

**HOW TO BUY A TENDER /
DOWNLOAD TENDER DOCUMENT
IN MUSHTARYAT PORTAL**



**QatarEnergy
Supply Chain
Mushtaryat**

QatarEnergy eProcurement Portal

<https://mushtaryat.qatarenergy.qa>

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Introduction

Dear Valued Supplier,

Thank you for the interest in doing business with QatarEnergy.

QatarEnergy Supply Chain department has implemented the e-procurement portal “Mushtaryat” to manage the Supplier Registration & KYS, Sourcing (RFQ and Tenders) and Procurement processes.

This user guide provides a step-by-step instructions on How to Buy Tender / Download Tender Document within the “Mushtaryat” portal.

Helpdesk

- Qatar Local call: 40131199 Timing : 6:30 AM - 2:30 PM (GMT+3)
- International call: [International Toll Free numbers](#)
- Email: sourcingsupport@jaggaer.com

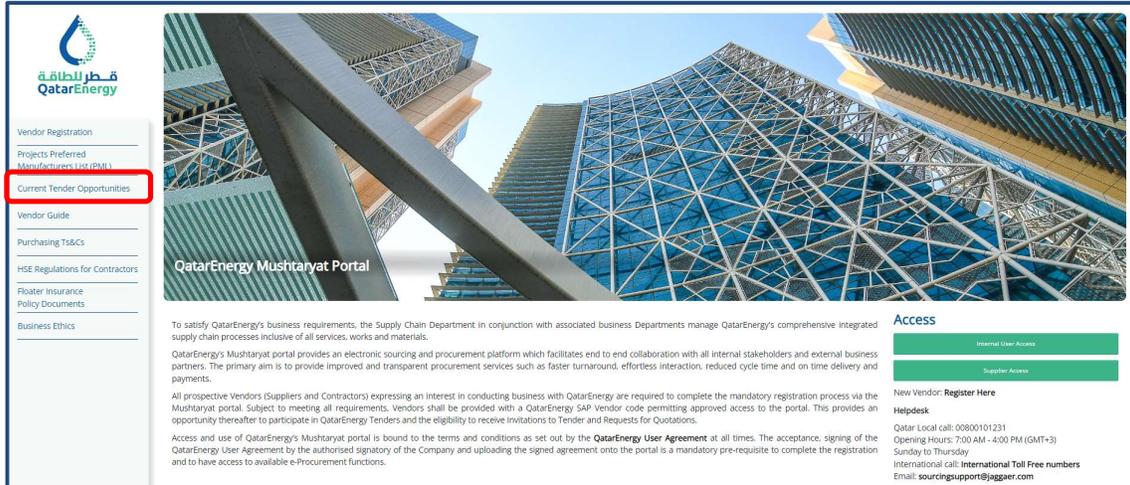
Menu Options

- **from QatarEnergy website** : www.qatarenergy.qa > Supply Management > Tenders > Buy Tenders Online, will be routed to Mushtaryat portal.
- **from Mushtaryat Portal** Landing Page : <https://mushtaryat.qatarenergy.qa> > Current Tender Opportunities to view available public Tenders and pay Tender Fee/Expression of Interest.
- **inside Mushtaryat Portal** after login: <https://mushtaryat.qatarenergy.qa> > Supplier Access > Login > RFx OPEN TO ALL SUPPLIERS to view available public Tenders and pay Tender Fee/Expression of Interest.
- **inside Mushtaryat Portal** after login : <https://mushtaryat.qatarenergy.qa> > Supplier Access > Login > MY RFQs WITH PENDING RESPONSES to view Buyer invited RFQs and Self-Invited (Open) RFQs for which Tender Fee/Expression of Interest is already completed. Download Tender Document and Submit Response here.

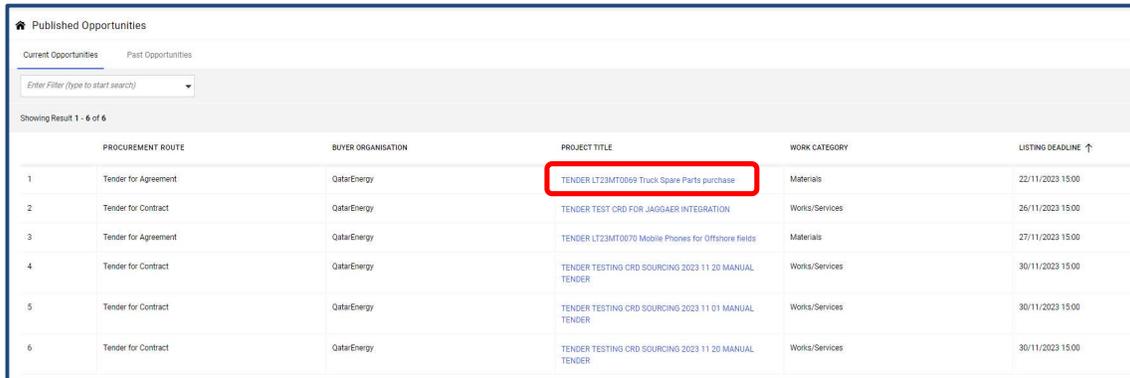
Important Note: Refer to ITT - Instruction To Tenderers in the Tender Document for Bid Submission requirements.

Step 1: Current Tender Opportunities

Visit the “Mushtaryat” portal (<https://mushtaryat.qatarenergy.qa>) and go to “Current Tender Opportunities”.



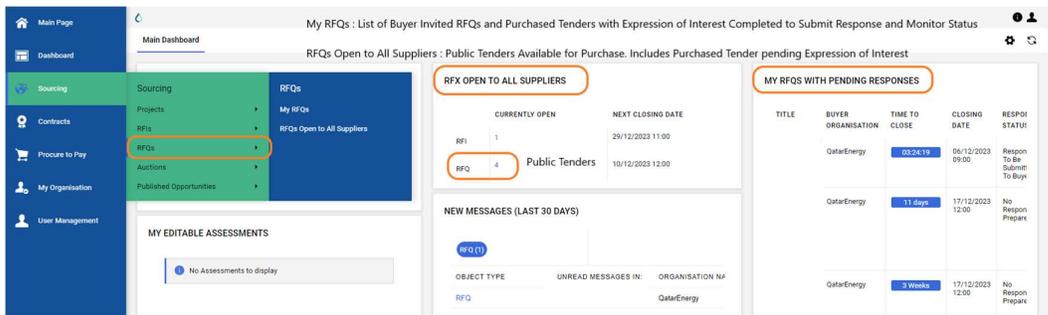
All Published Opportunities will be displayed under the “Current Opportunities” tab.



	PROCUREMENT ROUTE	BUYER ORGANISATION	PROJECT TITLE	WORK CATEGORY	LISTING DEADLINE ↑
1	Tender for Agreement	QatarEnergy	TENDER LTZ3MT0899 Truck Spare Parts purchase	Materials	22/11/2023 15:00
2	Tender for Contract	QatarEnergy	TENDER TEST CRD FOR JAGGAER INTEGRATION	Works/Services	26/11/2023 15:00
3	Tender for Agreement	QatarEnergy	TENDER LTZ3MT0070 Mobile Phones for Offshore Fields	Materials	27/11/2023 15:00
4	Tender for Contract	QatarEnergy	TENDER TESTING CRD SOURCING 2023 11 20 MANUAL TENDER	Works/Services	30/11/2023 15:00
5	Tender for Contract	QatarEnergy	TENDER TESTING CRD SOURCING 2023 11 01 MANUAL TENDER	Works/Services	30/11/2023 15:00
6	Tender for Contract	QatarEnergy	TENDER TESTING CRD SOURCING 2023 11 20 MANUAL TENDER	Works/Services	30/11/2023 15:00

Click on the title to access the Tender and proceed to Step 2.

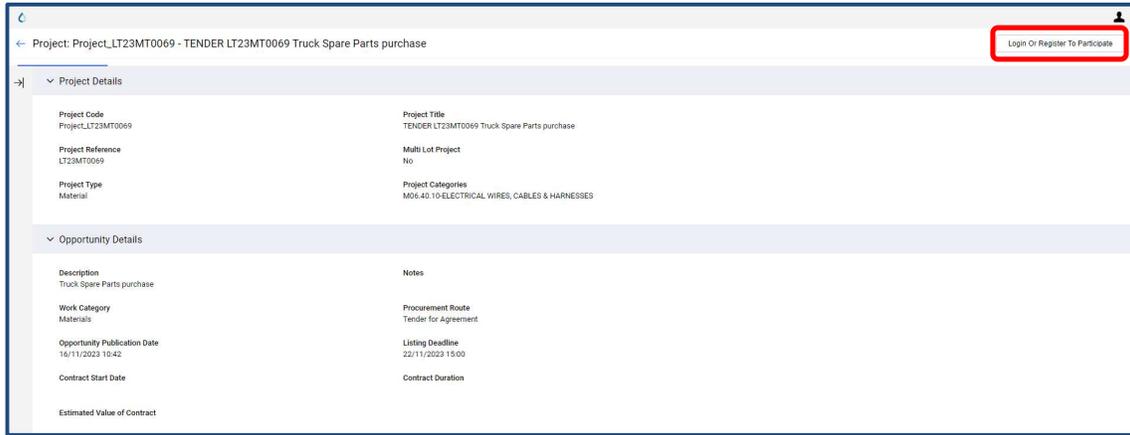
Alternate Step : If already registered and holding an active Supplier User Account, Login to the mushtaryat portal and access RFQs. Complete this Step and proceed to Step 3.



Step 2: Login or Register to Participate

View details of the Tender and click on “Login or Register to Participate”.

Login Or Register To Participate



Project: Project_LT23MT0069 - TENDER LT23MT0069 Truck Spare Parts purchase

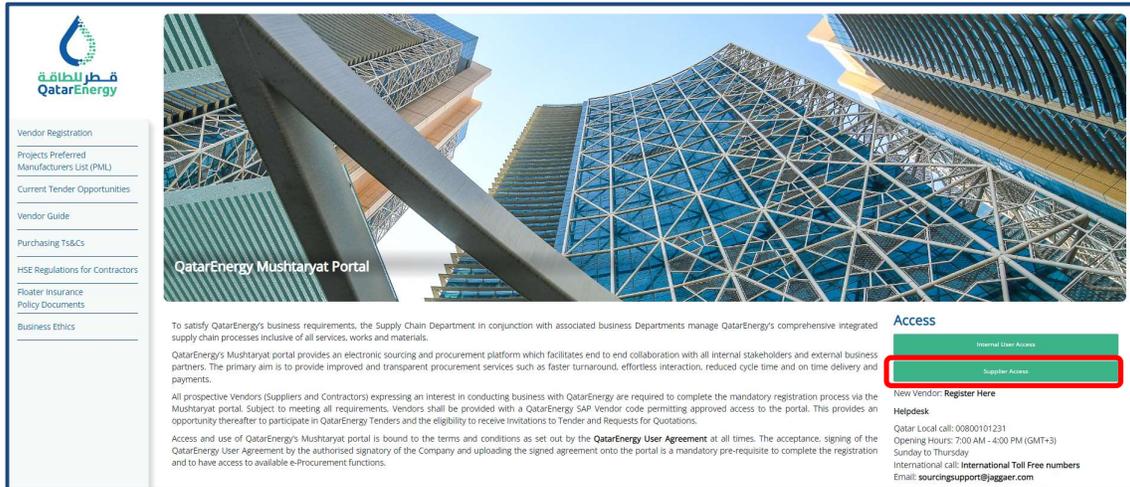
Project Details

Project Code Project_LT23MT0069	Project Title TENDER LT23MT0069 Truck Spare Parts purchase
Project Reference LT23MT0069	Multi Lot Project No
Project Type Material	Project Categories M06.40.10-ELECTRICAL WIRES, CABLES & HARNESSSES

Opportunity Details

Description Truck Spare Parts purchase	Notes
Work Category Materials	Procurement Route Tender for Agreement
Opportunity Publication Date 16/11/2023 10:42	Listing Deadline 22/11/2023 15:00
Contract Start Date	Contract Duration
Estimated Value of Contract	

If you have already registered on the Mushtaryat portal, click on Supplier Access and login using your credentials.



QatarEnergy Mushtaryat Portal

To satisfy QatarEnergy's business requirements, the Supply Chain Department in conjunction with associated business Departments manage QatarEnergy's comprehensive integrated supply chain processes inclusive of all services, works and materials.

QatarEnergy's Mushtaryat portal provides an electronic sourcing and procurement platform which facilitates end to end collaboration with all internal stakeholders and external business partners. The primary aim is to provide improved and transparent procurement services such as faster turnaround, effortless interaction, reduced cycle time and on time delivery and payments.

All prospective Vendors (Suppliers and Contractors) expressing an interest in conducting business with QatarEnergy are required to complete the mandatory registration process via the Mushtaryat portal. Subject to meeting all requirements, Vendors shall be provided with a QatarEnergy SAP Vendor code permitting approved access to the portal. This provides an opportunity thereafter to participate in QatarEnergy Tenders and the eligibility to receive invitations to Tender and Requests for Quotations.

Access and use of QatarEnergy's Mushtaryat portal is bound to the terms and conditions as set out by the **QatarEnergy User Agreement** at all times. The acceptance, signing of the QatarEnergy User Agreement by the authorized signatory of the Company and uploading the signed agreement onto the portal is a mandatory pre-requisite to complete the registration and to have access to available e-Procurement functions.

Access

- Internal User Access
- Supplier Access**

New Vendor: [Register Here](#)

Helpdesk
 Qatar Local call: 08800101231
 Opening Hours: 7:00 AM - 4:00 PM (GMT+3)
 Sunday to Thursday
 International call: International Toll Free numbers
 Email: sourcingsupport@jaggaer.com



Login English

Email

Password

[Forgot Password?](#) [Next](#)

Your account will be made more secure with 2-step verification. [Why? Read more.](#)

If you have NOT registered on the Mushtaryat portal, click on **“Register Here”** and complete Supplier registration. Completion of portal registration, the Know Your Supplier (KYS) Questionnaire and the Supplier Registration process is a mandatory requirement for the issue of Request for Quotations or Tender Documents by QatarEnergy.

Access

Internal User Access

Supplier Access

New Vendor: Register Here

Helpdesk
 Qatar Local call: 00800101231
 Opening Hours: 7:00 AM - 4:00 PM (GMT+3)
 Sunday to Thursday
 International call: **International Toll Free numbers**
 Email: sourcingsupport@jaggaer.com

Step 3: Buy a Tender

On successful login, system will take to the Main Dashboard. On the Main Dashboard, go to the portlet **“RFX OPEN TO ALL SUPPLIERS”**. Click on the number next to RFQ.

RFX OPEN TO ALL SUPPLIERS

	CURRENTLY OPEN	NEXT CLOSING DATE
RFI	1	29/12/2023 11:00
RFQ	7	26/11/2023 08:00

Select the appropriate tender from the list of tenders by clicking on the title of the tender.

CODE	TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST ↑	STATUS	BUYER ORGANISATION	
1	RFQ_OT23106800	TESTING CRD SOURCING 2023 11 01 MANUAL TENDER	Project_OT23106800	26/11/2023 08:00	Running	QatarEnergy
2	RFQ_LJ21MT0105	6001664455	Project_LL721MT0105	26/11/2023 08:00	Running	QatarEnergy
3	RFQ_OT23003100	8 NOV 23 - TENDER FEE TEST DOC 1	Project_OT23003100	02/12/2023 12:00	Running	QatarEnergy
4	RFQ_LJ23002000	EXAMPLE 2. LTC TENDER FEE 200	Project_LJ23002000	10/12/2023 12:00	Running	QatarEnergy
5	RFQ_OT23107100	TESTING CRD SOURCING 2023 11 20 MANUAL TENDER	Project_OT23107100	13/12/2023 08:00	Running	QatarEnergy
6	RFQ_OT23107000	TESTING CRD SOURCING 2023 11 20 MANUAL TENDER	Project_OT23107000	13/12/2023 08:00	Running	QatarEnergy
7	RFQ_Test124RFQ_cor2	TEST DATA FOR QTC TENDER FEE 500 QAR 1	Project_Userm1	31/07/2024 00:00	Running	QatarEnergy



System will then direct to the QatarEnergy Tender Fee Payment page hosted under the URL jaggaer.finconsgroup.com .

Welcome to QatarEnergy Tender Fee Payment System

QatarEnergy requires payment of non-refundable Tender Fee to access this Tender. Please review, accept Secrecy Declaration and click Buy Tender to proceed.

Payment Details

Pay To:	QatarEnergy
Vendor Name:	QE LOCAL TEST
Title:	TESTING CRD SOURCING 2023 11 01 MANUAL TENDER
Description:	
Reference No:	RFQ_GT23106800
Amount:	500.0
Currency:	QAR
Close Date:	30-11-2023 12:00:00 AST

I as an authorized representative on behalf of the company (hereinafter called "Tenderer") have downloaded, read, understood, and hereby acknowledge and declares that Tenderer agrees to observe and comply with, and cause all its employees, agents, representatives and prospective sub-suppliers to observe and comply with the terms and conditions contained herein.

Buy Tender | Close

Review the Payment Details for the Tender, the attached Secrecy Declaration, acknowledge and confirm acceptance to the terms by checking the box and then authorize payment by clicking on the checkbox and select "Buy Tender".

Welcome to QatarEnergy Tender Fee Payment System

QatarEnergy requires payment of non-refundable Tender Fee to access this Tender. Please review, accept Secrecy Declaration and click Buy Tender to proceed.

Payment Details

Pay To:	QatarEnergy
Vendor Name:	QE LOCAL TEST
Title:	TESTING CRD SOURCING 2023 11 01 MANUAL TENDER
Description:	
Reference No:	RFQ_GT23106800
Amount:	500.0
Currency:	QAR
Close Date:	30-11-2023 12:00:00 AST

I as an authorized representative on behalf of the company (hereinafter called "Tenderer") have downloaded, read, understood, and hereby acknowledge and declares that Tenderer agrees to observe and comply with, and cause all its employees, agents, representatives and prospective sub-suppliers to observe and comply with the terms and conditions contained herein.

Buy Tender | Close

Then system will direct to our payment gateway under URL cybersource.com to complete the Billing Information and Payment Details sections. Ensure all mandatory fields are appropriately filled and click **next**.

Billing Information

* Required field

First Name *

Last Name *

Email *
Email address is a required field

Your Order

Total amount **500.00 QAR**

Payment Details

Card Type * VISA Visa Mastercard

Card Number *

Expiration Month * Expiration Year *

CVN * This code is a three or four digit number printed on the back or front of credit cards.

Cancel **Next**

Review the order details and select “Pay” to make the payment or cancel by selecting “Cancel Order”.

Review your Order

Billing Address [Edit Address](#)

QE TEST
Placeholder, Address is Null or Blank
Placeholder, City is Null or Blank
3212
Qatar

Payment Details [Edit Details](#)

Card Type: Visa
Card Number: xxxxxxxxxxxx1111
Expiration Date: 02-2025

Your Order

Total amount: **500.00 QAR**

[Back](#) [Pay](#)

[Cancel Order](#)

Upon successful payment authentication, a confirmation email will be sent. Then access the Tender by clicking on “GO TO THE RFx”.

Welcome to QatarEnergy Tender Fee Payment System

Your Tender Fee Payment is Successful. Please save the details for future reference.

Details

RFQ Number: RFQ_GT23003100
Payment Date: 22-11-2023 12:05:50 AST
Cyber Source reference number: 1700643717493
Bank Transaction ID: 7006439426956441204005

Please click on the link below to return to the RFx and Express Interest to access the Tender. For further instructions, refer to “How to Respond to Tenders Guide”.

[GO TO THE RFx](#)

[Close](#)

A receipt will be automatically sent to the entered email address.

Receipt Date: 22-11-2023

Order Number: 1700644416099

Billing Information

QE TEST
Placeholder, Address is Null or Blank
Placeholder, City is Null or Blank
QA
3212

Payment Details	Order Total	
Visa	Total	500.00
xxxxxxxxxxxx1111	amount	QAR

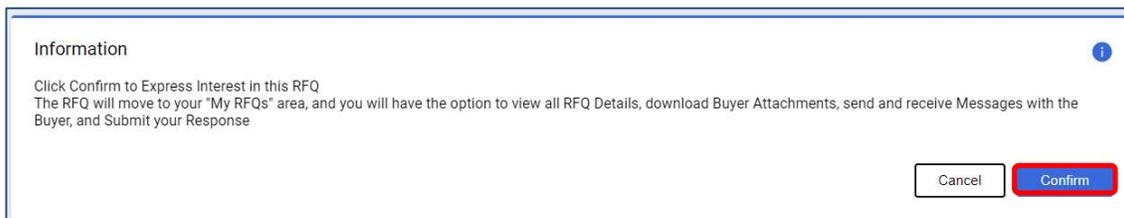
Please keep a copy of this receipt for your records

Step 4: Download Tender Documents

After successful payment, click on **GO TO THE RFx** to access the Tender document and express interest. On the tender document screen, review details such as the Closing Date and the Description of the Tender. Click on “Express Interest” **Express Interest** to access the Tender document. Alternately, accessing RFQs Open to All Suppliers as in Step 3 and Clicking on already Purchased Tender will direct to the Express Interest page. Once, Express Interest is completed, RFQ will move to My RFQs area and no more available under RFQs Open.



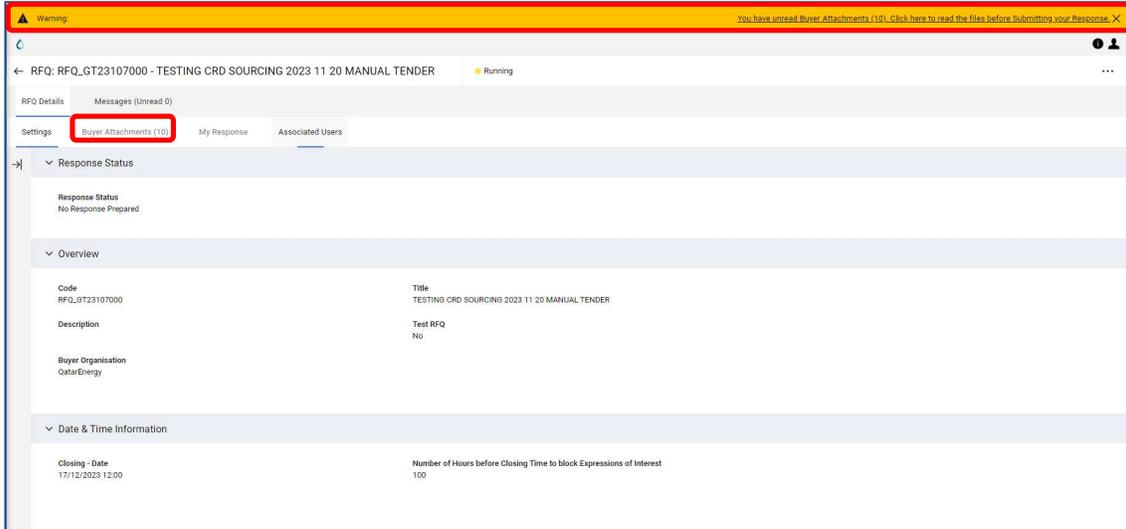
Click on confirm to express interest.



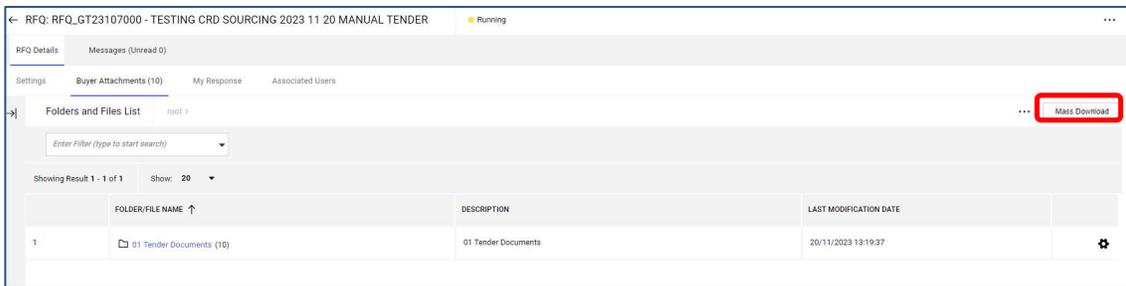
Click on the warning message shown at the time of first access of the Tender Document on Mushtaryat, this will take to the tender documents to download.



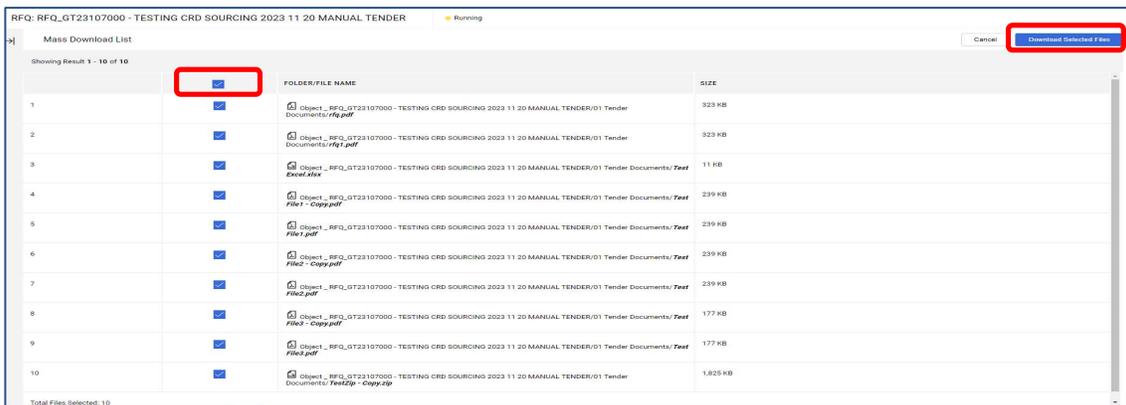
Alternatively, Tender documents can be accessed by clicking on “Buyer Attachments”



There will be two folders 01 Tender Documents and 02 Tender Bulletins (if any). Use the mass download function to download all Tender documents.

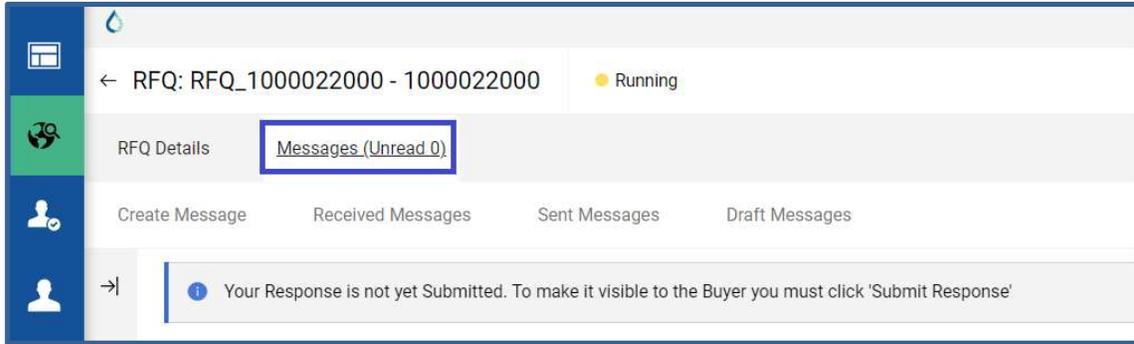


Select all using the checkbox indicated below, then click on “Download Selected Files” to download the documents to relevant folder within computer.

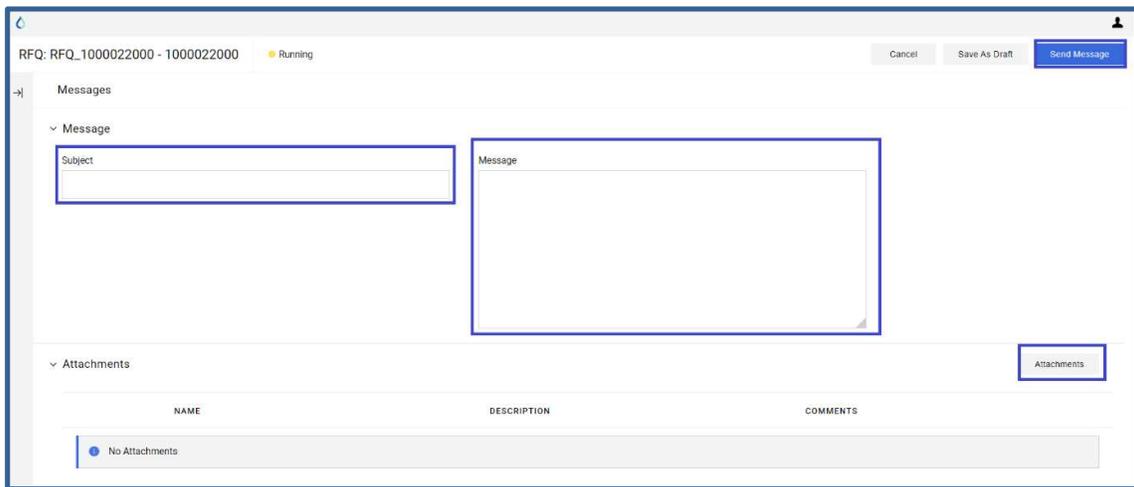


Step 5: Submitting Tender Queries

In each RFQ, there is messaging tool, this can be used to submit Tender Queries as an attachment as per instructions given in ITT



To submit a query, click on “Create Message”, and update Subject, Message and attach the PDF copy of Tender Query:



Step 6: Submitting Compliance Response

Refer to ITT - Instruction To Tenderers in the Tender Document for Bid Submission requirements.

For Tenders requiring physical Bid submission as per ITT, only a Compliance Response is required online within the portal. Ensure submitting the online Compliance response on or before the Bid closing date and time.

Click on My Response to indicate Intend to Respond or Decline to Respond.



In case Intend to Respond, click on Qualification Envelope to complete the Compliance Response. Content shown below is sample for this guide purpose only. Refer to actual RFQ.

RFQ: RFQ_MBID - Tender Issue with Manual Bid Submission Close Validate Response

1. QUALIFICATION ENVELOPE

1.1 ACKNOWLEDGEMENT AND ACCEPTANCE TO SUBMIT PHYSICAL BID AS PER ITT - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1 ACKNOWLEDGEMENT AND ACCEPTANCE TO SUBMIT PHYSICAL BID AS PER ITT	<p>Tender Issue with Manual Bid Submission:</p> <p>Tender posted in Mushtaryat Portal to allow Bidders to Express Interest, Pay Tender Fee, if applicable, and Download Tender Document. Tender Queries and Bulletins can be exchanged using Message Board.</p> <p>I as an authorized representative on behalf of the company (hereinafter called "Tenderer") declares that we fully understand that the Tender posted herein the mushtaryat portal is only for the purpose of Tender Issue and the physical bid document as required in ITT will be submitted.</p>	<input type="text" value="ACKNOWLEDGED AND AGREED"/>

1.2 ACKNOWLEDGEMENT TO QATARENERGY SUPPLIER PRINCIPLES OF CONDUCT COMPLIANCE - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.2.1 QatarEnergy Supplier Principles of Conduct Compliance Acknowledgement	<p>We agree to adhere to, and shall ensure our subcontractor adheres to, QatarEnergy's Supplier's Principles of Conduct in all current and future contractual relationships with QatarEnergy. Violation of these Principles may constitute a breach of law and/or contractual obligations to QatarEnergy.</p>	<input type="text" value="ACKNOWLEDGED AND AGREED"/>

1.3 STANDARD DOCUMENTS - KYS - SECTION OF PROFILE QUESTIONS

NOTE	NOTE DETAILS
1.3.1 Standard Documents - KYS	<p>These documents are copied from Know Your Supplier (KYS) Questionnaire in Supplier Management. In case of any change, please contact the Supplier Registration Focal Point within your Organisation and update directly in Supplier Management -> Organization Profile.</p>

QUESTION	DESCRIPTION	RESPONSE
1.3.2 Copy of Company Registration Certificate	<p>Copy of Company Registration Certificate</p>	<input type="text" value="Drop File or Browse"/> <p>Expiring on: dd/MM/yyyy</p>
1.3.3 Financial Statements	<p>Do you have Financial Statements for most recent 3 years?</p>	<input type="text" value="Yes, 3 Year Statement available"/>
1.3.4 Certification	<p>By submitting response to the Know Your Supplier Questionnaire, the Supplier is certifying the information is accurate and complete. Knowingly providing false or misleading information may result in disqualification of Bidder from the tendering process, or cancellation of any contract(s) awarded, or other remedies provided under the terms of the contract.</p> <p>I certify that (i) the information provided to the Know Your Supplier Questionnaire is, to the best of my knowledge and belief, accurate, current, and complete, (ii) the information provided will be kept up-to-date during the tender validity, and Bidder will promptly notify QatarEnergy of any changes, and (iii) that I am authorized to provide the information and certify that the foregoing information is true and accurate.</p>	<input type="text" value="I Certify"/>

After completing all the mandatory questions click Save and Return,

RFQ: RFQ_1000022000 - 1000022000 Running Save And Continue Cancel Save And Return

then submit the response by clicking on below icon:

← RFQ: RFQ_1000022000 - 1000022000 Running Online Questionnaire In Excel Submit Response

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) My Response Associated Users

Note : Supplier User processing the Response, should have the User Right Modify and Submit for RFx enabled by Supplier's Main User. Refer to User Management area within portal.