

## **Guidelines for Bidders**

Guidelines regulate a bid e-submittal temporary procedure for one and two stage open tenders, and for closed tenders conducted by CPC-R and CPC-K (Company hereafter) in a remote mode on the strength of the COVID-19 threat response.

The bidders who have already submitted their bids in sealed envelopes, ought to resubmit an e-version of the bid on a Company officer's request and in strict compliance with Guidelines. Company authorised officer will advise Bidder of your bid e-submittal date, the latter to be (2) two or more business days of the request for your bid e-submittal.

Should you have submitted your pre-qualification application electronically, there will be no need to resubmit.

### **Documents preparation and submittal**

In dependence of the tender, a bidder that meets the Notice criteria and that is willing to bid, ought to draw up and submit one of the following packages:

- **One stage tender** (with/without preliminary authorization) – e-versions of your prequalification application and of the tender proposal package.
- **Two stage tenders** – at Stage I – e-version of the prequalification application, at Stage II – e-version of the tender proposal package. Bidders will be invited to Stage II by the prequalification results.
- **Closed tenders** – e-version of the prequalification application on request, e-version of the tender proposal package. In closed tenders, it is Company that will invite the bidders to bid in the wake of the prequal findings.

Bidder ought to bear all the expenses related to the preparation and submittal of the prequalification application and tender proposal, and Company will neither be responsible for, nor have any obligations regarding such expenses irrespective of the tender progress and results.

Company may refuse a tender any time without explaining the reasons, and terminate a tender without awards and with no responsibility to the bidders and any third parties that could sustain losses by such action, Company will not compensate the bidder for the expenses incurred by the bidding. Should this be the case, Company will advise all the bidders by e-mail of Company refusal to conduct the tender.

A Company tender is not a public tender (contest, auction) as per Russia Civil Code Articles 447–449, nor a public contest as per Russia Civil Code Part II Articles 1057–1061, and a tender shall not impose any obligations on Company as per the said articles of the Russia Civil Code Part II

A Company tender is not a public tender (contest, auction) as per Qazaqstan Civil Code Articles 910–916, a tender shall not impose any obligations on Company as per the said Qazaqstan Civil Code Articles

### 1. **One stage tender**

One stage tender may or may not be with bidders' preliminary authorization.

For access to the tender documentation package in a one stage tender with preliminary authorization (**this information will be given in the Notice**) bidder ought to send a letter and confidentiality commitment (**in this case the commitment and letter template will be in the Notice**) to Company authorised officer specified in the Notice and to CPC Tender Board Secretary at: [Secretary.CPCTenderBoard@cpcpipe.ru](mailto:Secretary.CPCTenderBoard@cpcpipe.ru).

On receipt of a proper letter and commitment, Company authorised officer **within two business days** will send a reference link, login and password for access to Company FTP server with the tender documentation.

Company may deny access to tender documentation with or without explaining the reasons. Company should not be liable to the bidders or third parties that could incur losses by this action, and the bidder will not be compensated the expenses that bidder incurred regarding the tender.

Should a one stage tender be without a preliminary authorization, all the information required and documents for preparing a prequalification application and tender proposal will be placed in the Notice.

### **Prequalification application package**

Scanned documents to be e-mailed.

The documents should be scanned in .pdf (TIFF, GIFF may be accepted as an exception) in an landscape or portrait format to be followed by checking the file contents for completeness and scan quality.

File name shall contain purchase number and content description. File shall be named thus:

*'purchase No\_prequal\_brief company name\_attachment No as per 'contractor questionnaire\_file content. pdf'*.

File name example:

*0000-XX\_prequal\_CPC\_4\_balance sheet\_2019\_part1.pdf*

Files may be archived in Microsoft Office RAR (ZIP acceptable as exception). Archive name should be thus:

*'purchase No\_prequal\_brief company name\_content description.rar'*

Archive example:

0000-XX\_PREQUAL\_CPC\_Balance sheet2019.rar, when de-archived to contain the following files:

0000-XX\_PREQUAL\_CPC\_4\_Balance sheet\_2019\_part1.pdf

0000-XX\_PREQUAL\_CPC\_4\_Balance sheet\_2019\_part2.pdf

### ***Prequalification application requirements***

Application should contain:

1. A document package confirming that the bidder meets the bidders' prequalification selection criteria stated in 'Bidders Prequalification Selection Criteria'. An answer to each question in the document should be a Statement / Explanatory Note on a bidder's letterhead signed by the CEO (or an officer authorised for and on behalf of the CEO) and sealed. The information confirmation papers should be attached to the Statement.
2. A-1 Form 'Contractor's Questionnaire' with attachments required. A filled in Questionnaire should be signed by the CEO and sealed. The Contractor's Questionnaire should not be modified in any way, only the information required should be filled in. All the Questionnaire boxes should be filled in. Any blank box requires that an explanatory note should be given on a bidder's letterhead signed by the CEO (or an officer authorised for and on behalf of the CEO) and sealed.

### ***Explication of documents to be attached to the A-1 'Contractor's Questionnaire'***

- Charter and foundation agreement, if applicable (electronic);
- Full extract from the Unified State Register of Legal Entities or the Unified State Register of Legal Entities (electronic signed by tax service server)
- Balance Sheet and Profit and Loss Statement: copies of annual reports for the last 3 financial years, including accounting (financial) statements (with a tax authority acceptance note), and a counterparty certificate

stating causes of the losses (if there are any in specified fiscal years) - (electronic);

- Tax authority statement on the status of contractor's calculations of taxes, duties and other mandatory payments to the budgets of the RF/RK budget systems, confirming the absence of arrears in the payment of taxes, duties and mandatory payments, as well as arrears in the payment of interest for the use of budget funds, penalties, fines and other financial sanctions, issued not earlier than one month before the date of submission of documents for participation in the due diligence (electronic)
- Bank statement – scanned from the original electronic copy of the bank's letter with confirmation of payment and bidder's creditworthiness (letter from a bank in which the Participant currently has a current account and preferably at least from one reputable bank with which the Participant has had an economic relationship (current account, credit taken, etc.).
- An electronic copy, scanned from the original, of bidder's statement that they have read and understood the CPC Business Conduct Code and are willing to follow it if awarded the contract. The statement is made on a bidder's letterhead signed by the CEO (or an officer authorised for and on behalf of the CEO) and sealed.

### ***Application submittal***

*Company Security Policy rules that Company shall not accept any information placed in Internet file hosting servers and self extracting archives*

A prequalification application e-version should be sent to Company authorised officer in the Notice, and to Tender Board Secretary: [Secretary.CPCTenderBoard@cpcpipe.ru](mailto:Secretary.CPCTenderBoard@cpcpipe.ru) **(within the time in the Notice)**

When sending your prequalification application e-version please note that Company server's capability is limited, so a single letter shall not be above 10MB.

E-letter name should be thus:

'purchase No\_PREQUAL\_company brief name\_part\_1'.

Letter example:

'0000-XX\_PREQUAL\_CPC\_part\_1'.

Prequalification documents should be e-mailed when the entire package is ready and within the time bar in the Notice

**Tender proposal package:**

To be e-mailed and contain scanned documents archived as per Guidelines.

*Tender Proposal package should strictly comply with the 'Tender Proposal Request' except for the hard submittal.*

Bidder should draw up technical and commercial parts that should include the documents in Request Attachment 1 'Tender Summary Information'

Documents should be scanned in .pdf landscape or portrait, the file content to be checked for completeness and scan quality

The documents requested to submit in editable Microsoft Office Word or Microsoft Office Exel, should be submitted accordingly.

File name should precisely state the name of the purchase, whether it is technical or commercial, and content. File name should be thus:

*'purchase No\_(TP – technical, CP – commercial)\_brief company name\_brief file description. pdf'*

File name example:

*0000-XX\_TP\_CPC\_experience information.pdf*

*0000-XX\_CP\_CPC\_proposal submittal letter.pdf*

The technical and commercial files ready, they should be archived in two separate archives in Microsoft Office RAR (ZIP acceptable as exception). Archive name to be thus:

*'purchase name\_which proposal part\_company brief name.rar'*

Archive example:

*0000-XX\_technical part\_CPC.rar*

*0000-XX\_commercial part\_CPC.rar*

**Commercial archive to be protected by a password**

***Tender proposal submittal:***

*Company Security Policy rules that Company shall not accept any information placed in Internet file hosting servers and self extracting archives*

Tender proposal e-version should be sent to Tender Board Secretary: [Secretary.CPCTenderBoard@cpcpipe.ru](mailto:Secretary.CPCTenderBoard@cpcpipe.ru) **(within the time in the Notice)**

Commercial archive (**protected by password**) and technical archive (**unprotected**) should be sent in separate letters. Technical part may be sent by several letters, commercial archive by a single letter

When sending your prequalification application e-version please note that Company server's capability is limited, so a single letter shall not be above 10MB.

E-letter should be thus:

'purchase number\_technical\_brief company name\_part\_1'.

'purchase number\_commercial\_brief company name'.l

Letter example:

'0000-XX\_technical part\_CPC\_part\_1'.

'0000-XX\_commercial part\_CPC'.

**The commercial archive password must not be sent at this stage.**

Any tender proposal e-versions submitted in violation of Guidelines will not be accepted.

***Sending commercial archive password***

Prequalification and proposal packages will be checked on receipt. A list of bidders will be approved on the findings.

Company authorised officer will advise bidders on the list of the time and the date of opening of commercial archives..

*By return mail bidders should confirm receipt thereof.*

At the time of the day specified, bidders should e-mail the commercial archive passwords to: [Secretary.CPCTenderBoard@cpcpipe.ru](mailto:Secretary.CPCTenderBoard@cpcpipe.ru).

The e-letter name should be thus:

'purchase No\_password\_company brief name'

Letter example:

'0000-XX\_password\_CPC'

An acceptable deviation from the specified time may be plus or minus 10 minutes.

If a password is not given or is given after the specified date and time (allowing for a permissible deviation), the proposals of such Bidders will not be accepted.

If a bidder has given their password in due time, but the password does not

open the commercial archive, Tender Board Secretary has the right to contact the bidder (directly or through a Company authorised officer) to get the proper password. Commercial archive shall not be resent; unless the initial commercial archive is opened up, the bid will not be accepted.

Company Panel will open the archives on receipt of the passwords as per Company procedures.

The Tender Proposal Request stipulates the interface procedures for verification of tender proposals for compliance with Company requirements, requests for more documents, any clarification and details, holding negotiations, bids evaluation and contract award.

If deemed necessary, Company reserves the right to request the winner to submit a hard copy of the original tender proposal package.

### **Two Stage Tenders:**

In the case of two-stage tenders, the Notice on the Company's website ([www.cpc.ru](http://www.cpc.ru)) will contain only general information on the subject of the tender and the documents required to draw up pre-qualification applications.

A bidder that meets the Notice criteria and that is interested to bid, ought to draw up and submit an e-version of their prequalification application package.

The one stage tender procedures for preparation, drawing up and submittal of an e-version of the prequalification application will apply to the two stage tender.

On receipt of the prequalification application e-versions, bidders will be prequalified and on this basis a list of bidders will be approved.

Company authorized officer will sent a bid request to the bidders on the list.

One stage tender procedures will apply to the two-stage tender as regards preparation, drawing up and submittal of an e-version of the tender proposal, passwords to the bid commercial part archives.

The Tender Proposal Request stipulates the interface procedures for verification of tender proposals for compliance with Company requirements, requests for more documents, clarification and details, holding negotiations, bids evaluation and contract award.

If deemed necessary, Company reserves the right to request the winner to submit a hard copy of the original tender proposal package.

### 3. **Closed tenders**

Bids for closed tenders will be invited from service providers on the approved list of the bidders.

Company authorised officer will send bidders a bid request and, if need be, a prequalification application request.

One stage tender procedures will apply to the closed tender as regards preparation, drawing up and submittal of an e-version of the tender proposal, passwords to the bid commercial part archives.

The Tender Proposal Request stipulates the interface procedures for verification of tender proposals for compliance with Company requirements, requests for more documents, clarification and details, holding negotiations, bids evaluation and contract award.

If deemed necessary, Company reserves the right to request the winner to submit a hard copy of the original tender proposal package.