



Supplier Expression of Interest (SEOI): “INSTRUCTIONS FOR SUPPLIERS”

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1. Introduction

This document provides **Supplier Expression of Interest (SEOI)** Instructions for Suppliers (hereafter referred to as SEOI Instructions) on how to create SEOI account, submit SEOI “Web Form” and update SEOI account on the Tengizchevroil external website.

The instructions shall be read thoroughly and carefully prior to Supplier’s SEOI account creation and submission of SEOI “Web Form” to ensure Supplier understands the basis of SEOI and how it will be submitted and assessed.

Supplier shall also comply with the TCO Business Conduct & Ethics Expectations for Suppliers at all stages of SEOI.

Failure to comply with the SEOI Instructions and the TCO Business Conduct & Ethics Expectations may result deactivation of the SEOI account.

Supplier Expression of Interest (SEOI) shall not be construed as a commitment on the part of TCO, nor shall it entitle any Supplier to make any claims whatsoever, and/or seek any indemnity from TCO and/or any of its partners, by virtue of such Supplier expressing its interest to do business with TCO.

SEOI “Web Form” registration by TCO does not mean that Supplier is prequalified or invited to a tender.

All expenses incurred in preparing SEOI “Web Form” and maintaining SEOI Supplier Account shall be borne solely by the interested Supplier.

TCO reserves the right deactivate SEOI Supplier Account for reasons solely within TCO discretion.

Supplier shall not attempt to utilize telephone or e-mail contacts with various TCO personnel regarding its SEOI submission.

If Supplier has questions related to TCO SEOI process, please contact TCO SEOI Team by e-mail TCOSEOI@tengizchevroil.com indicating “Legal Entity Name” in the subject.

2. **SEOI “Web Form” Submission**

2.1. **SEOI Account Creation**

- 2.1.1. Supplier shall review information on the SEOI Home Page.
- 2.1.2. Supplier shall click on “**Create SEOI Account**” on the SEOI Home Page.
- 2.1.3. Supplier shall review and accept the “**User Acknowledgment and Confidentiality Agreement**” by selecting “Accept”
- 2.1.4. Supplier shall create **SEOI Username and Password** to log into SEOI account. Supplier’s e-mail as well as SEOI Username can be used to log into SEOI account.
- 2.1.5. Supplier shall fill in the required information about the Legal Entity and click on “**Register New Supplier**” button.
- 2.1.6. The successful creation of SEOI Account means that Supplier has received a system notification sent to the e-mail address indicated by Supplier. Supplier shall confirm the created username, password and e-mail by following the link in the system notification.

Important!

- If Supplier is a branch, then parent company of Supplier and branch shall create its own SEOI account and submit their SEOI “Web Form” separately.
- Username and Password shall be for Supplier’s use only and shall be remembered by Supplier as the system does not allow any changes to these fields after the Username and Password have been confirmed by the system.
- The username, password and e-mail shall be set up for the Legal Entity and should not belong to an individual. If Supplier representative decides to create SEOI account with an individual’s e-mail and then for some reason leaves the company, new Supplier representative may not be able to retrieve login information and thus open SEOI account.
- If Supplier does not follow the link sent to the registered e-mail to confirm SEOI account creation within 5 days, the username and e-mail can be reused.

2.2. **SEOI “Web Form” Completion & Submission**

2.2.1. **General Requirements**

SEOI “Web Form” and all required documents shall be completed in English language, Kazakh and/or Russian languages are optional.

All Supplier documents shall be submitted only through the SEOI Web Application, including cases when TCO requests for document resubmission. Supplier Documents sent by e-mail will not be accepted by TCO.

If a conflict exists between the English version and the Kazakh and/or Russian versions of the submitted data in SEOI “Web Form”, the English version shall prevail.

Supplier shall complete all the data fields in the SEOI “Web Form”.

Tool Tips are inserted with brief instructions for the convenience of Supplier and shall be read carefully.

Supplier shall note the following:

- Only use the following file formats when attaching Supplier documents: *.xlsx*, *.docx*, *.pptx*, *.pdf*
- Quantity of the attached documents shall not exceed 5 documents per each part of the “Supplier Documents” section
- Any attached document shall not exceed 10MB size

- Do not delete or modify any cell, row and/or column within SEOI forms provided in Supplier Documents section of SEOI “Web Form”.

SEOI “Web Form” shall be submitted by an authorized Supplier Representative per “Form 1” (see Exhibit A).

It is the sole responsibility of Supplier to ensure that SEOI “Web Form” is completed properly and all required documents are submitted along with the SEOI “Web Form”.

Supplier shall carefully examine the completeness of SEOI “Web Form” data and the attachments uploaded in the “Supplier Documents” section and correct any discrepancy and/or omission prior to submission of its SEOI “Web Form”.

After submission of SEOI “Web Form”, an automatic System Notification will be sent to Supplier’s registered e-mail address. If no notification has been received within 24 hours, Supplier shall contact TCO SEOI Team at TCOSEOI@tengizchevroil.com

2.2.2. Requirements by Section:

2.2.2.1. “General Information”

- “*Year of Foundation*” - must be per the registration/incorporation documents. In case if the legal entity was reregistered, Supplier shall indicate the year of the initial registration.
- “*Business Type*” – Supplier shall indicate in what business activity the legal entity is engaged. Supplier can select more than one type.
- “*Business Activity*” – must be completed in English. Supplier shall briefly describe the legal entity’s business activity. The Kazakh and/or Russian box is optional for filling.
- “*Enterprise Size*” – Supplier shall select the appropriate enterprise size from the drop-down list.
- “*Kazakhstani Ownership of Equity*” – Supplier shall select the percentage of Kazakhstani ownership from the drop-down list.
- “*Kazakhstani Direct Personnel*” - Supplier shall select the percentage of Kazakhstani personnel from the drop-down list.
- “*Production Facilities*” – Supplier shall select the types of facilities that are leased or owned by the legal entity, if applicable.

2.2.2.2. “Supplier Address”

- “*Legal Entity Address*” – Supplier shall indicate the official registered address of the legal entity per registration/incorporation documents and/or charter.
- “*Office Address*” – Supplier shall indicate the office address if it is different from the “Legal Entity Address”. Supplier may click on “*Copy Legal Address*” if the “*Office address*” is the same as the “*Legal Entity Address*”.

2.2.2.3. “Contact Details”

- Supplier shall provide the contact information of the people who are responsible for the SEOI account and SEOI “Web Form”. In case if SEOI Team or other TCO representative decide to contact these people, they should be able to provide requested information about Supplier and its SEOI “Web Form”.

Note: Please do not list legal entity’s executives if they are not aware of SEOI Web Application and Supplier’s SEOI “Web Form”.

2.2.2.4. “Products and Services List”

- Supplier shall select TCO commodity codes for Product and Services items from the “TCO Product and Services List” document available for download on the SEOI “Web Form”. The number of selected commodity codes shall not exceed 10 items with the purpose to identify Supplier’s core activity.

Note: The selected commodity codes shall represent Supplier’s expression of interest to do business with TCO. Supplier shall be able to prove its capability to supply the selected Product and Service items by providing the required documents.

2.2.2.5. “Supplier Documents”

- Supplier shall upload Supplier Documents in accordance with Exhibit A

3. SEOI “Web Form” Registration

It is understood by both Supplier and TCO that TCO accepts SEOI “Web Forms” in accordance with the “SEOI Instructions” and the “User Acknowledgement and Confidentiality Agreement”. Failure to comply with such requirements shall deactivate the submitted SEOI.

Upon completion of the SEOI, Supplier shall receive a System Notification to the registered e-mail address:

- Supplier account status
- SEOI Request ID

If needed, Supplier will be able to update its SEOI account..

3.1. If SEOI “Web Form” is Registered

- Registered SEOI Profile means that SEOI “Web Form” was completed correctly and uploaded documents comply with the requirements
- **TCO Registration ID No.** is assigned to Supplier
- In case TCO expresses interest in Supplier’s Legal Entity, TCO representatives will contact Supplier by the contact information indicated in SEOI “Web Form”.
- **SEOI “Web Form” valid period** SEOI account valid for 1 year after the last submission date. One month (30 days) prior to the expiration date Supplier will be notified that its SEOI account need to be updated if any changes. SEOI profile expiration period will not impact on registration status. .
- Supplier may request to deactivate its SEOI account by sending a formal letter (dated, signed, stamped on company letterhead) with the reasons for deactivating the account

3.2. Update of SEOI “Web Form” by TCO

In case of changes Suppliers can update profile by themselves.

EXHIBIT – A: “Supplier Documents”

Supplier shall upload the following Supplier Documents using the SEOI “Forms” available for download, where specified.

Supplier shall not change file names of the provided SEOI “Forms”, the file names of the attached documents shall be identical to the original file names. When attaching other documents, Supplier shall name those documents in English and in accordance to the content.

Required:

Compliance Documents:

1. “Form 1” – “Supplier Representative Authority Confirmation”

SEOI “Web Form” shall be completed and submitted by a duly authorized Supplier Representative. Evidence of the signatory authority on behalf of Supplier shall be reflected in “Form 1”.

Supplier shall:

- Download the provided template
- Read the instructions
- Fill in the “name” and “position” of the person who is authorized to submit the SEOI “Web Form” on behalf of Supplier
- Fill in the “Legal Entity Name and Type”
- Properly date the form
- Print it out on Supplier’s “Letterhead”
- Properly sign the form
- Put an official stamp on the form, if Supplier has one.
- Scan the completed form
- Attach the scanned copy of the completed form to the SEOI “Web Form”

Note:

- “Form 1” must be completed in English as it is the primary version, Kazakh and Russian versions are optional.
- The attached document must be in PDF format

Registration Documents:

Supplier shall attach relevant Supplier’s legal entity registration documents.

2. “Legal Entity State Registration Certificate” (RoK Suppliers) or

Supplier shall:

- Provide an official document from the appropriate chamber that the Legal Entity is registered in Kazakhstan
- Attach the scanned copy of the document to the SEOI “Web Form”

Note:

- If the Legal Entity was reregistered, then Supplier shall provide certificate with the date of initial registration
- The attached document must be in PDF format

“Incorporation Documents” (Non-RoK Suppliers)

Supplier shall:

- Provide an official document from the appropriate chamber that the Legal Entity is incorporated in the selected country
- Provide a notary or sworn English translation of the document if the original document is not in Kazakh, Russian or English
- Scan the document and its translation
- Attach the scanned copies of the documents to the SEOI “Web Form”

Note:

- The attached documents must be in PDF format

Supply of Products and Provision of Services:

Supplier shall submit the following documents as the evidence to demonstrate past experience and ability to supply products and/or perform the services for the selected list of Products and Services:

3. “Form 2” - “List of works performed within the last 3 years”

Supplier shall:

- Download the provided template
- Read the instructions
- Indicate the “Legal Entity Name and Type”
- Indicate the “Code” per which the works were performed in column 1. “Category” in column 2 and “Additional Description” in column 3 will automatically appear after Supplier indicates the “Code” in column 1
- Briefly describe the work experience in column 4
- Indicate the client’s “Legal Entity Name and Type” in column 5
- Indicate a TCO Contract number in column 6, if Client was TCO
- Indicate whether or not Supplier provided a “Reference Letter” from the listed client in column 7
- Select the approximate “Work Value” in U.S. dollars of the listed work from the drop down list in column 8
- Indicate “Years works were performed”. Supplier shall remember that the listed works must be performed within the last 3 years.
- Attach the completed form to the SEOI “Web Form”

Note:

- “Form 2” must be completed in English.
- The attached document must be in EXCEL format
- Branches, affiliates, etc. shall list their own work experiences
- In case if Supplier was recently founded or did not have work experience within the last 3 years, Supplier shall state it in a formal letter (dated, signed, stamped on a company letterhead) and submit that letter instead of the form.

4. “Certificates and/or Licenses”:

Supplier shall:

- Provide valid certificates and/or licenses per selected commodity codes
- Provide notary or sworn English translations of the documents if the original documents are not in Kazakh, Russian or English

Note:

- Supplier shall only provide certificates and/or licenses that belong to the Legal Entity. Branches, affiliates, etc. shall provide their own certificates and/or licenses.
- Expired certificates and/or licenses will not be accepted
- The attached documents must be in PDF format
- If certificates and/or licenses are not applicable for the selected commodity codes, then Supplier shall provide an official letter (dated, signed, stamped on a company letterhead) confirming this fact (e.g. confirmation letter from Supplier or appropriate state authorities)

5. “Reference Letters”:

Supplier shall:

- Provide valid reference letters from the clients listed in “Form 2” per selected commodity codes.
- Provide notary or sworn English translations of the documents if the original documents are not in Kazakh, Russian or English

Note:

- Supplier shall only provide reference letters that are addressed to the Legal Entity.
- The attached documents must be in PDF format
- If Supplier does not have reference letters from the listed clients, then he/she shall provide a formal letter (dated, signed, stamped on a company letterhead) confirming this fact

6. “CT-KZ Certificate” (RoK Suppliers):

Supplier shall:

- Provide “CT-KZ Certificates” per selected commodity codes, if selected “manufacturer” next to “Business Type” in the “General Information” of the SEOI “Web Form”

Note:

- Supplier shall only provide certificates that belong to the Legal Entity.
- The attached documents must be in PDF format
- If Supplier selected “manufacturer” in “Business Type”, but the certificates are not applicable, then Supplier shall provide a formal letter (dated, signed, stamped on a company letterhead) confirming this fact

Optional: Other Supporting Documents:

7. “Other Documents”:

Supplier may provide additional documentation where Supplier considers that such data supports Supplier’s selected Products and Services List. Any additional data shall be clearly labelled with reference to the selected Products and Services Item(s)