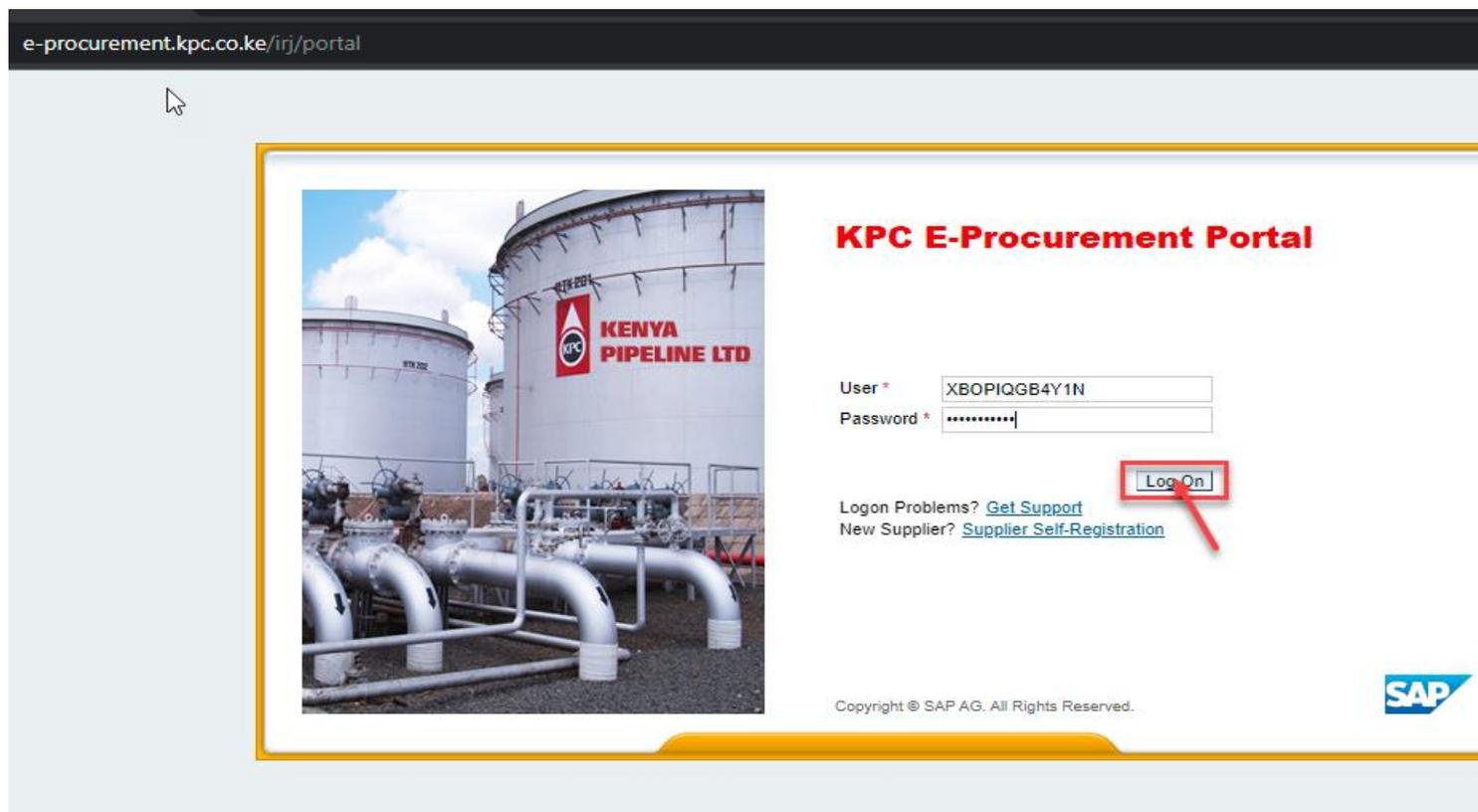


USER GUIDE

HOW TO RESPOND TO REQUEST FOR QUOTATION

STEP I: LOGIN USING YOUR USERNAME AND PASSWORD TO SRM PORTAL

e-procurement.kpc.co.ke/irj/portal



KPC E-Procurement Portal

User * XBOPIQGB4Y1N

Password *

Log On

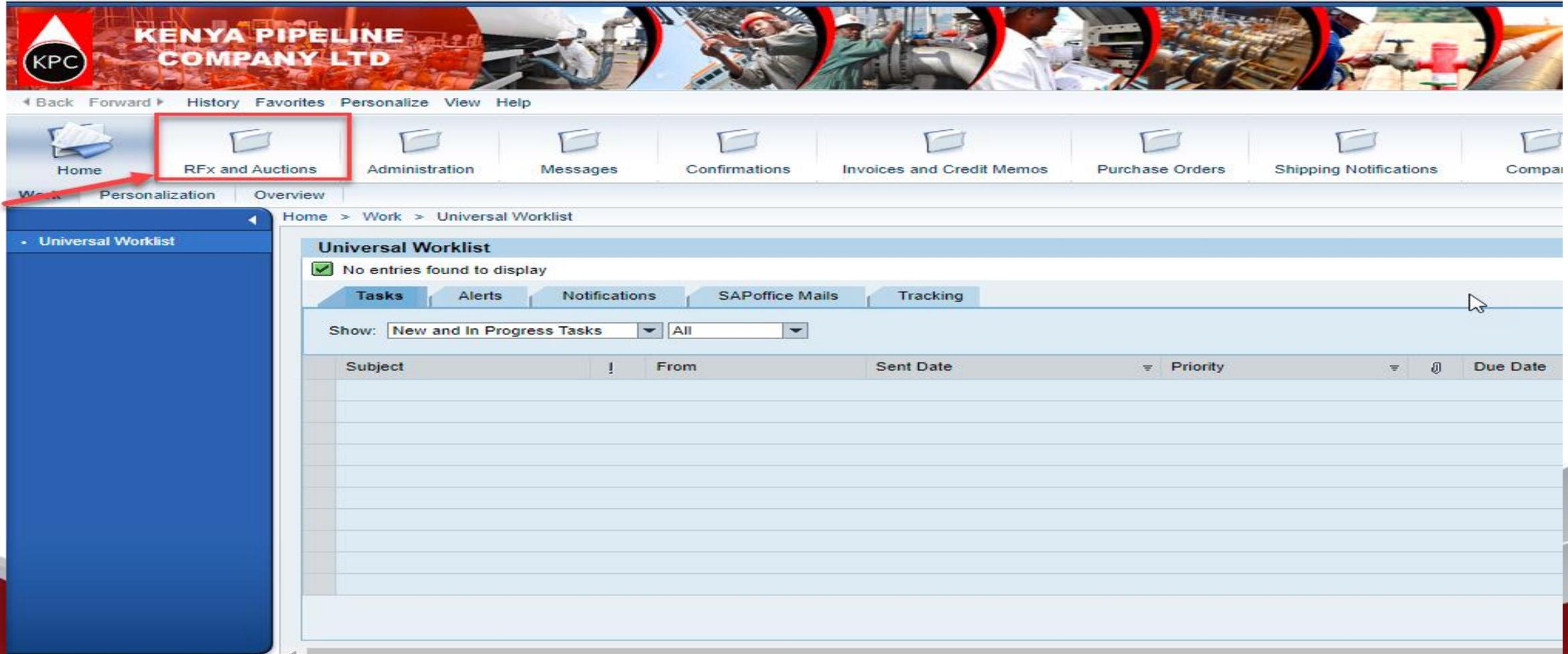
Logon Problems? [Get Support](#)

New Supplier? [Supplier Self-Registration](#)

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STEP 2:CLICK ON RFX AND AUCTION TAB



Home > Work > Universal Worklist

Universal Worklist

No entries found to display

Tasks Alerts Notifications SAPoffice Mails Tracking

Show:

Subject	!	From	Sent Date	Priority	Due Date

STEP 3 :CLICK ON (i)PUBLISHED (ii) CLEAR (iii) APPLY

RfX and Auctions > Overview > RfX and Auctions

Active Queries

eRFxs	All (2)	Published (1)	Ended (0)	Completed (0)
eAuctions	All (0)	Published (0)	Ended (0)	Completed (0)

eRFxs - Published

[Hide Quick Criteria Maintenance](#)

Event Number: To

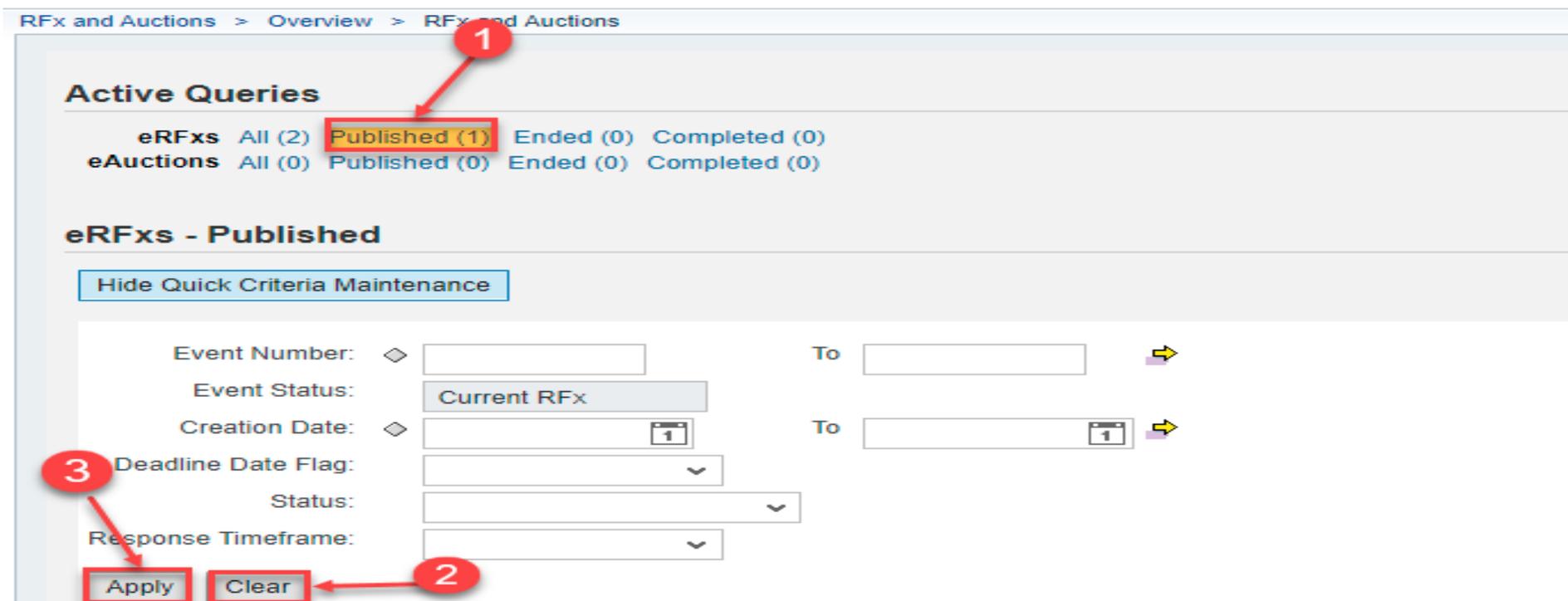
Event Status: To

Creation Date: To

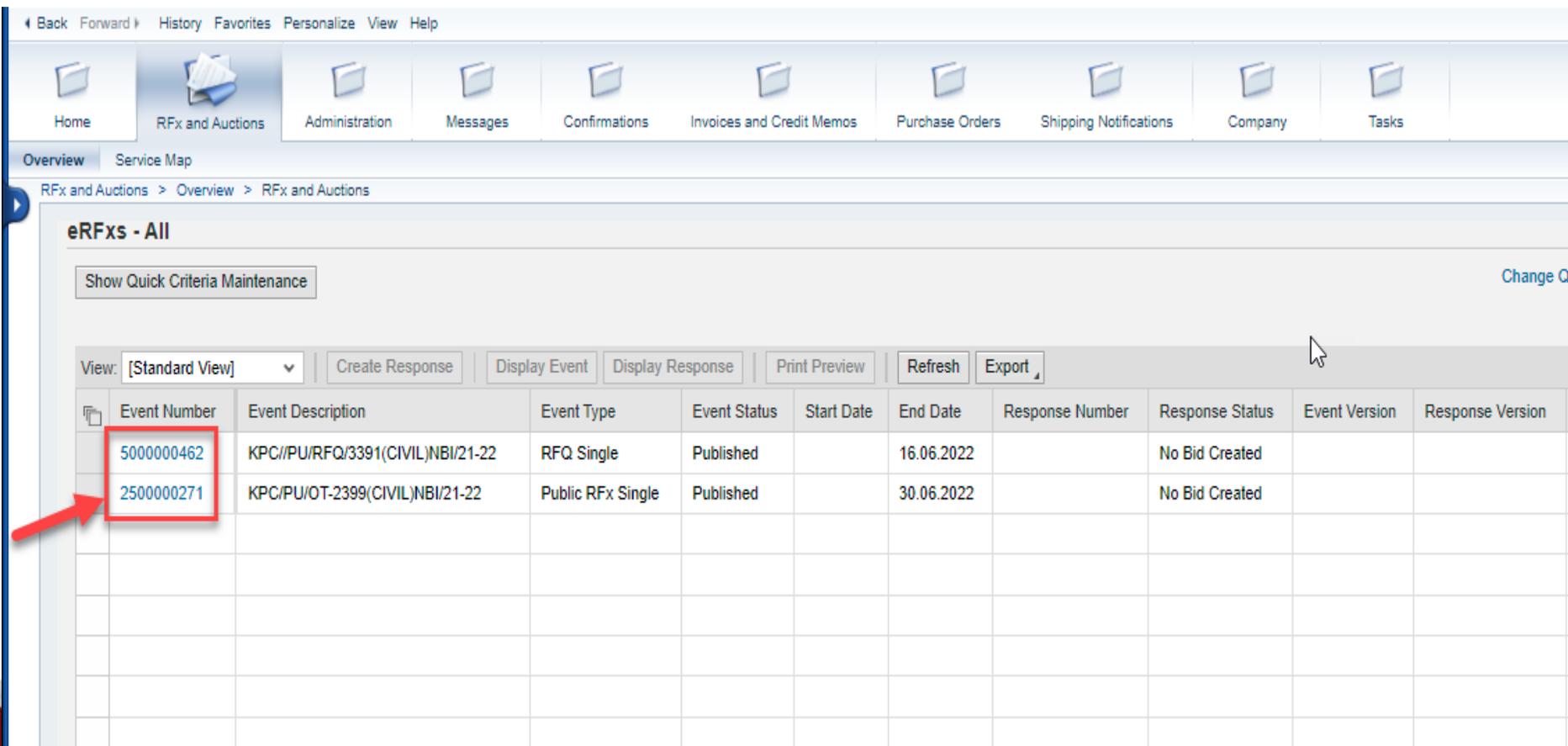
Deadline Date Flag:

Status:

Response Timeframe:



STEP 4:A LIST OF EVENT NUMBERS APPEAR BELOW



The screenshot shows a web application interface for eRFx. At the top, there is a navigation bar with links: Back, Forward, History, Favorites, Personalize, View, Help. Below this is a menu bar with icons for Home, RFX and Auctions, Administration, Messages, Confirmations, Invoices and Credit Memos, Purchase Orders, Shipping Notifications, Company, and Tasks. The main content area is titled "eRFxs - All" and includes a "Show Quick Criteria Maintenance" button and a "Change Q" link. Below the title bar, there are several action buttons: View: [Standard View] (dropdown), Create Response, Display Event, Display Response, Print Preview, Refresh, and Export. The main data is presented in a table with the following columns: Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, and Response Version. Two rows of data are visible, with the event numbers 5000000462 and 2500000271 highlighted by a red box and a red arrow pointing to the first row.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version
5000000462	KPC//PU/RFQ/3391(CIVIL)NBI/21-22	RFQ Single	Published		16.06.2022		No Bid Created		
2500000271	KPC//PU/OT-2399(CIVIL)NBI/21-22	Public RFX Single	Published		30.06.2022		No Bid Created		

STEP5:CLICK ON THE SPECIFIC EVENT NUMBER YOU ARE INTERESTED IN.

KENYA PIPELINE COMPANY LTD

Home RFX and Auctions Administration Messages Confirmations Invoices and Credit Memos Purchase Orders Shipping Notifications

Overview Service Map

RFX and Auctions > Overview > RFX and Auctions

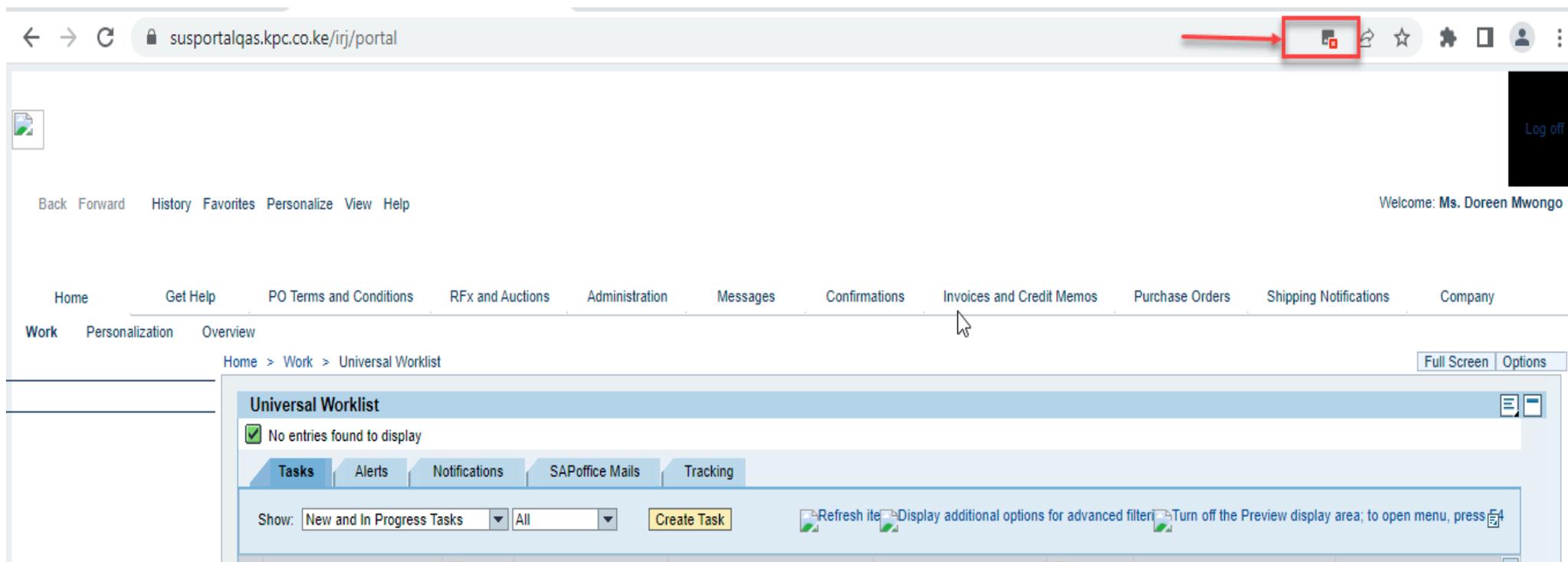
eRFxs - All

Show Quick Criteria Maintenance

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
5000000462	KPC//PU/RFQ/3391(CIVIL)NBI/21-22	RFQ Single	Published		16.06.2022		No Bid Created
2500000271	KPC//PU/OT-2399(CIVIL)NBI/21-22	Public RFX Single	Published		30.06.2022		No Bid Created

STEP 6:IF YOU CLICK ON THE EVENT NUMBER AND BELOW APPEARS CLICK ON IT AND ALLOW POP-UPS



STEP7:CLICK ON REFRESH TO UPDATE THE PAGE

eRFxs - All

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

Apply Clear

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
--------------	-------------------	------------	--------------	------------	----------	-----------------	-----------------	---------------

STEP 8: TO VIEW TENDER DOCUMENT, CLICK ON NOTES AND ATTACHMENT

Display RFX: 5000000462

Print Preview | Close | Participate | Do Not Participate | Tentative | Create Response | Export

Number 5000000462 Name KPC//PU/RFQ/3391(CIVIL)NBI/21-22 Status Published Start Date En
Remaining Time 0 Days 04:17:12 Owner RFCUSER

RFX Information Items **Notes and Attachments**

RFX Parameters Questions Notes and Attachments

Start Date: 00:00:00

* Submission Deadline: 16.06.2022 15:00:00

Opening Date: 16.06.2022 15:10:00

End of Binding Period:

Currency: KES

RFX Description: TEND

Supplier Type:

Confirm Document upload iin cFolders:



STEP 9: CLICK ON THE TENDER DOCUMENT TO DOWNLOAD UNDER ATTACHMENTS

Display RFx: 5000000462

Print Preview | Close | Participate | Do Not Participate | Tentative | Create Response | Export

Number 5000000462 Name KPC//PU/RFQ/3391(CIVIL)NBI/21-22 Status Published Start Date End Date 16.06.2022 15:00:00
Remaining Time 0 Days 04:17:12 Owner RFCUSER

RFX Information Items **Notes and Attachments**

Add | Clear

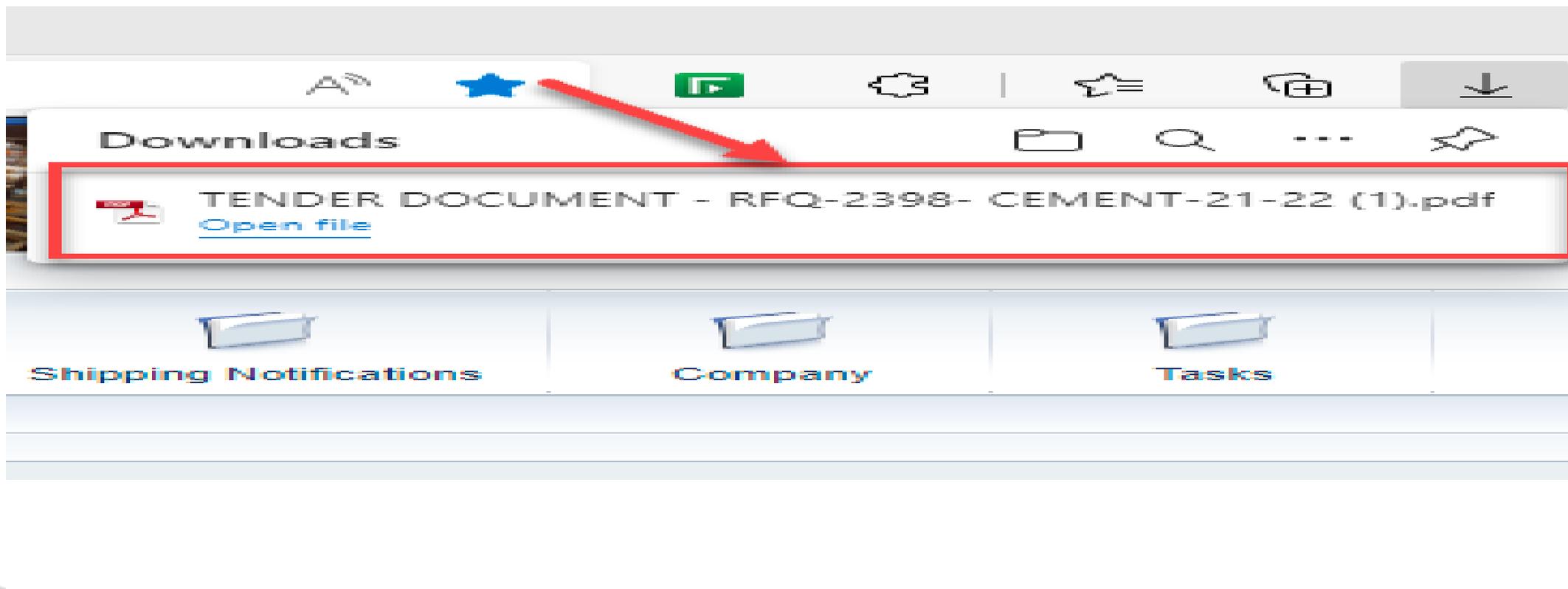
Assigned To	Category	Text Preview
Document ...	Tendering text	QUOTE EXCLUSIVE OF VAT

▼ Attachments

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

Assigned To	Category	Description	File Name	Version
Document Header	Standard Attachment	RFQ TENDER DOCUMENT	TENDER DOCUMENT - RFQ-2398- CEMENT-21-22.pdf	1

STEP 10:CLICK ON THE TENDER DOCUMENT TO DOWNLOAD UNDER ATTACHMENTS



STEP 11: OPEN THE DOWNLOADED TENDER DOCUMENT



KENYA PIPELINE COMPANY

P. O. BOX 73422 – 00200

NAIROBI

Website: www.kpc.co.ke

REQUEST FOR QUOTATION

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

CEMENT

STEP14:CLICK ON PARTICIPATE TO INITIATE YOUR RESPONSE ANDRECEIVE FUTURE NOTIFICATIONS ON THE TENDER

Display RFX: 5000000462

Print Preview | Close | **Participate** | Do Not Participate | Tentative | Create Response | Export

Number 5000000462 Name KPC//PU/RFQ/3391(CIVIL)NBI/21-22 Status Published Start Date End Date 16.06.2022 15:00:00 UTC+3
Remaining Time 0 Days 04:17:12 Owner RFCUSER

RFX Information Items Notes and Attachments

RFX Parameters Questions Notes and Attachments

Start Date: [] [00:00:00] RFX Description: TENDER FOR SUPPLY OF CIVIL ITEMS

* Submission Deadline: 16.06.2022 [15:00:00]

Opening Date: 16.06.2022 [15:10:00]

End of Binding Period: []

Currency: KES Supplier Type: []

Confirm Document upload iin cFolders: []

▼ **Partners and Delivery Information**

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

Function	Number	Name	Phone Number
Requester			

STEP12:THE BELOW MESSAGE IS RECEIVED

Display RfX: 5000000460

Print Preview | Close | Do Not Participate | Tentative | Create Response | Export

You have been registered. You will be informed of RfX changes

Number	Name	Status	Start Date	End Date
5000000460	KPC2398 14.06.2022 15:18:59	Published	15.06.2022 10:00:00	UTC+3

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:

RfX Description:

Supplier Type:

Confirm Document upload in cFolders:

▼ Partners and Delivery Information

STEP13:CLICK ON CREATE RESPONSE TAB

Display RFX: 5000000460

Print Preview | Close | Do Not Participate | Tentative | **Create Response** | Export

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

Number	Name	Status	Start Date	End Date
5000000460	KPC2398	Published	14.06.2022 15:18:59	15.06.2022 10:00:00 L

RFX Information | Items | Notes and Attachments

RFX Parameters | Questions | Notes and Attachments

Start Date: 00:00:00

* Submission Deadline: 15.06.2022 10:00:00

Opening Date: 15.06.2022 10:10:00

End of Binding Period:

Currency: KES

RFX Description: TENDER FOR SUPPLY OF CEI

Supplier Type:

Confirm Document upload iin cFolders:

STEP 14: UPON CLICKING CREATE RESPONSE, A RESPONSE NUMBER WILL BE GENERATED

Create RFX Response: **8000001424** 

Submit | **Relinquish** | Print Preview | Check | Close | Save | Export | Import

Number 8000001424 RFX Number 5000000462 Status In Process Submission Deadline 16.06.2022 15:00:00 UTC+3
Opening Date 16.06.2022 15:10:00 UTC+3 Remaining Time 0 Days 03:40:43 RFX Owner RFCUSER Total Value

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:

STEP 15: CLICK ON NOTES AND ATTACHMENTS TO BEGIN PROCESS OF UPLOADING

https://susportalqas.kpc.co.ke/irj/portal?NavigationTarget=navurl%3A%2F%2F/b1111d/8a2e3ada205eedf13dac0ae30&PrevNavTarget=navurl%3A%2F%2F/e902dc2c3c2e99451921952d.

Create RFX Response: 8000001424

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import

Number	8000001424	RFX Number	5000000462	Status	In Process	Submission Deadline	16.06.2022 15:00:00 UTC+3
Opening Date	16.06.2022 15:10:00 UTC+3	Remaining Time	0 Days 03:40:43	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:

STEP16:CLICK ON ADD ATTACHMENTS

Create RfX Response: 8000001424

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import

Number 8000001424 RfX Number 5000000462 Status In Process Submission Deadline 16.06.2022 15:00:00 UTC+3
Opening Date 16.06.2022 15:10:00 UTC+3 Remaining Time 0 Days 03:40:43 RfX Owner RFCUSER Total Value 0.00 KES

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

▼ Notes

Add | Clear

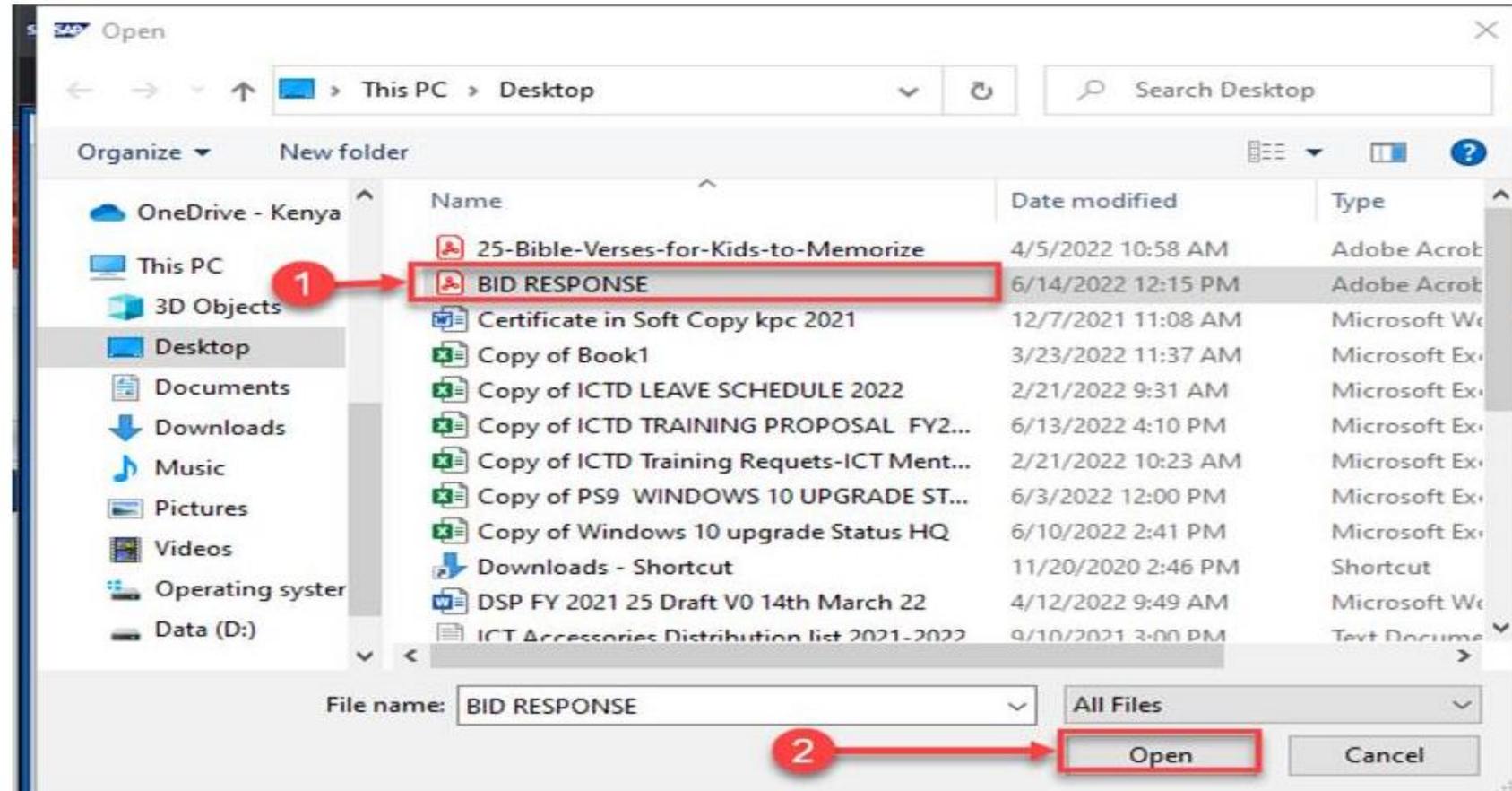
Assigned To	Category	Text Preview
Document ...	RfX/Auction Text	QUOTE EXCLUSIVE OF VAT

▼ Attachment

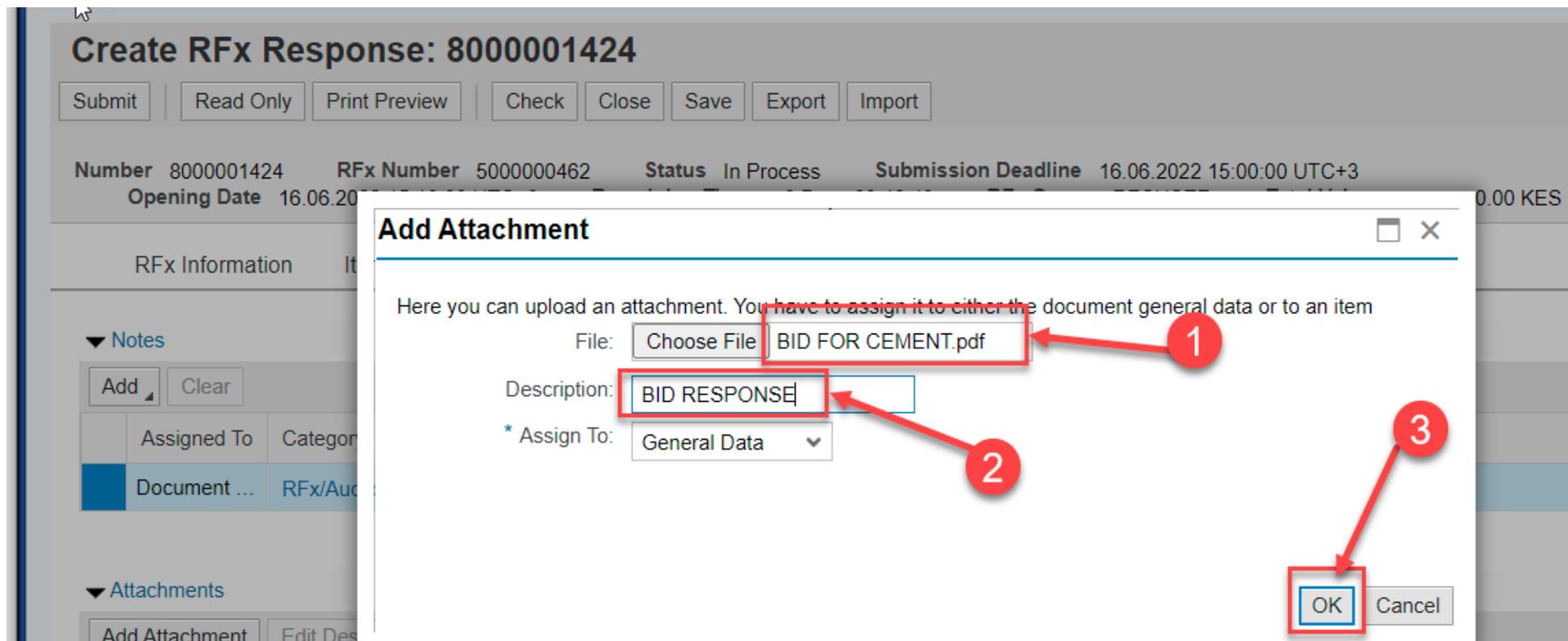
Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Cha
The table does not contain any data										

STEP 17: CHOOSE YOUR FILE



STEP18:UPLOAD THE PDF DOCUMENT AND GIVE A DESCRIPTION THEN CLICK OK TO SAVE YOUR DOCUMENT



Create RFX Response: 8000001424

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import

Number 8000001424 RFX Number 5000000462 Status In Process Submission Deadline 16.06.2022 15:00:00 UTC+3
Opening Date 16.06.2022

RFX Information

Notes

Add Clear

Assigned To	Category
Document ...	RFX/Auc

Attachments

Add Attachment Edit Des

Add Attachment

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

File: Choose File **BID FOR CEMENT.pdf** 1

Description: **BID RESPONSE** 2

* Assign To: General Data

OK Cancel 3

STEP 19:VIEW YOUR UPLOADED DOCUMENTS



https://susportalqas.kpc.co.ke/irj/portal?NavigationTarget=navurl%3A%2F%2F7b111d78a2e3ada205eedf13dac0ae30&PrevNavTarget=navurl%3A%2F%2Fe902dc2c3c2e9945f92f952

Create RFX Response: 8000001424

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import

Number 8000001424 RFX Number 5000000462 Status In Process Submission Deadline 16.06.2022 15:00:00 UTC+3
Opening Date 16.06.2022 15:10:00 UTC+3 Remaining Time 0 Days 03:13:07 RFX Owner RFCUSER Total Value 0.00 KES

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

▼ Notes

Add | Clear

Assigned To	Category	Text Preview
Document ...	RFX/Auction Text	QUOTE EXCLUSIVE OF VAT

▼ Attachments

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

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed
Document Header	Standard Attachment	BID RESPONSE	BID FOR CEMENT.pdf	1		<input type="checkbox"/>	pdf	43	3HIHIPT,



STEP20:CLICK ON ITEMS TAB TO ENTER YOUR UNIT PRICES EXCLUSIVE OF VAT

https://susportalqas.kpc.co.ke/irj/portal?NavigationTarget=navurl%3A%2F%2F7b111d78a2e3ada205eedf13dac0ae30&PrevNavTarget=navurl%3A%2F%2Fe902dc2c3c2e9945f92f952

Create RFX Response: 8000001424

Number	8000001424	RFX Number	5000000462	Status	In Process	Submission Deadline	16.06.2022 15:00:00 UTC+3
Opening Date	16.06.2022 15:10:00 UTC+3	Remaining Time	0 Days 03:13:07	RFX Owner	RFCUSER	Total Value	0.00 KES

▼ Notes

Assigned To	Category	Text Preview
Document ...	RFX/Auction Text	QUOTE EXCLUSIVE OF VAT

▼ Attachments

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed
Document Header	Standard Attachment	BID RESPONSE	BID FOR CEMENT.pdf	1		<input type="checkbox"/>	pdf	43	3HIHPT

STEP 23: ENTER PRICES FOR EACH LINE ITEM UNDER THE PRICES FIELD

Create RFX Response: 8000001424

Number 8000001424 **RFX Number** 5000000462 **Status** In Process **Submission Deadline** 16.06.2022 15:00:00 UTC+3
Opening Date 16.06.2022 15:10:00 UTC+3 **Remaining Time** 0 Days 03:13:07 **RFX Owner** RFCUSER **Total Value** 0.00 KES

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

View

Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency
0001	Door Closer		Material		CIVIL	Civil & General H/w	1	1	BAG	0.00	KES
0002	6mm glas...		Material		CIVIL	Civil & General H/w	1	1	EA	0.00	KES
0003	Paint in 4...		Material		CIVIL	Civil & General H/w	1	1	EA	0.00	KES
0004	CEMENT		Material		CIVIL	Civil & General H/w	1	1	EA	0.00	KES
0005	Cement		Material		CIVIL	Civil & General H/w	5	5	BAG	0.00	KES
0006	Grouting		Material		CIVIL	Civil & General H/w	1	1	EA	0.00	KES

STEP24:CLICK ON CHECK TO SEE TOTAL PRICES A MESSAGE IS GENERATED AS BELOW

Create RFX Response: 8000001424

Submit | Read Only | Print Preview | **Check** | Close | Save | Export | Import

✓ RFX response is complete and contains no errors

Number	8000001424	RFX Number	5000000462	Status	In Process	Submission Deadline	16.06.2022 15:00:00 UTC+3		
Opening Date	16.06.2022 15:10:00 UTC+3	Remaining Time	0 Days 03:07:04	RFX Owner	RFCUSER	Total Value	23		

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

iew

Add New | Copy | Paste | Delete | Calculate Value

STEP25:CLICK ON SUBMIT TO SEND YOUR BID RESPONSE

Create RFX Response: 8000001424

Number 8000001424 **RFX Number** 5000000462 **Status** In Process **Submission Deadline** 16.06.2022 15:00:00 UTC+3
Opening Date 16.06.2022 15:10:00 UTC+3 **Remaining Time** 0 Days 03:07:04 **RFX Owner** RFCUSER **Total Value** 23,800.00 KES

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

View

Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency
0001	Door Closer		Material		CIVIL	Civil & General H/w	1	1	BAG	10,...	KES
0002	6mm glas...		Material		CIVIL	Civil & General H/w	1	1	EA	6,0...	KES
0003	Paint in 4...		Material		CIVIL	Civil & General H/w	1	1	EA	4,0...	KES
0004	CEMENT		Material		CIVIL	Civil & General H/w	1	1	EA	1,0...	KES
0005	Cement		Material		CIVIL	Civil & General H/w	5	5	BAG	500.0	KES
0006	Grouting		Material		CIVIL	Civil & General H/w	1	1	EA	30...	KES

STEP28:CLICK ON CLOSE

Display Rfx Response: 8000001427

 Edit | |  | | |

Number	8000001427	Rfx Number	5000000462	Status	Submitted	Submission D
Remaining Time	0 Days 00:00:00	Rfx Owner	RFCUSER	Total Value	68	

Rfx Information | Items | Notes and Attachments | Summary | Track

Basic Data | Questions | Notes and Attachments

Event Parameters | Service

Currency:

Terms of Payment:

Status

STEP29:CONFIRM THE RESPONSE STATUS OF YOUR BID.IT SHOULD READ SUBMITTED

Overview | Service Map

RFX and Auctions > Overview > RFX and Auctions

Event Number: To 

Event Status:

Creation Date: To 

Deadline Date Flag:

Status:

Response Timeframe:

View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
5000000462	KPC//PU/RFQ/3391(CIVIL)NBI/21-22	RFQ Single	Published		16.06.2022	8000001427	Submitted	
2500000271	KPC//PU/OT-2399(CIVIL)NBI/21-22	Public RFX Single	Published		30.06.2022		No Bid Created	

STEP30: LOG OUT OF YOUR SYSTEM

The screenshot shows a web browser window with two tabs: 'KPC Intranet Home - Home' and 'Bid Processing - SAP NetWeaver'. The address bar shows the URL 'https://susqasjv.kpc.co.ke:53301/irj/portal'. The page header features the KPC logo and the text 'KENYA PIPELINE COMPANY LTD'. Below the header is a navigation menu with options: Home, RFX and Auctions, Administration, Messages, Confirmations, Invoices and Credit Memos, Purchase Orders, Shipping Notifications, Company, and Tasks. The main content area is titled 'RFX and Auctions' and contains several search filters: Event Number, Event Status, Creation Date, Deadline Date Flag, Status, and Response Timeframe. A 'Log off' button is visible in the top right corner of the page, highlighted with a red box and a red arrow pointing to it.

*Thank
you*

A close-up image of a fountain pen nib, which is gold in color, positioned at the end of the word 'you' in the cursive text. The nib is pointing towards the right.