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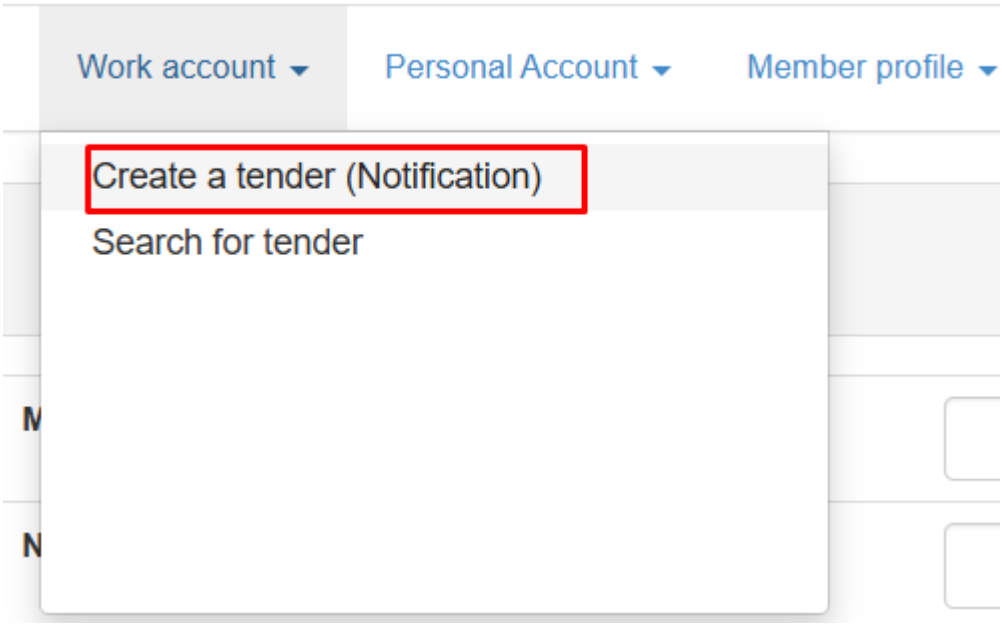
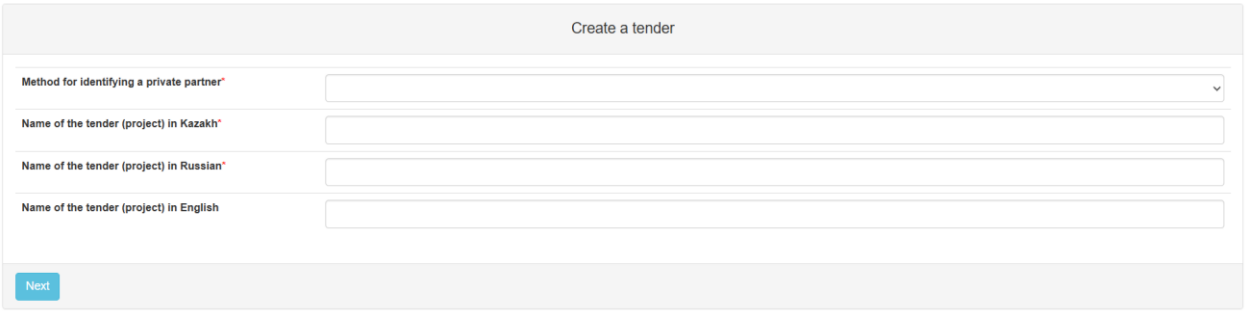
Organization and conduct of the tender Using the "Direct Negotiations" Method for Selecting a Private Partner

To create a tender, navigate to the **"Work account"** menu and select the **"Create a tender (Notification)"** section.

The tender may be created by a user assigned the **"Organizer"** role in the System.



The tender creation form will then be displayed.

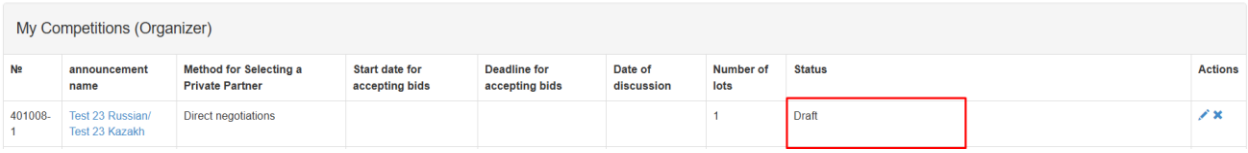


The "Create a tender" section contains the following fields and buttons:

Element	Action
Approach to determining the private partner	Entered manually. Select the configured private partner selection method from the drop-down list. (Required field)
Name of the tender (project) in Kazakh	Entered manually. (Required field)
Name of the tender (project) in Russian	Entered manually. (Required field)
Name of the tender (project) in English	Entered manually. (Optional field)
Next	When clicked, the System validates the entered data.

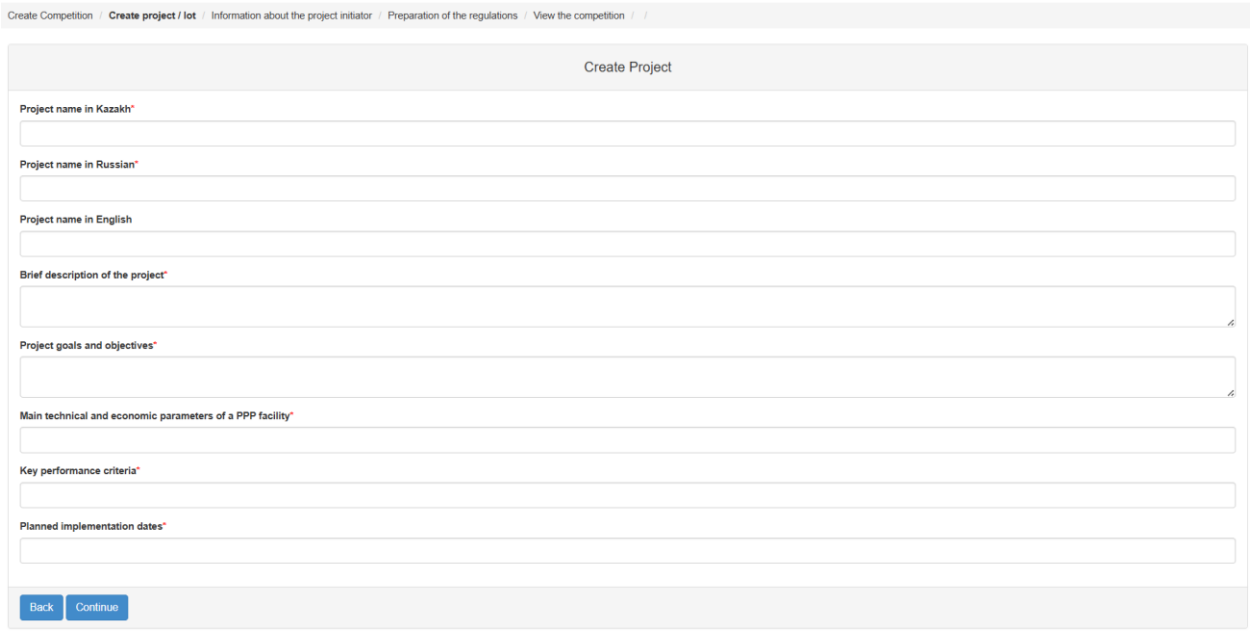
After completing all fields, click the "Next" button.

Note. After proceeding to the next step, the system automatically saves the tender with the status "Draft" in the section " Work Account " - "My tenders (procuring authority)":



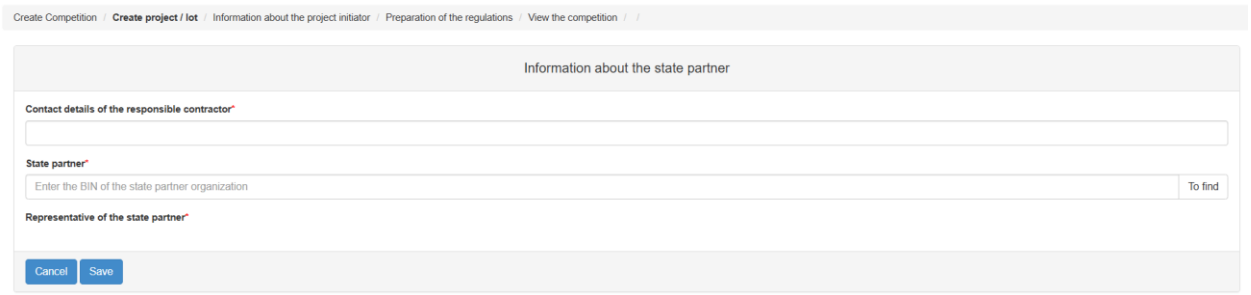
The icon allows you to edit, and the icon allows you to delete a tender with the status "Draft".

Clicking the "Next" button opens the Tender Project Creation form.



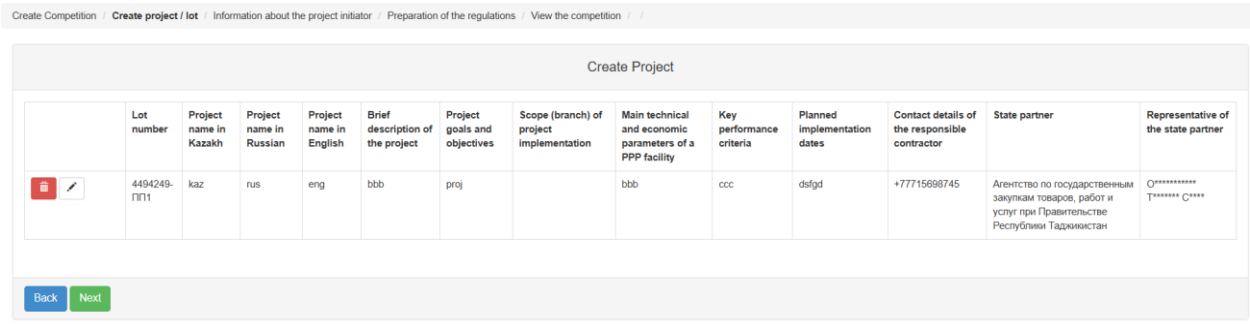
The "Create Project" section contains the following fields and buttons (maximum 1,000 characters):

Element	**Action**
Project name in Kazakh*	Entered manually
Project name in Russian*	Entered manually
Project name in English	Entered manually
Brief description of the project*	Entered manually
Project goals and objectives*	Entered manually
Main technical and economic parameters of a PPP facility*	Entered manually
Key performance criteria*	Entered manually
Planned implementation dates*	Entered manually
Back	Returns to the previous step
Continue	The System validates that all mandatory fields have been completed. Upon successful validation, the System displays the form for entering information about the Public Partner organization, which will conclude a contract with the prospective private partner after the completion of the tender.

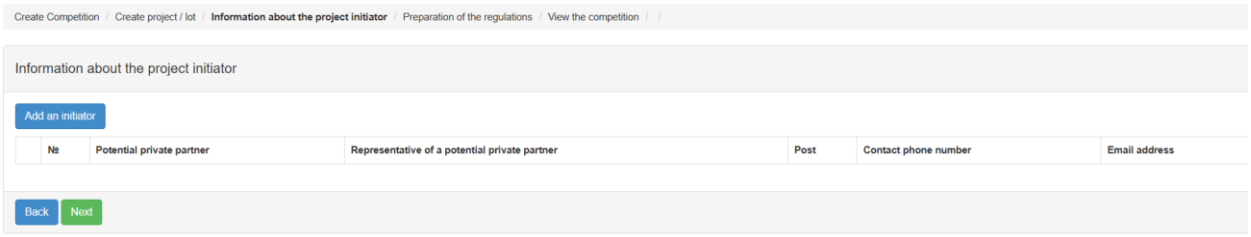


The "Public Partner Information" section contains the following fields and buttons:

Element	Action
Contact details of the responsible contractor*	To be filled in manually
Public Partner*	To be filled in manually. You must specify the BIN of the Public Partner organization, which after the tender is completed will create a contract with a potential private partner
To find	When you click on the button, the System checks for filling in the mandatory field " Public Partner*". After successful verification, the System displays a drop-down list in the "Public Partner Representative" field
Representative of the Public Partner*	Is filled in manually from the drop-down list. The system displays employees of the Public Partner organization with the role "Manager" in the drop-down list
Cancel	When you click on the button, the System proceeds to the previous step
Save	When you click on the button, the System checks for filling in required fields. After successful verification, the System displays the form of the created lot with the ability to edit and delete it

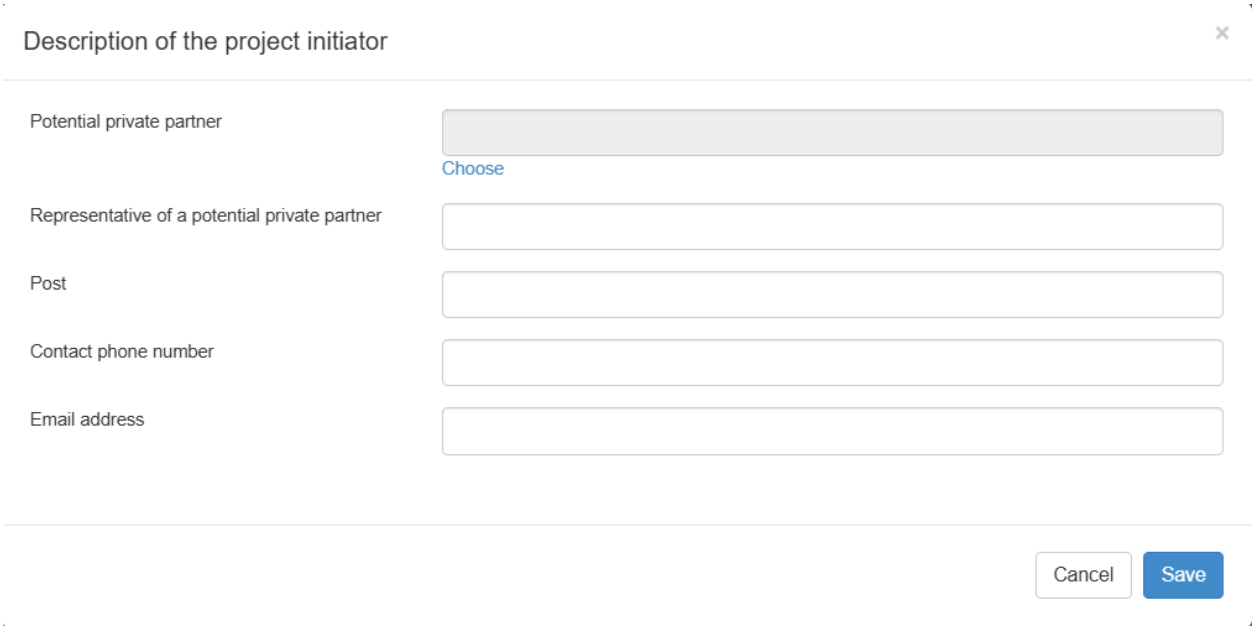


Element	Action
Delete icon	When you click on the icon, the System allows you to delete the created lot
Edit icon	When you click on the icon, the System allows you to edit the created lot
Back	When you click on the button, the System moves to the previous step (on the "Create tender" form)
Then	When you click on the button, the System saves the lot with the status "Project" and proceeds to the next step (form "Information about the project initiator")



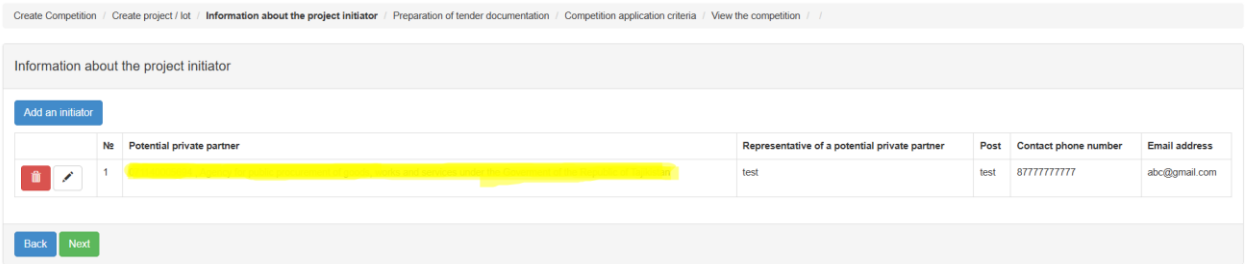
The "Project Initiator Information" section contains the following fields and buttons:

Element	Action
Add an initiator	When you click on the button, the System displays the "Select user" form. The system allows you to select any registered user in the System
Back	When you click on the button, the System moves to the previous step (on the form "**Creating a project/lot**")
Next	When you click on the button, the System saves the added initiator and proceeds to the next step (form "**Regulations**").



The "Project Initiator Description" section contains the following fields and buttons:

Element	**Action**
Potential private partner	is filled in manually. You must specify the IIN/BIN of the organization of the Potential private partner who is the initiator of the project
Representative of a potential private partner	is filled in manually
Post	is filled in manually
Contact phone number	is filled in manually
Email address	is filled in manually
Cancel	When you click on the button, The System proceeds to the previous step
Save	When you click on the button, The System checks for filling in required fields. After successful verification, the System displays the created form with information about the project initiator, which can be edited or deleted

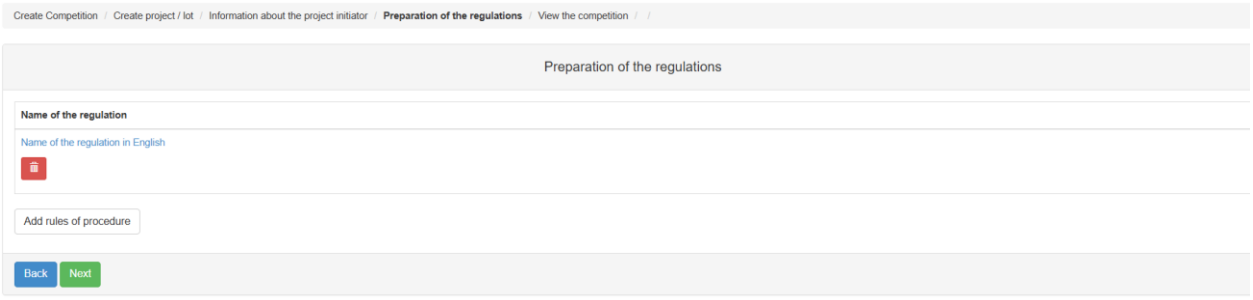


The "Project Initiator Description" section contains the following fields and buttons (the number of project initiators is technically unlimited):

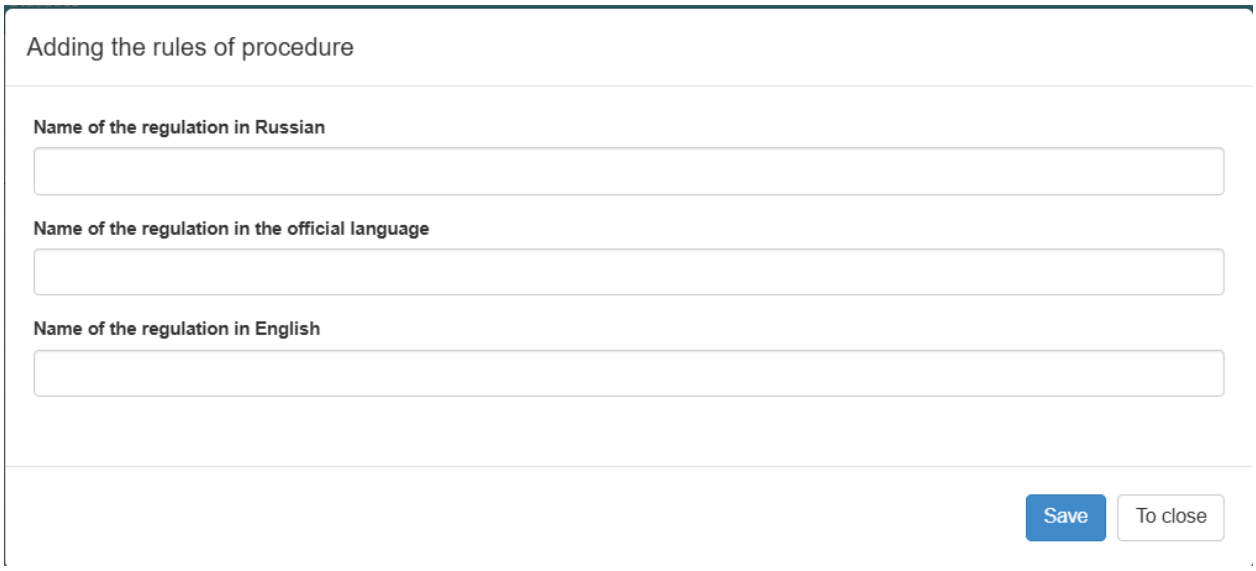
Element	Action
Add an initiator	When you click on the button, the System displays the "Select user" form. The system allows you to select any registered user in the System
Potential private partner*	Is filled in manually. You must specify the IIN/BIN of the organization of the Potential private partner who is the initiator of the project
Representative of the potential private partner	Filled in manually
Post	Filled in manually
Contact phone number	Filled in manually
Email Address	Filled in manually
Delete icon	When you click on the icon, The system allows you to delete the added initiator
Edit icon	When you click on the icon, The System allows you to edit the added initiator
Back	When you click on the icon click, the System proceeds to the previous step (on the form "**Creating a project/lot**")
Then	When you click on the button, the System saves the added initiator and proceeds to the next step (form "**Regulations**").

Preparation of the regulations

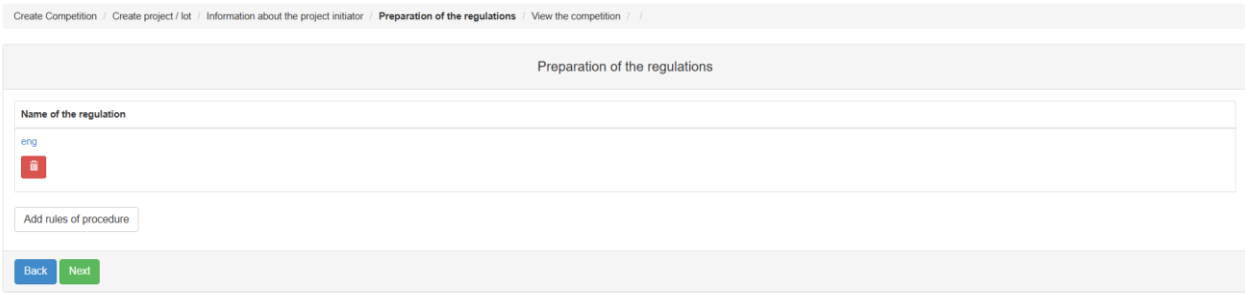
At the “Peparation of the regulations” stage, a blank form is displayed by default. To add a regulation, the Organizer must click the “Regulations” button.



In the form that opens, you must fill in the required fields "Name of the regulation in Russian" and "Name of the regulation in the state language"



After clicking the "Save" button, if the checks are completed successfully, the System will display the added regulation in the list of preparing the regulation with the option to delete it.

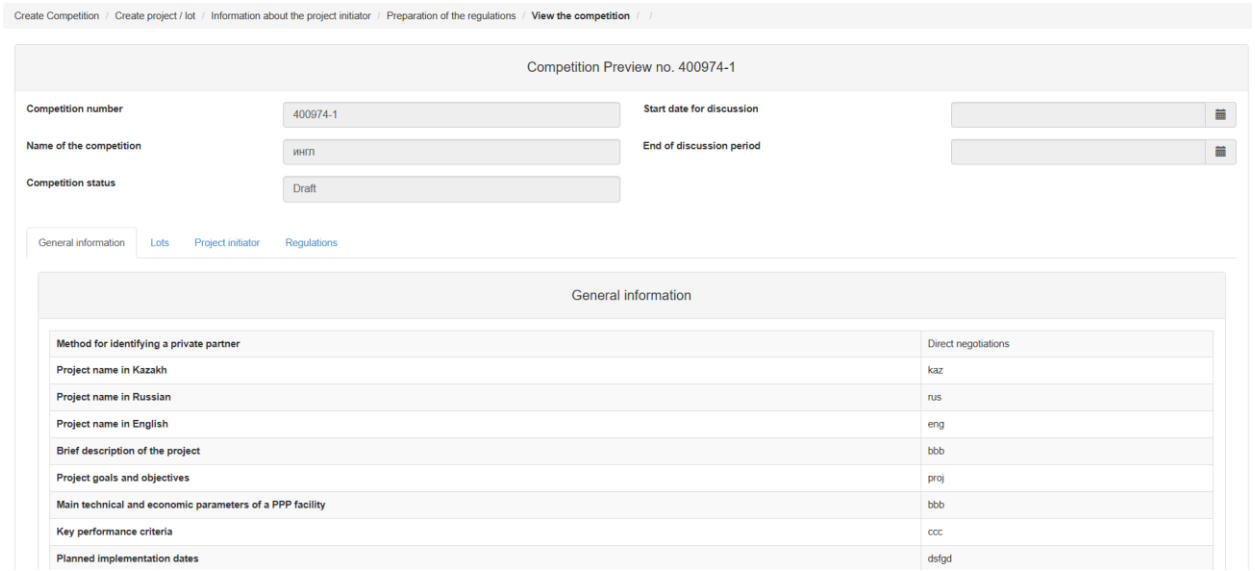


To attach a file/document, click on the name of the added regulations in the form of a hyperlink and attach the desired file/document.

After adding the required document, click on the "Next" button. When you click on the button, the System saves the added rules and proceeds to the next step (the "**View the tender** " form).

Viewing the tender

The "View the tender " form contains general information about the tender, information about the lot, the initiator of the project, and the regulations.



On the preview form, specify the tentative discussion start and end dates.

The minimum interval is specified according to the selected method for determining the private partner.

To publish the tender, click on the **"Publish"** button. If you need to edit the information, click the "Back" button. Clicking this button returns the System to the previous step.

Attention! Before publishing the tender, make sure that the entered data is correct.

When the **"Publish"** button is clicked, the System performs validation according to the selected private partner selection method.

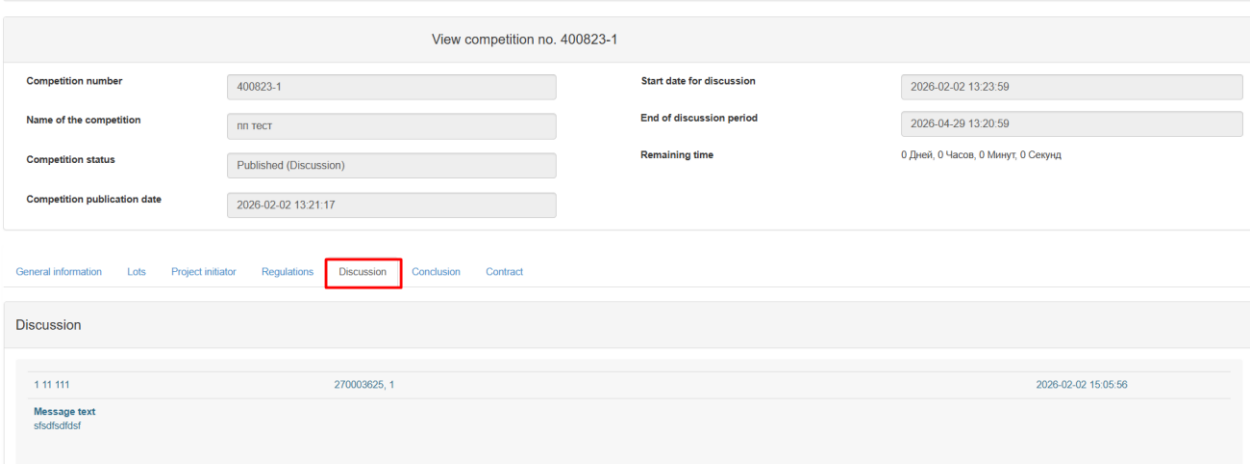
If the tender is published successfully, the System checks the discussion start date:

- If the discussion start date has not yet been reached, the tender is assigned the "**Published**" status, the lot is assigned the status "**Published**". Otherwise, the System displays an error message.

- If the discussion start date has been reached, the tender is assigned the "**Published (Discussion)**" status. Otherwise, the System displays an error message.

Regulations

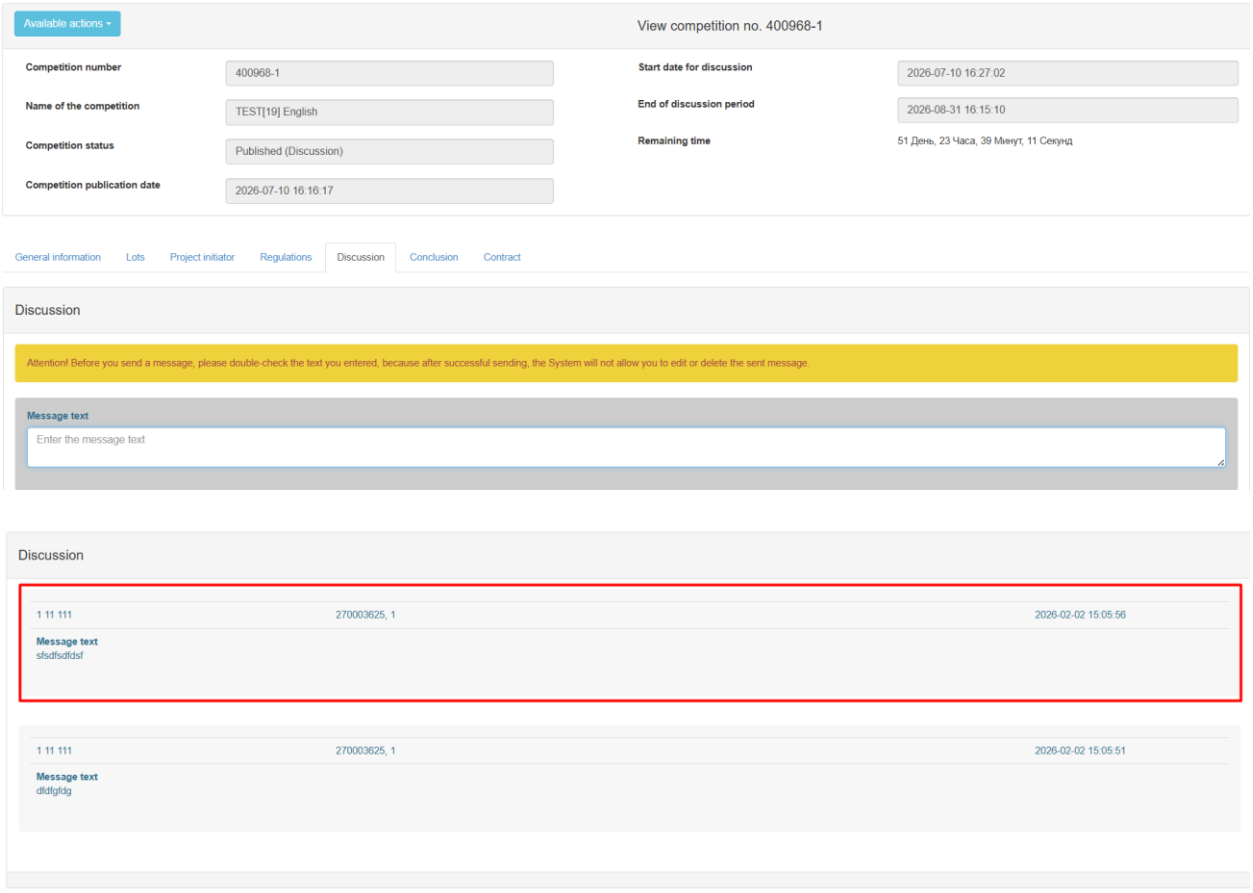
After the start date of the discussion, the functionality of direct negotiations will be available for authorized users in the "Discussion" tab.



Notifications of received discussions are sent to the personal account and to the e-mail of the Tender Organizer (secretary), the added Initiators of the project, the Public Partner and all participants of the chat.

Attention! The "Send message" button will be available before the end of the discussion.

The sent discussion/message is shown in the picture below.

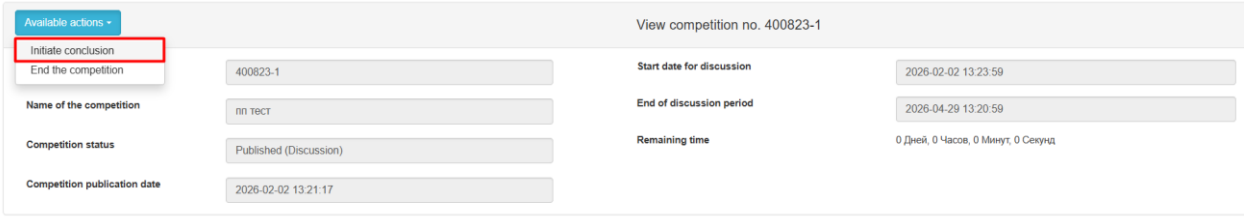


Attention!

- Open discussions are visible to all authorized/unauthorized users of the Portal.
- The system **does not** allow you to delete or edit sent messages. In this regard, the text notification "*Attention! Before you send a message, please double-check the text you entered, because after successful sending, the System will not allow you to edit or delete the sent message*"

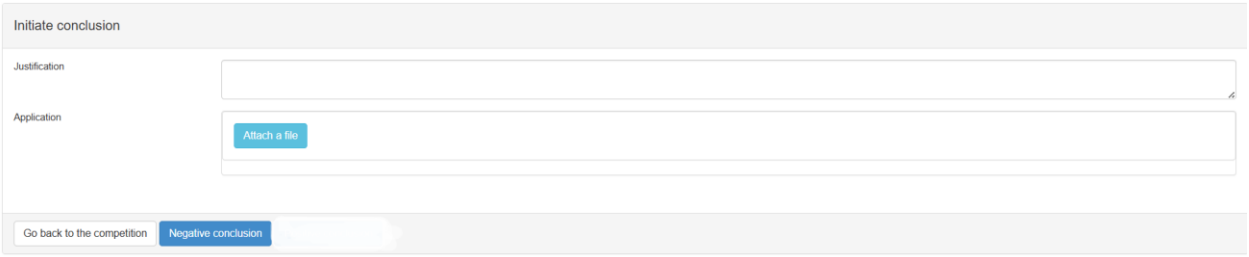
Description of the "Initiate conclusion" button

The **"Initiate conclusion"** action is available for the Organizer in the **"Available actions"** menu.



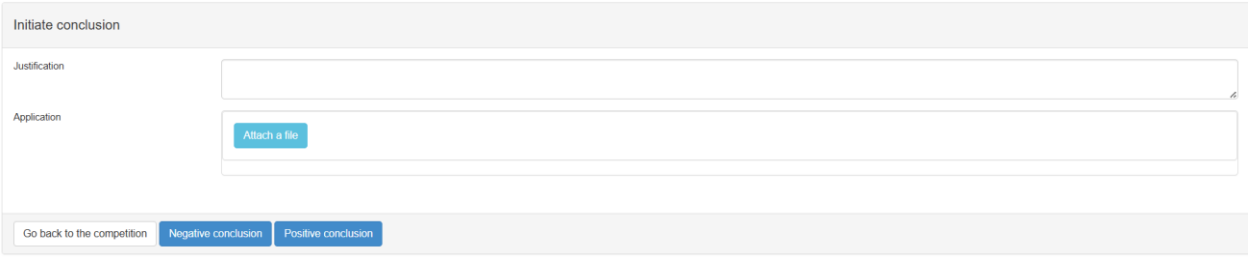
If the deadline for the end of the discussion **has not** arrived, the System will allow you to initiate only a negative conclusion (an unlimited number of times until a positive conclusion is initiated, or the end of the tender is initiated).

Please note that when initiating a negative and final action, the responsibility lies with the User!



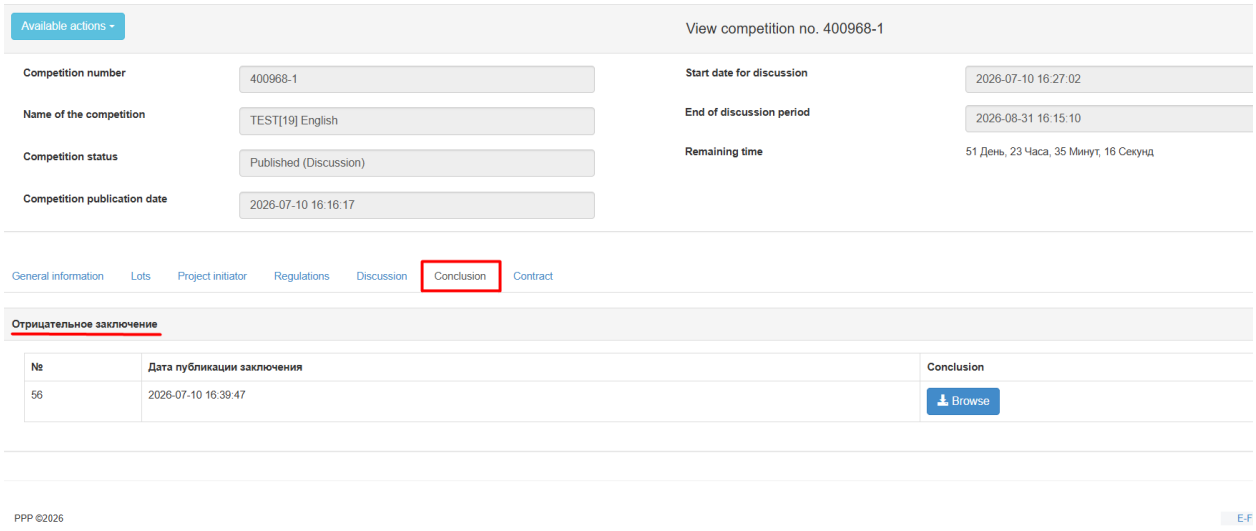
If the end date of the discussion is reached, the System displays two buttons "Negative conclusion" and "Positive conclusion".

To initiate any conclusion, you need to fill out the justification and attach the attachment, then click on the necessary button.



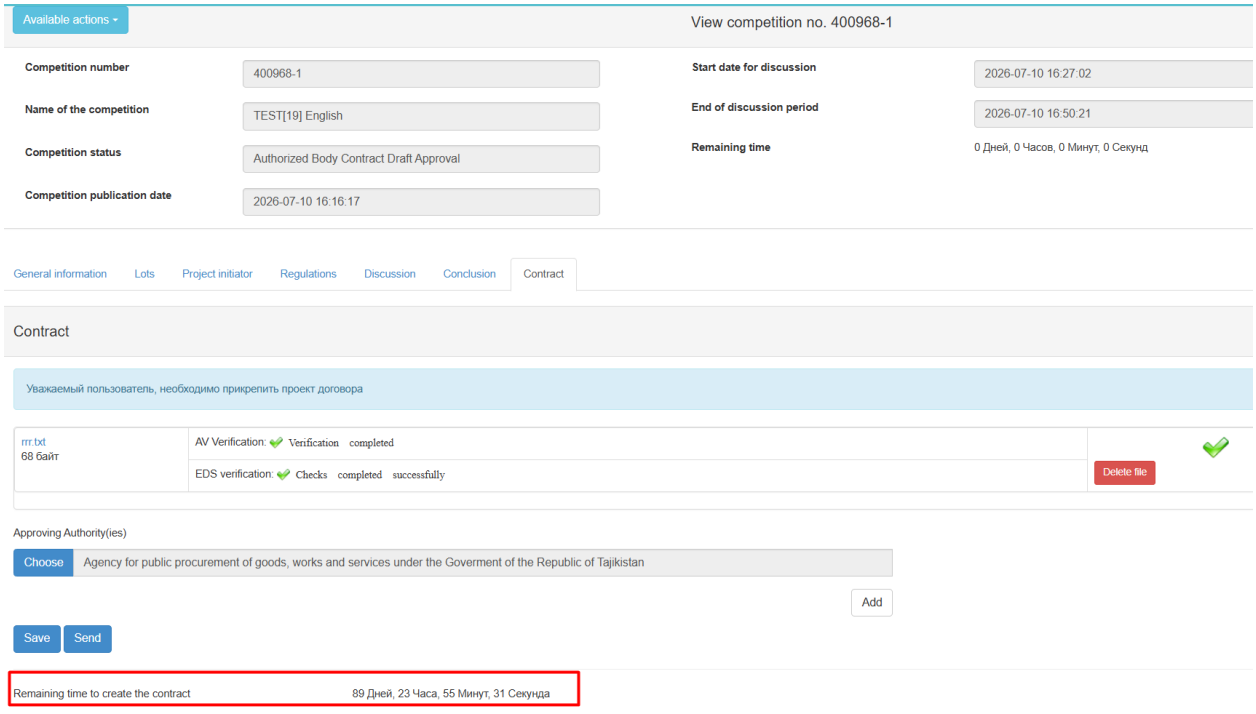
After clicking on the "Negative conclusion" or "Positive conclusion" button, the System will display a modal form for confirming the action

Upon confirmation of the action, the System displays the initiated conclusion with the sign positive or negative on the tender review form in the "Conclusion" tab. To view the detailed information, click on the "Browse" button.



If a positive agreement has been initiated, the System changes the status of the tender from "Published (Discussion)" to " Authorized Body Contract Draft Approval". Next, an action is performed to agree on the contract.

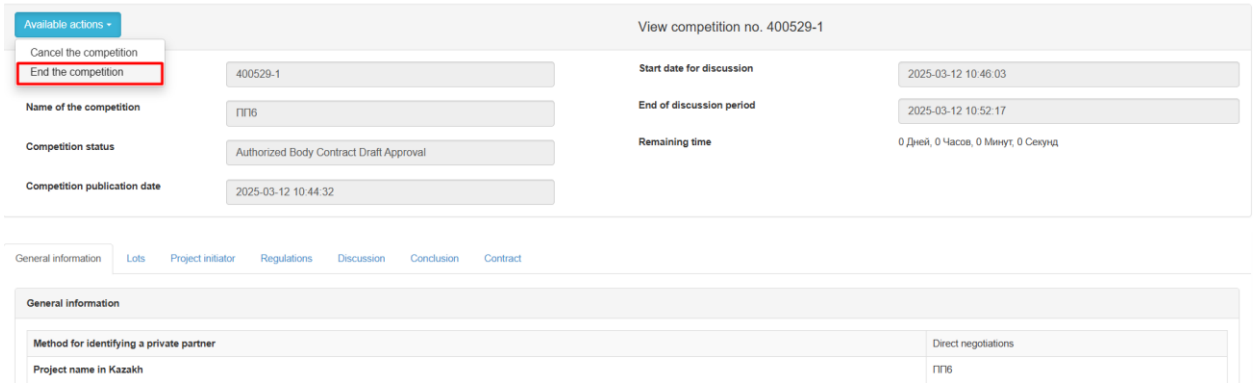
After the agreement is agreed, the System will display information about the agreement approval in the "Agreement" tab and start the counter to create the agreement in the interval of 90 calendar days.



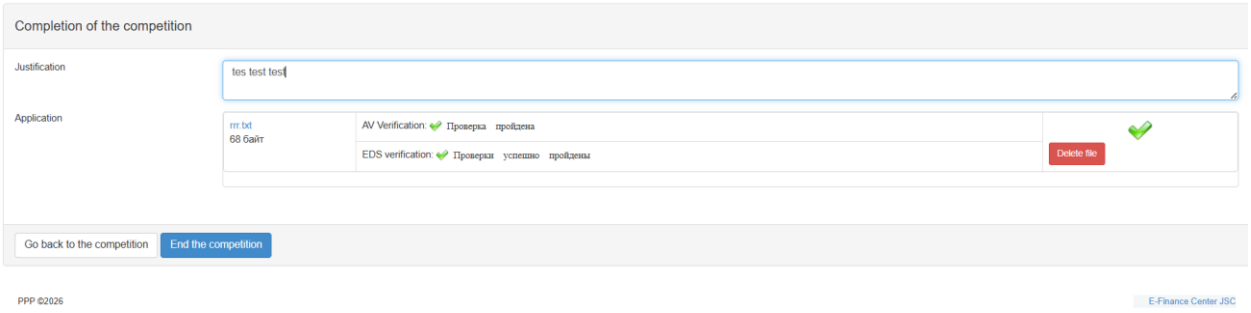
Description of the " End the tender " button

After agreeing on the contract, the **"End the tender"** action is available for the Organizer in the **"Available actions"** menu.

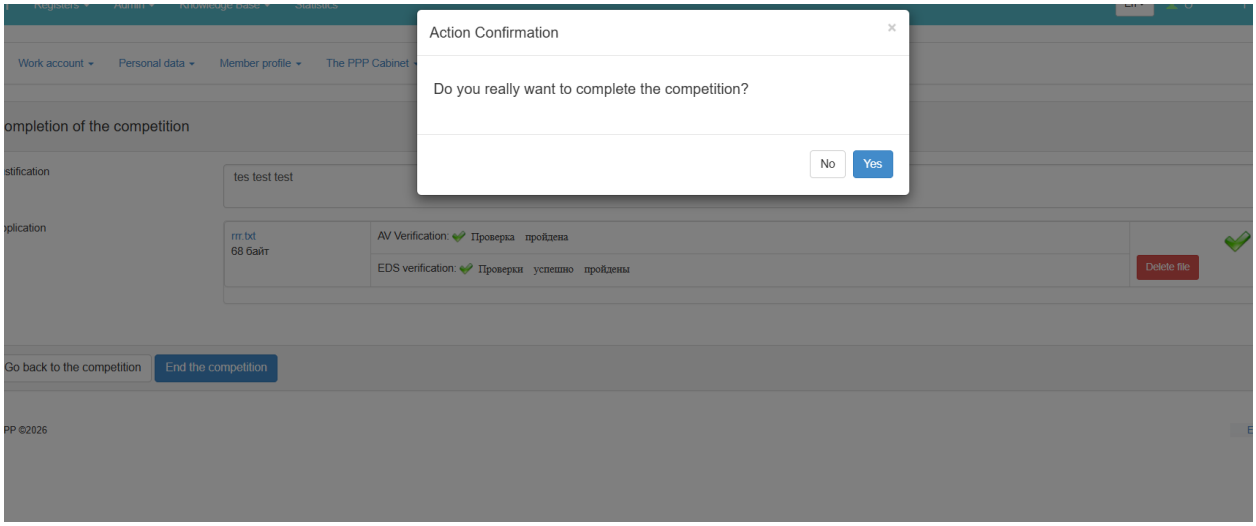
Attention! Completion of the tender is available at any stage of direct negotiations without initiating a positive or negative conclusion. *Please note that when initiating this action, the User is responsible!*



It is necessary to fill out the justification and attach the attachment, and then click on the "End the tender" button.



After clicking on the "End tender" button, the System will display a modal form for confirming the action



Upon confirmation of the action, the System changes the status of the tender from "Authorized Body Contract Draft Approval" to "Completed" and displays the protocol on the results on the tender viewing form in the "Conclusion" tab. To view the detailed information, click on the "View" button.

Available actions

View competition no. 400775-1

Competition number	400775-1	**Start date for discussion**	2025-11-11 09:58:50
Name of the competition	Тест	**End of discussion period**	2025-11-11 11:08:09
Competition status	Completed	**Remaining time**	0 Дней, 0 Часов, 0 Минут, 0 Секунд
Competition publication date	2025-11-11 09:57:11		

Number of submitted applications: 0

General information | Lots | Project initiator | Regulations | Discussion | Conclusion | Information about the winners | Contract

Протокол об итогах

Name of the protocol	Protocol No.	Date of publication of the protocol	Status	Protocol
Final Protocol	529640	2025-11-11 11:18:09	Valid	Browse