

Instruction for filling in a commercial offer by tender participants on the website



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Dnepr

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Dear Participants!

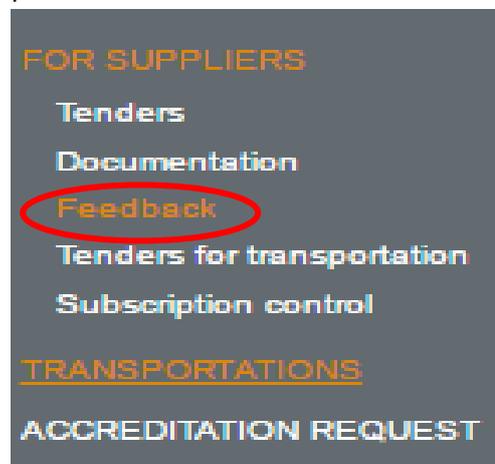
Below you can find main rules to remember when using the website, working in a system:

- To work in the system it is recommended to use Mozilla Firefox and Google Chrome browsers, work in other browsers may be unstable;
- If you have any questions regarding filling in tender bids on the site, please, contact Tender Procedures Support Team:

Position	Name, surname	Phone/fax
Group lead	Elena Sak	Phone: +38 (056) 74 74 315
Senior specialist	Irina Lavrova	Phone: +38 (056) 74 74 765

Pic 1. In case of any questions related to work of the website, Participant can also send a request in a written form, using "Feedback" service.

pic.1



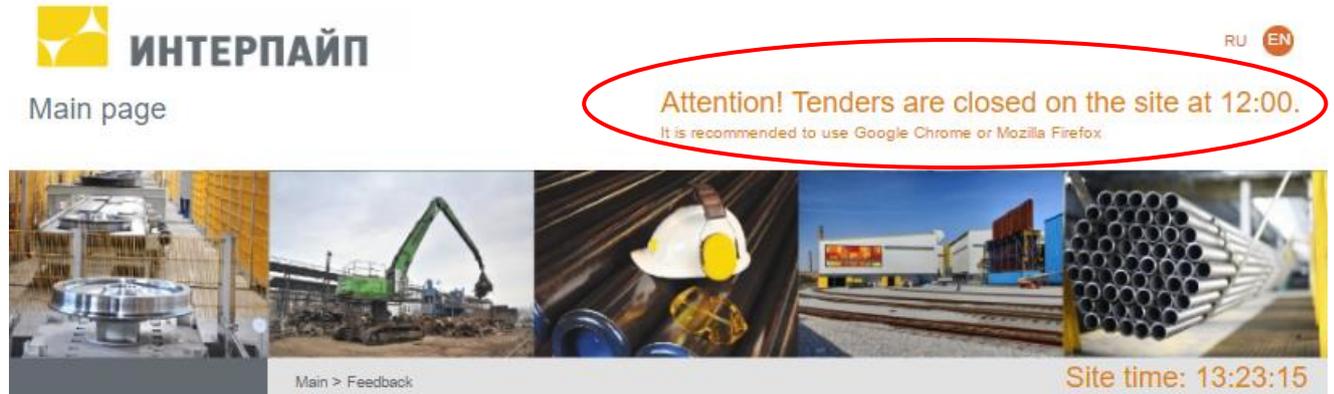
- For questions regarding technical equipment: malfunctions in work of PC, browser, Internet, blocking the website due to the settings of browser security policies, please, contact **your company's** system administrators.

Note: Pic.2. Tender period is time limited. In order to avoid any technical issues or problems, connected with work in the system, preventing from timely bidding, Participant should submit a prepared offer not later than half an hour before time of tender closure, specified on the site.

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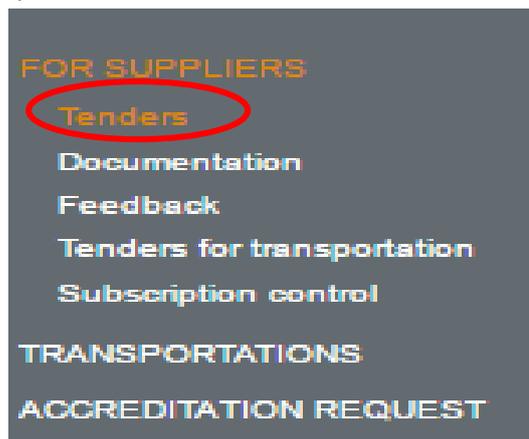


pic.2



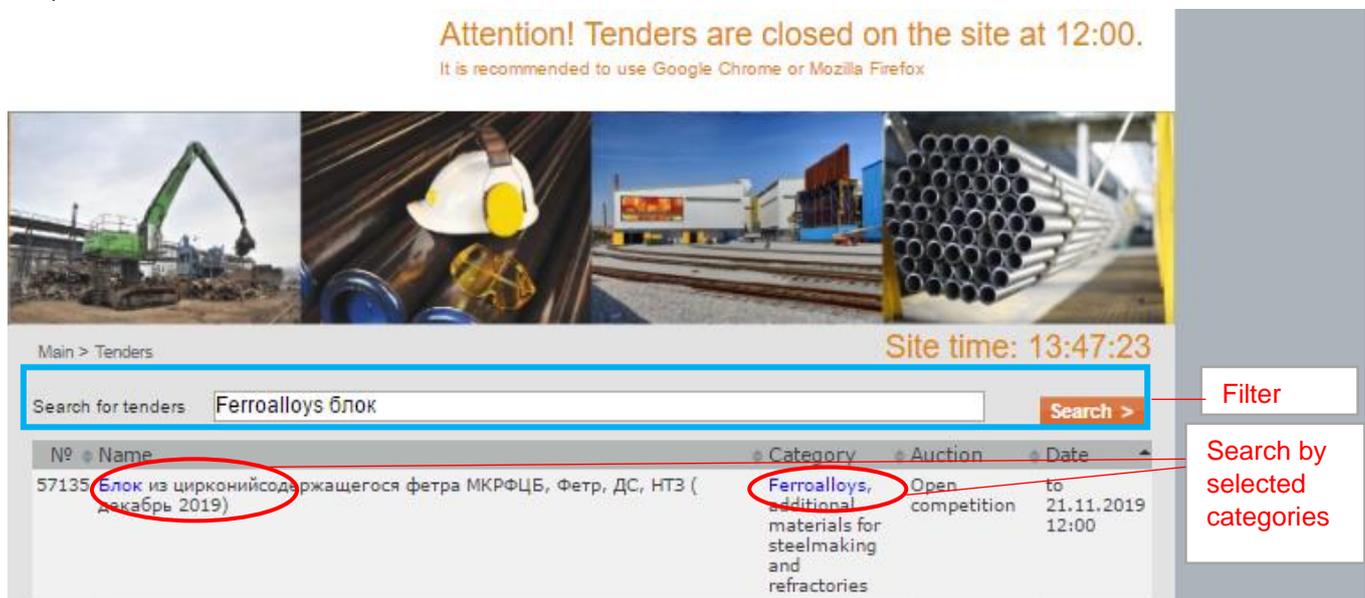
Pic. 3. To participate in the tender, please, open the tab "Tenders" (link <https://tender.interpipe.biz>)

pic. 3



Pic. 4. Having opened "Tender" tab, a Participant, that logged in, can look through a list of available tenders and choose the one it needs, or choose necessary tender out of the list, using a filter.

pic. 4



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Pic. 5. For more detailed information, please, click on the selected tender. The window will open up.

Pic.5

A screenshot of a tender details page on the INTERPIPE website. The page is divided into several sections: "Tender description", "Information about the procedure", "Trading subject", and "Contact person". At the bottom, there are three main interactive elements: a folder icon labeled "Тендерная документация | Tender documentation" (annotated with a blue '1'), a checkbox labeled "Change commercial offer" (annotated with a blue '3'), and a button labeled "Submit commercial offer >" (annotated with a blue '2'). The tender details include: ID 57135, title "Блок из цирконийсодержащегося фетра МКРФЦБ, Фетр, ДС, НТЗ (декабрь 2019)", category "Ferroalloys, additional materials for steelmaking and refractories", bidding form "Open competition", and deadline "to 21.11.2019 12:00". The contact person is Streltsov Igor, with phone, fax (+380 56 74 74 919), and email (Igor.Streltsov@m.interpipe.biz).

Pic. 5 image 1. Having opened the folder “Tender documents” you can learn about main and additional tender requirements, as well as a list of items to be purchased, in the document “Notification of holding a tender”.

Pic. 5 image 2. To submit a commercial offer, Participant, that logged in, shall press the button “Submit commercial offer”.

Pic. 5 image 3. If you submitted your offer in a tender, but want to add to it or alter it, while this tender stage is still available on the site, you should first check the box “Change your previous offer” and then press the button “Submit commercial offer” (Pic. 5 image 2), afterwards your last filled in offer will open up and you will be able to correct it.

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3. Submitting commercial offer.

Pic. 6. "Commercial offer" window, here the following data shall be provided:

- Pic. 6 image. 1. Qualification requirements – a list of criteria, defined by the Customer, defining conditions of participation in a tender procedure.
- Pic. 6 image. 2. In order to submit an offer, Participant must confirm its compliance with qualification requirements, by checking confirm box.
- Pic. 6 image. 3. To filter by lots – a tool, which enables Participant to search for necessary lot(s).
- Pic. 6 image. 4. Shortcut mode – its aim is that after entering the first sentence for a lot, some parameters of this offer will be copied automatically in all other lots (with an opportunity of their further alterations).

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Pic.6

Commercial offer

[Instruction how to fill in a commercial offer](#) 2

We confirm acceptance of all conditions of this tender.
Detection of non-compliance with these requirements may serve as a basis for deprivation of accreditation for the relevant category (product group).

If the winner of the tender has the organizational and legal form - a company with limited or additional liability, it is necessary to submit additional documents before concluding a transaction and making contractual documents.

- a current edition of the Charter (color copy);
- a balance (report on financial results) for the quarter, preceding the quarter when the deal is closed (color copy);
- an original of the decision (original extracts of the decision) of the general meeting of the participants to close the deal (color copy)

Job specifications:

Signing of the standard-form contract 1
Availability of Quality Certificate 3
Indication of the full marking and manufacturer

Filter positions Search >

Tender 56146. Лазер SNF-701L-660T-100-45, Coherent (HTЗ, уменьшено кол-во!) 5

Quick input mode 4

Select offer currency * If there is no proposal for lot, leave the "Price" field blank

10. Лазер SNF-701L-660T-100-45, Coherent, Inc., Corporate Headquarters. Recipient: ПАТ "ІНТЕРПАЙП НТЗ"

Supplier status*	Not specified (*)	Copy status to other lots	
Analog*			
Price (no VAT)?		Quantity*?	1.00000
Description and characteristics of the analog			
Additional costs by position	Need		1.00000
Additional costs type	Measurement unit		fn
Packing / Packaging	Minimum batch size		
Product manufacturer*	UCCFEA code		
Delivery terms*	Place of delivery*		
% Prepayment*?	0	Quantity of calendar days from the advance payment until delivery*?	0
Number of calendar delay days	0	Delivery terms/Performance of works (calendar days)*	
GOST (№ of drawing чертежа, № of estimate, technical assignment)			
Terms of payment (exceptions)*			
Additional information			
Supplier information			

Accompanying documents of the item:

File is not selected

Tender accompanying information. File size must not exceed 20 MB.

File is not selected

6 8 7

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Fields, marked with an asterisk, shall be filled in obligatory «*».

Pic. 6 image. 5. Information details should be provided according to the parameters shown in the table below.

Field	Filling in the field	Note
Currency of an offer	Participant shall select currency of its offer cost. This field shall be filled in by choosing a necessary parameter out of the offered list (Pic.7).	the field shall be filled in obligatory

Pic.7

The screenshot shows a web form for a tender. A dropdown menu is open for 'Select offer currency', showing options: UAH, USD, EUR, and RUB. The form includes the following fields: '10. Лазер SNF-701L-660', 'Supplier status*', 'Analog*', 'Price (no VAT)?', and 'Quantity*?' with a value of 1.00000. A note at the top right says '* If there is no proposal for lot, leave the "Price" field blank'. A link 'Copy status to other lots' is also visible.

Analog	<p>Pic.8. Participant of a tender for materials (equipment) supply shall choose out of the following list:</p> <ul style="list-style-type: none"> - «No» - a participant confirms, that it submits an offer for the original. - «Yes» - a participant offers an analog. Having chosen this category, the field “Description and characteristics of the analog” shall be filled in obligatory (Pic. 8 image. 1). Full marking of the analog shall be specified here, and technical characteristics of the offered analog, “Accompanying documents of the lot”, shall be attached (Pic. 8 image. 2) 	<p>mandatory field to be filled in for a tender for supply of materials (equipment). The field is not obligatory to be filled in for other categories.</p>
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Field	Filling in the field	Note
Pic.8		
Supplier status*	Not specified (*) Copy status to other lots	
Analog*	Yes	
Price (no VAT)?	Quantity*? 1.00000	
1 Description and characteristics of the analog*	Yes	
Additional costs by position	No	
Additional costs type	Need 1.00000	
Packing / Packaging	Measurement unit fn	
Product manufacturer*	Minimum batch size	
Delivery terms*	UCCFEA code	
% Prepayment*?	Place of delivery*	
Number of calendar delay days	Quantity of calendar days from the advance payment until delivery*? 0	
GOST (№ of drawing, № of estimate, technical assignment)	Delivery terms/Performance of works (calendar days)*	
Terms of payment (exceptions)*		
Additional information		
Supplier information		
2	Accompanying documents of the item: Select a file File is not selected	
Tender accompanying information. File size must not exceed 20 MB.		

Status of a supplier	Pic.9. Participant shall select definition of its status on the product market. This field shall be filled in by choosing necessary parameter out of the offered list.	the field to be obligatory filled in for: suppliers of materials (equipment), carriers, forwarding agents
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Pic.9		
Supplier status*	Not specified (*) Copy status to other lots	1
Analog*	Not specified (*)	
Price (no VAT)?	Manufacturer	Quantity*? 1.00000
Description and characteristics of the analog*	Dealer	
Additional costs by position	Distributor	
Additional costs type	Trading house	Need 1.00000
Packing / Packaging	Trader	Measurement unit fn
Product manufacturer*	Carrier	Minimum batch size
Delivery terms*	Forwarder	UCCFEA code
	Insurance company	Place of delivery*

Pic.9. image. 1. To copy the status into other lots – this resource enables Participant to fill in the field “Supplier’s status” automatically for other lots of the selected tender.

Price per unit (excl. VAT)	Participant specifies offer price (to be filled in with the point mark) for a unit of goods, works, services (which includes all taxes, fees, obligatory payments, etc.) Exception: If there are no offers for the lot, Participant shall leave this field empty.	the field shall be filled in obligatory
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Field	Filling in the field	Note
Cost of extra expenses on the item	If there are any extra expenses for the customer, Participant shall specify the cost of such expenses (not included in the product price).	
Type of extra expenses	Participant shall specify a type of extra expenses, which cost is specified in the field "Cost of extra expenses on the item»	
Package/packing materials	Participant shall specify material and volume of package/packing materials	
Product manufacture	Full name and country of product manufacturer shall be specified.	
Delivery terms:		
Delivery terms	Pic.10. Participant shall fill in the field by choosing necessary parameter out of the offered list (Incoterms 2010)	the field shall be filled in obligatory

Pic.10

Place of delivery	Participant shall fill in itself, based on delivery terms, or fill in this field, selecting necessary parameter out of the offered list when choosing delivery terms: <ul style="list-style-type: none"> - Pic.11.1 - CPT, DDP, DDU; - Pic.11.2 - EXW, FCA. 	the field shall be filled in obligatory
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Pic.11.1

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Field	Filling in the field	Note
<p>Pic. 11.2.</p>		
Address of supplier/carrier	<p>Shall be filled in by Participant only when some definite delivery terms are selected:</p> <ul style="list-style-type: none"> -Pic. 12.1. - EXW, FCA, CPT DDP, DDU (Carrier's warehouse), - Pic. 12.2. - EXW, FCA, (Supplier's warehouse). 	the field shall be filled in obligatory
<p>Pic. 12.1.</p>		
<p>Pic. 12.2.</p>		
Payment terms:		
prepayment %	Prepayment percentage from the total offer cost on the lot shall be specified	the field shall be filled in obligatory in case of partial or full prepayment
Number of calendar days from prepayment till delivery date	Participant shall specify a period (in calendar days) from prepayment date till delivery (execution of works/rendering services)	to be filled in obligatory when selecting «Prepayment» parameter
Number of calendar days of deferment	In case of full deferment of payment Participant shall specify number of calendar days of payment deferment upon delivery of Commodities & Materials (upon execution of works/services). In case of partial prepayment, it shall be filled in by Participant so that to specify number of calendar days of deferment of the second part of the payment.	the field shall be filled in obligatory
Payment terms (exceptions)	Text field for Participant to put additional information on payment terms in it.	This field must be obligatory filled in, if tender participant specified a partial prepayment (prepayment which is different to 100%), but did not fill in the field «Number of calendar days of deferment»

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Field	Filling in the field	Note
GOST (№ of the drawing, № of estimate, technical assignment)	Participant shall specify (if available) GOST (№ of the drawing, № of the estimate, technical assignment, etc.) for each type of product, offered to be supplied	This field must be obligatory filled in if selected by tender organizer in obligatory tender qualification requirements
Quantity	Quantity, which Participant is ready to supply/provide, shall be specified in the field	the field shall be filled in obligatory
Need	Information, based on tender conditions, is shown automatically	
Measurement unit	Information, based on tender conditions, is shown automatically	
Size of minimal batch	Participant can specify a size of a minimal batch in measurement units, stipulated in tender conditions, if necessary.	
UKTZED code	Participant shall specify a code of Commodities & Materials out of UKTZED code (Ukrainian Classification of Goods for Foreign Economic Activity)	
Period of delivery/work execution (calendar days)	Participant shall specify a period of delivery/work execution in calendar days.	the field shall be filled in obligatory
Additional information	Information, specified by tender organizer when launching a tender, is shown automatically.	
Supplier's information	Participant specifies additional information about the lot in its discretion	

- Pic. 6 image. 6. The button «Choose a file» is a button, used to attach accompanying documents to the commercial offer.

Attention! Size of the file shall not exceed 20 Mb.

- Pic. 6 image. 7. The button «Send an offer» is a button, by pressing which you will send a commercial offer.

- Pic. 6 image. 8. The button «Back» is a resource which helps Participant to go back to “Tender” tab page.

Having sent a commercial offer, Participant will see an electronic notification “Your offer is received” on the screen.

Attention! When opening commercial offers, only the last offer, submitted by Participant, will be shown.