+3	Rema
--------	------------	------	-----------------------------	--------	-----------	------------	--	----------	---------------------------	------

RFX Information

Items | Notes and Attachments

RFX Parameters | Questions | Notes and Attachments

Start Date:	<input type="text"/>	<input type="text" value="00:00:00"/>	Technical RFX Response Opening Date:	<input type="text" value="16.06.2023"/>	<input type="text" value="10:05:00"/>
* Submission Deadline:	<input type="text" value="16.06.2023"/>	<input type="text" value="10:00:00"/>			
Opening Date:	<input type="text" value="22.06.2023"/>	<input type="text" value="10:05:00"/>			
End of Binding Period:	<input type="text"/>				
Currency:	<input type="text" value="KES"/>				

Confirm Doc

▼ Partners and Delivery Information

Details | Add | Send E-Mail | Call | Clear

Function	Number	Name
Requester		
Goods Recipient		
Ship-To Address		Nairobi Terminal Depot
Location		Nairobi Terminal Depot

STEP13:RESPONSE NUMBER APPEARS ON THE PAGE

Create Rfx Response: **8000001613** 

- Submit
- Read Only
- Print Preview
- Check
- Technical Rfx Response
- Close
- Save
- Export
- Import
- System Information
- Create Memory Snapshot

Number 8000001613 Rfx Number 2000000300 Status In Process Submission Deadline 16.06.2023 10:00:00 UTC+3 Opening Date 22.06.2023 10:05:00 UTC+3
Remaining Time 13 Days 23:16:34 Rfx Owner RFCUSER Total Value 0.00 KES

Rfx Information

- Items
- Notes and Attachments
- Summary
- Tracking

Basic Data

- Questions
- Notes and Attachments

Event Parameters

Currency:

Terms of Payment:

Service and Delivery

Incoterm:

Status and Statistics

Created On:

Created By:

Last Processed On:

Last Processed By:

Partners and Delivery Information

- Details
- Send E-Mail
- Call
- Clear

STEP 14: CLICK ON TECHNICAL RFX RESPONSE TO ACCESS THE C-FOLDER

Create RFX Response: 8000001613

Submit | Read On | Print Preview | Check | **Technical RFX Response** | Close | Save | Export | Import | System Information | Create Memory Snapshot

Number 8000001613 Remaining Time 13 Days 23:16:34 RFX Number 2000000300 RFX Owner RFCUSER Status In Process Total Value 0.00 KES Submission Deadline 16.06.2023 10:00:00 UTC+3 Opening Date 22.06.2023 10:05:00 UTC+3

RFX Information

Items | **Notes and Attachments** | Summary | Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters

Currency:

Terms of Payment:

Service and Delivery

Incoterm:

Status and Statistics

Created On:

Created By:

Last Processed On:

Last Processed By:

Partners and Delivery Information

Details | Send E-Mail | Call | Clear

Function	Number	Name	Ph
Goods Recipient			

STEP 15: CLICK SUPPLIER USERNAME FOLDER TO ATTACH TECHNICAL BID

The screenshot displays the mySAP PLM cFolders interface. At the top left is the KPC logo. The main header reads "mySAP PLM cFolders". Below this is a "Home" navigation bar. On the left, a tree view shows a folder structure under "Technical Details". The folder "6RSLHHCCIEFW" is highlighted with a red box and a red arrow pointing to it. Below it is the "EXTERNAL AREA" folder. On the right, the "Folder 6RSLHHCCIEFW" configuration panel is shown. It includes a breadcrumb trail: "Current Path: Collaboration > ... > ... > 6RSLHHCCIEFW". The configuration fields are: "Name" (6RSLHHCCIEFW), "Subscribe" (checkbox), and "Authorization" (Read). At the bottom of the configuration panel are buttons for "Save", "Notifications", "Additional Functions", and "Cancel".

Folder 6RSLHHCCIEFW

Current Path: Collaboration > ... > ... > 6RSLHHCCIEFW

Folder

To save any changes made, click Save.

Name

Subscribe

Authorization

Choose an object to display the folder objects. To copy objects, select the required object

STEP 16: CLICK TECHNICAL BID ENVELOPE TO ATTACH TECHNICAL PROPOSAL

The screenshot shows the SAP mySAP PLM cFolders interface. On the left, a folder tree under 'Technical Details' shows a folder named '6RSLHHCCIEFW' with a sub-folder '_Tech_Bid' highlighted by a red box and a red arrow. The main area displays the configuration for the 'Folder 6RSLHHCCIEFW'. The 'Name' field is set to '6RSLHHCCIEFW', 'Subscribe' is unchecked, and 'Authorization' is set to 'Read'. A 'Save' button is visible. Below the configuration, a 'Folder Contents' table lists the folder '_Tech_Bid' with a checkbox, 'Name' column, 'Current Version' column, 'Read' column, 'Status' column, and 'RFCUSER' in the user column.

Folder 6RSLHHCCIEFW
Current Path: Collaboration > ... > ... > 6RSLHHCCIEFW

Folder

To save any changes made, click Save.

Name

Subscribe

Authorization

[Save](#) [Notifications](#) [Additional Functions](#) [Cancel](#)

Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Folder Contents					
	Name ▲	Current Version	Read	Status	Cha
<input type="checkbox"/>	_Tech_Bid				RFCUSER 02.

STEP 17: CLICK ON CREATE TO ATTACH THE RESPONSE DOCUMENT

The screenshot shows the mySAP PLM cFolders web interface. The header includes the KPC logo, the text 'mySAP PLM cFolders', and the slogan 'Collaboration on the Web'. Navigation links for 'Home', 'Refresh', 'Search', 'Favorites', 'Settings', 'Help', and 'Logout' are present. The left sidebar shows a tree view with folders: 'Technical Details', '6RSLHHCCIEFW', 'Tech Bid', and 'EXTERNALAREA'. The main content area is titled 'Folder Tech_Bid' and shows the current path: 'Collaboration > ... > ... > 6RSLHHCCIEFW > Tech_Bid'. Below this, there is a 'Folder' section with a 'Name' field containing 'Tech_Bid', a 'Subscribe' checkbox, and an 'Authorization' field set to 'Write'. A row of buttons includes 'Save', 'Notifications', 'Assign Status Profile', 'Additional Functions', and 'Cancel'. A red arrow points to the 'Create' button in the 'Folder Contents' table. Below the buttons, a text instruction reads: 'To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete.' The 'Folder Contents' table has columns for 'Name', 'Current Version', 'Read', 'Status', and 'Changed on', and is currently empty.

mySAP PLM
cFolders

Collaboration on the Web

Home Refresh Search Favorites Settings Help Logout

Folder **Tech_Bid** Help

Current Path: Collaboration > ... > ... > [6RSLHHCCIEFW](#) > Tech_Bid

Folder

To save any changes made, click Save.

Name *

Subscribe

Authorization

[Save](#) [Notifications](#) [Assign Status Profile](#) [Additional Functions](#) [Cancel](#)

To create folder objects, select [Create](#). To copy or delete objects, select the required objects and then choose [Copy](#) or [Delete](#).

Folder Contents [Upload PDX Package](#) [Create](#) [Copy](#) [Copy as Bookmark](#) [Paste](#)

Name ▲	Current Version	Read	Status	Changed on
Empty				

STEP 18: CLICK ON DOCUMENT

LM

Create Object

Navigation: [Folder Overview](#)

Current Path: Collaboration > ... > ..

What do you want to create?

 Folder	A folder is used to
 Document	Document can c

1

STEP19:INSERT THE REFERENCE AND NAME OF THE TENDER

The screenshot shows a web application interface for creating a document. On the left is a navigation tree with folders: 'Technical Details', '6RSLHHCCIEFW', 'Tech Bid', and 'EXTERNAL AREA'. The main area is titled 'Create Document' and shows the current path: 'Collaboration > ... > ... > 6RSLHHCCIEFW > Tech_Bid > Create Document'. The form contains a 'Name' field with the text 'KPC/PU/OT-3391(ADM)NBI/' and an asterisk, and a 'Description' field with the text 'TENDER FOR TRAINING CONSULTANCY'. Below the form are checkboxes for 'Subscribe' and 'PGP Documents'. At the bottom, there are radio buttons for 'Upload Local File' (selected) and 'Create File Later'. A red box highlights the 'Continue' button, and another red box highlights the 'Name' and 'Description' fields. Red arrows with numbers 1 and 2 point to these elements.

Navigation: [Folder Overview](#)

Current Path: Collaboration > ... > ... > [6RSLHHCCIEFW](#) > [Tech_Bid](#) > Create Document

Create Document

Enter the name and a description. Decide whether or not you want to upload a local file now or later. Then choose *Next*.

Name: *

Description:

Subscribe

PGP Documents You are only allowed to use PGP files in this document.

Upload Local File
 Create File Later

STEP19:CHOOSE YOUR FILE IN PDF



mySAP PLM
cFolders

Collaboration

Home

Favorite

Create Version

Navigation: [Version Overview](#)

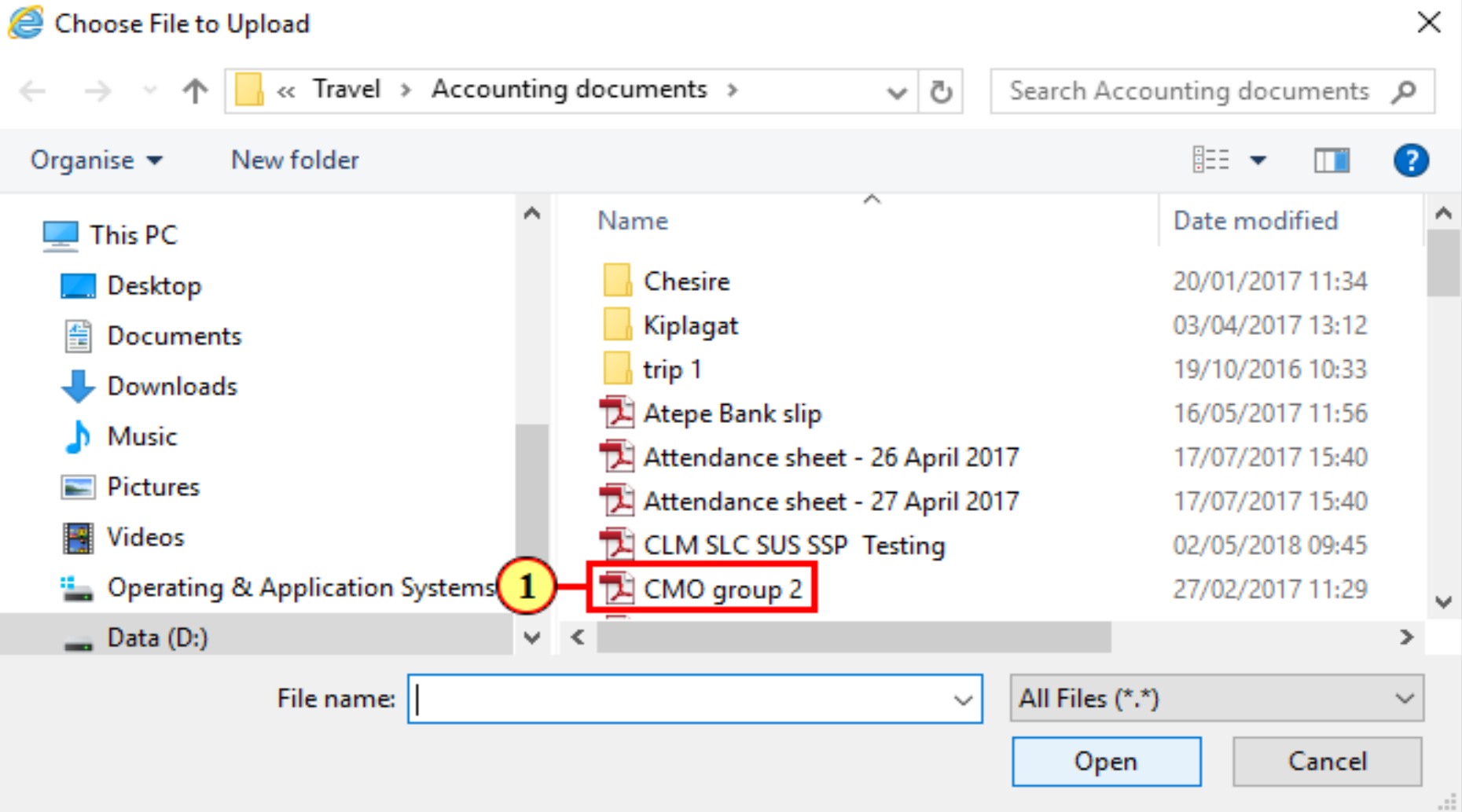
Current Path: Collaboration > ... > ... > [6RSLHHCCIEFW](#) > [Tech_Bid](#) > [KPC/PU/OT-3391\(ADM\)NBI...](#) > Create Version

To select the required file, choose *Browse* and then *Save*.

 No file chosen

- Technical Details
 - ...
 - ...
 - [6RSLHHCCIEFW](#)
 - [Tech Bid](#)
 - [EXTERNALAREA](#)

STEP 20: PICK FILE TO UPLOAD



STEP21 :CLICK SAVE



mySAP PLM
cFolders

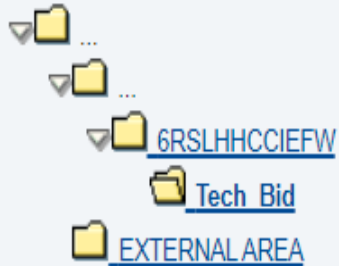
Collaboration

Home

Favorites



Technical Details



Create Version

Navigation: [Version Overview](#)

Current Path: Collaboration > ... > ... > [6RSLHHCCIEFW](#) > [Tech_Bid](#) > [KPC/PU/OT-3391\(ADM\)NBI...](#) > Create Version

To select the required file, choose *Browse* and then *Save*.

Choose File Tender for c... services.pdf

Save Cancel



STEP22:CONFIRM ATTACHMENT IS IN THE C-FOLDER



mySAP PLM
cFolders



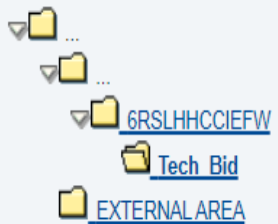
Collaboration on the Web

Home

Refresh Search Favorites Settings Help Logout



Technical Details



Folder Tech_Bid

Help

Current Path: Collaboration > ... > ... > [6RSLHHCCIEFW](#) > Tech_Bid

Folder

To save any changes made, click Save.

Name *

Subscribe

Authorization

[Save](#) [Notifications](#) [Assign Status Profile](#) [Additional Functions](#) [Cancel](#)

To create folder objects, select *Create*. To copy or delete objects, select the required objects and then choose *Copy* or *Delete*.

Folder Contents

[Upload PDX Package](#) [Create](#) [Copy](#) [Copy as Bookmark](#) [Paste](#) [All](#) [None](#)

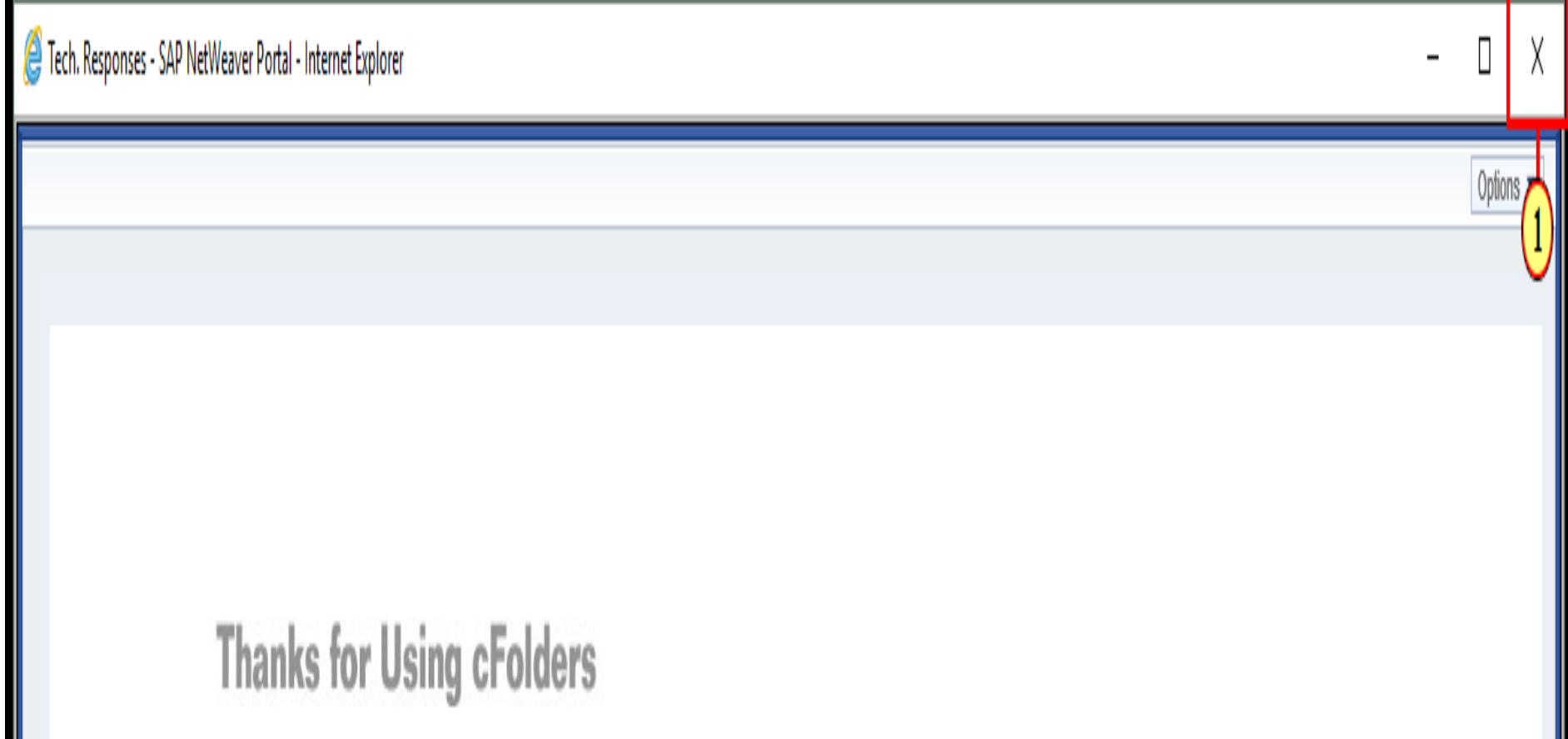
	Name	Current Version	Read	Status	Changed on
<input type="checkbox"/>	KPC/PU/OT-3391(ADM)NBI/22-23	Tender for consultancy services.pdf (26KB)			andrew Mecha 02.06.2023 11:09:24

STEP 23: LOG OUT OF C-FOLDER

Tech. Responses - SAP NetWeaver Portal - Internet Explorer

The screenshot displays the SAP NetWeaver Portal interface. At the top left, there is a logo for 'mySAP PLM cFolders' and the text 'Collaboration on the Web'. Below this, a navigation bar contains the following links: Home, Refresh, Search, Favorites, Settings, Help, and Logout. The 'Logout' link is highlighted with a red rectangular box, and a yellow callout bubble with the number '1' is positioned to its right. Below the navigation bar, the main content area shows a breadcrumb trail: 'Folder Folder' with a 'Home' link. The 'Current Path' is displayed as 'Collaboration.RFx.2500...' > 'RFxResp.8000000856.Lea...' > 'Folder'. Below the path, there is a 'Folder' icon and label. On the left side of the interface, there are several icons and a dropdown menu showing 'RFxResp.8000000856.Lean Ventures...'. The overall layout is clean and professional, typical of a corporate web portal.

STEP 24: Click on the X to close the page



STEP 25: CLICK ON NOTES AND ATTACHMENTS TO UPLOAD THE PRICE BID

Create RFx Response: 8000001617

[Submit](#) | [Read Only](#) | [Print Preview](#) | [Check](#) | [Technical RFx Response](#) | [Close](#) | [Save](#) | [Export](#) | [Import](#) | [System Information](#) | [Create Memory Snapshot](#)

Number 8000001617 RFx Number 2000000300 Status In Process Submission Deadline 16.06.2023 10:00:00 UTC+3 Opening Date 22.06.2023 10:05:00 UTC+3
Remaining Time 13 Days 22:06:26 RFx Owner RFCUSER Total Value 0.00 KES

RFx Information

[Items](#) | [Notes and Attachments](#) | [Summary](#) | [Tracking](#)

[Basic Data](#) | [Questions](#) | [Notes and Attachments](#)

Event Parameters

Currency:

Terms of Payment:

Service and Delivery

Incoterm:

Status and Statistics

Created On:

Created By:

Last Processed On:

Last Processed By:

▼ Partners and Delivery Information

[Details](#) | [Send E-Mail](#) | [Call](#) | [Clear](#)

Function	Number	Name	Phone Number
Goods Recipient			

STEP 26: CLICK ON ADD ATTACHMENTS

Create RFX Response: 8000001617

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Export | Import | System Information | Create Memory Snapshot

Number 8000001617 RFX Number 2000000300 Status In Process Submission Deadline 16.06.2023 10:00:00 UTC+3 Opening Date 22.06.2023 10:05:00 UTC+3
Remaining Time 13 Days 22:06:26 RFX Owner RFCUSER Total Value 0.00 KES

RFX Information | Items | **Notes and Attachments** | Summary | Tracking

▼ Notes


Add | Clear

Assigned To	Category	Text Preview

▼ Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	C
-------------	----------	-------------	-----------	---------	-----------	-------------	------	-----------	------------	---

 The table does not contain any data

STEP 27: UPLOAD THE PDF DOCUMENT AND GIVE A DESCRIPTION THEN CLICK OK TO SAVE YOUR DOCUMENT

Reference: 8000001617

View | Check | Technical RFX Response | Close | Save | Export | Import | System Information | Create Memory Snapshot

Number 2000000300 Status In Process Submission Deadline 16.06.2023 10:00:00 UTC+3 Opening Date 22.06.2023 10:05:00 UTC+3
Created: 06:26 RFX Owner RFCUSER Total Value 0.00 KES

Notes and Attachments

Summary Tracking

Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: Tender for c... services.pdf

Description:

* Assign To:

STEP28:CONFIRM YOUR PRICE BID UPLOAD

Create RFx Response: 8000001617

Submit **Read Only** Print Preview Check Technical RFx Response Close Save Export Import System Information Create Memory Snapshot

Number 8000001617 RFx Number 2000000300 Status In Process Submission Deadline 16.06.2023 10:00:00 UTC+3 Opening Date 22.06.2023 10:05:00 UTC+3
Remaining Time 13 Days 21:57:23 RFx Owner RFCUSER Total Value 0.00 KES

RFx Information Items **Notes and Attachments** Summary Tracking

Notes

Add Clear

Filter Settings

Assigned To	Category	Text Preview

Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile

Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	Price bid	Tender for consultancy services.pdf	1		<input type="checkbox"/>	pdf	26	6RSLHHCCIEFW	02.06.2023

STEP29:CLICK ON THE ITEM TAB TO INPUT PRICE

Create RFX Response: 8000001617

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Export | Import | System Information | Create Memory Snapshot

Number 8000001617 RFX Number 2000000300 Status In Process Submission Deadline 16.06.2023 10:00:00 UTC+3 Opening Date 22.06.2023 10:05:00 UTC+3
Remaining Time 13 Days 21:57:23 RFX Owner RFCUSER Total Value 0.00 KES

RFX Information | **Items** | Notes and Attachments | Summary | Tracking

Notes

Add | Clear

Assigned To	Category	Text Preview

Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by
Document Header	Standard Attachment	Price bid	Tender for consultancy services.pdf	1		<input type="checkbox"/>	pdf	26	6RSLHCCIEFW

STEP 30: INPUT THE PRICE PER UNIT

Create RFX Response: 8000001617

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Export | Import | System Information | Create Memory Snapshot

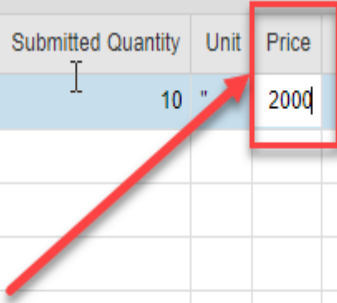
Number 8000001617 RFX Number 2000000300 Status In Process Submission Deadline 16.06.2023 10:00:00 UTC+3 Opening Date 22.06.2023 10:05:00 UTC+3
Remaining Time 13 Days 21:57:23 RFX Owner RFCUSER Total Value 0.00 KES

RFX Information | **Items** | Notes and Attachments | Summary | Tracking

Item Overview

Details | Add New | Copy | Paste | Delete | Calculate Value

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	D
0001	Bucket ti...		Material	055 000		Gen Cleaning Consuma	10	10	"	2000	KES	1	C



STEP 31: CLICK SUBMIT TO SEND THE RESPONSE TO KPC

Create RfX Response: 8000001617

Submit Read Only Print Preview Check Technical RfX Response Close Save Export Import System Information Create Memory Snapshot

✓ RfX response is complete and contains no errors

Number 8000001617 RfX Number 2000000300 Status In Process Submission Deadline 16.06.2023 10:00:00 UTC+3 Opening Date 22.06.2023 10:05:00 UTC+3
Remaining Time 13 Days 21:50:46 RfX Owner RFCUSER Total Value 20,000.00 KES

RfX Information **Items** Notes and Attachments Summary Tracking

▼ Item Overview

Details Add New Copy Paste Delete Calculate Value

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date
0001	Bucket ti...		Material	055 000	Gen Cleaning Consuma		10	10	"	2,0...	KES	1	On 13.07.2023

STEP32:CONFIRMATION OF SUBMISSION MESSAGE APPEARS

Display RfX Response: 8000001617

[Edit](#) [Print Preview](#) [Refresh](#) [Technical RfX Response](#) [Close](#) [Withdraw](#) [Export](#) [System Information](#) [Create Memory Snapshot](#)

✓ RfX response 8000001617 submitted



Number 8000001617 RfX Number 2000000300 Status In Process Submission Deadline 16.06.2023 10:00:00 UTC+3 Opening Date 22.06.2023 10:05:00 UTC+3
Remaining Time 13 Days 21:50:46 RfX Owner RFCUSER Total Value 20,000.00 KES

[RfX Information](#) **[Items](#)** [Notes and Attachments](#) [Summary](#) [Tracking](#)


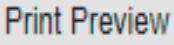

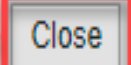
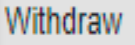

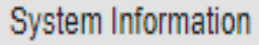
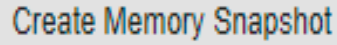
▼ Item Overview

[Details](#) [Add New](#) [Copy](#) [Paste](#) [Delete](#) [Calculate Value](#)

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery L
0001	Bucket ti...		Material	055 000	Gen Cleaning Consuma		10	10	"	2,0...	KES	1	On 13.07

STEP 33: CLICK CLOSE TO EXIT THE PAGE

Display RFX Response: 8000001423

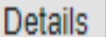
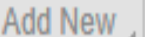



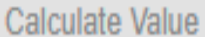
 Edit |  Print Preview |   Close |  Withdraw |  Export |  System Information |  Create Memory Snapshot

✓ RFX response 8000001423 submitted

Number 8000001423 RFX Number 2500000271 Status Saved Submission Deadline 30.06.2022 10:00:00 UTC+3 Open
Remaining Time 13 Days 16:41:48 RFX Owner RFCUSER Total Value 1,000.00 KES

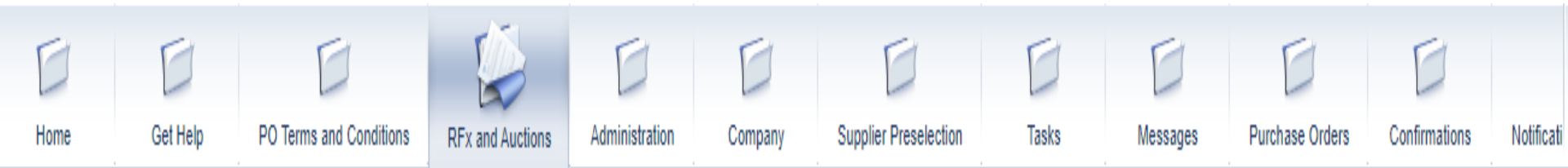
RFX Information **Items** Notes and Attachments Summary Tracking

▼ Item Overview

 Details |  Add New |  Copy |  Paste |  Delete |  Calculate Value

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Req
-------------	-------------	---------	-----------	------------	------------------	------------------------------	-----

STEP34:VIEW THE RESPONSE STATUS OF YOUR TENDER



Overview Service Map

RFX and Auctions > Overview > RFX and Auctions

Full Screen Op

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
2000000300	KPC3391 29.05.2023 15:25:35	Public RFX TEB	Published		16.06.2023	8000001617	Submitted			0	00:00:00	10:00:00

STEP35:LOG OUT

KENYA PIPELINE COMPANY LTD

◀ Back Forward ▶ History Favorites Personalize View Help

Welcome:

Home Get Help PO Terms and Conditions RFX and Auctions Administration Messages Confirmations Invoices and Credit Memos Purchase Orders Shipping Notifications Company

Overview Service Map

RFX and Auctions > Overview > RFX and Auctions

Full Screen Options ▼

Active Queries

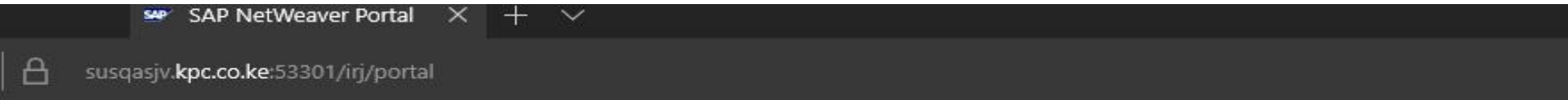
eRFxs **All (4)** Published (1) Ended (3) Completed (0)

eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFxs - All

HOW TO AMEND TENDER BEFORE END OF SUBMISSION DEADLINE AND RESUBMIT

STEP 1: LOGIN WITH USER ID AND PASSWORD



SAP NetWeaver

User *

Password *

[Log On](#) **1**

Logon Problems? [Get Support](#)

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STEP 2: CLICK ON RFX AND AUCTIONS TAB



STEP 3: CLICK ON RESPONSE NUMBER

Navigation: Back Forward History Favorites Personalize View Help Welcome: Yureka C

Home Get Help PO Terms and Conditions **RFX and Auctions** Administration Company Supplier Preselection Tasks Messages Purchase Orders

Overview Service Map

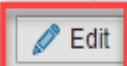
RFX and Auctions > Overview > RFX and Auctions

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
2000000300	KPC3391 29.05.2023 15:25:35	Public RFX TEB	Published		16.06.2023	8000001617	Submitted			0

STEP 4: CLICK ON EDIT TO ACTIVATE PAGE AND PROCEED TO MAKE CHANGES

Display Rfx Response: 8000001617



Number 8000001617 Rfx Number 2000000300 Status Submitted Submission Deadline 16.06.2023 10:00:00 UTC+3 Opening Date 22.06.2023 10:05
Remaining Time 13 Days 21:44:42 Rfx Owner RFCUSER Total Value 20,000.00 KES

Rfx Information

[Items](#) [Notes and Attachments](#) [Summary](#) [Tracking](#)

[Basic Data](#) [Questions](#) [Notes and Attachments](#)

Event Parameters

Currency:

Terms of Payment:

Service and Delivery

Incoterm:

Status and Statistics

Created On:

Created By:

Last Processed On:

Last Processed By:

▼ Partners and Delivery Information

STEP 6: SUBMIT THE DOCUMENT AGAIN AFTER THE CHANGES

Edit RFX Response: 8000001617

Submit Read Only Print Preview Check Technical RFX Response Close Save Export Import System Information Create Memory Snapshot

Number 8000001617 RFX Number 2000000300 Status In Process Submission Deadline 16.06.2023 10:00:00 UTC+3 Opening Date 22.06.2023 10:05:00 UTC+3
Remaining Time 13 Days 21:44:00 RFX Owner RFCUSER Total Value 20,000.00 KES

RFX Information

Items Notes and Attachments Summary Tracking

Basic Data Questions Notes and Attachments

Event Parameters

Currency: Kenyan Shilling

Terms of Payment:

Service and Delivery

Incoterm:

Status and Statistics

Created On: 02.06.2023 12:16:00 UTC+3

Created By: andrew Mecha

Last Processed On: 02.06.2023 12:16:00 UTC+3

Last Processed By: andrew Mecha

Partners and Delivery Information

Details Send E-Mail Call Clear

Function	Number	Name	Phone Number
Goods Recipient			

*Thank
you*

